

**Office of Finance  
Division of Procurement  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 W. Gude Drive, Suite 3100  
Rockville, Maryland 20850**

**February 13, 2023**

**QUESTIONS AND ANSWERS**

**The following are questions and responses regarding  
RFP No 9464.2 Filters for Heating, Ventilation and Air Conditioning  
for Montgomery County Publics School.**

**Question 1.** Is the pre-proposal conference mandatory?

**Answer:** No, see 12.0, Pre-proposal conference

**Question 2.** Is the Proposal for supply and installation? If yes, can the vendor bid for supply Only?

**Answer:** **This RFP is for Supply filters only. Also, measuring HVAC Air filters service is a separate scope of work that can be included. It means you can do either both services or one.**

**Question 3.** What do you mean by CB?

**Answer:** Carbon Filter

**Question 4.** Where is the price list?

**Answer:** We do not have a price list, this needs to be provided by the respondent.

**Question 5.** Can you please provide more information for the washable filter such as the media?

Part # and specific sheet?

110085259 WASHABLE 12 1/2X13x1  
110085393 WASHABLE 8 1/4X38X3/4  
110085395 WASHABLE 8 1/4X38X3/4 1  
110085396 WASHABLE 8 1/4X38X3/4  
110085398 WASHABLE 8 1/4X27X3/4 1  
110085399 WASHABLE 8 1/4X27X3/4

**Answer:** **We don't know where this information came from, it was not part of the RFP.**

**We do not order washable filters quarterly**

Question 6. Who is the current incumbent?

We do not have an incumbent to provide these services.

Question 7. When was the current incumbent awarded the contract? Can you please provide us with a copy of the current contract?

Answer: See answer to question 6

Question 8. Do you accept the full case?

Answer: Question is not clear.

Question#9: How many shipments were received within a 12-month period?

Answer: This is a new process.

Question #10. How many invoices did you have for last year: What was the contract amount spent last year, what was the total final bid for the previous winning bidder?

Answer: Same as question #6 and 9.

Question #11. How many different ship-to locations are required?

Answer: Shipment will be only in a location: 8301 Turkey Thicket Dr., Building 4, Gaithersburg, MD 20879. On a monthly basis.

Question #12 If multiple ship to locations are required, please provide a list of each "Ship To" location before bid submission ends.

Answer: See answer to question #11

Question #13: Can freight charged on a per shipment basis?

Answer: No shipping/delivery costs will be accepted, all costs shall be included in the propose pricing.

Question #14: Will a liftgate or forklift be needed for delivery?

Answer: Yes, it will. Liftgate will be required. The unloading and loading area are on the ground level. However, we have a forklift at our warehouse.

Question #15: Will the department provide a separate line item for freight?

Answer: See answer #13

Question #16: Are the samples required at the time of the bid? if yes, where and when samples are needed?

Answer: Samples will be requested if necessary during or after evaluation of the responses.

Question 17: What frequency would these filters be purchased?

Answer: Four quarters in a year. Up to 55,000 filters per quarter

Question #18: Do you have a central warehousing where you can accept a full trailer of pleats at one time?

Answer: Yes

Question #19: For the proposal, aside from references, are you seeking a response to every section of the full RFP (Sections 1.0 -28.0 and 1-8, pp1-27) or just the section titled detailed specifications/requirements (1-8, pp 12-17) Including the notice to bidders?

Answer: Please see 6.0, Format of Response

Question #20 Is a bid bond, performance non or payment required? If yes, how much

Answer: No

Question #21: Are you able to confirm whether the pre-proposal conference will be held virtually or in person?

Answer: Pre-proposal conference will be virtual – please submit email and/or phone number of attendees.

**END OF QUESTIONS AND ANSWERS**