



Johnna Smarr, Acting Director

# Prince George's County Public Schools

Louis Wilson Sr., Facilities Administration Building  
13300 Old Marlboro Pike, Room 20  
Upper Marlboro, MD 20772

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS  
FACILITIES ADMINISTRATION

*apl*

## NOTICE OF CONTRACT AWARD

January 22, 2020

**Otis Elevator Company**  
5000 Philadelphia Way  
Lanham, MD 20703  
Contact: Kelsey Klein  
Email: [kelsey.klein@otis.com](mailto:kelsey.klein@otis.com)  
Phone: 202.577.1259

**Susan Windsor**  
Telephone: 301.952.6560  
Fax: 301.952.6605  
Email: [susan.windsor@pgcps.org](mailto:susan.windsor@pgcps.org)

**SUBJECT: IFB 010-20 Preventative Maintenance, State Safety Inspections, Callback Services and Repairs for Elevators, Lifts and Dumbwaiters**

Otis Elevator Company has been selected as the vendor to provide services in accordance with the above-mentioned IFB 010-20. This contract sets-forth the terms and conditions and is provided for your review and acceptance. Any changes or additions made by your company must first be accepted by the Purchasing Division before the contract is valid.

The intent of this contract is to provide the Board with an expedited means of procuring supplies and/or services at the lowest cost. This contract is for the convenience of the Board and is considered by Purchasing Department to be a "Non-Exclusive" use contract. The Board does not guarantee any usage. The Board will not be held to purchase any particular Brand, in any groups, prices or discount ranges, but reserves the right to purchase any item/items listed in the price schedule submitted.

Until the contract is signed by **Otis Elevator Company** and the BOARD, authorization for commence to service sites on behalf of the contract is forbidden. Please sign below and return all documents to the PURCHASING OFFICE within Ten (10) business days. Failure to sign the contract award and return all required documents within the specified time, shall rule your offer null and void and, therefore, award shall be made to the next low responsive bidder.

### **PERFORMANCE/PAYMENT BOND – N/A**

A 100% Performance Bond and 100% Labor and Material Payment Bond or Certified Check in the amount of \$0.00 made in favor of the **BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY, UPPER MARLBORO, MARYLAND 20772-9983**, must be submitted to the PURCHASING OFFICE with the returned signed NOTICE OF AWARD WITHIN TEN (10) DAYS.

The bond, cashiers or certified check must be made in favor of the **BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY, UPPER MARLBORO, MARYLAND 20772-9983.**

### **INITIAL CONTRACT TERM**

The initial term of the contract will be for the following contracted period. Prices shall remain firm for the initial term of the contract. This contract is effective from **January 22, 2020 – January 31, 2023.**

### **OPTION TO RENEW CONTRACT**

Upon satisfactory service and by mutual agreement the BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY reserves the right to renew the contract. The term of renewal shall not exceed two (2) additional one (1) year periods.

**CONTRACT AWARD ESTIMATED AMOUNT**

The estimated amount of award is

**\$91,896.00**

**THIS NOTICE OF AWARD IS NOT AN ORDER TO COMMENCE SERVICE/WORK OR TO MAKE DELIVERIES** at this time. Commence service/work/deliveries only after receipt of a **Purchase Order** signed by the Purchasing Agent.

**INSURANCE**

A Certificate of Insurance, made in favor of the Board of Education of Prince George's County, Upper Marlboro, Maryland 20772-9983, must be submitted to the PURCHASING OFFICE with the returned signed NOTICE OF AWARD within ten (10) business days. The certificate should reference the Solicitation Number as shown herein. It will be the responsibility of the contractor to ensure that a current Certificate of Insurance is on file in the Purchasing Office during the entire period of the contract.

**LIQUIDATED DAMAGES/FAILURE TO PERFORM WORK**

The successful Awardee accepts this contract with the understanding that should they fail to complete the work in an acceptable manner and in the time stated, shall be subject to the payment of liquidated damages as stated in the solicitation documents.

**AVAILABILITY OF FUNDS**

The contract shall be deemed executory only to the extent of appropriations available to the BOARD for the purchase of such articles. The obligation of the BOARD on all contracts, including those which envision funding through current and successive fiscal years, shall be contingent upon actual Board appropriations for the fiscal year(s) involved.

**FINGERPRINTING AND CRIMINAL BACKGROUND CHECKS****Employees Having Direct Contact with and/or Uncontrolled Access to Students:**

- A. Any and all current and future employees of the Vendor who have direct contact with students must have a fingerprinting criminal background check conducted by the Maryland Criminal Justice Information System (CJIS) and the FBI, a Child Protective Services clearance conducted by the Prince George's County Department of Social Services, and complete the SafeSchools training module – *Prince George's County Child Abuse: Mandatory Reporting* and any other required training as appropriate.
- B. All background checks must be completed 15 business days prior to beginning work in and around PGCPs property or engaging in any authorized activities involved PGCPs students. The background checks must be completed by the Fingerprinting Office in the Sasscer Administrative Building or by the PGCPs satellite fingerprinting offices located in Prince George's County. No person may begin working in PGCPs until 15 days after completing the background clearance process (fingerprint and CPS) and required online training through SafeSchools.
- C. Prior to initiating any work at a school building, current and future employees, contractors, subcontractors, agents, volunteers, outsourced temporary staff, consultants and instructors of the Vendor must sign in and sign out via the Raptor Visitor Management System, which requires a copy of their government issued identification.

**RESTRICTIONS ON EMPLOYEE ASSIGNMENTS**

Vendors are prohibited from assigning the following persons from working at a PGCPs location:

- A. Registered sex offenders (Maryland Code, Criminal Procedure Article Section 11-722)

- B. Individuals convicted of a crime involving third or fourth degree sexual offense under sections 3-307 or 3-308 of the Criminal Law Article; child sexual abuse under Section 3-602 of the Criminal Law Article; a crime of violence as defined in Section 14-101 of the Criminal law Article; or comparable offenses in another state. (Annotated Code of Maryland, Education Article Section 6-113)
- C. Individuals identified as an alleged abuse or neglecter following completion of a Child Protective Services investigation with a finding of "indicated" child abuse or neglect.

#### **VENDOR RESPONSIBILITIES**

- A. The Vendor agrees to provide the designated PGCPS representative with a list of all current employees and an immediate update of changes in personnel, employees, contractors, subcontractors, agents, volunteers, outsourced temporary staff and any instructors. All correspondence should include the following information as applicable:
  - i. title of the project
  - ii. school/office
  - iii. solicitation number
  - iv. contract number; and
  - v. PGCPS representative/project manager

#### **PERSONALLY IDENTIFIABLE INFORMATION (PII)**

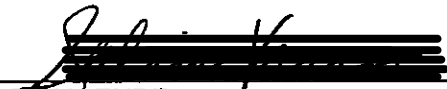
**Personally Identifiable Information** includes any information that can be associated with or traced to any individual, including an individual's name, address, telephone number, e-mail address, credit card information, social security number, or other similar specific factual information, regardless of the media on which such information is stored (e.g., on paper or electronically) and includes such information that is generated, collected, stored or obtained as part of this Agreement, including transactional and other data pertaining to users. The parties will comply with all applicable privacy and other laws and regulations relating to protection, collection, use, and distribution of Personally Identifiable Information. In no event may PII be sold or transferred to third parties, or otherwise provide third parties with access thereto. If there is a suspected or actual breach of security involving Personally Identifiable Information, the parties will notify each other within twenty-four (24) hours of a management-level employee becoming aware of such occurrence.


This notice of award, plus the solicitation, your offer and any pertinent documents will constitute the entire contract after acceptance by your firm and the BOARD. Please refer to **IFB 010-20** for all applicable terms and conditions.

ACCEPTED BY:

**FOR THE FIRM:**

**FOR THE BOARD OF EDUCATION:**

  
\_\_\_\_\_  
SIGNATURE DATE

 2/13/2020  
\_\_\_\_\_  
SIGNATURE DATE

Sabrina Kramer  
\_\_\_\_\_  
NAME Service/Sales Manager  
Washington DC Office  
\_\_\_\_\_  
TITLE


Johnna Smarr  
\_\_\_\_\_  
NAME:  
Acting Director, Purchasing & Supply Services  
\_\_\_\_\_  
TITLE

OTIS ELEVATOR  
\_\_\_\_\_  
FIRM

FOR THE BOARD OF EDUCATION  
OF PRINCE GEORGE'S COUNTY  
UPPER MARLBORO, MARYLAND 20772

\_\_\_\_\_  
SIGNATURE DATE  
Mark Fossett  
\_\_\_\_\_  
NAME:  
Associate Superintendent for Supporting Services  
\_\_\_\_\_  
TITLE

FOR THE BOARD OF EDUCATION  
OF PRINCE GEORGE'S COUNTY  
UPPER MARLBORO, MARYLAND 20772

 2/14/2020  
\_\_\_\_\_  
SIGNATURE DATE

Barry Stanton  
\_\_\_\_\_  
NAME:  
Chief Operating Officer  
\_\_\_\_\_  
TITLE

FOR THE BOARD OF EDUCATION  
OF PRINCE GEORGE'S COUNTY  
UPPER MARLBORO, MARYLAND 20772

**CONTRACT PRICING**

IFB 010-20 PROVIDE PREVENTATIVE MAINTENANCE, STATE SAFETY INSPECTIONS, CALLBACK SERVICES AND REPAIRS FOR ELEVATORS, LIFTS AND DUMBWAITERS AT VARIOUS PGCPS LOCATIONS		Otis Elevator Company				
LOCATION	NUMBER OF UNITS	MANUFACTURER	TYPE OF EQUIPMENT	MONTHLY PREVENTATIVE MAINTENANCE COST	# OF SERVICES REQUIRED PER YEAR	ANNUAL CONTRACT COST
Barack Obama ES	1	Schindler Elevator Corp	Elevator	\$ 188.00	12	\$ 2,256.00
Benjamin Tasker MS	1	Montgomery Elevator Company	Elevator	\$ 188.00	12	\$ 2,256.00
Bowie Center For The Performing Arts (BCPA)	1 of 3	Delaware Elevator	Elevator	\$ 188.00		
Bowie Center For The Performing Arts (BCPA)	2 of 3	Delaware Elevator	Lift	\$ 188.00	12	\$ 6,768.00
Bowie Center For The Performing Arts (BCPA)	3 of 3	Delaware Elevator	Lift	\$ 188.00		
Bowie HS	1 of 2	CEMCO	Elevator	\$ 188.00	12	\$ 4,512.00
Bowie HS	2 of 2	Garaventa Genesis	Lift	\$ 188.00		
Bowie Annex	1	Garaventa Genesis	Lift	\$ 188.00	12	\$ 2,256.00
Carrllton ES	1	Savaria	Lift	\$ 188.00	12	\$ 2,256.00
Dr. Henry Wise HS	1 of 4	Thyssen Krupp	Elevator	\$ 188.00		
Dr. Henry Wise HS	2 of 4	Thyssen Krupp	Elevator	\$ 188.00	12	\$ 9,024.00
Dr. Henry Wise HS	3 of 4	Thyssen Krupp	Elevator	\$ 188.00		
Dr. Henry Wise HS	4 of 4	Thyssen Krupp	Elevator	\$ 188.00		
DuVal HS	1 of 2	Thyssen Krupp	Elevator	\$ 188.00		
DuVal HS	2 of 2	Porch Lift	Lift, Portable	\$ 188.00	12	\$ 4,512.00
Eleanor Roosevelt HS	1	Montgomery Elevator Company	Elevator	\$ 188.00	12	\$ 2,256.00

Greenbelt MS	1	Thyssen Krupp	Elevator	\$ 155.00	12	\$ 1,860.00
High Point HS	1	General Elevator Company	Elevator	\$ 155.00	12	\$ 1,860.00
Howard B Owens Science Center	1	Otis Elevator	Elevator	\$ 155.00	12	\$ 1,860.00
James McHenry ES	1	National Wheel-O-Vator Co., Inc.	Lift	\$ 155.00	12	\$ 1,860.00
Judith Hoyer Learning Center (Cool Springs)	1	Houghton	Elevator	\$ 155.00	12	\$ 1,860.00
Langley Park-McCormick ES	1	Otis Elevator	Elevator	\$ 155.00	12	\$ 1,860.00
Laurel HS	1 of 5	U.S. Elevator	Elevator	\$ 155.00		
Laurel HS	2 of 5	Schindler Elevator Corp	Elevator	\$ 155.00		
Laurel HS	3 of 5	Savaria	Lift	\$ 155.00	12	\$ 9,300.00
Laurel HS	4 of 5	Savaria	Lift	\$ 155.00		
Laurel HS	5 of 5	Savaria	Lift	\$ 155.00		
Martin Luther King MS	1 of 2	Savaria	Lift	\$ 155.00	12	\$ 3,720.00
Martin Luther King MS	2 of 2	Savaria	Lift	\$ 155.00		
Mt. Rainier ES	1	Otis Elevator	Elevator	\$ 155.00	12	\$ 1,860.00
Northview ES	1	Thyssen Krupp	Elevator	\$ 155.00	12	\$ 1,860.00
Northwestern HS	1 of 3	Virginia Controls, Inc.	Elevator	\$ 155.00		
Northwestern HS	2 of 3	Virginia Controls, Inc.	Elevator	\$ 155.00	12	\$ 5,580.00
Northwestern HS	3 of 3	Virginia Controls, Inc.	Elevator	\$ 155.00		
Parkdale HS	1 of 4	ESCO Elevators, Inc.	Elevator	\$ 155.00		
Parkdale HS	2 of 4	National Wheel-O-Vator Co., Inc.	Lift	\$ 155.00	12	\$ 7,440.00
Parkdale HS	3 of 4	Thyssen Krupp	Elevator	\$ 155.00		
Parkdale HS	4 of 4	Thyssen Krupp	Elevator	\$ 155.00		
Robert Goddard MS	1	American Stair Glide	Lift	\$ 155.00	12	\$ 1,860.00

Rosa Parks ES	1 of 2	Schindler Elevator Corp Elevator Corp	Elevator	\$ 155.00	12	\$ 3,720.00
Rosa Parks ES	2 of 2	Ram Lifts	Lift	\$ 155.00		
Samuel Ogle MS	1	Savaria	Lift	\$ 155.00	12	\$ 1,860.00
Scotchtown Hills ES	1	Otis Elevator	Elevator	\$ 155.00	12	\$ 1,860.00
Thomas Johnson MS	1	American Stair Glide	Lift	\$ 155.00	12	\$ 1,860.00
Vansville ES	1	Thyssen Krupp TAC20	Elevator	\$ 155.00	12	\$ 1,860.00
Whitehall ES	1	Concord	Lift	\$ 155.00	12	\$ 1,860.00
						<b>\$91,896.00</b>
				Hourly Rate		
				\$346/hour mechanic, \$584/hour team		
				After Hours Rate		
				\$588/ hour mechanic, \$992/hour team		
				Parts Discount 10%		
				Fire Testing Fee \$ 890.00		
				Generator Testing Fee \$ 890.00		