
ADDENDUM

May 2, 2024

ADDENDUM #1

RFP 24C6, Ballenger Creek Middle School Cabinet Replacement – Family and Consumer Science Lab

DUE DATE: May 8, 2024 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 RFP.

1. The flooring specification is as follows:

“Mondo Terranova (Color: Blue Sky 411) rubber flooring in lieu of VCT in Home Economics Area.”

Contractor shall provide color selection for as close a match as possible and a contrasting color if there is no available match.

2. Question Received:

- 1) Base Bid 1 calls to replace with in kind metal cabinet. Per numerous casework subs, these are no longer available. Our preference would be to bid all new cabinets. Please advise
- 2) Can we provide an ALT to simply sand and repaint with an electrostatic paint?
- 3) Please provide spec for the flooring.
- 4) An NTP is not anticipated until June 12, 2024. Will an accommodation be made if the project is delayed past the substantial completion date due to lead times?

Response: A new Form of Proposal will be issued (attached). An alternate bid item will be added for sandblasting, repair and electrostatically repainting. Flooring specification will also be included in addendum.

3. Question Received:

Please submit an RFI in regards to the replacement of cabinets in metal. Based on the lead time of 8-9 weeks per attached and most likely will get longer as summer approaches. There will not be enough time to provide this product. It will take 30 days to get submittals, allow 2 weeks for approvals, then 8-9 weeks to fabricate, 1 week transportation, 1 week Install. Based on Board Approval on 6-12-24, we would not complete until Mid-October

Response: The form of proposal will reflect a revised Substantial Completion date of October 16, 2024 and Final completion of October 30, 2024. Delivery dates identified in question 2 of the statement indicates deliveries will not occur until after the school instructional year is in progress. All work that occurs after the instructional year has started may only occur after 3:00 PM, work cannot be scheduled during the instructional day. All work, close out documents, as-builts and all close out documentation, including Frederick County Government Inspections must be completed and submitted to FCPS by October 30, 2024.

4. This Addendum includes the following attachments.

- Revised Formal Proposal (2 pages)
- Prebid Attendance (1 page)
- Prebid Meeting Minutes (2 pages)

Thank you for your interest in bidding with Frederick County Public Schools.

Sincerely,

Kim Miskell

Kim Miskell, CSBO
Assistant Purchasing Manager

KM/sg

cc: RFP File

FREDERICK COUNTY PUBLIC SCHOOLS
PURCHASING DEPT.
191 SOUTH EAST STREET
FREDERICK, MD 21701
PHONE: 301-644-5204
FAX: 301-644-5213

FORM OF PROPOSAL – REVISED 5.2.24

24C6, BALLENGER CREEK MIDDLE SCHOOL CABINET REPLACEMENT

The undersigned, having visited the site and carefully examined the Invitation to Bid and Bid Documents, proposes to provide all labor, materials, equipment and any incidentals in accordance with the accompanying specifications and “Instructions and General Conditions” for the replacement of the base metal cabinet casework in the Family & Consumer Science Lab, Room 152 (Floor Plan Section E – Room E146).

Ballenger Creek Middle School was designed by Bairley, Maginniss & King in 1989, constructed and opened in 1990. The address is 5525 Ballenger Creek Pike, Frederick Maryland 21703.

All Base Bid items below shall include removal and disposal of existing counter tops, as well as, providing and installing new counter tops.

- A. BASE BID 1 – Replace Base Cabinets in Instructional Area and Teacher’s Instructional Station with Laminated Case Work. Owner to select laminate color from manufacturer’s standard laminate colors.**

(\$ _____)
Numeric _____ Written in Words _____

- B. BASE BID 1 - ALTERNATE:**

Provide electrical and plumbing services needed to remove and replace the sinks associated with the replacement of the Base Cabinets in the instructional area with wooden case work.

(\$ _____)
Numeric _____ Written in Words _____

- C. BASE BID 2 – Replace Base Cabinets in Instructional Area and Teacher’s Instructional Station with Laminated Case Work. Owner to select laminate color from manufacturer’s standard laminate colors**

(\$ _____)
Numeric _____ Written in Words _____

- D. BASE BID 2 - ALTERNATE:**

Provide electrical and plumbing services needed to remove and replace the stove top and sinks associated with the replacement of the Base Cabinets in the instructional area and teacher’s instructional station with laminated case work.

(\$ _____)
Numeric _____ Written in Words _____

- E. BASE BID 3 – Replace All Cabinets (Base and Wall) in Instructional Area and Teacher’s Instructional Station with Laminated Case Work This Base Bid also includes replacing the Wall Cabinets above the washer and dryer, as well as, the Base Cabinets that support the desk area and the bookcases. Owner to select laminate color from manufacturer’s standard laminate colors.**

(\$ _____)
Numeric _____ Written in Words _____

- F. BASE BID 3 - ALTERNATE:**

Provide electrical and plumbing services needed to remove and replace the stove top and sinks associated with the replacement of the Base Cabinets in the instructional area and teacher’s instructional station with laminated case work.

(\$ _____)
Numeric _____ Written in Words _____

G. BASE BID 4 – Repair/Refurbish of Existing Metal Cabinets:

Provide labor and materials to sandblast existing metal cabinets, remove damaged metal as needed and install new metal with hemmed edges, and paint. Protection of all interior building surfaces shall be included in the cost for Base Bid 4. This Base Bid 4 also includes new laminated counter tops provided and installed. Owner to select from manufacturers standard laminated color selections.

(\$ _____) _____
Numeric Written in Words

H. ADDITIONAL INFORMATION:

- 1. The estimated lead time for the cabinets being bid is: _____
- 2. The cabinet brand being bid is: _____
- 3. Please confirm if your company can meet the substantial completion date of August 15, 2024:
Yes _____ No _____

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: _____

FEDERAL IDENTIFICATION: _____ DATE: _____

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

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)

ACKNOWLEDGEMENT 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	_____
Addendum #7	_____	Addendum #8	_____

Frederick County Public Schools
Purchasing Department
PRE-BID MEETING ATTENDANCE ROSTER

BID: 24C6, BALLENGER CREEK MIDDLE SCHOOL CABINET REPLACEMENT

MEETING DATE/TIME: **APRIL 22, 2024 4:00 P.M.**

NAME (PLEASE PRINT)	FIRM REPRESENTED (PLEASE PRINT)	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
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**Pre-Bid Meeting Notes - Bid 24C6, Ballenger Creek Middle School Cabinet Replacement
Family and Consumer Science Lab**

The intent of this solicitation is to establish a design build contract for the replacement of the base metal cabinet casework in the Family & Consumer Science Lab, Room 152, at Ballenger Creek Middle School. The cabinets are being replaced due to safety concerns of the deteriorating/rusting metal.

Bidder must submit their bids online via OpenGov Procurement (<https://procurement.opengov.com/portal/fcps>) no later than 2:00 p.m. on Wednesday, May 8, 2024.

Tentative Board Award: June 12, 2024

Contract Manager: Kim Miskell, CSBO, Assistant Purchasing Manager, kim.miskell@fcps.org
Contract Administrator: 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 8-21)
- Supplemental Instructions to Bidders (Supplement to AIA A701) (Pages 22-35)
- Proposal Form and Signature Page (Pages 36-37)
- AIA Document A101 - 2017, Standard Form of Agreement Between Owner and Contractor (Pages 48-70)
- AIA Document A201 - 2017, General Conditions of the Contract for Construction (Pages 71-144)

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.

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.

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 Proposals.
- 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.
- Proprietary Information Form completed and signed.
- MBE Attachment D 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, Assistant Purchasing Manager at: kim.miskell@fcps.org
with a copy to Tony Ray, Project Manager III, Construction Management, tony.ray@fcps.org

No written requests received within seven (7) 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 (Questions due: 4/29/24 by 4:00 p.m.)

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.

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

**Pre-Bid Meeting Notes - Bid 24C6, Ballenger Creek Middle School Cabinet Replacement
Family and Consumer Science Lab**

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 direct employees, subcontractors, and material and /equipment suppliers. 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.

An awarded supplier(s), or subcontractors), 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:

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; or

Child sexual abuse under §3-602 of the Criminal Law Article, or an offense under the laws of another state that would constitute child sexual abuse under §3-602 of the Criminal Law Article if committed in the State; or

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.

Violation of any of these provisions may result in immediate Termination for Cause.

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: June 12, 2024

Liquidated Damages will be assessed at \$788.00 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 12, 2024

Substantial Completion shall be achieved by August 15, 2024