

February 20, 2025

TO: All Shortlisted Proposers following the Second Phase Evaluations

FROM: Daryl Moore  
Senior Buyer  
University of Maryland Baltimore, Construction and Facilities Strategic  
Acquisitions

RE: Addendum 2 – Price Proposal Phase  
Solicitation RFP91166DM ELEVATOR MAINTENANCE

The following amends the above referenced solicitation documents and is issued as Addendum #2 dated 2/20/2025 is being issued to the shortlisted Proposers following the second phase Evaluation. Receipt of this Addendum is to be acknowledged by completing the enclosed “Acknowledgement of Receipt of Addenda” form and including it with your firms “Price Proposal Forms.”

**In accordance with the Solicitation, Section 00300, the shortlisted proposers following the second phase evaluations are requested to submit a Price Proposal by Thursday, March 6, 2025, on or before 2:00 PM. Price proposals are to be delivered to [proc-oncallbids@umaryland.edu](mailto:proc-oncallbids@umaryland.edu). The subject line of your email: PRICE PROPOSAL 3-6-2025 RFP91166DM ELEVATOR MAINTENANCE - Your Company Name.**

**Upon submission, please notify Daryl Moore at [daryl.moore@umaryland.edu](mailto:daryl.moore@umaryland.edu) so that I can verify receipt.**

1. The Price Proposal is to consist of the following documents:

- 1.1 Price Proposal Forms (attached).
- 1.3 A five-percent (5%) Proposal Bond (form attached)

Refer to Solicitation Section 00300, regarding signing of the price proposal forms. Per the Solicitation, Attachment I Solicitation Terms and Conditions, Section 1. Due Date and Time, “Proposals (both the Technical Proposal and the Price Proposal) shall be valid for one-hundred-twenty (120) business days following the receipt of Price Proposals.”

**Due to file size constraints (25 MG), multiple files may need to be submitted by the Proposer.**

2. Deadline for Questions:

Each contractor is responsible for reading very carefully and understanding fully the terms and conditions of this Procurement. All communications regarding this solicitation are to be made solely through the Issuing Office. Requests for clarification or additional information must be made in writing (e-mail is preferred) to the Issuing Office by close of business on or before **February 27, 2025 by 2:00 PM**. The email in which such requests are sent should bear the following phrase: **"QUESTIONS: RFP91166DM – ELEVATOR MAINTENANCE - Your Company Name."** Only written communications relative to the procurement shall be considered.

Issuing Office is:

University of Maryland, Baltimore  
Construction and Facilities Strategic Acquisitions  
The Saratoga Building  
220 Arch Street, Room 02-100  
Baltimore, Maryland 21201-1531

Attn: Daryl Moore  
email to: [daryl.moore@umaryland.edu](mailto:daryl.moore@umaryland.edu)

All questions will be answered in writing, in the form of an addendum. Both questions and answers will be distributed, without identification of the inquirer(s), to all prospective contractors who are on record with the Issuing Office as having received this Procurement. No oral communications from the project team can be relied upon for proposal purposes.

3. All work performed under this contract shall be in accordance with the University of Maryland, Baltimore "Standard General Conditions of Maintenance Contract – December 2020", (which is contained in this RFP as Section 00700 "Standard Conditions") as modified or supplemented by any amendments, supplementary conditions, the Contract Documents as listed herein, any addenda, and other components of the Contract.

END OF ADDENDUM #2 DATED 2/20/2025

Enclosed: Addenda Acknowledgment Form  
Price Proposal Forms  
Bid Bond Form

**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 1/28/2025

Addendum No. 2 dated 2/20/2025

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## PRICE PROPOSAL FORMS

**Bid No.: RFP91166DM**  
**Bid & Price Due: March 6, 2025 at 2:00 PM**  
**Bid for: ELEVATOR MAINTENANCE**

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Name of Bidder: \_\_\_\_\_

Fid Number: \_\_\_\_\_

Date: \_\_\_\_\_

Daryl Moore  
University of Maryland, Baltimore  
Department of Strategic Sourcing and Acquisition Services  
220 Arch St. Rm. 02-100  
Baltimore, MD 21201

Dear Mr. Moore

The undersigned, hereby submits its price for providing all labor, materials, equipment, safety control devices, supplies, permits, supervision, subcontracting and others as required for operation, repairs, adjustments, emergency service, preventive maintenance, testing services and inspection services on a "Time and Material" basis for all elevators at the University of Maryland, Baltimore and any University owned property as specified by authorized personnel of the University of Maryland, Baltimore as set forth in the UMB, RFP91166DM dated January 10, 2025 and Amendments, if any.

Having received clarification on all matters upon which any doubts arose, the undersigned proposers are to complete the work for the guaranteed pricing listed below. BIDDERS ARE NOT TO ALTER, ADD TO, OR DELETE ANYTHING FROM THIS BID PRICE FORMS.

**BASIS OF AWARD** – lowest total bid price and the responsive and responsible bidder meeting the specifications and requirements set forth in the bid document.

A. Repairs and Maintenance \$ \_\_\_\_\_

B. Load Testing \$ \_\_\_\_\_

TOTAL (A+B)           \$ \_\_\_\_\_  
                                (Figure)

(Words) \_\_\_\_\_ / \_\_\_\_\_ Dollars

The bidder shall state all contract pricing in dollars and cents, in both words and figures where indicated. If there is any question or difference between the written words and figures, the written words shall govern.

(signer's initial \_\_\_\_\_)

The offeror represents, and it is a condition precedent to acceptance of this proposal, that the offeror has not been a party to any agreement to submit a fixed or uniform price. Sign where applicable below.

**A. INDIVIDUAL PRINCIPAL**

In Presence of Witness: \_\_\_\_\_

FIRM NAME

ADDRESS

TELEPHONE NO.

SIGNED

Printed Name

Title:

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**B. CO-PARTNERSHIP PRINCIPAL**

(Name of Co - Partnership)

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

In Presence of Witness:

\_\_\_\_\_ as to  
BY \_\_\_\_\_ (Partner)

Printed Name:

\_\_\_\_\_ as to  
BY \_\_\_\_\_ (Partner)

Printed Name:

\_\_\_\_\_ as to  
BY \_\_\_\_\_ (Partner)

## C. CORPORATE PRINCIPAL

\_\_\_\_\_  
(Name of Corporation)

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

\_\_\_\_\_  
[Printed Name of Corporate (or Assistant Corporate) Secretary]

\_\_\_\_\_  
[Corporate (or Assistant Corporate) Secretary Signature for Identification]

BY:

\_\_\_\_\_  
Signature of Officer and Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

BIDDER'S NAME: \_\_\_\_\_

This Price Sheet is to include all work necessary to effectively conduct and complete the Scope of Work.

Elevator Maintenance to be done on a time and material (T&M) basis;

The undersigned agree to furnish all labor, materials, equipment, safety control devices, supplies, permits, supervision, subcontracting and other as required for operation, repairs, adjustments, emergency service, preventive maintenance, testing services and inspection services on a "Time and Material" basis for all elevators at the University of Maryland, Baltimore and any University owned property as specified by authorized personnel of the University of Maryland, Baltimore, in Accordance with the attached specifications, and other documents, herein and completes this Work for the following prices:

### Category # 1

**Labor Rates (inclusive of salary, taxes, and all fringe benefits per this Price Proposal documents)**

POSITIONS	STRAIGHT TIME HOURLY RATES (\$/HR): Monday – Friday 6:00 am to 6:00 pm	EVENING AND SATURDAY HOURLY RATES (\$/HR): Monday – Friday 6:00 pm to 6:00 am, Saturday 12:00 am to 11:59 pm	SUNDAY AND HOLIDAY HOURLY RATES (\$/HR):
Contract Manager	\$	\$	\$
Mechanic	\$	\$	\$
Elevator Adjustor	\$	\$	\$
Apprentice	\$	\$	\$
Helper	\$	\$	\$

### NOTE:

\*Regular hourly rates is defined as Monday through Friday, at eight hours or less hours worked per day/evening.

**\*\*Overtime** will be paid for any hours worked beyond eight hours per day/evening Monday through Friday.

**Overtime (OT)** will also be paid for work on Saturdays. **Doubletime (DT)** will be paid for work on Sundays and University observed Holidays. University observed Holidays are: New Year's Day, Martin Luther King's Birthday, Memorial Day, Juneteenth, Independence Day (July 4<sup>th</sup>), Labor Day, Thanksgiving Day and Christmas Day. ALL OVERTIME HOURS and/or DOUBLETIME HOURS MUST BE APPROVED BY THE UNIVERSITY IN WRITING PRIOR TO WORKING SUCH HOURS.

### Category # 2

Material Mark-up over invoice is at \_\_\_\_\_ %

Note: Inclusive of freight/handling cost, overhead, and profit.

*NOTE: Material, equipment and subcontractor costs which will be reimbursed to the Contractor shall be adjusted to reflect all available discounts, refunds, rebates and allowances which the Contractor reasonably should take under the circumstances, and for credits for proceeds the Contractor received or reasonably should receive from salvage and material returned to suppliers. Normally materials costs will be based on the Contractor's price from its usual sources of supply with all usual trade practice discounts or Contractor's customary discounts from specific vendors deducted. All cost discounts shall be deducted in determining materials costs and mark-ups allowed by the contract. The Contractor shall take advantage of opportunities to reduce materials costs by using alternative sources of supply, seeking competitive quotations whenever feasible and in all instances where requested by the University. The Contractor is responsible for*

receiving materials, including unloading of delivery trucks, checking deliveries, and transportation of materials to the work site.

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Equipment Rental Mark-up over invoice is at \_\_\_\_\_ %

Note: Not owned by Awarding Contractor. Inclusive of delivery/pick-up, handling costs overhead, and Profit.

*NOTE: Material, equipment and subcontractor costs which will be reimbursed to the Contractor shall be adjusted to reflect all available discounts, refunds, rebates and allowances which the Contractor reasonably should take under the circumstances, and for credits for proceeds the Contractor received or reasonably should receive from salvage and material returned to suppliers. Normally materials costs will be based on the Contractor's price from its usual sources of supply with all usual trade practice discounts or Contractor's customary discounts from specific vendors deducted. All cost discounts shall be deducted in determining materials costs and mark-ups allowed by the contract. The Contractor shall take advantage of opportunities to reduce materials costs by using alternative sources of supply, seeking competitive quotations whenever feasible and in all instances where requested by the University. The Contractor is responsible for receiving materials, including unloading of delivery trucks, checking deliveries, and transportation of materials to the work site.*

Subcontractor Mark-up over invoice is at \_\_\_\_\_ %

Note: Subcontractor costs to include all coordination time, set-up, etc.

*NOTE: Material, equipment and subcontractor costs which will be reimbursed to the Contractor shall be adjusted to reflect all available discounts, refunds, rebates and allowances which the Contractor reasonably should take under the circumstances, and for credits for proceeds the Contractor received or reasonably should receive from salvage and material returned to suppliers. Normally materials costs will be based on the Contractor's price from its usual sources of supply with all usual trade practice discounts or Contractor's customary discounts from specific vendors deducted. All cost discounts shall be deducted in determining materials costs and mark-ups allowed by the contract. The Contractor shall take advantage of opportunities to reduce materials costs by using alternative sources of supply, seeking competitive quotations whenever feasible and in all instances where requested by the University. The Contractor is responsible for receiving materials, including unloading of delivery trucks, checking deliveries, and transportation of materials to the work site.*

(signer's initial \_\_\_\_\_)

Signature page to follow shall be signed by company representative as noted.



RFP91166DM

**ELEVATOR MAINTENANCE**

BIDDER'S NAME: \_\_\_\_\_

**A. Repairs and Maintenance**

	Estimated Visits	Estimated hours per Visit	Estimated Total hours	Hourly Rates	(estimated total hours x hourly rate) = Total Cost
<b>Straight Time: Monday – Friday, 6:00 am to 6:00 pm</b>					
Contract Manager	78	0.25	19.5	\$	\$
Adjustor	16	4	64	\$	\$
Mechanic	52	4	208	\$	\$
Apprentice	3	4	12	\$	\$
Helper	3	4	12	\$	\$
<b>Evening and Saturday: Monday – Friday 6:00 pm to 6:00 am, Saturday 12:00 am to 11:59 pm</b>					
Contract Manager	0	0.25	0	\$	\$
Adjustor	3	4	12	\$	\$
Mechanic	20	4	80	\$	\$
Apprentice	1	4	4	\$	\$
Helper	1	4	4	\$	\$
<b>Sunday and Holidays</b>					
Contract Manager	0	0.25	0	\$	\$
Adjustor	1	4	4	\$	\$
Mechanic	6	4	24	\$	\$
Apprentice	1	4	4	\$	\$
Helper	1	4	4	\$	\$
<b>TOTAL LABOR</b>					<b>\$</b>
	Contractor Cost	Mark-up Percentage	Mark-up \$ Value		Total Cost
<b>M – Materials</b>	7500	____%	\$		\$
<b>E – Equipment Rental</b>	5000	____%	\$		\$
<b>S – Subcontractors</b>	7500	____%	\$		\$
<b>TOTAL Mark-up Cost</b>					<b>\$</b>
<b>TOTAL Repairs &amp; Maintenance w/Mark-up</b>					<b>\$</b>

**B. Load Testing (20 Units), Straight Time: Monday – Friday, 6:00 am to 6:00 pm**

	Estimated Visits	Estimated hours per Visit	Estimated Total Hours	Straight Time Hourly Rates	(estimated total hours x straight time hourly rate) = Total Cost
Contract Manager	20	2	40	\$	\$
Adjustor	20	8	160	\$	\$
Mechanic	10	8	80	\$	\$
Apprentice	10	8	80	\$	\$
Helper	0	4	0	\$	\$
<b>TOTAL LABOR</b>					<b>\$</b>
	Contractor Cost	Mark-up Percentage	Mark-up \$ Value		Total Cost
<b>M – Materials</b>	0	%	\$		\$
<b>E – Equipment Rental</b>	5000	%	\$		\$
<b>S – Subcontractors</b>	30000	%	\$		\$
<b>TOTAL Mark-up Cost</b>					<b>\$</b>
<b>TOTAL Load Testing w/Mark-up</b>					<b>\$</b>

(signer's initial \_\_\_\_\_)

Signature page to follow shall be signed by company representative as noted.

## BID BOND

Bond No. \_\_\_\_\_

We, \_\_\_\_\_ as Principal, hereinafter called the Principal, and  
\_\_\_\_\_, a corporation duly organized under the laws of the State of \_\_\_\_\_, as  
Surety, hereinafter called the Surety, are held and firmly bound unto the State of Maryland, hereinafter called "State", for  
the sum of \_\_\_\_\_ for the payment of which sum, the Principal and the Surety bind  
ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for (Identify project by number and brief description):

NOW, THEREFORE, if the Principal, upon acceptance by the State of its bid identified above, within the period specified therein for acceptance (ninety (90) days, if no period is specified), shall execute such further contractual documents, if any, and give such bond(s) as may be required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified) after receipt of the forms, or in the event of failure so to execute such further contractual documents and give such bonds, if the Principal shall pay the State the difference not to exceed the penalty hereof between the amount specified in Principal's bid and such larger amount for which the State may in good faith contract with another party to perform the work covered by said bid, then the above obligation shall be void and of no effect.

The Surety executing this instrument hereby agrees that its obligation shall not be impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant to the State, notice of which extension(s) to the Surety being hereby waived; provided that such waiver of notice shall apply only with respect to extensions aggregating not more than ninety (90) calendar days in addition to the period originally allowed for acceptance of the bid.

Individual Principal

In Presence of:

Witness

\_\_\_\_\_

as to

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(SEAL

)

Partnership Principal

In Presence of:

\_\_\_\_\_

Witness:

\_\_\_\_\_

as to

\_\_\_\_\_

as to

\_\_\_\_\_

as to

(Name of Partnership)

\_\_\_\_\_(SEAL

)

Partner

\_\_\_\_\_(SEAL

)

Partner

\_\_\_\_\_(SEAL

)

Partner

Corporate Principal

\_\_\_\_\_

Attest:

(Name of Corporation)

AFFIX

SEAL

By:

\_\_\_\_\_

Secretary

\_\_\_\_\_

President

Attest:

\_\_\_\_\_

\_\_\_\_

Signature

\_\_\_\_\_

(Surety)

Bonding Agent's Name

By:

\_\_\_\_\_  
—

\_\_\_\_\_  
—

Agent's Address:

SEAL

\_\_\_\_\_  
—  
\_\_\_\_\_

Title: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Business Address of Surety)

Approved as to form and legal sufficiency  
this

\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_

\_\_\_\_\_  
Assistant Attorney General