

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

**INVITATION FOR BID #9785.1  
FEDERAL PACIFIC ELECTRICAL EQUIPMENT  
REPLACEMENT AT STEDWICK ELEMENTARY SCHOOL**

**GENERAL CONDITIONS AND SPECIFICATIONS**

**I. GENERAL CONDITIONS**

**A. SCOPE**

The work includes removing, furnishing, delivery, and complete Federal Pacific electrical equipment replacement, including all related materials as required to make the project complete in all details and in compliance with Montgomery County Public Schools (MCPS) located in Montgomery County, Maryland with specifications and drawings herein and manufacturer's installation requirements at:

**Stedwick Elementary School, 10631 Stedwick Road, Montgomery Village, Maryland 20886  
Tel: 240-740-7190**

**B. INTENT**

1. It is the intention of these specifications and drawings to fully cover the removal, furnishing of materials and labor for the Federal Pacific electrical switch-gear and panel replacement, adhering to MCPS' specifications, drawings herein permit/code requirement and manufacturer's installation instructions. Unit prices for labor and materials crew are requested as the basis for execution of change order work please refer to the Quotation form. The successful contractor will be required to submit the Asbestos Free Material Verification Form as applicable and required herein. (See General Conditions Section M and APPENDIX I)
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 price 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, Federal/Local Governments, and all other boards or departments having jurisdiction, with special attention to ADA requirements. Review and understand Factory Mutual (FM) requirements and resolve all conflicts between the FM specifications and MCPS specifications. 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. All deliveries must be prepaid to the destination (FOB destination); in no case will collect shipment be accepted.

**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 submitting the most favorable price with consideration being given to any previous performance for the Board of Education as to quality of service, acceptable merchandise, and with regard to the bidder's ability to perform should it be awarded the contract. 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. **Awards are contingent upon availability of funds.**
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 site 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 Service Manager prior to performing their inspection. The bidder shall carefully review the 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 that 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 Laly Bowers, Senior Buyer, via email at [Laly\\_A.Bowers@mcpsmd.org](mailto:Laly_A.Bowers@mcpsmd.org) 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 provision of the contract documents.

**E. SCHEDULE**

1. The electrical switch-gear systems shall be installed, operational and State accepted for use on/or before **August 14, 2026**. Work on site can begin on **June 22, 2026** with approval of the MCPS project coordinator. If the official school year is altered, the completion dates effected will be adjusted proportionately. An earlier start date may be allowed if requested by the contractor and approved by the MCPS project coordinator. This project shall be 100% completed as specified and accepted by the MCPS project coordinator on or before **August 24, 2026**. This includes, but is not limited to, all closeout tasks; punch out corrections completed and accepted, final inspections, demonstrations, training, documentation, equipment, etc. **Since this bid requires custom fabricated equipment, the contractor must verify that they can provide all materials necessary to meet the schedule as specified. This schedule is the essence of this bid.** Late charges will be deducted for failure to meet any target dates without an MCPS approved extension. (See "Late Charges for Failure to Complete on Time" under Contract Administration, Section G.) A comprehensive work schedule will be developed with the successful

contractor and the MCPS project coordinator to satisfy the identified completion dates. A purchase order issued and signed by the director of the Department 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, all cleaning tasks, punch-out work, operational demonstration to the satisfaction of MCPS and final inspection by MCPS staff. Should conditions of the existing well hole require remedial measures, the schedule will be re-evaluated and will be adjusted by Change Order.

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 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 regard to labor and material availability. The contractor shall inventory materials as they are received from the manufacturer and not wait until work is under way to determine if inventory is sufficient.
4. 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 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.

**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 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/SERVICES/REPAIRS**

1. The specifications require that all workmanship and materials shall be warranted for two years. Final payment will be made once the installation is complete 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 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.

**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, Department of Planning and Construction, 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 P.A. Systems.**
1. 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.

In the brand column state 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.

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

**I. MATERIALS**

1. Materials used in the performance of this contract shall be new and 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.

**J. 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. 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

**K. 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.

**L. 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. 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.

**M. 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.

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

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

## 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. We are prepared to provide Bid, Performance, and Payment Bonds on MCPS projects bid between August 2025 and September 2026. Provide (name of applicant) make application to us at the time of the Bid, and we are satisfied with the prevailing underwriting conditions, including but not limited to, acceptable contract terms, job specifications and acceptable bond forms.

Payment and performance bonds:

For projects over \$100,000, the Bidder to whom a contract is awarded must furnish Performance and Payment Bonds, each in the amount of one hundred (100%) of the project awarded amount, including executed Change Orders, in the form specified.

These must be provided at the time of the project award notice and prior to the start of any work.

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 a non-responsive bid.**

**O. 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 1-5)

- a. Quotations are to be entered on the Quotation Form supplied in **APPENDIX J. Faxed quotations are not acceptable. SEALED BIDS ONLY.**
- 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 (<http://www.montgomeryschoolsmd.org/departments/procurements>) or contact the Department of Procurement by email to [Laly\\_A\\_Bowers@mcpsmd.org](mailto:Laly_A_Bowers@mcpsmd.org) and [procurement@mcpsmd.org](mailto:procurement@mcpsmd.org) to confirm that they have all addenda/errata. Failure to

acknowledge addenda/errata on the form may result in a bid being deemed non-responsive and consequently rejected.

4. Licenses

- a. The contractor shall possess a current **“State of Maryland” Construction Business License**. This is considered “TAX LIABILITY” License 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 or Home Improvement License. Failure to provide licenses may disqualify your response.**
- b. **Construction Business License:** This type of business license is issued through the County or Baltimore City, or the Clerk 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.
- c. The contractor shall submit an existing Montgomery County Master Electrician and Electrical Business Licenses.

5. Statement of Experience and Manufacturer’s Authorization Letter

- a. The contractor shall provide statement of experience with bid proposal. The contractor shall have been in business and have been regularly engaged in the installation of elevators as specified herein, a minimum of five years. **Failure to provide required documentation may disqualify bid proposal.**
- b. The contractor shall be a manufacturer’s authorized installer/representative for the brand equipment offered. Manufacturer installer/representative authorization letter shall be submitted with bid proposal. **Failure to provide required documentation may disqualify bid proposal.**

6. Minority Business Enterprise in Public Schools

The goal has been set for 10% MBE participation. Pages D1 through D10 Attachment D, 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*)

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.



## 7. Bid Security

See General Conditions, Section N. **BID SECURITY** on page 7 for requirements

**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 other than MCPS, including bidders currently engaged in business with MCPS.**

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

**Q. AWARD CRITERIA**

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

**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://emma.maryland.gov/>, regardless of the award outcome for this project as it is a valuable resource for upcoming bid notifications for municipalities throughout Maryland.

**S. SPECIAL CONDITIONS**

1. Audit Provisions – MCPS shall have the right to examine the successful bidder(s) 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 bidders(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 and the MCPS contracting supervisor. Pending final decision of a dispute hereunder, the contractor shall proceed diligently with the contract performance.

**T. INQUIRIES**

Inquiries regarding this solicitation must be submitted in writing, to Laly Bowers, Senior Buyer, Montgomery County Public Schools, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850 or email to [Laly A\\_@mcpsmd.org](mailto:Laly_A_@mcpsmd.org) and [procurement@mcpsmd.org](mailto: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 MCPS Department of Procurement website address is <http://www.montgomeryschoolsmd.org/departments/procurement/vendors.aspx>.

Subsequent to the award if the contractor finds any discrepancy or omission and has questions of MCPS's intent, prior to performing work, they shall notify the MCPS project coordinator **in writing by email** to resolve and receive clarification with copies to Laly Bowers, Senior Buyer [Laly\\_A\\_Bowers@mcpsmd.org](mailto:Laly_A_Bowers@mcpsmd.org), and the MCPS Capital Improvements Contracting Supervisor.

**Contractors' Obligation Regarding Criminal Records of Individuals Assigned to Work in MCPS Facilities****a. Prohibition against assigning registered sex offenders and individuals convicted of sexual offenses, child sexual abuse, and other crimes of violence to MCPS contracts:**

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

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

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

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

in the work-force that the contractor and/or its subcontractors use to perform the work required by the contract.

Violation of this provision is a material breach of contract for which MCPS 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 Department of Procurement 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 Division of Safety and Emergency Management, 850 Hungerford Drive, Rockville, MD 20850. Appointments are made by calling 240-740-8091. 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-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 the 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's 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 AWARD 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 request, applicable business and contractor's licenses, master licenses for trades appropriate for work to be performed, and/or company financial statements, etc., as required to allow MCPS contractor evaluation. **Failure to supply 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. 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 10% 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(s) may be required to solicit MBE participation, which will include providing revised Certified MBE Utilization and Fair Solicitation Affidavit (Appendix A; Attachment D) 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 and throughout the course of the project(s).
- c. Refer to the document, MINORITY BUSINESS ENTERPRISE PROCEDURES, February 8, 2021, included with this bid solicitation package under **APPENDIX A**.
- d. MBE pages D1 through D10 of Attachment D, the MBE Procedure located herein under **APPENDIX A**, **must be completed and submitted with the bid proposal** identifying the bidder's specific commitment of certified minority business **even when the MBE goal is 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 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 at 240-740-7700, regarding any other MBE procedure questions. Current listing of the MBE certified Contractors can be obtained [http://mbe.mdota.state.md.us/directory/search\\_select.asp](http://mbe.mdota.state.md.us/directory/search_select.asp).

## 4. Submit Evidence of Insurance

## a. Insurance

See Article XXI of the General Stipulations and Instructions to Bidders. The successful Contractor shall submit an actual certificate of insurance made in favor of MCPS within five workdays after a Pre-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 Department of Procurement, Montgomery County Board of Education shall be the insurance certificate holder.

## 5. Invoicing

- a. Bidder shall submit invoices, preferred electronically to project coordinator in the office of Facilities Management. Preferred electronically via email or regular mail to Montgomery County Public Schools, **45 West Gude Drive, Suite 4300, Rockville, Maryland 20850** for payment approval. **All invoices shall be similar to AIA Documents G702 & G703 identify pertinent information such as purchase order number, facility/building name and address where work was performed.** The MCPS project coordinator shall submit invoices and receiving reports to the Department of Controller to process 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, such as State CSD-1 inspections and MDE 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.**

**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 shall 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 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. **Contractor’s employees/workers without an MCPS contractor badge will be denied entry;** 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 contractor employee 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 during the installations. **Contractors shall secure all openings, at the end of the work day, during projects.**
8. Work area must be kept safe at all times; the area shall be left clean and ready for use at the end of each work day. The contractor must sweep floors and remove all debris generated by the work from the premises daily, adhering to **Montgomery County Executive Regulation No.1-15AM-Residential and Commercial Recycling, COMCOR 48.00.03 Solid Waste and Recycling**. The contractor shall track all recyclable materials such as metal, cardboard, commingle, yard waste, concrete, asphalt, and others. The contractor shall provide a monthly report to MCPS recycling manager, Mr. John Meyer via email John\_MeyerIII@mcpsmd.org that includes weight, dates and the facility to which each of the material was taken to be recycled.
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, parking areas damaged as a result of the work; restore damaged items to condition as good as existed prior to damage. Damaged lawns shall be repaired; fill ruts and holes with top soil apply one step Hydro-seed containing cellulose or wood fiber and grass seed, 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.

**F. CHANGES IN THE WORK**

1. Should 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. An MCPS CHANGE ORDER FORM **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 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 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 Contractor's responsibility to provide a written request for extension, as they deem

necessary with an explanation of justification. Using approved change orders as rationale for not completing on time will not be accepted without a written MCPS approved **extension**. If additional work is performed without MCPS authorization and/or written Change order, the contractor will be subject to reversing said work, or work and/or materials shall remain in place at no cost to MCPS. This shall be solely at MCPS' discretion.

2. The allowable, all inclusive mark-up for combined overhead, bonds, fringe benefits, union fees, 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 &amp; Profit</u>
\$0 - \$1,000	20%
\$1,001 - \$4,999	18%
\$5,000 - \$9,999	16%
\$10,000 - \$24,999	14%
Over \$24,999	Negotiated but not more than 10%

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

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

#### **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 each approved proposal, for the first five days. MCPS shall retain \$1,000.00 for each calendar day thereafter. The late charges shall be assessed by MCPS as a result of the late completion. This shall apply if the contractor fails to meet any specified target date as identified herein unless a written approval for extension has been granted by MCPS.
2. Failure to complete the work within the time specified will entitle MCPS to late charges. These charges will be deducted and retained out of any monies due 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 workforces and the sub-contractor's workforces 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 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 service overtime as required.
5. The MCPS contract 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 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 supervisor. 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 previously agreed completion date has passed. Late charges will be automatically deducted.**

#### **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 \$45.00 per hour depending on the individual working. This rate is estimated and could either be more or less than the quoted overtime rate. All overtime work must be requested **in writing** to the MCPS project coordinator, at least 48 hours in advance. This will allow MCPS staff sufficient time to coordinate the required building service staff participation. The Overtime Reimbursement Agreement under **APPENDIX 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 to the contract conditions or specifications will be made without the CIP Contracting Office Supervisor's approval and authorization by the director of the Department of Procurement.
2. After the award the MCPS project coordinator will be assigned, who will handle the day-to-day operation and installation coordination. Scheduling work onsite 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, copy to the Department 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 Contracts Office; supervisor, copy to the Department of Procurement or his/her designee;
  - j. Issue notice to the contractor to proceed with the project after receiving signed Change Order forms as required.
4. The MCPS project coordinator is **NOT** authorized to make determination, as opposed to recommendations, that alter, modify, terminate or cancel the contract, affect procurement, interpret ambiguities in the contract language, or waive MCPS' contractual rights.

**J. PROJECT CLOSE-OUT**

1. Initial Installation Punch-Out:
  - a. The contractor shall notify the MCPS project coordinator, **in writing**, that the work is complete and has been accepted by the State of Maryland, Department of Labor, Licensing & Regulation Elevator Safety Inspection Division and is ready for final punch-out inspection. Punch-out shall occur sufficiently in advance of the installation **completion date** to afford the Contractor time to rectify punch list corrections. Before calling for a punch-out, renovation of the passenger/freight elevator installation shall be completed and all areas shall be clear of construction materials and debris.
  - b. During punch-out, the following shall be present:
    - 1) Authorized representatives of MCPS
    - 2) Contractor

## 3) Elevator Design Consultant

- c. Upon completion of a punch-out, a written punch list shall be prepared by the Contractor and submitted to MCPS within five days.
2. The contractor is entitled to one punch-out inspection and one final inspection. 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.
3. 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-out items are 100% complete.
4. The contractor shall provide written warranty statements indicating start and end of warranty dates, both the contractor and MCPS shall sign this document.

**K. QUALITY ASSURANCE**

1. The contractor shall perform all installations in accordance with MCPS specifications herein and the manufacturer's installation procedures, and in compliance with all applicable codes. **A Factory Authorized Installer of the equipment offered shall perform all installations. Upon completion of the project the Contractor shall schedule an inspection of the installation by a representative of the equipment manufacturer to verify compliance and acceptance of the installation.** This inspection must be documented in writing to MCPS. Final payment will not be made until MCPS receives this documentation.
2. **The contractor shall be a manufacturer's authorized installer/representative for the brand of equipment offered. Contractor shall provide written documentation of their certification with their bid submittal.**
3. The work performed under this bid shall be the responsibility of a single contractor who shall perform overall project coordination.
4. The successful contractor shall be regularly engaged in the gear replacement that are similar to those specified herein and have been in business for, and has a minimum of, five years' experience. **Appropriately licensed trade persons shall perform all trade work. A copy of these licenses must be submitted to the MCPS project coordinator prior to performing any work. Bidder must provide a letter of information showing the number of years they have been in business and the number of years' experience in the principle trade of work to be included in their bid submission.**

**III. DETAILED SPECIFICATIONS****A. INTENT**

1. The contractor shall perform all required work necessary to perform the identified project at Stedwick Elementary School, adhering to all industry standards, manufacturer's installation instructions, and all safety requirements. All work shall be performed by a contractor certified by the manufacturer of the specified materials. The contractor shall be responsible for performing the actual work. No sub-contracting work other than specific trade related work such as electrical, mechanical, roofing, etc. shall be performed by sub-contractors.

**B. SCOPE OF WORK**

1. Federal Pacific Electrical Equipment Replacement at Stedwick Elementary School, as specified herein shall include but not limited to the following items in **APPENDIX G** and **APPENDIX H**.

## 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 Page)**



**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**

### **CHANGE ORDER FORM #\_\_\_\_\_**

Facility: \_\_\_\_\_ Projects Name: \_\_\_\_\_

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Change to original scope ☐ Increase scope ☐ Designer Errors ☐ DPS ☐ Design Changes

#### **General description of work to be performed:**

<b>Attach a detailed proposal with change order</b>	<b>FOR THE TOTAL SUM OF:</b>	<b>\$</b>

#### **Changes to the Contract:**

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

Completion Date: \_\_\_\_\_ Work Order #: \_\_\_\_\_

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

\_\_\_\_\_  
(Authorized Contractor Representative Acceptance)

\_\_\_\_\_  
Title (Date)

\_\_\_\_\_  
(MCPS Representative Approval)

\_\_\_\_\_  
Title (Date)

\_\_\_\_\_  
(MCPS Contract Supervisor Approval)

\_\_\_\_\_  
Title (Date)

**APPENDIX F**

**Montgomery County Public Schools**

**OVERTIME REIMBURSEMENT AGREEMENT**

Facility: \_\_\_\_\_

Contractor: \_\_\_\_\_

Description of work to be performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Hours Required: \_\_\_\_\_

Date: \_\_\_\_\_

Hours Required: \_\_\_\_\_

Date: \_\_\_\_\_

Hours Required: \_\_\_\_\_

Date: \_\_\_\_\_

Hours Required: \_\_\_\_\_

Date: \_\_\_\_\_

Hours Required: \_\_\_\_\_

Date: \_\_\_\_\_

Hours Required: \_\_\_\_\_

Date: \_\_\_\_\_

Hours Required: \_\_\_\_\_

**Notice: The 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 Contractors final invoice.**

\_\_\_\_\_  
(MCPS Representative Approval)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized Contractor Representative Acceptance)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(MCPS Contract Supervisor Approval)

\_\_\_\_\_  
(Date)



**APPENDIX G**

***STEDWICK ELEMENTARY SCHOOL FEDERAL PACIFIC  
ELECTRICAL EQUIPMENT REPLACEMENT***

***SPECIFICATIONS (SEE ATTACHED)***

**APPENDIX H**

***STEDWICK ELEMENTRY SCHOOL***

***DRAWINGS (SEE ATTACHED)***

## **APPENDIX I**

### **ASBESTOS FREE MATERIAL VERIFICATION FORM**

**PRODUCT TYPE:** \_\_\_\_\_

**MANUFACTURER:** \_\_\_\_\_

**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

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Contractor

---

Contractor Representative

---

Invitation to Bid #

---

Date

## APPENDIX J

### QUOTATION FORM

**COMPANY NAME:** \_\_\_\_\_

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Bidder shall supply all required information for each line item. Bidders shall submit a price for each line item. No partial bids will be allowed. **DO NOT ALTER THE QUOTATION FORM IN ANY WAY. Failure to comply with the above will be considered non-responsive and disqualify your bid. Prices below are to be all inclusive, including materials and installation labor cost.**

---

**Federal Pacific Electrical Equipment**  
**Replacement at Stedwick Elementary School**

**Item #**

**Description**

1. Design and perform the replacement of Federal Pacific Electrical Equipment replacement at Stedwick Elementary School as specified herein. Work to begin on site **June 22, 2026** and equipment shall be installed, operational, and State accepted for use by MCPS on or before **August 22, 2026**. This project shall be 100% completed as specified on or before **August 24, 2026**. This includes but not limited to all closeout tasks, punch out corrections, final inspections, demonstrations, training, documentation, equipment, etc., including the two-year maintenance agreement as specified herein.

Basis for Award \$ \_\_\_\_\_

Unit prices for labor and materials crew are requested as basis for the execution of change orders.

**Hourly Rate Electrician:** \$ \_\_\_\_\_

**Hourly Rate Electrician Helper:** \$ \_\_\_\_\_

## **APPENDIX J**

### **QUOTATION FORM - CONTINUED (Page 2 of 5)**

**COMPANY NAME:** \_\_\_\_\_

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

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

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

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

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

**Yes, I am interested** \_\_\_\_\_

**No, I am unable to participate** \_\_\_\_\_

- **ALL EQUIPMENT AND MATERIALS SHALL BE AVAILABLE FOR COMPLETION PER SCHEDULE. BIDDER HAS WRITTEN CONFIRMATION FROM THE MANUFACTURER THAT THE MATERIALS WILL BE DELIVERED IN TIME TO MEET THE COMPLETION DATE?**

**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** \_\_\_\_\_

**QUOTATION FORM - CONTINUED (Page 3 of 5)**

- **IS THE BIDDER AN AUTHORIZED REPRESENTATIVE AND INSTALLER OF THE MCPS APPROVED PRODUCT OFFERED?**

YES \_\_\_\_\_ NO \_\_\_\_\_

- **IS A COPY OF THE MARYLAND CONTRACTORS LICENSE SUPPLIED WITH BID SUBMISSION?**

YES \_\_\_\_\_ NO \_\_\_\_\_

- **HAS THE BIDDER SUBMITTED A COPY OF THE MARYLAND MASTER ELECTRICAL LICENSE OF WHO WILL MAINTAIN, INSPECT AND/OR PERFORM ELECTRICAL WORK IF AWARDED.**

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 THE BIDDER REVIEWED THE BIDDING DOCUMENT AND DRAWINGS IN DETAIL PRIOR TO SUBMITTING THEIR BID?**

YES \_\_\_\_\_ NO \_\_\_\_\_

- **HAS THE BIDDER VERIFIED PRODUCTS OFFERED ARE COMPATIBLE WITH EXISTING PRODUCTS AND THE BIDDER IS AWARE OF THE CONDITIONS UNDER WHICH THE WORK WILL BE PERFORMED?**

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 J**

**QUOTATION FORM - CONTINUED (Page 4 of 5)**

**COMPANY NAME:** \_\_\_\_\_

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

YES \_\_\_\_\_ NO \_\_\_\_\_

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

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 \_\_\_\_\_

## **APPENDIX J**

### **QUOTATION FORM - CONTINUED (Page 5 of 5)**

**COMPANY NAME:** \_\_\_\_\_

#### **CHECK OFF LIST FOR MANDATORY BID SUBMITTAL**

##### **Mandatory Submittals Check List:**

_____	<b>Signed Invitation for Bid, including Non-Debarment Acknowledgement</b>
_____	<b>Quotation Form (Pages 1-5)</b>
_____	<b>Addenda and Errata (If any, contractor is responsible to confirm)</b>
_____	<b>Licenses: Maryland Construction Business and</b>
_____	<b>Maryland Master Electrician and Electrical Business Licenses</b>
_____	<b>Statement of Experience and years in Business</b>
_____	<b>Manufacturer Authorization Letter</b>
_____	<b>MBE D-1A</b>
_____	<b>Bid Bond letter</b>
_____	<b>References</b>