

BALTIMORE COUNTY PUBLIC SCHOOLS

Dr. S. Dallas Dance, Superintendent

6901 Charles Street Towson, Maryland 21204-3711

April 24, 2017

All Participating Bidders:

This letter is to inform you that the Baltimore County Public Schools (BCPS) Office of Purchasing will make recommendation of award for KSH-324-17 "No. 2 Fuel Oil.

The following firm has been selected and are pending approval by the Board of Education of Baltimore County at their regularly scheduled board meeting on June 13, 2017.

Papco, Inc.

Aston, PA

Upon approval by the Board of Education, BCPS Purchasing/Purchasing Associate, Patricia Onheiser, will contact Award Bidders in regard to contract execution. Ms. Onheiser may be contacted via email at ponheiser@bcps.org for instructions on how to complete the required documentation. Insurance certificates and signed contract must be received before a Purchase Order can be issued. Awarded firm(s) who have **not** done business with BCPS prior to this award, must register on the BCPS "Vendor Self-Service" (VSS), as instructed below.

Type the following into your browser: <http://www.bcps.org/offices/purchasing/>

Click the link: "Visit our Vendor Self Service Center"

Select "Creating A New Account: for detailed instructions. Print these instructions for reference, and then return to the VSS welcome page.

Click onto "Register" from the VSS welcome page and follow the instruction you have printed.

Complete the application. Record your UserID and Password for future use.

Thank you for participating in this procurement and for your interest in partnering with BCPS. We support and encourage your participation in future BCPS projects. If you have any questions concerning this notification, please contact me at the address shown below.

Sincerely,

Kathy Shaffer

Kathy Shaffer, Purchasing Agent

BCPS Office of Purchasing, 6901 Charles Street, Building "E", 1st Floor, Towson, Maryland 21204

Email: kshaffer@bcps.org, Phone: 443-809-9388

c: Al Eilbacher, Special Assistant, Energy Management
Patricia Onheiser, Purchasing/Contracting Assistant
Bid file

SECTION 00400 - FORM OF PROPOSAL

DATE: 3/31/17

SOLICITATION TITLE: No. 2 FUEL OIL

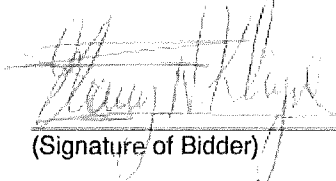
BCPS BID NUMBER: KSH-324-17

BID SUBMITTED BY: PAPCO, Inc.
(Company Name)

SUBMITTED TO: Baltimore County Public Schools
Office of Purchasing
6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204

The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with the OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.

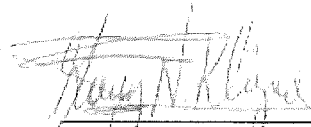
BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress, or performance of the Work and has made such independent investigations, as BIDDER deems necessary.

 3/31/17
(Signature of Bidder) (Date)

PRICE PROPOSAL - INSTRUCTIONS:

BIDDERS ARE REQUIRED TO SUBMIT PRICING FOR EVERY "ITEM" CONTAINED WITHIN THIS FORM OF PROPOSAL.

BIDDERS NOT RESPONDING TO EVERY "ITEM" SHALL BE DEEMED NON – RESPONSIVE.


(Signature of Bidder)

3/31/17
(Date)

BALTIMORE COUNTY PUBLIC SCHOOLS

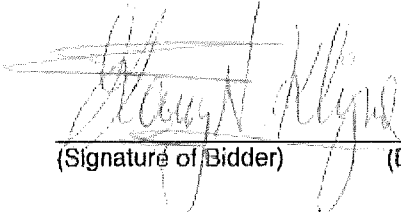
DIVISION OF BUSINESS SERVICES
DEPARTMENT OF FISCAL SERVICES
OFFICE OF PURCHASING

1940 G GREENSPRING DRIVE
TIMONIUM, MARYLAND 21093
PHONE: (410) 887-4334 FAX: (410) 887-7831

PRICE PROPOSAL PAGE

As the duly authorized representative of the firm to make this agreement on behalf of the firm for which I am acting, I hereby declare that I have carefully examined the Part I: Terms and Conditions and Part II: Specifications. I have received clarification on all items upon which any doubt arose, understand that all these form a part of the contract, and agree to complete all work as required.

PROPOSAL 1 – Spot Prices		PRICE SHEET
LINE NO.	COMMODITY/SERVICE DESCRIPTION	OPIS + / - BID FACTOR ONLY
00001	PROPOSAL 1	FACTOR \$
	No. 2 Fuel Oil	
		Transport: <u>+ 0.0068</u>
		Tankwagon: <u>+ 0.1130</u>


(Signature of Bidder)

3/31/17
(Date)

KSH-324-17

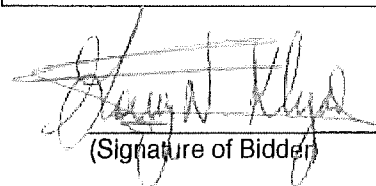
BALTIMORE COUNTY PUBLIC SCHOOLS

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OFFICE OF PURCHASING

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PHONE: (410) 887-4334 FAX: (410) 887-7831

PRICE PROPOSAL PAGE

PROPOSAL 2		PRICE SHEET
LINE NO.	COMMODITY/SERVICE DESCRIPTION	ULSD FIXED PRICE BID FACTOR ONLY
00002	PROPOSAL 2 No. 2 Fuel Oil	NYMEX ULSD forward month(s), plus FACTOR \$ Transport: <u>+0.0574</u> Tankwagon: <u>+0.1684</u>


 (Signature of Bidder)

3/31/17
 (Date)

KSH-324-17

BALTIMORE COUNTY PUBLIC SCHOOLS

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OFFICE OF PURCHASING

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PRICE PROPOSAL PAGE

PROPOSAL 3 – EXTRA CHARGES		PRICE SHEET		
LINE NO.	SERVICE DESCRIPTION	QUANTITY	UNIT	PRICE
	PROPOSAL 3			
00007 00008	DELIVERY, EMERGENCY	1	HOUR	\$ 195 (port-to-port)
		1	EACH	\$ 75.-
	OPTION, SPLIT LOAD DELIVERY, TRANSPORT LOADS TO TWO (2) DIFFERENT LOCATIONS			Double
00009	SUNDAY OR HOLIDAY DELIVERY	1	EACH	\$ (100% over stated differential)
00010	PUMP CHARGES	1	EACH	\$ 75.-
00011	EXTRA HOSE CHARGES	1	EACH	\$ 25.-
00012	PERCENTAGE ADDED TO PRICE FACTOR FOR PAYMENT BY PROCUREMENT CARD		PERCENTAGE	3.59%

(Signature of Bidder)

(Date)

REFERENCES

List at least 3 references (preferably school systems) -- one may be with BCPS, customers of your organization over the last eighteen (18) months. References--should include items of similar scope and size for which your firm has provided service. Make additional copies of this page if necessary.

Reference #1

Baltimore County (BRC)
Customer/Client Name

Supply Gasoline & Diesel
Description of Product or Services Provided to Customer/Client

James Stevenson (410) 887-6566 () jstevenson@baltimorecounty.gov
Representatives Name Representative's Phone # Fax Number Email

Reference #2

City of Baltimore
Customer/Client Name

Supply Diesel & Gasoline
Description of Product or Services Provided to Customer/Client

Bolu Oluwasoji (410) 396-5718 () bolu.oluwajobi@baltimorecity.com
Representatives Name Representative's Phone # Fax Number Email

Reference #3

Baltimore City, Public Schools
Customer/Client Name

Supply Heating oil
Description of Product or Services Provided to Customer/Client

Mike Krupnik (410) 396-8826 () mkrupnik@bcps.k12.md.us
Representatives Name Representative's Phone # Fax Number Email

[Signature]
(Signature of Bidder)

3/31/17
(Date)

ADDENDA

(If applicable) Please complete and return with your bid response.

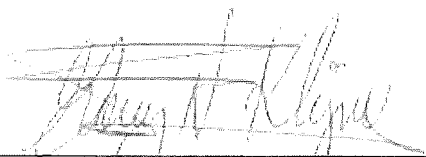
I, the undersigned, acknowledge receipt of the following addenda to this solicitation.

Addendum #1 - Date Received 3/15/17

Addendum #2 - Date Received 3/17/17

Addendum #3 - Date Received 3/24/17

Addendum #4 - Date Received _____



Signature Gary Klizos
General Manager

Title
PAPCO, Inc.

Supplier Name

PROPOSAL SHEET

I/We certify that to the best of my/our knowledge, that neither this firm, nor any of its officers, directors to partners nor any of its employees directly involved in obtaining contracts with Federal, State or Local Agencies have been found in violation or attempting to violate procurement articles of the Annotated Code of Maryland (S.F. Section 16.202).

I/We certify that this bid is made without any previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same supplies, materials, and equipment, and (contracted) services, and is in all respects fair and without collusion or fraud.

I/We certify that all material and equipment bid by this firm, to be supplied to the Baltimore County Public Schools meets all safety and health standards as prescribed by the rules and regulations of the Maryland Occupational Safety and Health Act (MOSHA). MOSHA STANDARDS 29 CFR 1910.

I/We certify that all materials delivered to, and/or used or brought on to BCPS property is accompanied by a manufacturer's certification verifying/confirming item(s) to be "asbestos free."

I/We certify that this firm adheres to or follows non-discriminatory practices with respect to the employment or promotion of personnel without regard to color, creed, race, sex, or national origin.

I/We propose to furnish, package, mark, and deliver to the Baltimore County Public Schools, the supplies, materials or equipment as required in the accompanying specifications at the unit prices indicated.

I/We certify that this firm is aware of and adheres to Section 11-722(c) of the Criminal Procedure Article, of the Annotated Code of Maryland; and, Md. Ed. Code Ann., §6-113.

Is your company a certified Minority Business Enterprise with the State of Maryland? Yes ☒ No MDOT #

Please indicate which group qualifies the business as a Minority Business Enterprise:

(African American) (Alaskan Native) (Asian) (Women) (Hispanic) (American Indian) (Physical or Mental Disabled Individual)

Is your company a small business with less than fifty (50) employees which generates annual revenue less than ten (10) million dollars? yes ☒ No

Is your business located within Baltimore County, Maryland? Yes ☒ No

As the duly authorized representative of the bidder and having the legal authority to make this proposal, I hereby declare that I have carefully examined Terms, Conditions, Requirements, Specifications and Drawings (including all Addenda), forming a part of the Contract and agree to furnish all permits, inspections, labor, equipment, and materials to complete work as specified for the price as indicated for the Baltimore County Public Schools.

COMPANY:

PAPCO, Inc.FEDERAL ID#- 54-0856771

ADDRESS:

2 New Rd Ste 311Aston, PA 19014

SIGNATURE:

Thomas N. Kligas

TYPED NAME/TITLE:

Gary Kligas

TELEPHONE:

610-361-800FAX 610-361-8924

DATE

3/28/17

E-MAIL:

gary.kligas@papco.com

RETURN BID TO:

Office of Purchasing
6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204
Include Solicitation Number

**BALTIMORE COUNTY PUBLIC SCHOOLS
POSTING**

Bid Number: KSH-324-17

Bid Name: No. 2 Fuel Oil

Proposal 1

	Bidders' Names					
	Apex Petroleum, Corp.	Gulf Oil Limited Partnership	IPC (USA), Inc.	James River Solutions	Papco, Inc	RKA Petroleum Companies
OPIS-		NO BID				NO BID
Transport \$:	0.0825		0.065	0.0890	0.0068	
Tankwagon \$:	0.1364		0.185	0.1190	0.113	
Total \$:	0.2189	0.0000	0.2500	0.2080	0.1198	0.0000
Average \$:	0.1095	#DIV/0!	0.1250	0.1040	0.0599	#DIV/0!
Notes:						

Proposal 2

	Bidders' Names					
	Apex Petroleum, Corp.	Gulf Oil Limited Partnership	IPC (USA), Inc.	James River Solutions	Papco, Inc	RKA Petroleum Companies
ULSD		NO BID				NO BID
Transport \$:	0.0825		0.041	0.1290	0.0574	
Tankwagon \$:	0.1364		0.087	0.2080	0.1684	
Total \$:	0.2189	0.0000	0.1280	0.3370	0.2258	0.0000
Average \$:	0.1095	#DIV/0!	0.0640	0.1685	0.1129	#DIV/0!
Notes:						

Proposal 3

	Bidders' Names					
	Apex Petroleum, Corp.	Gulf Oil Limited Partnership	IPC (USA), Inc.	James River Solutions	Papco, Inc	RKA Petroleum Companies
Delivery	\$ 55.00	NO BID	\$ 150.00	\$100.00 Flat Fee	\$ 195.00 (Port to Port	NO BID
Option, Split Load Delivery, Transport Loads to Two (2) Different Locations	\$ 40.00		\$ 45.00	\$ 40.00	\$ 75.00	

Sunday or Holiday Delivery	\$ 100.00		\$ 75.00	Sunday= Standard \$150.00-Holiday	Double (100% over stated differential	
Pump Charges	\$ -		\$ 50.00	\$ 50.00	\$ 75.00	
Extra Hose Charges	\$ -		\$	\$ -	\$ 25.00	
Percentage added to Pice Factor for payment by procurement card	3%		3%	2.5%	3.59%	

IMPORTANT: NO AWARD HAS BEEN MADE.

Award bidder (s) has not yet been identified. Complete evaluation of the bids by BCPS representatives will occur in the near future. The recommended award will be available in the Office of Purchasing after the completed evaluation. Bids will not be available for review by bidders at the bid opening. BCPS reserves the right to review all materials and present a recommendation to the Board of Education prior to bids being available for review. Bid documents will only be available for review after approval of the contract by the Board. Bidders may call the Office of Purchasing to set up a date and time for reviewing bid

posted
3/22/17

BALTIMORE COUNTY PUBLIC SCHOOLS

S. Dallas Dance, Ph.D., Superintendent

6901 Charles Street Towson, MD • 21204-3711

ADDENDUM NUMBER 3

DATE: March 24, 2017
BID NAME: No. 2 Fuel Oil
BID NUMBER: KSH-324-17
DUE DATE: March 31, 2017
DUE TIME: 1:00 P.M.

TOTAL PAGES: 4 (to include one (1) attachment)

The following revisions and responses to questions are made to the original bid document. This addendum form is 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

(1) DELETE: Part III; Section 3.0, 3.4.3:

In that no futures trading price is currently available for ULSD, Baltimore County Public Schools (BCPS), representing all participating jurisdictions, will enter into negotiations with the award bidder to determine the ULSD NYMEX markup factor for both tank wagon and transport for the remainder of the contract term.

ADD: Part III; Section 3.0, 3.4.3:

A futures trading history for ULSD is available. Bidding ULSD only should also comply with the proposed MD legislation. The participating agencies have the option purchase ULSD or No. 2 and that the bidders mark up factor will apply to both.

Creating a Culture of Deliberate Excellence

(2) DELETE: Part III; Section 3.0; 3.4.4:

On Proposal #2 Bidders are requested to provide related charges.
Submit it with all other Proposal Pages.

ADD: Part III; Section 3.0; 3.4.4:

On Proposal #3 Bidders are requested to provide related charges.
Submit it with all other Proposal Pages.

(3) DELETE: Part III; Section 3.0; 3.4.5:

On Proposal #2 Bidders are requested to provide related charges to
The payment options of those agencies using the payment option of
a procurement card. Indicate the percentage increase to the Price
Factor when this option is used.

ADD: Part III; Section 3.0; 3.4.5:

On Proposal #3 Bidders are requested to provide related charges to
The payment options of those agencies using the payment option of
a procurement card. Indicate the percentage increase to the Price
Factor when this option is used.

(4) DELETE: Part II; Section 2.0; 2.1 Qualification of Bidders:

Bidders submitting a proposal shall include evidence that they
maintain a permanent place of business and shall be certified to do
business in Maryland.

ADD: Part II; Section 2.0; 2.1 Qualification of Bidders

Bidders submitting a proposal shall include evidence that they
Maintain a permanent place of business in Maryland and/or neighboring
states and shall be certified to do business in Maryland.

GENERAL

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

(1) INQUIRY: Please provide missing information for the following locations:

AACPS: Facilities

Magothy / Severn

Maryland Hall

Mayo

Parham Building

Resource Center

Student Services

Transportation

RESPONSE: AACPS: Facilities

Magothy / Severn – 241 Peninsula Farm Road, Arnold MD, 21012

Maryland Hall - 801 Chase Street, Annapolis, MD, 21401

Mayo – 126 Mayo Ridge Road, Edgewater, MD, 21037

Parham Building - 2644 Riva Road, Annapolis, MD 21401

*Resource Center - 1035 Dumbarton Road, Glen Burnie, MD
21061*

Student Services - 1681 Millersville Road, Millersville, MD 21108

Transportation - 8229 Waterford Road, Pasadena, MD 21122

(2) INQUIRY: Currently the bid has a pricing page for Spot Pricing and for extra charges but not one for fixed prices like in the prior bids. Will this be addressed in another Addendum?

RESPONSE: *Attached, revised 00400 "Form of Proposal", Price Proposal #2 to include ULSD Fixed pricing, use this form when submitting bid.*

3) INQUIRY: As an MBE/DBE bidding are we required to meet the 14% MBE/DBE goal?

RESPONSE: *KSH-324-17 contains no requirement/mandate for bidders to be a certified Minority Business Enterprise. There is a goal to achieve a minimum of fourteen percent (14%) of the total dollar value of the contracts resulting from this solicitation to be made to Small Business and/or certified Minority Business Enterprise either directly or indirectly.*

4) INQUIRY: Prince Georges County location in this solicitation are identical to the Prince Georges County Schools bid that was opened on 11/29/16 for a

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3 year contract. Do you know why they are bidding this solicitation?
Did they award a contract under their own bid?

RESPONSE: *Prince Georges County Public Schools will be cancelling their
Individual solicitation IFB 018-17.*

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

Kathy Shaffer
Purchasing Agent
Baltimore County Public Schools - Office of Purchasing
Al Eilbacher
Bid file

BALTIMORE COUNTY PUBLIC SCHOOLS

6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204

Division of Support Services

Office of Purchasing

Creating a Culture of Deliberate Excellence - An Affirmative Action Employer

SECTION 00400 "FORM OF PROPOSAL"

Bidders shall complete and return all the following forms with their bid.
(*except this form)

Cover Page	00400-1
Price Proposal - Instructions	00400-2
Price Proposal Pages	00400-3 -5
References	00400-6
Addenda	00400-7
Proposal Sheet	00400-8
State of Maryland Anti-Bribery Affidavit & Tax Certification	00400-9
Certification Regarding U.S. Government Debarment	00400-10
Board of Directors - Diversity Affidavit	00400-11
Small Business Enterprise Affidavit	00400-12
Small and Minority Business Enterprise Utilization Affidavit	00400-13
SBE/MBE Statement of Intent	00400-14
SBE/MBE Request For Waiver	00400-15
SBE/MBE Minority Subcontractor Unavailability Certificate	00400-16
*No Bid Page	00400-17

SECTION 00400 - FORM OF PROPOSAL

DATE: _____

SOLICITATION TITLE: No. 2 FUEL OIL

BCPS BID NUMBER: KSH-324-17

BID SUBMITTED BY: _____
(Company Name)

SUBMITTED TO: Baltimore County Public Schools
Office of Purchasing
6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204

The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with the OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.

BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress, or performance of the Work and has made such independent investigations, as BIDDER deems necessary.

(Signature of Bidder) (Date)

PRICE PROPOSAL - INSTRUCTIONS:

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BIDDERS NOT RESPONDING TO EVERY "ITEM" SHALL BE DEEMED NON – RESPONSIVE.

(Signature of Bidder)

(Date)

BALTIMORE COUNTY PUBLIC SCHOOLS

DIVISION OF BUSINESS SERVICES
DEPARTMENT OF FISCAL SERVICES
OFFICE OF PURCHASING

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PHONE: (410) 887-4334 FAX: (410) 887-7831

PRICE PROPOSAL PAGE

As the duly authorized representative of the firm to make this agreement on behalf of the firm for which I am acting, I hereby declare that I have carefully examined the Part I: Terms and Conditions and Part II: Specifications. I have received clarification on all items upon which any doubt arose, understand that all these form a part of the contract, and agree to complete all work as required.

PROPOSAL 1 – Spot Prices		PRICE SHEET
LINE NO.	COMMODITY/SERVICE DESCRIPTION	OPIS + / - BID FACTOR ONLY
00001	PROPOSAL 1	<p>FACTOR \$</p> <p>Transport: _____</p> <p>Tankwagon: _____</p>
	No. 2 Fuel Oil	

(Signature of Bidder)

(Date)

KSH-324-17

BALTIMORE COUNTY PUBLIC SCHOOLS

DIVISION OF BUSINESS SERVICES
DEPARTMENT OF FISCAL SERVICES
OFFICE OF PURCHASING

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PHONE: (410) 887-4334 FAX: (410) 887-7831

PRICE PROPOSAL PAGE

PROPOSAL 2		PRICE SHEET
LINE NO.	COMMODITY/SERVICE DESCRIPTION	ULSD FIXED PRICE BID FACTOR ONLY
00002	PROPOSAL 2	<p>FACTOR \$</p> <p>Transport: _____</p> <p>Tankwagon: _____</p>
	No. 2 Fuel Oil	

(Signature of Bidder) (Date)

KSH-324-17

BALTIMORE COUNTY PUBLIC SCHOOLS

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PRICE PROPOSAL PAGE

PROPOSAL 3 – EXTRA CHARGES		PRICE SHEET		
LINE NO.	SERVICE DESCRIPTION	QUANTITY	UNIT	PRICE
	PROPOSAL 3			
00007	DELIVERY, EMERGENCY	1	HOUR	\$
00008		1	EACH	\$
	OPTION, SPLIT LOAD DELIVERY, TRANSPORT LOADS TO TWO (2) DIFFERENT LOCATIONS			
00009	SUNDAY OR HOLIDAY DELIVERY	1	EACH	\$
00010	PUMP CHARGES	1	EACH	\$
00011	EXTRA HOSE CHARGES	1	EACH	\$
00012	PERCENTAGE ADDED TO PRICE FACTOR FOR PAYMENT BY PROCUREMENT CARD		PERCENTAGE	

 (Signature of Bidder)

 (Date)

REFERENCES

List at least 3 references (preferably school systems) -- one may be with BCPS, customers of your organization over the last eighteen (18) months. References--should include items of similar scope and size for which your firm has provided service. Make additional copies of this page if necessary.

Reference #1

Customer/Client Name

Description of Product or Services Provided to Customer/Client

Representatives Name	()	()	
	Representative's Phone #	Fax Number	Email

Reference #2

Customer/Client Name

Description of Product or Services Provided to Customer/Client

Representatives Name	()	()	
	Representative's Phone #	Fax Number	Email

Reference #3

Customer/Client Name

Description of Product or Services Provided to Customer/Client

Representatives Name	()	()	
	Representative's Phone #	Fax Number	Email

ADDENDA

(If applicable) Please complete and return with your bid response.

I, the undersigned, acknowledge receipt of the following addenda to this solicitation.

Addendum #1 - Date Received _____

Addendum #2 - Date Received _____

Addendum #3 - Date Received _____

Addendum #4 - Date Received _____

Signature

Title

Supplier Name

I/We _____ certify that this firm is aware of and adheres to Section 11-722(c) of the Criminal Procedure Article, of the Annotated Code of Maryland; and, Md. Ed. Code Ann., §6-113.

Is your business located within Baltimore County, Maryland? ☐ Yes ☐ No

00400-7

STATE OF MARYLAND ANTI-BRIBERY AFFIDAVIT

I HEREBY CERTIFY that

1. I am the _____ and the duly authorized representative of the firm
of _____ who address is _____
_____, and that I possess the legal authority to make this affidavit
on behalf of myself and the firm for which I am acting.
2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county, or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of official investigation or other proceeding admitted in writing or under oath acts or omissions committed after July 1, 1997, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government.
3. (State "none" or, as appropriate, list any conviction, please, or admission described in paragraph 2 above, with the date; court, official, or administrative body; and the sentence or disposition, if any.)

I acknowledge that this affidavit is to be furnished to the requesting agency, to the Secretary of Budget and Fiscal Planning of Maryland, and, where appropriate, to the Board of Public Works and the Attorney General under 16-202, S.F. of the Annotated Code of Maryland. I acknowledge that if the representations set forth in this affidavit are not true and correct, the State may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with 16-203, S.F. of the Annotated Code of Maryland, which provides that certain persons who have been convicted or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Witness_____
Signature_____
Date**STATE OF MARYLAND TAX CERTIFICATION**

At the time a bid or proposal for a State procurement contract of \$10,000 or more is submitted, the bidder or offeror shall certify to the procurement officer that the bidder or offeror has paid all taxes, unemployment insurance contribution, reimbursement payments, and interest not barred by limitations and payable to the comptroller, the Department of Assessments and Taxation or the Department of Economic and Employment Development or has provided for payment in a manner satisfactory to the unit responsible for collection; and if the bidder or offeror is a vendor of tangible personal property, the bidder or offeror possesses a valid sales and use tax license under Title 11, Subtitle 7 of the Tax - General Article.

I acknowledge that this certificate is to be furnished to the requesting agency, and to the Comptroller of the Treasury, Sales and Use Tax Division under 13-222, S.F. of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this certificate are not true and correct, the State may terminate any contract awarded and take any other appropriate action.

BIDDERS SHALL PROVIDE STATE OF MARYLAND TAX CERTIFICATION NUMBER ON THE LINE DIRECTLY BELOW:

I do solemnly declare and affirm under the penalties of perjury that the contents of this certificate are true and correct.

Witness_____
Signature_____
Date_____
Name/Title (please type or print)_____
Name/Title (please type or print)_____
Date

FORM OF PROPOSAL

00400-8

CERTIFICATION REGARDING U.S. GOVERNMENT DEBARMENT, SUSPENSION,
INELIGIBILITY, AND VOLUNTARY EXCLUSION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR, part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(1) The prospective participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Agency/Organization Representative

Signature

Date

Agency/Organization

*Above certification instituted by the U.S. Department of Education for all grantees and sub grantees as of fiscal year 1990.

Board of Directors - Diversity Affidavit

This documentation is required by the statutory regulation, Bids, §5-112, Annotated Code of Maryland. Education enacted July 1, 2000. All bidders interested in submitting proposals on school construction projects shall provide information that identifies the diversity of its Board of Directors. Said diversity shall be identified by completion of this form. Failure to provide said documentation may be cause for rejection of the bidder's proposal as non-responsive.

Name of Corporation/Business

BCPS Bid No.

List of Board of Directors

Name of Individual	Title	Diversity (See Legend)

Diversity Legend:
Americans;

(1) African Americans; (2) Alaskan Native; (3) American Indian/Native

(4) Asians; (5) Hispanics; (6) Physically or mentally disabled individuals;
(7) Women; or (8) A non-profit entity organized to promote the interests of
physically or mentally disabled individuals; (9) Caucasian.

Note: It is understood that an Individual may qualify for more than one
designation. Multiple designations shall be so noted on the form.

SMALL BUSINESS ENTERPRISE AFFIDAVIT

The undersigned does hereby make the following Affidavit. I affirm that my company or I am a Small Business Enterprise (SBE). A Small Business is a for-profit business, other than a broker, that meets the following criteria:

- .1 it is independently owned and operated;
- .2 it is not a subsidiary of another business;
- .3 it is not dominant in its field of operation;
- .4 its wholesale operations did not employ more than 50 persons, and its gross sales did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
- .5 its retail operations did not employ more than 25 persons, and its gross sales did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
- .6 its manufacturing operations did not employ more than 100 persons, and its gross sales did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
- .7 its service operations did not employ more than 100 persons, and its gross sales did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years; and
- .8 its construction operations did not employ more than 50 persons, and its gross sales did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years.
- .9 BCPS reserves the right to request tax documents to support such a claim.

Name and Title: _____

Company: _____

Street Address: _____

City, State, Zip: _____

Business Phone _____

Signature
Date

Date Witness

Print Name Signed Above

Print Name Signed Above

Rule No. 3200 (Policy Adopted 9/10/96).

SMALL AND MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT

The undersigned as a contractor does hereby make the following Affidavit. I acknowledge the Small Business Enterprise (SBE) and Certified Minority Business Enterprise (MBE) participation goal of fourteen (14) percent for the contract with the Baltimore County Board of Education, and commit to make a good faith effort to achieve this goal. In the solicitation of subcontract quotations or offerors, all SBE and MBE subcontractors and suppliers were provided not less than the same information and amount of time to respond to the solicitations as non-Small Business Enterprise and Minority Business Enterprise subcontractors.

The solicitation process was conducted in such a manner so as to otherwise not place SBE and MBE subcontractors at a competitive disadvantage to non- SBE and MBE subcontractors.

I UNDERSTAND THAT THE FAILURE TO SUBMIT THIS AFFIDAVIT TO THE BOARD OF EDUCATION MAY RESULT IN A DETERMINATION THAT THIS BID IS NON-RESPONSIVE.

I understand that I must submit the SBE/MBE documentation described in the bid documents at the time of bid. Furthermore, I understand that failure to comply with this contract requirement may result in a determination that my bid is non-responsive and therefore would not be awarded to me.

I understand and agree that, if awarded the contract, we will implement the provisions of the above paragraph with respect to subcontracts to be let after the award of the contract, but that such subcontracts will not be let until the Board of Education has reviewed and approved the SBE/MBE submittals.

I understand and agree that, if awarded the contract, I will and do hereby authorize representatives of the Baltimore County Board of Education to examine, from time to time, the books, records and files of this organization to the extent that such data relates and pertains to the affirmative action pursuant to this contract.

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

Company Name

Signature

Address

Printed Name

Sworn and subscribed before me this _____ day of _____ in the year _____.

Notary Public

Baltimore County Public Schools
SMALL BUSINESS AND CERTIFIED MINORITY BUSINESS ENTERPRISE AND BIDDER'S
STATEMENT OF INTENT

PROJECT
NAME: _____

PROJECT
LOCATION: _____

A. Name of Bidder: _____

B. Name of
SBE/MBE: _____

Indicate with and "X" SBE or MBE status: _____ MBE _____ SBE

SBE/MBE Phone Number: _____ Fax Number: _____

1. Work or Services to be performed by SBE/MBE: _____

2. Subcontract Amount: \$ _____
3. SBE/MBE Commencement Date: _____ Completion Date: _____
4. This SBE/MBE subcontract represents the following percentage of the total value of the contract: _____ %

The undersigned subcontractor and bidder will enter into a contract for the work/service/supplies indicated above subject to the bidder's execution of a contract for the above referenced project with the Baltimore County Board of Education. The undersigned subcontractor is a Small Business Enterprise and/or a Certified Minority Business Enterprise (certifying agency & no. _____). The terms and conditions stated above are consistent with our agreements.

(Signature of Subcontractor) (Date)

The terms and conditions stated above are consistent with our agreements.

(Signature of Bidder) (Date)

BALTIMORE COUNTY PUBLIC SCHOOLS

SMALL BUSINESS AND CERTIFIED MINORITY BUSINESS ENTERPRISE REQUEST FOR WAIVER

Project Name: _____ Bid No. _____
 Total contract amount (with accepted alternates).....\$ _____
 14% of total contract value.....\$ _____
 SBE/MBE participation in this contract.....\$ _____ (____%)

I do hereby request that an exception be granted to the requirement that a minimum of 14 percent of the total value of this contract be placed with a Small Business Enterprise (SBE) and/or Certified Minority Business Enterprise (MBE). I hereby certify that my position is _____ and I am the duly authorized representative of _____.

(Company Name)

I do further certify that I have submitted a *Small Business Enterprise and Certified Minority Business Enterprise and Bidder Statement of Intent* form which reflects the percentage and dollar value of SBE/MBE participation, which my company expects to achieve for this contract. That dollar value is \$ _____ and the percentage is ____%. Therefore, the *Request for Waiver* is for \$ _____ and ____%.

To support this Request for Waiver, I include the following information as attachments, which I certify to be true to the best of my knowledge, information and belief:

1. A detailed statement of the efforts made to identify and select portions of the work to be performed by subcontracts in order to increase the likelihood of achieving the stated goal;
2. A detailed statement of the efforts made to solicit small business enterprise and/or certified minority business enterprise firms;
3. A detailed statement of the efforts to make personal contact with SBE/MBE firms identified for item (2) above;
4. A record of the name, address, telephone number, and dates contacted for each SBE/MBE firm for items (2) and (3) above;
5. A description of the information provided to SBE/MBE firms regarding the plans, specifications, and the anticipated time schedule for portions of the work to be performed;
6. A detailed statement of reasons for the rejection of a subcontractor's quotation from the SBE/MBE firm which the bidder considers not be acceptable; and,
7. A list of SBE/MBE subcontractors found to be unavailable. This shall be accompanied by a Small Business Enterprise/Certified Minority Business Enterprise Subcontractor Unavailability Certificate form signed by the SBE/MBE firm and the bidder.

Signature _____ Date _____

Sworn and subscribed before me this _____ day of _____ in the year _____

 Notary Public
 Reviewed and approved by the Baltimore County Board of Education MBE Liaison

Signature _____ Date _____

BALTIMORE COUNTY PUBLIC SCHOOLS

FORM OF PROPOSAL

00400-14

00400-15

NO BID SHEET (use only when not participating in bid)

PLEASE CHECK THE APPROPRIATE ITEM/S

____ 1. We wish to submit a NO BID at this time. The reason for submitting a NO BID is:

*Failure to complete the above and return this form to the Purchasing Office may result in your removal from the Baltimore County Public School approved vendor list for this bid.

____ 2. Please include our name to RECEIVE FUTURE BIDS for the FOLLOWING GOODS/SERVICES:

____ 3. Please DELETE our name from future bids for this commodity.

____ 4. Please COMPLETE the following:

Is your company a certified Minority Business Enterprise with State of Maryland? __Yes__ No MDOT# ____

Please indicate which group qualifies the business as a Minority Business Enterprise.

African American Asian Women Hispanic American Indian Physically or Mentally disabled individual

Is your company a small business with less than fifty (50) employees which generates an annual revenue less than ten (10) million dollars? __Yes__ No

Is your business located within Baltimore County, Maryland? __Yes__ No

COMPANY

AUTHORIZED SIGNATURE

TYPED NAME/TITLE

ADDRESS

CITY/STATE/ZIP

PHONE

FAX

Return to:

Baltimore County Public Schools
Purchasing Agent
6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204

posted
3/20/17

BALTIMORE COUNTY PUBLIC SCHOOLS

S. Dallas Dance, Ph.D., Superintendent

6901 Charles Street Towson, MD • 21204-3711

ADDENDUM NUMBER 2

DATE: March 17, 2017
BID NAME: No. 2 Fuel Oil - REVISED
BID NUMBER: KSH-324-17
DUE DATE: March 31, 2017 - REVISED
DUE TIME: 1:00 P.M. - REVISED

TOTAL PAGES: 4 (to include one (1) attachment)

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

(1) **DELETE:** EXHIBIT IV: Montgomery County Public Schools: Fairland Center,
2101 Fairland Road, Silver Spring, MD 20904

ADD: EXHIBIT IV: Montgomery County Public Schools:
Fairland Center, 13313 Old Columbia Pike,
Silver Spring, Maryland 20904

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GENERAL

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

(1) INQUIRY: Please confirm for Prince George's County, that the sites that have an estimated volume of "0" will not be receiving any fuel.

RESPONSE: *The locations with a "0" for annual usage use natural gas as the main fuel source and we do not typically order fuel oil for these locations on a regular basis; however, some locations use fuel oil for back – up and will order as needed. In addition, we like to keep some fuel oil in reserve in the event of an emergency transfer of fuel.*

(2) INQUIRY: Under samples and catalogs, #7 Section D, Please clarify what will need to be submitted ?

RESPONSE: *Section 1 Terms and Conditions are proceeded by Section II and Section III, - this section does not apply to this solicitation.*

3) INQUIRY: Do you consider common carriers subcontractors?

RESPONSE: NO

(4) INQUIRY: What is the tank type and tank size for Anne Arundel Community College?

RESPONSE: *AACC has two (2) 15,000 gallon FRP clad steel underground tanks, annual Purchase amount 7500 gallons.*

(5) INQUIRY: What is the annual volume for Baltimore County, Government?

RESPONSE: *Estimating volume at approximately 245,000 gallons/year, mostly Tankwagon Sites.*

(6) INQUIRY: What is the annual volume for Baltimore County Public Schools?

RESPONSE: *Usage from 2016 - 418,606 gallons, Even Split of Tankwagon and Transport*

(7) INQUIRY: What is the tank type an annual volume for the Howard Community College sites?

RESPONSE: *Usage from 2016 – 7,740 gallons, four (4) 5,000 gallon above ground Tanks, one (1) 10,000 gallon above ground tank, one (1) 20,000 gallon Underground tank. – All Tankwagon deliveries.*

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- 8) INQUIRY:** What is the tank type and volume for Howard County Government?
- RESPONSE:** *Usage from 2016 – 69,052 gallons – One Transport Truck Site*
- 9) INQUIRY:** What is the tank type size for Montgomery County Public Schools?
- RESPONSE:** *Usage from 2016 – 29,591 gallons, Three (3) delivery locations, all 10,000 Gallons underground*
- 10) INQUIRY:** What is the anticipated award date?
- RESPONSE:** *The existing contract expires June 30, 2017, an award will be made prior to expiration.*
- 11) INQUIRY:** Was the final accepted based on the Nymex or Opus Index?
- RESPONSE:** *BOTH*
- 12) INQUIRY:** Were all of the gallons awarded to Space Petroleum?
- RESPONSE:** *PCR-247-12 – total bid was awarded to Space Petroleum*
- 13) INQUIRY:** Inquiry 1 states that the vendor must have a permanent office in MD but inquiry 2 states that IPC is the current vendor. IPC is located in California. Does that mean that they will not be eligible to bid on this proposal?
- RESPONSE:** *IPC, (USA), Inc. Formerly Space Petroleum, 9121 Red Branch Road, Columbia, MD 21045.*
- 14) INQUIRY:** Inquiry 2 state that IPC is the current vendor but the tabs attached From the previous bid appears to show that Space Petroleum was Awarded and that IPC did not even bid.
- RESPONSE:** *See attached Board Exhibit modification for PCR-247-12.*
- 15) INQUIRY:** We did receive the addendum yesterday and would like clarification on one of the answers, what is the significance of having an office in the state of MD?
- RESPONSE:** *This requirement is necessary due to the time sensitive nature of delivery of heating oil and the potential environmental issues if the deliveries are not performed correctly.*

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

Kathy Shaffer
Purchasing Agent
Baltimore County Public Schools - Office of Purchasing

Al Eilbacher
Bid file

Action Required:	Approval of contract assignment
Board Meeting Date:	12/2/2014
Prior Board Approval Date:	5/8/2012

Contract # and Title:	PCR-247-12 Heating Oil
Term: N/A	Extension: N/A End Date: 6/30/2017

Procurement Type:	Request for Proposal
--------------------------	----------------------

Procurement Authority:	Annotated Code of Maryland, Education Article §5-112, Bids
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Previous Estimated Contract Spending Authority:	\$10,000,000
Estimated Modification Amount:	0
New Estimated Total Contract Spending Authority:	\$10,000,000
Funding Source:	Operating budget

Description:

- Assignment of the existing contract from Space Petroleum & Chemical Co., Inc., to IPC (USA), Inc.
- IPC (USA), Inc. has agreed to the terms and conditions of the original contract and pricing will remain the same for heating oil for schools, offices, and service facilities.

Goal:

4, Organizational Effectiveness

Strategic Initiative:

D

Recommended award to:

IPC (USA), Inc.

Location:

Roseville, CA

Responsible School/Office:	Department of Physical Facilities
Contact:	Pradeep Dixit

posted
3/16/17

BALTIMORE COUNTY PUBLIC SCHOOLS

S. Dallas Dance, Ph.D., Superintendent

6901 Charles Street Towson, MD ♦ 21204-3711

ADDENDUM NUMBER __1__

DATE: March 15, 2017
BID NAME: # 2 Heating Oil - REVISED
BID NUMBER: KSH-324-17
DUE DATE: March 30, 2017 - REVISED
DUE TIME: 2:00 P.M. - REVISED

TOTAL PAGES: 2 (to include 00 full size drawings and sketches)

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

In addition to all items listed below, this addendum changes the name throughout the document from #2 Heating Oil to No. 2 Fuel Oil, moves the due date of KSH-324-17 from March 30, 2017 to March 31, 2017, change in time from 2:00 P.M. to 1:00 P.M.

GENERAL

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

(1) INQUIRY: Under qualifications of bidder, must the bidder have a permanent office in MD?

RESPONSE: Yes

(2) INQUIRY: Who is your current vendor?

RESPONSE: IPC USA, Inc.

(3) INQUIRY: How long have they been your vendor?

RESPONSE: December 12, 2014

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(4) INQUIRY: Can you provide us with the bid tabulation sheet from the last time the contract was bid?

RESPONSE: *The bid posting from PCR-247-12 is attached.*

(5) INQUIRY: Can you provide us with a recent invoice for each product from the current contractor?

RESPONSE: *No.*

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

Kathy Shaffer
Purchasing Agent
Baltimore County Public Schools - Office of Purchasing

Al Eilbacher
Bid file

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**BALTIMORE COUNTY PUBLIC SCHOOLS
POSTING**

Bid Number: PCR-247-12

Bid Name: #2 Heating Oil, Transport & Tankwagon

	Bidders' Names				
	ISO bunkers	Petroleum Marketing Group	Shipley Energy	Space Petroleum	Tri-Gas & Oil
NYMEX-					
Tankwagon \$:	0.2145	0.4434	0.2367	0.1400	0.2295
Transport \$:	0.1493	0.2174	0.1652	0.1570	0.0995
OPIS-					
Tankwagon \$:	0.1680	0.2859	0.1200	0.1250	0.1580
Transport \$:	0.0653	0.0599	0.0485	0.0955	0.0360
Total \$:	0.5971	1.0066	0.5704	0.5175	0.5230
Average \$:	0.1493	0.2517	0.1426	0.1294	0.1308
Notes:					
<p>IMPORTANT: NO AWARD HAS BEEN MADE. Award bidder (s) has not yet been identified. Complete evaluation of the bids by BCPS representatives will occur in the near future. The recommended award will be available in the Office of Purchasing after the completed evaluation. Bids will not be available for review by bidders at the bid opening. BCPS reserves the right to review all materials and present a recommendation to the Board of Education prior to bids being available for review. Bid documents will only be available for review after approval of the contract by the Board. Bidders may call the Office</p>					

Posted
3/15/17
1

Solicitation Number: KSH-324-17



**SPECIFICATION AND PROPOSAL FOR
#2 HEATING FUEL (TRANSPORT AND TANK WAGON)**

SOLICITATION NUMBER: **KSH-324-17**

BID ISSUED DATE: **March 2, 2017**

PRE-BID: A PRE-BID meeting is scheduled for **March 9, 2017, 9:00 A.M.** at 6901 Charles Street Building E, 1st Floor, Baltimore, Maryland 21204.

DUE DATE: **March 30, 2017**

DUE TIME: **2:00 P.M.** (Eastern Time Zone)

RETURN TO: BALTIMORE COUNTY PUBLIC SCHOOLS
OFFICE OF PURCHASING
KSH-324-17 Attn: Kathy Shaffer
6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204

PUBLIC OPENING: Same date, (10 minutes after due time)
Conference Room
6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204

Failure to plainly identify your submission as a "SEALED BID" on the outside of the return envelope may result in premature opening of the envelope and bid.

Baltimore County Public Schools reserves the right to waive informalities, to reject all bids, and to reissue this bid at its option, and does not make an obligation to purchase by issuing this bid.

For updated bid information please visit our website
www.bcps.org/offices/purchasing/bidboard/

BALTIMORE COUNTY PUBLIC SCHOOLS

Dr. S. Dallas Dance, Superintendent

6901 Charles Street Towson, Maryland 21204-3711

INVITATION FOR BIDS:

The Board of Education of Baltimore County invites firms to bid on “**#2 HEATING OIL**” for Baltimore County Public Schools, **Solicitation Number KSH-324-17**. Procurement questions can be emailed to Kathy Shaffer at kshaffer@bcps.org. You must identify the solicitation number, within your email message. Verbal questions will not be taken.

Suppliers proposing to bid may secure a set of solicitation documents after 2:00 P.M. (EST), on or after **March 2, 2017**. Solicitation documents can be obtained electronically by emailing request to: kshaffer@bcps.org. Email requests MUST include bidders' corporate address, phone number, fax number, and representatives contact name. Additionally, hard copy contract documents are available for pickup at the Office of Purchasing, 6901 Charles Street, Building "E", 1st Floor, Towson, Maryland 21204. There is no cost for the solicitation.

A pre-bid meeting is scheduled for **March 9, 2017, 9:00 A.M.**, at Office of Purchasing, 6910 Charles Street Building "E", 1st Floor, Baltimore, Maryland 21204.

Sealed bids will be received until **March 30, 2017, no later than 2:00 P.M.** in the Office of Purchasing at Baltimore County Public Schools Office of Purchasing, located at 6901 Charles Street, Building "E", 1st Floor, Towson, Maryland 21204.

This solicitation is being offered to select a supplier(s) to furnish the delivery of #2 Heating Fuel Oil as required for various School Districts, County Governments and State Agencies located in Maryland. (Commodity Code: 405-12 Oil - Heating Fuel).

The firms who provide materials, supplies, equipment, and/or services for the above bid shall attempt to achieve 14% participation of Minority Business and/or Small Business Enterprise organizations in response to the Board of Education's goal for economic development. Certified Minority Business Enterprises and Small Business Enterprises are encouraged to respond to these solicitations.

Bidders shall include minority and small business enterprise material as provided herein with their proposal. Bidders failing to submit the minority and small business enterprise material as provided herein, including the Small and Minority Business Enterprise Utilization Affidavit may result in the bid being determined non-responsive.

The Board of Education of Baltimore County reserves the right to reject any or all proposals and to waive informalities.

By Order of the Board of Education of Baltimore County
Office of Purchasing

BALTIMORE COUNTY PUBLIC SCHOOLS

PART I: GENERAL TERMS AND CONDITIONS

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**BALTIMORE COUNTY PUBLIC SCHOOLS
PART I: GENERAL TERMS AND CONDITIONS**

1. AN INVITATION TO BID

- a. Baltimore County Public Schools (BCPS) invites all interested and qualified bidders to bid on all proposals in accordance with directions available in the Office of Purchasing, 6901 Charles Street, Building "E", 1st Floor, Towson, Maryland 21204.
- b. In accordance with State law, all bids having a potential award value of \$25,000 or more shall be advertised for at least two (2) weeks before bids are to be filed.
- c. For the purpose and clarity of this document only, "BCPS" will mean the Baltimore County Public Schools and/or the Board of Education of Baltimore County. Also, for the purpose and clarity of this document the word "Bidder" will mean any reliable and interested broker, vendor, contractor and/or manufacturer who want to bid this contract.
- d. Only authorized dealers may bid on requested equipment. At the discretion of BCPS, a certificate, executed by the manufacturer, may be requested stating that the bidder is an authorized agent of the manufacturer and is duly authorized to service and maintain the equipment
- e. These specifications are intended to cover the various types of purchases of equipment, materials, supplies or services as shown to any or to each of the various public schools, or to any designated warehouse or warehouses in Baltimore County, Maryland whichever is specified, in quantities to be determined subsequent to the bid opening. There are approximately 200 schools and offices in BCPS.
- f. The Bidder will not be allowed to offer more than one price on each item even though he may feel that he has two or more types or styles that will meet specifications. Bidder must determine which to offer. IF SAID BIDDER SHOULD SUBMIT MORE THAN ONE PRICE ON ANY ITEM, ALL PRICES FOR THAT WILL BE REJECTED.
- g. Where provision is made on the proposal form for bidding items on an individual, group or aggregate basis, the award will be made on whichever basis is in the best interest of the BCPS. When an aggregate bid is requested, the unit prices for each item shall be identified on the proposal sheet for accounting purposes. The unit prices in an aggregate bid should be consistent with the total quoted price for an aggregate bid. No bid on a combination of items will be permitted except as provided for on the proposal sheet and/or in Part II, Specifications.
- h. BCPS shall receive sealed proposals until date and time indicated on bid cover. Bids must be delivered to the Office of Purchasing at the above address where they will be opened and publicly read at a stated time. Bids must be delivered in sealed opaque envelopes and clearly marked on the outside: Name of Bidder, Due Date and Time, Bid Number and Bid Title.

- i. Brand name and model numbers are offered as a reference for bidders as to the style, size, weight, and other characteristics of the item(s) in the specifications. The use of such brand names should not be interpreted as the exclusive brand desired unless so stated. The determination of the acceptability and/or the criteria for acceptability, of an alternate is solely the responsibility of the Office of Purchasing. (Refer to Part II, Specifications.)
- j. The product offered by the bidder shall be new, not used, and the latest version of the product. Should a product be discontinued and/or upgraded during the course of the contract, the bidder shall offer to BCPS a new alternate product meeting and/or exceeding the established specifications, under the same terms, conditions and prices as the originally offered item.
- k. The successful bidder, after award and before manufacture and/or shipment, may be required to submit working drawings or detailed descriptive data identified as acceptable to BCPS, which provide sufficient data to enable BCPS to judge the vendor's compliance with the specifications.

2. **BID PREPARATION, PROPOSAL SHEET, BID OPENING**

- a. Bidder must submit one (1) original, with original signatures, of their proposal using BCPS proposal forms, unless otherwise directed. The bidder shall retain one (1) copy of the bid for their files. Bids must be signed and submitted by an authorized representative of the company. Each bidder may attach a letter of explanation to the bid, if so desired, to provide an explanation of any detail(s) in the bid.
- b. Signed bids should be returned in a sealed envelope. BCPS shall not accept any facsimile transmission to agents, representatives or employees as meeting the requirement of the sealed bid. A facsimile document shall not be considered a valid response to the bid specification.
 - 1. Each bid must show the full business address, telephone number, and fax number of the bidder and be signed by the person or persons legally authorized to sign contracts. All correspondence concerning the bid and contract, including Notice of Award, copy of Contract, and Purchase Order, will be mailed or delivered to the address shown on the bid in the absence of written instructions from the bidder or vendor to the contrary.
 - 2. Bids by partnerships must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of the individuals composing the partnership.
 - 3. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When requested satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the bid as agent shall file satisfactory evidence of their authority to do so.

4. Award Bidders shall be required under Article 56, Section 270(4), Annotated Code of Maryland, to provide proof of Certificate of Registry and must be licensed to do business in the State of Maryland and must provide a tax certification number. Visit the following website to ensure compliance: <http://www.dat.state.md.us/sdatweb/charter.html>
- c. All bidders shall be required to complete the certificates and/or affidavits, which are, incorporated into the proposal pages of this specification. Such documents are required by local, state or federal funding agencies of BCPS as part of the bidding process. The documents may include: Anti-Bribery Affidavit, Debarment Certificate, Sales Tax Certification, Small Business Enterprise and Certified Minority Business Enterprise Utilization Affidavit and when applicable, Asbestos Free Certification.
- d. Bid Opening
 1. At the public opening of the bids, the bidder's names and their prices will be read and posted.
 2. Complete evaluation of the proposals will not take place at the bid opening and no indication of award will be made. BCPS reserves the right to review all responses and analyze the results of the bidding process. A final recommendation(s) shall be prepared for review and approval by the Board of Education of Baltimore County.
 3. The recommended award will be available in the Office of Purchasing after the completed evaluation.
 4. Proposals will be available for review by the general public after Award of Contract by the Board of Education of Baltimore County. Upon acceptance and approval of the bid(s) by the Board of Education, a binding contract shall be established between BCPS and the bidder(s). Bidders may contact the Office of Purchasing to arrange a date and time to review bid documents.
- e. Bid Preparation Fees: BCPS will not be responsible for any costs incurred by a bidder in preparing and submitting a proposal in response to this bid request.

3. **BONDING**

- a. Bid Bonds may be required. Refer to Part II: Specifications--General Requirements.
- b. Performance Bonds and/or payment bonds are required on all bids meeting the following conditions. The successful bidder(s) of this contract may be required to submit either one or both of the following two (2) bonds to the Office of Purchasing within ten (10) days of receipt of the Notice of Award and in accordance with the terms stated below. The cost of the performance bond and/or payment bond will be borne by the bidder(s) in all instances. Bonds shall be made out in the name of the "**Board of Education of Baltimore County**".

They shall be provided to the **Office of Purchasing, Contracting Assistant, 6901 Charles Street, Building "E", 1st Floor, Towson, Maryland 21204.**

1. Performance Bond shall be required for contracts and/or awards over \$30,000 and all construction contracts in the amount of 100% of the contract price to cover faithful performance of the contract.
 2. Payment Bond (construction contracts only) shall be required for contracts and/or awards over \$30,000 and shall be required in the amount of 100% of the contract price as security for the payment of all persons performing labor and furnishing materials in connection therewith.
- c. Certified checks in the amounts stated above will be accepted in lieu of the performance bond and payment bond only upon prior approval of the Manager, Office of Purchasing. If checks are approved for acceptance in lieu of either bond, they should be in the same amount as these bonds; be separate checks; and should clearly designate the purpose - i.e., performance of payment.
1. Certified checks, if submitted, will be deposited in the BCPS bank account(s). Upon successful completion of the contract, check(s) will be drawn upon the Board's bank account(s) for the full amounts of both certified checks. Certified checks shall be made out in the name of the **"Board of Education of Baltimore County"**. They shall be provided to the **Office of Purchasing, Contracting Assistant, 6901 Charles Street, Building "E", 1st Floor, Towson, Maryland 21204.**
- d. Bonds must be underwritten by a surety company authorized to transact surety business in the State of Maryland.
- e. Upon receipt and approval of the performance bond and/or payment bond or the certified checks, an official purchase order will be issued and the contract initiated.
- f. A letter of credit drawn on a bank with a local branch may be used in place of bonds. Letters of credit shall be made out in the name of the **"Board of Education of Baltimore County"**. They shall be provided to the **Office of Purchasing, Contracting Assistant, 6901 Charles Street, Building "E", 1st Floor, Towson, Maryland 21204.**

4. **COMPLIANCE WITH SPECIFICATIONS**

- a. The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the drawings and specifications, as decided by the Controller, Division of Business Services.
- b. Whenever mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's code, A.S.M.E. regulations, or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

- c. Where the requirements of the specifications call for higher grade and are not in conflict with the laws, ordinances, etc., the specifications shall govern.
- d. Where the requirements of the laws, ordinances, etc., are mandatory, they shall govern.
- e. In case of any apparent conflict between the specifications and such laws, ordinances, etc., the vendor shall call the attention of the Purchasing Manager/Agent to such conflict for a decision before proceeding with any work.

5. **DEVIATIONS TO SPECIFICATIONS**

Any deviation from the specifications must be noted in detail by the bidder, in writing, at the time of submittal of the formal bid. The absence of a written list of specification deviations at the time of submittal of the bid will hold the bidder strictly accountable to BCPS to the specification as written. Any deviation by the vendor from the specifications, without prior documented approval, will be grounds for rejection of the goods and/or equipment when delivered.

6. **BID PRICES**

- a. Any bidder may withdraw his bid submission prior to the bid opening date and time specified. After this date and time, BCPS has a period of one-hundred twenty (120) calendar days to issue a Purchase Order or have the award of contract approved by the Board of Education, upon which, the bidder agrees to retain all prices and requirements of the bid until the completion of the contract period.
- b. Unit Prices must be rounded off to no more than two (2) decimal places unless so specified in Part II, Specifications.
- c. All unit prices on items bid shall be completed on the proposal sheet(s). A 'NO BID' notation must be completed for each item not being bid. In case of error in extension of prices in the bid, the unit price shall govern.
- d. All prices bid shall include all delivery charges.
- e. Cash discounts will not be taken into consideration in determining a contract award. ALL DISCOUNTS, OTHER THAN PROMPT PAYMENT, TO BE INCLUDED IN BID PRICE.
- f. BCPS reserves the right to accept price reductions from the award vendor during the term of this contract to occur no less than thirty (30) days after award of contract.
- g. TAXES: BCPS is exempt from the payment of the Maryland Sales Tax and Federal Excise Tax. Prices quoted shall not include State Sales and Use Tax or Federal Excise Tax. Exemption certificates will be furnished upon request
 - 1. BCPS Tax Exempt Number is 30001110.

7. **SAMPLES, CATALOGS AND CATALOG CUTS**

- a. Upon request, a properly tagged sample shall be submitted by each bidder before the time of the bid opening. The tag on the sample shall indicate the item number, the name of the company submitting the sample and the bid number.
- b. BCPS will not be responsible for any samples not picked up within 30 days of the notification of bidders to do so. Samples may be retained by BCPS until bidders are notified to remove them. Bidders agree that BCPS will incur no liability for samples which are damaged, destroyed, or consumed in testing processes. Requested samples are to be delivered to the address given on the bid cover.
- c. SPECIAL SAMPLES WITH CERTIFIED APPROVAL: Some successful bidders shall be required to furnish two (2) samples of each product awarded with an affidavit stating that the chemical composition of the sample submitted is identical with the composition tested prior to the bid and all remain unchanged during the period of the contract. This requirement shall be part of the specifications of the product or products requested.
- d. Catalogue cuts and descriptive data shall be attached to the original copy of the bid, where applicable.
- e. Failure to submit the above information is sufficient grounds for rejection of the bid.

8. **BIDDING PROCEDURE AND BID AWARDS**

- a. The bid specifications shall vary with each individual bid issued and the award shall be made in accordance with the specifications in Part II, which identify an individual line item, group bid or an aggregate basis.
- b. Wherever BCPS indicates the unit of measure required for bidding purposes, BCPS shall not recalculate the bidder's price(s) if it is based on a different unit of measure than that indicated in the contract. All bids for the item(s) will be rejected if this requirement is not met. However, in the best interest of BCPS, the Manager, Office of Purchasing may have the option and latitude to recalculate the bids.
- c. BCPS will not accept any proposals with bidder escalator clauses, unbalanced figures or irregular features.
- d. While these specifications are intended to describe the principal features of the items bid, bidders are notified that the proposed items will be evaluated for compliance with detailed specifications, and also for other factors such as serviceability, functional suitability, workmanship, safety in use and overall product quality where acceptability may be determined on the basis of professional judgment and educational application. All bids shall be evaluated on all factors involved, i.e., quality and service.

- e. BCPS reserves the right to reject any or all proposals and re-advertise for other bids. Bids shall be awarded to the lowest responsive bidder with consideration of the quantities, delivery schedule, purpose of the goods/services, competency and responsibility of the bidder and the ability of the bidder to perform satisfactorily.
- f. In the event of tie bids, where all other factors such as past performance on purchases/contracts or bidder's service or delivery record are considered comparable, the award(s) shall be made to one of the tie bidders in the following order of preference: the Baltimore County based Minority and/or Small Business vendor, the Baltimore County based vendor, the out-of-county but Maryland based Minority and/or Small Business vendor, the out of county but Maryland based vendor, the out-of-state based Minority and/or Small Business vendor and the out-of state based vendor in that order of preference. In the event a tie bid still exists, the Coordinator of Purchasing or their designee shall conduct a coin toss for selection of the potential Award Bidder(s) or seek a geographical, proportional or divided award of contract whichever is in the best interest of the school system.
- g. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids: failure to do so will be at the bidder's own risk and he cannot secure relief on the plea of error. Neither law nor regulations make allowance for errors of omission or commission on the part of bidders.
- h. The bidder shall refer to "Part II: Specifications" for details regarding the Term of Contract.
- i. Upon evaluation of all responses, a recommendation for the award of contract will be presented to the Board of Education of Baltimore County for approval. Upon approval of the award of contract, the bidder(s) shall be notified either by mail, telephone, facsimile or purchase order of their award(s). When applicable, a BCPS contract document shall also be issued.
- j. American Disabilities Act: The Office of Purchasing routinely opens all sealed bids in a public setting identified within the language of each specification. If a prospective bidder has special needs, the bidder shall contact the Office of Purchasing at least seventy-two (72) hours in advance of the published bid opening date and time to arrange for such services.
 - 1. The Office of Purchasing is located at 6901 Charles Street, Building "E", 1st Floor, Towson, Maryland 21204, which is accessible to the disabled.

9. **ANNULMENTS AND RESERVATIONS**

- a. BCPS reserves the right to reject bids for any and all of the items and/or to waive technical defects, if in its judgment, the interest of BCPS shall so require.
- b. BCPS reserves the right to order the said equipment, materials, supplies or services as described within the specifications, and also reserves the right not to order any items(s) within the specification.

- c. BCPS reserves the right to annul any contract, if in its opinion there shall be a failure, at any time, to perform faithfully any of its stipulations, or in case of any willful attempt to impose upon BCPS, materials, products and/or workmanship inferior to that required by the vendor, and any action taken in pursuance of this latter stipulation shall not affect or impair any rights or claims of BCPS to damages for the breach of any covenant of the contract by the Award Bidder(s).
- d. Should the Award Bidder(s) fail to comply with the conditions of this contract or fail to complete the required work within the time stipulated in the contract, except for circumstances beyond their control, including but not limited to Act of GOD, war, flood, governmental restrictions or the inability to obtain transportation, BCPS reserves the right to purchase the required articles in the open market, or to complete the required work at the expense of the Award Bidder(s).
- e. Should the Award Bidder be prevented from furnishing any item or items, or from completing the required work included in the contract, by reason of such failures caused by circumstances beyond their control, including but not limited to Act of GOD, war, flood, governmental action or the inability to obtain transportation, BCPS reserves the right to withdraw such items or required work from the operation of this contract without incurring further liabilities.

10. **APPEAL PROCESS**

- a. The BCPS Office of Purchasing intends the appeal process to resolve contract disputes in a manner consistent with the effort to promote fair and open competition. Any bidder objecting to the recommendation for award or award of contract may appeal the action to the Office of Purchasing by formally notifying the designated Purchasing Agent no later than seven (7) calendar days after the basis for appeal is known. The bidder shall have an opportunity to meet with the Purchasing Agent to present the issues. A formal written response to the appeal shall be issued by the Purchasing Agent in a timely manner.
 - 1. For an appeal of recommendation of award of contract, the decision of the Purchasing Agent shall be reviewed by the Manager, Office of Purchasing. The Manager, Office of Purchasing may approve, modify or disapprove the decision of the Purchasing Agent. In disapproving the decision, the appeal will be remanded to the Purchasing Agent for resolution. In all other cases, the decision of the Manager, Office of Purchasing is the final action by BCPS. The decision shall include a statement of the decision, with supporting material. Bidders receiving a decision on an appeal of recommendation of award shall forfeit the right to continue the appeal process of the award of contract.
 - 2. In the event a bidder determines cause to appeal an award of contract which has been approved by the Board of Education of Baltimore County, said action must be filed in writing to the Executive Director, Business Services. This action shall occur not later than seven days from the date of award of contract. The Executive Director, Business Services reserves the right to meet with the Bidder as part of the appeal investigation. A

formal written decision will be issued by the Executive Director, Business Services in a timely manner.

- b. Should the Bidder wish to pursue the appeal of award of contract further, administrative procedures have been established for such action, which will be outlined at the time of the event.
- c. Appeal of Termination for Non-Appropriation of Funds of for loss of Appropriated Funds: NONE
- d. Any costs incurred in the appeal process will be borne by the bidder(s) in all instances.

11. DELIVERY REQUIREMENTS

- a. All materials, supplies and equipment for BCPS shall be delivered F.O.B. Destination. See Part 1, Specifications: "Section 6, Bid Prices", and "Section 14, Billing and Payment Discounts".
- b. All school deliveries shall be made during the hours of 8:30 A.M. and 3:00 P.M. local time and only on regular school days, except where noted by Purchasing Office.
- c. All warehouse deliveries shall be made during the hours of 8:00 A.M. to 3:00 P.M. on all regular scheduled school days, except where noted by Purchasing Office.
- d. All deliveries shall be made inside school, warehouse and office buildings.
 - 1. Special Instructions for: delivery dates, delivery of heavy equipment, materials or machinery requiring special handling, to schools/sites under construction and/or renovation, or refrigerated goods will be defined in "Part II, Specifications" of each bid.
- e. The Award Bidder(s) shall be held responsible for and shall be required to make good at their expense, any and all damage done or caused by their employees in the execution of the contract.
- f. The Award Bidder(s) shall be held responsible for clean-up and removal of all packing cartons, boxes, crates, packing materials, etc., from the premises after delivery and set up of any furniture and equipment.
- g. **PACKING:**
 - 1. All materials must be securely packed in accordance with accepted trade practices.
 - 2. BCPS purchase order number must be plainly visible on the exterior of each container.

3. A packing slip and/or delivery ticket shall be included in each shipment. This ticket shall contain the following information: Purchase Order Number, Vendor Name, Name of the Article, Item Number, Quantity and Delivery Location, (Example: ABC Elementary School Library). Failure to comply with this condition may be considered sufficient reason to refuse to accept the goods.

12. INSPECTIONS

- a. The Coordinator of Purchasing/Purchasing Agent reserves the right to have inspectors on the premises of the manufacturer during the process of manufacture of any products being furnished under this contract for as long as may be considered necessary by BCPS. All expenses of the inspectors shall be borne by BCPS.
- b. The presence of the inspectors at the site of manufacture of the products shall not relieve the vendors of responsibility for faulty workmanship of materials which may be discovered at any time after delivery and prior to final acceptance in accordance with the specifications. In case of factory inspection of items being manufactured for BCPS, every facility shall be afforded inspectors by the manufacturers for the prosecution of their work.

13. GUARANTEE AND WARRANTIES

- a. The vendor shall unconditionally guarantee the materials and workmanship of all equipment, furniture and materials furnished by the vendor, its subcontractors or suppliers for a period of at least TWO (2) YEARS from the date of acceptance and/or substantial completion of the installation by BCPS. If the manufacturer warrants equipment for a period longer than two years the vendor shall pass through this time frame to BCPS. All warranty work shall be accomplished to the satisfaction of the owner within SEVENTY TWO (72) HOURS of notification of the work to be done.
 1. Furniture and Equipment: If, within the guaranteed period, any defects or signs of deterioration are noted, which in the opinion of BCPS are due to faulty design and installation, workmanship or materials upon notification, the vendor, at their expense, shall repair or adjust the equipment or parts to correct the condition, or he shall replace the part or entire unit to the complete satisfaction of BCPS. These repairs and/or replacement shall be made at such times as will be designated by BCPS to avoid any interruption to the instructional programs.
 2. Office Equipment: Physical service response time by Award Bidder for all service calls shall not be greater than four (4) working hours from when request is made by BCPS. "Service response time" shall be defined as the number of working hours it takes the on-site technician to begin actual work on the equipment from the time that the service request is made by BCPS. Loaner equipment shall be supplied; free of charge, during the warranty period if the office equipment cannot be repaired within three working days.

- b. Certain pieces of equipment, machinery, and refrigeration will require guarantees other than detailed above. Refer to Part II, Specifications for requirements on specific equipment.
- c. The vendor must act as the manufacturer's agent for all warranty claims.
- d. In the event the vendor fails to repair, replace, adjust, rectify, remedy, correct or complete the items, defects, deterioration, faulty design or installation and/or un-workmanlike performance, then BCPS may have the right to secure the services of another vendor to correct the work or complete the performance required by the award of this bid. The vendor shall be solely responsible for any and all cost, expenses and monies due the new contractor plus ten percent (10%) for BCPS to reimburse the Board for the expenses of obtaining a new contractor.

14. BILLING AND PAYMENT DISCOUNTS

ALL INVOICE MUST INCLUDE THE BCPS CONTRACT NUMBER

- a. All invoices are to be submitted in duplicate and mailed in accordance with instructions as shown on purchase order (unless otherwise noted). A third copy (Delivery Ticket) shall be sent with the material to the appropriate location at the time of delivery.

 Invoice Mailing Address:
 Baltimore County Public Schools
 Office of Accounting
 6901 Charles Street, Building "E"
 Towson, Maryland 21204
- b. Invoices will be returned for correction unless they contain the following information: Item Numbers; Description of Item; Quantity; Unit Price extensions and total. Each invoice shall identify the BCPS Purchase Order Number, and the items shall be listed in the same order as on the Proposal and/or Purchase Order.
- c. Payment in full will only be made upon final acceptance of items as shown on Purchase Order. Partial payments may be paid if partial shipments have been made.
- d. Standard BCPS payment terms are net 30 days. Payments made directly by BCPS will be made within 30 days from invoice date or receipt of goods, whichever is later. Payments made by any other agency may not meet these terms.
- e. BCPS will not pay freight bills. Delivery shall be F.O.B. to the destination(s) as noted on Purchase Order.

15. LAWS, REGULATIONS AND PERMITS

- a. The bidder shall comply with all Federal, State, and local laws, ordinances and regulations pertaining to work under their charge, and shall, at their expense, procure any permits which may be required.
- b. The bidder shall comply with the national safety standards as detailed in Section 17.
- c. The bidder certifies that their firm adheres to or follows non-discriminatory practices with respect to the employment and promotion of personnel without regard to color, creed, race, sex, or national origin.

16. INSURANCE

- a. In the event the vendor, as part of the award is responsible for installation and/or product demonstration, the vendor will be responsible for hiring personnel to perform such services at their own costs. Such personnel will be considered employees of the vendor and are under their control and direction. The vendor shall maintain Worker's Compensation in the statutory amount in accordance with the laws of the state in which the work of this contract is to be performed.
- b. The vendor shall also maintain Employer's Liability Insurance with a limit of at least \$100,000 for each occurrence to cover diseases and injuries excluded under the Worker's Compensation Act.
- c. Prior to the commencement of any work, the vendor may be required to submit a certificate of insurance evidencing Worker's Compensation and Employer Liability Insurance in the amounts required above. This certificate will indicate the amounts of insurance carried by the vendor of the following types: Comprehensive General Liability Insurance, Comprehensive Automobile Insurance, Excess Liability Insurance, and any other insurance coverage maintained by the vendor. The Certificates of Insurance will state that such insurance is in force and cannot be canceled or released except upon thirty (30) days prior written notice to the Board of Education of Baltimore County.
 - 1. The Certificate of Insurance must name the Board of Education of Baltimore County as an additional insured.
- d. All required insurance coverage must be underwritten by insurers allowed to do business in the State of Maryland and acceptable to the Board. The insurers must also have a policyholders' rating of AB@ or better, and a financial size of AClass VII@ or better in the latest evaluation by A.M. Best Company. The Board hereby grants specific approval for the acquisition of workers compensation and employer's liability insurance from the Injured Worker's Insurance Fund of Maryland.

17. **SAFETY REQUIREMENTS**

- a. The bidder/vendor shall provide all equipment and machinery furnished and delivered to BCPS complying with the Safety regulations as required by OSHA and the Maryland State Safety Health Act known as MOSHA.
- b. The vendor shall sign the safety section if attached in the bid proposal certifying the regulations for the type equipment furnished shall meet all regulations applying to this type equipment meeting the CFR-1910 MOSHA Standard.
- c. The vendor shall submit Material Safety Data Sheets (MSDS) for all items awarded to that vendor provided under the terms of this proposal in accordance with OSHA Communication Standard 29 CFR 1910.101, 29 CFR 1910.1200 and 29 CFR 1926.58 or any other applicable state, federal, or local regulation. Prior to delivery of the items awarded, the vendor must submit MSDS sheets to:

Baltimore County Public Schools
Office of Environmental Services
9610 Pulaski Park Drive
Baltimore, MD 21220

- d. No materials shall contain asbestos or lead.
- e. No new, replacement or restoration materials shall contain asbestos or asbestiform minerals in an amount greater than 0.0% as determined by polarized light microscopy (PLM) as prescribed in Federal Regulation 40 CFR 763.87. For ceiling tile and materials that are tightly bound (e.g. floor tile, roofing asphalt and felts, adhesive/mastic, caulk, glaze, etc.) and for which PLM analysis is not conclusive, transmission electron microscopy must be used for analysis. If no commercially available material meets this criterion, written authorization for use of the material shall be obtained from the BCPS Project Manager. All materials delivered to or used on BCPS property must be accompanied by a manufacturer's certification to be asbestos free, based upon criterion above. The Material Safety Data Sheet may not be used for this purpose.

18. **SUB-CONTRACTORS**

- a. The Award Bidder(s) shall give their constant personal attention to the faithful execution of this contract, shall keep the same under their own control, and shall not assign by power of attorney or otherwise, the work or any part thereof without the previous written consent of Purchasing Manager. The Award Bidder(s) shall provide the name of the sub-contractor(s) he intends employing, the portion of the materials/labor to be furnished, their place of business, and such other information as requested by the bid specifications and/or Purchasing Agent/Manager. The information may be used in considering the potential performance capabilities of the sub-contractor(s).
- b. The Award Bidder(s) shall not, without prior written consent of BCPS, assign any of the moneys payable under the contract.

19. LIQUIDATED DAMAGES

In the event the Award Bidder(s) fails to deliver the goods or services of the contract in accordance with the specifications, BCPS reserve the right to purchase the goods/services on the open market in sufficient quantities to assure the continued operation of BCPS. All additional expenses incurred by BCPS as a result of such purchases will be deducted from the moneys owed or moneys which may become due.

20. TERMINATIONS OF CONTRACT

- a. Termination for Non-Appropriation of Funds: BCPS may terminate this contract, in whole or in part due to insufficient funding with written notice to the vendor. BCPS shall pay for all of the purchases, if any, incurred up to the date of the termination notice.
- b. Termination for Default: When the vendor has not performed or has unsatisfactorily performed the contract payment shall be withheld at the discretion of BCPS. Failure on the part of a vendor to fulfill contractual obligations shall be considered just cause for termination of the contract, and the vendor is not entitled to any costs incurred by vendor up to the date of termination.
- c. Termination for Convenience: BCPS has the right to withdraw from the terms of the contract, without showing cause, by providing thirty (30) calendar days written notice to the vendor. BCPS shall pay all reasonable costs incurred by the vendor up to the date of termination. The vendor shall not be reimbursed for any anticipatory profits which have not been earned up to the date of termination. The Award Bidder agrees that the Award Bidder does not have a right to termination for convenience.
- d. Each participating jurisdiction and/or local education agency (LEA)/public school district has the right to withdraw from the terms of the contract, without showing cause, by providing thirty (30) calendar days written notice to the vendor(s). The participating jurisdiction/ LEA shall pay all reasonable costs incurred by the vendor(s) up to the date of termination. The vendor(s) shall not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

Language to support Termination for Convenience by the vendor(s) shall be so stipulated in the contract document between jurisdiction/ LEA and the vendor(s). Such language, when included, shall take precedence over the language of this specification.

21. GOVERNING LAW AND VENUE

The bid shall be construed in accordance with, and interpreted under, the laws of the State of Maryland. Any lawsuits arising out of such bid shall be filed in the appropriate State Court of competent jurisdiction located in Baltimore County, Maryland.

22. WAIVER OF JURY TRIAL

The Vendor and board hereby waive trial by jury in any action or proceeding to which the board and/or the Vendor are parties arising out of or in any way pertaining to this agreement. It is agreed and understood that this waiver constitutes a waiver of trial by jury of all claims against all parties to such actions or proceedings, including claims against parties who are not parties to this agreement. This waiver is knowingly, willingly and voluntarily made by the board and the Vendor and the board and the Vendor hereby represent and warrant that no representations of fact or opinion have been made by an individual to induce this waiver of trial by jury or to in any way modify or nullify its effect. The board and the Vendor further represent and warrant that they have been represented or have had the opportunity to be represented, in the signing of this agreement and in the making of this waiver by legal counsel, selected of their own free will, and that they have had the opportunity to discuss this waiver with counsel.

23. ADDENDA

- a. All changes to the bid specification will be made through the appropriate addenda issued from the Office of Purchasing.
- b. Addenda will be available to all who are known by the Office of Purchasing to have received a complete set of Bid Documents.
- c. Copies of Addenda will be made available for inspection wherever Bid Documents are on file.
- d. All changes to the bid documents will be made through the appropriate addenda. Any and all such interpretations and any supplemental instructions will be available to all bidders listed on the BCPS vendor listing. Addenda will be issued a minimum of five (5) business days prior to the date fixed for the opening of bids, excluding date of bid opening, unless the addendum issued extends the due date of the bid.
- e. Each Bidder shall ascertain prior to submitting a Bid that they have received all Addenda issued and the Bidder shall acknowledge their receipt on the Addenda Affidavit Form. The Addenda Affidavit Form shall be completed and returned with the bid proposal response. Failure to return the Addenda Affidavit Form may be reason for rejection of the bid. Failure of any bidder to receive any addenda or interpretation shall not relieve that bidder from any obligations under this bid and as amended by all addenda. All addenda so issued shall become a part of the award and contract documents.

24. INDEMNIFICATION

The Award Bidder(s) will, at its sole cost and expense, indemnify and hold the Board, its agents, employees, attorneys and representatives harmless from all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including, but not limited to attorney's fees) under the terms of this contract.

25. LIMITED LIABILITY

The Board of Education of Baltimore County is subject to the provisions of Md. Code Ann., Educ. '4-105 and Md. Code Ann., Cts. & Jud. Proc. '5-518 limiting liability to \$100,000.00. Pursuant to the provisions of the aforementioned statutes, the Board of Education of Baltimore County is a member of the Maryland Association of Boards of Education Group Insurance Pool for comprehensive liability coverage to \$100,000.00.

26. CONFLICT OF INTEREST, LOBBYING, AND ETHICS REVIEW PANEL

- a. In accordance with §5-815 through §5-820 of the General Provisions Article of the Annotated Code of Maryland, the Board of Education of Baltimore County has promulgated Ethics Policies, which cover conflict of interest, financial disclosure and lobbying. All bidders are expected to comply with any and all Board Ethics Policies that may apply to them individually or as a business entity.
- b. All bidders should review carefully the conflict of interest policies. Specific attention should be accorded to the Board Ethics Policies (Board Policy 8363) prohibiting Baltimore County Public Schools employees from benefiting from business with the school system.
- c. All bidders are placed on notice that all questions/interpretations concerning the Board Ethics Policies may be submitted to the Ethics Review Panel in accordance with Board Policy 8366.

27. MULTI-AGENCY PARTICIPATION

- 27.1 BCPS reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The supplier/contractor agrees to notify the issuing body of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies.
- 27.2 Each participating jurisdiction or agency shall enter into its own contract with the Award Bidder(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted in duplicate "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award Bidder. BCPS does not assume any responsibility other than to obtain pricing for the specifications provided.

28. **INCLEMENT WEATHER**

- 28.1 **PRE-BID:** If Baltimore County Schools are **closed** (either the "schools" and/or "offices") on the day a pre-bid is scheduled, **"THE PRE-BID IS CANCELLED"** and **will not be rescheduled unless an addendum is issued.** Bidders are advised that they are to email or FAX questions to the purchasing agent by the date and time required within this solicitation.
- 28.2 **BID OPENING:** If Baltimore County Schools "**offices**" are closed on the day a bid is "DUE", or prior to the due time, that bid will be due at the same time the next day that the Baltimore County Schools "**offices**" are open. The bid opening shall not be impacted if Baltimore County Schools "**schools**" are closed.
- 28.3 If Baltimore County Schools (either the "schools" and/or "offices") open late, due to inclement weather, the Bid Due Date and Time of Opening will be conducted AS SCHEDULED. If Baltimore County Schools "**offices**" close early, due to inclement weather, the Bid Due Date and Time of Opening will be conducted at the same time the next day that the Baltimore County Schools "**offices**" are open. If Baltimore County Schools "**schools**" close early, due to inclement weather, the Bid Due Date and Time of Opening will be conducted AS SCHEDULED.

29. **ILLEGAL IMMIGRANT LABOR**

The use of illegal immigrant labor to fulfill contracts solicited by BCPS is in violation of the law and is strictly prohibited. Contractors and subcontractors must verify employment eligibility of workers in order to assure that they are not violating Federal/State/Local laws regarding illegal immigration. A compliance audit may be conducted.

30. **FOREIGN LANGUAGE TRANSLATOR REQUIREMENT**

- 30.1 BCPS requires an Award Bidder that has an employee on site that does not speak English to have on site, full time, an interpreter that is fluent in speaking and understanding that employee's native language.
- 30.2 Failure of an Award Bidder to have on site, full time, an interpreter that is fluent in speaking and understanding an employee's native language for those employees that do not speak English is reason for immediate termination of the contract for cause.

31. **EMPLOYMENT OF CHILD SEX OFFENDERS AND PERSONS WITH UNCONTROLLED ACCESS TO STUDENTS**

- 31.1 Maryland Law requires certain child sex offenders to register with the State and with the local law enforcement agency in the county in which they will reside, work and/or attend school. Section 11-722(c) of the Criminal Procedure Article of the Annotated Code of Maryland states, "[a] person who enters into a contract with a County Board of Education or a non-public school may not knowingly employ an individual to work at a school if the individual is a registrant. A person

who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding five years or a fine not exceeding \$5,000 or both." If a child sex offender, sexually violent predator, or sex offender, as defined in the Criminal Law and Criminal Procedure Articles of the Annotated Code of Maryland, is employed by the Award Bidder, the Award Bidder is prohibited from assigning that employee to perform management, delivery, installation, repair, construction or any other type of services on any BCPS property, including the project property. Violation of this provision may result in immediate Termination for Cause.

- 31.2 Additionally, in accordance with Md. Ed. Code Ann., §6-113 (b), the Award Bidder and any of its subcontractors will not knowingly assign any employee to work on school premises with direct, unsupervised and uncontrolled access to children, if that employee has been convicted of a crime identified in Md. Ed. Code Ann., §6-113(a).

32. FORCE MAJEURE

Force Majeure is defined as an occurrence beyond the control of the affected party and not avoidable by reason of diligence. It includes the acts of nature, war, riots, strikes, fire, floods, epidemics, or other similar occurrences. If either party is delayed by force majeure, said party shall provide written notification to the other within 48 hours. Delays shall cease as soon as practicable and written notification of same provided. The time of contract completion may be extended by contract modification, for a period of time equal to that delay caused under this condition. BCPS may also consider requests for price increase for raw materials that are directly attributable to the cause of delay. BCPS reserves the right to cancel the contract and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Contractor shall have no recourse against BCPS. Further, except for payment of sums due, neither party shall be liable to the other or deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure as defined herein.

33. ASSIGNMENT

The Award Bidder shall not assign or transfer the Award Bidder's interest or obligation under this Agreement to any third party, without the prior written consent of the Board. Nothing herein shall be construed to create any personal or individual liability upon any employee, officer, elected official of the Board, nor shall this Agreement be construed to create any rights hereunder in any person or entity other than the parties to this Agreement.

34. DRUG, TOBACCO, AND ALCOHOL

- 34.1 All Baltimore County Board of Education and BCPS properties are "drug, tobacco, and alcohol free zones" as designated by federal, state and local laws and by Board of Education policy. Neither the Contractor nor any of the Contractor's employees, subcontractors or agents will be permitted to have any illegal drugs; tobacco products; or alcohol products while performing their duties under this Contract and while working on Board of Education and BCPS property. Use or possession of illegal drugs, tobacco products, or alcohol

products on school property will result in immediate removal of the offending individual(s). BCPS reserves the right to issue, at a minimum, a verbal directive to the offending individual(s) to comply with this prohibition and to cease use. The Contractor will be notified in writing of any violation(s).

- 34.2 Any subsequent offense by any individual or individuals may result in a permanent ban from the project for the offender(s), with appropriate formal notice to the Contractor. BCPS reserves the right to document any offenses in the Contractor's file maintained by the Office of Purchasing. BCPS further reserves the right to address any substance use infraction by any means it deems necessary, up to and including termination of the Contract. In the event that a Contract is terminated as a result of a substance abuse infraction, BCPS will provide an "unsatisfactory" reference when references are requested.

35. ACCESS TO PUBLIC RECORDS ACT NOTICE

The Board of Education of Baltimore County is subject to the Maryland Public Information Act, State Government Article § 10-611, et seq. As a result, the Board may be required to disclose, upon request, certain public records. However the Act excludes from disclosure records that contain commercial information when the record is identified as: (1) a trade secret; (2) confidential commercial information; (3) confidential financial information; or (4) confidential geological or geophysical information.

If your bid documents contain any of the following classifications of records, you must note this specifically, on each relevant page that the document contains information that can be classified as confidential commercial, confidential financial information or a trade secret. Any pages that do not contain such a statement will be disclosed upon request under the Act.

36. CRIMINAL BACKGROUND CHECKS

- 36.1 Bidder's employees that have unsupervised or direct access to children or that are assigned duties in a school where unsupervised contact with children is likely, are required to be fingerprinted by BCPS and will complete the Background Investigation process with the exception of the I-9 form. The cost will be borne by the Award Bidder and all records will remain in the control and custody of the school system. The school system reserves the right to reject the Bidder's employees based on information received from said background investigations.
- 36.2 Bidder's employees who will work at facilities where no contact with children is anticipated are not required to be fingerprinted, however, such employees will complete the Background Check Application form and Authorization and Release for the Procurement of an Investigative Consumer Report. A Consumer Investigative Report (Commercial Background Check) will be prepared on each of these employees. The cost will be borne by the Award Bidder. Further instructions for this process will be provided to the Award Bidder.

37. REPORTS

Award Bidders must submit semi-annual statistical reports via email in an Excel format prescribed by BCPS for the periods of January to June and July to December each year. Reports are due, without notice, to BCPS on August 1 and February 1, respectively, following the end of each six-month period. Failure of the BCPS to remind Award Bidders that the reports are due does not relieve the Award Bidders of the responsibility of submitting the reports on time. The semi-annual reports must show the dollars spent in connection with this contract by the participating entities and may show other reporting categories mutually agreed upon by BCPS and Award Bidders. Failure to submit the reports on time may constitute unsatisfactory performance under the terms of the contract.

END OF PART I: GENERAL TERMS AND CONDITIONS

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BALTIMORE COUNTY PUBLIC SCHOOLS

DIVISION OF BUSINESS SERVICES
DEPARTMENT OF FISCAL SERVICES
OFFICE OF PURCHASING

6901 CHARLES STREET, BUILDING "E", 1ST FLOOR
TOWSON, MARYLAND 21204
PHONE: 443-809-4334

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Part II: Specifications--General Requirements

(If there is a discrepancy between specifications of Part I: General Terms and Conditions and Part II: Specifications--General Requirements: Part II specifications shall prevail)

1.0 General Scope & Services

- 1.1 This solicitation and the specifications that follow are being offered to qualify and select contractor(s) to furnish the delivery of #2 Heating Fuel Oil as required for various School Districts, County Governments and State Agencies located in Maryland. The Award Bidder(s) shall provide for services in accordance with industry standards and/or manufacturer recommendations. The requirements outlined herein are intended as an aid to acquaint Bidders with what could be required to execute the work on this contract. These specifications will serve as the source document for services for the term of the contract.
- 1.2 Proposals will be for #2 Heating Fuel Oil. A list of sites with the approximate storage capacity is attached to the specifications as Part III, Attachments. Each participating jurisdiction reserves the right to add or delete locations during the term of the contract.
- 1.3 This is an Indefinite Delivery / Indefinite Quantities (IDIQ) contract. The services and/or materials intended for purchase are based upon future needs of the system, and, are pending allocation of funds and approval of award by the Board of Education of Baltimore County. BCPS reserves the right to authorize/order services and/or materials as may be required during the contract period and, also, reserves the right to not authorize/order any services and/or materials. To aid in bid preparation, BCPS anticipates the total estimated value of the contract to be approximately \$500,000 annually, based upon historical records. This figure may change drastically based upon the needs of the system for the term of this contract. BCPS does not guarantee that this dollar amount will be met or exceeded, nor can BCPS guarantee any minimum dollar amount to any Award Bidder(s).
- 1.4 All proposals shall be submitted on the proposal forms provided by BCPS. All blank spaces shall be filled in, in ink and properly signed.
- 1.5 BCPS may withdraw this solicitation at any time prior to the actual opening of the bids.
- 1.6 The Bidders agree to hold their prices, under the same terms and conditions, for a period of one-hundred twenty (120) calendar days from the date of the bid opening.
- 1.7 At the time of the opening of bids, each Bidder will be presumed to have read and to be thoroughly familiar with the specifications and related documents (including all Addenda). The failure or omission of any Bidder to receive or examine any form, instrument, or document, shall in no way relieve any Bidder

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from any obligation in respect of his bid. It is the Bidder's responsibility to verify that they have received all addenda that have been issued prior to submission of their proposal.

- 1.8 Any omissions, errors, conflicts, or discrepancies in this document shall be called to the attention of the BCPS Purchasing Agent and/or the Office of Purchasing immediately.
- 1.9 Conditional proposals/bids will not be accepted. BCPS contractual terms and conditions shall govern.
- 1.10 Bidders providing incomplete and/or inaccurate information to BCPS are subject to immediate termination of contract and/or rejection of their proposal/bid as non-responsive.
- 1.11 Bidders are solely responsible for their expenses, if any, in preparing a response to this solicitation.
- 1.12 Time is of the essence.
- 1.13 BCPS reserves the right to purchase from any supplier if for any reason the Award Bidder (s) is unable to have the product delivered within the same time frame established by BCPS.
- 1.14 Disputes over the execution of the contract shall be the responsibility of each participating jurisdiction or agency. If disputes are not resolved with the participating jurisdiction, the award bidder may make a request in writing to the chairperson for a hearing at a scheduled meeting of BRCP to present its case.

2.0 Qualification of Bidder

- 2.1 Bidders submitting a proposal shall include evidence that they maintain a permanent place of business and shall be certified to do business in Maryland. All Bidders shall include copies of any and all appropriate licenses necessary to perform this work. Bidders who cannot provide verification of having the resources to provide specified items as determined by BCPS, and not necessarily industry standards will not be considered.
- 2.2 BCPS may conduct any necessary investigation to determine the ability of the bidder to perform the work, and the bidder shall furnish to BCPS all such information and data/documentation requested. BCPS reserves the right to reject any proposal if the evidence submitted by the bidder or investigation of such bidder fails to satisfy BCPS that such bidder is properly qualified to carry out the obligations of the contract and to complete all requirements contemplated therein.
- 2.3 In determining the qualifications of a bidder, BCPS will consider the bidder's record and performance on any prior contracts with BCPS, Federal Departments

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or agencies, or with other public bodies. BCPS reserves the right to reject the proposal of any bidder if the investigation discloses that this bidder, in the opinion of BCPS, has not properly performed such contracts or has habitually and without just cause neglected the payment of bills or has otherwise disregarded their obligations to subcontractors, material suppliers or employees.

- 2.4 Bidders shall complete and return with their proposal the "REFERENCE FORM" included in this solicitation. Bidders shall have successfully completed at least three (3) projects/contracts of similar size and scope within the past three (3) years. You may include BCPS as one (1) of the three required references.
- 2.5 Upon the request of BCPS, bidders are required to allow BCPS inspection of their facilities.
- 2.6 Upon the request of BCPS, bidders are required to submit evidence that they maintain a permanent place of business with the proper equipment and facilities to complete the deliveries in a timely fashion. This shall include emergency repairs on weekends, holidays and non – duty hours at the shop or in the field.
- 2.7 Upon the request of BCPS, bidders are required to submit evidence that their employees have the proper training and appropriate experience to perform contract requirements. The Award Bidder can be required to supply training at his cost.
- 2.8 Upon request by BCPS, bidders shall provide any other information to confirm experience, and ability to provide proper and expeditious testing and reporting.

3.0 Requirements of Participating Agencies

- 3.1 Projected requirements and delivery locations of participating agencies are included.
- 3.2 All terms and conditions of this contract will apply to all participating agencies. Each participating agency will issue purchase orders and invoicing will be in accordance with their agency requirements.
- 3.3 The Award Bidder(s) shall NOT utilize rental equipment without the expressed prior consent of BCPS. Use of rental equipment prior to obtaining the expressed prior written consent of BCPS shall result in termination of the contract for cause.
- 3.4 Neither Baltimore County Public Schools (BCPS) nor the Baltimore Regional Cooperative Purchasing Committee (BRCPC) shall be responsible for issuing purchase orders for other agencies, or be responsible for payment of invoices for product purchased by those agencies.

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4.0 Insurance

- 4.1 In the event that the award vendor, as part of the award, is responsible for installation and/or product demonstration, the award vendor shall be responsible for hiring personnel to perform such services at its own cost. Such personnel will be considered employees of the award vendor and are under its control and direction. The award vendor shall maintain Worker's Compensation in the statutory amount in accordance with the laws of the state in which the work of this contract is to be performed.
- 4.2 The award vendor shall also maintain Employer's Liability Insurance with a limit of at least \$1,000,000 for each occurrence to cover diseases and injuries excluded under the Workers Compensation Act.
- 4.3 Prior to the commencement of any work, the award vendor may be required to submit a certificate of insurance evidencing Worker's Compensation and Employer Liability Insurance in the amounts required above. This certificate shall indicate the amounts of insurance carried by the award vendor of the following types: Comprehensive General Liability Insurance, Comprehensive Automobile Insurance, Excess Liability Insurance, and any other insurance coverage maintained by the award vendor. The Certificates of Insurance will state that such insurance is in force and cannot be canceled or released except upon thirty (30) days prior written notice to the Board of Education of Baltimore County.
- 4.3.1 The Certificate of Insurance must name the Board of Education of Baltimore County as an additional insured.
- 4.4 All required insurance coverages must be underwritten by insurers allowed to do business in the State of Maryland and acceptable to the Board. The insurers must also have a policyholders' rating of "B" or better, and a financial size of "Class VII" or better in the latest evaluation by A.M. Best Company. The Board hereby grants specific approval for the acquisition of workers compensation and employer's liability insurance from the Injured Worker's Insurance Fund of Maryland.
- 4.5 **POLLUTION LIABILITY:**

Each Occurrence Limit: \$1,000,000
General Aggregate Limit: \$1,000,000

4.6 **ADDITIONAL INSURANCE REQUIREMENTS - FOR AACPS**

Unless otherwise required in these specifications, or elsewhere, if a Contract is awarded the Contractor shall be required to purchase and maintain during the life of the Contract, Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers' Compensation Insurance with limits of not less than those set forth below. The Contractor shall require similar coverage from any of its subcontractors.

Commercial General Liability, Miss-delivery of Liquid Products Coverage

At least \$1,000,000 combined single limit coverage written on an occurrence basis covering all premises and operations and including Personal Injury, Independent Contractor, Contractual Liability and Products and Completed Operations. **The general aggregate limit is to apply per project.** On all Commercial General Liability Insurance policies the **Board of Education of Anne Arundel County (the BOARD) AKA Anne Arundel County Public Schools (AACPS) and all AACPS Parties, administrators, executives, employees and volunteers** shall be named as an additional insured, which shall be shown on the insurance certificates furnished to AACPS under this Section.

Business Automobile Liability Insurance and Pollution Liability

At least \$1,000,000 Combined Single Limit to include owned, non-owned, and hired vehicles.

Workers' Compensation Insurance

Statutory benefits as required by Maryland law and/or, when required, the U.S. Longshoremen's and Harbor Workers' Compensation Act including Standard. Other States coverage; Employers' Liability coverage with Limits of at least \$100,000 each accident/\$100,000 each employee disease/\$500,000 disease policy limit.

4.6.1 Environmental Impairment Liability

At least \$1,000,000 per pollution incident; \$2,000,000 annual aggregate. The Contractor shall provide AACPS with a Certificate of Insurance, ISO form CA 9948 or its equivalent, and ISO form CG 2266 or its equivalent, evidencing the coverage required above within ten (10) days of the date of the notice of award. While under contract if the Contractor receives an insurer's non-renewal or cancellation notice the Contractor shall fax a copy within two (2) business days of its receipt to the Supervisor of Purchasing at (410) 222-5624. The Contractor, if requested by AACPS, shall provide certified true copies of any, or all, insurance policies.

Providing any insurance required herein does not relieve the Contractor of any of the responsibilities or obligations assumed by the Contractor in any resulting Contract or for which the Contractor may be liable by law or

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otherwise.

Failure to provide and continue in force such insurance as required herein shall be deemed a material breach of any resulting Contract and shall operate as an immediate termination thereof.

4.6.2 Waiver of Subrogation

To the fullest extent permitted by law, the Contractor and its invitees, employees, officials, volunteers, agents and representatives waive any right of recovery against the Board of Education of Anne Arundel County (the Board) for any and all claims, liability, loss, damage, costs or expense (including attorney's fees) arising out of the services provided by Contractor under this Contract. Such waiver shall apply regardless of the cause of origin of the injury, loss or damage, including the negligence of the Board and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Contractor shall advise its insurers of the forgoing.

5.0 Laws and Permits

- 5.1 The award bidder shall, without additional cost to the participating agencies, be responsible for obtaining any necessary licenses and permits, and for complying with any and all Federal, State and Local Laws, Codes and Regulations in connection with the performance of the contract.

6.0 Bonding and Certificates of Insurance

- 6.1 A Bid Bond is NOT required for this solicitation.
- 6.2 PERFORMANCE AND PAYMENT BONDS - NOT REQUIRED
- 6.3 CERTIFICATES OF INSURANCE

- 6.3.1 Certificates of insurance will be provided by Award Bidder(s) only. Certificates shall be made out in the name of the "Board of Education of Baltimore County". The notification of any change in status of the insurance shall be provided to the Contracting Assistant, 6901 Charles Street, Building "E", 1st Floor, Towson, Maryland 21204.

- .1 Send or have delivered all certificates of insurance, to the attention of:

Baltimore County Public Schools
 Patricia Onheiser, Purchasing/Contracting Assistant
 6901 Charles Street, Building "E", 1st Floor
 Towson, Maryland 21204

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- .2 The Insurance Certificate must name the "Board of Education of Baltimore County" as the "additional insured".

- .3 The Certificates of Insurance cancellation notice shall read:

"Should any of the above described policies be cancelled before the expiration date thereof, the issuing company shall mail thirty (30) days in advance of the cancellation date notice to the certificate holder."

NOTE: ALL other wording shall be deleted.

- 6.3.2 Cost of Insurance shall be included in the bid amount.

- 6.3.3 If Award Bidder fails to execute and deliver the signed Contract and Certificates of Insurance within ten (10) business days from receipt of the Contract, BCPS reserves the right to rescind award.

7.0 Small Business and/or Certified Minority Business Enterprises

- 7.1 It is the intent of BCPS to achieve a minimum of fourteen percent (14%) of the total dollar value of the contracts resulting from this solicitation to be made to Small Business and/or certified Minority Business Enterprises either directly or indirectly.

7.1.1 Definitions:

- .1 Minority Business: Any legal entity, other than a joint venture, organized to engage in commercial transactions and which is (1) at least 51% owned and/or controlled by one or more minority interest persons, or (2) a non-profit entity organized to promote the interests of the physically or mentally disabled. Minority Groups identified are:

African Americans
Asians
Hispanics
American Indians
Women
Physically or Mentally Disabled Individuals

- .2 Certified MBE: A minority business that holds a certification issued by the Maryland State Department of Transportation (MDOT) or other recognized municipalities or minority associations.
- .3 Small Business: A business with fewer than fifty (50) employees which generates an annual revenue less than \$10 million dollars.

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BCPS reserves the right to request tax documents to support such a claim.

- 7.2 Each bid submitted including a submittal from a certified minority business enterprise, in response to this solicitation shall be accompanied by a completed Small and Minority Business Enterprise Utilization Affidavit.
- 7.3 The following documentation shall be considered as part of the contract, and shall be furnished **with your proposal/bid**:
 - 7.3.1 Small and Minority Business Enterprise and Prime Contractors Statement of Intent: A separate form completed and signed by the prime contractor and each SBE/MBE firm.
 - 7.3.2 A Request for Waiver (if necessary) with supporting documentation, which represents a good faith effort by the bidder to obtain the SBE/MBE participation goal but it was unable to be obtained, or was unable to be obtained at a reasonable price, and that the public interest is served by a waiver. If the bidder is unable to achieve the contract goal of 14 percent for SBE/MBE participation, they may submit a written request for a waiver by completing the Request for which shall include the following:
 - .1 A detailed statement of the efforts made by the bidder to identify and select portions of the work proposed to be performed by subcontractors in order to increase the likelihood of achieving the stated goal;
 - .2 A detailed statement of the efforts made by the bidder at least 10 days before the bid opening to solicit small and minority business enterprises through written notices that describe the categories of work for which subcontracting is being solicited, the type of work to be performed, and specific instructions on how to submit a bid;
 - .3 A detailed statement of the bidder's efforts to make personal contact with SBE/MBE firms identified for item (2) above;
 - .4 A record of the name, address, telephone number, and dates contacted for each SBE/MBE identified under items (2) and (3) above;
 - .5 A description of the information provided to SBE/MBEs regarding the plans, specifications, and the anticipated time schedule for portions of the work to be performed;
 - .6 Information on activities to assist SBE/MBE's to fulfill bonding requirements, or to obtain a waiver of these requirements;

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- .7 Information on activities to publicize contracting opportunities to small and minority business enterprises, attendance at pre-bid meetings, or other meetings scheduled by the MBE Liaison or designated representative;
 - .8 As to each SBE/MBE that placed a subcontract quotation which the bidder considers not to be acceptable, a detailed statement of reasons for this conclusion; and
 - .9 A list of small and certified minority subcontractors found to be unavailable. This shall be accompanied by a Small and Minority Subcontractor Unavailability Certificate signed by the small and/or minority business enterprise or from the bidder indicating that the small and/or minority business did not provide the written certification.
- 7.4 The MBE Liaison will review and accept or reject the SBE/MBE material that is submitted, and may obtain legal advice or assistance from its attorney.
- 7.5 The MBE Liaison may assist the apparent low bidder in identifying certified minority businesses that could participate in the contract.
- 7.6 Small Business and/or certified Minority Business Enterprise policies, procedures and/or requirements, as stated above, pertain to projects that are BOARD/COUNTY funded. In some instances, projects may be partially funded by the STATE. When a specific project is partially funded by the STATE, the Award Bidder shall attempt to achieve the result that a minimum of 25 percent of the total project value is made directly or indirectly from certified minority business enterprises, with a minimum of 7 percent from certified African American-owned businesses, a minimum of 4 percent from certified Asian American-owned businesses, and the balance from all 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). Reference: MINORITY BUSINESS ENTERPRISE PROCEDURES FOR STATE FUNDED PUBLIC SCHOOL CONSTRUCTION PROJECTS as attached to this solicitation.

8.0 Bid Submission

- 8.1 Return of bids to: BALTIMORE COUNTY PUBLIC SCHOOLS
OFFICE OF PURCHASING
KSH-324-17 Attn: Kathy Shaffer
6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204

- 8.1.1 Bids must have the Bid Due Date and Time, bidder's name, and the above address on the OUTSIDE of the return envelope. Plainly print

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the words "SEALED BID" on the outside of the envelope to avoid premature opening of the bid.

- 8.1.2 All bids must be delivered to the above address by the specified due date and time. Bids returned to any other address will not be considered.
- 8.2 Proposals shall include all of the following, as outlined within "SECTION 00400-FORM OF PROPOSAL":
 - 8.2.1 Section 00400-1: Cover Page.
 - 8.2.2 Section 00400-2: "Price Proposal - Instructions"
 - 8.2.3 Section 00400-3-4: "Price Proposal Pages". Complete, sign and return with bid.
 - 8.2.4 Section 00400-5: "References". Complete, sign and return with bid.
 - 8.2.5 Section 00400-6: "Addenda". Bidders are reminded that the "Addenda" page should be completed and returned whether or not an actual addenda page was issued for this bid. Complete, sign and return with bid.
 - 8.2.6 Section 00400-7: "Proposal Sheet". Complete, sign and return with bid.
 - 8.2.7 Section 00400-8: "State of Maryland Anti-Bribery Affidavit" & "State of Maryland Tax Certification" (on same page). Complete, sign and return with bid.
 - 8.2.8 Section 00400-9: "Certification Regarding U.S. Government Debarment, Suspension, Ineligibility, and Voluntary Exclusion". Complete, sign and return with bid.
 - 8.2.9 Section 00400-10: "Board of Directors Diversity Affidavit". Complete, sign and return with bid.
 - 8.2.10 Section 00400-11: "Small Business Enterprise Affidavit". Complete, sign and return with bid.
 - 8.2.11 Section 00400-12: "Small and Minority Business Enterprise Utilization Affidavit". Complete, sign, notarize and return with bid.
 - 8.2.12 Section 00400-13: "SBE/MBE Statement of Intent". Complete, sign and return with bid.
 - 8.2.13 Section 00400-14: "SBE/MBE Request For Waiver". Complete, sign, notarize and return with bid.

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- 8.2.14 Section 00400-15: "SBE/MBE Minority Subcontractor Unavailability Certificate". Complete, sign and return with bid.
- 8.2.15 Section 00400-16: "No Bid Page". This page should only be returned if not participating in the bid.
- 8.2.16 All other information and/or forms and/or affidavits specified in Specifications Part II, Technical Specifications, and/or Addenda issued.
- 8.3 All proposals shall be "original". No proposal copies or duplication shall be provided to BCPS at time of bid. Submit one complete original proposal only.
- 8.4 Proposals received after the published due date/due time will be rejected as non-responsive.
- 8.5 Proposals submitted improperly and/or incomplete may be deemed as non-responsive.

9.0 Bidder Registration

- 9.1 Bidders are invited to register on the BCPS "Vendor Self-Service" (VSS). Award Bidder(s) are required to register. Please follow the registration instructions below:
 - 9.1.1 Type the following into your browser:
<http://www.bcps.org/offices/purchasing/>
(Vendor Self Service is not supported by Safari, Firefox, Google Chrome)
 - 9.1.2 Click the link: "Visit our Vendor Self Service Center"
 - 9.1.3 Select "Creating A New Account" for detailed instructions. Print these instructions for reference, and then return to the VSS welcome page.
 - 9.1.4 Click onto "Register" from the VSS welcome page and follow the instructions you printed.
 - 9.1.5 Complete the application. Record your UserID and Password for future use.
- 9.2 Entering your corporate information into the VSS website is the first step in doing business with BCPS. If you have already done business with BCPS in the past, much of your information may already be present. You may only have to confirm or update the existing information.
- 9.3 Parties interested in conducting business with BCPS are encouraged to visit the Office of Purchasing website: <http://www.bcps.org/offices/purchasing/> Click "Invitation to Bid". The list is updated on a weekly basis.

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10.0 Inquiries

- 10.1 No interpretation of the meaning of the plans, specifications, or other contract documents will be made to any bidder orally. To be given consideration, inquiries must be received at least seven (7) business days prior to the date fixed for the opening of bids, so that they may be responded to in a timely fashion.
- 10.2 Any inquiries regarding the "SPECIFICATIONS" and/or the "SOLICITATION DOCUMENT" shall be IN WRITING and directed to Kathy Shaffer, at e-mail: kshaffer@bcps.org (receipt verified by calling phone: (443-809-4334).
- 10.3 Any inquiries regarding the "MBE and/or SBE PARTICIPATION" in this bid shall be directed to Melanie Webster at e-mail: mwebster@bcps.org or fax: 443-809-7831.

11.0 Addenda and/or Explanation of Bid Documents

- 11.1 All changes to the bid specifications and/or drawings will be made through the appropriate addenda. Any and all such interpretations and any supplemental instructions will be available to all bidders who pick up a copy of the bid. Addenda will be issued at least five (5) business days prior to the date fixed for the opening of bids, unless the addendum issued extends the due date of the bid.
- 11.2 It is the bidders' responsibility to verify receipt of all addenda. Failure of any bidder to receive any addenda or interpretation shall not relieve that bidder from any obligations under this bid and as amended by all addenda. All addenda so issued shall become a part of the award and contract documents.

12.0 Bid Opening

- 12.1 At the bid opening the bidders' names only will be read and their prices will be posted at a later date and time. Each participating bidder shall be e-mailed and/or faxed a copy of the posting of prices upon verification of prices by BCPS. This process will take several days (or longer depending upon the number of bidders).
- 12.2 Complete evaluation of the bids will not take place at the opening and no indication of award will be made at the opening. The recommended award(s) will be available in the Office of Purchasing after the completed evaluation.
- 12.3 Bids will not be available for review by bidders at the bid opening. BCPS reserves the right to review all materials and present a recommendation to the Board of Education prior to bids being available for review. Bid documents will only be available for review after approval of the contract by the Board. Bidders may call the Office of Purchasing to set up a date and time for reviewing bid documents.

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may call the Office of Purchasing to set up a date and time for reviewing bid documents.

13.0 Award of Contract

- 13.1 As the lead jurisdiction, Baltimore County Public Schools (BCPS) intends to make award to the lowest responsible bidder meeting all specifications. Bidders pricing shall apply to all participating jurisdictions. **The award of contract shall apply to all participating jurisdictions. BCPS intends to award to a single bidder.** Each participating jurisdiction will issue a purchase order for its requirements.
- 13.2 #2 Heating Fuel Oil, (Transport and Tank Wagon) will be evaluated and awarded as an average of OPIS proposed factor.
- 13.3 BCPS shall also base its award on the following, which bidders should include with bid submission:
 - a. Number of years in business
 - b. Number of years in this service territory
 - c. Number of delivery trucks
 - d. Number of current contracts of a similar type
 - e. Three references. Use Proposal Page # 6
- 13.4 BCPS reserves the right to:
 - a. Request financial information evidencing sufficient financial responsibility to Enable the fulfillment of the contract and that sufficient equipment and storage facilities are available to insure delivery within the terms of the contract.
 - b. Request additional references.
 - c. Request status of current contracts
 - d. Request inspection of facilities
- 13.5 BCPS is not obligated to contract for all "ITEMS" as listed on the Price Proposal Sheet(s).
- 13.6 Time is of the essence. Submission of a proposal/bid, in response to this solicitation, shall mean that the Bidder can complete all work "as specified" within the specified time frame.
- 13.7 BCPS does not guarantee that all or any work will be done and reserves the right to reject all bids and to re-bid at its discretion. BCPS reserves the right to issue separate formal bids for any repair and/or installation services.
- 13.8 BCPS reserves the right to add award bidder(s) to this contract if the initial award bidders cannot fulfill all of the requirements.

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14.0 Term of Contract

- 14.1 The term of the contract shall commence from the day of signing of the contract after the Board of Education of Baltimore County's approval, and all terms and conditions shall remain in effect through June 30, 2022.
- 14.2 BCPS reserves the right to terminate the contract for convenience at any time by providing the Award Bidder thirty (30) days prior written notice. The Award Bidder does not have a right to termination for convenience.
- 14.3 On an annual basis, BCPS and the Award Bidder(s) shall meet and confer regarding performance and modifications to the contract.
- 14.4 BCPS reserves the option to extend this contract for an additional period upon mutual agreement and under the same terms, conditions, and pricing.

15.0 Discussions with Responsible Bidders

- 15.1 Following the evaluation committee's review of initial bidders' proposals, it may call for discussions with responsible bidders whose proposals it determines are reasonably being considered for award.
- 15.2 The purpose of such discussions shall include, but not be limited to:
 - .1 Determine in greater detail the bidder's qualifications.
 - .2 Explore with the bidder the scope and nature of the project, the bidder's proposed method of performance and the possibility of alternate methods.
 - .3 Determine that the bidder will make available the necessary personnel and facilities to perform within the requirements of this solicitation.
 - .4 Agree upon fair and reasonable compensation, considering the estimated value of the services and the scope and complexity of this solicitation.
- 15.3 In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing bidders. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Revisions may be permitted following submission of initial proposals and prior to award of contract.

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16.0 Revisions to Proposals

- 16.1 Following the initial proposal review and discussions (if any), the evaluation committee will either recommend an award of contract or call for a best and final offer from those bidders it deems capable of meeting the scope and needs of this solicitation.

17.0 Professionalism

- 17.1 BCPS requires all work to be completed utilizing "Professional Workmanship". BCPS shall very closely monitor and examine the services provided and shall only accept a "Professional Workmanship". The following shall be considered some reasons for immediate termination of a company:
- 17.1.1 Failure of the Award Bidder to have the required materials and equipment with them to execute a project without undue delay to leave the project and pick up supplies and/or equipment. BCPS reserves the right to bring in any other contractor in order to complete work that is not completed in a timely fashion.
 - 17.1.2 Failure of the Award Bidder to mobilize certified technicians to provide an adequate response for simultaneous/multiple site emergencies.
 - 17.1.3 Failure of the Award Bidder to have all personnel sign into and out of the main office of any school, whenever that school's office is open.
 - 17.1.4 Failure of the Award Bidder to utilize qualified personnel to do the work for BCPS sites. The individuals doing the work at the BCPS sites shall:
 - 1. be on the "list" of employees being utilized by that Award Bidder for work on any BCPS site.
 - 2. be properly trained and experienced to perform services as specified.
 - 3. refrain from any comments and/or gestures to the students and/or staff; and, refrain from making any comments and/or gestures to fellow workers that could be interpreted as inappropriate and/or obscene.
 - 4. be dressed appropriately to work in a "school environment" with student, teacher, staff, and parents present. The employee shall prominently display the name of their company on a shirt and/or hat.

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5. abide by the BCPS no smoking & alcohol policy. BCPS maintains a Tobacco-Free environment. Furthermore, BCPS policy prohibits gambling, alcohol, drugs and obscene/abusive language.
- 17.2 Immediate termination of a company for not providing "Professional Workmanship" as determined by BCPS, using criteria determined by BCPS and not necessarily industry standards, shall result in:
 - 17.2.1 Award Bidder being paid for all work completed to date. Any monies required to complete the repairs and/or installations in progress shall be deducted from those owed, prior to final payment. In the event the monies due exceed the amount BCPS owes that Award Bidder, the monies required to complete services in progress shall be owed BCPS by that Award Bidder.
 - 17.2.2 Award Bidder being unable to bid any BCPS project for up to twelve (12) months from the date of termination.

18.0 Subcontractors

The Award Bidder(s) shall NOT utilize the services of any subcontractor without the expressed prior consent of BCPS. Use of a subcontractor prior to obtaining the expressed prior written consent of BCPS shall result in immediate termination of the contract for cause.

20.0 Applicable Standards and Guidelines

- 20.1 Award Bidder(s) shall assume full responsibility and liability for the compliance with all applicable federal/state/county laws, regulations, standards, licensing requirements and patented systems pertaining to all work practices.
- 20.2 All work is to be handled in complete compliance with OSHA and MOSHA requirements. Every effort is to be made to insure the safety of all individuals during work, as well as, during operation.
- 20.3 Award Bidder(s) shall assume full responsibility and liability for the protection of workers, visitors to the work site and persons occupying areas adjacent to the work site.
- 20.4 Award Bidder(s) shall have available, copies of all applicable codes, regulations, standards, documents and this specification.
- 20.5 Where conflicts among the requirements of the codes, regulations, standards, documents and this specification exist, the most stringent requirement shall be utilized by the Award Bidder(s).

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21.0 Invoicing and Payment

Award Bidder(s) shall submit Original Invoice (include all Work Tickets related to invoice) to BCPS Department of Physical Facilities. Invoices shall be mailed via U.S. Postal Service or emailed to a pre-approved BCPS liaison. Award Bidder(s) shall invoice BCPS within thirty (30) days after the delivery and the invoice shall contain the following:

1. BCPS Purchase Order Number and Name of Facility.
2. Award Bidder's Invoice number, Invoice date, Completion date.
3. If multiple facilities are listed on one invoice, charges must be listed separately for each facility where delivery was performed.
4. Total dollar amount due.
5. BCPS will not pay for rented or leased equipment fees in addition to the hourly rate quoted, unless, approved specifically by the designated BCPS liaison, in advance of their use. All freight charges, packaging (including pallets) shall be included within unit pricing requested by BCPS. BCPS may pay separate line item shipping charges only when the order has been requested by BCPS to be expedited. Expedited delivery charges must be authorized in advance by BCPS. BCPS shall not reimburse for: travel expenses, vehicle mileage, phone usage, or traveling to pickup parts (Reference: Part II, Section 15.0 Hourly Rates).
6. The Award Bidder(s) are to have an invoice format approved by BCPS.
7. Only one invoice shall be submitted per BCPS Work Order unless authorized by the BCPS representative.

END OF PART II: SPECIFICATIONS--GENERAL REQUIREMENTS

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BALTIMORE COUNTY PUBLIC SCHOOLS

DIVISION OF BUSINESS SERVICES
DEPARTMENT OF FISCAL SERVICES
OFFICE OF PURCHASING

6901 CHARLES STREET, BUILDING "E", 1ST FLOOR
TOWSON, MARYLAND 21204
PHONE: 443-809-4334 FAX: 410-887-7831

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- 6.0 Additional Requirements

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PART III: TECHNICAL SPECIFICATIONS

1.0 General Scope & Services

- 1.1 The following specifications are intended to cover the standards, purchase and delivery of #2 Heating Fuel Oil, as required for various School Districts, County Governments, and State Agencies located in the State of Maryland.
- 1.2 Proposals will be for #2 Heating Fuel Oil. A list of sites with the approximate storage capacity is attached to the specifications as Part IV, ATTACHMENTS. Each participating jurisdiction reserves the right to add or delete locations during the term of the contract.
- 1.3 Disputes over the execution of the contract shall be the responsibility of each participating jurisdiction or agency. If disputes are not resolved with the participating jurisdiction, the award bidder may make a request in writing to the chairperson for a hearing at a scheduled meeting of BRCPC to present its case.
- 1.4 Order of precedence of the sections of this solicitation is, first to last:

PART III
PART II
PART I

2.0 Product Information

- 2.1 Refer to section 19 – INCLUDED

3.0 Pricing

- 3.1 The Baltimore Regional Cooperative Purchasing Committee (BRCPC) intends to purchase "Spot" #2 heating fuel requirements based on a daily variable price tied to a published index: OPIS.
- 3.2 All jurisdictions will have the option to secure volume on a "Spot" price basis.
- 3.3 Bidders are requested to submit prices based on the following:
 - 3.3.1 #2 Heating Fuel Oil (Delivery Charges Included)
 - 3.3.2 The factor cost per gallon offered by the contractor shall include each and every item of expense connected with the furnishing and delivery of said fuel, free of all charges over and above the contract price (example: superfund fees) and applicable taxes, to points of delivery, extended to four (4) decimal places.

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- 3.4 Bidders should offer proposals per the following structure:
- 3.4.1 Daily Oil Price Information Service (OPIS) index Baltimore, Maryland Rack Average plus or minus factor. **On Proposal #1 bid the factor price only.**
 - 3.4.2 OPIS pricing and adjustments are to be taken from the "average" Baltimore, Maryland Rack Price as listed by the Oil Price Information Service (OPIS) publication. The factor quoted shall remain firm for the term of the contract.
 - 3.4.3 In April 2013 #2 Heating Oil will no longer be offered on the NYMEX exchange. The award bidder will instead supply Ultra Low Sulfur Diesel (ULSD). In that no futures trading price is currently available for ULSD, Baltimore County Public Schools (BCPS), representing all participating jurisdictions, will enter into negotiations with the award bidder to determine the ULSD NYMEX markup factor for both tank wagon and transport for the remainder of the contract term.
 - 3.4.4 On Proposal # 2 Bidders are requested to provide related charges. Submit it with all other Proposal Pages.
 - 3.4.5 On Proposal # 2 Bidders are requested to provide related charges to the payment options of those agencies using the payment option of a procurement card. Indicate the percentage increase to the Price Factor when this option is used.

4.0 Delivery

- 4.1 The award bidder shall be required to make deliveries within twenty-four (24) hours from acceptance of telephone request or receipt of written request.
 - 4.1.1 The award bidder is responsible for all delivery and transport cost and carrier performance. Daily switching of carriers and delays in delivery will not be tolerated. The bidder shall submit with its bid a Letter of Commitment from its carrier.
 - 4.1.2 Automatic deliveries may also be arranged per the sole discretion of each participating jurisdiction:

Anne Arundel Community College
Anne Arundel County Public Schools
Baltimore County Government
Baltimore County Public Schools
Carroll County Government
Harford County Government
Harford County Public Schools

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Howard Community College
Howard County Government
Montgomery County Public Schools
Prince Georges County Public Schools

- 4.1.3 The award bidder shall e-mail or fax a list of all scheduled deliveries to each agency for each day that deliveries are scheduled. The list shall include all deliveries scheduled for the calendar month and delivery dates for completed deliveries in that month. Lists for each month should be issued daily until all deliveries for the month are complete.
- 4.1.4 Bidders should indicate if they own their carrier equipment or plan to use contract carriers.
- 4.2 **The Award Bidder shall keep an adequate supply of #2 fuel heating oil available to fill requirements at all times.**
- 4.3 The award bidder shall be required to provide "proof of delivery." A delivery ticket must be presented with each fuel delivery.
 - 4.3.1 The delivery ticket shall show the name of the individual responsible for the delivery of the fuel and must be signed by the person in charge at the point of delivery.
 - 4.3.2 One copy of the delivery ticket shall be forwarded by the award bidder with a copy of the invoice. A second copy of the delivery ticket shall be left at the point of delivery at the time of delivery.
 - 4.3.3 **No unsigned tickets should be left at the delivery location if practical.** It shall be the driver's responsibility to insure that a ticket has been signed. Payment of invoices is subject to receipt of a signed delivery ticket. Possible exceptions are emergency deliveries or deliveries after hours.
- 4.4 Should the award bidder fail to deliver #2 heating fuel promptly, the requesting jurisdiction reserves the right to procure the order elsewhere, in which event the additional cost of procuring such fuel above the agreement price may be charged against the award bidder and may be deducted from any moneys due or which may become due him.
- 4.5 Award Bidder responsible for spills that occur during delivery. Drivers shall carry Materials to clean up minor spills and shall notify location's contact immediately Of any spills or damages to property occurring during delivery, regardless of how Minor.

"Drivers must 'stick' the heating oil tank prior to every delivery"

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4.6 Emergency Delivery

- 4.6.1 The award bidder shall be required to make emergency deliveries twenty-four (24) hours per day, 365 days per year to any site or any site within stated jurisdictions that the customer deems as an emergency.
 - 4.6.2 Emergency - type deliveries **must** be made within two (2) hours after receipt of call without exception.
 - 4.6.3 The cost of emergency delivery shall be stated per hour/plus cost of fuel. The bidder shall quote the hourly rates as a separate line item on the proposal page.
 - 4.6.4 Before the award of contract the Award Bidder shall supply a minimum of three (3) names of individuals with the home numbers, and cell numbers.
 - 4.6.5 The final decision for #2 heating fuel delivery is the decision of the participating jurisdiction.
 - 4.6.6 Failure to have someone on twenty – four (24) hour call, failure to respond to an emergency, failure to meet delivery requirements as outlined may result in immediate termination of this contract.
- 4.7 The Emergency Delivery requirement may be applied to all participating jurisdictions if required or as the need arises.

5.0 Repair of Damages

- 5.1 Damages to property and spillage caused by the award bidder must be corrected immediately. In the event of a spillage, the damage must be corrected at the time of the occurrence. Award bidder shall notify the designated department specified by the participating agency, immediately of damage to property or spillage.
- 5.2 Any repair of damage or correction of spillage performed by the purchaser(s) due to the award bidder's failure to make timely or satisfactory repairs and corrections may be deducted from any moneys due or which may become due him.

6.0 Additional Requirements

- 6.1 All fuel to be delivered on any order, proceeding from proposals submitted on this bid, shall be free of foreign matter and impurities and shall be equal to or better in every way than the kind and grade certified in the originating proposal. All fuel must be homogenous at time of delivery and remain so in normal storage.

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- 6.2 The Award Bidder may not, without specific authorization of the participating jurisdiction, substitute a fuel of either a higher or lower grade than specified in the contract for each point of delivery.
- 6.3 During the course of the contract participating jurisdictions may at times query the awardee regarding market conditions as they evaluate Opus versus USLD NYMEX purchases and price lock-in period. In evaluating proposals, therefore, BCPS reserves the right to request from bidder's evidence of their market knowledge.
- 6.4 Failure to conform with the requirements set forth in parts 6.1 and 6.2 immediately preceding shall, at the option of the Purchaser, be deemed sufficient reason for rejection of any lot of fuel delivered, and the award bidder shall, at no expense to the Purchaser, remove that fuel from the tank(s) and shall perform whatever services shall be necessary to restore the tank(s) and other equipment to an operable condition to the full satisfaction of the Purchaser. Further, the award bidder shall make full restitution for the quantities of fuel known to have been in the tank(s) immediately prior to the delivery of the rejected lot of fuel, and for any damage to the building, furnishings and equipment that may have resulted from the entry of the rejected fuel.
- 6.5 One (1) gallon of fuel shall be equal in volume to one (1) fluid gallon as defined by the United States Bureau of Standards.

END OF PART III: TECHNICAL SPECIFICATIONS

03.03.05.04

.04 Specifications for No. 1 and No. 2 Fuel Oil (ASTM D-396).

No. 1 fuel oil is a distillate oil intended for vaporizing pot-type and similar burners. No. 2 fuel oil is a distillate oil for general purpose domestic heating use in burners not requiring No. 1 fuel oil. Both shall meet the requirements of the following specifications, when tested in accordance with the latest version of the American Society for Testing and Materials Methods of Tests:

	<i>No. 1 Fuel Oil</i>	<i>No. 2 Fuel Oil</i>
A. Flash Point (ASTM D-93).	38°C (100°F) minimum	38°C (100°F) minimum
B. Pour Point (ASTM D-97).	-18°C (0°F) maximum	-7°C (20°F) maximum
C. Visible Water and Sediment (ASTM D-1796) percent by volume maximum.	0.05	0.05
D. Viscosity (ASTM D-445).		
(1) Kinematic at 40°C, centistokes.		
(a) Minimum	1.3	1.9*
(b) Maximum	2.1	3.4
(2) Kinematic at 100°F, centistokes.		
(a) Minimum	1.4	2.0*
(b) Maximum	2.2	3.6
E. Gravity (ASTM D-287). API minimum.	35°	30°
F. Distillation (ASTM D-86).		
(1) 10 percent point maximum	216°C (420°F)	
(2) 90 percent point maximum	288°C (550°F)	338°C (640°F)
G. Sulfur (ASTM D-1552) percent by mass shall not exceed the following maximums:		
(1) On and after November 1, 2014	0.20	0.20
(2) On and after July 1, 2016	0.05	0.05
(3) No. 1 and No. 2 Fuel Oil that was stored in this State by the ultimate final consumer prior to July 1, 2016, which met the applicable maximum allowable sulfur content for fuel oil before July 1, 2016, set forth in §G(2) of this regulation at the time it was stored, may be used by the ultimate consumer in the State on and after July 1, 2016, until the supply is depleted.		
H. Color. No. 1 and No. 2 fuel oil, containing greater than 0.05 percent by mass sulfur, shall be dyed with Solvent Red 164 at the concentration spectrally equivalent to at least 3.9 pounds of the solid dye Standard Red 26 per 1,000 barrels in accordance with the mandates of the US EPA and IRS.		
I. Cetane. Unless sold specifically and documented on all transfer documents as a burner fuel only, off-highway No. 2 fuel oil shall meet the same cetane requirements as stated in Regulation .02G of this chapter.		

* Lower or higher pour points may be specified whenever required by conditions of storage or use. When pour point less than -18°C (0°F) is specified, the minimum viscosity shall be 1.7 centistokes.

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BALTIMORE COUNTY PUBLIC SCHOOLS

6901 Charles Street, Building "E", 1st Floor

Towson, Maryland 21204

Division of Support Services

Office of Purchasing

Creating a Culture of Deliberate Excellence - An Affirmative Action Employer

SECTION 00400 "FORM OF PROPOSAL"

Bidders shall complete and return all the following forms with their bid.
(*except this form)

Cover Page	00400-1
Price Proposal - Instructions	00400-2
Price Proposal Pages	00400-3 & 4
References	00400-5
Addenda	00400-6
Proposal Sheet	00400-7
State of Maryland Anti-Bribery Affidavit & Tax Certification	00400-8
Certification Regarding U.S. Government Debarment	00400-9
Board of Directors - Diversity Affidavit	00400-10
Small Business Enterprise Affidavit	00400-11
Small and Minority Business Enterprise Utilization Affidavit	00400-12
SBE/MBE Statement of Intent	00400-13
SBE/MBE Request For Waiver	00400-14
SBE/MBE Minority Subcontractor Unavailability Certificate	00400-15
*No Bid Page	00400-16

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SECTION 00400 - FORM OF PROPOSAL

DATE: _____

SOLICITATION TITLE: #2 HEATING OIL, TRANSPORT & TANKWAGONBCPS BID NUMBER: KSH-324-17BID SUBMITTED BY: _____
(Company Name)SUBMITTED TO: Baltimore County Public Schools
Office of Purchasing
6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204

The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with the OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.

BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress, or performance of the Work and has made such independent investigations, as BIDDER deems necessary.

(Signature of Bidder) (Date)

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PRICE PROPOSAL - INSTRUCTIONS:

BIDDERS ARE REQUIRED TO SUBMIT PRICING FOR EVERY "ITEM" CONTAINED WITHIN THIS FORM OF PROPOSAL.

BIDDERS NOT RESPONDING TO EVERY "ITEM" SHALL BE DEEMED NON – RESPONSIVE.

(Signature of Bidder) (Date)

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PRICE PROPOSAL - PAGE

PROPOSAL 1 – Spot Prices		PRICE SHEET
LINE NO.	COMMODITY/SERVICE DESCRIPTION	OPIS + / - BID FACTOR ONLY
00001	PROPOSAL 1	FACTOR \$
	#2 Fuel Oil	
		Transport: _____
		Tankwagon: _____

(Signature of Bidder) (Date)

PROPOSAL 2 – EXTRA CHARGES		PRICE SHEET		
LINE NO.	SERVICE DESCRIPTION	QUANTITY	UNIT	PRICE
	PROPOSAL 2			
00007	DELIVERY, EMERGENCY	1	HOUR	\$
00008		1	EACH	\$
	OPTION, SPLIT LOAD DELIVERY, TRANSPORT LOADS TO TWO (2) DIFFERENT LOCATIONS			
00009	SUNDAY OR HOLIDAY DELIVERY	1	EACH	\$
00010	PUMP CHARGES	1	EACH	\$
00011	EXTRA HOSE CHARGES	1	EACH	\$
00012	PERCENTAGE ADDED TO PRICE FACTOR FOR PAYMENT BY PROCUREMENT CARD		PERCENTAGE	

 (Signature of Bidder)

 (Date)

Solicitation Number: KSH-324-17

REFERENCES

List at least 3 references (preferably school systems) -- one may be with BCPS, customers of your organization over the last eighteen (18) months. References--should include items of similar scope and size for which your firm has provided service. Make additional copies of this page if necessary.

Reference #1

Customer/Client Name

Description of Product or Services Provided to Customer/Client

Representatives Name

() ()
Representative's Phone # Fax Number

Email

Reference #2

Customer/Client Name

Description of Product or Services Provided to Customer/Client

Representatives Name

() ()
Representative's Phone # Fax Number

Email

Reference #3

Customer/Client Name

Description of Product or Services Provided to Customer/Client

Representatives Name

() ()
Representative's Phone # Fax Number

Email

FORM OF PROPOSAL

(Signature of Bidder)

(Date)

00400-5

Solicitation Number: KSH-324-17

ADDENDA

(If applicable) Please complete and return with your bid response.

I, the undersigned, acknowledge receipt of the following addenda to this solicitation.

Addendum #1 - Date Received _____

Addendum #2 - Date Received _____

Addendum #3 - Date Received _____

Addendum #4 - Date Received _____

Signature

Title

Supplier Name

I / We	certify that to the best of my/our knowledge, that neither this firm, nor any of its officers, directors or partners nor any of its employees directly involved in obtaining contracts with Federal, State or Local Agencies have been found in violation or attempting to violate procurement articles of the Annotated Code of Maryland (S.F. Section 16.202).
I / We	certify that this bid is made without any previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same supplies, materials, and equipment, and (contracted) services, and is in all respects fair and without collusion or fraud.
I / We	certify that all material and equipment bid by this firm, to be supplied to the Baltimore County Public Schools meets all safety and health standards as prescribed by the rules and regulations of the Maryland Occupational Safety and Health Act (MOSHA). MOSHA STANDARDS 29 CFR 1910.
I / We	certify that all materials delivered to, and/or used or brought on to BCPS property is accompanied by a manufacturer's certification verifying/confirming item(s) to be "asbestos free."
I / We	certify that this firm adheres to or follows non-discriminatory practices with respect to the employment or promotion of personnel without regard to color, creed, race, sex, or national origin.
I / We	propose to furnish, package, mark, and deliver to the Baltimore County Public Schools, the supplies, materials or equipment as required in the accompanying specifications at the unit prices indicated.
I / We	certify that this firm is aware of and adheres to Section 11-722(c) of the Criminal Procedure Article, of the Annotated Code of Maryland; and, Md. Ed. Code Ann., §6-113.

Is your company a certified Minority Business Enterprise with the State of Maryland? ☐ Yes ☐ No MDOT # _____

Please indicate which group qualifies the business as a Minority Business Enterprise:

(African American) (Alaskan Native) (Asian) (Women) (Hispanic) (American Indian) (Physical or Mental Disabled Individual)

Is your company a small business with less than fifty (50) employees which generates annual revenue less than ten (10) million dollars? ☐ yes ☐ No

Is your business located within Baltimore County, Maryland? ☐ Yes ☐ No

As the duly authorized representative of the bidder and having the legal authority to make this proposal, I hereby declare that I have carefully examined Terms, Conditions, Requirements, Specifications and Drawings (including all Addenda), forming a part of the Contract and agree to furnish all permits, inspections, labor, equipment, and materials to complete work as specified for the price as indicated for the Baltimore County Public Schools.

COMPANY: _____ FEDERAL ID#- _____

ADDRESS: _____

SIGNATURE: _____

TYPED NAME/TITLE:

TELEPHONE: FAX DATE

E-MAIL: _____

RETURN BID TO: Office of Purchasing
6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204
Include Solicitation Number

Solicitation Number: KSH-324-17

STATE OF MARYLAND ANTI-BRIBERY AFFIDAVIT

I HEREBY CERTIFY that

1. I am the _____ and the duly authorized representative of the firm
of _____ who address is _____
_____, and that I possess the legal authority to make this affidavit
on behalf of myself and the firm for which I am acting.
2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county, or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of official investigation or other proceeding admitted in writing or under oath acts or omissions committed after July 1, 1997, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government.
3. (State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date; court, official, or administrative body; and the sentence or disposition, if any.)

I acknowledge that this affidavit is to be furnished to the requesting agency, to the Secretary of Budget and Fiscal Planning of Maryland, and, where appropriate, to the Board of Public Works and the Attorney General under 16-202, S.F. of the Annotated Code of Maryland. I acknowledge that if the representations set forth in this affidavit are not true and correct, the State may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with 16-203, S.F. of the Annotated Code of Maryland, which provides that certain persons who have been convicted or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Witness_____
Signature_____
Date**STATE OF MARYLAND TAX CERTIFICATION**

At the time a bid or proposal for a State procurement contract of \$10,000 or more is submitted, the bidder or offeror shall certify to the procurement officer that the bidder or offeror has paid all taxes, unemployment insurance contribution, reimbursement payments, and interest not barred by limitations and payable to the comptroller, the Department of Assessments and Taxation or the Department of Economic and Employment Development or has provided for payment in a manner satisfactory to the unit responsible for collection; and if the bidder or offeror is a vendor of tangible personal property, the bidder or offeror possesses a valid sales and use tax license under Title 11, Subtitle 7 of the Tax - General Article.

I acknowledge that this certificate is to be furnished to the requesting agency, and to the Comptroller of the Treasury, Sales and Use Tax Division under 13-222, S.F. of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this certificate are not true and correct, the State may terminate any contract awarded and take any other appropriate action.

BIDDERS SHALL PROVIDE STATE OF MARYLAND TAX CERTIFICATION NUMBER ON THE LINE DIRECTLY BELOW:

I do solemnly declare and affirm under the penalties of perjury that the contents of this certificate are true and correct.

Witness_____
Signature_____
Date_____
Name/Title (please type or print)_____
Name/Title (please type or print)_____
Date

FORM OF PROPOSAL

00400-8

Solicitation Number: KSH-324-17

CERTIFICATION REGARDING U.S. GOVERNMENT DEBARMENT, SUSPENSION,
INELIGIBILITY, AND VOLUNTARY EXCLUSION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR, part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(1) The prospective participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Agency/Organization Representative

Signature

Date

Agency/Organization

*Above certification instituted by the U.S. Department of Education for all grantees and sub grantees as of fiscal year 1990.

This documentation is required by the statutory regulation, Bids, §5-112, Annotated Code of Maryland. Education enacted July 1, 2000. All bidders interested in submitting proposals on school construction projects shall provide information that identifies the diversity of its Board of Directors. Said diversity shall be identified by completion of this form. Failure to provide said documentation may be cause for rejection of the bidder's proposal as non-responsive.

BCPS Bid No.

[illegible]

Note: It is understood that an Individual may qualify for more than one designation. Multiple designations shall be so noted on the form.

SMALL BUSINESS ENTERPRISE AFFIDAVIT

The undersigned does hereby make the following Affidavit. I affirm that my company or I am a Small Business Enterprise (SBE). A Small Business is a for-profit business, other than a broker, that meets the following criteria:

- .1 it is independently owned and operated;
- .2 it is not a subsidiary of another business;
- .3 it is not dominant in its field of operation;
- .4 its wholesale operations did not employ more than 50 persons, and its gross sales did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
- .5 its retail operations did not employ more than 25 persons, and its gross sales did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
- .6 its manufacturing operations did not employ more than 100 persons, and its gross sales did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
- .7 its service operations did not employ more than 100 persons, and its gross sales did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years; and
- .8 its construction operations did not employ more than 50 persons, and its gross sales did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years.
- .9 BCPS reserves the right to request tax documents to support such a claim.

Name and Title: _____

Company: _____

Street Address: _____

City, State, Zip: _____

Business Phone _____

Signature
Date

Date

Witness

Print Name Signed Above

Print Name Signed Above

Solicitation Number: KSH-324-17

Rule No. 3200 (Policy Adopted 9/10/96).

SMALL AND MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT

The undersigned as a contractor does hereby make the following Affidavit: I acknowledge the Small Business Enterprise (SBE) and Certified Minority Business Enterprise (MBE) participation goal of fourteen (14) percent for the contract with the Baltimore County Board of Education, and commit to make a good faith effort to achieve this goal. In the solicitation of subcontract quotations or offerors, all SBE and MBE subcontractors and suppliers were provided not less than the same information and amount of time to respond to the solicitations as non-Small Business Enterprise and Minority Business Enterprise subcontractors.

The solicitation process was conducted in such a manner so as to otherwise not place SBE and MBE subcontractors at a competitive disadvantage to non-SBE and MBE subcontractors.

I UNDERSTAND THAT THE FAILURE TO SUBMIT THIS AFFIDAVIT TO THE BOARD OF EDUCATION MAY RESULT IN A DETERMINATION THAT THIS BID IS NON-RESPONSIVE.

I understand that I must submit the SBE/MBE documentation described in the bid documents at the time of bid. Furthermore, I understand that failure to comply with this contract requirement may result in a determination that my bid is non-responsive and therefore would not be awarded to me.

I understand and agree that, if awarded the contract, we will implement the provisions of the above paragraph with respect to subcontracts to be let after the award of the contract, but that such subcontracts will not be let until the Board of Education has reviewed and approved the SBE/MBE submittals.

I understand and agree that, if awarded the contract, I will and do hereby authorize representatives of the Baltimore County Board of Education to examine, from time to time, the books, records and files of this organization to the extent that such data relates and pertains to the affirmative action pursuant to this contract.

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

Company Name_____
Signature_____
Address_____
Printed Name

Sworn and subscribed before me this _____ day of _____ in the year _____.

Notary Public

Solicitation Number: KSH-324-17

<p align="center">Baltimore County Public Schools SMALL BUSINESS AND CERTIFIED MINORITY BUSINESS ENTERPRISE AND BIDDER'S STATEMENT OF INTENT</p>

PROJECT
NAME: _____

PROJECT
LOCATION: _____

A. Name of Bidder: _____

B. Name of
SBE/MBE: _____

Indicate with and "X" SBE or MBE status: _____ MBE _____ SBE

SBE/MBE Phone Number: _____ Fax Number: _____

1. Work or Services to be performed by SBE/MBE: _____

2. Subcontract Amount: \$ _____

3. SBE/MBE Commencement Date: _____ Completion Date: _____

4. This SBE/MBE subcontract represents the following percentage of the total value of the contract: _____ %

The undersigned subcontractor and bidder will enter into a contract for the work/service/supplies indicated above subject to the bidder's execution of a contract for the above referenced project with the Baltimore County Board of Education. The undersigned subcontractor is a Small Business Enterprise and/or a Certified Minority Business Enterprise (certifying agency & no. _____). The terms and conditions stated above are consistent with our agreements.

(Signature of Subcontractor) (Date)

The terms and conditions stated above are consistent with our agreements.

(Signature of Bidder) (Date)

BALTIMORE COUNTY PUBLIC SCHOOLS

FORM OF PROPOSAL

00400-13

Solicitation Number: KSH-324-17

SMALL BUSINESS AND CERTIFIED MINORITY BUSINESS ENTERPRISE REQUEST FOR WAIVER

Project Name: _____ Bid No. _____
 Total contract amount (with accepted alternates).....\$ _____
 14% of total contract value.....\$ _____
 SBE/MBE participation in this contract.....\$ _____ (____%)

I do hereby request that an exception be granted to the requirement that a minimum of 14 percent of the total value of this contract be placed with a Small Business Enterprise (SBE) and/or Certified Minority Business Enterprise (MBE). I hereby certify that my position is _____ and I am the duly authorized representative of _____.

(Company Name)

I do further certify that I have submitted a *Small Business Enterprise and Certified Minority Business Enterprise and Bidder Statement of Intent* form which reflects the percentage and dollar value of SBE/MBE participation, which my company expects to achieve for this contract. That dollar value is \$ _____ and the percentage is ____%. Therefore, the *Request for Waiver* is for \$ _____ and ____%.

To support this Request for Waiver, I include the following information as attachments, which I certify to be true to the best of my knowledge, information and belief:

1. A detailed statement of the efforts made to identify and select portions of the work to be performed by subcontracts in order to increase the likelihood of achieving the stated goal;
2. A detailed statement of the efforts made to solicit small business enterprise and/or certified minority business enterprise firms;
3. A detailed statement of the efforts to make personal contact with SBE/MBE firms identified for item (2) above;
4. A record of the name, address, telephone number, and dates contacted for each SBE/MBE firm for items (2) and (3) above;
5. A description of the information provided to SBE/MBE firms regarding the plans, specifications, and the anticipated time schedule for portions of the work to be performed;
6. A detailed statement of reasons for the rejection of a subcontractor's quotation from the SBE/MBE firm which the bidder considers not be acceptable; and,
7. A list of SBE/MBE subcontractors found to be unavailable. This shall be accompanied by a Small Business Enterprise/Certified Minority Business Enterprise Subcontractor Unavailability Certificate form signed by the SBE/MBE firm and the bidder.

Signature

Date

Sworn and subscribed before me this _____ day of _____ in the year _____

Notary Public

Reviewed and approved by the Baltimore County Board of Education MBE Liaison

Signature

Date

BALTIMORE COUNTY PUBLIC SCHOOLS

FORM OF PROPOSAL

00400-14

Solicitation Number: KSH-324-17

**SMALL BUSINESS AND CERTIFIED MINORITY BUSINESS ENTERPRISE SUBCONTRACTOR
UNAVAILABILITY CERTIFICATE**

Section I	<p>It is hereby certified that the firm of _____</p> <p align="center">(Name of SBE/MBE firm)</p> <p>Located at _____ was offered</p> <p>an _____</p> <p align="center">(Complete Mailing Address)</p> <p>opportunity to bid on the _____ school project in Baltimore County</p> <p>by _____</p> <p align="center">(Name of School)</p>
Section II	<p>The _____ is either unavailable for the work/service, is</p> <p>unable _____</p> <p align="center">(Name of SBE/MBE Firm)</p> <p>to prepare a bid for this project or did not respond to a request for a price proposal for the following</p> <p>reason(s): _____</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p align="center">(Certifying Agency & Number)</p> </div> <div style="width: 45%;"> <p>_____</p> <p align="center">(Signature)</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p align="center">(Telephone Number)</p> </div> <div style="width: 45%;"> <p>_____</p> <p align="center">(Title and Date)</p> </div> </div>
Section III	<p>To be completed by the potential award bidder if Section II of this form is not completed by the small</p> <p>Business or certified minority business enterprise.</p> <p>To the best of my knowledge, information and belief said Small or Minority Business Enterprise is either unavailable for the work/service for this contract, is unable to prepare a bid, or did not respond to a request for a price proposal and has not completed the above portion of this submittal.</p> <p>_____</p> <p align="center">(Signature)</p> <p>_____</p> <p align="center">(Title and Date)</p>

Solicitation Number: KSH-324-17

NO BID SHEET (use only when not participating in bid)

PLEASE CHECK THE APPROPRIATE ITEM/S

____ 1. We wish to submit a NO BID at this time. The reason for submitting a NO BID is:

____ *Failure to complete the above and return this form to the Purchasing Office may result in your removal from the Baltimore County Public School approved vendor list for this bid.

____ 2. Please include our name to RECEIVE FUTURE BIDS for the FOLLOWING GOODS/SERVICES:

____ 3. Please DELETE our name from future bids for this commodity.

____ 4. Please COMPLETE the following:

Is your company a certified Minority Business Enterprise with State of Maryland? ____Yes ____No MDOT#____

Please indicate which group qualifies the business as a Minority Business Enterprise.

African American Asian Women Hispanic American Indian Physically or Mentally disabled individual

Is your company a small business with less than fifty (50) employees which generates an annual revenue less than ten (10) million dollars? ____Yes ____No

Is your business located within Baltimore County, Maryland? ____Yes ____No

COMPANY _____

AUTHORIZED SIGNATURE _____

TYPED NAME/TITLE _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

FAX _____

Return to:

Baltimore County Public Schools
Purchasing Agent
6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204

**BLANK PAGE DIVIDER
BETWEEN AGENCIES
AACC FOLLOWING**

Anne Arundel Community College

#2 Heating Fuel

NOTE:

The College purchases ~7500 gallons annually for our Arnold campus at 101 College Parkway, Arnold, MD 21012.

**BLANK PAGE DIVIDER
BETWEEN AGENCIES
AACPS FOLLOWING**

Anne Arundel County Public Schools UST Tank Data								
School	Number Of Tanks	Size	Year Installed	Tank Type	Year Tested	Product	Installer	Cathodic Protection
Annapolis MS	1	20000	1993	FRP	1993	Oil	ETA	Yes
Annapolis HS	1	20000	1998	FRP	1998	Oil	ACI	No
Arnold ES	1	10000	1994	FRP	1994	Oil	ACI	No
Arundel MS	1	10000	1996	FRP	1996	Oil	ECS	No
Arundel HS	1	20000	1996	FRP	1996	Oil	ECS	No
Bates MS	2	10000	1991	FRP	2007	Oil	Riviera Isle	No
Broadneck HS	1	15000	1996	Fiber	1996	Oil	TBL Limited	No
Cape St Clair	1	10000	1994	FRP	1994	Oil	ACI	No
CAT North	1	10000	2000	FRP	2000	Oil	S&W	No
Carrie Weedon	1	10000	1993	FRP	1995	Oil	Ryon	No
Central MS	1	15000	1998	FRP	1998	Oil	ACI	No
Chesapeake MS	1	20000	1999	FRP	1999	Oil	ECS	No
Chesapeake HS	1	20000	1999	FRP	1999	Oil	ECS	No
Corkran MS	1	20000	1994	FRP	1994	Oil	ACI	No
Crofton Meadows	1	10000	1989	FRP	2005	Oil	Unknown	No
Davidsonville	1	10000	2002	Fiber	2002	Oil	MD Pump&T	No
Deale	1	10000	1995	FRP	1996	Oil	Unknown	Yes
Edgewater	1	10000	1993	FRP	1993	Oil	Salut	No
Facilities	1	10000	1987	FRP	2005	Gas	MD Pump&T	No
Facilities	2	500	1995	FRP	NA	Oil	AACPS	No
Ft. Smallwood	1	10000	1998	FRP	1998	Oil	Collins/Snoops	No
George Cromwell	1	10000	1994	FRP	1994	Oil	ACI	No
George Fox MS	1	15000	1997	FRP	1997	Oil	C.W Over	No
Germantown	1	10000	1994	FRP	1994	Oil	ACI	No
Glen Burnie Park	1	10000	1994	FRP	1994	Oil	ACI	No
Glen Burnie HS/F	1	20000	1997	FRP	1997	Oil	C.W Over	No
Glen Burnie HS/C	1	15000	1997	FRP	1997	Oil	C.W Over	No
Hillsmere	1	10000	1995	FRP	1995	Oil	ACI	No
Jessup	1	10000	1997	FRP	1997	Oil	C.W Over	No
Jones	1	10000	1988	FRP	2004	Oil	MD Pump&T	No
Lake Shore	1	10000	1993	FRP	1993	Oil	Mar-Kay	No
Learning Center	1	10000	1993	FRP	1994	Oil	Salut	No
Lindale MS	1	15000	1989	FRP	2004	Oil	MD Pump&T	No
MacArthur MS	1	20000	1994	FRP	1994	Oil	ACI	No
Magothy/Severn	1	20000	1996	FRP	1996	Oil	ECS	No
Maryland Hall	1	10000	1987	FRP	2004	Oil	Riviera Isle	No
Mayo	1	10000	2005	FRP	2005	Oil	Nistel	No
Meade Heights	1	10000	1997	FRP	1997	Oil	Collins/Snoops	No
Millersville	1	10000	1994	FRP	1994	Oil	Salut	No
Meade HS	1	20000	1998	FRP	1998	Oil	CBM	No
Oakwood	1	10000	1993	FRP	1993	Oil	Salut	No
Odenton	1	10000	1990	FRP	2005	Oil	Unknown	No
Old Mill Complex	2	20000	1998	FRP	1998	Oil	E2CR	No
Overlook	1	10000	1996	FRP	1996	Oil	ECS	No
Parham Building	1	15000	1995	FRP	1995	Oil	ACI	No

Studio 39	1	10000	1993	FRP	1993	Oil	Mar-Kay	No
Resource Center	1	10000	1994	FRP	1994	Oil	ACI	No
Quaterfield	1	10000	1994	FRP	1994	Oil	ACI	No
Riviera Beach	1	10000	1993	FRP	1993	Oil	Salut	No
Severn	1	10000	1988	FRP	2004	Oil	Unknown	No
Shady Side	1	10000	2001	FRP	2001	Oil	Brevard	No
Shipley's Choice	1	10000	1988	FRP	2007	Oil	Unknown	No
Southern MS	1	15000	1986	FRP	2004	Oil	Maxwellton	No
Southern HS	1	20000	1995	FRP	1995	Oil	ACI	No
South River HS	1	20000	1997	FRP	1997	Oil	C.W Over	No
Staff Development	1	10000	1993	FRP	1993	Oil	Salut	No
Student Service	1	10000	1997	FRP	1997	Oil	C.W Over	No
Tracey's	1	10000	2007	FRP	2007	Oil		No
Transportation	1	20000	2001	FRP	2001	Diesel	S&W	No
Tyler Heights	1	10000	1996	FRP	1996	Oil	ECS	No
Waugh Chapel	1	10000	1994	FRP	1994	Oil	ACI	No
Windsor Farm	1	10000	1989	Fiber	2007	Oil	Unknown	No

George Arlotto, Ed.D.
Superintendent of Schools



Anne Arundel County Public Schools
2644 Riva Road, Annapolis, MD 21401 • www.aacps.org

Elementary Schools

Name		Principal	Projected Students	Year Occupied	Grades Served
Annapolis (4092) 410-222-1600	180 Green Street Annapolis 21401	Bobbie Kesecker	285	1896/•1948/•1982/♦2014	PreK-5
Arnold (2052) 410-222-1670	90 Church Road Arnold 21012	Shauna Kauffman	383	1967	K-5
Belle Grove (1082) 410-222-6589	4502 Belle Grove Road Baltimore 21225	Tamara Kelly	260	1952/♦2011	PreK-5
Belvedere (2062) 410-975-9432	360 Broadwater Road Arnold 21012	Tara Lambden	578	1954/•1963/•1999	PreK-5/ECI
Benfield (2072) 410-222-6555	365 Lynwood Drive Severna Park 21146	Deborah Short	434	1962	K-5/ECI
Bodkin (2082) 410-437-0464	8320 Ventnor Road Pasadena 21122	Rachel Amstutz	566	1970	K-5
Broadneck (2322) 410-222-1680	470 Shore Acres Road Arnold 21012	John Noon	810	1975/•2010	K-5
Brock Bridge (3062) 301-498-6280	405 Brock Bridge Road Laurel 20724	Stacy Gray	464	1970	PreK-5
Brooklyn Park (1092) 410-222-6590	200 14th Avenue Baltimore 21225	Rodney Walker	421	1972	PreK-5
Cape St. Claire (2092) 410-222-1685	931 Blue Ridge Drive Annapolis 21409	Janet Lancaster	586	1968/•1970/•1996 •2000 /•2012	K-5
Central (4112) 410-222-1075	130 Stepney Lane Edgewater 21037	Kirk Greubel	594	1972/•2010	K-5
Crofton (3072) 410-222-5800	1405 Duke of Kent Drive Crofton 21114	Jazmin Lawhorn	672	1969/•1999/•2003/♦2015	K-5/ECI
Crofton Meadows (3362) 410-721-9453	2020 Tilghman Drive Crofton 21114	Julie Little-McVearry	560	1989/•2014	K-5
Crofton Woods (3082) 410-222-5805	1750 Urby Drive Crofton 21114	Colleen Harris	662	1971/•2010	K-5
Davidsonville (4122) 410-222-1655	962 W. Central Avenue Davidsonville 21035	Jean Marie Hofstetter	662	1961/♦2002/•2012	K-5
Deale (4132) 410-222-1695	759 Masons Beach Road Deale 20751	John Barzal	251	1962/•1994	K-5
Eastport (4142) 410-222-1605	420 Fifth Street Annapolis 21403	Lynne Evans	255	1909/•1951/•1963/•1993	PreK-5
Edgewater (4152) 410-222-1660	121 Washington Road Edgewater 21037	Kellie Schell-Ramey	560	1953/•1964/•1985	K-5
Ferndale Early Education Center (1102) 410-222-6927	105 Packard Avenue Glen Burnie 21061	Lisa Rice	141	1925/♦2007	PreK-K/ECI
Folger McKinsey (2102) 410-222-6560	175 Arundel Beach Road Severna Park 21146	Lenora Fox	619	1958/•1970/♦2012	K-5
Fort Smallwood (2112) 410-222-6450	1720 Poplar Ridge Road Pasadena 21122	David Sembly	416	1977/•1999	PreK-5/ECI
Four Seasons (3272) 410-222-6501	979 Waugh Chapel Road Gambrells 21054	Sharon Ferralli	613	1974/•2014	PreK-5/ECI
Freetown (1122) 410-222-6900	7904 Freetown Road Glen Burnie 21060	Amanda Edmonds	498	1959/•1967/•1995/♦2009	PreK-5/ECI
George Cromwell (1112) 410-222-6920	525 Wellham Avenue Glen Burnie 21061	Kathryn Maxa	321	1964	1-5
Georgetown East (4162) 410-222-1610	111 Dogwood Road Annapolis 21403	Andre Dillard	409	1972	PreK-5/ECI

Elementary Schools

Name		Principal	Projected Students	Year Occupied	Grades Served
Germantown (4182) 410-222-1615	200 Windell Avenue Annapolis 21401	Karen Soneira	748	1967/◆2011	PreK-5
Glen Burnie Park (3372) 410-222-6400	500 Marlboro Road Glen Burnie 21061	Theresa Zabloniski	524	1962/2015	PreK-5
Glendale (1132) 410-222-6404	105 Carroll Road Glen Burnie 21060	Kristy Snyder	443	1950/◆2001	PreK-5
Glendale ED Regional (4411) 410-222-6598		Jessica Roach (Assistant Principal)			
Hebron-Harman (3102) 410-859-4510	7660 Ridge Chapel Road Hanover 21076	Rebecca Blasingame-White	822	1955/◆2007	PreK-5
High Point (2132) 410-222-6454	924 Duvall Highway Pasadena 21122	Timothy Merritt	673	1975	PreK-5
Hillsmere (4192) 410-222-1622	3052 Arundel on the Bay Road Annapolis 21403	Jesse Mitchell	527	1967	PreK-5
Hilltop (1142) 410-222-6409	415 Melrose Avenue Glen Burnie 21061	Louise DeJesu	708	1970/-1996/-2000/-2010	PreK-5
Jacobsville (2142) 410-222-6460	3801 Mountain Road Pasadena 21122	Gwen Atkinson	568	1964/◆1998/2015	K-5
Jessup (3112) 410-222-6490	2900 Elementary School Lane Jessup 20794	Anita Dempsey	531	1955/1975	PreK-5/ECI
Jones (2152) 410-222-6565	122 Hoyle Lane Severna Park 21146	Patricia Keffer	291	1957/-1998/2015	K-5
Lake Shore (2162) 410-222-6465	4531 Mountain Road Pasadena 21122	Linda Toth	304	1953/-1958/◆2009	K-5
Linthicum (1152) 410-222-6935	101 School Lane Linthicum 21090	Mary Beth Gormley	461	1971/-1973	K-5
Lothlan (4202) 410-222-1697	5175 Solomons Island Road Lothlan 20711	Melissa Brown	472	1956/-1966/-1977 -1993/◆2015	PreK-5/ECI
Manor View (3122) 410-222-6504	2900 MacArthur Road Ft. Meade 20755	Barry Gruber	315	1971	K-5
Marley (1162) 410-222-6414	715 Cooper Road Glen Burnie 21060	Kristie Battista	758	1953/◆2005/2014	PreK-5
Maryland City (3132) 301-725-4256	3359 Crumpton South Laurel 20724	Laura Cooke	389	1965/2014	PreK-5
Mayo (4212) 410-222-1666	1260 Mayo Ridge Road Edgewater 21037	Kathleen Fitzgerald	329	1936/◆2005	K-5
Meade Heights (3142) 410-222-6509	1925 Reece Road Ft. Meade 20755	Susan Gallagher	379	1952/◆1997	PreK-5/ECI
Millersville (3162) 410-222-3800	1601 Millersville Road Millersville 21108	Isaphene Johnson	353	1965	K-5
Mills-Parole (4222) 410-222-1626	1 George and Marion Phelps Lane Annapolis 21401	Ginger Henley	640	1952/-1958/-1965 -1994/◆2015	PreK-5
Nantucket (3282) 410-451-6120	2350 Nantucket Drive Crofton 21114	Sara Pickens	750	2008/2015	K-5
North Glen (1172) 410-222-6416	615 West Furnace Branch Road Glen Burnie 21061	Kelly Thomas	280	1959/2015	PreK-5/ECI
Oak Hill (2172) 410-222-6568	34 Truckhouse Road Severna Park 21146	Deneen Houghton	663	1971	PreK-5/ECI
Oakwood (1182) 410-222-6420	330 Oak Manor Drive Glen Burnie 21061	Donna Usewick	296	1957/-1992/-2011/-2015	PreK-5/ECI

Elementary Schools

Name		Principal	Projected Students	Year Occupied	Grades Served
Odenton (3172) 410-222-6514	1290 Odenton Road Odenton 21113	Tracey Ahern	507	1930/•1961/•1970/•1971 •1972/•1991	PreK-5
Overlook (1192) 410-222-6585	401 Hampton Road Linthicum 21090	Amanda Salveron	370	1955/•1958/♦2011	PreK-5
Park (1202) 410-222-6593	201 East 11th Avenue Baltimore 21225	Sandra Blondell	476	1943/♦1996	PreK-5
Pasadena (2182) 410-222-6573	401 East Pasadena Road Pasadena 21122	Jennifer Quirino	331	1955/♦2008	K-5
Pershing Hill (3182) 410-222-6519	7600 29th Division Road Ft. Meade 20755	Kimberly Terry	682	1960/♦2011	1-5
Piney Orchard (3242) 410-672-7591	2641 Strawberry Lake Way Odenton 21113	Karen Bailey	661	2000/•2012	K-5
Point Pleasant (1212) 410-222-6425	1035 Dumbarton Road Glen Burnie 21060	Christopher Gordon	555	1967/•2013	PreK-5
Quarterfield (1232) 410-222-6430	7967 Quarterfield Road Severn 21144	John Birus	430	1969	PreK-5/ECI
Richard Henry Lee (1242) 410-222-6435	400 A Street Glen Burnie 21061	Christopher Wooleyhand	535	1957/♦1972	K-5
Ridgeway (3192) 410-222-6524	1440 Evergreen Road Severn 21144	Lisa Koennel	591	1956/♦1999/•2011	K-5
Rippling Woods (3392) 410-222-6440	530 Nolfield Drive Glen Burnie 21061	Tammy Scott	689	1974	PreK-5
Riviera Beach (2192) 410-222-6469	8515 Jenkins Road Pasadena 21122	Tracy Prater	346	1955/•1971/•2001	PreK-5
Rolling Knolls (4232) 410-222-5820	1985 Valley Road Annapolis 21401	Shira Dowling	476	1963/♦2016	PreK-5
Seven Oaks (3092) 410-222-0937	1905 Town Center Boulevard Odenton 21113	Farah Springer	730	2007	PreK-5
Severn (3202) 410-551-6220	838 Reece Road Severn 21144	Ryan Voegtlin	469	1932/•1962/•1985/•2011	PreK-5
Severna Park (2202) 410-222-6577	6 Riggs Avenue Severna Park 21146	Lynn Birus	381	1937/•1964/•1992	K-5
Shady Side (4242) 410-222-1621	4859 Atwell Road Shady Side 20764	Geoffrey Casey	512	1971	PreK-5
Shipley's Choice (2432) 410-222-3851	310 Governor Stone Parkway Millersville 21108	Beth Burke	359	1988	K-5
Solley (2212) 410-222-6473	7608 Solley Road Glen Burnie 21060	Jeffery Haynie	789	1937/♦1995/•2012	PreK-5
South Shore (3212) 410-222-3865	1376 Fairfield Loop Road Crownsville 21032	Stacy Shafran	341	1957/♦1997	K-5
Southgate (3382) 410-222-6445	290 Shetlands Lane Glen Burnie 21061	Bonnie Myers	758	1969/♦2011	PreK-5
Sunset (2222) 410-222-6478	8572 Ft. Smallwood Road Pasadena 21122	Toni Carr	506	1971	PreK-5
Tracey's (4252) 410-222-1633	20 Deale Road Tracys Landing 20779	John Trumbule	371	1962/♦2008	K-5
Tyler Heights (4262) 410-222-1630	200 Janwall Street Annapolis 21403	Julia Walsh	608	1962/•1970	PreK-5
Van Bokkelen (3152) 410-222-6535	1140 Reece Road Severn 21144	Selecia Hardy	469	1973/•1996	PreK-5
Waugh Chapel (3222) 410-222-6542	840 Sunflower Drive Odenton 21113	Cheryl Cox	600	1967/•2011/•2014	PreK-5

• Addition/Renovation ♦ Replacement/Total Renovation

Elementary Schools

Name		Principal	Projected Students	Year Occupied	Grades Served
West Annapolis (4272) 410-222-1635	505 Melvin Avenue Annapolis 21401	Alexis McKay	241	1956/•1956 •1972/•1984/♦2016	K-5
West Meade Early Education Center (3232) 410-222-6545	7722 Ray Street Ft. Meade 20755	Carole Janesko	317	1964	PreK-K/ECI
Windsor Farm (2372) 410-222-1690	591 Broadneck Road Annapolis 21409	Jason Otte	547	1989/•2010	K-5
Woodside (1262) 410-222-6910	160 Funke Road Glen Burnie 21061	Susan Barrie	346	1965	PreK-5

Middle Schools (Grades 6-8)

Name		Principal	Projected Students	Year Occupied
Annapolis Middle (4033) 410-267-8658	1399 Forest Drive Annapolis 21403	Sean McElhaney	795	1964
Arundel Middle (3023) 410-674-6900	1179 Hammond Lane Odenton 21113	George Lindley	998	1961
Bates Middle (4043) 410-263-0270	701 Chase Street Annapolis 21401	Paul DeRoo	838	1955/•1962/•1980
Brooklyn Park Middle (1023) 410-636-2967	200 Hammonds Lane Baltimore 21225	Beth Shakan	699	•2000
Central Middle (4283) 410-956-5800	221 Central Avenue East Edgewater 21037	Mildred Beall	1209	1977
Chesapeake Bay Middle (2423) 410-437-2400	4804 Mountain Road Pasadena 21122	Michael Dunn	1029	1976
Chesapeake Bay Middle ED Regional (4413)		Cortney DiSalvo (Assistant Principal)		
Corkran Middle (1043) 410-222-6493	7600 Quarterfield Road Glen Burnie 21061	Adam Zetwick	524	1962
Crofton Middle (3263) 410-793-0280	2301 Davidsonville Road Gambrills 21054	Nuria Williams	1146	1982/•1998/•2015
George Fox Middle (2033) 410-437-5512	7922 Outing Avenue Pasadena 21122	Russell Austin	900	1949/•1961/•1989
Lindale Middle (1053) 410-691-4344	415 Andover Road Linthicum 21090	Johnny Nash	1069	1961/•1985/•1995
MacArthur Middle (3033) 410-674-0032	3500 Rockenbach Road Ft. Meade 20755	Eugene Whiting	1001	1967
Magothy River Middle (2243) 410-544-0926	241 Peninsula Farm Road Arnold 21012	Christopher Mirenzi	739	1974
Marley Middle (1063) 410-761-0934	10 Davis Court Glen Burnie 21060	Kimberly Winterbottom	854	1958/♦2006
Meade Middle (3423) 410-674-2355	1103 26th Street Ft. Meade 20755	Christine DeGuzman	567	1998
Old Mill Middle North (3333) 410-969-5950	610 Patriot Lane Millersville 21108	Dennis Kelly	965	1975
Old Mill Middle South (3343) 410-969-7000	620 Patriot Lane Millersville 21108	Christian Thomas	850	1975
Severn River Middle (2413) 410-544-0922	241 Peninsula Farm Road Arnold 21012	Richard Tubman	739	1974
Severna Park Middle (2043) 410-647-7900	450 Jumpers Hole Road Severna Park 21146	Sharon Hansen	1501	1967/♦2010
Southern Middle (4053) 410-222-1659	5235 Solomons Island Road Lothian 20711	Kevin Buckley	732	1933/•1948/•1949/•1951 •1959/•1988/•2002

• Addition/Renovation ♦ Replacement/Total Renovation

High Schools (Grades 9–12)

Name	Principal	Projected Students	Year Occupied
Annapolis High School (4013) 410-266-5240	2700 Riva Road Annapolis 21401 Sue Chittim	2004	1979/•2004/•2013
Arundel High School (3013) 410-674-6500	1001 Annapolis Road Gambrills 21054 Gina Davenport	2075	1950/•1966/•1987/•2009
Broadneck High School (2363) 410-757-1300	1265 Green Holly Drive Annapolis 21409 James Todd	2055	1982/•1988/•1997/•2010
Chesapeake High School (2273) 410-255-9600	4798 Mountain Road Pasadena 21122 Stephen Gorski	1358	1976/•2005
Chesapeake High School ED Regional (4412)	Shanna Pool (Assistant Principal)		
Glen Burnie High School (1033) 410-761-8950	7550 Baltimore Annapolis Blvd. Glen Burnie 21060 Vickie Plitt	1903	1931/•1947/•1955/•1965 •1976/•1978/•1980 •1989/•2004
Meade High School (3323) 410-674-7710	1100 Clark Road Ft. Meade 20755 John Yore	2113	1977/•2009
North County High School (1323) 410-222-6970	10 E. 1st Avenue Glen Burnie 21061 Eric Jefferson	2116	1971/•1993/•2002/•2007
Northeast High School (2023) 410-437-6400	1121 Duvall Highway Pasadena 21122 Jason Williams	1336	1964/♦2014
Old Mill High School (3353) 410-969-9010	600 Patriot Lane Millersville 21108 Kevin Hamlin	2214	1975/•2005
Severna Park High School (2013) 410-544-0900	60 Robinson Road Severna Park 21146 Patrick Bathras	1773	1959/•1973/•1982
South River High School (4293) 410-956-5600	201 Central Avenue, East Edgewater 21037 William Myers	2140	1978/•2001
Southern High School (4023) 410-867-7100	4400 Solomons Island Road Harwood 20776 Kathryn Feuerherd	1049	1968

Other Educational Centers

Name	Principal/Administrator	Projected Students	Year Occupied	Grades Served
Anne Arundel Evening High Schools				
Annapolis Campus (4063) 410-224-2924	2700 Riva Road Annapolis 21401 Patricia Surlano, Administrator			9–12
Glen Burnie Campus (1313) 410-761-3664	7550 Balt./Annapolis Blvd. Glen Burnie 21060 Anthony Andriano/Angela Quade Administrators			
Meade Campus (3403) 410-674-7415	1100 Clark Road Ft. Meade 20755 Brian Gulden/Jo-Ann Thrash Administrators			
North County Campus (1323) 410-424-2102	10 E. 1st Avenue Glen Burnie 21061 Rebecca Bittman, Administrator			
Severna Park Campus (2233) 410-544-0182	60 Robinson Road Severna Park 21146 Sonja Davenport, Administrator			
South River Campus (4313) 410-956-0462	201 Central Avenue, East Edgewater 21037 Rosaria Jablonski, Administrator			
Carrie Weedon Science Center (4102) 410-222-1625	911 Galesville Road Galesville 20765		1961	1–5
Center of Applied Technology- North (9513) 410-969-3100	800 Stevenson Road Severn 21144 Dan Schaffhauser, Principal	1650*	1974	9–12
Center of Applied Technology- South (9543) 410-956-5900	211 Central Avenue, East Edgewater 21037 Thomas Milans, Principal	825*	1977/•1993 •1995	9–12
Central Special (4304) 410-956-5885	140 Stepney Lane Edgewater 21037 Natalie Marston, Principal	135	1976/•1986	Ages 3–21

• Addition/Renovation ♦ Replacement/Total Renovation

Other Educational Centers

Name	Principal/Administrator	Projected Students	Year Occupied	Grades Served
Chesapeake Science Point Charter School (6223) 443-757-5277	7321 Parkway Drive South Hanover 21076 Erkan Derin, <i>Principal (Acting)</i>	462	2005	6-12
External Diploma Program 410-789-2171	c/o Chesapeake Arts Center 194 Hammonds Lane Brooklyn Park 21225 c/o Annapolis Middle School 1399 Forest Drive Annapolis 21403 Roni Nudelman, <i>Principal</i>			Adults
Glendale Annex 410-787-8301	115 Carroll Road Glen Burnie 21060 Don Counts, <i>Coordinator</i>			
Marley Glen (1274) 410-222-6940	200 Scott Avenue Glen Burnie 21060 Ronald Cheseck, <i>Principal</i>	104	1971	Ages 3-21
Mary Moss at J. Albert Adams Academy (4064) 410-222-1639	245 Clay Street Annapolis 21401 Kellie Katzenberger, <i>Principal</i>	79	1958	6-9
Monarch Academy Public Charter School (6233) 410-760-2072	6730 Baymeadow Drive Glen Burnie 21060 Maurine Larkin, <i>Principal</i>	675	2009	K-8
Monarch Global Academy Contract School (6113) 301-886-8648	430 Brock Bridge Road Laurel 20724 Donna O'Shea, <i>Principal</i>	800	2014	K-7
Outdoor Education & Environmental Literacy	Melanie Parker, <i>Coordinator</i>			K-12
Arlington Echo (3054) 410-222-3822	975 Indian Landing Road Millersville 21108	1971		K-12/ Staff
Camp Woodlands (3054) 410-222-5825	2744 Riva Road Annapolis 21401			K
Drownproofing (3054) 410-222-5855	2690 Riva Road Annapolis 21401			5
Phoenix Academy (4074) 410-222-1650	1411 Cedar Park Road Annapolis 21401 Merlene Clarke, <i>Principal</i>	331	1940-2013	K-12
Ruth Parker Eason (3414) 410-222-3815	648 Old Mill Road Millersville 21108 Patricia Kelly, <i>Principal</i>	113	1985	Ages 3-21
Staff Development Training Center at Carver 410-721-8301	2671 Carver Road Gambrills 21054 Andrea Zamora, <i>Director</i>			Staff
Studio 39 (4703) 410-280-1501/1502	291 Locust Avenue Annapolis 21401 Janet Reed, <i>Assistant Principal</i>		1939	9-12
The Resource Center at Point Phoenix	1450 Fennell Avenue Glen Burnie 21060			
Birth to Five Services 410-222-6911	Edward Feinberg, <i>Coordinator</i>			Birth-5
Child Find-Diagnostic Program (9574) 410-766-6662				Ages 3-5
Child Find-Community Based Services (9574) 410-222-0922	Cynthia Bouchard, <i>Program Manager</i>			Ages 3-5
ECI Specialists 410-222-0922	Leslie Coleman, Cheryl Hamlin			Ages 3-5
Infants & Toddlers Program (1264) 410-222-6911	Lynne Markowitz, <i>Program Manager</i>			Birth-3
Partners For Success 410-222-3805	Debbie Wetzel, Katy Schieman, <i>Office Liaisons</i>			Ages 3-21
Special Education Satellite Office 410-222-0920	Trish Gunshore, <i>Coordinator of Special Services</i>			Birth-21

*These students are also included in enrollment for home school

• Addition/Renovation ♦ Replacement/Total Renovation

Phone Numbers

Public information is available upon request.

Please refer to the following telephone numbers for assistance.

If you are not sure which office to contact, please call the Communications Office
at 410-222-5312 or 410-222-5316.

410-222-5236 Accounting

- 410-222-5430 Advanced Learner Program (Gifted/Talented)
- 410-222-5193 Alternative Education
- 410-222-5434 AP & College Prep
- 410-222-5450 Art
- 410-222-5463 Athletics
- 410-222-5458 AVID

410-222-5221 Benefits

- 410-222-5311 Board of Education (Assistant to Board Members)
- 410-222-5150 Budget Information

410-222-5383 Career & Technology Education

- 410-224-8572 Charter Schools
- 410-766-6662 Child Find
- 410-222-5022 Communications Center (School Security)
- 410-222-5312 Communications Office (Public Information)
- 410-222-5280 Counseling (School)
- 410-222-5401 Curriculum & Instruction (C&I)

410-222-5100 Design & Print Services

- 410-222-5855 Drownproofing

410-222-5441 Early Childhood (Kindergarten, Prekindergarten)

- 410-222-5086 Employee Relations
- 410-222-3822 Environmental Literacy & Outdoor Education
- 410-222-5354 Equity & Accelerated Student Achievement
- 410-222-5416 ESOL (English for Speakers of Other Languages)
- 410-222-5384 Evening High School/Summer School

410-439-5650 Facilities

- 410-222-5045 Fingerprinting
- 410-222-5900 Food & Nutrition Services

410-222-5373 Grants

410-222-5135 HELP Desk

- 410-222-5460 Health, Physical Education & Dance
- 410-222-5480 Home/Hospital Teaching
- 410-222-5457 Home Schooling
- 410-222-5061 Human Resources

410-222-4896 Immunizations

- 410-222-6911 Infants & Toddlers
- 410-222-1693 Instructional Technology
- 410-222-5415 International Baccalaureate (IB)
- 410-263-6420 International Student Office

410-222-5305 Legal Services (or 222-5345)

- 443-770-5142 Library (Digital) Media Services (Chesapeake Bay MS)
- 410-222-5900 Lunch/Breakfast

410-533-4815 Magnet Programs

- 410-255-2535 Maintenance
- 410-222-5461 Mathematics (Elementary)
- 410-222-5464 Mathematics (Secondary)
- 410-222-5465 Music

410-222-5354 Office for Civil Rights (OCR) Agreement

- 410-360-0138 Operations & Logistics
- 410-222-5326 Out-of-Area Placements & Transfers

410-222-5829 Partnerships, Development & Marketing

- 410-222-5210 Payroll
- 410-222-5435 Performing & Visual Arts (PVA)
- 410-439-5671 Planning, Design & Construction
- 410-222-5321 Psychological Services (Students)
- 410-222-5284 Pupil Personnel
- 410-222-5160 Purchasing

410-222-5455 Reading/Language Arts (Elementary)

- 410-222-5456 Reading/Language Arts (Middle)
- 410-222-5452 Reading/Language Arts (High)
- 410-222-5224 Retirement

410-439-5683 School Attendance Boundaries

School Performance Regional Offices:

- 410-518-6473 Annapolis & Broadneck Clusters
- 410-626-9745 Arundel & South River Clusters
- 410-518-6471 Chesapeake & North County Clusters
- 410-766-6592 Glen Burnie & Severna Park Clusters
- 410-626-9747 Meade & Southern Clusters
- 410-766-6594 Northeast & Old Mill Clusters
- 410-222-5083 School Security
- 410-222-5451 Science
- 410-266-3426 Service Learning
- 410-674-7710 Signature Programs (ext. 299)
- 410-222-5404 Single Textbook Adoption
- 410-222-5440 Social Studies
- 410-222-5410 Special Education
- 410-721-8300 Staff Development
- 410-222-5391 STEM
- 410-222-5405 Student Advocacy, Government (CRASC)
- 410-222-5153 Student Data
- 410-222-5288 Student Discipline
- 410-222-3869 Student Records
- 410-222-5322 Student Services
- 410-222-5068 Substitute Office
- 410-222-5304 Superintendent of Schools

410-222-5330 Technology

- 410-222-5147 Testing (PARCC, HSA)
- 410-222-5444 Title I (Compensatory Education)
- 410-222-2910 Transportation

410-222-5414 Volunteer Programs, CAC & PTA Liaison

410-222-3861 Warehouse (Supplies)

- 410-222-5313 Web Services
- 410-222-5223 Workers' Compensation
- 410-222-5424 World & Classical Languages (Foreign Language)

Visit our website: www.aacps.org

**BLANK PAGE DIVIDER
BETWEEN AGENCIES**

BALTIMORE COUNTY GOVERNMENT

FOLLOWING

OFFICE OF BUDGET AND FINANCE
 PROPERTY MANAGEMENT DIVISION
 HEATING OIL DELIVERY - LOCATION AND TANK CAPACITIES

UST = UNDERGROUND STORAGE TANK AST= ABOVEGROUND STORAGE TANK

TANKS OVER 7,200 GALLONS

LOCATIONS		<u>QTY</u>	<u>TANK CAPACITY</u> (GALLONS)	
<u>PROPERTY MANAGEMENT</u>				
BYKOTA SENIOR CENTER 611 CENTRAL AVENUE TOWSON, MD 21204	bldg#077	1	10,000	UST
COURTS BUILDING 401 BOSLEY AVENUE TOWSON, MD 21204 (GENERATOR ONLY)	bldg#932	1	40,000	UST
LOCH RAVEN CENTER 1800 GLEN KEITH BLVD BALTIMORE, MD 21234	bldg#320	1	5,000	AST
PUBLIC SAFETY BLDG 700 E JOPPA RD TOWSON, MD 21286	bldg#994	1	10,000	UST
<u>DEPARTMENT OF CORRECTIONS</u>				
DETENTION CENTER 404 KENILWORTH DR TOWSON, MD 21204	bldg#095	2	10,000	UST
		1	8,000	AST
		1	2,000	AST

TANKS UNDER 7,200 GALLONS

LOCATIONS		<u>QTY</u>	<u>TANK CAPACITY</u> (GALLONS)	
<u>HIGHWAYS</u>				
SECTION 3 - SHOP 31 (DISTRICT 3) 8 CLARKS LANE REISTERSTOWN, MD 21136	bldg#604	1	275	AST
		1	500	AST
OFFICES 8 CLARKS LANE REISTERSTOWN MD 21136		1	275	AST
POLE BUILDING 8 CLARKS LANE REISTERSTOWN MD 21136		1	500	AST
SECTION 4 - SHOP 42 (DISTRICT 6) 20046 MIDDLETOWN ROAD FREELAND, MD 21053	bldg#606	1	3,000	AST
NORTHERN P. M. SHOP SECTION 4 - SHOP 43 (DISTRICT 7) 19128 GRAYSTONE ROAD WHITE HALL, MD 21161	bldg#607	1	2,000	AST
SECTION 7 - SHOP 72 (DISTRICT 11) 5239 HYDES ROAD HYDES, MD 21082	bldg#611	1	2,000	AST

LOCATIONS		<u>QTY</u>	<u>TANK CAPACITY</u> (GALLONS)	
<u>HEALTH DEPARTMENT</u>				
DUNDALK HEALTH CENTER 700 DUNMANWAY & MORNING BALTIMORE, MD 21222	bldg#222	1	500	AST
<u>PROPERTY MANAGEMENT</u>				
HANNAH MORE CHAPEL 12033 REISTERSTOWN RD REISTERSTOWN, MD 21136	bldg#853	1	1,000	UST
NORTHWEST POLICE PRECINCT 3 606 NICODEMUS RD REISTERSTOWN, MD 21136 *small truck delivery only	bldg#266	1	10,000*	AST
<u>RECREAION AND PARKS</u>				
BACK RIVER NECK COMMUNITY CENTER 801 BACK RIVER NECK RD ESSEX, MD 21221	bldg#467	1		
BENGIES COMMUNITY CENTER 11601 EASTERN AVE MIDDLE RIVER, MD 21220	bldg#395	1	275	AST
BARNHARDT HOUSE (SHERWOOD FARM) 2002 CROMWELL BRIDGE ROAD BALTIMORE, MD 21234	bldg#155	1	275	AST
CHESTERWOOD REC & MAINT 2200 CHESTERWOOD ROAD BALTIMORE, MD 21222	bldg#297	1	275	AST

LOCATIONS		<u>QTY</u>	<u>TANK CAPACITY</u> (GALLONS)	
DOUBLE ROCK PARK 8211 TEXAS AVENUE BALTIMORE, MD 21234	bldg#356	1	275	AST
ECK HOUSE (MAIN HOUSE) 1996 CROMWELL BRIDGE ROAD TOWSON, MD 21286 On will call effective 3/1/12	bldg#148	2	275	AST
HALETHORPE COMM CENTER 1900 NORTHEAST AVENUE HALETHORPE, MD 21227	bldg#396	2	275	AST
OREGON RIDGE NATURE CENTER 13401 BEAVER DAM ROAD COCKEYSVILLE, MD 21030	bldg#938	1	2,000	AST
SHERWOOD FARM MAIN HOUSE 2002 CROMWELL BRIDGE ROAD TOWSON, MD 21234	bldg#150	1	1500	UST
SHERWOOD FARMER'S COTTAGE 2004 Cromwell Bridge Road Towson, Maryland 21204	bldg#155	1	275	AST
VICTORY VILLA COMMUNITY CENTER 403 COMPASS ROAD MIDDLE RIVER, MD 21220	bldg#393	1	2,000	UST
WILLOW GROVE/MERRICK-FARMER'S COTTAGE 2176 CROMWELL BRIDGE ROAD TOWSON, MARYLAND 21204	bldg#135	1	275	AST

LOCATIONS		<u>QTY</u>	<u>TANK CAPACITY</u> (GALLONS)	
WOODLAWN RECREATION BUILDING 2131 WOODLAWN DRIVE STONE BUILDING BALTIMORE, MD 21207	bldg#392	2	275	AST
WOODLAWN COMMUNITY 2120 GWYNN OAK AVENUE BALTIMORE, MD 21207	bldg#274	1	275	UST
<u>SOLID WASTE</u>				
HERNWOOD LANDFILL FACILITY 10900 FURMAN LANE GRANITE, MARYLAND 21163 (NEAR MARRIOTTSVILLE)	bldg#630	1	2,000	AST
EASTERN SANITARY LANDFILL 6259 DAYS COVE ROAD BALTIMORE, MD 21163 ON HOLD (WILL CALL)	bldg#571	1	4,000	UST
<u>UTILITIES</u>				
PIKESVILLE UTILITIES 509 WESTERN MARYLAND AVENUE PIKESVILLE, MD 21208	bldg#474	4	275	AST
ESSEX UTILITIES 332 RIVERSIDE DRIVE ESSEX, MD 21221	bldg#472	1	500	AST

IT IS THE VENDOR'S RESPONSIBILITY TO BECOME FAMILIAR WITH ALL COUNTY LOCATIONS.

**BLANK PAGE DIVIDER
BETWEEN AGENCIES**

BALTIMORE COUNTY PUBLIC SCHOOLS

FOLLOWING

BALTIMORE COUNTY PUBLIC SCHOOLS

Energy Management Program

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HEATING OIL LOCATIONS

Facility/School	BCPS Site #	Address	City	Zip Code	Size (Gallons)	Transport Delivery	Tank Wagon Delivery	MDE Facility ID Number	BCPC - Install date	Material
Carroll Manor Elementary	1001	4434 Carroll Manor Road	Baldwin	21013	10,000	✓		7111	11/15/1999	DW-FRP (UST)
Catonsville Center for Alternative Studies	0069	901 S. Rolling Road	Catonsville	21228	2,000		✓		5/17/1905	AST-Steel
Catonsville Center for Alternative Studies	0069	901 S. Rolling Road	Catonsville	21228	1,000				5/17/1905	skid tank- DW AST
Catonsville Center for Alternative Studies	0069	901 S. Rolling Road	Catonsville	21228	1,000				5/17/1905	skid tank- DW AST
Chase Elementary	1507	11701 Eastern Ave.	Middle River	21220	10,000	✓		7102	3/20/1995	DW-FRP (UST)
Chesapeake High School	1574	1801 Turkey Point Road	Essex	21221	15,000	✓		6939	8/21/1998	DW-FRP
Chesapeake Terrace Elementary	1511	2112 Lodge Farm Road	Sparrows Point	21030	5,000		✓			Vault - DW
Cockeysville Grounds	0893	10401 Greenside Drive	Cockeysville	21030	2,000					temp skid tank
Cockeysville Grounds	0893	10401 Greenside Drive	Cockeysville	21030	2,000					temp skid tank
Cockeysville Svc Center	0896	103 Wight Ave.	Cockeysville	21030	12,000	✓		7804	10/15/1997	DW-FRP (UST)
Cockeysville Svc Center	0896	103 Wight Ave.	Cockeysville	21030	2,500		✓	7804	7/7/2004	DW-FRP (UST)
Cockeysville Svc Center	0896	103 Wight Ave.	Cockeysville	21030	2,500		✓	7804	7/7/2004	DW-FRP (UST)
Deep Creek Middle	1557	1000 S. Marlyn Ave.	Essex	21221	12,000	✓		7105	11/17/1998	DW-FRP
Fifth (5th) District Elementary	0501	3725 Mount Carmel Road	Upperco	21155	5,000		✓			UL 142 DW-AST
Franklin Elementary	0403	33 Cockeys Mill Road	Relisterstown	21136	5,000		✓			Vault - DW (AST)
Greenwood Office Complex - Building A	0989	6901 N. Charles St.	Towson	21204	5,000		✓	15136	10/15/2003	DW-FRP (UST)
Greenwood Office Complex - Building E	0985	6901 N. Charles St.	Towson	21204	5,000		✓	15136	10/15/2003	DW-FRP (UST)
Greenwood Office Complex - Building B	0988	6901 N. Charles St.	Towson	21204	5,000		✓		10/15/2003	Vault - SWUL-2085 (AST)
Greenwood Office Complex - Building B	0988	6902 N. Charles St.	Towson	21205	1,470	✓				secondary containment
Greenwood Office Complex - Building C	0989	6901 N. Charles St.	Towson	21204	500		✓		10/15/2003	AST
Greenwood Office Complex	0989	6901 N. Charles St.	Towson	21204	500		✓		10/15/2003	AST
Hereford High School	0772	17301 York Road	Parkton	21120	10,000	✓		4664	8/1/1991	DW-FRP (UST)
Hereford High School	0772	17301 York Road	Parkton	21120	10,000	✓		4664	8/1/1991	DW-FRP (UST)
Hereford High School	0772	17301 York Road	Parkton	21120	2,500		✓	4664	8/1/1991	DW-FRP (UST) ??
Hereford Middle School	0855	712 Corbett Road	Monkton	21111	20,000	✓		1389	6/22/1994	asphalt coated bare steel
Home & Hospital Center	0903	6229 Falls Road	Baltimore	21209	1,000		✓		2/22/2001	AST-dw
Jacksonville ES	1002	3400 Hillendale Heights Road	Phoenix	21131	10,000	✓		7363	8/15/1994	DW-FRP (UST)
Kenwood Grounds	TBD	600 Stemmers Run Road	Baltimore	21221	275					AST
Loch Raven High	0973	1212 Cowpens Ave	Towson	21286	5,000				6/20/2000	Vault - DW (UST)
Middleborough Elementary	1520	313 West Road	Essex	21221	10,000	✓		7093	2/12/2003	DW-FRP (UST)
Prettyboy Elementary	0601	19810 Middletown Road	Freeland	21053	10,000	✓		1348	8/11/1997	DW-FRP
Seventh (7th) District Elementary	0701	20300 York Road	Parkton	21120	10,000	✓		1376	12/15/1999	DW-FRP (UST)

BALTIMORE COUNTY PUBLIC SCHOOLS

Energy Management Program

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HEATING OIL LOCATIONS

Facility/School	BCPS - Site #	Address	City	Zip Code	Size (Gallons)	Transport Delivery	Tank Wagon Delivery	MDE Facility ID Number	BCPC - Install date	Material
Sparks Elementary	0801	601 Belfast Road	Sparks	21152	10,000	✓		9137	12/21/1998	DW-FRP (UST)
Sussex Elementary	1513	515 S. Woodward Drive	Essex	21221	10,000	✓		1371	9/17/1998	DW-FRP (UST)
Wabash Bus Facility - Garage	0498	21 Wabash Ave.	Glyndon	21071	1,000		✓		12/30/1999	DW - UL (AST)
Wabash Bus Facility - Barn	0498	21 Wabash Ave.	Glyndon	21071	250		✓			AST
Wabash Bus Facility - House	0498	21 Wabash Ave.	Glyndon	21071	250		✓			AST

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BETWEEN AGENCIES
CARROLL COUNTY GOVERNMENT
FOLLOWING**

CARROLL COUNTY GOVERNMENT**#2 Heating Fuel**

Firemen's Training Center 2824-16	1584
Former Abraham Property 2824-26	1450
Hashawha Env. Ctr., Westminster, MD 2824-21	1232
Pickett Property, Westminster, MD 2824-29	437

10,000 gallons a month or about 75,000 gallons annually.

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BETWEEN AGENCIES**

HARFORD COUNTY GOVERNMENT

FOLLOWING

Baltimore Regional Cooperative Purchasing Committee
 Heating Oil Bid #PCR-247-12
 Harford County Government

Facility Name	Address	Tank Size	Approx Annual Usage	Notes	
Swan Harbor	401 Oakington Havre De Grace, 21078	4x 275	6,000	2x275 at Main House (2,000g/yr) 275 at Guest/Office House (900g/yr) 275 at Tenant House (900g/yr) 275 at Greenhouse (1,200g/yr)	
Fallston Maintenance Shop	1809 Fallston Rd Fallston, 21047	1,000	2,200		
Iriondenron	502 W. Gordan St Bel Air, 21014	3x 275	4,000	Auto	
Scarboro Landfill	3241 Scarboro Rd Street, 21154	275 550	1,955	275 at ??? (700g/yr) 550 at Shop (1,255g/yr)	
Sod Run Waste Water Treatment	1212 Chelsea Perryman, 21130	10,000	14,000	Bill Graves 410-273-5617; *Pump* TW delivery?	
First Vehicle Service	1807 N. Fountain Green Rd Bel Air, 21015	4,000	7,000	**96" depth tank. Have veeter root	
Sheriff's Office	45 S. Main St Bel Air, 21014	2x300	9,000	Fill from Courtland St. DO NOT USE old tank. Contact: Susan Price, 410-638-3212 ext. 2229; Tim Meyers, 443-807-3036 or ext. 3286	
Darlington Library	1134 Main St Darlington, 21034	275	1,100	Made will-call 2/19/14, per Susan Price. PT hours.	

Baltimore Regional Cooperative Purchasing Committee
 Heating Oil Bid #PCR-247-12
 Harford County Government

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Facility Name	Address	Tank Size	Approx Annual Usage	Notes	
Graham Property	5 East Wheel Road Bel Air, 21014	1x275	750		
Jarrettsville Shop	3804 Federal Hill Jarrettsville, 21084	3x275	3,100		
Abingdon Water Processing Plant	3340 Abingdon Rd Abingdon, 21009	6,000	10,000		
Edgely Grove	864 Smith Lane Benson, 21018	2x275	1,600		
Mather Property	712 Smith Lane Benson, 21018	275	500		
Otter Point	618 Otter Point Rd Abingdon, 21009	275	500		
Tudor Hall	17 Tudor Lane Churchville, 21028	2x275	500		
Preston Properties	3889 Norrisville Rd 3901 Norrisville Rd Jarrettsville, MD	275 275 500	Garage Tank	Two empty houses with separate addresses on single piece of property. Park and rec property.	

Baltimore Regional Cooperative Purchasing Committee
 Heating Oil Bid #PCR-247-12
 Harford County Government

Facility Name	Address	Tank Size	Approx Annual Usage	Notes	
Highland	707 Highland Rd 708 Highland Rd Street, MD 21154	500 6,000 2 x 275		Will-call, part-time site; Special 3" female fitting required for 6,000 gallon tank - was initially told it was a 10k tank. Rear 6k tank removed and replaced with 2 x 275 above ground tanks.	

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BETWEEN AGENCIES**

HARFORD COUNTY PUBLIC SCHOOLS

FOLLOWING

Harford County Public Schools

#2 Heating Fuel

NOTE:

320,500 gallons purchased FY16

Harford County Public Schools Fuel Oil List

SCHOOL/ OFFICE NAME AND ADDRESSES	TANK SIZE	NOTES
Alt Ed at Center for Educational Opportunity 253 Paradise Road Aberdeen, MD 21001-2399	15,000	
Darlington Elementary School 2119 Shuresville Road Darlington, MD 21034-1512	10,000	
Fallston Middle School 2303 Carrs Mill Road Fallston, MD 21047-1899	20,000	
Hall's Cross Roads Elementary School 203 East Bel Air Avenue Aberdeen, MD 21001-3897	10,000	
Homestead School 900 South Main Street Bel Air, MD 21014-4199	10,000	
Jarrettsville Elementary School 3818 Norrisville Road Jarrettsville, MD 21084-1499	10,000	
Magnolia Elementary School 901 Trimble Road Joppa, MD 21085-4898	10,000	
North Bend Elementary School 1445 North Bend Road Jarrettsville, MD 21084-1333	15,000	
North Harford Elementary School 120 Pylesville Road Pylesville, MD 21132-1305	10,000	
North Harford Middle School 112 Pylesville Road Pylesville, MD 21132-1399	12,000	*Aboveground Tank, Special Fitting, Pump Load – delivery can only be 6,000-6,500 gal
Old Post Road Elementary School 2706 Old Philadelphia Road Abingdon, MD 21009-2398	10,000	
Wakefield Elementary School 900 South Main Street Bel Air, MD 21014-4199	10,000	
Youth's Benefit Elementary School 1901 Fallston Road Fallston, MD 21047-1497	10,000	

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BETWEEN AGENCIES**

HOWARD COMMUNITY COLLEGE

FOLLOWING

HOWARD COMMUNITY COLLEGE

10901 Little Patuxent Parkway, Columbia

Clark Bldg.	20,000 gal
Duncan Hall	5,000 gal
HVPA	5,000 gal
RCF	5,000 gal
Athletic & Fitness	10,000 gal
HSB	5,000 gal

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BETWEEN AGENCIES
HOWARD COUNTY GOVERNMENT
FOLLOWING**

Building No.	Building Name	Building Address	City	Zip Code	Tank Size	On Site Location
3	Carroll/Ligon	3450 Court House Dr.	Ellicott	21043	6,000 gal	By Metal Steps to ISSO
16	Dayton Highways	4300 Rt. 32	Dayton	21036	6,000 gal	Central maint. bld.
	Dayton Highways	4301 Rt. 32	Dayton	21036	1,000 gal	Bld 3-Tire building
20	Cooksville Highways	14212 Frederick Rd	Cooksville	21794	5,000 gal	By fuel island
	Cooksville Highways	14212 Frederick Rd	Cooksville	21794	275 gal	Between Annex & small Bld.
22	Bureau of Utilities	8250 Old Montgomery Rd	Columbia	21045	6,000 gal	Parking space #29
	Bureau of Utilities	8250 Old Montgomery Rd	Columbia	21045	275 gal	Sewer Rig Bld
28	Mayfield Highways	7751 Mayfield Avenue	Halethorpe	21075	6,000 gal	Main building
	Mayfield Highways	7751 Mayfield Avenue	Halethorpe	21075	275 gal	Lower warehouse-dark brown steel bld.
	Mayfield Highways	7751 Mayfield Avenue	Halethorpe	21075	550 gal	Warehouse-West side
	Mayfield Highways	7751 Mayfield Avenue	Halethorpe	21075	275 gal	Welding Bay-Tank 1
	Mayfield Highways	7751 Mayfield Avenue	Halethorpe	21075	275 gal	Welding Bay-Tank 2
	Warfield-N. District					
29	Police	3410 Court House Drive	Ellicott	21043	6,000 gal	By main office
	Long Reach Fire Station					
39	9	5950 Tamar Drive	Columbia	21045	2,000 gal	S.side of bld next to HVAC condenser
52	Centennial Pk Maintenance	10000 Clarksville Pike	Ellicott	21042	2,000 gal	At loading dock for concession services
65	Alpha Ridge Landfill	2350 Marriottsville Rd	Marriottsville	21104	6,000 gal	Right side of fuel island
68	Scaggsville Public Safety	11226 Scaggsville Rd	Laurel	20723	6,000 gal	Police have key
	Complex N. Police/Fire Station					
	11					
86	Ho. Co. Center for the Arts	8510 High Ridge Rd	Ellicott	21043	10,000 gal	
	Recreation & Parks					
126	HDQT	7120 Oakland Mills Rd	Columbia	21046	275 gal	Building B-Delivery twice a month
142	Kiwanis Park	10481 Frederick Rd	Ellicott	21042	500 gal	In rear of bld in the ground
199	Collins Property	9338 Vollmerhausen Rd	Jessup	20794	550 gal	Fill behind bush/Rented-State Domestic Violence

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BETWEEN AGENCIES**

MONTGOMERY COUNTY PUBLIC SCHOOLS

FOLLOWING

MONTGOMERY COUNTY PUBLIC SCHOOLS**#2 Heating Fuel**

Fairland Center 2101 Fairland Road, Silver Spring, MD 20904

Monocacy ES 18801 Barnesville Road, Dickerson, MD 20842

Taylor Center, 19501 White Ground Road, Boyds, MD 20841

6 schools with dual fuel with oil as backup only

Wooten HS, 2100 Wootton Parkway, Rockville 20850

Tilden MS, 11211 Old Georgetown Road, Rockville 20852

Briggs Chaney MS, 1901 Rainbow Drive, Silver Spring 20905

Springbrook HS, 201 Valley Brook Drive, Silver Spring 20904

Sherwood HS, 300 Olney-Sandy Spring Road, Sandy Spring 20860

Usage approximately 50,000 to 70,000 gallons

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BETWEEN AGENCIES**

PRINCE GEORGES COUNTY PUBLIC SCHOOLS

FOLLOWING

SITE DELIVERY LOCATIONS
DELIVERY LOCATIONS, ZONES, TANK SIZES AND USAGE

Legend: Gas Only Fuel Oil Gas w/ Oil Back-Up Gas Int. Sys. Oil/Propane

The following listing shows only the locations where service is presently required. Some Zones presently may not require delivery of fuel. **The Proposal Pages will require a price be established for No. 2 Oil within all Zones in the event a future requirement develops.**

Tank Wagon delivery constitutes deliveries to locations with capacities of 8,000 gallons or less.

Truck Transport delivery constitutes deliveries to locations with capacities of more than 8,000 gallons, and shall constitute a full transport load of 7,000 gallons for No. 2 Oil.

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	EST. ANN USE
Adelphi Elementary-Gas w/Oil Back-Up 8820 Riggs Road Adelphi, MD 20786 (7:45-1:55)	1	#2	TW	6,000 96" dia Double Walled Fiberglass Tank (92")	0
Allenwood Elementary-Gas w/Oil Back-Up 6300 Harley Lane Temple Hills, MD 20748 (7:45-1:55)	5	#2	TT	10,000 120" dia	0
Andrew Jackson Middle-Gas Interruptible System 4 3500 Regency Parkway Suitland, MD 20747 (8:30-3:10)		#2	TT	10,000 96" dia Double Walled Fiberglass Tank (92")	0
Apple Grove Elementary 7400 Bellefield Road Ft. Washington, MD 20744 (8:15-2:15)	5	#2	TW	8,000 96" dia	0
Ardmore Elementary 9301 Ardmore Road (TW due to Access Problems) – Remote access near kitchen Springdale, MD 20774 (7:45-1:55)	3	#2	TW	10,000 96" dia	20,000
Arrowhead Elementary 2300 Sansbury Road Upper Marlboro, MD 20774 (9:15-3:25)	4	#2	TW	8,000 96" dia 7796 91 5/8" int. dia	0
Baden Elementary 13601 Baden-Westwood Road Brandywine, MD 20613 (9:15-3:25)	5	#2	TW	10,000 96" dia Double Walled Fiberglass Tank (92") (TW due to auto cut off set to low or tank tilted)	22,100
Barack Obama ES – (Generator Only) 12700 Brook Lane – Geothermal School Upper Marlboro, MD 20772	4	#2	TW	0.214	0

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	EST. ANN USE
Barnaby Manor Elementary - Gas w/Oil Back-Up 2411 Owens Road Oxon Hill, MD 20745 (8:15-2:25)	5	#2	TW	6,000 96" dia Double Walled Fiberglass Tank (92")	0
Beacon Heights Elementary 6929 Furman Parkway Riverdale, MD 20737 (8:15-2:25)	2	#2	TT	10,000 120" dia Double Walled Tank 119 3/4" int. dia	14,000
Beltsville Elementary 4300 Wicomico Avenue Beltsville, MD 20705 (8:15-2:25)	1	#2	TW	10,000 96" dia Large trucks may have difficulty due to hill and curve	19,500
Benjamin D. Foulois Elementary - Gas w/ Oil 4601 Beauford Road Back-Up Suitland, MD 20746 (8:15-2:25)	4	#2	TT	15,000 120" dia Double Walled Fiberglass Tank (119")	0
Benjamin Stoddert - Gas w/Oil Back-Up 2501 Olsen Street Temple Hills, MD 20748 (8:30-3:10)	5	#2	TW	6,000 96" dia (Above Ground Tank)	0
Berkshire Elementary - Gas w/Oil Back-Up 6201 Surrey Square Lane District Heights, MD 20743 (8:15-2:25)	4	#2	TW	8,000 96" dia. Double Walled Fiberglass Tank 91-5/8" int. dia)	0
Berwyn Heights Elementary 6200 Pontiac Street Berwyn Heights, MD 20740 (9:15-3:25)	1	#2	TW	189 gal generator 24" hgt	200
Bladensburg Elementary - Gas w/Oil Back-Up 4915 Annapolis Road Bladensburg, MD 20710 (8:15-2:25)	2	#2	TW	8,000 96" dia	0
1. Bladensburg High - Gas Interruptible System 4200 57 th Street Bladensburg, MD 20710 (7:55-2:35)	2	#2	TT	10,000 96" dia	0
2. Bladensburg High - (Generator)	2	#2	TW	266 gal	300
Bond Mill Elementary 16001 Sherwood Avenue Laurel, MD 20707 (8:15-2:25)	1	#2	TW	8,000 96" dia	15,000
1. Bonnie F. Johns Ed. Media Ctr. - Gas w/Oil 8437 Landover Road Back-Up Landover, MD 20785 (8:00-4:30)	3	#2	TW	8,000 120" dia	0
2. Bonnie F. Johns Ed. - (Generator)	3	#2	TW	410 gal	410

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	EST. ANN USE
1. Bowie High 15200 Annapolis Road Bowie, MD 20715 (7:45-2:25)	3	#2	TT	20,000 120" dia	63,000
2. Bowie High – (Generator)	3	#2	TW	Double Walled Fiberglass Tank (118") 440 gal.	500
Bowie Annex at Belair 3021 Belair Drive Bowie, MD 20715 (8:00-4:30)	3	#2	TW	For Emergency Generator 8,000 96" dia	42,800
Bradbury Heights Elementary – Gas w/Oil 1401 Glacier Avenue Back-Up Capitol Heights, MD 20743 (7:45-1:55)	4	#2	TT	20,000 126" dia	0
Brandywine Elementary 14101 Brandywine Road Brandywine, MD 20613 (7:45-1:55)	5	#2	TW	8,000 96" dia	15,500
Brandywine Garage 8110 Short Cut Road Brandywine, MD 20613 (24-hrs, except Sat. & Sun.)	5	#2	TW	1,000 48" dia Double Walled Fiberglass Tank (45")	3,950
Buck Lodge Middle – Gas w/Oil Back-Up 2611 Buck Lodge Road Adelphi, MD 20783 (8:30-3:10)	1	#2	TT	20,000 126" dia	0
C. Elizabeth Rieg School 15542 Peach Walker Drive Mitchellville, MD 20716 (7:45-1:55)	3	#2	TT	10,000 120" dia	14,000
Calverton Elementary 3400 Beltsville Road Beltsville, MD 20705(7:45-1:55)	1	#2	TW	8,000 96" dia	0
1. Capitol Heights Elementary (Tank 1) 601 Suffolk Avenue Capitol Heights, MD 20743 (9:15-3:25)	4	#2	TW	2,000 48" dia. (Above Ground Tank) Double Walled Fiberglass Tank	2,040
2. Capitol Heights Elementary (Tank 2)	4	#2	TW	8,000 96" dia. Double Walled Fiberglass Tank (91-5/8")	19,200
Carmody Hills ES – Gas w/Oil Back-Up 401 Jadeleaf Avenue Seat Pleasant, MD 20743 (7:45-1:55)	3	#2	TW	6,000 96" dia Double Walled Fiberglass Tank (92")	0
Carole Highlands ES – Gas w/Oil Back-Up 1610 Hannon Street Takoma Park, MD 20912 (8:15-2:25)	1	#2	TT	10,000 120" dia	0
Carrollton Elementary – Gas w/Oil Back-Up 8300 Quintana Street New Carrollton, MD 20784 (8:15-2:25)	2	#2	TW	6,000 96" dia	0

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	¹⁰⁷ EST. ANN USE
Central High 200 Cabin Branch Road Capitol Heights, MD 20743 (7:45-2:25)	4	#2	TT	20,000 120" dia	70,000
				Double Walled Fiberglass Tank (119")	
Cesar Chavez Elementary – Gas w/Oil Back-Up 6609 Riggs Road Takoma Park, MD 20782 (8:15-2:25)	1	#2	TW	6,000 96" dia	0
Charles Carroll Middle 6130 Lamont Drive New Carrollton, MD 20784 (9:00-3:40)	2	#2	TT	15,000 120" dia	21,000
				Double Walled Fiberglass Tank (119")	
Charles H. Flowers High – Gas w/Oil Back-Up 10001 Ardwick-Ardmore Road Landover, MD 20774 (9:30-4:10)	3	#2	TT	10,000 96" dia	0
Cherokee Lane Elementary – Gas w/Oil Back-Up 9000 - 25th Avenue Adelphi, MD 20783 (8:15-2:25)	1	#2	TW	8,000 96" dia.	0
				Requires additional hose of approx 55' to reach tank - 2" fill	
Chillum Elementary – Gas w/Oil Back-Up 1420 Chillum Road Hyattsville, MD 20782 (8:15-2:25)	1	#2	TW	5,000 96" dia	0
				Double Walled Fiberglass Tank (91")	
Clinton Grove Elementary – Gas w/Oil Back-Up 9420 Temple Hills Road Clinton, MD 20735 (7:45-1:55)	5	#2	TW	8,000 96" dia	0
Columbia Park Elementary – Gas w/Oil Back-Up 1901 Kent Village Drive Landover, MD 20785 (9:15-3:25)	3	#2	TW	6,000 96" dia	0
				Double Walled Fiberglass Tank (92")	
Concord Elementary – Gas w/Oil Back-Up 2004 Concord Lane District Heights, MD 20747 (8:00-2:10)	4	#2	TW	8,000 96" dia	0
Cool Spring Elementary – Gas Interruptible 8910 Riggs Road System Hyattsville, MD 20783 (7:45-1:15)	1	#2	TW	8,000 96" dia	0
Cooper Lane Elementary – Gas w/Oil Back-Up 3817 Cooper Lane Landover, MD 20784 (9:15-3:25)	3	#2	TW	8,000 96" dia	0

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	EST. ANN USE
Croom (RICA) Address: 9400 Surratts Road Cheltenham, MD 20623	5	#2	TW		15,000
	Tank #1 size - 10,000 gal, 96" Above ground tank, front of school				
	5	#2	TW		0
	Tank #2 size - 1,000 gal, 48" Above ground tank, front of school				
Crossland High 6901 Temple Hills Road Temple Hills, MD 20748 (7:45-2:25)	5	#2	TT	(1) - 20,000 126" dia	35,000
	5	#2	TW	(1) - 8,000 96" dia	26,100
Deerfield Run Elementary 13000 Laurel-Bowie Road Laurel, MD 20708 (7:45-1:55)	1	#2	TT	10,000 126" dia	28,000
District Heights Elementary 2200 County Road District Heights, MD 20747 (7:45-1:55)	4	#2	TW	8,000 96" dia	15,000
Dodge Park Elementary – Gas w/Oil Back-Up 3401 Hubbard Road Landover, MD 20785 (7:45-1:55)	3	#2	TW	8,000 96" dia Double Walled Tank – 91-5/8"	0
Dora Kennedy French Immersion - Tank 1 8950 Edmonston Road	1	#2	TW	5,000 96" dia	12,100
Greenbelt, MD 20770 (9:00-3:40) Tank 2	1	#2	TT	15,000 120" dia.	21,000
1. Drew Freeman Middle (Generator) 2600 Brooks Drive Suitland, MD 20746 (9:30-4:10)	4	#2	TW	150	300
	Above ground; for emergency generator				
2. Drew Freeman Middle	4	#2	TW	8,000 96" dia	14,000
1. Dr. Henry A. Wise HS – Gas Interruptible 12600 Brooke Lane Upper Marlboro, MD 20772	4	#2	TT	10,000 96"	0
	Double Walled Fiberglass Tank (90")				
2. Dr. Henry A. Wise HS – (Generator)	4	#2	TW	1500 gal	1,500
	Needs pump truck with small nozzle				
1. Duval HS (Small Boiler Room Tank 1) 9880 Good Luck Road Lanham, MD 20706 (8:30-3:10)	2	#2	TW	8,000 gal.	17,000
2. Duval HS (Large Boiler Room Tank 2) Gas Interruptible System	2	#2	TT	20,000 gal 120" dia	0

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	EST. ANN. USE
Dwight D. Eisenhower Middle 13725 Briarwood Drive Laurel, MD 20708 (9:00-3:40)	1	#2	TT	15,000 126" dia	28,000
Edgar Allen Poe Elementary – Gas w/Oil 2001 Shadyside Avenue Back-Up Suitland, MD 20746 (9:15-3:25)	4	#2	TW	8,000 96" dia. Double Walled Fiberglass Tank (91-5/8")	0
Eleanor Roosevelt HS – Gas Interruptible System 2 7601 Hanover Parkway Greenbelt, MD 20770 (8:30-3:10)	2	#2	TT	20,000 120" dia Double Walled Fiberglass Tank (117.75") (Needs 25' hose)	0
Ernest E. Just Middle – Gas w/Oil Back-Up 1300 Campus Way North Mitchelville, MD 20721 (9:00-3:40)	4	#2	TW	8,000 96"	0 Double Walled Fiberglass Tank (89-3/4")
1. Facilities Admin Bldg. – Gas w/Oil Back-Up 13300 Old Marlboro Pike Upper Marlboro, MD 20772 (7:00-5:00)	5	#2	TW	8,000 96" dia	0
2. Facilities Admin Bldg. – (Generator)	5	#2	TW	650gal	650
1. Facilities Service Base 4801 Brown Station Road Upper Marlboro, MD 20772 (24 Hrs. except Sat. & Sun)	4	#2	TW	6,000 96" dia	4,000
2. Facilities Service Base (Generator)	4	#2	TW	650gal	650
Fairmont Heights HS – Gas Interruptible System 1401 Nye Street Capitol Heights, MD 20743 (8:30-3:10)	3	#2	TT	10,000 96" dia	0
Flintstone Elementary – Gas w/Oil Back-Up 800 Comanche Drive Oxon Hill, MD 20745 (9:15-3:25)	5	#2	TW	6,000 96" dia Double Walled Fiberglass Tank (91.5")	0
Forest Heights ES – Gas w/Oil Back-Up 200 Talbert Drive Oxon Hill, MD 20745 (8:15-2:25)	5	#2	TW	6,000 96" dia	0
Forestville High – Gas Interruptible System 7001 Beltz Drive Forestville, MD 20747 (8:30-3:10)	4	#2	TT	10,000 120" dia	0
2. Forestville High – (Generator)		#2	TW	550	1,550
Fort Foote Elementary – Gas w/Oil Back-Up 8300 Oxon Hill Road Ft. Washington, MD 20744 (9:15-3:25)	5	#2	TW	8,000 96" dia Double Walled Fiberglass Tank (91.5")	0
Fort Washington Forest ES – Gas w/Oil Back-Up 1300 Fillmore Road Ft. Washington, MD 20744 (8:15-2:25)	5	#2	TW	8,000 96" dia Double Walled Fiberglass Tank (92")	0

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	EST. ANN USE
Francis Scott Key ES – Gas w/ Oil Back-Up 2301 Scott Key Drive District Heights, MD 20747 (7:45-1:55)	4	#2	TT	10,000 120" dia Double Walled Fiberglass Tank	0
1. Frederick Douglass HS – Gas Interruptible Sys 8000 Croom Road Upper Marlboro, MD 20772 (8:30-3:10)	5	#2	TT	20,000 126" dia	30,000
2. Frederick Douglass HS (Generator)	5	#2	TW 126 gal		126
Friendly High – Gas Interruptible System 10000 Allentown Road Ft. Washington, MD 20744 (7:45-2:25)	5	#2	TT	15,000 126" dia	30,000
G. James Gholson MS/Cora Rice ES – Gas 900 Nalley Road w/Oil Back-Up Landover, MD 20785 (9:30-4:10)	3	#2	TT	10,000 96" dia Double Walled Fiberglass Tank	0
Gaywood Elementary – Gas w/Oil Back-Up 6701 - 97th Avenue Seabrook, MD 20706 (7:45-1:55)	2	#2	TW	6,000 96" dia. Double Walled Fiberglass Tank (91.5")	0
Gladys N. Spellman ES – Gas w/Oil Back-Up 64th & Kilmer Streets Cheverly, MD 20785 (9:15-3:25)	3	#2	TW	8,000 96" dia	0
Glassmanor Elementary – Gas w/Oil Back-Up 1011 Marcy Avenue Oxon Hill, MD 20745 (8:15-2:25)	5	#2	TW	6,000 96" dia	0
Glenn Dale Elementary – Gas w/Oil Back-Up 6700 Glenn Dale Road Glenn Dale, MD 20769 (7:45-1:55)	3	#2	TW	6,000 96" dia Double Walled Fiberglass Tank (91-5/8")	0
Glenridge Elementary – Gas w/Oil Back-Up 7200 Gallatin Street Landover, MD 20784 (7:45-1:55)	2	#2	TT	10,000 96" dia	0
Green Valley Elementary – (Gas Only Boilers) 2215 Chadwick Street – Tank on site for storage only Temple Hills, MD 20748 (7:45-1:55)	5	#2	TW	6,000 96" dia	0
Greenbelt Elementary – Gas w/Oil Back-Up 66 Ridge Road Greenbelt, MD 20770 (9:15-3:25)	2	#2	TT	10,000 96" dia.	0

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	¹¹¹ EST. ANN USE
Greenbelt Garage 6350 Greenbelt Road Greenbelt, MD 20770 (24 Hrs. except Sat. & Sun)	1	#2	TW	6,000 96" dia	10,900
Gwynn Park High (Greenhouse) 13800 Brandywine Road Brandywine, MD 20613 (7:45-2:25)	5	#2	TW	1,000 48" dia Double Walled Fiberglass Tank (45")	2,600
Gwynn Park High – Gas Interruptible System 13800 Brandywine Road Brandywine, MD 20613 (7:45-2:25)	5	#2	TW	8,000 96" dia	0
Gwynn Park MS – 20613 Gas Int System 8000 Dyson Road Brandywine, MD (7:45-2:25)	5	#2	TW	8,000 96" dia	0
H. Winship Wheatley Special Ctr. 1200 Ritchie Road Capitol Heights, MD 20743 (9:30-3:40)	4	#2	TT	10,000 96" dia ONLY HOLDS 9,700	14,000
Heather Hills Elementary – Gas w/Oil Back-Up 12605 Heming Lane Bowie, MD 20716 (8:15-2:25)	3	#2	TW	8,000 96" dia	0
High Bridge Elementary – Gas w/Oil Back-Up 7011 High Bridge Road Bowie, MD 20720 (7:45-1:55)	3	#2	TW	8,000 96" dia	0
High Point High (Auditorium) 3601 Powder Mill Road Beltsville, MD 20705 (7:45-2:25)	1	#2	TW	8,000 96" dia	14,300
High Point High – Gas Interruptible System 3601 Powder Mill Road Beltsville, MD (7:45-2:25)	1	#2	TW	8,000 96" dia	0
Highland Park Elementary – Gas w/Oil Back-Up 6501 Lowland Drive Landover, MD 20785 (8:15-2:25)	3	#2	TW	6,000 96" dia Double Walled Fiberglass Tank (92")	0
Hillcrest Heights ES – Gas w/ Oil Back-Up 4305 - 22nd Place Temple Hills, MD 20748 (8:15-2:25)	5	#2	TW	6,000 96" dia. Double Walled Fiberglass Tank (92")	0
Hollywood Elementary 9811 - 49th Avenue College Park, MD 20740 (7:45-1:55)	1	#2	TW	8,000 96" dia.	13,100

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	¹¹² EST. ANN USE
Hyattsville Elementary 5311 - 43rd Avenue Hyattsville, MD 20781 (7:45-1:55)	1	#2	TW	8,000 96"	12,000
				Double Walled Fiberglass Tank (91-5/8")	
Hyattsville Middle – Gas Interruptible System 6001 42nd Avenue Hyattsville, MD 20781 (7:45-2:25)	1	#2	TW	8,000 96" dia	24,650
Indian Queen Elementary – Gas /Oil Back-Up 9551 Ft. Foote Road Ft. Washington, MD 20744 (8:15-2:25)	5	#2	TT	8,000 96" dia	0
Isaac Gourline 8700 Allentown Road Ft. Washington, MD 20744 (9:00-3:40)	5	#2	TW	8,000 96" dia	27,000
J. Frank Dent Elementary – Gas w/Oil Back-Up 2700 Corning Avenue Ft. Washington, MD 20744 (7:45-1:55)	5	#2	TW	8,000 96" dia	0
James E. Duckworth SC – Gas w/Oil Back-Up 11201 Evans Trail Beltsville, MD 20705 (7:45-1:55)	1	#2	TT	10,000 120" dia 2" fill	0
James H. Harrison ES – Gas w/Oil Back-Up 13200 Larchdale Road Laurel, MD 20708 (7:45-1:55)	1	#2	TW	8,000 96" dia	0
James Madison MS – Gas Interruptible System 7300 Woodyard Road Upper Marlboro, MD 20772 (9:30-4:10)	5	#2	TT	10,000 96" dia	10,000
				Double Walled Fiberglass Tank	
James McHenry ES – Gas w/Oil Back-Up 8909 McHenry Lane Lanham, MD 20706 (8:15-2:25)	3	#2	TW	6,000 96" dia	0
John E. Howard ES – Gas w/Oil Back-Up 4400 Shell Street Capitol Heights, MD 20743 (8:15-2:25)	4	#2	TW	6,000 96" dia	0
				Double Walled Fiberglass Tank (92")	
John H. Bayne ES – Gas 7010 Walker Mill Road Capitol Heights, MD 20743 (7:45-1:55)	4	#2	TW	8,000 96" dia	0
John Hanson 6360 Oxon Hill Road Oxon Hill, MD 20745 (8:15-3:15)	5	#2	TW	8,000 96" dia	37,500
				Double Walled Fiberglass Tank (89-3/4")	

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	EST. ANN USE
Judge Sylvania Woods ES – Gas w/Oil Back-Up 3000 Church Street Glenarden, MD 20706 (7:45-1:55)	3	#2	TT	10,000 120" dia Double Walled Fiberglass Tank	0
Judy Hoyer ECC – Gas w/Oil Back-Up 2300 Belleview Avenue Cheverly, MD 20785 (8:15-2:25)	3	#2	TT	10,000 120" dia Double Walled Fiberglass Tank	0
Kenilworth Elementary – Gas w/Oil Back-Up 12520 Kembridge Drive Bowie, MD 20715 (7:45-1:55)	3	#2	TW	6,000 96" dia Double Walled Fiberglass Tank (92")	0
Kenmoor Elementary – Gas w/Oil Back-Up 3211 - 82nd Avenue Landover, MD 20785 (9:15-3:25)	3	#2	TW	8,000 96" dia.	0
Kenmoor Middle – Gas Interruptible System 2500 Kenmoor Drive Landover, MD 20785 (9:30-4:10)	3	#2	TT	8,000 96" dia Double Walled Fiberglass Tank (89-3/4")	7,000
Kettering Elementary 11000 Layton Street Upper Marlboro, MD 20744 (7:45-1:55)	4	#2	TW	6,000 96" dia	5,500
Kettering Middle – Gas Interruptible System 65 Herrington Drive Upper Marlboro, MD 20744 (7:45-2:25)	4	#2	TT	8,000 96" dia	18,500
Kingsford Elementary – Gas w/Oil Back-Up 1401 Enterprise Road Mitchellville, MD 20721 (7:45-1:55)	4	#2	TT	10,000 120" dia	0
Lake Arbor Elementary – Gas w/Oil Back-Up 10205 Lake Arbor Way Mitchellville, MD 20721 (7:45-1:55)	4	#2	TW	8,000 96" dia (89-3/4" int. dia)	0
Lamont Elementary – Gas w/Oil Back-Up 7101 Good Luck Road New Carrollton, MD 20784 (7:45-1:55)	2	#2	TW	6,000 96" dia	0
Langley Park-McCormick Elem. 8201 - 15th Avenue Hyattsville, MD 20783 (7:45-1:55)	1	#2	TW	8,000 96" dia.	12,100
Largo High – Gas Interruptible System 505 Largo Road Upper Marlboro, MD 20774 (9:30-4:10)	4	#2	TT	10,000 120" dia	45,000
Largo Security 507 Largo Road Upper Marlboro, MD 20774 (7:30-4:30)	4	#2	TW	1 - 550 gal 48"	550

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	¹¹⁴ EST. ANN USE
Laurel Elementary 516 Montgomery Street Laurel, MD 20707(8:15-2:25)	1	#2	TW Access Issues Small 2" oil fill line, 10' from curb. TW due to incline	8,000 96" dia	8,400
Laurel High 8000 Cherry Lane Laurel, MD 20707 (7:45-2:25)	1	#2	TT	20,000 126" dia	63,000
Lewisdale Elementary – Gas w/Oil Back-Up 2400 Banning Place Hyattsville, MD 20783 (7:45-1:55)	1	#2	TT Requires special adapter due to small 2" fill line; 20' from curb	10,000 96" dia	0
Lyndon Hills Elementary 6181 Central Avenue Capitol Heights, MD 20743 (9:15-3:25)	4	#2	TW	8,000 96" dia	0
Magnolia Elementary – Gas w/Oil Back-Up 8400 Nightingale Drive Lanham, MD 20706 (9:15-3:25)	2	#2	TW	8,000 96" dia	0
Margaret Brent School – Gas w/Oil Back-Up 5816 Lamont Terrace New Carrollton, MD 20784 (9:15-3:25)	2	#2	TT	8,000 96" dia	0
Marlton Elementary – Gas w/Oil Back-Up 8506 Old Colony Drive South Upper Marlboro, MD 20772 (7:45-1:55)	5	#2	TW TW delivery - access problems for large tankers - 45' hose	10,000 120" dia	0
Martin L. King MS – Gas Interruptible System 4545 Ammendale Road Beltsville, MD 20705 (9:30-4:10)	1	#2	TT Need Long Hose	10,000 120" dia	18,000
Mary Harris "Mother" Jones ES – Gas w/Oil 2405 Tecumseh Street Back-Up Adelphi, MD 20783 (8:15-2:25)	1	#2	TW	8,000 96" dia (89-3/4" int. dia)	0
Mattaponi Elementary – Gas w/Oil Back-Up 11701 Duley Station Road Upper Marlboro, MD 20772 (8:15-2:25)	5	#2	TW	6,000 96" dia	0
Matthew Henson Elementary 7910 Scott Road Landover, MD 20785 (8:15-2:25)	3	#2	TW	8,000 96" dia	4,800
Melwood Elementary – Gas w/Oil Back-Up 7100 Woodyard Road Upper Marlboro, MD 20772(7:45-1:55)	5	#2	TW Double Walled Fiberglass Tank (92")	6,000 96" dia	0

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	EST. ANN USE
Middleton Valley ES – Gas w/Oil Back-Up 4815 Dalton Street Temple Hills, MD 20748 (7:45-1:55)	5	#2	TW	8,000 96" dia	0
Montpelier Elementary 9200 Muirkirk Road Laurel, MD 20708 (7:45-1:55)	1	#2	TW	8,000 96" dia	17,400
Requires additional hose of approx. 45' to reach tank					
Morningside ES – Gas w/Oil Back-Up 6900 Ames Street Morningside, MD 20746 (7:45-1:55)	4	#2	TW	6,000 96" dia	0
Double Walled Fiberglass Tank (90")					
Mt. Rainier Elementary 4011 - 32nd Street Mt. Rainier, MD 20712 (8:15-2:25)	1	#2	TW	6,000 96" dia.	3,000
Maya Angelou French Immersion 2000 Callaway Street Temple Hills, MD 20748 (9:00-3:40)	5	#2	TW	96" dia	22,000
Nicholas Orem Middle 6100 Editors Park Drive Hyattsville, MD 20782 (9:30-4:10)	1	#2	TW	15,000 126" dia	41,500
(TW due to access problems)					
North Forestville ES – Gas w/Oil Back-Up 2311 Ritchie Road Forestville, MD 20747 (8:15-2:25)	4	#2	TW	6,000 96" dia	0
Double Walled Fiberglass Tank (90")					
Northwestern High – Gas Interruptible System 7000 Adelphi Road Hyattsville, MD 20782 (8:30-3:10)	1	#2	TW	10,000 120" dia	7,000
TW - needs long hose due to loading dock in the way					
Oakcrest Elementary 929 Hill Road Landover, MD 20785 (8:15-2:25)	3	#2	TW	8,000 96" dia	0
Oaklands Elementary 13710 Laurel-Bowie Road Laurel, MD 20708 (7:45-1:55)	1	#2	TW	6,000 96" dia	0
Double Walled Fiberglass Tank (92")					
Overlook Elementary 3298 Curtis Drive Temple Hills, MD 20748 (7:45-1:55)	4	#2	TW	8,000 96" dia	0
Owens Road Elementary 1616 Owens Road Oxon Hill, MD 20745 (8:15-2:25)	5	#2	TT	10,000 96" dia	0
Oxon Hill Elementary 7701 Livingston Road Oxon Hill, MD 20745 (9:15-3:25)	5	#2	TT	10,000 96" dia	14,000

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	¹¹⁶ EST. ANN USE
Oxon Hill High – Generator Only 6701 Leyte Drive Oxon Hill, MD 20745 (9:30-4:10)	5	#2	TW	275	275
Oxon Hill Middle – Gas Interruptible System 9570 Ft. Foote Road Ft. Washington, MD 20745 (9:00-3:40)	5	#2	TW	8,000 96" dia	0
Oxon Hill Staff Dev. – Gas w/Oil Back-Up 7711 Livingston Road Oxon Hill, MD 20745 (7:30-4:30)	5	#2	TW	8,000 96" dia	0
Panorama Elementary – Gas w/Oil Back-Up 2002 Callaway Street Temple Hills, MD 20748 (8:00-2:10)	5	#2	TT	10,000 96" dia (89 3/4" interior dia.)	0
Parkdale High – Gas Interruptible System 6001 Good Luck Road Riverdale, MD 20737 (7:45-2:25)	2	#2	TW	8,000 96" dia	0
Phyllis E. Williams ES – Gas w/Oil Back-Up 9601 Prince Place Upper Marlboro, MD 20774 (7:45-1:55)	4	#2	TW	8,000 96" dia	2,500
Port Towns Elementary – Gas w/Oil Back-Up 4351 58 th Street Bladensburg, MD 20710	3	#2	TW	8,000 96"	0
Potomac High – Gas Interruptible System 5211 Boydell Avenue Oxon Hill, MD 20745 (7:45-2:25)	5	#2	TT	10,000 96" dia Double Walled Fiberglass Tank (92")	33,000
Potomac Landing ES – Gas w/Oil Back-Up 12500 Ft. Washington Road Ft. Washington, MD (9:15-3:25)	5	#2	TT	10,000 96" dia	0
Princeton Elementary – Gas w/ Oil Back-Up 6101 Baxter Drive Suitland, MD 20746 (7:45-1:55)	5	#2	TW	8,000 96" dia	0
Ridgecrest Elementary – Gas w/Oil Back-Up 6120 Riggs Road Hyattsville, MD 20783 (7:45-1:55)	1	#2	TW	8,000 96" dia Double Walled Fiberglass Tank (92")	0
Riverdale Elementary 5006 Riverdale Road Riverdale, MD 20737 (8:15-2:25)	1	#2	TT	10,000 120" dia	7,000
Robert Goddard MS – Gas Interruptible System 9850 Good Luck Road Seabrook, MD (9:00-3:40)	2	#2	TT	10,000 96" dia Double Walled Fiberglass Tank (92")	35,000

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	EST. ANN USE
Robert Gray Elementary – Gas w/Oil Back-Up 4949 Addison Road District Heights, MD 20743 (9:15-3:25)	3	#2	TW	8,000 96" dia (92" interior dia.)	0
Rockledge Elementary – (Gas Only Boilers) 7701 Laurel-Bowie Road – Tank on site for storage only Bowie, MD 20715 (8:15-2:25)	3	#2	TW	8,000 96" dia Double Walled Fiberglass Tank (91-5/8")	22,500
Rogers Heights Elementary 4301 - 58th Avenue Bladensburg, MD 20710 (7:45-1:55)	2	#2	TW	8,000 96" dia. Double Walled Fiberglass Tank	11,500
Rosaryville Elementary – Gas w/Oil Back-Up 9925 Rosaryville Road Upper Marlboro, MD 20772 (7:45-1:55)	5	#2	TW	8,000 96" dia (91 5/8" interior dia)	0
Rose Valley Elementary 9800 Jacqueline Drive Ft. Washington, MD 20744 (7:45-1:55)	5	#2	TW	8,000 96" dia (89 3/4" interior dia)	24,900
Samuel Chase Elementary – Gas w/Oil Back-Up 5700 Fisher Road Temple Hills, MD 20748 (8:15-2:25)	5	#2	TW	8,000 96" dia	0
Samuel Ogle Elementary 4111 Chelmont Lane Bowie, MD (8:15-2:25)	3	#2	TT	15,000 120" dia Requires additional hose of approx. 45' to reach tank	42,000
Samuel P. Massie ES – Gas w/Oil Back-Up 3303 Regency Land District Heights, MD 20747 (8:15-3:25)	4	#2	TT	10,000 96" dia (91 1/2" interior dia)	0
1. Sasscer Administration Bldg. 14201 School Lane Upper Marlboro, MD 20772 (7:00-5:00)	4	#2	TW	6,000 96" dia. Double Walled Fiberglass Tank (92") - Fill line may be blocked by vehicles	20,000
2. Sasscer Admin (Generator)	4	#2	TW	455 gal For Emergency Generator	500
Scotchtown Hills ES – Gas w/Oil Back-Up 15950 Dorsett Road Laurel, MD 20707 (7:45-1:55)	1	#2	TT	10,000 96" dia Double Walled Fiberglass Tank (92")	0
Seabrook Elementary 6001 Seabrook Road Seabrook, MD 20706 (9:15-3:25)	3 96" dia	#2	TW	1 - 5,000 Double Walled Fiberglass Tank	9,200
Skyline Elementary 6311 Randolph Road Suitland, MD 20746 (8:15-2:25)	4	#2	TW	8,000 96" dia Requires additional hose of approx. 100' to reach tank	5,600
Springhill Lake ES – Gas w/Oil Back-Up 6060 Springhill Drive Greenbelt, MD 20770 (8:15-2:25)	1	#2	TW	4,000 gal 96" dia	0

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	¹¹⁸ EST. ANN USE
Suitland HS – (Tank 1) Gas Interruptible System 5200 Silver Hill Road District Heights, MD 20746 (8:30-3:10)	4	#2	TW	8,000 96" dia	0
Suitland HS – (Tank 2)			96" dia.	12,000	
Suitland High Annex – Gas w/Oil Back-Up 5201 Silver Hill Road District Heights, MD 20746 (8:30-3:10)	4	#2	TT	10,000 96" dia	0
Tall Oaks Vocational – Oil & Propane 2112 Church Road Bowie, MD 20715 (9:30-4:10)	3	#2	TW	6,000 96" dia	4,600
				Double Walled Fiberglass Tank (92")	
Tanglewood SC – Gas w/Oil Back-Up 8333 Woodyard Road Clinton, MD 20735 (7:45-1:55)	5	#2	TW	6,000 96" dia	0
Tayac Elementary – Gas w/Oil Back-Up 8600 Allentown Road Ft. Washington, MD 20744 (8:15-2:25)	5	#2	TW	6,000 96" dia	0
Templeton Elementary 6001 Carters Lane Riverdale, MD 20737 (7:45-1:55)	2	#2	TW	8,000 96" dia	9,300
Thomas Claggett Elementary 2001 Addison Road District Heights, MD 20747 (8:15-2:25)	4	#2	TW	6,000 96" dia	16,700
				(Suction 18" off bottom)	
Thomas Johnson Middle 5401 Barker Place Lanham, MD 20706 (9:00-3:40)	3	#2	TT	10,000 96" dia	42,000
				Double Walled Fiberglass Tank - Dumpster & cars may in way of pump oil	
Thomas Pullen School – Gas Int. System 700 Brightseat Road Landover, MD 20785 (9:00-3:40)	3	#2	TT	10,000 96" dia	21,000
				Double Walled Fiberglass Tank (92")	
Thomas S. Stone Elementary 4500 - 34th Street Mt. Rainier, MD 20712 (7:45-1:55)	1	#2	TW (due to access)	8,000 96" dia.	24,200
				Requires additional hose of approx. 75' to reach tank between buildings	
Thurgood Marshall MS – Gas w/Oil Back-Up 4909 Brinkley Road Temple Hills, MD 20748 (9:00-3:40)	5	#2	TW	2,000 (above ground tank)	0

BUILDING/ADDRESS	ZONE	FUEL	DELIVERY	TANK SIZE	EST. ANN USE
University Park ES – Gas w/Oil Back-Up 4315 Underwood Street Hyattsville, MD 20782 (7:45-1:55)	1	#2	TT	8,000 96" dia	0
Valley View Elementary – Gas w/Oil Back-Up 5500 Danby Avenue Oxon Hill, MD 20745 (9:15-3:25)	5	#2	TW	8,000 96" dia	0
Waldon Woods Elementary 10301 Thrift Road Clinton, MD 20735 (8:15-2:25)	5	#2	TW	8,000 96" dia	12,800
Walker Mill Middle 800 Karen Boulevard Capitol Heights, MD 20743 (9:30-4:10)	4	#2	TW	8,000 96" dia	27,500
William Hall Elementary – Gas w/Oil Back-Up 5200 Marlboro Pike Capitol Heights, MD 20743	4	#2	TT	10,000 96" dia (89 ¾" interior dia)	0
William Paca Elementary – Gas w/Oil Back-Up 7801 Sheriff Road Landover, MD 20785 (9:15-3:25)	3	#2	TW	6,000 96" dia Double Walled Fiberglass Tank (92")	0
William S. Schmidt Env. Ed. Ctr. 18501 Aquasco Road Brandywine, MD 20613 (9:00-3:00)	5	#2	TW	6,000 96" dia Double Walled Fiberglass Tank (92")	10,400
William Wirt Middle 62nd Place & Tuckerman Street Riverdale, MD 20782 (9:00-3:40)	2	#2	TT	15,000 120" dia Double Walled Fiberglass Tank (119")	14,000
Woodmore Elementary – Gas w/Oil Back-Up 12500 Woodmore Road Mitchellville, MD 20721 (9:15-3:25)	3	#2	TW	6,000 96" dia Double Walled Fiberglass Tank (92")	0
Woodridge Elementary – Gas w/Oil Back-Up 5001 Flintridge Drive Hyattsville, MD 20784 (7:45-1:55)	2	#2	TW	6,000 96" dia	0
Yorktown Elementary 7301 Rack Track Road Bowie, MD 20715 (7:45-1:55)	3	#2	TW	8,000 96" dia.	13,900

ESTIMATED TOTALS

120

ZONE 1:

No. 2 Heating Oil - Tank Wagon	205,612 gal
No. 2 Heating Oil - Truck Transport	165,000 gal

ZONE 2:

No. 2 Heating Oil - Tank Wagon	38,100 gal
No. 2 Heating Oil - Truck Transport	84,000 gal

ZONE 3:

No. 2 Heating Oil - Tank Wagon	75,800 gal
No. 2 Heating Oil - Truck Transport	189,900 gal

ZONE 4:

No. 2 Heating Oil - Tank Wagon	127,340 gal
No. 2 Heating Oil - Truck Transport	129,000 gal

ZONE 5:

No. 2 Heating Oil - Tank Wagon	221,126 gal
No. 2 Heating Oil - Truck Transport	152,000 gal

ESTIMATED GRAND TOTAL - ALL LOCATIONS**1,387,878 gallons**