

FREDERICK COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT
33 THOMAS JOHNSON DRIVE
FREDERICK, MARYLAND 21702
PHONE: 301-644-5211
www.fcps.org

NETWORK CABLING APPLICATION

Frederick County Public School maintains a list of pre-approved companies to receive notification of bids for network cabling projects. Firms interested in furnishing bid proposals to Frederick County Public Schools must complete the attached application in full. Your application will not be considered if it is not completed in full and/or the required documents are not accompanied with the application. Along with the completed application, please include a completed Federal W9 form (www.irs.gov/pub/irs-pdf/fw9.pdf), and the specific documents requested within the application. All documents should be mailed to the address above or emailed to Robin Underwood at robin.underwood@fcps.org (faxed copies will not be accepted).

A letter of approval, clarification or denial will be issued following review of the application. If a firm has not received approval, the firm shall be ineligible to receive bidding documents. The pre-approval term is valid for a period of three years. At the end of the three year term, a renewal notice may be issued for the purpose of re-registration.

Firms may be disqualified for a variety of reasons, including but not limited to the following:

- * Failure to complete the application in full or to submit the required documentation.
- * Failure to respond to a written request for an explanation to questions arising from the application.
- * Failure to possess the minimum qualifications.
- * Perjury in submitting truthful information.

Pre-approval entitles your firm to obtain plans and specifications for network cabling projects only. It does not preclude the need to meet specific bid requirements in order to receive a bid award. Before award, firms may be required to verify that a bid response, if offered, is in accordance with the bid specification and/or information submitted with the application.

You may receive a notification via US mail, email or fax, alerting you to an upcoming bid. The notice will advise of the availability of the bid package and how it may be obtained.

It is the responsibility of the bidder to keep the Purchasing Department of Frederick County Public Schools informed of their intent to remain as an approved bidder along with any and all information regarding changes in firm's name, legal entities, address, phone/fax numbers, email addresses, contact profiles, as well as any qualifications that would affect the firm's ability to perform as originally approved.

Frederick County Public Schools retains the right to modify our pre-approval requirements, which may include rescinding or changing a bidder's approval status at anytime. Please note, references provided will be contacted. Information provided in this application will be kept confidential to the extent permitted by law.

Pre-approved companies will be evaluated by the Frederick County Public Schools Construction Management and Technology Services Departments after each completed project. Companies evaluated less than satisfactory will be removed from the list of approved companies.

Frederick County Public Schools does not discriminate in admissions, access treatment, or employment in its programs and activities on the basis of race, color, gender, age, national origin, religion, or disability. For more information in this regard, contact the Executive Director of Legal Services at (301-696-6851).

For additional information regarding doing business with Frederick County Public Schools, visit our website or contact Robin Underwood via email or by phone.

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NETWORK CABLING PRE-APPROVAL APPLICATION

Company Name and Complete Address (Main Office):

Bid Notice Email Address: _____ Web Address: _____

Purchase Orders Email Address: _____

Phone: _____ Fax: _____

Type of Ownership:

Corporation _____ Partnership _____ Sole Proprietor _____ Limited Liability _____ Other _____

State in which Incorporated: _____ Date of Incorporation: _____

Federal ID Number: _____ DUNS Number: _____

Name and Telephone Number of Owner/CEO:

Company Officials (Name, Title & Telephone Number):

Minority Business Enterprise Information: **The following information is applicable only if your company is registered with the state of Maryland and has a Maryland certificate number.**

MBE: Yes _____ No _____ State Registered In _____ Certificate # _____

** Please circle your company's appropriate MBE status: **

African American Hispanic Native American Asian Women

Disabled Alaskan Native Non-Profit Other _____

Number of Years in Business: _____ Net Worth: _____ Gross Sales: _____
(Minimum 1 Year Required)

Name and Telephone Number of bank you are currently doing business with:

Is your company debarred from any Federal/State/City/County Governments or any school districts? _____

If yes, please list: _____

Person(s) authorized to sign bids and contracts (Name, Title & Telephone Number):

Provide address of branch office closest to Frederick County with permanently stationed staff who are capable of providing technical support if required:

Provide cabling and connector manufacturers for whom you are factory certified/authorized to sell and install. Include copies of certifications with this application.

Company

List any cabling manufacturers with which you are a business partner. Indicate how long you have been a partner and the status or level of the partnership.

Company

How Long

Status/Level

Is your firm/staff authorized to provide maintenance/repair services to the cable infrastructure during the warranty period?

Yes _____ No _____

If awarded a contract, do you agree to use only manufacturers' equipment and cabling approved by Frederick County Public Schools via this qualification/bid process? Yes _____ No _____

Do you agree to use only factory certified installers on FCPS projects? Yes _____ No _____

Do you employ an experienced, RCDD certified (or equivalent) designer/engineer, or agree to subcontract for these services?

Employ (include resume) _____ Subcontractor Name _____

Will you utilize subcontractors for any part of the work? Yes_____ No_____ If yes, identify them below:

Company Name	Address	Contact	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has your organization previously worked for Frederick County Public School? If yes, please list projects:_____

If awarded a contract, do you agree to partner only with subcontractors approved by Frederick County Public Schools via this qualification/bid process? Yes_____ No_____

If you are a successful bidder, will you assign one Project Manager to coordinate all bid related activities with FCPS Technology Services?

Yes_____ No_____

Can you provide business insurance? Yes_____ No_____

Can you provide bonds and letters of credit? Yes_____ No_____

*Include with your application, resumes for your design staff as well as your field installers that includes training, certifications, experience, etc.

*On a separate sheet, describe company policies and processes for ensuring high quality workmanship throughout the project.

*Enclose letters of commendation from previous customers, if available.

I/We certify under penalties of perjury that the information submitted is correct and current. I/We further understand that if the information is found to be incorrect, it could be grounds for denial of pre-qualification and/or award. I/We agree to notify the Purchasing Department of the Frederick County Public School system of any changes of manufacturers' certification of authorization status, personnel status and address changes during the approval term. I/We hereby authorize the Board of Education of Frederick County to contact references.

Signature (must be original signature) _____ Date _____

Print Name _____ Title _____

