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

**Request for Proposal #9921.1**

**Department of Facilities Maintenance and Operations Uniform Program**

## 1.0 INTENT

The Contractor shall provide a comprehensive uniform management program for Montgomery County Public Schools (MCPS) Department of Facilities Maintenance & Operations, including the supply, delivery, customization, and management of uniforms and protective garments for designated MCPS staff groups. Uniforms must meet or exceed all applicable local, state, and federal safety requirements for school system facilities, maintenance, custodial, and transportation operations.

## 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: 35.2%
White: 23.4%
Black or African American: 21.9%
Asian: 13.8%
Two or more races: ≤ 5.5%
American Indian or Alaskan Native: ≤0.2%
Native Hawaiian or other Pacific Islander: ≤0.1%

## 3.0 SCOPE OF SERVICES

The successful contractor shall provide **separate online catalogs** for the following MCPS operational groups:

### 3.1 Catalogues and Uniform Items

- Facilities Maintenance
- Building Service (Custodial)
- Facilities Operations

Catalogs must be accessible to the MCPS Contract Administrator within **14 calendar days** of receiving the approved uniform list. Contractor shall maintain an up-to-date catalog on their website at all times.

### 3.2 Required Uniform Garments

Uniforms must be appropriate for school system facilities and operations staff. Categories include:

A. Coveralls & Overalls

- Men's & Women's Coveralls (lined/unlined)
- Bib Overalls (lined/unlined)
- Optional: Fire-resistant garments for electricians or high-risk trades (if required by MCPS)

B. Shirts

- Work Shirts (short & long sleeve)
- Polo Shirts (cotton, poly/cotton, moisture-wicking)
- T-Shirts (cotton, moisture-wicking, pocket/no pocket)
- Sweatshirts (crewneck or hooded)

C. Pants

- Work Pants (poly/cotton or 100% cotton)
- Cargo Pants
- Jeans
- Women's-fit options

D. Outerwear

- Work Jackets
- Hooded Sweatshirts
- Insulated Jackets
- High-visibility outerwear for transportation or grounds staff

E. Safety Wear

- ANSI Class 2 or 3 High-Visibility Shirts, Jackets, and Rain Gear
- Reflective vests (if required)

F. Footwear (If included in contract)

- Work Boots
- Waterproof Boots
- Socks

G. Headwear

- Baseball Caps
- Knit Hats
- Optional: Sun-protection hats for ground crews

### 3.3 Uniform Account Management System

The Contractor shall provide an online system that includes:

- Employee, department, and administrator profiles
- Real-time stock availability
- Order status and shipping notifications
- Delivery tracking
- Size guides
- Reporting tools (Excel export required)

**Reports must include:**

- Order Status
- Allowance Usage
- Catalog Inventory
- Invoices

**System must be available 24/7.**

### 3.4 Uniform Services

- On-site or virtual meetings
- Alterations and repairs
- Quick-ship packages for new hires (within 3 business days)

## 4.0 REQUIREMENTS AND RESPONSIBILITES

Contractor Responsibilities:

- Provide a dedicated customer service representative
- Maintain customer service hours aligned with MCPS business hours
- Track employee allowances and prevent unauthorized orders
- Provide style samples upon request

- Provide detailed invoices with itemized pricing
- Provide back-order plans and timelines
- Deliver uniforms to MCPS-designated locations
- Maintain all labor, materials, and equipment necessary to fulfill the contract

### 4.1 MCPS Responsibilities

- Provide a Contract Administrator
- Communicate additions, deletions, or changes to uniform requirements
- Approve catalog updates and substitutions
- Oversee contract performance

## 5.0 UNIFORM MEASUREMENTS

- Contractor shall provide a U.S. Standard Sizing Guide and offer sizes including:
- Standard: Small through 8XL
- Tall: Small through 6XL

On-site measuring sessions must be conducted at MCPS facilities within **7 calendar days** of request.

### 5.1 Quality Assurance

Contractor must inspect all garments before shipment to ensure:

- Correct fabric weight, construction, size, and color
- Accurate embroidery/screen printing
- No defects

### 5.2 Logos and Branding

### 5.3 Embroidery

- MCPS logo embroidered on polos, jackets, hats, and other designated items
- Colors: white, black, or gray (MCPS will specify)
- Samples must be approved before production

### 5.4 Silk-Screening

- T-shirts and safety wear shall include MCPS branding
- Placement must be approved by MCPS prior to production

### 5.5 Safety Garments

If MCPS requires fire-resistant garments for electricians or trades, they must meet **NFPA 70E** standards.

### 5.6 Garment Labels

Labels must include:

- Size
- Brand
- Product number
- Fiber content
- Country of origin
- Care Instructions

### 5.7 Additions/Deletions

MCPS may add or remove uniform items, colors, or categories at any time. Catalog updates must be completed within **30 days.**

### 5.8 Substitutions

No substitutions allowed without MCPS approval. Substituted items must match or exceed original specifications and may not exceed original pricing.

### 5.9 Returns/Exchanges

Contractor must accept returns at no cost to MCPS for unworn, unwashed items with tags attached within **30 days.**

### 5.10 Minimum Orders

No minimum order quantities are permitted.

### 5.11 Delivery and On-site Measuring

Contractor shall conduct on-site measuring sessions at MCPS facilities such as:

- Central Maintenance Depot
- Transportation Depots
- School Facilities (as required)

### 5.12 Exempt Purchases

MCPS reserves the right to procure uniforms from other sources if:

- Contractor cannot meet schedule
- Items do not meet MCPS requirements
- Emergency conditions require alternate procurement

### 5.13 Transition

Contractor shall participate in implementation meetings and provide an onboarding plan.

### 5.14 Training

Contractor shall provide training for MCPS staff on the uniform ordering portal.

## 6.0 CONTRACT TERM

The initial term of contract shall be for one (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 term. 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 ten (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

All offerors shall include a list of a minimum of five references who use the firm's digital content, assessments, professional development, and customization services who can attest to the firm's quality of work and, if possible, shall include school districts of comparable size to MCPS that have utilized the respondents' services. Include names of clients, contact person, email address and phone number of all references. Also, as an attachment, offerors shall include a list of current school district clients.

References may or may not be reviewed or contacted at the discretion of MCPS. Typically, only references from the top ranked short-listed offerors are contacted. MCPS reserves the right to contact references other than, and/or in addition to, those furnished by an offeror.

| Company Name & Address | Contact Person | Phone Number |
|---|---|---|

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 Proposals shall be submitted as a separate document outlining content, timeline for implementation, training, professional development, and price under the Quotation Form under Appendix A, 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, 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 January 14, 2027**. 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
- References from similar clients
- Any exceptions or clarifications to the Scope of Services
- Equal Opportunities Certification (Attachment A)
- Certification of Non-segregated Facilities (Attachmnt 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 11.

## 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 MPIA 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. As appropriate, the vendor shall be responsible for the installation of the proposed products and services and any third-party software at the District-designated demonstration facility before the demonstration, as necessary. If requested by MCPS, the top qualified offeror(s) shall provide MCPS with an opportunity to access and review the vendor's system as in operation at that time, via the Internet from a MCPS computer, to ensure conformity to the requirements of this RFP as well as for the quality and ease of the user interface.

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:

1. Experience and qualifications
2. Compliance with scope and requirements
3. Responsiveness and emergency capabilities
4. Cost competitiveness, transparency and pricing
5. References and past performance

## 14.0 SCHEDULE OF EVENTS

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

| | |
|---|---|
| **RFP issued:** | **November 23, 2026** |
| **Questions Due:** | **December 3, 2026 at 4:00pm** |
| **Responses Posted:** | **December 10, 2026** |
| **Proposals Due:** | **January 14, 2027 at 2:00pm** |
| **Anticipated award date:** | **February 22, 2027** |

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 December 3, 2026.** Responses will be posted on the MCPS Procurement website on **December 10, 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

B, 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 _____

# APPENDIX A

# QUOTATION FORM/ ITEM SPECIFICATIONS