

Purchasing Office
191 South East St
Frederick, Maryland 21701
301-644-5212 phone
301-644-5213 fax



Stephen P. Starmer, C.P.M., CSBA,
Purchasing Manager
Kim Miskell, Assistant Purchasing Manager
Bill Meekins CPPB, CPCP, Purchasing Agent
Billie Laughland, Purchasing Agent
Shane Ryberg, Purchasing Agent

BID NUMBER/BID NAME: RFP 17M10, Building Automation Parts, Service and Maintenance

BID ISSUE DATE: March 23, 2017

BID CONTRACT MANAGER: Billie Laughland, Purchasing Agent, billie.laughland@fcps.org

BID CONTRACT ADMINISTRATOR: Curtis Orndorff, Building Maintenance Manager, curtis.orndorff@fcps.org

QUESTIONS: Questions due no later than 4:00 P.M., local time, on April 7, 2017. Submit questions in writing to the Contract Manager listed above with a copy to the Contract Administrator.

PRE-BID DATE: 11:00 A.M., local time, April 5, 2017(Attendance is encouraged, but not mandatory.)

PRE-BID LOCATION: FCPS Operations Building
7446 Hayward Road
Frederick, MD 21702

OBTAINING BID DOCUMENTS: To view and/or download this solicitation package please visit our webpage at: www.fcps.org/bidlist. If you have problems downloading this bid or applicable addenda, contact: Krista Long at krista.long@fcps.org

BONDS REQUIRED: No

MBE REQUIREMENTS: No

BID DUE: 2:00 P.M., local time, on April 27, 2017.
Faxed or emailed bids are not acceptable.

SEALED BID DELIVERED TO: Frederick County Public Schools
Attn: Purchasing Department
191 South East Street
Frederick, MD 21701
(Parking is available at Deck #5 on All Saints Street)

Bid proposal must be properly marked with vendor's business name, address, Bid Name and Number on the envelope or package.

TENTATIVE AWARD DATE: BOE Work Session, scheduled on: June 14, 2017

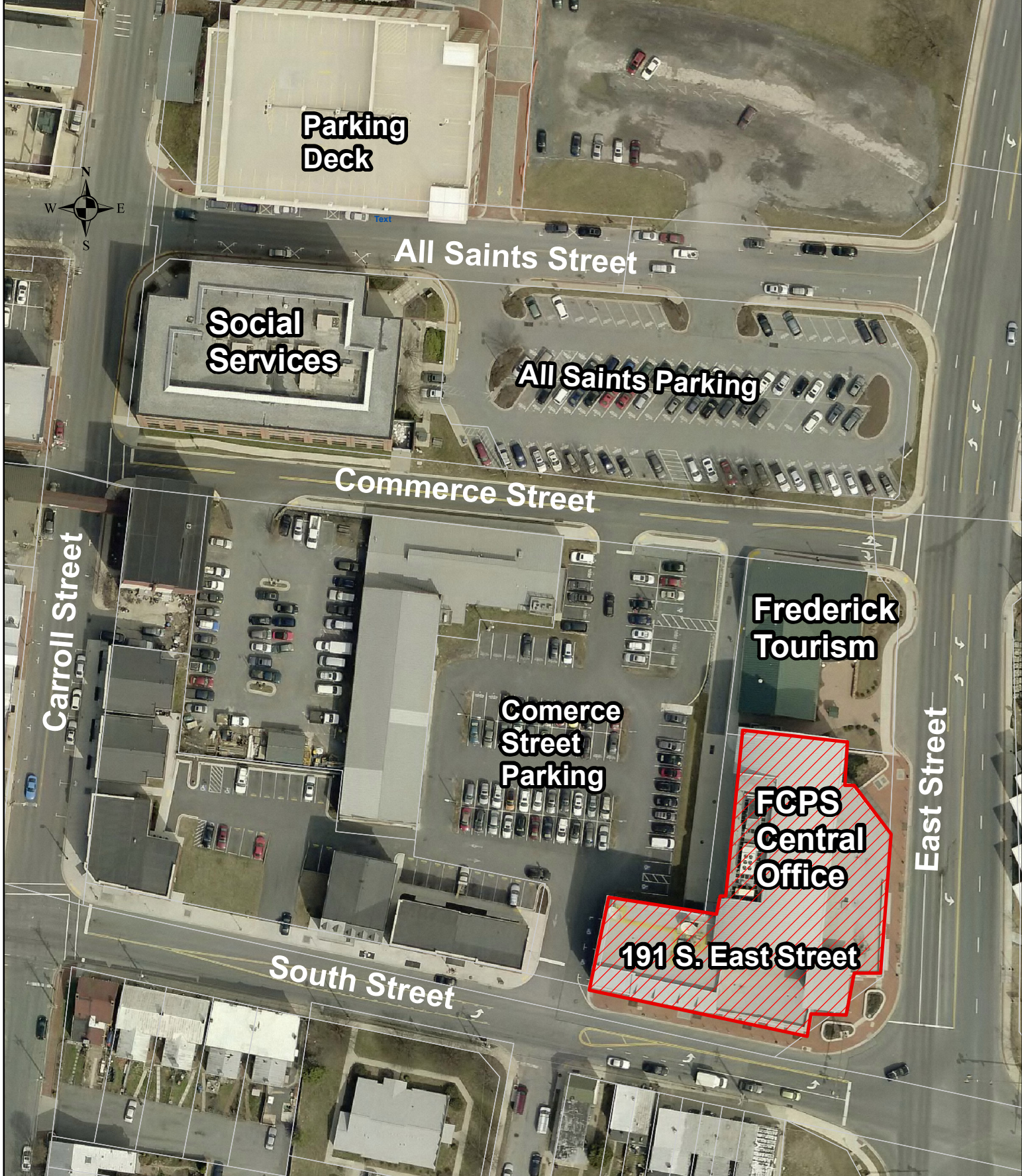
ELIGIBILITY TO BID: All Frederick County Public School vendors and or contractors interested in bidding on FCPS projects must register at www.emarylandmarketplace.com. FCPS will no longer accept bidder's applications.

TABLE OF CONTENTS

COVER PAGE	1
TABLE OF CONTENTS	2-3
FCPS CENTRAL OFFICE MAP	4
FCPS CALENDAR	5
FCPS DIRECTORY OF SCHOOLS	6-7
GENERAL TERMS AND CONDITIONS - SECTION I	8-24
Bidder Registration	
Pre-Bid Meeting	
Receipt of Bids	
Opening of Bids	
Addenda	
Preparation of Bid	
Standard of Quality, "Or Equal Clauses," And Substitutions	
Samples	
Bid Pricing	
Taxes	
Guarantees and Warranties	
Bid Opening	
Errors in Bid Submissions	
Awards or Rejection of Bids	
Contract Formation	
Protests	
Contract Assignment	
Multi-Year Contract	
Hold Harmless	
Contract Disputes	
Termination for Default	
Termination for Convenience	
Governing Law and Venue	
Multi-Agency Participation	
Packaging and Delivery Requirements	
Billing and Payment	
Compliance with Specifications	
Liquidated Damages	
Safety Requirements	
Laws and Regulations	
Patents	
Technology-Based Instructional Products	
Employment of Child Sex Offenders and Persons With Uncontrolled Access to Students	
Drug, Alcohol, And Tobacco-Free Workplace	
Weapon Possession on School Property	
Foreign Language Translator Requirement	
Illegal Immigrant Labor	
Student/Staff Confidentiality	
Public Information Act Notice	
Force Majeure	
Ethics Policy	
Non-Collusion	
Conflict Of Interest	
Emarylandmarketplace Registration	

TABLE OF CONTENTS

SPECIFIC TERMS AND CONDITIONS - SECTION II	25-33
Scope	
Contract Period	
Background	
Pricing	
Contract Terms	
Bids for All or Part	
Preparation of Proposal	
Evaluation Criteria and Award	
Vendor Performance Evaluation	
Authorized Dealers	
Damages/Responsibilities for Items Tendered	
Bid Bond (Not Applicable)	
Performance and Payment Bonds (Only Applicable if Requested for a Specific Job)	
Contractor's and Subcontractor's Insurance	
Local Licensing of Trade Persons	
Inspection of Site	
Protection of Work and Property	
Inspections and Correction of Work	
Changes in Work	
Documentation and Work Order System	
APPENDIX A – BIDDER QUALIFICATION, TECHNICAL AND COST PROPOSAL REQUIREMENTS	34-37
APPENDIX B – BAS STANDARDS	38-49
APPENDIX D – DOCUMENTATION AND WORK ORDER SYSTEM	50
FORM OF PROPOSAL 1 – HOURLY RATES AND MATERIALS	51
FORM OF PROPOSAL 2 – SAMPLE PROJECT PRICING	52
FORM OF PROPOSAL 3 – ANNUAL MAINTENANCE AGREEMENT	53
FORM OF PROPOSAL 4 – TRAINING COSTS	54
SIGNATURE ACKNOWLEDGING COST PROPOSAL FORM/ADDENDA	55
STATUTORY AFFIDAVIT AND NON-COLLUSION CERTIFICATION FORM	56-57
CERTIFICATION OF COMPLIANCE FORM	58



Frederick County Public Schools
191 S. East Street



Frederick County Public Schools, MD, School Year 2016-17 Calendar

August 2016

08 Mon New Teachers Report—New-Hire Symposium
16 Tue Teachers Report to Work: Training and Preparation
22 Mon First Day of School for Students

September 2016

05 Mon Schools Closed. Labor Day
22 Thu 2-Hour Early Dismissal for Students: Teacher Mid-Term Work Session
23 Fri Schools Closed. Fair Day

October 2016

03 Mon Schools Closed. Rosh Hashanah
12 Wed Schools Closed. Yom Kippur
21 Fri Schools Closed for Students: Teacher Professional Development Day
28 Fri End of Term 1
31 Mon Schools Closed for Students: Teacher Work Day

November 2016

01 Tue Term 2 Begins
08 Tue Schools Closed: Election Day
09 Wed Elementary Evening Parent-Teacher Conferences: Elem Schools Open 4 Hours Late; Middle and High Schools Are Full Day
10 Thu Elem & Middle School Evening Parent-Teacher Conferences: Those Schools Open 4 Hours Late; High School Is Full Day
11 Fri Elem & Middle School Afternoon Parent-Teacher Conferences: Those Schools Dismiss 3.5 Hours Early; High School Is Full Day
23 Wed Schools Closed: Thanksgiving Break
24-25 Thu-Fri Schools Closed: Thanksgiving and American Indian Heritage Day

December 2016

09 Fri 2-Hour Early Dismissal for Students: Teacher Mid-Term Work Session
23-30 Fri-Fri Schools Closed: Winter Break

January 2017

02 Mon Schools Closed: Winter Break
03 Schools Re-Open
16 Mon Schools Closed: Dr. Martin Luther King Jr. Day
20 Fri End of First Semester and Term 2
23 Mon Schools Closed for Students: Teacher Work Day
24 Tue Second Semester and Term 3 Begin

February 2017

20* Mon Schools Closed: Presidents' Day
21 Tue Schools Closed for Students: Teacher Professional Development Day
27 Mon 2-Hour Early Dismissal for Students: Teacher Mid-Term Work Session

March 2017

13 Mon 2-Hour Late Start for Students: Teacher Work Session
30 Thu End of Term 3
31 Fri Schools Closed for Students: Teacher Work day

April 2017

03 Mon Term 4 Begins
14 Fri Schools Closed: Good Friday
17 Mon Schools Closed: Easter Monday
18-21* Tue-Fri Schools Closed: Spring Break

May 2017

12 Fri 2-Hour Early Dismissal for Students: Teacher Mid-Term Work Session
26 Fri 2-Hour Early Dismissal for Students: Teacher Work Session
29 Mon Schools Closed: Memorial Day

June 2017

16* Fri 2-Hour Early Dismissal/Last Day of School for Students: Teacher Work Session
19* Mon Last Day of School for Teachers

*Includes 6 days for snow or other emergency closings. If no snow days are used, the last day for students is June 8. If some but not all days are needed, the school year will be shortened by the number of unused days to provide 180 days for students. If more days are needed, we will make them up in this order: February 20, April 18, 19, 20, 21 and/or at the end of the school year; dates are subject to BOE revision.

DIRECTORY OF SCHOOLS

ELEMENTARY

1. **Ballenger Creek*** **240-236-2500**
Ms. Kristen Canning, Principal
5250 Kingsbrook Drive
Frederick, MD 21703
Fax 240-236-2501
2. **Brunswick ♦♦** **240-236-2900**
Mr. Justin McConnaughey, Principal
400 Central Avenue
Brunswick, MD 21716
Fax 240-236-2901
3. **Carroll Manor ♦♦** **240-236-3800**
Ms. Kimberly Huffer, Principal
5624 Adamstown Road
Adamstown, MD 21710
Fax 240-236-3801
4. **Centerville** **240-566-0100**
Ms. Tracy Hilliard, Principal
3601 Carriage Hill Drive
Frederick, MD 21704
Fax 240-566-0101
5. **Deer Crossing ♦** **240-236-5900**
Ms. Heather Michael, Principal
10601 Finn Drive
New Market, MD 21774
Fax 240-236-5901
6. **Emmitsburg *** **240-236-1750**
Ms. Mary Ann Wiles, Principal
300 South Seton Avenue
Emmitsburg, MD 21727
Fax 240-236-1751
7. **Glade ♦♦** **240-236-2100**
Mr. Lorcán ÓhEithir, Principal
9525 Glade Road
Walkersville, MD 21793
Fax 240-236-2101
8. **Green Valley** **240-236-3400**
Ms. Leigh Warren, Principal
11501 Fingerboard Road
Monrovia, MD 21770
Fax 240-236-3401
9. **Hillcrest *** **240-236-3200**
Ms. Kimberly Seiss, Co-Principal
Mr. Karl Williams, Co-Principal
1285 Hillcrest Drive
Frederick, MD 21703
Fax 240-236-3201
10. **Kempton** **240-236-3500**
Ms. Sharon West, Principal
3456 Kempton Church Road
Monrovia, MD 21770
Fax 240-236-3501
11. **Lewistown** **240-236-3750**
Ms. Shirley Olsen, Principal
11119 Hessong Bridge Road
Thurmont, MD 21788
Fax 240-236-3751
12. **Liberty** **240-236-1800**
Mr. Todd Shaffer, Principal
11820 Liberty Road
Frederick, MD 21701
Fax 240-236-1801
13. **Lincoln ♦♦** **240-236-2650**
Ms. Kathryn Golightly, Principal
200 Madison Street
Frederick, MD 21701
Fax 240-236-2651
14. **Middletown** **240-236-1100**
Grades 3-5
Mr. Randy Perrell, Principal
201 East Green Street
Middletown, MD 21769
Fax 240-236-1150
15. **Middletown Primary ♦♦** **240-566-0200**
Grades Pre-K–2
Ms. Karen Hopson, Principal
403 Franklin Street
Middletown, MD 21769
Fax 240-566-0201
16. **Monocacy *** **240-236-1400**
Mr. Troy Barnes, Principal
7421 Hayward Road
Frederick, MD 21702
Fax 240-236-1401
17. **Myersville** **240-236-1900**
Ms. Kathy Swire, Principal
429 Main Street
Myersville, MD 21773
Fax 240-236-1901
18. **New Market *** **240-236-1300**
Mr. Jason Bowser, Principal
93 West Main Street
New Market, MD 21774
Fax 240-236-1301

19. **New Midway-Woodsboro**
Mr. Giuseppe Di Monte, Principal
A) New Midway **240-236-1500**
Grades 3-5
12226 Woodsboro Pike
Keymar, MD 21757
Fax 240-236-1501
B) Woodsboro * **240-236-3700**
Grades Pre-K–2
101 Liberty Road
Woodsboro, MD 21798
Fax 240-236-3701
20. **North Frederick *** **240-236-2000**
Ms. DeVeda Coley, Principal
1010 Fairview Avenue
Frederick, MD 21701
Fax 240-236-2001
21. **Oakdale ♦♦** **240-236-3300**
Ms. Kimberly Clifford, Principal
5830 Oakdale School Road
Ijamsville, MD 21754
Fax 240-236-3301
22. **Orchard Grove ♦♦** **240-236-2400**
Ms. Debra Myers, Principal
5898 Hannover Drive
Frederick, MD 21703
Fax 240-236-2401
23. **Parkway** **240-236-2600**
Ms. Stephanie Brown, Principal
300 Carroll Parkway
Frederick, MD 21701
Fax 240-236-2601
24. **Sabillasville** **240-236-6000**
Ms. Kate Krietz, Principal
16210-B Sabillasville Road
Sabillasville, MD 21780
Fax 240-236-6001
25. **Spring Ridge ♦♦** **240-236-1600**
Ms. Patricia Hosfelt, Principal
9051 Ridgefield Drive
Frederick, MD 21701
Fax 240-236-1601
26. **Thurmont (Gr. 3-5)** **240-236-0900**
Ms. Christina McKeever, Principal
805 East Main Street
Thurmont, MD 21788
Fax 240-236-0901
27. **Thurmont Primary ♦♦** **240-236-2800**
Grades Pre-K–2
Ms. Karen Locke, Principal
7989 Rocky Ridge Road
Thurmont, MD 21788
Fax 240-236-2801

28. **Tuscarora** **240-566-0000**
Dr. Kimberly Mazaleski, Principal
6321 Lambert Drive
Frederick, MD 21703
Fax 240-566-0001
29. **Twin Ridge ♦♦** **240-236-2300**
Ms. Susan Gullo, Principal
1106 Leafy Hollow Circle
Mt. Airy, MD 21771
Fax 240-236-2301
30. **Urbana ♦** **240-236-2200**
Mr. Allie Watkins, Principal
3554 Urbana Pike
Frederick, MD 21704
Fax 240-236-2201
31. **Valley *** **240-236-3000**
Ms. Elizabeth Little, Principal
3519 Jefferson Pike
Jefferson, MD 21755
Fax 240-236-3001
32. **Walkersville** **240-236-1000**
Ms. Tess Blumenthal, Principal
83 West Frederick Street
Walkersville, MD 21793
Fax 240-236-1050
33. **Waverley ♦♦** **240-236-3900**
Ms. Jan Hollenbeck, Principal
201 Waverley Drive
Frederick, MD 21702
Fax 240-236-3901
34. **Whittier ♦♦** **240-236-3100**
Ms. Amy Schwiegerath, Principal
2400 Whittier Drive
Frederick, MD 21702
Fax 240-236-3101
35. **Wolfsville *** **240-236-2250**
Ms. Susan Kreiger, Principal
12520 Wolfsville Road
Myersville, MD 21773
Fax 240-236-2251
36. **Yellow Springs** **240-236-1700**
Ms. Jana Strohmeier, Principal
8717 Yellow Springs Road
Frederick, MD 21702
Fax 240-236-1701

MIDDLE

37. **Ballenger Creek** **240-236-5700**
Ms. Jeneen Stewart, Principal
5525 Ballenger Creek Pike
Frederick, MD 21703
Fax 240-236-5701
38. **Brunswick** **240-236-5400**
Mr. Jay Schill, Principal
301 Cummings Drive
Brunswick, MD 21716
Fax 240-236-5401

HIGH

50. **Brunswick** **240-236-8600**
Mr. Michael Dillman, Principal
101 Cummings Drive
Brunswick, MD 21716
Fax 240-236-8601
51. **Catoctin** **240-236-8100**
Mr. Bernard Quesada, Principal
14745 Sabillasville Road
Thurmont, MD 21788
Fax 240-236-8101
52. **Frederick** **240-236-7000**
Mr. David Franceschina, Acting Principal
Ms. Kathy Campagnoli, Special Assignment**
650 Carroll Parkway
Frederick, MD 21701
Fax 240-236-7015
53. **Governor Thomas Johnson** **240-236-8200**
Dr. Dan Lippy, Principal
1501 North Market Street
Frederick, MD 21701
Fax 240-236-8201
54. **Linganore** **240-566-9700**
Ms. Nancy Doll, Principal
12013 Old Annapolis Road
Frederick, MD 21701
Fax 240-566-9701
55. **Middletown** **240-236-7400**
Ms. Lee Jeffrey, Principal
200 Schoolhouse Drive
Middletown, MD 21769
Fax 240-236-7450
56. **Oakdale** **240-566-9400**
Ms. Donna Clabaugh, Principal
5850 Eaglehead Drive
Ijamsville, MD 21754
Fax 240-566-9401
57. **Tuscarora** **240-236-6400**
Mr. Andrew Kibler, Principal
5312 Ballenger Creek Pike
Frederick, MD 21703
Fax 240-236-6401
58. **Urbana** **240-236-7600**
Mr. David Kehne, Principal
3471 Campus Drive
Ijamsville, MD 21754
Fax 240-236-7601
59. **Walkersville** **240-236-7200**
Ms. Tracey Franklin, Principal
81 West Frederick Street
Walkersville, MD 21793
Fax 240-236-7250



KEY

- * Pre-kindergarten program available
- ◆ Special education pre-kindergarten available

Middle (continued)

- 39. **Crestwood** **240-566-9000**
Ms. Jennifer Bingman, Principal
7100 Foxcroft Drive
Frederick, MD 21703
Fax 240-566-9001
- 40. **Governor Thomas Johnson** **240-236-4900**
Mr. Neal Case, Principal
1799 Schifferstadt Boulevard
Frederick, MD 21701
Fax 240-236-4901
- 41. **Middletown** **240-236-4200**
Mr. Everett Warren, Principal
100 Martha Mason Street
Middletown, MD 21769
Fax 240-236-4250
- 42. **Monocacy** **240-236-4700**
Dr. Stephanie Ware, Principal
8009 Opossumtown Pike
Frederick, MD 21702
Fax 240-236-4701
- 43. **New Market** **240-236-4600**
Ms. T.C. Suter, Principal
125 West Main Street
New Market, MD 21774
Fax 240-236-4650
- 44. **Oakdale** **240-236-5500**
Ms. Mita Badshah, Principal
5810 Oakdale School Road
Ijamsville, MD 21754
Fax 240-236-5501
- 45. **Thurmont** **240-236-5100**
Ms. Jennifer Powell, Principal
408 East Main Street
Thurmont, MD 21788
Fax 240-236-5101
- 46. **Urbana** **240-566-9200**
Mr. Peter Daddone, Principal
3511 Pontius Court
Ijamsville, MD 21754
Fax 240-566-9201
- 47. **Walkersville** **240-236-4400**
Ms. Stacey Hiltner, Principal
55 West Frederick Street
Walkersville, MD 21793
Fax 240-236-4401
- 48. **West Frederick** **240-236-4000**
Mr. Frank Vetter, Principal
515 West Patrick Street
Frederick, MD 21701
Fax 240-236-4050
- 49. **Windsor Knolls** **240-236-5000**
Mr. Brian Vasquenza, Principal
11150 Windsor Road
Ijamsville, MD 21754
Fax 240-236-5001

OTHER

- 60. **Career and Technology Center** **240-236-8500**
Mr. Michael Concepcion, Principal
7922 Opossumtown Pike
Frederick, MD 21702
Fax 240-236-8501
- 61. **Carroll Creek Montessori Public Charter School *** **301-663-7970**
Ms. Marilyn Horan, Principal
7215 Corporate Court
Frederick, MD 21703
Fax 301-663-6107
- 62. **Frederick Classical Charter School** **240-236-1200**
Ms. Erica Cummins, Principal
8445 Spires Way, Suite CC
Frederick, MD 21701
Fax 240-236-1201
- 63. **Frederick County Virtual School (includes Flexible Evening High School)** **240-236-8450**
Dr. Stacey Adamiak, Principal
c/o GTJMS
1799 Schifferstadt Boulevard
Room 116
Frederick, MD 21701
Fax 240-236-8451
- 64. **Heather Ridge** **240-236-8000**
Ms. Denise Flora, Principal
1445 Taney Avenue
Frederick, MD 21702
Fax 240-236-8001
- 65. **Monocacy Valley Montessori Public Charter School *** **301-668-5013**
Ms. Nancy Radkiewicz, Principal
217 Dill Avenue
Frederick, MD 21701
Fax 301-668-5015
- 66. **Rock Creek** **240-236-8700**
Ms. Mary Malone, Principal
191 Waverley Drive
Frederick, MD 21702
Fax 240-236-8701

** Frederick High's new construction, fall 2017 move to the new building and the LYNX School program; see www.fcps.org/lynx

For other useful numbers, see next page

**FREDERICK COUNTY PUBLIC SCHOOLS (FCPS)
GENERAL TERMS AND CONDITIONS
SECTION I**

1. BIDDER REGISTRATION

- a. All Frederick County Public School (FCPS) vendors and or contractors interested in bidding on FCPS projects must register at www.emarylandmarketplace.com. FCPS will no longer accept bidder's applications.

2. PRE-BID MEETING

- a. A Pre-Bid Meeting will be held at the date and time indicated on the cover page of this solicitation package.
- b. Attendance at the Pre-Bid Meeting is not mandatory; however, all vendors are strongly encouraged to attend.
- c. The agenda for this Pre-Bid Meeting will include the following: introduction of staff; description of scope of work; timeline/scheduling; budget priorities/concerns; and procurement responsibilities.
- d. Questions shall be submitted, via email, to the person(s) indicated on the cover page of this solicitation package. Due to possible changes and/or additions to the specifications, bids should not be submitted prior to the Pre-Bid meeting.
- e. If FCPS offices are closed, or operating on a modified schedule, due to inclement weather on the day a Pre-Bid is scheduled, the Pre-Bid is cancelled and will not be rescheduled unless an addendum is issued. Bidders are advised that they are to email questions to the identified Contract Manager by the date and time required within this solicitation. For the fastest, most reliable information, regarding closures and/or delays check the following:
- www.fcps.org
 - Social Media: FCPS on Twitter and FCPS on Facebook
 - Email/Text Messages: Sign up for FindOutFirst email and emergency-only text messages
 - FCPS TV: Comcast Channel 18 (Frederick area)
 - Local radio and TV stations

3. RECEIPT OF BIDS

- a. Bids received prior to the time of opening will be time stamped and securely kept unopened. No bid received thereafter will be considered. FCPS will not be responsible for the premature opening of bids received that are not properly addressed or identified. Any bid may be withdrawn before the scheduled time for opening bids.
- b. All inner and outer envelopes and packaging, used by Fed Ex, UPS and etc., are to be labeled with the following:
- Bidder Name
 - Bid Number and Name

- Due Date and Time
- c. Bids received after the designated date and/or time will not be accepted, regardless of when they were mailed or given to a delivery carrier.
 - d. Bids not received by the date, time, and location designated on the solicitation cover sheet, due to improper labeling, may be considered non-responsive.
 - e. In the event of inclement weather on the date when bids are scheduled to be opened and the FCPS offices are closed, or operating under a modified schedule, bids will be opened on the next business day at the same time as previously scheduled. Bids will be accepted until the scheduled time of opening on the next business day. (Often when schools are closed due to inclement weather, administrative offices remain open. When in doubt, call the Purchasing Department.)

4. OPENING OF BIDS

- a. Sealed bids will be opened at the location, date, and time indicated on the solicitation cover sheet.
- b. All bids received must include original signatures; no photo copies will be accepted. Unless specifically authorized, facsimile or emailed bids will not be considered. Modifications by facsimile, or email, of bids already submitted will be considered if received prior to the time set for opening. No bids will be accepted via telephone.

5. ADDENDA

- a. All changes to the bid solicitation will be made through appropriate addenda issued from the Purchasing Department.
- b. Addenda will be available on the FCPS Purchasing Department webpage. All vendors who are known by the Purchasing Department to have downloaded the bid documents will receive an email notification.
- c. Addenda will be issued a minimum of five days prior to the bid opening date, unless the addenda issued extends the due date.
- d. Each bidder shall ascertain, prior to submitting a bid that they have received all Addenda issued and the bidder shall acknowledge receipt on the Signature Acknowledgement Form. Failure of any bidder to acknowledge the receipt of addenda will not relieve that bidder from any obligations under this solicitation as amended by addenda. All addenda so issued will become a part of the award and contract documents.

6. PREPARATION OF BID

- a. Should any bidder be in doubt as to the meaning of the specifications, or should they find any discrepancy or omission, they shall notify the Contract Manager listed on the solicitation cover sheet. If required, bidders will be notified of clarifications and/or additional information by means of addenda.
- b. Bidder must submit one original proposal, with original signatures, unless otherwise specified. Bids must be prepared on the proposal form(s) provided.

- c. Each bid will be sealed, show the full business address and contact information of the bidder and be signed by the person(s) legally authorized to sign contracts. All correspondence concerning the bid and contract, including notice of award, copy of contract, and purchase order, will be emailed, or mailed, to the address shown on the bid in the absence of written instructions from the bidder to the contrary.
- d. The following items must be included in submission:
 - i. Proposal pages completely and accurately filled out.
 - ii. Signature Acknowledgement Form completed and signed.
 - iii. Statutory Affidavit and Non-Collusion Certification form completed and signed.
 - iv. Certificate of Compliance form completed and signed.
- e. Bidders shall be required under Article 56, Section 270(4), Annotated Code of Maryland, to provide proof of Certificate of Registry and must be licensed to do business in the State of Maryland and must provide a tax certification number. Visit the following website to ensure compliance: <https://certificate.dat.maryland.gov/Pages/default.aspx> .
- f. Bids by partnerships must be signed with the partnership name, followed by the signature and designation of the person having authority to sign. When requested, satisfactory evidence of authority of the person signing will be furnished. Anyone signing the bid as an agent shall file satisfactory evidence of their authority to do so, if requested.
- g. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the person having authority to sign. When requested, satisfactory evidence of authority of the person signing will be furnished. Anyone signing the bid as an agent shall file satisfactory evidence of their authority to do so, if requested.
- h. Failure to sign the bid document will result in rejection of the bid as non-responsive.
- i. FCPS will not be responsible for any costs incurred by a bidder in preparing and submitting a proposal in response to this solicitation.

7. STANDARD OF QUALITY, "OR EQUAL CLAUSES," AND SUBSTITUTIONS

- a. Any make/model specified in the solicitation is used only to establish a quality level, unless specifically noted in Section II. Any material or article that will perform adequately the duties imposed by the general design will be considered equal and satisfactory. FCPS retains the right to determine if items are equivalent and will be accepted.
- b. It will be the responsibility of the bidder to submit a clear and concise proposal wherein each substitution and deviation is identified and described, in writing, at the time of solicitation submission.
- c. In the absence of any statement to the contrary by the bidder, the submission will be interpreted as being the exact brand and/or qualities, etc., enumerated in the detailed specifications, whenever the specifications indicate a product of a particular manufacturer, model or brand.
- d. Bidders must submit detailed literature if bidding an item other than the specified item. Detailed literature is defined as product features or specifications relating to construction and/or performance.

- e. The detailed literature is to be arranged and labeled according to item number.
- f. It is the bidders' responsibility to submit required literature, or links to webpages, with the bid submission. Failure to submit such data as required and/or at the time designated by the Purchasing Department shall be cause for rejection of that item.
- g. No substitutions or deviations will be permitted following the award of the contract unless "cause and effect" is presented in writing and approved by the Contract Manager. A statement of any credit or extra cost involved will be included with the request.
- h. FCPS shall not be responsible to provide personnel, testing facilities, or other resources necessary to search out substitutions and deviations in bid proposals which are unclear through the nebulous terms such as "comparable", or blanket statements of deviation such as "our standard design, construction, hardware, finishes, etc."
- i. The bidder will, upon request and with no cost to the FCPS, furnish documents, independent laboratory tests reports, and/or similar materials of proof to substantiate that the substitutions and deviations of the items they propose to furnish do not prevent these items from being truly and factually equal to, or exceeding, that which is specified.
- j. The cost of testing a representative sample of an order or shipment for acceptance and compliance with specifications shall be borne by FCPS. If the order or shipment is rejected for failure to meet the requirements of the specifications or purchase description, the cost of testing will be charged to the awarded vendor.

8. SAMPLES

- a. Samples may be requested for testing and evaluation purposes. Failure to submit samples as required at the time designated may be cause for rejection of that item.
- b. All samples must be delivered with all charges prepaid to the designated point of delivery. Samples must be marked as "SAMPLE" and include the name of the bidder, bid name and number, and return instructions, if applicable.
- c. The right is reserved to retain any sample submitted with bids for the purposes of examination and testing. FCPS reserves the right to use all samples in any manner which may best serve the final determination of the successful bidder, even if said examination and testing results in damage to or destruction of the sample.
- d. FCPS retains the right to determine the method of testing to be utilized.
- e. Samples that are not retained by FCPS must be removed within two weeks upon notification. Return shipping must be prepaid by the vendor. Samples not removed within this two-week period shall be retained, or disposed of, at the discretion FCPS, and without compensation to the bidder.

9. BID PRICING

- a. Prices quoted shall not exceed the prices established under any governmental price control regulations.
- b. All prices shall be firm for a period of 90 days from the date of bid opening unless otherwise stated in Section II. FCPS retains the right, with mutual consent of the bidder(s), to utilize the bid pricing

and approved price changes for future purchases for as long as the bidder(s) mutually agrees to extend the prices.

- c. FCPS will not accept any proposal with escalator clauses, minimum order requirements or irregular features unless specifically authorized in Section II.
- d. If the contract includes equipment, all prices must be FOB-Destination (inside delivery), unless specifically authorized in Section II.
- e. Charges for express delivery will only be allowed if authorized by FCPS in writing.
- f. The bidder(s) are encouraged to bid only one product per line item that most nearly meets the specifications. If the bidder believes that there is more than one product available, a limit of two offers will be considered for each line item.
- g. If two or more particular brands, models, or makes are listed in the specifications (under Base and Alternate Bids) and the bidder has not indicated in the bid which of the two or more brands, models, etc., is being bid, it shall be understood that FCPS may require the bidder to furnish whichever is preferred by FCPS.
- h. All unit prices on items bid shall be completed on the provided proposal sheet(s). A "NO BID" or "N/A" notation should be completed for each item not being bid. Blank spaces in the proposal sheet will be considered as not being bid.
- i. In case of an error in the extension of prices in the bid, the unit price shall govern.
- j. Unit Prices must be rounded off to no more than two decimal places unless so specified in Section II.
- k. FCPS reserves the right to consider discounts in evaluating a bid with line item pricing requirements. The bidder should calculate all discounts, other than prompt payment, as part of their unit pricing.

10. TAXES

- a. No charge will be allowed for federal excise, state, and/or municipal sales and use taxes, from which the Board of Education of Frederick County is exempt.
- b. A contractor is not eligible, per the Maryland Comptroller's Office, to utilize the tax exemption certificate for governmental agencies.

11. GUARANTEES AND WARRANTIES

- a. The awarded vendor(s) will guarantee the material and workmanship on all services, equipment, materials, supplies, and labor, furnished by them, for a minimum period of one year from the date of acceptance, unless a longer period of time is specified in Section II.
- b. If, within the guarantee period, any defects or signs of deterioration are noted, the awarded vendor(s), at their expense, shall correct the condition or they shall replace the part or entire unit of work/equipment to the complete satisfaction of FCPS. These repairs, replacements, or adjustments shall be made only at such times as will be designated by FCPS to minimize the disruption to building/school operations.
- c. Should the awarded vendor(s) fail to comply with the terms of this guarantee, FCPS may have such

work performed as it deems necessary to fulfill the guarantee, charging the cost to the awarded vendor(s).

12. BID OPENING

- a. Bids shall be opened in public at the time and place designated in the bid solicitation.
- b. Complete evaluation of the proposals will not take place at the bid opening and no indication of award will be made. A final recommendation(s) shall be prepared for review and approval by the Board of Education of Frederick County.
- c. The recommended award will be posted to the FCPS BoardDocs website a minimum of three days prior to the Board of Education meeting in which it will be presented.
- d. Final award recommendation, and the bid tabulation, will be posted on the FCPS webpage, www.fcps.org/bidlist, after the Board of Education of Frederick County approval.

13. ERRORS IN BID SUBMISSIONS

- a. Bidders, or their authorized representatives, are expected to fully inform themselves as to the conditions and requirements of the specifications before submitting bids. Failure to do so will be at the bidder's own risk.
- b. If the bidder has made an error, the bidder may request, in writing, to have their bid withdrawn. Approval of a bidder's request is not automatic and may be given only by the Purchasing Manager. Requests for withdrawal are usually denied, unless the bidder proves to the satisfaction of the Purchasing Manager that the mistake was either a scrivener's error or another type of clearly unintentional error so departing from customary and reasonable business practices as to be obvious and to legitimately and substantially impair the vendor's business.
- c. Neither law nor regulations make allowance for errors either of omission or commission on the part of the bidders. In case of error in multiplication of unit price when arriving at total price per line item, the unit price shall govern. If there is a discrepancy between the price written in numbers and the price written in words, the words will govern.

14. AWARDS OR REJECTION OF BIDS

- a. The basis of award shall be the lowest responsible bidder submitting a responsive bid that conforms to the specifications established in the solicitation with consideration given to the quantities involved, time required for delivery, purpose for which required, competency and responsibility of bidder, the ability of the bidder to perform satisfactory service, and the plan for utilization of minority contractors, if applicable.
- b. FCPS reserves the right to determine completeness and/or timeliness of bids, to reject any or all bids in whole or in part, to make partial awards, to waive any informality in any quotation, to increase or decrease quantities if quantities are listed in the bid, to reject any bid that shows any omissions, alterations of form, additions not called for, conditions, or alternate proposals, and to make any such award as is deemed to be in its best interest.
- c. Bidders may be required, before the awarding of a contract, to show to the complete satisfaction of FCPS, that they have the necessary facilities, ability and financial resources to execute the contract in

a satisfactory manner, and within the time specified. Bidders may be required to demonstrate they have the necessary experience, history and references to assure FCPS of their qualifications.

- d. The Board of Education of Frederick County reserves the right to award the bid within 90 days from the date of the bid opening unless a different time period is stated in the bid document.
- e. Unless stated otherwise in Section II, the contract may be awarded by line item, group, or in the aggregate, whichever is in the best interest of FCPS.
- f. In the event of a tie, where all other factors, such as past performance, are considered comparable, the award shall be made to the Frederick County based bidder; the closest Maryland out-of-county based bidder; and the closest out-of-state based bidder, in that order of preference.
- g. FCPS does not have local, state or federal preference requirements except when mandated by a targeted funding source.
- h. If, after competitive sealed bids have been opened, the Purchasing Manager determines that only one responsible bidder has submitted a responsive bid, the procurement contract may be negotiated with that one bidder as sole source procurement.
- i. A recommendation for the award of a contract will be presented to the Board of Education of Frederick County for approval. Upon approval of the award of contract, the bidder(s) shall be notified of their award(s). If applicable, an FCPS contract document shall also be issued.
- j. The Board of Education of Frederick County reserves the right to reject the bid of a bidder who has, in the opinion of FCPS, failed to properly perform under previous contracts, or, who investigation shows, is not in a position to perform the contract.
- k. The Board of Education of Frederick County retains the right to reject any and all bids, if it is deemed in the best interest of FCPS to do so.
- l. If, during the life of the contract, a product or service does not meet the solicitation terms and conditions, FCPS retains the right to cancel the awarded item(s) and award to a new bidder, as long as that bidder mutually agrees to the award.

15. CONTRACT FORMATION

- a. Notification of the contract award will be made by letter after approval by the Board of Education of Frederick County.
- b. The primary form of contract is the purchase order(s), and any agreed upon schedules, addenda, shop drawings, and documents associated with the bid solicitation/submission/award.
- c. A secondary form of contract, if required, may be noted in Section II of this bid solicitation.
- d. No amendment, modification or change to the contract shall be effective unless such change is in writing and mutually agreed upon by authorized representatives of FCPS and the awarded vendor(s). Changes may not significantly alter the original scope of the agreement.

16. PROTESTS

- a. The Purchasing Manager or designee (when the Purchasing Manager administers the bid being

protested) shall attempt to resolve, informally, all protests of bid award recommendations. Bidders are encouraged to present their concerns promptly to the Contract Manager for consideration.

- i. The bidder must submit their concern, in writing, addressed to the Purchasing Manager. It should include the following:
 - Name, address, contact information of the protestor;
 - Statement of reasons for the protest;
 - Supporting documentation to substantiate the claim;
 - The remedy sought.
 - ii. The protest must be received by the Purchasing Manager at least two calendar days prior to the date of the Board of Education meeting at which the recommendation will be presented. It is the vendor's responsibility to ascertain the date and time of award.
 - iii. A bidder who does not file a timely protest before the contract is awarded by the Board of Education of Frederick County is deemed to have waived any objection.
- b. The Purchasing Manager shall inform the Chief Financial Officer and/or general counsel upon receipt of the protest, and shall confer with them prior to the issuance of a decision regarding disputes of contracts or awards valued at \$25,000 or above.
 - c. The Purchasing Manager shall issue a decision in writing.
 - d. Should the protestor disapprove of the Purchasing Manager's decision, they have the right to address the Board of Education of Frederick County during the public comment section of the same Board meeting where the award recommendation is scheduled for award.
 - e. The Board of Education of Frederick County's decision is deemed the final action at the local level.
 - f. A bidder may appeal a decision of the Board directly to the Maryland State Board of Education in accordance with Board Policy 105.11 and Maryland law.

17. CONTRACT ASSIGNMENT

- a. The awarded vendor(s) will not assign or transfer any portion of their interest or obligation under this Agreement to any third party, without the prior written consent of the Contract Manager. Nothing herein shall be construed to create any personal or individual liability upon any employee, officer, elected official of the Board of Education of Frederick County, nor shall this Agreement be construed to create any rights hereunder in any person or entity other than the parties to this Agreement.
- b. The awarded vendor(s) will, when required, submit to the Contract Manager, in writing, the name of each subcontractor they intend to employ, the portion of the material to be furnished, their place of business, and any such information as may be required in order to know whether such subcontractor is reputable and reliable and able to furnish satisfactorily the material as called for in the specifications.
- c. FCPS reserves the right to approve or disapprove all subcontractors to be employed on a project. FCPS further reserves the right to approve or disapprove a change of subcontractor once an initial subcontractor has been approved. Any increased cost associated with the change of a subcontractor shall be the full obligation and responsibility of the awarded vendor(s).

- d. The awarded vendor(s) will not legally, or equitably, assign any of the funds payable under the contract, or its claim thereto, unless by, and with, the consent of the Contract Manager.
- e. The awarded vendor(s) will have the same provisions inserted in all subcontracts relative to the terms of the general conditions and other contract documents. Nothing contained in this contract shall create any contractual relations between any subcontractor and FCPS.

18. MULTI-YEAR CONTRACT

- a. Contracts that require funding appropriation for more than one fiscal year automatically terminate if money sufficient for the continued performance is not appropriated for any fiscal year. The date of termination is the last day of the fiscal year for which money was last appropriated, or the date provided in the termination clause of the procurement contract, whichever is earlier.
- b. If the multi-year contract is terminated due to lack of funding, FCPS shall reimburse the vendor for the reasonable value of any nonrecurring costs that were incurred as a result of the multi-year contract, but not amortized in the price of the supplies or services delivered under the multi-year contract. The reasonable value will be negotiated, and mutually agreed upon, by FCPS and the vendor.
- c. The cost of termination may be paid from any appropriation available for that purpose.

19. HOLD HARMLESS

It is understood that the awarded vendor(s) shall defend and hold harmless the Board of Education of Frederick County, and its representatives, from all suits, actions, or claims of any kind brought about as a result of any injuries or damages sustained by person(s) or property during the performance of this contract.

20. CONTRACT DISPUTES

- a. Any dispute arising under this contract shall be decided by the Contract Administrator, the Contract Manager and the Purchasing Manager, who will communicate their decision to writing and furnish a copy to the vendor. This decision shall be final and conclusive unless, within 30 days, the vendor furnishes a written appeal addressed to the Board of Education of Frederick County. The local Board of Education has the right to hear appeals as provided by Maryland law.
- b. The Board of Education of Frederick County, or its duly authorized representative, will review the appeal for the determination of such appeal and their finding shall be final and conclusive. In connection with any appeal preceding under this clause, the vendor will be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute, the vendor shall proceed diligently with the performance of the contract and in strict accordance with the FCPS staff's decision. Exceptions are decisions determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous as to imply bad faith, or not supported by evidence.
- c. This clause does not preclude consideration of laws questioned in connection with the decision provided for above.

21. TERMINATION FOR DEFAULT

- a. When an awarded vendor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of FCPS. FCPS may, by written notice of default to the vendor, terminate the whole or any part of the contract in any of the following circumstances:
 - i. If the vendor fails to perform the services or provide the products within the time and manner specific herein or any extension thereof, or:
 - ii. If the vendor fails to perform any of the provisions of this contract, or fails to make progress as to endanger performance of this contract, in accordance with its terms and in either of these two circumstances does not cure such failure within a period of ten calendar days (or longer as authorized by the Purchasing Manager) after receipt of written notice from the Purchasing Manager of such failure, or:
 - iii. If the vendor willfully attempts to perform the services other than specified as to coverage, limits, protections, and quality or otherwise, without specified authorization in the form of contract amendment, or:
 - iv. If a determination is made by FCPS that the obtaining of the contract was influenced by an employee FCPS having received a gratuity, or a promise therefore, in any way or form.
- b. In the event FCPS terminates the contract in whole or in part, FCPS may procure such products and services, in a manner the Purchasing Manager deems appropriate, and the vendor shall be liable to FCPS for any additional cost(s) incurred.
- c. If, after notice of termination of this contract under provisions of this clause, it is determined for any reason that the vendor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to a termination for convenience.

22. TERMINATION FOR CONVENIENCE

The contract may be terminated by FCPS in accordance with this clause in whole, or in part, whenever FCPS determines that such a termination is in the best interest of FCPS. Written notice shall be given a minimum of 30 days in advance. FCPS will pay for all services, in accordance with contract pricing, up to the date of the termination. However, the awarded vendor(s) shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination. Under this contract, the awarded vendor does not have a right to unilateral termination for convenience.

23. GOVERNING LAW AND VENUE

The solicitation shall be construed in accordance with, and interpreted under, the laws of the State of Maryland. Any lawsuits shall be filed in the appropriate State Court located in Frederick County, Maryland.

24. MULTI-AGENCY PARTICIPATION

- a. FCPS 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 is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The awarded vendor(s) agrees to notify the issuing body of those entities that wish

to use any contract resulting from this bid and will also provide usage information, which may be requested.

- b. By agreeing to extend the contract to other agencies, the vendor(s) reaffirms and warrants his original commitment to FCPS so that afterwards all items and services shall continue to conform to the requirements and conditions of the original agreement for its duration. Agencies who utilize the contract agree to notify FCPS Purchasing Department of any significant experiences, problems or issues which may, or may have the potential to, affect our administration of this contract.
- c. FCPS assumes no obligation on behalf of any other agency and shall be held harmless if either party is damaged due to the agency or vendor's failure to become informed of, or comply with, any provision or pricing under this agreement. All purchase orders and billing will be transacted between the vendor and the public agency.
- d. Each participating jurisdiction or agency shall enter into its own contract with the awarded vendor(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted in duplicate "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 awarded vendor(s). The Lead Agency does not assume any responsibility other than to obtain pricing for the specifications provided.

25. PACKAGING AND DELIVERY REQUIREMENTS

- a. All materials must be securely packed in accordance with accepted trade practices.
- b. A packing list will be included in each shipment. This list shall contain the following information: Purchase Order Number, Vendor Name, Item Description, Item Number, Quantity and Delivery Location. Failure to comply with this condition may be considered sufficient reason to refuse to accept the goods.
- c. All materials, supplies and equipment for FCPS shall be delivered F.O.B Destination. Unless otherwise noted in Section II, all items shall be delivered inside the office, school, or warehouse.
- d. Special delivery and handling instructions will be defined in Section II of each bid.
- e. All school deliveries shall be made during the hours of 9:00 A.M. and 2:00 P.M. local time and only on regular school days, see School Calendar Closings enclosed, except where modified in Section II.
- f. All warehouse deliveries shall be made during the hours of 9:00 A.M. to 2:30 P.M. on all regular scheduled school days, see School Calendar Closings enclosed, except where modified in Section II.
- g. Bulk materials, delivered to the Warehouse, are to be delivered on skids, or pallets, to the Warehouse receiving platform.
- h. No help for unloading will be provided. Suppliers shall notify their delivery personnel accordingly.
- i. The awarded vendor(s) shall be held responsible for and shall be required to make good at their expense, any and all damage done or caused by their employees in the execution of the contract as determined by FCPS.
- j. The vendor will be required to furnish proof of signed delivery in every instance. Delivery receipts

indicating only the number and weight of cartons received will not constitute "proof" of delivery in the event of a dispute. FCPS will not accept responsibility for deliveries that have not been signed for by an FCPS employee.

26. BILLING AND PAYMENT

- a. Invoices shall be submitted to:accounts.payable@FCPS.org or in duplicate to:

FREDERICK COUNTY PUBLIC SCHOOLS
Accounts Payable Department
191 South East Street
Frederick, MD 21701

- b. Invoices and packing slips must contain the following information:

- i. Bid Number
- ii. Purchase Order Number
- iii. Item Number (if applicable)
- iv. Quantity (if applicable)
- v. Brief Description of Item or Work Performed
- vi. Unit Price Bid/Partial Payment Amount
- vii. Extended Total for Each Item
- viii. Grand Total
- ix. Public School Construction Number (PSC) (if applicable)

- c. Payments will be made by FCPS check, single use credit account or credit card. Credit card statements with level three data are preferred. Bidders are prohibited from charging additional costs or fees from their bid price to process such orders.

27. COMPLIANCE WITH SPECIFICATIONS

- a. The awarded vendor(s) will abide by, and comply with, the true intent of the specifications and not take advantage of any unintentional error or omission, but will fully complete every part as to the true intent and meaning of the specifications and drawings.
- b. Whenever mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's code, A.S.M.E. regulations, or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.
- c. Where the requirements of the specifications call for a higher grade and are not in conflict with the laws, ordinances, etc., the specifications shall govern.
- d. In the case of any apparent conflict between the specifications and such laws, ordinances, etc., the awarded vendor(s) will contact the Contract Administrator and the Contract Manager for a decision before proceeding with any work.

28. LIQUIDATED DAMAGES

- a. A date for delivery and/or installation/assembly shall be stated in the specifications. Requests for extension of completion time due to strikes, lack of materials, or any other causes over which the awarded vendor(s) has no control must be submitted, in writing, with supporting documentation, to

the Contract Manager. Requests must occur immediately upon occurrence of conditions for a time extension to be granted. Extensions are not guaranteed.

- b. If the awarded vendor(s) fails to provide the services, equipment, or other items required within the prescribed time limits, the Contract Manager may elect to obtain services, equipment, or other items necessary from an alternate source.
- c. The awarded vendor(s) will pay any additional cost(s) incurred by FCPS for obtaining replacement services, equipment, and other necessary items.
- d. FCPS shall have the unilateral right of alternate source selection to perform the work when the awarded vendor(s) does not perform the required work.
- e. In addition to, or in lieu of, paying for any incurred replacement costs(s), the awarded vendor(s) may pay liquidated damages, in the amount of \$150 per day, for any delay or failure in performance, as well as any related damages sustained by FCPS.
- f. The assessment of liquidated damages by FCPS against the awarded vendor(s) does not supersede or affect the right of FCPS to impose other remedies that may be available.

29. SAFETY REQUIREMENTS

- a. When applicable, all machinery/equipment must meet OSHA-MOSHA requirements as to the safety of the operation of the equipment. All required safety devices shall be included in the price(s) bid.
- b. When applicable, kitchen equipment and supplies must meet Maryland State Health Department, National Sanitation Foundation (NSF) and Frederick County Health Department requirements.
- c. All construction activities must be conducted in strict compliance with OSHA/MOSHA requirements.
- d. Equipment offered which fails to comply with any applicable section of the National Electrical Code, or is not U.L. Listed (where U.L. Listings have been established for that type of device) shall be rejected.
- e. The awarded vendor(s) shall submit Safety Data Sheets (SDS) for all items awarded to that vendor provided under the terms of this proposal, if applicable.
- f. The awarded vendor(s) and subcontractor(s) are required to comply with all provisions of the Access to Information about Hazardous and Toxic Substances Act, a part of the Maryland Occupational Safety and Health Law.
- g. The awarded vendor(s) is responsible to report to FCPS any asbestos material or suspected material found or uncovered that is not part of the scope of the project. In addition, they may not introduce new asbestos or asbestos bearing materials into the site.
- h. It is the responsibility of the awarded vendor(s) to comply with all Municipal, State, and Federal EPA regulations and laws when handling or disposing of asbestos materials.
- i. If the awarded vendor(s) intentionally endangers or jeopardizes the health of any building/school occupant(s) through mishandling of hazardous material, the vendor(s) will be held liable for such action.

30. LAWS AND REGULATIONS

- a. The vendor will comply with all Federal, State, and local laws, ordinances and regulations pertaining to work under their charge. If the vendor performs any work which it knows or should know to be contrary to such laws, ordinance, and regulations and without such notices to FCPS they shall bear all costs arising therefrom.
- b. All vendors and subcontractors must abide by the Board of Education of Frederick County policies and FCPS regulations while working on school property.
- c. The vendor certifies that their firm adheres to or follows non-discriminatory practices with respect to the employment and promotion of personnel without regard to color, creed, race, sex, or national origin.

31. PATENTS

The vendor will defend all suits or claims for infringement of any patent rights and will save the Board of Education of Frederick County harmless from loss.

32. TECHNOLOGY-BASED INSTRUCTIONAL PRODUCTS

All FCPS technology based instructional products (instructional software, online resources, and computer based equipment) must be consistent with the federal Rehabilitation Act, Maryland Subpart B Technical Standards, Section 508, for accessibility by students with disabilities unless doing so would fundamentally alter the nature of the instructional activity or result in undue financial and administrative burdens. Requests for bids, proposals, procurement contracts, and grants will follow established procedures for evaluating compliance to accessibility standards in all purchase decisions.

33. EMPLOYMENT OF CHILD SEX OFFENDERS AND PERSONS WITH UNCONTROLLED ACCESS TO STUDENTS

- a. Be advised that individuals who are registered sex offenders are not eligible to work on any FCPS' project. The awarded vendor(s) must initially check the Maryland Department of Public Safety & Correctional Services' Maryland Sex Offender Registry and search for the name of any employee to be assigned to work on this project. This applies to subcontractors and material/equipment suppliers as well. For projects lasting more than a few months, the vendor will periodically re-check the names of workers against the registry to ensure ongoing compliance. In the event that a registered sex offender is discovered to be working on a FCPS project, whether through employment by the vendor, subcontractor or equipment or material supplier, FCPS will notify the site superintendent to immediately remove the individual from the premises and permanently terminate his work assignment. FCPS may terminate this contract at no additional costs, as a result if the vendor is unable to demonstrate they have exercised care and diligence in the past in checking the Maryland registry.
- b. Contracted service providers who have regular, direct and unsupervised access to children cannot begin service without undergoing the same process as new employees per FCPS Regulation 300-33. If required, an awarded vendor(s) is responsible for payment of the full cost of the criminal background check. Additional information regarding this requirement will be found in Section II.
- c. The awarded vendor(s), or subcontractor(s), may not knowingly assign an employee to work on FCPS school premises with direct, unsupervised, and uncontrolled access to children, if the employee

has been convicted of a crime identified as a crime of violence.

- d. The awarded vendor(s) will not assign employees who has been convicted of an offense under § 3-307 or § 3-308 of the Criminal Law Article or an offense under the laws of another state that would constitute a violation of § 3-307 or § 3-308 of the Criminal Law Article if committed in the state.
- e. An awarded vendor will not assign employee who has been convicted of 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 this state.

34. DRUG, ALCOHOL, AND TOBACCO-FREE WORKPLACE

- a. All awarded vendors and subcontractors must abide by Board Policy 112 while working on any FCPS property at all times.
- b. The Board of Education of Frederick County endorses the provisions of Public Law 100-690, Title V, Subtitle D (Drug-Free Workplace Act of 1988) and Public Law 101-226 (The Drug-Free Schools and Communities Act of 1989) and regulations promulgated there under and establishes a drug-free and alcohol-free workplace and school system.
- c. Maryland State Law (COMAR 13A.02.04) provides that each local school system is required to maintain a tobacco-free school environment.

35. WEAPON POSSESSION ON SCHOOL PROPERTY

- a. The criminal code of Maryland makes it illegal to possess a weapon on school property.
- b. No person shall carry or possess any rifle, gun, knife, or deadly weapon of any kind on FCPS property.
- c. Any awarded vendor(s) whose employees violate this clause may be subject to the termination of the contact for cause.

36. FOREIGN LANGUAGE TRANSLATOR REQUIREMENT

- a. An awarded vendor(s) that assigns employees to an FCPS project that do not speak English must have an on-site, full time interpreter.
- b. Failure of an awarded vendor(s) to have an on-site, full time interpreter that is fluent in speaking and understanding an employee's native language for those employees that do not speak English is reason for immediate termination of the contract for cause.

37. ILLEGAL IMMIGRANT LABOR

The use of illegal immigrant labor to fulfill contracts solicited by FCPS is in violation of the law and is strictly prohibited. Awarded vendor(s) and subcontractors must verify employment eligibility of workers in order to assure that they are not violating federal/state/local laws regarding illegal immigration. A compliance audit may be conducted.

38. STUDENT/STAFF CONFIDENTIALITY

Under no circumstances may any vendor/contractor/provider/consultant release, disclose, sell or otherwise use names, addresses, or any other information related to students, or staff, of FCPS and may only use this information for purposes required under any contract/agreement or memorandum of understanding.

39. PUBLIC INFORMATION ACT NOTICE

- a. Bidders should identify those portions of their solicitation, which they deem to be confidential, or to contain proprietary commercial information or trade secrets. Bidders should provide justification why such material, upon request, should not be disclosed by FCPS under the Public Information Act, Title 4, General Provisions Article, Annotated Code of Maryland.
- b. Unless portions of a solicitation are identified as confidential, all records are considered public. A person or governmental unit that wishes to inspect a public record, or receive copies of a public record, shall submit a written or electronic request and direct it to the Office of Legal Services per FCPS Regulation 200-42.

40. FORCE MAJEURE

Force Majeure is defined as an occurrence beyond the control of the affected party and not avoidable by reason of diligence. It includes the acts of nature, war, riots, strikes, fire, floods, epidemics, terrorism, or other similar occurrences. If either party is delayed by Force Majeure, said party shall provide written notification to the other within 48 hours. Delays shall cease as soon as practicable and written notification of same provided. The time of contract completion may be extended by contract modification, for a period of time equal to that delay caused under this condition. FCPS may also consider requests for price increase for raw materials that are directly attributable to the cause of delay. FCPS reserves the right to cancel the contract and/or purchase materials, equipment or services from the best available source during the time of Force Majeure, and the vendor shall have no recourse against FCPS. Further, except for payment of sums due, neither party shall be liable to the other or deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of Force Majeure as defined herein.

41. ETHICS POLICY

- a. The Board of Education of Frederick County has an Ethics Policy, which covers conflict of interest, financial disclosure and lobbying. All bidders are expected to comply with any and all Ethics Policies that may apply to them individually or as a business entity.
- b. All bidders should carefully review Board Policy 109, Ethics, which prohibits FCPS employees from benefiting from business with the school system.

42. NON-COLLUSION

- a. Bidder represents and certifies that prices for these services have been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition or any matter related to such prices with any competitor or other bidder. Prices quoted in this bid have not been knowingly disclosed directly or indirectly to any competitor or other vendor prior to the opening of this bid.
- b. Bidder represents and certifies that it has not employed or retained any other company or person (other than a full-time bona fide employee working exclusively for the bidder) with the primary

intent to solicit or secure the contract.

43. CONFLICT OF INTEREST

The bidder will advise FCPS in writing as soon as possible, but not later than the date of award of the contract, of any known relationships with a third party, or FCPS employee or representative, which would present a significant advantage to one bidder over another bidder or present a conflict of interest with the rendering of products and services under this agreement.

44. EMARYLANDMARKETPLACE REGISTRATION

Contractors are required to register with www.eMarylandMarketplace.org within five days following notice of award. Maryland law requires local and state agencies to post award notices on eMaryland Marketplace. This cannot be done without the contractor's self-registration in the system. Registration is free. Failure to comply with this requirement may be considered grounds for default. It is recommended that any interested bidder register with eMaryland Marketplace regardless of the award outcome for this procurement as it is a valuable resource for bid notification for municipalities through Maryland.

**FREDERICK COUNTY PUBLIC SCHOOLS (FCPS)
SPECIFIC TERMS AND CONDITIONS
SECTION II**

1. SCOPE

The intent of this solicitation is to establish a contract with qualified, professional contractors to further develop, extend, and provide parts, service and maintenance for the building automation, energy management, and automatic temperature control systems at Frederick County Public Schools.

2. CONTRACT PERIOD

The initial term of the contract will be effective from July 1, 2017 through June 30, 2020, with two three-year renewal terms, from July 1, 2020 through June 30, 2023, and July 1, 2023 through June 30, 2026, at the discretion of the Board of Education. Upon submission of bid, the contractor consents to the possibility of contract renewal as a condition of award.

3. BACKGROUND

- a. Frederick County Public Schools operates 63 schools (37 Elementary Schools, 13 Middle Schools, 10 High Schools, and 3 special schools), with additional office and support locations. The School System operates a wide range of educational facilities which are primarily permanent structures but include over one hundred and fifty modular or portable structures.
- b. The age of facilities and installed energy consuming equipment range from new to more than 50 years old.
- c. Pneumatic controls are still in wide use in many of the buildings FCPS owns and operates.
- d. Most of the existing schools and offices have building control systems which control, to a varying degree, the central plant, HVAC equipment and zones of terminal units.
- e. Approximately 40 buildings are centrally monitored and maintained by the Building Automation System Technician.
- f. Several systems and vendors are utilized to provide the building systems that are or will be integrated into the “Metasys ADX” networked enterprise server that is installed on FCPS equipment.
- g. All systems will be ASHRE BacNet standard to allow for Integration into the existing Metasys ADX server to allow technicians to monitor and change status, set point, trend data, control building and zone occupied/unoccupied schedule as well as provide limited system personnel the ability to issue a single command that will control occupied/unoccupied schedule for all school buildings as they are integrated.
- h. Funding is allocated annually to integrate selected schools and buildings into the FCPS Metasys head end. The decision as to which schools and buildings to integrate is a joint decision between the Construction Management and Maintenance and Operations Departments. A summary of projects accomplished to date is shown in Appendix C.

4. PRICING

- a. All prices shall remain firm through the initial contract period.

- b. FCPS expects all vendors to provide year over year cost reductions recommendations.
- c. Price decreases are acceptable at any time, need not be verifiable, and are required should the contractor/producer/processor/manufacture experience a decrease in costs associated with the execution of the contract.
- d. Price adjustments from the contractor/producer/processor/manufacture for any/all items may be considered at renewal. The request is subject to approval by the Contracting Officer. The request must be submitted in writing at least 60 days prior to the renewal term and shall be accompanied by supporting documentation.
- e. Should the awarded vendor, at any time during the life of the contract, sell materials of similar quality to another customer, or advertise special discounts or sales, at a price below those quoted within the contract, the lowest discounted prices shall be offered to FCPS.

5. CONTRACT TERMS

- a. Areas of work will include all aspects of BAS work such as new installations, diagnosing, repairing, integration, programming, equipment and software upgrades, replacing, manufacturers authorized training, building tuning, preventive maintenance and service of BAS/ATC systems servers and controls and HVAC equipment.
- b. Work may involve the coordination of efforts with staff, engineering firms, other control system contractors, commissioning agents and other groups in accordance with the instructions and subject to the requirements hereinafter set forth.
- c. FCPS desires to establish on-call price contracts with multiple firms for installation and services on an as needed basis. FCPS will assign specific projects to what it considers to be the most appropriate firm(s) giving consideration to the scope of the project, time to complete, and proposed cost.
- d. In accordance with the terms of any resulting contract, FCPS reserves the right to decide when and if project assignments will be made and makes no commitment to a specific number of assignments or value of work.
- e. Contractors will be assigned work as needed. For the purposes of establishing a basis of comparison, Contractors shall at a minimum use the attached BAS Standard (Appendix B) information as a representative sample to base their pricing for installation services.
- f. For the services requirement, Contractors shall have experience and trained technicians for various BAS/ATC systems including, but not limited to Johnson Controls, Honeywell, Siemens, Schneider Electric, and others.

6. BIDS FOR ALL OR PART

A bidder may restrict their bid to servicing only.

7. PREPARATION OF PROPOSAL

Refer to Appendix A for Bidder Qualifications and Requirements for Technical and Cost Proposal Submissions.

8. EVALUATION CRITERIA AND AWARD

- a. A committee of FCPS staff will independently review and evaluate each technical proposal.
- b. The process for determining which vendor(s) to approve may take the form of either a questionnaire, interview, and/or site visit, and includes appraisals of various aspects of the supplier's business including capacity, financials, quality assurance, organizational structure and processes and performance.
- c. 100 points will be assigned for the technical proposal and will be assigned as follows:
 - Organization and Completeness of Proposal—5 Points
 - Company Profile—20 Points
 - Interpretation Narrative—10 Points
 - Management Team and Approach and Training—15 Points
 - Computer Capabilities Statement—20 Points
 - Financial Statement—10 Points
 - References—15 Points
 - Statutory Affidavit and Non-Collusion Certification Form—1 Point
 - Certification of Compliance Form—1 Point
 - Representations/Signature Page—3 Points
- d. Based on the information obtained via the evaluation, a supplier is scored and is either approved or not approved as one from whom to procure materials or services. There may be an approved supplier list to which a qualified supplier is then added.
- e. Points will be deducted for incomplete or missing responses, or responses that do not follow the required format. Extraneous marketing materials or irrelevant information is not to be submitted.
- f. If not approved, the supplier will not be considered further in price evaluations.
- g. If approved, cost proposals will be evaluated on a weighted basis. 100 total points will be awarded with the maximum points given for the lowest overall calculated costs.
- h. Final ranking will be made on the basis of the criteria and rubric listed above.
- i. An interview may be required to obtain more information prior to recommendation for award, and additional points may be assigned.

9. VENDOR PERFORMANCE EVALUATION

- a. The Contract Manager and Administrator shall confer periodically to discuss the status of the contract. Issues of noncompliance may arise throughout the contract term and shall be brought to the attention of the Contract Manager as they occur.
- b. The Contract Manager or Administrator may request multiple metrics, from the vendor, to evaluate contract performance. Metrics may include, but are not limited to:
 - i. Delivery
 - ii. Response time
 - iii. Backorders
 - iv. Quality of deliverables
 - v. Invoicing
 - vi. Sales data (Contract data, non-contract data)
 - vii. Financial

- c. Where technical, construction or performance specifications have been identified in the bidding document, the contract administrator shall utilize these specifications as the basis of determining contract compliance.
- d. If noncompliance occurs, it shall be documented in a timely manner, including actions taken and final resolution. Copies of the correspondence will be maintained in the Purchasing Department bid documents.
- e. Issues of noncompliance will be handled on a case by case basis. This may include, but is not limited to, written correspondence, face-to-face meetings, and/or an agreed upon performance management plan. FCPS retains the right to terminate the contract, in whole or in part, if the noncompliance issue is not resolved to the satisfaction of FCPS.

10. AUTHORIZED DEALERS

Only manufacturers, or their authorized dealers, may bid on equipment components requested herein. At the discretion of the Board of Education of Frederick County a certificate, executed by the manufacturer, may be requested stating that the bidder is an authorized agent of the manufacturer and is duly authorized to service and maintain the equipment.

11. DAMAGES/RESPONSIBILITIES FOR ITEMS TENDERED

- a. The vendors will be held responsible for and shall be required to make good, at their own expense, any or all damages done or caused by them or their workers in the execution of the contract.
- b. The vendors will be responsible for the items covered by this contract until they are delivered and/or installed/assembled at the designated place of delivery.

12. BID BOND (Not Applicable)

13. PERFORMANCE AND PAYMENT BONDS (Only Applicable If Requested for a Specific Job)

- a. If applicable, the awarded vendor(s) may be required to submit either one or both of the following two bonds to the Purchasing Department ten calendar days after receipt of the Notice of Award and in accordance with the terms stated below:
 - i. **Performance Bond** in the amount of 100% of the contract value covering faithful performance of the contract; and
 - ii. **Payment Bond** in the amount of 100% of the contract value as security for the payment of all persons performing labor and furnishing materials in connection therewith.
- b. The cost of the performance bond and payment bonds will be borne by the bidder(s) in all instances.
- c. Certified checks in the amounts stated above will be accepted in lieu of the performance bond and payment bond only upon prior approval of the Purchasing Manager. If checks are approved for acceptance in lieu of either bond, they should be in the same amount as these bonds; be separate checks; and should clearly designate the purpose - i.e., performance or payment.
- d. Certified checks, if submitted, will be deposited in an FCPS bank account(s). Upon successful completion of the contract, check(s) will be drawn upon the FCPS bank account(s) for the full amounts of both certified checks.
- e. Bonds must be approved by surety companies which are named in the most current Circular 570 "Surety Companies Acceptable on Federal Bonds" as issued by the U.S. Treasury, Bureau of

Government Finance Operations, Division of Banking and Cash Management, Washington, D.C. 20111. Maryland Code 21-102 – A certificate of authority, or certified copy of a certificate of authority, issued by the Commissioner to a surety insurer shall be accepted as evidence of qualification to become sole surety on a bond, undertaking, recognizance, or other obligation required or allowed by law, or in the charter, ordinances, rules, or regulations of a municipal corporation, board, organization, court, judge, or public officer, without further proof or qualification regarding solvency, credit, or financial sufficiency to act as a surety or bidders must use bonding companies rated by A.M. Best Company of at least A-/VIII.

- f. If a bonding company is used that is not on the most current Circular 570, the vendor will be contacted to obtain a bond from an approved surety company and re-submit it to the Purchasing Department within ten calendar days after notification.
- g. Upon receipt and approval of the performance bond and payment bond, or the certified check(s), an official purchase order will be issued.
- h. If bonds are required, and the awarded vendor fails to perform according to the terms of the contract, the bonding company will be notified in writing with a copy sent to the vendor.

14. CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE

FCPS requires insurance certificates evidencing the compliance of insurance requirements at least ten calendar days after receipt of the Notice of Award. The vendor will not commence work until a notice to proceed letter, or purchase order, is issued, nor will the vendor allow any subcontractor to commence work on their subcontract until the insurance required of the subcontractor has been obtained and approved.

a. Worker's Compensation

The vendor will procure and maintain, during the life of the contract, Worker's Compensation Insurance, as required by applicable State laws. In the case of sublet work, the vendor will require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the vendor's Worker's Compensation Insurance.

b. Employers' Liability Insurance

The vendor will procure and maintain, during the life of the contract, Employers' Liability Insurance in the following amounts:

E.L. Each Accident	\$100,000.00
E.L. Disease - Each Employee	\$100,000.00
E.L. Disease - Policy Limit	\$500,000.00 each employee

The vendor will require any subcontractor to procure and maintain Employer's Liability Insurance during the life of the contract. It will be the responsibility of the vendor to ensure that all subcontractors comply with this provision, and the vendor will indemnify, and hold harmless, the Board of Education of Frederick County for the failure of the vendor, or any subcontractor, to comply with these provisions.

c. Commercial General Liability Insurance

The vendor will procure and maintain, during the life of the contract, Commercial General Liability Insurance including premises and operations, completed operations and products, on a per occurrence basis, with at least the following limits:

General Aggregate	\$2,000,000 per project
Products-Completed Operations Aggregate	\$2,000,000

Personal & Advertising Injury	\$1,000,000 each occurrence
Each Occurrence	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000 any one person

The "X, C, U" Coverage for explosion, collapse, and underground property damage shall not be excluded from the policy.

Completed operations liability coverage shall be in force for one year after completion of work.

d. Scope of Insurance and Special Hazards

The insurance required in C. and E. will provide adequate protection for the vendor and subcontractors, respectively, against damage claims which may arise from operations under the contract, whether such operations be by the insured or by anyone directly or indirectly employed by them and, also against any of the special hazards which may be encountered in the performance of this contract as enumerated in C. above. Insurance coverage required under C. above shall specifically include property damage caused by conditions otherwise subject to exclusions "X, C, U" (Explosion, Collapse or Underground Damage) as defined by the National Bureau of Casualty Underwriters. Exceptions: contracts that do not require excavation or underground work are not required to have the above "X, C, U" coverage.

e. Comprehensive Automobile Liability

The vendor shall maintain Comprehensive Automobile Liability Insurance including all automotive equipment owned, non-owned and hired, operated, rented, or leased. Minimum limits of Automobile Liability Insurance shall be:

Bodily Injury	\$1,000,000 per person/\$1,000,000 accident
Property Damage	\$1,000,000 each occurrence, or
Combined Single Limit Bodily Injury and Property Damage Liability	\$1,000,000

f. Subcontractor's Insurance

The vendor will either:

- i. Require each of their subcontractors to procure and maintain, during the life of the subcontracts, Liability Insurance of the type and in the same amounts as specified above; or
- ii. Insure the activities of the subcontractors in their own policies. It will be the responsibility of the vendor to insure that all subcontractors comply with this provision, and the vendor will indemnify and hold harmless the Board of Education of Frederick County for the failure of the vendor, or any subcontractor, to comply with these provisions.

g. Builder's Insurance

FCPS shall provide and maintain Builder's Risk Protection.

h. Proof of Carriage of Insurance

The vendor will furnish FCPS with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of policies. Such certificates also shall contain substantially the following statement: "The insurance covered by this certificate will not be cancelled or materially altered, except after thirty days written notice has been received by FCPS."

i. Additional Insured

The Owner, Board of Education of Frederick County, the Frederick County Government, and other

entities stipulated by the Owner, shall be named as additional insured on all vendor's policies, other than Worker's Compensation Insurance policy. The vendor's insurance will be primary and non-contributory to any insurance carried by the Board of Education of Frederick County or other entity. Waiver of subrogation applies to above policies in favor of the certificate holder. Insurance providers must have an AM Best Company rating of at least A-/VIII.

15. LOCAL LICENSING OF TRADE PERSONS

All trade persons performing work under this contract as a general contractor or a subcontractor must be licensed in accordance with the requirements of the local subdivision and State. Any cost incurred as a result of this licensing requirement shall be borne by the vendor.

16. INSPECTION OF SITE

- a. All visitors must report to and register in the main office. Each bidder should visit the site and become informed fully as to the condition under which the work is to be done. Failure to do so will not relieve a successful bidder of their obligation to supply all material and labor necessary to carry out the provisions of the contract documents at the price(s) bid.
- b. The bidder will perform field measurements, if applicable, and FCPS assumes no responsibility for errors in measurements. The bidder will be responsible for any costs associated as a result of an error in their measurements.
- c. Site visits will not be made after regular working hours, on Sundays, school holidays, or legal holidays, unless previously agreed to by the Contract Administrator.

17. PROTECTION OF WORK AND PROPERTY

- a. The vendor will be solely responsible for initiating, maintaining and supervising all safety precautions and programs in the performance of this contract and will be responsible for observing the safety regulations of MOSHA, OSHA, and local life safety agencies.
- b. The vendor will erect and maintain, as required by conditions and progress of the work, all necessary safeguards for safety and protection, including fences, railing, barricades, lighting, posting of danger signs and other warnings against hazards.
- c. The vendor will comply with applicable laws, ordinances, regulations and orders of governing authorities having jurisdiction for the safety of persons and property to protect them from damage, injury or loss. Any damage, loss or injury resulting from the failure of the vendor to safe guard their work and FCPS property will be borne by the vendor.
- d. In the case of inclement weather, or an emergency that threatens the loss or damage of property or life safety, the vendor will be allowed to act in a diligent manner without instructions from FCPS. The vendor will notify the Contract Administrator of their actions as soon as possible. Any claim for compensation by the vendor due to such extra work will be submitted promptly to FCPS for approval.

18. INSPECTIONS AND CORRECTION OF WORK

- a. All work, all materials, whether incorporated into the work or not, all processes of manufacture, and all methods of construction will be, at all times and places, subject to the inspection of FCPS, whose representatives shall be the final judge of the quality and suitability. Should these fail to meet this approval they will be forthwith reconstructed, made good, replaced and/or covered, as the case may be, by the vendor at their own expense. Rejected material will be removed immediately from the site. If, in the opinion of FCPS, it is undesirable to replace any defective or damaged materials, or

to reconstruct or correct any portion of the work, the compensation to be paid to the vendor shall be reduced by such amount as in the judgment of FCPS shall be equitable.

- b. If the specifications, laws, ordinances, or any public authority require any work to be specially tested or approved, the vendor will give FCPS timely notice of its readiness for observations. If the inspection is by another authority, the vendor will notify FCPS of the date fixed for such inspection and shall use the required Certificate of Inspection.
- c. FCPS may order re-examination of questioned work and, if so ordered, the vendor must uncover the work at their expense. If such work is found not to be in accordance with the contract documents, the vendor will pay all costs to correct the work, to the satisfaction of FCPS. If another vendor employed by FCPS caused the defect in the work, FCPS shall pay such cost and recover the charges from the other vendor.

19. CHANGES IN WORK

- a. No changes in the work covered by the approved contract documents will be made without having prior written approval of FCPS. The contract sum may be adjusted according to the approved changes. Consent of the Surety may be required.
- b. Charges or credits for the work covered by the approved change will be determined by one or more of the following methods:
 - i. Unit bid prices
 - ii. Lump sum
 - iii. Time and materials

In the event the vendor is directed to proceed with extra work, on a time and material basis, an itemized proposal shall be submitted including material and rental invoices and/or any other backup as requested by FCPS.

- c. A fixed fee may be negotiated, and must be agreed upon and added to the costs listed above. The fee will be compensation to cover the cost of supervision, overhead, surety, profit, and any other general expenses.

20. DOCUMENTATION AND WORK ORDER SYSTEM

- a. FCPS uses a Computerized Maintenance Management System (CMMS) software for all maintenance work performed. "SchoolDude" is the web based software used. All work under this bid would be submitted to the Vendor(s) as a work order assigned to the Vendor for execution. Refer to Appendix D.
- b. The awarded vendor will be responsible throughout the duration of this contract to utilize and support FCPS's web based (CMMS). Any modification/upgrade to the CMMS program will be adopted and utilized by the vendor. The vendor must have the following to utilize the CMMS software.
 - 1.) Vendor must have access to internet using current version of: Internet Explorer, Chrome, and /or Fire Fox web browser.
 - 2.) The vendor must have an Administrator that is a single point of contact for all work orders to be assigned to by FCPS. The Administrator is responsible for the following:
 - a.) **Beginning of work:** assign work order to their mechanics.
 - b.) **During work:** Posting all transactions (labor and materials) to the work order.

- c.) **Follow up:** completing the work orders and attaching the invoice. Emailing the CMMS administrator or designee, the work order number and a copy of the invoice for the work that has been completed.

- c. Vendor must supply the following information:
 - 1.) Name, and email address of the Administrator
 - 2.) Name, email address, and labor type of all employees that work would be assigned to.

- d. FCPS CMMS office will provide the Following:
 - 1.) Establish Individual user accounts in the CMMS software.
 - 2.) Training on the use of CMMS software.
 - 3.) Account support with the use of the CMMS software.

BIDDER QUALIFICATION, TECHNICAL AND COST PROPOSAL REQUIREMENTS**I. BIDDER QUALIFICATIONS**

In order to be considered for award, bidders must meet the following minimum qualifications:

- A. Be an established Contracting firm with at least five years under the same company name.
- B. Own or lease and sufficiently staff commercial office space within a 75 mile radius of 191 South East Street Frederick, Maryland 21701.
- C. Employ full and/or part-time personnel who are experienced in disciplines that would enable performance on a wide variety of projects.
- D. Employ personnel who are trained and certified in the devices, equipment and software/firmware currently installed and being used at FCPS. Employees must also be trained and certified on the most up to date version of devices, equipment and software/firmware available and proposed for projects.
- E. Maintain company owned/leased state-of-the-art testing equipment, where applicable.
- F. Have familiarity, by past experience, with state and local government practices, procedures, laws, and regulations.
- G. Be able to certify non-affiliation with any general contractor.
- H. Be licensed to do business in the State of Maryland.
- I. Be able to provide manufacturer's training by Certified Instructors at our location and/or at a training facility close enough to allow daily travel and instructor lead distance learning courses.

II. PREPARATION OF PROPOSAL

- A. Due to possible changes and/or additions to the solicitation package, FCPS requests that bidders delay submission of their bid package until after the date of the pre-bid meeting or the date that questions are due to allow time for the possible issuance of an addendum. All changes will be processed through appropriate addenda.
- B. **The Technical and Cost proposals will be submitted in separate, sealed envelopes, each properly labeled on the outside with the bidder's name, RFP #, and the contents, either "Technical" or "Cost".**
- C. The Contractor should prepare their response to the Request for Proposal as described below. Points will be deducted for incomplete or missing responses, or responses that do not follow the format of the questionnaires. Extraneous marketing materials or irrelevant information is not to be submitted.

III. TECHNICAL PROPOSAL PACKAGE REQUIREMENTS

- A. Submit one original and **(3)** additional copies of the Technical Proposal, along with an electronic copy in Excel/Word/PDF format (on CD or USB Flash Drive), in a sealed envelope, properly labeled on the outside with the bidder's name and "TECHNICAL PROPOSAL".

B. The Technical Proposal Package will include the following sections and completed forms:

1.) Company profile, to include:

- a.) How long in business under current name.
- b.) Main office and branch office locations, noting street address and city, state, zip code and phone number(s).
- c.) Copy of Federal Employer Identification Number.
- d.) Description of pertinent facilities and equipment to include office space by square footage and indicate own or lease.
- e.) Name, email address, business and cell telephone number, of respondent's principal contact person regarding the Contract.
- f.) Resume of lead person(s) for this contract to include related experience.
- g.) Manpower breakdown - number of personnel by specialty, number of office workers, number of field supervisors, number of field workers.
- h.) A resume including qualifications to work on devices, equipment and software/firmware for all technicians that may be assigned to work at FCPS locations.
- i.) License to work in the state of Maryland.
- j.) License for operating any testing device requiring licensing.
- k.) Statement as to business and/or principals' involvement in any legal action pending or resolved regarding failure to perform in the state of Maryland during the previous three years, furnish details and outcome.
- l.) Statement of ability to comply with the insurance requirements identified.

2.) Sub-contractor(s) profile for each sub-contractor, to include:

- a.) Business name and address for each subcontractor who will perform services on this project.
- b.) Type of work to be performed.
- c.) Name, email address, business and cell telephone number, of sub-contractor's principal contact person regarding the Contract.
- d.) Federal Employer Identification Number.;
- e.) License to work in the state of Maryland.
- f.) License for operating any testing device requiring licensing.
- g.) Statement as to business and/or principals' involvement in any legal action pending or resolved regarding failure to perform in the state of Maryland during the previous three years, furnish details and outcome.
- h.) Statement of ability to comply with the insurance requirements identified.

3.) Interpretation Narrative:

- a.) A narrative expansion of the Contractor's understanding of the desired services as defined in these bid documents.
- b.) Specific reference must be made to the sections applicable to tasks, and all other required criteria contained in the bid documents.

4.) Management Team and Approach and Training:

- a.) Identify key personnel with applicable responsibilities and project team compositions and their place in the firm's organizational structure.
- b.) Identify the systems and approaches utilized by the firm.
- c.) The length of time the team has worked together.
- d.) Provide a current training course catalog.

5.) Computer Capabilities Statement:

Knowledge and experience with various types and levels of programs is critical. Bidders shall contain, as a minimum, the following information:

- a.) The Computer Services Section shall contain the computer documentation of the Contractor, as well as all subcontractors, proposing to use computer services for the project.
- b.) Identify knowledge and experience with various types and levels of computer programs.

- 6.) Financial Statement:
Bidders must demonstrate, via audited financial statements, letter from insurance company, bonding agencies, etc. that they:
 - a.) have a minimum debt to equity ratio of 1:1
 - b.) have a bonding capacity exceeding \$250,000
- 7.) References:
Bidders shall provide five references for work of the same nature, to include company or agency name, contact person's name, email address and telephone number. Preference is given for references in Maryland and for K-12 or university educational clients.
- 8.) Statutory Affidavit and Non-Collusion Certification Form
- 9.) Certification of Compliance Form
- 10.) Representations/Signature Page

IV. COST PROPOSAL PACKAGE REQUIREMENTS

- A. Submit one original Cost Proposal, along with an electronic copy in Excel/Word/PDF format (on CD or USB Flash Drive) in a sealed envelope, properly labeled on the outside with the bidder's name and "COST PROPOSAL".
- B. No separate costs for travel, mileage, overhead or miscellaneous are acceptable. All costs are to be included in the rates provided.
- C. The Cost Proposal Package will be organized and include the following sections. If not bidding a specific section, so indicate next to the section number.
 - 1.) Hourly Rates and Materials - Form of Proposal 1 (provided in these specifications)
 - 2.) Sample Project Pricing - Form of Proposal 2 (provided in these specifications) which should be based on the following factors-
 - a.) Programming and integration to be followed per FCPS BAS Standard (Attachment "F").
 - b.) The graphics must be for the Metasys ADX platform per the FCPS BAS Standard.
 - c.) Commissioning and training upon completion
 - d.) As-built drawings upon completion
 - e.) Existing pneumatic end devices to remain, where applicable and compatible unless specifically requested to change. State of the art devices in new installations.
 - f.) Assume plenum rated cable (pink in color) in all ceiling locations while penthouse, mechanical rooms and other exposed areas assume piping/Wiremold as appropriate is required.
 - 3.) Annual Maintenance Agreement - Form of Proposal 3 (provided in these specifications) which should be based on the following requirements-
 - a.) Network controllers and peripherals
 - 1.) Inspect LED's, fuses and cable connections
 - 2.) Inspect device for physical damage
 - 3.) Verify LAN connectivity
 - 4.) Clean and inspect battery terminals and verify charge, replace batteries as needed
 - 5.) Visually inspect and clean all hardware of dust and debris
 - 6.) Check and report alarms
 - 7.) Check for unreliable points

- 8.) Create a backup of controller on USB flash drive provided by FCPS and kept in controller cabinet and offsite.
 - 9.) Install updates/fixes/patches to firmware/software
 - 10.) Provide toll free access to factory technical support for FCPS staff
 - 11.) Provide response within 24 hours to calls for service.
 - 12.) Provide copies of all up to date software and peripherals needed to operate and maintain the system
- b.) Server
- 1.) Provide and install latest version of Metasys software updates/fixes/patches and upgrades
 - 2.) Provide, install and maintain User Interface software.
 - 3.) Provide the technical support to keep the Virtual Server, Windows Server, SQL and Anti-virus software updates installed. This software will be provided by FCPS.
 - 4.) Create backup of server data
 - 5.) Maintain the repository for trend data
 - 6.) Add and maintain user profiles
- 4.) Training Costs - Form of Proposal 4 (provided in these specifications)
- a.) Onsite
- 1.) All training shall be presented by certified factory authorized instructors and result in the student receiving a certificate of training from the manufacturer.
 - 2.) Cost will cover all travel, lodging, meals and expenses for the instructor.
 - 3.) Cost will cover all expenses for shipping training equipment and devices.
 - 4.) Cost will cover all student materials.
- b.) Offsite, for training provided at a local training facility (within 60 miles of 191 South East Street Frederick, Maryland)
- 1.) All training shall be presented by certified factory authorized instructors and result in the student receiving a certificate of training from the manufacturer.
 - 2.) Cost will cover all travel, lodging, meals and expenses for the instructor.
 - 3.) Cost will cover all expenses for shipping training equipment and devices.
 - 4.) Cost will cover all student materials.

FREDERICK COUNTY PUBLIC SCHOOLS
BAS STANDARDS



TABLE OF CONTENTS

- I. **General**
- II. **Graphics**
- III. **Standard Acronyms**
- IV. **System Priority – User View**
- V. **Typical I/O Points**
- VI. **Chilled Water Systems**
- VII. **Heating Water Systems**
- VIII. **Geothermal Systems**
- IX. **Air Handling Equipment**
- X. **Terminal Control Units**

FREDERICK COUNTY PUBLIC SCHOOLS BAS STANDARDS

I. GENERAL

A. OVERVIEW:

The purpose of these BAS Standards and Guidelines is to provide consistency from the county head end down to the room sensor. It looks at the graphic display of the county, the cluster, the school, the room and all associated acronyms, I/O points, sensor types, identification and priorities so as to create familiarity regardless of the building, systems used or individuals using the BAS for monitoring, controlling, and /or troubleshooting any building tied into the county BAS. It is also developed to aid in developing sequences of operation, safeties, alarms and device types that shall be incorporated into designs. Following these standards and guidelines not only establishes consistency for the ease of use by FCPS but also establishes a standard of quality that is to be incorporated into the design.

B. Graphics: Provide standard graphics of building each central plant, each air distribution system and each terminal unit and the room each serves. All graphics shall show all associated points, set points, actual conditions, alarms, etc.

C. Master Building Controller: Locate in central plant equipment room with IT connection/data drop(s). Coordinate requirements with FCPS.

D. Control Setpoints: All control setpoints shall be adjustable and resettable through software. Typical resets for fan speed, pump speed and temperature setpoints shall be adjustable through software.

E. Typical Instruments, Devices and Sensors:

1. Differential pressure transmitter for controlling variable speed pumps: Industrial Grade Rosemount DP2051 or equal of Foxboro.
2. Hydronic Flow Meter: Electromagnetic type: Onicon F-3200 Series, BTU meter: Onicon System 10 or equal of Foxboro.
3. Carbon Dioxide Sensor: Vaisala Carbocap GMW20 (wall) or GMD20 (duct) or equal of Veris.
4. Relative Humidity Sensor:
Outdoor: Vaisala HMS110 Series or equal of Veris.
Duct Mounted: Vaisala HDM60/70 Series or equal of Veris.
Wall Mounted: Vaisala HMW90 Series or equal of Veris.

NOTE: The specific devices establishes a level of quality. The design engineer shall review, verify and update model numbers to be manufactured.

F. Identification:

1. The following color concept shall be used for the identification of systems be it BAS graphics, field applied, pipe jacketing system, field applied pipe identification and/or valve tags.

<u>Description</u>	<u>Symbol</u>	<u>Color</u>
a. Heating water supply	HS	red
b. Heating water return	HR	red
c. Chilled water supply	CHS	dark blue
d. Chilled water return	CHR	dark blue
e. Condenser water supply	CS	light blue
f. Condenser water return	CR	light blue
g. Water source heat pump supply	HPWS	orange
h. Water source heat pump return	HPWR	orange
i. Domestic cold water	CW	green
j. Domestic hot water	HW	green
k. Domestic hot water recirc	HWC	green

NOTE: For graphic display provide a darker color for supply lines and lighter color for return lines.

- G. Energy conservation measures, setpoints and sequences as a minimum shall comply with the latest adopted ASHRAE 90.1 and/or International Energy Conservation Code (IECC). Additionally the design, installation and controls shall meet or exceed all required code requirements, LEED prerequisites and control requirements for energy conservation, ventilation, temperature and humidity controls.
- H. All life safety features and critical equipment safety items shall be hard wired to prevent software overrides.
- I. The ATC/EMS contractor, whether specifically specified or not, shall coordinate all control, interlock, and integration requirements with the equipment manufacturers, electrical contractor and mechanical contractor.
- J. The ATC/EMS contractor, whether or not indicated on the drawings shall provide power for the ATC/EMS. The ATC/EMS contractor shall coordinate with the electrical contractor where the power source can be obtained by the ATC/EMS contractor. Additionally the ATC/EMS contractor shall provide all required power transformers needed for the ATC/EMS.
- K. Fire Alarm Integration: The EMS shall integrate all addressable points into the EMS for remote monitoring only.
- L. Security System Integration: The EMS shall integrate security system into the EMS.

II. GRAPHICS

- A. The first graphics page shall show as summary of the 10 existing areas. An icon of the high school, name of the area and all critical alarms shall be indicated for each area.
- B. By clicking on the area name or icon a page showing all schools in the area (elementary schools, middle schools, high schools and special schools) shall be displayed. The page shall include cluster number/name, date and time, an icon of each school with school name.
- C. By clicking on the school name or icon a page showing the school, school name and date and time shall be displayed. Meter (gas, electric, water, etc.) shall also be displayed.

- D. When clicking on the school name or icon the floor plan(s) shall be displayed complete from the floor plan graphic if you click on the mechanical equipment room, the central plant types (cooling plant, heating plant, geothermal plant, etc.) shall be displayed with general information (enable/disable, outside air temperature, fluid temperatures). By clicking on the individual plant the associated plant graphics shall be displayed including all remote associated devices (e.g. water differential pressure transmitters) and global outdoor sensor information shall be displayed.

Additionally from the floor plan display provide an ATC architecture link. When clicking on the link a floor plan showing the building ATC infrastructure and riser diagram shall be displayed. As a minimum all ATC panel locations and panel names/numbers corresponding to the riser diagram shall be indicated including all associated main trunk line routing, global sensor locations and remote control devices/sensors/transmitters associated with the central heating/cooling plant. Indicate all IP addresses for NAE's and/or equipment for the building with room name, room number and temperature. If the room is below the heating setpoint range by 2°F or more the graphic of the room shall be blue. If the room is within range (2°F or less below the heating setpoint and 2°F or less above the cooling setpoint) the room shall be green. If the room is above the cooling setpoint range by 2°F or more the graphic of the room shall be red.

If you click on the room, the air distribution zoning plan graphic shall be displayed which includes the floor plan with spaces within that zone highlighted (blue, green, red). All other rooms not in zone shall not be highlighted. Room names, numbers, temperatures, and terminal unit number shall be displayed in each room. Additional information includes the air distribution system number AHU, DOASA, etc.) that serves that zone. Clicking on the air distribution unit number will display the graphic of that unit with corresponding terminal unit (VAV, TCU, GEOHP, etc.) numbers if applicable. Clicking on the room of the zoning plan and/or terminal unit number under the air distribution unit graphic will display the graphic of the associated individual terminal unit

III. STANDARD ACRONYMS: Utilize the following standard acronyms on the contract documents, other drawings and BAS. Use standard abbreviations for common units (e.g. psi, BTU, MBH, etc.)

Heating Supply	HS
Heating Return	HR
Heating Supply (Primary)	HS (P)
Heating Return (Primary)	HR (P)
Heating Supply (Secondary)	SH (S)
Heating Return (Secondary)	HR (S)
Chilled Supply	CHS
Chilled Return	CHR
Chilled Supply (Primary)	CHS (P)
Chilled Return (Primary)	CHR (P)
Chilled Supply (Secondary)	CHS (S)
Dual Temperature Supply	DTS
Dual Temperature Return	DTR
Condenser Supply	CS
Condenser Return	CR
Glycol Supply	GS
Glycol Return	GR
Heat Pump Water Supply	HPWS
Heat Pump Water Return	HPWR
Refrigerant Liquid	RL

Refrigerant Suction	RS
Refrigerant Hot Gas	RHG
Low Pressure Steam	LPS
Low Pressure Return	LPR
Pumped Discharge	PD
Condensate Drain	CD
Cold Water	CW
Make Up Water	MUW
Air Flow Measuring Station	AMS
Duct Smoke Detector	DD
Variable Frequency Drive	VSD
Supply Air	SDA
Return Air	RA
Mixed Air	MS
Outdoor Air	OA
Exhaust Air	EA
Static Pressure	SP
Differential Pressure	DP
Air Handling Unit	AHU
Heating and Ventilating Unit	H&V
Constant Volume	CV
Variable Air Volume	VAV
Flow Meter	FM
Meter	M

IV. SYSTEM PRIORITY – USER VIEW

1. Global Sensors Outdoor Air Temperature (DB)
 - Outdoor Air Relative Humidity
 - Outdoor Air Enthalpy
 - Electric Meter
 - Gas Meter
 - Water Meter

2. Central Plant (Primary Generation Equipment)
 - Heating Plant
 - Cooling Plant
 - Geothermal Plant

3. Air Handling Equipment (Secondary Distribution Equipment)
 - DOAS Units
 - VAV Units
 - CAV Units
 - Rooftop Units
 - Energy Recovery Units

4. Zoning Numbering Priority
 - Office Admin/Guidance Zone(s)
 - Classroom Zone(s)
 - Assembly Space Zone(s)
 - Dining/Cafetorium
 - Gymnasium
 - Auditorium

5. Room Terminal Equipment/Units Listed Under Associated/Interlocked Air Handling Equipment
 - Variable Air Volume Units
 - Water to Air Heat Pump Units
 - Fan Coil Units
 - Variable Refrigerant Volume FCU's

6. Miscellaneous Independent Equipment
 - Terminal Heating Units (CAH's, AH's, BBR, etc.)
 - Exhaust Fans/Outside Air Fane
 - Make Up Air Units
 - Ductless Split Systems

7. Independent Spaces
 - Mechanical Equipment Rooms
 - Electrical Equipment Rooms
 - IT Rooms

8. Fire Alarm System

9. Security System

V. TYPICAL I/O POINTS

1. Equipment Status/Run Time – All Motors: Current sensor.

2. Alarms
 - Motor/Equipment Failure
 - Loss of Hydronic Flow: Differential Pressure Switch
 - Loss of Air Flow: Air Flow Sail Switch
 - High Limit
 - Water Temperature
 - Air Temperature
 - Relative Humidity
 - Static Pressure (Air or Water)
 - Carbon Dioxide
 - Low Limit
 - Water Temperature
 - Air Temperature
 - Static Pressure (Air or Water)
 - Smoke: Duct Detectors
 - Fire: Fire Alarm System
 - Security: Security Alarm System
 - Damper Failure: End Switch
 - Filter Alarm: Differential Pressure Switch
 - Liquid Sensors: Drain Pans, Elevator Pits, etc.
 - Freezer
 - Refrigerator
 - Generator
 - Alarm points.
 - NFPA.
 - ALL.
 - Transfer switch.

- Volts per phase.
 - AMPS per phase.
 - Ejector pumps.
 - Water well pumps.
 - Fuel oil monitor.
 - Refrigeration monitor.
 - Power to MDF room.
3. Measurement
 - Outside Air, Supply Air, Return Air, Relief Air: Air Flow Measuring Station
 - Water Flow (or BTU Meter): Electromagnetic Flow Meter (with Temperature Sensors)
 - Electronic Service: Volts and Amps per Phase
 - Electric Usage: KW
 - Natural Gas: Gas Meter (CFM)
 - Fuel Oil Lever
 4. Monitor
 - Water Temperature: Supply and Return to Building, each heat transfer device/equipment is central plant (boilers, chillers, heat exchangers, cooling towers, earth heat exchangers, etc.)
 5. Air Temperature (AHU's)
 - Supply Air
 - Return Air
 - Mixed Air
 - Before/after each coil and/or heat transfer device (i.e. heat wheel, plate heat exchanger)
 6. Global
 - Outside Air Dry Bulb
 - Outside Air Dew Point
 - Outside Air Relative Humidity
 - Outside Air Carbon Dioxide

VI. CHILLED WATER SYSTEM

A. GENERAL:

1. The chilled water plant shall be provided with a local hand-off-automatic switch mounted to the face of the associated ATC panel. The switch position shall be monitored by the BAS.
2. When the switch is indexed to automatic the BAS shall start and stop the plant automatically based on outdoor air temperature. The default temperature setpoint shall be 55°F and above the system shall be energized and less than 55°F the system shall be de-energized.
3. When the switch is indexed to hand the plant shall run continuously (24/7).
4. When the switch is indexed to off the plant shall be de-energized.
5. All safeties shall remain active regardless of switch position.
6. Provide an emergency shutdown switch at each entry way for indoor chillers per ASHRAE Standard 55. Additionally the refrigerant leak detection and monitoring system shall alarm through the BAS. The heating plant and/or open flame devices shall be shutdown automatically if a refrigerant leak is detected.

7. Whenever the plant is de-energized the BAS system shall time delay primary and secondary pumps off to disappear residual energy in the chiller. The default time shall be five (5) minutes.
8. The chilled water system supply water temperature shall be reset automatically through the BAS based on return water temperature or outside air temperature. The default shall be outside air temperature. The default reset schedule shall be linear type 50°F chilled water supply temperature at 55°F outdoor air temperature to 45°F chilled water supply temperature at 65°F outside air temperature.
9. All chilled water plants shall be variable flow utilize two-way control valves. Provide three-way control valves or system by pass to ensure equipment minimum flow rates.
10. Pump speed shall be controlled by an industrial grade differential pressure transmitter located near the end of the distribution system. The setpoint shall be automatically reset to download by the BAS until one control valve is a minimum 90% open. Provide a 2 psi (default) deadband (± 1 psi from setpoint) between increasing or decreasing pump speed.
11. For multiple chillers, control in lead-lag fashion based on load. Default is staging lead-lag chillers based on primary to secondary flow rates. Primary flow rate shall be 10% more flow rate than secondary flow rate.
12. For water cooled chillers, cooling towers shall be provided with variable speed fans controlled to maintain condenser water supply temperature of 85°F (default).
13. Provide condenser water reset to maximize chiller efficiency. The condenser water supply temperature shall be reset 7°F (default) above outdoor air wet bulb temperature down to 20°F (default) above the chilled water supply temperature.
14. Provide current sensors for all pump motors and cooling tower motors.

B. Typical I/O Points

1. Monitor all supply water and return water temperatures, flow rates, system differential pressure, outdoor air dry bulb. Relative humidity and wet bulb temperatures through the use of an industrial quality outdoor air sensor with weather shield and heated sensor. All points shall be capable of being trended.
2. Make up water shall be metered, totalized and monitored by the BAS.
3. Monitor chiller flow status through the chiller control panel.
4. Alarms: Alarm all equipment/motor failures, high condenser water supply temperature, high chilled water supply temperature and low system differential pressure. Water temperature and pressure alarms shall occur when the system has operated 5°F or more beyond its setpoint temperature or 5 psig or more beyond its setpoint pressure continuously for 15 minutes or more (default)s except at system startup which shall be for 30 minutes or more (default).

VII. HEATING WATER SYSTEM

A. General

1. The heating water plant shall be provided with a local hand-off-automatic switch mounted to the face of the associated ATC panel. The switch position shall be monitored by the BAS.
2. When the switch is indexed to automatic the BAS shall start and stop the plant automatically based on outdoor air temperature. The default temperature setpoint shall be 65°F and less the system shall be energized and above 65°F the system shall be de-energized.
3. When the switch is indexed to hand the plant shall run continuously (24/7).

4. When the switch is indexed to off the plant shall be de-energized.
5. All safeties shall remain active regardless of switch position.
6. Whenever the plant is de-energized the BAS system shall time delay primary and secondary pumps off to disappear residual energy in the boiler. The default time shall be five (5) minutes.
7. The heating system supply water temperature shall be reset based on outdoor air temperature. For design supply water temperatures at 180°F the default linear reset schedule shall be 180°F supply water temperature at 10°F outdoor air temperature to 120°F supply water temperature at 65°F outside air temperature. For low temperature (140°F or less) supply water systems the reset shall not be less 100°F supply water temperature at 65°F outside air temperature.
8. The heating water plant shall be variable flow. For conventional non condensing boilers a primary-secondary pumping system shall be employed utilizing constant flow pumps for boilers and variable flow distribution pumps.
9. Pump speed shall be controlled by an industrial grade differential pressure transmitter located near the end of the distribution system. The setpoint shall be automatically reset to download by the BAS until one control valve is a minimum 90% open. Provide a 2 psi (default) deadband (± 1 psi from setpoint) between increasing or decreasing pump speed.
11. Provide combustion air damper end switches interlocked (hard wired) with associated boiler burners in accordance with state of Maryland and CSD-1 requirements.
12. Flame failure shall close associated combustion air dampers.
13. Provide emergency shutdown switches at each entrance to the boiler room to break the power source to each burner (boiler, hot water generator).
14. Boiler sequencing for noncondensing boilers shall be by the ATC/EMS contractor. Staging for condensing boilers shall be by the condensing boiler microprocessor controller with the BAS enabling-disabling operation.
15. Provide current sensors for all pump motors and burners (non-condensing boilers)

B. Typical I/O Points

1. Monitor all supply and return water temperatures, system flow rates, system differential pressure, and outdoor dry bulb temperature (global as described under chilled water plant).
2. Monitor boiler flow switch and combustion air damper end switch.
3. Alarm all equipment/motor failures, low supply water temperature and low system differential system pressure. Water temperature and pressure alarms shall occur when the system has operated 5°F or more beyond its setpoint temperature or 5 psig or more beyond its setpoint pressure continuously for 15 minutes or more (default) except at startup which shall be for 30 minutes or more (default).
4. Make up water shall be metered, totalized and monitored by the BAS.

VIII. GEOTHERMAL SYSTEMS

A. General

1. The chilled water plant shall be provided with a local hand-off-automatic switch mounted to the face of the associated ATC panel. The switch position shall be monitored by the BAS.
2. When the switch is indexed to automatic the BAS shall start and stop the geothermal pump based on time of day scheduling. Basically the pump shall run continuously (24/7/365) unless the entire building is unoccupied and does not

need any conditioning. Typically this may be limited to at night during the summer non-educational times.

3. When the switch is indexed to hand the plant shall run continuously (24/7).
4. When the switch is indexed to off the plant shall be de-energized.
5. All safeties shall remain active regardless of switch position.
6. The geothermal system shall be variable flow and utilize 2-way control valves. Provide 3-way control valves and or a system bypass to ensure a minimum of 15% total pump flow.
7. Pump speed shall be controlled by an industrial grades differential pressure transmitter located near the end of the distribution system. Provide a 2 psig (default) deadband (± 1 psig from setpoint) between increasing/decreasing pump speed.

B. Typical I/O Points

1. Monitor supply and return water temperatures, flow rates and outside air temperature conditions as indicated under the chilled water plant.
2. Make up water shall be metered, totalized and monitored by the BAS.
3. Alarms: Alarm pump failure, low system differential pressure, high make up water requirements and high and low water temperature conditions (100°F and 40°F respectively).

IX. AIR HANDLING EQUIPMENT

- Warmup/pull down cycle utilizing return air only.
- Economizer cycle per latest ASHRAE 90.1 requirements.
- Outside air flow measuring.
- Dehumidification control with free reheat per latest ASHRAE 90.1 requirements.
- Supply air reset based on latest ASHRAE 90.1 requirements, Recommend capability of supply air reset based on 1) outside air temperature, 2) return air temperature, 3) greatest load/load analyzing.
- Unoccupied Mode
 - Reset space/zone temperature/cycle unit
 - Reset space/zone RH/cycle unit
 - Recirculation Mode: Maintain occupied temperature and RH setting – no outside air
- Low Limit Control: Override outside air damper and/or heat coil to prevent freeze stat shutdown.
- Variable Speed Fan Control:
 - Based on duct static pressure for variable air volume systems. Reset static pressure setpoint based on greatest load.
 - Based on space temperature for assembly spaces, 50% minimum reduction.

Demand Controlled Ventilation: All assembly spaces, carbon dioxide sensor controlling outside air damper in accordance with ASHRAE requirements.

Safeties:

1. All safeties shall be hard wired.
2. Duct smoke detectors shall be interlocked for AHU shutdown (ATC contractor) and fire system alarm (electrical contractor).
3. Interlock with building emergency shutdown switch.
4. Heat valves fail open, return damper fail open, outside air dampers fail closed relief/exhaust air dampers fail closed chilled water valves fail closed.
5. Freezestat shall shutdown unit to protect coils from freezing conditions.

Freeze Protection:

1. All coils subject to mixed air temperatures 40°F or less shall be protected from freezing (face and bypass damper or circulation pump).

Heat Recovery: Provide heat recovery devices to precondition outside air. Heat recovery devices shall also be considered as a means of free reheat for the dehumidification cycle.

X. TERMINAL CONTROL UNITS

A. General (All):

1. Interlock terminal control units with associated air handling system.
2. Provide current sensors for terminal units with fans to determine status.
3. Provide unit shut down on condensate pan overflow conditions/alarm through EMS.
4. Provide supply air discharge temperature sensors.
5. Setpoints shall be 70°F heating, 75°F cooling.

B. Water to Air Heating Pumps

1. Heat pumps shall be randomly (min 15 second intervals) started when its zone is enabled to prevent simultaneous compressor operation at start up.
2. Solenoid Valves shall be hard wired to the associated unit controller so as to open and establish water flow prior to energizing and to delay closing to dissipate energy in the refrigeration system.

C. Fan Coil Units:

1. Use modulating proportional coil control valves.
2. Monitor control valve signals for pump differential pressure reset or supply water temperature reset.
3. Locate heating coil in reheat position.
4. Provide room or zone relative humidity sensor for dehumidification mode of operation.

D. Variable Air Volume Units:

1. Dual adjustable maximum heating and cooling air flow rates.
2. Heating coil valve opens simultaneously with primary air damper.
3. Monitor primary air damper position to reset AHU supply air temperature and/or fan static pressure set points.
4. Provide a dehumidification sequence of operation.
5. Primary air dampers shall be open in the unoccupied mode.

E. Miscellaneous:

1. Unit Heaters – Cycle fan maintain space temperature setpoint when heating water is available.
2. Cabinet Unit Heaters – Supply fan is energized when heating water is available. Space or return air temperature sensor modulates coil control valve. Use 3-way mixing valves for heating coils.
3. Baseboard Radiation – 2-way control valve modulates to maintain space temperature.
4. Convectors – 2 way control valve modulates to maintain space temperature.

DOCUMENTATION AND WORK ORDER SYSTEM

- A. FCPS uses a Computerized Maintenance Management System (CMMS) software for all maintenance work performed. “SchoolDude” is the web based software used. All work under this bid would be submitted to the Vendor(s) as a work order assigned to the Vendor for execution.

- B. The awarded vendor(s) will be responsible throughout the duration of this contract to utilize and support FCPS’s web based (CMMS). Any modification/upgrade to the CMMS program will be adopted and utilized by the vendor. The vendor must have the following to utilize the CMMS software.
 - 1. Vendor must have access to internet using current version of: Internet Explorer, Chrome, and /or Fire Fox web browser.

 - 2. The vendor must have an Administrator that is a single point of contact for all work orders to be assigned to by FCPS. The Administrator is responsible for the following:
 - a. **Beginning of work:** assign work order to their mechanics.
 - b. **During work:** Posting all transactions (labor and materials) to the work order.
 - c. **Follow up:** completing the work orders and attaching the invoice. Emailing the CMMS administrator or designee, the work order number and a copy of the invoice for the work that has been completed.

- C. Vendor must supply the following information:
 - 1. Name, and email address of the Administrator

 - 2. Name, email address, and labor type of all employees that work would be assigned to.

- D. FCPS CMMS office will provide the Following:
 - 1. Establish Individual user accounts in the CMMS software.

 - 2. Training on the use of CMMS software.

 - 3. Account support with the use of the CMMS software.

RFP 17M10
BUILDING AUTOMATION PARTS, SERVICE AND MAINTENANCE

HOURLY RATES AND MATERIALS - FORM OF PROPOSAL 1

In compliance with the invitation to bid, the undersigned proposes to provide all labor, materials, equipment and incidentals required and necessary for Building Automation Parts, Service and Maintenance in strict accordance with the specifications for the following amounts:

I. LABOR RATES:

Specialty or Job Title	Hourly Rate

II. MATERIAL COSTS:

Materials provided at list minus _____%

RFP 17M10
BUILDING AUTOMATION PARTS, SERVICE AND MAINTENANCE

SAMPLE PROJECT PRICING - FORM OF PROPOSAL 2

I. PROJECT DETAILS:

1. FCPS intends to convert 26 classroom unit ventilators from pneumatic to direct digital controls. All pneumatic lines and controls are to be removed. The unit is supplied with a 4 pipe system and has a heating coil and a cooling coil. Units are equipped with an outside air damper and a face and bypass damper. The fan is a 3 speed unit.
2. Each unit shall have a temperature and humidity sensor mounted in the room and a CO2 sensor mounted in the room to control outside air based demand.
3. The intake of outside air shall be minimized during the summer as well as times that rooms are not occupied shall be mini.
4. All other information should be obtained from the BAS Specification.

II. SUBMISSION REQUIREMENTS:

1. Provide a detailed list of materials and pricing for each piece and labor based on the hourly rates and quantity of hours per specialty or job title for the project.
2. Provide control drawing.
3. Provide the estimated length of time to complete the project based on normal work days.
4. Do not include graphics in quote.

RFP 17M10
BUILDING AUTOMATION PARTS, SERVICE AND MAINTENANCE
ANNUAL MAINTENANCE AGREEMENT - FORM OF PROPOSAL 3

In compliance with the invitation to bid, the undersigned proposes to provide all labor, materials, equipment and incidentals required and necessary for an Annual Maintenance Agreement in strict accordance with the specifications for the following amounts:

RFP 17M10
BUILDING AUTOMATION PARTS, SERVICE AND MAINTENANCE

TRAINING COSTS - FORM OF PROPOSAL 4

In compliance with the invitation to bid, the undersigned proposes to provide all labor, materials, equipment and incidentals required and necessary for Training Services in strict accordance with the specifications for the following amounts:

I. ONSITE TRAINING AT FCPS LOCATION:

- A. Identify costs for onsite training based on offerings in your catalog.
- B. Provide details as to number of students and number of hours of training being provided as well as any other information that is pertinent to the cost proposal. Proposal shall include all expenses for the instructor, class materials and equipment that is needed for the class.

II. OFFSITE TRAINING AT NEARBY LOCATION:

- A. Identify costs for training at a local training facility (within 60 miles of 191 South East Street Frederick, Maryland), based on offerings in your catalog.
- B. Provide details as to number of students and number of hours of training being provided as well as any other information that is pertinent to the cost proposal. Proposal shall include all expenses for the instructor, class materials and equipment that is needed for the class.

RFP 17M10, BUILDING AUTOMATION PARTS, SERVICE AND MAINTENANCE

SIGNATURE ACKNOWLEDGING PROPOSAL

Note: When submitting your bid/proposal, please use this page as a cover sheet for your proposal.

In compliance with your invitation for bidders, the undersigned proposes to furnish and deliver all labor and materials in accordance with the accompanying specifications and "Instructions and General Conditions" for the price as listed on the enclosed Proposal Sheet(s).

I/We certify that this bid/proposal is made without previous understanding, agreement, or connection with any person, firm, or corporation submitting a bid/proposal for the same goods/services and is, in all respects fair and without collusion or fraud; that none of this company's officers, directors, partners or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Board of Education of Frederick County, Administrative or Supervisory Personnel or other employees of the Frederick County Public Schools, has any interest in the bidding company except as follows:

COMPANY: _____

dba: _____

REGISTERED MARYLAND CONTRACTOR NUMBER: _____

FEDERAL IDENTIFICATION: _____ DATE: _____

The undersigned has familiarized themselves with the conditions affecting the work, the specifications, and is legally authorized to make this proposal on behalf of the Contractor listed above.

NAME (please print): _____

SIGNATURE OF ABOVE: _____

TITLE: _____

ADDRESS: _____

TELEPHONE # _____ FAX # _____

E-MAIL ADDRESS (for correspondence): _____

E-MAIL ADDRESS (for receiving Purchase Orders): _____

(DO NOT COMPLETE THIS AREA IF YOUR COMPANY IS UNABLE TO RECEIVE PURCHASE ORDERS ELECTRONICALLY)

ACKNOWLEDGMENT OF ADDENDA (if applicable)

The above-signed company/firm acknowledges the receipt of the following addenda for the above-referenced solicitation.

Date Received by Proposer/Bidder:

Addendum #1	_____	Addendum #2	_____
Addendum #3	_____	Addendum #4	_____
Addendum #5	_____	Addendum #6	_____

RFP 17M10, BUILDING AUTOMATION PARTS, SERVICE AND MAINTENANCE

FREDERICK COUNTY PUBLIC SCHOOLS
STATUTORY AFFIDAVIT AND NON-COLLUSION CERTIFICATION

Special Instructions: An authorized representative of the bidder needs to complete the following affidavit and insert an answer to paragraphs 1 and 3.

BIDDERS: The submission of the following Affidavit at the time of the bid opening is:

requested to be completed but not required to be notarized.

required to be completed and notarized.

I, _____, being duly sworn, depose and state:

1. I am the _____ (officer) and duly authorized representative of the firm of
the organization named _____ whose address is
(Name of Corporation)
_____ and that I

possess the authority to make this affidavit and certification on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees who are directly involved in obtaining or performing contracts with any public bodies has:

- a. been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;
- b. been convicted under the laws of the state, another state, or the United States of: a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
- c. been convicted of criminal violation of an antitrust statute of the State of Maryland, another state, or the United States;
- d. been convicted of a violation of the Racketeer influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract;
- e. been convicted of any felony offenses connected with obtaining, holding, or maintaining a minority business enterprise certification, as prohibited by Section 14-308 of the State Finance & Procurement Article;
- f. been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described in Paragraph (a) through (e) above; or
- g. been found civilly liable under an antitrust statute of this State, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.

3. The only conviction, plea, or admission by any officer, director, partner, or employee of this firm to involvement in any of the conduct described in Paragraph 2 above is as follows:

If none, write "None" below. If involvement, list the date, count, or charge, official or administrative body, the individuals involved, their position with the firm, and the sentence or disposition of the charge.

(you may attach an explanation if necessary)

4. I affirm that this firm will not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Maryland State Finance and Procurement Title 16, subtitle 3, Annotated Code of Maryland, as amended, will provide, directly or indirectly, supplies, services, architectural services, construction-related services, leases of real property, or construction.
5. I affirm that this proposal or bid to the Board of Education of Frederick County is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that if any bidder, or to secure an advantage against the Board of Education of Frederick County or any other person interested in the proposed contract; and that all statements in the proposal or bid are true. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Board of Education of Frederick County may terminate any contract awarded and take any other appropriate action.

I DO SOLEMNLY DECLARE AND AFFIRM under the penalties of perjury that the contents of this affidavit are true and correct, that I am executing this Affidavit in compliance with Section 16-311 of the State Finance and Procurement Article, Annotated Code of Maryland, and in compliance with requirements of the Board of Education of Frederick County, and that I am executing and submitting this Proposal on behalf of and as authorized by the bidder named below.

(Legal Name of Company)

(dba)

(Address)

(City)

(State)

(Zip)

(Telephone)

(Fax)

(Print Name)

(Title)

(Date)

(Signature)

(Title)

(Date)

We are/I am licensed to do business in the State of Maryland as a:

Corporation

Partnership

Individual

Other

If required to be notarized:

(Witness)

(Title)

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

RFP 17M10, BUILDING AUTOMATION PARTS, SERVICE AND MAINTENANCE

CERTIFICATION OF COMPLIANCE

1. All Contractors, subcontractors or vendors must abide by FCPS Board policies and regulations while working on FCPS property.
2. 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 schools (or FCPS facility) if the individual is a registered sex offender. Please reference §11-113 of the Criminal Procedure Article of Maryland Code for penalty.
3. Be advised that individuals who are registered sex offenders are not eligible to work on any FCPS project. The Contractor must initially check the Maryland Department of Public Safety & Correctional Services' MARYLAND SEX OFFENDER REGISTRY and search for the name of any employee to be assigned to work on this project. This applies to subcontractors and material/equipment suppliers as well.
4. In the event that a registered sex offender is discovered to be working on a FCPS project, whether through employment by the prime Contractor, subcontractor or vendor, the site superintendent will immediately remove the individual from the premises and permanently terminate his work assignment. FCPS may terminate this contract as a result if the Contractor is unable to demonstrate he has exercised care and diligence in the past in checking the Maryland registry.
5. Effective July 1, 2015, amendments to §6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor or vendor for a local school system may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving:
 - a. A sexual offense in the third or fourth degree under §3-307 or §3-308 of the Criminal Law Article of the Maryland Code.
 - b. Child sexual abuse under §3-602 of the Criminal Law Article of the Maryland Code or any other State;
or
 - c. A crime of violence as defined in §14-101 of the Criminal Law Article of the Maryland Code or any other State
6. Under recent amendments to §5-561 of the Family Law Article of the Maryland Code, each contractor, subcontractor or vendor shall certify by signing this affidavit that any individuals in its work-force including sub-contractors, have undergone a criminal background check, including fingerprinting, if the individuals will work in a FCPS school facility in circumstances where they have direct, unsupervised, and uncontrolled access to children.

By my signature below, I affirm under penalties of perjury that the contents of this Certification of Compliance are true to the best of my knowledge, information and belief.

Signature _____ Date _____

Print name and title of signatory _____

Print name of company _____