

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

**INVITATION FOR BID #9766.1
GENERATOR AND ELECTRICAL EQUIPMENT REPLACEMENT
AT SPRINGBROOK HIGH SCHOOL**

GENERAL CONDITIONS AND SPECIFICATIONS

I. GENERAL CONDITIONS

A. SCOPE

The work includes replacement of generators and electrical equipment at various location as specified herein, attached drawings and specifications. The installation includes, but is not limited to, the generator system(s), controls, conduits, gas meters split, upgrade and line connection, general construction type work to include general site restoration, provide and install all emergency lighting circuits, removing and disposing of existing emergency lighting (battery packs), removing and disposing of existing generator and all associated wiring, controls and piping as required, etc. when the project is finished, it shall be complete and coordinated whole, and ready for satisfactory service at the following locations:

**Springbrook High School, 201 Valley Brook Drive, Silver Spring, Maryland 20904
Tel: 240-740-3800**

B. INTENT

1. It is the intention of these specifications to secure all inclusive prices, to fully cover all required equipment, services, materials and labor for the new emergency electric generating systems installation and new emergency lighting circuits and other circuits as identified herein. **Successful contractor will be required to submit the Asbestos Free Verification form as applicable and required herein. See General Conditions Section K and APPENDIX G.**
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 design task and installation work shall be performed in accordance with the latest applicable laws, codes and regulations of the various regulatory bodies of the Federal Government, State of Maryland, and all other boards or departments having jurisdiction such as, but not limited to, the National Electrical Codes, etc. These laws, regulations and standards shall further be 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.

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 MCPS Board of Education as to quality of service, acceptable merchandise, and with regard to the bidder's ability to perform should it be awarded the contract. However, the MCPS Board of Education reserves the right to make awards according to the best interests of the Board of Education of Montgomery County, Maryland. In addition, the Board reserves the right to remove or add additional items to the specifications as our requirements change.
2. Wherever the term “provide” is used, it shall mean, “Furnish and install in place, complete in all details”.

D. SITE INSPECTION

The successful Contractor shall inspect the work sites before bidding. Please call the main office to schedule a time to visit. The Contractor must report to the main office to contact the Building Services Manager prior to performing their inspection. The bidder shall carefully review the site location drawings and specifications before submitting their bid. Should any errors, discrepancies, or omissions be found in these specifications and/or drawings or any discrepancies found between the drawings and the physical conditions at the site, the Contractor shall notify MCPS in writing immediately. When the bid has been submitted and received, it shall be understood that the work site 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 bidder shall submit a **written report** to Stephanie Dorah, Buyer II, Stephanie_J_Dorah@mcpsmd.org immediately upon identifying any condition which might prevent installation of the equipment or performance of the work in the manner intended no later than four working days prior to the bid opening. Failure to do so will not relieve the successful bidder of the obligation to furnish all materials and labor necessary to fully carry out the provisions of the contract documents.

E. SCHEDULE/RESTRICTIONS

1. The generator system at the schools shall be operational on or before **December 2, 2024**, and be 100% completed, including but not limited to, all inspections, punch out tasks and total acceptance by MCPS by **December 31, 2024**. It is anticipated that work on site can begin the day after MCPS Board of Education approves the contract, and after receiving approval from principal and the MCPS Project Coordinator. Late charges will be deducted for failure to meet any target dates without a written MCPS approved extension. (**See “Late Charges for Failure to Complete on Time” under Contract Administration.**) Some preparatory work will be allowed, such as staging material, etc., in advance of **June 17, 2024**, upon approval by the MCPS Project Coordinator. A comprehensive work schedule will be developed with the successful Contractor to satisfy the identified completion date. A purchase order issued and signed by the director of the Division of Procurement will be the Contractor’s authorization to proceed. All work is to be totally

completed on or before the stated completion date identified. This includes, but is not limited to, final inspections by MCPS staff, all cleaning tasks, punch-out work, etc.

2. Scheduling of the work must receive prior approval of the MCPS Project Coordinator. The Contractor, at their own risk, may commence any of the preparatory work (shop drawings, ordering of materials, etc.) upon receipt of a Pre-Award Notice from MCPS. Should MCPS not issue a formal award, MCPS bears no obligation for work performed by the Contractor prior to receipt of the formal award.
3. The Contractor shall take into consideration that school activities will be taking place (summer school, special activities) while work for this contract is being performed; and that 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 Contractor shall include work performed over a weekend in the bid so it will not affect the building usage.** The intent is to have this project performed without totally closing the building during regular weekday hours as the building will be occupied with administrative staff. The Contractor shall anticipate these occurrences in their bids, and no changes in contract amount or completion date will be made for such occurrences.
4. The Contractor shall submit to MCPS during a Pre-Construction Meeting, a Contractor prepared detailed construction schedule for the awarded project. Contract costs for the components of the work shall be provided with the schedule.
5. The Contractor shall maintain an adequate labor force on the work site from the start of the project until the completion in order to satisfy the schedule. MCPS expects the work to proceed uninterrupted with regards to labor and material availability. The Contractor shall inventory materials as they are received from the manufacturer and not wait until work is under way to determine if inventory is sufficient.

F. 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 emergency procedures are subject to change to meet MCPS requirements.
3. The Contractor shall have at the work site, a reasonable amount of materials that will allow them to quickly secure the work area and/or secure building openings as required for the type of work being performed.

G. WARRANTY/SERVICE/REPAIR

1. The specifications require that the project workmanship and materials shall be guaranteed for two years. This includes but not limited to replacement batteries, block heater, etc.
 - a. In addition, generator unit and components provided by generator manufacture shall be warrantied for a total of five years. Contractor shall replace all items at no cost to MCPS.
 - b. Final payment will be made once the installation is complete and operations have been witnessed and accepted by MCPS. The warranty shall begin once the MCPS Project Coordinator has approved the Contractor's final invoice for payment.
2. Warranty shall provide for the replacement of defective parts 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.

Contractor shall provide a mobile generator unit whenever the warrantied generator will be out of service for more than three calendar days.
3. Upon completion of the projects, the MCPS Area Maintenance Electrical Supervisor will file any warranty claims to the Contractor.

H. 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, Division of Design and Construction, 45 West Gude Drive, Suite 4300, Rockville, Maryland 20850. **Testing normally requires a minimum of 60 calendar days to complete; therefore, your samples/materials for testing may be approved for future bids if the evaluation is satisfactory. This process of evaluation is intended for larger types of equipment and/or components i.e. bleachers, elevators, locker, flooring system, roofing systems, and P.A. Systems.**
2. The 60 workday evaluation process **is not intended** for the smaller system components where the term "or MCPS approved equal" is used herein. These 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 proto-type identified. Upon MCPS evaluation of the offered equal to term, it is determined that it is not equal to the proto-type, the successful bidder shall be required to provide the MCPS identified proto-type product.
3. The brand name, code or model number on each item being offered, even if bidding the specified brand shall be provided. If a brand and code or model number is not shown your bid may not be considered.

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

I. DESCRIPTIVE LITERATURE

The apparent successful bidder may be required to furnish, **within two working days** after Pre-Award Notice, sufficient detailed information regarding makes, models, design, etc., of the item(s) offered. The apparent successful bidder is 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 item and attached on separate pages of a brochure. Failure to submit sequentially marked descriptive literature may result in disqualification. Bidder shall show the manufacturer's code and catalog numbers of the item(s) offered. The cover of the brochure shall contain:

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

J. MANUFACTURER SELECTION

1. **ONAN** manufacturer requirements where specified herein are used to establish the minimum acceptable level of quality and performance. Equal equipment from the MCPS approved manufacturers will be acceptable. Substitutions of equipment by manufacturers other than those specified will not be permitted.
2. The Contractor shall provide data for the major equipment as provided on the Quotation Form.
3. Installation of an approved manufacturer by MCPS shall not relieve the Contractor from the responsibility of providing MCPS with a thorough and complete installation per the specifications. Any and all equipment provided must include any required changes to piping, etc. and the Contractor's bid shall include the costs for all such work. The specifications shall govern the manner of installation and such work is subject to the approval of MCPS prior to installation. All work must be in compliance with the codes and regulations. **The Contractor shall be required to submit drawings to include and identify equipment and system for MCPS review and approval, prior to commencing work.**
4. Determination of suitable compliance with the specifications resides solely with MCPS. The MCPS Project Coordinator will evaluate all proposals/submittals and determine which is acceptable.

K. GENERAL ASBESTOS INFORMATION**1. Asbestos Free Materials**

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

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

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

The contractor shall provide required laboratory analysis report(s) and a completed “Asbestos Free Material Verification Form” herein (see **APPENDIX G**) **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 material on site. Any questions, concerning asbestos materials shall be directed to the Environmental Team Leader at 240-740-2324.

L. 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. If these deviations are of a technical nature, the bidder shall supply manufacturer’s engineered description of the deviation. The absence of such a sheet shall indicate that the bidder has taken no exception and shall be held responsible for performing in accordance with the terms, conditions, and specifications as stated herein.

M. 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 may wish to reproduce and retain an additional copy for your files.

2. Quotation Form (Pages 1-4)

a. Quotations are to be entered on the Quotation Form supplied under **APPENDIX I. Faxed quotations are not acceptable. SEALED BIDS 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 unit 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 your 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. Bid Security

See General Conditions, Section **N. BID SECURITY** on page 11 for requirements.

4. 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 (<http://www.montgomeryschoolsmd.org/departments/procurement/>) or contact the Division of Procurement email to Stephanie_J_Dorah@mcpsmd.org and Procurement@mcpsmd.org to confirm that they have all addenda/errata. Failure to acknowledge addenda/errata on the form may result in a bid being deemed non-responsive and consequently rejected.

5. Minority Business Enterprise in Public Schools

a. **The goal has been set for 10% MBE participation. Attachment D, pages D1 through D10, of the MBE PROCEDURE (APPENDIX A) reflecting minimum 10% MBE participation shall be submitted with your bid. If you do not submit the forms with your bid, MCPS may deem your bid non-responsive and you will not be selected for award. (See Section "II Contract Administration" for additional MBE information)**

b. **MCPS expect all bidders to make the essential 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 the MBE requirements. 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.

6. **State of Maryland Licenses**

- a. **General Requirements:** The Contractor shall include a current **State of Maryland Construction Business License**. These are considered “TAX LIABILITY” Licenses and do not authorize a contractor to perform any trade specific work in the State of Maryland without the appropriate trade licenses as required. **NOTE: All out of state bidders must provide an out of state Maryland Construction Business.**

Construction Business License: This type of business license is issued through the County or Baltimore City, or the Clerks of the Circuit Court in which your business is located within the State of Maryland. Contact the **State License Bureau** <http://www.marylandtaxes.com/> or at 410-260-6240 for additional information as required.

- b. **Contractor shall submit an Electrical Business Licenses with bid submission.** Failure to provide an existing license may disqualify the bid submission.

7. **Certification from Manufacturer**

Contractor shall include a letter from the manufacturer stating that the firm is a manufacturer’s authorized installer/representative for the brand equipment offered. Manufacturer shall submit a letter stating manufacturer shall supply specified equipment in order for contractor to complete project by specified date.

8. **Statement of Experience**

The Contractor shall provide statement of experience with the bid proposal. See “**Contract Administration Section; M Quality Assurance**” for more information. Failure to provide required documentation will disqualify bid proposal

9. **References**

See “**GENERAL CONDITIONS SECTION; P. REFERENCES**” on page 12 for more information.

10. **List of Personnel**

Contractor shall include a list of critical full-time personnel employed by the firm who would be assigned to the contract. For individuals listed, provide resume to include their title qualifications and all applicable training licenses, etc.

11. **Contractors’ Obligation Regarding Criminal Records of Individuals Assigned to Work in MCPS Facilities**

Beginning July 1, 2015, 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; or
3. A crime of violence as defined in § 14–101 of the Criminal Law Article, or an offense under the laws of another state that would be a violation of § 14–101 of the Criminal Law Article if committed in Maryland, including: (1) abduction; (2) arson in the first degree; (3) kidnapping; (4) manslaughter, except involuntary manslaughter; (5) mayhem; (6) maiming; (7) murder; (8) rape; (9) robbery; (10) carjacking; (11) armed carjacking; (12) sexual offense in the first degree; (13) sexual offense in the second degree; (14) use of a handgun in the commission of a felony or other crime of violence; (15) child abuse in the first degree; (16) sexual abuse of a minor; (17) an attempt to commit any of the crimes described in items (1) through (16) of this list; (18) continuing course of conduct with a child under § 3-315 of the Criminal Law Article; (19) assault in the first degree; (20) assault with intent to murder; (21) assault with intent to rape; (22) assault with intent to rob; (23) assault with intent to commit a sexual offense in the first degree; and (24) assault with intent to commit a sexual offense in the second degree.

Each contractor is required to submit, following award of a contract, documentation confirming that its direct employees and those of any 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 work-force that the

contractor and/or its subcontractors use to perform the work required by the contract.

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

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

Under recent amendments to § 5-551 of the Family Law Article of the Maryland Code, each contractor and subcontractor shall require that any individuals in its work-force must undergo a criminal background check, including fingerprinting, if the individuals will work in a MCPS school facility in circumstances where they have direct, unsupervised, and uncontrolled access to children. The term "work-force" in this and the preceding section refers to all of the contractor's direct employees, subcontractors and their employees, and/or independent contractors and their employees that the contractor uses to perform the work required by the contract.

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

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

Once the contract is awarded, the contractor is responsible for implementing the background check process. An individual in the contractor's work-force may not begin work in a MCPS school facility on an assignment where the individual will have direct, unsupervised, and uncontrolled access to children, until: (a) the background check results for that individual have been received by MCPS; (b) the contractor certifies to MCPS that the individual has received training and/or

reviewed informational materials, as appropriate, regarding recognizing, reporting, and preventing child abuse and neglect, consistent with the content provided in training for MCPS employees; and (c) the individual obtains a MCPS identification badge. The badge will be issued by the MCPS Department of Safety and Security, 850 Hungerford Drive, Room 131, Rockville, MD 20850. Appointments are made by calling 301-279-3066. The contractor will be required to return all badges at the conclusion of the contract.

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

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

N. BID SECURITY

1. **Bids in excess of \$100,000.00 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 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 request the return of bid bonds if 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 may disqualify your submission.**

O. Award Criteria

1. Conformance to specifications and completeness of bid submission
2. Ability to perform
3. Price
4. Past performance (ability to complete project by completion date)
5. MBE compliance

P. 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 including bidders currently engaged in business with MCPS. Failure to provide required documentation will disqualify bid proposal.**

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

Q. SPECIAL CONDITIONS

1. Audit Provisions – MCPS shall have the right to examine the successful bidder records pertaining to work performed under the contract to determine and verify their compliance with all contractual conditions. MCPS shall be granted access to such records at all reasonable times during the contract period and for three years thereafter.
2. Contingent Fee – The successful bidder hereby represents that they have not retained anyone to solicit or secure this contract from MCPS upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for bona fide employees or bona fide established commercial selling agencies maintained by the person so representing for the purpose of securing business, or any attorney rendering professional legal services consistent with applicable canons of ethics.
3. Assignments – Neither this contract nor any interest therein nor claim thereunder shall be assigned or transferred by the successful bidder except as expressly authorized in writing by MCPS and no contract shall be made by the successful bidder with any other party for

furnishing any of the work or services herein contracted for without the written approval of MCPS.

4. Disputes – Any dispute concerning a question of fact arising under this contract shall be disposed of by written agreement between the Contractor and the MCPS Contracting Officer. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the contract performance

R. EMARYLAND MARKETPLACE ADVANTAGE

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

S. INQUIRIES

Inquiries regarding this solicitation must be submitted **in writing** to Stephanie Dorah, Buyer II, Montgomery County Public Schools, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850, fax number 301-279-3173 or email to Stephanie_J_Dorah@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 MCPS 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 web site address is <http://www.montgomeryschoolsmd.org/departments/procurement/vendors.aspx> for the MCPS Division of Procurement.

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

A. PRE-CONSTRUCTION MEETING

1. MCPS reserves the right to convene a meeting with the apparent low bidder prior to awarding a contract. The purpose of this meeting is to afford all parties an opportunity to discuss any aspects of project and contract execution, which may be of concern for the successful and timely completion of the project.
2. Issues raised during this meeting, which cannot be resolved to MCPS satisfaction, will be cause to reject the apparent low bid and to consider the next lowest bidder as the successful offeror.

B. CONTRACT SECURITY

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

C. POST BID SUBMISSIONS

1. In addition to license required with the bid response, the apparent low bidder may be required to supply **within 48 hours** after MCPS requests, applicable business and contractor's licenses technician certification from manufacturer, master licenses for trades appropriate for work to be performed, and/or company financial statements, etc., as required to allow MCPS contractor evaluation. **Failure to supply a copy as specified may disqualify your bid proposal.**
2. **Sub-Contractors**
 - a. The successful bidder shall supply a complete list of all sub-contractors 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 our bid.** The Contractor shall be responsible for assuring that all proposed Sub-Contractors are in good standing with MCPS.
 - b. MCPS shall notify the Contractor **in writing** if, after due investigation, there is reasonable objection to any of the proposed Sub-Contractors. Failure of MCPS to make objection to any proposed Sub-Contractor shall constitute notice of no objection. Each Sub-Contractor may be required to furnish to MCPS, in duplicate, proof of their financial stability and experience to perform the particular work for which they will be engaged. All contractual agreements between the Contractor and their Sub-Contractors shall be written 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.
- d. All work must be performed by a bona-fide licensed trade person.

3. **Minority Business Enterprise (MBE) in Public Schools**

- a. **The goal has been set for 10% MBE participation. Attachment D, pages D1 through D10, of the MBE Procedure (APPENDIX A) reflecting minimum 10% MBE participation shall be submitted with your bid. *If these forms are not submitted with your response, your response may be deemed non-responsive and not considered for award.***
- b. **MCPS expect all bidders to make the essential effort to meet or exceed the established MBE goal for this Invitation For 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 the MBE requirements. There will be an extensive effort required on the part of the bidder to ensure compliance with the MBE procedure to rationalize a review of an MCPS waiver request.**

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

5. Invoicing

- a. The contractor 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 20850** 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. MCPS is not obligated to make 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 MCPS Project Coordinator.
- c. Partial payment invoices shall be accompanied by a detailed schedule of values allocated to various portions of the work (similar to AIA Document's 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 and Inspections

The Contractor shall obtain all required permits, including electrical and plumbing permits, **pay all fees**, and certify that other required permits have been obtained prior to commencing work. This includes, but is not limited to, the Contractor securing permits on behalf of MCPS and scheduling of inspections as required by Federal, State and County authorities and Maryland Department of the Environment permits. 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 for approval prior to final payment. The Contractor shall provide all drawing documentation, etc. as required to secure permits.

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, Town of Poolesville, etc.

D. 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.

E. PERFORMANCE

1. The Contractor shall have on the job site at least one person fluent in English and one person who has an MCPS Contractor badge at all time.
2. **The Contractor shall provide to the MCPS Project Coordinator cellular telephone numbers and Email addresses of project managers to allow day-to-day direct communications.**
3. Work to be completed in a timely workmanlike manner; fumes, odors, materials and work procedures will be controlled to protect occupants and property from harm and damage. Contractor shall protect all existing floors, including floor where material is stored or being transported with **Ram Board .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. **Contractor’s employees/workers without an MCPS contractor badge may be denied entry; however, if entry is granted** contractors 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 Contractors employees must wear a badge while on site.
 - b. Use of any form of tobacco products, liquor and/or illegal drugs is not permitted in MCPS buildings and on grounds.
 - c. Are not to routinely use facility equipment and buildings, i.e., telephone, lounges, toilet rooms, 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 during the installations. **Contractors shall secure all openings, at the end of the work day, during projects.**
8. Contractors shall be in-compliance with FM Global requirements of all welding related portion of this contract.
9. Installation must be performed in strict compliance with the latest local, state and federal regulations having authority. The Maryland Occupational Safety and Health Administration Hazard Communication Standards must be followed.
10. Field measurements are required.

11. Upon completion of all work, any and all damages to the school building and grounds as a result of the work; must be restored to a condition as good as existed prior to damaging. Damaged lawns shall be repaired; fill ruts and holes with top soil apply one step Hydroseed containing cellulose or wood fiber fertilizer and grass seed, damaged shrubs and trees shall be replaced.
12. Failure to perform in accordance with MCPS specifications and industry standards may result in the Contractor being removed from the approved bidder list for future Invitations to Bid for a period of two years.
13. Work area must be left clean and ready for use after work is completed. The contractor must remove all debris generate by the work from the premises daily, adhering to **Montgomery County Executive Regulation No. 1-15 AM-Residential and Commercial Recycling, COMCOR 48.00.03 Solid Waste and Recycling**. The contractor shall keep track of all recyclable material such as metal, cardboard, commingle, yard waste, concrete, asphalt, and others. The contractor shall provide a monthly report to the MCPS recycling manager, Mr. John Meyer via email John.MeyerIII@mcpsmd.org that includes the weight, dates, and the facility to which the materials were taken to be recycle.

F. CHANGES IN THE WORK

1. Should it be desired to make alterations or changes at any time during the progress of the work or to add to or delete work, MCPS shall have the undisputed right to make such changes, additions, omissions, or alterations by written order. A MCPS CHANGE ORDER FORM under **APPENDIX E** 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 pertaining 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 changes to 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 Contractors responsibility to provide a written request for extension, with an explanation of justification as they deem necessary. **Using approved change orders as rationale for not completing on time will not be accepted without a MCPS approved extension.** If additional work is performed without MCPS written authorization, the Contractor will be subject to reversing said work, or work and/or materials should 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. The prime Contractor shall be allowed not more than 8% of the Sub-Contractor's cost for labor, materials, overhead and profit.

3. The Contractor shall furnish supporting documentation with all Change Order Request credits and or/extras. At a minimum, change order request shall include a description of the work, detailed material lists, costs of materials (actual Contractor costs, not list prices), man-hours and rates. The same material costs, man-hours, rates, supervision, overhead, profit, shall be applied equally to a credit or an extra.

G. 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 the 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 a written approval for extension has been granted by MCPS.
2. Failure to complete the work within the time specified will entitle MCPS to late charges. These charges will be deducted and retained out of any monies due to the Contractor under this contract for the sum stated in the above paragraph for each calendar day required to complete the work beyond the agreed upon and documented completion date. This includes Saturdays, Sundays and legal Holidays.
3. If necessary to reach a proper stopping place in any portion of work or to complete work within contract time limit, the Contractor shall work overtime both their workforces and the workforces of their Sub-Contractors without additional cost to the contract price. The Contractor shall be responsible for all incidental costs in connection with such overtime work including, but not limited to, MCPS building service staff overtime required.
4. If work falls behind schedule, as determined by the MCPS Project Coordinator, the Contractor shall provide, at their own expense, additional labor and/or equipment, overtime pay, etc., as required to overcome delays including, but not limited to, MCPS building service staff overtime as required.
5. The MCPS Contracts Office Supervisor will review a request for extension of completion time due to strikes, lack of materials, and/or any other condition, over which the Contractor has no control. Written application for extension shall be made immediately upon occurrence of conditions that, in the opinion of the Contractor requires such an extension, with reason clearly stated and detailed proof for each such delay. The delay of MCPS issuing a purchase order does not automatically alter any completion dates. If in the Contractor's view the delay of 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 final written approval of the MCPS Contract Officer. No requests for

extension due to her 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 previously agreed completion date has passed. Late charges will be automatically deducted from monies owed.**

H. CONTRACTORS OVERTIME PROCEDURE

If the Contractor chooses to work overtime for any reason and secures MCPS approval to do so, the Contractor shall be responsible for any associated costs including MCPS building service staff, etc. Average building service staff overtime rate is \$35.00 per hour. 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 F** must be completed and signed by MCPS and the Contractor before work is to be performed. The request must identify the dates and times the Contractor proposes to work. Without written request and Overtime Reimbursement Agreement, MCPS will not approve any overtime.

I. MCPS CONTRACT 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 Contracts Office Supervisor's approval and authorization by the Director of the Division of Procurement or his/her designee.
2. After the award an MCPS Project Coordinator will be assigned to 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 MCPS Project Coordinator is authorized to:
 - a. Serve as liaison between MCPS and the Contractor;
 - b. Give direction to the Contractor to ensure satisfactory and complete performance;
 - c. Monitor and inspect the Contractor's performance to ensure acceptable timeliness and quality;
 - d. Serve as records custodian for this contract;
 - e. Accept or reject the Contractor's performance;
 - f. Furnish timely written notice of the Contractor's performance failure to the MCPS Contract Office Supervisor; and copy to the Division of Procurement;
 - g. Prepare required reports;

- h. Approve or reject invoices for payment and submitted construction schedules;
 - i. Recommend contract modifications or terminations to the MCPS Contracting Supervisor, copy to the Division of Procurement;
 - 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, effect procurement, interpret ambiguities in the contract language, or waive MCPS contractual rights.

J. PRE-CONSTRUCTION INSPECTION OF EXISTING CONDITIONS

Upon receipt of the Award Notification Letter, the MCPS Project Coordinator and the Contractor shall schedule a meeting at the project site to thoroughly examine and inspect all existing conditions that will be affected by the work of this contract. Existing conditions to be inspected consist of, but are not limited to, electrical work, finishes, and site conditions. A thorough examination shall be performed, inspections made, and conditions documented for equipment, piping, ductwork, wiring, electrical devices, finishes, structures, etc. which are designated to remain and be reused, to be temporarily removed and re-installed in place, and/or to be removed and be permanently relocated. The Contractor shall prepare a detailed report of this survey and submit to MCPS for approval prior to performing any work on-site. Failure to submit a report and obtain MCPS approval shall constitute acknowledgment by the Contractor that all existing conditions and work are in good condition and function properly. The Contractor assumes full, unconditional responsibility for maintaining existing conditions in good and working order. The Contractor shall demonstrate that the same good and functional conditions exist at the end of the project as existed prior to performing the contracted work. Any work or conditions found damaged or defective at project punch-out shall be repaired and/or replaced at Contractor's expense to the satisfaction of MCPS.

K. PROJECT CLOSE-OUT

1. Prior to request for final payment, the Contractor shall notify the MCPS Project Coordinator **in writing** that the work is ready for punch-out inspections. All areas shall be clear of construction materials and debris.
2. During punch-out, the following shall be present:
 - a. Authorized representatives of MCPS
 - b. Contractor
3. The Contractor shall notify the MCPS Project Coordinator **in writing** for a final inspection once all related punch list items have been completed. All punch-out and final inspection shall be performed well in advance of the completion date to allow for corrections. If not, late fees will be assessed until all corrections are made.

4. The Contractor shall provide written warranty statements indicating start and end of warranty dates to be signed by both the Contractor and MCPS.

L. CONSTRUCTION SCHEDULE AND PROGRESS MEETINGS

1. MCPS reserves the right to have the Contractor submit a construction progress schedule and to convene regularly scheduled progress meetings. The Contractor prepared progress schedules shall be of sufficient detail to afford MCPS a means of verifying that work is proceeding in a timely fashion throughout construction to assure on-time completion.
2. When required by MCPS, an initial construction schedule shall be presented at the Pre-Construction Meeting. Scheduling of future progress meetings and requirements for submission of progress schedule updates will be determined at the Pre-Construction Meeting.

M. QUALITY ASSURANCE

The installers shall perform all installations in accordance with manufacturer's procedures, MOSHA, NEC, NFPA, State of Maryland, Montgomery County Building Code requirements, Montgomery County Fire Marshal office and MCPS specifications herein. The successful Contractor shall have been in business and regularly engaged in the installation of emergency generating system similar to those specified herein for a minimum of five years. All trade work shall be performed by appropriately licensed trade persons. A copy of the Montgomery County licenses must be submitted to MCPS with bid submission. **Failure to provide the letter may disqualify the bid proposal.**

III. DETAILED SPECIFICATIONS**A. INTENT**

1. It is intent for the successful bidder(s)/Contractor(s) to perform all tasks as specified herein and including attached drawings and specification. This section of the specifications applies to and forms a part of all sections covering labor, material and general construction work for installation of emergency electric generating system and related 24-hour emergency lighting circuits, etc., at Springbrook High School, as required. Work is to be performed in accordance to the specifications herein, manufacturer's instructions, NFPA, NEC, Washington Gas, WSSC, and Montgomery County building code requirements and in compliance with all other authorities having jurisdiction. These specifications represent our minimum requirements.
2. The Contractor shall schedule, coordinate, and pay for all utility shut down and related overtime. The Contractor shall paint and patch affected areas to match existing surface finishes.

B. See attached Drawings and Specifications:

1. Springbrook High School Drawings
2. Springbrook High School Specifications

C. FENCES SPECIFICATIONS**a) GENERAL**

1. **All work to be in accordance with Chain Link Fence Manufacturers Institute (CLFMI) standard and specifications for installation and materials, and/or the Maryland State Highway Administration "Standards and Specifications for Construction and Materials" or as amended in the detailed specifications herein.**
2. Unless otherwise indicated, all mesh material shall be PVC thermally fused coating and all pipe and rails shall be Ameristar HT40 polyester coated or equal.

b) MATERIAL QUALITY ASSURANCE

Provide chain link fence as follows:

1. No. 9-gauge with 0.148" core and 0.162" finished diameter
2. The maximum variation for the steel core wire shall be +0.-005"
3. The minimum break strength of the wire covered under these specifications shall be 1290#
4. The thickness of the PVC coating shall be 0.006" minimum and 0.10" maximum
5. All cut ends shall be factory coated with black PVC finish

c) MATERIALS

1. Fence and Gate ASTM Specifications

Chain link fences and gates herein specified shall conform to ASTM specification F6678-84-Class 2B

2. Certification

The successful bidder and/or the materials supplier shall submit certification to MCPS that all materials meet or exceed all stipulated specifications.

3. Dimensions

Dimensions for formed pipe, roll-formed, and H-sections are outside dimensions (O.D)

4. Fabric

a. Vinyl coated steel fabric shall meet requirements of ASTM – F668 Class 2B. Samples of fence fabric shall be submitted to MCPS prior to installation. Core wire shall be 9-gauge (.120”) in a 2” Core wire shall be galvanized in accordance with ASTM A-641-71A to meet a minimum weight of zinc coating of 0.30 oz./S.F. The thickness of the fusion-bonded vinyl coating shall be 6 to 10 mils. All fabric shall have both selvages knuckled top and bottom. There shall be no splices in the fabric between posts or rails.

b. Fabric furnished shall be on-piece fabric widths for all fencing.

5. Galvanize Steel Framework

a. Schedule 40 Steel Pipe – Standard weight schedule-40 steel pipe shall conform to ASTM A-120 and be hot-dipped galvanized with the zinc coating weighing not less than 1.8 oz./S.F.

INDUSTRY O.D.	O.D. (INCHES)	WEIGHT (#FT)
1-5/8”	1,660	2.27
2”	1,900	2.72
2- 1/2”	2,375	3.65
3”	2,875	5.79
4”	4,000	9.11

b. Power Coated Framework

The manufactured frame work shall be subject to a complete thermal stratification coating process (multistage, high-temperature, multi-layer) including, as a minimum, a six-stage pretreatment/wash (with zinc phosphate), an electrostatic spray application of an epoxy base, and a separate electrostatic spray application of a polyester finish. The polyester finish coat

shall not fade, crack, blister or split under normal use. Power coated framework shall be equal to Ameristar HT-40 Industrial weight.

6. Hardware and Accessories

All hardware (tension bands, tension bards, post caps, loop caps, sleeves, truss rods, turnbuckles, end clamps, corner boulevards, tension wire, ties, hog rings, hinges.

7. Stretcher Bars

Bars shall be open on-piece length equal to the full height of the fabric, with a minimum cross-section of 3/16" X 3/4", Provide one stretcher bar per gate and end post, and two per corner and pull post (except where fabric is integrally woven into posts).

8. Stretcher Bar Bands

Space not over 15" O.C. to secure stretcher bars to end, corner, pull, and gate posts.

9. Tension Wire

Wire shall be 7-gauge, installed along the bottom of the fence to reinforce the fabric.

10. Gates

Gates shall be fabricated as follows:

- a. Swing gates shall have perimeter frames of 2"/1.90" O.D. pipe or 2" square aluminum tubing welded at all corners.
- b. Provide horizontal and vertical members to ensure proper gate operation and for attachment of fabric, hardware, and accessories.
- c. Space so that frame members are not more than 8' part.
- d. Assembles gate frames by welding or with special fittings, rivets for rigid connections.
- e. Use same fabric as for fence, unless otherwise indicated.
- f. Install fabric with stretcher bars at vertical edges. Bars may also be used at top and bottom edges.
- g. Attach stretcher bars to gate frames at no more than 15" O.C.
- h. Attach hardware to provide security against removal or breakage.

11. Gate Hardware

Furnish the following hardware and accessories for each gate:

a. Hinges

- 1) Size and material to suite gate size, non-lift off type, offset to permit 180 degrees gate opening.
- 2) Provide 1 ½ pairs of hinges for each gate leaf over 6' in height.

b. Latch

Forked type or plunger-bar type to permit operation from either side of gate, with padlock eye as integral part of latch.

12. Wire Ties

- a. Use 9-gauge aluminum wire ties spaced 24" O.C. for tying fabric to line posts, rails and braces.
- b. Use exterior grade hog rings spaced 24" O.C. for tying fabric to tension wires.

13. Concrete

Concrete shall have the following characteristics:

- a. 3500 PSI
- b. 3" Slump
- c. 2% - 4% air entrained

d) INSTALLATION

Unless otherwise instructed, installation and erection shall not start before final grading is completed.

1. Excavation

- a. Drill holes (for posts of diameters and spacing as needed) in firm, undisturbed or compacted soil.
- b. Holes shall be excavated to a minimum of four times the diameter of the post used.
- c. Unless otherwise indicated, hole depths shall be approximately 3" lower than the post bottom, with post bottom set not less than 36" below finish grade surface.

2. Setting Posts

- a. Center and align posts in hole 3" above bottom of excavation.

- b. Place concrete around posts and vibrate or tamp for consolidation. Concrete shall be brought to grade.
 - c. Check each post for vertical and top alignments and hold in position during placement and finishing operations.
 3. Top Rails
 - a. Run rails continuously through post caps, bending to radius for curved runs.
 - b. Provide expansion couplings as recommended by fencing manufacturer.
 4. Brace Assemblies

Install braces so posts are plumb when diagonal rod is under proper tension.
 5. Fabric
 - a. Leave approximately 2" between finish grade and bottom salvage, unless otherwise noted.
 - b. Pull fabric taut and tie to posts, and tension wires.
 - c. Install fabric on security side of fence, and anchor to framework so that fabric remains in tension after pulling force is released.
 - d. Fence is to touch the top of the pavement for tennis and basketball courts.
 6. Stretcher Bars

Thread through or clamp to fabric – 4" O.C., and secure to posts with metal bands spaced 15" O.C.
 7. Gates
 - a. Use U-Shape wire, conforming to diameter of pipe to which attached clasping pipe and fabric firmly with ends twisted at least two full turns.
 - b. Install ground-set items in concrete for anchorage, as recommended by fence manufacturer.
 - c. Adjust hardware for smooth operation, lubricate where necessary.
 8. Tie Wires
 - a. Use U-Shape wire, conforming to diameter of pipe to which attached clasping pipe and fabric firmly with ends twisted at least two full turns.

- b. Bend wire to minimize hazard to persons and/or clothing.
Fasteners
- c. Install nuts for tension bands and hardware bolts on side of fence opposite to fabric side.

e) **FENCING AND RELATED PRODUCT MANUFACTURES**

The fence, post and gate framing materials shall be as manufactured by the following:

- 1. Allied Tube & Conduit Corp.
- 2. Master Halco, Inc.
- 3. Davis Walker Corp.
- 4. Dominion Fence and Wire Products
- 5. Merchants Metals
- 6. Stephens Piping and Steel
- 7. United States Steel
- 8. Ameristar

APPENDIX A
SEE NEW MBE DOCUMENTS ATTACHED

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)

Maryland Correctional Enterprises (MCE) Sign Plant #11 C/O Patuxent Institution Attention: Christian Mayne,
Plant Manager 7555 Waterloo Road Jessup, MD 20794 (410) 799-5102
<https://iac.mdschoolconstruction.org/wp-content/uploads/2022/08/Construction-Signage.pdf>
christiane.mayne@maryland.gov www.mce.md.gov



Wes Moore, Governor
Aruna Miller, Lt. Governor

Building Bright
Futures in Maryland

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

(Name of Project)
at the
(Name of School)

Public School Construction Program

Architect: (Name of Architect)

Contractor: (Name of Contractor)

The Maryland General Assembly

Adrienne A. Jones, Speaker of the House

Bill Ferguson, President of the Senate

Board of Public Works

Wes Moore, Governor

Brooke Lierman, Comptroller

Dereck E. Davis, Treasurer

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

**STATE FUNDS FOR THE (select appropriate option from list below)
THIS SCHOOL BUILDING WERE PROVIDED THROUGH
THE PUBLIC SCHOOL CONSTRUCTION PROGRAM
(DATE)
BOARD OF PUBLIC WORKS
WES MOORE, GOVERNOR
BROOKE LIERMAN, COMTROLLER
DERECK E. DAVIS, TREASURER**

Options to be selected and inserted:

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

APPENDIX D

MCPS EMERGENCY/CRISIS PROCEDURES SHELTER/LOCKDOWN

Emergency Preparedness Procedures Key Points for Lockdown – Evacuate – Shelter (LES)

Lockdown

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

Persons authorized to call a Lockdown

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

Lockdown Alert – Staff Guidance

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

Evacuate

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

Fire Evacuation

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

Directed Evacuation

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

Shelter

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

Persons authorized to call a Shelter alert

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

Public Safety Shelter Alert- Staff Guidance

When the administrator announces a Public Safety Shelter alert:

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

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

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

Outside Hazardous Material Release Shelter Alert

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

Outside Hazardous Material Release Alert-Staff Guidance

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

- Announce a *Outside Hazardous Material Release Shelter Alert*
- Bring students/staff/visitors into the main building from outdoor activities
- Evacuate portable classrooms in consultation if safe to do so

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

Parent/Child Reunification

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

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

Firearms

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

Bomb Threat Assessment

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

Bomb Threats Call Trace

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

Bomb Threat Sweep/Scan

- In certain circumstances, staff volunteers may be asked to sweep/scan the facility or grounds for any suspicious items.
- A sweep/scan should be conducted in teams and only by visual means (eyes and ears only).
- If a suspicious item is discovered during a sweep/scan,

evacuate to a 300-foot safe zone and notify administrator immediately.

- If a suspicious item is located, do not use a radio or cell phone in the immediate area within 25 feet in all directions.
- No suspicious item should be handled in any manner by school staff (do not touch it!).

Hazardous Material Spills

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

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

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

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

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

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

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

APPENDIX E

**Montgomery County Public Schools
Division of Design and Construction**

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 F

**Montgomery County Public Schools
Division of Design and Construction**

OVERTIME REIMBURSEMENT AGREEMENT

Facility: _____

Contractor: _____

Description of work to be performed: _____

Date: _____ Hours Required: _____

Date: _____ Hours Required: _____

Date: _____ Hours Required: _____

Date: _____ Hours Required: _____

Date: _____ Hours Required: _____

Date: _____ Hours Required: _____

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

(MCPS Representative Approval) (Date)

(Authorized Contractor Representative Agreement) (Date)

(MCPS Contract Officer Approval) (Date)

APPENDIX G

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) wall, etc.)
- Insulation (All types; roof, HVAC, piping
- Mastics
- Plaster
- Roofing System Components e.g. BUR Asphalt, Felts, Cap Sheets, Shingles, etc.
- Spackle
- Toilet Partitions
- Window Glazing

Contractor

Contractor Representative

Invitation to Bid #

Date

APPENDIX H

**SEE DRAWING(s) AND BID SPECIFICATIONS ATTACHED
FOR SPRINGBROOK HIGH SCHOOL**

APPENDIX I

QUOTATION FORM

COMPANY NAME: _____

Bidder shall only supply one manufacturer and one price per line item. Bidder shall supply all required information for each line item where a bid price is offered. **DO NOT ALTER OR MODIFY THE QUOTATION FORM IN ANY WAY. Failure to comply with the above shall be considered non-responsive and disqualify your bid. Prices offered are to be all inclusive, including all required, design, engineering, materials and labor costs to complete the installation and full operation of electrical generating system.**

NEW EMERGENCY ELECTRICAL GENERATING SYSTEM
AT SPRINGBROOK HIGH SCHOOL

<u>ITEM #</u>	<u>DESCRIPTION</u>
1.	<p>Springbrook High School New Emergency Generator System: As specified herein, attached drawings and specifications.</p> <p>Manufacturer: _____</p> <p>KW: _____ <i>(Minimum 300 KW)</i></p> <p>TOTAL COST: \$ _____</p>
2.	<p><u>Hourly Rate for Licensed Electrician:</u></p> <p>Regular Rate: \$ _____ Overtime Rate \$ _____</p> <p><u>Hourly Rate for Electrician's Helper:</u></p> <p>Regular Rate: \$ _____ Overtime Rate \$ _____</p>

APPENDIX I

QUOTATION FORM – CONTINUED (Page 2 of 4)

COMPANY NAME: _____

- **ALL EQUIPMENT AND/OR MATERIALS SHALL BE AVAILABLE FOR COMPLETION PER SCHEDULE. THE CONTRACTOR HAS WRITTEN CONFIRMATION FROM THE MANUFACTURER(S) THAT ALL EQUIPMENT/MATERIALS WILL BE AVAILABLE IN SUFFICIENT TIME FOR THE CONTRACTOR TO PERFORM AS SPECIFIED AND MEET THE COMPLETION DATE OF THE CONTRACT?**

YES _____ NO _____

- **HAS CONTRACTOR SUBMITTED LETTER FROM MANUFACTURER CONFIRMING ALL MATERIAL WILL BE DELIVERED ON TIME TO COMPLETE PROJECT AS SPECIFIED HEREIN.**

YES _____ NO _____

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

YES _____ NO _____

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

YES _____ NO _____

- **IS THE BIDDER AN AUTHORIZED REPRESENTATIVE AND INSTALLER OF THE PRODUCT OFFERED AND AUTHORIZED TO PERFORM ALL START-UP TASK/INSPECTION? IF SO PROVIDE A CERTIFICATION LETTER FROM THE MANUFACTURER.**

YES _____ NO _____

- **IF THE BIDDER IS NOT AN AUTHORIZED INSTALLER, THEY AGREE TO PROVIDE THE SERVICE OF A FACTORY AUTHORIZED REPRESENTATIVE TO PERFORM ALL START-UP AND INSPECTION TASKS.**

N/A _____ YES _____ NO _____

APPENDIX I

QUOTATION FORM – CONTINUED (Page 3 of 4)

COMPANY NAME: _____

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

YES _____ NO _____

- **IS A COPY OF THE BIDDER'S MASTER ELECTRICIAN LICENSE SUBMITTED WITH THE BID UNDER WHICH THE WORK WILL BE MONITORED AND PERFORMED?**

YES _____ NO _____

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

YES _____ NO _____

- **HAS THE BIDDER VISITED THE JOB SITE AND PERFORMED A COMPREHENSIVE FIELD INVESTIGATION ALONG WITH TAKING FIELD MEASURES BEFORE SUBMITTING THEIR BID?**

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 _____

APPENDIX I

QUOTATION FORM – CONTINUED (Page 4 of 4)

COMPANY NAME: _____

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

YES _____ NO _____

- ASBESTOS FREE MATERIALS: THE BIDDER HAS REVIEWED THE MATERIAL LABORATORY TESTING REQUIREMENTS FOR THE LIST OF MATERIAL SPECIFIED HEREIN TO CONFIRM THEY DO NOT HAVE 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 1-4)
- _____ Bid Security
- _____ Addendum(s) and Erratum(s) (If any, contractor is responsible to confirm)
- _____ MBE Forms
- _____ Maryland Construction Business License
- _____ State of Maryland Master Electrical Licenses and Business Licenses
- _____ Manufacturer Certification letter
- _____ Statement/Letter of Experience and years in Business as specified
- _____ References
- _____ List of Essential Personnel