

Procurement Office
Harford Community College
401 Thomas Run Road
Bel Air Maryland 21015
443.412.2307

**IFB 21B-004 PLEXIGLASS PARTITIONS PROJECT
FABRICATION AND INSTALLATION**

ADDENDUM NO. 2

The following shall be incorporated into the captioned solicitation as though included in the original documents issued:

1. Solicitation Document **CHANGE TO READ:**

IFB 21B-**005** Plexiglass Partitions Project Fabrication and Installation

See attached corrected forms. Please use the corrected bid forms to submit your bid. **Note:** Please use the **REVISED** bid form attached to this addendum to submit the bid.

2. Bidders should include a couple of sample basic shop drawings/renderings showing different details of the project. See A1 below.

QUESTIONS AND ANSWERS

Q1. Are you expecting renderings at the time of submission? If so, what level of detail is needed?

A1. Bidders should include a couple of sample basic shop drawings/renderings showing different details for the project. These should show/list the materials to be used and the installation method.

Q2. Do you have an anticipated budget?

A2. Yes, but we would like to see the proposals based on the scope provided.

Q3. Do hard copies of the bids need to be submitted in person? *(2.3.2 Each bid must be submitted in a securely sealed envelope, prominently marked with the number and titled of the bid, and the name of the bidder. Sealed bids will not*

be accepted via facsimile or email.)

A3 No. See below exception that was included in the cover sheet of the solicitation document:

The Bids will be opened in the Parking Lot just outside of the Conowingo Center Building, weather permitting, or inside the covered garage area. All persons **MUST WEAR A FACE MASK**. If you are uncomfortable bringing your bid in person, you must **email it to Rob Johnson, Director for Procurement, before 11:30 a. m., same day**. The Procurement Director will print these bids and announce them, with others that arrive in person, beginning at 1:00 p.m. Bidders submitting a bid via email **must submit hard copies of the bid forms with wet signature to the Procurement office no later than, 1:00 pm Tuesday, June 22, 2021.**

Bids received after the above referenced times will not be accepted.

END ADDENDUM 2

June 8, 2021



HARFORD

COMMUNITY COLLEGE

401 Thomas Run Road • Bel Air Maryland 21015
Voice: 443-412-2307 • Fax: 443-412-2392
Web: www.harford.edu/Purchasing/BidBoard

INVITATION TO BID

IFB 21B-005 PLEXIGLASS PARTITIONS PROJECT- FABRICATION AND INSTALLATION

The Board of Trustees of Harford Community College invites sealed bids for fabrication and installation of plexiglass panels with operable cut out openings in various buildings on the College's main campus. The project consists of fabricating, delivering and installing plexiglass panels with operable cut out openings on countertops and desktops as detailed in the specifications provided herein.

Bidders shall contact Beth Bertier, Procurement Assistant at bbertier@harford.edu to acknowledge receipt of the solicitation documents.

An accompanied site visit is **MANDATORY**; dates and times are indicated in **Section 8.2**.

Any questions shall be directed to Rob Johnson, Director for Procurement, via email at rojohnson@harford.edu. The deadline for receipt of questions is, **2:00 pm Thursday, June 3, 2021**. Questions and answers will be issued in an addendum shortly thereafter.

Addenda will be posted on the College's bid board located at: <http://www2.harford.edu/CMS/Procurement/SolicitationDocuments.asp> and on Emaryland Marketplace at www.procurement.maryland.gov. **It is the bidder's responsibility to monitor these sites and download the addenda.**

Sealed bids will be received in the Procurement Office, Room 105 of the Conowingo Center building until the public opening, scheduled for:

**Tuesday, June 15, 2021,
1:00 p.m. local time.**

The Bids will be opened in the Parking Lot just outside of the Conowingo Center Building, weather permitting, or inside the covered garage area. **All persons MUST WEAR A FACE MASK.** If you are uncomfortable bringing your bid in person, you must **email it to Rob Johnson, Director for Procurement, before 11:30 a. m., same day.** The Procurement Director will print these bids and announce them, with others that arrive in person, beginning at 1:00 p.m. Bidders submitting a bid via email **must submit hard copies of the bid forms with wet signature to the Procurement office no later than, 1:00 pm, Tuesday June 22, 2021.**

Bids received after the above referenced times will not be accepted.

Bids must be valid for a period of ninety (90) days following the closing date. Award is anticipated to be made by June 20, 2021. Work is expected to be completed no later than August 15, 2021.

Harford Community College reserves the right to reject either all bids after opening but before award, or any bid, in whole or in part, when it is in the best interest of the College. For the same reason, the College reserves the right to waive any minor irregularity or technicality in a bid, if in its sole judgment; it is in the best interest of the College.

Rob Johnson
Director for Procurement
May 18, 2021

Procurement Office
Harford Community College
401 Thomas Run Road
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IFB 21B-005 PLEXIGLASS PANEL FABRICATION AND INSTALLATION - REVISED

All bids must be fully and properly executed, securely sealed, and marked with the number and title of the bid. Envelopes shall be addressed to the Procurement Department at the address above (See Instructions to Bidders).

Bids must be received in the Procurement Office located in the Conowingo Center building, Room 105, at the College not later than the public opening scheduled for **1:00 p.m. Tuesday, June 15, 2021; late bids will not be accepted. Bidders submitting a bid via email must submit hard copies of the bid forms to the Procurement Office no later than 1:00 p.m. Tuesday, June 22, 2021.**

To be considered responsive, each bid submitted must, at a minimum, include the following documents:

1. Bid form, completed and sign;
2. Non-Collusion Certificate, completed and signed;
3. References on the form provided;
4. Company profile of contractor, paragraph 9.0 page 16;
5. Company profile of any subcontractor(s), paragraph 10 page 16
6. Sample basic drawings/renderings showing details of this project.

BID OF: _____ DATE _____
(Firm Name)

In accordance with the foregoing Instructions, General and Supplementary Terms and Conditions, and Specifications, including Addenda No. _____, _____, _____, _____, and _____ thereto, I/we submit the following for evaluation:

1. LUMP SUM PRICE
1.1 Provide labor, supervision, materials, insurance and equipment to fabricate and install plexiglass panels on countertops and desktops in various buildings on the College's main campus as specified in the specifications described herein.

_____ DOLLARS \$ _____
(Figures)

Bidders should attach/include a couple of basic shop drawings/renderings showing different details for the project. This should include a list of materials to be used and the installation method.

2. Attended site visit Yes _____ No _____

3. TIME OF COMPLETION:

Bidders shall confirm that all work shall be completed by August 15, 2021, provided that an award is made by June 22, 2021. _____ (Initial Here)

4. EXECUTION: The undersigned, duly authorized to bind the named firm, agrees, upon receipt of written notice of acceptance of this bid within sixty (60) calendar days after its opening, to execute the

contract in accordance with the bid as accepted, and to render and a certificate of insurance within ten (10) calendar days after notification of award.

| | |
|------------------|----------------------|
| _____ | _____ |
| Firm | Authorized Signature |
| _____ | _____ |
| Street Address | Typed/Printed Name |
| _____ | _____ |
| City, State, Zip | Title |
| _____ | _____ |
| Telephone | Email |

If a corporation, place corporate seal beside signature above and state:

Name of president: _____

Name of secretary: _____

Under laws of what state incorporated: _____

Minority Business Certification: (Please check one)

MBE WBE Not applicable

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NON-COLLUSION CERTIFICATE

SOLICITATION: **IFB 21B-005 PLEXIGLASS PANEL FABRICATION AND INSTALLATION**

I HEREBY CERTIFY that I am the _____
(Title)

and the duly authorized representative of the firm of _____

whose address is _____.

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the proposal being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any agreement, participated in any collusion to fix the price proposal of the offeror herein or any competitor, or otherwise taken any action in restraint of free competition in connection with the Contract for which this proposal is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

Signature

Date

Printed or Typed Name

Procurement Department
Harford Community College
401 Thomas Run Road
Bel Air Maryland 21015

REFERENCES

SOLICITATION: IFB 21B-005 PLEXIGLASS PANEL FABRICATION AND INSTALLATION

Each firm must furnish three (3) references of recent, within three (3) years, prior work comparable in nature and scope to the requirements of the captioned solicitation.

1. Firm Name _____
Address _____

Telephone: _____ Fax: _____
Project: _____
Contact _____
Email _____
Project _____

2. Firm Name _____
Address _____

Telephone: _____ Fax: _____
Project: _____
Contact _____
Email _____
Project _____

3. Firm Name _____
Address _____

Telephone: _____ Fax: _____
Project: _____
Contact _____
Email _____
Project _____

BID OF: _____
FIRM NAME

Procurement Department

Harford Community College
401 Thomas Run Road
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NO BID REPLY FORM

SOLICITATION: IFB 21B-005 PLEXIGLASS PANEL FABRICATION AND INSTALLATION

Dear Sir or Madam:

To assist us in obtaining good competition on our invitation for bids, we ask that each firm that has received a solicitation package, but does not wish to submit a bid, state their reason(s) below. This information will not preclude receipt of future solicitations unless you request removal from the Bidder's List by so indicating below.

Unfortunately, we must offer a "No Bid" at this time because:

- ___ 1. We do not sell the items/services for which proposals are requested.
- ___ 2. The specifications are either unclear or too restrictive (Please explain in the "Remarks" section.)
- ___ 3. We cannot submit a bid because of marketing or franchising policies of the manufacturing company.
- ___ 4. We do not feel we can be competitive. (Please explain in the "Remarks" section.)
- ___ 5. Other commitments preclude our participation at this time.
- ___ 6. We do not wish to participate in the bid process.
- ___ 7. We do not wish to submit a bid under the terms and conditions of the Invitation for Bid document.
Our objections are: _____

- ___ 8. We do not wish to sell to Harford Community College. Our objections are: _____

- ___ 9. Other: _____

Remarks: _____

Firm Name _____
(PLEASE PRINT)

Authorized Signature _____

- ___ We wish to remain on the Bidder's List.
- ___ We wish to be removed from the Bidder's List.