

Procurement Office
HARFORD COMMUNITY COLLEGE
401 Thomas Run Road
Bel Air, Maryland 21015
443-412-2307

**RFP 22P-002 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING, BOILERS,
AUTOMATIC TEMPERATURE CONTROL SYSTEMS AND REFRIGERATION EQUIPMENT**

ADDENDUM NO. 1

The following shall be incorporated into the captioned solicitation as though included in the original documents issued:

1. Correct the RFP identification number from 22P-001 to **22P-002**.
2. Cover Sheet **CHANGE** the proposal due time to **11:00 a.m on Tuesday August 17th**.
3. Cover page, paragraph 5 **CHANGE** to read:
The Bidder must have a functioning office that will be performing the work within approximately **sixty-five (65) mile** radius of the College's main campus.

Page 25, Paragraph 12.2 **CHANGE** to read:
Bidder must have a functioning office that will be performing the work, within approximately **sixty-five (65) mile** radius of the College's main campus.

Bidders service personnel must respond to emergency calls within **two (2) hours** of the call.
4. Revised Proposal forms with the corrected RFP number.

END ADDENDUM 1

July 27, 2021

Procurement Department
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PROPOSAL FORM

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

Proposals must be received in the Conowingo Center building Room 105 no later than **11:00 a.m., Tuesday, August 17, 2021.**

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

1. Proposal Form, completed and signed;
2. Non-collusion Certificate, completed and signed;
3. Proposal narrative including complete responses to sections 9.1, 11.0, 12.0, 13.0
4. Copies of training certificates for all proposed contract personnel (per Specifications 9.1.1); and
5. Three (3) references on the form provided.

PROPOSAL OF _____ DATE _____
Firm Name

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

1. Lump Sum Base Proposal (Annual for initial contract from September 2021 – June 30 2023.

_____ \$ _____/year
Words Figures

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

_____ \$ _____/Hour
Words Figures

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

4. Indicate mark up **over dealer net cost** for parts, materials and supplies as follows:

3.1 Line items up to \$100 _____ percent

3.2 Line items \$100-\$500 _____ percent

3.3 Line items over \$500 _____ percent

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

Attended one site visit _____ initial here

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

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

If a corporation, please state:

Name of president _____

Name of secretary _____

Under laws of what state incorporated _____

Please check if applicable: MBE _____ WBE _____

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NON-COLLUSION CERTIFICATE

SOLICITATION: RFP 22P-002 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING, BOILERS, AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT

I HEREBY CERTIFY that I am the _____
(Title)

and the duly authorized representative of the firm of _____

whose address is _____.

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

Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the proposal being submitted herewith;

Not in any manner, directly or indirectly, entered into any agreement, participated in any agreement, participated in any collusion to fix the price proposal of the offer or herein or any competitor, or otherwise taken any action in restraint of free competition in connection with the Contract for which this proposal is submitted.

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

Signature

Date

Printed or Typed Name

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REFERENCES

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

Firm Name _____

Address _____

Telephone: _____ Fax _____

Contact _____

Email: _____

Description of Services _____

Firm Name _____

Address _____

Telephone: _____ Fax _____

Contact _____

Email _____

Description of Services _____

Firm Name _____

Address _____

Telephone: _____ Fax _____

Contact _____

Email _____

Description of Services _____

PROPOSAL OF: _____

Firm Name

Procurement Department
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NO PROPOSAL REPLY FORM

SOLICITATION: RFP 22P-002 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING, BOILERS, AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT

Dear Sir or Madam:

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

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

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

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

9. Other _____

Remarks: _____

Firm Name _____ (Please Print)

Authorized Signature _____

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