



**Calvert County  
Public Schools**

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Superintendent of Schools

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## MEMORANDUM

TO: Board of Education of Calvert County  
VIA: Shuchita Warner, Director of School Construction  
Darrell Barricklow, Supervisor for School Construction  
FROM: Kevin Michael, Director of Procurement and Resource Management  
DATE: June 8, 2017  
SUBJ: HVAC Trade Services (ITB #04.000.17 HVAC)

Calvert County Public Schools posted the subject Invitation to Bid (ITB) for HVAC trade services in May 2017. Proposals were accepted from bidders up to the 2:00 p.m. deadline on May 30, 2017. Six (6) vendors submitted proposals (see attached).

The purpose of this solicitation is to establish a term contract with a qualified contractor to provide labor, materials, equipment, and supervision necessary for HVAC remodeling and repairing services on an on-call, as-needed basis for Calvert County Public Schools.

The identified source for the HVAC trade services contract is through local funds.

### **RECOMMENDATION:**

Award the HVAC trade services contract to the low, responsive/responsible bidder, Jarboe Mechanical, 7640-A Investment Court, Owings, MD 20736.

### **SUPERINTENDENT'S RECOMMENDATION:**

Recommend approval.

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<b>Spreadsheet for: HVAC Trade Services (#04.000.17 HVAC)</b> <b>Bid Opening Date: May 30, 2017, 2:00 pm</b> <b>Multipurpose Room</b>			Kelly HVAC	Jarboe Mechanical	M&E Sales, Inc.	M&M Welding & Fabricators	Horizon Mechanical Services	RST Electrical & Mechanical
Item #	Description	UOM	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission
Doc 1	Affidavit of Qualification to Bid	N/A	✓	✓	✓	✓	✓	✓
Doc 2	Contractor Proposal Form	N/A	✓	✓	✓	✓	✓	✓
Doc 3	Personnel Information	N/A	✓	✓	✓	✓	✓	✓
Doc 4	Subcontractors and Equipment Suppliers	N/A	None	✓	✓	✓	✓	✓
Doc 5	References	N/A	✓	✓	✓	✓	✓	✓
Doc 6	Licenses & Apprentice Cards	N/A	✓	✓	✓	✓	✓	✓
Doc 7	Current Employees & Job Titles	N/A	✓	✓	✓	✓	✓	✓
Doc 8	Acknowledge Addendum #1	N/A	✓	✓	✓	✓	✓	✓
Doc 9	Acknowledge Addendum #2	N/A	✓	✓	✓	✓	✓	Not Attached
1	Labor Rate for Master HVAC Regular Hours	Per Hour	135.00	76.00	100.00	136.00	120.00	105.00
2	Labor Rate for Master HVAC After Hours	Per Hour	202.50	97.00	150.00	204.00	175.00	135.00
3	Labor Rate for Journeyman HVAC Regular Hours	Per Hour	125.00	64.00	90.00	100.00	115.00	105.00
4	Labor Rate for Journeyman HVAC After Hours	Per Hour	187.50	80.00	135.00	150.00	165.00	135.00
5	Labor Rate for Apprentice HVAC Regular Hours	Per Hour	95.00	43.00	60.00	65.00	70.00	50.00
6	Labor Rate for Apprentice HVAC After Hours	Per Hour	142.50	55.00	90.00	98.00	85.00	95.00
7	Labor Rate for Sheet Metal Mechanic Regular Hours	Per Hour	123.00	65.00	90.00	140.00	110.00	105.00
8	Labor Rate for Sheet Metal Mechanic After Hours	Per Hour	184.50	90.00	120.00	210.00	150.00	135.00