



Office of Business Services
9221 Corporate Blvd
Rockville, Maryland 20850

REQUEST FOR PROPOSAL (RFP)
RFP NO.: E427-002
COLLEGEWIDE INTEGRATED PEST MANAGEMENT SERVICES

All proposals MUST BE RECEIVED **electronically** by **3:00 PM** Eastern Daylight Time (EDT) on **September 11, 2026**

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

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

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 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 bid 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 RFP submittal deadline listed above, WILL result in the disqualification of your submitted proposal.

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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 Integrated pest management services, in accordance with the terms, conditions, and scope of work/services 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.

8/18/2026	Issuance of RFP Documents
9/1/2026	Last Requests for Information Due
9/11/2026	RFP Submission (both Technical and Price Proposals) Due
9/14/2026-9/25/2026	Evaluation
9/29/2026	Contract Award Recommendation

In accordance with the college policy and procedure, the college Board delegates to the president, or designee, the authority to procure and enter into agreements for goods and services that do not exceed \$450,000. Competitive bid awards exceeding \$450,000 (full-term) require approval from the Board of Trustees. Contract award will be contingent upon board approval.

1.3 Pre-Proposal Meeting and Site Examination

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.

The group site visits to the college campuses will be held as follows. For campus locations and maps, please visit Montgomery College website at <https://www.montgomerycollege.edu/about-mc/campuses-and-locations/index.html>

Germantown Campus:

Date: August 25, 2026 @ 8:30 am

Bio-Science Education Center (BE)-Lobby

20200 Observation Drive, Germantown, MD 20876

Contact: Ms. Vonda Johnson, Germantown Campus Facilities Building and Grounds Maintenance Manager

Phone (Office): 240-567-6959

Vonda.johnson@montgomerycollege.edu



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Rockville Campus, Central Receiving and Central Services Building

Date: August 25, 2026 @ 2 p.m.

Contact: Andrew Addo, Rockville Campus Facilities Building Services Supervisor

Phone (Office): 240-567-5085

Andrew.Addo@montgomerycollege.edu

Takoma Park/Silver Spring Campus and East County Education Center (ECEC):

Date: August 26, 2026 @ 10:00 a.m.

Pavilion Two Building Room 131, Facilities Office, 7600 Takoma Avenues, Takoma Park 20912

Contact: Ian Lewis, Takoma Park Campus Facilities Building and Grounds Maintenance Manager

Phone: (Office): 240-567-1688

ian.lewis@montgomerycollege.edu

Workforce Development & Education (WDCE) Westfield South Center

11002 Veirs Mill Road, Suites 210

Wheaton, Maryland 20902

Contact Person: Deborah Crutchfield, Manager

Phone No.: 240-672-5936

Email: Debbie.Crutchfield@montgomerycollege.edu

Available to meet Offerors at Westfield for Site Visit on August 26, or 27, 2026, 9:00 am – 4:30 pm

1.4 Electronic Proposal Submittal Due Date

All responses to this Request for Proposal must be submitted **electronically**, no later than **3:00 p.m. on September 11, 2026** Eastern Daylight Time (EDT), to vendor.proposals@montgomerycollege.edu, **No responses will be accepted after this date and time. No facsimile transmissions, or email transmissions to other email address other than specified will be accepted.** In the event that the College is closed on the RFP closing date due to an unforeseen circumstance, the RFP will be closed at the stated time on the next open business day, unless the Offeror is notified otherwise. See Section 3 Proposal Submission for full detailed submission instructions and requirements.

1.5 Contact Information

Offerors shall examine the RFP documents carefully. Request for clarifications related to this solicitation shall be directed to **Yu (Judy) Zhu**, Procurement and Contracts Manager, via e-mail to yu.zhu@montgomerycollege.edu. The Offeror may not initiate contact with any other College representative about this solicitation. All inquiries and questions must be submitted in writing via email and received by **5:00 pm, September 1, 2026**. All relevant questions received by the noted deadline may be answered and sent to all interested firms by issuance of an addendum. 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.



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

1.7 Proposal Validity

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

1.8 General Conditions and Instructions

Offerors shall refer to, understand, and agree to Attachment 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.

1.9 Submitted Pricing

All pricing is FOB Destination. Pricing must be submitted on the Price Proposal Form provided in the RFP documents. The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror's omission. Payment discounts, if offered, will be taken when appropriate, but will not be considered in the evaluation for award. The College reserves the right to request additional related services in support of its operations, and fees for those services shall be negotiated accordingly. 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.



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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.

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

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

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.



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1.14 Required Submittal List

See Section 3 for the proposal submission requirements.

1.15 Failure to Submit

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

In accordance with the college policy and procedure, the college Board of Trustees must authorize by resolution all Contracts that exceed \$450,000.00 (full-term). The Board delegates to the president, or designee, the authority to procure and enter into agreements for goods and services that do not exceed these stated thresholds. Competitive Bid awards valued at \$450,000+ require approval from the Board of Trustees. Contract award will be contingent upon board approval.

1.18 Contract Documents

The Request for Proposal in its entirety, the Offeror's proposal accepted by the College, and the College purchase order and Change Orders, if any, will form the contract. Offerors requiring their signed contract or terms and conditions separate and apart from the foregoing must submit such a contract, 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, starting from **October 1, 2026 through September 30, 2027**. At the sole option of the College, the contract may be renewed **up to four (4) additional one-year terms**, in compliance with the contract and with the same terms and conditions of the original contract, and as long as the Contractor performance is satisfactory, services are needed, and funds are available for this purpose. The College reserves the right to amend its requirements during the life of the contract to meet the needs of the College.



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1.20 Contract Price Adjustment

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

1.21 Contract Modification and Amendment

The College retains the unilateral right to require changes in the scope of work/services as long as the changes are within the general scope of work/services 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/services unless a price for those services or products has been negotiated with the Procurement Office, and the Contractor has received a signed contract amendment from the Procurement Office.

1.22 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



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damage liability insurance, with a limit of not less than \$2,000,000 for each accident. A combined single limit policy is acceptable.

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.

1.23 Certificate of Liability Insurance

The Contractor shall furnish the College a Certificate of Liability Insurance as evidence of the required coverage within seven (7) days of award of the contract. Such insurance shall name the College as an Additional Insured. Policy and Certificates of Insurance shall reference **Montgomery College Contract No. E427-002**. If multi-year contract, current certificates must be provided to the College within seven (7) prior to start of each contract renewal start date. If contractor's insurance certificate expiration/renewal date does not align with contract term expiration, insurance certificate shall be provided at time of renewal.

1.24 Termination of Insurance

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

1.25 Contract Assignment

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

1.26 Contract Deadlines and Failure to Deliver

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.

1.27 Contract Billing in Arrears

The College standard payment term is net 30 days after completion of the services and upon receipt of proper invoice, whichever is later. **The College will not accept advance billing** (billing before the service date(s)). 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. Contractor must provide clear, detailed invoices showing the name and address of the Contractor, taxpayer identification number,



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College purchase order number, name of the campus/facility, building location, description of the services, service date(s), quantity, unit price and the total amount.

All true and correct invoices must be mailed to Montgomery College, Accounts Payable, 9221 Corporate Blvd, Rockville, Maryland 20850 or e-mailed to Accountspayable@montgomerycollege.edu. Price billed shall not include Federal excise or state sales taxes. Exemption certificate will be furnished upon request. **All inquiries concerning payment status shall be made to Accounts Payable via email.**

1.28 Contract Notice to Cure

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

1.29 Ownership of Documents and Information

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

1.30 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 10 of the State Government Article of the Annotated Code of Maryland. Information that is deemed to be confidential commercial or financial information, as defined by the 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 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



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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 Contractors.

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 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.

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 Verification of Registration and Tax Payment

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 select a qualified contractor to provide comprehensive integrated pest management (IPM) services for the College campuses located at Germantown, Rockville, Takoma Park/Silver Spring, East County Education Center (ECEC) and off campus locations of Central Services Building and Central Receiving both located at Rockville, and Westfield South Center located at Wheaton, MD.

2.2 Contractor's Qualification Requirements

Qualified Contractor must meet the following minimum requirements:

2.2.1 State of Maryland business registration & 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, and the Contractor must provide proof of certification with technical proposal submittals. Contractor must meet all state and local licensing requirements for the duration of contract period.

2.2.2 Offeror must have a minimum ten (10) years' experience in the commercial pest management services and assign a designated account representative at the local office to handle the College account during normal working hours. Offeror shall describe the capability of meeting emergency and special service requests. (e.g., cellular/mobile/car telephones, address of the local office, names of office personnel handling the account).

2.2.3 Key Personnel

The Contractor's personnel must meet the following minimum key staff requirements. 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.

I. Supervisor

An on-site Supervisor and alternate shall have the Contractor's authority to act on matters pertaining to the performance of services required under this contract. These individuals shall assure safety and carry out coordination and continuity of the program routine. The on-site Supervisor and alternate shall both have a working knowledge of this contract and the detailed PMP and Service Schedule for each of the buildings. Additionally, the on-site Supervisor and alternate must both meet the qualifications identified below under Pest Management Technicians.

II. Pest Management Technicians

Throughout the contract term, all personnel providing on-site pest management services must meet State and local requirements in the jurisdiction(s) where service is actually performed, for



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training, registration, or certification as Commercial Pesticide Applicators in the category of Industrial, Institutional, Structural, and Health Related Pest Control.

III. Staff Entomologist

The Contractor must have, as a no less than half-time employee or available consultant, an Entomologist, or person with a comparable degree, as stipulated below, who will be available for routine and emergency consultation. The following minimal documentation regarding experience and training must be included in the Technical Proposal:

- Documentation of Bachelor's degree in Entomology, Biology, or other Life Science, from an accredited college or university.
- Current certification in all required Montgomery County jurisdictions as a Commercial Pesticide Applicator in the category of Industrial, Institutional, Structural and Health related Pest Control with sub-categories to include at a minimum General Pest Control and Rodent Control.

2.3 Scope of Work/Services

Integrated Pest Management (IPM) is a planned program for long-term pest suppression. The IPM program is based on surveillance and interpretation of data to estimate the pest population in any given area. This monitoring allows reliable decisions to be made as to when control measures are needed and what type of control measures to select. Control practices in an IPM program extend beyond the application of pesticides to include structural and procedural modifications that establish physical barriers to pests, and reduce the food, water, and harborage available to them.

The Contractor shall have the necessary personnel, experience, certification, knowledge, skills, abilities, licenses, facilities, equipment, supplies, insurance, technology, and to implement the surveillance, trapping, and pesticide application aspects of the IPM program on a timely basis and in compliance with all municipal, county, state, and federal codes, ordinances, regulations, and laws and industry best practices and standards. The Contractor shall also generate detailed, site-specific recommendations for structural and procedural modifications required to achieve pest suppression. Contractor shall perform the services with that standard of care, skill, and diligence normally provided by a contractor in the performance of the same services.

2.3.1 Pests Included and Excluded

The IPM program specified by this Contract shall suppress indoor populations of rats, mice, cockroaches, ants, flies, mosquitoes, stinging insects and any other arthropod pests not specifically excluded from the contract. Populations of these pests located outside of the specified buildings, but within the property boundaries of the buildings, are included.

Other pest control services included in the Contract are:

- (1) monthly treatment of ticks/mosquitoes outside playground area of Germantown Childcare Building from Spring (April) to Fall (October) each year.
- (2) monitoring of exterior rodent stations by all trash collection areas and by the Grounds and auto shop area on the Germantown Campus
- (3) termite control for HT and PK buildings on the Germantown campus.



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- (4) catch trays for the two (2) existing insect lights (Gilbert Model 601T “the Don”) in the loading dock area of Central Services building shall be emptied every schedule service, and four (4) 48” black light lamps changed-out one a year.
- (5) 7602, 7604 & 7606 Standish Place: (1) barcoded Tincats mouse traps on either side of loading docks in the shop and inside of warehouse, (2) on either side of the back doors in the office and wither side of the front door to the warehouse, a total of eight Tincats mouse traps. Bait stations at the low level to address Cockroaches throughout.
- (6) East County Education Center: nine (9) barcoded Tincats mouse traps, one (1) on either side of the loading dock doors, one (1) in the breakroom, two (2) will be placed in the vending area, three (3) will be placed in the kitchen, and one (1) in the food pantry.

Populations or infestations of the following pests are excluded from this contract: birds, bats, snakes, groundhog trap and release, hornet nest removal, carpenter bees, and all other vertebrates other than commensally rodents; rodent outbreaks due to construction sites; termites (not specifically included) and other wood destroying organisms; pests located outside buildings that primarily feed on outdoor vegetation. However, individuals of all the above pests that are incidental invaders inside buildings shall be controlled under the terms of the contract. Treatment of the pests excluded from the contract may be needed as special treatments and will be paid as additional services.

Other Pest Control Services excluded in the Contract are:

Populations or infestations of the following pests are excluded from this contract: birds, bats, snakes, groundhog trap and release, hornet nest removal, carpenter bees, and all other vertebrates other than commensally rodents; rodent outbreaks due to construction sites; termites (not specifically included) and other wood destroying organisms; pests located outside buildings that primarily feed on outdoor vegetation. However, individuals of all the above pests that are incidental invaders inside buildings shall be controlled under the terms of the contract. Treatment of the pests excluded from the contract may be needed as special treatments and will be paid as additional services.

2.3.2 Services Areas Covered in the Contract

The following areas will be inspected on a regular basis, and treated when necessary in accordance with the approved PMP. The Contractor will also inspect report on, and, if necessary, treat the areas from which complaints have been received since the last visit.

I. Germantown Campus (20200 Observation Drive Germantown, MD 20876)

Part 1: Germantown Campus (Exclusive of Food Service and Preparation Areas)

Bioscience Education Center (BE)

Restrooms, custodial closets, electrical room and mechanical room, hall ways on each floor.
Second Floor Vending Area (Room 247).



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Child Care Center (CG)

Restrooms 101A, 101C, 102, 106A; Custodial Closet 107; Electrical 196; Mechanical 197.
Treatment of ticks/mosquitoes outside playground area.

Paul Peck Academic and Innovation Building (PK)

Rooms: Restrooms 119, 120, Custodial Closets 100B, 174, 112, Electrical 147, 196, Elevator M/c 110, 148, 172, Pantry 108A, 113F. Exterior subterranean termite monitoring,

Humanities and Social Sciences Building (HS)

Room 002; Room 012 (Child Care Center); Rooms 013, 017, 027, 029, 034, 040, 105, 114, 121, 122, 133, 164, 207, 211A & 211B.

Basement Room 006; Second Floor Vending Area Room 202; Third Floor Vending Area Room 305.

High Technology and Science Center (HT)

Rooms 107, 108, 109, 110, 111, 112, 118, 119, 208, 209, 210, 213, 214, 307, 308, 309, 411, 412 & 413. Global Hall Vending Area. Exterior subterranean termite monitoring.

Physical Education Building (PG)

Rooms 103A, 103B, 111, 112, 113, 114, 115, 116 and the Swimming Pool Deck.
First Floor Vending Area Room 113.

Science and Applied Studies Building (SA)

Rooms 127, 131, 170, 182, 231, 235, 247, 263, 275, 289 & 295.
Second Floor Vending Area Room 202; Third Floor Vending Area Room 305.
All trash collection areas and by the Grounds and Auto Shop area (exterior rodent control)

Part 2: Germantown Campus (Food Service and Preparation Areas):

Child Care Center (CG)

Kitchen 105.

Paul Peck Academic and Innovation Building (PK)

Vending Area 150 (First Floor Lobby Vending; has coffee machine).

Humanities and Social Sciences Building (HS)

First Floor Cafeteria Food Service Areas.



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II. Rockville Campus, Central Services Building & Central Receiving

A. Central Services Building (CT) (9221 Corporate Boulevard, Rockville, Maryland 20850)

First floor: Restrooms - S112, S113, C104, C106; Wellness Room - S115; Pantries - S120; E111; Vending - C108; Custodial Closets - S114, C107, C118; Catering Areas - S104; Compactor Room - C112; Pump Room - C123; Electric Room - C120; Elevator Room - C119. Loading Dock - C121, all other areas as needed.

B. Central Receiving (7602, 7604 & 7606 Standish Place, Rockville, Maryland 20855)

Warehouse, shop, restroom, offices, kitchenette & loading dock.

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

Part 1: Rockville Campus (Exclusive of Food Service and Preparation Areas)

Paul Peck Art Building (AR)

First Floor: Men's and Ladies' Restrooms (116); Custodial Closet (116).

Second Floor: Men's and Ladies' Restrooms (205); Custodial Closet (212); Gallery (219).

Third Floor: Men's and Ladies' Restrooms (310); Custodial Closet (310).

Fourth Floor: Men's and Ladies' Restrooms; Custodial Closet (415).

Academic Annex (CB)

First Floor: Men's & Ladies' Restrooms (120 & 108); Custodial Closet; 105, 106A, 120, 128, 130, 135.

Second Floor: Men's & Ladies' Restrooms (211 & 223), Custodial Closet (239); 236; 237.

Campus Center (CC)

Events (015); Kitchen (07, 014C, 018 and 225); Men's & Ladies' Restrooms; DSR (158); Custodial Closet (030, 157 & 200), Men's & Ladies' Restrooms (151 & 152); Cafeteria Seating (150); Student Lounge (155); Vending Machine on the First Floor; Men's & Ladies' Restrooms (200). Vending Machine Area on the First Floor.

Computer Science Building (CS)

Ground Floor: Men's & Ladies' Restroom (030); Custodial Closets (G19, G19A & G19B).

First Floor currently closed.

Homer S. Gudelsky Institute for Technical Education (GU)

First Floor: 118, 106, 107; Men's & Ladies' Restrooms (108); Custodial Closet & Vending Machine (106); Lobby.

Second Floor: Events (222-224); Men's & Ladies' Restrooms (202); Custodial Closet; 214, 210, 209, 208, 207, 205, 204 & 203.



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Humanities Building (HU)

Ground Floor: Men's & Ladies' Restrooms (025); Custodial Closet (014); 009, 008, 016, 003, 006, 001; Boiler Room 035.

First Floor: Men's & Ladies' Restroom (119); Rooms 112, 116 & 118. Lobby Vending Machine Area.

Second Floor: Men's & Ladies' Restroom (220); 238, 261, 260, 254, 279, 270, 203, 208, 220, 219, 218 & 217.

Third Floor: Men's & Ladies' Restroom (327); Rooms 316, 307 & 318.
Exterior subterranean termite monitoring.

Mannakee Building (MK)

First Floor: Men's & Ladies' Restrooms (008); Custodial Closet; Lounge; First Floor Vending Area Room 116.

Second Floor: Men's & Ladies' Restrooms (205); Custodial Closet; 269.

Third Floor: Men's & Ladies' Restroom (364); Custodial Closet; Room 300E & Conference Room (318).

Maintenance Shop (MS)

Lunch Room on the Second Floor; One Restroom on the First and Second Floors.

Gordon and Marilyn Macklin Tower (MT) including the library

Currently Closed for Renovation.

Music Building (MU)

First Floor: Men's & Ladies' Restrooms (111 & 126A); Rooms 108A, 109A, 109B & 208A; Custodial Closet (111).

Second Floor: Men's & Ladies' Restrooms (210 & 211); Vending Machine Stairwell#1; Custodial Closet.

North Garage (NG)

First Floor: Men's & Ladies' Restrooms.
All floors: Trash/Recycling Area.

Robert E. Parilla Performing Arts Center (PA)

Lobby: Custodial Closet (103B); Kitchen (103A); Men's & Ladies' Restrooms (103 & 104); 101; Green Room (113); Custodial Closet (119); Men's & Ladies' Restrooms (First Floor/Rear); Green Room (207), Men's & Ladies' Dressing Rooms & Four (4) Shower Rooms.
Two Concession Stands and Vending Machine Areas.



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Physical Education Center (PE)

First Floor: Men's & Ladies' Restrooms (149 & 136); Big Gym(119); 123; Small Gym (137A); Custodial Closet #; Ladies Locker Room 150 & 115; Dance Studio (103B).

Second Floor: Vending Machine Closet 237; Men's & Ladies' Restrooms (262 & 250A); 208; Custodial Closet (no #); Men's Locker Rooms 257, 254, 253, 219 & 206; Dance Studio (217).

South Campus Instruction Building (SB)

Ground Floor: Men's & Ladies' Restrooms (011).

First Floor: First Floor Lobby Vending Machine Area. Men's & Ladies' Restrooms; Custodial Closet (111).

Second Floor: Men's & Ladies' Restrooms (206 & 209); Custodial Closet (209).

Science Center (SC)

First Floor: Main Lobby; Lounging Area; Students Congregate, Study Area; Men's Restrooms (123/156); Ladies Restrooms (122/155); Custodial Closets (111A/123A/157); Recycling Rooms (104/111B/111). Vending Machine (Science East Room 101).

Second Floor: Lounging Area (258); Students Congregate (296), Study Area (217); Men's Restrooms (233/257); Ladies Restrooms (232/256); Custodial Closets (233A/256); Recycling Room.

Third Floor: Lounging Area (384); Students Congregate; Study Area (315); Men's Restrooms (330/357); Ladies Restrooms (329/355); Custodial Closets (330A/356); Recycling Room.

Fourth Floor: Lounging Area (484); Students Congregate; Study Area (417); Men's Restrooms (435/457); Ladies Restrooms (434/455); Custodial Closets (435A/466); Recycling Room.

Soccer Field Concession (SF)

Seasonal treatment from August through December (fall semester) each year.

Long Nguyen and Kimmy Duong Student Services Center (SV)

Basement: Men's & Ladies' Restrooms (13 & 11); Family Room (Room 10); Custodial Closets (5 & 12); Unisex Restroom (7).

First Floor: Men's & Ladies' Restrooms (113 & 111); Custodial Closets (112); Trash/Recycling (108C); Family Room (110); Café (103); Lobby (101); Student Lounge (104A); Reception (104B).

Second Floor: Men's & Ladies' Restrooms (213 & 211); Custodial Closets (212); Vending Machines (206), Family Room (210); Waiting Room (203); Lounge (202).

Third Floor: Men's & Ladies' Restrooms (313 & 311); Custodial Closets (312); Lactation Room (310); Lounge (392).



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Fourth Floor: Men's & Ladies' Restrooms (413 & 411); Custodial Closets (412); Family Room (410); Lounge (492); Work Room (401J); VPP Office (401F).

Science Center West (SW)

First Floor: Men's & Ladies' Restrooms (117 & 118); Custodial Closet (116).

Second Floor: Men's & Ladies' Restrooms (238 & 237); Custodial Closet (239).

Third Floor: Men's & Ladies' Restrooms (338 & 337); Custodial Closet (339); Vending Machine (308).

Theater Arts Building (TA)

First Floor: Arena (155/156); 148; Kitchen (153); 107 & 108 (SDT Event); Custodial Closet (110 & 118); Men's & Ladies' Restrooms (no #); Men's & Ladies' Restrooms (closest to CA); Lounge. First Floor Room 108 Vending Area.

Second Floor: Men's & Ladies' Restrooms (no #); Custodial Closet (213).

Technical Center (TC)

First Floor: Men's & Ladies' Restrooms (115); Custodial Closet (139).

Second Floor: Men's & Ladies' Restroom (248 & 202A); Custodial Closet. Vending Machine Areas (218).

Interim Technical Training Center (TT)

Men's & Ladies' Restrooms (112); Custodial Closet & Vending Machine.

Part 2: Rockville Campus (Food Service and Preparation Areas)

Campus Center (CC): First Floor Food Service Areas; Rooms 119, 121, 121A, 121B, 122, 123, 123A, 124, 125, 133, 134. Marriott Food Lab (170).

III. Takoma Park/Silver Spring Campus & East County Education Center

A. Takoma Park/Silver Spring Campus (7600 Takoma Avenue, Takoma Park, MD 20912)

Part 1: TP/SS Campus (Exclusive of Food Service and Preparation Areas)

The Morris and Gwendolyn Cafritz Foundation Arts Center (CF)

First Floor: Two Janitor's Closets; Four Restrooms; Vending Area; Bookstore. Vending Area (Room 106).

Second Floor: One Janitor's Closet: Boiler Room in the Underground Garage.



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Catherine F. Scott Commons (CM)

First Floor: Rooms 103 Custodial Closet; 115 Custodial Closet; Two Restrooms; One Mechanical Equipment Room and One Telephone Equipment Room.

Second Floor: One Custodial Closet; One Mechanical Equipment Room; Two Restrooms and the Vending Area. Vending Area (Room 210).

Hallways on both Floors.

Cultural Arts Center at 7995 Georgia Avenue, Silver Spring, Maryland (CU)

First Floor: Box Office/Concessions; Family Room; Two Restrooms; One Janitors (138); Green Room (135).

Second Floor: Mechanical Room (217); One Janitor's Closet (215A); Two Restrooms; Vending Area (Room 211).

Health Sciences Center at 7977 Georgia Avenue, Silver Spring, MD 20910 (HC)

Hallways on all Floors; One Janitor's Closet on each Floor; One Mechanical Equipment Room on each Floor; Two Restrooms on each Floor; Boiler Room Located in Basement. First Floor Vending Area (Room 135).

Catherine and Isiah Leggett Math and Science Building (LB)

Ground Floor: Three (3) Restrooms; One (1) Custodial Closet; Two (2) Mechanical Equipment Rooms; One (1) Elevator Room; Hallways.

First Floor: Front Entrance Vending Area. Faculty/staff lounges (Room 105); Three Restrooms, One (1) Custodial Closet; One (1) Custodial Storage Room; One (1) Mechanical Equipment Room; Hallways.

Second Floor: Faculty/staff lounges (Room 205); Three (3) Restrooms; One (1) Custodial Closet; Two (2) Mechanical Equipment Rooms; One (1) Mother's Room; Two (2) Showers; Hallways.

Third Floor: Faculty/staff lounges (Room 305).

Mathematics Pavilion (MP)

First Floor: One Restroom; One Custodial Closet; One Mechanical Equipment Room; One Elevator Equipment Room.

Second Floor: Two Restrooms; One Custodial Closet; Two Mechanical Equipment Rooms. Hallways on both Floors.



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North Pavilion (NP)

First Floor: One Restroom; Two Custodial Closets; Two Mechanical Equipment Rooms.

Second Floor: One Restroom; One Custodial Closet; Two Mechanical Equipment Rooms; One Medical Storage Room.

Hallways on both Floors.

Pavilion One (P1)

First Floor: One Restroom; One Custodial Closet; Two Mechanical Equipment Rooms.

Second Floor: Two Restrooms; One Custodial Closet; Two Mechanical Equipment Rooms.

Hallways on both Floors.

Pavilion Two (P2)

First Floor: One Restroom; One Custodial Closet; One Mechanical Equipment Room; One Elevator Equipment Room.

Second Floor: One Restroom; One Custodial Closet; Two Mechanical Equipment Rooms.

Hallways on both Floors.

Pavilion Three (P3)

First Floor: Two Restrooms; One Custodial Closets; One Mechanical Equipment Room; One Elevator Equipment Room.

Second Floor: Two Restrooms; One Custodial Closets; One Mechanical Equipment Room.
Vending Area (near Bathroom).

Hallways on both Floors.

Pavilion Four (P4)

First Floor: Vending Area (Room 109); Rooms 110, 111, 112 & 112A; One Custodial Closet; One Mechanical Equipment Room; One Elevator; Equipment Room; Black Box Theatre (Room 103).

Second Floor: One Restroom; Custodial Closet; One Mechanical Equipment Room.

Third Floor: One Restroom; One Mechanical Equipment Room.

Hallways on all Three Floors.



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Resource Center (RC)

First Floor: Two Restrooms; Two Custodial Closets; Two Mechanical Equipment Rooms and the Concourse.

Second Floor: Vending Area (Room 203); Room 233 Staff Break Room; Two Restrooms; One Custodial Closet; One Mechanical Equipment Room.

Hallways on both Floors.

Science North Building (SN)

First Floor: Four Restrooms; One Custodial Closet.

Second Floor: One Custodial Closet.

Third Floor: Two Restrooms; One Custodial Closet; Two Mechanical Equipment Rooms.

Hallways on all three Floors.

Charlene R. Nunley Student Services Center (ST) at 7625 Fenton Street (ST)

First Floor Vending Machine Area (Room 117); Hallways on all Floors; One Janitor's Closet on each Floor; One Mechanical Room on each Floor; Two Restrooms on each Floor; Boiler Room in the Basement.

West Garage (WG) at 901 Jessup Blair Road

Six Floors and Two Stairwells.

East Garage (EG) at 7730 Fenton S

Five Floors and Two Stairwells.

Part II. TP/SS CAMPUS (Food Service and Preparation Areas):

Charlene R. Nunley Student Services Center (ST): First Floor Food Service Areas.

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

Library, restrooms, kitchen, event room, food pantry, breakroom, vending area Room 104, storage and mechanical room, Loading dock.

IV. Workforce Development & Education (WDCE) Westfield South Center (11002 Veirs Mill Road, Suite 210, Wheaton, Maryland 20902)

Classrooms, Offices, Resource Room, Kitchen/Work/Supply area.



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2.4 General Program Requirements

The IPM program shall include the following for each building specified in this contract:

2.4.1 Initial Inspection

The Contractor shall conduct a thorough, initial inspection of each site within thirty (30) calendar days after the effective date of the contract. The Contractor shall also include a College representative from each campus in the initial inspection. The Campus Contract Administrator (CA) will inform the Contractor at least 24 hours prior to the initial inspections if any restrictions or special safety precautions are necessary.

The purpose of the initial inspection is for the Contractor to evaluate the pest control needs of the premises and to discuss these needs with the CA. The Contractor shall as a minimum, from each of the initial inspections, address and document the following points:

- Identification of problem areas in and around the buildings.
- Identification of equipment, structural features, or management practices that are contributing to pest infestations.
- Discussion of the effectiveness of previous control efforts.
- Facilitation of Contractor access to all necessary areas.
- Recommendations for each of the above points.

2.4.2 Submission of Plan

The PMP and Service Schedule must address any structural or operational changes that would facilitate the pest management effort. Additionally, the PMP must identify the proposed methods for control, including the pesticides to be used by accepted common name (generic name) **in the performance of a contract with their EPA registrations and Material Safety Data Sheets (SDS sheets)**; site specific methods of application proposed for use in or around the building; and rationale for each type of use. Proposed trapping devices for insects and rodents should also be included. The PMP should describe in detail the Contractor's means for monitoring pest populations in and around the building (see the section on Monitoring and Inspection below).

2.4.3 Monitoring and Inspection

The PMP shall establish a monitoring and inspection program to identify infested zones and allow an Objective assessment of pest population levels. The Contractor shall continue monitoring and inspecting throughout the duration of this contract. Mouse traps should be monitored for dead mice or other rodents. Caught mice or rodents shall be removed in a timely manner.

2.4.4 Pesticide Treatment

The Contractor shall not apply any pesticide(s) which has not been included in the PMP or approved in Writing by the College.

As a general rule, application of pesticides in any area inside or outside the premises - e.g., in any room, closet, hallway, stairwell, court, driveway, planting bed, and similar locations - shall not occur unless the Contractor's inspections or monitoring indicate the presence of pests in that specific area.



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Preventive pesticide treatments of inside and outside areas where inspections indicate a potential insect or rodent infestation are acceptable on a case-by-case basis. The Contractor shall indicate areas for preventive pesticide treatment in the PMP for each building, and list the methods of application. Preventive pesticide treatments are subject to review and can be eliminated at any time by the CA.

2.4.5 Structural Modifications

Structural modifications for pest suppression will not be the responsibility of the Contractor. However, the Contractor shall be responsible for notifying the CA, in writing, about structural modifications deemed necessary to eliminate pest harborage or prevent pest access.

2.4.6 Recordkeeping

The Contractor shall be responsible for maintaining a complete and accurate pest management log. The Contractor shall maintain a separate log book for each building specified in this contract. Each log book shall be kept on College property and updated on each visit by the Contractor.

The log book shall contain as a minimum, the following items:

- (1) A copy of the PMP and Service Schedule for each building.
- (2) A copy of the current label, EPA registration number, and Material Safety Data Sheet for each pesticide used in the building. SDS will also be provided to:

Montgomery College
Attention: Environmental Safety Coordinator
9221 Corporate Boulevard
Rockville, Maryland 20850

- (3) Pest surveillance data sheets which record, in a systematic fashion, the number of pests or other indicators of pest population levels revealed by the Contractor's monitoring program for the building: for example, number and location of sticky traps with cockroaches, number and location of rodents trapped or carcasses removed, number and location of new rat burrows observed, etc.
- (4) A diagram noting the location of all rodent traps and bait stations in or around the premises.
- (5) The College's copies of a Pest Control Work and Inspection Report Form. These forms will be supplied to advise the Contractor of routine service requests and to document the performance of all work, including emergency work. Upon completion of a service visit to the building, the Contractor's representative performing the service shall complete, sign, and date the form and return it to the log book on the same or succeeding day of the services rendered.
- (6) The Contractor's Service Report forms, documenting arrival and departure time of the Contractor's representative performing the service, and all information on pesticide application required by statute. These report forms may incorporate some or all of the pest surveillance data and locations of rodent traps and bait stations required in items (3) and (4) above.



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2.4.7 Special Requests and Emergency Service

The regular service consists of performing the surveillance, recordkeeping, trapping, and pesticide application components of an IPM program as described in the Contractor's detailed PMP and Service Schedule for each building. On occasion, it may be requested that the Contractor perform Corrective action, special or emergency service(s) which are beyond routine needs or regular service requests. The Contractor shall respond to the corrective action, special service(s) or emergency service(s) conditions within one (1) working day after receipt of the request. In the event that such services cannot be completed within their time frames, the Contractor shall immediately notify the CA and indicate an anticipated completion date. The Contractor will maintain a work reception center that is open during normal working hours.

2.5 Manner and Time to Conduct Services

It shall be the Contractor's responsibility to carry out work according to the detailed PMP and Service Schedule developed for each building. The Contractor's on-site Supervisor shall be responsible for coordination with the CA or designated representative at the beginning of each visit. The purpose of this coordination is to review the plan and schedule, and for the CA to receive information on problem areas that need corrective action. The Contractor shall perform services that do not adversely affect tenant health or productivity during the regular hours of operation in buildings.

When it is necessary to provide service outside the regularly scheduled hours set forth in the PMP and Service Schedule, the Contractor shall notify the CA at least two (2) days in advance.

The Contractor shall observe all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering the building. Any restrictions associated with these special areas will be explained to the Contractor by the CA. The Contractor shall adhere to these restrictions and incorporate the restrictions into the detailed PMP and Service Schedule for the specific building and/or site.

All Contractor personnel, working in or around buildings designated under this contract, shall wear distinctive uniform clothing. The Contractor shall determine and provide additional personal protective equipment required for the safe performance of work. Protective clothing, equipment, and devices shall as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used. Vehicles used by the Contractor must be identified in accordance with state and local regulations.

Regular scheduled service for each campus will be provided at a pre-arranged time on the same day of each week. If the scheduled weekly service day falls on a federal or College holiday on which either the Contractor or the College is closed, the Contractor shall schedule another service day for that week, preferably the business day immediately preceding or following the holiday. The Campus Directors of Facilities and the successful Offeror will develop the exact service schedule. Service for all campuses is requested between 7:00 a.m. and 3:00 p.m. Please note that time schedules may change at the discretion of the College.

2.6 Pesticide Products and Use

The Contractor shall be responsible for application of pesticides according to the label. All pesticides used by the Contractor must be registered with the EPA, state and/or local jurisdiction. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable federal, state, and local laws and regulations.



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SECTION 2 – SCOPE OF WORK/SERVICES - continued

The Contractor shall minimize the use of liquid pesticide applications wherever possible.

For example:

- The use of crack and crevice application of pesticide to pest harborage areas rather than fan spraying exposed surfaces in the general vicinity of harborage areas.
- The use of containerized and other types of bait formulations for cockroaches, ants, and other pests, rather than sprays wherever appropriate.
- The use of traps for indoor fly control rather than sprays wherever appropriate.
- Pesticide space sprays (including fogs, mists, and ultra-low volume applications) will be restricted to unique situations when no alternative measures are practical.

The Contractor shall submit a written request for approval to the CA at least two (2) days prior to performance of any proposed space spray treatment. The written request must list the all elements of the unsuccessful treatment plan and the reason for requesting approval for space spray treatment. The CA will render a decision regarding the treatment within twenty-four (24) hours. The Contractor's request shall identify the target pest, time and specific place(s) of treatment, pesticide(s) to be used, and method of applications, precautions to be taken to ensure tenant and employee safety, and steps to be taken to ensure the containment of the spray to the site of application. The Contractor shall NOT perform space spraying of pesticide without the written approval of the CA. No space application of pesticide shall be made while tenant personnel are present.

2.7 Rodent Control

Snap traps and other trapping devices (including glue boards) used in rodent control programs must be checked on a schedule agreed to by the CA. Trapping shall not be performed during periods when maintenance will be delayed by holidays, weekends, etc. The Contractor shall place traps out of the general view and in protected areas so as not to be affected by routine cleaning and other operations.

All rodenticides, regardless of packaging, shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals, or in EPA-approved tamper-resistant bait boxes. Frequency of bait box servicing shall depend upon the level of rodent infestation. All bait boxes shall be labeled and dated at the time of installation and each servicing. All bait boxes shall be maintained in accordance with EPA regulations, with an emphasis on the safety of non-target organisms. The Contractor shall adhere to the following four points:

- (1) The lids of all bait boxes must be securely locked or fastened shut.
- (2) Bait must always be placed in the baffle protected feeding chamber of the box and never in the runway of the box.
- (3) All bait boxes must be securely attached or anchored to the floor, ground, wall, or other surface, so that the box cannot be picked up or moved.



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- (4) All traps, trapping devices and bait boxes shall be accounted for, and their location recorded, in the building log book; all shall be removed and disposed of properly from the premises when control is achieved.

2.8 Inspection

Throughout the performance of this contract, the CA will inspect the premises covered to determine the effectiveness of the IPM program and Contractor compliance with the contract. The CA will document in writing the results of the inspection and provide the Contractor a copy. The Contractor shall promptly initiate actions to correct all deficiencies found.



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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. E427-002 Collegewide Integrated Pest Management Services". **Failure to submit Proposal and Pricing Proposal as separate attachments, will result in 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

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

3.2.1 Technical Proposal

This section must contain a detailed description of the services offered by the Offeror in response to this RFP. The information submitted by the Offeror must provide sufficient detail to allow College evaluators to gain a comprehensive and clear understanding of the Offeror's capabilities.

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

a. Transmittal Letter

The transmittal letter must be prepared on the Offeror's business stationery. The letter must introduce the company and give a brief history of the organization and the contact person responsible for the project. If the Offeror has multiple office/branch locations, the Offeror must specify the office/branch location address. The letter should summarize the key points of the proposal; must indicate the Offeror's understanding of the College's requirements; and demonstrate the Offeror's ability to provide the requested services. An individual authorized to represent the Offeror for this RFP must sign the letter.



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- b. 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, and any applicable local license.
 - Integrated Pest Management plans currently in effect, location, contact person, contact phone number and email.
- c. Key Personnel proposed for the Contract
Offeror must list the qualification and experience of the key personnel who will be assigned to this Contract in accordance with Part 2.2 in Section 2. Provide list of names and titles of team members, contract roles and responsibilities. Resumes, proof of education, training, registration, and certification must be submitted if required.
- Note: Offeror shall submit only for personnel reasonably expected to be committed to the College project for the contact duration.
- d. Description of the approach to meet the regulations to monitor and inspect as required by the IPM Program. Samples of log book format and explanation of information to be recorded must be included.
- e. References (Attachment A)
Offeror shall list and describe at least three (3) references, including two references within the Metropolitan Baltimore-Washington region, documenting the successful completion of projects of similar size, scope and complexity, within the past three years.
- The proposal must include the names and telephone numbers 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. References demonstrated the experience with higher educational institute or government agencies are preferred.
- f. Conflict of Interest Form (Attachment B)
- g. Non-Debarment Acknowledgement (Attachment C)



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- h. Subcontractor Listing (if applicable)
Each Offeror must list the subcontractors to be used in the performance of this contract. The College reserves the right to approve or disapprove any subcontractor who will be performing work related to this project.
- i. Acknowledgement of receipt of Addenda, if applicable.
- j. Mid Atlantic Purchasing Team Rider Clause Form (Attachment E; Optional Submission)
- k. Any exceptions to the RFP documents, if applicable.

3.2.2 Price Proposal

Submitted prices must be inclusive of all charges and costs including travel and other reimbursable costs incurred in the delivery of the services. The Price Proposal must be completed in full, signed, and dated. Offerors must submit the pricing for **all line items and must fill out all blanks** to be considered for award; failure to do so will deem an Offer non-responsive.



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SECTION 4 – PROPOSAL EVALUATION AND CONTRACT AWARD

4.1 Evaluation Process

The evaluation process is comprised of Technical Proposal and Price Proposal Evaluation.

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 grand total 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 (50% of total score)

- Professional qualifications and technical competence of the Offeror, and subcontractor if applicable
- Professional qualifications and technical competence of proposed personnel
- Description of the approach to meet regulations to monitor and inspect as required by the IPM Program. Samples of log book format and explanation of information to be recorded must be included
- References

4.2.2 Price Proposal (50% of total score)

Offeror's Price Proposal will be evaluated with the lowest responsive and responsible **total base price** awarded the highest point score, and higher price proposals will receive reduced point scores by ratio in comparison with the lowest Price Proposal. The College reserve the right to negotiate the alternate pricing with the highest scored firms if it is in the best interest of the College.

4.2.3 Total Evaluated Score

The technical score the price score will be combined for a total evaluated score.



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SECTION 4 – PROPOSAL EVALUATION AND CONTRACT AWARD - continued

4.3 Award

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

In accordance with the college policy and procedure, the college Board of Trustees must authorize by resolution all Contracts that exceed \$450,000.00 (full-term). The Board delegates to the president, or designee, the authority to procure and enter into agreements for materials and services that do not exceed these stated thresholds. Competitive Bid awards valued at \$450,000+ require approval from the Board of Trustees. Contract award will be contingent upon board approval.



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SECTION 5 – PRICE PROPOSAL FORM

5.1 BASE PRICE

Offeror shall provide all labor, material, tool, equipment, transportation, supervision and telephone answering service required for the service, per Scope of Work/Services.

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)	\$_____	\$_____

Subtotal of Annual Base Price for G1 (Items 1-9):

\$_____



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SECTION 5 – PRICE PROPOSAL FORM - continued

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
10.	Child Care Center (CG) Kitchen	\$ _____	\$ _____
11.	Paul Peck Academic and Innovation Building (PK)	\$ _____	\$ _____
12.	Humanities and Social Sciences Building (HS) Cafeteria	\$ _____	\$ _____

Subtotal of Annual Base Price for G2 Items 10-12: \$ _____

Total Annual Base Price for Germantown Campus of 5.1.1 (G1 Items 1-9 + G2 Items 10-12):
\$ _____

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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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)	\$ _____	\$ _____

Subtotal of Annual Base Price for R1 Items 1-20:

\$ _____



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- 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
---------	-------------------	-----------------	--------------

21. Campus Center (CC) Cafeteria \$_____ \$_____

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

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)	\$ _____	\$ _____

Subtotal of Annual Base Price for T1 Items 1-16): \$ _____

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
17.	Charlene R. Nunley Student Services Center (ST) 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 Broadburch Drive, Silver Spring, Maryland 20904)

LINE NO	ITEM/DESCRIPTIONS	UNIT PRICE/WEEK	ANNUAL PRICE
---------	-------------------	-----------------	--------------

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

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
---------	-------------------	-----------------	--------------

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

Offeror may be required to provide Special Requests 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: _____



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REMEMBER TO SIGN YOUR PROPOSAL

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

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

Company Name

Name

Title

Authorized Signature and Date



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ATTACHMENT A – REFERENCES

REFERENCE 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



**MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES
COLLEGEWIDE INTEGRATED PEST MANAGEMENT SERVICES**

RFP NO.: E427-002

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ATTACHMENT B – CONFLICT OF INTEREST FORM

CONFLICT OF INTEREST STATEMENT

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

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



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ATTACHMENT C – NON-DEBARMENT ACKNOWLEDGEMENT

NON-DEBARMENT ACKNOWLEDGEMENT

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

_____ I acknowledge that my firm has pending litigation or has been debarred from doing business with the State of Maryland or any of its subordinate government units and/or federal government, within the past five (5) years. If so, please provide an attachment describing the pending litigation or debarment (if you do not have any pending litigation mark “NA or “No”).

___ 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:

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

Company Name

Name

Title

Authorized Signature and Date



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ATTACHMENT 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 non-substantial. Such bid bonds or checks will be returned to all except the three (3) lowest Bidders within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned to all but successful Bidder(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful Bidder must submit an acceptable performance bond in the designated amount of the bid award, prior to award of contract. All bid bonds will be returned to the successful Bidder(s) within forty-eight (48) hours after receipt of the performance bond.



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

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

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

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

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

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

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

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

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

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

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



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ATTACHMENT F - GENERAL CONDITIONS AND INSTRUCTIONS - continued

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

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

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

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

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

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

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

INDEMNIFICATION The Contractor shall be responsible for any loss, personal injury, expense, death and/or any other damage which may occur by reason of Contractor's acts, negligence, willfulness or failure to perform any of its obligations under this agreement. Any acts, negligence, willfulness or failure to perform any of the Contractor's obligations under this agreement, on the part of any agent, director, partner, servant or employee of Contractor are deemed to be the Contractor's acts. Contractor agrees to indemnify and hold harmless the College and its trustees, employees, agents and students from any claim, damage, liability, injury, expense, and/or loss, including defense costs and attorney's fees, arising directly or indirectly out of Contractor's performance under this agreement.

Accordingly, the College shall notify Contractor promptly in writing of any claim or action brought against the College in connection with this agreement. Upon such notification, Contractor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense. This indemnification provision shall survive the termination and/or completion of this agreement.

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



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

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

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

MINORITY PARTICIPATION Pursuant to Section 16-311(7) of the Education Article and Board Resolution #87-83, adopted on July 20, 1987, it is the policy of Montgomery College to encourage the participation of responsible certified minority business enterprises to provide goods and services for the performance of College projects. "Minority business enterprise" has the meaning stated in Section 14-301 of the State Finance and Procurement Article and means a legal entity, except a joint venture, that is: (1) organized to engage in commercial transactions; (2) at least 51% owned and controlled by one or more individuals who are socially and economically disadvantaged; and (3) managed by, and the daily business operations which are controlled by, one or more of the socially and economically disadvantaged individuals who own it. A "socially and economically disadvantaged individual" means a citizen or lawfully admitted permanent resident of the United States who is in any of the following minority groups: African American, American Indian/Native American, Asian, Hispanics, physically or mentally disabled, women, or a group (e.g. LGBTQIA+) otherwise found by the certification agency to be a socially and economically disadvantaged individual.

NON-ASSIGNMENT AND SUBCONTRACTING 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 a 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



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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.

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.



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

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

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

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

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

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

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

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

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

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



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ATTACHMENT F - GENERAL CONDITIONS AND INSTRUCTIONS - continued

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

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

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

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



**MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES
COLLEGEWIDE INTEGRATED PEST MANAGEMENT SERVICES**

RFP NO.: E427-002

RFP CLOSING DATE AND TIME: SEPTEMBER 11, 2026 @ 3:00 PM

ATTACHMENT F – MID ATLANTIC PURCHASING TEAM RIDER CLAUSE



Cooperative Rider Clause

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

I. Format

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

A. Terms

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

B. Other Conditions - Contract and Reporting

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

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

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



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ATTACHMENT G – MID-ATLANTIC PURCHASING TEAM RIDER CLAUSE - continued

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
- 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.

II. Participating Members

COG MEMBER GOVERNMENTS

District of Columbia

Maryland

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

Virginia

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



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ATTACHMENT G – MID-ATLANTIC PURCHASING TEAM RIDER CLAUSE - continued

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

School Systems

- 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



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ATTACHMENT G – MID-ATLANTIC PURCHASING TEAM RIDER CLAUSE - continued

- Harford Community College
- Howard County
- Howard County Public Schools System
- Howard Community College
- Queen Anne's County
- Queen Anne's County Public Schools



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ATTACHMENT G – MID-ATLANTIC PURCHASING TEAM RIDER CLAUSE - continued

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 BUSINESS SERVICES
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ATTACHMENT G – MID-ATLANTIC PURCHASING TEAM RIDER CLAUSE - continued

Questions

YES

NO

1. Is the Contract active and currently in force?

2. Is the Participating Agency's specifications/scope of work the same or very similar to that in the Contract?

3. Is riding this Contract within the rules and regulations of the Participating Agency and approved by the Participating Agency's Purchasing Department?

Participating Agency

Mid-Atlantic Purchasing Team

Name: _____

Name: _____

Title: _____

Title: _____

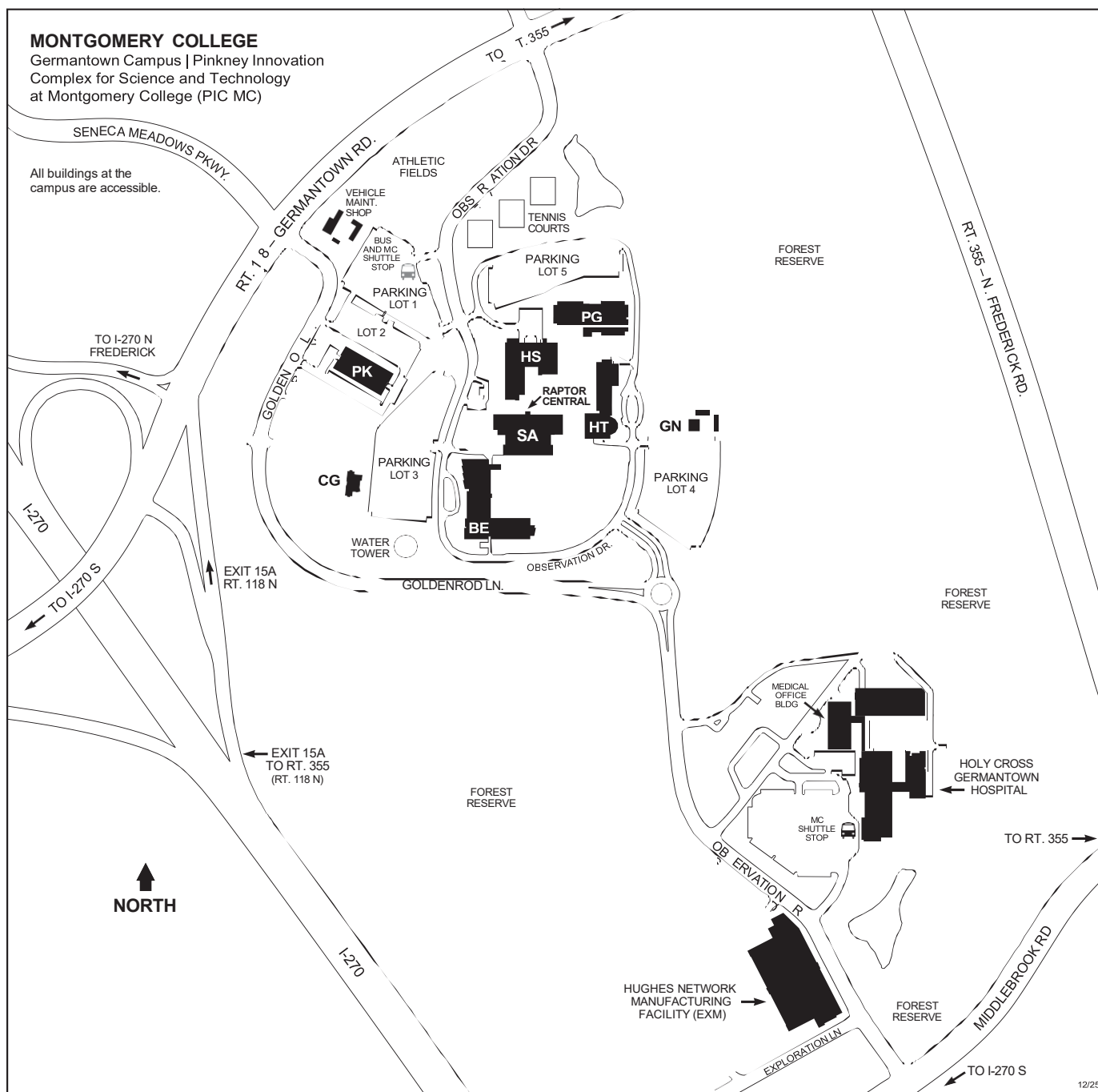
Signature: _____

Signature: _____

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

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
240-567-5000

Public Safety: 240-567-3333 (24/7)
montgomerycollege.edu/safety
montgomerycollege.edu/maps

Legend of Campus Buildings (as of December 2025)

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

HS Humanities and Social Sciences Building

- Cafeteria
- Library
- Student Lounge & Distribution HUB
- 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. DeRionne P. Pollard Student Affairs and Science Building

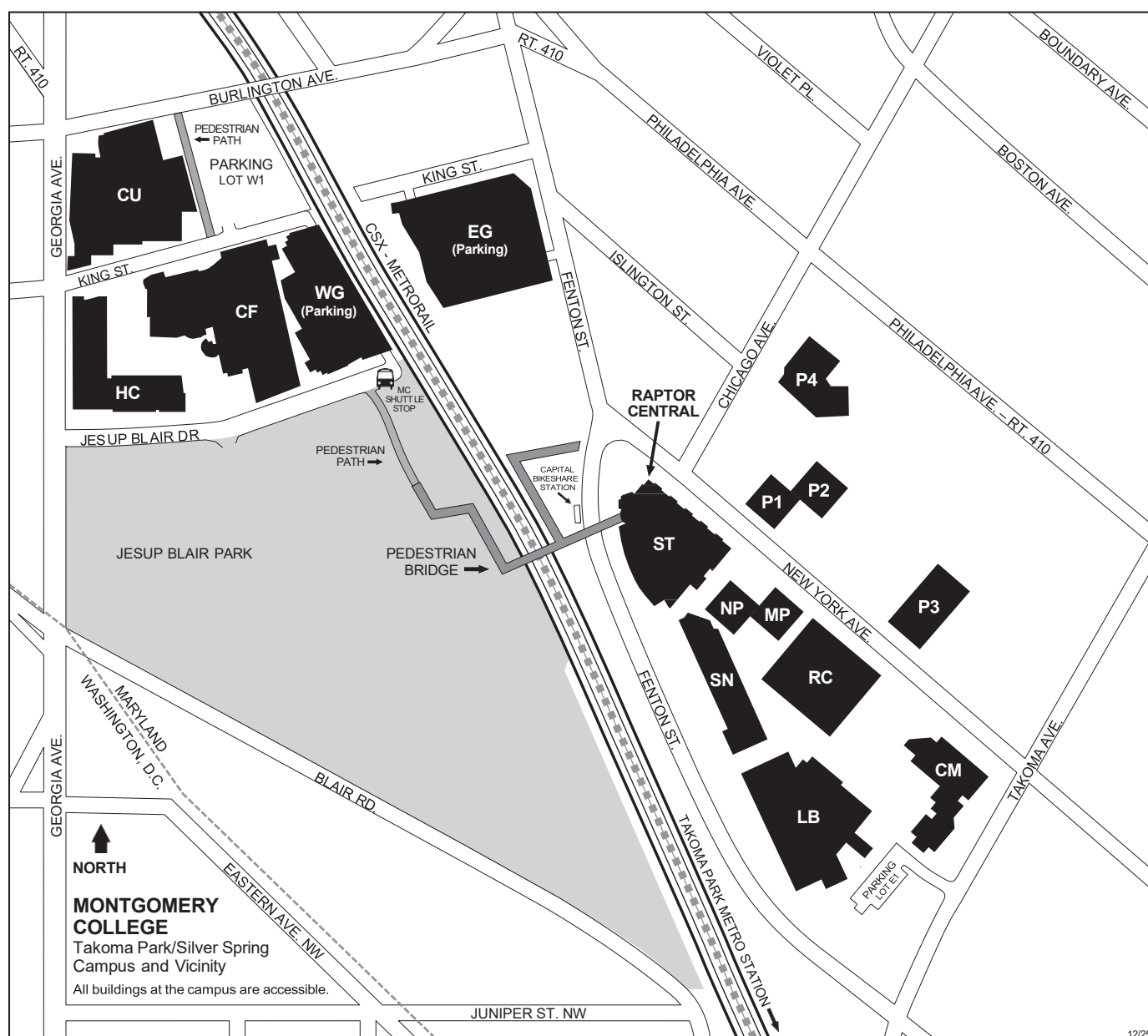
- Counseling and Advising
- Disability Support Services
- Financial Aid Office
- Public Safety Office
- Raptor Central (Admissions, Enrollment, Visitor Services)
- Records and Registration Office
- Student Life Office

Rockville Campus



MONTGOMERY COLLEGE

Takoma Park/Silver Spring Campus and Vicinity



Takoma Park/Silver Spring Campus
7600 Takoma Avenue
Takoma Park, MD 20912
240-567-5000; TTY 301-587-7207
Public Safety: 240-567-3333 (24/7)
montgomerycollege.edu/safety
montgomerycollege.edu/maps

Legend of Campus Buildings (as of December 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
 - Greenhouse
 - Planetarium
- MP Mathematics Pavilion
- NP North Pavilion
- P1 Pavilion One
- P2 Pavilion Two
- P3 Pavilion Three
- P4 Pavilion Four
- RC Resource Center
 - Library

- SN Science North Building
- ST Charlene R. Nunley Student Services Center
 - Cafeteria
 - Counseling and Advising
 - Financial Aid Office
 - Public Safety Office
 - Raptor Central (Admissions, Enrollment, Visitor Services)
 - Records and Registration Office
 - Student Life Office
 - Student Lounge & Distribution HUB
- WG West Garage (parking)