



MONTGOMERY COLLEGE OFFICE OF PROCUREMENT
RFP NO.: E426-001
HAZARDOUS MATERIAL ANALYSIS AND DISPOSAL SERVICES
RFP CLOSING DATE/TIME: DECEMBER 12, 2025@ 3:00 PM

ADDENDUM #4
ISSUED: DECEMBER 9, 2025

PURPOSE OF ADDENDUM:

- Extend the RFP closing date and time from December 9, 2025 at 3 pm to December 12, 2025 at 3 pm.

All other specifications, terms and conditions remain unchanged.

Cherree Adams

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



MONTGOMERY COLLEGE OFFICE OF PROCUREMENT
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RFP CLOSING DATE/TIME: DECEMBER 9, 2025 @ 3:00 PM

ADDENDUM #3
ISSUED: DECEMBER 3, 2025

PURPOSE OF ADDENDUM:

- Extend the RFP closing date and time from December 4, 2025 at 3 pm to December 9, 2025 at 3 pm.

All other specifications, terms and conditions remain unchanged.

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

Patrick Johnson, MBA, CPPB
Director of Procurement

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RFP CLOSING DATE/TIME: DECEMBER 4, 2025 @ 3:00 PM

ADDENDUM #2
ISSUED: NOVEMBER 21, 2025

PURPOSE OF ADDENDUM:

- **Delete Section 5.3 Profile Waste Price Proposal Form in its entity and replace with the attached. Please use the revised Section 5.3 for price proposal submission. Failure to do so will deem the proposal non-responsive.**

All other specifications, terms and conditions remain unchanged.

Patrick Johnson

Patrick Johnson, MBA, CPPB
Director of Procurement

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.3 Profiled Waste Price Proposal Form (revised on 11/21/2025)

Use Miscellaneous cost calculation from Section 5.1 to account for materials, labor, transportation etc. Total Unit Price must be all-inclusive.

Waste Stream	Profiled Waste Descriptions	Final TSDF	Waste Management Code	Unit/Container Size	Disposal Price Per Unit (See 5.1)	Misc. U/P (See 5.1)	Total U/P (See 5.1)
1	Microbiology Stains			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
2	Microbiology Stains (Neutral pH, No Flash Point)			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
3	Caustic Engine Cleaner			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
4	Used Oil			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
5	OIL SPILL CLEAN UP			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			

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SECTION 5 – PRICE PROPOSAL FORM (continued)

Waste Stream	Profiled Waste Descriptions	Final TSDF	Waste Management Code	Unit/Container Size	Disposal Price Per Unit (See 5.1)	Misc. U/P (See 5.1)	Total U/P (See 5.1)
6	Antifreeze			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
7	Sealed Lead Acid Batteries			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
8	Automotive Batteries			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
9	Lithium-ion Batteries			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
10	Latex Paint Cans (Loose Pack in Drum)			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			

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SECTION 5 – PRICE PROPOSAL FORM (continued)

Waste Stream	Profiled Waste Descriptions	Final TSDF	Waste Management Code	Unit/Container Size	Disposal Price Per Unit (See 5.1)	Misc. U/P (See 5.1)	Total U/P (See 5.1)
11	Stoddard Solvent			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
12	Petroleum Naphtha (Gamsol)			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
13	Pickling Solution (Sodium Bisulfate)			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
14	Spent Liver of Sulfur solution (potassium sulfates)			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
15	Mercury and Spill Debris			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
16	Mercury containing devices			5-Gal Pail			
				15-Gal Drum			

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SECTION 5 – PRICE PROPOSAL FORM (continued)

Waste Stream	Profiled Waste Descriptions	Final TSDF	Waste Management Code	Unit/Container Size	Disposal Price Per Unit (See 5.1)	Misc. U/P (See 5.1)	Total U/P (See 5.1)
				30-Gal Drum			
				55-Gal Drum			
17	OZZY Juice			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
18	Non Infectious Waste (biology specimens with trace formaldehyde in non-hazardous preservative - propylene glycol)			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
19	Waste Gasoline			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
20	Waste Gasoline and Oil Mixtures			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
21	Fluorescent Light Tubes (4-Ft, Unbroken – <u>Recycle Only</u>)			Each or by Pound			

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SECTION 5 – PRICE PROPOSAL FORM (continued)

Waste Stream	Profiled Waste Descriptions	Final TSDF	Waste Management Code	Unit/Container Size	Disposal Price Per Unit (See 5.1)	Misc. U/P (See 5.1)	Total U/P (See 5.1)
22	Lamps, Compact Fluorescent			Each or by Pound			
23	HID Lamps (Unbroken) <u>Recycle Only</u>			Each or by Pound			
24	Lamp Ballasts (Assumed PCB Containing) <u>Recycle Only</u>			Each or by Pound			
25	Lamp Ballasts (Non- PCB Containing) Recycle Only			Each or by Pound			
26	Latex Paint Cans (Pallet or box)			Pound			
27	Small Propane Cylinders, empty			Each or by Pound			



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ADDENDUM #1
ISSUED: NOVEMBER 19, 2025

THE PURPOSE OF ADDENDUM IS TO PROVIDE ANSWERS TO THE REQUEST FOR CLARIFICATIONS OF RFP DOCUMENTS.

Item 1-1 Question: Who is the current vendor / incumbent?
Answer: Current vendor is Tradebe Environmental Services, LLC.

Item 1-2 Question: Can we have the current contract copy?
Answer: Per our record, your firm made a request of the contract documents in the past and the College already provided the redacted contract documents to your firm on May 14, 2024.

Item 1-3 Question: What is the Annual spent / last 3 invoices?
Answer: The total amount of last three (3) invoices is approximately \$28,000.

Item 1-4 Question: Is prevailing wage included in this contract?
Answer: Prevailing wage is not applicable to this contract.

Item 1-5 Question: In Section 2.5 (Scope of Work/Services), you list the expected disposal methods as: Incineration, Fuel Blending, Consolidation, Recycling, Treatment, and Landfill. However, another statement says: "The Contractor will seek any and all possible avenues of disposal to reduce the need for land disposal." Could you please confirm whether landfill is an acceptable disposal method?
Answer: Landfill is acceptable when other means of disposal are not feasible.

Item 1-6 Question: As per the Item 2 the shipments are to be done quarterly, please confirm if those are to be made by awarded vendor if yes at what frequency?
Answer: Please refer to Section 2.1 of the RFP documents.

Item 1-7 Question: Shipments are quarterly but in item 2. there are rounds to be made. Are those to be made by the awarded vendor and if so at what frequency?
Answer: Vendor will collect waste from each storage site on each campus at scheduled intervals.



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ADDENDUM #1
ISSUED: NOVEMBER 19, 2025

Item 1-8 Question: Confirm if given waste is packaged or you want us to pack the waste.
Answer: Vendor will pack the waste.

Item 1-9 Question: Exception to the terms and conditions are accepted and can be submitted with the Bid?
Answer: Please see Section 3.2.2.k on page 19 of the RFP documents.

Offeror(s) should use the College's form of Contracts and terms and conditions and are discouraged from taking exception to provisions of a solicitation. Use of Contractor prepared Contracts and exceptions to provisions of a solicitation are not preferred and must be reviewed and approved by the college prior to recommendation of award.
Vendors insisting on the use of their form of Contract may be found to be non-responsive or to not meet the College's minimum qualifications for a solicitation.

Any exceptions to the Montgomery College standard Form of the Contract, Montgomery College General and Supplementary Conditions of the Contract, or any deviations to the other RFP requirements, if applicable must be submitted and included in the Technical Proposal for College's information, and subject to the College's approval.

All other specifications, terms and conditions remain unchanged.

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

Patrick Johnson, MBA, CPPB
Director of Procurement

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Company Name

Authorized Signature

Date

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Office of Procurement
9221 Corporate Blvd
Rockville, MD 20850

REQUEST FOR PROPOSAL (RFP)
RFP NO.: E426-001
HAZARDOUS MATERIAL ANALYSIS AND DISPOSAL SERVICES

All proposals MUST BE RECEIVED electronically by **3:00 PM** local time on **December 4, 2025**.

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

Proposal Bond Requirements: **NONE.**

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

Pre-Proposal Conference: **NONE.**

MINORITY VENDORS ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION.

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

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

Patrick Johnson, MBA, CPPB
Director of Procurement

NOTE: Prospective Offerors who have received this document from a source other than the Procurement Office should immediately contact the Procurement Office and provide their name and e-mail address so that 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 State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. **Corporations must be registered, and in good standing no later than proposal submittal deadline date.** A copy of the registration or application for registration may be requested by the College. The registration process can be completed at the following link: <https://businessexpress.maryland.gov/start/register-a-business-in-maryland>

NOTE: Failure to complete the registration process by the proposal submittal deadline listed above, WILL result in the disqualification of your submitted proposal.

**MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT
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RFP NUMBER: E426-001
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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 college-wide hazardous waste analysis and disposal services, on an as needed basis, 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.

11/6/2025	Advertising and Issuance of RFP Documents
11/14/2025	Last Request for Information Due
12/4/2025	RFP Submission (both Technical and Price Proposals) Due
12/8/2025-12/15/2025	Evaluation
12/18/2025	Contract Award

1.3 Pre-Proposal Meeting and Examination of Existing Conditions

No Pre-Proposal meeting will be held. Offerors are advised to examine the existing site conditions prior to submitting a proposal in order to see and observe existing working conditions. 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. No allowance will be made to the successful Offeror at a later date for additional costs required because of its failure to visit campus sites.

Each campus is an open-access facility and Offerors are free to tour each site during regular business hours. Offerors are advised to schedule a date and time for examining and investigating existing conditions of each campus and facility prior to submitting a Proposal. Please be aware that classes are in session and each Offeror is requested not to disrupt instructional or administrative activities during site visits. Access to the site may be obtained by contacting:

Mr. Mike Rocke
Environmental Safety Office
Public Safety, Health and Emergency Management
Montgomery College
Phone: [240-567-4266](tel:240-567-4266)
Email: Mike.Rocke@montgomerycollege.edu

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SECTION 1 – PROPOSAL AND CONTRACT INFORMATION (continued)

1.4 Electronic Proposal Submittal Due Date

All responses to this Request for Proposal must be submitted **electronically**, no later than **3:00 pm on December 4, 2025** local time, 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, 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 Contact Information

Offerors shall examine the Request for Proposal documents carefully. Request for Information shall be directed to Yu (Judy) Zhu, Procurement and Contracts Manager via email to yu.zhu@montgomerycollege.edu. The Offeror shall not initiate contact with any other College representative about this RFP. All inquiries and questions must be submitted in writing and received by **5:00 p.m. on November 14, 2025**. No questions will be accepted after this date.

1.6 Addenda

The College will issue an addendum or addenda to all prospective Offerors known to have received the RFP document, if deemed necessary. Only answers provided via an addendum issued by the Procurement Office will be binding. Verbal explanations or instructions given by a College employee to an Offeror in regards to this solicitation will not be binding on the College.

Offerors bear sole responsibility for downloading all addenda, if any, for this RFP from the College Procurement website at <http://www.montgomerycollege.edu/procure>, and it is the responsibility of the Offeror to check this site for any addenda before submitting a proposal. Acknowledgement of the receipt of all addenda must accompany the Offeror's proposal. Failure to acknowledge receipt does not relieve the Offeror from complying with all terms of any such addenda.

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

1.7 Proposal Validity

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

1.8 General Conditions and Instructions

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

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT
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SECTION 1 – PROPOSAL AND CONTRACT INFORMATION (continued)

1.9 Submitted Pricing

All pricing is FOB Destination. Pricing must be submitted on the Price Proposal Form provided in the RFP documents. The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the 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.

1.10 References

Offerors must submit **three (3) references** from current or former customers **within the past three (3) years** that are capable of confirming the Offeror's experience in providing the same or similar level of services. References from higher education institutions similar in size and scope to Montgomery College are preferred, but not required. All references must include the company and contact names, mailing address, telephone number, e-mail address, and service dates. Cited references must be able to confirm, without reservation, the Offeror's ability to provide the services required in this solicitation. The College reserves the right to reject a Proposal based on an unsatisfactory reference. The College also reserves the right to request additional references or contact any site using the Offeror's services. If such contact cannot be established with any individual reference after three attempts, the Offeror must provide an additional reference to replace the non-responsive one.

1.11 Subcontractors

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

1.12 Proposal Evaluation

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

1.12.1 Offeror is responsible – Offeror demonstrates ability to provide products and/or services that can meet or exceed requirements. The following criteria will be used to determine responsibility:

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

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

- 1.12.2.1** Offeror has favorable references that can confirm its ability to provide the products and/or services as stated in the specifications listed in this RFP.

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SECTION 1 – PROPOSAL AND CONTRACT INFORMATION (continued)

1.12.2.2 Offeror has provided all documentation and samples requested in the Scope of Work/Specifications.

1.13 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:

- 1.13.1 Failure to meet the mandatory specifications and requirements.
- 1.13.2 Failure to respond in a timely manner to a request for additional information, data, etc.
- 1.13.3 Failure to supply appropriate and favorable client references.
- 1.13.4 Submittal of an incomplete Price Proposal page.
- 1.13.5 Failure to sign the proposal.
- 1.13.6 Failure to return any addenda acknowledgements
- 1.13.7 Submittal of conditional, alternate or multiple proposals.
- 1.13.8 Failure to demonstrate that it is qualified to carry out the obligations of the contract and to implement and support the work specified herein.
- 1.13.9 Failure to provide samples and/or demonstration materials that are representative of the quality level sought by the College.
- 1.13.10 Offeror that is not registered to do business in the State of Maryland and not in good standing at time of RFP closing date and time.

1.14 Required Submittal List

See Section 3 Proposal Submission.

1.15 Failure to Submit

Failure to provide any of the required submission items noted in Section 3 may deem a proposal non-responsive.

1.16 Estimated Contract Quantities

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

1.17 Contract Award

Contract award will be made, in the best interest of the College, to the two (2) highest scored, most responsible and responsive Offerors on a primary and secondary basis, who can meet the terms, conditions, and specifications of this solicitation. The evaluation for award will be made on the basis of payment to the supplier in Net 30 Days from the date an acceptable invoice is received by Montgomery College. Payment discounts, if offered, will be taken when appropriate, but will not be considered in the evaluation for award. This RFP does not commit the College to award a contract. The College may cancel this solicitation or reject any or all proposals in whole or in part, waive technicalities, and make an award in a manner deemed in the best interest of the College.

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SECTION 1 – PROPOSAL AND CONTRACT INFORMATION (continued)

1.18 Contract Documents

The Request for Proposal in its entirety, the Offeror's proposal accepted by the College, and the College purchase order and change orders, if any, will form the contract. 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.

1.19 Contract Term

The initial term of this contract will be for one year, from **October 1, 2025 through September 30, 2025**. At the sole option of the College, the contract may be renewed for **four (4) one-year extensions**, provided service has been satisfactory, funding is available, and renewals are in the best interest of the College.

1.20 Contract Pricing

All pricing is FOB Destination. Pricing must be submitted on the Price Proposal Form (Section 5). Submitted pricing must include all costs (including travel, mileage, shipping etc.) incurred in the delivery of this procurement. No allowance will be made at a later date for additional costs due to the Offeror's omission. In addition, all Offerors must hold their proposal prices for 120 days after proposal opening date, but prior to the contract award date. In the event that the awarded Contractor is unable to perform the contract, the College reserves the right to re-bid the contract or to award the contract to the next lowest Offeror.

1.21 Contract Price Adjustment

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

1.22 Contract Modification and Amendment

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

The 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.

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1.23 Insurance Requirements

Contractor shall secure, pay the premiums for, and keep in force until the expirations of this Agreement, and any renewal thereof, adequate insurance as provided below, such insurance to specifically include liability assumed by Contractor under this Agreement.

- a) Commercial General Liability Insurance including all extensions:
 - \$2,000,000 each occurrence;
 - \$2,000,000 personal injury;
 - \$2,000,000 products/completed operations;
 - \$2,000,000 general aggregated
- b) Workmen's Compensation Insurance and Unemployment Insurance as required by the laws of the State of Maryland.
- c) Property damage liability insurance with a limit of not less than \$2,000,000 for each accident.
- d) If automotive equipment is used in the operation, automobile bodily injury liability insurance with limits of not less than \$1,000,000 for each person and \$2,000,000 for each accident, and property damage liability insurance, with a limit of not less than \$2,000,000 for each accident. A combined single limit policy is acceptable.
- e) Professional Liability – Providing professional liability in the amount of \$2,000,000 per occurrence and \$5,000,000 in the aggregate to cover each individual professional staff.
- f) Contractors Pollution Legal Liability- Providing pollution liability coverage including third party bodily injury, property damage, cleanup costs and defense costs arising out of the job site operations, transportation or waste/materials from the work sites, and disposal activities with limits of \$5,000,000 per occurrence and \$10,000,000 in the aggregate.

All policies for liability protection, bodily injury or property damage must specifically name on its face, Montgomery College, the Board of Trustees, and their employees as "Additional Insured" as respects to operations under the agreement and provided, however, with respect to Contractor's liability for bodily injury or property damage, such insurance shall cover and not exclude Contractor's liability for injury to the property of the College, persons or property of employees, students, faculty members, agents, officers, trustees, invitees or guests of the College.

1.24 Certificate of Liability Insurance

The awarded Contractor shall furnish the College a Certificate of Liability Insurance as evidence of the required coverage within seven (7) days of award of the contract. Such insurance shall name the College as an Additional Insured. Policy and Certificates of Insurance shall reference Montgomery College **Contract No.: E426-001**. Current certificates must be provided to the College throughout the contract term.

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1.25 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.

1.26 Contract Assignment

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

1.27 Contract Deadlines and Failure to Deliver

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. 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.

1.28 Contract Billing

The Contractor shall invoice the College monthly no later than the 15th of the month for the preceding calendar month. Summary billing for a lump sum amount is not an acceptable format on invoices billed to the College and any invoice presented for payment that lacks itemized billing may be returned. All invoices must be signed and dated in addition to including Contractor's mailing address, Contractor's Federal Tax ID number, College purchase order number, the time period covered by the invoice, a brief description of service provided, campus location, and the amount of requested payment. 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.

Payment will be made in net 30 days from receipt of proper invoice and satisfactory contract performance.

1.29 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.

1.30 Public Record and Proprietary Information

As a public entity, the College is subject to the disclosure requirements in the *Maryland Public Information Act* ("MPIA"), Title 4 of the General Provisions Article of the Annotated Code of Maryland. Information that is deemed to be confidential commercial or financial information, as defined by the MPIA, may be exempted from disclosure. Offeror's 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

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large red bold letters stating the words "confidential" or "proprietary". It is not sufficient to preface your proposal with a proprietary statement, or to use a page header or footer that arbitrarily marks some or all pages as confidential. General claims of confidentiality or similar blanket designations shall not be effective. Each Offeror must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIA requests.

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 MPIA. 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. **Offeror agrees that any portion of the proposal that is not stamped as proprietary or confidential is not proprietary or confidential and may be disclosed upon request under the MPIA.**

1.31 Confidentiality

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

1.32 Tobacco and E-Cigarette Policy

Montgomery College is a tobacco-free institution. The use of tobacco and e-cigarette products is prohibited in all indoor and outdoor College-owned property and facilities, including all buildings and building entrances; walkways; recreational and athletic areas; parking lots; bus stops/shelters; College owned or leased vehicles; and facilities leased and controlled by the College as well as at meetings or conferences sponsored by the College, regardless of the location. This use prohibition extends to the Contractor's employees, agents, subcontractors, and vendors.

1.33 Tax Exemption

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

1.34 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 days of a change in personnel assigned to contract. Failure to notify Montgomery College may result in termination of contract.

1.35 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.

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1.36 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.

1.37 State of Maryland Proof of Registration

NOTE: Prior to the finalization of contract award, proof of State of Maryland business registration and standing will be verified with the Maryland State Department of Assessments and Taxation. For further information, please visit: <https://businessexpress.maryland.gov/manage/maintain-good-standing-status>.

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SECTION 2 – SCOPE OF WORK/SERVICES

2.1 Background

Montgomery College is Maryland's second oldest community college. The College serves roughly 43,000 students each year, through credit and noncredit programs, at nonresidential campuses located in Germantown, Rockville, and Takoma Park/Silver Spring, East County Education Center and at off-campus sites throughout Montgomery County. To support students' academic and professional goals, the College employs more than 3,365 faculty, administrators, and staff.

It is the intent of this RFP to seek qualified contractors with (pre-dominantly) in-house capabilities to provide the College Environmental Safety Office in analyzing, packing, labeling, transporting, storing and disposing of hazardous wastes, that are collected in satellite accumulation areas such as laboratories, art studios, auto maintenance shop, chiller plant, and campus operations and maintenance shops, to insure the waste is disposed of in an efficient legally compliant and timely manner and is managed in a way that is in the best interest of the College. The successful contractor(s) must provide packing, transportation and disposal services exclusively through (or to the greatest extent possible) the use of company-owned and operated vehicles and facilities.

Four hazardous waste generation sites corresponding to the campuses mentioned above, are registered with the Environmental Protection Agency. Germantown, Takoma Park and Rockville Campuses have -main storage areas for hazardous waste, universal wastes and used oils of each. Silver Spring is a small quantity generator with point of generation accumulation in the paint studio and art supply room, and universal waste storage in the Theatre. Rockville campus has satellite accumulation in the Arts and Theatre buildings. Wastes are shipped offsite from each campus on quarterly intervals. Waste-pickups are scheduled on three consecutive days and coordinated by the Environmental Safety Office staff. Shipments are usually scheduled yearly. Infrequently, the College may request additional service at a collection point.

2.2 Contractor Requirements

- 2.2.1 The Contractor shall comply with all federal and state waste management regulations in effect during the contract period.
- 2.2.2 The Contractor must demonstrate minimum of 10 years of experience in performing the service for a multi-campus, non-research college or university.
- 2.2.3 The Contractor must provide/perform professional, customer-oriented services that include, but are not limited to the following:
 - a. Lab-packing services, treatment/disposal of lab-packed chemical waste (See Section 5.2), treatment/disposal of bulk profiled wastes (see Section 5.3).
 - b. Identification of unknowns and subsequent packing, transport and treatment/ disposal.
 - c. The Contractor shall supply labor (e.g., field supervisors/lead chemists, field chemists, field technicians, etc.) to perform lab-packing services. Hourly fee rates for labor should be incorporated into the applicable treatment/disposal costs (refer to the Section 5 Price Proposal).

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- d. A minimum of twelve (12) lab-packs/pick-ups per year:
 - At least one lab pack per quarter at Rockville, Germantown and Takoma Park campuses.
 - At least one lab pack per year from Silver Spring campus.
- e. Per federal and State regulations, the Contractor shall fulfill all on-site responsibilities which include packing (where applicable), labeling, manifesting, and loading the vehicle with designated materials for disposal, before leaving the work site to fulfill another client's needs. The Contractor shall be directly responsible for disposal of lab-packed chemical waste.

2.2.4 At minimum, the Contractor must provide or coordinate transportation and treatment/disposal services for the following hazardous wastes and/or materials identified below:

- Flammable gases
- Non-flammable gases;
- Toxic gases
- Flammable liquids
- Flammable solids
- Oxidizers and Organic Peroxides
- Toxic Materials
- Corrosive Materials
- Miscellaneous Hazardous Materials
- Polychlorinated Biphenyls (PCB's)
- Elemental Mercury and Mercury Compounds
- Miscellaneous non-regulated.

In addition, any material that becomes classified as a hazardous waste or material, by an agency of the federal government or of the State of Maryland, shall be recognized by the Contractor as being included in this contract.

2.2.5 Contractor Personnel:

- a. All Contractor personnel performing services under this contract (e.g., field supervisors/ lead chemists, field chemists, field technicians, etc.) shall be knowledgeable in the handling of hazardous materials, and shall:
 - have completed twenty-four (24) to forty (40) hours of Hazardous Waste Operations and Emergency Response (HAZWOPER) (i.e., 29 CFR 1910.120) training, and the annual eight (8) hour refresher training;
 - have completed US DOT HAZMAT Employee Training (i.e., 49 CFR 172.704) and subsequent refresher training;
 - have completed RCRA training (i.e., 40 CFR 264.16) and subsequent refresher training;
 - be covered under the Contractor's medical surveillance program.

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b. While performing lab-pack services at Montgomery College, the Contractor shall utilize a team of AT LEAST TWO field personnel (e.g., field supervisors/lead chemists, field chemists, field technicians, etc.) who possess the following minimum qualifications:

- A field supervisor/lead chemist shall be a degree-holding chemist who has a minimum of two (2) years' experience in providing lab-packing services to institutions of higher education.
- A field chemist shall be a degree-holding chemist who has a minimum of six (6) months experience in providing lab-packing services to institutions of higher education.

Contractor's key personnel proposed to be assigned direct work on this project should be identified. Resumes are required indicating education, background, recent relevant experience and with the subject matter of the project, and evidence of the successful completion of training as described above shall be included with the Contractor's technical proposal submission in response to this RFP.

2.3 Additional information required to include in the technical proposal submission

The Offeror must list in his/her proposal TSD facilities currently permitted and intends to ship waste. Use Appendix 2 in Section 3 or your own format. List must include:

- 2.3.1 Facility name
- 2.3.2 Description of disposal capabilities (incinerator, landfill, etc.)
- 2.3.3 Type of wastes handled (corrosive, reactive, etc.)
- 2.3.4 Environmental Protection Agency identification number
- 2.3.5 State Facility Permit
- 2.3.6 Samples of summary reports must be submitted with the proposal offer
- 2.3.7 Contact information
 - 2.3.7.1 Mailing address
 - 2.3.7.2 Contact name and phone number.

2.4 Disposal Facilities

- 2.4.1 In addition to the primary disposal facility, the Contractor must also have a secondary TSD facility available as a contingency measure.
- 2.4.2 Hazardous substances shall not be stored at the Contractor's location longer than State and Federal permits allow.

2.5 Accepted Disposal Methods

- 2.5.1 Incineration
- 2.5.2 Fuels Blending
- 2.5.2 Consolidation
- 2.5.3 Recycling
- 2.5.4 Treatment
- 2.5.5 Landfill

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The Contractor shall advise Montgomery College of environmentally safe waste disposal options. The Contractor will seek any and all possible avenues of disposal to reduce the need for land disposal. Proposals that offer disposal methods that destroy, recycle, or otherwise render the waste non-toxic will be given preference over proposals suggesting landfill of wastes. Deep well injection will not be considered an acceptable method of treatment/disposal.

The Contractor must seek to reduce Montgomery College's long-term liability whenever possible. The Contractor shall advise Montgomery College of any current and/or forthcoming economical alternatives for the disposal of hazardous wastes and other regulated materials.

2.6 Handling Requirements

Contractor must be capable of handling reactive materials.

2.7 Hazardous Materials Spills and Leaks

The Contractor shall be responsible for the mitigation and cleanup of any spill and/or leak of hazardous substances that occurs at any time during packing, loading and transporting waste. The Contractor shall be responsible for proper containerization, transportation, and disposal of all spill clean-up residue in accordance with state and federal regulations. All spills shall be reported to Montgomery College's Environmental Safety office within twenty-four (24) hours, pursuant to state and federal guidelines.

2.8 Hazardous Wastes

Material for disposal will/may include:

- 2.8.1 mixed laboratory wastes (segregated by compatibility)
- 2.8.2 off-spec lab chemicals
- 2.8.3 solvents contaminated with paint solids
- 2.8.4 various cleaning treatments
- 2.8.5 spent acids from metal etching
- 2.8.6 photographic chemicals (in rare occasions)
- 2.8.7 paints
- 2.8.8 pesticides
- 2.8.9 fluorescent light tubes
- 2.8.10 light ballasts Polychlorinated Biphenyls (PCB)
- 2.8.11 sodium vapor bulbs
- 2.8.12 motor oil
- 2.8.13 spent automotive degreasers
- 2.8.14 mercury-containing devices
- 2.8.15 reactive materials such as Dinitro-compounds
- 2.8.16 materials that are poisonous by inhalation (such as bromine)

2.9 Liability

- 2.9.1 All liabilities shall relate to current EPA/DOT/MDE regulations, as amended.
- 2.9.2 OSHA-regulated safety requirements shall be strictly followed.

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2.10 Pre-Award Submissions

- 2.10.1 A copy of current Certificate of Insurance will be required prior to award of contract.
- 2.10.2 Offeror MUST submit legible copies of current EPA/DOT/MDE certifications and permits prior to award.
- 2.10.3 Employee training records for current year:
 - 2.10.3.1 HAZWOPER or HAZWOPER Refresher
 - 2.10.3.2 RCRA training
 - 2.10.3.3 DOT Hazardous Materials transporter training

2.11 Reporting

- 2.11.1 Notify the Environmental Safety office within forty-five (45) days of shipment from a Montgomery College campus, that the material has been received by the TSD facility, via a Hazardous Waste Manifest.
- 2.11.2 Notify the Environmental Safety office within 180 days of shipment, that the material has been properly treated, stored, disposed or recycled at a permitted facility, via a Certificate of Treatment, Disposal, Recycling or other appropriate documentation (e.g., Waste Tracking Report).
- 2.11.3 A certificate of final disposition of waste (in addition to the signed TSD manifest copy) must be sent to the Environmental Safety Manager for all drums. Information shall include drum number (from manifest) and specific location of burial site or type of treatment process.
- 2.11.4 At the conclusion of each calendar year (not later than January 31st of the following year) a summary report of all hazardous waste activities for the year will be submitted to the Environmental Safety Manager for review.
- 2.11.5 All approved subcontractor work shall be documented to preserve the manifest integrity.
- 2.11.6 Report data submitted will be on paper and in computer format using MS-Access, MS-Excel or MS-Word.

2.12 Transportation and Scheduling Requirements

- 2.12.1 Utilize the current United States Department of Transportation (US DOT) approved packaging, labels, markings and placards.
- 2.12.2 Package and load containers/drums for transport in accordance with state and federal US DOT regulations (i.e., 49CFR Parts 171, 172, 173, 178 and 179).
- 2.12.3 All materials must be packed and transported within 30 days of the original request.
- 2.12.4 Requests for scheduling a pick-up will be issued verbally or in writing.
- 2.12.5 Advanced scheduling of dates for pick-ups is preferred.

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- 2.12.6 No College wastes will be transported outside of the contiguous forty-eight (48) states without prior approval. All exports of hazardous waste must meet the requirements of 40 CFR Part 262 Subpart E and 49 CFR Part 171. Montgomery College will not offer hazardous waste for shipment (i.e., serve as a primary exporter) outside the borders of the United States.
- 2.12.7 Materials that are lab-packed and/or labeled will be manifested and transported from College property to permitted TSD facilities on the same day that packing is completed.
- 2.12.8 All material must be transported, packaged, and disposed of according to current federal, state and local guidelines.

2.13 TSD Facility

The Contractor shall process (i.e., recycle, treat) and/or dispose of wastes only at a facility that is permitted by the state in which it is located. The Contractor shall ensure that wastes are processed and/or disposed of in a manner consistent with the applicable facility's permit.

2.13.1 **Inspections**

The College reserves the right to inspect the Contractor's facilities (TSD) at any time during the term of the contract. Request for such inspection will be provided in writing, and confirmation of date and time will be made by the Environmental Safety Manager.

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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. E426-001 Hazardous Material Analysis and Disposal Services". **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 specified 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 detail to allow College evaluators to gain a comprehensive and clear understanding of the Offeror's capabilities.

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

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SECTION 3 – PROPOSAL SUBMISSION (continued)

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.

b. Offeror's Qualification, Experience and Technical Competence

The Offeror must have the capability and capacity in all respects to fully satisfy all of the contractual requirements. Offeror's qualification, experience and technical competence submission must address the following:

- Professional qualifications, experience and technical competence of the firm, any subcontractor(s) and personnel proposed to perform the required services described in this Request for Proposal for a multi-campus, non-research college or university. Information about experience shall include direct experience with the specific subject matter. The Contractor must have a minimum of 10 year of experience providing hazardous material analysis and disposal services. Resumes of proposed personnel are required indicating education, background, training recent relevant experience with the subject matter of the project. Special mention shall be made of field technical supervisors/lead chemists, field chemists, field technicians and other key technical personnel.
- List of all subcontractors related to this contract (i.e., transportation agents, rental vehicle companies and T.S.D. facilities). List must include name, address, phone number and contact name.
- EPA/State Identification Number(s) (Registration of hazardous waste activity).
- EPA/State Incineration/Treatment Permit(s), if applicable.
- TSD Facility Identification: Appendix 1 in this Section.
- List of all TSD facilities used (provide name, address, phone number and contact name for each facility).
- Identify primary and secondary disposal facilities.
- EPA/State ID number for each facility.
- Transporter Identification.
- List of all transporters used (provide name, address, phone number and contact name for each transporter).
- EPA ID number for each transporter.
- State of Maryland Vehicle Certification(s) plus other states, if applicable.
- State of Maryland Driver Certification(s) and other, as required.
- Sample Certificate of Final Disposition.
- Sample Manifest.
- Sample Certificate of Final Disposition.
- Proof of business registration in the State of Maryland and in good standing

c. List of any violations, warnings or citations received within the past two (2) years by the Offeror and all subcontractors for providing services as listed herein (Appendix 2 in this Section).

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d. References (Attachment A)

The Offeror must submit three (3) references from current or former customers within the past three (3) years that are capable of confirming the Offeror's experience in providing the same or similar level of services. References from higher education institutions similar in size and scope to Montgomery College are preferred, but not required. The proposal must include the names, telephone numbers, and contact email address of three references. 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. If Offeror has previously provided office supplies to Montgomery College, the College reserves the right to use itself as a reference.

e. Conflict of Interest Form (Use Form Provided in Attachment B)

f. Non-Debarment Acknowledgement (Attachment C)

g. Contractor Information Form (Attachment D)

h. Mid Atlantic Purchasing Team Rider Clause (optional, Attachment G)

i. Signed Acknowledgement of Receipt of Addenda (if applicable).

j. Any other documents and/or information required to submit in Section 2 not listed above.

k. Any exceptions to the RFP documents, if applicable.

Offeror(s) should use the College's form of Contracts and terms and conditions and are discouraged from taking exception to provisions of a solicitation. Use of Contractor prepared Contracts and exceptions to provisions of a solicitation are not preferred and must be reviewed and approved by the college prior to recommendation of award. Vendors insisting on the use of their form of Contract may be found to be non-responsive or to not meet the College's minimum qualifications for a solicitation.

Any exceptions to the Montgomery College standard Form of the Contract, Montgomery College General and Supplementary Conditions of the Contract, or any deviations to the other RFP requirements, if applicable must be submitted and included in the Technical Proposal for College's information, and subject to the College's approval.

3.2.3 Price Proposal

Offerors must use the Price Proposal Form provided in the RFP for submission. The price(s) offered on the Price Proposal must include all charges and costs incurred in the delivery of this procurement. The Price Proposal must be completed in full, signed, and dated. Offers must submit the pricing of all line items to be considered for award; failure to do so will deem an Offer non-responsive.

3.2.4 Failure to include any of the above items may cause the response to be deemed non-responsive.

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SECTION 3 – PROPOSAL SUBMISSION (continued)

Appendix 1 – Treatment, Storage, and Disposal Facilities (TSDF)

Provide a list of TSDF's that will be utilized in managing Montgomery College's regulated wastes. TSDF's not on this list may not be used by the Contractor without prior approval from Montgomery College's Environmental Safety office. Additional copies of this page may be used as needed. Please number all pages.

TSDF Name & Description (e.g. Incinerator/landfill/recycling)	Type of Waste accepted	EPA ID # State Permit	Contact Person Address & Phone Number	City	State

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SECTION 3 – PROPOSAL SUBMISSION (continued)

Appendix 2 - TSDF Notices of Violation

Provide a list of all Notices of Violation from January 2023 through December 2024 for TSDF's that will be utilized in managing Montgomery College's regulated wastes. Additional copies of this page may be used as needed. Please number all pages.

Date	TSDF Name	EPA ID #	Notice of Violation	Notice of Violation - Resolution

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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.

Technical Proposals will be opened first at the date and time advised in the RFP documents, 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 unit price of Section 5.2 and Section 5.3 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. The Offeror achieving the highest combined score 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 score)

- Qualifications, experience and technical competence of the firm
- Qualification, experience and competence of Offeror's personnel (including the field team) proposed to perform the required services under this contract
- Demonstrated compliance with all federal and state waste management regulations

4.2.2 Price Proposal (40% of total score)

Price proposals from only those Offerors deemed qualified will be opened and reviewed. The lowest responsive and responsible proposal price 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 College reserves the right to negotiate the pricing, if it is determined to be in the best interest of the College to do so.

4.3 Award

Awards will be made in aggregate, to the two (2) highest scored, most responsive and responsible Offerors on a primary and secondary basis, who can meet or exceed all RFP terms, conditions, and scope of work/services of this solicitation. 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 – PRICE PROPOSAL FORM

Instructions:

1. Use Section 5.1 Cost Calculation for Preparation of Sample Manifest to complete Section 5.2 Lab-Packed Waste Price Form, and Section 5.3 Profiled Waste Price Proposal Form. The aggregate pricing of 5.2 & 5.3 will be used for pricing evaluation only. Unit pricing (disposal unit pricing) in Item 5.6 shall include all the costs associated, and will be used for contract pricing. Price Proposal with the lowest aggregated total unit price of Section 5.2 and Section 5.3 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.
2. Section 5.4 provides detailed descriptions for Profiled Waste Streams listed in Section 5.3.
3. Use Waste Management Codes provided in Section 5.5 to fill out the appropriate “Final Waste Management Code” in Section 5.2 and Section 5.3.
4. To deem a Price Proposal responsive and complete, all line items in Section 5.2, Section 5.3 and Section 5.6 must be completely filled out. Offeror may use zeros or N/A for “not applicable”. Do not leave any blank cells. An original manifest form is not required for this exercise; a copy of the Contractor’s manifest page will suffice.
5. Montgomery College may require an audit of the pricing to ensure Contractor’s compliance with incorporating the fixed unit prices in their Price Proposal. Submitted price must be inclusive of all associated costs.

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.1 Cost Calculation for Preparation of Sample Manifest

The following provides the cost components to calculate the pricing for preparation of sample manifest required in Item 5.2 & Item 5.3. Offeror must clearly identify in this Section whether Misc. Unit Pricing is included in the Disposal Price/ Unit.

If any Offeror elects to include Misc. Unit Pricing into the Disposal Price/Unit, then Disposal Price/Unit is equal to the Total Unit Price, which shall be all-inclusive and no other charges are allowed to be billed to the College, if the Offeror is awarded the Contract. All blanks in Section 5.1.2 and Misc. Price/Unit column in Section 5.2, Section 5.3 shall be “zero”.

An Offeror may unwrap Misc. Unit Pricing from the Disposal Price/Unit. If that is the case, the Offeror shall provide cost breakdown (2a, 2b, 2c & 2d) in Section 5.1.2, as well as Misc. Price/Unit in Section 5.2 & Section 5.3. The Offeror shall provide the cost of materials for different types of containers in varied sizes for Section 5.1.2c.

Contractor must provide the pricing for College’s approval prior to packing and shipping for any wastes neither included lab-packed waste (5.2) nor in the Profiled Waste form (5.3)

Descriptions	U/M	QTY	Hourly Rate	Total Price
Provide cost breakdowns to prepare a Sample Manifest for materials:				
1. Disposal Price/Unit (from Price List)	Lot	1		
2. Misc. Unit Price including:	Lot	1		
a. Estimated Labor Charge (Packing, Labeling, manifest preparation, EPA manifest fees, etc.)	Lot	1		
b. Transportation Cost	Lot	1		
c. Cost of Materials (box, drum, absorbent, etc.)*	Lot	1		
d. Minimum Pick-up Charges (if applicable)	Lot	1		

* List the cost of materials for different types of containers in varied sizes. Use a separate sheet if more space is needed.

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SECTION 5 – PRICE PROPOSAL FORM

5.2 Lab-Packed Waste Price Form

Use Misc. Price calculation from Section 5.1 to account for materials, labor, transportation etc. Total Unit Price must be all inclusive.

Item No	Lab Pack Wastes Descriptions	Final TSDF	Final Waste Management Code	Unit/Container Size	Disposal Price/Unit	Misc. Unit Price	Total Unit Price
1	WASTE, CORROSIVE LIQUID, ACIDIC, INORGANIC, N.O.S. (NITRIC ACID, HYDROCHLORIC ACID)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
2	WASTE, CORROSIVE LIQUID, ACIDIC, INORGANIC, N.O.S. (PHOSPHORIC ACID, LEAD, ZINC, COPPER, SILVER)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
3	WASTE, CORROSIVE LIQUID, BASIC, INORGANIC, N.O.S. (POTASSIUM HYDROXIDE, SODIUM HYDROXIDE)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
4	WASTE CORROSIVE LIQUID, ACIDIC, INORGANIC, N.O.S. (FERRIC CHLORIDE)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
5	WASTE, OXIDIZING LIQUID, CORROSIVE, (SILVER NITRATE, NITRIC ACID)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			

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Item No	Lab Pack Wastes Descriptions	Final TSDF	Final Waste Management Code	Unit/Container Size	Disposal Price/Unit	Misc. Unit Price	Total Unit Price
6	WASTE, FLAMMABLE LIQUIDS, N.O.S., (MINERAL SPIRITS, ACETONE)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
7	WASTE, OXIDIZING LIQUID, N.O.S., (FERRIC NITRATE, POTASSIUM NITRATE)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
8	WASTE, TOXIC LIQUIDS, CORROSIVE, ORGANIC, N.O.S., HYDROQUINONE, HYDROCHLORIC ACID)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
9	WASTE, OXIDIZING LIQUID, TOXIC, N.O.S., (POTASSIUM FERROCYANIDE, SILVER NITRATE)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
10	WASTE, WATER-REACTIVE LIQUID, CORROSIVE, N.O.S., (PHENYLMAGNESIUM BROMIDE, ETHER)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
11	WASTE FLAMMABLE SOLID (PHOSPHORUS)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			

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Item No	Lab Pack Wastes Descriptions	Final TSDF	Final Waste Management Code	Unit/Container Size	Disposal Price/Unit	Misc. Unit Price	Total Unit Price
12	WASTE MERCURY (THERMOMETERS, SPILL DEBRIS)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
13	WASTE MERCURY (MERCURY COMPOUNDS)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
14	NON-RCRA NON-DOT REGULATED LIQUIDS (DYES, STAINS)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
15	NON DOT NON RCRA REGULATED MATERIAL, (SODIUM BISULFATE, WATER, BAKING SODA, COPPER, BRASS)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
16	WASTE CORROSIVE LIQUIDS, FLAMMABLE, N.O.S., (ACETIC ACID, SODIUM HYDROXIDE, HEXANE, METHYL ETHYL KETONE)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
17	WASTE AEROSOLS, FLAMMABLE (MINERAL SPIRITS, HEXANES, HEPTANES)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			

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Item No	Lab Pack Wastes Descriptions	Final TSDF	Final Waste Management Code	Unit/Container Size	Disposal Price/Unit	Misc. Unit Price	Total Unit Price
18	WASTE FLAMMABLE LIQUIDS, N.O.S., (FLAMMABLE PAINT OIL BASED)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
19	OXIDIZING SOLID, N.O.S., (POTASSIUM CHLORATE)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
20	WASTE BROMINE			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
21	WASTE MAGNESIUM ALLOYS, POWDER			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			
22	WASTE FLAMMABLE LIQUIDS, CORROSIVE, N.O.S., (ACETONE, HYDROCHLORIC ACID)			5 gal.			
				20 gal.			
				30 gal.			
				55 gal.			

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5.3 Profiled Waste Price Proposal Form

Use Miscellaneous cost calculation from Section 5.1 to account for materials, labor, transportation etc. Total Unit Price must be all-inclusive.

Waste Stream	Profiled Waste Descriptions	Final TSDF	Waste Management Code	Unit/Container Size	Disposal Price Per Unit (See 5.1)	Misc. U/P (See 5.1)	Total U/P (See 5.1)
1	Microbiology Stains			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
2	Microbiology Stains (Neutral pH, No Flash Point)			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
3	Caustic Engine Cleaner			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
4	Used Oil			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
5	Oil Spill Clean Up			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			

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Waste Stream	Profiled Waste Descriptions	Final TSDF	Waste Management Code	Unit/Container Size	Disposal Price Per Unit (See 5.1)	Misc. U/P (See 5.1)	Total U/P (See 5.1)
6	Antifreeze			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
7	Sealed Lead Acid Batteries			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
8	Automotive Batteries			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
9	Lithium-ion Batteries			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
10	Latex Paint Cans (Loose Pack in Drum)			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			

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Waste Stream	Profiled Waste Descriptions	Final TSDF	Waste Management Code	Unit/Container Size	Disposal Price Per Unit (See 5.1)	Misc. U/P (See 5.1)	Total U/P (See 5.1)
11	Stoddard Solvent			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
12	Petroleum Naphtha (Gamsol)			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
13	Pickling Solution (Sodium Bisulfate)			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
14	Spent Liver of Sulfur Solution (Potassium Sulfates)			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
15	Mercury and Spill Debris			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			
				55-Gal Drum			
16	Mercury Containing Devices			5-Gal Pail			
				15-Gal Drum			
				30-Gal Drum			

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Waste Stream	Profiled Waste Descriptions	Final TSDF	Waste Management Code	Unit/Container Size	Disposal Price Per Unit (See 5.1)	Misc. U/P (See 5.1)	Total U/P (See 5.1)
17	Lamp Ballasts (Assumed PCB Containing) <u>Recycle Only</u>			Each or by Pound			
18	Lamp Ballasts (Non-PCB Containing) <u>Recycle Only</u>			Each or by Pound			
19	Latex Paint Cans (Pallet or Box)			Pound			
20	Small Propane Cylinders, Empty			Each or by Pound			

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5.4 Detailed Descriptions of Profiled Waste Streams

5.4.1 WASTE STREAM – 1

Waste Stream Name: MICROBIOLOGY STAINS
Generating Process: STAINS AND FIXERS FOR MICROBIOLOGICAL SAMPLES
Physical Description: Stains and dyes in flammable alcohols and acids
Average Amount: One 30-gallon or 55-gallon drum / pick-up
Notes: BTU/LB<2,000; Flash Point>141-200F; Boiling Point>100F; pH< 2

Chemical	Concentration
ISOPROPANOL	20%
ACETONE	6%
ETHANOL/ METHANOL	6%
POLYVINYL PYRROLIDONE-IODINE COMPLEX	2.5%
POTASSIUM IODIDE	0-1%
NIGROSIN	0-5%
MALACHITE GREEN OXALATE	0-5%
WATER	Balance

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5.4.19

WASTE STREAM – 2

Waste Stream Name: Microbiology Stains (Neutral pH, No Flash Point)

Generating Process: Used material from microbiology lab

Physical Description: Blue to purple liquid with acrid, antiseptic odor

Average Amount: Per calendar quarter, Three 15-gallon drums; One 55-gallon drum

Notes: BTU/LB = N/A; Flash Point > 200F; Boiling Point > 130F; pH> 5-9

Chemical	Concentration
Water	60-90%
Hydrochloric Acid	0.03%
Ethanol	4-5%
Isopropanol	0-1%
Methanol	0-1%
Copper Sulfate Solution, 25%	1-5%
Iodine	0.5-1%

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5.4.2 WASTE STREAM – 3

Waste Stream Name: CAUSTIC ENGINE CLEANER

Generating Process: AUTOMOTIVE MAINTENANCE AND REPAIR

Physical Description: Strongly alkaline solution (some solids)

Average Amount: One 55-gallon drum/pick-up

Notes: BTU/LB = N/A; Flash Point>200F; Boiling Point > 130F; pH>12.5

Chemical	Concentration
Sodium Hydroxide	60-70%
Paint (oil-based)	10-30%
Water	5-10%
Fine Settled Solids	<5%

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5.4.3 WASTE STREAM – 4

Waste Stream Name: USED OIL

Generating Process: AUTOMOTIVE AND BUILDING EQUIPMENT MAINTENANCE

Physical Description: Petroleum and vegetable lubricating oils and fuel oils

Average Amount: One to three 55-gallon drum / pick-up

Notes: BTU/LB = 18,000; Flash Point > 200F; Boiling Point > 130F; pH> N/A

Chemical	Concentration
Petroleum oil	90-100%
Vegetable oil	0-10%
Water	0-5%

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5.4.4 WASTE STREAM – 5

Waste Stream Name: OIL SPILL CLEAN-UP

Generating Process: HYDRAULIC AND LUBRICANT OIL SPILL CLEANUP, OIL-BASED INK CLEANUP

Physical Description: Oil soaked wipes, adsorbent socks and pads, crushed filters, clay

Average Amount: One 5-gallon drum / pick-up

Notes: BTU/LB=varies; Flash Point>200F; Boiling Point >130F; pH >N/A

Chemical	Concentration
Hydraulic or Lubricant Oil	1-20%
Clay or Other Adsorbent	0-99%
Crushed Filters	0-99%
Adsorbent Wipes and Pads	0-99%

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5.4.5 WASTE STREAM – 6

Waste Stream Name: ANTIFREEZE

Generating Process: AUTOMOTIVE AND BUILDING EQUIPMENT MAINTENANCE

Physical Description: Ethylene glycol or propylene glycol solutions

Average Amount: One 55-gallon drum / pick-up

Notes: BTU/LB = N/A; Flash Point > 200F; Boiling Point > 130F; pH > N/A

Chemical	Concentration
Propylene Glycol	1-100%
Ethylene Glycol	1-100%
Water	1-80%

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5.4.6

WASTE STREAM – 7

Waste Stream Name: SEALED LEAD ACID BATTERIES

Generating Process: USED, DISCARDED MATERIALS

Physical Description: Rechargeable, sealed batteries of varying sizes

Average Amount: 200 lb. / pick-up

Notes: BTU/LB=N/A; Flash Point>N/A; Boiling Point>N/A; pH>N/A

Chemical	Concentration
Sealed Lead Acid Batteries	100%

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5.4.6 WASTE STREAM – 8

Waste Stream Name: AUTOMOTIVE BATTERIES

Generating Process: USED, DISCARDED MATERIALS

Physical Description: Rechargeable, sealed batteries of varying sizes

Average Amount: 200 lb. / pick-up

Notes: BTU/LB=N/A; Flash Point>N/A; Boiling Point>N/A; pH>N/A

Chemical	Concentration
Automobile, Motorcycle, Utility Cart Batteries	100%

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5.4.7 WASTE STREAM – 9

Waste Stream Name: LITHIUM BATTERIES

Generating Process: USED, DISCARDED MATERIALS

Physical Description: Rechargeable and non-rechargeable lithium batteries

Average Amount: 160 lb. / pick-up

Notes: BTU/LB=N/A; Flash Point>N/A; Boiling Point>N/A; pH>N/A

Chemical	Concentration
Disposable lithium batteries	
Rechargeable lithium-ion batteries	

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5.4.11 WASTE STREAM – 10

Waste Stream Name: LATEX PAINT CANS

EXCESS MATERIALS FROM BUILDING MAINTENANCE

Physical Description: Loose metal cans and plastic buckets up to 5 gallons containing nonflammable paints

Average Amount: 300 lb./ pick-up

Notes: BTU/LB: N/A; Flash Point>N/A; Boiling Point>30F; pH: N/A

Chemical	Concentration
Water based latex paints in cans	

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.12

WASTE STREAM – 11

Waste Stream Name: STODDRARD SOLVENT

Generating Process: BUILDING AND EQUIPMENT MAINTENANCE

Physical Description: Homogenous or bi-layered, moderately viscous liquid with solvent odor

Average Amount: 1 5-gallon drum / pick-up; 1 – 30 gallon drum / year

Notes: BTU/LB 8000-10000; Flash Point>101-140F; Boiling Point>95F; pH N/A

Chemical	Concentration
Paints and Varsol (mineral spirits) mixtures containing Petroleum distillates and Alcohol-Based solutions	100%

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.12

WASTE STREAM – 12

Waste Stream Name: PETROLEUM NAPHTHA

Generating Process: BUILDING AND EQUIPMENT MAINTENANCE

Physical Description: Homogenous or bi-layered, moderately viscous liquid with solvent odor

Average Amount: 1 5-gallon drum / pick-up; 1 – 30 gallon drum / year

Notes: BTU/LB 8000-10000; Flash Point>200F; Boiling Point>95F; pH N/A

Chemical	Concentration
Paints and Gamsol (Petroleum Naphtha) mixtures	100%

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.13

WASTE STREAM – 13

Waste Stream Name: Pickling Solution (Sodium Bisulfate)
Generating Process: Metal Jewelry Making
Physical Description: Blue-green to brown liquid
Average Amount: 5 to 7 5- gallon open-top drum / pick-up
Notes: BTU/LB = N/A; Flash Point > 200F; Boiling Point > 130F; pH>6-8

Chemical	Concentration
WATER	94-96%
SODIUM BISULFATE	4-5%
COPPER SULFATE	< 1%
WATER	94-96%

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.17

WASTE STREAM – 14

Waste Stream Name: Spent Liver of Sulfur

Generating Process: Metal oxidation in jewelry-making

Physical Description: Potassium sulfides decomposed to potassium carbonate and potassium sulfate

Average Amount: 6-10 lbs. per calendar quarter

Notes: BTU/LB = N/A; Flash Point > N/A; Boiling Point > N/A; pH > N/A

Chemical	Concentration
Water	85-99%
Potassium sulfate	8-15%
Potassium carbonate	6-12%

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.17

WASTE STREAM – 15

Waste Stream Name: Mercury and Spill Debris

Generating Process: Cleaning

Physical Description: Solid debris with liquid mercury (thermometers, switches, etc. with wipes and adsorbents)

Average Amount: 6-10 lbs. per calendar quarter

Notes: BTU/LB = N/A; Flash Point > N/A; Boiling Point > N/A; pH > N/A

Chemical	Concentration
Mercury	0-2%
Solid glass	1-5%
Solid metal (steel alloys)	1-5%
Adsorbent	95%

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.18

WASTE STREAM – 16

Waste Stream Name: Mercury Containing Devices

Generating Process: Building maintenance

Physical Description: Devices with liquid mercury (thermometers, switches, gauges, etc.)

Average Amount: 10 lbs. once per year

Notes: BTU/LB = N/A; Flash Point > N/A; Boiling Point > N/A; pH > N/A

Chemical Concentration

Mercury contained in manufactured article

Adsorbent 95%

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.20

WASTE STREAM – 17

Waste Stream Name: Ozzy Juice

Generating Process: Used cleaning liquid from auto parts washing

Physical Description: Brown to black liquid with oily sediments and metal shavings

Average Amount: One or two 55-gallon drums per year (600 lbs.)

Notes: BTU/LB = N/A; Flash Point > N/A; Boiling Point > 130F; pH > 7.5

Chemical	Concentration
Water	>90%
Surfactant	1-3%
Sodium Carbonate or Potassium Phosphate	1-3%
Petroleum oil	0-1%
Silicon grease	0-1%
Cadmium	Trace
Lead	Trace
Chromium	Trace

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.20

WASTE STREAM – 18

Waste Stream Name: NON-INFECTIOUS WASTE

Generating Process: USED DISCARDED MATERIAL FROM EDUCATIONAL LABORATORY

Physical Description: PRESERVED SMALL ANIMALS AND ANIMAL PARTS

Average Amount: One or two 5-gallon drums per year (60 lbs.)

Notes: BTU/LB = N/A; Flash Point > N/A; Boiling Point > N/A; pH > N/A

Chemical	Concentration
Water	>90%
Surfactant	1-3%
Sodium Carbonate or Potassium Phosphate	1-3%
Petroleum oil	0-1%
Silicon grease	0-1%
Cadmium	Trace
Lead	Trace
Chromium	Trace

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.12

WASTE STREAM – 19

Waste Stream Name: WASTE GASOLINE

Generating Process: VEHICLE AND EQUIPMENT MAINTENANCE

Physical Description: Homogenous or bi-layered, characteristic gasoline odor (Strong).

Average Amount: 1 5-gallon drum / pick-up; 1 – 30 gallon drum / year

Notes: BTU/LB 120000-125000; Flash Point>-40F; Boiling Point>81F-127F; pH N/A

Chemical	Concentration
Gasoline	80-100%
Water	0-20%

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.12

WASTE STREAM – 20

Waste Stream Name: WASTE GASOLINE AND OIL MIXTURES

Generating Process: EQUIPMENT MAINTENANCE

Physical Description: Homogenous or bi-layered, characteristic gasoline odor (Strong).

Average Amount: 1 5-gallon drum / pick-up; 1 – 30 gallon drum / year

Notes: BTU/LB 125000-140000; Flash Point>77F-147F; Boiling Point>95F; pH N/A

Chemical	Concentration
Gasoline	60-90%
Engine oil	5-40%
Water	0-20%

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.8 WASTE STREAM – 21

Waste Stream Name: FLUORESCENT LIGHT TUBES

Generating Process: USED, DISCARDED MATERIALS

Physical Description: T5, T8, T12; 4-Foot lamps

Average Amount: 350 lb. / pick-up

Notes: BTU/LB = N/A; Flash Point>N/A; Boiling Point>N/A; pH>N/A

Chemical	Concentration
Universal Waste Lamps	100%

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.15

WASTE STREAM – 22

Waste Stream Name: Lamps, Compact Fluorescent (recycling only)

Generating Process: Building Maintenance

Physical Description: Solid

Average Amount: 300 each, 60 lbs. per year

Notes: BTU/LB = N/A; Flash Point > N/A; Boiling Point > N/A; pH > N/A

Chemical Concentration

Compact fluorescent lamps

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.9 WASTE STREAM – 23

Waste Stream Name: HID LAMPS

Generating Process: USED SODIUM VAPOR LAMPS

Physical Description: T21 and ED17 lamps

Average Amount: 100 lb./ pick-up

Notes: BTU/LB N/A; Flash Point > N/A; Boiling Point N/A; pH N/A

Chemical	Concentration
WASTE HID LAMPS	

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.10 WASTE STREAM – 24

Waste Stream Name: LAMP BALLASTS (ASSUMED PCB-CONTAINING)

Generating Process: BUILDING MAINTENANCE

Physical Description: Fluorescent lamp ballasts assumed to contain PCB

Average Amount: 70 lb./year

Notes: BTU/LB: N/A; Flash Point: N/A; Boiling Point: N/A; pH: N/A

Chemical	Concentration
WASTE LAMP BALLASTS	

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.14

WASTE STREAM – 25

Waste Stream Name: Lamp Ballasts (Non- PCB Containing) Recycle Only

Generating Process: Building Maintenance

Physical Description: Solid

Average Amount: 160 each, 200 lbs. per year

Notes: BTU/LB = N/A; Flash Point > N/A; Boiling Point > N/A; pH > N/A

Chemical	Concentration
Fluorescent lamp ballasts	

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.16

WASTE STREAM – 26

Waste Stream Name: Latex Paint Cans (Pallet or Box)

Generating Process: Discarded off-spec/used product

Physical Description: Liquid in cans

Average Amount: 500 lbs. per calendar quarter

Notes: BTU/LB = N/A; Flash Point > 200F; Boiling Point > 130F; pH>6-8

Chemical	Concentration
Latex Paint	
Kaolin	
Titanium Dioxide	

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SECTION 5 – PRICE PROPOSAL FORM (continued)

5.4.21

WASTE STREAM – 27

Waste Stream Name: Empty Flammable Gas Cylinders, for recycling only

Generating Process: Used propane cylinders, sealed

Physical Description: Solid metal

Average Amount: 1 to 4 cylinders per calendar quarter, 5-20 lbs.

Notes: BTU/LB = 0 – 90,000; Flash Point < 73^o; Boiling Point <95^o; pH> N/A

Chemical	Concentration
Propane	Trace

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5.5 Waste Management Codes

Code	Waste Management Method
Reclamation and Recovery	
H010	Metals recovery including retorting, smelting, chemical, etc.
H020	Solvents recovery
H039	Other recovery or reclamation for reuse including acid regeneration, organics recovery, etc. (specify in comments)
H050	Energy recovery at this site – use as fuel (includes on-site blending)
H061	Fuel blending prior to energy recovery at another site
Destruction or Treatment Prior to Disposal at Another Site	
H040	Incineration – thermal destruction other than use as a fuel
H071	Chemical reduction with or without precipitation
H073	Cyanide destruction with or without precipitation
H075	Chemical oxidation
H076	Wet air oxidation
H077	Other chemical precipitation with or without pretreatment
H081	Biological treatment with or without precipitation
H082	Adsorption
H083	Air or steam stripping
H101	Sludge treatment and/or dewatering
H103	Absorption
H111	Stabilization or chemical fixation prior to disposal at another site
H112	Macro-encapsulation prior to disposal at another site
H121	Neutralization only
H122	Evaporation
H123	Settling or clarification
H124	Phase separation
H129	Other treatment (specify in comments)
Disposal	
H131	Land treatment or application (to include on-site treatment and/or stabilization)
H132	Landfill or surface impoundment that will be closed as landfill (to include on-site treatment and/or stabilization)
H134	Deep well or underground injection (with or without treatment)
H135	Discharge to sewer / POTW or NPDES (with prior storage – with or without treatment)
Storage and Transfer	
H141	Storage, bulking, and/or transfer off-site – no treatment/recovery (H010 - H129), fuel blending (H061), or disposal (H131 – H135) at this site

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5.6 Chemical Disposal Unit Pricing List

Contractor is expected to provide supplies and empty containers for all wastes. The following is a list of wastes typically generated from Montgomery College campuses over the last five years. Please provide an all-inclusive unit price to dispose the listed items.

Indicate the unit price for disposal and the method to be used. The unit prices listed as below will become part of contract prices. Annual price adjustment may be considered and subject to approval in accordance with Section 1.18.

Description	Unit Measure	Disposal Price/Unit	Disposal Method
Aerosols spray cans	55		
Aerosols spray cans	30		
Aerosols spray cans	15		
Aerosols spray cans	5		
Alkaline Automotive Degreasing Solution	55		
Alkaline Batteries	20		
Alkaline Batteries	5		
Pickling Solution (Sodium bisulfate)	55		
Pickling Solution (Sodium bisulfate)	5		
Automotive Coolant (ethylene glycol & water)	55		
Automotive Coolant (ethylene glycol & water)	15		
Automotive Coolant (ethylene glycol & water)	5		
Caustic Oil/ Glycol Mix	55		
Ceramics (discarded clay with metal glazes mixed)	55		
Ceramics (discarded clay with metal glazes mixed)	30		
Ceramics (discarded clay with metal glazes mixed)	5		
Clay (pallet)	ea		
Cylinder-Butane/ Propane for recycle (small hand held size)	cyl		
Empty Drum	55		
Ferric Chloride	20		
Ferric Chloride	5		
Fluorescent Tubes 8ft.	ea		
Halogenated Solvent	55		
Hot Vat Stripper (Sodium hydroxide 10-40%)	55		
Hydrochloric Acid	30		
Lab Pack- Acidic	55		
Lab Pack- Acidic	30		
Lab Pack- Acidic	20		

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Description	Unit Measure	Disposal Price/Unit	Disposal Method
Lab Pack- Acidic	5		
Lab Pack- Alkaline	30		
Lab Pack- Alkaline	10		
Lab Pack- Alkaline	5		
Lab Pack- Flammable	55		
Lab Pack- Flammable	30		
Lab Pack- Flammable	20		
Lab Pack- Flammable	5		
Lab Pack- Mercury	5		
Lab Pack- Mercury Solutions	5		
Lab Pack- Non-Hazardous	55		
Lab Pack- Non-Hazardous	30		
Lab Pack- Non-Hazardous	20		
Lab Pack- Non-Hazardous	5		
Lab Pack- Oxidizer	30		
Lab Pack- Oxidizer	20		
Lab Pack- Oxidizer	5		
Lab Pack- Reactive	30		
Lab Pack- Reactive	20		
Lab Pack- Reactive	5		
Lab Pack- Toxic	55		
Lab Pack- Toxic	30		
Lab Pack- Toxic	20		
Lab Pack- Toxic	15		
Lab Pack- Toxic	10		
Lab Pack- Toxic	5		
Latex Paint	55		
Latex Paint (loose pack)	55		
Latex Paint (loose pack)	20		
Latex Paint (loose pack)	5		
Latex Paint (loose pack-pallet)	ea		
Lead Acid Batteries	lb		
Liquid Calcium Chloride	55		
Liquid Calcium Chloride	30		
Lithium Batteries	lb		
Mercury Spill & Debris	5		
Mercury Salts	55		

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Description	Unit Measure	Disposal Price/Unit	Disposal Method
Mercury Salts	30		
Mercury Salts	5		
Microbiology Stains	lb		
Microbiology Stains (neutral pH)	55		
Mixed Oils	55		
Mixed Oils	20		
Mixed Oils	55		
NiCad Batteries	lb		
Non-Hazardous Loose Pack	cyd		
Non-PCB Ballast	lb		
Oil Spill Clean-up	55		
Oil Spill Clean-up	30		
Oil Spill Clean-up	20		
Oil Spill Clean-up	5		
Oxidizer Loose packs	55		
Oxidizer Loose packs	30		
Oxidizer Loose packs	5		
Ozzy Juice	55		
Oil-based Paint/ Varnishes	30		
Oil-based Paint/ Varnishes	5		
Oil-based Paint/ Varnishes	55		
Pesticides	55		
Pesticides	30		
Pesticides	5		
Refrigerant Oil (Dowtherm SR1)	55		
Used Oil	55		
Used Oil	30		
Used Oil	20		
Used Oil	5		
Water Treatment Chemical	55		
Compact Lamps	ea		
Incandescent Lamps	ea		
Cylinder Acetylene, 12"x32"	ea		

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Note: 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.

All the above pricing items must be filled out in order to consider for award. Failure to do so may deem an Offer non-responsive.

Montgomery College is tax exempt, certification provided upon request.

PLEASE REMEMBER TO SIGN YOUR PROPOSAL

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the bid 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 1	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

REFERENCE 2	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

REFERENCE 3	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

Please note: 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 – CONFLICT OF INTEREST STATEMENT

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 C – NON-DEBARMENT ACKNOWLEDGEMENT

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

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

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

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

By (Signature) _____

Name and Title _____

Witness Name and Title _____

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ATTACHMENT D – CONTRACTOR INFORMATION FORM

D.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.

D.2 Minority Contractor: Yes No

If yes, please specify minority classification

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

D.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.

D.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

D.6 Please provide the following information:

Print clearly

Company Name		Years in Business	
Federal Tax Number		Unique Entity Identifies (UEIs)	
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 E – 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 F – GENERAL CONDITIONS AND INSTRUCTIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

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

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

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

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

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

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

HAZARDOUS AND TOXIC SUBSTANCES Bidder must comply with all applicable Federal, State, County and bi-county laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the College with a "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.

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

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

MARYLAND LAW The resultant contract shall be construed and interpreted according to Maryland Law. Venue under this contract, shall be in a court of competent jurisdiction of Montgomery County, Maryland.

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

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

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

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

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

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

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

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

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

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

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

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

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. **Corporations must be registered, and in good standing no later than proposal submittal deadline date.** A copy of the registration or application for registration may be requested by the College.

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

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

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

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

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

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

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

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

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

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

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

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

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- Maryland State Colleges and Universities

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

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

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ATTACHMENT 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").

Format

A lead agency format is used to accomplish this work. The Lead Agency in this procurement has included this MAPT Cooperative Rider Clause in this solicitation indicating its willingness to allow other public entities to participate pursuant to the following Terms and Conditions:

1. Terms

- 1.1 Participating entities, through their use of the Cooperative Rider Clause, agree to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the participating entity.
- 1.2 Participating entities may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.

2. Other Conditions - Contract and Reporting

- 2.1 The contract resulting from this solicitation shall be governed by and "construed in accordance with the laws of the State/jurisdiction in which the participating entity officially is located;
- 2.2 To provide to MWCOG and/or BMC contract usage reporting information, including but not limited to quantity, unit pricing and total volume of sales by entity, as well reporting other participating entities added on the contract, on demand and without further approval of contract participants;
- 2.3 Contract obligations rest solely with the participating entities only;
- 2.4 Significant changes in total contract value may result in further negotiations of contract pricing with the lead agency and participating entities.

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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I. 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

**MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT
HAZARDOUS MATERIAL ANALYSIS AND DISPOSAL SERVICES
RFP NUMBER: E426-001
RFP CLOSING DATE AND TIME: DECEMBER 4, 2025 @3:00 PM**

ATTACHMENT G – MID ATLANTIC PURCHASING TEAM COOPERTIVE RIDER CLAUSE (continued)

<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: _____

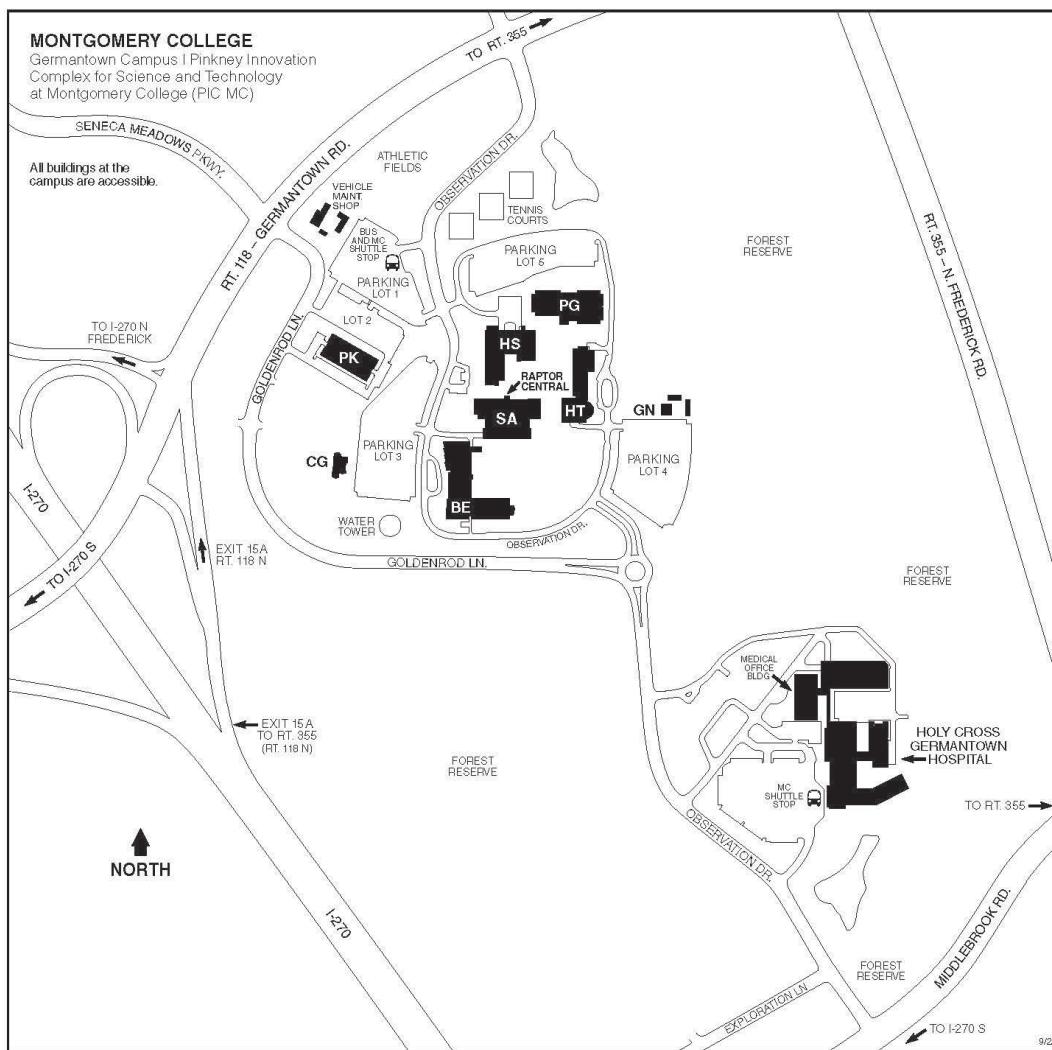
Any Participating Agency (MAPT/COG) member that wishes to piggyback a MAPT/COG contract, must complete form and return to COG, via email: purchasing@mwcog.org.

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT
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ATTACHMENT H – CAMPUS MAPS

MONTGOMERY COLLEGE

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



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 (WDCE)

HT High Technology and Science Center

- Globe Hall

PG Physical Education Building

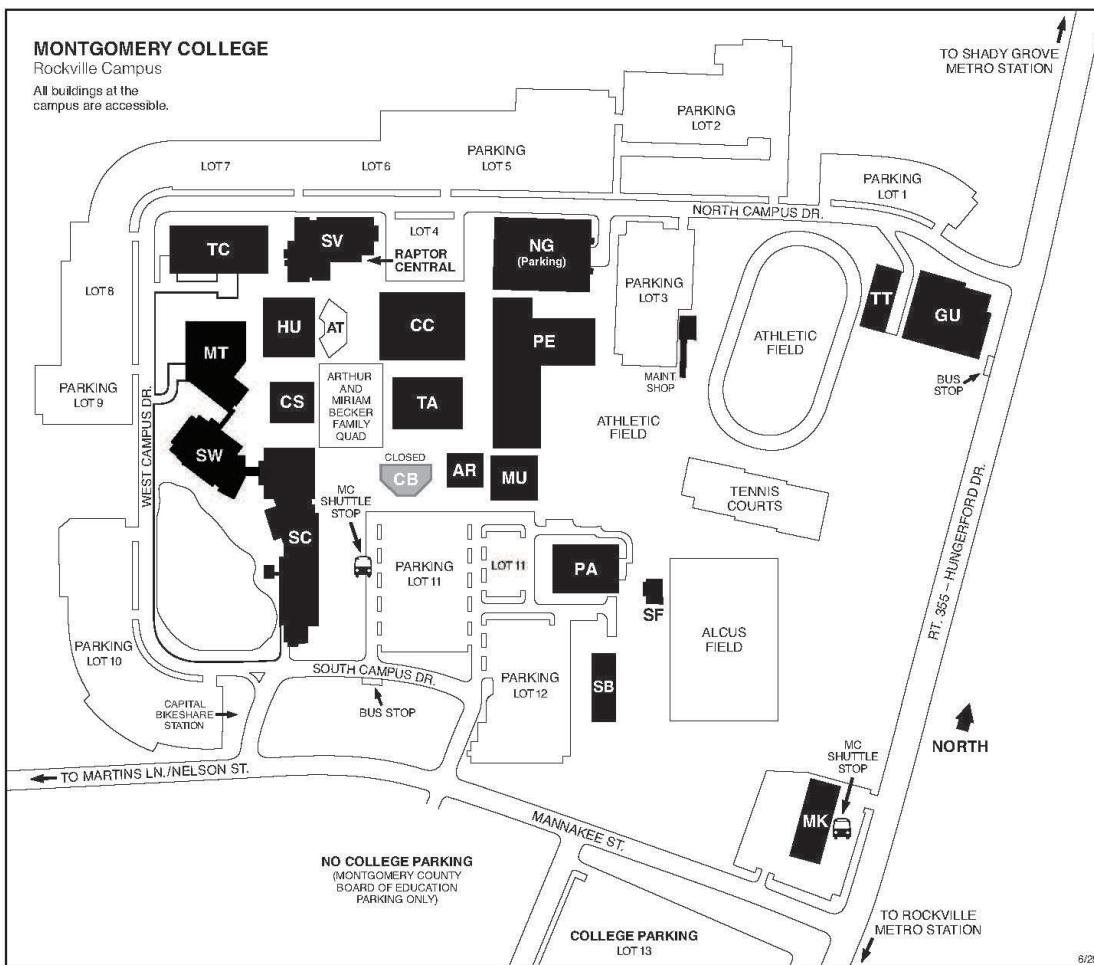
PK Paul Peck Academic and Innovation Building

- Germantown Innovation Center
- SA Dr. DeRonne 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

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT
HAZARDOUS MATERIAL ANALYSIS AND DISPOSAL SERVICES
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ATTACHMENT H – CAMPUS MAPS (continued)

MONTGOMERY COLLEGE
Rockville Campus



Rockville Campus

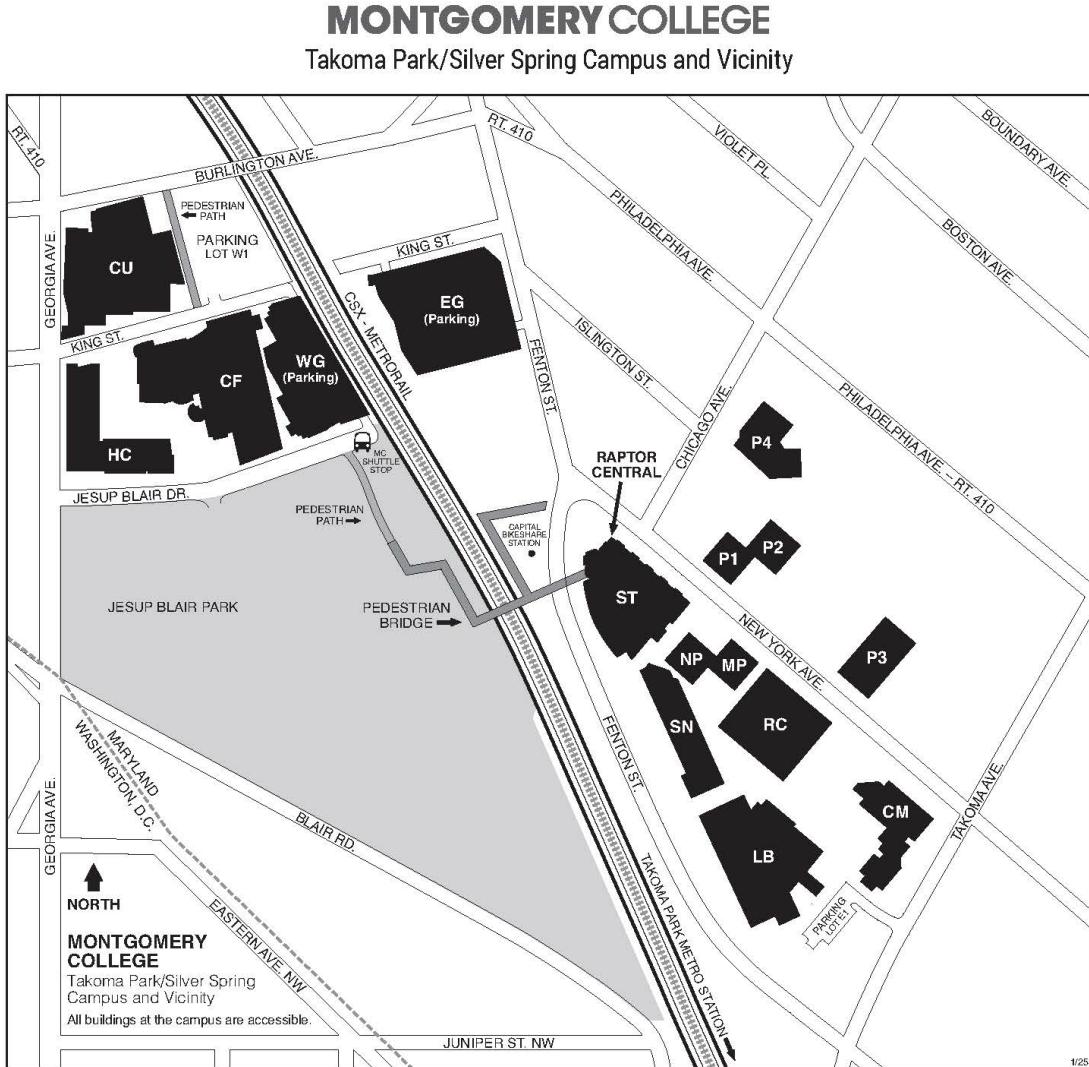
51 Mannakee Street
 Rockville, MD 20850
 240-567-5000; TTY 301-294-9672
 Public Safety: 240-567-3333 (24/7)
montgomerycollege.edu/safety
montgomerycollege.edu/maps

Legend of Campus Buildings
 (as of June 2025)

- AR Paul Peck Art Building
- AT Amphitheatre
- CB Academic Annex (closed for renovation)
- 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
- MC Mannakee Building
 - Center for Training Excellence
 - igniTte 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

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT
HAZARDOUS MATERIAL ANALYSIS AND DISPOSAL SERVICES
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RFP CLOSING DATE AND TIME: DECEMBER 4, 2025 @3:00 PM

ATTACHMENT H – CAMPUS MAPS (continued)



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 January 2025)

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 Building	SN Science North Building
■ <i>Greenhouse</i>	ST Charlene R. Nunley Student Services Center
■ <i>Planetarium</i>	■ <i>Bookstore</i>
MP Mathematics Pavilion	■ <i>Cafeteria</i>
NP North Pavilion	■ <i>Counseling and Advising</i>
P1 Pavilion One	■ <i>Financial Aid Office</i>
P2 Pavilion Two	■ <i>Public Safety Office</i>
P3 Pavilion Three	■ <i>Raptor Central (Admissions, Enrollment, Visitor Services)</i>
P4 Pavilion Four	■ <i>Records and Registration Office</i>
RC Resource Center	■ <i>Student Life Office</i>
■ <i>Library</i>	WG West Garage (parking)