

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
RFP NO.: E421-004
COLLEGEWIDE INTEGRATED PEST MANAGEMENT SERVICES
BID CLOSING DATE AND TIME: JUNE 11, 2021 @ 3:00 PM



ADDENDUM #1
Issued: June 4, 2021

ADDENDUM IS BEING ISSUED FOR THE FOLLOWING PURPOSES:

- 1-1 Modify first paragraph of Section 2.3.1 Pest Included and Excluded, to include exterior rodent stations by all trash collection areas and by the Grounds and auto shop area on the Germantown Campus and termite treatment for Humanities Building on the Rockville Campus. See reissued Section 2 and Section 5 Price Proposal.
- 1-2 Modify Section 2.3.2.III Services Areas Covered in the Contract for Rockville Campus as follows. Section 2 Scope of Work/Services has been re-issued in its entirety for clarity. Changes made in Section 2 are in red front.

- Add service areas of Long Nguyen and Kimmy Duong Student Services Center (SV) after “Gordon and Marilyn Macklin Tower Library (MT)” and before “Music Building (MU)”.

Long Nguyen and Kimmy Duong Student Services Center (SV)

Basement: Men’s & Ladies’ Restrooms (13 & 11); Family Room (Room 10); Custodial Closets (5 & 12); Vending Machine, Unisex Restroom (7).

First Floor: Men’s & Ladies’ Restrooms (113 & 111); Custodial Closets (112); Vending Machine, Trash/Recycling (108C); Family Room (110); Café (103); Lobby (101); Student Lounge (104A); Reception (104B).

Second Floor: Men’s & Ladies’ Restrooms (213 & 211); Custodial Closets (212); Vending Machine, Family Room (210); Waiting Room (203); Lounge (202).

Third Floor: Men’s & Ladies’ Restrooms (313 & 311); Custodial Closets (312); Lactation Room (310); Lounge (392).

Fourth Floor: Men’s & Ladies’ Restrooms (413 & 411); Custodial Closets (412); Family Room (410); Lounge (492); Work Room (401J); VPP Office (401F).

- Add service areas of North Garage after Music Building (MU)

North Garage (NG)

First Floor: Men’s & Ladies’ Restrooms.

All floors: Trash/Recycling Area.

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- Delete Science Center (SC) and Science Center West (SW) in its entirety and replace with the following:

Science Center (SC)

First Floor: Main Lobby; Lounging Area; Students Congregate, Study Area; Men’s Restrooms (123/156); Ladies Restrooms (122/155); Custodial Closets (111A/123A/157); Vending Machine (183); Recycling Rooms (104/111B/111).

Second Floor: Lounging Area (258); Students Congregate (296), Study Area (217); Men’s Restrooms (233/257); Ladies Restrooms (232/256); Custodial Closets (233A/256); Vending Machine (183); Recycling Room.

Third Floor: Lounging Area (384); Students Congregate; Study Area (315); Men’s Restrooms (330/357); Ladies Restrooms (329/355); Custodial Closets (330A/356); Vending Machine; Recycling Room.

Fourth Floor: Lounging Area (484); Students Congregate; Study Area (417); Men’s Restrooms (435/457); Ladies Restrooms (434/455); Custodial Closets (435A/466); Vending Machine; Recycling Room.

Science Center West (SW)

First Floor: Men’s & Ladies’ Restrooms (117 & 118); Custodial Closet (116); Vending Machine.

Second Floor: Men’s & Ladies’ Restrooms (238 & 237); Custodial Closet (239); Vending Machine.

Third Floor: Men’s & Ladies’ Restrooms (338 & 337); Custodial Closet (339); Vending Machine (330E).

- 1-3 Revise Section 5, Price Proposal Form. The Price Proposal Form has been re-issued in its entirety. **Please use the revised Price Proposal Form included in this Addendum for Price Proposal submission. Failure to do so will deem your price proposal non-responsive.**

- 1-4 Provide following questions and answers.

Questions	Answers
Would you provide the square footage of the buildings on the contract?	We do not have the information at the moment. Please refer to Section 2.3.2 and this Addendum for the service areas covered in the contract.
Who is the current vendor?	The current vendor is American Pest.
What is the current award amount?	The total contract amount for the past five years is approximately between \$190,000 - \$200,000.
Can you supply a copy of the last bid tabulation sheet or supply us with current pricing?	The bid tabulation for RFP No. 416-020 is attached.
Did you require any Bed Bug treatments in the last 12 months and if so, what was the total paid?	There is no bed bug treatment services in the last 12 months.
Did you require any termite treatments in the last 12 months and if so, what was the total paid?	Termite treatments are required for HT and PK buildings on the Germantown Campus, and HU building on the Rockville Campus.

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How many exterior rodent bait stations are currently on the properties?	We have ten or more exterior rodent stations by all trash collection areas and by the Grounds and auto shop area on the Germantown Campus.
Do these stations belong to Montgomery College or will they need to be replaced by new vendor?	The existing bait stations will be removed and be replaced if awarded to a new vendor.
Approximately how many call back service requests do you have per month?	That information is unavailable.
How many days per week is a technician currently on-site?	It shall be Contractor's call and judgement based on the Scope of Work/Service specified in the RFP. The successful Contractor may be required to provide fixed service visit schedule for each campus facility based on the needs and Contractor's resources.

All other specifications, terms and conditions remain unchanged.

Index of Attachments to Addendum No. 1

Specification Sections or portions reissued in entirety:

Section 2 Scope of Work/Services (Revised on June 4, 2021)

Section 5 Price Proposal Form (Revised on June 4, 2021)

Items issued for informational purposes:

RFP No. 416-020 Bid Tabulation



Patrick Johnson, MBA
 Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the **TECHNICAL PROPOSAL submission**. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF THE ADDENDUM WILL NOT BE ACCEPTED BY FACSIMILE.

Company Name

Authorized Signature

Date

Printed/Typed Signature

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2.1 Background

Montgomery College is Maryland's second oldest community college. Founded in 1946, the College serves roughly 54,000 students each year, through credit and noncredit programs, at nonresidential campuses located in Germantown, Rockville, and Takoma Park/Silver Spring and at off-campus sites throughout Montgomery County. To support students' academic and professional goals, the College employs more than 3,100 faculty, administrators and staff.

The Office of Facilities focus on maintaining and improving the physical environment in terms of a safe, comfortable, and clean working and learning environment that will maximize student success. This contract provides comprehensive integrated pest management (IPM) services for the College campuses located at Germantown, Rockville and Takoma Park/Silver Spring, and Central Services Building located off the campus in Rockville, Maryland.

2.2 Contractor's Qualification Requirements

Qualified Contractor must meet the following minimum requirements:

2.2.1 Certification

Contractor must be certified by the Maryland Department of Agriculture, and the Contractor must provide proof of certification with technical proposal submittals. Contractor must meet all state and local licensing requirements for the duration of contract period.

2.2.2 Personnel

The Contractor's personnel must meet the following minimum staff requirements. Any addition and/or replacement of Contractor's personnel proposed in the Contractor's original proposal must be submitted in writing to the College for approval prior to their starting work under this Contract. The College will render a decision within two (2) business days after the receipt of notification and appropriate qualification documentation from the Contractor.

I. Supervisor

An on-site Supervisor and alternate shall have the Contractor's authority to act on matters pertaining to the performance of services required under this contract. These individuals shall assure safety and carry out coordination and continuity of the program routine. The on-site Supervisor and alternate shall both have a working knowledge of this contract and the detailed PMP and Service Schedule for each of the buildings. Additionally, the on-site Supervisor and alternate must both meet the qualifications identified below under Pest Management Technicians.

II. Pest Management Technicians

Throughout the contract term, all personnel providing on-site pest management services must meet State and local requirements in the jurisdiction(s) where service is actually performed, for training, registration, or certification as Commercial Pesticide Applicators in the category of Industrial, Institutional, Structural, and Health Related Pest Control.

III. Staff Entomologist

The Contractor must have, as a no less than half-time employee or available consultant, an Entomologist, or person with a comparable degree, as stipulated below, who will be available for

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routine and emergency consultation. The following minimal documentation regarding experience and training must be included in the Technical Proposal:

- Documentation of Bachelor’s degree in Entomology, Biology, or other Life Science, from an accredited college or university.
- Current certification in all required Montgomery County jurisdictions as a Commercial Pesticide Applicator in the category of Industrial, Institutional, Structural and Health related Pest Control with sub-categories to include at a minimum General Pest Control and Rodent Control.

2.2.3 Offeror must have a minimum ten (10) years’ experience in the commercial pest management services and assign a designated account representative at the local office to handle the College account during normal working hours. Offeror shall describe the capability of meeting emergency and special service requests. (e.g., cellular/mobile/car telephones, address of the local office, names of office personnel handling the account).

2.3 Scope of Work/Services

Integrated Pest Management (IPM) is a planned program for long-term pest suppression. The IPM program is based on surveillance and interpretation of data to estimate the pest population in any given area. This monitoring allows reliable decisions to be made as to when control measures are needed and what type of control measures to select. Control practices in an IPM program extend beyond the application of pesticides to include structural and procedural modifications that establish physical barriers to pests, and reduce the food, water, and harborage available to them.

The Contractor shall have the necessary personnel, experience, certification, knowledge, skills, abilities, licenses, facilities, equipment, supplies, insurance, technology, and to implement the surveillance, trapping, and pesticide application aspects of the IPM program on a timely basis and in compliance with all municipal, county, state, and federal codes, ordinances, regulations, and laws and industry best practices and standards. The Contractor shall also generate detailed, site-specific recommendations for structural and procedural modifications required to achieve pest suppression. Contractor shall perform the services with that standard of care, skill, and diligence normally provided by a contractor in the performance of the same services.

2.3.1 Pests Included and Excluded

The IPM program specified by this Contract shall suppress indoor populations of rats, mice, cockroaches, ants, flies, mosquitoes, stinging insects and any other arthropod pests not specifically excluded from the contract. Populations of these pests located outside of the specified buildings, but within the property boundaries of the buildings, are included. Other pest control services included in the Contract are: (1) monthly treatment of ticks/mosquitoes outside playground area of Germantown Childcare Building from Spring (April) to Fall (October) each year, (2) monitoring of exterior rodent stations by all trash collection areas and by the Grounds and auto shop area on the Germantown Campus, (3) termite control for HT and PK buildings on the Germantown campus and Humanities building on the Rockville Campus, and (4) catch trays for the two (2) existing insect lights (Gilbert Model 601T “the Don”) in the loading dock area of Central Services building shall be emptied every schedule service, and four (4) 48” black light lamps changed-out one a year.

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Populations or infestations of the following pests are excluded from this contract: birds, bats, snakes, groundhog trap and release, hornet nest removal, and all other vertebrates other than commensally rodents; rodent outbreaks due to construction sites; termites (not specifically included) and other wood destroying organisms; pests located outside buildings that primarily feed on outdoor vegetation. However, individuals of all the above pests that are incidental invaders inside buildings shall be controlled under the terms of the contract. Treatment of the pests excluded from the contract may be needed as special treatments and will be paid as additional services.

2.3.2 Services Areas Covered in the Contract

The following areas will be inspected on a regular basis, and treated when necessary in accordance with the approved PMP. The Contractor will also inspect report on, and, if necessary, treat the areas from which complaints have been received since the last visit.

I. Central Services Building (CT) - 9221 Corporate Boulevard, Rockville, Maryland 20850

First floor: Restrooms - S112, S113, C104, C106; Wellness Room - S115; Pantries - S120; E111; Vending - C108; Custodial Closets - S114, C107, C118; Catering Areas - S104; Compactor Room - C112; Pump Room - C123; Electric Room -C120; Elevator Room - C119. Loading Dock - C121, all other areas as needed.

II. Germantown Campus - 20200 Observation Drive Germantown, MD 20876

Part 1: Germantown Campus (Exclusive of Food Service and Preparation Areas)

Child Care Center (CG): Restrooms 101A, 101C, 102, 106A; Custodial Closet 107; Electrical 196; Mechanical 197. **Treatment of ticks/mosquitoes outside playground area.**

Paul Peck Academic and Innovation Building (PK): Rooms: Restrooms 119, 120, Custodial Closets 100B, 174, 112, Electrical 147, 196, Elevator M/c 110, 148, 172, Pantry 108A, 113F.

Exterior subterranean termite monitoring.

Humanities and Social Sciences Building (HS)

Room 002; Room 012 (Child Care Center); Rooms 013, 017, 027, 029, 034, 040, 105, 114, 121, 122, 133, 164, 207, 211A & 211B.

High Technology and Science Center (HT): Rooms 107, 108, 109, 110, 111, 112, 118, 119, 208, 209, 210, 213, 214, 307, 308, 309, 411, 412 & 413. **Exterior subterranean termite monitoring.**

Physical Education Building (PG): Rooms 103A, 103B, 111, 112, 113, 114, 115, 116 and the Swimming Pool Deck.

Science and Applied Studies Building (SA): Rooms 127, 131, 170, 182, 231, 235, 247, 263, 275, 289 & 295.

All trash collection areas and by the Grounds and auto shop area (exterior rodent control).

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Part 2: Germantown Campus (Food Service and Preparation Areas):

Child Care Center (CG): Kitchen 105.

Paul Peck Academic and Innovation Building (PK): Vending Area 150 (First Floor Lobby Vending; has coffee machine).

Humanities and Social Sciences Building (HS): Cafeteria to be renovated in the summer of 2021. Will be added back to the contract upon completion; Second Floor Elevator Lobby/Vending.

High Technology and Science Center (HT): Vending Area 101.

Physical Education Building (PG): Vending Area.

Science and Applied Studies Building (SA): Food Service Area; Room 101; Pantry 123; Pantry 182A & Pantry 291.

III. Rockville Campus - 51 Mannakee Street, Rockville, MD 20850

Part 1: Rockville Campus (Exclusive of Food Service and Preparation Areas)

Paul Peck Art Building (AR)

First Floor: Men's and Ladies' Restrooms (116); Custodial Closet (116).

Second Floor: Men's and Ladies' Restrooms (205); Custodial Closet (212); Gallery (219).

Third Floor: Men's and Ladies' Restrooms (310); Custodial Closet (310).

Fourth Floor: Men's and Ladies' Restrooms; Custodial Closet (415).

Counseling and Advising Building (CB)

First Floor: Men's & Ladies' Restrooms (120 & 108); Custodial Closet; Soda Machine; 105, 106A, 120, 128, 130, 135.

Second Floor: Men's & Ladies' Restrooms (211 & 223), Custodial Closet (239); 236; 237.

Campus Center (CC)

Events (015); Kitchen (07, 014C, 018 and 225); Men's & Ladies' Restrooms; DSR (158); Custodial Closet (030, 157 & 200), Men's & Ladies' Restrooms (151 & 152); Marriott Food Lab (170); Cafeteria Seating (150); Student Lounge (155); Vending Machine on the First and Second Floors; Men's & Ladies' Restrooms (200).

Computer Science Building (CS)

Ground Floor: Men's & Ladies' Restroom (030); Custodial Closets (G19, G19A & G19B).

First Floor: Men's & Ladies' Restroom (128); Custodial Closet (105); Vending Machine.

Homer S. Gudelsky Institute for Technical Education (GU)

First Floor: 118, 106, 107; Men's & Ladies' Restrooms (108); Custodial Closet & Vending Machine (106); Lobby.

Second Floor: Events (222-224); Mens' & Ladies' Restrooms (202); Custodial Closet; 214, 210, 209, 208, 207, 205, 204 & 203.

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Humanities Building (HU)

Ground Floor: Men's & Ladies' Restrooms (025); Custodial Closet (014); 009, 008, 016, 003, 006, 001; Vending Machine; Boiler Room 035.

First Floor: Men's & Ladies' Restroom (119); Rooms 112, 116 & 118.

Second Floor: Men's & Ladies' Restroom (220); 238, 261, 260, 254, 279, 270, 203, 208, 220, 219, 218 & 217.

Third Floor: Men's & Ladies' Restroom (327); Rooms 316, 307 & 318.

Exterior subterranean termite monitoring.

Mannakee Building (MK)

First Floor: Men's & Ladies' Restrooms (008); Custodial Closet; Lounge & Kitchen (125).

Second Floor: Men's & Ladies' Restrooms (205); Custodial Closet; 269.

Third Floor: Men's & Ladies' Restroom (364); Custodial Closet; Room 300E & Conference Room (318).

Maintenance Shop (MS)

Lunch Room on the Second Floor; One Restroom on the First and Second Floors.

Gordon and Marilyn Macklin Tower (MT)

Custodial Closets (526, 428, 109, 002); Kitchen (608).

Gordon and Marilyn Macklin Tower Library (MT)

First Floor: Men's and Ladies' Restrooms (112B); Custodial Closet; 110; 109.

Second Floor: Men's and Ladies' Restrooms (204 & 202A); Custodial Closet; 201.

Third Floor: Men's and Ladies' Restrooms (306 & 304B); Custodial Closet; 301.

Long Nguyen and Kimmy Duong Student Services Center (SV)

Basement: Men's & Ladies' Restrooms (13 & 11); Family Room (Room 10); Custodial Closets (5 & 12); Vending Machine, Unisex Restroom (7).

First Floor: Men's & Ladies' Restrooms (113 & 111); Custodial Closets (112); Vending Machine, Trash/Recycling (108C); Family Room (110); Café (103); Lobby (101); Student Lounge (104A); Reception (104B).

Second Floor: Men's & Ladies' Restrooms (213 & 211); Custodial Closets (212); Vending Machine, Family Room (210); Waiting Room (203); Lounge (202).

Third Floor: Men's & Ladies' Restrooms (313 & 311); Custodial Closets (312); Lactation Room (310); Lounge (392).

Fourth Floor: Men's & Ladies' Restrooms (413 & 411); Custodial Closets (412); Family Room (410); Lounge (492); Work Room (401J); VPP Office (401F).

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Music Building (MU)

First Floor: Men's & Ladies' Restrooms (111 & 126A); Rooms 108A, 109A, 109B & 208A; Custodial Closet (111).

2nd Floor: Men's & Ladies' Restrooms (210 & 211); Vending Machine Area; Custodial Closet.

North Garage (NG)

First Floor: Men's & Ladies' Restrooms.

All floors: Trash/Recycling Area.

Robert E. Parilla Performing Arts Center (PA)

Lobby: Custodial Closet (103B); Kitchen (103A); Men's & Ladies' Restrooms (103 & 104); 101; Green Room (113); Custodial Closet (119); Men's & Ladies' Restrooms (First Floor/Rear); Green Room (207), Men's & Ladies' Dressing Rooms & Four Shower Rooms.

Physical Education Center (PE)

First Floor: Vending Machine Closet 119; Men's & Ladies' Restrooms (149 & 136); Big Gym(119); 123; Small Gym (137A); Custodial Closet #; Ladies Locker Room 150 & 115; Dance Studio (103B).

2nd Floor: Vending Machine Closet 237; Men's & Ladies' Restrooms (262 & 250A); 208; Custodial Closet (no #); Men's Locker Rooms 257, 254, 253, 219 & 206; Dance Studio (217).

South Campus Instruction Building (SB)

Ground Floor: Men's & Ladies' Restrooms (011); No Vending Machine.

First Floor: Men's & Ladies' Restrooms; Vending Machine (121); Custodial Closet (111).

Second Floor: Men's & Ladies' Restrooms (206 & 209); Custodial Closet (209).

Science Center (SC)

First Floor: Main Lobby; Lounging Area; Students Congregate, Study Area; Men's Restrooms (123/156); Ladies Restrooms (122/155); Custodial Closets (111A/123A/157); Vending Machine (183); Recycling Rooms (104/111B/111).

Second Floor: Lounging Area (258); Students Congregate (296), Study Area (217); Men's Restrooms (233/257); Ladies Restrooms (232/256); Custodial Closets (233A/256); Vending Machine (183); Recycling Room.

Third Floor: Lounging Area (384); Students Congregate; Study Area (315); Men's Restrooms (330/357); Ladies Restrooms (329/355); Custodial Closets (330A/356); Vending Machine; Recycling Room.

Fourth Floor: Lounging Area (484); Students Congregate; Study Area (417); Men's Restrooms (435/457); Ladies Restrooms (434/455); Custodial Closets (435A/466); Vending Machine; Recycling Room.

Science Center West (SW)

First Floor: Men's & Ladies' Restrooms (117 & 118); Custodial Closet (116); Vending Machine.

Second Floor: Men's & Ladies' Restrooms (238 & 237); Custodial Closet (239); Vending Machine.

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Third Floor: Men's & Ladies' Restrooms (338 & 337); Custodial Closet (339); Vending Machine (330E).

Theater Arts Building (TA)

First Floor: Arena (155/156); 148; Kitchen (153); 107 & 108 (SDT Event); Custodial Closet (110 & 118); Men's & Ladies' Restrooms (no #); Men's & Ladies' Restrooms (closest to CA); Lounge.
Second Floor: Men's & Ladies' Restrooms (no #); Custodial Closet (213).

Technical Center (TC)

First Floor: Men's & Ladies' Restrooms (115); Custodial Closet (139).
Second Floor: Men's & Ladies' Restroom (248 & 202A); Custodial Closet.

Interim Technical Training Center (TT)

Men's & Ladies' Restrooms (112); Custodial Closet & Vending Machine.

Part 2: Rockville Campus (Food Service and Preparation Areas)

Campus Center (CC): Food Service Areas; Rooms 119, 121, 121A, 121B, 122, 123, 123A, 124, 125, 133, 134; Vending Machine Areas on the First and Second Floors.

Computer Science Building (CS): Vending Machine Area on the First Floor.

Humanities Building (HU): Vending Machine Area on the Ground Floor.

Music Building (MU): Vending Machine Area on the Second Floor.

Gordon and Marilyn Macklin Tower (MT): Vending Machine Area on the Ground Floor.

Robert E. Parilla Performing Arts Center (PA): Two Concession Stands and Vending Machine Areas.

Physical Education Center (PE): Vending Area on the First Floor and Vending Area in 237.

South Campus Instructional Building (SB): Vending Machine Area Room 121; Basement Vending Machine Area by Elevator.

Student Services Building (RS): Two Vending Machine Areas in the Vestibules.

Theater Arts Building (TA): Two Vending Machine Areas on the First Floor.

Technical Center (TC): Vending Machine Areas.

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IV. Takoma Park/Silver Spring Campus - 7600 Takoma Avenue, Takoma Park, MD 20912

Part 1: TP/SS Campus (Exclusive of Food Service and Preparation Areas)

The Morris and Gwendolyn Cafritz Foundation Arts Center (CF)

First Floor: Two Janitor's Closets; Four Restrooms; Vending Area; Bookstore.
Second Floor: One Janitor's Closet; Boiler Room in the Underground Garage.

Catherine F. Scott Commons (CM)

First Floor: Rooms 103 Custodial Closet; 115 Custodial Closet and Vending Area; Two Restrooms; One Mechanical Equipment Room and One Telephone Equipment Room.
Second Floor: One Custodial Closet; One Mechanical Equipment Room; Two Restrooms and the Vending Area.
Hallways on both Floors.

Cultural Arts Center at 7995 Georgia Avenue, Silver Spring, Maryland (CU):

First Floor: Box Office/Concessions; Family Room; Two Restrooms; One Janitors #138; Green Room # 135.
Second Floor: Mechanical Room (217); One Janitor's Closet (215A); Two Restrooms; Vending Area.

Health Sciences Center at 7977 Georgia Avenue, Silver Spring, MD 20910 (HC): Hallways on all Floors; One Janitor's Closet on each Floor; One Mechanical Equipment Room on each Floor; Two Restrooms on each Floor; Boiler Room Located in Basement. First Floor Vending Area.

Mathematics Pavilion (MP)

First Floor: One Restroom; One Custodial Closet; One Mechanical Equipment Room; One Elevator Equipment Room.
Second Floor: Two Restrooms; One Custodial Closet; Two Mechanical Equipment Rooms.
Hallways on both Floors.

North Pavilion (NP)

First Floor: One Restroom; Two Custodial Closets; Two Mechanical Equipment Rooms.
Second Floor: One Restroom; One Custodial Closet; Two Mechanical Equipment Rooms; One Medical Storage Room.
Hallways on both Floors.

Pavilion One (P1)

First Floor: One Restroom; One Custodial Closet; Two Mechanical Equipment Rooms.
Second Floor: Two Restrooms; One Custodial Closet; Two Mechanical Equipment Rooms.
Hallways on both Floors.

Pavilion Two (P2)

First Floor: One Restroom; One Custodial Closet; One Mechanical Equipment Room; One Elevator Equipment Room.

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Second Floor: One Restroom; One Custodial Closet; Two Mechanical Equipment Rooms.
Hallways on both Floors.

Pavilion Three (P3)

First Floor: Two Restrooms; One Custodial Closets; One Mechanical Equipment Room; One Elevator Equipment Room.

Second Floor: Two Restrooms; One Custodial Closets; One Mechanical Equipment Room.
Hallways on both Floors.

Pavilion Four (P4)

First Floor: Rooms 110, 111, 112 & 112A; One Custodial Closet; One Mechanical Equipment Room; One Elevator; Equipment Room; Black Box Theatre (Room 103).

Second Floor: One Restroom; Custodial Closet; One Mechanical Equipment Room.

Third Floor: One Restroom; One Mechanical Equipment Room.

Hallways on all Three Floors;

Resource Center (RC)

First Floor: Two Restrooms; Two Custodial Closets; Two Mechanical Equipment Rooms and the Concourse.

Second Floor: Two Restrooms; One Custodial Closet; One Mechanical Equipment Room.
Hallways on both Floors.

Science North Building (SN)

First Floor: Four Restrooms; One Custodial Closet.

Second Floor: One Custodial Closet.

Third Floor: Two Restrooms; One Custodial Closet; Two Mechanical Equipment Rooms.

Hallways on all three Floors.

Charlene R. Nunley Student Services Center at 7625 Fenton Street (ST): Hallways on all Floors; One Janitor's Closet on each Floor; One Mechanical Room on each Floor; Two Restrooms on each Floor; Boiler Room in the Basement.

West Garage (WG) at 901 Jessup Blair Road: Six Floors and Two Stairwells.

East Garage (EG) at 7730 Fenton S: Five Floors and Two Stairwells.

Part II. TP/SS CAMPUS (Food Service and Preparation Areas):

Cultural Arts Center (CU): Second Floor Vending (has coffee machine).

Health Sciences Center (HC): First Floor Vending (has coffee machine).

Charlene R. Nunley Student Services Center (ST): Food Service Areas; Vending Machine Area adjacent to Security base station.

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COLLEGEWIDE INTEGRATED PEST MANAGEMENT SERVICES
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SECTION 2 – SCOPE OF WORK/SERVICES (Revised on June 4, 2021)

2.4 General Program Requirements

The IPM program shall include the following for each building specified in this contract:

2.4.1 Initial Inspection

The Contractor shall conduct a thorough, initial inspection of each site within thirty (30) calendar days after the effective date of the contract. The Contractor shall also include a College representative from each campus in the initial inspection. The Campus Contract Administrator (CA) will inform the Contractor at least 24 hours prior to the initial inspections if any restrictions or special safety precautions are necessary.

The purpose of the initial inspection is for the Contractor to evaluate the pest control needs of the premises and to discuss these needs with the CA. The Contractor shall as a minimum, from each of the initial inspections, address and document the following points:

- Identification of problem areas in and around the buildings.
- Identification of equipment, structural features, or management practices that are contributing to pest infestations.
- Discussion of the effectiveness of previous control efforts.
- Facilitation of Contractor access to all necessary areas.
- Recommendations for each of the above points.

2.4.2 Submission of Plan

The PMP and Service Schedule must address any structural or operational changes that would facilitate the pest management effort. Additionally, the PMP must identify the proposed methods for control, including the pesticides to be used by accepted common name (generic name) **in the performance of a contract with their EPA registrations and Material Safety Data Sheets (MSDS sheets)**; site specific methods of application proposed for use in or around the building; and rationale for each type of use. Proposed trapping devices for insects and rodents should also be included. The PMP should describe in detail the Contractor's means for monitoring pest populations in and around the building (see the section on Monitoring and Inspection below).

2.4.3 Monitoring and Inspection

The PMP shall establish a monitoring and inspection program to identify infested zones and allow an Objective assessment of pest population levels. The Contractor shall continue monitoring and inspecting throughout the duration of this contract. Mouse traps should be monitored for dead mice or other rodents. Caught mice or rodents shall be removed in a timely manner.

2.4.4 Pesticide Treatment

The Contractor shall not apply any pesticide(s) which has not been included in the PMP or approved in Writing by the College.

As a general rule, application of pesticides in any area inside or outside the premises - e.g., in any room, closet, hallway, stairwell, court, driveway, planting bed, and similar locations - shall not occur unless the Contractor's inspections or monitoring indicate the presence of pests in that specific area.

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Preventive pesticide treatments of inside and outside areas where inspections indicate a potential insect or rodent infestation are acceptable on a case-by-case basis. The Contractor shall indicate areas for preventive pesticide treatment in the PMP for each building, and list the methods of application. Preventive pesticide treatments are subject to review and can be eliminated at any time by the CA.

2.4.5 Structural Modifications

Structural modifications for pest suppression will not be the responsibility of the Contractor. However, the Contractor shall be responsible for notifying the CA, in writing, about structural modifications deemed necessary to eliminate pest harborage or prevent pest access.

2.4.6 Recordkeeping

The Contractor shall be responsible for maintaining a complete and accurate pest management log. The Contractor shall maintain a separate log book for each building specified in this contract. Each log book shall be kept on College property and updated on each visit by the Contractor.

The log book shall contain as a minimum, the following items:

- (1) A copy of the PMP and Service Schedule for each building.
- (2) A copy of the current label, EPA registration number, and Material Safety Data Sheet for each pesticide used in the building. MSDS will also be provided to:

Montgomery College
Attention: Environmental Safety Coordinator
9221 Corporate Boulevard
Rockville, Maryland 20850

- (3) Pest surveillance data sheets which record, in a systematic fashion, the number of pests or other indicators of pest population levels revealed by the Contractor's monitoring program for the building: for example, number and location of sticky traps with cockroaches, number and location of rodents trapped or carcasses removed, number and location of new rat burrows observed, etc.
- (4) A diagram noting the location of all rodent traps and bait stations in or around the premises.
- (5) The College's copies of a Pest Control Work and Inspection Report Form. These forms will be supplied to advise the Contractor of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building, the Contractor's representative performing the service shall complete, sign, and date the form and return it to the log book on the same or succeeding day of the services rendered.

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- (6) The Contractor's Service Report forms, documenting arrival and departure time of the Contractor's representative performing the service, and all information on pesticide application required by statute. These report forms may incorporate some or all of the pest surveillance data and locations of rodent traps and bait stations required in items (3) and (4) above.

2.4.7 Special Requests and Emergency Service

The regular service consists of performing the surveillance, recordkeeping, trapping, and pesticide application components of an IPM program as described in the Contractor's detailed PMP and Service Schedule for each building. On occasion, it may be requested that the Contractor perform Corrective action, special or emergency service(s) which are beyond routine needs or regular service requests. The Contractor shall respond to the corrective action, special service(s) or emergency service(s) conditions within one (1) working day after receipt of the request. In the event that such services cannot be completed within their time frames, the Contractor shall immediately notify the CA and indicate an anticipated completion date. The Contractor will maintain a work reception center that is open during normal working hours.

2.5 Manner and Time to Conduct Services

It shall be the Contractor's responsibility to carry out work according to the detailed PMP and Service Schedule developed for each building. The Contractor's on-site Supervisor shall be responsible for coordination with the CA or designated representative at the beginning of each visit. The purpose of this coordination is to review the plan and schedule, and for the CA to receive information on problem areas that need corrective action. The Contractor shall perform services that do not adversely affect tenant health or productivity during the regular hours of operation in buildings.

When it is necessary to provide service outside the regularly scheduled hours set forth in the PMP and Service Schedule, the Contractor shall notify the CA at least two (2) days in advance.

The Contractor shall observe all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering the building. Any restrictions associated with these special areas will be explained to the Contractor by the CA. The Contractor shall adhere to these restrictions and incorporate the restrictions into the detailed PMP and Service Schedule for the specific building and/or site.

All Contractor personnel, working in or around buildings designated under this contract, shall wear distinctive uniform clothing. The Contractor shall determine and provide additional personal protective equipment required for the safe performance of work. Protective clothing, equipment, and devices shall as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used. Vehicles used by the Contractor must be identified in accordance with state and local regulations.

Regular scheduled service for each campus will be provided at a pre-arranged time on the same day of each week. If the scheduled weekly service day falls on a federal or College holiday on which either the Contractor or the College is closed, the Contractor shall schedule another service day for that week, preferably the business day immediately preceding or following the holiday. The Campus Directors of Facilities and the successful Offeror will develop the exact service schedule. Service for all campuses is requested between 7:00 a.m. and 3:00 p.m. Please note that time schedules may change at the discretion of the College.

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2.6 Pesticide Products and Use

The Contractor shall be responsible for application of pesticides according to the label. All pesticides used by the Contractor must be registered with the EPA, state and/or local jurisdiction. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable federal, state, and local laws and regulations.

The Contractor shall minimize the use of liquid pesticide applications wherever possible.

For example:

- The use of crack and crevice application of pesticide to pest harborage areas rather than fan spraying exposed surfaces in the general vicinity of harborage areas.
- The use of containerized and other types of bait formulations for cockroaches, ants, and other pests, rather than sprays wherever appropriate.
- The use of traps for indoor fly control rather than sprays wherever appropriate.
- Pesticide space sprays (including fogs, mists, and ultra-low volume applications) will be restricted to unique situations when no alternative measures are practical.

The Contractor shall submit a written request for approval to the CA at least two (2) days prior to performance of any proposed space spray treatment. The written request must list the all elements of the unsuccessful treatment plan and the reason for requesting approval for space spray treatment. The CA will render a decision regarding the treatment within twenty-four (24) hours. The Contractor's request shall identify the target pest, time and specific place(s) of treatment, pesticide(s) to be used, and method of applications, precautions to be taken to ensure tenant and employee safety, and steps to be taken to ensure the containment of the spray to the site of application. The Contractor shall NOT perform space spraying of pesticide without the written approval of the CA. No space application of pesticide shall be made while tenant personnel are present.

2.7 Rodent Control

Snap traps and other trapping devices (including glueboards) used in rodent control programs must be checked on a schedule agreed to by the CA. Trapping shall not be performed during periods when maintenance will be delayed by holidays, weekends, etc. The Contractor shall place traps out of the general view and in protected areas so as not to be affected by routine cleaning and other operations.

All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals, or in EPA-approved tamper-resistant bait boxes. Frequency of bait box servicing shall depend upon the level of rodent infestation. All bait boxes shall be labeled and dated at the time of installation and each servicing. All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The Contractor shall adhere to the following four points:

- (1) The lids of all bait boxes must be securely locked or fastened shut.

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- (2) Bait must always be placed in the baffle protected feeding chamber of the box and never in the runway of the box.
- (3) All bait boxes must be securely attached or anchored to the floor, ground, wall, or other surface, so that the box cannot be picked up or moved.
- (4) All traps, trapping devices and bait boxes shall be accounted for, and their location recorded, in the building log book; all shall be removed and disposed of properly from the premises when control is achieved.

2.8 Inspection

Throughout the performance of this contract, the CA will inspect the premises covered to determine the effectiveness of the IPM program and Contractor compliance with the contract. The CA will document in writing the results of the inspection and provide the Contractor a copy. The Contractor shall promptly initiate actions to correct all deficiencies found.

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SECTION 5 – PRICE PROPOSAL FORM (Revised on June 4, 2021)

5.1 Base Price

Offeror shall provide all labor, material, tool, equipment, transportation, supervision and telephone answering service required for the service, per Scope of Work.

Offeror shall submit an unit price for weekly treatment for each line item and indicate whether the treatment products are environmental friendly, in accordance with the Scope of Work specified in the solicitation. Total annual base price will be used for price evaluation. The College reserves the right to negotiate the alternate pricing from the highest scored Offeror.

Price Proposal must be completed in full, signed, and dated. Offers must submit the pricing of all line items and fill out all banks to be considered for award; failure to do so will deem an Offer non-responsive.

OFF-CAMPUS FACILITY

LINE NO	ITEM DESCRIPTIONS	UNIT PRICE PER WEEK	Environmental Friendly (Yes/No)
CT	Weekly Integrated Pest Management for CT Building First floor Restrooms, Wellness Room, Pantries, Vending, Custodial Closets, Catering Areas, Compactor Room, Pump Room, Electric Room, Elevator Room, Loading Dock Including servicing catch trays each service and change light bulbs annually.	\$ _____	_____

Annual Base Price for CT Building (Weekly U/Px52 Weeks): _____

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GERMANTOWN CAMPUS

LINE NO	ITEM DESCRIPTIONS	UNIT PRICE PER WEEK	Environmental Friendly (Yes/No)
G1	Weekly Integrated Pest Management for Germantown Campus. Exclusive of Food Service and Preparation Areas, per Scope of Work in Section 2, Item 1 to Item 10.		
1.	Auto/Grounds Shop	\$ _____	_____
2.	Child Care Center (CG) (excluding Mosquitos treatment)	\$ _____	_____
2a.	Mosquitos Treatment for Child Care Center from Spring (April) to Fall (October) each year outside playground area)	\$ _____	_____
3.	Bioscience Education Center (BE)	\$ _____	_____
4.	Greenhouse (GN)	\$ _____	_____
5.	Paul Peck Academic and Innovation Building (PK) (excluding termite treatment)	\$ _____	_____
5a.	Perimeter Termite Treatment for PK-884 linear feet		
	(1) Initial bait station installation & inspection	\$ _____/ea	_____
	(2) Termite Bait Stations Monitoring Services/Year	\$ _____/yr	_____
6.	Humanities and Social Sciences Building (HS)	\$ _____	_____
7.	High Technology and Science Center (HT) (excluding termite treatment)	\$ _____	_____
7a.	Perimeter Termite Treatment for HT-1031 linear feet		
	(1) Initial Termite Bait Station Installation & Inspection	\$ _____/ea	_____
	(2) Termite Bait Stations Monitoring Services/Year	\$ _____/yr	_____
8.	Physical Education Building (PG)	\$ _____	_____
9.	Science and Applied Studies Building (SA)	\$ _____	_____
10.	Exterior Rodent Bait Station by all trash collection areas and by the Grounds and auto shop area		
	(1) Initial Rodent Bait Station Installation & Inspection	\$ _____/ea	_____
	(2) Weekly Rodent Bait Station Monitoring	\$ _____	_____
G2	Weekly Integrated Pest Management for Germantown Campus Food Service and Preparation Areas, per Scope of Work in Work in Section 2, Item 11 to Item 17.		
11.	Bioscience Education Center (BE)	\$ _____	_____
12.	Child Care Center (CG)	\$ _____	_____
13.	Paul Peck Academic and Innovation Building (PK)	\$ _____	_____
14.	Humanities and Social Sciences Building (HS)	\$ _____	_____
15.	High Technology Science Center (HT)	\$ _____	_____
16.	Physical Education Building (PG)	\$ _____	_____
17.	Science and Applied Studies Building (SA)	\$ _____	_____

Annual Base Price for Germantown Campus: _____

Please use actual number of months (instead of 12 months) for mosquito's treatment on the Germantown Campus when calculating the Total Annual Base Price.

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SECTION 5 – PRICE PROPOSAL FORM (Revised on June 4, 2021)

ROCKVILLE CAMPUS

LINE NO	ITEM DESCRIPTIONS	UNIT PRICE PER WEEK	Environmental Friendly (Yes/No)
R1	Weekly Integrated Pest Management for Rockville Campus. Exclusive of Food Service and Preparation Areas, per Scope of Work in Section 2, Item 18 to Item 39.		
18.	Paul Peck Art Building (AR)	\$ _____	_____
19.	Counseling and Advising Building (CB)	\$ _____	_____
20.	Campus Center (CC)	\$ _____	_____
21.	Computer Science Building (CS)	\$ _____	_____
22.	Homer S. Gudelsky Institute for Technical Education (GU)	\$ _____	_____
23.	Humanities Building (HU) (excluding termite treatment)	\$ _____	_____
23a.	Perimeter Termite Treatment for HU		
	(1) Initial bait station installation & inspection	\$ _____/ea	_____
	(2) Termite Bait Stations Monitoring Services/Year	\$ _____/yr	_____
24.	Mannakee Building (MK)	\$ _____	_____
25.	Maintenance Shop (MS)	\$ _____	_____
26.	Gordon and Marilyn Macklin Tower (MT)	\$ _____	_____
27.	Gordon and Marilyn Macklin Tower Library (MT)	\$ _____	_____
28.	Long Nguyen and Kimmy Duong Student Services Center (SV)	\$ _____	_____
29.	Music Building (MU)	\$ _____	_____
30.	North Garage (NG)	\$ _____	_____
31.	Robert E. Parilla Performing Arts Center (PA)	\$ _____	_____
32.	Physical Education Center (PE)	\$ _____	_____
33.	South Campus Instruction Building (SB)	\$ _____	_____
34.	Science Center (SC)	\$ _____	_____
35.	Science Center West (SW)	\$ _____	_____
36.	Student Services Building (RS)	\$ _____	_____
37.	Theater Arts Building (TA)	\$ _____	_____
38.	Technical Center (TC)	\$ _____	_____
39.	Interim Technical Training Center (TT)	\$ _____	_____
R2	Weekly Integrated Pest Management for Rockville Campus Food Service and Preparation Areas including the following locations, per Scope of Work in Section 2, Item 40 to Item 50.		
40.	Campus Center (CC)	\$ _____	_____
41.	Computer Science Building (CS)	\$ _____	_____
42.	Humanities Building (HU)	\$ _____	_____
43.	Music Building (MU)	\$ _____	_____
44.	Gordon and Marilyn Macklin Tower (MT)	\$ _____	_____
45.	Robert E. Parilla Performing Arts Center (PA)	\$ _____	_____
46.	Physical Education (PE)	\$ _____	_____
47.	South Campus Instructional Center (SB)	\$ _____	_____
48.	Student Services Building (RS)	\$ _____	_____
49.	Theater Arts Building (TA)	\$ _____	_____
50.	Technical Center (TC)	\$ _____	_____

Annual Base Price for Rockville Campus: _____

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SECTION 5 – PRICE PROPOSAL FORM (Revised on June 4, 2021)

TAKOMA PARK/SILVER SPRING CAMPUS

LINE NO	ITEM DESCRIPTIONS	UNIT PRICE PER WEEK	Environmental Friendly (Yes/No)
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**T1 Weekly Integrated Pest Management for TP/SS Campus.
 Exclusive of Food Service and Preparation Areas
 per Scope of Work in Section 2, **Item 51 to Item 65.****

51.	The Morris and Gwendolyn Cafritz Foundation Arts Center (CF)	\$ _____	_____
52.	Catherine F. Scott Commons (CM)	\$ _____	_____
53.	Cultural Arts Center (CU)	\$ _____	_____
54.	Health Sciences Center (HC)	\$ _____	_____
55.	Mathematics Pavilion (MP)	\$ _____	_____
56.	North Pavilion (NP)	\$ _____	_____
57.	Pavilion One (P1)	\$ _____	_____
58.	Pavilion Two (P2)	\$ _____	_____
59.	Pavilion Three (P3)	\$ _____	_____
60.	Pavilion Four (P4)	\$ _____	_____
61.	Resource Center (RC)	\$ _____	_____
62.	Science North Building (SN)	\$ _____	_____
63.	Charlene R. Nunley Student Services Center (ST)	\$ _____	_____
64.	West Garage (WG)	\$ _____	_____
65.	East Garage (EG)	\$ _____	_____

**T2 Weekly Integrated Pest Management for TP/SS Campus.
 Food Service and Preparation Areas, per Scope of Work
 in Section 2, **Item 66 to Item 68.****

66.	Cultural Arts Center (CU)	\$ _____	_____
67.	Health Sciences Center (HC)	\$ _____	_____
68.	Charlene R. Nunley Student Services Center (ST)	\$ _____	_____

Annual Base Price for TP/SS Campus: _____

- Annual Base Price for CT:** \$ _____
- Annual Base Price for Germantown Campus:** \$ _____
- Annual Base Price for Rockville Campus:** \$ _____
- Annual Base Price for TP/SS Campus:** \$ _____
- TOTAL ANNUAL BASE PRICE FOR ALL ABOVE:** \$ _____

**MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES
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SECTION 5 – PRICE PROPOSAL FORM (Revised on June 4, 2021)

5.2 Special Treatment Rates

Offeror may be required to provide Special Requests and Emergency Service for the services excluded in the Contract on as-needed basis. These services may include but not limited to the following.

	Pricing/Price Base
A. Groundhog Trap and Release:	_____ /event
B. Snake Trapping and Removal to include 5 daily follow up visits to eradicate, check trap, dispose and relocate animal:	_____ /event
C. Above Ground Hornet Nest Removal:	_____ /event
D. Exterior Building Rodent Bait Boxes to include Initial service, follow ups and refills for a period of 6 months:	_____ /bait box
E. Termite Treatment:	_____ /linear foot
F. WDCE Integrated Pest Control Services located at Westfield South Center 11002 Veirs Mill Road, Suites 210, 306 & 310 Wheaton, MD 20902	
G1: Suite 210	_____ /Monthly
G2: Suite 306	_____ /Monthly
G3: Suite 310	_____ /Monthly

5.3 Emergency Service Telephone Number: _____

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REMEMBER TO SIGN YOUR PROPOSAL

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror's omission. An aggregate award will be made in the best interest of the College to the highest evaluated, most responsible, responsive Offeror that can meet the terms, conditions, and specifications of this solicitation.

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the RFP specifications, stipulations, and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

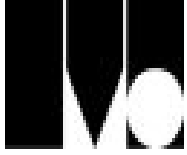
Company Name

Name

Title

Authorized Signature and Date

BID TABULATION



Montgomery College
Procurement Office
900 Hungerford Drive Suite 110
Rockville, MD 20850
www.montgomerycollege.edu/procure

RFP #416-020

Collegewide Integrated Pest Management Services

Bid Opening Date and Time	Purchasing Agent	Recorded By
April 19, 2016 at 3:00 PM	Yu Zhu	Lisa Dyer

OFFERORS

AAA Termite & Pest Control Company

ATEK Pest Management

American Pest

Home Paramount Pest Control

Regional Pest Management

Professional Pest Solutions, LLC