



*Serving Learners, Families, and the Community*

## CECIL COUNTY PUBLIC SCHOOLS PURCHASING DEPARTMENT

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER  
201 BOOTH STREET • ELKTON, MD 21921

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Jeffrey A. Lawson, Ed.D.  
*Superintendent of Schools*

Diana B. Hawley  
*President, Board of Education*

### NOTICE TO CONTRACTORS

The Board of Education of Cecil County Public Schools is seeking sealed bids for the following until the time and date indicated.

**CCPS RFP #24-06 – Cecil County School of Technology  
Chiller Replacement Project  
December 8, 2023  
2:00 PM (ET) Local Time**

Sealed bids for all labor, materials, equipment, transportation, and services necessary for the **Cecil County School of Technology – Chiller Replacement Project** must be received in the Purchasing Department, Cecil County Public Schools by **Friday, December 8, 2023, 2:00 PM (ET), Local Time**, at which time they will be publicly opened and read aloud. All bids must be submitted in a sealed envelope addressed to the Cecil County Public Schools George Washington Carver Education Leadership Center, Attention: Purchasing Department, **201 Booth Street, Elkton, MD 21921**. The envelope must be identified on its face with the name of the person, firm, or corporation making the bid and plainly marked **“CCPS RFP #24-06 – Cecil County School of Technology – Chiller Replacement Project - Due December 8, 2023, – 2:00 PM (ET), Local Time”**. The Cecil County Public Schools will not be responsible for the premature opening of a proposal not properly addressed and identified. Should the **Central office** close due to an unexpected circumstance, the bid opening will be on the next scheduled business day for CCPS Offices, **Monday, December 11, 2023, 2:00 PM (ET), Local Time**. Please check the CCPS website; [www.ccps.org](http://www.ccps.org), for details on closings and up-to-date schedules.

The purpose of the project is to remove two (2) existing 800-ton water-cooled chillers, cooling towers, condenser water piping, condenser pumps, primary and secondary chilled water pumps, select chilled water piping, and associated electrical work. Automatic temperature controls will be modified as required. The air-cooled chiller will be located in the existing courtyard in the location of the existing cooling towers. A new transformer will be provided.

The contractor or supplier who provides materials, supplies, equipment, and/or services for this construction project must attempt to achieve the specific overall MBE goal of 5 percent 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 certified MBE firms.

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 as described in the solicitation documents. **Failure to submit these forms with the bid will result in the bid being determined nonresponsive.**

When the contract goal of 5 percent and/or its 0 percent African American participation subcontracting goals cannot be met, the bidder or offeror must submit with its bid the Certified MBE Utilization and Fair

solicitation Affidavit, (Attachment A) and the MBE Participation Schedule (Attachment B) (*indicating partial or no participation*). The apparent low bidder must submit additional minority business enterprise material and supporting data, which is specified in the bid documents within ten (10) working days after notification that the firm is the apparent low bidder. The failure of a bidder to complete and submit all of the required forms will result in a determination that the bid is not responsive. **The failure of an offeror to complete and submit all of the required forms will result in a determination that the bid is not susceptible to being selected for award.**

Bidders are strongly encouraged to attend a pre-bid meeting to be held on **Wednesday, November 8, 2023, at 10:00 AM (ET) Local Time at Cecil County School of Technology located at 912 Appleton Road, Elkton, MD 21921.** Please notify Kay Porter in the Purchasing Department at [procurement@ccps.org](mailto:procurement@ccps.org) if you plan on attending the pre-bid meeting. Failure to attend this meeting will under no circumstances be accepted as an excuse for an alleged misunderstanding of the scope of work and bid requirements.

In addition, a 5 percent Bid Bond, Anti-Bribery Affidavit, Certification Regarding Debarment, Non-Collusion Affidavit, and Contractor's Qualification Statement (AIA Document A305) must accompany all bids. A 100 percent Performance and Payment Bond payable to the Owner and certification of appropriate insurance coverage will be required of the successful Bidder.

Contractors proposing to bid may view and obtain plans beginning **Thursday, November 2, 2023**, through Cecil County Public Schools Bids page at [www.ccps.org/Page/458](http://www.ccps.org/Page/458). Plans may be downloaded electronically. Printing services may be obtained by contractor through an outside vendor.

**Questions regarding this bid may be sent and received by e-mail only by Noon, November 22, 2023, to Kay Porter, Purchasing Agent, Purchasing Department, Cecil County Public Schools at [procurement@ccps.org](mailto:procurement@ccps.org). An acknowledgment of receipt of the e-mail request will be sent by return e-mail to the sender.**

**Responses to the questions will be addressed in an addendum and posted on eMaryland Marketplace Advantage (eMMA) - <https://procurement.maryland.gov/>.**

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Superintendent of Schools