

SECTION 00020 - NOTICE TO CONTRACTORS

Division of Construction
MONTGOMERY COUNTY PUBLIC SCHOOLS
2096 Gaither Road, Suite 203
ROCKVILLE, MARYLAND 20850

NOTICE TO CONTRACTORS

Project Name

Lump sum sealed bids will 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)**.

Bids will be deposited in the named-box receptacle located in 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 may be obtained by approved On-Call Contractors on or after **(insert date)**, 20__ from the Division of Construction. All bidders must have been approved through the On-Call Technical Offer Process. Approved On-Call Contractors may secure up to two sets of drawings. Additional sets can be purchased for ____ Dollars (\$____) per set, non-refundable. Subcontractors desiring documents may procure one (1) set for a deposit of ____ 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 Proposals 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.

Bid Documents shall be enclosed in a sealed envelope. 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 and address of project and, 4. Addressed to: Division of Construction, 2096 Gaither Road, Suite 203, Rockville, Maryland 20850.

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

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.

The bidder shall submit the *Certified MBE Utilization and Fair Solicitation Affidavit* and the *MBE Participation Schedule* contained in Section 00801, "Minority Business Enterprise Procedures," with the proposal, 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 00100, "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 Alternate work proposals submitted by bidders, 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
00020