

May 22, 2023

RFP Number: 9442.4  
Due Date: June 12, 2023  
Due Time: 3:00 p.m.

To: Prospective Offerors:

Montgomery County Public Schools (MCPS) is in the process of pre-qualifying Contractors for a Multi- to provide and install new Building Automation System (BAS), maintain, repair and the design of direct digital control systems (DDC) for Montgomery County Public Schools (MCPS). Offerors are to submit only their qualifications to MCPS at this time. Prequalified Contractors will be given the opportunity to submit proposals for future projects. Bids received for future projects from companies that are not on the prequalified contractors list will not be considered.

Please respond according to the instructions provided in the attached RFP document. Responses must be received on or before 3:00 p.m. on Monday, June 12, 2023. Proposals received after this date and time will not be considered. Proposals shall be delivered in a sealed opaque envelope with the RFP number, opening date and opening time indicated in the lower left corner of the envelope. Proposals shall be sent by mail, courier or hand delivered to: Montgomery County Public Schools Division of Procurement, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850. No faxes or electronic submission of proposals will be accepted.

The contractor must submit one (1) printed original, two (3) printed copies, and a USB flash drive that includes one (1) electronic copy and (1) electronic redacted copy. The proposal must be signed by an official having authority to contract with MCPS. The firm and official's name shall be used. This solicitation does not commit the district to pay any costs incurred in the submission of proposals or guarantee that an award will be made.

In the event of emergency closing of the MCPS Board of Education offices, this RFP due date will be at the same time on the next regular working day.

Sincerely,



Angela McIntosh Davis, Director  
Division of Procurement

AMD:lab  
Enclosure