



Office of Procurement  
9221 Corporate Blvd  
Rockville, MD 20850

**REQUEST FOR PROPOSAL (RFP)**

**RFP NO.: E420-010**

**HAZARDOUS MATERIAL ANALYSIS AND DISPOSAL SERVICES**

All proposals **MUST BE RECEIVED** electronically by **3:00 PM EST** time on **June 26, 2020**

Prices must remain firm for **120 DAYS AFTER PROPOSAL CLOSING DATE, BUT PRIOR TO CONTRACT AWARD.**

**Proposal Bond Requirements: NONE.**

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

**Pre-Proposal Conference: NONE.**

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

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

A handwritten signature in black ink, appearing to read 'Patrick Johnson', with a horizontal line extending to the right.

Patrick Johnson, MBA  
Director of Procurement

**NOTE: Prospective Offerors that have received this document from a source other than the Procurement Office should immediately contact the Procurement Office and provide their name and e-mail address so that any amendments to the Bid/RFP or other communications can be sent to them. Failure to contact the Procurement Office may result in non-receipt of important information.**

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

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**SECTION 1 – PROPOSAL AND CONTRACT INFORMATION**

**1.1 Intent**

It is the intent of this Request for Proposal to provide Montgomery College with college-wide hazardous waste analysis and disposal services, on an as needed basis, in accordance with the terms, conditions, and specifications described herein. In the event that a special condition is contradictory to a general condition, the special condition shall prevail.

Montgomery College will hereinafter be referred to as the “College” and “MC.” Respondents to the RFP will be referred to as “Offerors” and “Proposers.” The Offeror to whom the contract is awarded will be referred to as the “Contractor.”

**1.2 Electronic Proposal Submittal Due Date**

All responses to this Request for Proposal must be submitted **electronically**, no later than **3:00 p.m. on June 26, 2020** Eastern Standard Time (EST), to [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu), **No responses will be accepted after this date and time. No facsimile transmissions or email transmissions to other email address will be accepted.** In the event, the College is closed on the RFP closing date due to an unforeseen circumstance, the RFP will be closed at the stated time on the next open business day, unless the Offeror is notified otherwise. See Section 3 Proposal Submission for full detailed submission instructions and requirements.

**1.3 Contact Information**

Offerors shall examine the Request for Proposal documents carefully. Should there be any discrepancies or omission found in the solicitation documents, or any doubt as to the meaning of any items, a Request for Clarifications shall be directed in writing to Yu (Judy) Zhu, Purchasing Manager, at [yu.zhu@montgomerycollege.edu](mailto:yu.zhu@montgomerycollege.edu). The Offeror shall not initiate contact with any other College representative about this bid. All inquiries and questions must be submitted and received by **5:00 p.m. on June 18, 2020**. No questions will be accepted after this date. The College will not be bound by oral explanations for scope of services or any language contained in this solicitation.

**1.4 Addenda**

The College will issue an addendum or addenda, if necessary. Notification regarding addenda posted at the College Procurement website at [www.montgomerycollege.edu/procure](http://www.montgomerycollege.edu/procure) will be provided by e-mail, to all perspective Offerors who are known by the College to have received a complete set of solicitation documents by downloading the solicitation documents from the College’s Procurement website and who have provided an accurate current e-mail address.

Only answers provided via an addendum issued by the Procurement Office will be binding. It is Offeror’s sole responsibility to check the College Procurement website for all posted addenda before submitting a proposal. Acknowledgement of the receipt of all addenda must accompany the Offeror’s proposal. Failure to receive any issued addenda shall not relieve Offerors from any obligation or requirement listed in addenda.

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

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**1.5 Proposal Validity**

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

**1.6 General Conditions and Instructions**

Offerors shall refer to, understand, and agree to Attachment D, General Conditions and Instructions, of this proposal. The College reserves the right to reject as non-responsive any offer that objects to any of the terms, conditions, or specifications of this RFP.

**1.7 Submitted Pricing**

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

**1.8 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 Offerors 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, 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.

**1.9 Subcontractors**

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

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**1.10 Proposal Evaluation**

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

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

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

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

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

**1.11 Proposal Rejection**

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

- 1.11.1 Failure to meet the mandatory specifications and requirements.
- 1.11.2 Failure to respond in a timely manner to a request for additional information, data, etc.
- 1.11.3 Failure to supply appropriate and favorable client references.
- 1.11.4 Submittal of an incomplete Price Proposal page.
- 1.11.5 Failure to sign the proposal.
- 1.11.6 Failure to return any addenda acknowledgements
- 1.11.7 Submittal of conditional, alternate or multiple proposals.
- 1.11.8 Failure to demonstrate that it is qualified to carry out the obligations of the contract and to implement and support the work specified herein.
- 1.11.9 Failure to provide samples and/or demonstration materials that are representative of the quality level sought by the College.

**1.12 Required Submittal List**

See Section 3 Proposal Submission.

**1.13 Failure to Submit**

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

**1.14 Estimated Contract Quantities**

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

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**1.15 Contract Award**

It is the College's intention to make awards in the best interest of the College to the two (2) highest scored responsible and responsive Offerors on a primary and secondary basis, who can meet or exceed the terms, conditions, and scope of work/services of this solicitation. Evaluation of Offeror's will be based on Offeror qualifications and experience, implementation plan, references and competitive pricing. The evaluation for award will be made based on payment to the Contractor in Net 30 Days, from the date an acceptable invoice is received by Montgomery College. The College may cancel this Request for Proposal or reject any or all proposals in whole or in part.

**1.16 Contract Documents**

The Request for Proposal in its entirety, the Offeror's proposal, and the College purchase order, if applicable, will form the contract. Offeror's requiring their signed contract or terms and conditions separate and apart from the foregoing must submit such a contract, terms, and conditions with their response. The contract will be examined and evaluated along with the Offeror's proposal. The College reserves the right to reject the Offeror's contract form and terms and conditions.

**1.17 Contract Term**

The initial term of this contract will be for one year, from **August 1, 2020 through July 31, 2021**. At the sole option of the College, the contract may be renewed up to four (4) additional one-year terms, provided service has been satisfactory, funding is available, and renewals are in the best interest of the College.

**1.18 Contract Price Adjustment**

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

**1.19 Contract Modification and Amendment**

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

The Contractor cannot accept purchase orders/requests for services or products that are not covered in this contract or make changes to the scope of work unless a price for those services or products has been negotiated with the Procurement Office, and the Contractor has received a signed contract amendment from the Procurement Office.

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**1.20 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. Certificate of insurance is due within 10 days of notice of award.

The Contractor 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 Contractor’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 |

**Commercial General Liability Insurance**, excluding automobiles Owned or hired by the Contractor, 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 |

**Professional Liability** – Providing professional liability in the amount of \$2,000,000 per occurrence and \$5,000,000 in the aggregate to cover each individual professional staff.

**Contractors Pollution Legal Liability**- Providing pollution liability coverage including third party bodily injury, property damage, cleanup costs and defense costs arising out of the job site operations, transportation or waste/materials from the work sites, and disposal activities with limits of \$5,000,000 per occurrence and \$10,000,000 in the aggregate.

**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 Contractor. The insurance shall provide that policy coverage will not be cancelled, altered or materially changed without sixty (60) calendar days’ 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.

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The Contractor shall furnish the College with a certificate of insurance as evidence of the required coverage. The Contractor shall provide liability insurance coverage for material and/or equipment stored for the College for which the Contractor 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 Contractor shall provide the College with evidence of such insurance. In the event that the Contractor's insurance is terminated, the Contractor shall immediately obtain other coverage. Lack of insurance during life of contract shall be grounds for immediate termination of contract.

**1.21 Certificate of Liability Insurance**

The Contractor shall furnish the College a Certificate of Liability Insurance as evidence of the required coverage within seven (7) days of award of the contract. Such insurance shall name the College as an Additional Insured. Policy and Certificates of Insurance shall reference Montgomery College Contract No. **E420-010**. Current certificates must be provided to the College throughout the contract term.

**1.22 Termination of Insurance**

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

**1.23 Contract Assignment**

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

**1.24 Contract Deadlines and Failure to Deliver**

The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. Additionally, if the Contractor fails to comply with established delivery requirements, the College reserves the right to make an open market purchase of required services and items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

**1.25 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, if applicable. All true and correct invoices must be mailed to Montgomery College, Accounts Payable Office at 9221 Corporate Blvd, Rockville, Maryland 20850 or e-mailed to [accountspayable@montgomerycollege.edu](mailto:accountspayable@montgomerycollege.edu).

**1.26 Contract Notice to Cure**

The College reserves the right to cancel the contract if the Contractor's performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If



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such corrections are not made within the specified period, the College may terminate the contract for default.

**1.27 Advertising**

The Contractor shall not publish or use any information about the contract in any format or media for advertising or publicity without prior written consent from the College.

**1.28 Ownership of Documents and Information**

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

**1.29 Offerer's Proprietary and Confidential Information**

As a public entity, the College is subject to the disclosure requirements in the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Information that is deemed to be confidential commercial or financial information, as defined by the Maryland Public Information Act may be exempted from disclosure. Offerers must clearly identify each part of the Offer that it believes contains confidential commercial or financial information by stamping the top right-hand corner of each pertinent page with large red bold letters stating the words "confidential" or "proprietary". Offerer agrees that upon request from the College, it will provide justification as to why any material, in whole or in part, should be considered confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to a request under the Maryland Public Information Act. The College, by law must apply the MPIA requirements for public information disclosure deemed proprietary and/or confidential; therefore, even the information marked as such by the Offerer may still require public disclosure.

**1.30 Confidentiality**

The Contractor agrees to maintain in strict confidence Montgomery College's confidential information as listed herein. The Contractor may use the College's confidential information solely to perform the services required, as listed herein and may not disclose such information to any person or entity without the expressed written consent of Montgomery College. The Contractor shall not publish or use any information about the contract in any format or media for advertising or publicity without prior written consent from the College.

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**1.31 Tobacco and E-Cigarette Policy**

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

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**SECTION 2 – SCOPE OF WORK/SERVICES**

**2.1 Background**

Montgomery College is a public, fully accredited institution. 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. The College is dedicated to student success and widely recognized for the quality and scope of academic programs. To support students' academic and professional goals, the College employs more than 3,100 faculty, administrators, and staff.

Four hazardous waste generation sites corresponding to the campuses mentioned above, are registered with the Environmental Protection Agency. During the past thirty years the College Environmental Safety Unit of Central Facilities Office has managed contracts for College-wide waste services which include: analyzing, packing, labeling, transporting, storing and disposing of hazardous wastes. Wastes are collected in satellite accumulation areas such as laboratories, art studios, auto maintenance shop, chiller plant, and campus operations and maintenance shops. Wastes are shipped offsite from each campus on quarterly intervals. Waste-pickups are scheduled on three consecutive days and coordinated by the Environmental Safety Office staff.

Montgomery College is seeking qualified contractors with (pre-dominantly) in-house capabilities to assist in the analysis and disposal of hazardous materials to insure the waste is disposed of in an efficient legally compliant and timely manner and is managed in a way that is in the best interest of the College.

The desired Contractors must provide packing, transportation and disposal services exclusively through (or to the greatest extent possible) the use of company-owned and operated vehicles and facilities.

**2.2 Contractor Requirements**

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

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

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

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

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

2.2.5 Contractor Personnel:

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

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

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

**2.3 Additional information required to include in the proposal submission**

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

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

**2.4 Disposal Facilities**

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

**2.5 Accepted Disposal Methods**

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

The Contractor should advise Montgomery College of environmentally safe waste disposal options. The Contractor should seek any and all possible avenues of disposal to reduce the need for land disposal. Proposals that offer disposal methods that destroy, recycle, or otherwise render the waste non-toxic will

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be given preference over proposals suggesting landfill of wastes. Deep well injection will not be considered an acceptable method of treatment/disposal.

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

**2.6 Handling Requirements**

Contractor must be capable of handling reactive materials.

**2.7 Hazardous Materials Spills and Leaks**

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

**2.8 Hazardous Wastes**

Material for disposal will/may include:

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

**2.9 Liability**

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

**2.10 Pre-Award Submissions**

- 2.10.1 A copy of current Certificate of Insurance will be required prior to award of contract.
- 2.10.2 Offeror MUST submit legible copies of current EPA/DOT/MDE certifications and permits prior to award.

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- 2.10.3 Employee training records for current year:
  - 2.10.3.1 HAZWOPER or HAZWOPER Refresher
  - 2.10.3.2 RCRA training
  - 2.10.3.3 DOT Hazardous Materials transporter training

**2.11 Reporting**

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

**2.12 Transportation and Scheduling Requirements**

- 2.12.1 Utilize the current United States Department of Transportation (US DOT) approved packaging, labels, markings and placards.
- 2.12.2 Package and load containers/drums for transport in accordance with state and federal US DOT regulations (i.e., 49CFR Parts 171, 172, 173, 178 and 179).
- 2.12.3 All materials must be packed and transported within 30 days of the original request.
- 2.12.4 Requests for scheduling a pick-up will be issued verbally or in writing.
- 2.12.5 Advanced scheduling of dates for pick-ups is preferred.
- 2.12.6 No College wastes will be transported outside of the contiguous forty-eight (48) states without prior approval. All exports of hazardous waste must meet the requirements of 40 CFR Part 262 Subpart E and 49 CFR Part 171. Montgomery College will not offer hazardous waste for shipment (i.e., serve as a primary exporter) outside the borders of the United States.

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2.12.7 Materials that are lab-packed and/or labeled will be manifested and transported from College property to permitted TSD facilities on the same day that packing is completed.

2.12.8 All material must be transported, packaged, and disposed of according to current federal, state and local guidelines.

**2.13 TSD Facility**

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

2.13.1 Inspections

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



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**3.1 Electronic Proposal Submission**

The following electronic proposal submission requirements supersede the delivery of bids, and bid signature requirements language in Attachment D: General Conditions and Instructions.

All Offerors' proposals must be submitted electronically, to [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu) via one email, in two separate PDF file attachments, by 3:00 p.m. Eastern Standard Time (EST), on **June 26, 2020**. One attachment shall include the **Technical Proposal**, and the second attachment shall include the **Price Proposal**. Subject line of email must include "Vendor Response to RFP No. E420-010, Hazardous Material Analysis & Disposal Services, Closing date/ time: June 26, 2020 at 3:00 P.M.

Any proposals received at the above email address after the EST submittal deadline will be automatically rejected. **It is Offeror's sole responsibility to ensure the complete electronic submission is securely delivered and received by the College Procurement Office.**

In addition to the electronic submission, one original sealed, hard copy of proposal response (Technical and Price) is also required, and must be mailed/deliver to the address below and identified as such.

Montgomery College  
Central Receiving Department  
Attn: Office of Procurement  
7602 Standish Place  
Derwood, Maryland 20855  
Opening Hours: 9:30 a.m. – 2:30 p.m., Monday through Friday, Except for College Holidays  
Phone Number: 240-567-5282

Proposals shall be certified, wet signed, and dated by a bona-fide agent of the Offeror, and include minority classification, if applicable.

Failure to include all required submittals may render the Proposal non-responsive. The College will reject any offer without an authorized signature.

To be considered, all responses must be submitted in the manner set forth in this RFP. All proposals received shall become the property of the College. In submitting a response to this RFP, an Offeror shall be deemed to have agreed to all terms and conditions.

In the event that the College is closed on the RFP closing date due to an unforeseen circumstance, the bid will be opened at the stated time on the next open business day, unless the Offeror is notified otherwise.

**3.2 Required Proposal Submittals**

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

3.2.2 Technical Proposal

This section must contain a detailed description of the services offered by the Offeror in response

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to this RFP. The information submitted by the Offeror must provide sufficient detail to allow College evaluators to gain a comprehensive and clear understanding of the Offeror's capabilities.

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

a. Transmittal Letter

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

b. Offeror's Qualification, Experience and Technical Competence

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

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

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- c. List of any violations, warnings or citations received within the past two (2) years by the Offeror and all subcontractors for providing services as listed herein (Appendix 2 in this Section).
  - d. References (Attachment A)  
The Offeror must submit three (3) references from current or former customers within the past three (3) years that are capable of confirming the Offeror's experience in providing the same or similar level of services. References from higher education institutions similar in size and scope to Montgomery College are preferred, but not required. The proposal must include the names, telephone numbers, and contact email address of three references. Cited references must be able to confirm, without reservation, the Offeror's ability to provide these services in accordance with the requirements in this RFP. The College reserves the right to reject a proposal based on an unsatisfactory reference; to request additional references or contact any site using the Offeror's services; and to require a site visit to one or more of the Offeror's reference locations. If Offeror has previously provided office supplies to Montgomery College, the College reserves the right to use itself as a reference.
  - e. Contractor Information Form (Attachment B)
  - f. Mid Atlantic Purchasing Team Rider Clause (optional, Attachment E)
  - g. Acknowledgement of Receipt of Addenda (if applicable).
  - h. Any other documents and/or information required to submit in Section 2 not listed above.
- 3.2.3 Price Proposal  
Offerors must use the Price Proposal Form provided in the RFP for submission. The price(s) offered on the Price Proposal must include all charges and costs incurred in the delivery of this procurement. The Price Proposal must be completed in full, signed, and dated. Offers must submit the pricing of all line items to be considered for award; failure to do so will deem an Offer non-responsive.
- 3.2.4 Failure to include any of the above items may cause the response to be deemed non-responsive.

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

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

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

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**Appendix 2 - TSDF Notices of Violation**

Provide a list of all Notices of Violation from January 2018 through December 2019 for TSDF’s that will be utilized in managing Montgomery College’s regulated wastes. Additional copies of this page may be used as needed. Please number all pages.

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

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**SECTION 4 – PROPOSAL EVALUATION AND CONTRACT AWARD**

**4.1 Evaluation Process**

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

Technical Proposals will be opened first at the date and time advised in the RFP documents, and evaluated by a College Evaluation Committee. The Price Proposals remain sealed and are held by the Procurement Office. Evaluation of Technical Proposals will be based on the criteria provided in the RFP, the substantiated ability of an Offeror to perform the required services, and the Offeror's responsiveness to the RFP requirements. Those proposals which do not clearly respond to the technical proposal submission requirements may be rejected at the sole discretion of the College. Those technical proposals not rejected will be evaluated to determine which offer best meets the requirements in the RFP and is in the best interest of the College.

Upon completion of the Technical Proposal evaluation, Price Proposals from only those Offerors deemed qualified, will then be opened and reviewed for responsiveness and completeness. Price Proposals from those Offerors deemed not qualified by the College after the review of the Technical Proposals will not be opened.

The Offeror's Price Proposal with the lowest aggregate total unit price of Section 5.2 and Section 5.3 will be awarded the highest point score, and higher price proposals will receive reduced point scores by ratio in comparison with the lowest price proposal.

The Price Proposal score will be added to the Technical Proposal score for a combined total evaluation score. The Offeror achieving the highest combined score will be recommended for contract award.

**4.2 Evaluation Criteria**

All complete and responsive proposals will be scored based on the following criteria and weighting.

**4.2.1 Technical Proposal (60% of total maximum score)**

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

**4.2.2 Price Proposal (40% of total maximum score)**

Price proposals from only those Offerors deemed qualified will be opened and reviewed. The lowest responsive and responsible proposal price will be awarded the highest point score, and higher price proposals will receive reduced point scores by ratio in comparison with the lowest price proposal. The College reserves the right to negotiate the pricing, if it is determined to be in the best interest of the College to do so.

**4.3 Award**

Awards will be made in aggregate, to the two (2) highest evaluated, most responsive, responsible Offerors on a primary and secondary basis, who can meet or exceed all RFP terms, conditions, and scope of work/services of this solicitation. The College reserves the right to negotiate the pricing, if it is determined to be in the best interest of the College to do so.

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**SECTION 5 – PRICE PROPOSAL FORM**

**Instructions:**

1. Use Section 5.1 Cost Calculation for Preparation of Sample Manifest to complete Section 5.2 Lab-Packed Waste Price Form, and Section 5.3 Profiled Waste Price Proposal Form.
2. To deem a Price Proposal responsive and complete, all line items in Section 5.2, Section 5.3 and Section 5.6 must be completely filled out. If the Bidder Use zeros or N/A for “not applicable”. Do not leave any blank cells. An original manifest form is not required for this exercise; a copy of the Contractor’s manifest page will suffice.
3. Section 5.4 provides detailed descriptions for Profiled Waste Streams listed in Section 5.3.
4. Use Waste Management Codes provided in Section 5.5 to fill out the appropriate “Final Waste Management Code” in Section 5.2 and Section 5.3.
5. Montgomery College may require an audit of the pricing to ensure Contractor’s compliance with incorporating the fixed unit prices in their Price Proposal. Submitted price must be inclusive of all associated costs.
6. Price Proposal with the lowest aggregated total unit price of Section 5.2 and Section 5.3 will be awarded the highest point score, and higher price proposals will receive reduced point scores by ratio in comparison with the lowest price proposal.

**5.1 Cost Calculation for Preparation of Sample Manifest**

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

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

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**5.2 Lab-Packed Waste Price Form**

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

| Item No | Lab Pack Wastes Descriptions  | Final TSDF | Final Waste Management Code | Unit/Container Size | Disposal Price/Unit | Misc. Unit Price | Total Unit Price |
|---------|---|------------|-----------------------------|---------------------|---------------------|------------------|------------------|
| 1       | Waste, Oxidizing Liquid, Corrosive, (Silver Nitrate, Nitric Acid)                         |            |                             | 5 gal.              |                     |                  |                  |
| 2       | Waste, Corrosive Liquid, Acidic, Inorganic, N.O.S. (Nitric Acid, Hydrochloric Acid)       |            |                             | 5 gal.              |                     |                  |                  |
|         |   |            |                             | 20 gal.             |                     |                  |                  |
|         |   |            |                             | 30 gal.             |                     |                  |                  |
|         |   |            |                             | 55 gal.             |                     |                  |                  |
| 3       | Waste, Corrosive Liquid, Basic, Inorganic, N.O.S. (Potassium Hydroxide, Sodium Hydroxide) |            |                             | 5 gal.              |                     |                  |                  |
|         |   |            |                             | 20 gal.             |                     |                  |                  |
|         |   |            |                             | 30 gal.             |                     |                  |                  |
|         |   |            |                             | 55 gal.             |                     |                  |                  |
| 4       | Waste, Flammable Liquids, N.O.S., (Mineral Spirits, Acetone)                              |            |                             | 5 gal.              |                     |                  |                  |
|         |   |            |                             | 20 gal.             |                     |                  |                  |
|         |   |            |                             | 30 gal.             |                     |                  |                  |
|         |   |            |                             | 55 gal.             |                     |                  |                  |
| 5       | Waste, Oxidizing Liquid, N.O.S., (Ferric Nitrate, Potassium Nitrate)                      |            |                             | 5 gal.              |                     |                  |                  |
|         |   |            |                             | 20 gal.             |                     |                  |                  |
| 6       | Waste, Toxic Liquids, Corrosive, Organic, N.O.S., Hydroquinone, Hydrochloric Acid)        |            |                             | 5 gal.              |                     |                  |                  |
|         |   |            |                             | 20 gal.             |                     |                  |                  |



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**5.2 Lab-Packed Waste Price Form (Continued)**

| Item No | Lab Pack Wastes Descriptions  | Final TSDF | Final Waste Management Code | Unit/Container Size | Disposal Price/Unit | Misc. Price | Total Unit Price |
|---------|---|------------|-----------------------------|---------------------|---------------------|-------------|------------------|
| 7       | Waste, Oxidizing Liquid, Toxic, N.O.S., (Potassium Ferrocyanide, Silver Nitrate)  |            |                             | 5 gal.              |                     |             |                  |
| 8       | Waste, Water-reactive Liquid, Corrosive, N.O.S., (Phenylmagnesium Bromide, Ether) |            |                             | 5 gal.              |                     |             |                  |
| 9       | Waste Flammable Solid (Phosphorus)  |            |                             | 5 gal.              |                     |             |                  |
| 10      | Waste Mercury (Thermometers, Spill Debris)  |            |                             | 5 gal.              |                     |             |                  |
| 11      | Waste Mercury (Mercury Compounds)   |            |                             | 5 gal.              |                     |             |                  |
| 12      | Non-RCRA Non-DOT Regulated Liquids  |            |                             | 55 gal.             |                     |             |                  |

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**5.3 - Profiled Waste Price Proposal Form**

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

| Waste Stream | Profiled Waste Descriptions                                     | Final TSDF | Waste Management Code | Unit/Container Size | Disposal Price/Unit (See 5.1) | Misc. Unit Price (See 5.1) | Total Unit Price (See 5.1) |
|--------------|---|------------|-----------------------|---------------------|-------------------------------|----------------------------|----------------------------|
| A            | Microbiology Stains   |            |                       | 30-Gal Drum         |                               |                            |                            |
|              |   |            |                       | 55-Gal Drum         |                               |                            |                            |
| B            | Caustic Engine Cleaner  |            |                       | 55-Gal Drum         |                               |                            |                            |
| C            | Used Oil  |            |                       | 55-Gal Drum         |                               |                            |                            |
| D            | Oil Spill Cleanup   |            |                       | 5-Gal Pail          |                               |                            |                            |
| E            | Antifreeze  |            |                       | 20-Gal Pail         |                               |                            |                            |
| F            | Sealed Lead Acid Batteries                                      |            |                       | 5-Gal Pail          |                               |                            |                            |
| G            | Lithiumion Batteries  |            |                       | 5-Gal Pail          |                               |                            |                            |
| H            | Fluorescent Light Tubes (4-Ft, Unbroken – <u>Recycle Only</u> ) |            |                       | Pound               |                               |                            |                            |
| I            | Sodium Vapor Tubes (Unbroken) <u>Recycle Only</u>               |            |                       | Pound               |                               |                            |                            |
| J            | Lamp Ballasts (Assumed PCB Containing) <u>Recycle Only</u>      |            |                       | Pound               |                               |                            |                            |
| K            | Latex Paint Cans (Loose Pack in Drum)                           |            |                       | 5-Gal               |                               |                            |                            |
|              |   |            |                       | 30 Gal              |                               |                            |                            |
|              |   |            |                       | 55-Gal Drum         |                               |                            |                            |
| L            | Paint Varsol Mixture  |            |                       | 5-Gal               |                               |                            |                            |
|              |   |            |                       | 30-Gal              |                               |                            |                            |

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**5.4 Detailed Descriptions of Profiled Waste Streams**

**5.4.1 WASTE STREAM – A**

Waste Stream Name: MICROBIOLOGY STAINS

Generating Process: STAINS AND FIXERS FOR MICROBIOLOGICAL SAMPLES

Physical Description: Stains and dyes in flammable alcohols and acids

Average Amount: 1 30-gallon or 55-gallon drum / pick-up

Notes: BTU/LB<2,000; Flash Point>141-200F; Boiling Point>100F; pH< 2

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

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**5.4.2 WASTE STREAM – B**

Waste Stream Name: CAUSTIC ENGINE CLEANER

Generating Process: AUTOMOTIVE MAINTENANCE AND REPAIR

Physical Description: Strongly alkaline solution (some solids)

Average Amount: 1 55-gallon drum / pick-up

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

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

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**SECTION 5 – PRICE PROPOSAL FORM**

**5.4.3 WASTE STREAM – C**

Waste Stream Name: USED OIL

Generating Process: AUTOMOTIVE AND BUILDING EQUIPMENT MAINTENANCE

Physical Description: Petroleum and vegetable lubricating oils and fuel oils

Average Amount: 1 to 3 55-gallon drum / pick-up

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

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

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**SECTION 5 – PRICE PROPOSAL FORM**

**5.4.4 WASTE STREAM – D**

Waste Stream Name: OIL SPILL CLEAN-UP

Generating Process: HYDRAULIC AND LUBRICANT OIL SPILL CLEANUP

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

Average Amount: 1 5-gallon drum / pick-up

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

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

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**SECTION 5 – PRICE PROPOSAL FORM**

**5.4.5 WASTE STREAM – E**

Waste Stream Name: ANTIFREEZE

Generating Process: AUTOMOTIVE AND BUILDING EQUIPMENT MAINTENANCE

Physical Description: Ethylene glycol or propylene glycol solutions

Average Amount: 1 55-gallon drum / pick-up

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

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











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**5.4.10 WASTE STREAM – J**

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

Generating Process: BUILDING MAINTENANCE

Physical Description: Fluorescent lamp ballasts assumed to contain PCB

Average Amount: 70 lb./year

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

| Chemical            | Concentration |
|---------------------|---------------|
| WASTE LAMP BALLASTS |               |

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**5.4.11 WASTE STREAM – K**

Waste Stream Name: LATEX PAINT CANS

Generating Process: EXCESS MATERIALS FROM BUILDING MAINTENANCE

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

Average Amount: 300 lb./ pick-up

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

| Chemical                         | Concentration |
|----------------------------------|---------------|
| Water based latex paints in cans |               |

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**5.4.12**                                      **WASTE STREAM – L**

Waste Stream Name:                      PAINT/VARSOL MIXTURE

Generating Process:                      BUILDING AND EQUIPMENT MAINTENANCE

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

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

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

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

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**SECTION 5 – PRICE PROPOSAL FORM**

**5.4.13**

**WASTE STREAM – M**

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

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

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**5.4.14**

**WASTE STREAM – N**

Waste Stream Name: Lamp Ballasts (Non- PCB Containing) Recycle Only  
Generating Process: Building Maintenance  
Physical Description: Solid  
Average Amount: 160 each, 200 lbs. per year  
Notes: BTU/LB = N/A; Flash Point > N/A; Boiling Point > N/A; pH> N/A

| Chemical                  | Concentration |
|---------------------------|---------------|
| Fluorescent lamp ballasts |               |
|                           |               |
|                           |               |
|                           |               |
|                           |               |





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**5.4.16 WASTE STREAM – P**

Waste Stream Name: Latex Paint Cans (Pallet or Box)  
Generating Process: Discarded off-spec/used product  
Physical Description: Liquid in cans  
Average Amount: 500 lbs. per calendar quarter  
Notes: BTU/LB = N/A; Flash Point > 200F; Boiling Point > 130F; pH>6-8

| Chemical         | Concentration |
|------------------|---------------|
| Latex Paint      |               |
| Kaolin           |               |
| Titanium Dioxide |               |
|                  |               |
|                  |               |

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**5.4.17 WASTE STREAM – Q**

Waste Stream Name: Mercury and Spill Debris

Generating Process: Cleaning

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

Average Amount: 6-10 lbs. per calendar quarter

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

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

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**5.4.18**

**WASTE STREAM – R**

Waste Stream Name: Mercury Containing Devices  
 Generating Process: Building maintenance  
 Physical Description: Devices with liquid mercury (thermometers, switches, gauges, etc.)  
 Average Amount: 10 lbs. once per year  
 Notes: BTU/LB = N/A; Flash Point > N/A; Boiling Point > N/A; pH> N/A

| Chemical                                  | Concentration |
|---|---------------|
| Mercury contained in manufactured article |               |
| Adsorbent                                 | 95%           |

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**5.4.19 WASTE STREAM – S**

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

Generating Process: Used material from microbiology lab

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

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

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

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

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**5.4.20 WASTE STREAM – T**

Waste Stream Name: Ozzy Juice

Generating Process: Used cleaning liquid from auto parts washing

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

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

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

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

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**5.4.21 WASTE STREAM – U**

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

Generating Process: Used propane cylinders, sealed

Physical Description: Solid metal

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

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

| Chemical | Concentration |
|----------|---------------|
| Propane  | Trace         |
|          |               |
|          |               |
|          |               |
|          |               |

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**5.5 Waste Management Codes**

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



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**5.6 Chemical Disposal Unit Pricing List**

The following is a list of wastes typically generated from Montgomery College campuses over the last five years. Please provide a unit price to dispose the listed items.

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

| Description   | Unit Measure | Disposal Price/Unit | Disposal Method |
|---|--------------|---------------------|-----------------|
| Aerosols spray cans   | 55           |                     |                 |
| Aerosols spray cans   | 30           |                     |                 |
| Aerosols spray cans   | 15           |                     |                 |
| Aerosols  | 5            |                     |                 |
| Alkaline Automotive Degreasing Solution                     | 55           |                     |                 |
| Alkaline Batteries  | 20           |                     |                 |
| Alkaline Batteries  | 5            |                     |                 |
| Pickling Solution (Sodium bisulfate)                        | 55           |                     |                 |
| Pickling Solution (Sodium bisulfate)                        | 5            |                     |                 |
| Automotive Coolant (ethylene glycol & water)                | 55           |                     |                 |
| Automotive Coolant (ethylene glycol & water)                | 15           |                     |                 |
| Automotive Coolant (ethylene glycol & water)                | 5            |                     |                 |
| Caustic Oil/ Glycol Mix                                     | 55           |                     |                 |
| Ceramics (discarded clay with metal glazes mixed)           | 55           |                     |                 |
| Ceramics (discarded clay with metal glazes mixed)           | 30           |                     |                 |
| Ceramics (discarded clay with metal glazes mixed)           | 5            |                     |                 |
| Chemsafe 400 Carpet Glue Remover (loosepack)                | 55           |                     |                 |
| Chemsafe 400 Carpet Glue Remover (loosepack)                | 20           |                     |                 |
| Chemsafe 400 Carpet Glue Remover (loosepack)                | 5            |                     |                 |
| Clay (pallet)   | ea           |                     |                 |
| Cylinder-Butane/ Propane for recycle (small hand held size) | cyl          |                     |                 |
| Empty Drum  | 55           |                     |                 |
| Ferric Chloride   | 20           |                     |                 |
| Ferric Chloride   | 5            |                     |                 |
| Fluorescent Tubes 8ft.                                      | ea           |                     |                 |
| Halogenated Solvent   | 55           |                     |                 |
| HID Bulbs   | ea           |                     |                 |

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**5.6 Chemical Disposal Unit Pricing List (Continued)**

| Description                                | Unit Measure | Unit Price | Disposal Method |
|--|--------------|------------|-----------------|
| Hot Vat Stripper (Sodium hydroxide 10-40%) | 55           |            |                 |
| Hydrochloric Acid                          | 30           |            |                 |
| Lab Pack- Acidic                           | 55           |            |                 |
| Lab Pack- Acidic                           | 30           |            |                 |
| Lab Pack- Acidic                           | 20           |            |                 |
| Lab Pack- Acidic                           | 5            |            |                 |
| Lab Pack- Alkaline                         | 30           |            |                 |
| Lab Pack- Alkaline                         | 10           |            |                 |
| Lab Pack- Alkaline                         | 5            |            |                 |
| Lab Pack- Flammable                        | 55           |            |                 |
| Lab Pack- Flammable                        | 30           |            |                 |
| Lab Pack- Flammable                        | 20           |            |                 |
| Lab Pack- Flammable                        | 5            |            |                 |
| Lab Pack- Mercury                          | 5            |            |                 |
| Lab Pack- Mercury Solutions                | 5            |            |                 |
| Lab Pack- Non-Hazardous                    | 55           |            |                 |
| Lab Pack- Non-Hazardous                    | 30           |            |                 |
| Lab Pack- Non-Hazardous                    | 20           |            |                 |
| Lab Pack- Non-Hazardous                    | 5            |            |                 |
| Lab Pack- Oxidizer                         | 30           |            |                 |
| Lab Pack- Oxidizer                         | 20           |            |                 |
| Lab Pack- Oxidizer                         | 5            |            |                 |
| Lab Pack- Reactive                         | 30           |            |                 |
| Lab Pack- Reactive                         | 20           |            |                 |
| Lab Pack- Reactive                         | 5            |            |                 |
| Lab Pack- Toxic                            | 55           |            |                 |
| Lab Pack- Toxic                            | 30           |            |                 |
| Lab Pack- Toxic                            | 20           |            |                 |
| Lab Pack- Toxic                            | 15           |            |                 |
| Lab Pack- Toxic                            | 10           |            |                 |
| Lab Pack- Toxic                            | 5            |            |                 |
| Latex Paint                                | 55           |            |                 |
| Latex Paint (loosepack)                    | 55           |            |                 |

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**5.6 Chemical Disposal Unit Pricing List (Continued)**

| Description                                  | Unit Measure | Unit Price | Disposal Method |
|--|--------------|------------|-----------------|
| Latex Paint (loosepack)                      | 20           |            |                 |
| Latex Paint (loosepack)                      | 5            |            |                 |
| Latex Paint (loosepack-pallet)               | ea           |            |                 |
| Lead Acid Batteries                          | lb           |            |                 |
| Liquid Calcium Chloride                      | 55           |            |                 |
| Liquid Calcium Chloride                      | 30           |            |                 |
| Lithium Batteries                            | lb           |            |                 |
| Mercury Spill & Debris                       | 5            |            |                 |
| Mercury Salts                                | 55           |            |                 |
| Mercury Salts                                | 30           |            |                 |
| Mercury Salts                                | 5            |            |                 |
| Microbiology Stains                          | lb           |            |                 |
| Microbiology Stains (neutral pH)             | 55           |            |                 |
| Mixed Oils                                   | 55           |            |                 |
| Mixed Oils                                   | 20           |            |                 |
| Mixed Oils                                   | 55           |            |                 |
| NiCad Batteries                              | lb           |            |                 |
| Non-Hazardous Loose Pack                     | cyd          |            |                 |
| Non-PCB Ballast                              | lb           |            |                 |
| Oil Spill Clean-up                           | 55           |            |                 |
| Oil Spill Clean-up                           | 30           |            |                 |
| Oil Spill Clean-up                           | 20           |            |                 |
| Oil Spill Clean-up                           | 5            |            |                 |
| Oxidizer Loosepacks                          | 55           |            |                 |
| Oxidizer Loosepacks                          | 30           |            |                 |
| Oxidizer Loosepacks                          | 5            |            |                 |
| Ozzy Juice                                   | 55           |            |                 |
| Paint/ Varsol Mixture                        | 30           |            |                 |
| Paint/ Varsol Mixture                        | 5            |            |                 |
| Paint/ Varsol Mixture (high solids)          | 55           |            |                 |
| Paint/ Varsol Mixture (high water/<5000 BTU) | 55           |            |                 |
| Paint/ Varsol Mixture (high wate/ <5000 BTU) | 5            |            |                 |
| Paint/ Varsol Mixture (loosepack)            | cyd          |            |                 |
| Paint/ Varsol Mixture (loosepack)            | 20           |            |                 |
| Paint/ Varsol Mixture (loosepack)            | 5            |            |                 |

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**5.6 Chemical Disposal Unit Pricing List (Continued)**

| Description                    | Unit Measure | Unit Price | Disposal Method |
|--------------------------------|--------------|------------|-----------------|
| Pesticides                     | 55           |            |                 |
| Pesticides                     | 30           |            |                 |
| Refrigerant Oil (Dowtherm SR1) | 55           |            |                 |
| Used Oil                       | 55           |            |                 |
| Used Oil                       | 30           |            |                 |
| Used Oil                       | 20           |            |                 |
| Used Oil                       | 5            |            |                 |
| Water Treatment Chemical       | 55           |            |                 |
| Compact Lamps                  | ea           |            |                 |
| Incandescent Lamps             | ea           |            |                 |
| Cylinder Acetylene, 12"x32"    | ea           |            |                 |

**Note: The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror's omission.**

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

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

**PLEASE REMEMBER TO SIGN YOUR PROPOSAL**

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

---

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

---

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

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**ATTACHMENT A – REFERENCES**

| REFERENCE 1           |  |
|-----------------------|--|
| Company Name          |  |
| Street Address        |  |
| City, State, Zip Code |  |
| Contact Person/E-mail |  |
| Title                 |  |
| Telephone Number      |  |
| Service Dates         |  |

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

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

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

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

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**ATTACHMENT B – CONTRACTOR INFORMATION FORM**

B.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.

B.2 Minority Contractor: Yes  No

If yes, please specify minority classification

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

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

B.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

B.6 Please provide the following information:

**Print clearly**

|                    |  |                         |  |
|--------------------|--|-------------------------|--|
| 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          |  |

Company Name Name

Title Authorized Signature and Date

**MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT  
HAZARDOUS MATERIAL ANALYSIS AND DISPOSAL SERVICES  
RFP NUMBER: E420-010  
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**ATTACHMENT C – NO PROPOSAL RESPONSE FORM**

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

- Too busy at this time
- Not engaged in this type of work
- Project is too large or small
- Cannot meet mandatory specifications (Please specify below)
- Other (Please specify)

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Company Name Name

---

Street Address Authorized Signature and Date

---

City, State, Zip Code Title

|                   |   |
|-------------------|---|
| Please return to: | Montgomery College<br>Office of Procurement<br>9221 Corporate Blvd<br>Rockville, Maryland 20850 |
|-------------------|---|

**MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT**  
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**ATTACHMENT D – 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 Offeror's 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 Offeror 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** Offeror 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 Offeror 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 Offeror conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of Offeror 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 Vice President of Procurement deems the failure to be nonsubstantial. Such bid bonds or checks will be returned to all except the three (3) lowest Offeror's within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned to all but successful Offeror(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful Offeror 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 Offeror(s) within forty-eight (48) hours after receipt of the performance bond.



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**ATTACHMENT D – GENERAL CONDITIONS AND INSTRUCTIONS**

**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 Offeror's capabilities to satisfy the requirements of the bid. Emphasis should be on completeness and clarity of content. The Offeror 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 Offeror, 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 Vice President 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** Offeror 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** Offeror 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 Offeror, 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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**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 Offeror 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 Offeror 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** Offerors are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the Offeror'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 Offeror 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** Offeror 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. Offeror 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 Offeror 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 Offeror, 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** Offeror 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. Offeror 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** Offeror 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 Offeror 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 Offeror and its personnel.

**NON-COLLUSION** Offeror 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; Offeror 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 Offeror 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** Offeror 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. Offeror 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. Offeror 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 Offeror 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 Offeror 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** Offeror guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Offeror 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 Offeror may attach a letter of explanation to the bid for clarification. Offerors will be required, if requested by Montgomery College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers or dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any Offeror’s place of business prior to award of contract to determine Offeror 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** Offeror must provide at least three references from former or current clients who can confirm the Offeror’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 Offeror’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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**ATTACHMENT D – GENERAL CONDITIONS AND INSTRUCTIONS**

**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 Offeror 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 Offeror 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, Offeror 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 Offeror 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 Offeror 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 Offeror 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. Offeror 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 solicitation 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 Offeror 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 Offeror 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** Offeror 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 Offeror 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 Offeror'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:

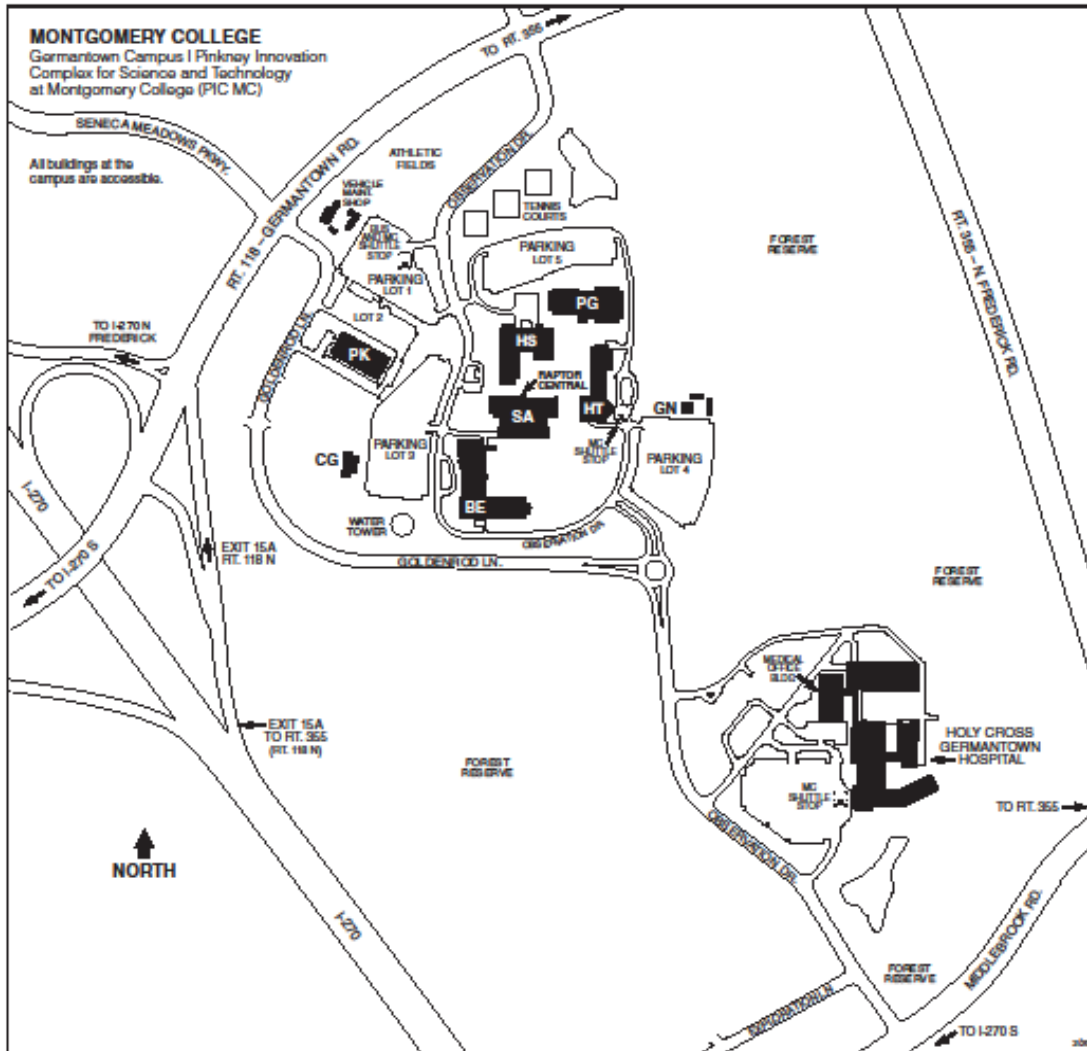
[www.mwcog.org/purchasing-and-bids/cooperative-purchasing/member-links/](http://www.mwcog.org/purchasing-and-bids/cooperative-purchasing/member-links/) and  
<http://www.baltometro.org/our-work/cooperative-purchasing/brcpc-representatives>

**MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT  
HAZARDOUS MATERIAL ANALYSIS AND DISPOSAL SERVICES  
RFP NUMBER: E420-010  
RFP CLOSING DATE AND TIME: JUNE 26, 2020 @ 3:00 P.M.**

**ATTACHMENT F – CAMPUS MAPS**

**MONTGOMERY COLLEGE**

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



**MC MONTGOMERY COLLEGE**  
Germantown Campus | Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC)  
20200 Observation Drive  
Germantown, MD 20876  
240-567-7700  
montgomerycollege.edu  
For updates to campus maps, visit  
montgomerycollege.edu/maps

**Legend of Campus Buildings**  
*(as of February 2020)*

**BE** Bioscience Education Center  
▪ Conference Center

**CG** Child Care Center  
▪ Center for Early Education (CEE)

**GN** Greenhouse

**HS** Humanities and Social Sciences Building  
▪ Bookstore  
▪ Cafeteria  
▪ Library  
▪ Workforce Development and Continuing Education (WDCE)

**HT** High Technology and Science Center  
▪ Globe Hall

**PG** Physical Education Building

**PK** Paul Peck Academic and Innovation Building  
▪ Germantown Innovation Center

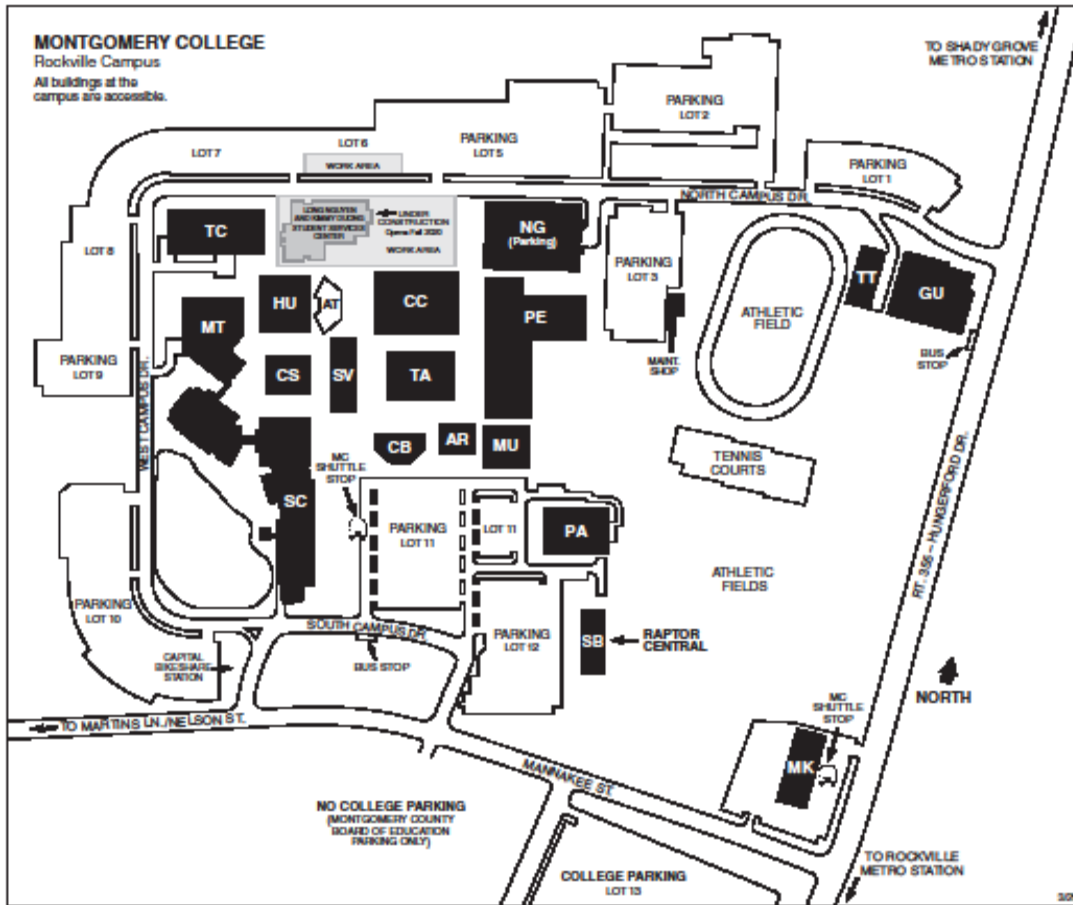
**SA** Student Affairs and Science  
▪ Counseling and Advising  
▪ Disability Support Services  
▪ Financial Aid Office  
▪ Public Safety Office  
▪ Raptor Central (Admissions, Enrollment, Visitor Services)  
▪ Records and Registration Office  
▪ Student Life Office



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HAZARDOUS MATERIAL ANALYSIS AND DISPOSAL SERVICES  
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**ATTACHMENT F – CAMPUS MAPS**

**MONTGOMERY COLLEGE**  
Rockville Campus



**MC MONTGOMERY COLLEGE**  
Rockville Campus  
51 Mannakee Street  
Rockville, MD 20850  
240-567-5000; TTY 301-294-9672  
montgomerycollege.edu  
For updates to campus maps, visit  
montgomerycollege.edu/maps

**Legend of Campus Buildings**  
(as of March 2020)

AR Paul Peck Art Building  
AT Amphitheatre  
CB Counseling and Advising Building  
CC Campus Center  
= Bookstore  
= Cafeteria  
= Student Life Office  
= Workforce Development and Continuing Education (WDCE)  
CS Computer Science Building  
GU Homer S. Gudelsky Institute for Technical Education

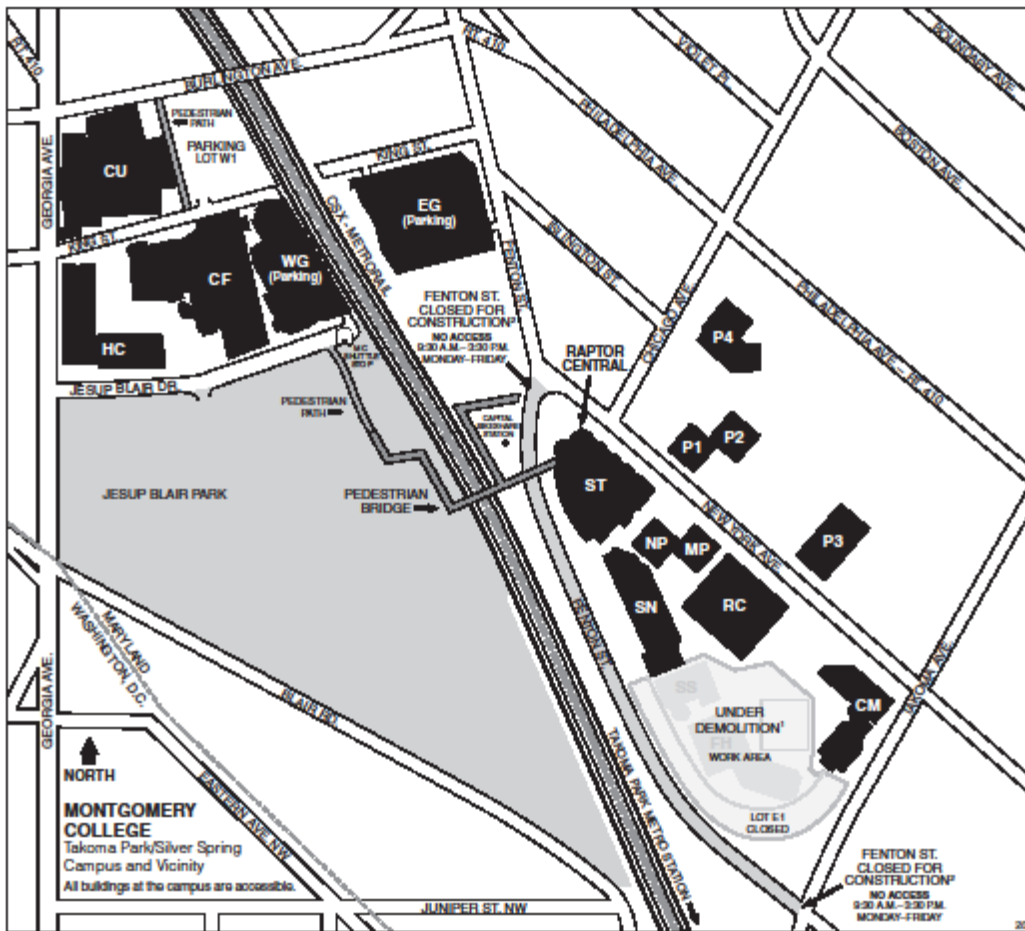
HU Humanities Building  
MK Mannakee Building  
= Center for Training Excellence  
= Counseling and Advising  
= Disability Support Services  
= Public Safety Office  
MT Gordon and Marilyn Macklin Tower  
= Library  
MU Music Building  
NG North Garage (Parking)  
PA Robert E. Parilla Performing Arts Center  
PE Physical Education Center

SB South Campus Instruction Building  
= Raptor Central (Admissions, Enrollment, Visitor Services)  
SC Science Center  
SV Student Services Building  
= Financial Aid Office  
= Records and Registration Office  
SW Science Center West  
TA Theatre Arts Building  
TC Technical Center  
TT Interim Technical Training Center

**MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT  
HAZARDOUS MATERIAL ANALYSIS AND DISPOSAL SERVICES  
RFP NUMBER: E420-010  
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**ATTACHMENT F – CAMPUS MAPS**

**MONTGOMERY COLLEGE  
Takoma Park/Silver Spring Campus and Vicinity**



**MC MONTGOMERY COLLEGE**  
Takoma Park/Silver Spring Campus  
7600 Takoma Avenue  
Takoma Park, MD 20912  
240-567-1300; TTY 301-587-7207  
montgomerycollege.edu  
For updates to campus maps, visit  
montgomerycollege.edu/maps

**Legend of Campus Buildings**  
(as of February 2020)

**CF** The Morris and Gwendolyn Cafritz Foundation Arts Center  
= Refugee Training Center  
= Workforce Development and Continuing Education (WDCE)

**CM** Catherine F. Scott Commons

**CU** Cultural Arts Center

**EG** East Garage (parking)

**HC** Health Sciences Center

**MP** Mathematics Pavilion

**NP** North Pavilion

**P1** Pavilion One

**P2** Pavilion Two

**P3** Pavilion Three

**P4** Pavilion Four

**RC** Resource Center  
= Library

**SN** Science North Building

**ST** Charlene R. Nunley Student Services Center  
= Bookstore  
= Cafeteria  
= Counseling and Advising  
= Records and Registration Office  
= Financial Aid Office

= Public Safety Office  
= Raptor Central (Admissions, Enrollment, Visitor Services)  
= Student Life Office

**WG** West Garage (parking)

<sup>1</sup> Falcon Hall (FH), Science South Building (SS), the tennis courts, and parking lot E1 are closed for demolition as of June 2019; site is slated for construction of the Catherine and Isiah Leggett Math and Science Building. For details, visit [montgomerycollege.edu/tpps-design](http://montgomerycollege.edu/tpps-design).

<sup>2</sup> Fenton Street will be closed for construction from 9:30 a.m. to 3:30 p.m., Monday through Friday. The sidewalk will remain open.