

SECTION 001000
NOTICE TO BIDDERS - INVITATION TO BID No. 034.20.B4-1

REBID OF HAMMOND HIGH SCHOOL RENOVATION AND ADDITION
12A CASEWORK PACKAGE

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

The Howard County Public School System (HCPSS) requests your bid for the 12A - Casework Package for the Hammond High School Renovation and Addition Project as specified in the bid documents.

Due to the covid-19 pandemic and in accordance with Governor Hogan's emergency executive Order, bids shall be submitted electronically via email in PDF format and received no later than **August 11, 2020 at 1:00 P.M.** to BidsandProposals@hcpss.org. Bids that contain either more than one file, or files larger than 75MB, shall be inserted into an e-folder and compressed in a .zip file. To ensure delivery, if the file size cumulatively exceeds 75MB it is recommended that bidders submit separate emails labeled No.1, No.2, etc.

Email Subject lines, folders, and files shall be named as follows: "**Bid #034.20.BA-1, Rebid Hammond HS Renovation 12A Casework Package, and your Company Name**". **In the body of the email, please include Bidder's Contact Person Name, e-mail address and cell phone number.**

Please Note: it is the Bidders Responsibility to ensure that they allow enough time for their Electronic Bid to be received by the stated due date and time above. Late Bids will not be accepted, so it is highly recommended that Bidders submit their bids 20 to 30 minutes prior to the time due to avoid any internet congestion, traffic or other delays and assure the receipt of your Electronic Bid proposal. **Howard County Public Schools cannot be held responsible for any technical difficulties, service interruptions or other problems encountered when submitting the bid electronically or may delay or hinder the receipt of your bid in time. The date and time stamp of the arrival of your bid will be based on the HCPSS server's time clock. Do not send bids via hand delivery, postal service or carrier since the Purchasing Office, Mailroom and School System Offices will not be open and cannot accept packages.**

After the due date and time a virtual public conference call/video, Bid-opening meeting will be held. The Public bid opening will be provide via video streaming, starting at approximately 1:30 pm. At that time, the Buyer will electronically open the folder with the received bid proposals and read the bidder name, price, etc. which will be record on a Bid tab. The bid tab will be posted to the HCPSS website per standard procedures as promptly as possible.

To view the virtual public conference call/video Bid opening please copy the following link into the address bar of your web browser.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWRIYzU1YzAtZjgxYi00MTlmLWFmODgtODQxZTAzNzRjOTUw%40thread.v2/0?context=%7b%22Tid%22%3a%2296a9ac4c-477e-4dad-a2b2-8ad3fc46790b%22%2c%22Oid%22%3a%221e386352-63e6-4fa7-88e8-787578dfd91e%22%7d

If you do not have Microsoft Teams installed on your computer, click on the button to view from your web browser."

If you prefer to access the meeting by phone then please call 1-301-960-8312, the conference ID: 802 622 645#.

It is the potential bidder's sole responsibility to regularly visit the HCPSS Purchasing website 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 July 28, 2020 at 2:00 P.M. Due to the covid-19 pandemic and in accordance with Governor Hogan's emergency executive Order, the Pre-bid meeting will be held Via Tele-Conference call. To access the call, please follow the instructions below:

Tele-conference Access Procedure:

1. At 1:25 PM on July 28th Dial 1-717-481-3951
2. Conference ID Access Code 525 855 657#

The Architect, Construction Manager, and HCPSS staff will explain the scope of the project 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.

All questions shall be directed, in writing, no later than 2:00 P.M., August 3, 2020 to Mr. Tom Kraft, Project Executive, J. Vinton Schafer & Sons, Inc. at, tomk@jvschafer.com or 410-335-3000. 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 or CM 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 construction project shall attempt to achieve the MBE goal for each contract package as follows:

| Contract Package | MBE Goal | MBE Sub Goals | |
|-------------------------|----------|---------------------|-------------------|
| 12A-Casework, Cabinetry | 25% | African-American 0% | Asian-American 0% |

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 completed Attachment A - Certified MBE Utilization and Fair Solicitation Affidavit and Attachment B - MBE Participation Schedule for wage rates 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 completed Attachment A - Certified MBE Utilization and Fair Solicitation Affidavit and a completed Attachment B - MBE Participation Schedule for wage rates. 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 the project.

The contractor or supplier who provides materials, supplies, equipment and/or services for this construction 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 the 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 July 21, 2020, from the website of the Construction Manager, J. Vinton Schafer & Sons. To register as a bidder and obtain the password to have access to the Bid Documents, please contact Mr. Tom Kraft at (410)335-3000 or by email at tomk@jyschafer.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 Specialist

END OF SECTION