



March 20, 2018

301-279-3555

RFP Number: 9442.2  
Questions Due: March 28, 2018  
Due Date: April 20, 2018  
Due Time: 2:00 p.m.

To: Prospective Offerors:

Montgomery County Public Schools (MCPS) is in the process of pre-qualifying Contractors for a Multi-step process to maintain and repair direct control systems, upgrade existing systems and provide and/or install new energy management systems (EMS) for MCPS as required. The contract is anticipated to begin in May 2018.

Please respond according to the instructions provided in the attached RFP document. Responses must be received on or before 2:00 p.m. on Thursday, April 20, 2018. Proposals received after this date and time will not be considered. Proposals shall be delivered in a sealed opaque envelope with the RFP number, opening date and opening time indicated in the lower left corner of the envelope. Proposals shall be sent by mail, courier or hand delivered to: Montgomery County Public Schools Procurement Unit, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850. No faxes or electronic submission of proposals will be accepted.

The contractor must submit one (1) printed original, two (2) printed copies, and a USB flash drive that includes one (1) electronic copy and (1) electronic redacted copy. The proposal must be signed by an official having authority to contract with MCPS. The firm and official's name shall be used. This solicitation does not commit the district to pay any costs incurred in the submission of proposals or guarantee that an award will be made.

In the event of emergency closing of the MCPS Board of Education offices, this RFP due date will be at the same time on the next regular working day.

Sincerely,

Kathleen C. Lazor, Director  
Department of Materials Management

KCL:lab  
Enclosure

**Procurement Unit**