

I. GENERAL CONDITIONS

Intent

It is the intention of Montgomery County Public Schools (MCPS) to secure services for the identification and accurate measurement of HVAC air filters for school facility locations outlined in Attachment 1. Responses will only be accepted from the MCPS Pre-qualified Contractors under Request for Proposal 9464.2.

All Terms and Conditions of Request for Proposal 9464.2 issued January 27, 2023 are hereby incorporated by reference and become a part of this solicitation.

Installation will occur at 222 MCPS facilities and the intent is to award the project to multiple vendors with all work expected to be completed by December 30, 2024.

The contractor must have field staff that has been fingerprinted and passed MCPS background checks.

Submission of Bids

One original and one copy of the bid are requested. (Hard copy only)

Addenda/Errata

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the sole responsibility of the bidder to check the “Event Calendar” on the MCPS website <http://www.montgomeryschoolsmd.org/departments/procurement/> or contact Stephanie Dorah in the Division of Procurement at Stephanie_J_Dorah@mcpsmd.org and Procurement@mcpsmd.org, to verify whether addenda/errata have been issued. Failure to provide the signed acknowledgement of the addenda/errata may result in the bid being deemed non-responsive.

Inquiries

Inquiries regarding this solicitation must be submitted in writing, to Stephanie Dorah, Buyer, Montgomery County Public Schools, Division of Procurement, 45 West Gude Drive, Room 3100, Rockville, Maryland 20850, by email Stephanie_J_Dorah@mcpsmd.org. Questions shall be received no later than four business days prior to bid opening in order for the bidder to receive a reply prior to submitting its bid. The Board of Education will not be responsible for any oral or telephone explanation or interpretation. Vendor contact with any other MCPS employee regarding this solicitation until the contract is awarded by the Board of Education will be considered by MCPS as an attempt to obtain an unfair advantage and result in non-consideration of its bid. The MCPS Procurement website address is <http://www.montgomeryschoolsmd.org/departments/procurement/>

II. Scope of Work

The intent of this Invitation for Bid (IFB) is to secure services for the turn key measuring of HVAC equipment for Air Filters to three MCPS service centers per the details described herein. Each awarded contractor will provide a completed site survey to take measurements for accurate size filters in HVAC equipment located within each facility for all of the school facilities located within one of the three service areas.

The service areas are down-county, mid-county, and up-county. Pre-qualified vendors may provide a proposal for one service area or more service areas.

The submitted bid pricing shall be per school and all inclusive to include but not limited to all labor, materials, and subcontractor expenses.

ATTACHMENT 1

QUOTATION FORM