

SECTION 00020 - INVITATION TO BID

Division of Construction
MONTGOMERY COUNTY PUBLIC SCHOOLS
2096 GAITHER ROAD, SUITE 203
ROCKVILLE, MARYLAND 20850

**INVITATION TO BID
LEASING OF RELOCATABLE CLASSROOMS**

Bids will be received until 10:00 a.m., local time, Wednesday, February 22, 2012, by the Montgomery County Board of Education, Division of Construction, 2096 Gaither Road, Suite 203, Rockville, Maryland 20850, for leasing of relocatable classrooms at various locations in Montgomery County, Maryland.

Bids Documents may be deposited in the named-box receptacle located in the lobby of the Division of Construction, 2096 Gaither Road, Suite 203, Rockville, Maryland 20850, until that time, after which they will be publicly opened.

Drawings and specifications are included as part of this solicitation.

The bidder shall be responsible for clearly marking the following data on the envelope: 1. Bid document, 2. Name and address of firm submitting the bid, 3. Name of project, and 4. Addressed to: Division of Construction, 2096 Gaither Road, Suite 203, Rockville, Maryland 20850.

There will be a pre-bid meeting held on February 2, 2012 at 11:00 a.m., in the offices of the Division of Construction.

Minority business enterprises are encouraged to respond to this solicitation notice.

The conditions contained in this "Invitation to Bid", by their issuance, become a part of the Contract requirements.

The Board of Education reserves the right to waive any informalities or immaterial deviations in the bids, or to reject, any or all bids.

BY ORDER OF THE BOARD OF EDUCATION

(Original signed by)

R. CRAIG SHUMAN, DIRECTOR
DIVISION OF CONSTRUCTION

**END OF SECTION
00020**

SECTION 00100 - INSTRUCTIONS TO BIDDERS

Described below are general and specific instructions provided to assist bidders in the responsible preparation of complete bids. However, it is imperative that each bidder become familiar with all aspects of the Contract Documents in recognition that only the detailed requirements contained therein shall serve as the basis of compliance for a particular project. Bid Documents must be clearly marked and must be delivered to the Division of Construction, 2096 Gaither Road, Suite 203, Rockville, MD 20850.

1. Term – The term of the lease agreement is 60 months commencing on delivery of the unit. After the initial 60-month term, the lease price shall remain on a month-to-month basis. Bid prices shall remain in effect for one year from the date of the contract award with the option of a one-year extension. In the event sufficient funds are not appropriated for the payment of all lease payments required to be paid in the next succeeding renewal term, and Montgomery County Public Schools (MCPS) has no funds legally available for lease payments from other sources, MCPS may terminate this lease at the end of the original term or the then current renewal term, as the case may be, without penalty or expense to MCPS of any kind whatsoever. MCPS shall not be obligated to make payment of the lease provided for beyond the current term. MCPS will provide Lessor thirty (30) days= written notice of their intent to extend or cancel the agreement after the initial term.
2. Quantity – Although MCPS shall not be obligated to lease any specific quantity, it is anticipated that approximately 30 units may be ordered. Delivery to begin in June 2012.
3. Location – All units shall be located in Montgomery County, Maryland. MCPS shall have the right to move unit(s) without Lessor approval, as long as the unit(s) is relocated to another MCPS property. MCPS is to notify Lessor of new location within 30 days of move. Moves will be at the cost of the Lessee and subject to other conditions of the lease.
4. Delivery – The Lessor will provide a one-time price to perform delivery to a specified location indicated by MCPS or the installation contractor. Units will be delivered to the site within ten (10) days of notification to the Lessor. Upon termination of the lease, MCPS will prepare the unit(s) for pick-up by the Lessor or delivery to a site specified by the Lessor within a 50 mile radius of Montgomery County by an MCPS Contractor.
5. Inspection – MCPS will inspect the units and notify the Lessor of any damages incurred during shipment.
6. Safety Standards – All equipment supplied shall comply with applicable Federal and State Safety Standards and certified by the State of Maryland, Department of Housing and Community Development.
7. Maintenance – The Lessor will be responsible for all unit maintenance during the term of the lease other than vandalism, destruction of property or damage resulting from subsequent relocation of the unit. Service for maintenance shall be available from the Lessor or his representative, as needed, on a 24-hour response basis.
8. Insurance – It is the intent of MCPS to self-insure for the insurance coverage(s) called for in the lease agreement.
9. Awards – It is the intention to award this contract to the bidder(s) submitting the most favorable unit prices with consideration being given to previous performance for the Board of Education as to quality of service and/or equipment, time of delivery, and with regard to the bidder ' s ability to perform should it be awarded the bid. However, the Board reserves the right to make awards according to the best interest of the Board of Education of Montgomery County, Maryland.
10. Provision for Municipal Offices – Each bidder agrees when submitting its bid that it will make available to every office and department of the Montgomery County Government the bid prices submitted on this bid

should any such department or office wish to take advantage of the bid prices submitted to the Board of Education.

11. Invoices – All invoices are to be in duplicate and mailed to the Division of Construction, 2096 Gaither Road, Suite 203, Rockville, MD 20850. Every invoice must include the following information.
 - a. The purchase order number
 - b. The invoice number
 - c. The unit serial numbers
 - d. The delivery price and the lease cost for each unit from the time of delivery through June 30, 2013.

Invoices for subsequent years of the lease shall be submitted to the Department of Facilities Management, 2096 Gaither Road, Suite 200, Rockville, MD 20850.

12. Payments–Rental payments will be made on an annual basis with units to be billed on the fiscal year basis of July 1 through June 30 of the following year. Montgomery County Public Schools is exempt from Sales & Use and Personal Property taxes. The proposed lease amount will include all applicable taxes, fees and assessments, and delivery charges.
13. Bidders are required to provide three (3) references. The references shall include the company name, contact person, address and phone number of three (3) current customers for which a contract of similar size and equipment has been provided. If the reference information is not accurate and MCPS cannot contact the person(s) named, the bid may not be considered.
14. Bidder shall include a submittal/shop drawing of proposed unit at time of bid.

END OF SECTION
00100

Montgomery County Public Schools Facilities Guide
DIVISION 0 - CONDITIONS OF THE CONTRACT

SECTION 00300 - BID PROPOSAL FORM

(SUBMIT IN DUPLICATE ON BIDDER'S STATIONERY)

DATE: _____

PROJECT TITLE: LEASING OF RELOCATABLE CLASSROOMS

BID SUBMITTED BY: _____

A CORPORATION INCORPORATED UNDER THE LAWS OF THE STATE OF _____

AND AUTHORIZED TO DO BUSINESS IN THE STATE OF MARYLAND (Yes)_____ (No)_____

SUBMITTED TO: **The Board of Education of Montgomery County
Division of Construction
2096 Gaither Road, Suite 203
Rockville, Maryland 20850**

PART 1 - GENERAL

1.1 The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with Montgomery County Public Schools in the form of a lease which incorporates the provisions listed in the Instruction to Bidders to provide classroom units as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.

1.2 BIDDER hereby agrees to furnish all labor, materials, equipment and services required to provide and deliver relocatable classroom units in strict accordance with the Contract Documents for the following price:

1.3 BASE BID

1. MONTHLY LEASE COST PER UNIT for relocatable classroom based on a 5-year lease
_____ Dollars (\$ _____)

B. ONE-TIME DELIVERY COST PER UNIT to Montgomery County Public School sites
_____ Dollars (\$ _____)

PART 2 - NOT USED

PART 3 - ADDENDA

3.1 Receipt of the following Addenda to the Drawings and Specifications is acknowledged:

1. Addendum No. ____ Dated _____

2. Addendum No. _____ Dated _____

PART 4 - CONTRACT

4.1 If the undersigned receives written notice of the acceptance, at his designated address, within ninety (90) calendar days after bid opening (or later if bid has not been withdrawn), the undersigned agrees to execute and deliver a Lease in accordance with the bid as accepted, within ten (10) calendar days after receiving notice.

PART 5 - NOT USED

PART 6 - WARRANTY TO THE LUMP SUM

6.1 The undersigned affirms that the above Sum Base Bid represents the entire cost of the Project in accordance with the Bid Documents and that no claim will be made on account of any indexes or any other rate affecting the construction industry and/or this project.

PART 7 - AFFIDAVIT

7.1 I hereby certify that I am authorized to sign for the bidder. I/We certify 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 Montgomery County, administrative, or supervisory personnel, or other employees of the Board of Education has any interest in the bidding company except as follows:

By: (signature) _____

Name and Title _____

Company Name _____

Address _____

Phone Number _____ Fax Number _____

Witness Signature and Title _____

PART 8 - REFERENCES

8.1 Bidders are required to provide three (3) references for current customers for which a contract of similar size and equipment have been provided. Failure to provide accurate information may result in the bid not being considered.

A. Company Name _____

Contact Person _____

Address _____

Phone Number _____ Email Address _____

B. Company Name _____

Contact Person _____

Address _____

Phone Number _____ Email Address _____

C. Company Name _____

Contact Person _____

Address _____

Phone Number _____ Email Address _____

END OF SECTION

00300

Montgomery County Public Schools Facilities Guide

RELOCATABLE CLASSROOM SPECIFICATIONS

PART 1 - GENERAL

1. Scope:

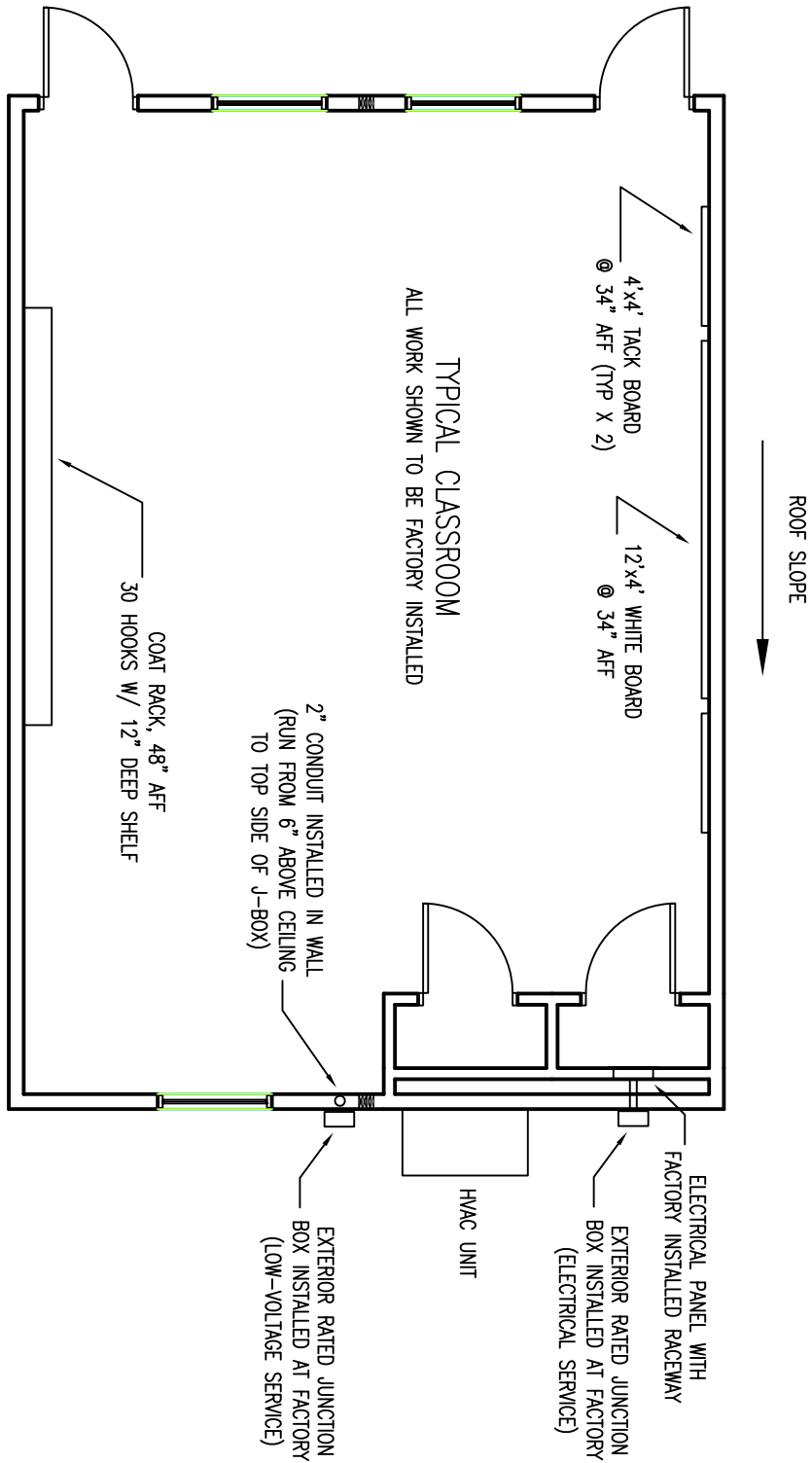
- A. The fundamental objective of this guideline is to document standards for the design of modular classrooms for Montgomery County Public Schools (MCPS).
- B. This guideline is intended to provide the basis for the conceptual design of the modular classroom and is not intended to relieve the manufacturer of the responsibility to ensure that the building, equipment, and/or systems meets all applicable federal, state, and local codes and regulations.
- C. Units shall be provided with all items necessary for assembly at the site.
- D. Units must be provided with State of Maryland certification as indicated by Model Performance Code (Ref: COMAR 05.02.01) for Industrialized (modular) building construction.
- E. Manufacturers must submit a copy of shop drawings to Montgomery County Public Schools that includes all third party construction certifications and/or stamps.
- F. Units must be manufactured in a manner that will allow a side-by-side site layout due to space constraints.
- G. Units must be newly constructed for all initial lease agreements.

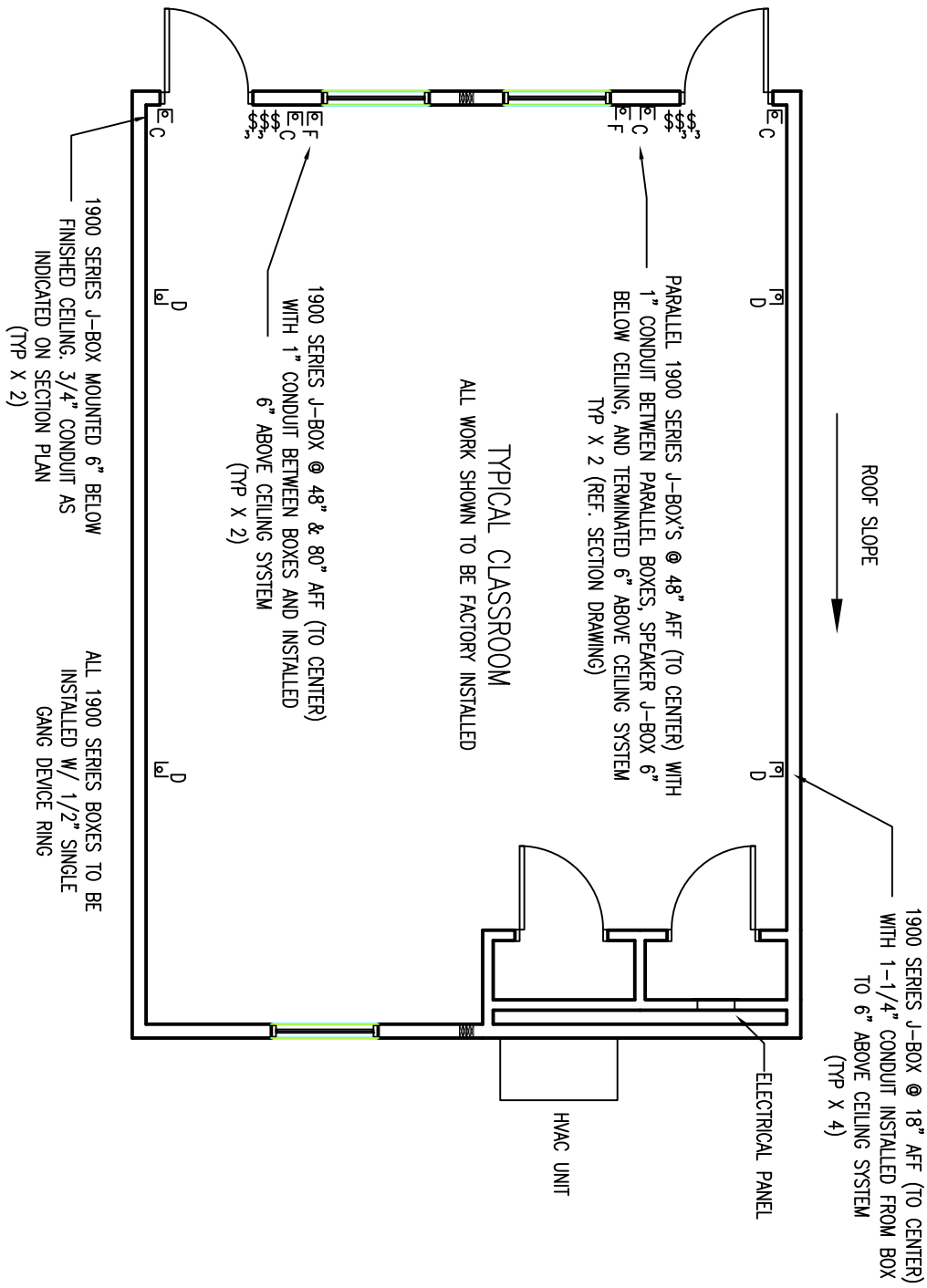
PART 2 - SPECIFICATIONS

- 1. **Type & Size:** Units shall be manufactured for a Type E (educational) occupancy and shall be 24' x 34' up to 38' with ceiling heights no less than 8' and no greater than 9'. Unit construction shall include two interior closets and utilize a plenum/chase space to the rear of the closets for HVAC and electrical use (reference attached drawing).
- 2. **Frame:** Framing to be engineered by the manufacturer and shall be perimeter type with eight (8) lifting points. Hitch and running gear shall be detachable (including axles) and to be removed by installing contractor at setup.
- 3. **Floor:** Floor shall be designed to a 50 PSF load and constructed of steel joists at 24" O.C. as per code. Decking material shall be 3/4" cement bonded particle board with a 1/8"x12"x12" VCT covering (glued down). Extra tile of same lot # shall be provided for installation at mate-line. A 4" vinyl cove base shall be installed to match VCT. VCT shall be Armstrong "sanddrift" or approved equal.
- 4. **Exterior Walls:** Exterior walls shall be constructed of 2"x6" wood frame, 16" O.C. and as per code. Construction shall consist of 7/16" OSB sheathing, full house wrap moisture barrier, and wall insulation installed to meet code requirements. Exterior siding shall be HardiePanel vertical siding with stucco pattern (Sherwin Williams "Sand Pebble"), with 6" and 4" trim to match (Sherwin Williams "Bone"). Interior covering shall be 5/8" type X, abuse-resistant gypsum board.
- 5. **Interior Walls:** Interior walls shall be construction of 2"x4" wood frame, 16" O.C. and as per code. Interior covering shall be 5/8" type X, abuse-resistant gypsum board.
- 6. **Doors:** Exterior doors shall be 36"x80", constructed of a minimum of 18 ga. steel (or approved equal), and include a 100 sq inch vision panel. Frame shall be knock-down type. Hardware shall include Corbin Russwin ED8200A exit device (no substitute), Corbin Russwin P8 wing pull trim, Corbin Russwin D1 keyway rim cylinder, and LCN Model 1461 door closure device. Location of both exterior doors shall be located on the 24' front side of the building. Interior doors shall be 36"x80"x1-3/8" hollow core, 6-panel, Masonite with 3-1/2" loose pin butt hinges. Hardware shall include cylindrical lockset, lever handle, entry function, supplied with 4 keys per unit for two closet doors. Each unit shall be keyed alike however all buildings shall be keyed separately.

Montgomery County Public Schools Facilities Guide
RELOCATABLE CLASSROOM SPECIFICATIONS

7. **Windows:** Buildings shall be furnished with a minimum of three windows appropriately sized and located for egress and lighting purposes. Each window shall be compatible for egress requirements, shall meet building and energy codes, and be installed with screens and drip caps. Windows shall be provided with Galaxy 2" (50 mm) aluminum blind (color 004 eggshell gloss, mfr. Crown Shade Co. Baltimore Md) or equal.
8. **Roof:** Roof shall be designed with a mono slope to the rear meeting a minimum 30 PSF live load and a ground snow load of 50 PSF. Decking shall be constructed of 7/16" fire retardant OSB. Truss system and ridge beam (laminated veneer lumber – LVL) shall be engineered and designed by the manufacturer to meet all applicable state and local codes. Roof covering shall consist of a fully adhered 45 mil white EPDM membrane. The ceiling system shall be 2'x4' suspended and consist of non sag acoustic tiles (Armstrong mineral board tiles #1830); minimum height of 8' AFF. Mate line trim and materials shall be provided by the manufacturer as required to complete the installation. Gutters shall be continuous seamless aluminum with downspouts at both sides of the building.
9. **Electrical:** The building electrical panel shall be located within one of the two interior closets for accessibility. The panel shall be rated at 125 amps at 120/240V; 60 Hz; 1 phase. Units shall be pre-wired and pre-piped for electric work and data systems with required junction boxes at the mate-line. For additional wall mounted boxes reference attached sketches 1 thru 3. Interior lighting shall consist of ten (10), 4'x2' fluorescent lay-in's (2-lamp, 32W T8) with flanged recessed troffer designed for installation in suspended ceilings. Ballasts for fluorescent fixtures shall be electronic, rapid start and have high power factor exceeding 90% with a total harmonic distortion not to exceed 20%. Exterior lighting shall consist of two (2) standard porch lights with unbreakable sconces controlled by photocell. Emergency lighting shall consist of two (2) exterior lights with battery back-up, unbreakable and tamper-proof sconces, mounted at same height as head jamb of door; two (2) interior exit signs with battery back-up; and two (2) of the interior fluorescent lights designated as emergency and provided with battery back-up. Building switching and convenience outlets shall be installed per code.
10. **Mechanical:** Buildings shall be served by a Bard Quiet Climate 1, 3-ton, wall-mounted heat pump unit. The unit shall be equipped with a barometric ventilation damper, R-410a refrigerant, 2" pleated MERV 8 filter, 208/230/60/1 service, and 10kW supplemental heat. The unit shall utilize a Bard Model CS2000A2 energy management system in conjunction with a non-programmable heat-pump thermostat. The air distribution system shall be fully ducted and insulated with galvanized sheet-metal mains and a maximum 4' length of flexible duct serving 4-way throw, aluminum diffusers. Airflow shall be balanced at spin-in collar tap in lieu of at the diffuser. Insulation shall be exterior or internally lined with green guard certified material.
11. **Insulation:** Buildings shall be provided with a minimum thermal batt insulation of: R-19 unfaced floor, R-19 kraft faced exterior wall, and R-38 unfaced ceiling.
12. **Accessories:** Buildings shall be provided with: one (1) 12'x4' white porcelain board with full length display rail and include map hooks, flag pole holder, and cork insert; two (2) 4'x4' tack boards; one(1) 14' laminated shelf with coat hooks at 6" O.C. (minimum of 30 hooks), shelf assembly shall be installed to wall plate that is fastened to studs; three (3) 16" deep shelves in each closet with side supports; four (4) 12" shelves located adjacent to closets; and one (1) Da-lite Model "B" spring roller-type screen, 60"x60" with No. 6 wall bracket mounted on wall plate that is fastened to studs.





1900 SERIES J-BOX MOUNTED 6" BELOW
FINISHED CEILING; 3/4" CONDUIT AS
INDICATED ON SECTION PLAN
(TYP X 2)

1900 SERIES J-BOX @ 48" & 80" AFF (TO CENTER)
WITH 1" CONDUIT BETWEEN BOXES AND INSTALLED
6" ABOVE CEILING SYSTEM
(TYP X 2)

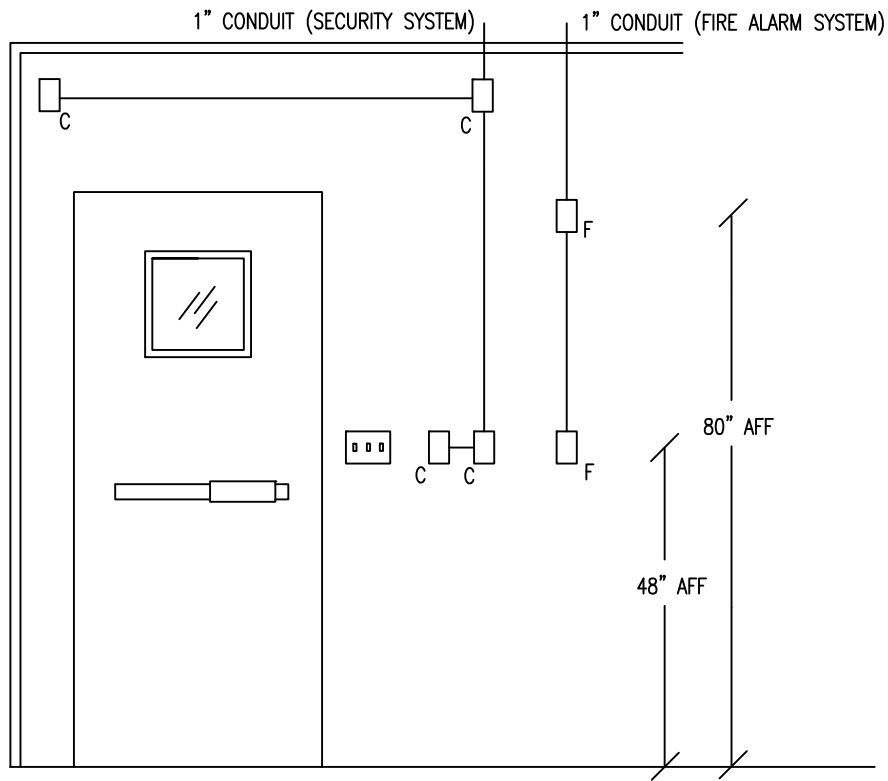
TYPICAL CLASSROOM
ALL WORK SHOWN TO BE FACTORY INSTALLED

PARALLEL 1900 SERIES J-BOX'S @ 48" AFF (TO CENTER) WITH
1" CONDUIT BETWEEN PARALLEL BOXES, SPEAKER J-BOX 6"
BELOW CEILING, AND TERMINATED 6" ABOVE CEILING SYSTEM
TYP X 2 (REF. SECTION DRAWING)

ROOF SLOPE

1900 SERIES J-BOX @ 18" AFF (TO CENTER)
WITH 1-1/4" CONDUIT INSTALLED FROM BOX
TO 6" ABOVE CEILING SYSTEM
(TYP X 4)

ALL 1900 SERIES BOXES TO BE
INSTALLED W/ 1/2" SINGLE
GANG DEVICE RING



Solicitation # _____
Metropolitan Washington Council of Governments
Rider Clause

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE.

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of your bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

YES NO JURISDICTION

- ___ ___ Alexandria, Virginia
- ___ ___ Alexandria Public Schools
- ___ ___ Alexandria Sanitation Authority
- ___ ___ Arlington County, Virginia
- ___ ___ Arlington County Public Schools
- ___ ___ Bladensburg, Maryland
- ___ ___ Bowie, Maryland
- ___ ___ Charles County Public Schools
- ___ ___ College Park, Maryland
- ___ ___ Culpeper County, Virginia
- ___ ___ District of Columbia
- ___ ___ District of Columbia Courts
- ___ ___ District of Columbia Public Schools
- ___ ___ District of Columbia Water & Sewer Auth.
- ___ ___ Fairfax, Virginia
- ___ ___ Fairfax County, Virginia
- ___ ___ Fairfax County Water Authority
- ___ ___ Falls Church, Virginia
- ___ ___ Fauquier County Schools & Government, Virginia
- ___ ___ Frederick, Maryland
- ___ ___ Frederick County, Maryland
- ___ ___ Gaithersburg, Maryland
- ___ ___ Greenbelt, Maryland
- ___ ___ Herndon, Virginia
- ___ ___ Leesburg, Virginia
- ___ ___ Loudoun County, Virginia
- ___ ___ Loudoun County Public Schools
- ___ ___ Loudoun County Sanitation Authority
- ___ ___ Manassas, Virginia
- ___ ___ City of Manassas Public Schools

YES NO JURISDICTION

- ___ ___ Manassas Park, Virginia
- ___ ___ Maryland-National Capital Park & Planning Comm.
- ___ ___ Metropolitan Washington Airports Authority
- ___ ___ Metropolitan Washington Council of Governments
- ___ ___ Montgomery College
- ___ ___ Montgomery County, Maryland
- ___ ___ Montgomery County Public Schools
- ___ ___ Northern Virginia Community College
- ___ ___ OmniRide
- ___ ___ Potomac & Rappahannock Trans. Commission
- ___ ___ Prince George's County, Maryland
- ___ ___ Prince George's County Public Schools
- ___ ___ Prince William County, Virginia
- ___ ___ Prince William County Public Schools
- ___ ___ Prince William County Service Authority
- ___ ___ Rockville, Maryland
- ___ ___ Spotsylvania County Schools
- ___ ___ Stafford County, Virginia
- ___ ___ Takoma Park, Maryland
- ___ ___ Upper Occoquan Sewage Authority
- ___ ___ Vienna, Virginia
- ___ ___ Virginia Railway Express
- ___ ___ Washington Metropolitan Area Transit Authority
- ___ ___ Washington Suburban Sanitary Commission
- ___ ___ Winchester, Virginia
- ___ ___ Winchester Public Schools

Vendor Name