

**Division of Financial Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
Department of Procurement, Suite 3100
45 West Gude Drive
Rockville, Maryland 20850**

Request for Proposal #9920.1

Full-Service Boiler, Burner, and Mechanical Support Services

1.0 INTENT

Montgomery County Public Schools (MCPS) is issuing this Request for Proposals (RFP) to solicit qualified vendors to provide a full-service boiler, burner, and related mechanical services for MCPS facilities. The intent of this RFP is to establish a contract with one or more vendors capable of delivering timely, high-quality, and code-compliant services across a diverse portfolio of school buildings and support facilities.

2.0 INTRODUCTION

Montgomery County Public Schools (MCPS) is the 15th largest school system in the United States, and the largest in the state of Maryland. During the 2025–2026 school year, it is projected that MCPS will serve more than 156, 000 students from 157 countries speaking 162 languages. With a Fiscal Year (FY) 2026 Operating Budget of approximately \$3.6 billion, MCPS employs more than 25,000 employees. Among the 211 schools that MCPS operates, 39 are National Blue-Ribbon schools. Six MCPS high schools rank in the top 200 of *The Washington Post*'s 2015 High School Challenge, and all 25 MCPS high schools appear on this list, which only includes the top 11 percent of high schools in the country. MCPS has one of the highest graduation rates among the nation's largest school districts, according to an *Education Week* report. In 2010, MCPS was the recipient of the Malcolm Baldrige National Quality Award, the highest presidential honor given to American organizations for performance excellence. The student demographics of MCPS in 2016 are as follows:

Hispanic/Latino: 35.3%
White: 23.9%
Black or African American: 21.6%
Asian: 13.7%
Two or more races: $\leq 5.3\%$
American Indian or Alaskan Native: $\leq 0.2\%$
Native Hawaiian or other Pacific Islander: $\leq 0.1\%$

3.0 SCOPE OF SERVICES

The successful bidder shall provide comprehensive services including, but not limited to, the following:

3.1 Boilers

Full-service boiler support shall include:

- **R-Stamp Repairs** – Certified repairs to pressure vessels and boilers in compliance with ASME code requirements.
- **MD-Certified & ASME-Certified Welding** – All welding shall be performed by certified welders in accordance with applicable national and local safety standards.
- **Cast Iron and Steel Boiler Replacements** – Complete removal, replacement, and installation of new boiler systems.
- **Boiler Repairs** – Retubing, gasket replacement, and code-compliant welding repairs.
- **Pressure Pipe Welding (PP Stamp)** – Certified welding services for boiler pressure piping systems.

3.2 Burners

Comprehensive burner services shall include:

- 24-hour emergency response for burner failures
- Sales and installation of new burners
- Burner conversions (gas, oil, or dual-fuel systems)
- Scheduled preventive maintenance and service contracts
- System controls installation, calibration, and troubleshooting
- Gas- and oil-related mechanical repairs
- Combustion efficiency testing and analysis to ensure safe and efficient operation

3.3 Refractory Services

Repair and installation of refractory linings in boilers, tanks, stacks, and incinerators

- Tank and stack linings to protect structural components
- Incinerator repair and refurbishment
- Supply of refractory materials for maintenance, repair, or system upgrades

3.4 Testing & Inspections

- Nondestructive testing (NDT), including ultrasonic, radiographic, magnetic particle, and dye penetrant examinations
- Preparation and support for state and insurance inspections
- Full compliance with all applicable local, state, and federal regulations

3.5 Fabrication

- Custom fabrication of breeching and smokestacks
- Ductwork design, fabrication, and installation for HVAC and mechanical systems

3.6 Heat Exchangers

- Repair, installation, and sales of shell-and-tube and plate heat exchangers
- U-bend replacements and related repairs

3.7 Rigging, Hauling, & Demolition

- Rigging and hauling of boilers and other mechanical equipment
- Demolition and removal of obsolete or damaged equipment
- Mechanical piping, valves, fittings, and equipment replacement or repair

3.8 Mechanical Services

- Services performed by MD HVAC licensed journeymen and WSSC-licensed gas fitters
- Complete installation, or retrofit of boilers and mechanical system pumps
- System troubleshooting, upgrades, and general mechanical repairs
- Mechanical pipe insulation installation and repair

3.9 Mechanical Insulation

- Insulation of boilers, pumps, and piping systems
- Repair and replacement of insulation to maintain energy efficiency and code compliance

3.10 Mobile Boiler Services

- 24-hour emergency hookup for temporary boiler installations
- High- and low-pressure hot water or steam boilers
- Gas and oil hookup services
- Temporary domestic hot water support

3.11 Boiler Parts & Cleaning

- Access to a complete inventory of boiler parts for maintenance and emergency replacement
- Full boiler cleaning services to optimize efficiency and extend equipment life

4.0 QUALIFICATIONS AND REQUIREMENTS

Bidders must demonstrate:

- Proven experience providing similar services for large institutional or public-sector clients
- Proper licensing and certifications, including ASME, R-Stamp, PP Stamp, MD HVAC licenses, and WSSC gas fitting licenses
- Availability of certified welders, experienced mechanics, refractory specialists, and insulation technicians
- Ability to provide 24-hour emergency response
- Compliance with all applicable safety, labor, and environmental regulations
- Awarded contractors will be required to use the Montgomery County Public Schools (MCPS) computerized maintenance management system. Account privileges will be provided by MCPS. All services will be documented and submitted on the MCPS CMMS system.

5.0 PROPOSAL LABOR RATES

Labor rates shall be valid for one (1) year (Dates TBD), with the option to renew upon mutual agreement and satisfactory performance.

Standard Labor Rates:

- Welders and Mechanics, Regular Time: \$ _____ per hour
- Welder, Foreman: \$ _____ per hour
- Helpers, Regular Time: \$ _____ per hour
- Insulation Mechanics: \$ _____ per hour
- Refractory Mechanics: \$ _____ per hour
- Boiler Cleaning Crew (1 Mechanic, 1 Helper, with Vacuum Truck): \$ _____ per hour

Overtime, premium time, travel, material markups, and emergency response rates, if applicable, shall be clearly identified.

6.0 CONTRACT TERM

The initial term of contract shall be for (1) year as stipulated in the RFP. However, the contract may not begin one day after approval by the MCPS Board of Education and will conclude as stated under the contract term. MCPS reserves the right to extend this contract at existing prices, terms and conditions for up to four additional one (1) year terms. Written notice indicating MCPS' intention to pursue the extension of the contract will be issued to the successful vendor 90 days prior to the expiration of the original contract. The vendor have (10) days from the date of notification to return the notice acknowledging its intent to accept or reject the extension.

Once all responses are evaluated, MCPS staff may make a recommendation to the MCPS Board of Education to extend the contract or decide to rebid. If the contract is extended by the MCPS Board of Education, a contract amendment will be issued.

7.0 CONTRACT TERMINATION

MCPS reserves the right to cancel the contract in whole or in part at any time in accordance with Article 12 of the MCPS General Contract Articles. MCPS also reserves the right to cancel the contract with a Respondent for failure to comply or failure to fulfill the terms of this contract in accordance with Article 13 of the MCPS General Contract Articles.

8.0 REFERENCES

Contractors are required to provide three (3) references. The references shall have company name, contact person, address and phone number of two (2) current customers for which a contract for similar services have been provided. If the reference information is not accurate and MCPS cannot contact the person(s) named your proposal may not be considered.

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

9.0 FORMAT OF RESPONSE

- 9.1 Response to this RFP shall be submitted in the same order as the RFP and provide an individual response to each RFP specification.
- 9.2 Contractors shall include any and all statements and representations made within their proposal in the contract for services with the MCPS. This includes, but is not limited to, the vendors' s point-by-point response to this RFP. If the vendor responds only "Understand and comply," it is assumed that the vendor complies with MCPS' understanding of the requirement.
- 9.3 MCPS shall not be responsible nor be liable for any costs incurred by the vendor in the preparation and submission of their proposals and pricing.
- 9.4 Pricing proposal shall be submitted as a separate document outlining content, timeline for implementation, training, professional development, etc.

10.0 MANDATORY SUBMISSIONS

Each offeror must submit a complete proposal including all required information and attachments. The response shall address each paragraph in the same order as the RFP and provide an individual response to each RFP specification. All proposals must be presented using the same numbering sequence and order used in this RFP document or as otherwise specified by MCPS. Offerors may request via e-mail

to [Comfort O Baiyeshea@mcpsmd.org](mailto:Comfort_O_Baiyeshea@mcpsmd.org), Buyer II, MCPS Department of Procurement a Microsoft Word version to help them in preparing the response.

One (1) original hard copy, one (1) electronic version on flash drive and one (1) redacted copy of responses must be sent by mail, courier or hand-delivery and shall be bound. A table of contents should be included and all pages numbered as referenced in the Table of Contents. No faxes or electronic submission of proposals will be accepted. Proposals are to be received no later than **2:00 p.m. on September 30, 2026**. Submit responses of the entire RFP proposal to:

Montgomery County Public Schools
Department of Procurement
45 West Gude Drive, Suite 3100
Rockville, MD 20850

Submissions will become the property of MCPS.

The proposal must be signed by an official who has authority to contract with MCPS. The firm and the official's name shall be used in the contract process. MCPS reserves the right to make an award without further discussion of the proposals received. MCPS may also negotiate with the one offeror who submits the best proposal or with two or more offerors who are in the competitive range. Therefore, it is important that the offeror's proposal be submitted initially on the most favorable terms from both the technical and cost standpoints. After the submission and closure of proposals, no information will be released until after the award. It is understood that the offeror's proposal will become a part of the official file on this matter without obligation to MCPS.

The proposal must be complete and comply with all aspects of these specifications. Marketing or promotional verbiage will likely overshadow the offeror's qualifications and expertise. MCPS urges the offeror to be specific and brief in their responses.

Offerors must include all statements and representations made within its proposal in the contract for services with MCPS unless otherwise agreed upon by MCPS and offeror during negotiations. This includes, but is not limited to, the vendor's point-by-point response to this RFP. If the offeror answers only "Understand and comply" it is assumed that the offeror complies with MCPS' understanding of the requirement.

MCPS shall not be responsible for or liable for any costs incurred by the offeror in the preparation and submission of their proposals and pricing.

Complete Response must include:

Proposals shall include, at a minimum:

- Company profile and relevant experience
- List of applicable licenses and certifications
- Description of emergency response capabilities
- Staffing plan and technician qualifications

- Proposed labor rates (see Section 5)
- References from similar clients
- Any exceptions or clarifications to the Scope of Services
- Equal Opportunities Certification (Attachment A)
- Certification of Non-segregated Facilities (Attachment B)
- Minority Business Enterprise (Attachment C)
- Non-Debarment Acknowledgement (Attachment D)
- Data Sharing form (Attachment E)
- Current Form W-9
- A separate redacted copy of offeror's proposal as specified in Sections 10.

11.0 TREATMENT OF TECHNICAL DATA IN PROPOSAL

The proposal submitted in response to this request may contain technical data which the offeror does not want used or disclosed for any purpose other than evaluation of the proposal. The use and disclosure of any such technical data, subject to the provisions of the Maryland Public Information Act, may be so restricted:

Provided, that offeror marks the cover sheet of the proposal with the following legend, specifying the pages of the proposal which are to be restricted in accordance with the conditions of the legend: "Technical data contained in pages ___ of this proposal shall not be used or disclosed, except for evaluation purposes."

Provided, that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, MCPS shall have the right to use or disclose these technical data to the extent provided in the contract.

This restriction does not limit the right of MCPS to use or disclose technical data obtained from another source without restriction.

MCPS assumes no liability for disclosure or use of unmarked technical data or products and may use or disclose the data for any purpose and may consider that the proposal was not submitted in confidence and therefore is releasable. Price and cost data concerning salaries, overhead, and general and administrative expenses are considered proprietary information and will not be disclosed, if marked in accordance with the instructions in 10.

12.0 PROPRIETARY AND CONFIDENTIAL INFORMATION

Offerors are notified that MCPS has unlimited data rights regarding proposals submitted in response to this solicitation. Unlimited data rights means that MCPS has the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, or perform publicly and display publicly any information submitted by the offeror in response to this or any solicitation issued by MCPS. However, MCPS will exempt information that is confidential commercial or financial information of an offeror, as defined by the Maryland Public Information Act, State Government Article, Section 10-617, from disclosure. It is the responsibility of the offeror to clearly identify each part of its proposal that is confidential commercial or financial information by stamping the **bottom right-hand corner** of each

pertinent page with one-inch bold face letters stating the words “**confidential**” or “**proprietary**.” The offeror agrees that any portion of the proposal that is not stamped as proprietary or confidential is not proprietary or confidential. As a condition for MCPS keeping the information confidential, the offeror must agree to defend and hold MCPS harmless if any information is inadvertently released. Each offeror must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIO requests.

13.0 EVALUATION CRITERIA

MCPS reserves the right to ask clarifying questions about submitted proposals. Offerors also may ask questions that they may have related to this RFP prior to submitting their responses. See Section 14.0, Schedule of Events. Only proposals received by the deadline will be considered.

MCPS reserves the right to convene a meeting with the top qualified offerors prior to awarding a contract. The purpose of the meeting will be to afford both parties an opportunity to discuss any aspects of the requirements and services that will be performed and clarify any issues. Issues raised during the meeting, which cannot be resolved to the satisfaction of MCPS, shall be cause to reject the proposal. In addition, vendors shall be prepared to provide a product and services demonstration, providing an overview of the proposed product and services at no cost to MCPS.

All offerors are advised that in the event of receipt of an adequate number of proposals, which, in the opinion of MCPS require no clarification and/or supplementary information, such proposals may be evaluated without further discussions. Therefore, proposals should be submitted initially on the most complete and favorable terms and conditions. Should proposals submitted require additional clarification and/or supplementary information, offerors should be prepared to submit such additional clarification and/or supplementary information, in a timely manner, when requested.

Proposals meeting all requisite criteria will be evaluated. Those who do not meet requisite criteria will not be evaluated further. Selection will be made on the basis of the criteria listed below.

Proposals will be evaluated based on:

Scoring Rubric (100-Point Scale)

Category	Weight	Evaluation Standards
Experience and Qualifications	25 points	Evaluation of the vendor's experience providing similar boiler, burner, and mechanical services for large institutional or public-sector clients. Assessment of licenses, certifications (ASME, R-Stamp, PP Stamp, MD HVAC, WSSC gas fitting), qualified personnel, corporate capability, and technical expertise.
Compliance with Scope and Requirements	25 points	Degree to which the proposal addresses and demonstrates the ability to perform all required services, including boiler repair and replacement, burner services, refractory work, inspections, fabrication, heat exchanger services, mechanical services, insulation, mobile boiler support, and

		parts/cleaning. Evaluation of compliance with code, safety, and regulatory requirements.
Cost Competitiveness and Transparency	15 points	Evaluation of proposed labor rates, overtime rates, emergency response charges, travel costs, material markups, and overall pricing reasonableness, competitiveness, and transparency.
Responsiveness and Emergency Capabilities	20 points	Assessment of the vendor's ability to provide 24-hour emergency response, staffing availability, response procedures, mobile boiler support, and capability to support urgent operational needs across MCPS facilities.
References and Past Performance	15 points	Review of a minimum of five references and past performance with comparable clients, particularly large school districts, public agencies, or institutional facilities. Evaluation of quality, reliability, and customer satisfaction.

14.0 SCHEDULE OF EVENTS

The anticipated schedule of activities related to this RFP is as follows:

RFP issued: August 19, 2026
Questions Due: August 28, 2026 at 4:00pm
Responses Posted: September 14, 2026
Proposals Due: September 30, 2026 at 2:00pm
Anticipated award date: October 22, 2026

All dates are subject to change at the discretion of MCPS.

15.0 PRE-PROPOSAL CONFERENCE

Not applicable to this RFP.

16.0 ADDENDA/ERRATA

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the offeror's responsibility to check the MCPS website under "Event Calendar" <https://ww2.montgomeryschoolsmd.org/calendar/mcpsbids.aspx> or contact the Buyer II, Comfort Baiyeshea at comfort_o_baiyeshea@mcpsmd.org and the Department of Procurement at procurement@mcpsmd.org to verify whether addenda/errata have been issued. In the event that MCPS issues addenda/errata, all terms and conditions will remain in effect unless they are specifically and explicitly changed by the addenda/errata. Offerors must acknowledge receipt of such addenda/errata by returning one signed copy of each of the addenda/errata with its proposal. Failure to provide the signed acknowledgement of the addenda/errata may result in a bid being deemed non-responsive.

17.0 eMARYLAND MARKETPLACE ADVANTAGE (EMMA)

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

18.0 MULTI-AGENCY PARTICIPATION

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

19.0 INQUIRIES

Inquiries regarding this solicitation must be submitted in writing to Comfort Baiyeshea, MCPS Department of Procurement Buyer II, 45 W. Gude Drive, Suite 3100, Rockville, MD 20850 or via email to comfort_o_baiyeshea@mcpsmd.org and procurement@mcpsmd.org. Questions are due at **4:00 p.m. on August 28, 2026**. Responses will be posted on the MCPS Procurement website on **September 14, 2026**. The Board will not be responsible for any oral or telephone explanation or interpretation by any agent or employee of MCPS. Any binding information given to an offeror in response to a request will be furnished to all offeror as addenda/errata, if such information is deemed necessary for the preparation of proposals, or if the lack of such information would be detrimental to the uninformed offerors. Only such addenda/errata, when issued by MCPS, will be considered binding on MCPS.

Contact by offerors with any other MCPS employee regarding this solicitation until the contract is awarded by MCPS will be considered by MCPS as an attempt to obtain an unfair advantage and result in non-consideration of its RFP response. The MCPS Procurement website address is www.montgomeryschoolsmd.org/departments/procurement/.

20.0 UNNECESSARILY ELABORATE BROCHURES

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork and expensive visual and other presentation aids are neither necessary nor wanted.

21.0 RFP PROTESTS

Any RFP protests, including appeals, will be governed by the applicable MCPS Department of Procurement Regulations. The burden of production of all relevant evidence, data and documents and the burden of persuasion to support the protest is on the offeror making the protest.

22.0 CONTRACT

MCPS plans to enter a contractual agreement with Respondent(s) to whom the award is made and intends to make MCPS General Contract Articles, attached hereto and incorporated herein as Appendix A, part of the contractual agreement, except and unless modified by MCPS. In addition, the Contractor will ensure that all staff abide by the provisions of the MCPS General Contract Articles. Proposals must clearly identify any variances from or objections to the specifications in this RFP and the terms and conditions of the MCPS General Contract Articles. Lacking any response to the contrary, MCPS will infer that the Respondent agrees to the specifications of this RFP and each term and condition of the MCPS General Contract Articles. Respondents should note that any variance may provide a basis for MCPS to reject the proposal. **In particular, the provisions set forth in Articles 5, 12-14, 16-18, 21-24, 26, and 28 of the MCPS General Contract Articles are non-negotiable.**

23.0 WORK-BASED LEARNING FOR EMPLOYER

In an effort to build a robust program to offer students work opportunities through apprenticeships and internships, MCPS partners with employers to find talented youth for high demand careers. MCPS trains and supports youth employees for your organization so you can help our talented youth move into careers that support your business.

Please acknowledge below your interest in partnering with MCPS and the [work-based learning program](#). If you are not interested in participating in this program, it **does not impact the award** of this bid favorably or negatively.

Yes, I am interested in partnering _____

If yes, please complete the information in the following link and someone will contact you with more information:

[MCPS Employer Interest Form](#)

No, I am not interested in partnering _____

24.0 NOTICE TO BIDDERS

The appropriate items below must be completed as part of the RFP. Failure to comply may disqualify your bid. Type or print legibly in ink.

I. VENDOR INFORMATION: As appropriate, check and/or complete one of the items below.

1. Legal name (as shown on your income tax return) _____
2. Business Name (if different from above) _____
3. Tax Identification Number _____

A copy of your W-9 must be submitted with this bid response.

II. VENDOR'S CONTACT INFORMATION: This will be filed as your permanent contact information.

Company Name _____

Address _____

Bid Representative's Name _____

Phone Number/Extension _____

Email Address _____

Website _____

III. VENDOR'S CERTIFICATION: Upon notification of award, MCPS intends to enter into a contract agreement. By signing below, the undersigned acknowledges that he/she understands the intent to contract with MCPS.

A. The undersigned proposes to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. This certifies that this bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same supplies, materials, or equipment, and is in all respects fair and without collusion or fraud.

B. I hereby certify that I am authorized to sign for the bidder and that all statements, representations, and information provided in this response to the Request for Proposals, including but not limited to the Non-Debarment Acknowledgement, are accurate.

IV. ANTI-LOBBING

The Contractor will comply with the Byrd Anti-Lobbing Amendment (31 U.S.C 1352) and certifies to the tier

above that it will not and not used Federal appropriated funds to pay a person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by U.S.C 1352. If applicable, contractor will complete the disclosure of lobbying with non-Federal funds using Lobbying Activities Form (Form SF-LLL) and submit to {insert name of contracting entity} annually.

By (Signature) _____

Name and Title _____

Witness Name and Title _____