

Office of Finance
Division of Procurement
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 West Gude Drive, Suite 3100
Rockville, Maryland

INVITATION FOR BID # 9637.6
FIRE ALARM SYSTEM REPLACEMENT AND SERVICES
AT VARIOUS LOCATIONS

GENERAL CONDITIONS AND SPECIFICATIONS

I. GENERAL CONDITIONS

A. SCOPE

The scope of work shall include the removal of existing fire alarm systems and the design-build requirements for the new systems, including all necessary labor and general accessories to make the project complete in all details and ready for satisfactory service. The work will include general construction trade tasks as necessary to satisfy project requirements.

The contractor may be required to provide service for re-locatable classrooms installation. This includes installing new panels and performing service tasks at various locations throughout Montgomery County Public Schools (MCPS). Projects will be assigned throughout MCPS as required. It is estimated that MCPS will replace an average of ten fire alarm systems during the summer months when students are not in facilities, based on funds provided.

B. INTENT

1. It is the intention of this bid to secure a list of licensed fire alarm contractors for the On-Call Fire Alarm Replacement Contract, who will provide proposals based on scope provided by MCPS to replace existing Fire Alarm Systems. The proposals shall be all inclusive prices to fully cover the replacement of fire alarm systems, design-build tasks, engineering, permits, removal of existing system, CAD drawings, etc., and all materials and labor necessary for the scope of work as specified by MCPS. The design, engineering, permitting, etc., costs shall be included and incorporated among the various quotation line item costs. The contractor shall submit component all inclusive unit prices that will be used for contract award and for unforeseen changes to fire alarm replacement projects (additional/deletion of devices, etc.) as requested by MCPS or authorities having final jurisdiction. Fire alarm systems provided to MCPS shall be non-proprietary. The manufacturer and contractor shall turn over all system codes and programming to MCPS after expiration of warranty period. **Successful Contractor will be required to submit the Asbestos Free Verification Form as applicable and required herein. See General Conditions Section K and APPENDIX E.**
2. **All prices offered shall be all inclusive, including but not limited to labor, equipment and miscellaneous materials to satisfy all specification requirements. All costs shall be included in the prices submitted.** All work and design tasks shall be performed in accordance with the latest applicable laws, codes and regulations of the various regulatory bodies of the State of Maryland, Federal/Local Governments, with special attention to Montgomery County Fire Marshal Office requirements, National Fire Protection

Association (NFPA), UL standards, and all other authorities having jurisdiction (AHJ). MCPS will share with the successful bidder(s) special design criteria approved by the Montgomery County Fire Marshal's office. This criteria will not have any influence on pricing. These laws, regulations, and standards will further be considered a part of these specifications and conditions. The contractors shall furnish and install any additional items required by the same, whether or not particularly shown or specified. Any items or requirements noted herein in excess of code requirements and permitted under the code shall take precedence.

3. The successful bidders must demonstrate to the satisfaction of MCPS that they have the capacity and are capable of performing large amounts of work over the summer months June, July and August.

C. AWARD

1. This solicitation does not commit MCPS to award any contract or to pay any costs incurred in the preparation of a response. It is the intention to award this contract to the bidders 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's ability to perform should it be awarded the contract. MCPS may award to more than one bidder based on submitted unit prices and bidders' capacity to complete projects in given time frames. However, the Board of Education reserves the right to make awards according to the best interest of MCPS. **Awards are contingent upon availability of funds.**
2. 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/vendors throughout the contract term should a need arise that cannot be provided by any of the awarded contractor(s).
3. Wherever the term "provide" is used, it shall mean, "furnish and install in place, complete in all detail".

D. SITE INSPECTION

The successful contractor shall inspect the work sites before bidding. Please call the main office to schedule a time to visit. The contractor must report to the main office to sign in and contact the Building Service Manager prior to performing any work or inspection. Contractors without MCPS badges must make an appointment in order to be escorted through the facility. The bidder shall take measurements and develop proposals based on scope of work and drawings provided by MCPS. When the proposal has been submitted and received, it shall be understood that the work site has been inspected and that the contractor is aware of the needs and conditions under which the work is to be accomplished. The contractor shall notify the MCPS Project Coordinator in writing of any conditions that might prevent them from performing their work in the manner intended. Failure to do so will not relieve the successful contractor of the obligation to furnish all materials and labor necessary to fully carry out the provisions of the contract document.

E. SCHEDULE/RESTRICTIONS

1. **Completion dates shall be identified on each contractor's proposal.** A purchase order issued and signed by the Director of the Division of Procurement will be the contractor's authorization to proceed with an approved proposal. All work is to be totally completed on or before the stated completion date identified and accepted on each approved proposal.

This includes, but is not limited to, final inspections by AHJ and MCPS project manager, all cleaning tasks, punch-out work, etc. Late charges will be deducted for failure to meet any target dates without an MCPS approved extension. (See “**Late Charges for Failure to Complete on Time**” under **Contract Administration**.)

2. The contractor shall take into consideration that school activities will be taking place (summer school, special activities) while work for this contract is being performed; therefore, no work performed by the contractor shall disrupt normal school functions. Any traffic blockages, utility outages, etc., which may be required in the execution of the contractor’s work shall be scheduled with the MCPS Project Coordinator and will require the contractor to perform such work at premium labor time. The contractor shall anticipate these occurrences in their bids, and no changes in contract amount or completion date will be made for such occurrences.
3. The contractor shall maintain an adequate labor force on the work site from the start of the project until the completion in order to satisfy the schedule. MCPS expects the work to proceed uninterrupted with regards to labor and material availability. The contractor shall inventory materials as they are received from the manufacturer and not wait until work is under way to determine if inventory is sufficient.
4. **Regular Rate Working Hours**

Regular rate working hours are for work performed **Monday through Friday, 6:00 A.M. through 6:00 P.M.** (MCPS Building Services personnel are normally on site during these hours).

5. **Overtime Rate Working Hours**

Overtime rates are for work performed on evenings (6:01 P.M. to 5:59 A.M.), weekends or holidays with MCPS approval; however, the contractor shall reimburse MCPS for the overtime cost of having MCPS building services personnel on site. These overtime costs will be tracked and deducted from the contractor’s final invoice. (See “Overtime Reimbursement Agreement, **APPENDIX J**)

F. 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 four additional one-year terms. Written notice indicating MCPS’ intention to pursue the extension of the contract will be issued to the successful bidder(s) ninety days prior to the expiration of the original contract. The bidder will have ten days from date of notification to return the notice acknowledging its intent to accept or reject the extension. Once the responses are evaluated, MCPS staff may make a recommendation to the Board of Education to extend the contract or decide to re-bid. If the contract is extended by the Board of Education a contract amendment will be issued.

G. QUANTITIES

MCPS shall not be obligated to purchase any specific quantity. Annual estimated quantities identified on the Quotation Form are subject to change up or down and purchases are dependent upon current requirements of MCPS and on budgetary limitations. Orders will be placed from time to time throughout the contract term.

H. PROVISION FOR PRICE ADJUSTMENT

1. Price increases will not be considered for the first year (12) months of the contract. Thereafter the successful bidder must submit a written request for price relief. Adjustments will be based upon the consumer Price Index (CPI), specifically, the All Consumer Index, published by the U.S. Department of Labor, Bureau of Labor Statistics, for the Washington, D.C., Metropolitan Area and shall not exceed 75% of the percentage change of January 1 CPI's rounded to the nearest tenth of a percentage. MCPS reserves the right to accept or reject the request as may be determined to be in the best interest of MCPS. If a price increase is accepted, a Contract Amendment will be issued. Any orders received prior to a request for price increase shall be honored at the original contract price.
2. Unit prices quoted herein are subject to price adjustment downward in accordance with decreases in prices announced by the manufacturer of the subject item any time after the bid opening date. Recommendation for awards, however, shall be made based on the original submission only.

I. MCPS EMERGENCY/CRISIS PROCEDURES, SHELTER/LOCKDOWN**Emergency/ Crisis Procedure Information**

1. In the event of an emergency/crisis incident while working in an MCPS facility, the contractor and/or their representative(s) shall be required to adhere to the established MCPS procedures and school administrative guidelines during such an occurrence.
2. Supplied herein under **APPENDIX D**, for the bidder's information are the MCPS Emergency/Crisis Procedures, Shelter/Lockdown. It is the contractor's responsibility to familiarize themselves and their representative(s) regarding the Shelter/Lockdown Procedures. These procedures are subject to change to meet MCPS requirements.
3. The contractor shall have at the work site a reasonable amount of materials that will allow them to quickly secure the work area and/or secure buildings as required for the type of work being performed.

J. WARRANTY/ SERVICE/REPAIRS

1. The specifications require that all workmanship and materials shall be guaranteed for two years. Final payment will be made once the installation, fire alarm system testing is complete and accepted by Authority having Final Jurisdiction and MCPS; and the bidder has provided MCPS with all necessary equipment/software, access codes, programs, points, and as-built drawings of each fire alarm system installed. Bidder(s) shall provide factory manufacture certified training for MCPS Maintenance Fire Alarm Technicians at

no cost to MCPS. The warranty period shall commence once the MCPS Project Coordinator has approved and signed the contractor's final invoice for payment certifying that all of the above has been satisfied.

- a. Warranty shall provide for the replacement of defective materials plus installation and labor. 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.
- b. Any warranty/guarantee offered by the manufacturer used on this project, which is longer than MCPS standard warranty/guarantee as specified herein, shall take precedence.

2. **Response Time**

- a. The contractor shall respond to all routine requests for repair within 24 hours from receipt of telephone call followed by an email notification request from the MCPS Project Coordinator or designated representative.
 - b. Emergency repair services shall be available 24 hours a day, seven days a week, including all MCPS holidays. The bidder shall provide a 24-hour contact number for emergency services. The contractor shall respond to MCPS requests with a qualified fire alarm technician within two hours from receipt of telephone notification from MCPS declaring an emergency situation. The contractor shall stay focused and continue working on the emergency until the situation causing the emergency is repaired.
3. Upon completion of the projects, the point of contact may change between the MCPS Project Coordinator and the contractor when identifying and resolving any warranty claims during the warranty period.

K. **ASBESTOS INFORMATION**

1. **Asbestos Free Materials**

NO MATERIALS PROVIDED SHALL CONTAIN ASBESTOS!!!! All contractors providing and/or installing any of the building materials listed below shall secure laboratory analysis confirming that materials contain NO ASBESTOS. The cost for testing shall be included in the bid prices offered. After the initial testing has been performed additional annual testing will be required thereafter or immediately upon any change in materials or manufacturers.

- Acoustical ceiling tile,
- Adhesives
- Caulking
- Fire Rated Doors
- Fire Board
- Floor tile and sheet flooring,
- Folding Doors
- Gypsum Panels (Drywall)
- Insulation (All types; roof, HVAC, piping, wall, etc.)
- Mastics
- Plaster

- Roofing System Components
e.g. BUR Asphalt, Felts, Cap
Sheets, Shingles, etc.
- Spackle
- Toilet Partitions
- Window Glazing

The laboratory performing the analysis must have received U.S. Environmental Protection Agency (EPA) accreditation and be a member of the National Voluntary Laboratory Accreditation Program (NVLAP). The contractor or the manufacturer can have the laboratory testing performed. **No other form of confirmation such as Material Safety Data Sheets, manufacturer documentation, historical testing, etc. will be accepted.** A list of EPA accredited laboratories can be found at <http://ts.nist.gov/standards/scopes/programs.htm>

The contractor shall provide required laboratory analysis report(s) and a completed “Asbestos Free Material Verification Form” herein (see **APPENDIX E**) **within 15 working days** after receipt of the “Pre-Award Notification” letter for each listed product required in the execution of the scope of work.

2. Existing Asbestos Materials

MCPS shall be responsible for all asbestos abatement tasks as may be required regarding existing materials on site. Any questions concerning asbestos materials shall be directed to the Environmental Health Specialist, Derek Kwon 240-740-2331.

L. BRAND NAMES

1. Commodity descriptions that state “Only a specified brand will be considered” are brands that have been evaluated and tested for inclusion on this bid and are the only brands acceptable at this time. **No substitutions will be accepted.** Other brands will be evaluated and tested by MCPS if materials are submitted at no cost to MCPS. Forward samples/information to Montgomery County Public Schools, Office of Facilities Management, 45 West Gude Drive, Suite 4300, Rockville, Maryland 20850. **Testing normally requires a minimum of 60 calendar days to complete; therefore, your samples/materials for testing may be approved for future bids if the evaluation is satisfactory. This process of evaluation is intended for larger types of equipment and/or components i.e. bleachers, elevators, lockers, flooring, roofing systems, fire alarm and public address systems.**
2. The 60 workday evaluation process **is not intended** for small system components where the term “or MCPS equal” is used herein. These items of a lesser dollar value such as electrical/plumbing components, switches, adhesions sealers etc., can quickly be evaluated by MCPS to determine if they are equal to the proto-type identified. Upon MCPS evaluation of the offered equal to item, if it is determined that it is not equal to the proto-type, the successful bidder shall be required to provide the MCPS identified proto-type product.

3. The brand name, code or model number on each item being offered, even if bidding the specified brand shall be provided. If a brand and code or model number is not shown, your bid may not be considered.

M. DESCRIPTIVE LITERATURE

The apparent successful bidder may be required to furnish, **within two working days** after bid opening, sufficient detailed information regarding makes, models, design, etc., of the item(s) offered. The apparent successful bidder is required to furnish the literature properly bound and labeled, showing full instructions and detailed specifications. The literature and specifications are to be arranged and labeled in numerical sequence according to item and attached on separate pages of a brochure. Failure to submit marked descriptive literature may result in disqualification. Bidder shall show the manufacturer's code and catalog numbers of the item(s) offered. The cover of the brochure shall contain:

1. Bidder's name, address, and phone number.
2. Bid number.

N. DEVIATIONS

All bids meeting the intent of the invitation for bid will be considered for award. Bidders who are deviating from the terms, conditions, and/or specifications shall list such and explain fully on a separate sheet to be submitted with their bid. If these deviations are of a technical nature, the bidder shall supply manufacturer's description of the deviation. 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.

O. MATERIAL

Materials to be used in the performance of this contract shall be new and shall be the manufacturer's latest design improvements and materials current at the time of shipment. The MCPS Project Coordinator shall be notified of any design changes prior to delivery and the contractor shall supply sufficient information to allow evaluation.

P. DELIVERY

Prices shall include all delivery costs as required to ship materials to various locations throughout Montgomery County, MD. All deliveries must be prepaid FOB destination and in no case will collect shipments be accepted. All pricing must be all-inclusive. No travel time or delivery charges will be accepted.

Q. EMARYLAND MARKETPLACE ADVANTAGE

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

R. SUBMISSION OF BIDS (Sealed Bids Only)

1. Bid Documents

One original and one copy of the bid are requested. The cover page of each copy must be clearly marked original or copy. Bidders may wish to reproduce and retain an additional copy for their files.

2. Quotation Form

a. Quotations are to be entered on the Quotation Form supplied under **APPENDIX H. Faxed quotations are not acceptable. SEALED BID ONLY.** This solicitation shall be valid for acceptance during a period of no less than 90 days from date of opening. If there is a discrepancy between the unit cost and total cost, the unit cost shall prevail.

b. **Bidder must submit a separate price for each item listed on the Quotation Form. Submission of one price for all the items without indicating a price per item shall be considered non-responsive and will invalidate the bid.** If there is a discrepancy between the unit cost and total cost, the unit cost shall prevail. Prices offered shall be valid for acceptance during a period of no less than 90 days from date of bid opening.

3. Addenda/Errata

Changes and addenda to a solicitation may occur prior to the bid opening date and time. It is the bidder's responsibility to check the MCPS website under event calendar <http://www.montgomeryschoolsmd.org/departments/procurement/> or contact the Division of Procurement by email to Laly_A_Bowers@mcpsmd.org and procurement@mcpsmd.org to confirm that they have all addenda/errata. Failure to acknowledge addenda/errata on the form may result in a bid being deemed non-responsive and consequently rejected.

4. Minority Business Enterprise in Public Schools

The goal has been set for 5% MBE participation. Pages D1 through D10 of Attachment D, of the MBE procedure (**APPENDIX A**) reflecting minimum 5% MBE participation shall be submitted with your bid. (*See Section "II Contract Administration" for additional MBE information*).

5. License/Certifications (Required with Bid Submission)

a. The contractor shall possess a current **State of Maryland" Construction Business License**. All contractors' business licenses are issued through the County or Baltimore City, Clerks of the Circuit Court in which your business is located within the State of Maryland. **NOTE:** all out of state bidders must submit an out of state Maryland Construction Business License. Contact the **State License Bureau** <http://www.marylandtaxes.com/> or at 410-260-6240, for additional information as required.

- b. Inspection, maintenance, and testing of fire alarm systems in Montgomery County requires a license from Montgomery County Division of Fire Prevention and Code Compliance. **Contractor shall provide a copy of an existing Montgomery County Fire Alarm License with bid submission.** Each corporate license must have a Designated Qualified Individual (DQI) to act of an existing Montgomery County Fire Alarm license with bid submission.
- c. Contractor shall submit an existing State of Maryland Contractor license with bid submission. Failure to provide an existing license will disqualify the bid submission.

6. Bid Security

See **General Conditions, Section S. BID SECURITY- SURETY LETTER** on page 11 for requirements.

7. Personnel List

Contractor(s) shall include a complete list of fulltime personnel employed by your firm who would be assigned to this contract. For individuals listed, provide resume to include title, qualifications and all applicable training, licenses, etc. with bid submission. **Failure to submit this information with the bid proposal may be considered non-responsive and may disqualify your bid.**

8. Statement of Experience and Letter from Manufacturer

The bidder shall be a manufacturer's authorized installer/representative for the brand equipment offered and shall have been in business for a minimum of five years. The bidder shall provide a statement of experience and a letter from the Manufacturer to confirm they are a certified manufacturer's representative and installer with bid proposal. See **CONTRACT ADMINISTRATION SECTION, L QUALITY ASSURANCE** for more information. **Failure to submit this information with the bid proposal may be considered non-responsive and may disqualify your bid.**

9. References

See **General Conditions, Section U. REFERENCES** on page 12 for requirements

10. **Contractors' Obligation Regarding Criminal Records of Individuals Assigned to Work in MCPS Facilities**

All MCPS contracts must include the following provisions:

- a. 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 and 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:

1. 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;
2. 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
3. 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 opriate action up to and including termination of the contract.

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

Under recent amendments to § 5-551 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 finger printed 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, 45 West Gude Drive, Room 1100, 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.

S. BID SECURITY – SURETY LETTER**1. SURETY STATEMENT**

The Surety Agent for the Offeror shall provide on his letterhead a letter addressed to Montgomery County Public Schools signed by an authorized representative of the bonding company, stating:

(Name of Applicant) has been a client of (name of surety company) for over ____ years. During that time, we have supported this firm in their pursuit of projects in the \$_____ range and total programs in excess of \$_____.

We are prepared to provide, Performance, and Payment Bonds for future MCPS projects provided (name of applicant) makes application to us at the time of the Bid, and we are satisfied with the prevailing underwriting conditions, including but not limited to, acceptable contract terms, job specifications and acceptable bond forms. **Failure to supply as specified may disqualify your bid response.**

T. 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 as expressly authorized in writing 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 MCPS Contracting Officer. Pending final decision of a dispute hereunder, the contractor shall proceed diligently with the contract performance.

U. REFERENCES

Bidders shall provide three references with their bid submission. The references shall have company name, contact person, address, phone number and email address of three current customers for which a contract for similar size and type of project has been provided. If the

reference information is not accurate and MCPS cannot contact the person(s) named then your bid may not be considered. MCPS may request additional references.

Note: ALL BIDDERS must provide references, including bidders currently engaged in business with MCPS.

<u>Company Name & Address</u>	<u>Phone Number</u>	<u>Contact Person</u>	<u>Contract Number</u>
1. _____ _____			
Email _____			
2. _____ _____			
Email _____			
3. _____ _____			
Email _____			

V. AWARD CRITERIA

1. Conformance to specifications and completeness of bid submission
2. Ability to perform
3. Price
4. Past performance
5. MBE compliance

W. INQUIRIES

Inquiries regarding this solicitation must be submitted **in writing**, to Laly Bowers, Senior Buyer, Montgomery County Public Schools, 45 West Gude Drive, Suite 3100, Rockville Maryland 20850, by email to Laly_A_Bowers@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 explanations or interpretations. **Bidder 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 Division of Procurement website address is <http://www.montgomeryschoolsmd.org/departments/procurement> for the MCPS Division of Procurement.

Subsequent to the award if the contractor finds any discrepancy or omission and has questions of MCPS's intent, prior to performing work, they shall notify the MCPS Project Coordinator **in writing by email** to resolve and receive clarification with copies to Laly_A_Bowers@mcpsmd.org, Senior Buyer and the MCPS Capital Improvement Contracting Supervisor.

II. CONTRACT ADMINISTRATION**A. PRE-CONSTRUCTION MEETING**

1. MCPS reserves the right to convene a meeting with the apparent low bidder(s) prior to awarding a contract. The purpose of this meeting is to afford all parties an opportunity to discuss any aspects of project and contract execution, which may be of concern for the successful and timely completion of the project.
2. Documents required elsewhere in this specification, such as service and warranty agreements, shall be provided at this meeting to the Office of Facilities Management.
3. Issues raised during this meeting which cannot be resolved to MCPS satisfaction will be cause to reject the apparent low bid and to consider the next lowest bidder as the successful offeror.

B. CONTRACT SECURITY

1. Security may be in the form of Certified Cashier's or Bank Treasurer's Check **OR** Bonds (AIA Documents A-311, A-312, or similar). The bonding firm must be licensed to do business in the State of Maryland.
2. **The successful bidder(s) shall deliver to MCPS Performance and Payment Bonds within five working days after receiving notification of award for individual projects with a contract value of \$100,000.00 or more. This cost shall be included in the proposal.**
3. The cost of the bond(s) shall be included in all proposal exceeding \$100,000.00 or more by the contractor. **Note: Failure to supply the Contract Securities as specified will be considered a non-responsive proposal offer.**

C. POST BID SUBMISSIONS

1. In addition to licenses required with the bid response, the apparent low bidder may be required to supply **within 48 hours** after MCPS request, applicable business and contractor's licenses, master licenses for trades appropriate for work to be performed, and/or company financial statements, etc., as required to allow MCPS contractor evaluation. **Failure to supply as specified may be cause to terminate the contract.**
2. **Sub-Contractors**
 - a. The successful bidder shall supply a complete list of all sub-contractors for evaluation by MCPS prior to performing work. This list must be submitted within two workdays after MCPS makes the request. **Failure to do so will be grounds for termination of your contract.** The successful bidder shall be responsible for assuring that all proposed sub-contractors are in good standing with MCPS and have been in business for and have a minimum of three years experience performing the type of work they will be performing under this contract and possess appropriate licensing.

- b. MCPS shall notify the contractor **in writing** if, after due investigation, there is reasonable objection to any of the proposed sub-contractors. Failure of MCPS to make objection to any proposed sub-contractor shall constitute notice of no objection. Each sub-contractor may be required to furnish to MCPS, in duplicate, proof of their financial stability and experience to perform the particular work for which they will be engaged. All contractual agreements between the contractor and their sub-contractors shall be written, unamended, on the Standard Form of Agreement between contractor and sub-contractor, AIA Document A401 (most recent Edition). Upon request the contractor shall supply copies of this contract to MCPS **within five workdays**.
 - c. MCPS acceptance of sub-contractors in no way relieves the contractor from being responsible for the total and complete performance of the work for the project: i.e., failures of the sub-contractors to satisfactorily perform the work in timely fashion are the contractor's responsibility and not that of MCPS.
3. Minority Business Enterprise (MBE) in Public Schools
 - a. Certified Minority Business Enterprises are highly encouraged to respond to this solicitation.
 - b. **There is a 5% MBE goal set for this bid and all project(s) that may be performed under this bid that exceed \$100,000**. The bidder(s) may be required to solicit MBE participation, which will include providing revised Certified MBE Utilization and Fair Solicitation Affidavit (Attachment A) and the MBE Participation Schedule (Attachment B) along with other required MBE forms that may be applicable. Bidders are always strongly encouraged to make a good faith effort to solicit Certified Minority Business participation to provide materials, supplies, equipment, and/or service whenever possible at any time prior to bidding or throughout the course of the project.
 - c. Refer to the document, MINORITY BUSINESS ENTERPRISE PROCEDURES, September 22, 2008, included with this bid solicitation package under **APPENDIX A**.
 - d. MBE pages D1 through D10 of Attachment D, the MBE Procedure located herein under **APPENDIX A**, **must be completed and submitted with the bid proposal** identifying the bidder's specific commitment of certified minority business **even when the MBE goal is 5%**. *Failure to supply as specified will disqualify your bid proposal.*
 - e. Contact the MCPS MBE Liaison, at 240-740-7700; regarding any other MBE procedure questions. Current listing of the MBE certified Contractors can be found at http://mbe.md.state.md.us/directory/search_select.asp.

4. Submit Evidence of Insurance

a. Insurance

See Article XXI of the General Stipulations and Instructions to Bidders. The successful bidder shall submit an actual certificate of insurance made in favor of MCPS within five workdays after an award of contract.

b. Additional Insurance

The Montgomery County Board of Education shall be named as an additional insured on all liability policies.

c. Policy Cancellation/Certificate Holder

- 1) Sixty days written notice of cancellation or material change in any of the policies is required.
- 2) The Division of Procurement, Montgomery County of Board of Education shall be the insurance certificate holder.

5. Invoicing

- a. Bidder shall submit invoices, preferred electronically to the Project Coordinator in the Office of Facilities Management. Preferred method is electronically via email or regular mail to Montgomery County Public Schools, **45 West Gude Drive, Suite 4300, Rockville, Maryland 20850** for payment approval. **All invoices shall be similar to AIA Documents G702 & G703 identify pertinent information such as purchase order number, facility/building name and address where work was performed.** The MCPS Project Coordinator shall submit invoices and receiving reports to the Division of Controller to process payments.
- b. On state funded projects a completed State of Maryland, **“CERTIFIED MINORITY BUSINESS ENTERPRISE PARTICIPATION STANDARD MONTHLY CONTRACTOR’S REQUISITION FOR PAYMENT”** IAC/PSCP Form 306.4 **must** accompany **all** invoices, involving state funding (See **APPENDIX A Attachment D** herein). **No invoices will be processed for payment without this form being submitted. INVOICES THAT DO NOT HAVE PAYMENTS TO MBE SUB-CONTRACTORS IDENTIFY BY PLACING A ZERO ON THIS FORM.**
- c. **MCPS is not obligated to make any partial payments.** However, partial payments may be considered based upon the contractor’s justification of expenditures and satisfactory work performed up to 75% of the total contract cost. The remaining balance will be paid upon MCPS’ acceptance of the project as being 100% complete and in compliance with specifications. MCPS will refrain from making any partial payments if, in MCPS’ opinion, the project falls behind schedule. MCPS may resume making partial payments once all delays have been overcome and the project is back

on schedule. Final payment shall be made after the project is complete in all detail and as specified and accepted by the MCPS Project Coordinator.

- d. Partial payment invoices shall be accompanied by a schedule of values allocated to various portions of the work (similar to AIA Documents G702 & G703). This schedule, unless objected to by the MCPS Project Coordinator, shall be used as a basis for reviewing the contractor's application for partial payment.

6. Permits & Inspection

The contractor shall obtain all required permits, **pay all fees**, and certify that other required permits have been obtained prior to commencing work. Upon completion of all work, contractor shall obtain all certificates of inspections required and deliver them to the MCPS Project Coordinator. All required permit certificates and related documentation shall be submitted to the MCPS Project Coordinator for approval prior to final payment.

D. STATE FUNDED PROJECT COMPLIANCE REQUIREMENTS

1. The contractor shall complete and submit to MCPS, CONTRACTOR'S CERTIFICATION OF RECEIPT OF PAYMENT, included with this bid solicitation package under **APPENDIX B**. This form shall be completed after the contractor has received payments from MCPS exceeding the amount of the State funding. At the time of the contract award, the contractor shall be informed of the actual dollar amount being funded by the State for the project. Once the contractor has received payment from MCPS exceeding this amount, the contractor shall have ten days in which to submit CONTRACTOR'S CERTIFICATION OF RECEIPT OF PAYMENT to MCPS. No further payments will be made to the contractor until this form has been submitted.
2. **THE CONSTRUCTION SIGN SHOULD BE ERECTED FOR ALL STATE OF MARYLAND SCHOOL FUNDED CONSTRUCTION PROGRAM PROJECTS. THAT EXCEED \$100,000.00.** The contractor shall supply and install the sign as specified herein in **APPENDIX C** on the project site. The contractor has the option of making a specified sign or obtaining the sign from Maryland Correctional Enterprises (MCE) Sign Platt #11, C/O Patuxent Institution, Attention Christian Mayne, Plant, Manager, 7555 Waterloo Road, Jessup, Maryland 20794, phone 410-799-5102 or email Christiane.mayne@maryland.gov, website www.mce.md.gov. The current price from Maryland Correctional Enterprises for this sign is \$583.00 with lead-time of approximately one week. The contractor shall coordinate the location of the sign with the MCPS Project Coordinator. The contractor shall remove the sign and restore the site to original condition upon the completion of the contract. It will be MCPS' option to either retain the sign for future use or have the contractor dispose of the sign.

E. MBE - LIQUIDATED DAMAGES PROVISION

- a. This contract requires the contractor to make good faith efforts to comply with the Minority Business Enterprise ("MBE") Program and contract provisions. The MCPS and the contractor acknowledge and agree that the MCPS will incur damages, including but not limited to loss of goodwill, detrimental impact on economic development, and diversion of internal staff resources, if the contractor does not make good faith efforts to comply

with the requirements of the MBE Program and MBE contract provisions. The parties further acknowledge and agree that the damages the MCPS might reasonably be anticipated to accrue as a result of such lack of compliance are difficult to ascertain with precision.

- b. Upon a determination by the MCPS that the contractor failed to make good faith efforts to comply with one or more of the specified MBE Program requirements or contract provisions, the contractor agrees to pay liquidated damages to the MCPS at the rates set forth below. The contractor expressly agrees that the MCPS may withhold payment on any invoices as a set-off against liquidated damages owed. The contractor further agrees that for each specified violation, the agreed upon liquidated damages are reasonably proximate to the loss the MCPS is anticipated to incur as a result of such violation.
1. Failure to submit each monthly payment report in full compliance with COMAR 21.11.03.13B (3): **\$100 per day** until the monthly report is submitted as required.
 2. Failure to include in its agreements with MBE sub-contractors a provision requiring submission of payment reports in full compliance with COMAR 21.11.03.13B (4): \$_____ per week per MBE sub-contractor.
 3. Failure to comply with COMAR 21.11.03.12 in terminating, canceling, or changing the scope of work/value of a contract with an MBE subcontractor and/or amendment of the MBE participation schedule: the difference between the dollar value of the MBE participation commitment on the MBE participation schedule for that specific MBE firm and the dollar value of the work performed by that MBE firm for the contract.
 4. Failure to meet the contractor's total MBE participation goal and sub-goal commitments: the difference between the dollar value of the total MBE participation commitment on the MBE participation schedule and the MBE participation actually achieved.

F. SALES TAX

Section 326 (a) of Chapter 452 of the Laws of Maryland, 1968, provides, among other things, for the taxation of "any sale . . . of tangible personal property to the Contractors or Builders to be used for the construction, repair, or alteration of real property. . . ." Sales tax, as applicable, shall be included in any bid made to the Board of Education of Montgomery County, Maryland.

G. PERFORMANCE

1. The contractor shall have on the job site at least one person fluent in English and one person who has an MCPS contractor badge at all time.
2. **The contractor shall provide to the MCPS Project Coordinator cellular telephone numbers and email addresses of project managers to allow for day-to-day direct communications.**

3. Work to be completed in a timely workmanlike manner; fumes, odors, materials and work procedures will be controlled to protect occupants and property from harm and damage. Contractor shall protect all existing floors, including floor where material is stored or being transported with **Ram Board 60 Mill** (nominal) or MCPS approved equal.
4. The contractor shall provide MCPS with all programs, codes, and points, as built for fire alarm system.
5. Work is to be completed in a timely workmanlike manner; fumes, odors, materials, and work procedures will be controlled to protect occupants and property from harm and damage.
6. The contractor shall furnish the services of an experienced technician and helper, if necessary, which shall be on site at all times while work is in progress.
 - a. The contractor shall provide the names of the technicians assigned to this contract. Resumes of technicians and key personnel shall be supplied with bid packet.
 - b. After the project has been awarded any employee changes must be approved by MCPS prior to the employee reporting on the job.
7. The contractors and employees:
 - a. Contractors are required to have all **employees complete the fingerprinting and background check, so they can receive an MCPS Contractor badge.** MCPS contractor's badges shall be worn while on premises. **Contractor's employees/workers without an MCPS contractor badge will be denied entry;** Contractors will be required to check in daily at the facility main office. **All contractor employees must wear a badge while on site.**
 - b. Use of any form of tobacco products, liquor, and/or illegal drugs is not permitted in MCPS buildings and on grounds.
 - c. Are not to routinely use facility equipment and buildings, i.e., telephone, lounges, parking lots, etc. The MCPS Project Coordinator will designate such facilities authorized for contractor use.
8. All work shall be scheduled to the mutual satisfaction of the school administrative staff and the MCPS Project Coordinator to avoid conflicts with school activities.
9. Work area must be kept safe at all times; the area shall be left clean and ready for use at the end of each work day. The contractor must sweep floors and remove all debris generated from the premises daily, adhering to **Montgomery County Executive Regulation No. 1-15AM-Residential and Commercial Recycling, COMCOR 48.00.03. Solid Waste and Recycling.** The contractor shall track all recyclable materials such as metal, cardboard, commingle, yard waste, concrete, asphalt and others. The contractor shall provide a monthly report to MCPS recyclable manager, Mr. John Meyer via email John.MeyerIII@mcpsmd.org that includes weights, dates and the facility to which each of the material was taken to be recycled.

- 10. Installation must be performed in strict compliance with the latest local, state and federal regulations having authority. The Maryland Occupational Safety and Health Administration Hazard Communication Standards and the Occupational Safety and Health Administration Hazard Communication Standards must be followed.
- 11. Upon completion of all work, any and all damage to the school building and grounds as a result of the work must be restored to a condition as good as existed prior to damaging.
- 12. **Failure to perform in accordance with MCPS specifications herein and general industry standards may result in the contractor being removed from the approved vendor list to receive future Invitations for Bid for a period of two years.**

H. CHANGES IN THE WORK

- 1. Should alterations or changes be necessary at any time during the progress of the work or to add to or delete work, MCPS shall have the undisputed right to make such changes, additions, omissions, or alterations by written order. **An MCPS CHANGE ORDER FORM under APPENDIX F must be completed and signed by both MCPS and contractor’s authorized representative as identified on the form. All Change Order Forms, Proposals and other supporting documentation relating to additional work must be supplied to the MCPS Project Coordinator within one week from the time the Change Order need is identified. No cost increases to contract will be paid without a completed Change Order Form signed by both parties. Approved Change Orders do not automatically revise completion dates.** It is the contractor’s responsibility to provide a written request for extension, with an explanation of justification as they deem necessary, with an explanation of justification. Using approved Change Orders as rationale for not completing on time will not be accepted without an MCPS approved extension. If additional work is performed without MCPS written authorization, the contractor will be subject to reversing said work, or work and materials shall remain in place at no cost to MCPS. This shall be solely at MCPS’ discretion.
- 2. The allowable, all inclusive mark-up for combined supervision, overhead, bonds, fringe benefits, union fees, small equipment, tools and profit for work performed by the prime contractor shall be based on the monetary value of the work not to exceed the following rates:

<u>Value of Work</u>	<u>Combined Overhead & Profit</u>
\$0 - \$1,000	20%
\$1,001 - \$4,999	18%
\$5,000 - \$9,999	16%
\$10,000 - \$24,999	14%
Over \$24,999	Negotiated but not more than 10%

This schedule applies to work done by the prime contractor or by a sub-contractor(s). The prime contractor shall be allowed not more than 8% of the sub-contractor's cost for labor, materials, overhead and profit.

3. The contractor shall furnish supporting documentation with all Change Order Requests for all credits and/or extras. At a minimum, change order requests shall include a description of the work, detailed material lists, costs of materials (actual contractor costs, not list prices), man-hours and rates. The contractor shall not use any sub-contractors that are not willing to provide itemized proposal as required by MCPS. The same material costs, man-hours, rates, supervision, overhead, and profit, shall be applied equally to all credits.

I. LATE CHARGES FOR FAILURE TO COMPLETE ON TIME

1. MCPS shall retain \$500.00 per each calendar day of delay beyond the completion date stipulated on each accepted proposal, for the first five days. MCPS shall retain \$1,000.00 for each calendar day thereafter. The late charges shall be assessed by MCPS as a result of the late completion. This shall apply if the contractor fails to meet any specified target date as identified herein unless a written approval for extension has been granted by MCPS.
2. Failure to complete the work within the time specified will entitle MCPS to late charges. These charges will be deducted and retained out of any monies due to the contractor under this contract for the sum stated in the above paragraph for each calendar day required to complete the work beyond the agreed upon and documented completion date. This includes Saturdays, Sundays, and legal Holidays.
3. If necessary to reach a proper stopping place in any portion of work or to complete work within contract time limit, the contractor shall work overtime both their work forces and the work forces of their sub-contractors without additional cost to the contract price. The contractor shall be responsible for all incidental costs in connection with such overtime work including, but not limited to, MCPS building service staff overtime required.
4. If work falls behind schedule, as determined by the MCPS Project Coordinator, the contractor shall provide, at their own expense, additional labor and/or equipment, overtime pay, etc., as required to overcome delays including, but not limited to, MCPS building service staff overtime as required.
5. The MCPS Contract Officer will review requests for extension of completion time due to strikes, lack of materials, and/or any other condition over which the contractor has no control. Written application for extension shall be made immediately upon occurrence of conditions that, in the opinion of the contractor requires such an extension, with reason clearly stated and detailed proof for each such delay. The delay of MCPS issuing a purchase order does not automatically alter any completion dates. If in the contractor's view the delay of purchase order is having a negative effect on completion of the contract within the dates specified, they must notify MCPS in writing immediately. Using the rationale at the conclusion of the work that a purchase order was issued late will not be an acceptable reason for requesting a contract extension. No time extension will be allowed except by final written approval of the MCPS Contract Officer. No requests for extension due to weather conditions will be considered unless accompanied by documentary evidence supplied by the National Oceanic and Atmospheric Administration (NOAA's) National Weather Service showing, by comparison, that such weather suffered is abnormal to any of the past five years as recorded. **No request for extension will be considered by**

MCPS if received from the contractor after the previously agreed completion date has passed. Late charges will be automatically deducted.

J. CONTRACTOR'S OVERTIME PROCEDURE

If the contractor chooses to work overtime for any reason and secures MCPS approval to do so, the contractor shall be responsible for any associated costs including MCPS building service staff, etc. Average building service staff overtime rate is \$45.00 per hour depending on the individual working. This rate is estimated and could either be more or less than the quoted overtime rate. All overtime work must be requested **in writing** to the MCPS Project Coordinator at least 48 hours in advance. This will allow MCPS staff sufficient time to coordinate the required building service staff participation. The Overtime Reimbursement Agreement under **APPENDIX G** must be completed and signed by MCPS and the contractor before work is to be performed. The request must identify the dates and times the contractor proposes to work. Without written request and Overtime Reimbursement Agreement, MCPS will not approve any overtime.

K. MCPS CONTRACT SUPERVISOR/PROJECT COORDINATOR

1. The Capital Improvement (CIP) Contracting Office Supervisor will represent MCPS in the execution of this contract. No changes in contract conditions or specifications will be made without the Contracting Office Supervisor's approval and authorization by the Director of the Division of Procurement or his designee.
2. After award, the MCPS Project Coordinator will be assigned who will handle the day-to-day operation and coordination. Scheduling work on site after an award of contract must be made through the MCPS Project Coordinator.
3. The MCPS Project Coordinator is authorized to:
 - a. Serve as liaison between MCPS and the contractor;
 - b. Give direction to the contractor to ensure satisfactory and complete performance;
 - c. Monitor and inspect the contractor's performance to ensure acceptable timeliness and quality;
 - d. Serve as records custodian for this contract;
 - e. Accept or reject the contractor's performance;
 - f. Furnish timely written notice of the contractor's performance failure to MCPS Contract Office Supervisor and copy to the Division of Procurement;
 - g. Prepare required reports;
 - h. Approve or reject invoices for payment and submitted construction schedules;

- i. Recommend contract modifications or terminations to the MCPS Contract Office Supervisor, and a copy to the Division of Procurement or his/her designee;
 - j. Issue notices to the contractor to proceed with the change order to the project after receiving an approved revised purchase order issued by the Director, Division of Procurement or his/her designee (See Section H, 1 – Change Orders).
4. The MCPS Project Coordinator is **NOT** authorized to make any determination that alter, modify terminate or cancel the contract, interpret ambiguities in the contract language, or waive MCPS contractual rights.

L. QUALITY ASSURANCE

The successful contractor shall have been in business a minimum of five years, with a minimum of five years of experience regularly engaged in the installation of fire alarm systems similar to that which is specified herein. **Work performed under this contract shall be performed with bona fide, full-time employees of the successful contractor. If part-time sub-contractors are used, they must be pre-approved by the MCPS Project Coordinator. Appropriately licensed trade persons shall perform all trade work, i.e., electrical, plumbing, etc. A copy of these licenses must be submitted to MCPS prior to performing any work. Contractor must provide a letter of information showing the number of years in business and experience in this line of work to be included in their bid submission.**

M. PROJECT CLOSE-OUT

1. Initial Installation Punch-out
 - a. The contractor shall notify the MCPS Project Coordinator **in writing** that the work is ready for punch-out inspection. Punch-out shall occur sufficiently in advance of the proposal **completion date** as to afford the contractor time to rectify punch list corrections. Before calling for a punch-out, work shall be completed and all areas shall be clear of construction materials and debris.
 - b. During punch-out, the following individuals shall be present:
 - 1) **Authorized representatives of MCPS**
 - 2) **Contractor**
 - c. Upon completion of a punch-out, a written punch list will be prepared by the contractor and submitted to MCPS within five workdays.
2. The contractor shall notify the MCPS Project Coordinator, **in writing**, for a final inspection once all related punch list items have been completed. All punch-out and final inspections shall be performed well in advance of the completion date to allow for corrections. **Late fees shall accrue until all punch list items are 100% complete.**

3. The contractor is entitled to one punch-out inspection and one final inspection for each proposal under the terms of contract with MCPS. Any additional inspection by MCPS staff due to the contractor's failure to complete the punch-out items will result in deductions of costs incurred by MCPS for such inspections from the contractor's final invoice.
4. The contractor shall provide written warranty statements indicating start and end of warranty dates to be signed by both the contractor and MCPS Project Coordinator. The starting date shall be the date the final invoice for payment to contractor is signed and approved by the MCPS Project Coordinator.

III. DETAILED SPECIFICATIONS**A. SCOPE OF WORK**

The work performed under this bid shall include all required design services, permitting, testing, and furnishing and installing a complete and operable addressable type fire detection and alarm system as specified herein. The system shall include, but is not limited to, control panel with backbox; remote graphic annunciator panel with backbox; alarm initiating and indicating peripheral devices; outlet boxes; conduit; line and low voltage wiring; and all accessories required to make the system whole and functional. All work shall be performed in accordance with the specifications herein and the Montgomery County Fire Code, and NFPA 72, 101. This work shall be performed at various MCPS facilities throughout Montgomery County.

B. CONTRACTOR QUALIFICATIONS

1. The contractor shall be a factory trained, manufacturer certified, experience authorized installer with appropriate state and county licenses, which shall be provided with the bid submittal. Failure to provide an existing license will disqualify the bid submission.
2. The contractor shall provide a Montgomery County licensed and manufacturer trained technicians capable of installing and servicing all fire alarm, control panels, smoke detectors, duct detectors, pull stations, wiring, and any other components of the fire alarm systems listed in the specifications. The technician's resume must be provided with their bid submission.
3. The contractor must be qualified and certified to install and service fire alarm equipment as specified herein and listed on the quotation form.
4. The contractor shall perform all installations in accordance with MCPS specifications herein and the manufacturer's installation procedures, and in compliance with all applicable codes.

C. GENERAL

1. Provide a complete fire detection and alarm system of the noncoded, addressable, analog type, with manual stations, detectors, notification appliances, controls, and devices.
2. Costs of certification and testing, including tests required by NFPA 72, shall be included in the contract sum.
3. Priority of signals: Automatic alarm response functions resulting from an alarm signal from one zone or device are not altered by subsequent alarm, supervisory, or trouble signals. An alarm signal is the highest priority. Supervisory and trouble signals have second- and third-level priority. Higher-priority signals take precedence over signals of lower priority, even when the lower-priority condition occurs first. Annunciate and display all alarm, supervisory, and trouble signals regardless of priority or order received.
4. Noninterference: A signal on one zone shall not prevent the receipt of signals from other zones.

5. System reset: All zones are manually resettable from the FACP after initiating devices are restored to normal.
6. Transmission to remote alarm receiving station.
7. System alarm capability during circuit fault conditions: System wiring and circuit arrangement prevent alarm capability reduction when a single ground occurs in an initiating device circuit, signal line circuit, or notification-appliance circuit.
8. Loss of primary power at the FACP initiates a trouble signal at the FACP. The FACP indicates when the fire alarm system is operating on the secondary power supply.
9. Basic alarm performance requirements: Unless otherwise indicated, operation of a manual station, automatic alarm operation of a smoke or heat detector, or operation of sprinkler flow switch, initiates the following:
 - a. Notification-appliance operation.
 - b. Identification at the FACP and the remote annunciator of the zone and device originating the alarm.
 - c. Release of fire and smoke doors held open by magnetic door holders.
 - d. Operation of duct smoke detector shall initiate a supervisory signal and shutdown of fans and other air-handling equipment serving zone where alarm was initiated.
 - e. Recording of the event in the system memory.
 - f. Initiate the transmission of alarm to the Owner's remote alarm receiving station.
10. In addition to functions mentioned above, elevator smoke detectors shall perform elevator recall functions in accordance with ANSI requirements. Elevator heat detectors shall activate the shunt trip breakers.
11. Upon activation of alarm signal, the system shall override any intercommunications sound system, public address sound system, theatrical sound system, or local sound system.
12. Fire and smoke doors held open by magnetic door holders shall only be released by automatic operation of smoke detectors at the respective location or as required by Authority Having Final Jurisdiction.
13. Control of system: By the FACP.
14. System supervision: Automatically detect and report open circuits, shorts, and grounds of wiring for initiating device, signaling line, and notification-appliance circuits.
15. DEFINITIONS
 - a. FACP: Fire alarm control panel.
 - b. HVAC: Heating, ventilation, and air-conditioning.
 - c. LED: Light-emitting diode.
 - d. SPDT: Single pole, double throw.
 - e. Definitions in NFPA 72 apply to fire alarm terms used in this section.
16. **Alarm silencing, system reset and indication: Controlled by switches in the FACP and**

the remote annunciator.

- a. Silencing-switch operation halts alarm operation of notification appliances and activates an "alarm silence" light. Display of identity of the alarm zone or device is retained.
 - b. Subsequent alarm signals from other devices or zones reactivate notification appliances until silencing switch is operated again.
 - c. When alarm-initiating devices return to normal and system reset switch is operated, notification appliances operate again until alarm silence switch is reset. System reset shall be controlled only at the FACP.
17. Remote detector sensitivity adjustment: Manipulation of controls at the FACP causes the selection of specific addressable, analog smoke detectors for adjustment, display of their current status and sensitivity settings, and control of changes in those settings. Same controls can be used to program repetitive, scheduled, automated changes in sensitivity of specific detectors. Sensitivity adjustments and sensitivity-adjustment schedule changes are recorded in system memory.
18. Removal of an alarm-initiating device or a notification appliance initiates the following:
- a. Transmission of trouble signal to remote alarm receiving station.
 - b. FACP alphanumeric display: Plain-English-language descriptions of alarm, supervisory, and trouble events; and addresses and locations of alarm-initiating or supervisory devices originating the report. Display monitoring actions, system and component status, system commands, programming information, and data from the system's historical memory.

D. SUBMITTALS

1. General:
 - a. When approved, no variation will be permitted except with the approval of the MCPS and Authority having final Jurisdiction.
 - b. Submit to the authority having jurisdiction and to the MCPS Project Manager for review and approval.
2. Shop drawings:
 - a. Floor plans indicating final equipment and device locations and raceway routes.
 - b. System operation description: Detailed description for this project, including method of operation and supervision of each type of circuit and sequence of operations for manually and automatically initiated system inputs and outputs. Manufacturer's standard descriptions for generic systems are not acceptable.
 - c. Details of remote graphic annunciator.
 - d. Wiring diagrams and riser diagrams.
3. Product data: Schedule and each type of system component, including dimensioned plans and elevations showing minimum clearances and installed features and devices. Include UL listings.
4. Battery calculations.

5. Provide a complete project record drawing showing the location of all the outlets, cable taps, cable routes, and other components installed. Drawings shall be made part of Operating and Maintenance Manuals.
6. Certifications:
 - a. UL Certificate of Compliance of system supplier as specified in "Quality Assurance" below.
 - b. Fire and smoke detection system inspection and test report, completed by the factory representative, endorsed by the Owner and the factory representative, including test data, detector locations and serial numbers, a summary of maintenance performed, recommendations for relocation or addition of detectors and final action regarding these recommendations, and system certification.

E. QUALITY ASSURANCE

1. System and equipment shall be UL listed. Each major component shall bear the manufacturer's name and catalog number.
2. UL labels and local testing:
 - a. Single-source responsibility: Obtain system components from a single source who assumes responsibility for their compatibility.
3. Qualifications of system supplier and installer:
 - a. Staff shall consist of at least one NICET Level III Technician or a professional engineer registered in Maryland.
 - b. Has installed at least ten systems of the type specified which have performed satisfactorily for not less than two years.
 - c. Maintains a facility with a sufficient stock of spare parts.
 - d. Shall respond within 24 hours of notification to correct system failure or malfunction. During the warranty period, the contractor/installer shall make all corrections and repairs to system at no addition.

F. APPROVED MANUFACTURERS

The equipment to be furnished by the contractor(s) shall be the product of one manufacturer. Acceptable manufacturers shall have been engaged in the manufacture of multiplexed fire alarm equipment for at least seven years and have fully equipped, factory trained and authorized service personnel that will have a response time of two hours or less to the job site. The MCPS approved manufacturer are the **Fire Lite** or an MCPS approved equal from the manufacturer **Notifier** or **Silent Knight 6820**.

G. CENTRAL FACP

1. Cabinet: Lockable steel enclosure. Arrange interior components so operations required for testing or for normal maintenance of the system are performed from the front of the enclosure. If more than one unit is required to form a complete control panel, fabricate

with matching modular unit enclosure to accommodate components and to allow ample gutter space for field wiring and interconnecting panels.

- a. Mounting: Surface.
2. Alarm and supervisory systems: Modules replaceable without removal of field wiring.
3. Control modules: Include types and capacities required to perform all functions of fire alarm systems.
4. Indications: Local, visible, and audible signals announce alarm, supervisory, and trouble conditions. Each type of audible alarm has a different sound.
5. Resetting controls: Prevent the resetting of alarm, supervisory, or trouble signals while the alarm or trouble condition still exists.
6. Alphanumeric display and system controls: Arranged for interface between human operator at the FACP and addressable system components, including annunciation, supervision, and control.
 - a. Display: A minimum of 80 characters; alarm, supervisory, and component status messages; and indicate control commands to be entered into the system for control of smoke detector sensitivity and other parameters.
 - b. Keypad: Arranged to permit entry and execution of programming, display, and control commands.

H. BACK UP POWER

1. General: Components include nickel-cadmium battery, charger, and an automatic transfer switch.
 - a. Battery nominal life expectancy: 20 years, minimum.
2. Battery capacity: 24 hours of supervisory power with 15 minutes of general alarm capability at end of 24 hours.
3. Battery charger: Solid-state, fully automatic, variable-charging-rate type. Provide capacity for 150 percent of the connected system load while maintaining batteries at full charge. If batteries are fully discharged, the charger recharges them completely within four hours. Charger output is supervised as part of system power supply supervision.
4. Integral automatic transfer switch: Transfers the load to the battery without loss of signals or status indications when normal power fails.

I. VOICE COMMUNICATION

1. The system shall have one-way voice communication and tone-generating capabilities. The voice messaging system shall be of the same manufacturer as the control panel.

2. Central audio control module: Alarm message or tone generation and microphone connections with continuous supervision and identification of the type of failure should a problem occur (e.g. main microphone trouble, tone trouble). Audio outputs shall have individual gain control.
3. Hand-held, push-to-talk microphone: Recessed within a protective panel-mounted enclosure, noise-canceling communication type with a frequency range of 200 Hz to 4000 Hz, equipped with a self-winding five-foot coiled cable. An LED indicator shall indicate the microphone push-to-talk button has been pressed and speaker circuits are ready for transmission. The microphone shall be supervised for disconnection.
4. Audio control switch and indication module: To provide manual access to audio operations for authorized personnel. Include a phone page select switch, tone select switch, tape select switch, and "Audio trouble Reset switch". These switches and associated LED indicators shall be supervised for disarrangement or failure.
5. Audio power amplifiers: Furnished with a self-contained filtered 24 Vdc power supply, transformer, and amplifier monitor circuits. The amplifiers shall provide a 25-V rms output with a frequency response of 120 Hz to 12,000 Hz. Provide sufficient amplification to operate all system speakers simultaneously plus 10 percent spare capacity.
6. Backup amplifier: Capable of automatically replacing any failed amplifier.
7. Speaker circuits: Capable of supplying 25-V rms audio power from the system amplifiers. Provide supervision for open, short, or ground fault conditions; individual and distinct trouble indications for each fault; and one circuit for each zone or area of distinct communication.
8. Digitized tones: For alarm (slow whoop) and auxiliary requirements (wail, horn, chime, and others).
9. Pre-recorded digitized voice message capability: Automatically transmitted to occupants during alarm conditions.
 - a. The automatic message player shall not rely on a tape or other mechanical means of transmitting the evacuation message.
 - b. Provide a standard evacuation message, and message transmitter capable of transmitting a custom message up to 30 seconds long. A self-contained speaker shall provide testing of the message without disturbing the occupants of the facility.
10. Automatic voice evacuation sequence:
 - a. Alarm tone shall sound for a maximum of 15 seconds, followed by automatic preselected voice evacuation messages. At the end of each voice evacuation message, the alarm tone shall resume. The alarm tones shall sound alternately until the Alarm Silence Switch at the FACP has been operated.
 - b. Audible alarm operations (speaker circuit selection and alarm tone and voice message timing variations) shall be activated by the system software so that

changes to the evacuation sequence can be made by authorized personnel without any component rewiring.

11. Manual voice paging sequence:

- a. The system shall allow voice paging. Upon activation of speaker manual control switch, attention-getting beeps shall sound over the speakers indicating an impending voice message.
- b. Voice message: Operator shall be able to make announcements via the push-to-talk paging microphone.

J. FIREFIGHTERS' TWO-WAY TELEPHONE COMMUNICATION SERVICE

1. Dedicated, two-way supervised, telephone voice communication links between the FACP, the Fire Command Center, and remote firefighters' telephone stations. Supervised telephone lines shall be connected to talk circuits by controls in a control module. Provide the following:
 - a. Common-talk type for firefighter use only.
 - b. Selective-talk type for use by firefighters and fire wardens.
 - c. Controls to disconnect phones from talk circuits if too many phones are in use simultaneously.
 - d. Audible pulse and tone generator, and high-intensity lamp: When a remote telephone is activated, it causes audible signal to sound and high-intensity lamp to flash.
 - e. Selector panel controls simultaneous operation of telephones in selected zones and permits up to six phones to be operated simultaneously. Indicate ground faults and open or shorted telephone lines on the panel front by individual LEDs.
 - f. Provide liquid-crystal digital display to indicate location of caller.
 - g. Remote telephone cabinet: Flush or surface-mounted cabinet, as indicated, latched hinged door, factory-standard red finish, with handset.
2. Install one-piece handset to cabinet with vandal-resistant armored cord. Silk-screened or engraved label on cabinet door, designating "Fire Emergency Phone."
3. With "break-glass" type door access lock.
 - a. Remote telephone jack stations: Single-gang, stainless-steel-plate mounted jack, engraved "Fire Emergency Phone."
 - b. Handsets: Provide high-impact plastic push-to-talk type sets with 6-foot heavy-duty coil cord with removable plug with noise-canceling microphone. Provide one (1) handset stored in a cabinet in the Fire Command Center.

K. GRAPHIC ANNUNCIATOR

1. Remote annunciator: Flush-mounted liquid crystal display (LCD) annunciator.
2. Display: Supervised, back-lit, LCD with no fewer than 4 lines with 20 characters per line.
 - a. Back lighting shall turn off after 4 minutes when there is no switch activity and no

- unacknowledged message.
- b. The first event of the highest priority shall capture the display, so that arriving firefighters can view the first alarm event immediately.
3. Key operated switches:
 - a. Alarm silence
 - b. Trouble silence
 - c. Test
 4. Description: Duplicate annunciator functions of the FACP for alarm, supervisory, and trouble indications. Also, duplicate manual switching functions of the FACP, including alarm silence, trouble silencing, and test.
 - a. Mounting: Recessed cabinet, NEMA 250, Type 1.
 5. Graphic annunciator: As shown on drawings, panel indicating the building floor plan with a "You are here" note and zone and device locations permanently marked on panel surface.
 - a. Mounting: Integral with remote annunciator, with individual lamps in locations shown.
 - b. Dimensions: 24-inches wide by 18-inches high.

L. PULL STATIONS

- a. Description: Fabricated of metal or plastic, and finished in red with molded, raised-letter operating instructions of contrasting color.
- b. Single-action mechanism initiates an alarm.
- c. Station reset: Key or wrench operated; double pole, double throw; switch rated for the voltage and current at which it operates.
- d. Integral addressable module: Arranged to communicate manual-station status (normal, alarm, or trouble) to the FACP.
- e. All manual fire alarm devices located in the Multi or All propose rooms and gym areas shall be protected by a Stopper II with Horn #1100. Some of these covers may need to be supplied with a new Stopper II spacer #3100.

M. DETECTORS

1. General: UL 268A listed. Include the following features:
 - a. Operating voltage: 24-V dc, nominal.
 - b. Self-restoring: Detectors shall not require resetting or readjustment after actuation to restore them to normal operation.
 - c. Plug-in arrangement: Detector and associated electronic components are mounted in a module that connects in a tamper-resistant manner to a fixed base with a twist-locking plug connection. Terminals in the fixed base accept building wiring.
 - d. Integral visual-indicating light: LED type. Indicates detector has operated.
 - e. Sensitivity: Can be tested and adjusted in-place after installation.
 - f. Integral addressable module: Arranged to communicate detector status (normal,

- alarm, or trouble) to the FACP.
- g. Remote controllability: Unless otherwise indicated, detectors are analog-addressable type, individually monitored at the FACP for calibration, sensitivity, and alarm condition, and individually adjustable for sensitivity from the FACP.
 - h. Detectors which will be installed in ducts or other concealed locations shall be capable of being tested from an indicating and test station specified below.
2. Photoelectric smoke detectors: Include the following features:
 - a. Sensor: LED or infrared light source with matching silicon-cell receiver.
 - b. Detector sensitivity: Between 2.5 and 3.5 percent/foot (0.008 and 0.011 percent/mm) smoke obscuration when tested according to UL 268A.
 - c. Integral thermal detector: Fixed-temperature type with 135 deg F (57 deg C) setting.
 3. Duct smoke detector: Photoelectric type.
 - a. Sampling tube: Design and dimensions as recommended by the manufacturer for the specific duct size, air velocity, and installation conditions where applied.
 - b. Relay fan shutdown: Contacts rated to interrupt fan motor-control circuit.
 4. Heat detector, fixed-temperature type:
 - a. Actuated by temperature that exceeds a fixed temperature of the following:

Elevator shafts and elevator machine rooms: 135 degrees F (57 degrees C).
 5. Adapter plate for outlet box mounting.
 - a. Plug-in or twist-lock base, interchangeable with smoke detector bases.
 - b. Integral addressable module: Arranged to communicate detector status (normal, alarm, or trouble) to the FACP.
 6. Description: Flush-mounted, single-gang station for each duct smoke detector and other detector that is not readily visible, with indicating light and test switch.
 - a. Indicating light: Flashes when the associated device is in an alarm or trouble mode.
 - b. Test switch: Forces detector into alarm, allowing test of outputs programmed to occur following alarm initiation at devices.
 - c. Device plate: White plastic with engraved red letters reading SMOKE DETECTOR ABOVE CEILING, or other text as appropriate.

N. NOTIFICATION APPLIANCES

- a. Description: Equipped for mounting as indicated and have screw terminals for system connections.
 - a. Combination devices: Factory-integrated audible and visible devices in a single-mounting assembly.

- b. Visible alarm devices: Synchronized LED or xenon strobe lights listed under UL 1971 with clear or nominal white polycarbonate lens. Mount lens on an aluminum faceplate. The word "FIRE" is engraved in minimum 1-inch- (25-mm-) high letters on a removable sleeve on the lens.
 - a. Rated light output: Indicated on drawings for each location.
 - b. Strobe leads: Factory connected to screw terminals.
- c. Finish:
 - i. Wall Mounted: Red with white letters.
 - ii. Ceiling Mounted: White with red letters.
- d. Speakers:
 - a. UL 1480 listed.
 - b. Sound output: Minimum of 84 dBA at 10 feet when tapped at 0.5 watt, and maximum of 87dBA at 10 feet. Taps shall be available at 0.25, 0.5, 1, and 2 watts.
 - c. 25 or 70.7 V rms.
 - d. Mounting: Flush or surface-mountable; bidirectional as indicated, with sealed back.
 - e. Operation: From standard signaling circuits or addressable single- or multizone I/O modules.
 - f. Finish: White with red letters.
5. Combination speaker/strobe units: Speaker and visible alarm device as specified above, mounted in a fire-retardant, high-impact, white polycarbonate housing suitable for flush or surface mounting.
 - a. Speaker: Tapped at 0.5 watts; 25 V rms.
 - b. Finish:
 - c. Wall Mounted: Red with white letters.
 - d. Ceiling Mounted: White with red letters.

O. FIRE ALARM NOTIFICATION BOOSTER

1. Power supply booster designed to extend power available to notification appliance circuits.
2. Enclosure: Steel, with lockable front panel allowing access to all interior components, surface-mounted.
3. Functions: Contains circuits to monitor and charge batteries, control and supervise 4 Class B appliance circuits, and monitor two controlling inputs from external sources.
4. Configurable to operate at any one of three signaling rates, or to follow the main panel's notification appliance circuit.
5. Trouble contact with 16-second delay.
6. Batteries: Two, sized for 24 hours of standby followed by 15 minutes of alarm.

7. Indicators: LEDs, one for each circuit, one for battery supervision, one for ground fault, and one for power.

P. MAGNETIC DOOR HOLDERS

Description: Units are equipped for wall or floor mounting as indicated and are complete with matching door plate.

1. Electromagnet: Requires no more than 3 watts to develop 25-lbf (111-N) holding force.
 - a. Wall-mounted units: Flush mounted, unless otherwise indicated.
 - b. Rating: 120 volts AC.
 - c. Material and finish: Match door hardware.

Q. ADDRESSABLE INTERFACE DEVICE

1. Monitor module: Microelectronic monitor module listed for use in providing a system address for external alarm-initiating devices with normally open contacts.
2. Dual circuit, intelligent, signaling circuit interface module.
3. Control module: Microelectronic control relay module listed for use in providing control to external appliances or equipment shutdown, to elevator controller to initiate elevator recall, and to circuit-breaker shunt trip for power shutdown.
4. One Form C (SPDT) dry relay contact rated at 2 amps and 24 volts DC.
5. Isolator module: Microelectronic fault isolator module listed for isolating and removing a fault from a data circuit while allowing the remaining data loop to continue operating.
6. Protect loop system against wire-to-wire short circuits by isolating section of loop and permitting other loop sections to continue to operate.
7. Non-addressable control relay: Isolation relay for the control of HVAC unit contactors, magnetic door holders, and elevator recall circuits, UL 864 Listed.
8. Construction: Sealed, non-removable, with terminations to pressure-type screw terminals. Rating: Use with circuits up to 240 volts AC at 7amperes inductive.

R. WIRE AND WIRING SYSTEM

1. Non-power-limited circuits: Solid-copper conductors with 600-V rated, 75 deg C, color-coded insulation.
2. Low-voltage circuits: No. 16 AWG, minimum.
3. Line-voltage circuits: No. 12 AWG, minimum.
4. Power-limited circuits: NFPA 70, Types FPL, FPLR, or FPLP, as recommended by manufacturer.
5. Wiring system: Class B in accordance with NFPA 72.
6. Type MC fire alarm cable: Equal to AFC Cable Systems FPLP metal-clad, multi-conductor, fire alarm and control cable.
7. Ratings:
 - a. Plenum rated.

- b. Approved for use as fixed wiring concealed in building.
 - c. Maximum operating temperatures:
 - d. 105 degrees C dry for FPLP applications at nominal voltage ratings 300 V and less.
 - e. 90 degrees C dry for MC cable installations at nominal voltage ratings of 600 V and less.
 - f. UL listed for penetrations of wall and floor assemblies of gypsum wallboard, concrete, and concrete masonry with one-, 2-, and 3-hour fire ratings.
 - g. Shield over conductor assembly: Laminated aluminum and mylar tape and tinned copper drain wire.
 - h. Drain wire: Minimum No. 18 AWG, in contact with aluminum shield.
Listed in accordance with UL 1596:
 - i. Insulated or bare grounding conductor in accordance with NFPA 72.
Galvanized steel armor, red, applied over inner cable assembly with positive interlock conforming to electrical code requirements.
 - j. Tested in accordance with applicable requirements.
8. Survivability: Circuits necessary for the operation of notification appliances shall be protected by a 2-hour fire-rated cable, a 2-hour fire-rated cable system, or a 2-hour fire-rated enclosure.

S. PERIPHERAL EQUIPMENT

1. Alarm reporting device: A digital communicator shall report an alarm or trouble condition. It shall notify Owner's fire alarm monitoring service and one or more facilities personnel. Provide unit compatible with the Owner's monitoring service.
2. Sprinkler flow and tamper switches: Provide a monitor module for addressing each device. Unit shall mount on 4-inch-square, 2.5-inch-deep back box.

T. INSTALLATION, GENERAL

1. Factory-authorized service representative, as required in "Quality Assurance" above, shall supervise installation, software documentation, adjustment, preliminary testing, final testing, and certification of the system, and provide the operating instructions.
2. Provide wiring, conduit, and outlet boxes required for the complete system, in accordance with system manufacturer's instructions, MCPS project manager, and Authority Having Final Jurisdiction (AHJ) with code requirements Provide 12 inches of slack at each outlet.

Install all wiring in conduit, except where noted on drawings to provide Type MC fire alarm cable.

Install Type MC fire alarm cable in accordance with Article 330 of the National Electric Code (NFPA 70).

Identification: Paint fire alarm junction box covers red.

3. Wires, cables, conduits, and wiring connections shall be approved by MCPS and AHJ requirement, so that the fire alarm system will function as specified and indicated on the drawings.

4. Wiring: Free from grounds or crosses between conductors.
 - a. Identification: Color code wiring, not duplicating building wiring colors. Tag each wire at each junction point.
 - b. Final connections between equipment and the wiring system shall be made under the direction and supervision of the qualified supplier.
 - c. Provide 20 percent spare capacity for each notification appliance circuit.
 - d. Locate 135 degrees F (57 degrees C) rated heat detectors in elevator shafts and elevator machine rooms within 18 inches (457 mm) of sprinklers.

U. INSTALLATION, FIRE ALARM NOTIFICATION BOOSTER

1. Provide number of notification power supply boosters required for a complete fire alarm system.
2. Utilize spare single-pole, 20-ampere circuit breaker in a 120-volt optional stand-by electrical panelboard to make electrical connection to each power supply booster.
 - a. Circuit breakers shall match and shall be compatible with the other breakers in the panelboard.
 - b. Branch circuits from panelboards to each notification power supply booster: Two No. 12 wires and one No. 12 ground in conduit no less than 0.75-inch (21-mm) trade size.
 - c. Install conduits and wiring as specified by MCPS and AHJ.
 - d. Provide smoke detector above each power supply booster.

V. INTERFACE WITH OTHER WORK

1. Furnish duct smoke detectors to be installed as part of ductwork.
2. Coordinate with installation of flow and tamper switches in fire suppression sprinkler system.
3. Coordinate with sprinkler contractor for number and locations of sprinklers in elevator shafts and elevator machine rooms.
4. Coordinate locations of control modules for connections to sound systems override.

W. LOCATIONS OF FIRE ALARM EQUIPMENT

1. Locate the control panel, annunciator, and other associated equipment as shown on the drawings.
2. Visual indicating appliances: Install where shown on the drawings. If field conditions require variation from drawings, do not violate ADA requirements, including, but not limited to, the following:
 - a. Any room or space required to have a visual appliance, including corridors or hallways: No place shall be more than 50 feet from the indicating appliance in the horizontal plane.
 - b. Rooms and spaces exceeding 100 feet in one dimension, without obstructions 6 feet

above the finished floor: Indicating appliances may be placed around the perimeter, spaced approximately 100 feet apart.

- c. Mount indicating and test station for concealed smoke detectors near ceiling under detector. Text engraved on plate shall be descriptive of the device identified.
- d. Provide a smoke detector at each fire alarm panel location, including but not limited to main control, auxiliary control, and power panels.

X. INSPECTION, TEST, ADJUSTMENT AND REPORT

1. Furnish equipment and appliances for testing the complete system during progress of the work and after completion of the installation, including a megger test of wiring. The tests generally shall demonstrate the following:
 - a. Circuits are continuous and free from short circuits.
 - b. Circuits are free from unspecified grounds.
 - c. Resistance to ground of non-grounded circuits is not less than one megohm.
 - d. Circuits are properly connected in accordance with the applicable wiring diagrams.
 - e. Each detector operates correctly.
 - f. Detectors are correctly located and sufficient in number.
2. Defects or omissions observed during general and system tests shall be repaired as quickly as possible and the tests reconducted.
 - a. Submit report of test to MCPS Project Manager.

Y. SYSTEM FAILURE

The service technician shall report to the MCPS Project Coordinator or authorized representative, immediately any conditions that may jeopardize the ability of the fire alarm or sprinkler system to function as intended.

Z. REMOVAL OF EXISTING SYSTEM

1. The existing fire detection and alarm system shall remain in operation during the construction period until the new system has been installed, tested, and approved by the "Authority Having Final Jurisdiction" and MCPS. After receiving approval by inspector and MCPS, the Contractor(s) shall then remove the existing system and all related components in its entirety, including all surface mounted conduits and boxes, etc. with the exception of all concealed wiring that is run in conduit and terminate at boxes above suspended ceilings and behind walls.
2. All abandoned concealed boxes/openings shall have blank plates installed as required herein. The cost for all removals shall be included in proposal and incorporated in the various unit prices offered. All covers used to blank off old junction/device boxes shall be metal and shall be painted to match existing wall colors and must be approved by Project Coordinator.
3. All larger opening where larger panels and annunciator panels are removed shall be patched with material to match and equal to existing surrounding walls and shall be painted to match existing wall surface. This cost shall be included in the proposal cost.
4. The Contractor(s) shall perform all removal and disposal of existing equipment and materials as required. All components, e.g., panels, devices, speaker/horns, etc., removed by the Contractor(s) are to be picked up at the site by MCPS and remain the property of MCPS unless otherwise notified. MCPS reserves the right to retain any and all equipment. Items not retained become the property of the Contractor(s) for disposal. The Contractor(s) must notify the MCPS Project Coordinator, five days prior to removal of approved items. The MCPS Project Coordinator shall examine all items prior to removal of approved items from the premises.
5. All abandoned concealed boxes/openings shall have blank plates installed as required herein. The cost for all removals shall be included in proposal and incorporated in the various unit prices offered. All covers used to blank off old junction/device boxes shall be metal and shall be painted to match existing wall colors and must be approved by Project Coordinator.
6. The contractor shall remove all wires except wires, pipes, duct detectors and all duct detector related accessories. After removal, contractor shall patch all openings with material to match existing and paint all visible areas with paint that matches the surrounding surfaces materials.

AA. TRAINING

1. The manufacturer shall be required to provide training through the successful bidder as necessary for MCPS Fire Alarm Technicians to enable them to maintain/repair systems after the warranty has expired. The cost for training and all related expenses shall be incorporated among the various combined unit prices offered. This training will be provided within the first six months of the contract and updates provided as required thereafter to keep MCPS staff certified. The training shall be provided by a bona-fide factory trainer either at an MCPS facility or at the factory, at the manufacturer's expense, including all associated costs, transportation, lodging, meals, etc. The training will be provided for a maximum of six MCPS technicians.

2. The contractor shall provide MCPS building staff with a minimum of three hours training in the operation of the new fire alarm system for each new system installed.
3. The contractor shall furnish the MCPS Project Coordinator with three complete field service manuals.

APPENDIX A

SEE NEW MBE DOCUMENTS ATTACHED

APPENDIX B

**CONTRACTOR'S CERTIFICATION
OF RECEIPT OF PAYMENT**

IAC/PSCP FORM 306.2a

This form must accompany IAC/PSCP Form
306.2, Request for Reimbursement to LEA, if
Canceled check(s) are not provided.

LEA:

PROJECT TITLE: _____

PSC NO: _____

I hereby certify that payment in the amount of \$_____, check number _____ dated
_____ has been received from _____ Public Schools and deposited
to _____ bank) on _____ (date) for capital
improvements made to _____ school/project),

Name of Contractor Firm

Authorized Signature

Date

NOTARIZATION

County _____ to wit:

I hereby certify that on this _____ day of _____ in the year of _____.
before me, a Notary Public for said County, personally appeared _____ (name),
and made oath in due form of law that he/she is _____ (title)
of _____ (name of firm), and on behalf of said firm stated that the
matters and facts set forth in the foregoing verification are true to the best of his/her knowledge, information and belief.
He/she acknowledged that he/she executed the same purposes herein contained and that they had full authority to
execute same.

As witness my hand and official seal:

NOTARY PUBLIC

APPENDIX C

STATE PROJECT IDENTIFICATION SIGN

AND INSTRUCTIONS

(2 Pages)



Wes Moore, Governor
Aruna Miller, Lt. Governor

Building Bright
Futures in Maryland

The State of Maryland and the (Name of County) Board of Education are:

(Name of Project)

at the

(Name of School)

Public School Construction Program

Architect: (Name of Architect)

Contractor: (Name of Contractor)

The Maryland General Assembly

Adrienne A. Jones, Speaker of the House

Bill Ferguson, President of the Senate

Board of Public Works

Wes Moore, Governor

Brooke Lierman, Comptroller

Dereck E. Davis, Treasurer

The plaque should be 12” x 18” and include the following text:

**STATE FUNDS FOR THE (select appropriate option from list below)
THIS SCHOOL BUILDING WERE PROVIDED THROUGH
THE PUBLIC-SCHOOL CONSTRUCTION PROGRAM
(DATE)**

**BOARD OF PUBLIC WORKS
WES MOORE, GOVERNOR
BROOKE LIERMAN, CONTROLLER
DERECK E. DAVIS, TREASURER**

Options to be selected and inserted:

- “...CONSTRUCTION OF...”
- “...CONSTRUCTION OF AN ADDITION TO...”
- “...RENOVATION OF...”
- “...CONSTRUCTION OF AN ADDITION AND RENOVATIONS TO...”

APPENDIX D

MCPS EMERGENCY/CRISIS PROCEDURES, SHELTER/LOCKDOWN

Emergency Preparedness Procedures

Key Points for Lockdown-Evacuate-Shelter (Les)

Lockdown

This is a term used to describe an emergency at an MCPS facility. Lockdown alerts staff that imminent danger exists inside or outside the building, and requires moving to an immediate lockdown mode. It requires that all students are under supervision. *The on-site emergency team (OSET) is not activated during a Lockdown.*

Persons authorized to call a Lockdown

School administrators or their designee will notify students, staff and visitors via the PA system and the portable radios when a Lockdown is in effect. Directions should be given to immediately move to a lockdown mode. Staff should make the announcement and notify 911 and Office of School Performance.

Lockdown Alert – Staff Guidance

- When the administrator/designee announces a Lockdown, scan the immediate area outside the classroom or office for any students and staff. Allow them in the classroom/office, and immediately lock or secure the door if possible.
- Make the room look *unoccupied* by turning off the lights, close/cover the windows and blinds, and move away from the line of sight from the doors and windows. Remain silent.
- If staff and students are inside the building but outside a classroom or office when a Lockdown is called, move students to the nearest securable location.
- Staff supervising students outside when a Lockdown alert occurs inside the building should be notified of the Lockdown activation by P.A. or two-way radio. Staff and students should move to a pre-determined safe location identified on the emergency plan away from the building and maintain communication with the command post.
- Ignore the fire alarm system and class change bells.
- Wait for further instructions.

Evacuate

There are two evacuation alerts, *Fire and Directed*.

Fire Evacuation

- Activate Fire Evacuation Alarm
- Students/staff/visitors leave the building by the nearest exit
- Proceed to a point at least 50 feet from the building
- Perform an accountability of the students/staff/visitors

Directed Evacuation

- Will be used during possible High Level Bomb threats, an identified Suspicious Package or an Inside Hazardous Material Release
- Notify 911 and OSP
- Determine plan to direct everyone away from the known danger area
- Announce via PA and portable radio
- Students/staff/visitors must evacuate to a point at least 300 feet from the building

Shelter

This is a term used to alert staff that an emergency exists at or near an MCPS facility. It requires all students to be accounted for and under supervision. Administrators may activate the OSET and set up a command post when appropriate. There are three types of shelters: *Public Safety, Severe Weather and Outside Hazardous Materials Release.*

Persons authorized to call a Shelter alert

Administrators or their designee will notify students/staff/visitors via the PA system and the portable radios when a Shelter alert is activated. It is recommended that an “age-appropriate” announcement of a Shelter alert include a brief description of the nature and location of the incident.

Public Safety Shelter Alert- Staff Guidance

When the administrator announces a Public Safety Shelter alert:

- Bring outside students/staff/visitors into the main building, portable classrooms are secured but not evacuated
- Outside doors are locked and kept secured
- Students should be accounted for in an instructional area.
- Classroom instruction should continue
- Staff must document attendance and report any discrepancies to an administrator/designee.
- During a Public Safety Shelter alert, classroom lockdown is not required.
- *The OSET* may be activated by an administrator during a Public Safety Shelter alert via a PA announcement and over the portable radios.
- Depending on the situation (the nature of the emergency or potential threat), it may not be appropriate to change classes. In these situations, class bells should be turned off and students/staff should remain in their classrooms until directed otherwise by the administrator/designee.
- Do not ignore the fire alarm system.

Severe Weather Shelter – A severe thunderstorm or tornado warning is activated for the area near the school.

- Students/staff/visitors must report to identified weather safe areas inside the building.
- Portable classrooms are to be evacuated to the main building.
- Bring emergency kit/phone with Nextel phone and ensure the NOAA weather radio is continually monitored

Outside Hazardous Material Release Shelter Alert is a term used to describe a specific shelter alert due to an outside air contamination emergency at or near the building. This could be the result of a suspected chemical, biological, or radiological incident; or a nearby hazardous materials spill.

Outside Hazardous Material Release Alert-Staff Guidance

When activating an Outside Hazardous Material Release Shelter alert, take the following steps immediately:

- Announce a *Outside Hazardous Material Release Shelter Alert*
- Bring students/staff/visitors into the main building from outdoor

activities

- Evacuate portable classrooms in consultation if safe to do so
- Secure/lock exterior doors and windows
- Hold students in their current locations inside the building until the best course of action can be determined
- Turn off electrical power to ensure immediate shutdown of HVAC
- Ignore fire alarm system—only in this Outside Hazardous Material Release Shelter alert.

Parent/Child Reunification

All schools have plans in place to reunite students with their parents/guardians in the event of an emergency at a school. This process will ensure the safe and orderly reuniting of students and parents/guardians. Schools will ensure they use a three-step approach.

- Identify parents (using ID)
- Identify student location in the school or PCR location, sign out student
- Unite student and parent/guardian

Firearms

- Avoid attempts to disarm/subdue an armed subject.
- Notify administrator/designee and school-based security of any firearm incidents immediately, and call 911 with details.
- Determine need to implement a Lockdown or Public Safety Shelter alert.
- Abandoned/discarded firearms should be covered by appropriate means and never left unattended.

Bomb Threat Assessment

- Factors to consider:
 - Details/specifics provided by the bomb caller
 - Number of prior threats to the school
 - Current events surrounding the school
 - Demeanor of the bomb caller
- Based on an assessment of the situation and input from the administration of the school, the Department of School Safety and Security and the police, the administrator will make a decision on evacuation. If the parties do not agree, this disagreement will be resolved in favor of evacuation. (Refer to MCPS Regulation EKC-RA.) Use a Directed Evacuation to evacuate the school
- Evacuation is warranted **only** if the threat level is high.
- Evacuation **is** not warranted if the threat level is low.
- It is recommended that an activation of a Public Safety Shelter alert and the use of sweep/scan teams be used during a low level threat when the building is not evacuated.

Bomb Threats Call Trace

- Use “call trace” procedures on the yellow *Telephone Bomb Threat Checklist* card. Follow instructions exactly.
- After hanging up the phone, press *57 on the same line the call came in on.
- Press *47 if you have 279 or 517 exchanges on your school phone number.
- Do not dial “9” before you dial *57 or *47.
- Notify school administration immediately
- Report the bomb threat to 911 and OSP.
- Inform the 911 operator of “call trace” activation.

Bomb Threat Sweep/Scan

- In certain circumstances, staff volunteers may be asked to sweep/scan the facility or grounds for any suspicious items.
- A sweep/scan should be conducted in teams and only by visual means (eyes and ears only).
- If a suspicious item is discovered during a sweep/scan, evacuate to a 300-foot safe zone and notify administrator immediately.
- If a suspicious item is located, do not use a radio or cell phone in the immediate area within 25 feet in all directions.
- No suspicious item should be handled in any manner by school staff (do not touch it!).

Hazardous Material Spills

These guidelines should be followed in the event of a chemical incident in which there is potential for a significant release of hazardous materials. Spill response procedures will vary depending on whether the spill is **small** (less than 18 inches in diameter), **medium** (exceeds 18 inches, but is less than 6 feet), or **large** (exceeds 6 feet in diameter, and any “running” spill that has not been stopped). If a potential biological agent threat or incident is present, follow MCPS Biological Agent Threats/Incidents guidelines.

General Spill Control Techniques: Once a spill has occurred, the staff at the spill site must decide whether the spill is small enough to handle without outside assistance. Guidance should be obtained from science resource teachers or staff with a chemistry background. (i.e., in science labs, chemistry labs, automotive shop areas). *Only staff who are properly trained under OSHA Regulation 1910.120 should attempt to contain or clean up a small spill.*

Small Spill Evacuation: Evacuate the immediate area and surrounding areas whenever the air is or could become untenable (i.e., experiencing difficulty breathing, watery eyes, upper respiratory congestion or tightness in chest, coughing, runny nose, etc.). Also evacuate the immediate area or building if material is emitting vapors or fumes.

If a medium or large hazardous chemical/material spill occurs inside your school building—

- An administrator/designee should call 911 and OSP immediately with detailed information (obtain the chemical MSDS, if available at time of spill incident).
- Evacuate the building immediately using a **Directed Evacuation** to funnel students/staff away from danger area.
- Notify building security and building services staff.
- Secure the area around the spill area.
- Follow instructions from fire and rescue services personnel.

If a medium or large hazardous chemical/material spills occurs immediately outside your school building—

- An administrator/designee should call 911 and OSP immediately with detailed information.
- Shut windows and doors and turn off ventilation systems.
- Notify building security and building services staff.
- Turn class-change bells off, if appropriate.
- Follow instructions from fire and rescue services personnel.
- Activate the Outside Hazardous Material Release alert, if appropriate.

APPENDIX E

ASBESTOS FREE MATERIAL VERIFICATION FORM

PRODUCT TYPE: _____

MANUFACTURERS: _____

MODEL NUMBER TESTED: _____

SUPPLIER: _____

LOT/PRODUCTION NUMBER TESTED: _____

The undersigned Contractor certifies that the building materials identified above have been tested in accordance with the bid documents and the EPA requirements. The EPA accredited **laboratory analysis report is attached** that confirms these materials do not contain asbestos.

The laboratory performing the analysis must have received U.S. Environmental Protections Agency (EPA) accreditation and be a member of the National Voluntary Laboratory Accreditation Program (NVLAP). No other form of confirmation such as Material Safety Data Sheets, manufacturer documentation, historical testing, etc. will be accepted. A list of EPA accredited laboratories can be found at <http://ts.nist.gov/standards/scopes/programs.htm>

The Contractor or the manufacturer can have the laboratory testing performed. The cost for testing shall be included in the bid prices offered.

Below is a list of materials of concern that require laboratory analysis.

- Acoustical ceiling tile, wall, etc.)
- Adhesives
- Caulking
- Fire Rated Doors
- Fire Board
- Floor tile and sheet flooring,
- Folding Doors
- Gypsum Panels (Drywall)
- Insulation (All types; roof, HVAC, piping,
- Mastics
- Plaster
- Roofing System Components e.g. BUR Asphalt, Felts, Cap Sheets, Shingles, etc.
- Spackle
- Toilet Partitions
- Window Glazing

Contractor

Contractor Representative

Invitation to Bid #

Date

APPENDIX F

Montgomery County Public Schools

CHANGE ORDER FORM # _____

Facility: _____ Projects Name: _____

Contractor: _____ Date: _____

Change to original scope Increase scope Designer Errors DPS Design Changes

General description of work to be performed:

Attach detailed proposal with change order	FOR THE TOTAL SUM OF:	\$ _____

Changes to the Contract:

The original contract sum was:	\$ _____
Total amount of this change order	\$ _____
Total original contract amount plus or minus previous approved change orders:	\$ _____
Total contract amount including this change order	\$ _____

Completion Date: _____ Work Order #: _____

Notice: Acceptance of this change order does not alter the contract completion date. If this change order has any effect on the contract completion date, additional documentation shall be submitted to MCPS as specified. **A revised purchase order issued by the Division of Procurement will constitute an approval of the change order.**

 Authorized Contractor Representative Acceptance)

 (MCPS Representative Request)

 (MCPS Contracts Supervisor Review)

 (MCPS Division of Procurement approval)

 Title (Date)

 Title (Date)

 Title (Date)

 Title (Date)

APPENDIX G

**Montgomery County Public Schools
Division of Maintenance**

OVERTIME REIMBURSEMENT AGREEMENT

Facility: _____

Contractor: _____

Description of work to be performed: _____

Date: _____ Hours Required: _____

Date: _____ Hours Required: _____

Date: _____ Hours Required: _____

Date: _____ Hours Required: _____

Date: _____ Hours Required: _____

Date: _____ Hours Required: _____

Date: _____ Hours Required: _____

Date: _____ Hours Required: _____

Notice: Contractor agrees to pay all overtime costs for building service personnel as required to perform work at a premium rate. These costs will be deducted from the Contractor's final invoice.

(MCPS Representative Approval) (Date)

(Authorized Contractor Representative Acceptance) (Date)

(MCPS Capital Improvement Contracting Supervisor Approval) (Date)

APPENDIX H

QUOTATION FORM

COMPANY NAME:

Bidder shall supply only one manufacturer and one price per line item. (Review detailed specification, page 24, Section B, approved manufacturers) Bidder shall supply all required information for each line item. Bidder must respond by supplying prices for all items. **ALL PRICES OFFERED BELOW ARE TO BE ALL-INCLUSIVE INCLUDING BUT NOT LIMITED TO, ALL DESIGN SERVICES, TRAINING, INSTALLATION, LABOR, AND MATERIAL COST, ETC. Failure to respond as instructed will be consider non-responsive and disqualify your bid. DO NOT ALTER THE QUOTATION FORM IN ANY WAY!**

RATES: Regular rate cost will represent work performed Monday through Friday, 6:00 AM until 7:00 PM. Overtime rate will represent work performed Monday through Friday 7:00 PM until 6:00 AM including weekends and all MCPS holidays. TOTAL COST COLUMN SHALL BE CALCULATED BY ADDING THE TOTAL COST OF REGULAR HOURS

FIRE ALARM SYSTEM REPLACEMENT

(Estimated Annual Contract Value \$3,000,000.00)

Equal: Auxiliary bid items listed on quotation form herein (e.g. batteries, speaker strobes, etc.) shall be equal to listed manufacturer’s specification.

Item #	Description	Manufacturer/ Model	Unit	Unit Cost Regular Rate	Unit Cost Overtime Rate	Total Cost (Calculated at Regular Rate x 1)
1	Address Monitor Module As Silent Knight -Monitor or MCPS approved equal		Each	\$	\$	\$
2	Address Monitor Module As Silent Knight SK-Monitor or MCPS approved equal		Each	\$	\$	\$

QUOTATION FORM – CONTINUED (Page 2 of 12)

COMPANY NAME: _____

Item #	Description	Manufacturer/ Model	Unit	Unit Cost Regular Rate	Unit Cost Overtime Rate	Total Cost (Calculated at Regular Rate x 1)
3	Address Monitor Module As Silent Knight SK-Monitor or MCPS approved equal		Each	\$	\$	\$
4	50/100 Watt Amplifier As Silent Knight EVS-100W or MCPS approved equal		Each	\$	\$	\$
5	50 Watt Amplifier As Silent Knight EVS-50W or MCPS approved equal		Each	\$	\$	\$
6	50 Watt Amplifier As Silent Knight EVS-50W or MCPS approved equal		Each	\$	\$	\$
7	EVAC Zone Splitter As Fire-Lite ECC-CE6 Or MCPS approved equal		Each	\$	\$	\$
8	Battery Box As Silent Knight SC-RBB or MCPS approved equal		Each	\$	\$	\$
9	Batteries As Power sonic PS-12180 or equal		Each	\$	\$	\$

QUOTATION FORM – CONTINUED (Page 3 of 12)

COMPANY NAME: _____

Item #	Description	Manufacturer/ Model	Unit	Unit Cost Regular Rate	Unit Cost Overtime Rate	Total Cost (Calculated at Regular Rate x 1)
10	Batteries As Powersonic PS-1270 or equal		Each	\$	\$	\$
11	Batteries As Power sonic PS-12100 or Equal		Each	\$	\$	\$
12	Control Module As Silent Knight SK-Control or MCPS approved equal		Each	\$	\$	\$
13	Carbon Monoxide As Silent Knight SK-FIRE CO		Each	\$	\$	\$
14	Duct Detector As Silent Knight SK-DUCT or MCPS approved equal		Each	\$	\$	\$
15	Photoelectric Smoke Detector As Silent Knight SK-PHOTO or MCPS approved equal		Each	\$	\$	\$
16	D-Coil As Silent Knight or MCPS approved equal		Each	\$	\$	\$
17	Key Remote Test Switch As Silent Knight or MCPS approved equal		Each	\$	\$	\$

QUOTATION FORM – CONTINUED (Page 4 of 12)

COMPANY NAME: _____

Item #	Description	Manufacturer/ Model	Unit	Unit Cost Regular Rate	Unit Cost Overtime Rate	Total Cost (Calculated at Regular Rate x 1)
18	Fire Alarm Panels As Honeywell/Silent Knight 6820EV or MCPS approved equal		Each	\$	\$	\$
19	Heat Detector As Silent Knight SK-HEAT or MCPS approved equal		Each	\$	\$	\$
20	Heat Detector (rate of rise) As Silent Knight SK-HEAT-ROR or MCPS approved equal		Each	\$	\$	\$
21	Ceiling speaker/Strobe As System Sensor SPSCW or equal		Each	\$	\$	\$
22	Ceiling Strobe As System Sensor SCW or equal		Each	\$	\$	\$
23	Outdoor Strobe As System Sensor SPSRK or equal		Each	\$	\$	\$
24	Speaker/Strobe As System Sensor P2R or equal		Each	\$	\$	\$
25	Speaker (Wall) As System Sensor SP2R or equal		Each	\$	\$	\$
26	LCD Annunciator As Silent Knight or MCPS approved equal		Each	\$	\$	\$

QUOTATION FORM – CONTINUED (Page 5 of 12)

COMPANY NAME: _____

Item #	Description	Manufacturer/ Model	Unit	Unit Cost Regular Rate	Unit Cost Overtime Rate	Total Cost (Calculated at Regular Rate x 1)
27	Graphic Annunciator As LED LD2 or MCPS approved equal		Each	\$	\$	\$
28	Annunciator Driver As Silent Knight or MCPS approved equal		Each	\$	\$	\$
29	Supervisory Switch As Potter PL-05YSU2 or equal		Each	\$	\$	\$
30	Water Flow Switch As Potter PL-PS102A or equal		Each	\$	\$	\$
31	Vane Type Flow Switch As Potter PL-VSRF or equal		Each	\$	\$	\$
32	Power Supply FCPS24FS8 or MCPS approved equal		Each	\$	\$	\$
33	Power Supply FCPS24FS6 or MCPS approved equal		Each	\$	\$	\$
34	Pull Station Addressable As Silent Knight SK-PULL-SA or MCPS approved equal		Each	\$	\$	\$

QUOTATION FORM – CONTINUED (Page 6 of 12)

COMPANY NAME: _____

Item #	Description	Manufacturer/ Model	Unit	Unit Cost Regular Rate	Unit Cost Overtime Rate	Total Cost (Calculated at Regular Rate x 1)
35	Addressable Relay Module As Silent Knight SK-RELAY or MCPS approved equal		Each	\$	\$	\$
36	Smoke Detector As Fire-Lite Include Base or MCPS approved equal		Each	\$	\$	\$
37	Strobe As Silent Knight SR or MCPS approved equal		Each	\$	\$	\$
38	A/V Skirt As System Sensor or equal		Each	\$	\$	\$
39	Supervisory Switch As Potter PTS-C or equal		Each	\$	\$	\$
40	Door Holders Mag. As Edwards 1504AQN5 or equal		Each	\$	\$	\$
41	Remote Microphone As Fire-Lit FCRM or MCPS approved equal		Each	\$	\$	\$
42	Cabinet 12 x 12 x 4 – Instrument Box As Mier Product BW106B or equal		Each	\$	\$	\$

COMPANY NAME: _____

Item #	Description	Manufacturer/ Model	Unit	Unit Cost Regular Rate	Unit Cost Overtime Rate	Total Cost (Calculated at Regular Rate x 1)
43	Key Cylinder As ADI BW 3000 or equal		Each	\$	\$	\$
44	Stopper II Spacer As STI 3100 or equal		Each	\$	\$	\$
45	Stopper II W/Horn As STI 1100 or equal		Ln. Ft	\$	\$	\$
46	Stopper As ST 9623 or equal		Ln. Ft	\$	\$	\$
47	Wiremold V500 Series (only)		Ln. Ft	\$	\$	\$
48	Wiremold V700 Series Per 1" (only)		Ln. Ft	\$	\$	\$
49	Cable 14-2 FPLP Must be UL approved		Ln. Ft	\$	\$	\$
50	Cable 14-2 FPLP Must be UL approved		Ln. Ft.	\$	\$	\$

QUOTATION FORM – CONTINUED (Page 8 of 12)

COMPANY NAME: _____

Item #	Description	Manufacturer/ Model	Unit	Unit Cost Regular Rate	Unit Cost Overtime Rate	Total Cost (Calculated at Regular Rate x 1)
51	Cable 12-2 MC Must be UL approved		Ln. Ft	\$	\$	\$
52	Cable 12-4 MC Must be UL 1 approved		Ln. Ft.	\$	\$	\$
53	Surge Protector As DITEK 1100 DTK-2MHL P-B Or MCPS approved equal		Ln. Ft	\$	\$	\$
54	Surge Protector As DITEK 9623 DK-DTK 120HW or MCPS approved equal		Each	\$	\$	\$
55	Cable 14-4 FPLP Shielded Must be UL listed		Ln. Ft.	\$	\$	\$
56	Cable 16-4 FPLP Shielded Must be UL Listed		Ln. Ft.	\$	\$	\$
57	Breaker Lockers		Each	\$	\$	\$
58	MC Fire Alarm Cable 16/2		Ln. Ft.	\$	\$	\$
59	MC Fire Alarm Cable 14/2		Ln. Ft.	\$	\$	\$

QUOTATION FORM – CONTINUED (Page 9 of 12)

COMPANY NAME: _____

Item #	Description	Manufacturer/ Model	Unit	Unit Cost Regular Rate	Unit Cost Overtime Rate	Total Cost (Calculated at Regular Rate x 1)
60	Maglock 600S 600 lb. Magnet with 12/24 V Power Supply and Bracket or Spacer or equal		Each	\$	\$	\$

QUOTATION FORM – CONTINUED

Item #	Description	Estimated Annual Quantities	Unit Cost Regular Rate	Unit Cost Overtime Rate	Total Cost (Calculated at Est. Quantities times Regular Rate)
61	Fire Alarm System Technician Hourly Rate will be utilized to perform Unspecified tasks as requested by MCPS.	1,000 Hours	\$	\$	\$
62	Fire Alarm System Technician Helper Hourly Rate will be utilized to perform unspecified tasks as requested by MCPS.	1,000 Hours	\$	\$	\$
63	Sprinkler Technician Hourly Rates. Rates will be used to perform unspecified tasks as requested by MCPS.	500 Hours	\$	\$	\$
64	Sprinkler Technician Helper Hourly Rates. Rates will be used to perform unspecified tasks as requested by MCPS.	500 Hours	\$	\$	\$

QUOTATION FORM – CONTINUED (Page 10 of 12)

COMPANY NAME:

Item #	Description	Estimated Annual Quantities	Unit Cost Regular Rate	Unit Cost Overtime Rate	Total Cost (Calculated at Est. Quantities times Regular Rate)
65	Fire Alarm Project Design Drawings for Bidding Elementary School	3	N/A	N/A	\$_____
66	Fire Alarm Project Design Drawings for Bidding Middle School	2	N/A	N/A	\$_____
67	Fire Alarm Project Design Drawings for Bidding High School	1	N/A	N/A	\$_____
68	TOTAL COMBINED COST ITEMS 1 THROUGH 67 AT REGULAR RATE (BASIS OF AWARD)	N/A	N/A	N/A	\$

QUOTATION FORM – CONTINUED (Page 11 of 12)

COMPANY NAME:

MCPS has introduced a new program geared to offer our scholars the opportunity to gain experience with employers before they leave high school by participating in programs such as apprenticeship, internship, site-based work experience and other available programs.

If awarded for the subject bid will be interested willing to offer an MCPS student this opportunity.

If so would you please open the below link and fill out the google sheet, if you are not able to participate please respond to this email at your earliest convenience.

<https://www.montgomeryschoolsmd.org/departments/work-based-learning/employers/>

A negative reply will not adversely affect consideration of your contract.

Yes, I am interested _____

No, I am unable to participate _____

- **HAS BIDDER EVER HAD LATE CHARGES DEDUCTED AS A RESULT OF FAILURE TO COMPLETE AS CONTRACTED?**

YES _____ NO _____

- **HAS THE BIDDER PERFORMED THEIR PRELIMINARY RESEARCH IN IDENTIFYING MINORITY BUSINESS ENTERPRISE PARTICIPATION AND INCLUDED WITH THEIR BID SUBMISSION THE COMPLETED CERTIFIED MINORITY BUSINESS ENTERPRISE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT AND THE MINORITY BUSINESS ENTERPRISE PARTICIPATION SCHEDULE?**

YES _____ NO _____

- **IS THE BIDDER AN AUTHORIZED REPRESENTATIVE AND INSTALLER OF THE FIRE ALARM SYSTEM OFFERED AND HAS BIDDER PROVIDED A LETTER FROM THE MANUFACTURER VERIFYING THIS AUTHORIZATION?**

YES _____ NO _____

- **IS A COPY OF THE MARYLAND CONTRACTOR'S LICENSE SUPPLIED WITH BID SUBMISSION?**

YES _____ NO _____

- **HAS THE BIDDER INCLUDED WITH THEIR BID SUBMISSION, MONTGOMERY COUNTY ELECTRICAL OR FIRE ALARM CONTRACTOR'S LICENSE?**

YES _____ NO _____

- **HAS BIDDER INCLUDED WITH THEIR BID SUBMISSION A LETTER CERTIFYING THEY HAVE BEEN IN BUSINESS A MINIMUM OF FIVE YEARS, AND HAVE A MINIMUM OF FIVE YEARS EXPERIENCE PERFORMING THE TYPE OF WORK SPECIFIED HEREIN?**

YES _____ NO _____

QUOTATION FORM – CONTINUED (Page 12 of 12)

COMPANY NAME: _____

- **HAS BIDDER READ THE BIDDING DOCUMENT IN DETAIL PRIOR TO SUBMITTING THEIR BID?**

YES _____ NO _____

- **HAS BIDDER FAMILIARIZED THEMSELVES WITH THE ANNOTATED CODE OF MARYLAND SECTION 11-722 AND HAVE SCREENED THEIR WORK FORCES, ENSURING NO REGISTERED SEX OFFENDER WILL BE PERFORMING WORK AT ANY MCPS FACILITY?**

YES _____ NO _____

- **ASBESTOS FREE MATERIALS: THE BIDDER HAS REVIEWED THE MATERIAL LABORATORY TESTING REQUIREMENTS FOR THE LIST OF MATERIAL SPECIFIED HEREIN TO CONFIRM THEY DO NOT CONTAIN ASBESTOS? SUCCESSFUL CONTRACTOR SHALL SUBMIT ASBESTOS FREE VERIFICATION FORM(S) AS SPECIFIED HEREIN.**

YES _____ NO _____

CHECK OFF LIST FOR MANDATORY BID SUBMITTAL

Mandatory Submittals Check List:

- _____ **Signed Invitation for Bid**
- _____ **Quotation Form (Pages 1-12)**
- _____ **Addendums(s) and Erratum(s) (If any, contractor is responsible to confirm)**
- _____ **MBE Attachment D1 through D10**
- _____ **State of Maryland Construction Business License and Fire Alarm License**
- _____ **Bid Bond – Surety Letter**
- _____ **Personnel List**
- _____ **Statement of Experience and Letter of Certification from Manufacturer**
- _____ **References**