

# BALTIMORE COUNTY PUBLIC SCHOOLS

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

## ADDENDUM NUMBER 1

DATE: March 22, 2024  
BID NAME: AIR FILTER MAINTENANCE  
BID NUMBER: NGO-415-24  
DUE DATE: **April 10, 2024**  
DUE TIME: NO CHANGE

TOTAL PAGES: 3

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.

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

**Revised Due Date:** April 10, 2024

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

ATTACHMENT(S): Pre-Bid Meeting Attendance, Revised Advertisement

Nyanpee Gornor-Pewu  
Purchasing Agent  
Baltimore County Public Schools - Office of Purchasing

Anthony Stolba, Project Manager  
Bid file

# BALTIMORE COUNTY PUBLIC SCHOOLS

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

## **Revised INVITATION FOR BIDS:**

The Board of Education of Baltimore County invites firms to bid on “**AIR FILTER MAINTENANCE**” for Baltimore County Public Schools, **Solicitation # NGO-415-24**. 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 **February 27, 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 **March 5, 2024, 10:00 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 **April 10, 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 a supplier(s) to provide Quarterly and Annual Filter shipments to all schools, bus lots, and offices with HVAC assets that require this material. This contract is to ensure quality airflow is being provided throughout the county while also ensuring to extend the life of our HVAC assets..

(Commodity Code: 40161505 Air Filters)

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

*Engage. Empower. Excel.*

**Baltimore County Public Schools**  
**NGO-415-24 IFB Air Filter Maintenance**  
**Pre-Bid Meeting Attendance Sheet**  
**March 5, 2024 @ 10:00 am**

Company Name	Please indicate Attendance	Name & Title of Individual(s) Attending	Email Address for Individual(s) Attending
Brookaire Company, LLC	Yes - We will attend	Cheryl Mornan, Bid Manager	cheryl@brookaire.com
Cube Root Corporation	Yes - We will attend	Daniel Davies, Chief Corporate Officer	ddavies@cuberootinc.com
Fastenal Company	Yes - We will attend	Zach Cossin, Education Sales Specialist; Kenneth King, General Manager; Robert Zuzin	zcossin@fastenal.com;kking@fastenal.com
BCPS		Shanae Creek, Purchasing Representative	<a href="mailto:screek@bcps.org">screek@bcps.org</a>
BCPS		Nyanpee Gornor-Pewu, Sr. Purchasing Agent	<a href="mailto:ngornorpewu@bcps.org">ngornorpewu@bcps.org</a>
BCPS		Bob Ball, MBE Consultant	<a href="mailto:rball@bcps.org">rball@bcps.org</a> ; 443-809-9390
BCPS		Nicholas Russell, SUPV, SR OPS/BUSINESS	<a href="mailto:nrussell@bcps.org">nrussell@bcps.org</a>
BCPS		Anthony Stolba, SUPERVISOR, BUILDING OPERATIONS	<a href="mailto:astolba@bcps.org">astolba@bcps.org</a>