

**Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 West Gude Drive, Suite 3100
Rockville, Maryland**

**INVITATION FOR BID # 9744.2
SPORTS WOOD FLOORING SYSTEM AT VARIOUS FACILITIES**

GENERAL CONDITIONS AND SPECIFICATIONS

I. GENERAL CONDITIONS

A. SCOPE

The work includes performing repairs, refinishing, removal, replacement, sanding, re-lining, finishing, etc. of wood floor systems as required to make projects complete in all detail and in compliance with manufacturer specifications and specifications herein. This work will be performed on an as needed basis at various facilities throughout Montgomery County Public Schools (MCPS), located in Montgomery County, Maryland.

B. INTENT

1. It is the intention of these specifications to secure all-inclusive cost proposals from sports flooring commercial professional contractor(s) regularly engage in this type of work and to fully cover the furnishing of materials and labor for sport wood flooring systems refinishing and replacements. Awarded contractor(s) will be required to provide all-inclusive cost proposals to fully cover all required materials, equipment, and labor for repairs, refinishing or replacement, and installation of sport wood flooring systems as specified herein. The unit prices will be used for contract awards and for change orders for unforeseen changes during projects.
2. **Bid 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 bid prices submitted.** All work shall be performed in accordance with the latest applicable laws, codes, and regulations of the various regulatory bodies of the State of Maryland, with particular attention to ADA codes, Federal/Local Governments, and all other boards or departments having jurisdiction. These regulations and standards will be further considered a part of these specifications and conditions. The Contractor 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 these requirements and permitted by the requirements shall take preference. **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.**

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 bidder(s) submitting the most favorable offer with consideration being given to any previous performance for the Board of Education as the quality of service, acceptable merchandise, and with regard to the bidder's ability to perform should it be awarded the contract. However, the Board of Education reserves the right to make awards according to the best interest of the Board of Education of Montgomery County, Maryland.

In addition, the Board reserves the right to remove or add additional items to the specifications as our requirements change, as well as add suppliers throughout the contract term should a need arise that cannot be provided by any of the awarded contractor(s).

2. Wherever the term "provide" is used, it shall mean, "furnish and install in place, complete in all details".

D. SITE INSPECTION

The Contractor is encouraged to visit the site and carefully review the specifications and drawings before submitting their bid. The Contractor shall contact the building service manager prior to performing an inspection. Should any errors, discrepancies, or omissions be found in these specifications or any discrepancies found between the specifications and the physical conditions at the site, the bidder shall submit a **written report** to Anissa Black, Buyer II, via email at Anissa_B_Black@mcpsmd.org. Upon identifying any condition which might prevent performance of the work in the manner intended, but no less than four working days prior to bid opening. Failure to do so will relieve the contractor of the obligation to furnish all materials and labor necessary to fully carry out the provisions of the bid documents. When the proposal has been submitted and received, it shall be understood that the worksite has been inspected and the bidder is aware of the needs and conditions under which the work is to be accomplished including but not limited to, all work and equipment required to satisfy any and all laws, codes, regulations, etc. that are applicable. **The contractor shall take photographs and/or videos** of existing painted gym lines and logos and forward them to the MCPS project manager prior to starting the project. The contractor shall take measurements as required to develop a proposal for the required project.

After inspection, the Contractor shall report to the MCPS Project Coordinator 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.

E. SCHEDULE

1. **Completion dates shall be identified on each Contractor's proposal.** A purchase order issued and signed by the director of the Department of Materials Management will be the contractor's authorization to proceed with an approved proposal. All work is to be totally completed on or before the completion date identified and accepted on each proposal. This includes, but is not limited to, final inspections by MCPS staff, all cleaning tasks, punch-out work, etc. Late charges will be deducted for failure to meet any completion target dates without an MCPS approved extension. **(See "Late Charges for Failure to Complete on Time" under Contract Administration.)**
2. **Normal Work Periods**

Work may be performed on regular school days: **Monday through Friday, 6:30 A.M. through 7:00 P.M.** (MCPS building service staff are normally on site during these hours).
3. The Contractor shall take into consideration that school activities may be taking place (summer school, special activities etc.) 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 times. The intent is to perform projects without closing the building during regular weekday hours. The Contractor shall anticipate these occurrences in their proposals, and no changes in price or completion date will be made for such occurrences. The Contractor may have to stage/coordinate their work to allow the building to remain occupied and restroom available.

F. CONTRACT TERM

The term of the contract shall be for one year as stipulated on the Invitation For Bid. However, the contract may not begin until one day after approval by the Board of Education and will conclude as stated under the contract term. MCPS reserves the right to extend this contract at existing prices, terms and conditions for up to three additional one-year terms. Written notice indicating MCPS' intention to pursue the extension of the contract will be issued to the successful Contractor 90 days prior to the expiration of the original contract. The Contractor will have 10 days from date of notification to return the notice acknowledging its intent to accept or reject the extension. Once all responses are evaluated, MCPS staff may make a recommendation to the Board of Education to extend the contract or decide to rebid. If the contract is extended by the Board of Education, a contract amendment will be issued; however, no purchase order will be issued until extended performance/payment and material bonds have been received by MCPS as required.

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; purchases are dependent upon the requirements of MCPS and on budgetary limitations. Orders will be placed from time to time throughout the contract term.

H. PROVISION FOR PRICE ADJUSTMENT

Price increases will not be considered for the first 180 days of the contract. Thereafter, the successful vender must submit a written request for price relief. The request for a price increase shall include documentation from the manufacturer to verify the basis for such request. MCPS reserves the right to accept or reject the request as may be determined to be in the best interest of MCPS. Any orders received prior to a request for a price increase shall be honored at the original contract price.

Subsequent to award, the unit price on equipment quoted herein is subject to price adjustment upward or downward in accordance with increases or decreases announced by the manufacturer. The successful bidder must notify the supervisor, of the Procurement Unit of any announced manufacturer's price reductions and give immediate benefit to MCPS in a proportionate amount.

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 Contractor'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 worksite, a reasonable amount of materials that will allow them to quickly secure the work area and/or secure building as required for the type of work being performed.

J. WARRANTY/SERVICES/REPAIRS

1. All workmanship equipment and materials shall be guaranteed for two (2) years as stated herein. Any longer-term warranty and/or guaranteed offered as standard from product manufacturers shall be included. The Contractor shall supply labor and materials for warranty replacements throughout the two (2) year period. Final payment will be made once the installation is complete and accepted by MCPS. The warranty shall begin from the date the MCPS Project Coordinator approved and signed the Contractor's final invoice for payment.

2. 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.
3. upon completion of the projects, the point of contact may change between the MCPS Project Coordinator and the Contractor when identifying and resolving 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
- 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.

The contractor shall provide the 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 John Conaway, Environmental Health Specialist at 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 for future projects by MCPS if materials are submitted at no cost to MCPS. Forward samples/information to Montgomery County Public Schools, Contracts Office, 45 West Gude Drive, Suite 4300, Rockville Maryland 20850. **Testing normally requires a minimum of sixty 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, and PA Systems.**
2. The 60 workday evaluation process is not intended for small system components where the term “or MCPS equal” is used herein. Items of a lesser dollar value such as electrical/plumbing components, switches, adhesives, sealers, etc., can quickly be evaluated by MCPS to determine if they are equal to the 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 must be shown on each item being offered, even if bidding the specified brand shall be provided code or model number. If a brand and code of 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 the makes, models, design, etc., of the item(s) offered. The bidder(s) shall be required to furnish all 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 the item and attached on separate pages of a brochure. The 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 telephone number
2. Bid number

N. **DEVIATIONS**

All bids, meeting the intent of the invitation, 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. 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. **MATERIALS**

1. Materials to be used in the performance of this contract shall be new and 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.
2. MCPS may elect to supply parts, therefore, the Contractor shall check with the MCPS Project Coordinator before providing the required parts.

P. **DELIVERY**

Delivery of materials as required, but no later than date identified on the proposal. Prices shall include all delivery costs as required to ship materials to various locations throughout Montgomery County, Maryland. All deliveries must be prepaid FOB destination and in no case will collect shipments to be accepted. All pricing must be all-inclusive; no travel time or delivery charges will be accepted.

Q. **eMARYLAND MARKET PLACE ADVANTAGE**

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

R. **SUBMISSION OF BIDS (Sealed Bids Only) – Required Submissions**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(s) may wish to reproduce and retain an additional copy for your files.

2. **Quotation Form**

- a. Quotations are to be entered on 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 the event calendar (<https://www.montgomeryschoolsmd.org/calendar/mcpsbids.aspx>) or contact the Procurement Unit by email at Procurement@mcpsmd.org to confirm whether addenda/errata have been issued. Failure to provide the signed acknowledgement of the addenda/errata may result in a bid being deemed nonresponsive and consequently rejected.

4. Minority Business Enterprise in Public Schools

Attachment A and B or the MBE PROCEDURE (**APPENDIX A**) reflecting minimum 0% MBE participation shall be submitted with your bid. (See II "Contract Administration" for additional MBE information). **Failure to submit Attachment A and B shall disqualify your bid response.**

5. License/Certifications (TO BE SUBMITTED WITH BID)

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 if additional information is required. **THIS LICENSE MUST BE SUBMITTED WITH THE BID PROPOSAL.**

6. Statement of Experience

The Contractor(s) shall be an experience installer who is accredited by Sport Flooring Mill for the brand material offered or by Maple Flooring Manufacturers Association (MFMA). The Contractor must have been in business for a minimum of five years' experience performing this type of work. **COPY OF ACCREDITATION AND WRITTEN STATEMENT REGARDING YEARS IN BUSINESS AND EXPERIENCE SHALL BE SUBMITTED WITH THE BID. FAILURE TO SUBMIT REQUESTED DOCUMENT WILL DISQUALIFY BID SUBMISSION. SEE SECTION L QUALITY ASSURANCE.**

S. **BID SECURITY**

1. Bids in excess of \$50,000.00 shall be accompanied by a Bid Security in the form of Bid Bonds (A.I.A. Document A310), in the amount of 10% of the bid, naming Montgomery County Board of Education as Obligee. A certified check in the amount of 10% of the bid will be accepted in lieu of the Bid Bond. Where certified check is furnished, the Contractor shall attach the following statement from a Maryland licensed bonding company signed by an authorized representative of the bonding company:

“As surety for the above-named Contractor, (name of bonding company) hereby agrees to furnish the required Bonds, as required by the specifications, on behalf of the Contractor, in the event that such firm be the successful bidder for this project.”

2. Bid bonds will be returned upon request to all except the three lowest bidders. After 60 days from the bid opening date, the three lowest bidders can demand return of bid bonds so long as they have not been notified of the acceptance of their bid.
3. If the successful bidder withdraws their bid or fails to execute and deliver to MCPS the contract and the required bonds within five working days after receipt of the Bid Award, the Bid Security shall be forfeited to MCPS as the result of such failure. **Note: Failure to submit the bid security with the bid proposal will be reason to be considered as a non-responsive bid.**

T. **AWARD CRITERIA**

1. Conformance to specifications and completeness of bid submission
2. Ability to perform
3. Price
4. Past performance
5. MFMA or sport flooring mill accreditation
6. Completed quotation form

U. **INQUIRIES**

Inquiries regarding this solicitation must be submitted **in writing**, to Anissa Black, Buyer, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850, fax number 301-279-3173 or by email to Anissa_B_Black@mcpsmd.org and Procurement@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 website address is <http://procurement.montgomeryschoolsmd.org/home/Bids> for the MCPS Procurement Unit.

Subsequent to the award if the Contractor finds any discrepancy or omission and has questions of MCPS' intent, prior to performing work, they shall notify the MCPS Project Coordinator **in writing** to resolve and receive clarification with copies to MCPS Capital Improvements Contracting Supervisor and Anissa Black in the Procurement Unit.

V. **REFERENCES**

Bidders shall provide three references with their bid submission. The references shall have company name, contact person, address and phone number 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, other than MCPS including bidders currently engaged in business with MCPS.**

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

W. **SPECIAL CONDITIONS**

1. Audit Provisions – MCPS 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(s) 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(s) except as expressly authorized in writing by MCPS and no contract shall be made by the successful bidder(s) 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, the MCPS Contracting Supervisor and approval by the director of the Department of Materials Management.

Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the contract performance.

Contractor's 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 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 \$5,000.00 fine. Effective July 1, 2015, amendments to § 6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor for a local school system may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving:

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;
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 the award of a contract, documentation confirming that its direct employees and those of any sub-contractors 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 workforce that the contractor and/or its subcontractors use to perform the work required by the contract.

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

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 workforce 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 "workforce" in this and the preceding section refers to all of the contractor's direct employees, subcontractors and their employees, and/or independent contractors and their employees that the contractor uses to perform the work required by the contract.

Fingerprinting for the criminal background check may be performed by the MCPS Office of Human Resources and Development, 45 W. Gude Drive, Rockville, MD 20850, or through another service approved by MCPS. Individuals fingerprinted by MCPS will be required to provide written consent, and MCPS will maintain copies of all records for criminal background checks performed by MCPS. If the contractor uses another service approved by MCPS, the results of the criminal background check must be provided to MCPS for record keeping. A list of MCPS approved fingerprinting agencies can be found on the Procurement Unit website at <http://www.montgomeryschoolsmd.org/departments/procurement>.

The contractor must take appropriate steps to promptly follow up on information identified in the criminal background check related to the sexual offenses, child sexual abuse offenses, and crimes of violence enumerated above, as well as any information regarding offenses involving the 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 workforce may not begin work in a MCPS school facility on an assignment where the individual will have direct, unsupervised, and uncontrolled access to children, until: (a) the background check results for that individual have been received by MCPS; (b) the contractor certifies to MCPS that the individual has received training and/or reviewed informational materials, as appropriate, regarding recognizing, reporting, and preventing child abuse and neglect, consistent with the content provided in training for MCPS employees; and (c) the individual obtains a MCPS identification badge. The badge will be issued by the MCPS Department of Safety and Security, 850 Hungerford Drive, Room 131, Rockville, MD 20850. Appointments are made by calling 301-279-3066. The contractor will be required to return all badges at the conclusion of the contract.

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

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

II. CONTRACT ADMINISTRATION**A. PRE-AWARD 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 the 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 MCPS Division of Design and Construction.
3. Issues raised during this meeting, that cannot be resolved to the satisfaction of MCPS, will be cause to reject the apparent low bid and to consider the next lowest bidder as the successful offeror.

B. CONTRACT SECURITY

1. The Performance Bond shall be executed using the modified A312, Payment and Performance Bonds. The Payment shall be executed using AIA Document A312 Amended Payment Bond.
2. Performance and Payment Bonds – Bonds are required for contracts in excess of \$100,000.00. As a result, the bidder(s) shall provide a bond for each awarded project with 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 by the Contractor. **Note: Failure to supply the contract securities as specified will be considered a contract violation and shall be grounds for contract cancellation.**

C. POST BID SUBMISSIONS

1. The apparent low bidder may be required to supply **within 48 hours** after MCPS requests, 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 time for Contractor evaluation. **Failure to supply a copy as specified may disqualify your bid proposal.**
2. Sub-Contractors
 - a. MCPS must approve all sub-contracting work in advance; the prime contractor shall supply MCPS with the rationale for requesting sub-contracting. It is **MCPS' intent that the contractor has the in-house resources to perform the primary task and only sub-contract secondary task(s) which they do not specialize in e.g., electrical, mechanical and/or plumbing, etc.** The Contractor shall supply a complete list of all sub-contractors and cost of their work for evaluation by MCPS. This list must be submitted within two workdays after MCPS makes the request.

Failure to do so **will be grounds for termination of the contract.** The Contractor shall be responsible for assuring that all proposed Sub-contractors are in good standing with MCPS and have been in business for a minimum of five years and have 5 years of 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 an objection to any proposed Sub-Contractor shall constitute notice of no objection. Each Sub-Contractor may be required to furnish to MCPS, 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 and unamended on the Standard Form of Agreement between the 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., failure of the Sub-Contractors to satisfactorily perform the work in a timely fashion is the Contractor's responsibility and not that of MCPS
3. Minority Business Enterprise in Public Schools
- a. Certified Minority Business Enterprises are highly encouraged to respond to this solicitation.
 - b. Since state funds may be involved in future project(s) performed under this bid **"it is important that bidders review the new state revised MBE Procedures carefully to ensure compliance"**. There is a **0% MBE** goal set for this bid. On future state funded project(s) that may be performed under this bid, that exceed \$50,000, a new MBE goal may be established based on the scope and size of the work. The bidder 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. The Certified MBE Utilization and Fair Solicitation Affidavit (Attachment A) and the MBE Participation Schedule (Attachment B) 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 0%.** *Failure to supply as specified will disqualify your bid proposal.*

- e. MCPS expect all bidders to make the good faith effort to meet or exceed the established MBE goal for this invitation to Bid. MCPS will NOT grant MBE waivers without sufficient support documentation that clearly substantiates that the bidder has made a sincere good faith effort to meet to meet the MBE requirement. There will be an extensive effort required on the part of the bidder to ensure compliance with the MBE procedures to rationalize a review of an MCPS waiver request.
- f. Contact the MCPS MBE Liaison, Mrs. Donna Hanson, at 240-314-1031 to obtain a listing of MBE certified Contractors or regarding any other MBE procedure questions.

4. Submit Evidence of Insurance

a. Insurance:

See Article XXI of the General Stipulations and Instructions to Bidders. The successful Contractor shall submit an actual certificate of insurance made in favor of MCPS within five workdays after an Award Notification letter has been issued to the successful bidder.

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 Procurement Unit, Montgomery County of Board of Education shall be the insurance certificate holder.

5. Invoicing

- a. Bidder shall submit invoices to the MCPS Project Coordinator, Division of Design and Construction, preferred electronically via email or regular mail to the Project Coordinator, Montgomery County Public Schools, **45 West Gude Drive, Suite 4300, Rockville, Maryland 20855** for payment approval. **All invoices shall identify pertinent information such as purchase order number and building name where work was performed.** The MCPS Project Coordinator shall submit invoices and receiving reports to the Division of Controller to process payments, and shall specify final or partial payments.
- b. 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 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 as specified and accepted by the MCPS Project Coordinator.
- d. Partial payment invoices shall be accompanied by a detailed 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, 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. All required permit certificates and related documentation shall be submitted to the MCPS Project Coordinator for approval prior to final payment.

The Contractor is responsible for determining the permitting jurisdiction that has authority and what permits are required such as Montgomery County Government, City of Rockville, City of Gaithersburg, and Town of Poolesville, etc.

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 **10 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 a sign at the

work location as specified on the drawing under **APPENDIX C** on the project site. The Contractor has the option of making a specified sign or obtaining the sign from State at MCE Sign Plant #111 C/O Patuxent Institution, Attn: Charles Behnke, Plant Manager, 7555 Waterloo Road, Jessup Maryland 20794, phone 410-799-5102 or 5103, Fax 410-799-7911 or via email cwbehnke@dpsc.state.md.us. The current price from Maryland Correctional Enterprises for this sign is \$525.00 with a 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 its original condition upon the completion of the contract. It will be the MCPS option to either retain the sign for future use or have the Contractor dispose of the sign.

E. MARYLAND BUY AMERICAN STEEL ACT

Steel purchased under this bid must meet compliance with the “Maryland Buy American Steel Act”, Sections 17-301 to 17-306 for the State Finance and Procurement Article of the Annotated Code of Maryland. This applies to steel purchases that are combined or single purchases that are composed of at least 10,000 pounds of steel products. It is the bidder’s responsibility to meet compliance as required if purchasing steel in excess of 10,000 pounds. More detailed information can be found at: <http://www.dsd.state.md.us/comar/AnnotCodeIdx/StateFinIndex.htm>.

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 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 at all times.
2. **The Contractor must 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 floors where material is stored or being transported with Ram Board .375” thick or MCPS approved equal.
4. The Contractor shall furnish the services of an experienced supervisor, who shall be in charge of the work and provide direction to the crew at all times.
5. 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. All workers will be required to check-in daily at the facility's main office to obtain a visitor badge. These badges must be returned to MCPS daily. 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. Contractor's employees are not to use facility equipment and buildings, i.e., telephone, lounges, parking lots, etc. The MCPS Project Coordinator will designate such facilities authorized for Contractor use.
6. All work shall be scheduled to the mutual satisfaction of the School Administration and the MCPS Project Coordinator to avoid conflicts with school activities.
 7. The building is expected to be occupied throughout the stated period allowed for this work. The Contractor shall take all required safety precautions.
 8. Work area must be left clean and safe after each work day. The Contractor must remove all debris generated by the work from the premises daily, adhering to **Montgomery County Solid Waste and Recycling Regulation No. 1 5-04 AM, COMCOR 48.00.03**. The Contractor shall track all recyclable materials such as metal, concrete, asphalt, cardboard, etc. and provide to MCPS recyclable amounts by the weight as requested.
 9. Installation must be performed in strict compliance with the latest local, state and federal regulations having authority. The Occupational Safety and Health Administration Hazard Communication Standards must be followed.
 10. Upon completion of all work, repair lawns, landscaping, fences, roads, curbs, sidewalks, and parking areas damaged as a result of the work; restore damaged items to a condition as good as existed prior to damage. Damaged lawns shall be re-sodded; damaged shrubs and trees shall be replaced.
 11. Field measurements are required.
 12. Failure to perform in accordance with MCPS specifications, drawings, and industry standards may result in the Contractor being removed from the approved bidder list to receive future Invitations for Bid for a period of two years.

H. CHANGES IN THE WORK

1. Should alterations or changes at any time during the progress of the work or to add 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 the contract will be paid without a complete 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 as they deem necessary, with an explanation of justification. Using approved change orders as rational for not completing on time will not be accepted without an MCPS approved extension. If additional work is performed without MCPS authorization and/or written change order, the Contractor shall be subject to reversing said work, or work and/or materials shall remain 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 will 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-Contractors for labor, materials, overhead, and profit.

3. The Contractor shall furnish supporting documentation with all change order requests credits 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 an 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 contract, 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 written approval for an 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, Contractor shall work overtime both their forces and 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 services staff overtime as 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 services staff overtime as required.
5. The MCPS contracting supervisor 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 condition 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 a 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 that a purchase order was issued late, at the conclusion of the work will not be an acceptable reason for requesting a contract extension. No time extension will be allowed except by MCPS writing final approval. No requests for extension due to weather conditions will be considered unless accompanied by documentary evidence supplied by the 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 previous agreed upon 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. The average building service staff overtime rate is \$35.00 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 the Overtime Reimbursement Agreement, MCPS will not approve any overtime.

K. MCPS CONTRACTS OFFICE 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 CIP Contracting Office Supervisor's approval and authorization by the Director of the Department of Materials Management or his/her designee.

2. After award a MCPS Project Coordinator will be assigned to this project who will handle the day-to-day operation and installation coordination. Scheduling work on site after an award of contract must be made through the MCPS Project Coordinator.
3. The 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 the MCPS Contract Supervisor, copy to the Procurement Unit;
 - g. Prepare required reports;
 - h. Approve or reject invoices for payment and submitted construction schedules;
 - i. Recommend contract modifications or terminations to the MCPS Contracting Supervisor, copy to the Procurement Unit;
 - j. Issue notices to the Contractor to proceed with the project after receiving signed Change Order as required.
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. PROJECT CLOSE-OUT

1. Individual Project 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 installation **completion date as specified on each proposal**, to afford the Contractor time to rectify punch list corrections. Before calling for a punch-out, all 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 100% 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 installation. 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.

M. QUALITY ASSURANCE

1. Installer Qualifications
 - a. The Contractor shall specialize in the repairs, refinishing and installation of gymnasium, stage and dance studio maple flooring systems as specified herein for a minimum five years, and shall be certified by the approved manufacturer as a qualified installer. Copies of certifications shall be submitted with bid proposal. Failure to submit certification will disqualify your bid submission.
 - b. The Contractor shall be a member of the Maple Floor Manufacturer Association (MFMA) for a minimum of five consecutive years.
2. Single Installer Responsibility
 - a. Entire gymnasium stage and dance studio wood flooring systems shall be installed, sanded, finished including all prep work and line, art work, logo painting and other work accessory items as indicated by a single firm (herein called the installer) for sole responsibility.
 - b. No Sub-Contractor shall perform any work without the prime Contractor receiving approval from MCPS.

III. DETAILED SPECIFICATIONS**A. INTENT**

These specifications are intended to cover the requirement for the refinishing and replacement of several types of sport wood flooring systems including but not limited to stage, gym, and dance studio wood floors as required at various MCPS facilities. All flooring systems shall be installed in accordance with the manufacturer's recommendation and the specifications herein.

B. GENERAL

The work is typical for wood floor repair, refinishing, and replacement.

1. The work will include but not limited to removal, leveling of subflooring, patching, sanding, tacking or vacuuming, sealing, game line painting and logos, top coating, installation of floor plates and sleeves and the providing of gym equipment. Contractor to confirm the structural integrity of locations given for Installation of plates and sleeves.
2. All work to be performed under the direction of the MCPS Project Coordinator and may need to be performed in conjunction with other scheduled work, additions, renovations, fire damage, water damage, vandalism and modifications.

C. SYNTHETIC FLOOR REMOVAL PROCEDURES

MCPS recommends that contractors employ the following procedures when removing synthetic floors in material.

1. Isolating Work Area
 - a. Before remediation work begins, the gymnasium (work area) must be isolated and sealed off to prevent public access and cross-contamination of adjacent areas.
 - b. All doors, windows, HVAC duct grills (supply and return) and any other openings inside the work area must be covered with polyethylene sheeting and sealed with duct tape.
2. Negative Air Pressure within Work Area
 - a. Establish and maintain a HEPA filtered negative air pressure system in the gym to limit the potential spread of contamination during removal and cleanup activities.
 - b. Do not vent the negative air exhaust into the building.
3. Personal Protection
 - a. Contractors must supply workers with the appropriate personal protective equipment for the project duration.
 - b. Workers must remove all such equipment when leaving the containment area.

4. Indoor Air Quality Monitoring

To ensure protection from exposure during removal, the level of chemical vapor inside and outside the gym should be routinely checked with a Lumex or Jerome chemical vapor analyzer.

5. Removal Process

- a. Throughout the removal process, an on-site supervisor shall ensure that the polyethylene barriers negative air system, work methods, and personal protection meet compliance.
- b. The supervisor shall also ensure that unauthorized personnel does not enter the workspace.
- c. Upon removal, the synthetic flooring material shall be disposed of in a manner that does not contaminate the building's indoor air space.

6. Cleaning Activities

- a. Upon completion of gross removal, the substrate (concrete subfloor) shall be thoroughly cleaned and rinsed.
- b. All disposable materials (rags, sheeting) and equipment used in the removal process must be either disposed of as per industry and OSHA standards.
- c. After completion of fine cleaning, the supervisor shall conduct a final visual inspection.
- d. Encapsulation of the substrate floor may or may not be indicated depending on mercury vapor levels.

7. Final Clearance

Final clearance to determine project completion should be based on the final visual inspection and air monitoring results.

D. PREPARATION FOR NEW INSTALLATION

1. Concrete subfloor shall be instrument checked for level tolerance prior to commencing installation.
2. Subfloor shall meet level tolerance of plus or minus 1/8" in 10 feet.
3. Non-conforming low areas shall be corrected with leveling compound **Ardex K301** or MCPS approved equal per quotation sheet with MCPS Project Coordinators prior approval.
4. Non-conforming high areas should be ground down with MCPS project Coordinators prior approval.

5. It is the responsibility of the contractor to submit to the MCPS Project Coordinator a proposal **prior** to all leveling and grinding.
6. It is the Contractor's responsibility to ensure that permanent heat, lighting, and ventilation shall be installed and operating during and after installation, maintaining a temperature range of 65° F. and relative humidity of 50% or lower. No work shall take place without the appropriate environmental conditions. The Contractor shall notify the MCPS Project Coordinator of any conditions that may affect the project quality and completion with regards to the aforementioned.

E. WOOD FLOORING MATERIAL

All wood flooring materials shall be **MFMA-RL** Northern Hard Maple or **MFMA-FJ** Northern Hardwood Maple of the same type, size, and grade 2nd or better as existing or substituted with material approved by the MCPS Project Coordinator.

1. Flooring shall have a solid wear thickness without voids, patches, or splinters.
2. Flooring must be stored in a dry, well-ventilated area, not in contact with masonry, to acclimate to building conditions and shall be installed at moisture content compatible with the normally expected environmental range of temperature and relative humidity achieved while the facility is occupied.

F. WOOD FLOORING AND BASE REPAIRS

All wood flooring and base repairs shall be performed to the MFMA recommended procedures and/or MCPS Project Coordinator approved methods.

1. The contractor shall perform floor inspections with the MCPS Project Coordinator, to determine the scope of work, cause of damages in existence, estimate repair cost when applicable, starting date for repairs, and completion date for all work.
2. Cut out and removal of damaged flooring and proper installation and replacement to manufacturer's recommendation and the specifications herein.
3. Slat size, type, and grade of wood shall match existing floor or MCPS approved equal by the Project coordinator.
4. Repair and/or refasten all loose base along perimeter of wall and replace missing perimeter base as needed and directed by MCPS Project Coordinator.
5. Refinish and stain shall match the non-repaired area of flooring after all repairs are made to the specifications herein.

G. WOOD FLOOR REFINISHING

1. All repairs should be made prior to sanding as specified herein.

2. Contractor shall remove all non-used floor plates as approved by MCPS Project Coordinator and fill holes with cement base product according to manufacture recommendations.
3. Sanding of the floor as specified herein
4. The Contractor shall inspect the entire floor to ensure the surface is acceptable for finishing, completely free from dust, and clean.
5. Paint game lines, borders, and artwork as specified herein.
6. Apply sealer coats before paint and topcoat finishes after paint as specified herein.

H. INSTALLATION

1. All work shall be scheduled to the mutual satisfaction of the school administration and the MCPS Project Coordinator to avoid conflicts with school activities.
2. These specifications are intended to identify MCPS minimal requirements for all materials required for the installation of a new wood floor system at various facilities.
3. **All flooring systems shall be installed in accordance with the manufacturer's recommendation and specifications herein.**
4. Grade of wood flooring to be used 2nd or better, Northern Hard Maple – Kiln Dried.
5. The Contractor shall install a new wood floor after the removal of the existing floor when applicable, with all markings of plates, sleeves, finishing, etc., as required.
6. The Contractor shall supply fans to minimize dust, odors and direct outdoors when possible.
7. The Contractor shall seal hallway, storage and office doors, etc., with plastic to prevent dust and odors from entering other parts of the building. If necessary the Contractor shall clean dust from storage rooms and offices from not being sealed properly.
8. Contractor shall test for moisture and relate moisture readings to MCPS Project Coordinator prior to install. Moisture Content shall be at wood manufacturer recommended levels.

I. DIRECT GLUE DOWN FLOOR SYSTEM

1. The MCPS approved Manufactures are:
 - a. **Robbins Sport Surfaces – Sportwood Direct System**
 - b. **Action Flooring System LLC – Actionwood System**
 - c. **Connors Sports Flooring- Sport Bond System**

2. Concrete Primer – Coat floor according to manufacturer's instructions shall be included and performed for all projects.
3. Flooring shall be comprised of single directional slats of edge-grain maple with a solid wearing thickness that shall extend through the entire 7/16" depth. Panels with beveled edges and grooved edges are **shall not be acceptable**. Slat size shall be 7/16" x 7/8" x 9" and **laying specific pattern end to end**.
4. Wood flooring material shall be constructed in a manner that allows complete bonding of each slat to the surface or shock pad.
5. Adhesive shall be as the manufacturer specifies for the applied application. **All adhesives must be approved by MCPS prior to use**. The Contractor shall submit MSDS documentation for MCPS review.
6. The Contractor must roll the new floor at least twice with a minimum 100 lb. roller and wait a minimum of 48 hours after the installation of the new flooring system before sanding.
7. Use the manufacturer's standard maple base.

J. DIRECT GLUE DOWN FLOOR WITH SHOCK PAD SYSTEM

1. The MCPS approved Manufacturers are:
 - a. **Robbins – Sportwood Plus**
 - b. **Action – Actionwood Plus**
 - c. **Connors Sports flooring- Sportbond Plus System**
2. Use a 4mm granulated rub shock pad when requested.
3. Unroll rubber mat and allow to acclimate and relax for 24 hours or as manufacturer's specifications prior to installation.
4. The Contractor must roll the rubber mat at least twice with a minimum 100 lb. roller After installation.
5. All adhesive shall be as the manufacturer specifies for the applied application. **All adhesives must be approved by MCPS prior to use**. The Contractor shall submit MSDS documentation for MCPS review.
6. Install Direct Glue Down Floor System as specified herein and by manufacturer's specification on top of shock pad.

K. ANCHORED RESILIENT SLEEPER FLOOR SYSTEM

1. The MCPS approved manufacturers are:
 - a. **Robbins – Air Channel Star**
 - b. **Aacer – Anchored Power Sleeper**
 - c. **Connors Sports Flooring- ARS Din Sports Flooring**
 - d. **Action- Action ProAir AR**
2. 6-mil polyethylene vapor barrier
3. Concrete anchors, sleeves, and all fasteners shall follow manufacturer specifications
4. Laminated sleeper shall be 7/8" x 3-7/8" wide continuous length of the floor
5. Sleepers shall be spaced per MFMA floor manufacturers design
6. Resilient pads shall be 2" x 3" at 12" OC and 7/16" thick typical for new installation and can be different when matching existing floor during repairs with MCPS **approval.**
7. **If required by the flooring system manufacturer, install solid blocking under bleachers in the stacked position and where portable backstops or other areas subjected to high loads as shown on architectural drawings. If required by the flooring system manufacturer, install recommended blocking below bleachers in the extended position.**
8. 15/32" (12mm) thick, 4' x 8' (1.22 m x 2.44m) exposure 1, APA Rated Sheathing.
9. Radom lengths (min. 16" long), 25/32" thick, 2-1/4" with continuous tongue and grooved, end and side matched, back kerfed maple strip style flooring and grade marked and stamped as produced by an MFMA member manufacturer.
10. Use 3" x 4" high vented base.

L. FLOOR SANDING

1. The Contractor shall wait a minimum of forty-eight (48) hours after the installation of a new flooring system before sanding as specified by the manufacturer except for Anchored Resilient Sleeper Floor System
2. The wood floor shall be machine sanded, smooth, and level with a minimum of three (3) cuts required using coarse, medium, and fine grits of sandpaper.
3. After sanding with a drum sander, buff the entire floor using a 100 grit screen/pad or equal sandpaper with a heavy duty buffing machine.

4. Floor shall present a smooth surface without drum stop marks, gouges, streaks, or shiners prior to finishing.
5. Vacuum and tack floor before the first coat of sealer is applied.
6. In most cases, 208-volt electrical service will not be readily available to the awarded Contractor. The Contractor will be required to make all necessary connections to existing electrical panel to obtain the needed power. A qualified **Licensed Electrician** must connect all existing electrical panels in a safe and professional manner and these services must be included in the bid proposal cost. All safety precautions shall be taken by the Contractor to keep people away from electrical hazards i.e., caution tape, barricades, etc.
7. Contractor shall provide fan or dust collection equipment to minimize dust in the work area.
8. Contractor shall cover all gymnasium walls and opening of stage up to 12 feet with plastic and tape. All closets, offices, exit doors will be sealed in order to keep sanding dust contained to the gymnasium. All Bleachers and Vents will be covered as well. Upon completion of sanding and before finishing commences, the contractor will clean all dust by sweeping down all walls, bleachers, etc. while leaving plastic intact.

M. **GAME LINE PAINT**

All finishing materials shall be compatible with overlaid finishes as recommended by the finishing material manufacturers. The Contractor shall submit MSDS documentation for MCPS review and approval. Colors will be selected by MCPS from the manufacturer's standard color selections. Game lines shall be applied between the last coat of sealer and first coat of finish. After buffing and vacuuming lines shall be accurate, straight, and with sharp edges. All lines, logos, etc., shall be painted to match existing and/or as approved, **in writing**, by the MCPS Project Coordinator. All game line layouts must be approved, by the MCPS Architect prior to painting. Any line painting prior to MCPS approval shall be removed and repainted at no cost to MCPS. The MCPS Project Coordinator will coordinate the meeting regarding line layout approval with the contractor and the MCPS Architect.

N. **FINISHING**

1. Inspect entire area of floor to insure the surface is acceptable for finishing, completely free from sanding dust perfectly clean.
2. Apply approved water base sealer and water base finish coats per manufacturer's instructions, two (2) coats of sealer and three (3) coats of finish on All Direct Glue Down Floor Systems with or without Shock Pad.
3. Apply approved water base sealer and water base finish coats per manufacturer's instructions, two (2) coats of sealer and two (2) coats of finish on All Floating and Anchored Resilient Sleeper Floor Systems (2 ¼" maple typical).
4. Use only Buckeye International Arena 50 sealer and Arena 300 finish or MCPS approved equal.

5. Clean up all unused debris and remove it premises on a daily basis.
6. Upon completion of finishing, the contractor will remove all plastic, tape, and clean any remaining dust from the gymnasium walls and any connecting rooms and hallways.
7. Buff and tack floor between each coat and after game line paint.
8. Paint game lines approved by the MCPS Architect/MCPS Project Coordinator in writing, between the last coat of sealer and the first coat of finish.
9. **Do not apply sealer, paint or floor finish to floor plates** unless approved by MCPS Project Coordinator.

O. DOORWAY THRESHOLDS

1. Wood

The Contractor shall replace wood thresholds as requested with premium grade dimensional lumber. All wood shall receive three coats of sealer and three coats of finish.

Aluminum

The Contractor shall replace aluminum thresholds as required using a commercial grade product of a similar type and design as approved by the MCPS Project Coordinator.

2. **All Thresholds shall meet ADA requirements**

P. VOLATILE ORGANIC CHEMICAL REGULATIONS

All finishes used under this contract such as finishes, stains, sanding sealers, etc., must meet compliance with State of Maryland regulations regarding the Volatile Organic Compounds (VOC) Limitations that went into effect on January 1, 2018.

Q. GYM EQUIPMENT

Provide MCPS approved manufacture **SPORTS IMPORTS** gym equipment to the schools as identified in the MCPS approved proposal. Contractor shall assemble storage cart and install wall rack when supplied with project.

- a. Steel Volleyball Uprights (pin-stop) – Model **DE11**
- b. Heavy Duty Net ratchet and Crank Handle – Model **HDNR**
- c. Storage Cart (holds 8 uprights) – Model **DU22**
- d. Shortened to 30' Technora Volleyball Net – Model **SH-HM50**
- e. Technora Volleyball Net – Model **HM50**
- f. Badminton Upright – Model **DG11-PBC**
- g. Badminton Net – Model **SBN -20**
- h. Shorten Badminton Net – **Model SBN-19.5**
- i. Locking Upright Wall Rack (Hold 4) Part #**WR10**
- j. Pickleball Collar- **PBC-DG11**

- k. Floor Marx- **6 Pack Master set**

R. FLOOR PLATES AND SLEEVES

1. The Contractor shall remove all existing floor plates and sleeves per MCPS Project Coordinator's request, fill holes according to manufacturer's recommendations and patch floor to match existing floor when refinishing before starting the sanding process.
2. The Contractor shall install new **Senoh KA25** Volleyball plates, sleeves and new **SenohKA45** Badminton plates and sleeves on all new floors and on refinishing floor projects as requested by the MCPS Project Coordinator.
3. All plates and sleeves shall be installed and properly secured to manufacturer's instructions.
4. Floor plates and sleeves shall be located in conjunction with the line painting and MCPS Architect and Project Coordinators approval.

S. SUBMITTALS

Submittals shall be required from the successful bidder within five working days after Contractor/MCPS project inspection for each type of wood flooring to be used. With grade and species.

1. Product Data

- a. Submit manufacturer's specifications containing material list and instructions for wood flooring including installation, storage and finishing recommendations.
- b. Only water base sealer and finish are to be used. MCPS Safety Department must approve all materials. The Contractor must supply MSDS to the MCPS Project Coordinator for approval of all chemicals i.e., finishes, paint, adhesives, etc., as appropriate prior to use.
- c. Submit manufacturer's specifications and instructions for installation of floor plates and sleeves. Submit MSDS for concrete based material used for anchoring floor sleeves and patching subfloor after plate/sleeves removal.

2. Samples

Submit samples of each wood flooring system 9" x 12" maple section, including finish on 100% of samples.

3. Shop Drawings

Submit drawings showing layout of game lines, art work and floor plates approval by the MCPS Project Coordinator and facility staff members. Bid cost shall include all standard gymnasium game line, art work and floor plates layouts.

T. PROTECTION

The Contractor shall be responsible to protect completed wood flooring refinishing with heavy Kraft Paper or other suitable covering between completion by the Contractor and acceptance by MCPS so that flooring and finish will be without damage or deterioration at the at the time of acceptance.

U. MAINTENANCE

Upon project completion, the Contractor shall furnish the building staff with training and two instruction manuals on the proper care and cleaning of the new floor finish.

V. MODIFICATION

The Contractor shall make all required modifications to existing building components to accommodate new wood flooring system. This will include, but not limited to modifying metal/wood doors, thresholds and base as required, adding new floor plates and sleeves as necessary to match new equipment requirements, etc.

SECTION 008010 - Minority Business Enterprises (MBE) Memo/Procedures

October 1, 2020

To: All Bidders

From: Donna Hanson, MCPS Minority Business Enterprise

Coordinator Re: Revised MBE Participation Schedule and
Guidelines

Maryland Senate Bill 309

(http://mgaleg.maryland.gov/2017RS/Chapters_noln/CH_438_sb0309e.pdf), effective October 1, 2017, changed the minority business participation requirements. It is imperative that you understand and comply with the new requirements.

- **New Attachment B (sample included herein with explanation) for reporting participation**
- Revision of the supplier (regular dealer vs. broker) participation allowed

New Rules for Minority Business Enterprises (MBEs) Providing Materials and Supplies (Maryland Senate Bill 309) Chapter 438, Laws of 2017

*A bidder may apply only 60% of the costs of the materials and supplies provided by a certified MBE if the MBE is a **regular dealer** for purposes of achieving the MBE contract goal. A “regular dealer” means an MBE that owns, operates, or maintains a store, a warehouse, or any other establishment in which the materials, supplies, articles, or equipment are of the general character described by the specification required under the contract and are bought, kept in stock, or regularly sold or leased to the public in the usual course of business. Generally, a regular dealer will be identified as a wholesaler or supplier in the MBE Directory on the Maryland Department of Transportation website.*

*If materials or supplies are purchased from an MBE who is considered a **broker**, bidders cannot apply any portion of the costs of the materials and supplies toward the MBE goal. However, bidders may apply the entire*

amount of fees or commissions charged for assistance in the procurement of the materials and supplies, fees or transaction charges for the delivery of materials and supplies required on a procurement toward MBE contract goals. The fees must be reasonable and not excessive as compared with fees customarily allowed for similar services.

*If a bidder purchases materials or supplies from a certified MBE who is a **manufacturer** of the materials and supplies, the bidder may count 100% toward meeting the MBE goal.*

*The participation of a certified MBE supplier, wholesaler, or regular dealer certified in the NAICS Code to **furnish and install** materials necessary for successful contract completion may be counted 100% toward meeting the goal.*

The bill defines “regular dealer” to be a firm that owns, operates, or maintains a store, warehouse, or any other establishment in which materials, supplies, articles, or equipment are of the general character described by the specifications required under the contract and are bought, kept in stock, or regularly sold or leased to the public in the usual course of business. A “regular dealer” does not include a packager, broker, manufacturer’s representative, or any other person that arranges or expedites transactions. (SB309)

The MBE Participation Schedule, Attachment B, has been revised to incorporate rows for MDOT certified prime contractor and MDOT certified Regular Dealer/Supplier/Wholesaler. A vendor may apply only 60% of the costs of the materials and supplies provided by the MBE if the certified MBE is a regular dealer for purposes of achieving the MBE contract goal. **For each MBE firm on the Attachment B that is a wholesale trade agent or broker, only the commission or fee for their service may be counted toward minority participation.**

APPENDIX A

SECTION 00801 – MINORITY BUSINESS ENTERPRISE PROCEDURES

MINORITY BUSINESS ENTERPRISE PROCEDURES FOR STATE FUNDED PUBLIC SCHOOL CONSTRUCTION PROJECTS

Revised JUNE 2008

**Approved by the Montgomery County Board of Education
on October 1, 2017**

These procedures supersede the latest procedures which were previously approved July 6, 2005.

**DATE OF ORIGINAL APPROVAL: September 22, 2008
DATE OF REVISION: October 1, 2017**

These procedures were approved by the Interagency Committee on School Construction on June 26, 2008, revised October 1, 2017, and shall be utilized by each public school system in Maryland as a condition for the receipt of State funds through the Public School Construction Program.

The effective date for implementation for projects in Montgomery County is October 11, 2017.

PUBLIC SCHOOL CONSTRUCTION PROJECTS

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MINORITY BUSINESS ENTERPRISE PROCEDURES FOR STATE FUNDED PUBLIC SCHOOL CONSTRUCTION PROJECTS

BACKGROUND

In 1978, the Maryland General Assembly passed legislation, which was signed into law to establish the State's Minority Business Enterprise Program. This new law set as a goal that at least 10 percent of each unit of State government's total dollar value of procurement contracts for purchases and/or contracts be awarded to minority business enterprises. This law was subsequently modified and the goal was increased to 14 percent. More recently, in 2001, the goal was increased to 25 percent with subcontracting sub-goals of 7 percent for certified African American-owned businesses and 10 percent for certified women-owned businesses.

In 1979, the Rules, Regulations, and Procedures for the Administration of the School Construction Program were revised by the Board of Public Works to require each local board of education to adopt procedures to attempt to include minority business enterprises in State funded school construction projects. The State law was revised and now states: "The Interagency Committee on School Construction (IAC) shall require each local board of education to adopt procedures consistent with this chapter before obtaining funds for public school construction projects".

In May 2007, the Rules, Regulations, and Procedures were replaced by regulations. The regulations concerning project procurement (COMAR 23.03.03) indicate that the State's minority business enterprise goals and procedures apply to all State funded projects, irrespective of procurement method.

OVERVIEW

This Minority Business Enterprise (MBE) procedure document was originally developed in response to a requirement set forth in the Rules, Regulations, and Procedures for the Administration of the School Construction Program. The MBE requirement was originally established under HB 64, which was passed in the 1978 session of the Maryland General Assembly and signed into law as Chapter 575 of the Acts of 1978.

Since the Board adopted its original Minority Business Enterprise Procedures, there have been changes in State statutes, regulations adopted by the Board of Public Works, procedural requirements, project eligibility requirements and the level of State participation in school construction projects. This revised procedure is consistent with current legislation and the changes to the Code of Maryland Regulations (COMAR) requirements, effective November 7, 2005 and May 21, 2007.

1.0 PURPOSE

The purpose of the Procedures is to fulfill the intent of the law by setting goals for minority business enterprise participation in every contract that includes State funding through the Public School Construction Program. Local Educational Agencies (LEAs) shall attempt to achieve the result that a minimum of 25 percent of the total dollar value of all construction contracts is made directly or indirectly with certified minority business enterprises when State Public School Construction Program (PSCP) funds are utilized, with a minimum of 7 percent from certified African American-owned businesses, a minimum of 10 percent from certified women-owned businesses, and the balance from any certified minority business enterprises. All general contractors, including certified MBE firms, when bidding as general or prime contractors are required to attempt to achieve the MBE subcontracting goals from certified MBE firms.

2.0 EFFECTIVE DATE

These procedures have been adopted for use in Montgomery County and supersede previously utilized MBE procedures, and will take effect on or after September 22, 2008.

3.0

DEFINITIONS

1. **Certification** means the determination that a legal entity is a minority business enterprise consistent with the intent of Subtitle 3 of the State Finance and Procurement Article.
2. **Certified Minority Business Enterprise** means a minority business that holds a certification issued by the Maryland State Department of Transportation (MDOT).
3. **Corporation**, as defined by MDOT, is an artificial person or legal entity created by or under the authority of the laws of any state of the United States, the District of Columbia or a territory or commonwealth of the United States and formed for the purpose of transacting business in the widest sense of that term, including not only trade and commerce, but also manufacturing, mining, banking, insurance, transportation and other forms of commercial or industry activity where the purpose of the organization is profit. For eligibility for certification, disadvantaged and/or minority individuals must own at least 51 percent of the voting stock and at least 51 percent of the aggregate of all classes of stock that have been issued by the corporation. (Note: stock held in trust is not considered as stock held by the disadvantaged businesspersons when computing the business person(s) ownership.)
4. **Managerial Control**, as defined by MDOT, means that a disadvantaged or minority owner(s) has the demonstrable ability to make independent and unilateral business decisions needed to guide the future and destiny of a business.

Control may be demonstrated in many ways. For a minority owner to demonstrate control, the following examples are put forth, but are not intended to be all inclusive:

- a. Articles of Incorporation, Corporate Bylaws, Partnership Agreements and other agreements shall be free of restrictive language which would dilute the minority owner's control thereby preventing the minority owner from making those decisions which affect the destiny of a business;
 - b. The minority owner shall be able to show clearly through production of documents the areas of the disadvantaged business owner's control, such as, but not limited to:
 - 1) Authority to sign payroll checks and letters of credit;
 - 2) Authority to negotiate and sign for insurance and/or bonds;
 - 3) Authority to negotiate for banking services, such as establishing lines of credit; and
 - 4) Authority to negotiate and sign for contracts.
 - c. Agreements for support services that do not lessen the minority owner's control of the company are permitted as long as the disadvantaged or minority business owner's authority to manage the company is not restricted or impaired.
5. **Minority Business Enterprise (MBE)** means any legal entity, except a joint venture, that is (a) organized to engage in commercial transactions, and (b) at least 51 percent owned and controlled by one or more individuals who are socially and economically disadvantaged including:
- African Americans;
 - American Indian/Native Americans;
 - Asians;
 - Hispanics;
 - Physically or mentally disabled individuals;
 - Women; or
 - A non-profit entity organized to promote the interests of physically or mentally disabled individuals.
6. **Minority Business Enterprise Liaison** means the employee of the school system designated to administer the Minority Business Enterprise Procedures for State funded public school construction projects.
 7. **Operational Control**, as defined by MDOT, means that the disadvantaged or minority owner(s) must possess knowledge necessary to evaluate technical aspects of the business entity. The primary consideration in determining operational control and the extent to which the disadvantaged or minority owner(s) actually operates a business will rest upon the specialties of the industry of which the business is a part. The minority owner

should have a working knowledge of the technical requirements needed to operate in his/her industry. Specifically, in the construction industry and especially among small (one to five person firms) contractors, it is reasonable to expect the disadvantaged or minority owner(s) to be knowledgeable of all aspects of the business. Accordingly, in order to clarify the level of operational involvement which a minority owner must have in a business for it to be considered eligible, the following examples are put forth, but are not intended to be all inclusive:

- a. The minority owner should have experience in the industry for which certification is being sought; and
- b. The minority owner should demonstrate that basic decisions pertaining to the daily operations of the business are independently made. This does not necessarily preclude the disadvantaged or minority owner(s) from seeking paid or unpaid advice and assistance. It does mean that the minority owner currently must possess the knowledge to weigh all advice given and to make an independent determination.

8. **Ownership**, as defined by MDOT, means that:

- a. The minority owner(s) of the firm shall not be subject to any formal or informal restrictions, which limit the customary discretion of the owner(s). There shall be no restrictions through, for example, charter requirements, by-law provisions, partnership agreements, franchise or distributor agreements or any other agreements that prevent the minority owner(s), without the cooperation or vote of any non-minority, from making a business decision of the firm.
- b. This means that the disadvantaged or minority persons, in order to acquire their ownership interests in the firm, have made real and substantial contributions of capital, expertise or other tangible personal assets derived from independently owned holdings without benefit of a transfer of assets, gift or inheritance from non-minority persons. Examples of insufficient contributions include a promise to contribute capital, a note payable to the firm or its owners who are not minority persons or the mere participation as an employee rather than as a manager. If the ownership interest held by a disadvantaged or minority person is subject to formal or informal restrictions, such as options, security interests, agreements, etc., held by a non-minority person or business entity, the options, security interests, agreements, etc., held by the non-minority person or business entity must not significantly impair the disadvantaged or minority person's ownership interest.

9. **Partnership** means an unincorporated association of two or more persons to carry on as co-owners of a business for profit. For a partnership to be deemed eligible for certification under the MDOT Program, the disadvantaged or minority person's interest must be at least 51 percent of the partnership capital.

10. **Socially and Economically Disadvantaged** means a citizen or lawfully admitted permanent resident of the United States who is socially disadvantaged and economically disadvantaged. The law establishes the level of personal net worth at \$1,500,000, above which an individual may not be found to be socially and economically disadvantaged.

11. **Sole Proprietorship**, as defined by MDOT, is a for-profit business owned and operated by a disadvantaged or minority person in his or her individual capacity. For a sole proprietorship to be deemed eligible for certification under the DBE/MBE Program, the disadvantaged or minority person must be the sole proprietor.

4.0 MBE GOAL SETTING PROCEDURES

1. The MBE program requires that all race-neutral measures be considered before making use of race-based measures. Using a combination of race-neutral and race-based measures for each specific school construction project will help ensure that certified MBE firms are afforded the opportunity to submit bids and be utilized to the greatest extent possible.
2. Race-neutral measures include any action taken by the LEA to make it easier for all contractors, including MBEs, to compete successfully for public school construction project contracts.
3. Race-based measures include setting an overall MBE goal and MBE subgoals, if applicable, based upon race, gender, ethnicity, etc., for a specific project.
4. The overall MBE goal and the subgoals, if applicable, should be set for each specific project, considering but not limited to, the following factors:

- a. The extent to which the work to be performed can reasonably be segmented to allow for MBEs to participate in the project;
 - b. A determination of the number of certified MBEs that potentially could perform the identified work;
 - c. The geographic location of the project in relationship to the identified certified MBEs;
 - d. Information obtained from other State departments/agencies related to establishing a MBE goal and/or subgoals for similar construction projects or work in the jurisdiction;
 - e. Information obtained from other State departments/agencies related to MBE participation in similar construction projects or work in the jurisdiction; and
 - f. Any other activities or information that may be identified as useful and productive.
5. The superintendent or designee shall establish one or more procurement review groups (PRG). The PRG must include at a minimum the MBE Liaison, and the procurement officer (PO) or a representative from the procurement office. The PRG could also include a capital improvement project manager, the project Architect, the cost estimator, the Construction Manager, and/or other individuals selected by the superintendent or designee.
- a. The PRG should communicate and/or meet as needed to consider the MBE subcontracting goal and subgoals, if applicable, for individual projects or groups of projects.
 - b. The PRG should consider the factors cited in 4 above when establishing the MBE goal and subgoals, if applicable, for each project or segmented piece of a project that are reasonable and attainable.
 - c. The PRG must complete and submit a written analysis for each State-funded school construction project with an estimated cost that is expected to exceed \$200,000.
 - i. For State-funded projects that require review of construction documents (CD), the written analysis shall be submitted with the CD documents to the Department of General Services, and will be reviewed by DGS for submission, appropriate signatures, and correspondence between the goal and subgoals, if applicable, indicated in the analysis and those of the procurement documents
 - ii. For State-funded projects that do not require review of construction documents, the written analysis shall be submitted to the Public School Construction Program, and will be reviewed by the PSCP for submission and appropriate signatures.
 - iii. For locally funded projects that are anticipated to be requested for State approval of planning and funding, the written analysis shall be submitted with the CD documents to the Maryland State Department of Education, and will be reviewed by MSDE for submission, appropriate signatures, and correspondence between the goal and subgoals, if applicable, indicated in the analysis and those of the procurement documents. Submission of this document is a pre-conditions for recommendation for State approval of planning and funding when submitted in an annual CIP.
 - d. For projects estimated to cost between \$50,000 and \$200,000 the same analysis form is to be completed and submitted. This could be a responsibility of the PRG, but could be performed by others as well.
 - i. For State-funded projects that require review of construction documents (CD), the written analysis shall be submitted with the CD documents to the Department of General Services, and will be reviewed by DGS for submission, appropriate signatures, and correspondence between the goal and subgoals, if applicable, indicated in the analysis and those of the procurement documents.
 - ii. For State-funded projects that do not require review of construction documents, the written analysis shall be submitted to the Public School Construction Program, and will be reviews by the PSCP for submission and appropriate signatures.
 - e. If the project cost is estimated to exceed \$200,000, then a copy of the written analysis shall also be sent to GOMA at the same time that the written analysis is submitted to the DGE or PSCP.
 - f. The PRG should consult with local counsel for the Board of Education as needed.

5. It is recognized that by utilizing the factors cited in 4 above, the MBE goal and/or subgoals, if applicable, for a specific project or portion thereof may be significantly higher than the overall goals of the program (25% overall, with 7% from African American-owned businesses and 10% from women-owned businesses). It is also recognized and possible that there will be MBE goals set that are lower than those stated above or even that no MBE goal and/or subgoals will be set for a specific project or the segmented piece of the project.
6. Assistance in reviewing the factors cited in 4 above and setting a goal and/or subgoals, if applicable, for specific projects or a segmented piece of a project can be obtained by contacting the Public School Construction Program and/or the Governor's Office of Minority Affairs.

5.0 IMPLEMENTING PROCEDURES - \$50,000 OR LESS

For construction projects estimated to cost \$50,000 or less, the following procedures will be utilized

1. A MBE goal and/or MBE subgoals are not required to be set for contracts that are anticipated to be for \$50,000 or less.
2. All advertisements, solicitations, and solicitation documents shall include the following statement:
 - a. "Certified Minority Business Enterprises are encouraged to respond to this solicitation."
3. To encourage greater MBE participation the staff of the school system should send out notices of potential projects and a specific project to MBEs to solicit bids or proposals directly from minority business enterprise contractors that are certified.
4. A copy of the solicitation notice, preferably electronically, shall be sent to the Governor's Office of Minority Affairs at the same time the advertisement for the solicitation is released.
5. When a pre-bid or pre-proposal conference or meeting is held, the MBE liaison or designated representative shall explain that all bidders or offerors are encouraged to utilize certified MBEs for this project or segments of the project.
6. Upon request for a specific project, the school system shall provide one set of drawings and specifications (and addenda when issued) to minority business enterprise associations recognized by the Governor's Office of Minority Affairs. They will be available free of charge to be picked up at a location designated by the LEA. A review of the bid or proposal activity submitted by an association's members may be initiated to justify continuation of this service.
7. Minority Business Enterprise forms identified in Section 6.0 of this procedure for projects over \$50,000, are not required to be submitted for these projects (\$50,000 or less).
8. The names of prime contractors obtaining drawings and specifications will be shared with certified MBEs and MBE associations, upon request.
9. At the time of the contract award, the MBE Liaison or a designated person will record any anticipated certified minority business enterprise participation data made available from the successful contractor.
10. A business that presents itself as a minority business may participate in a project but may not be counted toward MBE participation until it is a certified minority business enterprise. If the MBE is not certified at the time of contract award, it may not be counted at that time. Only the funds paid after MDOT certification can be counted as MBE participation in the project. If a certified MBE fails to meet the standards specified in State Finance and Procurement Article 14-301 (G) and (I), Annotated Code of Maryland, the payments made to the MBE can be recorded and counted under a contract entered into when the MBE was eligible and certified. Ineligibility of an MBE to participate in the MBE program may not be the sole cause of the termination of the MBE contractual relationship for the remainder of the term of the contract.
11. The contractor will complete the Standard Monthly Contractor's Requisition for Payment (IAC/PSCP Form 306.4), specifically page 3 of 16, Minority Business Enterprise Participation, with each requisition submitted for payment. If certified MBE firms are known at the time of contract award their names and other appropriate

information should be entered on page 3 of the first and all subsequent requisitions for payment. Any MBEs identified during the life of the project should be added as soon as the contractor engages them.

12. Upon completion of the project the contractor will provide a summary of the total of all funds paid to certified MBE firms. This should be within the contractor's final requisition for payment.

6.0 IMPLEMENTING PROCEDURES - Over \$50,000

For construction projects estimated to cost in excess of \$50,000, the following procedures will be utilized:

1. All advertisements, solicitations, and solicitation documents shall include the following statements:
 - a. "Certified Minority Business Enterprises are encouraged to respond to this solicitation notice."
 - b. "The contractor or supplier who provides materials, supplies, equipment and/or services for this construction project shall attempt to achieve the specific overall MBE goal of ____ percent established for this project. All prime contractors, including certified MBE firms, when submitting bids or proposals as general or prime contractors, are required to attempt to achieve this goal from certified MBE firms."
 - c. If subgoals have been established for this project then one of the following should be included:
 - 1) "The subgoals established for this project are ____ percent from African American-owned businesses and ____ percent from woman-owned businesses."
 - 2) "The subgoal established for this project is ____ percent from African American-owned businesses."
 - 3) "The subgoal established for this project is ____ percent from woman-owned businesses."
 - d. "The bidder or offeror is required to submit with its bid or proposal a completed Attachment A - Certified MBE Utilization and Fair Solicitation Affidavit and Attachment B - MBE Participation Schedule, as described in the solicitation documents.
 - e. If there is no overall MBE goal or MBE subgoals established for the project, then only 1.A. above is to be included.
2. Other Advertisement and Outreach Requirements
 - a. To encourage greater MBE participation the staff of the school system should send out notices of potential projects to MBEs or solicit bids or proposals directly from minority business enterprise contractors that are certified.
 - b. A copy of the solicitation notice, preferably electronically, shall be sent to the Governor's Office of Minority Affairs at the same time the advertisement for the solicitation is released.
 - c. Upon request for a specific project, the school system shall provide one set of drawings and specifications (and addenda when issued) to minority business enterprise associations recognized by the Governor's Office of Minority Affairs. They will be available free of charge to be picked up at a location designated by the LEA. A review of the bid or proposal activity by an association's members may be initiated to justify continuation of this service.
 - d. When a pre-bid or pre-proposal conference is held, the MBE Liaison or designated representative shall explain the MBE goal and subgoals, if applicable; the MBE provisions of the solicitation; the documentation required at the time of submission; its relationship to the responsiveness of the bidder or offeror; how to complete the required attachments, particularly A, B, and C; and additional information and supporting documentation that may be required after the bid or proposal opening. All contractors who attend the pre-bid or pre-proposal conference should receive a list or information explaining how to obtain a listing of certified MBE firms who could perform the work or have expressed an interest in performing the school construction work required for the specific project in the jurisdiction.
 - e. The names of prime contractors obtaining drawings and specifications will be shared with certified MBEs and MBE associations, upon request.
 - f. The MBE liaison, in conjunction with the procurement officer or project staff, should respond to all applicable questions and concerns relating to the project's MBE requirements completely and in a timely fashion to ensure that all potential contractors and subcontractors can compete effectively.
3. All Solicitation Documents Shall Include the Following:

- a. "Certified Minority Business Enterprises are encouraged to respond to this solicitation notice".
- b. "The contractor or supplier who provides materials, supplies, equipment and/or services for this construction project shall attempt to achieve the result that a minimum of ___ percent of the total contract value is with certified Minority Business Enterprises, with a minimum of ___ percent from certified African American-owned businesses, a minimum of ___ percent from certified women-owned businesses, and the balance from any certified Minority Business Enterprises. All contractors, including certified MBE firms, when submitting bids or proposals as prime contractors, are required to attempt to achieve the MBE goal and subgoals, if applicable, from certified MBEs". Note: see 6.1.C. above for variations that may be required.
- c. Each bid or offer submitted, including a submittal from a certified MBE in response to this solicitation, shall be accompanied by a completed Attachment A - Certified MBE Utilization and Fair Solicitation Affidavit and a completed Attachment B - MBE Participation Schedule. These two attachments must be accurate and consistent with each other.
 - 1) Attachment A and Attachment B shall be submitted with the sealed bid price or proposal at a place, date, and time specified in the solicitation document.
 - 2) As an alternative, and at the discretion of the school system, Attachment A could be submitted with the sealed bid price or proposal at a place, date, and time specified in the solicitation document. The sealed bids or proposals received by the time specified could be held, unopened for a maximum of 30 minutes. Within that time (30 minutes) each bidder or offeror must submit Attachment B, in a separate sealed envelope. The sealed price envelopes from each bidder or offeror who submits both the sealed bid or proposal and the envelope with Attachment B will then be opened and reviewed and recorded as a viable submission. Any contractor that fails to submit the second envelope, with Attachment B, prior to the specified time allowed (30 minutes) after the submittal of the sealed bid or proposal will be deemed non-responsive and the sealed bid or proposal will not be opened or considered.
- d. The submittal of a completed and signed Attachment A - Certified MBE Utilization and Fair Solicitation Affidavit and a completed and signed Attachment B - MBE Participation Schedule indicates the bidder's or offeror's recognition and commitment to attempt to achieve the MBE goal and/or MBE subgoals, if applicable, for the specific project.
 - 1) The bidder or offeror recognizes that their efforts made to initiate contact, to solicit, and to include MBE firms in this project will be reviewed carefully and evaluated based upon the actions taken by them prior to and up to 10 days before the bid or proposal opening. Follow-up actions taken by the bidder or offeror within the 10 days prior to the bid opening will also be considered.
 - 2) Based upon this review and evaluation it will be determined, by the MBE liaison, procurement officer, or a designated person, if a good faith effort was made by the apparent low bidder or apparent successful offeror.
- e. The bidder or offeror must check one of the three boxes on Attachment A, which relates to the level of MBE participation achieved for the project. The bidder's or offeror's signature indicates that in the event that they did not meet the MBE goal or subgoals, if applicable, that:
 - 1) They are therefore requesting a waiver, and
 - 2) Documentation of their good faith efforts will be provided to the school system staff within 10 days of being notified that they are the apparent low bidder or apparent successful offeror.
- f. The bidder or offeror must submit Attachment B (as and when described above), which lists and provides information related to each certified MBE firm that the bidder or offeror will utilize on this project. A completed and accurate Attachment B is required. All of the work specified to be performed by each MBE firm, the contact information, MDOT certification number, minority code, the dollar values, and percentages must be correct.
- g. Attachment B should be completed and submitted with all calculations utilizing the base bid or offer only. A revised Attachment B should be submitted by the successful bidder or offeror once a determination is made as to the acceptance and/or rejection of any alternates.
- h. If a request for a waiver has been made, the appropriate box on Attachment A has been checked and the attachment signed, then the LEA should obtain and review the apparent low bidder's or successful offeror's supporting documentation of the good faith efforts to justify the granting of the waiver, prior to submitting the contract award for approval to the board of education.

- i. The following documentation shall be considered as part of the contract, and shall be furnished by the apparent low bidder or successful offeror to the MBE Liaison or designated person, within ten (10) working days from notification that the firm is the apparent low bidder or successful offeror:
 - 1) A completed Attachment D - Minority Business Enterprise Subcontractor Project Participation Statement shall be completed and signed by the prime contractor and each MBE firm listed on Attachment B - MBE Participation Schedule and Attachment C - Outreach Efforts Compliance Statement shall be signed and completed by the bidder or offeror.
 - 2) Notification for purposes of this procedure means the earliest of the following methods of communication: orally in person, orally by telephone, orally by a telephone message, a faxed communication, a letter by date received or an electronic communication.
 - 3) The ten (10) working days do not include the day the notification is received, weekends or holidays (State or Federal), but the material submitted must be received by the close of business on the tenth day.
 - 4) The requirement to submit the above-listed documentation within the time frame specified will be considered by the IAC in its review of the request for contract award for the project. Failure to submit the required documentation within the time frame specified may result in a delay of the approval of the award of the contract, or the materials being returned without the approval of the award of the contract.

4. Waiver Procedures

- a. If the apparent low bidder or successful offeror has determined that they are unable to meet the overall MBE goal or subgoals, if applicable, for the project at the time of submission of a bid or offer, they must check either of the two boxes on Attachment A. The signature recognizes and acknowledges that a request for a waiver is being made. The apparent low bidder or successful offeror will therefore be required to submit information and substantiating documentation that will be reviewed to justify the granting of a waiver.
- b. If the apparent low bidder or successful offeror is unable to achieve the overall MBE contract goal and/or the MBE subgoals, if applicable, from certified African American-owned businesses and/or from certified women-owned businesses, the apparent low bidder or successful offeror shall submit, within 10 working days from notification that the firm is the apparent low bidder or successful offeror, a completed Attachment C - Outreach Efforts Compliance Statement, Attachment E - Minority Subcontractors Unavailability Certificate, and Attachment F - MBE Waiver Documentation which shall include the following:
 - 1) A detailed statement of the efforts made by the bidder or offeror to identify and select portions of the work proposed to be performed by subcontractors in order to increase the likelihood of achieving the stated goal;
 - 2) A detailed statement of the efforts made by the bidder or offeror prior to and up to at least ten (10) days before the bid or proposal opening to solicit minority business enterprises through written notices that describe the categories of work for which subcontracting is being solicited, the type of work to be performed and specific instructions on how to submit a bid or proposal;
 - 3) Follow-up actions taken by the bidder or offeror within the 10 days prior to the bid or proposal opening will also be considered.
 - 4) A detailed statement of the bidder's or offeror's efforts to make personal contact with MBE firms identified for item (2) above;
 - 5) A record of the name, address, telephone number and dates contacted for each MBE identified under items (2) and (3) above;
 - 6) A description of the information provided to MBEs regarding the drawings, specifications and the anticipated time schedule for portions of the work to be performed;
 - 7) Information on activities to assist minority business enterprises to fulfill bonding requirements or to obtain a waiver of these requirements;
 - 8) Information on activities to publicize contracting opportunities to minority business enterprises, attendance at pre-bid or pre-proposal meetings or other meetings scheduled by the MBE Liaison or designated representative; and
 - 9) As to each MBE that placed a subcontract quotation or offer which the apparent low bidder or successful offeror considers not to be acceptable, a detailed statement of reasons for this conclusion.
- c. In addition to any waiver documentation the apparent low bidder or successful offeror shall submit one completed Attachment D - Minority Business Enterprise Subcontractor Project Participation statement for each MBE firm that will participate in the project consistent with the information previously provided at the time of the submission of Attachment B or the revised Attachment B.

- d. A waiver of an MBE contract goal or subgoal, if applicable, may be granted by the school system only upon receipt of Attachment C - Outreach Efforts Compliance Statement, Attachment E - Minority Subcontractors Unavailability Certificate, and Attachment F - MBE Waiver Documentation as described above in items 1) through 9)
- 1) The MBE Liaison will review and accept or reject the minority business enterprise material that is submitted, and could obtain legal advice or assistance from their attorney.
 - 2) The MBE waiver request may not be considered unless all of the documentation specified above has been submitted in a timely fashion by the apparent low bidder or successful offerer.
 - 3) Assistance in the review of a request for a waiver (the documentation and justifications) may be requested from the Public School Construction Program and/or the Governor's Office of Minority Affairs.
 - 4) If a determination is made that the apparent low bidder or successful offeror did make a good faith effort, based upon a review of the documentation submitted, then the waiver must be granted. The award of contract shall then be made. The material and information submitted, including the LEA's review and analysis notes and conclusion shall be retained in the project file.
 - 5) If a determination is made that the apparent low bidder or successful offeror did not make a good faith effort, based upon a review of the documentation submitted, then the waiver should not be granted. The material and information submitted, including the LEA's review and analysis notes and conclusion, shall be retained in the project file. The award of contract shall then be made to the next lowest bidder or offeror, who meets the contractual requirements, including the MBE requirements.
 - 6) When a waiver is granted, a copy of Attachment F - MBE Waiver Documentation, accepted and signed by a school system representative and with the reasons for the determination, shall be forwarded to the Governor's Office of Minority Affairs and the Public School Construction Program within ten (10) days after approval of the contract award by the board of education. Failure to submit the required documentation within the time frame specified may result in delayed approval of the award of contract by the IAC.

5. All Contracts Shall Include The Following:

- a. "The contractor shall perform the contract in accordance with the representations made in Attachment A - Certified Minority Business Enterprise Utilization and Fair Solicitation Affidavit and Attachment B - MBE Participation Schedule, submitted as part of the bid or proposal".
- b. "Failure to perform the contract as specified and presented in the bid or proposal submission without prior written consent of the owner shall constitute a violation of a material term of the contract".
 - 1) The contractor shall structure his/her operations for the performance of the contract to attempt to achieve the MBE goals as stated in the solicitation document.
 - 2) The contractor agrees to use his/her best efforts to carry out these requirements consistent with the efficient and effective performance of the contract.
 - 3) The contractor must ensure that all certified MBEs shall have the maximum practical opportunity to compete for additional subcontract work under the contract, even after the award of the contract.
 - 4) The contractor shall submit monthly to the MBE Liaison or the school system's designated representative a report listing any unpaid invoices, over 30 days old, received from any certified MBE subcontractor, the amount of each invoice and the reason payment has not been made.
 - 5) The contractor shall included in its agreements with its certified MBE subcontractors, a requirement that those subcontractors submit monthly to the MBE Liaison or appropriate representative a report that identifies the prime contract and lists all payments received from the contractor in the preceding 30 days, as well as any outstanding invoices, and the amount of those invoices.
 - 6) The contractor shall cooperate in any reviews of the contractor's procedures and practices with respect to minority business enterprises, which the MBE Liaison, the Public School Construction Program, and/or the Governor's Office of Minority Affairs may, from time to time, conduct.
 - 7) The contractor shall maintain such records as are necessary to confirm compliance with its MBE participation obligations. These records must indicate the identity of certified minority and non-minority subcontractors employed on the contract, the type of work performed by each, and the actual dollar value of work performed. Subcontract agreements documenting the work performed by all MBE participants must be retained by the contractor and furnished to the MBE Liaison and or appropriate representative on request.

- 8) All records concerning MBE participation must be retained by the contractor for a period of five years after final completion of the contract, and will be available for inspection by the MBE Liaison, representatives from the Public School Construction Program and/or other designated official entities.
- 9) At the option of the MBE Liaison or appropriate agency representative, upon completion of the contract and before final payment and/or release of retainage, the contractor shall submit a final report in affidavit form and under penalty of perjury, of all payments made to, or withheld from MBE subcontractors.
- 10) If at any time after submission of a bid or proposal and before execution of a contract, the apparent successful bidder or offeror determines that a certified MBE listed on Attachment B - MBE Participation Schedule has become or will become unavailable, then the apparent successful bidder or offeror shall immediately notify the procurement officer and provide such officer with a reason(s) why the change has occurred. Any desired change in Attachment B - MBE Participation Schedule shall be approved in advance by the procurement officer and shall indicate the contractor's efforts to substitute another certified MBE subcontractor to perform the work. Desired changes occurring after the date of contract execution may occur only upon written approval by the LEA.
- 11) A business that presents itself as a minority business may participate in a project but the contract value may not be counted toward the MBE goal or subgoals, if applicable, until the business is certified by MDOT. If it is not certified at the time of contract award it may not be counted toward the goal or subgoals, if applicable, at that time. Only the funds paid after MDOT certification can be counted toward meeting the MBE goal or subgoals, if applicable. If a certified MBE fails to meet the standards specified in State Finance and Procurement Article.14-301, Annotated Code of Maryland, the payments made to the MBE can be recorded and counted under a contract entered into when the MBE was eligible and certified. Ineligibility of an MBE to participate in the MBE program may not be the sole cause of the termination of the MBE contractual relationship for the remainder of the term of the contract.
- 12) Contractors are encouraged to seek additional MBE participation in their contracts during the life of the project. Any additional MBE participation from certified MBEs should be reported to the MBE liaison and should be included in subsequent monthly requisitions for payment.
- 13) The contractor shall complete the Standard Monthly Contractor's Requisition for Payment (IAC/PSCP Form 306.4), specifically page 3 of 16, *Minority Business Enterprise Participation*, with each requisition submitted for payment. This submittal should accurately reflect the payments to be made that month to MBEs, and the cumulative total for the period specified. Any and all MBE firms that are identified on Attachment B – MBE Participation Schedule should be included on page 3 of the first and all subsequent requisitions for payment. Any MBEs identified during the life of the project should be added as soon as the contractor engages them.
- 14) At the completion of the project the contractor shall prepare a written summary of the final certified MBE participation in the contract as compared to the proposed participation at the time of contract award. This should include the name of each certified MBE, the amount that was anticipated to be paid at the time of contract award, the amount actually paid, and an explanation of any differences that have occurred. Special attention should be given to any situations where the final payments to any MBE was below the level of commitment at the time of contract award.

6. Projects Utilizing a Construction Manager Delivery Method

This section of the procedure has been prepared based upon the utilization of Construction Manager Agency method of delivery. If another alternative method of project delivery is being considered, then these procedures would need to be adapted in consultation with the PSCP before proceeding.

- a. For projects that are being designed and solicited utilizing a Construction Manager Agency delivery method with multiple prime contracts, the school system can structure its procedures to attain the overall MBE goal and subgoals, if applicable, for the project as presented below:
- b. The MBE liaison and other school system staff should work with the project's construction manager, cost estimator, and architect, along with any other individuals who could provide assistance, to determine the overall MBE utilization strategy for the work required, appropriate bid packages, and an appropriate overall MBE goal and subgoals, if applicable, for each specific bid or proposal package.
- c. The overall MBE goal and subgoals, if applicable, for the project shall represent the aggregate of the individual goals and subgoals, if applicable, set for each bid or proposal package.
- d. In setting the specific goals and subgoals, if applicable, for each solicitation package consideration should be given to the potential for MBE participation to the maximum extent possible. The information and

procedures provided in section 4.0 MBE Goal Setting Procedures should be consulted and followed for these types of projects.

- e. Prior to submitting the construction documents for State review and authorization to solicit bids or proposals, the school system's representative will prepare a complete list of the individual solicitation packages and indicate the MBE goal and subgoals, if applicable, for each solicitation package. This would include the overall MBE goal and subgoals, if applicable, established in the solicitation documents, the estimated cost for each solicitation package, and the estimated MBE dollar amounts for each solicitation package. A copy of this list should be submitted with the construction documents. The list should be retained as a record by the school system for comparison to the actual contracts awarded with MBE participation, and the final actual MBE participation at the completion of the project.
 - f. Contractors submitting bids or proposals for solicitation packages that do not include a MBE goal and subgoals, if applicable, would not be required to submit any of the MBE attachments that are otherwise required nor would they be required to indicate that they are requesting a waiver. The school system representative would, however, request information from the contractor at the completion of the project to determine if any certified MBE firms had participated in the contract.
 - g. All other submittals of MBE materials and reporting requirements are applicable for the project, including the submittal of attachments a and b as described above in section 6.0. this includes the documentation for a request for a waiver, if applicable and appropriate.
7. Projects Utilizing an Indefinite Delivery/Indefinite Quantity (IDIQ) or Job Order Contracting (JOC) Method of Delivery
- a. The solicitation should be prepared and the overall MBE goal and subgoals, if applicable, established based upon the type of work that is anticipated to be specified or performed under the contract and the availability of certified MBEs. This could include an analysis of the percentages of the different types of work, the estimated dollar value in the entire contract, and the availability of MBEs.
 - b. If an overall goal and subgoals, if applicable, are set the bidders or offerors would be required to submit Attachment A - Certified Minority Business Enterprise Utilization and Fair Solicitation Affidavit in which they could indicate their anticipated MBE participation based upon the entire contract amount and the types of work specified. The award of contract can be made based upon their estimate of MBE participation since there is no specific task order or description of work to be performed and subcontractors have not been identified or engaged through any type of commitment or subcontract.
 - c. Since MBE participation is only anticipated in a general sense as an objective and specific contracts to MBEs have not been signed, then the contract award would not be included in any reporting to the PSCP or subsequent reporting to GOMA.
 - d. However, as the contract proceeds and individual task orders and/or purchase orders are issued, the contractor should submit Attachment B - MBE Participation Schedule for any and all projects or work where MBE subcontractors and/or suppliers might reasonably be utilized. Discussions between the contractor or offeror and the LEA as the task orders and/or purchase orders are being developed should address this aspect of the contract requirements.
 - e. Any MBE participation should be recorded by the MBE liaison and reported to the PSCP MBE Liaison as the task orders and/or purchase orders are approved.
 - f. The contractor shall complete the Standard Monthly Contractor's Requisition for Payment (IAC/PSCP FORM 306.4), specifically page 3 of 16, *Minority Business Enterprise Participation*, with each requisition submitted for payment. This submittal should accurately reflect the payments to be made that month to MBE S, and the cumulative total for the period specified. Any and all MBE firms that are identified on Attachment B - MBE Participation Schedule should be included on page 3 of the first and all subsequent requisitions for payment. Any MBEs identified during the life of the project should be added as soon as the contractor engages them.
 - g. At the completion of the contract period or the full utilization of the contract's value a report should be prepared by the LEA MBE Liaison and submitted to the PSCP MBE Liaison summarizing the MBE participation in each and all of the task orders or purchase orders issued under the contract. This should include the anticipated MBE participation prior to the issuance of the solicitation, the MBE participation anticipated at the time of contract award and the actual MBE participation at the completion of the contract.
8. Projects Utilizing the Design/Build Delivery Method
- a. The solicitation is for both A/E services and the actual construction of a public school project. The solicitation should be prepared and the MBE goal and subgoals, if applicable, established for the

construction work that is anticipated for the project. The goal setting procedures described in Section 4.0 above should be utilized for these types of projects.

- b. The bidders or offerors should be required to submit Attachment A - Certified Minority Business Enterprise Utilization and Fair Solicitation Affidavit on which they would indicate their anticipated MBE participation based upon the construction work anticipated and their understanding of the MBE goal and subgoals, if applicable, the types of work involved, and the availability of certified MBEs for the project. Since there are no detailed plans or designs for the project and there are no contracts or subcontracts for the actual construction work there is no need to submit any other MBE attachments, at this time.
- c. If the bidder or offeror, who is to be awarded this contract has indicated that they do not anticipate achieving the overall MBE participation goal and subgoals, if applicable, for this project on Attachment A, then they are in effect requesting a waiver. They will be required to submit documentation at a later date to justify this request.
- d. As the project proceeds through the design phase and the project is nearing the completion of the construction documents for submission to the State to review, the Design/Build Team (team) in consultation with LEA representatives should discuss the opportunities and potential for certified MBEs to participate in the project.
- e. The team should begin to identify potential contractors and subcontractors, opportunities to segment the project, and MBEs that could participate in the project.
- f. At a point in time that is approximately 30 days prior to the anticipated CD submission to the State, the team should complete and submit Attachment B - MBE Participation Schedule to the LEA for their review and approval.
- g. If the team had indicated on Attachment A that they would meet the goals and the information on Attachment B indicates that they did meet the goals then the team should proceed with the construction of the project.
- h. If the team had indicated on Attachment A that they did not anticipate meeting the overall MBE goal and subgoals, if applicable, or only a portion of the goal and subgoals, if applicable, then Attachment B should be reviewed by the LEA. The team should, at this time, submit their documentation in support of the waiver requested.
- i. The proposed MBE participation should be reviewed and a determination made as to whether the team has made a good faith effort to meet the MBE goals and subgoals, if applicable, established for the project and as stated on Attachment A, previously submitted.
- j. If a request for a waiver is made and approved, Attachment F – MBE Waiver Documentation should be signed by a school system representative and submitted to the PSCP and the Governor’s Office of Minority Affairs.
- k. Since there was no MBE participation reported at the time of the award of the Design/Build contract, the LEA would submit the entire package of information, including all of the MBE related attachments to the PSCP within ten (10) days of the team being directed to proceed with the actual construction work.
- l. All other submittals of MBE materials and reporting requirements are applicable for the project, as described above in Section 6.0.

7.0 RECORDS AND REPORTS

1. The MBE Liaison shall maintain such records as are necessary to confirm compliance with its Minority Business Enterprise Procedures and activities. The records shall be maintained until the project is audited by the Public School Construction Program. These records shall include by project:
 - a. The contractor report submitted at the completion of the project;
 - b. The identity of the minority contractors employed on the project;
 - c. The type of work performed;
 - d. The actual dollar value of the work, services, supplies or equipment; and
 - e. The MBE percentage of the total contract.
2. The MBE Liaison will maintain a record of all waivers approved for each project or solicitation package where the prime contractor was unable to achieve the established overall goal or subgoals, if applicable. The MBE Liaison will, however, report to the PSCP all MBE participation by MDOT certified firms who are prime contractors, subcontractors, suppliers, or otherwise making an economically viable contribution to each project. This information shall be reported to PSCP within ten (10) days after approval of the award of the contract by the board of education.

3. The LEA shall submit the “Certified Minority Business Enterprise Participation Standard Monthly Contractor’s Requisition for Payment” (IAC/PSCP Form 306.4 page 3 of 16, located in the Administrative Procedures Guide), which is Attachment G in this procedure, to the PSCP Director of Fiscal Services as part of the regular monthly request for payment for the project.
4. The LEA shall submit the “Close-Out Cost Summary” (IAC/PSCP Form 306.6 located in the Administrative Procedures Guide), which is Attachment H of this procedure, along with the “Certified Minority Business Enterprise Participation Standard Monthly Contractor’s Requisition for Payment” (IAC/PSCP Form 306.4) to the PSCP Director of Fiscal Services within 180 days of completion of the project.
5. Each fiscal year end, PSCP Fiscal Services will create a report “Payments Made To Contractors during The Fiscal Year” and maintain such records as are necessary to confirm compliance with its minority business enterprise procedures and activities.
6. Each fiscal year end, PSCP Fiscal Services will create a report “Projects Completed During the Fiscal Year” and maintain such records as are necessary to confirm compliance with its Minority Business Enterprise Procedures and activities. This report will compare the overall MBE goal and subgoals, if applicable, for each specific project with the MBE participation anticipated at the time of contract award and the actual MBE participation at the completion of the project.

8.0 MONITORING

1. The LEA’s procurement personnel or project staff shall verify that the certified MBE’s listed in the MBE participation schedule are actually performing the work.
2. The LEA’s procurement personnel shall ensure that MBE subcontractors are receiving compensation as set forth in the MBE participation schedule by ensuring that the contractor submits monthly reports, listing any unpaid invoices over 30 days old received from any certified MBE subcontractor, the amount of each invoice, and the reason payment has not been made.
3. The MBE Liaison and/or the Public School Construction Program will conduct reviews as deemed necessary to confirm compliance with the minority business enterprise participation requirements.
4. The MBE Liaison will maintain appropriate records, and shall assist the Public School Construction Program in on-site or post-audit reviews upon request.
5. Auditors from the Public School Construction Program will have access to and the ability to audit MBE participation for specific projects, information retained by the LEA, and/or submitted to the IAC in reports/forms filed by the LEA as referenced above.

9.0 MINORITY BUSINESS ENTERPRISE LIAISON

1. The Superintendent shall designate an individual to be identified as the MBE Liaison for the school system.
2. The MBE Liaison will be the contact person who will work with the Public School Construction Program and the Governor’s Office of Minority Affairs to implement the Minority Business Enterprise Program for the school system and the State of Maryland.
3. The Superintendent will immediately notify the Public School Construction Program if there is a change in the MBE Liaison for the school system.

**CERTIFIED MINORITY BUSINESS ENTERPRISE
UTILIZATION AND FAIR SOLICITATION AFFIDAVIT**

NOTE: You must include this document with your bid or offer. If you do not submit the form with your bid or offer, the procurement officer shall deem your bid non-responsive or your offer not reasonably susceptible of being selected for award.

* * * * *

Part I.

I acknowledge the:

- Overall certified MBE subcontract participation goal of 0% and
- The subgoals, if applicable, of:
- N/A% for certified African American-owned businesses and
- N/A% for certified women-owned businesses.

I have made a good-faith effort to achieve this goal. If awarded the contract, I will continue to attempt to increase MBE participation during the project.

Part II.

Check ONE Box

NOTE: FAILURE TO CHECK ONE OF BOXES 1, 2, or 3 BELOW WILL RENDER A BID NON-RESPONSIVE OR AN OFFER NOT REASONABLY SUSCEPTIBLE OF BEING SELECTED FOR AWARD

NOTE: INCONSISTENCY BETWEEN THE ASSERTIONS ON THIS FORM AND THE INFORMATION PROVIDED ON THE *MBE PARTICIPATION SCHEDULE* (ATTACHMENT B) MAY RENDER A BID NON-RESPONSIVE OR AN OFFER NOT REASONABLY SUSCEPTIBLE OF BEING SELECTED FOR AWARD

1 ☐ I have met the overall MBE goal and MBE subgoals for this project. I submit with this Affidavit [Attachment A] the *MBE Participation Schedule* [Attachment B], which details how I will reach that goal.

or

2 ☐ After having made a good-faith effort to achieve the overall MBE goal and MBE subgoals for this project, I can achieve partial success only. I submit with this Affidavit [Attachment A] the *MBE Participation Schedule* [Attachment B], which details the MBE participation I have achieved.

I request a partial waiver as follows:

- Waiver of overall MBE subcontract participation goal: 0%
- Waiver of MBE subcontract participation subgoals, if applicable:
- ____ % for certified African American-owned businesses and
- ____ % for certified women-owned businesses.

Within 10 days of being informed that I am the apparent awardee, I will submit *MBE Waiver Documentation* [Attachment F] (with supporting documentation).

or

- 3 ☐ After having made a good faith effort to achieve the overall MBE goal and MBE subgoals for this project, I am unable to achieve any portion of the goal or subgoals. I submit with this Affidavit [Attachment A] the *MBE Participation Schedule* [Attachment B].

I request a full waiver.

Within 10 days of being informed that I am the apparent awardee, I will submit *MBE Waiver Documentation* [Attachment F] (with supporting documentation).

Part III.

I understand that if I am the apparent awardee or conditional awardee, I must submit **within 10 working days** after receiving notice of the potential award or within 10 days after the date of conditional award – whichever is earlier – the:

- *Outreach Efforts Compliance Statement* (Attachment C)
- *Subcontractor Project Participation Statement* (Attachment D)
- *Minority Subcontractors Unavailability Certificate* (Attachment E) (if applicable)
- Any other documentation the Procurement Officer requires to ascertain my responsibility in connection with the MBE participation goal and subgoals

I acknowledge that if I fail to timely return complete documents, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has been awarded, the award is voidable.

I acknowledge that the MBE subcontractors/suppliers listed in the *MBE Participation Schedule* and any additional MBE subcontractor/suppliers identified in the *Subcontractor Project Participation Statement* will be used to accomplish the percentage of MBE participation that I intend to achieve.

In the solicitation of subcontract quotations or offers, MBE subcontractors were provided the same information and amount of time to respond as were non-MBE subcontractors.

The solicitation process was conducted in such a manner so as to not place MBE subcontractors at a competitive disadvantage to non-MBE subcontractors.

I solemnly affirm under the penalties of perjury that this Affidavit is true to the best of my knowledge, information, and belief.

Bidder/Offeror Name

Address

Address (continued)

Affiant Signature

Printed Name & Title

Date

September 2008

Attachment B

1. Prime Contractor's Name	2. LEA and PSC No.
3. Project/School Name	4. Project/School Location
5. Prime Contractor's Address/Telephone Number/Email	6. Base Bid Amount \$ _____ Acceptance Alternates \$ _____ Total \$ _____

7a. Minority Firm Name: _____ Minority Firm Address: _____ MDOT Firm Certification Number: _____ <input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Native American <input type="checkbox"/> Women <input type="checkbox"/> Hispanic <input type="checkbox"/> Disabled	Telephone Number: _____ NAICS Code: _____
---	--

Subcontractor Firm (Select One)	Allowable Percentage	Percentage of Total Contract	Subcontractor Dollar Amount	Participation Amount
MDOT Certified Firm	100%		\$ _____	\$ _____
MDOT Certified Prime Contractor	50% of established goal OR 100% of one subgroup contract subgoal		\$ _____	\$ _____
MDOT Certified Supplier, Wholesaler and Regular Dealer	60%		\$ _____	\$ _____

7b. Minority Firm Name: _____ Minority Firm Address: _____ MDOT Firm Certification Number: _____ <input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Native American <input type="checkbox"/> Women <input type="checkbox"/> Hispanic <input type="checkbox"/> Disabled	Telephone Number: _____ NAICS Code: _____
---	--

Subcontractor Firm (Select One)	Allowable Percentage	Percentage of Total Contract	Subcontractor Dollar Amount	Participation Amount
MDOT Certified Firm	100%		\$ _____	\$ _____
MDOT Certified Prime Contractor	50% of established goal OR 100% of one subgroup contract subgoal		\$ _____	\$ _____
MDOT Certified Supplier, Wholesaler and Regular Dealer	60%		\$ _____	\$ _____

7c. Minority Firm Name: _____ Minority Firm Address: _____ MDOT Firm Certification Number: _____ <input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Native American <input type="checkbox"/> Women <input type="checkbox"/> Hispanic <input type="checkbox"/> Disabled	Telephone Number: _____ NAICS Code: _____
---	--

Subcontractor Firm (Select One)	Allowable Percentage	Percentage of Total Contract	Subcontractor Dollar Amount	Participation Amount
MDOT Certified Firm	100%		\$ _____	\$ _____
MDOT Certified Prime Contractor	50% of established goal OR 100% of one subgroup contract subgoal		\$ _____	\$ _____
MDOT Certified Supplier, Wholesaler and Regular Dealer	60%		\$ _____	\$ _____

8. MBE Total Participation Amount	9. Total MBE Percent of Entire Contract
-----------------------------------	---

10. Form Prepared by: Name: _____ Title: _____ Date: _____	11. Reviewed and Accepted by Board of Edu. MBE Liaison Name: _____ Title: _____ Date: _____
---	--

Total MBE Participation:	\$ _____	_____ %
Total African-American Participation:	\$ _____	_____ %
Total Women-Owned MBE Participation:	\$ _____	_____ %
Total Other Participation:	\$ _____	_____ %

October 1, 2017

APPENDIX B

IAC/PSCP FORM 306.2a

CONTRACTOR'S CERTIFICATION OF RECEIPT OF PAYMENT

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

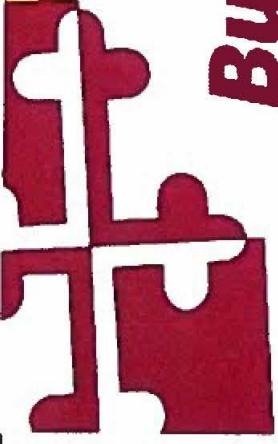
STATE PROJECT IDENTIFICATION SIGN

AND INSTRUCTIONS

(2 Pages)

APPENDIX C

CONSTRUCTION SIGN FOR STATE FUNDED
SCHOOL CONSTRUCTION PROJECTS

 Larry Hogan, Governor Boyd Rutherford, Lt. Governor Building Bright Futures in Maryland	
The State of Maryland and the _____ Board of Education are: <small>(State Jurisdiction)</small>	
_____ the _____ SCHOOL <small>(Select from Page E-1A)</small>	
Public School Construction Program	Architect: _____ Contractor: _____ <small>(Enter School Name)</small> <small>(Name of Firm)</small> <small>(Name of Company)</small>
The Maryland General Assembly <i>Michael E. Busch, Speaker of the House</i> <i>Thomas V. Mike Miller, Jr., President of the Senate</i>	Board of Public Works <i>Larry Hogan, Governor</i> <i>Peter Franchot, Comptroller</i> <i>Nancy K. Kopp, Treasurer</i>
72" 96"	

FOR SCHOOL STATE CONSTRUCTION SIGN

The following appropriate language should be entered on the construction sign to describe the work for the specific project (or modified as required):

- Renovating
- Constructing an Addition and Renovating
- Constructing an Addition to
- Constructing a Replacement School for
- Constructing the New
- Constructing a Pre-Kindergarten Addition at
- Renovating the Science Laboratories at
- Replacing the Roof at
- Replacing the Boilers at
- Replacing the Windows at

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 to 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,
- 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

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 of work ☐ Additional work

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.

(Authorized Contractor Representative Acceptance)

Title (Date)

(MCPS Representative Approval)

Title (Date)

(MCPS Contract Supervisor Approval)

Title (Date)

APPENDIX G

Montgomery County Public Schools

OVERTIME REIMBURESMENT 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 shall be deducted from the Contractor's final invoice.

(MCPS Representative Approval) (Date)

(Authorized Contractor Representative Acceptance) (Date)

(MCPS Contracting Supervisor Approval) (Date)

APPENDIX H

QUOTATION FORM

COMPANY NAME: _____

Bidder shall only supply one manufacturer and one price for regular rate and one for overtime rate for each item in the space provided. All price offered shall be all-inclusive, for each line item description including but not limited to, removal, disposal, materials, (Specified and required and non-specified), delivery, and install labor, overhead, bonds, insurance, profit, etc. Bidder shall supply all required information in the space provided for each item. Bidder must respond by supplying all prices for all items. No partial bids will be accepted. All items offered shall be in compliance with the specifications herein. **Failure to comply as instructed will be considered non-responsive and disqualify your bid. DO NOT ALTER THE QUOTATION FOR IN ANY WAY!**

RATES: Regular rate cost will represent work performed Monday through Friday, 6:30 A.M. until 6:00 P.M. Overtime rate will represent work performed Monday through Friday, 6:00 P.M. until 6:30 A.M. including weekends and all MCPS holidays. TOTAL COST COLUMN SHALL BE CALCULATED AT THE REGULAR RATE.

Item #	Description	Estimated Annual Quantities	Units	Unit Cost (Regular Rate)	Unit Cost (Overtime Rate)	Total Cost (Estimated Annual Quantity x Regular Rate)
1	Wood Floor Refinishing less than 100 Sq. Ft. (w/water base sealer and finish Arena 50 and 300)	100	Sq. Ft.	\$	\$	\$
2	Wood Floor Refinishing 100 to 1,000 Sq. Ft. (w/water base sealer and finish Arena 50 and 300)	500	Sq. Ft.	\$	\$	\$
3	Wood Floor Refinishing 1,001 to 25,000 Sq. Ft. (w/water base sealer and finish Arena 50 and 300)	15,000	Sq. Ft.	\$	\$	\$
4	Repairs of hardwood floating floor (2 1/4" maple typical) 0 to 100 Sq. Ft. (w/water base sealer and finish Arena 50 and 300)	500	Sq. Ft.	\$	\$	\$
5	Repairs of hardwood floating system (2 1/4" maple typical) 100 Sq. Ft. and over w/water base sealer and finish Arena 50 and 300)	500	Sq. Ft.	\$	\$	\$

QUOTATION FORM – CONTINUED (Page 2 of 8)

COMPANY NAME: _____

Item #	Description	Estimated Annual Quantities	Units	Unit Cost (Regular Rate)	Unit Cost (Overtime Rate)	Total Cost (Estimated Annual Quantity x Regular Rate)
6	Repairs of Anchored Resilient Sleeper Floor systems 0 to 100 Sq. Ft. as specified herein	1,000	Sq. Ft.	\$	\$	\$
7	Repairs of Anchored Resilient Sleeper Floor System 101 Sq. Ft. and over as specified herein	1,000	Sq. Ft.	\$	\$	\$
8	Furnish and install New Anchored Resilient Sleeper Floor System as specified herein	25,000	Sq. Ft.	\$	\$	\$
9	Repairs of Direct Glue Down Wood Flooring System. 0 to 100 Sq. Ft. as specified herein	100	Sq. Ft.	\$	\$	\$
10	Repairs of Direct Glue Down Wood Flooring System. 101 Sq. Ft. and over as specified herein	500	Sq. Ft.	\$	\$	\$
11	Furnish and install New Direct Glue Down Wood Flooring System as specified herein	35,000	Sq. Ft.	\$	\$	\$
12	Repair Direct Glue Down w/shock Pad Wood Flooring System 0 to 100 Sq. Ft. as specified herein	100	Sq. Ft.	\$	\$	\$
13	Repair Direct Glue Down w/Shock Pad Wood Flooring System. 101 Sq. Ft. and over as specified herein	500	Sq. Ft.	\$	\$	\$
14	Furnish and install New Direct Glue Down w/Shock Pad Wood Flooring System as specified herein	35,000	Sq. Ft.	\$	\$	\$
15	Typical rubber cove base along floor perimeter	300	Ln. Ft.	\$	\$	\$

QUOTATION FORM – CONTINUED (Page 3 of 8)

COMPANY NAME: _____

Item #	Description	Estimated Annual Quantities	Units	Unit Cost (Regular Rate)	Unit Cost (Overtime Rate)	Total Cost (Estimated Annual Quantity x Regular Rate)
16	Typical Rubber Cove Base along Floor Perimeter	20	Each	\$	\$	\$
17	Typical Wood Base Along Floor Perimeter	1,000	Ln. Ft.	\$	\$	\$
18	Typical Steel Angle Base 4" Along Floor Perimeter	300	Ln. Ft.	\$	\$	\$
19	Typical Aluminum Angle Base 4" Along Floor Perimeter	300	Ln. Ft.	\$	\$	\$
20	Typical Wood Doorway Threshold	100	Ln. Ft.	\$	\$	\$
21	Typical Aluminum Doorway Threshold	100	Ln. Ft.	\$	\$	\$
22	Carpentry work (One person) for Unspecified Work	50	Per Hour	\$	\$	\$
23	Paint Game Lines (Layout & Painting Athletic Courts on Wood Floors) 2" or less in width	60,000	Ln. Ft.	\$	\$	\$
24	Solid 1 Color Painted Areas (typical Borders w/no Lettering) (Layout and Painting Athletic Courts on Wood Floor Systems	1,500	Ln. Ft.	\$	\$	\$
25	Solid Painted Areas including Clear Lettering up to 36" (Layout and Painting Athletic Courts on Wood Floor Systems)	1,000	Sq. Ft.	\$	\$	\$
26	Painting of Artwork 1 Color (Logos, Standalone Lettering, etc.)	500	Sq. Ft.	\$	\$	\$
27	Painting of Artwork 1 Colors (Logos, Lettering, Etc.)	500	Sq. Ft.	\$	\$	\$
28	Painting of Artwork (Logos with 3 or more different Colors	300	Sq. Ft.	\$	\$	\$

QUOTATION FORM – CONTINUED (Page 4 of 8)

COMPANY NAME:_____

Item #	Description	Estimated Annual Quantities	Units	Unit Cost (Regular Rate)	Unit Cost (Overtime Rate)	Total Cost (Estimated Annual Quantity x Regular Rate)
29	Removal and Disposal of Hazardous Material 0 to ¼"	30,000	Sq. Ft.	\$	\$	\$
30	Removal and Disposal of Hazardous Material over ¼"	10,000	Sq. Ft.	\$	\$	\$
31	Shot Blasting	30,000	Sq. Ft.	\$	\$	\$
32	Grinding Down Concrete 0 to ½"	5,000	Sq. Ft.	\$	\$	\$
33	Self-leveling of Concrete 0 ¼"	1,000	Sq. Ft.	\$	\$	\$
34	Self-leveling of Concrete ¼" to ½"	1,000	Sq. Ft.	\$	\$	\$
35	Self-leveling of Concrete ½" to 1"	1,000	Sq. Ft.	\$	\$	\$
36	Volleyball Floor Plates only as specified herein. Senoh Model KA25-F	12	Each	\$	\$	\$
37	Volleyball Floor Sleeves only as specified herein. Senoh Model KA25	12	Each	\$	\$	\$
38	Volleyball Floor Plates and Sleeves as specified herein. Senoh Model KA25	25	Each	\$	\$	\$
39	Badminton Floor Plates only as specified herein. Senoh Model KA45-F	12	Each	\$	\$	\$
40	Badminton Floor Sleeves only as specified herein. Senoh Model KA45-S	12	Each	\$	\$	\$

QUOTATION FORM – CONTINUED (Page 5 of 8)

COMPANY NAME: _____

Item #	Description	Estimated Annual Quantities	Units	Unit Cost (Regular Rate)	Unit Cost (Overtime Rate)	Total Cost (Estimated Annual Quantity x Regular Rate)
41	Badminton Floor Plates and Sleeves as specified herein. Senoh Model KA45-S	12	Each	\$	\$	\$
42	Steel Volleyball upright (pin-stop as specified herein). Senoh Model DE11	25	Each	\$	\$	\$
43	Steel Badminton upright as specified herein. Senoh Model DE11	36	Each	\$	\$	\$
44	Heavy Duty Volleyball upright Net Crank and Handle. Senoh Model HDNR-R	12	Each	\$	\$	\$
45	Storage Cart (holds 6 uprights) Senoh Model DU22	6	Each	\$	\$	\$
46	Wall Rack (holds 4 uprights) Senoh Model BWR10	6	Each	\$	\$	\$
47	Technora Volleyball Net Senoh Model HM50	20	Each	\$	\$	\$
48	Shortened Technora Volleyball Net Senoh Model HM50	10	Each	\$	\$	\$
49	Badminton Net Senoh Model SGN-20	30	Each	\$	\$	\$
50	Shortened Badminton Net Senoh Model SBN-19.5	10	Each	\$	\$	\$
51	Floor Marx (6pack master set)	10	Each	\$	\$	\$
52	TOTAL BID COST FOR ITEMS 1 THROUGH 51			\$	\$	\$

QUOTATION FORM – CONTINUED (Page 6 of 8)

COMPANY NAME: _____

- 52 Provide hourly rate used to determine unit price for each item listed in this bid. These rates will be used for MCPS accounting purpose regarding future State and Federal funded projects that may utilize this bid.

	<u>Regular Rate</u>	<u>Overtime Rate</u>	<u>Davis Bacon Rate</u>
a. Carpenters per hour	\$_____	\$_____	\$_____
b. Painters per hour	\$_____	\$_____	\$_____
c. Unskilled Labor per hour	\$_____	\$_____	\$_____

- **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 ATTACHMENT (A) AND THE MINORITY BUSINESS ENTERPRISE PARTICIPATION SCHEDULE ATTACHMENT (B)?**

YES_____ NO_____

- **HAS THE BIDDER INCLUDED WITH THEIR BID MANUFACTURER'S LITERATURE FOR PRODUCTS OFFERED?**

YES_____ NO_____

- **IS A COPY OF THE STATE OF MARYLAND CONSTRUCTION BUSINESS LICENSE SUPPLIED WITH BID SUBMISSION?**

YES_____ NO _____

QUOTATION FORM (CONTINUED) (Page 7 of 8)

COMPANY NAME: _____

- **HAS BIDDER INCLUDED WITH THEIR BID SUBMISSION A LETTER STATING 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 _____

- **HAS BIDDER INCLUDED WITH THEIR BID A COPY OF ACCREDITATION STATEMENT FROM WOOD FLOOR MILL OR THE MAPLE FLOORING MANUFACTURERS ASSOCIATIONS CERTIFYING THAT THE BIDDER IS AN ACCREDITED INSTALLER OF MATERIAL OFFERED?**

YES_____ NO _____

- **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 _____

- **HAS BIDDER COMPLETED CONTRACTORS OBLIGATION REGARDING CRIMINAL RECORDS OF INDIVIDUALS ASSIGNED TO WORK AT MCPS FACILITIES AND PROPERTIES?**

YES_____ NO _____

QUOTATION FORM (CONTINUED) (Page 8 of 8)

COMPANY NAME: _____

- **IS THE BIDDER A MINORITY BUSINESS ENTERPRISE?**

YES _____ NO _____

**IF YES, PLEASE PROVIDE MARYLAND DEPARTMENT OF TRANSPORTATION
CERTIFICATION NUMBER** _____

- **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? THE SUCCESSFUL CONTRACTOR AGREES THEY WILL SUBMIT ASBESTOS FREE VERIFICATION FORM AS SPECIFIED HEREIN.**

YES _____ NO _____

CHECK OFF LIST FOR MANDATORY BID SUBMITTAL

Mandatory Submittals Check List:

_____	Signed Invitation for Bid, including Non-Debarment Acknowledgement
_____	Quotation Form, pages 1-8
_____	Addendum(s) and Erratum(s) (If any, contractor is responsible to confirm)
_____	MBE Attachments A and B
_____	Maryland Construction Business License
_____	Letter of Experience and years in Business as specified
_____	Bid Bond
_____	References
_____	Certification from Floor Manufacturer