



PURCHASING AND SUPPLY SERVICES

Keith Stewart, Director | keith.stewart@pgcps.org
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952-6560

NOTICE OF CONTRACT AWARD

May 23, 2023

Autumn Contracting, Inc.
5425 Port Road
Springfield, VA 22151
Phone: 703.595.4100
Email: peterj@autumnnci.com

Eyvette L. Wright
Telephone: 301.952.6571
Fax: 301.952.6605
Email: eyvette.wright@pgcps.com

SUBJECT: DBS064-23, Partial Roof Replacement at Magnolia ES

Autumn Contracting, Inc. has been selected as the vendor to provide services in accordance with the above-mentioned **DBS064-23**. This contract sets-forth the terms and conditions and is provided for your review and acceptance. Any changes or additions made by your company must first be accepted by the Purchasing Division before the contract is valid.

The intent of this contract is to provide the Board with an expedited means of procuring service to repair a major leak and damage to part of the roof at Magnolia ES at the lowest responsible cost. This emergency contract is for the convenience of the Board and is considered by the Board to be a "Non-Exclusive" use contract. The Board does not guarantee any usage. The Board will not be held to purchase any particular Brand, in any groups, prices or discount ranges, but reserves the right to purchase any item/items listed in the price schedule submitted.

Failure to sign the contract award via ADOBE and return all required documents within the specified time, shall rule your offer null and void and, therefore, award shall be made to the next low responsive bidder.

THIS NOTICE OF AWARD IS NOT AN ORDER TO COMMENCE SERVICE/WORK OR TO MAKE DELIVERIES at this time. Authorization for mobilization or commencement of work is forbidden unless a notice to proceed (NTP) has been issued by the procurement office. If a Notice to Proceed has not been issued, work shall not commence until vendor is in receipt of a Purchase Order signed by the Purchasing Agent.

iSUPPLIER REGISTRATION

All vendors must be registered and active in iSupplier in order to conduct business with PGCPS.

Vendors must provide their iSupplier Number at the time **Notice of Award is signed**

- If your company is not properly registered as a vendor, PGCPS will not sign the contract. Further, failure to register in iSupplier within the time period specified, shall rule your offer null and void. PGCPS reserves the right to rescind the award notice issued in favor of your company and award the contract to the next lowest responsive bidder.

PERFORMANCE/PAYMENT BOND –

A 100% Performance Bond and 100% Labor and Material Payment Bond or Certified Check in the amount of **\$345,000** made in favor of the **BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY, UPPER MARLBORO, MARYLAND 20772-9983**, must be submitted to the PURCHASING OFFICE with the returned signed NOTICE OF AWARD WITHIN TEN (10) DAYS.

The bond, cashiers or certified check should be mailed to Prince George's County Public School (PGCPS), **Louis Wilson Sr. Facilities Administration Building, Attention: Purchasing and Supply, 13300 Old Marlboro**

Notice of Award
Emergency Request for Roofing Repairs at Magnolia ES
PGCPS Contract: DBS064-23

Pike, #6, UPPER MARLBORO, MARYLAND 20772-9983. The mailed envelope should reference to PGCPS Contract information.

INSURANCE

A Certificate of Insurance, made in favor of the Board of Education of Prince George's County, Upper Marlboro, Maryland 20772-9983, must be submitted to the PURCHASING OFFICE within 5 (five) business days. The certificate should reference the Notice of Award reference as shown herein. It will be the responsibility of the contractor to ensure that a current Certificate of Insurance is on file in the Purchasing Office during the entire period of the contract.

CONTRACT AWARD ESTIMATED AMOUNT

The amount of award is not to exceed

\$345,000.00

CONTRACT TERM

This is a completion contract. The contract term is through completion of the project or **August 31, 2023**, whichever occurs first.

LIQUIDATED DAMAGES/FAILURE TO PERFORM WORK

The successful Awardee accepts this contract with the understanding that should they fail to complete the work in an acceptable manner and in the time stated, shall be subject to the payment of liquidated damages as stated in the proposal document(s).

AVAILABILITY OF FUNDS

The contract shall be deemed executory only to the extent of appropriations available to the BOARD for the purchase of such articles. The obligation of the BOARD on all contracts, including those which envision funding through current and successive fiscal years, shall be contingent upon actual Board appropriations for the fiscal year(s) involved.

FINGERPRINT CRIMINAL HISTORY BACKGROUND CHECKS, CHILD PROTECTIVE SERVICE CLEARANCES, AND SAFE SCHOOLS TRAINING REQUIREMENTS

a. Pursuant to [Administrative Procedure 4215 - Criminal History Checks, Employee Self-Reporting of Arrests, Criminal Charges, CPS Investigations and Findings & Incarceration](#), any and all Vendors, which includes Independent Contractors, Subcontractors, Outsourced Agency Employees and Outsourced Temporary Staffing, who have uncontrolled access to students must complete a fingerprint criminal history background check, child protective service (CPS) clearance and required online Safe Schools training course(s).

b. All fingerprint background checks and CPS clearances must be completed 15 business days prior to beginning work in and around PGCPS property or engaging in any authorized activities involving PGCPS students. The fingerprint background checks and CPS clearances must be completed through Prince George's County Public Schools at one of the authorized locations listed on the PGCPS website (<https://www.pgcps.org/fingerprinting/#service>). **No person may begin working in PGCPS until fingerprint background check results are received.**

c. Required online Safe Schools training course(s) must be completed before providing contractual services in PGCPS schools and can be accessed through the PGCPS website (<https://www.pgcps.org/offices/compliance/student-safety/required-training-for-contractors>).

d. Safety Management System (reserved).

e. Pursuant to Md. Education Code Ann. §6-113.2 (Code), a contractor of a Board of Education who provides a service to a school or the students of a school shall meet the requirements set forth for screening its employees assigned to work at a school site to determine whether such

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employees have a history of child sexual abuse and/or sexual misconduct. The Vendor shall be solely responsible for completing the screening set forth in the Code, shall maintain records of employee screenings, and shall make such records available to PGCPS upon request.

f. Prior to initiating any work at a school building, current and future employees of Vendor must sign in and sign out via the Raptor Visitor Management System, which requires a copy of their government issued identification.

g. Prior to initiating any work at a school building, the Vendor agrees to provide the designated PGCPS representative and the PGCPS Purchasing Department with a list of all current employees and an immediate update of changes in personnel, employees, contractors, subcontractors, agents, volunteers, outsourced temporary staff and any instructors. It is the responsibility of the Vendor to make certain that its employees, contractors, subcontractors, agents, volunteers, outsourced temporary staff, consultants and any instructors meet the background check and training requirements specified.

All correspondence should include the following information as applicable:

- i. title of the project
- ii. school/office
- iii. solicitation number
- iv. contract number; and
- v. PGCPS representative/project manager

RESTRICTIONS ON EMPLOYEE ASSIGNMENTS

Vendors are prohibited from assigning the following persons from working at a PGCPS location:

- a. Registered sex offenders (Maryland Code, Criminal Procedure Article Section 11-722)
- b. Individuals convicted of a crime involving third- or fourth-degree sexual offense under sections 3-307 or 3-308 of the Criminal Law Article; child sexual abuse under Section 3-602 of the Criminal Law Article; a crime of violence as defined in Section 14-101 of the Criminal Law Article; or comparable offenses in another state. (Annotated Code of Maryland, Education Article Section 6-113)
- c. Individuals identified as an alleged abuse or neglect or following completion of a Child Protective Services investigation with a finding of "indicated" child abuse or neglect.

PERSONALLY IDENTIFIABLE INFORMATION (PII)

Personally Identifiable Information includes any information that can be associated with or traced to any individual, including an individual's name, address, telephone number, e-mail address, credit card information, social security number, or other similar specific factual information, regardless of the media on which such information is stored (e.g., on paper or electronically) and includes such information that is generated, collected, stored or obtained as part of this Agreement, including transactional and other data pertaining to users. The parties will comply with all applicable privacy and other laws and regulations relating to protection, collection, use, and distribution of Personally Identifiable Information. In no event may PII be sold or transferred to third parties, or otherwise provide third parties with access thereto. If there is a suspected or actual breach of security involving Personally Identifiable Information, the parties will notify each other within twenty-four (24) hours of a management-level employee becoming aware of such occurrence.

LAWS AND PERMITS

The contractor shall, without additional cost to the BOARD, be responsible for paying for and obtaining any necessary licenses, inspections and permits for complying with any and all FEDERAL, STATE AND LOCAL

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LAWS, CODES AND REGULATIONS, in connection with the performance of the work. Laws of the STATE OF MARYLAND and PRINCE GEORGE'S COUNTY shall govern the contract.

This notice of award, your offer and any other pertinent documents will constitute the entire contract after acceptance by your firm and the BOARD. Please refer to **DBS064-23** for all applicable terms and conditions.

ACCEPTED BY:

FOR THE FIRM:


SIGNATURE _____ DATE _____

PETER AHN
NAME _____

PRESIDENT
TITLE _____

AUTUMN CONTRACTING, INC.
FIRM _____

FOR THE BOARD OF EDUCATION:


keith.stewart@pgcps.org keith.stewart@pgcps.org (Jun 21, 2023 17:27 EDT)
SIGNATURE _____ DATE _____

Keith Stewart
NAME: _____

Director, Purchasing & Supply Services
TITLE _____

FOR THE BOARD OF EDUCATION
OF PRINCE GEORGE'S COUNTY
UPPER MARLBORO, MARYLAND 20772



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Emergency Request for Roofing Repairs at Magnolia ES
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ATTACHMENT A
VENDOR CONTRACT PRICING
***See attached*

Prince George's County Public Schools

Reference: Magnolia Elementary School Partial Roof Replacement FY23 Partial Emergency Roofing Replacement (PSC 16.135)

Autumn Contracting, Inc. proposes to provide materials, labor and equipment to the following prices.
- Based on drawing & specification dated 4-14-2023 provided by PGCPs

Scope of Work:

1. Demolition of existing roofing system to existing metal deck.
2. Clean existing deck and remove debris from the site.
3. Replace existing roof drains with new, in kind.
4. Furnish and install 2 layers of 2.5" base polyiso board insulation mechanically attached, Min. R-30 R-Value
5. Furnish and install 1/8" per foot tapered insulation to achieve 1/4" per foot roof slope.
6. Furnish and install 1/2" per foot tapered insulation cricket.
7. Furnish and install 1/2" cover board.
8. Furnish and install 2 plies of modified SBS roofing & flashing system installed with Type IV roofing asphalt.
9. Provide 20 years NDL roofing warranty.
- 30 year system warranty is not available for built up roofing system.
10. Provide new metal coping to match existing color.

Price Break Down:

Materials:

SBS Modified Roofing Materials -	\$ 245,000.00
SBS Roofing System Warranty -	\$ 3,000.00

Labor:

SBS Roofing Labor -	\$ 82,000.00
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Equipment:

Equipment (Crane/Forklift/Dumpsters) -	\$ 15,000.00
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Total Base Bid - \$ 345,000.00

Add Alternates / Unit prices – Not included in the base bid

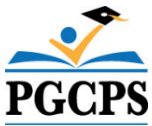
1. Replace damaged metal decking discovered during demolition: **\$25.00/SF**
2. Furnish & install new OSHA approved yellow metal roof hatch railing with swinging gate: **\$5,000/Hatch**
3. Furnish & install new OSHA approved aluminum ladder to provide access to Multi-Purpose Room Roof.
Furnish & install new OSHA approved fall protection railing to either side of the new roof to roof access ladder at the higher roof elevation: **\$19,500.00**

Please contact Steve Lee if you have any questions regarding this proposal. You may call us at 703- 595-4100. Thank you.

Sincerely,

Peter Ji

Peter Ji
Commercial Roofing Division



**PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
EMERGENCY REQUEST**

PART 1: REQUESTING SCHOOL/DEPARTMENT INFORMATION

Department Name:	Building Services - Maintenance	Contact Person:	Orlando Whittington
Phone Number:	240-508-3934	Email:	orlando.whittington@pgcps.org

PART 2: VENDOR/SUPPLIER INFORMATION

Company Name:	Autumn Contracting Inc.	Request Amount:	\$345,000.00
Contact Person:	PETER JI	Title:	OWNER
Phone Number:	703-595-4100	Email:	
Company Address:	5425 Port Road, Springfield, Virginia 22151		

Products and/or Services To Be Provided: Partial Roof Replacement at Magnolia ES

PART 3: EMERGENCY JUSTIFICATION REQUIREMENTS

An emergency procurement shall be limited to the procurement of only the types of items and quantities of items necessary or to mitigate serious damage to public health, safety and welfare as further defined in COMAR 21.01.02.01B

1) Provide basis and justification for the emergency procurement, including the date that the emergency first became know and list any prior related emergencies and costs.

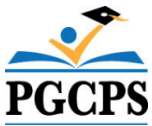
On 4/20/23 we were notified of the major leaking and damage to part of the roof at Magnolia ES. At that time, the Roofing and Sheet Metal shop went out to patch up the roof and try to repair the damage. Last night, there was rain and three classrooms were flooded during the rain storm causing us to relocate those classrooms and kids to the gym of the school. We called out contractors who then stated that the roof no longer be repatched and is in need of partial repair.

2) List all vendors solicited, including supplies, services, maintenance, commodities, construction or construction-related services procured. Provide detailed justification if the solicitation was limited to one person.

Autumn Contrating Inc. was called immediately due to the state of emergency and their awareness of the school and needs of the district to rectify the matter timely.

3) Prices and proposed delivery of supplies/services to be performed by the vendor(s) responding to the solicitation, including proposed amount and vendor contact information. Quote(s) must be attached to request.

The partial roof replacement at Magnolia Elementary School includes demolition of existing roofing system to existing metal deck, clean existing deck and remove debris, replace existing roof drains with new (in kind). Furnish and install 2 layers of 2.5" base polyiso board insulation mechanically attached. Furnish and install tapered insulation to achieve roof slope, furnish and install tapered insulation cricket, furnish and install cover board, etc. This repair includes replacement of the section of that's damaged from rain and age. The quote includes replacement of section of roof that's leakig into classrooms. Autumn Contracting Inc. submitted the porposal for repairs and the total is \$345,000.



**PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
EMERGENCY REQUEST**

4) Provide basis for the selection of the particular vendor, including vendor name, full contact information for the vendor and the proposed amount.

This repair includes replacement of the section of the roof that was damaged from rain and age . The quote includes replacement of section of roof that's leaking into classrooms . Autumn Controlling Inc. submitted the proposal for repairs that totals \$345,000. Autumn Contrating Inc. was called immediately due to the state of emergency and their awareness of the school and needs of the district to rectify the matter timely.

5) Describe how your work will be affected if your emergency request is not approved and must be competitively bid.

If not approved, a large portion of the classrooms would need to be shut down and possibly the school as it is a safety hazard.

6) Provide any additional comments and/or action plan if this emergency request is only a temporary solution.

Again, not replacing this creates a safety hazard for our students and staff at Magnolia ES.

PART 4: EMERGENCY REQUEST CERTIFICATION

I am aware that the Board of Education requires procurements of materials and equipment, without competition is done under exceptional and limited circumstances. I am requesting an emergency procurement based on the above criteria. The proposed justification is complete and accurate, based on my professional judgement and investigations. I also certify that no personal advantage, gain or privilege has (or will) accrue to my immediate family or myself through purchase from this vendor, nor is a family member employed by or an officer of this vendor.

<u>Samuel Stefanelli</u> <small>Samuel Stefanelli (May 16, 2023 13:45 EDT)</small>	Sam Stefanelli, Director of Building Services	05/16/2023
Signature	Printed Name and Title	Date

<u>Charoscar Coleman</u> <small>Charoscar Coleman (May 16, 2023 13:53 EDT)</small>	Charoscar Coleman, Associate Superintendent of Supporting Services	05/16/2023
Signature	Printed Name and Title	Date

<u>Mark E. Fossett, Ed.D.</u>	Mark Fossett, Division Chief	05/16/2023
Signature	Printed Name	Date

PURCHASING USE ONLY

<u>Keith Stewart</u> <small>keith.stewart@pgcps.org keith.stewart@pgcps.org (May 16, 2023 14:22 EDT)</small>	05/16/2023	Approved:	YES	NO
Director, Signature	Date			

If No, provide explanation: _____

NOA Published on eMaryland Market Place on: _____ Reported to Board on: _____

Prince George's County Public Schools

Reference: Magnolia Elementary School Partial Roof Replacement FY23 Partial Emergency Roofing Replacement (PSC 16.135)

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5. Furnish and install 1/8" per foot tapered insulation to achieve 1/4" per foot roof slope.
6. Furnish and install 1/2" per foot tapered insulation cricket.
7. Furnish and install 1/2" cover board.
8. Furnish and install 2 plies of modified SBS roofing & flashing system installed with Type IV roofing asphalt.
9. Provide 20 years NDL roofing warranty.
 - 30 year system warranty is not available for built up roofing system.
10. Provide new metal coping to match existing color.

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Labor:

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Equipment:

Equipment (Crane/Forklift/Dumpsters) -	\$ 15,000.00
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Total Base Bid - \$ 345,000.00

Add Alternates / Unit prices – Not included in the base bid

1. Replace damaged metal decking discovered during demolition: **\$25.00/SF**
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