

## 5. SECTION B - SCOPE OF SERVICES:

### 5.1. Background

The Montgomery County Department of Correction and Rehabilitation (DOCR) with headquarters in Boyds, Maryland, operates the Montgomery County Correctional Facility (MCCF), located at 22880 Whelan Lane, Boyds, MD 20841, the Montgomery County Detention Center (MCDC) located at 1307 Seven Locks Road, Rockville, MD, 20854 and the Prerelease & Reentry Services (PRRS) Division, located at 11651 Nebel Street, Rockville, MD 20852. Each facility has a fully equipped kitchen that operates 24x7 to prepare meals for inmates and correctional staff. The equipment is of various ages and condition.

### 5.2. Intent

The intent of this solicitation is to obtain preventative maintenance (PM) and repair services for equipment that use coolants and have pumps or exhaust systems. PM services must ensure the equipment remains operational and performs according to manufacturer specifications and safety standards.

### 5.3. Scope of Services/Specifications/Work Statement

5.3.1. The Contractor must provide preventative maintenance services which include the ability to test, troubleshoot and repair the equipment listed in Attachment D. The County reserves the right to add and/or replace equipment with the same or similar type/brand of equipment. Preventive maintenance is the work required to check, adjust, clean, and service equipment according to the manufacturer's recommendations / specifications. All preventive maintenance and repairs must comply with the relevant equipment manufacturers' recommendations. All work performed by the Contractor must meet local, state, and federal codes and standards and be performed under the Contractor's license, if applicable. Preventive maintenance includes but is not limited to the following:

5.3.1.1. The examination, lubrication, adjustment, and calibration of parts to include but not limited to belts, bearings, capacity and safety devices, check valves, condensate pumps, coils, control transformers, control wiring, dampers, electrodes, all filters, fuses, environmental controls, fans, motors and motor starters, pressure controls, compressors, refrigerant filters drier, refrigerant piping relays and all necessary maintenance require to keep the units in proper and continuous operation.

5.3.1.2. Repairs necessary to return the equipment to operational level. Minor repairs must be completed at the time of the scheduled inspection. Repairs that cannot be completed at the time of inspection, must be scheduled, and completed within 15 business days.

5.3.1.3. Maintaining a report of the performance and condition of the equipment. The report must include results of the inspection, repairs, and recommendations. Reports must include an estimate of the equipment's remaining useful life. Reports must be provided in a format and detail that supports operational analysis. Reports must be provided in triplicate to DOCR's Chief of Management Services, Contract Administrator, and the Food Service Manager on a quarterly basis within three (3) business day after the PM service is performed.

5.3.2. The Contractor must designate a point of contact to assist with questions and coordinate requests for repairs. The Contractor must have an emergency or on-call service for support after normal business hours, weekends, and holidays. The Contractor must acknowledge / respond to repair requests within 1 business day of receipt of the request from the County for non-emergency services. Emergency and weekend requests must be answered within 3 hours of receipt of request by the County. The Contractor must complete repairs within 15 business days upon diagnosis of the issue.

5.3.3. The Contractor must work with the Food Service Manager to establish a schedule for routine PM at each DOCR facility. The Contractor's technicians must notify the designated point of contact at each DOCR facility when they arrive on-site to perform maintenance. Prior to leaving the site the Contractor's technician must give the DOCR point of contact documentation of the work performed. If repairs could not be completed, the Contractor's technician must schedule a return date to complete the repair within 15 business days as stated in 5.3.2 above.

5.3.4. The Contractor must warrant all work and repairs. The Contractor is responsible for all sub-contractors that are used to provide services to include the coordination, scheduling, and quality control of the work performed. The Contractor must ensure all its personnel or sub-contractor personnel have current licenses and/or certifications and that all work complies with all Federal/State and OSHA regulations, policies and procedures.

#### 5.4. Contractor's Qualifications

The Contractor must have at least five (5) years of experience providing preventative maintenance services. The Contractor must have current licenses and/or certifications required for HVAC, plumbing, refrigeration & cooling work.

#### 5.5. Contractor's Responsibility

The Contractor is responsible for all work performed, including the oversight, coordination, and performance of any sub-contractor(s) utilized by the Contractor.

#### 5.6. County's Responsibility

The County must provide the Contractor with the equipment inventory for each DOCR location and notify the Contractor of changes.

#### 5.7. Reports/Deliverables

The Contractor must provide quarterly reports on the PM inspection results, repairs performed, remaining useful life of the equipment, and make recommendations to maintain the equipment in operating condition.

### 6. SECTION C - PERFORMANCE PERIOD

#### 6.1. TERM

The effective date of this Contract begins upon signature by the Director, Office of Procurement. The period in which Contractor must perform all work under the Contract begins on the Contract's effective date upon the County's issuance of a Notice to Proceed and ends after a one year period. Contractor must also perform all work in accordance with time periods stated in the Scope of Work. Before this term for performance ends, the Director at his/her sole option may (but is not required to) renew the term. The Contractor's satisfactory performance does not guarantee a renewal of the term. The Director may exercise this option to renew this term two times for one year each.

#### 6.2 PRICE ADJUSTMENTS

6.2.1 Prices quoted are firm for a period of one year after execution of the contract. Any request for a price adjustment after this one-year period is subject to the following:

6.2.1.1. Approval or rejection by the Director, Office of Procurement or designee

6.2.1.2. Submission in writing to the Director, Office of Procurement and accompanied by supporting documentation justifying the Contractor's request. A request for any price adjustment may not be approved unless the contractor submits to the County sufficient justification to support that the Contractor's request is based on its net increase in costs in delivering the goods/services under the contract.