

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
RFP NO: E427-002
COLLEGEWIDE INTEGRATED PEST MANAGEMENT SERVICES
RFP CLOSING DATE AND TIME: SEPTEMBER 17, 2026 @ 3:00 PM
ADDENDUM NO. 1
ISSUED DATE: SEPTEMBER 8, 2026

Purpose of Addendum is to make modifications to the RFP documents and provide Questions and Answers as follows:

Item 1-1 EXTEND RFP closing date and time from September 11, 2026 at 3:00 pm to **September 17, 2026 at 3:00 pm.**

Item 1-2 On page 1, REVISE the first paragraph of Section 1 Part 1.3 to add mandatory site visit. The revised first paragraph will read as follows:

No Pre-Proposal meeting will be held. **Mandatory site visits to all facilities in the scope are required for this RFP.** Offerors are advised to examine the existing site conditions and sign off on the college prepared Site Visit Sign-in Form upon completion of the site visit of each campus. Site visit must be conducted 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. 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.

Item 1-3 On page 9, ADD the following new clause of parking at the end of Section 1.

1.38 Parking

All vehicles parking on the college property shall comply with College parking regulations. All fines for parking or other vehicle violations are the responsibility of Contractor. See college parking and transportation website at <https://www.montgomerycollege.edu/about-mc/campuses-and-locations/transportation-and-parking.html> for permit rates and information of contractor short-term and long-term parking under visitor parking (<https://www.montgomerycollege.edu/documents/about-mc/campuses-and-locations/virtual-parking-faqs.pdf>) for the preparation of price proposal. **Include parking fees in your Price Proposal if applicable.**

Item 1-4 On page 10, DELETE Part 2.2.1 of Section 2 in its entirety and REPLACE with the following:

2.2.1 State of Maryland Business Registration, Permits & Certification

Offeror must be registered to do business with State of Maryland Department of Assessments and Taxation, and in good standing.

Contractor must be certified by the Maryland Department of Agriculture (MDA) and hold a commercial Pesticide Business License (Category 7A), Category 7B for termite control, and all applicable local license and/or permit. Individuals applying treatments under supervision must be registered with the MDA as registered technicians. Contractor must provide proof of certification with technical proposal submittal. Contractor must meet all state and local licensing requirements for the duration of contract period.

Contractor's technician and the supervisor must be licensed and registered with Maryland Department of Natural Resources for commercial wildlife permit and wildlife damage control permits if applicable. Each individual must have their own permits. If Contractor subcontracts the wildlife services, include subcontractor's permits in the technical proposal.

Item 1-5 On page 10, Part 2.2.3 of Section 2, REVISE first paragraph to read as follows:

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

Item 1-6 On page 11, Part 2.3.1(2) of Section 2, REVISE the paragraph to read as follows:

(2) monitoring of exterior rodent stations by all trash collection areas at all facilities and by the Grounds and auto shop area on the Germantown Campus.

Item 1-7 On page 13, Part 2, REMOVE "Paul Peck Academic and Innovation Building (PK) Vending Area 150 (First Floor Lobby Vending; has coffee machine)" from Part 2: Germantown Campus (Food Service and Preparation Areas), and ADD it to "Paul Peck Academic and Innovation Building (PK) in Part 1: Germantown Campus (Exclusive of Food Services and Preparation Areas) before "Exterior subterranean termite monitoring."

Item 1-8 On page 14, ADD "**bookstore**" under Campus Center (CC) in **Part 1: Rockville Campus (Exclusive of Food Service and Preparation Areas)**.

Item 1-9 REMOVE "Kitchen (07, 014C, 018 and 225)" under Campus Center (CC) from Part 1: Rockville Campus (Exclusive of Food Service and Preparation Areas) on page 14, and ADD to Part 2:

Rockville Campus (Food Service and Preparation Areas) under Campus Center (CC) on page

Item 1-10 17. On page 25, INSERT following two (2) new clauses after Part 2.8 Inspection.

2.9 Wildlife Services

The college occasionally has wildlife issues, such as groundhogs, raccoons, carpenter bees, hornet. The technician(s), and the supervisor must be licensed and registered with Maryland Department of Natural Resources. Each individual must have his/her own permits.

2.10 Check-in/Check-out

Upon arrival and departure of college facilities for services, Contractor shall check-In and check-out at the following facility locations each time, and log in the contractor's logbook provided by the College for services performed and any observation noticed.

Germantown Campus: Paul Peck Bldg. (PK) Facilities office 113 after 8 a.m. If before, call 240-678—2877 (Monday through Friday). Weekend for daycare spraying SA bldg. Check in with security on the 2nd floor.

Rockville Campus: Humanities Building Room 016.

Takoma Park/Silver Spring Campus: Pavilion Two (P2) Room 120.

Item 1-11 On page 27, DELETE Part 3.2.1.b in its entirety and REPLACE with the following:

b. Offeror's Professional qualifications 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:

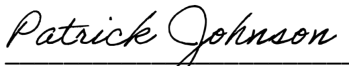
- Professional qualifications, experience and technical competence of the firm, any subcontractor(s) to perform the required services described in Section 2.2 of the RFP documents.
- Contractor Information Form.
- A copy of Offeror's business registration in Maryland, proof of Maryland Department of Agriculture Certification, Maryland Department of Natural Resources for commercial wildlife permit and wildlife damage control permits if applicable. and any applicable local license and/or permit.
- Integrated Pest Management plans currently in effect, location, contact person, contact phone number and email.

Item 1-12 **REVISE** Section 5 – Price Proposal Form to reflect the modifications in Section 2. Price Proposal Form has been re-issued in its entirety for clarity and Contractor’s convenience, **Offeror must use the attached revised Price Proposal form included in the Addendum for submission. Failure in doing that will deem your Price Proposal non-responsive.**

Item 1-13 Provide following Questions and Answers.

Item No	Questions	Answers
1	Would it be possible to obtain a copy of the Questions and Answers (Q&A) document?	Questions and Answers to this RFP as well as the modifications to the RFP will be issued as an addendum. All Addenda will be posted on the College Procurement website. If your firm already downloaded the RFP from the college procurement website (at www.montgomerycollege.edu/procure) and provided correct email address, your firm will receive email a notification once the Addendum is posted.
2	Can you provide the current contract value being performed by the incumbent contractor?	The total PO amount from July 1, 2021 as of today is approx. \$228,000.00
3	Can you provide the square footage for each location included in the scope of work?	We do not have that information at the moment. Refer to Section 2 and this Addendum for the service areas covered in the contract.
4	I noted that the current scope of work requires weekly service visits to all building locations. Could you please clarify whether the service frequency under the previous contract that began in 2021 was also weekly, or whether the visit frequency was modified during the contract term? In addition, were any buildings added to the current solicitation that were not covered under the prior contract?	The service frequency under RFP No. E427-002 are weekly to all buildings and facilities areas included in Scope, unless otherwise expressly stated in the RFP. There have been scope modifications to the contract in the last five years. A few examples include adding Leggett Building on the TP/SS campus, adding ECEC new campus location and removal of a few buildings due to the renovation and then added back to the scope after the completion of construction.

All Others remain unchanged.


Patrick Johnson, MBA, CPPB
Director of Procurement

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

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

Offeror's Company Name

Authorized Signature

Date

Printed/Typed Signature



**MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES
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SECTION 5 – PRICE PROPOSAL FORM (revised)

5.1 BASE PRICE

Offeror shall provide all labor, material, tool, equipment, permits, licenses, transportation, supervision and telephone answering service required for the service, per Scope of Work/Services. Parking fees if applicable, shall also be included. Offeror shall use this Price Proposal form to submit the fee schedule to cover all costs and expenses directly related to provide the Integrated Pest Management Services. All Proposal pricing shall be exclusive of taxes, where applicable. A copy of Montgomery College Tax-Exempt Certificate is available at the college Procurement website at www.montgomerycollege.edu/procure

Offeror shall submit a unit price for weekly inspection and treatment services and annual price (using 52 weeks) for each line item, unless otherwise specified, in accordance with the Scope of Work/Services specified in the solicitation. **Grand total annual base price will be used for price evaluation.** The College reserves the right to negotiate the alternate pricing from the highest scored Offeror. Price Proposal must be completed in full, signed, and dated. Offers must submit the pricing of all line items and fill out all banks to be considered for award; failure to do so will deem an Offer non-responsive.

5.1.1 GERMANTOWN CAMPUS

G1 Weekly Integrated Pest Management for Germantown Campus. Exclusive of Food Service and Preparation Areas, per Scope of Work/Services in Section 2.

LINE NO	ITEM/DESCRIPTIONS	UNIT PRICE/WEEK	ANNUAL PRICE
1.	Auto/Grounds Shop	\$ _____	\$ _____
2.	Child Care Center (CG) (excluding Mosquitos treatment)	\$ _____	\$ _____
2a.	Monthly Tick/Mosquitos Treatment for Child Care Center from Spring to Fall (April -October) outside playground area)	\$ _____/month	\$ _____
3.	Bioscience Education Center (BE)	\$ _____	\$ _____
4.	Greenhouse (GN)	\$ _____	\$ _____
5.	Paul Peck Academic and Innovation Building (PK) (excluding Termite Treatment)	\$ _____	\$ _____
5a.	Perimeter Termite Treatment for PK-884 linear feet/year		
	(1) Initial bait station installation & inspection (one-time fee)	\$ _____/ea.	\$ _____
	(2) Termite Bait Stations Monitoring Services/Year	\$ _____/yr.	\$ _____
6.	Humanities and Social Sciences Building (HS)	\$ _____	\$ _____
7.	High Technology and Science Center (HT) (excluding termite treatment)	\$ _____	\$ _____
7a.	Perimeter Termite Treatment for HT-1031 linear feet/year		
	(1) Initial bait station installation & inspection (one-time fee)	\$ _____/ea.	\$ _____
	(2) Termite Bait Stations Monitoring Services/Year	\$ _____/yr.	\$ _____
8.	Physical Education Building (PG)	\$ _____	\$ _____
9.	Science and Applied Studies Building (SA)	\$ _____	\$ _____
10.	Exterior Rodent Bait Station by all trash collection areas and by the Grounds and Auto Shop area		
	(1) Initial Rodent Bait Station Installation & Inspection	\$ _____/ea.	\$ _____
	(2) Weekly Rodent Bait Station Monitoring	\$ _____	\$ _____
Subtotal of Annual Base Price for G1 (Items 1-10):			\$ _____



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SECTION 5 – PRICE PROPOSAL FORM – continued (revised)

G2 Weekly Integrated Pest Management for Germantown Campus for Food Service and Preparation Areas, per Scope of Work/Services in Section 2.

LINE NO	ITEM/DESCRIPTIONS	UNIT PRICE/WEEK	ANNUAL PRICE
11.	Child Care Center (CG) Kitchen	\$ _____	\$ _____
12.	Humanities and Social Sciences Building (HS) Kitchen & Cafeteria	\$ _____	\$ _____
Subtotal of Annual Base Price for G2 Items 11-12:			\$ _____
Total Annual Base Price for Germantown Campus of 5.1.1 (G1 Items 1-10 + G2 Items 11-12):			\$ _____

Note: (1) **Please use actual number of months** (8 months instead of 12 months) for **mosquito's treatment** when calculating the Total Annual Base Price. Use **52 weeks** for all other items excluding Item 5a. and Item 7a.

(2) Include one-time termite inspection fee and yearly termite Bait stations monitoring services in the annual price.



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SECTION 5 – PRICE PROPOSAL FORM – continued (revised)

5.1.2 ROCKVILLE CAMPUS & OFF-SITE FACILITIES (CENTRAL SERVICES & CENTRAL RECEIVING)

A. Central Services Building (9221 Corporate Blvd, Rockville, MD 20855)

LINE NO	ITEM/DESCRIPTIONS	UNIT PRICE/WEEK	ANNUAL PRICE
	Weekly Integrated Pest Management for Central Services Building	\$ _____	\$ _____

B. Central Receiving (7602, 7604, & 7606 Standish Place, Rockville, MD)

LINE NO	ITEM/DESCRIPTIONS	UNIT PRICE/WEEK	ANNUAL PRICE
	Weekly Integrated Pest Management for Central Receiving	\$ _____	\$ _____

C. Rockville Campus (51 Mannakee Street, Rockville, MD 20850)

R1 Weekly Integrated Pest Management for Rockville Campus. Exclusive of Food Service and Preparation Areas, per Scope of Work/Services in Section 2.

LINE NO	ITEM/DESCRIPTIONS	UNIT PRICE/WEEK	ANNUAL PRICE
1.	Paul Peck Art Building (AR)	\$ _____	\$ _____
2.	Academic Annex (CB)	\$ _____	\$ _____
3.	Campus Center (CC)	\$ _____	\$ _____
4.	Computer Science Building (CS)	\$ _____	\$ _____
5.	Homer S. Gudelsky Institute for Technical Education (GU)	\$ _____	\$ _____
6.	Humanities Building (HU)	\$ _____	\$ _____
7.	Mannakee Building (MK)	\$ _____	\$ _____
8.	Maintenance Shop (MS)	\$ _____	\$ _____
9.	Music Building (MU)	\$ _____	\$ _____
10.	North Garage (NG)	\$ _____	\$ _____
11.	Robert E. Parilla Performing Arts Center (PA)	\$ _____	\$ _____
12.	Physical Education Center (PE)	\$ _____	\$ _____
13.	South Campus Instruction Building (SB)	\$ _____	\$ _____
14.	Science Center (SC)	\$ _____	\$ _____
15.	Soccer Field Concession (SF), fall semester (August through December) each year. Use 20 Weeks for annual price.	\$ _____	\$ _____
16.	Long Nguyen and Kimmy Duong Student Services Center (SV)	\$ _____	\$ _____
17.	Science Center West (SW)	\$ _____	\$ _____
18.	Theater Arts Building (TA)	\$ _____	\$ _____
19.	Technical Center (TC)	\$ _____	\$ _____
20.	Interim Technical Training Center (TT)	\$ _____	\$ _____
21.	Exterior Rodent Bait Stations by all trash collection areas		
	(1) Initial Rodent Bait Station Installation & Inspection	\$ _____/ea.	\$ _____
	(2) Weekly Rodent Bait Station Monitoring	\$ _____	\$ _____

Subtotal of Annual Base Price for R1 Items 1-21:

\$ _____



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SECTION 5 – PRICE PROPOSAL FORM – continued (revised)

- R2** **Weekly Integrated Pest Management for Rockville Campus for Food Service and Preparation Areas including the following location, per Scope of Work/Services in Section 2.**

LINE NO	ITEM/DESCRIPTIONS	UNIT PRICE/WEEK	ANNUAL PRICE
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22. Campus Center (CC) Cafeteria, Kitchen & Marriott Food Lab \$_____ \$_____

Total Annual Base Price for Rockville Campus (5.1.2.C. R1 + 5.1.2.C. R2): \$_____

**TOTAL ANNUAL BASE PRICE FOR ROCKVILLE CAMPUS & OFF-SITE FACILITIES OF 5.1.2
(5.1.2.A + 5.1.2.B + 5.1.2.C. R1 + 5.1.2.C. R2):** \$_____



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SECTION 5 – PRICE PROPOSAL FORM – continued (revised)

5.1.3 TAKOMA PARK/SILVER SPRING CAMPUS & EAST COUNTY EDUCATION CENTER (ECEC)

A. Takoma Park/Silver Spring Campus (TP/SS)

T1 Weekly Integrated Pest Management for TP/SS Campus. Exclusive of Food Service and Preparation Area, per Scope of Work/Services in Section 2.

LINE NO	ITEM/DESCRIPTIONS	UNIT PRICE/WEEK	ANNUAL PRICE
1.	The Morris and Gwendolyn Cafritz Foundation Arts Center (CF)	\$ _____	\$ _____
2.	Catherine F. Scott Commons (CM)	\$ _____	\$ _____
3.	Cultural Arts Center (CU)	\$ _____	\$ _____
4.	East Garage (EG)	\$ _____	\$ _____
5.	Health Sciences Center (HC)	\$ _____	\$ _____
6.	Catherine and Isiah Leggett Math and Science Building (LB)	\$ _____	\$ _____
7.	Mathematics Pavilion (MP)	\$ _____	\$ _____
8.	North Pavilion (NP)	\$ _____	\$ _____
9.	Pavilion One (P1)	\$ _____	\$ _____
10.	Pavilion Two (P2)	\$ _____	\$ _____
11.	Pavilion Three (P3)	\$ _____	\$ _____
12.	Pavilion Four (P4)	\$ _____	\$ _____
13.	Resource Center (RC)	\$ _____	\$ _____
14.	Science North Building (SN)	\$ _____	\$ _____
15.	Charlene R. Nunley Student Services Center (ST)	\$ _____	\$ _____
16.	West Garage (WG)	\$ _____	\$ _____
17.	Exterior Rodent Bait Stations by all trash collection areas		
	(1) Initial Rodent Bait Station Installation & Inspection	\$ _____/ea.	\$ _____
	(2) Weekly Rodent Bait Station Monitoring	\$ _____	\$ _____

Subtotal of Annual Base Price for T1 Items 1-17): \$ _____

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

LINE NO	ITEM/DESCRIPTIONS	UNIT PRICE/WEEK	ANNUAL PRICE
18.	Charlene R. Nunley Student Services Center (ST) Kitchen & Cafeteria	\$ _____	\$ _____

Total Annual Base Price for TP/SS Campus (5.1.3.A.T1 + 5.1.3.A.T2): \$ _____

B. East County Education Center (ECEC) (2221 Broadbirch Drive, Silver Spring, Maryland 20904)

LINE NO	ITEM/DESCRIPTIONS	UNIT PRICE/WEEK	ANNUAL PRICE
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Weekly Integrated Pest Management for ECEC,
per Scope of Work/Services in Section 2. \$ _____ \$ _____

Total Annual Base Price for TP/SS Campus & ECEC (5.1.3.A.T1+5.1.3.A.T2+5.1.3.B): \$ _____



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SECTION 5 – PRICE PROPOSAL FORM – continued (revised)

5.1.4 WORKFORCE DEVELOPMENT & EDUCATION (WDCE) WESTFIELD SOUTH CENTER (11002 VEIRS MILL ROAD, SUITE 210, WHEATON, MARYLAND 20902)

LINE NO	ITEM/DESCRIPTIONS	UNIT PRICE/WEEK	ANNUAL PRICE
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Weekly Integrated Pest Management for WDCE Westfield Suite 210
per Scope of Work/Services in Section 2.

\$ _____ \$ _____

5.1.5 GRAND TOTAL ANNUAL BASE PRICE FOR ALL CMAPUSES & OFFSITE FACILITIES (5.1.1+5.1.2+5.1.3+5.1.4):
\$ _____.

5.2 SPECIAL TREATMENT AND WILDLIFE SERVICES

Offeror may be required to provide Special Requests, Wildlife Services and Emergency Service for the services excluded in the Contract on as-needed basis. These services may include but not limited to the following. Please indicate whether this service would be subcontracted out.

	Pricing/Price Base	Subcontracted (Y/N)
A. Groundhog Trap and Release:	_____/event	_____
B. Snake Trapping and Removal to include 5 daily follow up visits to eradicate, check trap, dispose and relocate animal:	_____/event	_____
C. Exterior Building Rodent Bait Boxes to include Initial service, follow ups and refills for a period of six (6) months:	_____/bait box	_____
D. Additional Initial Termite bait station installation & inspection set up fee:	_____/each	_____
E. Additional Termite Treatment:	_____/linear foot	_____
F. Above Ground Hornet Nest Removal	_____/event	_____
G. Carpenter Bee Treatment	_____/program	_____

5.3 Emergency Service Telephone Number: _____