

## MONTGOMERY COUNTY PUBLIC SCHOOLS

*Expanding Opportunity and Unleashing Potential*

**DIVISION OF PROCUREMENT**

January 27, 2023

240-740-7600

RFP Number: 9464.2, Filters for Heating, Ventilation and Air Conditioning  
Questions due: February 8, 2023 @ 4:00 P.M.  
Pre-proposal Conference: Wednesday, February 15, 2023 @ 10:00 A.M.  
Responses due date: February 22, 2023 @ 2:00 P.M.

To: Prospective Respondents:

Montgomery County Public Schools (MCPS) is soliciting proposals from qualified vendors to provide Montgomery County Public Schools (MCPS) with HVAC Air Filters to be delivered to three MCPS service centers located throughout Montgomery County, Maryland.

A pre-proposal conference will be held on February 15, 2023 at 10:00 a.m. Eastern Time. Questions regarding the RFP must be submitted by 4:00 p.m. on February 8, 2023. Responses will be posted on the MCPS Division of Procurement website by February 13, 2023.

Please respond according to the instructions provided in the attached RFP. Submissions must be received on or before 2:00 p.m. on February 22, 2023. Submissions received after this date and time will not be considered. Submittals 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. Submissions shall be delivered to Montgomery County Public Schools Division of Procurement, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850.

The contractor must submit one (1) original, and two separate hard copies and one (1) redacted copy, one (1) electronic version of both original and redacted on flash drive. The submission 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