**FORM FOR PRICE PROPOSAL**

It is essential that price proposals be separately sealed from technical proposals. The Financial proposal shall cover all proposed items, services and prices. The price proposal form is to be completed in full and signed for each proposal. Worksheets or automated price quotation systems may be used to provide additional information, but price evaluation will be based on prices entered on this form. The price proposal form must be signed by an individual authorized to bind the contractor and must include the contractor's name, typed or written legibly.

The Contractor shall furnish all services including, but not limited to, providing the necessary labor, materials, supervision, equipment, services, incidentals, and related items necessary to successfully accomplish the scope of services.

The University shall not pay any expenses incurred in the preparation or submission of any quotation. The University reserves the right to accept any or all items of any quotation, in whole or in part and to reject any or all quotations. The University will not accept alternate solutions or additional pricing.

Blanks will be interpreted as zero.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Quantity** | **Unit** | **Unit Price** | **Total Price** |
| 1 | Provide hourly rate for one technician for one (1) day per week on an eight (8) hour on-site shift (7:00 AM – 3:30 PM; ½ hr. lunch) to apply to year one of the contract.  One day per week to equate to 52 visits per contract year. Scheduled service visits that occur during holidays and University breaks shall be rescheduled with UBalt Facilities Management. Weekly shifts missed shall be rescheduled at a mutually agreed upon day within a 30-day period. | 8  52 | Hours  weeks |  |  |
| 2 | Provide hourly labor rates for regular time coverage for additional work (Regular hours considered 7:00 AM – 5:00 PM M-F) to apply to year one of the contract. | 1 | hour |  |  |
| 3 | Provide hourly labor rates for overtime coverage for additional work after regular hours (Regular hours considered 7:00 AM – 5:00 PM M-F) to apply to year one of the contract. | 1 | hour |  |  |
|  |  |  |  |  |  |
| 4. | Provide hourly rate for one technician for one (1) day per week on an eight (8) hour on-site shift (7:00 AM – 3:30 PM; ½ hr. lunch) **to apply to year two of the contract.** | 8  52 | Hours  weeks |  |  |
| 5. | Provide hourly labor rates for regular time coverage for additional work (Regular hours considered 7:00 AM – 5:00 PM M-F) **to apply to year two of the contract.** | 1 | hour |  |  |
| 6. | Provide hourly labor rates for overtime coverage for additional work after regular hours **to apply to year two of the contract.** | 1 | hour |  |  |
|  |  |  |  |  |  |
| 7. | Provide hourly rate for one technician for one (1) day per week on an eight (8) hour on-site shift (7:00 AM – 3:30 PM; ½ hr. lunch) **to apply to year three of the contract.** | 8  52 | Hours  weeks |  |  |
| 8. | Provide hourly labor rates for regular time coverage for additional work (Regular hours considered 7:00 AM – 5:00 PM M-F) **to apply to year three of the contract.** | 1 | hour |  |  |
| 9. | Provide hourly labor rates for overtime coverage for additional work after regular hours **to apply to year three of the contract.** | 1 | hour |  |  |
|  |  |  |  |  |  |
| 10. | Provide hourly rate for one technician for one (1) day per week on an eight (8) hour on-site shift (7:00 AM – 3:30 PM; ½ hr. lunch) to apply to **year four of the contract.** | 8  52 | Hours  weeks |  |  |
| 11. | Provide hourly labor rates for regular time coverage for additional work (Regular hours considered 7:00 AM – 5:00 PM M-F) to apply to **year four of the contract.** | 1 | hour |  |  |
| 12. | Provide hourly labor rates for overtime coverage for additional work after regular hours to apply to **year four of the contract.** | 1 | hour |  |  |
|  |  |  |  |  |  |
| 13. | Provide hourly rate for one technician for one (1) day per week on an eight (8) hour on-site shift (7:00 AM – 3:30 PM; ½ hr. lunch) to apply to **year five of the contract.** | 8  52 | Hours  weeks |  |  |
| 14. | Provide hourly labor rates for regular time coverage for additional work (Regular hours considered 7:00 AM – 5:00 PM M-F) to apply to **year five of the contract.** | 1 | hour |  |  |
| 15. | Provide hourly labor rates for overtime coverage for additional work after regular hours to apply to **year five of the contract.** | 1 | hour |  |  |
|  |  |  |  |  |  |
| 16. | Offerors must provide a list of repair parts and materials with current prices and any discount from the list price that is offered to the University. Parts and materials price lists from third-party suppliers may also be provided, with discount or mark-up to be applied to purchases of parts and materials by the University. Mark-up will be capped at 10%. Since it is unknown which parts or materials may be needed in the course of the contract, the price for parts and materials will not be used in the Price Proposal Evaluation. | Attach a list of repair parts and materials with current prices and any discount from the list price that is offered to the University, and / or mark up from third party providers. | | | |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| Name and address of firm: | Name of Person Authorized to Bind the Firm: |
| FEIN: | Signature of Person Authorized to Bind the Firm: |
| Phone Number: | email: |
| Name and address of Project Manager that would be assigned to the University: |  |
| Phone Number: | email: |

Proposals must be submitted no later than July 23 at 3:00 PM. Proposals in electronic format, as well as transactions, and communication are permitted for this procurement. **Proposals must be submitted in Adobe .PDF format via the Team Dynamix Link on page 1 of this RFP**. Attachments must not be zipped or compressed. Proposals, amendments to proposals, or requests for withdrawal of proposals arriving after the closing time and date may not be considered.