

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT  
REQUEST FOR BID TITLE: PRINTING AND DELIVERY OF COLLEGE DIPLOMAS & CERTIFICATES  
RFB NUMBER: E521-005  
RFB CLOSING DATE AND TIME: JANUARY 8, 2021 at 3:00 P.M.

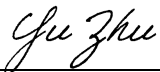


**ADDENDUM #2**  
Issued: December 11, 2020

**ADDENDUM FOR THE PURPOSE OF:**

1. To extend the RFB closing due date and time to January 8, 2021 at 3:00 P.M.

**All other specifications, terms and conditions remain unchanged.**

 for \_\_\_\_\_  
**Patrick Johnson, MBA**  
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with your bid proposal. Failure to return this Acknowledgement of Addendum may deem a bid nonresponsive.

**NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE.**

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

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

\_\_\_\_\_  
Date

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

**MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT**  
**REQUEST FOR BID TITLE: PRINTING AND DELIVERY OF COLLEGE DIPLOMAS & CERTIFICATES**  
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**RFB CLOSING DATE AND TIME: DECEMBER 16, 2020 at 3:00 P.M.**



**ADDENDUM #1**  
Issued: December 9, 2020

**ADDENDUM FOR THE PURPOSE OF:**

1. To provide answers to vendor questions.
2. To delete paragraph **1.15 Contract Documents** and insert the following in lieu thereof:

**1.15 Contract Documents**

The Request for Bid in its entirety, the accepted Bidder's response, and the College purchase order will form the contract. Bidders requiring their signed contract or terms and conditions separate and apart from the foregoing must submit such contract and terms and conditions with their response. The contract will be examined and evaluated along with the Bidder's response. The College reserves the right to reject the Bidder's contract form and terms and conditions."

3. To delete Section 5: Price Proposal and insert the new Section 5: Revised Price Proposal in lieu thereof.
4. To insert Attachment G: Sample College Diploma
5. To insert Attachment H: Sample Padded Diploma Cover

**All other specifications, terms and conditions remain unchanged.**

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

**Patrick Johnson, MBA**  
Director of Procurement

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

**NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE.**

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

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

\_\_\_\_\_  
Date

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

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QUESTION:	ANSWER:
1.) Could you provide a PDF of the Diploma so that we can see how much foil is involved?	See Attachment G: Sample College Diploma.
2.) Regarding the mentioned Hard Copy Proofs, will Montgomery College require one hard copy proof for every diploma to be printed, or a small sample? (Page 9 of original PDF, "Hard copy and digital PDF proofs required prior to final print run for review of formatting, layout, and confirmation of student information.")?	A small random sample proof of 10 Diplomas and Certificates will suffice. Sample proofs are due within 7 business days of final upload.
3.) Will the diploma covers be padded or unpadded? Are there images that can be provided for pricing? (Page 9 of original PDF, "Cover/Folder: 140# Cardboard Diploma/Certificate holder, 10x8, Purple.")?	The College currently uses padded covers, but is open to unpadded. See Attachment H: Sample Padded Diploma Cover.
4.) Could you please clarify the College's stance on exceptions taken to the bid? Per page 23 of the Bid, "Exception for Montgomery County Public Schools (MCPS) will not be accepted" but Attachment C, number C-4 asks us to state any exceptions for our response.	Attachment E – General Conditions and Instructions, <b><u>Use of Contract by Other Educational Institutions</u></b> , offers the winning bidder the opportunity to attract business from other Maryland academic and government institutions through award of this contract if they so choose. If the winning bidder is not interested in other Maryland agencies also using this contract, please specify where appropriate. Exclusions will apply to all agencies except MCPS.
5.) Section 1.2 details the requirements for an electronic bid submission, but section 1.6 indicates two paper and cardboard folder samples are required for submission. Can the University please confirm the requirements for submission? Additionally, will the university please confirm it is acceptable for bidders to provide generic samples (from other universities) of both diplomas and folders?	Generic samples of diplomas and folders from other institutions are acceptable.
6.) The RFB states both "covers" and "folders", however the pricing sheet only lists "folders". Can you confirm that only folders (5000 quantity) are required in this RFB?	Only folders are required. However, The College is also interested in seeing pricing for padded folders as well. See Section 5: Revised Price Proposal.
7.) Do you have images or physical samples of the existing diplomas, diploma covers/folders to provide for review?	See Attachment G: Sample College Diploma in pdf format.

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8.) Item 2.4.6 indicates the specifications for folders, are these folders intended to be mailed directly to students with the diplomas? Or would these folders be mailed to campus for distribution to graduates at commencement, for example?	Given our remote operational status, the intent is for the folders to be mailed to student. We may opt to switch to the folders being mailed to the campuses once we are able to return.
9.) Is Montgomery College open to an 80# weight diploma paper instead of 100# weight diploma paper?	Yes, the College is open to an 80# weight diploma paper instead of a 100# weight diploma paper.
10.) Is Montgomery College open to a paper envelope with cardboard inserts to protect the document in transit instead of the white coated cardboard with pen end with zip and tear strip listed in the RFB?	Yes, paper envelopes with cardboard inserts is acceptable. The College also wants to see pricing for [mailing] tubes. See Section 5: Revised Price Proposal attached.
11.) 2.4.5 honors stickers - Is Montgomery College open to high resolution printing of honors stickers instead of affixing actual stickers? We find that printing of these images creates a better looking document overall.	The College is open to high resolution printing of honors stickers instead of affixing actual stickers.
12.) If applicable, where can bidders provide any exceptions to terms and conditions provided in RFB. Additionally, may bidders provide sample terms and conditions for SaaS to be incorporated in a final contract?	Any exceptions to terms and conditions must be included in proposal submission on or before proposal deadline. (Refer to <b>1.15 Contract Documents</b> ).
13.) Is Montgomery College open to an annual prepaid subscription that locks in costs for the year or is it the desire of the institution to be billed on actuals?	The College's preference is to be billed on actuals.

\*\*\*\*\***END OF QUESTIONS AND ANSWERS**\*\*\*\*\*

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**SECTION 5 – REVISED PRICE PROPOSAL**

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement.

Item	Description	UM	Qty	Unit Price	Total Price
1	Diplomas – 100# Card Smooth Off-white	LOT	4,500	\$	\$
2	Certificates - 100# Card Smooth Off-white	LOT	500	\$	\$
3	TOTAL ANNUAL COST PER PRINT RUN		5,000	\$	
4	TOTAL ANNUAL COST FOR DIGITAL PRINTS & DELIVERY		5,000	\$	
5	Initial Print Set-up/Layout	EA	One-Time	\$	\$
6	Diplomas Covers – Padded, Leather grain, 140# 10x8 Purple	LOT	5,000	\$	\$
7	Mailing Creation/Data Merge	EA	One-Time	\$	\$
8	Envelopes/Mailers – white coated cardboard, 12.25x9.75 with open zip tear	LOT	5,000	\$	\$
9	Mailing Labels		EA	\$	\$
10	Postage (No mark-up)		EA	\$	\$
	<b>ADDITIONAL PRICING:</b>				
	Diplomas/Certificates – 80# Card Smooth Off White				
	Diploma Covers – Non padded, Cardboard, 140# 10x8 Purple	LOT	EA	\$	\$
	Paper Envelopes/Mailers w/cardboard inserts, 12.25x9.75	LOT	5,000	\$	\$
	Diploma Tubes/Mailers – 3 pc. Telescopic, 2x11.5	LOT	5,000	\$	\$
	SHIPPING TO ZIP 20855				\$
<b>GRAND TOTAL</b>					\$

**Earliest Delivery Date After Receipt of Order (ARO):** If applicable, the stated delivery date may be considered in evaluation of the award. Indicate number of business days for delivery ARO: \_\_\_\_\_.

**Bidders must submit prices and all additional information requested for all line items, including delivery, to be considered for award: failure to do so will deem an offer non-responsive.**

**Note to Bidder: Submitted price must be inclusive of all costs associated with all requirements listed herein.**

**Montgomery College is tax exempt, certification provided upon request**

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**SECTION 5 – REVISED PRICE PROPOSAL continued**

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

---

Company Name Authorized Name (printed/typed)

---

Title Authorized Signature and Date

ATTACHMENT G – SAMPLE COLLEGE DIPLOMA

# Montgomery College

*The Board of Trustees of Montgomery College, After Certification of Completion of Degree Requirements by the Chief Enrollment Services and Financial Aid Officer, Conferral by the Faculty, and Ratification by the Board of Trustees, Hereby Grants to*



*This Diploma, in Testimony that the Recipient Has Been Awarded the Degree of*

## Associate of Arts

*With All the Rights and Privileges Thereunto Appertaining, in Confirmation of Which Our Signatures and the Seal of*

*Montgomery College are Hereunto Affixed.*

*Dated at Montgomery County, Maryland, this Twentieth Day of May, Two Thousand and Sixteen.*

*Margha Suggs Smith*  
CHIEF, MONTGOMERY COLLEGE BOARD OF TRUSTEES



*Deborah P. Pollard*  
PRESIDENT OF THE COLLEGE

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ATTACHMENT H – EXAMPLE OF PADDED DIPLOMA COVER



NOTE: Folder depicted represents padded folder style used by the College.





Office of Procurement  
9221 Corporate Blvd  
Rockville, MD 20850

**REQUEST FOR BID**

**RFB NO.: E521-005**

**RFB TITLE: PRINTING, MAILING, AND DELIVERY SERVICES FOR COLLEGE DIPLOMAS & CERTIFICATES**

All proposals MUST BE RECEIVED **electronically** by 3:00 PM EST time on **December 16, 2020**

Prices must remain firm for: **120 DAYS AFTER BID OPENING DATE, BUT PRIOR TO CONTRACT AWARD**

**Bid Bond Requirements: NONE**

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

**Pre-Bid Conference: NONE**

**MINORITY VENDORS ARE ENCOURAGED TO RESPOND TO THIS BID SOLICITATION**

Important: Your quotation will be jeopardized if any portion of this inquiry is not complete. No bid/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  
Director of Procurement**

**NOTE: Prospective Bidders 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. A copy of the registration or application for registration may be requested by the College.

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**SECTION 1 – BID AND CONTRACT INFORMATION**

**1.1 Intent**

It is the intent of this Request for Bid to provide Montgomery College with a single contractor to provide high quality and cost effective printing, mail and digital delivery services of diplomas and certificates in accordance with all terms and conditions contained herein. In the event that a special condition is contradictory to a general condition, the special condition shall prevail.

**1.2 Electronic Bid Submittal Due Date**

All responses to this Request for Bid must be submitted **electronically**, in two separate attachments. One attachment shall consist of the Proposal, and the second attachment shall consist of the Price Proposal. Both attachments shall be sent together, in a single email. See Section 4, Bid Submission for full detailed submission instructions.

Electronic proposal and addendum or addenda if applicable shall be sent to the following email address prior to the submittal deadline date and time at [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu). All responses to this Request for Bid are due by **3:00 p.m. on December 16, 2020** Eastern Standard Time (EST). **No responses will be accepted after this date and time.** In the event that the College is closed on the RFB opening date due to an unforeseen circumstance, the RFB will be opened at the stated time on the next open business day, unless the Bidder is notified otherwise.

**1.3 Online Public Bid Opening**

An online bid opening will be conducted at 3:00 p.m. on December 16, 2020 via Zoom video conferencing. Bidding firms are encouraged but not required to attend bid opening. See Zoom meeting call-in details below.

Join Zoom Meeting:

<https://montgomerycollege.zoom.us/j/91393455187?pwd=ZXpsbk9LeVNMTHlCdGtnQitvWVgydz09>

Meeting ID: 913 9345 5187

Passcode: 606564

Dial by your location

+1 301 715 8592 US (Washington D.C)

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Find your local number: <https://montgomerycollege.zoom.us/j/91393455187?pwd=ZXpsbk9LeVNMTHlCdGtnQitvWVgydz09>

**1.4 Contact Information**

Request for information or technical questions related to this solicitation should be directed to **Chiquita Manago Haywood, Purchasing Agent** via e-mail to [chiquita.manago@montgomerycollege.edu](mailto:chiquita.manago@montgomerycollege.edu). The Bidder may not initiate contact with any other College representative about this bid. All inquiries and questions must be submitted in writing via email and received by 4:00 PM, December 3, 2020.

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**SECTION 1 – BID AND CONTRACT INFORMATION-continued**

All questions received by the noted deadline will be answered and sent to all proposing firms via issuance of an addendum. No questions will be accepted after this date.

**1.5 General Conditions and Instructions**

Bidders shall also refer to, understand, and agree to Attachment E, General Conditions and Instructions, of this bid. The College reserves the right to reject as non-responsive any offer that objects to any of the terms, conditions, or specifications of this RFB.

**1.6 Bid Required Submittal List**

- Price Proposal (Section 5)
- Minimum Requirements Checklist (Section 3)
- References (Attachment A)
- Conflict of Interest Statement (Attachment B)
- Contractor Information Form (Attachment C)
- Signed Acknowledgement of Addenda, if applicable
- Subcontractors List, if applicable
- Two each - Paper and Cardboard Folder Samples

**1.7 Failure to Submit**

Failure to provide any of the items noted in Section 1.6 may deem a bid response non-responsive.

**1.8 Addenda**

Issued addenda will be e-mailed to only those firms that downloaded the original solicitation from the College Procurement website. It is highly recommended that Bidders check this website for all posted addenda prior to submitting a bid response. Failure of Bidders to receive any issued addenda shall not relieve Bidders from any obligation or requirement listed in addenda.

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

**1.9 Pricing**

Submitted pricing must include all cost (including shipping) incurred in the delivery of this procurement. No allowance will be made at a later date for additional costs due to the Bidder's omission.

In addition, all Bidders must hold their bid prices for 120 days after bid opening date, but prior to the contract award date. In the event that the awarded Contractor is unable to perform the contract, the College reserves the right to re-bid the contract or to award the contract to the next lowest Bidder.

**1.10 References**

The Offeror must provide three (3) references, with whom Offeror has provided similar services within the past three years. All references must include organization name, contact name, mailing and email address, telephone number, and service dates. Cited references must be able to confirm, without reservation, the Offeror's ability to provide services in accordance with the requirements contained in this solicitation. The College reserves the right to reject a proposal based on an unsatisfactory reference; use itself as a reference,

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**SECTION 1 – BID AND CONTRACT INFORMATION-continued**

if applicable; request additional references; contact any non-reference clients that have utilized Offeror's services; or require a site visit to one or more of the Offeror's reference locations.

**1.11 Bid Evaluation**

Bids submitted in response to this solicitation will be evaluated as follows:

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

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

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

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

**1.12 Bid Rejection**

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

- 1.12.1 Meet the mandatory specifications and requirements.
- 1.12.2 Respond in a timely fashion to a request for additional information, data, etc.
- 1.12.3 Supply appropriate and favorable client references.
- 1.12.4 Complete the Price Proposal page.
- 1.12.5 Sign the bid.
- 1.12.6 Demonstrate that it is qualified to carry out the obligations of the contract and to implement and support the work specified herein.
- 1.12.7 Provide samples and/or demonstration materials that are representative of the quality level sought by the College, if applicable.

**1.13 Subcontractors**

The College seeks bids from Bidders performing all requested services and will enter into an agreement only with the selected Bidder. **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 Bidder or Contractor desires to subcontract part of the services specified herein, the Bidder or 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.

**1.14 Contract Award**

An award will be made in the best interest of the College, in aggregate, to the most responsible, responsive Bidder with the lowest total price 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

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**SECTION 1 – BID AND CONTRACT INFORMATION-continued**

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 Bid 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.

**1.15 Contract Documents**

Unless otherwise noted, the Request for Bid, the Bidder's bid response, and a College purchase order form the contract. The College reserves the right to reject the response of the Bidder offering the lowest price, if unfavorable to the College as determined by the College, and to award the contract to the next Bidder offering the lowest price.

**1.16 Contract Deadlines and Failure to Deliver**

The Contractor is contractually obligated to meet all agreed-upon deadlines. 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 such charges to the Contractor. Failure of the Contractor to meet deadlines may also be grounds for termination for default.

**1.17 Contract Term**

The College operates on a fiscal year basis, July 1 through June 30. The initial term of this contract will be from **January 1, 2021 through December 31, 2021**. At the sole option of the College, the contract may be renewed up to four (4) times on an annual basis, subject to funding availability and need, and provided that the Contractor has been in compliance with the terms and conditions of the contract and its service has been satisfactory. Contractor's satisfactory performance does not guarantee contract renewal. The College reserves the right to amend its requirements during the life of the contract to meet the needs of the College and pricing may be negotiated and contract amended accordingly.

**1.18 Contract Billing**

Summary billing for a lump sum amount is not an acceptable format on invoices billed to the College and any invoice presented for payment that lacks itemized billing may be returned. Minimally, invoices must include the College purchase order number. All true and correct invoices must be mailed to Montgomery College, Accounts Payable Office, 9221 Corporate Blvd, Rockville, Maryland 20850 or e-mailed to [accountspayable@montgomerycollege.edu](mailto:accountspayable@montgomerycollege.edu).

**1.19 Contract Estimated Quantities**

The College's estimated annual requirements shall not be construed as a guarantee to the actual quantities to be purchased. The quantity of diplomas and certificates is subject to change and may increase or decrease based on need.

**1.20 Contract Modification and Amendment**

The Contractor cannot accept purchase requests for services that are not covered in this contract or make changes to the scope of work unless a price for those services have been negotiated with the Procurement Office, and the Contractor has received a signed contract amendment from the Procurement Office. The College without invalidating the contract documents, may in writing order extra work or make changes 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 the College before the Contractor may perform additional work

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**SECTION 1 – BID AND CONTRACT INFORMATION-continued**

on the contract. Any agreed-upon modification or adjustment **must be in writing and signed by both parties.**

**1.21 Contract Notice to Cure**

The Contractor is contractually obligated to meet all agreed-upon deadlines. 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 such charges to the Contractor. Failure of the Contractor to meet deadlines may also be grounds for termination for default.

**1.22 Tobacco and E-Cigarette Policy**

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

**1.23 Public Record and Proprietary Information**

The information contained in Proposals submitted for the College's consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. **Offeror’s must clearly mark any information considered proprietary and confidential.** The College will honor requests for confidentiality for information of a bona fide proprietary nature as permitted under the Federal Freedom of Information Act and the Maryland Public Information Act.

**1.24 INSURANCE REQUIREMENTS**

The Contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen’s Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor’s operations under this contract, or by anyone else directly or indirectly employed by him/her. Certification of insurance is due within **seven (7) days** of notice of award.

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

**Workers compensation Insurance** covering the vendor’s employees  
As required by Maryland State law with the following minimum limits:

Bodily Injury by Accident	\$100,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$100,000 each employee

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**SECTION 1 – BID AND CONTRACT INFORMATION-continued**

**Commercial General Liability Insurance**, excluding automobiles Owned or hired by the vendor, with limits as follows:

Bodily Injury and Property Damage:

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

-Contractual Liability – Premises and Operations

-Independent Contractors

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

Bodily Injury: \$100,000 each person

\$300,000 each occurrence

Property Damage: \$300,000 each occurrence

**Additional Insured** - Montgomery College shall be named as an additional Insured on all liability policies.

These coverage's and limits are to be considered minimum requirements under this Agreement and shall in no way limit the liability or obligations of the vendor. The insurance shall provide that policy coverage will not be cancelled, altered or materially changed without sixty (60) calendar day's notice to the College by registered or certified mail. The insurance shall not be limited to claims made only while the policy is in effect.

The vendor shall furnish the College with a certificate of insurance as evidence of the required coverage.

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

**1.25 Confidentiality**

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



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**SECTION 2 – BACKGROUND AND SCOPE OF WORK/SPECIFICATIONS**

**2.1 Background**

Montgomery College is Maryland's second oldest community college. The College serves roughly 55,000 students each year, through credit and noncredit programs, at nonresidential campuses located in Germantown, Rockville, and Takoma Park/Silver Spring and at off-campus sites throughout Montgomery County. To support the academic and professional goals of students, the College employs more than 3,100 faculty, administrators, and staff.

**2.2 Scope of Work**

This Request for Bid is for a firm, fixed-price contract for printing, digital and mail delivery of diplomas and certificates up to three (3) times per year in accordance with the terms, conditions, and specifications listed herein. The Contractor shall supply all labor, facilities, infrastructure, hardware, software, equipment, materials, supplies, and insurance necessary to provide requested services. All samples will become the property of the College and will not be returned.

The College will provide print schedules each year for Diplomas and Certificates. Upon contract award, the Contractor must provide complete contact information for the account manager dedicated to work with the College designee. The College reserves the right to meet with awarded Bidder, at the College or virtually, upon award of the contract and prior to contract implementation.

**2.3 Minimum Requirements**

- 2.3.1 Qualified Bidders must be based in the United States, and have a secure print facility in the US;
- 2.3.2 Must have a minimum of seven years of industry experience;
- 2.3.3 Must have In-house printing, digital delivery and mailing capabilities;
- 2.3.4 Must have a minimum of five years of experience in producing both printed and digital diplomas and certificates similar to those as required by the College.

Bidders must submit two paper and cardboard folder samples with their bid response.

**2.4 Specifications**

- 2.4.1 Diplomas and Certificates for Spring, Summer and Fall Semesters. College uploads files to printer. Quantities up to 5,000 annually.
- 2.4.2 **Size:** 8x10 finished
- 2.4.3 **Paper:** 100# Card, Smooth off-white
- 2.4.4 **Stock Text:** Text to be provided by Contract Administrator in a print-ready file. Personalized information for each print to be provided in an Excel file for data merge of names and degree fields.
- 2.4.5 **Ink:** CMYK black. Black Foil Header, Gold embossed seal, honors stickers to be provided.
- 2.4.6 **Cover/Folder:** 140# Cardboard Diploma/Certificate holder, 10x8, Purple.
- 2.4.7 **Proofs:** Hard copy and digital PDF proofs required prior to final print run for review of formatting, layout, and confirmation of student information.
- 2.4.8 **Mailer:** Size: 12.25x9.75. White coated cardboard. Open end with zip and tear strip. Printed with the College's return address and appropriate warning message (i.e. DO NOT FOLD).
- 2.4.9 **Artwork:** Electronic Files. Bidder must have updated versions of InDesign, Photoshop, and Acrobat.

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**SECTION 2 – BACKGROUND AND SCOPE OF WORK/SPECIFICATIONS**

**2.4 Alterations**

The contract shall include up to three (3) rounds of edits per scheduled print run. The Contractor is required to maintain a log of all alterations by designated College staff and the name of the person requesting the change(s). The log of alterations must be submitted with the invoice that bears the changes, if any, for the alterations. Additional proofs required due to Contractor’s error shall be furnished to the College at no additional charge.

**2.5 Quality Control Standards**

Contractor shall have established quality control processes to ensure against flaws for the entire run and from order to order. Color consistency is critical. There must be no visual variation in color and design integrity from copy to copy and order to order. Contractor must maintain these quality control processes and perform to these standards over the life of the contract.

All work must be scheduled and coordinated with the College designee, Campus Registrar, Records and Registration, who will coordinate and authorize all phases of services to be provided. The Contract Administrator or designee must approve all alterations and associated charges prior to completion of each phase/print run, or the Contractor will absorb these costs.

Any omission or failure to reject or defective work or materials shall not be construed to be an acceptance of any such work or material. If any defective work or material is found, the Contractor shall replace, at its own expense, and at no additional charge to the College. Any unsatisfactory work, as deemed by the Contract Administrator, must be corrected immediately and to the satisfaction of the Contract Administrator. Diplomas and Certificates of poor quality, as determined by the Contract Administrator, shall be returned to the Contractor, who will reprint the defective documents at no additional charge and to the satisfaction of and approval by the Contract Administrator. Contractor quality control is essential

**2.6 Mailing Services**

In response to the COVID-19 Coronavirus pandemic, Montgomery College operations are currently managed remotely. The successful Bidder must have the capacity to mail Diplomas and Certificates directly to students on the College’s behalf. Request and delivery processes must meet and support student privacy under the **Family Educational Rights and Privacy Act (FERPA)**. Students address information will be provided by Montgomery College.

The successful Bidder must offer the ability to deliver via USPS as well as FedEx or UPS for international deliveries. The Contractor is responsible for printing and applying mailing labels and correct postage (with no additional mark-up) to envelopes. Envelope contents must not be marred or damaged in any way. Any damage during shipment will be the direct responsibility of the Contractor, and will be corrected immediately at no additional charge to the College. Any diplomas or certificates lost in transit will also be replaced by the Contractor at the Contractor’s expense. The Contractor must provide a mailing/shipment transaction report along with invoice, to include data and tracking numbers, to the Contract Administrator. FOB destination to Montgomery College and local mailing facility.

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**SECTION 2 – BACKGROUND AND SCOPE OF WORK/SPECIFICATIONS**

**2.7 Digital Delivery**

Contractor must offer a secure web-based and customizable interface for the order/issuance of digital copies of Diplomas and Certificates. Approved instant and shareable digital Diplomas and Certificate will be available for students within 48 hours of commencement. Request and delivery processes must meet and support student privacy under FERPA.

2.7.1 Digital credentials must look identical to current paper based credentials or provide an upgraded alternative design.

2.7.2 Digital credentials must utilize certified PDF technology and contain blue ribbon security.

2.7.3 Digital credentials must be portable and securely shared on social media platforms such as LinkedIn, Facebook, Twitter and secure certified PDF download.

2.7.3.1 Reporting and analytics on credential claim rates and social sharing across social media platforms must be provided on an annual basis.

2.7.4 The digital Diploma and Certificate must be tamper evident and will automatically validate to **any** recipient that the electronic credentials is valid without the need to verify on an external website.

2.7.5 Contractor must be able to provide a unique link to the digital Diploma and Certificate for third parties to be able to verify the validity of the credential.

**2.8 Delivery Requirements**

All paper delivery of Diplomas and Certificates must be shipped within ten (10) business days from the date of final College review and approval. Emergency Rush and Standard Rush delivery options shall be available if needed. The Contractor will be responsible for delivering proofs to the College Contract Administrator at the following location: Montgomery College, Records and Registration, 7600 Takoma Avenue, ST-148, Takoma Park, Maryland, 20912, Attn: Campus Registrar. Contractor must also have secure web-based user interface to submit new orders, track current orders, and the retrieval of order history.

All proofs, stickers, and deliveries must be coordinated with the College designee. The successful Bidder will be responsible for pick-up and delivery of materials at each production stage of the contract. All charges for transportation and delivery services must be included in the pricing on the Price Proposal. The College will not pay separate pick-up and delivery services charges.

**2.9 Customer Service**

The Contractor must respond to all phone calls and emails within 24 business hours. Adherence to all deadlines is expected and required. The Contractor will be responsible for all costs incurred due to missed deadlines and unnecessary delays.

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**SECTION 3 – MINIMUM REQUIREMENTS**

**3.1 Minimum Requirements**

Bidders must complete and submit this Section to demonstrate their level of compliance. Failure to return this section with the bid response may cause the response to be deemed non-responsive. The College will consider adherence to specifications, price, quality of samples, past performance to the College, if any, and references from other customers in its evaluation of Bidder’s proposals.

*Bidder must check (√) either Box B or Box C below to indicate compliance or noncompliance with the Minimum Requirements listed in Box A.*

	<b>MINIMUM REQUIREMENTS (A)</b>	<b>BIDDER COMPLIES (B)</b>	<b>BIDDER DOES NOT COMPLY (C)</b>
<b>1</b>	Bidder has the personnel, facilities, infrastructure, equipment, software, materials, supplies, processes, and insurance required to perform the requirements specified in this bid.		
<b>2</b>	Bidder certifies that it is based within the United States; and, that the facilities to be used to satisfy the requirements of this bid is also located in the U.S.		
<b>3</b>	Bidder has in-house printing capability.		
<b>4</b>	Bidder has in-house mailing capability.		
<b>5</b>	Bidder has in-house capability for digital delivery of Diplomas and Certificates.		
<b>6</b>	Bidder has a minimum of seven (7) years of printing business experience. The printing business experience must include 4-color process offset lithography/press printing.		
<b>7</b>	Bidder has a minimum of five (5) years of experience in the print and digital delivery of Diplomas and Certificates as required by this bid.		
<b>8</b>	Bidder has attached the two samples required by this bid.		
<b>9</b>	Bidder has or has access to an FTP site.		

The undersigned hereby acknowledges that he/she has made a complete and total review of the above and all specifications contained in this bid document and is authorized to sign as the firm’s official representative. Bidder hereby states that all Minimum Requirements compliance indications are true and correct.

\_\_\_\_\_

Company Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Printed Name

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**SECTION 4 – BID SUBMISSION INSTRUCTIONS**

**4.1 Electronic Bid Submission**

This language supersedes existing Delivery of Bids, and Signature bid requirements language. A submittal consisting of the Proposal, Addendum or Addenda, if applicable and the Price Proposal are required when responding to this Request for Bid.

All Bidder proposals must be submitted **electronically**, in two separate attachments. One attachment shall consist of the 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](mailto:vendor.proposals@montgomerycollege.edu).

- **Any proposal received electronically after the specified deadline will be automatically rejected.**
- The subject line of the email must include the following: Request for Bid (RFB) bid number and title.

**In addition** to the electronic submission, **one original hard copy proposal is also required**, and must be submitted as follows:

- ✚ **One** complete, signed original Proposal, along with samples and any addenda acknowledgements, if applicable.
- ✚ **One** original, signed price proposal, marked as such, and submitted in a separate envelope. **The hard copy proposal must be received by the College prior to contract award.**

In addition to the electronic submission, one original hard copy proposal is also required. Hard copy proposal shall be delivered to the address listed below and must be received prior to contract award. Vendor proposal will not be rejected, if hardcopy is not received by the proposal submittal deadline; however, it must be received prior to contract award or sooner.

Original hardcopy bid shall be delivered to the following address:

**Montgomery College**  
**Central Receiving Dept.**  
**7602 Standish Place**  
**Derwood, Maryland 20855**

**Note:** The RFB number, title, opening date and time must be labeled on the outside of mailing package.

Bid shall be signed, and dated by a bona fide agent of the company. All envelopes must identify that the submission is a response to the RFB and must be marked with the Bidders name and address, the RFB number, and the opening date and time. Failure to include all required submittals may render the proposal non-responsive. The College will reject any offer without an authorized signature.

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**SECTION 5 – PRICE PROPOSAL**

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement.

Item	Description	UM	Qty	Unit Price	Total Price
1	Diplomas	LOT	4,500	\$	\$
2	Certificates	LOT	500	\$	\$
3	TOTAL ANNUAL COST PER PRINT RUN		5,000	\$	
4	TOTAL ANNUAL COST FOR DIGITAL PRINTS	LOT	5,000	\$	\$
5	Initial Print Set-up/Layout	EA	One-Time		\$
6	Covers	LOT	5,000	\$	\$
7	Mailing Creation/Data Merge	EA	One-Time	\$	\$
8	Envelopes/Mailers	LOT	5,000	\$	\$
9	Mailing Labels		EA	\$	\$
10	Postage (No mark-up)		EA	\$	\$
	SHIPPING TO ZIP 20855				\$
<b>GRAND TOTAL</b>					<b>\$</b>

Earliest Delivery Date After Receipt of Order (ARO): If applicable, the stated delivery date may be considered in evaluation of the award. Indicate number of business days for delivery ARO: \_\_\_\_\_. Bidders must submit prices and all additional information requested for all line items, including delivery, to be considered for award: failure to do so will deem an offer non-responsive. Note to Bidder: Submitted price must be inclusive of all costs associated with all requirements listed herein.

**Montgomery College is tax exempt, certification provided upon request**

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

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Company Name \_\_\_\_\_ Authorized Name (printed/typed) \_\_\_\_\_

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Title \_\_\_\_\_ Authorized Signature and Date \_\_\_\_\_

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**ATTACHMENT A - REFERENCES**

<b>REFERENCE 1</b>	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone Number	
Email Address	

<b>REFERENCE 2</b>	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone Number	
Email Address	

<b>REFERENCE 3</b>	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone Number	
Email Address	

Please note: References listed must be able to confirm the Bidder’s ability to provide the services requested in this bid document.

References submitted by: \_\_\_\_\_  
Company Name

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**ATTACHMENT B – 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 – CONTRACTOR INFORMATION FORM**

C.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.

C.2 Minority Contractor: Yes  No

If yes, please specify minority classification

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

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

C.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

C.6 Please provide the following information:

Company Name		Years in Business	
Federal Tax Number		Dun & Bradstreet Number	
Street Address		City, State, Zip Code	
Telephone Number		Fax Number	
Contact Person		Title	
Cell Number		E-Mail Address	

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Company Name Name

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Title Authorized Signature and Date

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**ATTACHMENT D – NO BID REPOSE FORM**

Please be advised that our company does not wish to submit a bid in response to the above-captioned bid for the following reason(s):

Too busy at this time

Not engaged in this type of work

Project is too large

Project is too small

Cannot meet mandatory specifications (Please specify below)

Other (Please specify)

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Company Name Name

Street Address Authorized Signature and Date

City, State, Zip Code Title

Please return to:	Montgomery College Office of Procurement 9221 Corporate Blvd Rockville, Maryland 20850
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**ATTACHMENT E – 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, sex, marital status, handicap, pregnancy, or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor's responsibility to ensure that such behavior by its employees, agents, and subcontractors does not occur. The policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to such harassment within the employment context as well as harassment of students, staff, and visitors to the College. It should be assumed that all sexual behavior by the Contractor's employees, agents, and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome.

**BID AND PERFORMANCE SECURITY** If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany each bid and be made payable to Montgomery College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Director of Procurement deems the failure to be nonsubstantial. 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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**ATTACHMENT E – GENERAL CONDITIONS AND INSTRUCTIONS-continued**

**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 E – 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 Blvd, Rockville, Maryland 20850, and clearly marked to indicate the bid number, title and opening date. Hand delivered bids will be accepted only at the Procurement Office, Montgomery College, 9221 Corporate Blvd, Rockville, Maryland 20850.

**ERRORS IN BIDS** 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 "Material Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

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**INSPECTION OF PREMISES** If a site visit is recommended or required, each 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 10 of the State Government 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 Board Resolution #87-83, adopted on July 20, 1987, it is the policy of Montgomery College to encourage minority businesses to provide goods and services for the performance of College projects. Minority businesses are defined as firms that are 51% owned and controlled by a member of a socially or economically disadvantaged minority group, which includes African Americans, Hispanics, Native Americans, Alaskan Natives, Asians, Pacific Islanders, women, and the mentally or physically disabled.

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

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

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

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

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

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

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

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

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

**REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND** Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. 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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**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.

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**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").

**Format**

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

**1. Terms**

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

**2. Other Conditions - Contract and Reporting**

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

In pricing and other conditions, vendors are urged to consider the broad reach and appeal of MAPT with public and non-profit entities in this region. A list of the participating members of the Mid-Atlantic Purchasing Team can be found at the following web links:

[www.mwcog.org/purchasing-and-bids/cooperative-purchasing/member-links/](http://www.mwcog.org/purchasing-and-bids/cooperative-purchasing/member-links/) and  
<http://www.baltometro.org/our-work/cooperative-purchasing/brcpc-representatives>