

THE BOARD OF EDUCATION OF WORCESTER COUNTY  
6270 WORCESTER HIGHWAY  
NEWARK, MARYLAND 21841

**INVITATION TO BID**

Sealed bids will be received by The Board of Education of Worcester County for the following contract packages for the Renovation/Addition of **Snow Hill High School** on July 18, 2013, 1:00 PM Local Time. Bids shall be delivered to The Board of Education office in Worcester County no later than 1:00 PM. The sealed envelopes should be labeled "Sealed Bid Enclosed for Renovation/Addition of Snow Hill High School, Attention: Joe Price." The sealed envelopes should also be labeled by Contract Package number/letter and description. Bidders submitting bids for multiple Contract Packages should submit a separate envelope for each Contract Package. Such bids so received shall be quickly opened and read aloud. Bidders mailing bids shall address them to The Board of Education of Worcester County, 6270 Worcester Highway, Newark, Maryland 21841.

**Contract Packages**

1A	Demolition	8A	Glass & Glazing
2A	Sitework	9A	Drywall/Ceilings
2B	Bituminous Paving/Site Concrete	9B	Ceramic Tile
2C	Landscaping	9C	Wood Flooring
3A	Building Concrete	9D	Carpet/VCT
4A	Masonry	9E	Paint
5A	Structural Steel/Misc. Metals	11A	Food Service Equipment
6A	Carpentry, Casework and Miscellaneous	11B	Gym Equipment
7A	Roofing/Metal Panels	15A	Mechanical
		16A	Electrical

A pre-bid meeting will be held on June 13, 2013, 10 AM at Snow Hill High School, 305 South Church Street, Snow Hill, MD 21863. It is highly recommended that all interested bidders attend the pre-bid meeting. The Owner, Project Architect and Construction Manager will explain the scope of the project and answer questions about the bidding documents. Bidders are also encouraged to visit the construction site. The site will be made available to all interested bidders through the bid period. Coordinate site visits with Bill Moschler, Oak Contracting, LLC at (410) 960-0049. The construction site is located at 305 South Church Street, Snow Hill, MD 21863. Unapproved site visits are strictly prohibited. The Project Architect is the firm Becker Morgan Group, Inc., 312 West Main Street, Suite 300, Salisbury, Maryland 21801.

Certified Minority Business Enterprises are encouraged to respond to this solicitation notice. Compliance with Minority Business Enterprise procedures of the State of Maryland and The Board of Education of Worcester County is required. The contractors or suppliers who provide materials, supplies, equipment and/or services for this construction project shall attempt to achieve the specific overall project MBE goal of 10.96% established for this project. All prime contractors, including certified MBE firms, when submitting bids or proposals as general or prime contractors, are required to attempt to achieve the following individual bid package goals from certified MBE firms:

1A	Demolition: 18.00%	9A	Drywall/Ceilings: 10.00%
2A	Sitework: 25.00%	9B	Ceramic Tile: 5.00%
2B	Bituminous Paving/Site Concrete: 25.00%	9C	Wood Flooring: 7.00%
2C	Landscaping: 0.00%	9D	Carpet/VCT: 7.00%
3A	Building Concrete: 10.00%	9E	Paint: 7.00%
4A	Masonry: 7.00%	11A	Food Service Equipment: 0.00%
5A	Structural Steel/Misc. Metals: 10.00%	11B	Gym Equipment: 0.00%
6A	Carpentry, Casework and Misc.: 10.00%	15A	Mechanical: 10.00%
7A	Roofing/Metal Panels: 5.00%	16A	Electrical: 12.00%
8A	Glass & Glazing: 5.00%		

Bidders are hereby informed that the goals established for the bid packages and the overall project goal are MINIMUM minority business participation goals and that every effort should be made to attempt to exceed these goals.

In addition, although MBE goals have not been established for certain contract packages, bidders shall make every effort to attempt to secure minority business enterprise participation for these contract packages.

This project is not subject to the State of Maryland Prevailing Wage Rates. The bid documents include detailed requirements for all bidders.

All contractors must submit the completed Contractor's Qualification Questionnaire **AT THE TIME OF SUBMISSION** of their bid.

Bid Documents will be available the afternoon of June 3, 2013 in accordance with the following:

Interested Contractors/Subcontractors/Material Suppliers may submit a request for Registration as a Document Holder to Oak Contracting, LLC via e-mail. See attached form at the end of this Invitation for specific directions, contact point and E-mail address.

Once registered, a Contractor/Subcontractor/Material Supplier will receive a CD containing all project bid documents via Federal Express delivery. Contractor/Subcontractor/Material Supplier may also request access to electronic documents via Oak Contracting, LLC's ftp site however this feature is for convenience only and access will not be granted to any firm that has not completed the Registration as a Document Holder form.

Registered Contractors/Subcontractors/Material Suppliers will receive all addenda issued via e-mail or Federal Express delivery. Method of issuance will be at the discretion of Oak Contracting, LLC.

Distribution of Bid Document CD's as well as Addenda will be free of charge to the Contractor/Subcontractor/Material Supplier community.

Printed documents will not be provided under any circumstances by Oak Contracting, LLC. The Contractor/Subcontractor/Material Supplier may use any reprographic company for this purpose that they choose and must bear the cost for any printed documents. The bid documents and addenda will be available at DiCarlo Precision Instrument, 2006 Northwood Drive, Salisbury, Maryland 21801, phone number, 410-749-0112 and the request for Registration as a Document Holder form may be completed there as well. DiCarlo Precision Instrument will, within 24 hours, provide a copy of any request for Registration as a Document Holder to Oak Contracting, LLC attention: Michele Wixsom so that Oak Contracting, LLC can maintain a comprehensive list of Document Holders.

The Board of Education of Worcester County shall not be responsible for errors or omissions made by the printer which prepares bid documents, addenda, or advertising services. If bidders suspect that their set of documents is incomplete or defective, they should immediately contact the Construction Manager, Oak Contracting, LLC 1000 Cromwell Bridge Road, Towson, Maryland 21286, Attention: Bill Moschler, (410) 960-0049. Contractors awarded contracts will be responsible for all Documents and related Scopes of Work.

- All RFI's for the project shall be forwarded in writing to Oak Contracting, via fax 410-828-7488 or e-mail [wmoschler@oakcontracting.com](mailto:wmoschler@oakcontracting.com), Attention: Bill Moschler. Please identify the project within the RFI. The last day for submission of RFI's to Oak Contracting will be July 1, 2013.

Instructions pertaining to the Bid Bond, Performance and Materials Payment Bond requirements and MBE requirements are contained in the bid documents.

The conditions and provisions contained in this Invitation to Bid are a part of the bid documents.

All bids shall be irrevocable for one hundred and twenty (120) days after bid opening date and shall be accompanied by a Bid Security Bond. The Owner reserves the right to reject any or all bids, to waive, at its discretion, any or all informalities relative thereto.

Joe Price, Facilities Planner  
Worcester County Public Schools



DATE \_\_\_\_\_

REGISTRATION AS DOCUMENT HOLDER

***Snow Hill High School Renovation/Addition***

Contractor/  
Subcontractor/  
Material Supplier: \_\_\_\_\_ Bid Package(s): \_\_\_\_\_  
(Circle one)

Address: \_\_\_\_\_  
\_\_\_\_\_

We request delivery of one complete electronic set of Contract Documents for the proposed Snow Hill High School Renovation/Addition, **free of charge**. All registered Document Holders will receive the documents in CD form via Federal Express delivery. Additionally, you may request access to the Oak Contracting, LLC ftp site for retrieval of electronic files. Contact Michele Wixsom at the E-mail address listed below for this optional access.

Registration as a Document Holder ensures the Document Holder will receive all Addenda, **free of charge**. Distribution of Addenda may be via Federal Express or via E-mail at the discretion of Oak Contracting, LLC.

It is imperative that a deliverable street address be provided as well as a functional E-mail address for delivery/contact purposes.

Each complete set of bid documents includes:

\_\_\_\_\_ (1) CD – complete set of Drawings/Specifications, dated May 20, 2013.

\_\_\_\_\_  
**Signature**

**Phone:** \_\_\_\_\_

\_\_\_\_\_  
**Printed Name**

**FAX:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Submit requests for registration to Oak Contracting, LLC to the attention of Michele Wixsom: [mwixsom@oakcontracting.com](mailto:mwixsom@oakcontracting.com)