

BOARD OF EDUCATION OF CARROLL COUNTY
125 NORTH COURT STREET
WESTMINSTER, MARYLAND 21157

INVITATION TO BID
BID NO. 12-006N
ROOF REPLACEMENT AT HAMPSTEAD ELEMENTARY SCHOOL

Sealed bids will be received by the Board of Education of Carroll County for Bid #12-006N for the Roof Replacement at Hampstead Elementary School on February 16, 2012, 2:00 PM Local Time at the Carroll County Public School's Central Office, Winchester Building, Charles I. Ecker Board Room, Room 007, located at 125 North Court Street, Westminster, Maryland 21157. Such bids so received shall be publicly opened and read aloud.

A pre-bid meeting/site visitation will be held on January 27, 2012 at 10:00 AM at Hampstead Elementary School, 3737 Shiloh Road, Hampstead, MD 21074. It is highly recommended that all interested bidders attend the pre-bid conference / site visitation. Bidders must report to the school's office and sign in. The Owner and the Project Engineer will explain the scope of the project and answer questions about the bidding specifications.

The Project Engineer is the firm of Gipe Associates, Inc., Dulaney Center 1 – Suite 102, 849 Fairmount Ave., Baltimore, MD 21286. Phone number is 410-832-2420 and fax number is 410-832-2418.

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 result that a minimum of twelve (12) percent of the total Contract value is made directly or indirectly from certified minority business enterprises. All general contractors and subcontractors, including certified MBE firms, when bidding as general or prime contractors, are required to attempt to achieve the MBE subcontracting goals from certified MBE firms approved by the Maryland Department of Transportation (MDOT).

Bidders are required to submit the completed Minority Business Enterprise Utilization and Fair Solicitation Affidavit, Attachment A, and the completed Minority Business Enterprise Participation Schedule, Schedule B, with their bid. If a bidder fails to submit either of these forms with their bid as required, their bid will be considered non-responsive. The apparent low bidder is required to submit additional Minority Business Enterprise documentation and supporting data that is specified in the bid documents within ten (10) working days after notification that the firm is the apparent low bidder.

The MBE Attachment A and Attachment B shall be based on Base Bid A, with Prevailing Wage Rates, excluding Alternates. If Base Bid B, without Prevailing Wage Rates, is accepted then the apparent low bidder will submit a revised MBE Attachment A and Attachment B accordingly. The apparent low bidder will not be allowed to change or alter any of the MBE firms and only be allowed to change or alter the dollar amounts/percents proportionately to the differences in base bid prices.

This project is being bid with and without State of Maryland Prevailing Wage Rates. The bid documents include detailed requirements for all bidders.

All contractors must submit the completed Contractor's Qualification Questionnaire with their bid. This questionnaire is intended as a basis for establishing the qualifications of a Contractor for undertaking construction work under the jurisdiction of the Board of Education of Carroll County. For this project, bidders shall have been in business for a minimum of ten (10) years from the date of issuance of this bid, and shall have been a contractor who has performed similar services of a similar design and work scope of this project for a minimum of ten (10) years from the date of issuance of this bid.

Bidding documents will be available for viewing and ordering online at www.gardensrepro.com on January 16, 2012 and can be ordered electronically or picked-up in person from Gardens Reprographics, 419 Saint Paul Place, Baltimore, MD 21202. Hours: Monday through Friday 8 – 5. Phone: 410-539-2763 Fax 410-539-7308. The charge for the documents will be at the printer's cost.

All questions are to be in writing and directed to Jeff Alban, Project Engineer, Gipe Associates, Inc. Fax number is 410-832-2418 and email address is jalban@gipe.net. Only answers provided via addendum will be binding.

Contract bidding documents are available for examination at the office of the Board of Education of Carroll County, Purchasing Office, Room 214, 125 North Court Street, Westminster, Maryland 21157, 410-751-3060.

The Board of Education of Carroll County shall not be responsible for errors or omissions made by the printer or advertising house, which prepares bid documents, addenda, or advertising services. If bidders or advertising houses suspect that their set of documents is incomplete or defective, they should immediately contact the Project Engineer.

Instructions pertaining to the Bid Bond, Performance and Materials Payment Bond requirements, MBE procedures, and Prevailing Wage requirements are contained in the bid documents. The conditions contained in this Invitation to Bid are a part of the bid documents.

The Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities or the Supervisor of Community and Media Relations.

Raymond Prokop
Director of Facilities
125 North Court Street
Westminster, Maryland 21157
(410) 751-3177

Carey Gaddis
Supervisor of Community & Media Relations
125 North Court Street
Westminster, Maryland 21157
(410) 751-3020

All bids shall be irrevocable for ninety (90) days after bid opening date and shall be accompanied by a Bid Bond. The Owner reserves the right to reject any or all bids and to waive, at its discretion, any or all informalities relative thereto.

Ray Nowicki, C.P.M., Buyer
The Board of Education of Carroll County