

**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 #2
ISSUED: APRIL 1, 2024**

THE PURPOSE OF ADDENDUM IS TO MAKE CHANGES TO THE RFP DOCUMENTS AS FOLLOWS:

2-1 To **add** the following clauses in Section 1 of the RFP documents.

1.36 Notification of Change in Personnel Assigned to Contract

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

1.37 Notification of Change in Financial Condition

Awarded contractor(s) 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(s). Notification must be provided throughout life of contract, and within (7) seven business days of change in company’s financial condition. Failure to notify Montgomery College may result in termination of contract.

2-2 To **add** the following clauses in Part 1.11.2 and Part 1.12 of Section 1 of the RFP documents.

1.11.2.3 Offeror registered to do business in the State of Maryland at time of RFP closing date and time.

1.12.10 Offeror that is not registered to do business in the State of Maryland at time of RFP closing date and time.

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

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

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 3rd 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



Office of Business Services
9221 Corporate Blvd
Rockville, MD 20850

REQUEST FOR PROPOSAL (RFP)

RFP NO.: e424-007

COLLEGEWIDE ELEVATOR MAINTENANCE AND REPAIRS

All proposals MUST BE RECEIVED **electronically** by **3:00 PM** Eastern Daylight Time (EDT) on **April 1, 2024**.

Prices must remain firm for **90 days after proposal closing date, but prior to contract award**.

Proposal Bond Requirements: None.

**Performance, Labor and
Material Bond requirements:** None.

Pre-Proposal Conference: 10:30 a.m. on March 20, 2024. See Section 1.3 for details.

MINORITY VENDORS ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION.

Important: Your quotation 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, MBA, CPPB
Director of Procurement

NOTE: Prospective Offerors that 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 any 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 Maryland State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. Corporation must also be in good standing with the Maryland State Department of Assessments and Taxation. A copy of the registration or application for registration may be requested by the College.

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SECTION 1 – PROPOSAL AND CONTRACT INFORMATION

1.1 Intent

It is the intent of this Request for Proposal to provide Montgomery College with elevator maintenance and repair services for the three campuses located at Germantown, Rockville and Takoma Park/Silver Spring (TP/SS) and the Central Administrative Services building located at off-campus site in Rockville, in accordance with the terms, conditions, and specifications described 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 Request for Proposal Schedule

It is the College’s intent to administer the RFP process for this project according to the schedule dates outlined below. The College reserves the right to alter schedule dates as may be determined necessary in the College’s best interests.

March 8, 2024	Advertising and Issuance of RFP Documents
March 20, 2024	Pre-Proposal Meeting and Site Examination
March 25, 2024	Last Request for Information Due
April 1, 2024	RFP Submission (both Technical and Price Proposals) Due
April 1, 2024 – May 12, 2024	Evaluation
May 13, 2024	Approval of Award Recommendation by the College’s Board of Trustees

It is the College's intention to seek approval of award recommendation by the College Board of Trustees at the **May 13, 2024** meeting, and the award is subject to approval by the Board of Trustees.

1.3 Pre-Proposal Meeting and Site Investigation

A Pre-Proposal meeting will be held **Wednesday, March 20, 2024, at 10:30 am, in Conference Room S201 of Central Services Building (CT)**, located at 9221 Corporate Boulevard, Rockville, MD 20850. Attendance by prospective Offerors is strongly encouraged but is not required. Site investigation is mandatory required. A site visit opportunity to the Central Services Building and Rockville Campus will be provided immediately following the Pre-Proposal meeting.

Site examinations to the other campuses or additional site examinations will be provided by appointment only with advance written request to the following campus facility operations and maintenance managers who will serve as campus Contract Administrator after the award. All site visits must be conducted no later than March 25, 2024. It is the sole responsibility of the Offerors to fully familiarize themselves with the areas involved and the extent of the services required by visual inspection. Failure to visit the site(s) will not relieve the successful Contractor of the obligation to carry out the provision of the Contract.

Germantown Campus	Mr. Anthony Berardino	email: Anthony.berardino@montgomerycollege.edu
Rockville Campus including CT	Mr. Richard White	email: richard.white@montgomerycollege.edu
TP/SS Campus	Mr. Carlos Castillo	email: carlos.castillo@montgomerycollege.edu

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1.4 Electronic Proposal Submittal Due Date

All responses to this Request for Proposal must be submitted electronically, no later than **3:00 p.m. on April 1, 2024** Eastern Daylight Time (EDT), to vendor.proposals@montgomerycollege.edu. No responses will be accepted after this date and time. No facsimile transmissions or email transmissions to other email address will be accepted. 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. See Section 3 Proposal Submission for full detailed submission instructions and requirements.

1.5 Deadline for Request for Clarification of the RFP documents

Request for clarifications related to this solicitation shall be directed to Yu (Judy) Zhu, Purchasing Manager via e-mail to yu.zhu@montgomerycollege.edu no later than **5:00 p.m., on March 25, 2024**. No questions will be accepted after this date. When submitting questions, Include “RFP#e424-007 Bid Questions” in the email subject line. All relevant questions received by the noted deadline may be answered by issuance of an addendum. The College will not be bound by oral explanations for scope of services or any language contained in this solicitation. The Offeror may not initiate contact with any other College representative about this solicitation.

1.6 Addenda

The College will issue an addendum or addenda, if necessary. Notification regarding addenda posted at the College Procurement website at www.montgomerycollege.edu/procure will be provided by e-mail, 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 e-mail 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 receive any issued addenda shall not relieve Offerors from any obligation or requirement listed in 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.

1.6 Proposal Validity

Offerors must hold their proposal prices for **90** days after the award date. In the event that the awarded Contractor are 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.

1.7 General Conditions and Instructions

Offerors shall refer to, understand, and agree to Attachment F, General Conditions and Instructions, of this RFP documents. 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.

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1.8 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 Offerors 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. 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.

1.9 References

The Offeror must provide **three (3)** references, with whom Offeror has provided similar services within the past **three 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.

1.10 Subcontractors

The College seeks proposals from perspective Offerors 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, 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 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.

1.11 Proposal Evaluation

Proposals submitted in response to this solicitation will include evaluation as follows:

1.11.1 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:

- 1.11.1.1 Offeror has the equipment, ability, and experience to perform the work as stated in the specifications listed in this RFP.
- 1.11.1.2 Offeror is financially stable.

1.11.2 Offeror is **responsive** – Offeror follows RFP submission instructions and provides all requested materials. The following criteria will be used to determine responsiveness:

- 1.11.2.1 Offeror has favorable references that can confirm its ability to provide the products and/or services as stated in the specifications listed in this RFP.
- 1.11.2.2 Offeror has provided all documentation and samples requested in the Scope of Work/Specifications.

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1.12 Proposal Rejection

The College reserves the right to reject any or all offers received as a result of this Request for Proposal. Offers may be rejected for any of the following reasons:

- 1.12.1 Failure to meet the mandatory specifications and requirements.
- 1.12.2 Failure to respond in a timely manner to a request for additional information, data, etc.
- 1.12.3 Failure to supply appropriate and favorable client references.
- 1.12.4 Submittal of an incomplete Price Proposal page.
- 1.12.5 Failure to sign the proposal.
- 1.12.6 Failure to return any addenda acknowledgements
- 1.12.7 Submittal of conditional, alternate or multiple proposals.
- 1.12.8 Failure to demonstrate that it is qualified to carry out the obligations of the contract and to implement and support the work specified herein.
- 1.12.9 Failure to provide samples and/or demonstration materials that are representative of the quality level sought by the College.

1.13 Required Submittal List

See Section 3 Proposal Submission.

1.14 Failure to Submit

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

1.15 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.

1.16 Contract Award

It is the College's intention to make the award in the best interest of the College to one or more highest scored responsible and responsive Offerors to provide services collegewide or at campus level, who can meet or exceed the terms, conditions, and scope of work/services of this solicitation. Evaluation of Offeror's proposal will be based on Offeror qualifications and experience, proposed maintenance program, quality control program, proposed monthly maintenance scheduling, references and competitive pricing. The evaluation for award will be made based on payment to the Contractor in Net 30 Days, from the date an acceptable invoice is received by Montgomery College. The College may cancel this Request for Proposal or reject any or all proposals in whole or in part. The award is subject to approval by the College Board of Trustees at its meeting on **May 13, 2024**, in accordance with the College Procurement Policy and Procedures.

1.17 Contract Documents

The contract documents consist of the following documents listed in the order of precedence: (1) the College purchase order, (2) College issued Request for Proposal in its entirety, and (3) Offeror's technical and price proposals accepted by the College. Offeror's requiring their signed contract or terms and conditions separate and apart from the foregoing **must** submit such a contract, 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.

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1.18 Contract Term

The initial term of this contract will be for one year, starting from **June 1, 2024 through June 30, 2025**. At the sole option of the College, the contract may be renewed **up to four (4) additional one-year terms**, provided service is needed, Contractor performance has been satisfactory, funding is available, and renewals are in the best interest of the College.

1.19 Contract Price Adjustment

Contract prices shall remain fixed for first year of contract. Requests for price increases after first year of contract must be submitted in writing within 60 days of expiration of year one contract term. The same will apply for all successive contract renewal periods, should the College elect to exercise them. Any approved increase will take effect at the start of a contract renewal term. All contract price increase requests, along with supporting documentation 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 U.S. 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). The College will approve only one price adjustment for each contract term, if a price adjustment is approved. The College reserves the right for price adjustment downward.

Price decreases are acceptable at any time, need not be verifiable, and are required should the contractor/producer/processor/manufacture experience a decrease in costs associated with the execution of the contract.

1.20 Contract Modification and Amendment

The College retains the unilateral right to require changes in the Scope of Work 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 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.

1.21 Licenses

The Contractor shall maintain in current status all state and local licenses, bonds and permits required for the operation of the business conducted by Contractor. Contractor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the Contract. The College reserves the right to stop work and/or cancel the Contract if Contractor's license(s) expire, lapse, are suspended or terminated.

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1.22 Insurance Requirements

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 else directly or indirectly employed by him/her. Certificate of insurance is due within 10 days of notice of award.

The Contractor shall maintain insurance in force at all times during the term of this agreement, with an insurance carrier approved or licensed to do business in the State of Maryland acceptable to the College, and with the following minimum insurance coverage.

Workers compensation Insurance covering the Contractor’s employees

As required by Maryland State 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:

\$300,000 combined single limit of bodily injury and property damage

-Contractual Liability – Premises and Operations

-Independent Contractors

Comprehensive Automobile Liability - Providing bodily injury and property damage coverage for owned Vehicles and non-owned vehicles with limits as follow:

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 coverage’s and limits are to be considered minimum requirements under this Agreement 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’ 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.

The Contractor shall furnish the College with a certificate of insurance as evidence of the required coverage. The Contractor shall provide liability insurance coverage for material and/or equipment stored for the College for which the Contractor has received payment in an amount of that equaling its replacement value. Such insurance shall specifically identify the materials and/or equipment and shall name the College as an additional insured. The Contractor shall provide the College with evidence of such insurance. In the event that the Contractor’s insurance is terminated, the Contractor shall immediately obtain other coverage. Lack of insurance during life of contract shall be grounds for immediate termination of contract.

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1.23 Certificate of Liability Insurance

The 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. e424-007**. Current certificates must be provided to the College throughout the contract term.

1.24 Termination of Insurance

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

1.25 Contract Assignment

The 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.

1.26 Contract Deadlines and Failure to Deliver

Contractor are contractually obligated to meet all agreed upon deadlines. Failure of any 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.

1.27 Contract Billing

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. Minimally, invoices must include the College purchase order number, campus/facility location, and service tickets. All true and correct invoices must be mailed to Montgomery College, Accounts Payable Office at 9221 Corporate Blvd, Rockville, Maryland 20850 or e-mailed to accountspayable@montgomerycollege.edu.

1.28 Contract 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 for default.

1.29 Advertising

The Contractor shall not publish or use any information about the contract in any format or media for advertising or publicity without prior written consent from the College.

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1.30 Ownership of Documents and Information

All files, disks, photographs, etc., which are prepared by the successful Contractor and form a part of its services, are the property of Montgomery College and shall be returned to the College upon completion of the job or upon termination of this contract. The successful Contractor is responsible for the protection and/or replacement of any original documents in its possession. All original documents must be returned to the College upon completion of the contract. All editorial materials, including but not limited to original copy, artwork, disks, photographs, proofs, corrected proofs, or CDs, etc. are the property of the College and must be returned following the completion of the contract. Original artwork, photographs, and copy may not be altered by the Contractor without the written approval of the College. In the event the Contractor is unable to continue operation of the services required, for whatever reason, the College requires that the Contractor provide on appropriate media all data and information proprietary to Montgomery College. This information must not be made available to any third parties without the expressed written consent of Montgomery College.

1.31 Offeror's Proprietary and Confidential Information

As a public entity, the College is subject to the disclosure requirements in the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Information that is deemed to be confidential commercial or financial information, as defined by the Maryland Public Information Act may be exempted from disclosure. Offerors must clearly identify each part of the Offer that it believes contains confidential commercial or financial information by stamping the top right-hand corner of each pertinent page with large red bold letters stating the words "confidential" or "proprietary". Offeror agrees that upon request from the College, it will provide justification as to why any material, in whole or in part, should be considered confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to a request under the Maryland Public Information Act. The College, by law must apply the MPIA requirements for public information disclosure deemed proprietary and/or confidential; therefore, even the information marked as such by the Offeror may still require public disclosure.

1.32 Confidentiality

The 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 Contractor shall not publish or use any information about the contract in any format or media for advertising or publicity without prior written consent from the College.

1.33 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 Contractors.

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1.34 No Exclusive Contract/Additional Services

Contractor agrees and understands that the Contract shall not be construed as an exclusive arrangement and further agrees that the College may, at any time, secure similar or identical services at its sole option.

1.35 Verification of Registration and Tax Payment

Each Offeror is encouraged to ensure that it is appropriately registered to do business in the State of Maryland, and its business is in good standing before the RFP closing date. Failure to complete the registration with the State of Department of Assessments and Taxation may disqualify an otherwise successful Offeror from recommendation for contract award.

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SECTION 2 – SCOPE OF WORK/SERVICES

2.1 Background

Montgomery College is Maryland's second oldest community college. Founded in 1946, the College serves roughly 54,000 students each year, through credit and noncredit programs, at nonresidential campuses located in Germantown, Rockville, and Takoma Park/Silver Spring and at off-campus sites throughout Montgomery County. To support students' academic and professional goals, the College employs more than 3,100 faculty, administrators and staff. The Office of Facilities focus on maintaining and improving the physical environment in terms of a safe, comfortable, and clean working and learning environment that will maximize student success.

The College is seeking one or more qualified licensed contractors to furnish all labor, supervision, equipment, tools, parts and materials necessary to provide monthly elevator preventive maintenance, condition assessment, emergency service, testing and repairs required for the College facilities at Germantown, Rockville and Takoma Park/Silver Spring Campuses as well as Central Services Building located off the campus in Rockville. It is the College's intention to establish a firm fixed unit price contract for 61 units of elevators listed in Section 6 of the RFP documents.

2.2 Minimum Qualification Requirements

At a minimum, Offerors must meet the following requirements and provide written evidence in its technical proposal submission.

- Offerors must be properly licensed and bonded to do business in the State of Maryland and shall submit proof of current licensing with their technical proposal submission.
- Offerors are regularly engaged in the maintenance and repair of elevators and lift devices at a commercial, governmental or educational institutional agency for a period of at least five (5) years under the same company name and have a local office within 50 miles of the college campus(es). Experience working in higher education institutions is preferred.
- Offeror shall have minimum two (2) State of Maryland licensed elevator technicians (one as primary and the other technician as backup) on current full-time staff and available to service the College. Both technicians shall have a minimum of three (3) or more years' experience after date of certification.
- Offerors shall have a local office with telephone available for receiving and answering calls throughout the working day.

2.3 Required Scope of Work/Services

The Contractor shall furnish all labor, supervision, equipment, tools, parts, materials, and other expenses necessary to provide monthly preventive and routine maintenance, condition assessment, emergency service, and repairs of every description, including inspections, adjustments, testing and replacement of parts as herein specified for the elevator equipment described on the Price Proposal Page.

Contractor shall provide complete range of maintenance services and solutions for all manufacturers' equipment to keep equipment in safe, fully operational condition. Such maintenance services are to include reliable established and documented maintenance procedures and schedules to insure reliable performance of equipment under a regularly scheduled program. This includes using a structured maintenance management program to deliver high quality service tailored to each specific unit's needs. Equipment type, component life, equipment usage, and building environment shall be considered by the Contractor in scheduling system, which will be used to plan maintenance activities in advance.

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Contractor shall have an established system for fully documenting maintenance procedures performed, service calls received and answered, repairs scheduled and completed. Contractor shall have an effective system of self-audit mechanism to insure designated tasks are completed as scheduled with the ability to provide periodic written condition report covering each piece of equipment.

2.3.1 Description of Monthly Preventive and Routine Maintenance

Contractor shall diligently undertake, perform and complete all preventative and routine maintenance including all labor, supervision, equipment, tools, parts, materials and all other expenses necessary to provide service, preventative maintenance, condition assessment, inspections, adjustments, testing and repairs as set forth herein.

A primary state licensed technician and a backup technician shall be assigned to collegewide or each College facility/campus, and should be available as required to provide the College one-hour call back service as required at all times. The Contractor shall also assign a local account representative and will be the College’s primary contact for communications regarding the Contract.

Each visit shall be recorded on the “Elevator Maintenance and Call Back Log”. Contractor shall be responsible for determining the proper number of hours per month to perform the necessary maintenance tasks, based on the equipment manufacturer’s recommendation, environmental conditions and experience. Two (2) hour maintenance per elevator per month will be required as a minimum.

2.3.1.1 Hydraulic Elevators

Contractor shall, as a part of the monthly preventive and routine maintenance, condition assessment, examine, clean, adjust, lubricate, and if conditions warrant, repair or replace components as recommended by the manufacturer, such as:

- V-belts, strainers, mufflers, springs and gaskets. Controller relays, solid state control components, contacts, coils, timers, magnet frames and controller wiring, traveling cables, hoistway wiring, car wiring, and components for the entire operating system. Plunger guide bearings, packing and packing gland, guide rails and guide shoes. Hoistway door hangers, rollers, tracks, closers, interlocks, door protective devices or safe edges, door operators and operating devices, door guides, car door hangers, rollers, interlocks, car fan, car and counterweight guide rollers or slide guides, buffers, car and hoistway switches, car and hoistway wiring including traveling cables. Emergency cab lighting, battery packs and all fire safety equipment to be checked on a monthly basis and replaced if found defective, or the components have exceeded their life expectancy.
- Adjust, repair or replace all fixtures or equipment including cab lights, signal/indicator lights, and all floor and hall indicator lights.

2.3.1.2 Traction Elevators

Contractor shall, as part of the monthly preventive and routine maintenance, condition assessment, examine, clean, adjust, lubricate and if conditions warrant, repair or replace:

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- Controller parts, brake magnet coils, brake shoes, brushes, windings, commutators, rotating elements, contacts, coils, resistors, solid state control components, magnet frames and other mechanical and electrical parts, and wiring. Hoistway door hangers, rollers, tracks, closers, interlocks, door protective devices or safe edges, door operators and operating devices, door guides, car door hangars, rollers, interlocks, car fan, car and counterweight guide rollers or slide guides, buffers, car and hoistway switches, car and hoistway wiring including traveling cables. Emergency cab lighting, battery packs and all fire safety equipment to be checked on a regular basis.
- Adjust, repair or replace all fixtures and equipment including cab lights, signal lights/ indicator lights and all floor and hall indicator lights.

2.3.1.3 Other Monthly Preventive Maintenance Responsibilities

As part of the monthly preventive and routine maintenance, Contractor shall also be responsible for the following at no additional charges:

- Clean machine rooms, hoistways and pits. Keep all elevator components free of dust, dirt, excess oil or grease and rust. Guide rails and brackets will be painted as required, and when indicated by inspection during the life of the contract. Paint all machine room floors at least annually. Equalize tension on hoist ropes, as appropriate.
- Furnish lubricants and parts as specified by the original manufacturer, or approved equal. Any substitution made to the original manufacturer's recommendations shall be submitted to the College for approval.
- Maintain hydraulic fluid at the proper operating level.
- Keep the guide rails properly lubricated at all times, except where roller guides are used, and when necessary renew guide shoe gibs, or guide rollers when used, to ensure smooth and quiet operation.
- Adjust, repairs or replacements as needed to maintain the performance of car speeds, door speed and quality of door operation, riding quality, acceleration, deceleration, leveling and stopping accuracy, control dispatching and system operations as designed by the original manufacturer, and in conformance to applicable codes.
- Maintain a supply of contacts, coils, leads, brushes, lubricants, wiping cloths, signal light bulbs and hall and floor indicator bulbs, and other minor parts in the approved location.

2.3.2 Emergency Maintenance and Repairs

An emergency is defined as an unforeseen circumstance that calls for immediate action. Contractor shall make available emergency service on a 24-hour, 7-day/week basis. The cost of emergency call back service, emergency repairs and other associated travel costs or fuel fees shall be included in the bid price.

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Contractor shall render emergency callback service (technician actually in route) within one quarter (1/4) hour from the time the call is placed by the College during normal working hours and a half hour after normal working hours. Contractor’s technician shall arrive on site within one (1) hour after acknowledging the emergency calls during normal working hours and after hours.

Contractor shall furnish the College the name and phone number of the individual(s) to contact for emergency service. This service requires a live telephone answering service with the capability of immediate contacting operating personnel at all times. Recorded telephone answering service is not acceptable.

Emergency callback services shall be requested for the following conditions:

- Elevator entrapment
- Elevator breakdown & shutdown
- Elevator out of service that provides ADA access, which includes single car buildings
- Situations involving injury or hazardous conditions
- Fire or other emergency conditions

The records of emergency calls placed by each campus per month for the previous year may be available for inspection upon request.

2.3.3 Testing of Equipment

All prices quoted shall include all required annual pressure tests, annual State inspections and 5-year testing, and annual smoke/fire tests in accordance with the requirement of American Society of Mechanical Engineers (ASME) Safety Code for Elevators and Escalators, and National Electrical Code (NFPA) adopted by the State of Maryland and following all county, city, state and federal regulations as required by law.

After tests have been performed, all safety devices shall be checked and adjusted as required to meet manufacturer’s recommendations. Equipment shall not be placed in service until all tests, checks and adjustments are complete and equipment is in proper working condition.

2.3.3.1 Annual Pressure Test Requirements for Hydraulic Elevators

Successful Contractor is responsible for performing annual “Pressure Tests” on all Hydraulic elevators and is responsible for ensuring each piece of equipment maintains a current pressure test certificate. Scheduling of test shall be coordinated with the campus Contract Administrators.

2.3.3.2 Annual State Inspections and Five-Year Testing Requirements

30 to 45 days prior to the required annual State inspection, successful Contractor is required to perform a detail pre-inspection corrective maintenance visit, specifically to correct items that would cause inspection failures. The Contractor is also required to review the work performed with each campus/facility point of contact at the conclusion of the visit.

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Perform all required annual testing for all elevator units and five-year testing for traction elevators as required by the Federal, State and County elevator code authorities. It is the responsibility of the Contractor to ensure all elevator permits do not expire prior to renewal. The Contractor may be required to schedule and coordinate annual and five-year inspections with the Third-Party Qualified Elevator Inspector. A licensed elevator technician must be on site during the inspections to make repairs and/or assist the inspector.

Immediate after inspection, if any deficiency is identified on the elevator inspector's report, Contractor shall complete all Inspectors' identified deficiencies within 30 days and submit signed forms to the State so that the deficiencies can be re-inspected and valid certificates released. The appropriate campus Contractor Administrator must be copied on all elevator Contractor and State communication. All cost associated with elevator re-inspections as of results of inspections failures shall be borne by the elevator contractor if it is elevator Contractor's negligence, omissions, errors and mistakes.

2.3.3.3 Annual Smoke/Fire Test Requirements

Contractor shall assist the College's fire alarm systems testing and inspections contractor in the performance of all elevator annual emergency recall test, as a part of required State inspection requirement, to test alarm devices located in the elevator shafts, machine rooms and lobbies (smoke and heat detectors). A licensed elevator technician is required to be present on site to allow College's fire alarm contractor to allow access to the shaft and to run the elevator car while performing annual "Smoke/Fire Test" on all elevators.

2.4 Exclusions in the Monthly Maintenance

The following items are not included in the routine monthly maintenance scope of work:

2.4.1 Machine, drive sheaves, deflector sheaves, motor generator and worm gears, bearings, car enclosure including removable panels, door panels, car gates, hung ceilings, light diffusers, hand rails and floor coverings, hoistway gates, door panels, frames and sills, mainline power switches, breakers and feeders to the controller, underground and/or buried piping and jack casing, emergency power plant and associated contactors smoke and fire sensors and related control equipment not specifically part of the elevator controls.

2.4.2 Contractor will not be responsible for the cost of any alterations, modifications or additions of new equipment as may be required due to changes in the code after award of this contract.

2.5 Additional Services

Contractor may be required to perform additional duties/services not included in Section 2.3 on as-needed basis. These additional services shall be billed separately at the agreed upon hourly rates stated on the Price Proposal Page, and authorized by the appropriate campus Contract Administrator prior to start of work. NO EXEPTIONS.

Contractor shall provide a price proposal to the campus Contract Administrator in accordance with the contract rate specified in its price proposal. The proposal shall contain the followings:

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- Description of the work to be performed
- Campus location, building name and the elevator number if applicable
- Number of labor hours, types of labor and hourly rate(s)
- Cost estimate of material/parts/components
- Estimated start date and finish date

Once the proposal is approved by the campus Contract Administrator, a purchase order will be issued by the Office of Procurement to authorize the work, prior to the commencement of additional services. No work shall be performed without a written purchase order. No guarantee is made to the use of this service by the College. The College reserves the right to negotiate the price or obtain multiple quotes over \$10,000 or competitive bids for any repair that is estimated to cost over \$25,000, if the awarded contractor(s) are unable to provide repairs within five (5) working days.

Only productive hours worked for the additional services shall be paid under this contract. Time spent for transportation of employees, material acquisition, handling and delivery, or for movement of Contractor's owned or rented equipment is not chargeable directly but is overhead and all costs shall be included in the fixed hourly rates requested on the Price Proposal form. No minimum hours for the onsite services billed to the College are allowed.

When the College's campus Contract Administrator(s) finds it necessary to request immediate service after normal working hours from the Contractor, for the improper running or nonperformance of equipment, this service shall be considered by the College as a reoccurring maintenance problem that is the sole responsibility of the Contractor with no cost to the College. If the Contractor can prove to the College's campus Contract Administrator that such service was necessary due to a problem not covered in the contract specification, then the College may be charged appropriate hourly rate.

The Contractor normally furnishes the required materials for additional work performed under the Contract. However, the College reserves the right to furnish any or all materials. Materials supplied by the Contractor shall be at the Contractor's cost.

2.6 Service Calls

2.6.1 Service Calls during the Contractor's Regular Working Hours

The Contractor shall arrive on the job site within a maximum of three (3) hours of any service call when any equipment is not operating or operating improperly.

2.6.2 Service Calls beyond the Contractor's Regular Working Hours

The Contractor shall respond to a service call within next business day from the time request for Service is made by the campus Contract Administrator or the designated personnel. The Contractor shall advise the campus Contract Administrator or his designee immediately when the elevator is returned to service.

2.6.3 Refer to Section 2.3.2 for Emergency phone calls.

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2.7 Parts Requirements

2.7.1 Contractor with the execution of the Contract, makes assurance that all materials necessary for the completion of the services are available or will be available so as not to cause delay in the time specified for completion, nor will there be any further expense to the College by reason of any special expense imposed by its supplier or fabricator after the Contract is execute. The Contractor shall provide an adequate supply of parts, including replacement bulbs for signal lights, materials, supplies and lubricants on site, in order to avoid unnecessary delay in resuming service of an elevator. The College may provide a suitable space for the storage of these supplies upon request of the Contractor; the Contractor is expected to maintain the space and keep it organized and clean at all times. Contactors shall have available locally sufficient storage space for materials and equipment located within 50 miles of the college campuses.

2.7.2 Parts installed on the elevator equipment, either as preventive maintenance replacements and/or repairs and/or additional work under the Contract shall comply with all applicable codes and commercial standards, and shall be supplied by, or authorized by, the original equipment manufacturer. Parts shall be new, free of defect, and shall not be of such age or so deteriorated as to impair their usefulness or safety.

2.7.3 Parts replacement associated with devices that are labeled in accordance with requirements of ASME/ANSI A17.1 must be replaced with parts that will maintain integrity of original labeling.

2.7.4 All parts, other than those provided in the monthly service contract rate, will be furnished at the Contractor's as stated on the Price Proposal Page in this Request for Proposal.

2.7.5 Emergency Purchases

The College reserves the right to purchase from other sources those items which are required on an emergency basis and cannot be supplied immediately from stock by the Contractor or its vendor.

2.8 Scheduling of Work

Contractor shall use a standardized scheduling method to plan the required maintenance procedures for each unit on each campus/facility. The required maintenance procedures will be determined for each unit based on the equipment usage, age of the equipment, or reliability of the unit. The Contractor is required to initiate appropriate maintenance procedures and provide to the campus Contract Administrators to provide reliable performance from each unit covered under the Contract. Should the frequency of callback increase, additional services must be scheduled tom improve the performance of the equipment. Reliability of the equipment is essential to a successful maintenance program, and will be used as a measure of the contractor's successful performance under the Contract. The Contractor shall have an established system whereby all maintenance tasks and procedures are planned and scheduled in advance and shared with the College campus Contract Administrators.

2.9 Elevator Maintenance and Service Records

Contractor shall fill out "Elevator Maintenance and Service Call Log" in the machine room during each maintenance and service visit. Forms will be provided by the College, and will be formed as a part of contract documents. The Contractor is also required to provide service/work tickets to the appropriate Campus

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Contract Administrator or his designee after each visit. Any missing maintenance and services log information and/or service tickets may be interpreted as no evidence of such service, and may lead to no payment by the College. Contractor shall provide copies of all service tickets, initiated and checked maintenance report form to the College with the invoice.

If Contractor uses online portal system for dispatching, testing, repairs and service call history, Contractor shall provide an online service to allow College direct access to the 24-hour dispatching system and database from a personal computer. This service shall allow the College to place a service call and review the status of the service of the service call directly from the personal computer. The College shall further be able to access repair and service call history for any units on the Contract. The Contractor shall provide instructions and training on how to use the system. Such online portal system shall NOT be substituted and replaced the “Elevator Maintenance and Service Call Log” maintained in the machine room.

2.10 Equipment Change

During the life of the contract, elevators may be taken off-line for modernization and brought back on-line when modernization has been completed. The College will advise the Contractor of any changes as the project dates become available. The Contractor is to pro-rate the monthly maintenance costs as these changes occur.

2.11 Review of Records

The Contractor must review current maintenance records and verify that all elevators are in compliance with current Federal, State and County codes. The Contractor must inform the College in writing of any non-compliance issues within 60 days of the award of contract. No allowances will be made to the Contractor at a later date for additional work or inspections required due to failure to advise the College within this period.

2.12 Quality Control and Conditions Report

Contractor will perform surveys and audits to verify that the equipment conforms to manufacturer’s requirements for maintenance quality, safety and code requirements, and provide a “Survey and Report Conditions (Conditions Report)”, in writing, biannually, on the form provided in this Request for Proposal. This report must be completed by Contractor supervisory/management personnel and submitted to the respective Campus Facilities contract administrator.

Contractor shall maintain callback and repair data for each unit and records of maintenance work completed. Contractor shall implement a statistically based call back reduction program, and provide documentation of their callback reduction program upon college’s request, for the purpose to ensure the Contractor are actively working to reduce callbacks on a priority basis. The Contractor shall include its technical proposal with its detailed description of its system for callback reduction plus samples of all the above reports.

2.13 Hazardous Waste

Contractor must endeavor to reduce generation of waste materials, minimize risks to the environment, the College, the general public and its employees, and shall comply with all federal and state environmental laws and regulations. In the event hazardous materials are encountered, Contractor shall notify the College and the College will be responsible for abatement.

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2.14 College Inspection and Acceptance

- 2.14.1 All work/service shall be subject to the inspection and approval by the College campus Contract Administrator(s) before payment is made.
- 2.14.2 The College may, at its sole discretion, request an independent inspection of the performance of this contract to verify that all work is being executed in conformance with the specifications in this Request for Proposal. The results will be provided to the Contract Any discrepancies identified and covered under the terms of the Contract shall be corrected by the Contractor within ten (10) working days. The Contractor will provide the campus Contact Administrator a written explanation for each discrepancy and corrective action taken within fifteen (15) days. Further, the Contractor shall provide the campus Contract Administrator an inspection and maintenance plan to prevent future occurrences as identified in above inspection.
- 2.14.3 Within two (2) months prior to the completion of the contract, the campus Contract Administrator(s) or his designee may make a thorough inspection of all equipment covered under the Contract. The Contractor shall correct all defects found within (15) calendar days. The Contractor shall notify the Contract Administrator(s) in writing that the deficiencies have been corrected and re-inspection can be made.

2.15 Codes & Technical Standards

All work shall be performed in strict compliance to all current applicable Federal, State, and County building codes and regulations and any subsequent updates.

- ASME Guide for Inspection of Elevators, Escalators, and Moving Walks; ASME Code (A17.1-CSAD44) for Elevators and Escalators, and ASME Safety Standard for Platform Lifts and Stairway Chairlifts (All current editions.)
- Building Officials Conference of America (BOCA) National Building Code, the latest edition, together with all appendices, references, and additions.
 - BOCA Plumbing Code of the latest edition.
 - NFPA Nos.101, 70 and 72 Life Safety Code of the latest edition.
 - State of Maryland Fire Prevention Code.
 - National Electrical Code of the latest edition.
 - Other codes, regulations, and requirements of the State of Maryland.

2.16 College Contact

Within seven (7) calendar days after the initial contract award and each subsequent contract renewal period, the Contractor shall provide an annual elevator maintenance schedule to the following College contract administrators for approval. At each maintenance visit during regular business hours (Monday- Friday, 7:30 am – 4:00 pm), Contractor must notify the contract administrators upon arrive and before departure of the campus facility by phone. The Contract may be required to review the work with the contract administrator(s) for the services performed during that visit. For services outside of regular business hours, the Contractor must check in with the appropriate Campus Security Office:

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Germantown Campus Facilities

Goldenrod Building (GB), Suite 113
20271 Goldenrod Lane
Germantown, MD 20876
College Contact: Mr. Anthony Berardino
Phone: 240-567-2120

Germantown Campus Security

Student Affairs and Science (SA) Building, Room 282
20200 Observation Drive
Germantown, MD 20876
Phone: 240-567-3333

Rockville Campus & CT Facilities

Science Center (SC), Room 102
51 Mannakee Street
Rockville, MD 20850
College Contact: Mr. Richard White
Phone: 240-567-7348

Rockville Campus & Central Services Building Security

Long Nguyen and Kimmy Duong Student Services Center
51 Mannakee Street
Rockville, MD 20850
Phone: 240-567-3333

Takoma Park/Silver Spring Campus Facilities

Pavilion 2 (P2) Building, Room 120B
7600 Takoma Avenue
Takoma Park, MD 20912
College Contact: Carlos Castillo
Phone: 240-567-1568

Takoma Park/Silver Spring Campus Security

Student Services Building (ST), Room 117
7625 Fenton Street
Takoma Park, MD 20912
Phone: 240-567-3333

2.17 Hours of Performance

The College official operating hours are 8:30 am through 5:00 pm, Monday through Friday. Routine service calls will be placed by the College during official working hours whenever possible; however emergency calls will be placed as necessary. Calls will be placed by the Facilities Office contact person, their representative, or the Facilities Service Desk.

All work included herein shall be performed during the Campus Facility Office regular working hours, 7:30 am – 4:00 pm. Offerors must indicate clearly in its Proposal if his/her regular working hours are different. The College will not be responsible for any overtime payment if any Offeror fails to do so.

All work performed outside the scope of the monthly preventive and routine maintenance must be assigned by the College Contract Administrator and authorized by the College by a written Purchase Order prior to start of work, and will be billed at the applicable rate(s) stated in the Price Proposal. Overtime must be authorized by the College Contract Administrator prior to start of work.

2.18 Employee Identification

Contractor's employees shall have visible company identification on their person at all times while on College property.

2.19 Documents, Materials and Data

All documents, materials and data developed as a result of this Contract are the College's property. The College has the right to use and reproduce any documents, materials, and data, including confidential information if any, used in the performance of, or developed as a result of this Contract. The Contractor warrants that it has the title to or right of use of all documents, materials or data used or developed in

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connection with this Contract. The Contractor shall keep confidential all documents, materials and data prepared or developed by the Contractor or supplied by the Contractor.

2.20 Protection of Existing Facilities

Contractor shall take all necessary precautions during the period of service to protect the College's existing facilities from damage by his/her employees or subcontractor, and shall repair or replace at his/her own expense any damaged property caused by his/her employees or subcontractor.

2.21 Materials Storage and Clean Up

Any Facilities furnishings required for the storage and protection of materials and/or equipment at the College shall be provided by the Contractor at his or her expense, and any materials and/or equipment left at the job site shall be at the risk of the Contractor. At the request of the Contractor, the College may designate areas where storage of materials and/or equipment will be authorized and no materials and/or equipment shall be stored at the job site in areas other than those designated. No materials or equipment will be allowed to accumulate at the job site in a manner that might create a fire or safety hazard.

2.22 Stored Equipment

Contractor shall provide liability insurance coverage for material and/or equipment stored for the College for which the Contractor has received payment in an amount of that equaling its replacement value. The Contractor shall provide the College with evidence of such insurance.

2.23 Warranty Guarantee

Contractor warrants and guarantees that all materials, parts and components to be furnished under this proposal are free from defects in workmanship and materials for one year at a minimum. Contractor further warrants, guarantees and agrees to remedy all such defects and to replace at its own expense and at no expense to the College any or all labor, transportation, part or parts of the equipment or materials to be furnished under this Proposal which are or become defective due to such defects within twelve (12) month after date of receipt by the College within ten (10) business days after receipt of notification of such defects.

2.24 Defective Material and Service

Defective or unsuitable materials or workmanship will be rejected and shall be made good by the Contractor. Contractor shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all its effort and other services furnished by Contractor under the Agreement. Without additional compensation, Contractor shall correct or revise any errors, omissions, or other deficiencies in all products of its efforts and other services provided. This shall include resolving any deficiencies arising out of the acts or omissions of Contractor found during or after the course of the services performed by or for Contractor under this Agreement, regardless of College having knowledge of or condoning/accepting the products or the services. Correction of such deficiencies shall be at no cost to the College.

Contractor shall agree to accept, for full credit and return shipping charges, the return of any item received which is found to be deficient in quality or defective in packaging so as to render the item unusable for its intended purpose. Merchandise so designated shall be replaced at the full expense of the Contractor within seven (7) calendar days. In the event the College must purchase in an open market, Contractor agrees to reimburse the college, within a reasonable time period, for all expenses incurred.

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Failure to deliver the services and/or failure to make replacements, corrections of under-performance and/or rejected services when so requested within the time specified, or within a reasonable time period as interpreted by the Procurement Office or shall constitute grounds for the Contract termination.

2.25 Liquidated Damages

2.25.1 Liquidated damages shall be assessed at the rate of **five hundred dollars (\$500.00)** per calendar day beyond the completion date indicated in the scope of work for each project and/or listed on the purchase order for work not 100% complete.

2.25.2 The Contractor agrees that the sum specified for liquidated damages for delay by the Contractor is not a penalty and is liquidated damages, that the damages resulting to the College for delay in completion by the Contractor are difficult of ascertainment and that the amount specified is not grossly excessive and it is not out of proportion to the damages that might readily be expected to result from delay caused by the contractor. Excluded from the liquidated damage provision, however, are any damages for loss of use of any facility of the College that arises from a delay and the College expressly reserves the right to claim damages for such loss of use. The Contractor agrees that it has freely bid on this contract with the full and complete knowledge of the provisions for liquidated damages and waives all objections to such provisions as a penalty.

2.25.3 In addition, the College shall assess and deduct from the contract sum any and all extra costs associated with maintaining the project (e.g. engineering fees, College's overtime, re-inspection fees etc.) for each calendar day of delay that the contractor extends substantial completion of the entire work beyond the completion date or time stipulated in the contract documents.

2.25.4 Any delays to projects must be communicated to the campus Contract Administrator(s) immediately.

2.26 Site Cleanup

Contractor shall clean up and remove all debris and rubbish resulting from their work as required or directed. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean, safe and unobstructed condition.

2.27 Post Award Kickoff Meeting

Contractor may be required to attend a post-award kickoff meeting with the College to go over the contract requirements, maintenance visit scheduling, invoicing and others associated with the Contract.

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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 F: General Conditions and Instructions. A submittal consisting of Technical Proposal, and the Price Proposal are required when responding to this Request for Proposal.

All Offerors' proposals must be submitted **electronically**, in two separate PDF file attachments. One attachment shall consist of the Technical Proposal, and the second attachment shall consist of the Price Proposal. Both attachments shall be sent together, in a **single email** prior to the proposal submission deadline date and time to vendor.proposals@montgomerycollege.edu. Subject line of email must include "Vendor Response to RFP No. e424-007 Collegewide Elevator Maintenance and Repairs". **Failure to submit Proposal and Pricing Proposal as separate attachments, will result bidding firm's disqualification.**

Any proposals received at the above email address after the EST 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.

Proposals shall be certified, signed, and dated by a bona-fide agent of the Offeror, and include minority classification, if applicable. Failure to include all required submittals may render the Proposal non-responsive. The College will reject any offer without an authorized signature.

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 proposal will be closed at the stated time on the next open business day, unless the Offeror is notified otherwise.

3.2 Required Proposal Submittals

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

3.2.2 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 details to allow College evaluators to gain a comprehensive and clear understanding of the Offeror's experience and capabilities.

Technical Proposal must include the following items and organized in the following manner:

a. 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 and the contact person responsible for the project. The letter should summarize the key points of the proposal; must indicate the Offeror's understanding of the College's requirements; and demonstrate the Offeror's ability to provide the requested services. An individual authorized to represent the Offeror for this RFP must sign the letter.

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- b. Technical Proposal Form, Section 5
- c. Contractor Information Form, Attachment B
- d. Contractor’s Qualification Form, Attachment C
Offeror’s shall complete the Contractor’s Qualification Statement provided in Attachment C, and submit all required attachments. Offeror’s statement of qualifications shall include but are not limited to:

- 1. Offeror’s corporation/organization size, location, web presence, length of time the organization has been providing the required services listed herein, number of employees by job categories and key business relationships.
- 2. A copy of Offeror’s business registration and a copy of license.
- 3. Professional qualifications, technical competence and previous experience of the firm, subcontractors if any, and key personnel including a local account representative, primary state licensed technician and backup technician proposed for the performance of the required services.

Offerors shall have currently in their employ sufficient staff to repair and maintain the listed equipment per the Scope of Work in this Request for Proposal within three (3) hours after receiving a routine maintenance call, and within one (1) hour after receiving an emergency call. In addition, Offerors are also required to have the necessary equipment, tools, materials and parts for on-site maintenance and repair.

Offers shall list the names, and describe previous relevant qualifications and experience of the proposed primary state licensed technician and backup technician who will be assigned to the Contract in providing the required services of same make, similar size, scope and complexity. Attach resumes, training, experience credentials/a list of similar jobs completed, and copy of license to proof their qualifications, technical competency to provide the proposed services described in the Scope of Work. By submitting the above names for consideration, the Offeror is COMMITTING these individuals to any resulting contract. No personnel changes are allowed during the life of any resulting contract without expressed written authorization from the College.

The College shall be the sole judge in determining whether an Offeror is qualified. In evaluating each Offeror, consideration will be given to items including, but not limited to: reputation and experience of the Offeror, quality of performance of previous or current contracts and the sufficiency of the financial resources of the Offeror.

- 4. Proposed Maintenance Program
The Offeror shall submit a Proposed Maintenance Program to verify that the Offeror addresses the recommendations and specifications of the original equipment manufacturer plus the needs of the specific application, and examines the prepared sample logs and reporting forms. Maintenance Program shall also include the proposed

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maintenance hours for each elevator per each campus.

5. **Quality Control Program**
The Offeror should provide a Quality Control Program describing the quality control procedures to be used for the Services to assure technically accurate reports, logs and specifications. The Contractor shall have an established system to fully document the maintenance procedures performed, service calls received and answered and repairs scheduled and completed. The Contractor shall have an effective system of self-audit mechanism to insure designated tasks are completed as scheduled, with the ability to provide periodic written condition report covering each piece of equipment.
 6. **Proposed scheduling of monthly maintenance for each campus and annual inspection**
The Offeror shall provide a proposed annual scheduling for monthly elevator maintenance for each campus and facility, estimated averaged time to complete one elevator, and the total estimated time to complete the maintenance services at each campus/facility location, and estimated time for assistance of annual inspection and 5-year inspection.
- e. **References, Attachment A**
Offeror shall list and describe at least three (3) project references including two projects within the Metropolitan Baltimore-Washington region, documenting the successful completion of projects of similar size, scope and complexity, within the past five years. Past project samples of academic institutions, especially working in higher education institutions is preferred.
- Cited references must be able to confirm, without reservation, the Offeror's ability to provide these services in accordance with the requirements in this RFP. The College reserves the right to reject a proposal based on an unsatisfactory reference; to request additional references or contact any site using the Offeror's services, and to require a site visit to one or more of the Offeror's reference locations.
- f. **Subcontractor List, if applicable**
Each Offeror must list the subcontractors to be used in the performance of this contract. The College reserves the right to approve or disapprove any subcontractor who will be performing work related to this project.
 - i. **Conflict of Interest Form, Attachment E.**
 - j. **Acknowledgement of receipt of Addenda, if applicable.**
 - k. **Any Exceptions/Deviations to the RFP documents, if applicable.**
 - l. **Mid-Atlantic Purchasing Team Rider Clause, (Attachment G; Optional)**

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3.2.3 Price Proposal Form

Offerors must use the Price Proposal Form provided in Section 6 for submission. The price(s) offered on the Price Proposal must include all charges and costs including travel 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 EVALUATION AND CONTRACT AWARD

4.1 Evaluation Process

The evaluation process is comprised of Technical Proposal and Price Proposal Evaluation. All Technical Proposals received by the RFP closing deadlines will be opened first, and evaluated by a College Evaluation Committee. The Price Proposals remain sealed and are held by the Procurement Office.

Evaluation of Technical Proposals will be based on the criteria provided in the RFP, the substantiated ability of an Offeror to perform the required services, and the Offeror’s responsiveness to the RFP requirements. Those proposals which do not clearly respond to the technical proposal submission requirements may be rejected at the sole discretion of the College. Those technical 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.

Upon completion of the Technical Proposal evaluation, Price Proposals from only those Offerors deemed qualified, will then be opened and reviewed for responsiveness and completeness. Price Proposals from those Offerors deemed not qualified by the College after the review of the Technical Proposals will not be opened.

The Offeror’s Price Proposal with the lowest aggregate total annual price collegewide or at campus level at the sole discretion of the college will be awarded the highest point score, and higher price proposals will receive reduced point scores by ratio in comparison with the lowest price proposal.

The Price Proposal score will be added to the Technical Proposal score for a combined total evaluation score. One or more Offerors achieving the highest combined scores will be recommended for contract award.

4.2 Evaluation Criteria

All complete and responsive proposals will be scored based on the following criteria and weighting.

4.2.1 Technical Proposal (60% of total maximum score)

- a. Professional qualifications and relevant project experience of the firm
- b. Professional qualifications and technical competence of local account representative, primary state licensed technician and backup technician proposed to perform the required services.
- c. Proposed Maintenance Program
- d. Quality Control Program
- e. Staffing and Scheduling

4.2.2 Price Proposal (40% of total maximum score)

Price proposals from only those Offerors (up to five Offerors) deemed qualified and received the highest scores of the Technical Proposal evaluation, will 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.

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SECTION 4 – PROPOSAL EVALUATION AND CONTRACT AWARD

4.3 Award

Recommendation of contract award will be made in the best interest of the College to one or more highest scored responsive and responsible Offerors to provide services collegewide or at campus level meeting or exceeding all RFP terms, conditions, and specifications. It is anticipated the approval of award recommendation will be made at the College Board of Trustees meeting **on May 13, 2024**, and the award is subject to approval by the Board of Trustees. 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.

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SECTION 5 – TECHNICAL PROPOSAL FORM

To: Montgomery College

Re: **RFP No.: e424-007**
Collegewide Elevator Maintenance and Repairs

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

From: _____
(Provide Your Company’s Name)

PART 1 - All proposals must be submitted electronically. Offer must submit Technical Proposal Form (Part A) and all Attachments in one PDF file, together with the Price Proposal Form (Part B) and all Attachments in a separate PDF file. Both attachments shall be sent together, in a single email to: vendor.proposals@montgomerycollege.edu, prior to the RFP closing date and time, as outlined in RFP. Subject line of email must include “Offeror Response to RFP No. e424-007, Collegewide Elevator Maintenance and Repairs”. Electronic proposal submittal is based on Eastern Daylight Time (EDT). Any proposal received at the above email address, after the EDT submittal deadline will be automatically rejected. Proposals sent to other email address other than the above specified will NOT be accepted.

PART 2 - Please read the questions, note what is requested, then provide appropriate responses. Failure to answer any of the applicable questions contained in this section will make the proposal non-responsive and be grounds for rejection of the entire proposal. Conditional proposals will not be accepted.

PART 3 - Offeror acknowledges receipt of the following Addenda:

Number _____ Date _____

Number _____ Date _____

Number _____ Date _____

Number _____ Date _____

Number _____ Date _____

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PART 4 - The Offeror proposes to provide all of the necessary labor, materials, equipment and insurance for the collegewide elevator maintenance and repairs and associated work as indicated in the contract document as specified in the Request for Proposal documents. The work to be performed by the Offeror shall include all items accepted by the College as part of the Offeror’s submittal. It is understood that Montgomery College (hereinafter referred to as College) will be the sole judge as to the acceptance of the proposals and award of the contract. All work shall be done in accordance with the accompanying scope of work/services for the amount listed on the Price Proposal Form, if any, as applicable in accordance with the terms of the RFP documents.

PART 5 - PROPOSAL SUBMITTAL ATTACHMENTS

Technical Proposal Form and all Attachments include:

- (1) Technical Proposal Form (Use Form provided in Section 5)
- (2) Contractor Information Form (Use Form provided in Attachment B)
- (3) Contractor’s Qualification Statement (Use Form Provided in Attachment C)
 - a. Attach a completed Contractor’s Qualification Statement.
 - b. Attach a copy of Business Registration and a copy of license
 - c. Attach resumes, training and/or other documentation demonstrating the qualifications and technical competence of key personnel including a local account representative, proposed primary state licensed technician and backup technician who will be assigned to provide the required services as described in Section 4.
 - d. Proposed Maintenance Program
Attach a Proposed Maintenance Program statement as described in Section 3.
 - e. Quality Control Program
Attach a Quality Control Program statement as described in Section 3.
 - f. Proposed scheduling of each campus, including annual and 5-year inspection
Attach a proposed scheduling for monthly elevator maintenance for each campus and estimated time to complete the services required for one elevator and for each campus location; and the Offeror has sufficient trained personnel to accomplish the specified work.
- (4) References (Use Form Provided in Attachment A)
Complete Project Reference Form contained in Attachment A as described in Section 3 to comply with this submission.
- (5) Subcontractor list, if any.
- (6) Conflict of Interest Form (Use Form Provided in Attachment E).
- (7) Acknowledgement of Receipt of Addenda, if applicable.
- (8) Any exceptions/deviations to the RFP requirements, if applicable.
- (9) Mid-Atlantic Purchasing Team Rider Clause (Attachment G; Optional).

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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:

(Date)

(Company Name)

(Address)

(Telephone Number)

(Facsimile Number)

By:
SEAL IF A CORPORATION

Authorized Agent & Title (Print)

Signature

(F.E.I.N.)

(Maryland Contractor License Number)

BE SURE TO SIGN YOUR PROPOSAL

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SECTION 6 – PRICE PROPOSAL FORM

Offeror shall provide all labor, supervision, equipment, tools, parts, materials, insurance and other expenses necessary to provide monthly preventive maintenance services, condition assessment, emergency service and repairs if every description, including inspections, adjustments, testing and replacement parts required for the service, in accordance with the Scope of Work specified in the solicitation, for the following list of elevators and lift equipment by building and manufacturer by each Campus/facility. The official building code follows the building name. All are passenger elevators unless otherwise noted. All are hydraulic elevators unless otherwise noted. The College reserves the right to add or delete elevators and lift equipment as needed during the term of the contract, including renewals thereof.

Offeror must submit the prices for all line items to be considered for award; failure to do so will deem an offer non-responsive. The award will be made in the best interest of the College to one or more highest scored responsive and responsible contractors to provide services collegewide or at campus level.

6.1 Monthly Preventive and Routine Maintenance Service

6.1.1 GERMANTOWN CAMPUS

<u>Item</u>	<u>Building</u>	<u>Manufacturer</u>	<u>Monthly Price (\$)</u>
G1	Bioscience Education Center (BE)	Schindler	_____/Month
G2	Bioscience Education Center (BE)	Schindler	_____/Month
G3	Bioscience Education Center (BE)	Schindler	_____/Month
G4	Humanities and Social Sciences Building (HS)	Elevator Controls Co.	_____/Month
G5	Humanities and Social Sciences Building (HS)	Elevator Controls Co.	_____/Month
G6	High Technology and Science Center (HT)	MCE	_____/Month
G7	High Technology and Science Center (HT)	Smart Rise	_____/Month
G8	Paul Peck Academic and Innovation Building (PK)	Otis	_____/Month
G9	Paul Peck Academic and Innovation Building (PK)	Otis	_____/Month
G10	Paul Peck Academic and Innovation Building (PK)	Otis	_____/Month
G11	Science and Applied Studies Building (SA)	Smart Rise	_____/Month
G12	Science and Applied Studies Building (SA)	MCE	_____/Month
G13	Science and Applied Studies Building (SA)	MCE	_____/Month

Monthly Subtotal for Germantown Campus (Item G1 thru G13): _____/Month

Annual Subtotal for Germantown Campus (Monthly Subtotal x12 months): _____/Year

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SECTION 6 – PRICE PROPOSAL FORM

6.1.2 ROCKVILLE CAMPUS

6.1.2.A CENTRAL SERVICES BUILDING (OFF ROCKVILLE CAMPUS)

<u>Item</u>	<u>Building</u>	<u>Manufacturer</u>	<u>Monthly Price (\$)</u>
<u>CENTRAL SERVICES BUILDING</u>			
C1	Central Services Building (CT)	Otis	_____/Month
C2	Central Services Building (CT)	Otis	_____/Month
C3	Central Services Building (CT) Freight	Otis	_____/Month
Monthly Subtotal #1 (Item C1 thru C3):			_____/Month
Annual Subtotal #1 (Monthly Subtotal x12 months):			_____/Year

6.1.2.B Rockville Campus (ON CAMPUS)

<u>Item</u>	<u>Building</u>	<u>Manufacturer</u>	<u>Monthly Price (\$)</u>
R1	The Paul Peck Art Building (AR)	M.C.E.	_____/Month
R2	Counseling and Advising Building (CB)	Dover	_____/Month
R3	Campus Center (CC)	Elevator Controls Co.	_____/Month
R4	Homer S. Gudelsky Institute for Technical Education (GITE)	Dover	_____/Month
R5	Homer S. Gudelsky Institute for Technical Education (GITE) Freight	Dover	_____/Month
R6	Humanities Building (HU)	Elevator Controls Co.	_____/Month
R7	Mannakee Building (MK)	Elevator Controls Co.	_____/Month
R8	Mannakee Building (MK)	Elevator Controls Co.	_____/Month
R9	Gordon and Marilyn Macklin Tower (MT)	Elevator Controls Co.	_____/Month
R10	Gordon and Marilyn Macklin Tower (MT)	Elevator Controls Co.	_____/Month
R11	Gordon and Marilyn Macklin Tower (MT) Library	Armor (Traction)	_____/Month
R12	Music Building (MU)	Kone	_____/Month
R13	Physical Education Center (PE)	Elevator Controls Co.	_____/Month
R14	South Campus Instruction Building (SB)	Otis	_____/Month
R15	Science Center (SC) 1	Otis	_____/Month
R16	Science Center (SC) 2	Otis (Gen II) (Traction)	_____/Month

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R17	Science Center (SC) 3	Otis (Gen II) (Traction)	_____ /Month
R18	Science Center West (SW)	Otis (Gen II) (Traction)	_____ /Month
R19	Theatre Arts Building (TA)	M.C.E.	_____ /Month
R20	Technical Center (TC)	Dover	_____ /Month
R21	North Garage (NG)	Virginia Controls	_____ /Month
R22	North Garage (NG)	Virginia Controls	_____ /Month
R23	Long Nguyen and Kimmy Duong Student Services Center	Hydraulic	_____ /Month
R24	Long Nguyen and Kimmy Duong Student Services Center	Hydraulic (Freight)	_____ /Month
R25	Long Nguyen and Kimmy Duong Student Services Center	Traction	_____ /Month
R26	Long Nguyen and Kimmy Duong Student Services Center	Traction	_____ /Month
Monthly Subtotal #2 (Item R1 thru R26):			_____ /Month
Annual Subtotal #2 (Monthly Subtotal #2 x12 months):			_____ /Year
Annual Subtotal for Rockville Campus (Subtotal #1+Subtotal #2)			_____ /Year

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6.1.3 TAKOMA PARK/SILVER SPRING CAMPUS

<u>Item</u>	<u>Building</u>	<u>Manufacturer</u>	<u>Monthly Price (\$)</u>
T1	Pavilion 4 (P4)	Esco	_____/Month
T2	Cafritz Art Center (CF)	Cemco Lift	_____/Month
T3	Cafritz Art Center (CF)	Cemco Lift	_____/Month
T4	The Commons (CM)	ThyssenKrup	_____/Month
T5	The Commons (CM)	Garaventa Genesis	_____/Month
T6	Cultural Arts Center (CU)	Virginia Controls	_____/Month
T7	Cultural Arts Center (CU)	Virginia Controls	_____/Month
T8	East Campus Garage (EG)	Elevator Controls Co.	_____/Month
T9	Health Sciences Center (HC)	Otis	_____/Month
T10	Health Sciences Center (HC)	Otis	_____/Month
T11	Mathematics Pavilion (MP)	Dover	_____/Month
T12	Pavilion 2 (P2)	Dover	_____/Month
T13	Resource Center (RC)	Garaventor	_____/Month
T14	Science North (SN)	Elevator Controls Co.	_____/Month
T15	Student Services Center (ST)	Virginia Controls	_____/Month
T16	Student Services Center (ST)	Virginia Controls	_____/Month
T17	West Garage (WG)	Otis	_____/Month
T18	West Garage (WG)	Otis	_____/Month
T19	Pavilion 3 (P3)	Vertitron Midwest	_____/Month
Monthly Subtotal for TP/SS Campus (Item T1 thru T19):			_____/Month
Annual Subtotal for TP/SS Campus (Monthly Subtotal x12 months):			_____/Year

6.1.4 Annual Total for the Collegewide Elevator Monthly Maintenance: _____
 (Annual Subtotal of 6.1.1+6.1.2+6.1.3)

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SECTION 6 – PRICE PROPOSAL FORM

6.2 Hourly Labor Rates for Repairs Outside of Monthly Preventive and Routine Maintenance

Hourly labor rates for Repair Services outside of Monthly Preventive and Routine Maintenance which may be requested by the campus Contract Administrator, if the need arises, in accordance with the Request for Proposal. The hourly rates for such work shall be inclusive of all costs, i.e. direct labor, general and administration overhead, insurance, taxes, profit and cost of the equipment that is normal and customary (trucks, tools, etc.). Hourly rates are applicable on an “on-site” basis. The hourly labor rates shall be firm and fixed for the first contract terms. Overtime rates shall apply only after Contractor’s regular working hours listed below and with the College’s approval.

<u>Labor Classification</u>	<u>Regular</u>	<u>Overtime</u>	<u>Sunday/Holiday</u>
1. State licensed Mechanic	\$ _____	\$ _____	\$ _____
2. Helper	\$ _____	\$ _____	\$ _____

OFF-CONTRACT MATERIALS, PARTS & COMPONENTS DISCOUNT: _____ %
 Regular Working Hours, 7:30 a.m. to 4:00 p.m. _____ (Yes/No)
 (If not, provide the details): _____

6.3 Optional Monthly Total to Assign a Full-time State Licensed Technician Remain on the College Campus with a Designated Back-up (no apprentice) to Accomplish Monthly Preventive and Routine Maintenance, Emergency Services, Condition Assessment, Inspections, Adjustments, Testing and Repairs within the scope. The service technician assigned to the Contract shall be available to the College onsite Monday to Friday, 7:00 am – 3:30 pm, forty (40) hours per week, is \$ _____/month.

REMEMBER TO SIGN YOUR PROPOSAL

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

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

Company Name	Name
Title	Authorized Signature and Date

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ATTACHMENT A – REFERENCES

REFERENCE	
Company Name	
Street Address	
City, State, Zip Code	
Contact Name and Title	
Contact Phone Number	
Contact email	
Describe the Company Facility Including but not limited to Single Location/Multiple Locations. Total Number of Buildings and the Level of the Buildings, etc.	
Manufacturer and type of Elevator(s)/Chair Lifts Worked on	
Number of Elevators Covered in Contract	
Name of your Firm’s Service Technician	
Contract Commencement Date Termination Date	
Type of Services (Preventative Maintenance/Repairs/Modernization)	
Frequency of the Services (Weekly/Monthly/Quarterly/On-call)	
Type of Contract (Fixed Price/T & M/ Lump Sum/Other)	
Annual Dollar Amount of the Contract	

Please note: Three References are required. Use one form for each reference. References listed must be able to confirm the Offeror’s ability to provide the services requested in this RFP.

References submitted by: _____
Company Name

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ATTACHMENT B – CONTRACTOR INFORMATION FORM

B.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.

B.2 Minority Contractor: Yes No

If yes, please specify minority classification

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

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

B.5 I/We certify that our firm is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this solicitation by any County, State, or Federal agency. I/We agree to notify Montgomery College should a change in this status occur.

Yes No

B.6 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 C – CONTRACTOR QUALIFICATION FORM

SUBMITTED TO: Office of Procurement
MONTGOMERY COLLEGE

ADDRESS: 9221 Corporate Boulevard
Rockville, MD 20850

SUBMITTED BY:
TITLE:

COMPANY NAME:
ADDRESS:

PRINCIPAL OFFICE:

- Corporation
- Partnership
- Individual
- Joint Venture
- Other

NAME OF PROJECT: RFP NO.: 424-007 COLLEGEWIDE ELEVATOR MAINTENANCE AND REPAIRS

Type of Work (file separate form for each Classification of Work):

- General Construction
- HVAC
- Electrical
- Plumbing
- Other (please specify)

1.0 ORGANIZATION

- 1.1 How many years has your organization been in business as a Contractor in the type of work similar size and scope to be performed under this contract?

- 1.2 How many years has your present organization been actively engaged in the type of work of similar size and scope to be performed under this contract?

- 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:

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- 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):

- 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?

- 1.8 Please provide the location and size of the firm, and number of employees by job category.

- 1.9 If applicable, provide the local office proposed to perform the services in the contract and the number of full-time state licensed technicians employed at the local office?

2.0 LICENSING

- 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business. Attach a copy of your organization’s business registration and license to the Contractor Qualification Form.

3.0 EXPERIENCE

- 3.1 List the categories of work that your organization normally performs with its own forces.

- 3.2 Number of incidents cited for non-compliance by MOSH/OSHA/ MDE/EPA or letter stating no incidents on company letterhead.

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ATTACHMENT C – CONTRACTOR QUALIFICATION FORM

- 3.3 Has your organization ever failed to complete any contract or subcontract awarded to it? (If answer is yes, please attach details.)
[] NO [] YES (*attach details*)
- 3.4 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*)
- 3.5 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*)
- 3.6 On a separate sheet, describe your familiarity and experience with and the capability to maintain and repair elevators manufactured by the following companies, including but no limited to:
- Elevator Controls Co.
 - Otis
 - Schindler
 - Virginia Controls
 - Other
- 3.7 On a separate sheet, list the elevator maintenance and repairs contract(s) your organization currently has with other public agencies or private companies, giving the name of the owner, total contract years with starting date and the expiration date, total elevator units, type of elevators and the manufacturers.
- 3.8 On a separate sheet, describe how your company will provide parts and services for the elevators, not manufactured by your company. Include a list of all brands your firm are authorized for service and describe any limitations you may have in serving these brands.
- 3.9 On a separate sheet, describe your process for notifying the College when technician(s) are going to be in a facility, your arrival and departure time and the work performed. How do you handle requirements for sign-off of work prior to leaving the facility?
- 3.10 On a separate sheet, describe your ability to provide online access to records per Section 2.9.

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- 3.11 On a separate sheet, list the experience of the key personnel including local account representative, primary state licensed technician and backup technician of your present organization proposed to be performed under this Contract, and their familiarity and experience to maintain and repair elevators manufactured by the companies listed in the Price Proposal Form (Include the individual’s resume, license and training certificate etc. as separate attachments)
- 3.12 **Proposed Maintenance Program**
On a separate sheet, submit a Proposed Maintenance Program to verify that the Offeror addresses the recommendations and specifications of the original equipment manufacturer plus the needs of the specific application, and examines the prepared sample logs and reporting forms.
- 3.13 **Quality Control Program**
On a separate sheet, provide a Quality Control Program describing the quality control procedures to be used for the Services to assure technically accurate reports, logs and specifications. The Contractor shall have an established system to fully document the maintenance procedures performed, service calls received and answered and repairs scheduled and completed. The Contractor shall have an effective system of self-audit mechanism to insure designated tasks are completed as scheduled, with the ability to provide periodic written condition report covering each piece of equipment.
- 3.14 **Proposed scheduling of monthly maintenance for each campus and annual inspection**
On a separate sheet, provide a proposed annual scheduling for monthly elevator maintenance for each campus and facility, estimated averaged time to complete one elevator, and the total estimated time to complete the maintenance services at each campus/facility location, and estimated time for assistance of annual inspection and 5-year inspection.

4.0 SIGNATURE

4.1 Dated this ____ day of _____, 2024.

Name of Organization:

By:

Title:

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ATTACHMENT C – CONTRACTOR QUALIFICATION FORM

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 _____, 2024.

Notary Public:

My Commission Expires:

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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 RFP 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)

Company Name Name

Street Address Authorized Signature and Date

City, State, Zip Code Title

Please return to:	Montgomery College Office of Procurement 9221 Corporate Blvd Rockville, Maryland 20850
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ATTACHMENT E – CONFLICT OF INTEREST FORM

CONFLICT OF INTEREST STATEMENT

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 – GENERAL CONDITIONS AND INSTRUCTIONS

ACCEPTANCE PERIOD The selected Contractor 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 Offeror’s 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 Offeror 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 Offeror 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 Offeror 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 Offeror conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of Offeror 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, sex, 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 Vice President of Procurement deems the failure to be nonsubstantial. Such bid bonds or checks will be returned to all except the three (3) lowest Offeror’s within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned to all but successful Offeror(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful Offeror 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 Offeror(s) within forty-eight (48) hours after receipt of the performance bond.

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ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS

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 Offeror’s capabilities to satisfy the requirements of the bid. Emphasis should be on completeness and clarity of content. The Offeror 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 Offeror, 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 Vice President 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 Offeror 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 Offeror 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 Offeror, 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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ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS

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 Offeror 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 Offeror unopened. Bids submitted by mail must be addressed to the Procurement Office, Montgomery College, 9221 Corporate Blvd, 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 Blvd, Rockville, Maryland 20850.

ERRORS IN BIDS Offerors are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the Offeror'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 Offeror 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 Offeror 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. Offeror 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 Offeror 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 Offeror, 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 Offeror recognizes that the College is subject to the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Offeror 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 Section 16-311(7) of the Education Article and Board Resolution #87-83, adopted on July 20, 1987, it is the policy of Montgomery College to encourage the participation of responsible certified minority business enterprises to provide goods and services for the performance of College projects. “Minority business enterprise” has the meaning stated in Section 14-301 of the State Finance and Procurement Article and means a legal entity, except a joint venture, that is: (1) organized to engage in commercial transactions; (2) at least 51% owned and controlled by one or more individuals who are socially and economically disadvantaged; and (3) managed by, and the daily business operations which are controlled by, one or more of the socially and economically disadvantaged individuals who own it. A “socially and economically disadvantaged individual” means a citizen or lawfully admitted permanent resident of the United States who is in any of the following minority groups: African American, American Indian/Native American, Asian, Hispanics, physically or mentally disabled, women, or a group (e.g. LGBTQIA+) otherwise found by the certification agency to be a socially and economically disadvantaged individual.

NON-ASSIGNMENT AND SUBCONTRACTING Offeror 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 Offeror 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 Offeror and its personnel.

NON-COLLUSION Offeror 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; Offeror 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 Offeror 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 Offeror 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 sex, race, age, color, creed, national origin, religious belief, handicap, marital status, or status as a disabled veteran or veteran of the Vietnam era. Offeror 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. Offeror 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, sex, 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

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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.

NON-VISUAL ACCESS The Offeror 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 Offeror 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 Offeror guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Offeror 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 Offeror may attach a letter of explanation to the bid for clarification. Offerors 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 Offeror’s place of business prior to award of contract to determine Offeror 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 Offeror must provide at least three references from former or current clients who can confirm the Offeror’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 Offeror’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 Offeror 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 Offeror 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, Offeror 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 Offeror 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 Offeror 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 Offeror 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. Offeror 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 solicitation 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 Offeror 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 Offeror 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 Offeror 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 Offeror further warrants all articles, material and work performed for a period of one year, unless otherwise stated, from date of delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at Offeror's sole expense.

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ATTACHMENT G – MID ATLANTIC PURCHASING TEAM 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, agrees 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.

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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
- Montgomery County Housing Opportunities Commission
- Upper Occoquan Service Authority
- Washington Metropolitan Area Transit Authority
- Washington Suburban Sanitary Commission

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- 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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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: _____

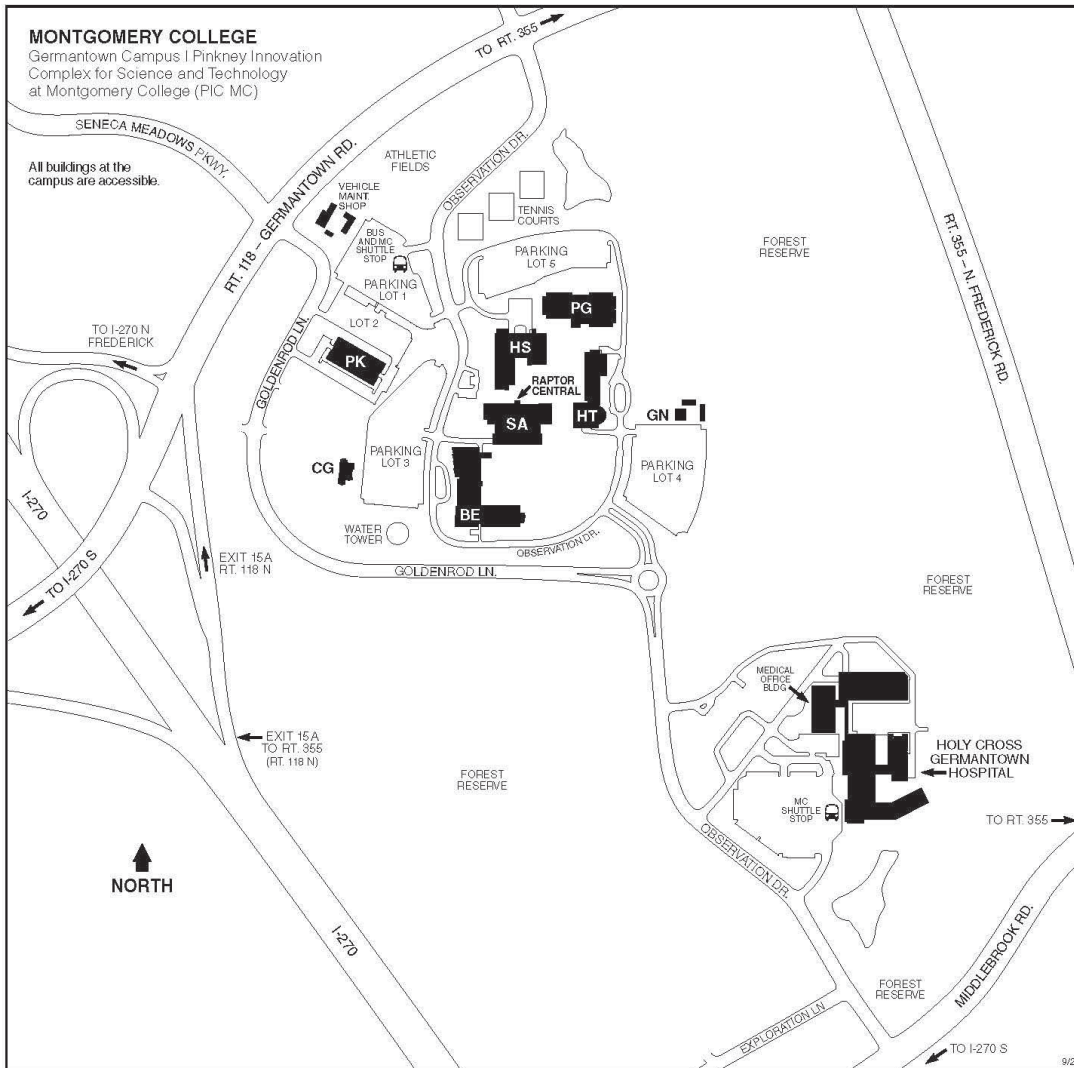
Any Participating Agency (MAPT/COG) member that wishes to piggyback a MAPT/COG contract, must complete form and return to COG, via email: purchasing@mwkog.org.

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ATTACHMENT H – CAMPUS MAPS

MONTGOMERY COLLEGE

Germantown Campus | Pinkney Innovation Complex for Science and Technology (PIC MC)



MC MONTGOMERY COLLEGE
 Germantown Campus | Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC)
 20200 Observation Drive
 Germantown, MD 20876
 240-567-7711
 Public Safety: 240-567-3333 (24/7)
montgomerycollege.edu/safety
montgomerycollege.edu/maps

Legend of Campus Buildings
(as of September 2022)

- BE** Bioscience Education Center
 - Conference Center
- CG** Child Care Center
 - Center for Early Education (CEE)
- GN** Greenhouse

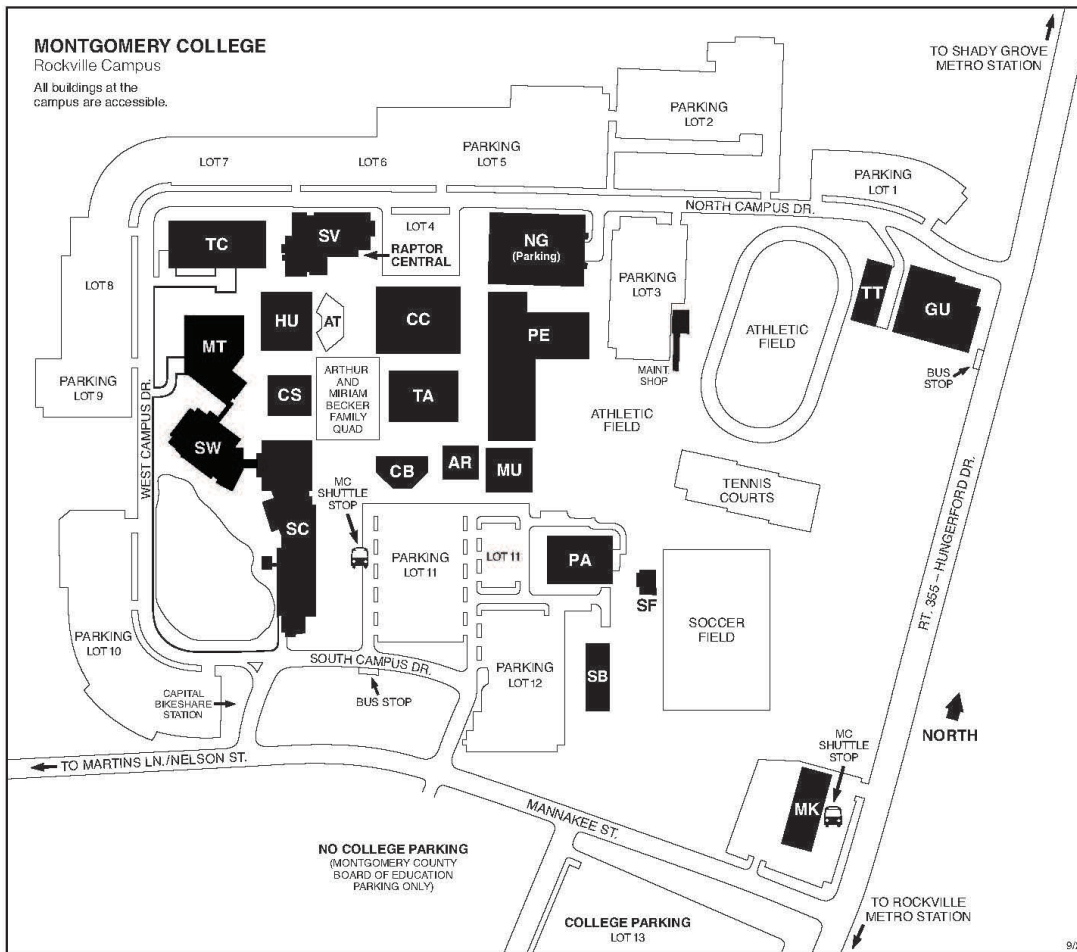
- HS** Humanities and Social Sciences Building
 - Bookstore
 - Cafeteria
 - Library
 - Workforce Development and Continuing Education (WDOCE)
- HT** High Technology and Science Center
 - Globe Hall
- PG** Physical Education Building

- PK** Paul Peck Academic and Innovation Building
 - Germantown Innovation Center
- SA** Dr. DeRionne P. Pollard Student Affairs and Science Building
 - Counseling and Advising
 - Disability Support Services
 - Financial Aid Office
 - Public Safety Office
 - Raptor Central (Admissions, Enrollment, Visitor Services)
 - Records and Registration Office
 - Student Life Office

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MONTGOMERY COLLEGE
Rockville Campus



MC MONTGOMERY COLLEGE
Rockville Campus
51 Mannakee Street
Rockville, MD 20850
240-567-5000; TTY 301-294-9672
Public Safety: 240-567-3333 (24/7)
montgomerycollege.edu/safety
montgomerycollege.edu/maps

- Legend of Campus Buildings**
(as of September 2023)
- AR Paul Peck Art Building
 - AT Amphitheatre
 - CB Academic Annex
 - CC Campus Center
 - Bookstore
 - Cafeteria
 - Workforce Development and Continuing Education (WDCE)
 - CS Computer Science Building
 - GU Homer S. Gudelsky Institute for Technical Education
 - HU Humanities Building

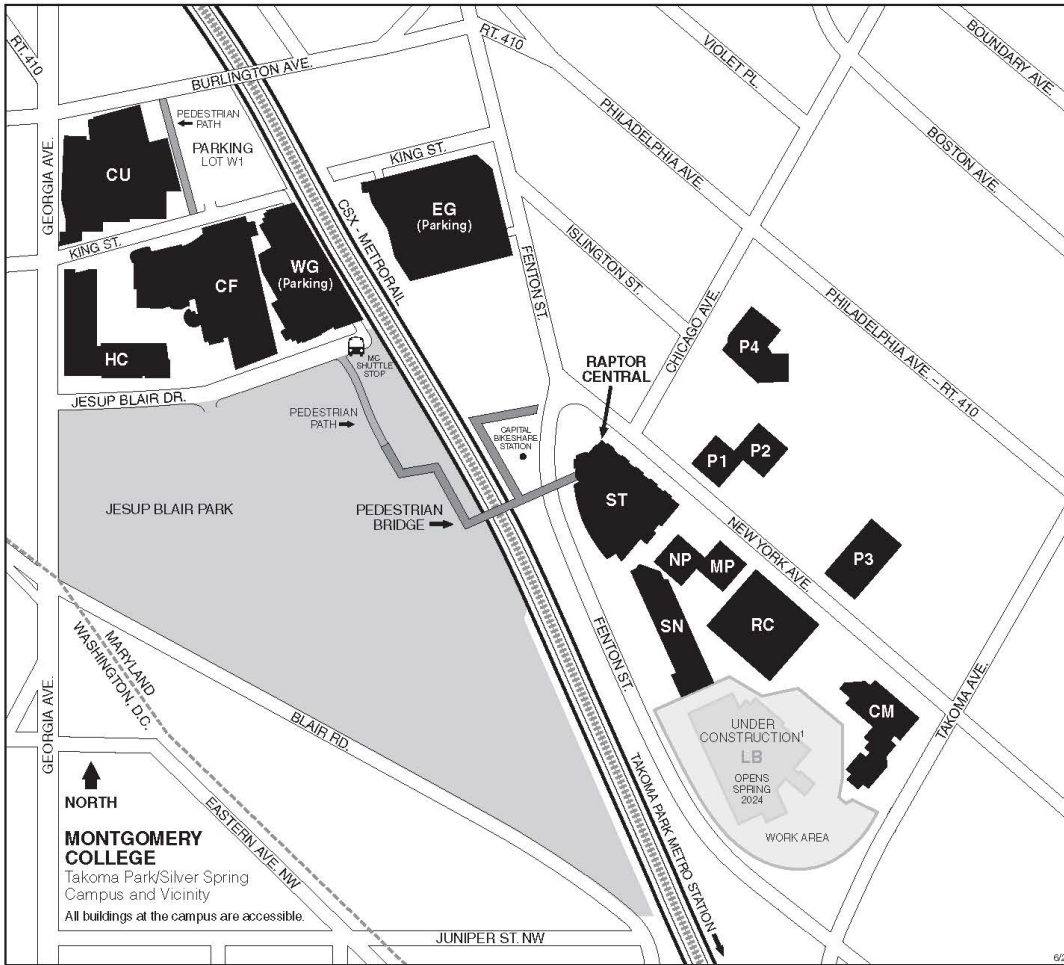
- MK Mannakee Building
 - Center for Training Excellence
 - igniTe Hub
- MT Gordon and Marilyn Macklin Tower
 - Library
- MU Music Building
- NG North Garage (parking)
- PA Robert E. Parilla Performing Arts Center
- PE Physical Education Center
- SB South Campus Instruction Building
- SC Science Center
- SF Soccer Field Concession Building

- SV Long Nguyen and Kimmy Duong Student Services Center
 - Assessment and Testing Centers
 - Counseling and Advising
 - Disability Support Services
 - Financial Aid Office
 - Public Safety Office
 - Raptor Central (Admissions, Enrollment, Visitor Services)
 - Records and Registration Office
 - Student Life Office
- SW Science Center West
- TA Theatre Arts Building
- TC Technical Center
- TT Interim Technical Training Center

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MONTGOMERY COLLEGE
Takoma Park/Silver Spring Campus and Vicinity



MC MONTGOMERY COLLEGE
Takoma Park/Silver Spring Campus
7600 Takoma Avenue
Takoma Park, MD 20912
240-567-1300; TTY 301-587-7207
Public Safety: 240-567-3333 (24/7)
montgomerycollege.edu/safety
montgomerycollege.edu/maps

Legend of Campus Buildings
(as of June 2022)

- CF** The Morris and Gwendolyn Cafritz Foundation Arts Center
 - Refugee Training Center
 - Workforce Development and Continuing Education (WDCE)
- CM** Catherine F. Scott Commons
- CU** Cultural Arts Center
- EG** East Garage (parking)
- HC** Health Sciences Center

- LB** Catherine and Isiah Leggett Math and Science Building¹ *(under construction)*
- MP** Mathematics Pavilion
- NP** North Pavilion
- P1** Pavilion One
- P2** Pavilion Two
- P3** Pavilion Three
- P4** Pavilion Four
- RC** Resource Center
- SN** Science North Building

- ST** Charlene R. Nunley Student Services Center
 - Bookstore
 - Cafeteria
 - Counseling and Advising
 - Financial Aid Office
 - Public Safety Office
 - Raptor Central (Admissions, Enrollment, Visitor Services)
 - Records and Registration Office
 - Student Life Office
- WG** West Garage (parking)

¹ Catherine and Isiah Leggett Math and Science Building under construction; opens spring 2024. For information, visit montgomerycollege.edu/tpss-design.

**MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES
 COLLEGEWIDE ELEVATOR MAINTENANCE AND REPAIRS
 RFP NUMBER: E424-007
 RFP CLOSING DATE AND TIME: APRIL 1, 2024 @ 3:00 PM**

APPENDIX I – ELEVATOR MAINTENANCE AND SERVICE CALL LOG



APPENDIX I - ELEVATOR MAINTENANCE AND SERVICE CALL LOG

Building Name:

Date:

Building Address:

INSTRUCTIONS: The Contractor must maintain a record of maintenance, reports and call backs in the form of an Elevator Maintenance Log to be kept in each elevator machine room. All activities are to be recorded, including routine visits for servicing, emergency call backs and repairs.

Date	Elevator No.	Complaint/Action Taken/Purpose of Visit	Name of Mechanic	Time Called	Time Arrived	Time Departed

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APPENDIX II - ELEVATOR SURVEY AND CONDISTIONS REPORT

ELEVATOR SURVEY AND CONDITIONS REPORT

ELEVATOR NO. _____	BUILDING _____	ADDRESS _____
CAPACITY _____	SPEED _____	MANUFACTURER _____
OPENINGS _____	LANDINGS _____	DATE INSTALLED _____
SURVEY/EXAMINATION DATE _____		EXAMINER _____

INSTRUCTIONS: The Contractor must provide to the College a quarterly written Survey and Conditions Report in writing for each elevator. The report must be prepared and submitted by the elevator maintenance mechanic's supervisor to the respective Facilities Operations Supervisor.

		CONDITION*	REMARKS
1.	DRIVE UNIT a. Motor b. Brake c. Machine d. Worm/Gear e. Drive Sheave f. Bearings	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
2.	STARTER/CONTROLLE R/MG a. Contactors b. Wiring c. MG Set d. Fuses	_____ _____ _____ _____	_____ _____ _____ _____
3.	SELECTOR a. Drive b. Contacts c. Wiring d. Lubrication	_____ _____ _____ _____	_____ _____ _____ _____
4.	GOVERNOR a. Sheave b. Bushings/Pins c. Switch d. Operation	_____ _____ _____ _____	_____ _____ _____ _____
5.	HOISTWAY DOOR EQUIPMENT a. Dust Covers b. Locks c. Door Guides d. Hangers e. Closers f. Tracks	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____

* CONDITION KEY : S = SATISFACTORY A = ADJUST R = REPAIR C = CLEANING NEEDED

**MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES
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APPENDIX II - ELEVATOR SURVEY AND CONDISTIONS REPORT

APPENDIX II - ELEVATOR SURVEY AND CONDITIONS REPORT (continued)

ELEVATOR NO.	BUILDING	ADDRESS	DATE
		CONDITION*	REMARKS
6.	HOISTWAY a. Lighting b. Guide Rails c. Brackets d. Sheaves e. Counterweight f. Counterweight Guide g. Switches h. Selector Drive/ Type i. Ropes/Shackles j. Traveling Cables	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
7.	ENCLOSURE a. Car Top b. Steady Plates c. Emergency Exit d. Door Operators e. Inspection Station f. Car Top Lighting g. Car Guides h. Emergency Lighting i. Car Fixtures j. Floor k. Handrail/Trim l. Sale Edge m. Light Ray n. Door Guides o. Hangers/Tracks p. Door/Gate q. Safety/Mechanism	_____ _____	_____ _____
8.	PIT EQUIPMENT a. Access Switches b. Buffers/Type c. Sheaves d. Lighting e. Housekeeping	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
9.	HALL FIXTURES/SIGNALS a. Lanterns b. Pushbuttons c. Position Indicators d. Directors Station	_____ _____ _____ _____	_____ _____ _____ _____

ADDITIONAL COMMENTS:

* CONDITION KEY : S = SATISFACTORY A = ADJUST R = REPAIR C = CLEANING NEEDED

MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES
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APPENDIX II - ELEVATOR SURVEY AND CONDISTIONS REPORT

VERIFICATION OF EXAMINATION OF SITE CONDITIONS

This form must be completed and included with the Technical Proposal submission. Please use one form for each campus location.

The undersigned hereby certifies the completion of examination of the site conditions at _____
(specify campus name/facility) on _____, 2024.

Date

Company Name

Address

Telephone Number

Facsimile Number

Name & Title (Print)

Email Address

Signature

Site examination inspection confirmed by College Representative:

Date

College Representative Name & Position

Signature