

**Department of Materials Management**  
**Procurement Unit**  
***MONTGOMERY COUNTY PUBLIC SCHOOLS***  
**Rockville, Maryland**

**Invitation For Bid #9470.1**  
**HEAVY PLUMBING EQUIPMENT**

**GENERAL CONDITIONS AND SPECIFICATIONS**

**GENERAL CONDITIONS**

**A. Intent**

The specifications contained herein are intended to cover the furnishing and delivery of heavy plumbing equipment. This is a requirement type contract based on a discount percentage off original manufacturer's parts list. Deliveries are to be made to Montgomery County Public Schools (MCPS) Division of Maintenance and Operations, 8301 Turkey Thicket Drive, Gaithersburg, MD 20879 or other MCPS Maintenance facilities located throughout Montgomery County, Maryland.

**B. Delivery**

Delivery will be required within 15 calendar days after receipt by the successful bidder(s) of a purchase order issued and signed by the director of the Department of Materials Management, or an order placed by an authorized MCPS representative using the MCPS Purchasing Card. There may be instances when delivery shall be required in less time. If the successful bidder cannot provide the item(s) within the time required, MCPS reserves the right to purchase from other sources. See Paragraph P. Emergency Purchases.

MCPS reserves the right to pick up orders from a successful bidder's place of business if MCPS deems it necessary. However, in instances of MCPS pickup, the successful vendor shall release the materials only to an Authorized MCPS Representative.

**C. Awards**

It is the intention to award this contract to the bidder submitting the most favorable unit prices with consideration being given to any previous performance for the Board of Education as to quality of service, acceptable merchandise, and with regard to the bidder ability to perform should it be awarded the contract. Awards may be made to one successful supplier submitting the lowest price. However, the Board reserves the right to make awards according to the best interests of the Board of Education of Montgomery County, Maryland. In addition, the Board reserves the right to remove or add additional items to the specifications as our requirements change, as well as, add suppliers throughout the contract term should a need arise that cannot be facilitated by an awarded supplier.

**D. Contract Term**

The term of contract shall be for one year as stipulated on the Invitation For Bid. However, the contract may not begin until one day after approval by the Board of Education and will conclude as stated under the contract term. MCPS reserves the right to extend this contract at existing prices, terms and conditions for up to three additional one year terms. Written notice indicating MCPS' intention to pursue the

extension of the contract will be issued to the successful bidder 90 days prior to the expiration of the original contract. The bidder will have ten days from the date of notification to return the notice acknowledging its intent to accept or reject the extension. Once all responses are evaluated, MCPS staff may make a recommendation to the Board of Education to extend the contract or decide to rebid. If the contract is extended by the Board of Education a contract amendment will be issued

#### **E. Provision For Price Adjustment**

Subsequent to award, the unit prices quoted herein are subject to price adjustment upward or downward in accordance with increases or decreases announced by the manufacturer after the contract award. The successful bidder must notify Rebecca Williams, Buyer, of any announced manufacturer's price reductions and give immediate benefit to MCPS in a proportionate amount.

Price increases will not be considered for the first 90 days of the contract. Thereafter the successful vendor must submit a written request for price relief. The request for a price increase shall include documentation from the manufacturer to verify the basis for such request. MCPS reserves the right to accept or reject the request as may be determined to be in the best interest of MCPS. Any orders received prior to a request for a price increase shall be honored at the original contract price. If the request for a price increase is approved, a contract amendment will be issued.

MCPS reserves the right to accept or reject the request as may be determined to be in the best interest of MCPS. Any orders received prior to a request for a price increase shall be honored at the original contract price. If the price increase is approved, a contract amendment will be issued authorizing the increase.

#### **F. Descriptive Literature**

When bidding products other than the brand and model specified, bidders are required to furnish with their bid proposal literature properly bound and labeled showing full illustrations and detailed specifications on items bid. The literature and specifications are to be arranged and labeled according to item sequence. The literature shall be clearly marked with the bid number, item number and company name. Bidders shall show the manufacturer's code and catalog number of the item offered.

Awards may be based on information provided in the descriptive literature submitted. Therefore, failure to submit descriptive literature may result in automatic disqualification.

#### **G. Brand Names**

Reference to brand name and code or model number in the attached specification is offered as a point of reference in order for bidders to consider style, size, weight, and similar characteristics. The use of the brand name should not be interpreted as the exclusive brand desired.

In the brand column state the brand name, code or model number being offered, even if bidding the specified brand. If a brand and code or model number is not shown your bid may not be considered.

If the item specification shows a code or model that has been discontinued, the bidder shall so state and indicate the current code or model number.

## H. Deviations

All bids meeting the intent of the invitation will be considered for award. Bidders offering and quoting on substitutions or who are deviating from the terms, conditions, and/or specifications shall list such and explain fully on a separate sheet to be submitted with the bid. The absence of such a sheet shall indicate that the bidder has taken no exception and shall be held responsible for performing in accordance with the terms, conditions and specifications as stated herein.

## I. Quotations

No bidder will be allowed to offer more than one price even though it may feel that it has two or more types of styles that will meet the specification. Bidders must determine for themselves which to offer. If said bidder submits more than one price, all prices shall be rejected. However, this stipulation does not preclude the offering of a new product that does not meet the specification, in every respect, from being offered as a new item on future bids. Such product should be identified as a new product and a brief explanation written as a part of the offer detailing the advantages which can normally be expected of this product over the product specified.

This solicitation shall be valid for acceptance during a period of no less than 90 days from date of opening. Once the contract is approved, terms and conditions of the solicitation shall prevail throughout the contract period.

## J. Warranty

The bidder warrants the items delivered to be of the highest quality, complying with specifications and free from all defects whatsoever in workmanship and materials.

Unless otherwise stated in the individual item specifications, the equipment shall consist of a minimum two-year manufacturer warranty against defects of equipment under normal use. Equipment requiring service under warranty shall be picked up and returned by an employee of the successful bidder. Any manufacturer of equipment offering as standard a longer warranty than is specified herein, shall take precedence. **Manufacturer warranty shall be specified in bid response.**

Warranty shall provide for the replacement of defective equipment. Any warranty claim made by MCPS prior to the expiration of said warranty, shall be satisfied although the warranty has subsequently expired. Failure of a bidder to provide satisfactory warranty service to MCPS will be grounds for exclusion from future bidding.

## K. Quantities

Quantities in this request are subject to change and are dependent upon current requirements of MCPS and on budgetary limitations. However, MCPS shall not be obligated to purchase any specific quantity. Orders will be placed from time to time throughout the contract term for delivery to individual locations.

## L. Qualification of Bidders

Bidders are required to furnish satisfactory evidence that they are authorized dealers for manufacturers of the items listed, or regularly engaged in performing the services on which they are bidding and, in both cases, they must maintain a regularly established place of business. An authorized representative of MCPS

may visit any prospective contractor's place of business to determine ability, capacity, reliability, financial stability, and other factors necessary to perform the contract.

#### **M. Delivery Tickets**

The successful bidder shall provide, at the time of delivery or pickup, a sale/delivery ticket that shall be prepared by the bidder. The sale/delivery ticket shall contain the following information:

1. Name of vendor
2. Purchase order number
3. Date of purchase

#### **N. Invoicing**

All invoices shall be in duplicate and must be included with each delivery or submitted to the Division of Maintenance and Operations no later than seven days of shipment. The invoice shall contain the applicable purchase order and name of the authorized representative and depot receiving the supplies. **All invoices shall be numbered.** The Division of Maintenance and Operations staff will then forward the invoice to the Division of Controller for payment if not already paid by using the MCPS purchasing card. MCPS no longer process check payments. To avoid payment delays all bidders that accepts Master Card are strongly encouraged to sign up to receive (Single Use Accounts SUA payments. For bidders that do not accept MasterCard, the Automated Clearing House (ACH) electronic payments is also available. To obtain more information email [accountspayable@mcpsmd.org](mailto:accountspayable@mcpsmd.org)

Invoices shall be sent to:

Central Maintenance and Operations Service Center  
8301 Turkey Thicket Drive,  
Building A, First floor  
Gaithersburg, MD 20879

MCPS will not be responsible for late payments of invoices if the above instructions are not followed.

#### **O. Guarantee**

Unless otherwise stated in item specification, successful bidder shall provide a minimum one year full guarantee from the date of delivery and receipt against defects in workmanship, product and/or material under normal use. Parts, service, labor, travel time, and transportation of equipment for repair and/or adjustment under this requirement shall be provided by the successful supplier at no expense to MCPS.

Equipment requiring service under guarantee/warranty shall be picked up by a supplier employee only, (no third party pickup), within one week of receipt of notification by an authorized representative of MCPS. Notification shall be accomplished via telephone and/or in writing. If repair time is estimated to exceed two weeks, the successful bidder shall provide a loan unit if requested by an authorized representative of MCPS.

Suppliers shall be directly and solely responsible for every aspect of providing and ensuring guarantee and/or warranty repair(s) and any/all necessary contact with the manufacturer shall be conducted by the supplier.

**P. Emergency Purchases**

MCPS reserves the right to make emergency purchases from other sources should the awarded vendor(s) be unable to furnish the item within the required time frame.

**Q. Special Conditions**

1. Audit Provisions - MCPS shall have the right to examine the successful bidder records pertaining to work performed under the contract to determine and verify their compliance with all contractual conditions. MCPS shall be granted access to such records at all reasonable times during the contract period and for three years thereafter.
2. Contingent Fee – The successful bidder hereby represents that they have not retained anyone to solicit or secure this contract from MCPS upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for bona fide employees or bona fide established commercial selling agencies maintained by the person so representing for the purpose of securing business, or any attorney rendering professional legal services consistent with applicable canons of ethics.
3. Assignments - Neither this contract nor any interest therein nor claim thereunder shall be assigned or transferred by the successful bidder except expressly authorized by MCPS and no contract shall be made by the successful bidder with any other party for furnishing any of the work or services herein contracted for without the written approval of MCPS.
4. Disputes – Any dispute concerning a question of fact arising under this contract shall be disposed of by written agreement between the contractor and the contracting officer. Pending final decision of a dispute hereunder, the contractor shall proceed diligently with the contract performance.

**R. Customer References**

Bidders are required to provide three references. The references shall have company name, contact person, address and phone number of three current customers for which a contract for similar size and products has been provided. If the reference information is not accurate and MCPS cannot contact the person(s) named, the bid may not be considered.

<u>Company Name &amp; Address</u>	<u>Contact Person</u>	<u>Phone Number</u>	<u>Contract Number</u>
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1. \_\_\_\_\_

Email: \_\_\_\_\_

2. \_\_\_\_\_

Email: \_\_\_\_\_

3. \_\_\_\_\_

Email: \_\_\_\_\_

**S. eMaryland Marketplace Advantage (eMMA)**

Maryland law requires local and state agencies to post solicitations on eMaryland Marketplace Advantage. Registration with eMaryland Marketplace Advantage is free. It is recommended that any interested supplier register at <https://emma.maryland.gov/page.aspx> regardless of the award outcome for this solicitation as it is a valuable resource for upcoming bid notifications for municipalities throughout the State of Maryland.

**T. Addenda/Errata**

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the bidder's responsibility to check the Bid Calendar on the MCPS website at [www.montgomeryschoolsmd.org/departments/procurement/](http://www.montgomeryschoolsmd.org/departments/procurement/) or to contact the Procurement Unit by email at [Procurement@mcpsmd.org](mailto:Procurement@mcpsmd.org), to verify whether addenda/errata have been issued. Failure to provide the signed acknowledgement of the addenda/errata may result in a bid being deemed non-responsive.

**U. Award Criteria**

1. Conformance to specifications
2. Ability to perform
3. Delivery Time
4. Past performance

**V. Submission of Bids**

Bid must be submitted in a sealed envelope to Procurement Unit, 45 West Gude Drive, Room 3100, Montgomery County Public Schools, Rockville, MD 20850 no later than the date and time specified on the Bid Document. Bidders shall identify their bid envelope with the bidder's name and clearly marked with bid number and description. Bidders may wish to reproduce and retain an additional copy for their files.

**W. Multi-Agency Participation**

MCPS reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not be limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that required these goods, commodities and/or services. Use of this solicitation by other agencies may be dependent on special local and state requirements attached to and made a part of the solicitation at time of contracting. The supplier/contractor agrees to notify the issuing agency of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies. Each participating jurisdiction or agency shall enter into its own contract with the Award Bidder and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award Bidder. MCPS assumes no authority,

liability, or obligation on behalf of any other public or non-public entity that may use any contract resulting from this bid MCPS pricing is based on the specifications provided in this solicitation. A negative reply will not adversely affect consideration of your bid/proposal.

**X. Inquiries**

Inquiries regarding this solicitation must be submitted in writing to Rebecca Williams, Buyer I, Montgomery County Public Schools, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850 or via email at [Procurement@mcpsmd.org](mailto:Procurement@mcpsmd.org) or [Rebecca\\_V\\_Williams@mcpsmd.org](mailto:Rebecca_V_Williams@mcpsmd.org). Questions must 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/>

**Contractors' Obligation Regarding Criminal Records of Individuals Assigned to Work in MCPS Facilities N/A** (Not Applicable)

Beginning July 1, 2015, all MCPS contracts must include the following provisions:

**I. Prohibition against assigning registered sex offenders and individuals convicted of sexual offenses, child sexual abuse, and other crimes of violence to MCPS contracts:**

Maryland Law requires that any person who enters into a contract with a county board of education "may not knowingly employ an individual to work at a school" if the individual is a registered sex offender. Under § 11-722 of the Criminal Procedure Article of the Maryland Code, an employer who violates this requirement is guilty of a misdemeanor and, if convicted, may be subject to up to five years imprisonment and/or a \$5000 fine.

Effective July 1, 2015, amendments to § 6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor for a local school system may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving:

- a) A sexual offense in the third or fourth degree under § 3-307 or § 3-308 of the Criminal Law Article of the Maryland Code or an offense under the laws of another state that would constitute an offense under § 3-307 or § 3-308 of the Criminal Law Article if committed in Maryland;
- b) Child sexual abuse under § 3-602 of the Criminal Law Article, or an offense under the laws of another state that would constitute child sexual abuse under § 3-602 of the Criminal Law Article if committed in Maryland; or
- c) A crime of violence as defined in § 14-101 of the Criminal Law Article, or an offense under the laws of another state that would be a violation of § 14-101 of the Criminal Law Article if committed in Maryland, including: (1) abduction; (2) arson in the first degree; (3) kidnapping; (4) manslaughter, except involuntary manslaughter; (5) mayhem; (6) maiming; (7) murder; (8) rape; (9) robbery; (10) carjacking; (11) armed carjacking; (12) sexual offense in the first degree; (13) sexual offense in the second degree; (14) use of a handgun in the commission of a felony or other crime of violence; (15) child abuse in the first degree; (16) sexual abuse of a minor; (17) an attempt to commit any of the crimes described in items (1) through (16) of this list; (18) continuing course of conduct with a child under § 3-315 of the Criminal Law Article; (19) assault in the first degree; (20) assault with intent to murder; (21) assault with intent to rape; (22) assault with intent to rob; (23) assault with intent to commit a sexual offense in the first degree; and (24) assault with intent to commit a sexual offense in the second degree.

Each contractor is required to submit, following award of a contract, documentation confirming that its direct employees and those of any subcontractors and/or independent contractors assigned to perform work in a MCPS school facility under the contract meet this obligation. Additionally, the contractor must confirm that it continues to meet this obligation on an annual basis and/or when there are changes in the work-force that the contractor and/or its subcontractors use to perform the work required by the contract.

Violation of this provision is a material breach of contract for which MCPS may take appropriate action up to and including termination of the contract.



**II. Required criminal background check process for certain individuals in the contractor's workforce:**

Under recent amendments to § 5-561 of the Family Law Article of the Maryland Code, each contractor and subcontractor shall require that any individuals in its work-force must undergo a criminal background check, including fingerprinting, if the individuals will work in a MCPS school facility in circumstances where they have direct, unsupervised, and uncontrolled access to children. The term "work-force" in this and the preceding section refers to all of the contractor's direct employees, subcontractors and their employees, and/or independent contractors and their employees that the contractor uses to perform the work required by the contract.

Fingerprinting for the criminal background check may be performed by the MCPS Office of Human Resources and Development, 45 W. Gude Drive, Rockville, MD 20850, or through another service approved by MCPS. Individuals fingerprinted by MCPS will be required to provide written consent, and

MCPS will maintain copies of all records for criminal background checks performed by MCPS. If the contractor uses another service approved by MCPS, the results of the criminal background check must be provided to MCPS for record keeping. A list of MCPS approved fingerprinting agencies can be found on the Procurement Unit website at <http://www.montgomeryschoolsmd.org/departments/procurement>.

The contractor must take appropriate steps to promptly follow up on information identified in the criminal background check related to the sexual offenses, child sexual abuse offenses, and crimes of violence enumerated above, as well as any information regarding offenses involving distribution of drugs or other controlled substances, or any other criminal information identified by MCPS as warranting further explanation insofar as it may significantly affect the safety and security of MCPS students. If, after following up, the contractor believes that the individual is qualified and should be assigned to work (or continue to work) in a MCPS school facility, then the contractor will provide a written summary to MCPS justifying its recommendation. MCPS will rely on the contractor's summary to determine whether to accept the contractor's recommendation, and the contractor will be responsible for any consequences of a material misrepresentation in its written summary.

Once the contract is awarded, the contractor is responsible for implementing the background check process. An individual in the contractor's work-force may not begin work in a MCPS school facility on an assignment where the individual will have direct, unsupervised, and uncontrolled access to children, until: (a) the background check results for that individual have been received by MCPS; (b) the contractor certifies to MCPS that the individual has received training and/or reviewed informational materials, as appropriate, regarding recognizing, reporting, and preventing child abuse and neglect, consistent with the content provided in training for MCPS employees; and (c) the individual obtains a MCPS identification badge. The badge will be issued by the MCPS Department of Safety and Security, 850 Hungerford Drive, Room 131, Rockville, MD 20850. Appointments are made by calling 301-279-3066. The contractor will be required to return all badges at the conclusion of the contract.

The criminal background check and badging process will be at the contractor's expense.

Violation of this provision is a material breach of contract for which MCPS may take appropriate action up to and including termination of the contract.