



## Office of Purchasing and Supply Service

Facilities Administration Building (FAB)

13300 Old Marlboro Pike, Room 20

Upper Marlboro, MD 20772

Phone: 301-952-6560 Fax: 301-952-6605

### NOTICE OF CONTRACT AWARD

November 30, 2017

**CPDC Décor Custom Window Treatments, LLC**

12574 Crossridge way

Germantown, MD 20874

Tel: 301.972.2747

Fax: 301.972.6109

Contact: Candace Phelps

Email: [candace@cpdcdecor.com](mailto:candace@cpdcdecor.com)

**Buyer: Donna Parks**

**Phone: 301.952.6567**

**Fax: 301.952.6605**

**Email: [Donna.parks@pgcps.org](mailto:Donna.parks@pgcps.org)**

**Subject: IFB: 049-17 Deliver, Furnish and Install Levolor Horizontal Venetian Blinds & Accessories**

CPDC Décor Custom Window Treatments, LLC has been selected as the vendor to provide services in accordance with the above-mentioned IFB 049-17. 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 supplies and/or services at the lowest cost. This contract is for the convenience of the Board and is considered by Purchasing Department 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.

Until the contract is signed by CPDC Décor Custom Window Treatments, LLC and the BOARD, authorization for commence to service sites on behalf of the contract is forbidden. Please sign below and return all documents to the PURCHASING OFFICE within Ten (10) business days. Failure to sign the contract award 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.

#### **INITIAL CONTRACT TERM**

The initial term of the contract will be for the following contracted period. Prices shall remain firm for the initial term of the contract. This contract is effective from December 1, 2017 through November 30, 2020.

#### **OPTION TO RENEW CONTRACT**

Upon satisfactory service and by mutual agreement the BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY reserves the right to renew the contract. The term of renewal shall not exceed two (2) additional one (1) year periods.

IFB 049-17

**CONTRACT AWARD ESTIMATED AMOUNT**

The estimated amount of award is:

See Contract Pricing on Page. 4

**THIS NOTICE OF AWARD IS NOT AN ORDER TO COMMENCE SERVICE/WORK OR TO MAKE DELIVERIES** at this time. Commence service/work/deliveries only after receipt of a purchase order(s) signed by the Purchasing Agent.

ALL PURCHASE ORDERS placed throughout the terms of the contract will require delivery/service in accordance with the offered time(s).

**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 solicitation documents.

**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.

This notice of award, plus the solicitation, your offer and any pertinent documents will constitute the entire contract after acceptance by your firm and the BOARD. Please refer to the **IFB 049-17** for all applicable terms and conditions.

**CRIMINAL BACKGROUND CHECK/PHOTO IDENTIFICATION BADGE**

It is the responsibility of the Consultant to make certain that its employees, agents, volunteers, and contractors who have contact with students be fingerprinted and have a background check in compliance with Title 5, Subtitle 5, Part VI, of the Family Law Article of the Maryland Code.

A. **Employees Having Direct Contact with Students:**

Any and all current and future employees of Consultant/Contractors who may have direct contact with students must have a criminal background check and fingerprinting conducted by the Finger Printing Office of the Board before 14 days before beginning work. Previous background checks will not be accepted. The fee for the background check shall be paid by the Consultant/Contractors by check or money order at the time the fingerprinting is performed. No employee can begin work in a PGCPs Schools until results have been received. Violation of this provision may result in Termination for Cause.

B. **Employees Do Not Have Direct Contact With Students:**

Employees of Consultant/Contractor who will be placed in a PGCPs Schools but will not have direct contact with students must have on record a Criminal Justice Information Service (CJIS) and NCIC background checks. Copies of the background checks must be forwarded to the Contract Officer before services can commence. Every two years the Consultant shall submit copies of background checks to the Contract Officer. Should any employee be flagged during the term of this agreement, the Consultant shall contact the Contract Officer within 24 hours of notification. Violation of this provision may result in Termination for Cause.

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C. Employment of Child Sex Offenders:

The Consultant/Contractor shall at all times be compliant with the Criminal Procedure Article of Annotated Code of Maryland Section 11-722 that states that a person who enters a contract with a County Board of Education or a nonpublic school may not knowingly employ an individual to work at a school if the individual is a registered child sex offender. If a registered child sex offender is employed by the Consultant/Contractor, the Consultant/Contractor is prohibited from assigning that employee to perform management, delivery, installation, repair, construction or any other type of services on any The Board property. Violation of this provision may result in Termination for Cause.

**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 solicitation documents.

**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 with the returned signed NOTICE OF AWARD within ten (10) business days. The certificate should reference the Solicitation Number 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.


This notice of award, plus the solicitation and any pertinent documents will constitute the entire contract after acceptance by your firm and the BOARD. Please refer to the IFB 049-17 for all applicable terms and conditions.

ACCEPTED BY:

**FOR THE FIRM:**

**FOR THE BOARD OF EDUCATION:**

 12/5/17  
SIGNATURE DATE

 1/25/18  
SIGNATURE DATE

Candace Phelps  
NAME

Robert Johnson, Esq.  
NAME:

Owner / Estimator  
TITLE

Director, Purchasing & Supply Services  
TITLE

CPDC Decor, LLC  
FIRM

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

IFB 049-17

**CONTRACT PRICING**

<b>1</b>	<b>Venetian Blinds, Horizontal Levolor #137. Almond Riviera 2-inch (50 mm)</b>	<b>Average window Size</b>	<b>Unit Measure</b>	<b>Est. Quantity</b>	<b>Unit Price</b>
<b>1.1</b>	1-5 Blinds ( <u>less</u> than 16.55 sq. ft.)	41.80 x 57.00	Sq. Ft	4,000	\$4.25
<b>1.2</b>	1-5 Blinds (16.55 sq.ft. or <u>more</u> )	41.80 x 57.00	Sq. Ft	4,000	\$4.15
<b>1.3</b>	6-25 Blinds ( <u>less</u> than 15.42 sq.ft.)	38.77 x 57.25	Sq. Ft	4,000	\$4.38
<b>1.4</b>	6-25 Blinds (15.42 sq.ft. or <u>more</u> )	37.77 x 57.25	Sq. Ft	4,000	\$4.25
<b>1.5</b>	26-200 Blinds ( <u>less</u> than 11.78 sq.ft.)	35.40 x 47.92	Sq. Ft	4,000	\$4.32
<b>1.6</b>	26-200 Blinds (11.78 sq.ft. or <u>more</u> )	35.40 x 47.92	Sq. Ft	1,000	\$4.28
<b>1.7</b>	201-250 or more Blinds				\$3.64
<b>2</b>	<b>Measuring Change – (per Facility)</b>				\$0.00
<b>3</b>	<b>Installation Charges on an as needed basis (includes Removal of Existing Blind and Installation of New Blind)</b>				
<b>3.1</b>	1-5 Blinds (orders of this quantity may be installed by BOARD employees at its discretion)				\$15.00
<b>3.2</b>	11-100 Blinds				\$15.00
<b>3.3</b>	100 - PLUS				\$15.00