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Web: www.harford.edu/Purchasing/BidBoard

REQUEST FOR PROPOSAL

RFP 20P-002 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING, BOILERS, AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT

Harford Community College invites competitive sealed proposals for a HVAC mechanical maintenance contract. Scope of work includes maintenance and repair of mechanical cooling systems, refrigeration equipment, automatic temperature control systems and boilers in all College buildings and one (1) off-site location. Initial contract term shall be for twenty (20) months, beginning November 4, 2019 and ending on June 30, 2021 with the option to renew for four (4) additional one year periods based on satisfactory performance and at the sole discretion of the College.

Bidders are requested to acknowledge receipt of the package to Beth Bertier, Procurement Specialist via email: bbertier@harford.edu.

A pre-proposal conference will be held on **Thursday, August 22 at 1:00 pm in the Edgewood Hall building Room 132** in conjunction with this solicitation; attendance is not mandatory but is strongly encouraged. If unable to attend the pre-proposal conference, bidders may schedule a site visit with Steve Solomon, Coordinator for Facilities-Maintenance via email to ssolomon@harford.edu.

Questions must be directed to Sandra Clifford, Director for Procurement via email: sclifford@harford.edu ; deadline for questions is **2:00 pm Thursday, August 29, 2019**. Addenda, including questions and answers will be posted to www.harford.edu/purchasing/bidboard and <https://emma.maryland.gov>. **It is the bidder's responsibility to monitor these sites, download the addenda and acknowledge receipt of its bid form**

The College requires that the bidder must have a functioning office in close proximity to the College campus. **The Bidder must have a functioning office that will be performing the work, within approximately fifty (50) mile radius of the College's main campus.**

One (1) priced proposal, complete with all technical proposal information, and marked "**Technical Proposal with Pricing**", plus three (3) complete proposals without pricing marked "**Technical Proposal w/o Pricing**", are due in the Procurement Office located at Conowingo Center building room 105 **not later than 2:30 pm Tuesday, September 10, 2019.**

Prices must be firm for sixty (60) days after the opening date. The contract award is anticipated to be made middle of October, 2019.

The College reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP; to waive minor irregularities, or to negotiate with all responsible Bidders, in any manner necessary, to serve the best interest of the College. Further, the College reserves the right to make an award in whole, in part, or no award at all.

Sandra Clifford
Director of Procurement
August 9, 2019

Table of Contents

	Page
1.0 Purpose	3
2.0 Instructions to Bidders	3
3.0 Insurance Requirements	5
4.0 General Terms and Conditions of Solicitations	7
5.0 Supplementary Terms and Conditions for Construction Contracts.....	9
6.0 Billing and Payment.....	10
7.0 Evaluation Criteria.....	10
8.0 Short List and Proposal Review Meetings	10
9.0 Specifications	11
Schedules.....	14
10.0 Proposal Format.....	21
11.0 Functioning Office Close Proximity	21
12.0 Company Profile.....	21
Proposal Form.....	22
Non-Collusion Certificate	24
References	25
No Proposal Reply Form.....	26

1.0 PURPOSE

The purpose of this request for proposal (RFP) is to solicit sealed proposals for HVAC mechanical maintenance, to provide labor, material, equipment and supervision to maintain and repair mechanical cooling systems, refrigeration equipment, automatic temperature control systems and boilers in all College buildings and one (1) off-site location.

2.0 INSTRUCTIONS TO BIDDERS

2.1 Clarification; Addenda

2.1.1 Bidders in doubt as to the meaning of any terms, conditions, or specifications, or finding any discrepancy in or omission from same shall notify the Purchasing Agent in writing at once, and in no case less than five (5) days before the scheduled opening of bids. Such notice in no way obligates the Board of Trustees of Harford Community College (hereinafter referred to as "the College") to revise the bid documents, but should the Purchasing Agent determine that amendment is necessary, each bidder will be furnished same via certified mail. Acknowledgement of receipt of addenda shall be noted on each bid form submitted.

2.1.2 The College assumes no responsibility for oral or telephonic explanations or interpretations of bid documents.

2.2 Cancellation

2.2.1 The College may cancel this RFP, in whole or in part, at any time before the scheduled due date.

2.3 Form of Bids Submitted

2.3.1 Bids must be fully and properly executed on the forms provided by the College, with a positive entry in each blank ("N/A" or "0" may be inserted as necessary), typewritten or in ink. Mistakes may be lined out and corrections made before the bid is submitted; the officer signing the bid must initial such corrections in ink.

2.3.2 Each bid must be submitted in a securely sealed envelope, prominently marked with the number and title of the bid, the date and time of its opening, and the name of the bidder. Sealed bids will **not** be accepted via facsimile.

2.3.3 Each Bidder must include with his submission a fully executed Affidavit of Non-Collusion, as furnished by the College. Anti-Bribery Affidavits or other special forms may also be specifically required herein, as federal or state funding sources or other special conditions dictate.

2.3.4 The College reserves the right to consider informal any bid not prepared in accordance with instructions.

2.4 Preparation of Bids

2.4.1 Bids should be prepared simply and economically, providing a straightforward, concise description of the items or services offered.

2.4.2 The College will not be responsible for any bid preparation or submission costs.

2.5 Exceptions; Alternates

2.5.1 Bidders that take exception to any part of this RFP, or intend to offer an alternate product to that specified, must so indicate on the bid form. Failure to do so shall be interpreted as the Bidder's intent to comply with all instructions, terms, conditions, and specifications herein.

2.5.2 Conditional or qualified bids may be rejected.

2.6 Errors in Bids

2.6.1 Bidders are expected to fully acquaint themselves with all governing laws and ordinances, and inform themselves as to the instructions, terms and conditions, specifications, and other

requirements before submitting bids. Failure to do so will be at the Bidders' own risk; relief cannot be secured on plea of error.

2.6.2 Should the unit and extended price(s) of any bid, or part thereof, be at variance, the unit price shall prevail for the purpose of evaluating bids.

2.6.3 When prices on the bid form are requested in both words and figures, the sum written in words shall govern in the case of any discrepancy.

2.7 Time

2.7.1 Unless otherwise specified herein, all time periods are expressed in calendar days.

2.8 Withdrawal

2.8.1 Any bid may be withdrawn before the scheduled time of opening. After a bid has been opened, it may not be withdrawn during the period stated herein, for which prices and terms must remain valid.

2.9 Receipt and Opening of Bids

2.9.1 Each bid shall be submitted to the Purchasing Agent or his/her designated representative at the place specified herein, on or before the day and hour fixed for its opening. Bids received prior to that time will be securely kept unopened. No responsibility will attach to the College or its representative(s) for premature opening of any bid not secured and addressed as specified above.

2.9.2 The Purchasing Agent or his/her representative will determine when the hour fixed for opening has arrived. Bids will then be publicly opened and read, and no bid received thereafter will be considered.

2.9.3 Bids received will be duly recorded and the tabulation may be inspected by appointment

2.10 Award of Bids

2.10.1 The contract(s) will be awarded to the lowest responsible and responsive Bidder(s), provided the offer is fair and reasonable, and it is in the best interest of the College to accept it.

2.11 Reservations

2.11.1 The College reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP; to waive minor irregularities, or to negotiate with all responsible Bidders, in any manner necessary, to serve the best interest of the College. Further, the College reserves the right to make an award in whole, in part, or no award at all.

2.11.2 The College also reserves the right to increase or decrease the quantities of any materials, equipment or services for which it is soliciting offers hereunder, and to award whole, in groups, or by item unless specifically indicated otherwise.

2.11.3 Unless otherwise specified herein, the College also reserves the right to award the contract(s) within not less than sixty (60) days after the bid opening. Any bid on which the time of acceptance is limited to less than the specified period may be rejected solely on that basis.

2.11.4 The College further reserves the right to reject the bid of a Bidder who, investigation shows, is not currently in a position to perform the contract, or who has previously failed to perform contracts of similar nature in a proper and timely manner.

2.12 Qualifications of Bidder

2.12.1 The College may make such investigation as it deems necessary to determine the ability of the Bidder to provide the required services, and the Bidder shall furnish to the College all such information for this purpose as they may request. Should such investigation or evidence fail to

satisfy the College that the Bidder is fully qualified to execute and complete the contract, his bid may be rejected.

2.12.2 Minority Business Enterprises (MBE) are encouraged to respond to solicitations.

2.13 Non-Discrimination in Employment

2.13.1 The Bidder shall be an equal opportunity employer and shall conform to all Affirmative Action and other applicable requirements; accordingly, the Bidder shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, or sex in any manner prohibited by law.

3.0 INSURANCE REQUIREMENTS

3.1 General Requirements

3.1.1 *Coverages Required* Unless otherwise required herein, the Contractor shall purchase and maintain the insurance coverages listed below.

3.1.1.1 The Board of Trustees of Harford Community College (hereinafter referred to as "the College") does not in any way represent that the insurance limits specified below are sufficient or adequate to protect the Contractor's interests. It is understood that these are minimums only; the Contractor may purchase and maintain additional insurance as will protect him against claims that may arise from operations under the contract.

3.1.1.2 Should any of the insurance coverages indicated below be cancelled, not renewed, or changed in such a manner as would make the coverage not in conformity with the provisions below, thirty (30) days advance written notice shall be given the College, **EXCEPT IN THE CASE OF NON-RENEWAL**. In this event, notice shall be given as soon as known, if that be less than thirty (30) days, not in any event less than ten (10) days. This notice requirement shall be reduced to only ten (10) days in case of cancellation of non-payment of insurance premiums for the coverages certified. All notice requirements shall identify the Contractor and the number of the Purchase Order.

3.1.1.3 Failure to provide, and to continue in force for the life of the contract, the required insurance shall be deemed a material breach of contract.

1.2 *Certificate of Insurance* Before beginning work on the Contract, the Contractor shall provide the College with Certificates of Insurance acceptable to the College that evidence the required coverages, and receive approval of same.

1.2.1 Such certificates for liability coverages **must include Harford Community College as an additional named insured.**

1.3 *Contractor's Responsibility* Furnishing of the insurance required herein shall not relieve the Contractor of any responsibilities or obligations assumed under the Contract, or for which the Contractor may be liable by law or otherwise.

3.2 Insurance Coverages Minimum limits of all coverages shall be not less than those below, or as otherwise provided in the Contract Documents, or as required by law, whichever is greater.

3.2.1 *Comprehensive General Liability Insurance* Such insurance shall protect the Contractor and save the College harmless from claims which may arise out of, or result from, the Contractor's operations under the Contract, whether such operations be by the Contractor, any Subcontractor, anyone directly or indirectly employed by the Contractor or Subcontractor, or anyone for whose acts any of the above may be liable.

3.2.1.1 Minimum Limits of Coverage

- .1 Bodily injury/property damage liability—combined single limit of \$1,000,000 per occurrence/\$2,000,000 general aggregate.
- .2 The College reserves the right to require limits of \$2,000,000 per occurrence/\$3,000,000 general aggregate for contracts with high-risk (e.g. hazardous materials) features.

3.2.1.2 Coverages to be included: Broad form property damage, including products and completed operations, independent contractor's, and contractual liability coverages previously purchased separately.

3.2.1.3 Damages not to be excluded: Such insurance shall contain no exclusions applying to operations by the Contractor or Subcontractor in the performance of the Contract pertaining to: (1) Collapse of, or structural injury to, any building or structure; (2) Damage to underground property; or (3) Damage arising out of blasting or explosion.

3.2.2 *Automobile Liability Insurance* Such insurance shall protect the Contractor and save the College harmless from claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance, or use of any motor vehicle.

3.2.2.1 Minimum Limits of Coverage:

- .1 Bodily injury/property damage liability—combined single limit of \$1,000,000 per accident.
- .2 The College reserves the right to require a combined single limit of \$3,000,000 per accident for contracts that will involve heavy equipment (e.g. tractors, mix-in-transit concrete trucks) operations on its premises.

3.2.2.2 Coverages to be included: Coverage for all owned, non-owned and hired motor vehicles.

3.2.3 *Worker's Compensation and Employer's Liability Insurance* Such insurance must contain statutory coverage for all employees engaged under the contract.

3.2.4 *Umbrella Liability*

3.2.4.1 Commercial General Liability - Minimum Limits:

- .1 Each occurrence - \$1,000,000
- .2 Aggregate - \$2,000,000

3.2.4.2 Business Auto – Minimum Limits:

- .1 Each accident - \$1,000,000

3.2.4.3 Employers Liability – Minimum Limits:

- .1 Each accident - \$1,000,000
- .2 Aggregate (for disease) - \$1,000,000
- .3 Each employee (for disease) - \$1,000,000

3.3 Indemnification

3.3.1 The Contractor shall protect, hold free and harmless, defend and indemnify the College (including its officers, agents and employees) from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments (including attorney's fees) resulting from injury to or death of any person or damage to property of any kind, which injury, death of any person or damage arises out of, or is in any way connected with the performance of the work under this Contract. This agreement shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, including acts or omissions of Contractor's agents or employees, except that this agreement shall not be applicable to injury, death or damage to

property arising from the sole negligence or sole willful misconduct of the College, its officers, agents and employees.

3.4 Property Lost, Damaged or Destroyed

3.4.1 Any property or work to be provided by the Contractor will remain at the Contractor's risk until final written acceptance by the College. The Contractor will replace, at his expense, all property or work lost, damaged, or destroyed by any cause whatsoever.

4.0 GENERAL TERMS AND CONDITIONS OF SOLICITATIONS

4.1 Choice of Law: Compliance with Regulations

4.1.1 In all operations related to the Contract, those ordinances, regulations, and local government resolutions, together with the laws of the United States and the State of Maryland which are or shall become applicable to and control in any way the actions of those engaged as principal or agent, must be respected and adhered to strictly. The Seller shall protect and indemnify the Board of Trustees of Harford Community College (hereinafter referred to as "the College") and their agents and employees against any claim or liability arising from or based on the violation of any such ordinances, regulations, resolutions, or laws, whether by him or his employees.

4.1.2 The Seller shall obtain and pay for all necessary licenses and/or permits, unless otherwise specified herein.

4.2 Compliance with Specifications

4.2.1 The Seller shall comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as hereinafter described.

4.3 Seller's Responsibility: Subcontractors; Assignment

4.3.1 The College will enter into a Contract with the selected offeror(s) only, who shall give personal attention constantly to faithful execution of the Contract, and keep same under his control.

4.3.2 The Seller shall not assign or subcontract, in whole or in part, its rights or obligations under any contract without prior written consent of the College. Any attempted assignment without said consent shall be void and of no effect.

4.4 Taxes

4.4.1 The Seller shall pay, when due, all applicable taxes or assessments, and shall comply with all statutes and regulations of the applicable taxation authorities.

4.4.2 The College is tax-exempt, but cannot authorize any Seller to make tax-exempt purchases on the College's behalf.

4.5 Publicity

4.5.1 The Seller shall not in any way or in any form publicize or advertise in any manner the fact that it is providing services to the College without the express written approval of the College's Marketing and Public Relations Office, obtained in advance, for each item of advertising or publicity. However, nothing herein shall preclude the seller from listing the College on its routine client list for matters of references.

4.6 Notices

4.6.1 Any notice required shall be in writing and may either be given by personal delivery or sent certified mail, addressed as follows: if to the Seller, at the address set forth in his bid; if to the College, to the attention of the Purchasing Agent at the address set forth in the heading of this solicitation. Either party may change the address to which mailings shall be made from time to time by notice mailed as set forth above.

- 4.7 Changes
- 4.7.1 The Contract(s) arising from this solicitation shall not be modified, altered, or changed except by mutual agreement confirmed in writing by an authorized representative of each party to the Contract.
- 4.7.2 No change which increases rates or affects levels of service shall be made unless a signed change order is issued to the Seller by the College's Procurement Department, incorporating such change and agreeing to the rate increment or revised service.
- 4.8 Delay: Force Majeure
- 4.8.1 The Seller shall notify the College promptly of any material delay in delivery or performance of specified items or services, and shall detail in writing to the Purchasing Agent the proposed revised performance date as soon as practicable after notice of delay.
- 4.8.2 The Seller shall be liable for delays due to its fault or negligence.
- 4.8.3 In the event of any excusable delay, the date of performance may be extended for a period equal to the time lost by reason of such delay, on written approval of the Purchasing Agent. An equitable financial adjustment may be negotiated between parties for any period of nonperformance.
- 4.9 Annulments
- 4.9.1 The College reserves the right to annul any contract if, in its opinion, there shall be a failure at any time to perform faithfully any of its stipulations. Any action taken in pursuance of the latter shall not affect or impair any rights to claims of the College to damages for breach of contract by the Seller.
- 4.10 Termination
- 4.10.1 In the event that the Seller violates any of the provisions of the Contract, the College may serve written notice upon the Seller of its intention to terminate the Contract. Such notices will contain the reason for such intention to terminate, and unless within ten (10) days after the serving of such notice the violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate.
- 4.10.2 If funds are not appropriated for continuance of performance to completion, the Seller shall accept cancellation upon sixty (60) days prior written notice.
- 4.10.3 Notwithstanding the foregoing, the Seller agrees that the College shall have the right to terminate for convenience at any time during the term upon giving the Seller sixty (60) days prior written notice.
- 4.11 W-9 Form
- 4.0.1 The awarded bidder will be required to submit a current *W-9 Request for Taxpayer Identification Number and Certification* prior to beginning work. The form may be emailed to the Procurement Office at bbertier@harford.edu.
- 4.12 Headings and Emphasis
- 4.12.1 The section headings, paragraph numbers, italics and other similar features of these documents are for convenience of reference only, and are not to be construed as indicative of the relative importance of any element.

5.0 SUPPLEMENTARY TERMS AND CONDITIONS FOR CONSTRUCTION CONTRACTS

5.1 Standard of Performance

- 5.1.1 The Contractor agrees to complete the work specified herein in good, workmanlike fashion, with that standard of care, skill and diligence normally provided by like professional organizations in the performance of similar services.
- 5.1.2 The Contractor shall permit inspection of its operations, at any time, by the Board of Trustees of Harford Community College (hereinafter referred to as "the College") or its authorized representatives, to determine that standards of quality are being met.

5.2 Materials, Substitutions, Samples, Shop Drawings

- 5.2.1 Unless otherwise specified, the Contractor shall provide and pay for all materials, labor, construction equipment and machinery, tools, utilities, water, transportation and other services and facilities necessary for the completion of the work, whether temporary or permanent.
- 5.2.2 The Contractor warrants that all materials and equipment shall, unless otherwise specified, be new and that all work will be of good quality, free from faults and defects and in conformance with the specifications.

5.3 Laws and Regulations: Royalties and Patents

- 5.3.1 The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work, and promptly notify the College if he observes that the specifications or drawings are at variance therewith. Should the Contractor knowingly perform work contrary to such laws or regulations, and without such notice, he shall bear all costs arising therefrom.
- 5.3.2 The Contractor shall pay all royalties and license fees. He shall defend all suits or claims for infringement of patent rights, and save the College harmless from loss on account thereof.

5.4 Contractor's Employees; Safety and Security

- 5.4.1 The Contractor agrees that all his employees whose duties bring them upon the College's premises shall abide by its rules, regulations and the reasonable directions of its officers. Such employees shall have the right to use only those College facilities necessary to the performance of the contract. Such employees shall comply with the College's policy of **No Tobacco Use of Any Kind on Campus Property**.
- 5.4.2 The Contractor shall be responsible to the College for the acts and omissions of his employees, subcontractors and their agents or employees, and other persons performing any work under the contract.

5.5 Subcontractors

- 5.5.1 The Contractor shall submit for approval a written statement concerning proposed award to any subcontractor, furnishing such information as the College may require, and shall not award work to any subcontractor until the College's written approval is secured.
- 5.5.2 The Contractor shall be as fully responsible to the College for the acts and omissions of his subcontractors, and their agents or employees, as he is for the acts of person directly employed by him.
- 5.5.3 Contracts between the Contractor and the subcontractors shall require each subcontractor to assume toward the Contractor all obligations and responsibilities which the Contractor assumes toward the College, insofar as applicable to the extent of the subcontractor's work.
- 5.5.4 Nothing herein shall create any contractual relationship between any subcontractor and the College.

- 5.6 Time
- 5.6.1 All time limits stated herein are of the essence to the contract; thus, the Contractor shall expedite the work and achieve substantial completion within those limits.
- 5.7. Hazard Communication Program
- 5.7.1 Contractor and its employees are required to exchange information with the College if they will be working in an area that uses or stores hazardous chemicals or if they will be bringing or using hazardous chemicals on the College campus.
- 5.7.2 Contractor and its employees shall be permitted to view the Chemical Information Lists and the MSDS for all chemicals in the work area and shall be informed of the availability of the College's Hazard Communications Program.
- 5.7.3 This information exchange shall be conducted by the College's Occupational Health and Safety Office and coordinated through the Occupation Health and Safety Specialist.
- 5.7.4 If applicable, the Contractor and its employees shall provide verification of Hazard Communication training by submitting a completed College "Verification of Contracted Employees Training" form to the College's Occupational Health and Safety Office.
- 5.8 Changes in the Work; Extras
- 5.8.1 The College may order additions or modifications to, or deletions from the work specified, and the contract prices and time may be adjusted accordingly by written change order.
- 5.8.1.1 The cost or credit for changes shall be based upon mutual agreement.
- 5.8.2 No claims for extra work or costs shall be allowed except upon issuance of a written change order from the College (See **General Terms and Conditions**).
- 6.0 BILLING AND PAYMENT**
- 6.1 Invoices, in triplicate, shall be forwarded to the College's Business Office; the College's purchase order number must appear on each. Payment will be made within a minimum of thirty (30) days after final acceptance.
- 6.1.1 Final payment shall not constitute an acceptance of defective or non-conforming work.
- 7.0 EVALUATION CRITERIA**
- 7.1 The final proposal will be evaluated based on the following criteria:
- 7.1.1 Cost
- 7.1.2 Proposal response to the RFP and its specifications, technical capabilities, experience and references.
- 8.0 SHORT LIST AND PROPOSAL REVIEW MEETINGS**
- 8.1 The College reserves the right to shortlist the bidder(s) based on the proposal responses to this RFP and its specifications. The College may conduct proposal review meetings with the short listed bidder(s). The College reserves the right to adjust quantities and call for best and final pricing from the short listed bidder(s).

9.0 SPECIFICATIONS

9.1.1 Detailed Terms and Conditions

Qualifications of Bidders

9.1.1.1 Contractor must possess at least ten (10) years of continuous immediate past experience in the maintenance of equipment of the type specified herein.

9.1.1.2 Contractor shall also possess sufficient financial capacity, technical ability, shop equipment and personnel to maintain systems of the types included in these specifications.

9.1.1.3 Each bid submitted shall include:

- .1 A list of the personnel proposed to perform this contract, showing length and type of experience of each individual.
- .2 Certification indicating each proposed mechanic has received factory training by a least two (2) of the manufacturers of the equipment specified in Schedules I and II and VII (or will have completed the required training prior to the execution of the contract). The successful Contractor shall also furnish, in advance, the same certification for all new personnel assigned to the College during the contract term.
- .3 References (on the form provided) from at least three (3) other clients (educational institutions and/or public agencies preferred) for whom comparable services were rendered by the bidder within the last three (3) years, and who can attest to the bidder's ability to:
 - a) Successfully maintain equipment similar to that installed at the College; and
 - b) Respond to emergency service calls within not more than two (2) hours, when conditions warrant.
 - c) Bids submitted without the documents listed above may be rejected.
- .4 Bidders must satisfy the College that they maintain a sufficient inventory of commonly required materials and parts to perform the specified programmed maintenance and inspection services, and that each assigned mechanic will report to the College in a vehicle equipped with the tools and parts required for the scheduled work. College tools and equipment will not be used in the servicing of equipment.

9.1.2 Contract Term

9.1.2.1 The initial contract shall be executed with the successful bidder to provide the specified services from November 4, 2019, to June 30, 2021.

9.1.2.2 This contract may be renewed for up to four (4) additional one year periods based on satisfactory performance and at the sole discretion of the College.

9.1.3 Definitions

9.1.3.1 Alterations: Labor and materials identified by the Contractor or Harford Community College (hereinafter "the College"), to improve operation of the equipment described in provided Schedules.

9.1.3.2 Systems: Electronic and electric equipment for control of building environment, including but not limited to damper actuators, air handler freeze and fire protection.

9.1.3.3 Boilers: Oil or natural gas fired hot water heating boilers.

9.1.3.4 Mechanical Cooling Systems: Mechanical equipment and controls designed for space temperature control, including but not limited to reciprocating and centrifugal compressors, cooling towers, and electric controls.

9.1.3.5 Programmed Maintenance: Labor and materials required to perform the work described in provided schedules.

9.1.3.6 Refrigeration Equipment: Equipment for food service operations, including but not limited to refrigerators, freezers and icemakers.

9.1.3.7 Repairs: Labor and materials required to assure proper operational condition of the equipment described in this RFP.

- 9.2.2 General Specifications
 - 9.2.2.1 Written Maintenance Program: The Contractor shall provide in writing, in advance, a scheduled program of maintenance for the designated equipment.
 - 9.2.2.2 College personnel will provide initial indoctrination for all campus mechanical, refrigeration, automatic temperature controls and boiler systems. All subsequent training will be at the expense of the contractor.
 - 9.2.2.3 Regular service work, which does not interfere with College operations, shall be performed between 7 a.m. and 3 p.m. Monday through Friday; emergency and overtime work shall be coordinated and approved in advance by the Coordinator for Facilities Maintenance.
 - 9.2.2.4 Where necessary, cycling systems and equipment “on” and “off” shall be scheduled with the Coordinator for Facilities Maintenance and or his designee, particularly if such action impacts environmental comfort levels for college personnel, or presents any difficulty in the operation of the building.
 - 9.2.2.5 Contractor’s service personnel shall report to the Campus Operations Office located in the Conowingo building. Contractor’s staff shall be required to sign in and sign out each day worked. A key or access card will be assigned to access buildings; these must be returned at end of each day.
 - .1 A dated, pre-numbered service report detailing the work accomplished must be either left in the Campus Operations Office or emailed to the Coordinator for Facilities Maintenance before the Contractor’s personnel depart campus.
 - .2 These service reports must clearly distinguish between non-chargeable contract (base bid) maintenance work and chargeable work.
 - .3 Invoices for billable hours and materials shall reference the applicable service report number(s) and date(s).
 - .4 Contractor service personnel shall work a minimum of four (4) consecutive hours when performing prescribed maintenance of equipment. Reassigning mechanics performing work on college equipment will not be acceptable.
 - .5 Invoicing of the College shall not begin until hours identified in the base contract are fully applied.

- 9.2.3 Contract Inclusions
 - 9.2.3.1 The Contractor shall furnish all labor, supervision, equipment, supplies, parts, permits, and insurance coverage’s necessary to provide programmed maintenance and repair service.
 - 9.2.3.2 Contract price shall include compressor oil, gear oil and grease, electrical or magnetic relay controls, indicator lights, hand towels, tools and cleaning solvents required. The Contractor shall indicate the price for all refrigerant, in the space provided on the Proposal Form. At the time of repair, refrigerant may be requested from vendor or supplied by HCC.
 - 9.2.3.3 Auxiliary equipment such as valves, motors, controls and associated operating parts of the equipment identified for programmed maintenance are included under these specifications for service.
 - .1 Labor and materials requiring repair, of these components are chargeable to contract minimums (or billable at the contract rates, should those minimums be exceeded). Materials specifically listed in Contract Inclusions 9.2.3.2 above, however, **shall** be included in the base bid prices and not chargeable.
 - 9.2.3.4 The Contractor shall be responsible for disposal of all waste oil, hazardous materials and refrigerant that is not being recycled at no cost to the College

- 9.2.4 Repair Services
 - 9.2.4.1 Definitions
 - .1 **Planned Repair** The Contractor shall promptly estimate needed repairs that are expected to cost \$2500 or more, and submit same in writing to the Coordinator for Facilities-Maintenance for approval, before proceeding. Repair services

estimated to cost less than \$2500 may proceed after verbal approval of the Coordinator for Facilities-Maintenance.

- .2 **Unplanned Repair** The Coordinator for Facilities-Maintenance will order services as required, or as recommended by the Contractor, to prevent damage to College property, and/or to serve the needs of the College when there is an actual or immediate threat to the continuation of essential operations.

9.2.4.2 Contractor shall provide, **in the contract price**, the following:

- .1 Up to 120 hours regular time and 20 hours overtime per contract year for repair work on the mechanical cooling equipment specified in Schedules I and II.
- .2 Up to 60 hours regular time and 8 hours overtime per contract year for repair work on refrigeration equipment in Schedule I, B.
- .3 Up to 50 hours regular time and 8 hours overtime per contract year for repair work on boilers specified in Section VII.
- .4 Up to \$2,500 of parts and materials per repair incident, not to exceed \$6,000 per contract year.
- .5 Materials specified in 9.2.3.2 Contract Inclusions above, **are not** chargeable/billable as repair parts.
- .6 Other materials will be chargeable/billable at dealer net plus the applicable markup bid and accepted.
- .7 The Contractor shall submit with each repair service invoice for work beyond the specified contract minimums, a copy of each and every supplier invoice showing one or more **line items** with a dealer net cost of \$ 500 or more.
- .8 Above hours not used within contract year will be credited back to the College.
- .9 All equipment serviced as part of this maintenance agreement shall have a tag that is dated and contains a description of work performed.
 - .1 The College reserves the right to review supplier invoices, in any amount, throughout the contract term; however, only those invoices specified in 9.2.4.2.4 above must be routinely submitted with Contractor billing.

9.2.4.3 Repair work will be billable at the mechanic's hourly straight time/overtime rates bid and accepted.

9.2.4.4 Contractor will make emergency service available for all equipment and ATC systems of the College 24 hours per day, 7 days per week, including holidays; on-site response shall be within two (2) hours from time of call. Service work required at times, other than normal business hours, will be invoiced at the **mechanic's hourly** overtime rate bid and accepted.

9.2.6 Payment Schedule

9.2.6.1 Inspections and repair service invoices for labor and materials shall be submitted within thirty (30) days of completion of individual repairs or inspections.

9.2.6.2 All invoices must be submitted in duplicate to the attention of the Coordinator for Facilities Maintenance.

9.2.6.3 Detail reports shall be submitted as follows:

- .1 October 1
- .2 January 1 (Annual Report)
- .3 March 1
- .4 June 30

Detail reports shall specify the number of hours and quantity of materials used per quarter and be broken out by specific type of equipment serviced (i.e. Boilers, Refrigeration and Mechanical Cooling).

The annual report shall include a priced out listing of materials used and hours worked.

**RFP 20P-002 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING, BOILERS,
AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT**

All CHILLERS SHALL BE READY FOR OPERATION BY APRIL 1st OF EACH YEAR. ACTUAL STARTUP WILL BE AT THE DISCRETION OF THE COORDINATOR FOR FACILITIES MAINTENANCE

CHILLERS - located in the following buildings: Edgewood Hall, Student Center, Susquehanna Center and Library.

The following work shall be performed by April 1 and September 1, of each year as part of the base contract price.

- Fill barrels with water – if required, vent all air.
- Perform a full operational inspection and start-up of unit
- Check heat trace or sump heaters for proper operation.
- Clean and Inspect condensate lines for blockage – Treat condensate pans.
- Listen for any unusual noises or vibrations
- Check high/low pressure gauges, record evaporator and condenser pressures.
- Check temperature gauges, record water temperature in and out of evaporator and condenser.
- Check and record oil pressure and temperature.
- Check chilled and condenser water pump suction and discharge pressures and temperatures.
- Check exterior of unit for signs of oil leaks.
- Check refrigerant sight glass for bubbles.
- Check compressor oil reserve level and oil level in crankcase; add oil if required.
- Check crankcase sweating.
- Inspect condenser coils for both damage and cleaning on air-cooled units and report findings to the College
- Review operating log for any marked change in recorded temperatures and pressures.
- Check unit for leaks using an electronic leak detector.
- Check high-low pressure cut-off setting.
- Sequence tests all controls for proper operation.
- Check setting and functionality of all controls.
- Check compressor motor operating current.
- Check all motor protection and starter coils and contacts.
- Check unloading devices to see that they unload at the proper pressure.
- Remove oil sample and test (report results to College representative).
- All work to be included in base contract.

Winter Shut Down – If Required

- Close chill water and condenser water isolation valves as required.
- Secure and drain water from unit
- Verify units heat tape is operating properly
- Verify unit is disabled at control panel
- All work to be included in base contract

Self-Contained/Package Units

Equipment located in the following buildings: Aberdeen Hall-1, Observatory-2, Forest Hill-3, Chesapeake Center - 4, Science Annex-2 , Bel Air Hall -1, Hickory - 3, Library – 2 (Data Center)

Equipment to be inspected April 1 and September 1 of each year.

- Check full operation of units:
- Listen for any unusual noises or vibrations.
- Check to insure that unit is cooling properly.
- Check condenser and evaporator for proper operation. Cycle unit, check temperature of conditioned air vs. thermostat settings and observe operation of condenser.
- Lubricate non-sealed bearings as required.
- Check units refrigerant charge
- Inspect interior evaporator and pan for cleaning and report results to College representative.
- Inspect the interior of unit for any signs of mold growth and report to College
- Inspect and clean all controls and sensors on and in unit. Check contacts and tighten electrical connections. Check operation of all controls.
- Check for oil leaks.
- Check the drives for unusual wear and realign and replace belts if necessary.
- Check all electrical connections to insure tightness.
- Check operation of unit, including all controls and inspect condition of unit.
- Check oil and refrigerant levels.
- Check operation and adjustment of all operating and safety controls.
- Leak test using an electronic leak detector
- Inspect coils of all air-cooled units and report findings to the College
- Inspect and service dehumidification units for two library Data Center units
- Report all discrepancies to College representative, in writing.
- All work to be included in base contract

Refrigerators, Walk-in Coolers and Freezers

Inspections to be performed in January 1 & June 1 of each year

Equipment Located in the Chesapeake Center.

- Check operation of units and record temperatures.
- Check controls.
- Check oil levels; add as required.
- Check refrigerant charge; add as required.
- Inspect doors seals
- Clean condensers and evaporators.
- Lubricate non-sealed bearings as required.
- Check fan motors and lubricate all non-sealed bearings as required.
- Check heater-defrosting unit.
- All work to be included in base contra

Ice Makers

Inspections to be performed January 1 & June 1 of each year

Equipment Located in the Arena, Susquehanna Center Trainers Room, Student Center, Chesapeake Center and the Harford Sports Complex Building.

- Check operation.
- Clean condenser coils, fan blades, fan motor, and compressor unit - **annually.**

- Lubricate the condenser fan motor as required.
- Inspect for plumbing leaks.
- Clean compressor compartment thoroughly - **annually**.
- Check all controls—adjust mechanical ice level control and float valve setting as required.
- Tighten all bolts as required.
- Lubricate all non-sealed bearings and gears as per manufacturer's recommended procedure.
- Make sure equipment is level.
- Check entire unit for possible refrigerant leaks.
- All work to be included in base contract.

HOT WATER HEATING BOILER EQUIPMENT

Equipment Located in the Following Buildings, Joppa Hall, Aberdeen Hall, Susquehanna Center, Student Center, Edgewood Hall and the Library

Boilers shall be serviced by October 1 of each year. The following tests and inspections shall be performed prior to this date:

- Clean and adjust burners for optimum efficiency (11-12% CO2 for gas-fired units).
- Complete combustion analysis; record results and submit to College representative.
- Check and record all operating pressures and compare with operating manual recommendations.
- Pressure test boiler relief valves.
- Operate low water cutoffs by blowing down device.
- Functional test operating temperature controls (aquastat) and high temperature limit.
- Functional test flame safety control.
- Record results of all safety tests and submit to College representative.
- Observe operation of burner programming device and compare with operating manual sequence.
- Check expansion tank for proper water level and pressure; adjust as necessary.
- Dismantle and clean low water alarm and insure proper operation.
- Auxiliary boilers will operate when main boilers are laid up so service shall be performed as timely to their operating needs.
- Inspect all boiler heads, seals, connections and associated piping for deterioration or leaks. Notify College representative of any problems found.
- Check all boiler insulation for continuity and function.
- Above work shall be part of base contract price.
- A comprehensive report of the Inspection and Service shall be submitted to the College no later than November 1.
- The Campus contains a wide variety of "Condensing Boilers". It is expected that the annual maintenance performed on these units are completed per the manufacturers recommendations identified in the manuals associated with these units.
- All work to be included in base contract price.

Equipment to be serviced include,

Joppa Hall

H.B. Smith #640 Cast Iron, Gas-Fired Boiler
 Viessmann boiler #65/1DZ02MD
 Maxim Gas Hot Water Heater Model 27 L 125A-MXS Serial F005742

Aberdeen Hall

Lochinvar GFB-1,3,4 boilers

Susquehanna Center

Weil McLain Model BG 1888 boiler (3)
 Weil McLain Model BG 788 boiler (1)

Two gas fires hot water heaters,

- Boiler DWH-1 PVI Industries #1000P250A-TP
- Boiler DWH-2 #1000P25A-TP

Student Center

H.B. Smith cast iron boiler, gas fired
 Webster burner
 Boiler – Viesman #65/1DZ02MD

Edgewood Hall

Boilers, Lochinvar – Crest Condensing Boilers (2)

Library

H.B. Smith, gas-fired boilers (2)

Miscellaneous Equipment

The College owns a wide variety of small heating and mechanical cooling equipment too numerous to list. It is expected that this equipment shall be serviced on an “as needed” basis at the request of the College’s representative. All work shall be charged to the contract minimums at the agreed contract labor rate and parts mark up.

The equipment identified below with an Asterisk are those included in the contracts base bid maintenance and inspection services.

Joppa Hall

Split System Carrier Model 661CE 036A
 Split System Carrier Model 3AYCC0363Y0
 Split System Mitsubishi Model PU18EK1
 Deli – Reach-In Cooler – Continental Refrigerator
 Deli – Reach-In Cooler – Silver King Mod# SKR27
 Telecom – Daikin Model FTXS24HVJU
 Radio Room – A/C # FA4CNF036
 H.B. Smith #640 Cast Iron, Gas-Fired Boiler *
 Viessmann Boiler #65/1DZ02MD *
 Maxim Gas Hot Water Heater Model 27 L 125A-MXS Serial F005742 *

Chesapeake Center

Telephone Room A/C – Carrier Split
 Model: 40A0018-300-BB Serial: A9A60041

Office Area - #1 Carrier Split A/C System *
 Model: 38APD02765A18120
 Serial: 0810Q39134
 AHU Model: 39MN17CO11S3K11XGS
 Serial: 0910U04137

Dining Room - #2 Carrier Split A/C System *
Model: 38APD04065A18120
Serial: 0810Q39120
AHU Model: 39MN21C011S3L11XGS
Serial: 0910U04138

Theater - #3 Carrier Split A/C System *
Model: 38APD04065A18120
Serial: 0810Q39122
AHU Model: 39M1STW04K1CCD1HK
Serial: 0910U04139

Dining Room West – Small Carrier Split System Model: 38YCC024234
Board Room – York Self-Contained Rooftop A/C Unit *
Model: B3CH060A46C
Serial: NBLM011961

Chesapeake Center – Kitchen

Kitchen Roof Top Mitsubishi Split System, 2 Ton - FC1, FC2, FC3, FC4
Icemaker – Ice-o-Matic, Model EC400FAPB1
Refrigerator, Victory (Double Door)
Refrigerator, Victory (Single Door)
Walk-In Thermo Cool Refrigerator *
Walk-In Thermo Cool Freezer *

Observatory

HVAC Lab - *(2) M: WSC048E1RFA12 S: 112712179L & S: 112711964L

Hickory- RTU's

(2) Trane 3-10 Ton M: YSC120F4RMA-H000A1A103 *
Trane 3-10 Ton M: YSC092F4RHA-H000A1A103*
Trane 3-10 Ton M: YHC092F4RHA-H0B0A1A1B*

Belcamp

Two Split System Units

Luxaire	M: GM9S080C16UP11J	S: W0H6775161*
York Cond	M: H1RA060S25A	S: WEKM021382*
Carrier	M: CNPHP3117ALAAAAA	S: 1817X45643*
Carrier Cond	M: 24ACC430A0030011	S: 0217E14657*

Student Center

Mechanical Room Office – York Split System – 2-Ton Unit
York Chiller, 330 Ton Air-Cooled *
York Air Handler Unit 1 – Roof
York Air Handler Unit 2 – Roof
York Air Handler Unit 3 – 1st Floor Mechanical Room

Carrier - Split System For Mechanical Room Office
Boiler - H.B. Smith Cast Iron, Gas-Fired *
Boiler –Viessmann #65/1DZ02MD *

Student Center – Globe Café

Air Screen Refrigerator, Regal Olympus
Deli Case, True TDBD-72-2
Reach-In Refrigerators (3) Delfield
Reach-In Freezer, McCall
Ice Maker, Hoshizake, KM-500AF*C181*
3-Door Reach-In Soda Case

Susquehanna Center AND APG Arena

Chiller ACC-1 McQuay #885760010SWBXR01*
Reach-In Cooler Manitowoc #SSDTR1-SH
Ice Machine Hoshizake #B165055 *
Perlick - Beer Refrigeration
RTU-5 AAON-INC #RN-060-3-0 EA09-EJK
RTU-6AAON-INC #RN-060-3-0-EA09-EJK
RTU-7 AAON-INC #RN-060-3-0-EA09-EJK
RTU-8 AAON-INC #RN-060-3-0-EA09-EJK
ACCU #1 Mitsubishi #PUY-A12NHA4 – Elevator Mechanical Room
ACCU #2 Mitsubishi #PUY-A36NHA4 – Basement Telephone Room
ACCU #3 Mitsubishi #PUY A36NHA4 – Roof
ACCU #4 Mitsubishi #PUY-A12NHA4 – 1st Floor Telecom Room
ACCU #5 Mitsubishi #PUY-A42NHA4 – Basement Telecom Room
Evaporator – Basement Electrical Room 120
Pool Pak #SWHP120SR-7E-BDC-410A
Ice Machine - (Scotsman) Susquehanna Training Room *
Carrier A/C System #38ADOS34620A
Boilers (3) - Well McLain Model BG 1888 *
Boiler (1) - Well McLain Model BG 788 *
Two Gas Fired Hot Water Heaters *
(1) PVI Industries Model #1000P250A-TP *
(2) PVI Industries Model #1000P250A-TP *

Forest Hill Center

Rooftop Heat Pumps
Carrier Model 50TCQA05A0A3-0A0A0 Serial 4314C73697 *
York Model XP060C00N4AAA2A Serial N1A3409550 *
York Model XN060C00B4A1AAA1A1A Serial N1D7602401 *

Edgewood Hall

(2) Boilers – Lochinvar - Crest Condensing Boilers *
Chiller - York Air-Cooled – Model YVAA0153BNV46 Serial SEDM-543990 *
(4) Split Samsung A/C Systems - Serving Computer and Mechanical Rooms

Aberdeen Hall

RTU McQuay Model RPS060C0LW *
AHU McQuay Model OAH009GDAC
Daiken Split A/C Model FTXS18DVJU Serial E002799 For Elevator Room
Daiken Split A/C Model FTXS18DVJU For Lab Side Staircase
Lochinvar Boilers GFB-1, 3, 4
1) Model GFB Serial K07H00204032 *
3) Model GFB Serial K07H00204034 *
4) Model GFB Serial K07H00204033 *

Radio Tower Trailer – Window Units

General Electric Model: AEL14AXL1 Serial: ZH528660
Zenith Model: ZW6500R

Annual Report

A comprehensive annual report on all equipment serviced shall be submitted to the College's representative no later than December 31 of each year.

10.0 PROPOSAL FORMAT

- 10.1 Technical proposal narrative addressing the specifications.
- 10.2 References on the form provided.
- 10.3 Company profile information (12.0).
- 10.4 Other information identified on the Proposal Form herein.

11.0 FUNCTIONING OFFICE WITHIN CLOSE PROXIMITY

- 11.1 The College requires that the bidder must have a functioning office in close proximity to the College Campus.
- 11.2 The Bidder must have a functioning office that will be performing the work, within approximately sixty (60) mile radius of the College's main campus.

12.0 FIRM (COMPANY) PROFILE, EXPERIENCE

- 12.1 Bidders shall submit a company profile to include, at a minimum: the background and history of the company; size of the company including the number of employees; annual sales volume for each of the past three (3) years, and number of years in the business.
- 12.2 Submit three (3) references of similar scope, performed in the past three (3), in accordance with instructions on the form provided herein.
- 12.3 Bidders must have a minimum of five (10) years experience providing the services covered in this RFP.

Procurement Department
Harford Community College
401 Thomas Run Road
Bel Air Maryland 21015

**RFP 20P-002 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING SYSTEMS,
BOILERS, AND REFRIGERATION EQUIPMENT**

PROPOSAL FORM

All proposals must be fully and properly executed, securely sealed and marked with the number and title and the proposal due date. Envelopes shall be addressed to the Procurement Department at the address above.

Proposals must be received in the Conowingo Center building Room 105 no later than **2:30 p.m. Tuesday, September 10, 2019.**

To be considered responsive, each proposal submitted must, at a minimum, include the following documents:

1. Proposal Form, completed and signed;
2. Non-collusion Certificate, completed and signed;
3. Proposal narrative including complete responses to sections 9.1, 10.0, 11.0, 12.0
4. Copies of training certificates for all proposed contract personnel (per Specifications 9.1.1); and
5. Three (3) references on the form provided.

PROPOSAL OF _____ DATE _____
Firm Name

In accordance with the foregoing Instructions, General, Supplementary, and Detailed Terms and Conditions, and Specifications, including Addenda No. ____, ____, ____, ____, and ____ thereto, I/we submit the following for evaluation:

1. Lump Sum Base Proposal (Annual for initial contract from November 4 2019 – June 30 2021)

Words \$ _____/year
Figures

1. Hourly rate(s) for all work that exceeds the base bid contract minimums. If more than one rate, on a separate sheet, identify the craft(s) and rate. Identify both STBR and OTBR.

Words \$ _____/Hour
Figures

3. Maximum escalation, as a percentage, for 2nd, 3rd and 4th years.
_____ percent

4. Indicate mark up **over dealer net cost** for parts, materials and supplies as follows:
3.1 Line items up to \$100 _____ percent
3.2 Line items \$100-\$500 _____ percent
3.3 Line items over \$500 _____ percent

5. Refrigerant unit prices: Market value plus markup of _____ percent or fixed fee.

6. **EXECUTION:** The undersigned, duly authorized to bind the named firm, agrees, upon receipt of written notice of acceptance of this proposal within sixty (60) calendar days after its opening, to execute the contract in accordance with the bid as accepted, and to render a certificate of insurance within ten (10) calendar days after notification of award.

_____	_____
Signature	Name of Firm
_____	_____
Typed or Printed Name	Street Address
_____	_____
Title	City, State, Zip
_____	_____
Email	Telephone

Date	

If a corporation, place corporate seal beside signature above and state:

Name of president _____

Name of secretary _____

Under laws of what state incorporated _____

Please check if applicable: MBE _____ WBE _____

Procurement Department
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

NON-COLLUSION CERTIFICATE

**SOLICITATION: RFP 20P-002 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING,
BOILERS, AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT**

I HEREBY CERTIFY that I am the _____
(Title)

and the duly authorized representative of the firm of _____
whose address is _____.

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the proposal being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any agreement, participated in any collusion to fix the price proposal of the offer or herein or any competitor, or otherwise taken any action in restraint of free competition in connection with the Contract for which this proposal is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

Signature

Date

Printed or Typed Name

Procurement Department
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

**SOLICITATION: RFP 20P-002 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING, BOILERS,
AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT**

REFERENCES

Each firm must furnish three (3) references of recent (within three (3) years) prior service comparable in nature and scope to the requirements of the captioned solicitation. References from other public agencies or educational institutions are preferred.

1. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email: _____
Description of Services _____

2. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email _____
Description of Services _____

3. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email _____
Description of Services _____

PROPOSAL OF: _____
Firm Name

Procurement Department
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

NO PROPOSAL REPLY FORM

SOLICITATION: RFP 20P-002 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING, BOILERS, AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT

Dear Sir or Madam:

To assist us in obtaining good competition on our request for proposals, we ask that each firm that has received an invitation, but does not wish to bid, state their reason(s) below. This information will not preclude receipt of future solicitations unless you request removal from the Bidder's List by so indicating below.

Unfortunately, we must offer a "No Proposal" at this time because:

- ___ 1. We do not sell the items/services for which proposals are requested.
- ___ 2. The specifications are either unclear or too restrictive (Please explain in the "Remarks" section.)
- ___ 3. We cannot submit a bid because of marketing or franchising policies of the manufacturing company.
- ___ 4. We do not feel we can be competitive. (Please explain in the "Remarks" section.)
- ___ 5. Other commitments preclude our participation at this time.
- ___ 6. We do not wish to participate in the proposal process.
- ___ 7. We do not wish to bid under the terms and conditions of the Request for Proposal document. Our objections are:

- ___ 8. We do not wish to sell to Harford Community College. Our objections are: _____

- ___ 9. Other _____

Remarks: _____

Firm Name _____
(PLEASE PRINT)

Authorized Signature _____

- ___ We wish to remain on the Bidder's List.
- ___ We wish to be removed from the Bidder's List.

Rev 07/14