

Purchasing Office
191 South East Street
Frederick, Maryland 21701
301-644-5116 phone
301-644-5213 fax
billy.meekins@fcps.org



Kerrie Koopman CPPB, CPPO,
Purchasing Manager
**Kim Miskell, CSBO, Assistant Purchasing
Manager**
Bill Meekins CPPB, CPPO, CSBO, CPCP,
Purchasing Agent
Shane Ryberg, Purchasing Agent

ADDENDUM

April 17, 2020

ADDENDUM # 1

Bid 20C12, Carroll Manor Elementary School Sewer Pump Station Replacement

DUE DATE: Monday, April 27, 2020, prior to and no later than 2:00 P.M. at

<https://secure.procurenow.com/portal/fcps>

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original proposal packages and any resultant contracts for the above bid.

1. Due to COVID-19, in order to protect our Vendors and Staff, the Purchasing Department will temporarily be accepting on-line bid submissions via [ProcureNow](https://secure.procurenow.com/portal/fcps) <https://secure.procurenow.com/portal/fcps>

To get started, [click here](#), and sign up for an account. You'll receive an email to activate your account. Then subscribe to our bids by [navigating here](#) and clicking the green subscribe button. For more information about how to register, please see our [help file](#).

2. Bids will be opened and publicly read utilizing Skype Business (formerly known as Lync):
(240) 236-6172 (FCPS) Conference ID: 7907906
3. This is a state funded school construction project and requires a construction sign on the site. Specifications for required sign is attached.
4. This Addendum includes the following attachment(s):
 - a. Revised Form of Proposal (1 page)
 - b. Revised State Construction Sign (2 pages)
 - c. Prevailing Wage Determination (7 pages)
 - d. Pre-Bid Meeting Notes (2 pages)
 - e. Pre-Bid Attendance Roster via Skype (1 page)

Thank you for your interest in bidding with Frederick County Public Schools and we apologize for any inconvenience this may have caused.

Sincerely,

Kim Miskell

Kim Miskell, CSBO
Assistant Purchasing Manager

KM/ab

cc: Tony Ray, Project Manager III, Construction Management

FREDERICK COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT
191 SOUTH EAST STREET
FREDERICK, MARYLAND 21701
Telephone #301-644-5208

BID 20C12, CARROLL MANOR ELEMENTARY SCHOOL SEWER PUMP STATION REPLACEMENT
PSCP #10.066.19
FORM OF PROPOSAL – REVISED 4.16.20

In compliance with the Invitation to Bid and Bid Documents, the undersigned proposes to furnish all labor, specified materials, and specified equipment and incidentals in accordance with the plans and specifications.

I. Base Bid – Non-Prevailing Wage:

(\$ _____) _____
Numeric Written in Words

II. Base Bid – Prevailing Wage:

(\$ _____) _____
Numeric Written in Words

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 _____

END OF PROPOSAL FORM

Revised: 04.16.2020

INTERAGENCY COMMISSION ON SCHOOL CONSTRUCTION



LARRY HOGAN
GOVERNOR

KAREN B. SALMON, Ph.D.
CHAIRPERSON

ROBERT A. GORRELL
EXECUTIVE DIRECTOR

200 WEST BALTIMORE STREET
BALTIMORE, MD 21201
410-767-0617

WWW.PSCP.STATE.MD.US

PSCP.MSDE@MARYLAND.GOV

MEMORANDUM

TO: All Directors of Facility Planning

FROM: Robert A. Gorrell, Executive Director

RAG

DATE: February 3, 2020

RE: Revision for Construction Sign

Each State funded school construction project shall have a construction sign on the site and a plaque for installation in the school as identified in Appendix E of the IAC/PSCP Administrative Procedures Guide (APG).

On January 8, 2020, Senate President Bill Ferguson was sworn in as the 86th President of the Maryland Senate, resulting in revisions to the construction sign for State funded school construction projects. This revised sign is available through Maryland Correctional Enterprises (MCE) and should be used for State funded school construction projects.

The construction sign should be erected for all State funded school construction projects including all systemic renovation projects, with the exception of Aging School Program (ASP) and Qualified Zone Academy Bond (QZAB) projects less than \$100,000 and State-owned and locally-owned relocatable classroom building projects. This policy is consistent with the requirements of the IAC [Administrative Procedures Guide \(APG\)](#).

Please ensure that the new layout is followed exactly as sent to you, including the same slogan, names, colors, justification, size of lettering, etc. It is strongly recommended that construction signs be purchased through MCE.

MCE can be reached at:

Maryland Correctional Enterprises (MCE) Sign Plant #111

C/O Patuxent Institution

Attention: Charles Behnke, Plant Manager

7555 Waterloo Road Jessup, MD 20794

410-799-5102 - FAX: 410-799-7911

charles.behnke@maryland.gov

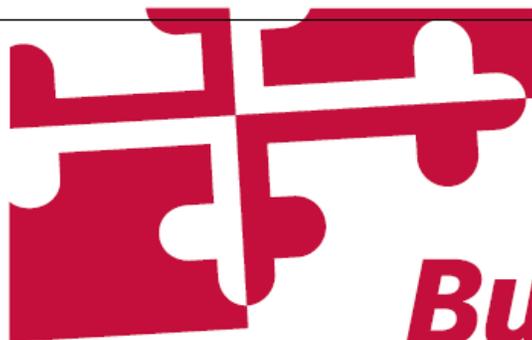
www.mce.md.gov

Please reference the enclosed revised sign template until the Administrative Procedures Guide is updated with the revised information and review this information with your project architects, contractors and consultants.

If you have any questions regarding this matter, please contact Jay Schulte at Jay.Schulte@maryland.gov or (410) 767-0610.

96 in

72 in



Larry Hogan, Governor
Boyd Rutherford, Lt. Governor

Building Bright Futures in Maryland

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

(Name of Project)

at the

(Name of School)

Public School Construction Program

Architect: (Name of Architect)

Contractor: (Name of Contractor)

The Maryland General Assembly

Adrienne A. Jones, Speaker of the House

Bill Ferguson, President of the Senate

Board of Public Works

Larry Hogan, Governor

Peter Franchot, Comptroller

Nancy K. Kopp, Treasurer

STATE OF MARYLAND
DEPARTMENT OF LABOR
DIVISION OF LABOR AND INDUSTRY
PREVAILING WAGE SECTION
1100 N. Eutaw Street, Room 607
Baltimore, MD 21201
(410) 767-2342

04/16/2020

REQUEST FOR ADVERTISEMENT AND NOTICE TO PROCEED

Kim Miskell - Procurement Officer
Frederick County Public Schools
7446 Hayward Road
Frederick, MD 21702

Re: Carroll Manor Elementary Sewer Pump Station Replacement
Project No: PSC #10.066.19

Enclosed please find the Prevailing Wage Determination and Instructions for Contractors for the project referenced above.

Upon advertisement for bid or proposal of this project, you are requested to submit to this office the date and name of publication in which such advertisement appeared.

Once awarded, you are further directed to submit to this office, the NOTICE TO PROCEED for the project, complete with the date of notice, the name of the general contractor, and the dollar amount of the project. In addition, we ask that a representative of the prevailing wage Unit be invited to attend the Pre-Construction Conference.

Any questions concerning this matter may be referred to PrevailingWage@dllr.state.md.us

Sincerely,

Enclosures
Wage Determination
Instruction for the Contractor

Prevailing Wage Unit

PREVAILING WAGE INSTRUCTIONS FOR THE CONTRACTOR & SUBCONTRACTOR

The contractor shall electronically submit completed copies of certified payroll records to the Commissioner of Labor & Industry, Prevailing Wage Unit by going on-line to <https://www.dllr.state.md.us/prevwage> and following the instructions for submitting payroll information (NOTE: A contractor must register prior to submitting on-line certified payroll information).

If you have technical questions regarding electronic submittal, contact the Department at dldlprevailingwage-dllr@maryland.gov.

All certified payroll records shall have an accurate week beginning and ending date. The contractor shall be responsible for certifying and submitting to the Commissioner of Labor and Industry, Prevailing Wage Unit all of their subcontractors' payroll records covering work performed directly at the work site. By certifying the payroll records, the contractor is attesting to the fact that the wage rates contained in the payroll records are not less than those established by the Commissioner as set forth in the contract, the classification set forth for each worker or apprentice conforms with the work performed, and the contractor or subcontractor has complied with the provisions of the law.

A contractor or subcontractor may make deductions that are (1) required by law; (2) required by a collective bargaining agreement between a bona fide labor organization and the contractor or subcontractor; or (3) contained in a written agreement between an employee and an employer undertaken at the beginning of employment, if the agreement is submitted by the employer to the public body awarding the public work and is approved by the public body as fair and reasonable.

A contractor or subcontractor is required to submit information on-line on their fringe benefit packages including a list of fringe benefits for each craft employed by the contractor or subcontractor, by benefit and hourly amount. Where fringe benefits are paid in cash to the employee or to an approved plan, fund, or program, the contribution is required to be indicated.

Payroll records must be electronically submitted and received within 14 calendar days after the end of each payroll period. If the contractor is delinquent in submitting payroll records, processing of partial payment estimates may be held in abeyance pending receipt of the records. In addition, if the contractor is delinquent in submitting the payroll records, the contractor shall be liable to the contracting public body for liquidated damages. The liquidated damages are \$10.00 for each calendar day the records are late.

Only apprentices registered with the Maryland Apprenticeship and Training Council shall be employed on prevailing wage projects. Apprentices shall be paid a percentage of the determined journey person's wage for the specific craft.

Overtime rates shall be paid by the contractor and any subcontractors under its contracts and agreements with their employees which in no event shall be less than time and one-half the prevailing hourly rate of wages for all hours worked in excess of ten (10) hours in any one calendar day; in excess of forty (40) hours per workweek; and work performed on Sundays and legal holidays.

Contractors and subcontractors employing a classification of worker for which a wage rate was not issued SHALL notify the Commissioner of Labor & Industry, Prevailing Wage Unit, for the purpose of obtaining the wage rate for said classification PRIOR TO BEING EMPLOYED on the project. To obtain a prevailing wage rate which was NOT listed on the Wage Determination, a contractor or subcontractor can look on the LABOR webpage under prevailing wage.

Contractors and subcontractors shall maintain a valid copy of proper State and county licenses that permit the contractor and a subcontractor to perform construction work in the State of Maryland. These licenses must be retained at the worksite and available for review upon request by the Commissioner of Labor and Industry's designee.

****Each contractor under a public work contract subject to Section 17-219 shall:**

1. Post a clearly legible statement of each prevailing wage rate to be paid under the public work contract; and
2. Keep the statement posted during the full time that any employee is employed on the public work contract.
3. The statement of prevailing wage rates shall be posted in a prominent and easily accessible place at the site of the public work.

****Penalty - Subject to Section 10-1001 of the State Government Article, the Commissioner may impose on a**

person that violates this section a civil penalty of up to \$50.00 per violation.

Under the Maryland Apprenticeship and Training Council requirements, consistent with proper supervision, training and continuity of employment and applicable provisions in collective bargaining agreements, a ratio of one journey person regularly employed to one apprentice shall be allowed. No deviation from this ratio shall be permitted without prior written approval from the Maryland Apprenticeship and Training Council.

Laborers may NOT assist mechanics in the performance of the mechanic's work, NOR USE TOOLS peculiar to established trades.

ALL contractors and subcontractors shall employ only competent workers and apprentices and may NOT employ any individual classified as a HELPER or TRAINEE on a prevailing wage project.

The State Apprenticeship and Training Fund (Fund) law provides that contractors and certain subcontractors performing work on certain public work contracts are required to make contributions toward apprenticeship. See §17-601 through 17-606, State Finance and Procurement, Annotated Code of Maryland. Contractors and subcontractors have three options where they can choose to make their contributions: (1) participate in a registered apprenticeship training program; (2) contribute to an organization that has a registered apprenticeship training program; or (3) contribute to the State Apprenticeship and Training Fund.

The Department of Labor (LABOR) is moving forward with final adoption of regulations. The regulations were published in the December 14, 2012 edition of the Maryland Register.

IMPORTANT: Please note that the obligations under this law will become effective on JULY1, 2013. This law will require that contractors and certain subcontractors make contributions toward apprenticeship and report those contributions on their certified payroll records that they submit pursuant to the prevailing wage law.

The Department is offering outreach seminars to any interested parties including contractors, trade associations, and any other stakeholders. Please contact the Department at dldlprevailingwage-dllr@maryland.gov or (410) 767-2968 for seminar times and locations. In addition, information regarding this law will be provided at pre-construction meetings for projects covered by the Prevailing Wage law.

**For additional information, contact:
Division of Labor and Industry
Maryland Apprenticeship and Training
1100 North Eutaw Street, Room 606
Baltimore, Maryland 21201
(410) 767-2246
E-Mail Address: matp@dllr.state.md.us.**

STATE OF MARYLAND
DEPARTMENT OF LABOR
DIVISION OF LABOR AND INDUSTRY
PREVAILING WAGE SECTION
1100 N. Eutaw Street, Room 607
Baltimore, MD 21201
(410) 767-2342

The wage rates to be paid laborers and mechanics for the locality described below is announced by order of Commissioner of Labor and Industry.

It is mandatory upon the successful bidder and any subcontractor under him, to pay not less than the specific rates to all workers employed by them in executing contracts in this locality. Reference: Annotated Code of Maryland State Finance and Procurement, Section 17-201 thru 17-226.

These wage rates were taken from the locality survey of 2019 for Frederick County, issued pursuant to the Commissioner's authority under State Finance and Procurement Article Section 17-209, Annotated Code of Maryland or subsequent modification.

****Note:** If additional Prevailing Wage Rates are needed for this project beyond those listed below, contact the Prevailing Wage Unit. Phone: (410) 767-2342, email: prevailingwage@dllr.state.md.us.

Name and Title of Requesting Officer: Kim Miskell - Procurement Officer
 Department, Agency or Bureau: Frederick County Public Schools
 7446 Hayward Road Frederick, MD 21702

Project Number
PSC #10.066.19

Determination Number
44379

Location and Description of work:

Frederick County: This project is for the replacement of the sewer pump station at Carroll Manor Elementary School that was installed in 1965.

Date of Issue: Apr 16, 2020

BUILDING CONSTRUCTION

CLASSIFICATION	MODIFICATION REASON	BASIC HOURLY RATE	BORROWED FROM	FRINGE BENEFIT PAYMENT
BALANCING TECHNICIAN	AD	\$40.77		\$21.38
BRICKLAYER	AD	\$32.00		\$11.56
CARPENTER	AD	\$26.66		\$15.00
CARPENTER - SHORING SCAFFOLD BUILDER	AD	\$26.66		\$15.00
CARPET LAYER	AD	\$29.22		\$13.40
CEMENT MASON	AD	\$25.00	031	\$0.00
COMMUNICATION INSTALLER TECHNICIAN	AD	\$28.05	031	\$10.91 a + b
DRYWALL - SPACKLING, TAPING, & FINISHING	AD	\$26.66		\$15.00
ELECTRICIAN	AD	\$37.25		\$19.24
ELEVATOR MECHANIC	AD	\$46.88		\$39.37
FIREPROOFER - BY HAND	AD	\$19.19	033	\$4.69

FIREPROOFER - SPRAYER	AD	\$25.68	033	\$1.67
FIRESTOPPER	AD	\$28.59	033	\$7.53
GLAZIER	AD	\$31.26	033	\$12.50
INSULATION WORKER	AD	\$35.13		\$15.37
IRONWORKER - FENCE ERECTOR	AD	\$20.17		\$0.00
IRONWORKER - ORNAMENTAL	AD	\$32.50	033	\$22.39
IRONWORKER - REINFORCING	AD	\$27.95	033	\$20.16
IRONWORKER - STRUCTURAL	AD	\$32.50	033	\$22.39
MILLWRIGHT	AD	\$34.49	033	\$13.25
PAINTER	AD	\$25.20		\$10.42
PILEDRIIVER	AD	\$31.89	033	\$11.98
PLASTERER	AD	\$29.70	033	\$7.48
PLASTERER - MIXER	AD	\$18.50	031	\$4.24
PLUMBER	AD	\$40.10		\$20.31
POWER EQUIPMENT OPERATOR - ASPHALT DISTRIBUTOR	AD	\$33.68		\$10.32
POWER EQUIPMENT OPERATOR - BACKHOE	AD	\$21.00		\$6.08
POWER EQUIPMENT OPERATOR - BROOM / SWEEPER	AD	\$24.32	031	\$9.43
POWER EQUIPMENT OPERATOR - BULLDOZER	AD	\$29.05	033	\$12.10
POWER EQUIPMENT OPERATOR - CRANE	AD	\$35.70		\$15.90
POWER EQUIPMENT OPERATOR - DRILL - RIG	AD	\$38.44	033	\$9.50
POWER EQUIPMENT OPERATOR - EXCAVATOR	AD	\$30.23		\$13.17
POWER EQUIPMENT OPERATOR - FORKLIFT	AD	\$35.00	033	\$7.00
POWER EQUIPMENT OPERATOR - GRADALL	AD	\$29.00	033	\$0.00
POWER EQUIPMENT OPERATOR - HOIST	AD	\$24.68	031	\$12.97
POWER EQUIPMENT OPERATOR - LOADER	AD	\$29.61		\$8.75
POWER EQUIPMENT OPERATOR - MILLING MACHINE	AD	\$17.61	031	\$5.59
POWER EQUIPMENT OPERATOR - PAVER	AD	\$17.47	031	\$6.36
POWER EQUIPMENT OPERATOR - ROLLER - ASPHALT	AD	\$21.35	031	\$5.38
POWER EQUIPMENT OPERATOR - ROLLER - EARTH	AD	\$22.80	033	\$0.00
POWER EQUIPMENT OPERATOR - SCRAPER	AD	\$16.50	033	\$0.00
POWER EQUIPMENT OPERATOR - SCREED	AD	\$17.00	031	\$0.25
POWER EQUIPMENT OPERATOR - SKID STEER (BOBCAT)	AD	\$29.23		\$13.17
POWER EQUIPMENT OPERATOR - SKIDDER	AD	\$28.73	033	\$8.65
POWER EQUIPMENT OPERATOR - TRIMMER	AD	\$36.69		\$0.00
POWER EQUIPMENT OPERATOR-VACCUM TRUCK	AD	\$26.00	033	\$3.24
RESILIENT FLOOR	AD	\$29.22		\$13.40
ROOFER/WATERPROOFER	AD	\$20.21	031	\$1.85
SHEETMETAL WORKER (INCLUDING METAL ROOFING)	AD	\$40.77		\$21.38
SPRINKLERFITTER	AD	\$29.86	033	\$18.99
STEAMFITTER/PIPEFITTER	AD	\$40.10		\$20.31
STONE MASON	AD	\$38.81	033	\$18.29
TILE & TERRAZZO FINISHER	AD	\$24.10		\$11.24
TILE & TERRAZZO MECHANIC	AD	\$29.12		\$12.27
TRUCK DRIVER - DUMP	AD	\$19.57	031	\$1.06
TRUCK DRIVER - DUMP - ARTICULATING	AD	\$23.00	033	\$7.32
TRUCK DRIVER - LOWBOY	AD	\$25.25	031	\$8.56

TRUCK DRIVER - TACK/TAR TRUCK	AD	\$20.00	031	\$0.25
TRUCK DRIVER - TANDEM	AD	\$27.60	033	\$6.98
TRUCK DRIVER - WATER	AD	\$18.50		\$2.61
LABORER GROUP II				
LABORER - ASPHALT RAKER	AD	\$21.18		\$5.09
LABORER - COMMON	AD	\$21.18		\$5.09
LABORER - CONCRETE PUDDLER	AD	\$21.18		\$5.09
LABORER - CONCRETE TENDER	AD	\$21.18		\$5.09
LABORER - CONCRETE VIBRATOR	AD	\$21.18		\$5.09
LABORER - DENSITY GAUGE	AD	\$21.18		\$5.09
LABORER - FIREPROOFER - MIXER	AD	\$21.18		\$5.09
LABORER - FLAGGER	AD	\$21.18		\$5.09
LABORER - GRADE CHECKER	AD	\$21.18		\$5.09
LABORER - HAND ROLLER	AD	\$21.18		\$5.09
LABORER - JACKHAMMER	AD	\$21.18		\$5.09
LABORER - LANDSCAPING	AD	\$21.18		\$5.09
LABORER - LAYOUT	AD	\$21.18		\$5.09
LABORER - LUTEMAN	AD	\$21.18		\$5.09
LABORER - MORTAR MIXER	AD	\$21.18		\$5.09
LABORER - PLASTERER - HANDLER	AD	\$21.18		\$5.09
LABORER - TAMPER	AD	\$21.18		\$5.09

LABORERS GROUP I

LABORER - AIR TOOL OPERATOR	AD	\$25.05	033	\$8.91
LABORER - ASPHALT PAVER	AD	\$25.05	033	\$8.91
LABORER - BLASTER - DYNAMITE	AD	\$25.05	033	\$8.91
LABORER - BURNER	AD	\$25.05	033	\$8.91
LABORER - CONCRETE SURFACER	AD	\$25.05	033	\$8.91
LABORER - HAZARDOUS MATERIAL HANDLER	AD	\$25.05	033	\$8.91
LABORER - MASON TENDER	AD	\$25.05	033	\$8.91
LABORER - PIPELAYER	AD	\$25.05	033	\$8.91
LABORER - SCAFFOLD BUILDER	AD	\$25.05	033	\$8.91

Incidental Craft Data: Caulker, Man Lift Operator, Rigger, Scaffold Builder, and Welder receive the wage and fringe rates prescribed for the craft performing the operation to which welding, scaffold building, rigging, operating a Man Lift, or caulking is incidental.

These **Informational Prevailing Wage Rates** may not be substituted for the requirements of pre-advertisement or onsite job posting for a public work contract that exceeds \$500,000 in value and either of the following criteria are met: (1) the contracting body is a unit of State government or an instrumentality of the State and there is any State funding for the project; or (2) the contracting body is a political subdivision, agency, person or entity (such as a county) and the State funds 50% or more of the project.

Modification Codes:

- (AD) 17-209 Annual Determination from Survey Wage Data Received
- (CH) 17-211 Commissioners' Hearing
- (CR) 17-208 Commissioners' Review
- (SR) 17-208 Survey Review by Staff

Each "Borrowed From" county is identified with the FIPS 3-digit county code unique for the specific jurisdiction in Maryland.

For additional information on the FIPS (Federal Information Processing Standard) code, see <http://www.census.gov/datamap/fipslist/AllSt.txt>

The Prevailing Wage rates appearing on this form were originally derived from Maryland's annual Wage Survey. The Commissioner of Labor & Industry encourages all contractors and interested groups to participate in the voluntary Wage Survey, detailing wage rates paid to workers on various types of construction throughout Maryland.

A mail list of both street and email addresses is maintained by the Prevailing Wage Unit to enable up-to-date prevailing wage information, including Wage Survey notices to be sent to contractors and other interested parties. If you would like to be included in the mailing list, please forward (1) your Name, (2) the name of your company (if applicable), (3) your complete postal mailing address, (4) your email address and (5) your telephone number to PWMAILINGLIST@dllr.state.md.us. Requests for inclusion can also be mailed to: Prevailing Wage, 1100 N. Eutaw Street - Room 607, Baltimore MD 21201-2201.

Pre-Bid Attendance Sheet
April 15, 2020 at 10:00 a.m. via Skype Business Video Conference

The intent of this solicitation is to establish a contract for the replacement of the sewer pump station at Carroll Manor Elementary School that was installed in 1965. The new design will include the elimination of the existing second sewer pump station located at the rear of the building.

Due to COVID-19, in order to protect our Vendors and Staff, the Purchasing Department will temporarily be accepting on-line bid submissions via [ProcureNow](https://secure.procurenow.com/portal/fcps) <https://secure.procurenow.com/portal/fcps>

To get started, [click here](#), and sign up for an account. You'll receive an email to activate your account. Then subscribe to our bids by [navigating here](#) and clicking the green subscribe button. For more information about how to register, please see our [help file](#)

The Board of Education of Frederick County will receive bids for Bid 20C12, Carroll Manor Elementary School Sewer Pump Station Replacement. Bids will be received prior to and no later than **2:00 p.m., local time, on April 27, 2020.**

Contract Manager: Kim Miskell, CSBO, Assistant Purchasing Manager kim.miskell@fcps.org
FCPS Project Manager: Tony Ray, Project Manager III, Construction Management, tony.ray@fcps.org

For information pertinent to the bidding process, the attention of all contractors, subcontractors and material supply bidders are directed to the:

- Invitation to Bid (Page 3)
- Instruction to Bidders (AIA Document A701) (Pages 8-15)
- Supplemental Instructions to Bidders (Supplement to AIA A701) (Pages 16-29)
- Proposal Form and Signature Page (Pages 30)
- AIA Document A201 - 2017, General Conditions of the Contract for Construction (Pages 66-140)

Certified Minority Business Enterprises are encouraged to respond to this solicitation notice. The contractor or supplier who provides materials, supplies, equipment and/or services for this construction project shall attempt to achieve the specific overall MBE goal 2% established for this project. All prime contractors, including certified MBE firms, when submitting bids or proposals as general or prime contractors, are required to attempt to achieve this goal from certified MBE firms.

This project will be bid with Prevailing Wage Rates.

In the event of inclement weather on the date when the bids are scheduled to be opened and the FCPS administrative offices are closed, bids will be opened on the next business day at the same time as previously scheduled. Often when schools are closed the administrative offices are open – when in doubt please call the purchasing department.

Please make sure that your bid submission includes the following:

- All applicable areas of the bid form of proposal are filled in carefully, completely and signed.
- Acknowledge the receipt of each and every Addendum on the Bid Form of Proposal.
- Submit one (1) original Bid Form of Proposal.
- Completed MBE Attachments A & B
- Base bid and alternate bid prices must be submitted as a numeric value and must be written in words.
- Bid bond or cashier's check for 5% of the total bid amount is included.
- Properly completed Statutory Affidavit and Non-Collusion Certification Form.
- Certificate of Compliance Form completed and signed.
- Vendor Conflict of Interest Disclosure Form completed and signed.

Should any bidder find discrepancies in, or omissions from, the drawings and other contract documents need to request clarification in writing. All necessary interpretations will be issued to all bidders in the form of addenda.

Directed to: Kim Miskell, CSBO, Assistant Purchasing Manger kim.miskell@fcps.org with a copy Tony Ray, Project Manager III, Construction Management, tony.ray@fcps.org

No written requests received within five (5) calendar days prior to the bid due date will be considered and no addenda will be issued later than four (4) calendar days prior to the bid opening date (Last day for questions: 4/17/20).

Laws and Regulations:

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.

American Steel Act:

The vendor will comply with the provisions of Sections 17-301 through 17-306 of the State Finance and Procurement Article of the Annotated Code of Maryland, as amended entitled "Steel Procurement for Public Works." The vendor's affidavit of compliance with these provisions may be required before payment can be made.

Pre-Bid Attendance Sheet
April 15, 2020 at 10:00 a.m. via Skype Business Video Conference

All vendors and subcontractors must abide by the Board of Education of Frederick County policies and FCPS regulations while working on school property.

Be advised that individuals who are registered sex offenders are not eligible to work on any FCPS' project. The awarded supplier(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 supplier 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 supplier, 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 supplier is unable to demonstrate they have exercised care and diligence in the past in checking the Maryland registry.

An awarded supplier 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.

With the passing of Maryland Law MD. Code, Educ. 6-113.2, employers of all contracted staff must obtain background information relating to child sexual abuse or sexual misconduct. This means that all contracted staff having direct contact with students must meet all of the FCPS and Maryland State Department of Education (MSDE) requirements before doing business with FCPS. For additional information, visit:

- [Maryland State Department of Education Website](#);
- [House Bill 486 Child Sexual Abuse and Sexual Misconduct Prevention](#);
- [MSDE Guidelines For MD. Code, Educ. 6113.2](#);
- [Employment History Review Form for Child Abuse and Sexual Misconduct](#)

The use of tobacco and alcohol beverages in any form is prohibited on FCPS property at all times, all year.

No person shall carry or possess any rifle, gun, knife, or deadly weapon of any kind on FCPS property.

Award of the contract is contingent upon the award of full funding for this project.

Tentative Board Award: May 27, 2020

Liquidated Damages will be assessed at \$793.00 per day for each calendar day required to achieve substantial completion beyond the substantial completion dated authorized by the contract.

Anticipated construction will commence on or around June 30, 2020

Substantial Completion shall be achieved by August, 2021

Bid 20C12, Carroll Manor Elementary Sewer Pump Station Replacement

Pre-Bid Attendance Sheet

April 15, 2020 at 10:00 a.m. via Skype Business Video Conference

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