



MONTGOMERY COLLEGE – OFFICE OF PROCUREMENT  
ONSITE DOCUMENT SHREDDING SERVICES  
RFP NO.: e424-001  
RFP CLOSING DATE AND TIME: JULY 12, 2023 @ 3:00 PM

ADDENDUM #1  
ISSUED: JUNE 27, 2023

THE PURPOSE OF THIS ADDENDUM IS TO PROVIDE ANSWERS LISTED BELOW TO REQUESTS FOR CLARIFICATION.

Item 1-1 Question: How many bins are currently located at each campus and other locations?

Answer: Please see details below:

- (1) Central Services Building: Six (6) 96-gallon bins.
- (2) Germantown Campus: Four (4) 65-gallon bins.
- (3) Rockville Campus (51 Mannakee Street & 900 Hungerford Drive): Ten (10) 65-gallon bins.
- (4) Takoma Park/Silver Spring Campus: Four (4) 65-gallon bins
- (5) Gaithersburg Business Training Center: One (1) 65-gallon bin.
- (6) Westfield South Center: One (1) 65-gallon bin.

Note: This is a requirement type contract, therefore, no minimum quantity of bins or contract dollar amount will be guaranteed. Location and quantity may be added or deleted on an as needed basis (Ref. Section 1.16).

Item 1-2 Question: What is the size of standard office bin?

Answer: The standard office bin size is 65 gallons.

**Patrick Johnson, MBA, CPPB**  
**Director of Procurement**

Please **sign** below to acknowledge receipt of this Addendum and return with the Technical Proposal submission. Failure to return this Acknowledgment of Addendum may deem a proposal nonresponsive.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Signature



Office of Procurement  
9221 Corporate Boulevard  
Rockville, MD 20850

**REQUEST FOR PROPOSAL (RFP)**

**RFP NO.: e424-001**

**Secured On-Site Document Shredding Services**

All proposal responses **MUST BE RECEIVED** in the Procurement Office by **3:00 PM local time on July 12, 2023**.

Proposals will not be accepted via facsimile or US postal mail.

Prices must remain firm for 120 Days after proposal closing date, but prior to contract award.

**Proposal Bond Requirements:** NONE

**Performance, Labor and  
Material Bond requirements:** NONE

**Pre-Proposal Conference:** **1:30 p.m. on June 16, 2023**, first floor Board Gallery, Central Services Building, 9221 Corporate Boulevard, Rockville, Maryland 20850.

Minority vendors are encouraged to respond to this proposal solicitation.

Important: Your proposal will be jeopardized if any portion of this inquiry is not complete. No proposal will be accepted after the date and time stated above.

A handwritten signature in black ink that reads 'Patrick Johnson'.

**Patrick Johnson, CPPB, MBA**  
Director of Procurement

**NOTE: Prospective Offerors who have received this document from a source other than the Procurement Office should immediately contact the Procurement Office and provide their name and e-mail address so that amendments to the Bid/RFP or other communications can be sent to them. Failure to contact the Procurement Office may result in non-receipt of important information.**

**REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND** Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

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**SECTION 1 – PROPOSAL AND CONTACT INFORMATION**

**1.1 Intent**

It is the intent of this Request for Proposal to provide Montgomery College with Secure On-Site Document Shredding Services for all three (3) campuses (Germantown, Rockville and Takoma/Silver Spring) and satellite facilities by a qualified contractor, licensed in the State of Maryland in accordance with all terms and conditions contained herein. In the event that a special condition is contradictory to a general condition, the special condition shall prevail.

Montgomery College will hereinafter be referred to as the “College” and “MC.” Respondents to the RFP will be referred to as “Offerors” and “Proposers.” The Offeror to whom the contract is awarded will be referred to as the “Contractor.”

**1.2 Pre-Proposal Conference**

A Pre-Proposal Conference will be held **on June 16, 2023 at 1:30 p.m. (EDT)**, on the first floor Board of Trustees Conference Room #108 at Central Services Building, 9221 Corporate Boulevard, Rockville, Maryland 20850. Attendance by all interested Offerors is not mandatory but strongly encouraged. No allowances shall be made to the successful Offeror, at a later date for additional work required because of his/her failure to attend the Pre-Proposal Conference.

**1.3 Examination of Existing Conditions**

There will be no walk-through conducted on the date of the Pre-Proposal Conference. Offerors are advised to schedule a date and time for examining and investigating existing conditions of each campus prior to submitting a Proposal. Access to the site and/or College records may be obtained by contacting: George Varghese via email at, [george.varghese@montgomerycollege.edu](mailto:george.varghese@montgomerycollege.edu)

**1.4 Electronic Proposal Submittal Due Date**

All responses to this Request for Proposal (RFP) must be submitted electronically, in two separate attachments. One attachment shall consist of the Technical Proposal and the second one shall consist of the Price proposal. Both attachments shall be sent together, in a single email. See Section 3 Proposal Submission for complete submission instructions and requirements.

Electronic proposals shall be sent to the following email address by the submittal deadline date and time: [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu). All responses to this Request for proposal are due by **3:00 p.m. on July 12, 2023 (EDT)**. **No responses will be accepted after this date and time.**

In the event that the College is closed on the RFP closing date due to an unforeseen circumstance, the RFP will be closed at the stated time on the next open business day, unless the Offeror is notified otherwise.

The proposal must be signed by an individual who has full authority from the Offeror to enter into a binding agreement on behalf of the Offeror so that a contract may be established as result of acceptance of the proposal submitted. By reference, the terms, conditions, and specifications set forth in the Request for Proposal shall serve as the contract terms, conditions, and specifications. No other terms and conditions will apply unless submitted as a part of the proposal response and accepted by the College.

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**SECTION 1 – PROPOSAL AND CONTACT INFORMATION**

**1.5 Contact Information**

Request for clarifications related to this solicitation shall be directed George Varghese, Purchasing Agent via email at: [george.varghese@montgomerycollege.edu](mailto:george.varghese@montgomerycollege.edu), not later than **5:00 p.m. on June 23, 2023**. No questions will be answered after this date. All relevant questions received by the noted deadline may be answered by issuance of an addendum **The College will not be bound by oral explanation for scope of services or any language contained in this solicitation**. The Offeror may not initiate contact with any other College representative about this RFP.

**1.6 Addenda**

The College will issue an addendum or addenda, if necessary. Notifications regarding addenda posted on the College Procurement website at [www.montgomerycollege.edu/procure](http://www.montgomerycollege.edu/procure) will be provided by email, to all perspective Offerors who are known by the College to have received a complete set of solicitation documents by downloading the solicitation documents from the College's Procurement website and who have provided an accurate current email address.

Only answers provided via an addendum issued by the Procurement Office will be binding. It is Offeror's sole responsibility to check the College Procurement website for all posted addenda before submitting a proposal. Acknowledgement of the receipt of all addenda must accompany the Offeror's proposal. Failure to acknowledge to receive any issued addenda shall not relieve the Offerors from any obligation or requirements listed in the addenda.

All addenda shall become part of the RFP documents. If conflicts, discrepancies, ambiguities, or omissions in or between the RFP are not brought to the attention of the College before the RFP closing date and time, the interpretation and intent of the RFP documents shall be as determined by the College at its sole discretion.

**1.7 Proposal Validity**

Offerors must hold their proposal prices for 120 days after the award date. In the event that the awarded Contractor is unable to perform the contract, the College reserves the right to re-solicit the contract or to award the contract to the next highest evaluated Offeror.

**1.8 General Conditions and Instructions**

Offerors shall refer to, understand, and agree to Attachment G, General Conditions and Instructions, of this RFP. The College reserves the right to reject as non-responsive any offer that objects to any of the terms, conditions, or specifications of this RFP.

**1.9 Submitted Pricing**

All pricing is FOB Destination. Pricing must be submitted on the Price Proposal Form provided in the RFP documents. 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. Payment discounts, if offered, will be taken when appropriate, but will not be considered in the evaluation for award. The College reserves the right to request additional related services in support of its operations, and fees for those services shall be negotiated accordingly.

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The College is exempt from State of Maryland sales use tax and federal excise tax, and the College will not pay or reimburse those taxes.

In addition, all Offerors must hold their proposal prices for 120 days after proposal opening date, but prior to the contract award date. In the event that the awarded Contractor is unable to perform the contract, the College reserves the right to re-bid the contract or to award the contract to the next lowest Offeror.

**1.10 References**

Offerors must submit **three (3) references** with whom Offeror has provided similar services **within the past five (5) years**. All references must include organization name, contact name, mailing and email address, telephone number, and service dates. Cited references must be able to confirm, without reservation, the Offerors ability to provide services in accordance with the requirements contained in this solicitation. The College reserves the right to reject a proposal based on an unsatisfactory reference; use itself as a reference, if applicable; request additional references; contact any non-reference clients that have utilized Offeror's services; or require a site visit to one or more of the Offeror's reference locations.

**1.11 Subcontractors**

The College seeks proposals from Contractors performing all requested services and will enter into an agreement only with the selected Offeror. **No portion of the work shall be subcontracted without the prior written consent of the College throughout the terms of the contract, including renewals and extensions.** In the event the Contractor desires to subcontract part of the services specified herein, the Contractor shall furnish the company or individual name(s), contact name, mailing and e-mail addresses, qualifications, and experience of the proposed subcontractor(s), as well as a description of the services to be performed by the subcontractor. The primary Contractor shall remain fully liable for the work performed by the subcontractor(s) and shall assure compliance with all requirements of the contract if approved by the College. The College reserves the right to reject any proposed subcontractor in its own best interest.

**1.12 Proposal Evaluation**

Proposals submitted in response to this solicitation will be evaluated as follows:

- 1.12.1 Offeror is **responsible** – Offeror demonstrates ability to provide products and/or services that can meet or exceed requirements. The following criteria will be used to determine responsibility:
  - 1.12.1.1 Offeror has the equipment, ability, and experience to perform the work as stated in the specifications listed in this bid.
  - 1.12.1.2 Offeror is financially stable.
  
- 1.12.2 Offeror is **responsive** – Offeror follows bid submission instructions and provides all requested materials. The following criteria will be used to determine responsiveness:
  - 1.12.2.1 Offeror has favorable references that can confirm its ability to provide the products and/or services as stated in the specifications listed in this bid.
  - 1.12.2.2 Offeror has provided all documentation and samples requested in the Scope of Work/ Specifications.

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**1.13 Proposal Rejection**

The College reserves the right to reject any or all offers received as the result of this proposal. Offers may be rejected for any of the following reasons if Offeror fails to:

- 1.13.1 Meet the mandatory specifications and requirements.
- 1.13.2 Respond in a timely fashion to a request for additional information, data, etc.
- 1.13.3 Supply appropriate and favorable client references.
- 1.13.4 Complete the Price Proposal page.
- 1.13.5 Sign the bid.
- 1.13.6 Demonstrate that it is qualified to carry out the obligations of the contract and to implement and support the work specified herein.
- 1.13.7 Demonstrate document Shredding expertise, if sought by the College.

**1.14 Proposal Required Submittal List**

See Section 3 for the proposal submission requirements.

**1.15 Failure to Submit**

Failure to provide any of the required submission items may deem a proposal response non-responsive.

**1.16 Estimated Contract Quantities**

If applicable, the College's estimated service requirements should not be construed as a guarantee of the actual volume to be purchased.

**1.17 Contract Award**

An award will be made in the best interest of the College, to the highest scoring most responsible, responsive Offeror that can meet the terms, conditions, and specifications of this solicitation. The evaluation for award will be made on the basis of payment to the supplier in Net 30 Days from the date an acceptable invoice is received by Montgomery College. Payment discounts, if offered, will be taken when appropriate, but will not be considered in the evaluation for award. The College may cancel this Request for Proposal or reject any or all proposals in whole or in part, waive technicalities, and make an award in a manner deemed in the best interest of the College.

**1.18 Contract Documents**

The Request for Proposal in its entirety, the Offeror's proposal accepted by the College, and the College purchase order and Change Orders, if any, will form the contract. Offerors requiring their signed contract or terms and conditions separate and apart from the foregoing must submit such a contract and terms and conditions with their response. The contract will be examined and evaluated along with the Offeror's proposal. The College reserves the right to reject the Offeror's contract form and terms and conditions.

**1.19 Contract Term**

The initial term of contract will be for one (1) year, starting from the date of award. At the sole discretion of the College, the contract may be renewed for up to four (4) one-year extensions, with the same terms and conditions of the original contract, provided service has been satisfactory, services are needed, funding is available, and renewals are in the best interest of the College.

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**1.20 Contract Price Adjustment**

Contract prices are to remain fixed for the initial term. Requests for price adjustment after first year must be submitted in writing within 60 days of expiration of year one contract term. The same will apply to for all successive contract renewal period, should the college elect to exercise them. Any approved increase will take effect at the start of a contract renewal terms. A contract price adjustment request, along with supporting documents must be sent to the Director of Procurement. The College reserves the right to request additional supporting documentation. Any price adjustments cannot exceed the Consumer Price Index (CPI) for the Washington, DC-Baltimore Metropolitan Area as published by the US Department of Labor, Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers (PCI-U), not seasonally adjusted; most current year final index (no preliminary) and whichever is lower. The College will approve only one price adjustment for each contract period, if a price adjustment is approved. The College reserves the right to price adjustment downward too.

**1.21 Notification of Change in Personnel Assigned to Contract**

Awarded contractor must notify Montgomery College of any changes in personnel assigned to contract, that may impact level of services provided by contractor. Notification must be provided throughout life of contract, and within seven (7) business of a change in personnel assigned to contract. Failure to notify Montgomery College may result in termination of contract.

**1.22 Notification of Change in Financial Condition**

Awarded contractor must notify Montgomery College of any change in company's financial condition that could negatively impact the level of services or products provided by contractor. Notification must be provided throughout life of contract, and within seven (7) business days of change in company's financial condition. Failure to notify Montgomery College may result in termination of contract.

**1.23 Contract Modification and Amendment**

The College retains the unilateral right to require changes in the Scope of Services as long as the changes are within the general scope of work to be performed hereunder. The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Montgomery College before the Contractor performs additional work on the project.

The awarded Contractor cannot accept purchase orders/requests for services or products that are not covered in this contract or make changes to the scope of work unless a price for those services or products has been negotiated with the Procurement Office, and the Contractor has received a signed contract amendment from the Procurement Office. Any agreed upon modification or amendment must be in writing and signed by both parties.



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**1.24 Insurance Requirements**

Upon executing the contract, the awarded Contractor shall present the College with a Certificate of Liability Insurance issued from an insurance company licensed to do business in the State of Maryland. The Contractor’s insurance will be primary and kept in full force during the term of the contract, including renewals, if any. The Contractor shall maintain in force at all times during the term of the contract, such insurance that will indemnify and hold harmless the College from Worker’s Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor’s operations under the contract, or by anyone directly or indirectly employed by the Contractor, with the following minimum insurance coverage:

**Worker’s Compensation Insurance**

Covering the contractor’s employees as required by State of Maryland law with the following minimum limits:

Bodily Injury by Accident	\$100,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$100,000 each employee

**Commercial General Liability Insurance**

Excluding automobiles owned or hired by the Contractor, with limits as follows:

Bodily Injury and Property Damage \$1,000,000 combined single limit

Bodily Injury and Property Damage per occurrence including the following coverage:  
contractual liability, premises and operations, independent contractors, products and completed operations.

Comprehensive Automobile Liability Insurance, providing bodily injury and property damage coverage for owned, hired vehicles, and non-owned vehicles with limits as follows:

Bodily Injury:	\$100,000 each person
	\$300,000 each occurrence
Property Damage:	\$300,000 each occurrence

**Additional Insured:** Montgomery College shall be named as an additional insured on all liability policies

These coverages and limits are to be considered minimum requirements under the contract and shall in no way limit the liability or obligations of the Contractor. The insurance shall provide that policy coverage will not be cancelled, altered, or materially changed without sixty (60) calendar days of notice to the College by registered or certified mail. The insurance shall not be limited to claims made only while the policy is in effect.

At the time the contract is made, the Contractor shall provide the College with evidence of payment in full of the above insurance coverage throughout the entire term of this contract. Any request for extension of time for this contract shall also include evidence of payment in full of the above insurance coverage

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through the entire term of the extension of time for this contract. The College reserves the right to increase or decrease limits as it deems appropriate.

**1.25 Certificate of Liability Insurance**

The awarded Contractor shall furnish the College a Certificate of Liability Insurance as evidence of the required coverage within seven (7) days of award of the contract. Such insurance shall name the College as an Additional Insured. Policy and Certificates of Insurance shall reference Montgomery College **Contract No. e424-001**. Current certificates must be provided to the College throughout the contract term.

**1.26 Termination of Insurance**

In the event that the awarded Contractor's insurance is terminated, the Contractor shall immediately obtain other coverage. Lack of insurance shall be grounds for immediate termination of the contract.

**1.27 Contract Assignment**

The awarded Contractor may not assign, transfer, convey, sublet or otherwise dispose of the contract or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the previous consent and approval, in writing, by the College, and consent to such assignment shall not be unreasonably withheld or delayed. Unless otherwise agreed to in writing by the College, the assignee shall bear all costs incurred by the College, directly or indirectly, in connection with or as a result of such an assignment.

**1.28 Contract Deadlines and Failure to Deliver**

The awarded Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. Additionally, if the Contractor fails to comply with established delivery requirements, the College reserves the right to make an open market purchase of required services and items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

**1.29 Confidentiality**

The awarded Contractor agrees to maintain in strict confidence Montgomery College's confidential information as listed herein. The Contractor may use the College's confidential information solely to perform the services required, as listed herein and may not disclose such information to any person or entity without the expressed written consent of Montgomery College.

The information contained in proposals submitted for the College's consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. Offerors must clearly mark any information considered proprietary and confidential. The College will honor requests for confidentiality for information of a proprietary nature. Pricing may not be deemed confidential.

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**1.30 Tobacco and E-Cigarette Policy**

Montgomery College is a tobacco-free institution. The use of tobacco and e-cigarette products is prohibited in all indoor and outdoor College-owned property and facilities, including all buildings and building entrances; walkways; recreational and athletic areas; parking lots; bus stops/shelters; College owned or leased vehicles; and facilities leased and controlled by the College as well as at meetings or

conferences sponsored by the College, regardless of the location. This use prohibition extends to the Contractor's employees, agents, subcontractors, and vendors.

**1.31 Tax Exemption**

Montgomery College is exempt from Federal and Maryland taxes. Exemption certificates are available upon request. A copy of the Maryland Tax Exemption Certificate is available at the College Procurement website at [www.montgomerycollege.edu/procure](http://www.montgomerycollege.edu/procure). Offeror shall be responsible for the payment of any, and all public taxes resulting from any and all applicable taxes resulting from any award and/or services associated with the contract.

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**SECTION 2 – SCOPE OF SERVICES**

**2.1 Background**

Montgomery College is Maryland's second oldest community college. Founded in 1946, the College serves more than 55,000 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 2,500 faculty, administrators, and staff.

**2.2 Offeror's Qualification Requirements**

- 2.2.1 Offerors must have a minimum of five-year experience in providing secure on-site document shredding services. Offerors having prior successful work experience providing secure on-site document shredding services to higher education institution similar in size and scope to Montgomery College is preferred.
- 2.2.2 It is preferred that the Offeror be NAD (National Association Information Destruction) certified. A copy of the Certification must be included in the Technical Proposal submission. Additional consideration will be given to the Offerors that have this certification.
- 2.2.3 Offerors must hold a current valid license as required by the State of Maryland provide secure on-site document shredding services. A copy of the license(s) must be submitted with Technical Proposal.
- 2.2.4 Offerors shall have all necessary material, personnel, vehicles, equipment and supplies to provide the service in the required time period, as described in this Request for Proposal. Successful Offeror's employee must be fluent in English and able to communicate effectively and courteously with College staff and students.

**2.3 Service Requirements**

- 2.3.1 Secure onsite document shredding services is required for all applicable College locations on designated days. Designated shredding dates will be determined after contract award, but prior to contract start date. Contractor is required to perform shredding services bi-weekly during the college normal business hours, from 8:30 a.m. to 5:00 p.m. Monday through Friday, unless previous arrangements are made with the appropriate College users. A copy of the College Academic calendar is available at [www.montgomerycollege.edu](http://www.montgomerycollege.edu)

On-call service and special project services outside the above scope of routine services may be required and subject to additional fees, when such need arises. The Contractor is entitled to charge an on-call service fee to the work order for unscheduled service per visit. Special project services will be quoted on a per project basis. Any and all on-call services and special project services shall be performed with written authorization by the appropriate College users.

Designated shredding dates will be determined after contract award, but prior to contract start date. Contractor is required to perform shredding services bi-weekly during the college normal business hours, from 8:30 a.m. to 5:00 p.m. Monday through Friday, unless previous arrangements are made with the appropriate College Users.

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**SECTION 2 – SCOPE OF SERVICES**

- 2.3.2 The Contractor shall provide secured (locked) cabinet style containers (standard office size bin and/or larger 96 gallon bins are currently used for all service locations) at no charge to the College. Each container shall have a drop-slot and key-locked deadbolt or padlock. Containers shall be placed at locations specified by the College. Contractor will provide a description and measurements of the collection containers to the College upon installation.
- The initial delivery and placement of containers are required to complete within fifteen (15) calendar days after the Contract Award Date. Any request of additional container delivery and placement at existing service location or a new location, and removal of the container from the existing service location shall be completed within fifteen (15) calendar days in receipt of written notice from the appropriate College users or at a later date if required.**
- 2.3.3 The Contractor service representative must check in and out with the appropriate College user representative on the scheduled workdays for each service. The Contractor must provide a work ticket summarizing the service provided, to the appropriate College user representative at each service location for each service completed on the date of the visit, before leaving the site.
- 2.3.4 A certification of destruction must be provided to the College for each container shredding. The certificate shall include, but not limited to, the name and signature of the contractor employee doing the shredding, date of pick-up, number of containers or total weight, the Contractor's tracking number, and be signed by a designated college employee upon pick-up.
- 2.3.5 Documents located in secured company supplied containers must be shredded onsite only. At no time, documents should be taken off College property for shredding.
- 2.3.6 When in the custody of the Contractor, materials must always be attended to, and secured from unauthorized access. All vehicles used to remove records shall be secured and fully enclosed.
- 2.3.7 Contractor and Contractor's personnel are prohibited reading or copying all, or any portion of the materials at any time. Contractor's personnel are required to have a signed confidentiality statement, guaranteeing non-disclosure of information. If any violation of confidentiality of records belonging to any customer of the contractor occurs, a designated representative of Montgomery College must be notified upon discovery of the occurrence.
- 2.3.8 The Contractor shall perform all services to the sole satisfaction of the College. The College reserves the right to routinely audit the security of all shredding and recycling processes and services. The Contractor shall understand and agree that a college designee may, at any time or throughout the effective period of the contract, accompany the contractor employee during any collection, transport or destruction process being conducted by the Contractor. Contractor shall not restrict nor in anyway limit the College's right or ability to oversee any or all services provided by the Contractor.

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**SECTION 2 – SCOPE OF SERVICES**

- 2.3.9 The Contractor must comply with all applicable local, state and federal confidentiality and non-disclosure laws. A notarized statement attesting this provision shall be signed by an authorized company officer and provided to College representative.
- 2.3.10 Contractor shall be bonded, and must employ bonded, insured and fully uniformed personnel with no prior criminal record for this service. Contractor shall include proof of bonding, license, and employee screening documents with proposal submission.
- 2.3.11 The College reserves the right to make a site inspection of Contractor’s facility, including all work and storage areas. A demonstration of destruction methods and equipment may be required on the initial site visit.
- 2.3.12 The Contractor must designate a customer service/account representative for the College.
- 2.3.13 The College reserves the right to add or decrease, change sites, and/or request removal of secured shred bins throughout the course of this contract without penalty or early termination charges. Notice of such changes shall be in writing.

**2.4 Reporting Requirements**

- 2.4.1 Certificate of Destruction should be provided to the specified liaison of the College for each shredding, confirming that all documents in a particular container are destroyed. At a minimum, the Certificate of Destruction must include container location, the date of service, and the service representative’s name.
- 2.4.2 The Contactor shall recycle those destroyed records that are recyclable and must submit a quarterly summary usage report specifying containers per service address and the name of the building, destroyed documents’ weight by pound, and recycling efforts shall be provided by email to Maurice McCambley, Director of Facilities Office, Germantown Campus, at [Maurice.McCambley@montgomerycollege.edu](mailto:Maurice.McCambley@montgomerycollege.edu).
- 2.4.3 The quarterly report must be submitted no later than the 15<sup>th</sup> of the month following the quarter.

**2.5 Contractor Employee Requirements**

The successful Offeror shall provide highly qualified staff to perform the destruction services to the College. The Contractor will be responsible for certifying that all designated employees have undergone a security background check, which include criminal history, credit history, and driving records. Upon request, the Contractor will provide copy of certificate that confirms all employees have undergone pre-employment drug screening, and post-employment random drug screening are routinely conducted to ensure compliance to law. The Contractor will remove employees from campus service when college is dissatisfied with their service and performance. The Contractor shall provide an experienced and dedicated customer support personnel, familiar with providing secure onsite document shredding services to a higher educational institution similar in size and scope to Montgomery College.

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**SECTION 2 – SCOPE OF SERVICES**

**2.6 Customer Service Requirements**

The Contractor shall provide an experienced and dedicated customer support personnel, familiar with providing secure onsite document shredding services to a higher educational institution similar in size and scope to Montgomery College. All service representatives conducting on-site shredding must be in company uniform and carry company Identification with them at all times when on College property.

**2.7 Employee Identification**

All service representatives conducting on-site shredding must be in company uniform and carry company identification with them at all times when college property

**2.8 Compliance with Laws:**

2.8.1. Offeror hereby represents and warrants that it is qualified to do business in the State of Maryland and that it will take such action as, from time to time, may be necessary to remain so qualified.

2.8.2 Offeror shall procure, at its expense, all licenses, permits, insurance and government approval, if any, necessary to the performance of its obligations under this contract.

2.8.3 Offeror agrees to comply, at no additional expenses, with applicable executive orders, federal, state, bi-county, regional and local laws, ordinances, rules and regulations in effect as of the date of this agreement and as they may be amended from time to time.

**2.9 Safety**

The Contractor shall provide all required employee safety equipment and enforce safety standards for performing this service and accordingly wear necessary safety equipment.

**2.10 Damage Repair**

The Contractor, shall replace or repair, at its expense, and as determined by the College, any damage caused to the building or equipment while performing the service under this contract.

**2.11 Invoicing Requirements**

The Contractor shall submit a monthly invoice no later than the 15<sup>th</sup> day of the following month to Montgomery College Accounts Payable and each College user for which services were provided during the month. Summary billing for a lump sum amount is not an acceptable format on invoices billed to the College and any invoice presented for payment that lacks itemized billing may be returned. Each invoice shall include the College purchase order number and user department contact person, and shall be itemized by date of service, service location and address, capacity of records destructed, fixed price and total invoice amount.

All true and correct invoices must be mailed to Montgomery College, Accounts Payable Office, 9221 Corporate Boulevard, Rockville, MD 20850, or e-mailed to [accountspayable@montgomerycollege.edu](mailto:accountspayable@montgomerycollege.edu).

Upon receipt of a properly prepared invoice, the Contractor will be paid in net 30 days, in accordance with the applicable price as stated on the Price Proposal Form, or as agreed and approved by the College Users for Special Project Services.

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**SECTION 3 – PROPOSAL SUBMISSION**

**3.1 Electronic Proposal Submission**

The following electronic proposal submission requirements supersede the delivery of bids, and bid signature requirements language in Attachment G: General Conditions and Instructions.

All Offerors' proposals must be submitted electronically, to [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu) via one email, in two separate PDF file attachments, by 3:00 p.m. Eastern Daylight Time (EDT), on **July 12, 2023**. One attachment shall include the **Technical Proposal**, and the second attachment shall include the **Price Proposal**. **Subject line of email must include "Vendor Response to RFP No. e424-001, Secure On-site Documents Shredding Services."**

Any proposals received at the above email address after the submittal deadline will be automatically rejected. **It is Offeror's sole responsibility to ensure the complete electronic submission is securely delivered and received by the College Procurement Office.** Failure to include all required submittals may render the Proposal non-responsive. The College will reject any offer without an authorized signature.

Proposals shall be certified, signed, and dated by a bona-fide agent of the Offeror, and include minority classification, if applicable.

To be considered, all responses must be submitted in the manner set forth in this RFP. All proposals received shall become the property of the College. In submitting a response to this RFP, an Offeror shall be deemed to have agreed to all terms and conditions.

In the event that the College is closed on the RFP closing date due to an unforeseen circumstance, the bid will be opened at the stated time on the next open business day, unless the Offeror is notified otherwise.

**3.2 Required Proposal Submittals**

A submittal consisting of the Technical Proposal and the Price Proposal is required when responding to this Request for Proposal.

**3.2.1 Technical Proposal**

This section must contain a detailed description of the services offered by the Offeror in response to this RFP. The information submitted by the Offeror must provide sufficient detail to allow College evaluators to gain a comprehensive and clear understanding of the Offeror's experience and capabilities. The proposal should be specific and complete in every detail, prepared in a simple and straightforward manner. Offerors are expected to examine the entire Request for Proposal, including all specifications and instructions; failure to do so will be at the Offeror's risk.

Technical Proposal shall include the following:

- Transmittal Letter
- Technical Proposal Form (Use Form provided in Section 5)
- Contractor Information Form (Use Form provided in Attachment A)
- Contractor's Qualification Statement (Use Form provided in Attachment B)
- References (Use Form provided in Attachment C)



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- Conflict of Interest Statement (Use Form provided in Attachment E)
- Non-Debarment Acknowledgement (Use Form provided in Attachment F)
- Quality Control Program
- Subcontractor Listing, if applicable
- Mid-Atlantic Purchasing Team Rider Clause (Use Form provided in Attachment H; Optional Submission)
- Signed Acknowledgement in receipt of Addenda, if applicable
- Any exceptions/deviations of the RFP requirements

**3.2.2 Price Proposal** (Use Form provided in Section 6)

**3.3 Submittal Outline**

The proposal shall be organized using the following outline; responses to each requirement will be in order and clearly marked with the section number to which they respond. All responses must comply with the sequence and items as presented as follows.

**3.3.1 Technical Proposal submission shall be organized in the following manner:**

**3.3.1.1 Transmittal Letter**

The transmittal letter must be prepared on the Offeror's business stationery. The letter must introduce the company and give a brief history of the organization, the address of the main office and all other offices and their locations, the single designated Contractor's Account Representative/Project Manager who will be responsible to serve the College and his/her office locations. The Offeror shall provide a general description of the organization's business philosophy and approach to implementation and ongoing customer service, range of products and services available, and commitment to support and years in the requested field of business. The introduction should demonstrate the Contractor's ability to provide services as detailed in this RFP. The letter **must be signed** by an individual authorized to represent the Offeror for this RFP.

**3.3.1.2 Technical Proposal Form**

Offerors shall complete the TECHNICAL PROPOSAL FORM provided in Section 5 and submit all required attachments.

**3.3.1.3 Contractor Information Form**

Offerors shall complete the CONTRACTOR INFORMATION FORM provided in Attachment A.

**3.3.1.4 Contractor's Qualifications Statement**

Offerors shall complete the CONTRACTOR'S QUALIFICATION STATEMENT provided in Attachment B and submit all required attachments.

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**3.3.1.5 References**

Offerors must complete REFERENCES form provided in Attachment C to submit **three (3) references** from current or former customers **within the past five (5) years** that are capable of confirming the Offeror's experience in providing the same or similar level of services. One of the references must be a higher education institution similar in size and scope to Montgomery college. All references must include the company and contact names, mailing address, telephone number, e-mail address, and service dates.

Cited references must be able to confirm, without reservation, the Offeror's ability to provide the services required in this solicitation. The College reserves the right to reject a Proposal based on an unsatisfactory reference. The College also reserves the right to request additional references or contact any site using the Offeror's services. If such contact cannot be established with any individual reference after three attempts, the Offeror must provide an additional reference to replace the nonresponsive one.

**3.3.1.6 Conflict of Interest Statement**

Use Form provided in Attachment E.

**3.3.1.7 Non-Debarment Acknowledgement**

Use provided in Attachment F.

**3.3.1.8 Quality Control Program**

Offerors should provide a Quality Control Program describing your company procedure on how materials are handled and secured, and how confidentiality is maintained throughout the entire destruction process from pick-up to disposal. Please also describe the orientation and training that you provide for your employees, including the basic security protocols and a sample of your confidentiality statement/agreement.

**3.3.1.9 Subcontractor Listing, if Applicable**

**3.3.1.10 Mid-Atlantic Purchasing Team Rider Clause**

Use Form provided in Attachment H. This is an optional submission.

**3.3.1.11 Signed Acknowledgement in Receipt of Addenda, If Applicable**

**3.3.1.12 Any Exceptions/Deviations of the RFP Documents**

**3.3.2 Price Proposal**

The price(s) offered on the Price Proposal Form must include all charges and costs including travel, surcharge and other reimbursable costs incurred in the delivery of this procurement.

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

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**SECTION 4 – PROPOSAL SUBMISSION AND AWARD**

**4.1 Evaluation**

**4.1.1 Evaluation Process**

Technical Proposals will be opened first and reviewed. Technical proposals will be examined for responsiveness and completeness by the College evaluation team. Those proposals which do not clearly respond to the proposal submission requirements may be rejected at the discretion of the College. Those proposals not rejected will be evaluated to determine which offer best meets the requirements in the RFP and is in the best interest of the College. Proposal information will be evaluated and scored by the College, and its decision will be final.

Price Proposals, from only those Offerors who achieve a minimum 70% of total available Technical scores will then be opened and reviewed.

The Offeror with the highest overall scores of technical and price proposal will be recommended for contract award.

**4.1.2 Evaluation Criteria**

The evaluation will be based on the following criteria:

**4.1.2.1 Technical Proposal (60% of total score)**

Technical Proposals will be evaluated by the College Selection Committee based on the following criteria:

- Qualifications, reference ratings and relevant experience (45% of total score)
- Quality Control Program (15% of total score)

**4.1.2.2 Price Proposal (40% of total score)**

Price Proposals, from only those Offerors (up to five Offerors) deemed qualified and received the highest scores of Technical Proposals, will then be opened and reviewed. Offeror's Price Proposal will be evaluated with the lowest responsive and responsible proposal price awarded the highest point score, and higher price proposals will receive reduced point scores by ratio in comparison with the lowest price proposal. The College reserves the right to negotiate the pricing, if it is determined to be in the best interest of the College to do so.

**4.2 Contract Award**

Award will be made in consideration of Technical Proposal and Price Proposal and the substantiated ability of the apparent highest overall scored, responsive and responsible Offeror meeting or exceeding all RFP terms, conditions, and specifications.

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**SECTION 5 – TECHNICAL PROPOSAL FORM**

**To:** Montgomery College  
**Re:** Request for Proposal  
Technical Proposal  
Secure On-site Document Shredding Services

**Attn.:** Procurement Office  
Montgomery College  
9221 Corporate Boulevard  
Rockville, Maryland 20850

**From:** \_\_\_\_\_  
(Offeror's Name)

**PART 1 - Offeror must submit one copy of the Technical Proposal Form and all attachments (See PART 4 – Technical Proposal Submittal Attachments).**

**PART 2 – Offeror acknowledges receipt of the following addenda:**

Number \_\_\_\_\_ Date \_\_\_\_\_

Number \_\_\_\_\_ Date \_\_\_\_\_

Number \_\_\_\_\_ Date \_\_\_\_\_

Number \_\_\_\_\_ Date \_\_\_\_\_

**PART 3 - ACCEPTANCE OF PROPOSAL**

The undersigned acknowledges the right of the College in its sole discretion to accept any Proposal or to reject any or all Proposals.

**PART 4 – TECHNICAL PROPOSAL SUBMITTAL ATTACHMENTS**

(Submit **one** "Copy" accordingly, of the Technical Proposal Form and all Attachments)

- (1) Technical Proposal Form (Use Form provided in Section 5)
- (2) Contractor Information Form (Use Form provided in Attachment A)

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**SECTION 5 – TECHNICAL PROPOSAL FORM**

- (3) Contractor’s Qualification Statement (Use Form Provided in Attachment B)  
Complete Contractor’s Qualification Statement and provide required all attachments. Use separate sheets as necessary if insufficient space provided in the form.
- (4) References (Use Form Provided in Attachment C)  
Complete References Form contained in Attachment C as described in Section 3 to comply with this submission.
- (5) Conflict of Interest Statement (Use Form Provided in Attachment E)
- (6) Non-Debarment Statement (Use Form Provided in Attachment F)
- (7) Quality Control Program  
Attach a Quality Control Program Statement as described in Section 3.
- (8) Subcontractor list, if applicable
- (9) Mid-Atlantic Purchasing Team Rider Clause (Use Form Provided in Attachment H; Optional).
- (10) Signed Acknowledge in receipt of Addenda, if applicable
- (11) Any exceptions/deviations of the RFP requirements

**PART 5** - The undersigned agrees that if they are selected as the Contractor, they will, within five (5) days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the College, execute a Contract in accordance with the terms of the Request for Proposals and the Proposal Documents.

**PART 6** - The undersigned further certifies under the penalties of perjury that this proposal is in every respect bona-fide, fair and made without collusion or fraud with another person, joint venture, corporation, partnership or other business or legal entity.

**PART 7 - SIGNATURES:**

<b>(Date)</b>	<b>(Company Name)</b>
	<b>(Address)</b>
	<b>(Telephone Number)</b>
	<b>(Facsimile Number)</b>

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**SECTION 5 – TECHNICAL PROPOSAL FORM**

**By:**  
**SEAL IF A CORPORATION**

\_\_\_\_\_  
**Authorized Agent & Title (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**(F.E.I.N.)**

\_\_\_\_\_  
**(Maryland Contractor Registration Number)**

\_\_\_\_\_  
**(Contact Email Address)**

**BE SURE TO SIGN YOUR PROPOSAL**

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**SECTION 6 – PRICE PROPOSAL FORM**

For the purpose of price proposal evaluation, Offerors are required to quote the pricing for the first-year contract amount for routine services, based on (1) initial one-time set-up fee for delivery and placement of containers (65 gallon standard office size bin and/or 96 gallon bin) per location after the Contract Award, followed by (b) service charge per bi-weekly visit per bin/tote per location, and (c) charge for each additional bin or tote added to that location. The Price Proposal must be completed in full, signed, and dated. **Offers must submit the pricing of all line items to be considered for award; failure to do so will deem an Offer non-responsive.** The College reserves the right to add or decrease the service intervals, change sites, and/or request removal of secured shred bins throughout the course of this contract without penalty or early termination charges. Notice of such changes shall be in writing.

A. Scheduled Routine Services:

Line Item	Location	Container Type	Initial One-time Setup Fee (a)	Service Charge per Visit per Bin/Tote (b)	Charge for One Additional Bin/Tote (c)	Total Charge for Each Location for one Year (d) = (a)+(b)x26
1	<b>Central Services Building</b> 9221 Corporate Blvd., Rockville, MD 20850	96-gal Bin	\$	\$	\$	\$
2	<b>Germantown Campus</b> 20200 Observation Drive, Germantown, MD 20876	96-gal Bin	\$	\$	\$	\$
3	<b>Rockville Campus</b> 51 Mannakee Street, Rockville, MD 20850 (incl. Mannakee Building, 900 Hungerford Dr., Rockville, MD 20850	Standard Bin 65-gallon	\$	\$	\$	\$
4	<b>Takoma Park/Silver Spring Campus</b> 7600 Takoma Avenue, Takoma Park, MD 20912	Standard bin	\$	\$	\$	\$
5	<b>Gaithersburg Business Training Center</b> 12 South Summit Ave, Gaithersburg, MD 20878	Standard Bin	\$	\$	\$	\$
6	<b>Westfield South Center</b> 11002 Viers Mill Road, Wheaton MD 20902	Standard Bin	\$	\$	\$	\$
<b>Total Cost</b>						\$

Note:

- a. Each Campus location may include multiple service building locations.
- b. Removal of a container will be assessed as the same rate as service charge.

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**SECTION 6 – PRICE PROPOSAL FORM**

**B. Additional Pricing Schedule:**

On-Call Service Charge: \$ \_\_\_\_\_/Service  
(An additional fee charged to the work order for unscheduled service)

**C. Special Project Services**

Special Project Services provided outside of the scope of routine services will be quoted on a per project basis.

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. **The cost of transportation to each location shall be include in the above unit cost. The College does not pay fuel surcharges.** 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.

**REMEMBER TO SIGN YOUR PROPOSAL**

*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.*

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Company Name

Name of Signatory

---

Title of Signatory

Signature of Signatory and Date

---

E-Mail Address

Telephone Number



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**ATTACHMENT A – CONTRACTOR INFORMATION FORM**

A.1 I/We offer the terms, delivery and pricing for the requested products/services, and certify that I am a bona fide agent, authorized to make offers on behalf of the firm.

A.2 Minority Contractor: Yes  No

If yes, please specify minority classification

A.3 Price adjustment (is  is not  ) necessary for other public agencies as listed.

A.4 Please list any exceptions taken to any terms and conditions listed in the bid. Please note any exceptions taken may affect the award of a contract or purchase order.

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A.5 Please provide the following information

Company Name		Years in Business	
Federal Tax Number:		Dun & Bradstreet Number	
Street Address:		City, State, Zip Code	
Telephone Number		Fax Number:	
Contact Person:		Title:	
Cell Number:		E-Mail Address:	

---

Company Name

Name

---

Title

Authorized Signature and Date

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**ATTACHMENT B – CONTRACTOR’S QUALIFICATION FORM**

**SUBMITTED TO:** Office of Procurement  
**MONTGOMERY COLLEGE**  
**ADDRESS:** 9221 Corporate Boulevard0  
Rockville, MD 20850

**SUBMITTED BY:**  
**TITLE:**

**COMPANY NAME:**  
**ADDRESS:**

**PRINCIPAL OFFICE:**

- Corporation
- Partnership
- Individual
- Joint Venture
- Other

**NAME OF PROJECT:** RFP NO.: e424-001 SECURE ON-SITE DOCUMENT SHREDDING SERVICES

**1.0 ORGANIZATION**

1.1 How many years has your organization been in business to provide secure on-site shredding?

1.2 How many years has your present organization been actively engaged in providing secure on-site shredding?

1.3 If your organization is a corporation, answer the following:

- 1.3.1. Date of incorporation:
- 1.3.2. State of incorporation:
- 1.3.3. Officer’s Names and Titles:

1.4 If your organization is a partnership, answer the following:

- 1.4.1. Date of organization:
- 1.4.2. Type of partnership (if applicable):
- 1.4.3. Name(s) of general partner(s):

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**ATTACHMENT B – CONTRACTOR’S QUALIFICATION FORM**

1.5 If your organization is individually owned, answer the following:

1.5.1. Date of organization:

1.5.2. Name of owner(s):

1.6 If the form of your organization is other than those listed above, describe it and name the principal(s):

1.7 Under what or other former names as your organization operated and dates of operation under those names?

**2.0 LICENSING AND CERTIFICATION**

2.1 Attach a copy of your organization’s current State of Maryland License to provide secure on-site document shredding services.

2.2 Attach a copy of NIAD (National Association Information Destruction) certification

**3.0 CAPABILITIES AND EXPERIENCE**

3.1 Describe your capabilities in the field of secure onsite document shredding.

3.2 Describe your mobile destruction operation (if applicable), including the equipment and process from pick-up to disposal.

3.3 Describe your plant-based destruction operation, including the equipment and process from pick-up to disposal and the secure transport and interim storage of materials, as necessary. Minimum distance required to destruction site. No sub-contractors or third parties will be involved prior to destruction.

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**ATTACHMENT B – CONTRACTOR’S QUALIFICATION STATEMENT**

- 3.5 Describe your destruction capabilities and capacity to schedule services for the College in each of the following areas:
- 3.5.1 Paper or printed media—information printed on paper or other material that can be read by the naked eye without the assistance of a special device, such as documents, ID badges, credit-debit cards and photos.
  
  - 3.5.2 Media/Micro media—any form of confidential or protected information - containing mediums to be destroyed, including but not limited to microfilm, microfiche, X-rays, ID badges, credit/debit cards.
  
  - 3.5.3 Identify any shredding limitation, such as bound materials or books.
- 3.6 Describe your firm’s customer service experience and policies, including service hours and service polices to demonstrate your firm’s commitment to the long-term support of the College and assure the initial container setup and delivery after the contract award, service logs, service calls and special projects requests, and accurate reports delivered according to the service requirements. Attach resume, training and/or other documentation demonstrating the qualifications and technical competence of proposed customer account representative assigned to serve under this Contract.
- 3.7 Please describe in detail any additional unique business features, special services or other value services your firm would provide which have not already been discussed, and why the College might benefit from them.

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**ATTACHMENT B – CONTRACTOR’S QUALIFICATION STATEMENT**

3.8 Has your organization ever failed to complete any contract awarded to it? (If answer is yes, please attach details.)

NO  YES (*attach details*)

3.9 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? (If answer is yes, please attach details.)

NO  YES (*attach details*)

3.10 Within the last five years, has your organization ever failed to complete on time, or been terminated from any contract or subcontract awarded? (If the answer is yes, please attach details.)

NO  YES (*attach details*)

4.0 SIGNATURE

4.1 Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

Name of Organization:

\_\_\_\_\_

By:

Title:

5.0 NOTARY

5.1 \_\_\_\_\_ being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_

Notary Public:

My Commission Expires:

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**ATTACHMENT C – REFERENCES**

<b>REFERENCE 1</b>	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone #:	
Service Dates	

<b>REFERENCE 2</b>	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone #:	
Service Dates	

<b>REFERENCE 3</b>	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone #:	
Service Dates	

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**ATTACHMENT D – NO PROPOSAL RESPONSE FORM**

Please be advised that our company does not wish to submit a proposal in response to the above-captioned solicitation for the following reason(s):

Too busy at this time

Not engaged in this type of work

Project is too large or small

Cannot meet mandatory specifications (Please specify below)

Other (Please specify)

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Company Name Name

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Street Address Authorized Signature and Date

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**ATTACHMENT E – CONFLICT OF INTEREST FORM**

The undersigned hereby affirms and attests that to the best of its knowledge, no Montgomery College trustee, or employee, or spouse, parent, child, brother, sister of the trustee or employee, own assets in this business, and of this date are NOT employed by Montgomery College.

Company Name:	
Printed Name:	
Title:	
Signature:	
Date:	



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**ATTACHMENT F – NON-DEBARMENT ACKNOWLEDGEMENT**

**NON-DEBARMENT ACKNOWLEDGEMENT**

\_\_\_\_\_ I acknowledge that my firm has NO pending litigation and/or debarment from doing business with the State of Maryland or any of its subordinate government units and/or federal government within the past five (5) years.

\_\_\_\_\_ I acknowledge that my firm has pending litigation or has been debarred from doing business with the State of Maryland or any of its subordinate government units and/or federal government, within the past five (5) years. If so, please provide an attachment describing the pending litigation or debarment.

\_\_\_\_\_ I acknowledge none of this company's officers, directors, partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Montgomery College Board of Trustees or any employees of the College has any interest in the bidding company except as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

As the duly authorized representative of the Offeror, I hereby certify that the above information is correct and that I will advise Montgomery College should there be a change in status.

By (Signature) \_\_\_\_\_

Name and Title \_\_\_\_\_

Witness Name and Title \_\_\_\_\_

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**ATTACHMENT G – GENERAL CONDITIONS AND INSTRUCTIONS**

**ACCEPTANCE PERIOD** The selected Contractor(s) must agree to an acceptance trial period of performance not to exceed ninety (90) consecutive calendar days. During the 90-day acceptance period, the Contractor’s performance must be consistent with the specifications contained herein and the Contractor’s bid. Failure to satisfy the “acceptance trial period of performance” may result in cancellation of the contract. In the event that the Contractor fails to meet all requirements, the College shall declare the Contractor’s services unacceptable and the Contractor in default, and terminate all agreements, written or verbal, without penalty or obligation to the College. Further, should there be any dispute/discrepancy on acceptability of said service, decisions made by the College will prevail and be final.

**ADDENDA** The College reserves the right to amend or add to this bid at any time prior to the bid due date. If it becomes necessary to change or add to any part of this bid, the Procurement Officer will furnish an addendum to all prospective Bidders listed as having received a copy of this bid. All addenda will be identified as such and will be sent by mail, email, or fax transmittal.

**ADDITIONAL ORDERS** Unless it is specifically stated to the contrary in the bid response, the College reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions, if it is mutually agreeable.

**ASSURANCE OF NON-CONVICTION OF BRIBERY** The Bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

**AUDIT** Bidder shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued from this solicitation. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of Bidder and any subcontractor involving transactions related to this agreement during the term of this agreement and for a period of three (3) years after final payment under this agreement.

**AWARD CONSIDERATIONS** Awards of this bid will be made to the lowest responsible Bidder conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of bidder and its ability to perform satisfactorily with consideration to any previous performance for Montgomery College. A bid may be awarded at the sole discretion of the College in the best interest of the College. Prompt payment discounts will not be considered in bid evaluation. All discounts other than prompt payment are to be included in bid price.

**BEHAVIOR OF CONTRACTOR EMPLOYEES** The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sexual orientation, marital status, handicap, pregnancy, or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor’s responsibility to ensure that such behavior by its employees, agents, and subcontractors does not occur. The policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to such harassment within the employment context as well as harassment of students, staff, and visitors to the College. It should be assumed that all sexual behavior by the Contractor’s employees, agents, and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome.

**BID AND PERFORMANCE SECURITY** If bid security is required, a bid bond or cashier’s check in the amount indicated on the bid cover must accompany each bid and be made payable to Montgomery College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Director of Procurement deems the failure to be no substantial. Such bid bonds or checks will be returned to all except the three (3) lowest Bidders within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned to all but successful Bidder(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful Bidder must submit an acceptable performance bond in the designated amount of the bid award, prior to award of contract. All bid bonds will be returned to the successful Bidder(s) within forty-eight (48) hours after receipt of the performance bond.

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**BIDDING INSTRUMENTS** Bidding instruments include the bid, addenda, general terms and conditions, contract terms, and specifications. Bids should be prepared simply and economically, and should provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of the bid. Emphasis should be on completeness and clarity of content. The Bidder will bear any and all costs incurred in the preparation and submission of bids.

**BRAND NAMES** Brand name materials used in these specifications are known and acceptable. Bids including proposals to use alternate brands are invited as long as they are of equal type and equal or better quality. The burden of proof that alternate brands are in fact equal or better falls on the Bidder, and proof must be to the College's satisfaction.

**CARE OF PREMISES** Precautions taken for safety and protection shall be in accordance with the mandatory requirements of the safety codes prevailing within the jurisdiction in which the work is to be performed. During the performance of the contract, the Contractor shall take the necessary precautions to protect all areas upon which or adjacent to which work is performed as a part of this contract. Any damage caused as a result of Contractor's neglect, directly or indirectly, shall be repaired to the College's satisfaction at the Contractor's expense.

**CANCELLATION** Montgomery College reserves the right to cancel this bid solicitation or to reject all bids received, if the College's Director of Procurement, in accordance with procedures approved by the College's President, determines that it is fiscally advantageous or in the best interest of the College to cancel the bid.

**COMPLIANCE WITH LAWS** Bidder agrees to comply, at no additional expense, with all applicable Executive orders, Federal, State, bi-county, regional and local laws, ordinances, rules and regulations in effect as of the date of this agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4.

**CONFLICT OF INTEREST** No employee of the College or of the State of Maryland, or any department, commission, agency or branch thereof whose duties as employees include matters relating to or affecting the subject matter of this bid shall, while an employee, become or be an employee of the party or parties contracting with the College, the State of Maryland, or any department, commission, agency or branch thereof.

**CONTINGENT FEES** Bidder hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Bidder, to solicit or secure a contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of a contract as a result of this solicitation.

**CONTRACT AMENDMENTS** The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Montgomery College before the supplier performs additional work on the project. The Contractor cannot accept purchase requests for products or services that are not covered in this contract or make changes to the scope of work unless a price for those products or services has been negotiated with the College, and the Contractor has received a signed contract amendment from the Procurement Office.

**CONTRACT DEADLINES** The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. If the Contractor defaults, the College reserves the right to assess liquidated damages and/or make an open market purchase.

**CONTRACT DOCUMENTS** Unless otherwise noted, the general conditions of this bid, the Contractor's bid, and the signed purchase order form the contract. Contractors requiring a signed contract form separate and apart from the foregoing are to submit the contract with their bid. The Contractor's contract form will be examined and evaluated along with the Contractor's bid and, at the College's option, may be utilized as the contract.

**CONTRACTOR IDENTIFICATION** Contractor's employees are required to wear identification badges and/or carry picture identification when they are on College grounds.

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**CONTRACT TERMINATION** The contract may be terminated for any of the following reasons:

- Failure of the Contractor to meet the mandatory requirements as described in this bid.
- Failure of the Contractor to meet required deadlines.
- Failure of the Contractor to resolve problems in a timely manner.
- Lack of College funding.

**CONTRACTORS** This bid invitation is extended to individuals or firms as primary Contractors, and the Contractor will execute the work specified with bona fide employees. The Contractor is responsible for ensuring that the supervisor, lead worker, and subcontractors can communicate in English. Subcontractors cannot assume the primary award of this contract on behalf of the primary Contractor nor can the awarded Contractor be relieved of its obligation or responsibility to this contract. The College reserves the right to reject any subcontractor.

**DELIVERY AND PACKING** All prices quoted must include delivery. All goods delivered under this contract shall be packed in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging, or for deposits or containers unless specified in the bid. No charge will be allowed for cartage unless by prior written agreement. Complete deliveries must be made by the successful bidder to the designated location as indicated on the Montgomery College purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost. DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.

**DELIVERY OF BIDS** Sealed bids must be received in the Procurement Office by the date and time specified in the bid in order to be considered. NO LATE BIDS OR PROPOSALS WILL BE ACCEPTED. Late bids will be returned to the Bidder unopened. Bids submitted by mail must be addressed to the Procurement Office, Montgomery College, 9221 Corporate Boulevard, Rockville, Maryland 20850, and clearly marked to indicate the bid number, title and opening date. Hand delivered bids will be accepted only at the Procurement Office, Montgomery College, 9221 Corporate Boulevard, Rockville, Maryland 20850.

**ERRORS IN BIDS** Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the Bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected. In the case of an error in price extension, the unit price will govern. The intention of the Bidder must be evident on the face of the bid.

**FAILURE TO DELIVER** If the Contractor fails to comply with any established delivery requirements, the College reserves the right to make an open market purchase of required items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

**INDEMNIFICATION** The Contractor shall be responsible for any loss, personal injury, expense, death and/or any other damage which may occur by reason of Contractor's acts, negligence, willfulness or failure to perform any of its obligations under this agreement. Any acts, negligence, willfulness or failure to perform any of the Contractor's obligations under this agreement, on the part of any agent, director, partner, servant or employee of Contractor are deemed to be the Contractor's acts. Contractor agrees to indemnify and hold harmless the College and its trustees, employees, agents and students from any claim, damage, liability, injury, expense, and/or loss, including defense costs and attorney's fees, arising directly or indirectly out of Contractor's performance under this agreement. Accordingly, the College shall notify Contractor promptly in writing of any claim or action brought against the College in connection with this agreement. Upon such notification, Contractor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense. This indemnification provision shall survive the termination and/or completion of this agreement.

**HAZARDOUS AND TOXIC SUBSTANCES** Bidder must comply with all applicable Federal, State, County and bi-county laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the College with a "Material Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

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**INSPECTION OF PREMISES** If a site visit is recommended or required, each Bidder is responsible for visiting the site(s) prior to submitting a bid in order to observe the existing conditions affecting the work, and to obtain precise dimensions of the area(s) involved. No allowance will be made to the successful Bidder, at a later date for additional work required because of his or her failure to visit the site and/or to obtain the exact dimensions. Discrepancies, if any, must be reported to the College.

**INSURANCE** If a contract results from this bid, the Contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen’s Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor’s operations under this contract, or by anyone directly or indirectly employed by him/her.

**MARYLAND PUBLIC INFORMATION ACT** Bidder recognizes that the College is subject to the Maryland Public Information Act, Title 4, of the General Provisions Article of the Annotated Code of Maryland. Bidder agrees that it will provide any justification as to why any material, in whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act.

**MINORITY PARTICIPATION** Pursuant to Board Resolution #87-83, adopted on July 20, 1987, it is the policy of Montgomery College to encourage minority businesses to provide goods and services for the performance of College projects. Minority businesses are defined as firms that are 51% owned and controlled by a member of a socially or economically disadvantaged minority group, which includes African Americans, Hispanics, Native Americans, Alaskan Natives, Asians, Pacific Islanders, women, and the mentally or physically disabled.

**NON-ASSIGNMENT AND SUBCONTRACTING** Bidder shall not assign any contract or any rights or obligations hereunder without obtaining prior written consent of the College. No contract shall be made by Bidder with any other party for furnishing the services to be performed under a contract issued from this solicitation without the written approval of the College. These provisions will not be taken as requiring the approval of the contract of employment between Bidder and its personnel.

**NON-COLLUSION** Bidder certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; Bidder also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the Bidder or Offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted.

**NON-DISCRIMINATION** Bidder assures the College that, in accordance with applicable law, it does not, and agrees that it will not discriminate in any manner on the basis of sexual orientation, race, age, color, creed, national origin, religious belief, handicap, marital status, or status as a disabled veteran or veteran of the Vietnam era. Bidder further agrees to post in conspicuous places notices setting forth the provisions of the nondiscrimination clause and to take affirmative action to implement the provisions of this section. Bidder further assures the College that, in accordance with the Immigration Reform and Control Act of 1986, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual’s national origin or in the case of a citizen or intending citizen, because of such individual’s citizenship status.

**NON-DISCRIMINATION POLICY** The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sexual orientation, marital status, handicap, pregnancy or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor’s responsibility to ensure that behavior by its employees, agents, and subcontractors does not occur. This policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to harassment within the employment context as well as harassment of students, staff and visitors to the College. It should be assumed that all sexual behavior by the Contractor’s employees, agents and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome. Contractor will also insure that all technicians who work with College users exhibit a high degree of professionalism in their dealings with those users.

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**NON-VISUAL ACCESS** The Bidder or Offeror warrants that the information technology offered under this bid or proposal (1) provides equivalent access for effective use by both visual and nonvisual means; (2) will present information, including prompts used for interactive communications, in formats intended for both visual and nonvisual use; (3) if intended for use in a network, can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired; and (4) is available, whenever possible, without modification for compatibility with software and hardware for nonvisual access. The Bidder or Offeror further warrants that the cost, if any, of modifying the information technology for compatibility with software and hardware used for nonvisual access will not increase the cost of the information technology by more than 5 percent. For purposes of the regulation, the phrase “equivalent access” means the ability to receive, use, and manipulate information and operate controls necessary to access and use information technology by nonvisual means. Examples of equivalent access include keyboard controls used for input and synthesized speech, Braille, or other audible or tactile means used for output.

**NOTICE TO CURE** The College reserves the right to cancel the contract if the Contractor’s performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If such corrections are not made within the specified period, the College may terminate the contract.

**PATENTS** Bidder guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the College, its trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement, arising out of the purchase or use of these goods.

**PREPARATION OF BID** Bids submitted must be hand signed by an authorized agent of the company submitting the bid. Notification of award will be made by “Notice of Intent to Award” and/or purchase order. A bidder may attach a letter of explanation to the bid for clarification. Bidders will be required, if requested by Montgomery College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers of or dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any Bidder’s place of business prior to award of contract to determine Bidder responsibility.

**PRODUCT TESTING DURING TERM OF CONTRACT** Goods delivered under any contract resulting from this Request for Bid may be tested for compliance with specifications stipulated herein. Any shipment failing to meet or comply fully with the specification requirements will be rejected. The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the College unless the order is rejected for failure to meet specifications or purchase description. In such cases of rejection, the cost of testing will be charged back to the Contractor.

**RECORD RETENTION** If awarded a contract, Contractor shall maintain books and records relating to the subject matter of this agreement, including but not limited to all charges to the College, for a period of three (3) years from the date of final payment under this agreement.

**REFERENCES** Bidder must provide at least three references from former or current clients who can confirm the Bidder’s experience with projects that are similar in size or scope. All reference information must include the company’s name and address and the contact’s name and telephone number. The references provided must be able to confirm, without reservation, the Bidder’s ability to provide the level of services requested in this solicitation. References from other higher education institutions or government agencies are preferred but not required.

**REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND** Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.



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**REJECTIONS AND CANCELLATIONS** Montgomery College reserves the right to accept or reject any or all bids in whole or in part for any reason. The College reserves the right to waive any informality and to make awards in the best interest of the College. The College also reserves the right to reject the bid of any Bidder who has previously failed to perform adequately on a prior award for furnishing goods and/or services similar in nature to those requested in this bid. The College may cancel this solicitation in whole or in part, at its sole discretion.

**RIDER PROVISION FOR MONTGOMERY COUNTY PUBLIC SCHOOLS AND MONTGOMERY COUNTY** The Bidder agrees when submitting the bid that it will make available to every office and department of the Montgomery County Public Schools and the Montgomery County Government the same bid prices, terms and conditions offered during the term of contract. Orders will be placed directly by these agencies.

**RIGHT TO STOP WORK** If the College determines, either directly or indirectly, that the Contractor's performance is not within the specifications, terms or conditions of this bid and/or that the quality of the job is unacceptable, the College has the right to stop the work. The stoppage of work shall continue until the default has been corrected and/or corrective steps have been taken to the satisfaction of the College. The College also reserves the right to re-bid this contract if it is decided that performance is not within the specifications as set out.

**SAMPLES AND CATALOG CUTS** If samples are required, Bidder shall be responsible for delivery of samples to location indicated. All sample packages shall be marked "Sample for Procurement Office, Bid No. \_\_\_\_" and each sample shall be tagged or marked. Failure of the Bidder to clearly identify samples as indicated may result in rejection of bid. The College reserves the right to test any materials, equipment or supplies delivered to determine if the specifications have been met. Samples will not be returned.

**SIGNATURE** Each bid must show the full business address and telephone number of the Bidder and be signed by the person or persons legally authorized to sign such contracts. All correspondence concerning the bid and contract, including the bid summary, copy of contract, and purchase order, will be mailed or delivered to the address shown on the bid. **NO BID WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE.**

**SPECIFICATIONS AND SCOPE OF WORK** The specifications listed herein may or may not specify all technical requirements which are needed to achieve the end result. When accepting the award, the Contractor assumes the responsibility of accomplishing the task requested in this document. Any omission of parts, products, processes, etc. in the specifications are the responsibility of the Contractor and the College will not bear the responsibility of their omission. If omissions in the specifications are discovered and these omissions will impact the contract price then it is the responsibility of the Bidder to note these omissions, in writing, prior to accepting the award. If these omissions are not noted prior to award then the Contractor's silence is deemed as full and complete acceptance and any additional costs will be borne by the Contractor.

**TAXES** The College is exempt from Federal and Maryland taxes. Exemption Certificates are available upon request. Bidder shall be responsible for the payment of any and all applicable taxes resulting from any award and/or any activities hereunder, including but not limited to any applicable amusement and/or sales taxes.

**TERMINATION BASED ON LACK OF FUNDING** Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Montgomery College. Insufficient funds shall be grounds for immediate termination of solicitation.

**TERMINATION FOR DEFAULT** If an award results from this bid, and the Contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the College. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the Contractor up to the date of termination.

**TERMINATION FOR THE CONVENIENCE OF THE COLLEGE** The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or in part, whenever the President of Montgomery College shall deem that termination is in the best interest of the College. Such determination shall be at the sole discretion of the President. In such event, the College shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

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**USE OF CONTRACT BY OTHER EDUCATIONAL INSTITUTIONS** While this bid is prepared on behalf of Montgomery College, it is intended to apply to other Maryland educational institutions and public agencies in Montgomery County, Maryland and State of Maryland as listed below:

- Montgomery County Public Schools
- Montgomery County Government
- Montgomery County Housing Opportunities Commission
- Maryland-National Capital Park & Planning Commission
- Washington Suburban Sanitary Commission
- Maryland State Colleges and Universities

Unless the Bidder takes an exception, the resulting awarded items will be available to all agencies listed. Should a price adjustment be necessary to include any other public agency, the Bidder must so note on the Contractor Information Form. Exception for Montgomery County Public Schools will not be accepted. Purchase requests and funding from other agencies will be the responsibility of those agencies.

**WARRANTY** Bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive a contract and shall not be deemed waived either by the College's acceptance of said materials or goods, in whole or in part, or by payment for them, in whole or in part. The Bidder further warrants all articles, material and work performed for a period of one year, unless otherwise stated, from date of acceptance of the items delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at Bidder's sole expense.



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**ATTACHMENT H – MID ATLANTIC PURCHASING TEAM COOPERATIVE RIDER CLAUSE**



**Cooperative Rider Clause**

The Mid-Atlantic Purchasing Team (MAPT) is the agreement between the Metropolitan Washington Council of Governments (“MWCOG”) and the Baltimore Metropolitan Council (“BMC”) to aggregate the public entity and non-profit purchasing volumes in the Maryland, Virginia and Washington, D.C. region (“region”).

**I. Format**

A lead agency format is used to accomplish this work. This Participating Agency, serving as Lead Agency for this procurement, has included this MAPT Cooperative Rider Clause. This allows other public entities to participate pursuant to the following Cooperative Rider Clause Terms and Conditions:

**A. Terms**

1. Any public entity participating in this procurement (“Participating Agency”), through their use of this Cooperative Rider Clause, agree to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the Participating Agency.
2. A Participating Agency may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.

**B. Other Conditions - Contract and Reporting**

1. The resulting contract shall be governed by and "construed" in accordance with the laws of the State/jurisdiction in which the Participating Agency is officially located;
2. To provide to MAPT contract usage reporting information, including but not limited to quantity, unit pricing and total volume of sales by entity, as well as reporting any Participating Agency added on the contract, on demand and without further approval of Participating Agency;
3. Contract obligations rest solely with the Participating Agency only; and
4. Significant changes in total contract value may result in further negotiations of contract pricing with the Lead Agency and any Participating Agency.

In pricing and other conditions, contractors are urged to consider the broad reach and appeal of MAPT with public and non-profit entities in this Region.

In order to ride an awarded contract, a COG Rider Clause Approval Form (below) must be completed and approved by the Lead Agency.

12MONTGOMERY COLLEGE-OFFICE OF PROCUREMENT  
SECURE ON-SITE DOCUMENT SHREDDING SERVICES  
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**ATTACHMENT H – MID ATLANTIC PURCHASING TEAM COOPERATIVE RIDER CLAUSE**

**II. Participating Members**

**COG MEMBER GOVERNMENTS**

**District of Columbia**

**Maryland**

- Town of Bladensburg
- City of Bowie
- City of College Park
- Charles County
- City of Frederick
- Frederick County
- City of Gaithersburg
- City of Greenbelt
- City of Hyattsville
- City of Laurel
- Montgomery County
- Prince George's County
- City of Rockville
- City of Takoma Park

**Virginia**

- City of Alexandria
- Arlington County
- City of Fairfax
- Fairfax County
- City of Falls Church
- Loudoun County
- City of Manassas
- City of Manassas Park
- Prince William County

**Other Local Governments**

- Town of Herndon
- Spotsylvania County
- Stafford County
- Town of Vienna

**Public Authorities/Agencies**

- Alexandria Renew Enterprises
- District of Columbia Water and Sewer Authority
- Metropolitan Washington Airports Authority
- Metropolitan Washington Council of Governments

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**ATTACHMENT H – MID ATLANTIC PURCHASING TEAM COOPERATIVE RIDER CLAUSE**

- Montgomery County Housing Opportunities Commission
- Upper Occoquan Service Authority
- Washington Metropolitan Area Transit Authority
- Washington Suburban Sanitary Commission
- Alexandria Public Schools
- Arlington County Public Schools
- Charles County Public Schools
- District of Columbia Public Schools
- Frederick County Public Schools
- Loudoun County Public Schools
- City of Manassas Public Schools
- Montgomery College
- Montgomery County Public Schools
- Prince George's County Public Schools
- Prince William County Public Schools
- Spotsylvania County Schools
- Winchester Public Schools

**BALTIMORE METROPOLITAN COUNCIL AGENCIES**

- City of Annapolis
- Anne Arundel County
- Anne Arundel County Public Schools
- Anne Arundel Community College
- City of Baltimore
- Baltimore City Public Schools
- Baltimore County
- Baltimore County Public Schools
- Community College of Baltimore County
- Carroll County
- Harford County
- Harford County Public Schools
- Harford Community College
- Howard County
- Howard County Public Schools System
- Howard Community College
- Queen Anne's County
- Queen Anne's County Public Schools

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ATTACHMENT H – MID ATLANTIC PURCHASING TEAM COOPERATIVE RIDER CLAUSE

MWCOG Rider Clause  
Approval Form

This form must be executed for any Participating Agency, both within and outside of the Mid- Atlantic Purchasing Team (MAPT) region, to use the MAPT Cooperative Rider Clause to ride solicitations and contracts.

**NOTE:** Effective January 1, 2019, MWCOG does not authorize the use of the MAPT/COG Cooperative Rider Clause without this form being completed and approved.

-----  
Participating Agency Name: \_\_\_\_\_ Contact  
Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
-----

Solicitation/Contract Information:  
Name Solicitation/Contract: \_\_\_\_\_  
Lead Agency/Contract Holder: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Solicitation/Contract Number: \_\_\_\_\_ Other Reference: \_\_\_\_\_  
-----

Vendor Information:  
Contractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

*See questions on next page.*

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<u>Questions</u>	<u>YES</u>	<u>NO</u>
1. Is the Contract active and currently in force?	_____	_____
2. Is the Participating Agency’s specifications/scope of work the same or very similar to that in the Contract?	_____	_____
3. Is riding this Contract within the rules and regulations of the Participating Agency and approved by the Participating Agency’s Purchasing Department?	_____	_____

Participating Agency

Mid-Atlantic Purchasing Team

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Any Participating Agency (MAPT/COG) member that wishes to piggyback a MAPT/COG contract, must complete form and return to COG, via email: [purchasing@mwkog.org](mailto:purchasing@mwkog.org)