

**SECTION 002000**

**NOTICE TO BIDDERS - INVITATION TO BID No. 023.19.B4-4**

**BURLEIGH MANOR MIDDLE SCHOOL HVAC RENOVATION PROJECT**

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 CLARKSVILLE PIKE  
ELLICOTT CITY, MD 21042-6198

The Howard County Public School System (HCPSS) requests your bid for Burleigh Manor Middle School HVAC Renovation Project as specified in the bid documents. Sealed Bids will be received by The Board of Education of Howard County, Maryland at its Department of Education Building, Purchasing Office; 10910 Clarksville Pike; Ellicott City, MD 21042-6198; (410) 313-6600, No later than **January 9, 2019 at 1:00 P.M.** Late bids will not be accepted. It is the bidder's responsibility to ensure that bids are delivered to the Purchasing Office prior to the scheduled opening time.

It is the potential bidder's sole responsibility to regularly visit the HCPSS Purchasing website [www.hcpss.org/about-us/purchasing/current-bids/](http://www.hcpss.org/about-us/purchasing/current-bids/) to download and acknowledge receipt of all Addenda. It is highly recommended that bidders ascertain if they have received all the addenda issued prior to submitting their proposal. Failure of any bidder to acknowledge any such Addenda or interpretation may not relieve such bidder from obligation under his/her proposal as submitted.

**The Pre-bid Meeting will be held on December 13, 2018 at 3:00 P.M. at Burleigh Manor Middle School Media Center; 4200 Centennial Lane, Ellicott City, MD 21042.** The Architect, Construction Manager, and HCPSS staff will explain the scope of the projects and answer questions about the bid documents that will help in preparation of the bids. Attendance is strongly recommended and will assist the Owner in evaluating the bids to determine if the bid can be considered responsive and/or responsible. A site walk through will be announced at the Pre-bid.

All questions shall be directed, in writing, no later than 2:00 P.M., December 21, 2018 to Ms. Al-Nisa M. Aduwu, Project Manager, MBP at [aaduwu@mbpce.com](mailto:aaduwu@mbpce.com) or (410) 715-9462. The Howard County Public School System is under no obligation to respond to any questions that are received after the cutoff date and time. Only answers provided via an addendum issued by the HCPSS will be binding. Under no circumstances are bidders, including third party vendors or their staff, to contact any other HCPSS Staff, employees or any related constituency for purposes associated with this solicitation, including but not limited to, obtaining or providing information. **Bidders failing to comply with this requirement may be disqualified.**

Maryland Department of Transportation (MDOT) 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 HVAC Renovation project shall attempt to achieve the MBE goal for each contract package as follows:

Contract Package	MBE Goal	MBE Sub Goals	
1A-General Trades	30%	African-American 7%	Asian-American 4%
15A-Mechanical / Plumbing	30%	African-American 7%	Asian-American 4%
16A-Electrical	28%	African-American 7%	Asian-American 4%

All Prime Contractors, including certified MBE firms, when submitting their Bids or Proposals as General or Prime Contractors are required to attempt to achieve this goal from certified MBE firms.

In accordance with the Governor's Office of Minority Affairs, a MBE Prime contractor may self-perform up to 50% of the overall MBE contract goal and up to 100% of any one MBE contract subgoal, provided that the certified MBE prime contractor is properly identified on the MBE participation schedule and the firm is NAICS code-certified to do the work.

The bidder or offeror is required to submit with its bid or proposal a separate completed Attachment A - Certified MBE Utilization and Fair Solicitation Affidavit and Attachment B - MBE Participation Schedule for wage rates for each project they are bidding as described in these solicitation documents. Each

bid or offer submitted, including a submittal from a certified MBE in response to this solicitation, shall be accompanied by a separate completed Attachment A - Certified MBE Utilization and Fair Solicitation Affidavit and a completed Attachment B - MBE Participation Schedule for wage rates for each HVAC Renovation project being bid. These two attachments must be accurate and consistent with each other. Attachment A and Attachment B shall be submitted with the sealed bid price at the place, date, and time specified in the solicitation document. The bidder or offeror must check one of the three boxes on Attachment A, which relates to the level of MBE participation achieved for that particular project. It is the bidders responsibility to clearly reference the particular school name on each of their forms so that HCPSS can clearly identify which form goes to which project.

The contractor or supplier who provides materials, supplies, equipment and/or services for this HVAC Renovation project shall attempt to achieve the specific overall MBE goals listed above that have been 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 MDOT certified MBE firms. Bidders are encouraged to review Section 000730 of the bidding documents for the full Minority Business Enterprise Procedures.

The bidder must check one of the three boxes on Attachment A, which relates to the level of MBE participation achieved for each project. The bidder's signature indicates that in the event that they did not meet the MBE goal or sub-goals, if applicable, that: 1) They are therefore requesting a waiver, and 2) Documentation of their good faith efforts will be provided to the school system staff within 10 days of being notified that they are the apparent low bidder.

Bid Documents may be obtained on or after **10:00 a.m.** on November 30, 2018, from the website of the Construction Manager, MBP. To register as a bidder and to obtain the password to have access to the Bid Documents please contact Ms. Al-Nisa M. Aduwu Project Manager, at (410) 715-9462 or by Email: [aaduwu@mbpce.com](mailto:aaduwu@mbpce.com)

The Howard County Public School System shall not be responsible for errors or omissions made by any printer or advertising houses which prepare the bid documents, addenda, or advertising services. If the Bidders or advertising houses suspect that their set of the documents is incomplete or defective, they should immediately contact the Construction Manager. The bidding documents can be examined, without charge, at the Howard County Department of Education, Purchasing Office; 10910 Clarksville Pike; Ellicott City, MD 21042. Contractors wishing to view the documents must call the HCPSS Purchasing office at (410) 313-4584 to arrange an appointment date and time at least 24 business hours prior to viewing the documents.

Instructions pertaining to the Bid Bond, Surety Checks, Performance and Materials Payment Bond requirements are contained in the bid documents.

The conditions contained in this Notice to Bidders, Invitation to Bid, are a part of the bid documents.

The Board reserves the right to waive any informality in, or to reject any or all bids.

Robert B. Gill, CPPO, CPPB  
Purchasing Buyer

END OF SECTION