

# BALTIMORE COUNTY PUBLIC SCHOOLS

Dr. Myriam Yarbrough ♦ Superintendent ♦ 6901 North Charles Street ♦ Towson, MD ♦ 21204

## INVITATION FOR BIDS:

The Board of Education of Baltimore County invites firms to bid on “**Printing of Student Handbooks**” for Baltimore County Public Schools, **Solicitation # GDA-313-24**. Any inquiries regarding the specifications and/or the solicitation document shall be IN WRITING and submitted per the instructions in the solicitation document Part II Section 8.0 Inquiries. **Verbal questions will not be taken.**

Vendors proposing to bid may obtain solicitation documents beginning **January 31, 2024**. Visit [Solicitation Document Request](#) to complete the request form. Once the form is completed and received by the Office of Purchasing, a separate email with a link to the documents will be provided to the contact listed in the form **within the next eight (8) business hours of the request**. **Please be sure to check your “spam” folders within your email before submitting another request.**

A Pre-bid meeting is scheduled for **February 7, 2024, 11:00 AM Local Time**, via Microsoft Teams teleconference. **You must confirm your attendance by visiting this link:** [Pre-Proposal/Pre-Bid Meeting Response Form](#)

Sealed bids will be received until **February 28, 2024, no later than 2:00 PM Local Time** via electronic submission. **Please see Part II: Specifications – General Requirements, Section 5.0 Bid Submission for the link to submit your bid.** Bid Opening will be held approximately 10 minutes after the deadline for bid submission.

This solicitation is being offered to select supplier(s) to provide materials, printing, assembly and delivery of its annual student handbook. The award bidder shall furnish these items completed and ready for final distribution by BCPS.

(Commodity Code: 73151900 Industrial Printing Services; 82120000 Reproduction Services)

The firms who provide materials, supplies, equipment, and/or services for the above bid shall attempt to achieve 15% 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