

BALTIMORE COUNTY PUBLIC SCHOOLS

S. Dallas Dance, Ph.D., Superintendent

6901 Charles Street Towson, MD • 21204-3711

ADDENDUM NUMBER 1

DATE: March 29, 2017
BID NAME: PREVENTATIVE MAINTENANCE AND REPAIR OF REFRIGERATION EQUIPMENT
BID NUMBER: JMI-619-17
DUE DATE: NO CHANGE
DUE TIME: NO CHANGE
PUBLIC OPENING: NO CHANGE
TOTAL PAGES: 6 (including attachments)

The following revisions and responses to questions are made to the original bid document. This addendum forms a part of the Contract Documents and modifies the Original Solicitation Documents accordingly and as noted below. Acknowledge receipt of this Addendum in the space provided on the "Addenda" form within the Form of Proposal.

SPECIFICATIONS

DELETE: Remove "SECTION 00400 - FORM OF PROPOSAL, PRICE PROPOSAL PAGE - 00400-7", as included within original solicitation. Remove this one page only.

ADD: Insert "SECTION 00400 - FORM OF PROPOSAL, PRICE PROPOSAL PAGE - 00400-7 – ADDENDUM NUMBER 1", included within this Addendum (1 Page). Complete as required and include within proposal response. Modifications have been made to BASE BID ITEMS within ITEM 4 GROUP: REFRIGERATION SUPPLIES. A new ITEM (4E) has been added to accommodate the purchase of other Freon products, not specifically listed within ITEM 4 GROUP, through the duration of contract.

GENERAL

The solicitation inquiries received prior to the issuance of this addendum are as follows:

(1) INQUIRY: Can BCPS provide clarification regarding the requirement for criminal background checks and fingerprinting?

RESPONSE: Reference the ancillary instructions provided as an attachment to this addendum.

Creating a Culture of Deliberate Excellence

All other specifications and terms remain as stated in original document. This addendum is hereby made a part of the Contract Documents, on which the contract is based and is intended to modify, explain, correct and/or add to the original Contract Documents.

END OF ADDENDUM

Jeffery J. Miller, C.P.M., Purchasing Agent
Baltimore County Public Schools - Office of Purchasing

Bid file

Creating a Culture of Deliberate Excellence

PRICE PROPOSAL PAGE

ITEM 4 GROUP: REFRIGERATION SUPPLIES

ITEM 4A: FREON, R22; PER POUND – PROVIDE AND INSTALL:

ITEM 4A BASE BID: \$ _____ (IN DOLLARS)

ITEM 4A BASE BID: _____ (IN WRITING)

ITEM 4B: FREON, R134A; PER POUND – PROVIDE AND INSTALL:

ITEM 4B BASE BID: \$ _____ (IN DOLLARS)

ITEM 4B BASE BID: _____ (IN WRITING)

ITEM 4C: FREON, R404A; PER POUND – PROVIDE AND INSTALL:

ITEM 4C BASE BID: \$ _____ (IN DOLLARS)

ITEM 4C BASE BID: _____ (IN WRITING)

ITEM 4D: FREON, R414B; PER POUND – PROVIDE AND INSTALL:

ITEM 4D BASE BID: \$ _____ (IN DOLLARS)

ITEM 4D BASE BID: _____ (IN WRITING)

ITEM 4E: Provide discount pricing for **Freon** products:

ITEM 4E BID: _____ % off list

(Signature of Bidder) (Date)

BCPS Fingerprinting Instructions

ALL CONTRACTOR AND SUB-CONTRACTOR PERSONNEL (INCLUDING ARCHITECTS, CONSULTING ENGINEERS AND CONSTRUCTION MANAGEMENT PERSONNEL) THAT ARE WORKING IN BCPS SCHOOLS OR ON BCPS SCHOOL PROPERTY WHEN STUDENTS ARE PRESENT (INCLUDING AFTER-CARE AND CLUB STUDENTS) ARE REQUIRED TO BE FINGERPRINTED BY BCPS BEFORE STARTING WORK!

All fingerprinting appointments must be made on-line at: www.identogo.com

- Pick in the “zip, city, state” box, type 21204 and hit enter.
- To the right of the Maryland map pick “IdentoGO – BCPS Applicants Only (0.1 miles away)”.
- Verify the 6901 N Charles Street address and pick the blue “Schedule Appointment” button.
- Scroll down the page and pick the “State Fingerprinting” box.
- Pick the “Begin Registration” button.
- Type first name in block, last name in block and pick the “Go” button.
- Pull down the arrow next to “Applicant Category” and select “Baltimore County Public Schools (BCPS)”, pick the “Go” button.
- Read the statement and pick the “I have read and understand the application requirements” button.
- Enter the authorization code BW246 and pick the “Next” button.
- Pull down the “select your applicant type” arrow and select “Other”, pick the “Next” button.
- Pick the top location “Towson – Baltimore County Schools Applicants Only”.
- Select a fingerprinting appointment date.
- Select a fingerprinting appointment time, pick the “go” button.
- Fill in ALL OF THE BLOCKS and pick the “Send Information” button at the bottom.

Before arriving for the fingerprinting appointment, all **BCPS Contractor and Sub-contractor personnel** should go to: <http://www.bcps.org> (Note: If unable to fill in and print the following on-line forms, these forms are available at the BCPS fingerprinting office.)

- Select the “Our System” menu at the top right of the web page
- Select “Offices”
- Select “Fingerprinting” from the list
- On the right side of the web page are two forms:
- Open the “Department of Social Services Consent for Release of Information” on-line form and complete Part II.
- **Print 2 hard copies** of the completed form and **take them to the appointment. DO NOT SIGN THESE COPIES UNTIL YOU ARE IN THE APPOINTMENT.**

- Go back to the “Fingerprinting” web-site (see instructions above) and from the list of forms on the right side of the web page, open the “Background Check Application for Non-BCPS Employees” and **print one hard-copy**.
- Fill in the printed Fingerprinting Application manually and **take it to the fingerprinting appointment**.
- **DO NOT complete an I-9 or E-Verify** forms because the person being fingerprinted is not an employee of BCPS.

When contractors and sub-contractors go to the fingerprint office on the Greenwood Campus of BCPS (6901 N. Charles St., Building E, Towson, MD 21204), **It is very important that the contractors and sub-contractors know to inform the fingerprint technicians that they are not paid by BCPS**. It makes a very big difference in the required paperwork.

The cost of fingerprinting and the background check is \$67.75 per applicant. Visa, MasterCard, and personal check payment can be used to make an electronic payment when scheduling appointments. *Cash, checks or money orders ONLY are accepted at the fingerprinting site.*

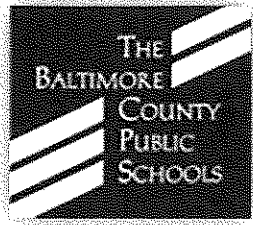
Additional fingerprinting information is available at:

http://www.bcps.org/offices/human_resources/fingerprinting/pdf/Fingerprint-Information_IBT.pdf

After the fingerprint Applicant’s State of Maryland and FBI background checks have cleared the employee to work in BCPS schools (around 3 to 5 business days), a fingerprint card will be mailed to the home of the Applicant.

Contractor’s office personnel shall maintain a copy of the fingerprint cards on file for all of their employees. Each project’s prime contractor’s foreman shall maintain a copy of the fingerprint card for all employees working on-site in a locked container at the site.

The fingerprint card is valid from the date of issue and remains valid as long as the cardholder works for BCPS at least one (1) day every 365 days.



UNDER MARYLAND LAW, BALTIMORE COUNTY PUBLIC SCHOOLS CANNOT HIRE ANYONE WHO HAS EVER BEEN CONVICTED OF THE FOLLOWING CRIMES:

- **Abduction**
- **Armed carjacking**
- **Arson**
- **Assault in the first degree**
- **Assault with intent to commit a sexual offense in the 2nd degree**
- **Assault with intent to murder**
- **Assault with intent to rape**
- **Assault with intent to rob**
- **Burglary 1st degree**
- **Burglary 2nd degree**
- **Carjacking**
- **Child abuse in the 1st degree**
- **Child abuse of a minor**
- **Handgun in the commission of a felony or other crime of violence**
- **Kidnapping**
- **Maiming**
- **Manslaughter (except involuntary manslaughter)**
- **Mayhem**
- **Murder**
- **Rape**
- **Robbery**
- **Sexual abuse of a Minor**
- **Sexual offense in the 1ST, 2ND or 3rd degree**

