

**MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT  
COLLEGEWIDE ELEVATOR MAINTENANCE AND REPAIRS  
RFP NO.: E424-007  
RFP CLOSING DATE AND TIME: APRIL 5, 2024 @ 3:00 PM**

**ADDENDUM #1  
ISSUED: MARCH 29, 2024**

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**THE PURPOSE OF ADDENDUM IS TO MAKE CHANGES TO THE RFP DOCUMENTS AND PROVIDE ANSWERS TO THE REQUEST FOR CLARIFICATIONS.**

1-1 **Extend** the RFP closing date and time from April 1, 2024 at 3:00 pm to **April 5, 2024 at 3:00 pm.**

1-2 Question: Testing Clarification: As discussed in the walkthrough of each campus, testing will be conducted throughout the year as the annual testing date of each piece of equipment comes up.

- a. Can you please clarify that annual testing can be performed by the regular maintenance technician and counted toward the 2-hour minimum per unit per month requirement or if all testing is to be performed in addition to the 2-hour minimum per unit requirement?
- b. Can you please confirm that the intent is to have all smoke and heat testing performed at the same time as the annual elevator testing, thus not requiring an additional day separate of the schedule elevator inspection?
- c. Can you confirm how many elevators are on emergency generator power and clarify that the intent is to test during normal working hours?

Answer: The College campus facilities want to have all of the elevators at three campuses inspected at the same time period regardless of the anniversary date. For example, the elevator testing on the Rockville Campus in the past was conducted during the college winter break (usually the week after Christmas holidays).

- a. All elevator testing shall be performed as an addition to the regular maintenance.
- b. In order to free up the fire alarm system testing contractor, in the past, elevator recalls/smoke testing has been performed as Round 1 of the annual testing, the inspector, then conducts his own mechanical and paperwork inspection as Round 2.
- c. Germantown Campus: None.  
Rockville Campus: 10 buildings with a total of 20 units (mixture of traction and hydraulic) are on emergency generator power on the Rockville Campus.  
Takoma Park/Silver Spring Campus: 2 at Takoma Park/Silver Spring Campus.

It is acceptable to the College to test the emergency power function during the normal working hours.

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- 1-3 Question: Elevator Jacks Pre-1980: a. It was noticed on the walkthrough that three elevators have a date prior to 1980 and the elevator jacks looked to be original. The state of Maryland has required that all single bottom jacks be replaced with a jack that has a safety bulkhead. i. Can you please confirm that all single bottom jacks have been replaced?
- Answer: Requested information cannot be verified at the moment, but the College believes this is not on Germantown Campus. Mathematics (MP), Pavilion 2 (P2), Pavilion 4 (P4) and Science North (SN) on the TP/SS Campus have the original jacks.
- 1-4 Question: Part 1.19 of RFP documents – Please elaborate on the Contract Price Adjustment section. You stated only 1 price adjustment is allowed annually with back-up documentation showing cost changes, if documentation is provided showing true cost changes, will the college approve the adjustment or will they still reject it?
- Answer: Please refer to Part 1.19 Section 1 of the RFP documents. Request for Price Adjustment will be approved by the Director of Procurement in accordance with the clause specified in the RFP.
- 1-5 Question: Part 1.22 of the RFP documents. Additional insured insurance is a big burden to carry for any contractor, especially on a public campus site where someone can be injured without any relation to the actual work performed by the contractor, or due to the college not upgrading components presented to them. Are alternate insurance offerings allowed for consideration and review?
- Answer: Any contractor who performs the work on the College premises are required to name college as additional insured for all liability's coverages.
- 1-6 Question: Part 1.34 of the RFP documents, you have stated that the college can secure another contractor to work on the same equipment, this adds to the level of insurance concern, you want one company to insure the college but will allow another company to perform work, what if the work performed causes an accident? Who would bear the burden of the lawsuit? Is the original contracting company able to provide standby to witness this work and provide an end-of-work inspection (billed to the college for additional time) to ensure that the equipment is safe to use before accepting it back under the maintenance portfolio? This also raises safety concerns for the workers if they are unable to observe all work performed, they would not be able to definitively tell what was done, and could

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cause a safety hazard or injury, if they are injured due to work performed by a 3<sup>rd</sup> party who bares the liability?

Answer: This clause speaks for certain circumstances. For example, if the awarded contractor fails to provide repairs on timely basis, or unable to obtain the necessary parts to make repairs, especially to these ADA elevator(s), the College may have no option but to engage a different contractor.

1-7 Question: Part 2.1 of the RFP documents. Same question as 1.34 – Are you stating that you want to be able to have multiple contractors working on the same equipment?

Answer: See Part 1.16 Contract Award.

1-8 Question: Part 2.3.3.2 of the RFP documents. To confirm, you would like a pre-test performed but then if something still fails, even though everything worked during the pre-test, you want the elevator contractor to pay for everything? You want to pay for 2 tests per elevator every year under the contract and then have the contractor pay for fines even if related to something that passed 30 days prior? Examples would be emergency light batteries dying, phone lines going (building owner responsibility) not working, moisture interning a space and causing rouge on ropes. I am only asking because a safety test intends to put an elevator through its most extreme conditions to “try” to get it to fail so that items can be corrected under a safe environment instead of a real-life scenario, sometimes the extreme testing has items happen that are unpreventable during maintenance and would like to understand how that cost would be placed on the contractor that would already be incurring the costs of the actual repair.

Answer: According to the RFP, Contractor can do a Pre-inspection 1 to 45 days prior to the State inspection. It is up to the Contractor to schedule this Pre-inspection as close as possible to the State inspection. The purpose of the pre-inspection is to identify any elevator issues prior to the State inspection so that both Contractor and the College can look into problems and fix them prior to the State inspection. There should be no surprises if the Contractor is checking everything on the list that the State uses. If any issues identified during the Pre-inspection, Contractor shall notify the College with the list of issues, provide repairs and/or proposals/recommendations, and to reschedule the State inspection if needed.

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- 1-9 Question: Part 2.3.3.3 of the RFP documents. Please provide max hours per elevator for this testing.
- Answer: We do not have information available. It should be the time appropriate to conduct the testing of these support systems. All elevator testing and inspection including College's shall be conducted and performed in accordance with applicable State of Maryland elevator safety codes and regulations. Annual Smoke/Fire testing of College elevators is no different than the ones from other public entities in Maryland.
- 1-10 Question: Part 2.7.2 of the RFP documents. What is the colleges intent on upgrading/modernization all of the obsolete equipment? You are asking for OEM parts however about 90% of the equipment is no longer manufactured.
- Answer: In the past, the College issued a separate RFP for major elevator upgrading/modernization. This is also one of circumstances for non-exclusive contract per Part 1.34 of Section 1.
- 1-11 Question: Part 2. 8 of the RFP documents. You have listed 2 hours per elevator as the minimum requirements under 2.3.1 but then also in this section, 2.8, you have asked contractors to provide a maintenance plan, which one do you want? 2 hours/month is excessive for most of the equipment on site, if you would like a maintenance plan written by an elevator company based on equipment type, usage, age, etc. please advise, otherwise if you want 2 hours per month per equipment please advise that is your requirement. We need to know which of these two requirements takes priority.
- Answer: Part 2.8 speaks about the Offeror' scheduling method to plan the maintenance, such as how to propose the maintenance per campus, for example, every Monday, Tuesday and Wednesday at the beginning of the month, how to communicate with the campus Contract Administrator.
- 1-12 Question: Part 2.24 of the RFP document. Please elaborate on what you are asking for, under the complete maintenance plan you are asking for in this RFP parts and labor are already included, when would this be relevant, and to what extent are you asking for "all expenses incurred" to be provided?
- Answer: Part 2.24 speaks for the defective material or poor workmanship if occurs during the maintenance and repairs under the Contract. This clause echoes Part 2.23 Warranty and Guarantee.

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- 1-13 Question: Part 2.25. Please elaborate, is this only on work that is proposed outside of the monthly maintenance RFP? What if any delays are a result of the obsolete components on equipment that is no longer manufactured? When are LD's assessed under this actual maintenance RFP?
- Answer: Part 2.25 is applicable to all maintenance, condition assessment, testing and repairs, emergency services.
- 1-14 Question: Part 6.1. Will you provide a more detailed list of equipment, including capacity, landings, door openings, installation year, controller type, and equipment type (hydro,mrl,traction)?
- Answer: Contractor should observe and obtain the information during the site visit. It is part of the purpose for the site investigation.
- 1-15 Question: Will the college accept clarifications/qualifications to the RFP for review/consideration? This is separate from requesting more information, we are asking if there are items in the RFP that we would like to add/elaborate on what we can provide for that specific item, can we submit those clarifications to be considered or will this disqualify the entire bid?
- Answer: We are not sure whether we understand your question. If an Offeror would like to add additional services not required in the RFP, you may include in your technical submission for the College information. Please be informed the College has no intent to deviate the scope of services specified in the RFP. The proposal evaluation will be conducted according to the evaluation criteria and weightings specified in the RFP. The additional services may be considered only if your firm is the highest ranked responsible and responsive Offeror, and at the sole discretion of the College to consider.
- 1-16 Question: Will the college be hosting a de-scope review with each contractor to review their submission offering to insure it is in line with what the college is requesting and that the bidder meets the intent?
- Answer: By responding to the RFP, Offerors agree to provide the services as specified in the RFP. Any request for clarification to the RFP documents shall be submitted prior to the RFP closing date and time. The College may request clarification/additional information to Offeror's submission if necessary after the RFP closing date and time.
- 1-17 Question: Will the college be accepting a bid from those who did not walk to the sites? Or from the current maintenance provider that is not participating in the pre-bid mandatory walk-throughs?



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Answer: Per Part 1.3 Site investigation is mandatory required. The Offeror is required to include the Site Verification Form in its technical proposal submission.

1-18 Question: Please provide FOIA information regarding current services being rendered and current monthly pricing.

Answer: The College piggybacked City of Rockville IFB#17-21 for the current elevator maintenance and repair services. Please contact City of Rockville Procurement Department to obtain a copy of the contract.

All other specifications, terms and conditions remain unchanged.

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 Acknowledgement of Addendum may deem a proposal nonresponsive. **NOTE: ACKNOWLEDGEMENT OF RECEIPT OF RFP ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE.**

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

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

\_\_\_\_\_  
Date

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