

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

**SECTION 00020 - NOTICE TO CONTRACTORS - MCPS CONSTRUCTION MANAGER
VERSION**

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

NOTICE TO TRADE CONTRACTORS
(Project Name)

Lump sum sealed bids shall be received until ___ p.m., for the base bid and alternate bids, local time, **(insert date)**, 20___, by the Montgomery County Board of Education, Division of Construction, 2096 Gaither Road, Suite 203, Rockville, Maryland 20850, for the **(insert name of project) project**, **(insert address)**.

02A – Sitework

03A - Concrete

04A - Masonry

05A - Steel

06A – General Carpentry

07A - Roofing

08A – Windows & Glazing

09A – Drywall & Acoustical

12A – Casework

15A – PHVAC

16A – Electrical

Sealed bids shall be deposited in the named-box receptacle located in the Division of Construction, 2096 Gaither Road, Suite 203, Rockville, MD 20850, until that time, after which they will be publicly opened.

All other packages will be bid directly to **(insert architect/CM name, address and phone number)**.

Documents may be obtained by “pre-approved Contractors” on or after **(insert date)**, 20___, from the **Architect/CM, (insert name of firm)**, located at **(insert address and phone number)**. **(If this is for a project that is not pre-qualified via a technical offer.** A deposit of ___ Hundred Dollars (\$___), by company check or certified money order made payable to Montgomery County Public Schools, refundable to bona-fide bidders with return of documents in good condition no later than 10 days after bids have been opened, will be required per set, up to three sets. Additional sets can be purchased for ___ Hundred Dollars (\$___) per set, non-refundable. Subcontractors desiring documents may procure one (1) set for a deposit of ___ Hundred Dollars (\$___), by company check or certified money order made payable to Montgomery County Public Schools, refundable by returning documents in good condition no later than 10 days after bids have been opened. No partial sets will be issued.

Bid documents can be examined without charge at the Division of Construction, 2096 Gaither Road, Suite 203, Rockville, MD 20850, (240) 314-1000; McGraw-Hill Construction Dodge, 8501 LaSalle Road, Suite 204, Towson, MD 21286 (410) 821-8046; Reed Construction Data, www.reedconstructiondata.com (800-901-8687); or Maryland Washington Minority Contractors Association, 1107 North Point Blvd., Suite 227, Baltimore, MD 21224 (410) 282-6101.

Bidders shall attend a pre-bid meeting on **(insert date)**, 20___, at **(insert time)** p.m., local time, at

(insert name) School, (insert address). Interested Subcontractors may also attend this pre-bid meeting.

Minority business enterprises are encouraged to respond to this Notice to Contractors.

The Contractor or supplier who provides materials, supplies, equipment, and/or service for this project shall attempt to achieve a minimum of twenty-five (25) percent of the total dollar value, directly or indirectly, from certified minority business enterprises in accordance with the guidelines outlined in the Bid Documents.

Bidder shall submit the *Certified MBE Utilization and Fair Solicitation Affidavit* and the *MBE Participation Schedule* contained in Section 00450, "Minority Business Enterprise Procedures," with the bid, and failure to submit these forms will result in the bid being determined as non-responsive. The apparent low bidder shall be requested to submit other minority business enterprise material and supporting data within ten (10) working days after notification that the firm is the apparent low bidder.

Instructions pertaining to the bid bond, performance, and materials payment bond requirements are set forth in Section 00200, "Instructions to Bidders," and compliance with same shall be the responsibility of the Contractor submitting the bid.

The conditions contained in this Notice to Contractors, by their issuance, become a part of the Contract requirements.

The Board of Education reserves the right to accept any of the bids for Alternate work submitted, and may accept Alternates in any order or combination, unless specifically provided in the Contract Documents.

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

(Must be signed)

JAMES SONG, DIRECTOR
DIVISION OF CONSTRUCTION

END OF SECTION