

PROCEDURE FOR PRODUCT APPROVAL
MONTGOMERY COUNTY PUBLIC SCHOOLS
Division of School Plant Operations
Rockville, Maryland

Montgomery County Public Schools (MCPS) invites all interested and qualified vendors of industrial/institutional janitorial supplies to contact the Division of School Plant Operations (SPO) to have their products considered for use in MCPS facilities. It is the desire and intent of MCPS to purchase the most cost-effective products that are available to assist our building service personnel in maintaining a safe, clean and healthy environment for students, staff and visitors.

With increasing numbers of janitorial supply companies and sales representatives desiring to do business with MCPS, it has become impossible for the SPO staff to meet and spend time with each vendor. While these meetings may be pleasant and informative, too much production time is consumed in the process. In fairness to everyone, MCPS has established a new procedure for vendors to introduce their products to SPO staff who are responsible for the selection of cleaning products that are to be used in the schools.

SPO staff will evaluate any cleaning product that they believe has merit for use in MCPS facilities. SPO staff reserve the right to evaluate all materials that are submitted by vendors, using criteria which have been established by SPO and not those set forth by the manufacturer. This evaluation will include, but is not limited to, the evaluation of the submitted product and product literature. Also, SPO staff will determine the product's ability to meet MCPS requirements for performance and budgetary constraints.

The following procedure is the **ONLY** authorized way for vendors to introduce their cleaning products to MCPS personnel. Vendors **WILL NOT** be received on a walk-in basis.

1. Vendors shall provide SPO with an information package which should include the following:
 - a. Company's name, address and telephone number.
 - b. Vendor's name, position with the company, and a daytime telephone number where he/she can be reached.
 - c. Descriptive literature, catalog cuts, and detailed products specifications.
 - d. All health and safety information, including material safety data sheets (MSDS), EPA registration numbers, UL listings, etc.
 - e. Names, addresses, and telephone numbers of contact persons from at least two large local school districts or institutions.

Address the information package as follows:

Montgomery County Public Schools
Division of School Plant Operations
7361 Calhoun Place, Suite 403
Attn: Salli Boltz
Rockville, Maryland 20855

2. SPO staff will review the information package and decide if they want to investigate the product further. If the answer is NO, SPO will notify the vendor.
3. If the answer is yes, the MSDS and other safety information will be forwarded to the MCPS Safety and Environmental Health Unit for review. If disapproved, the vendor will be notified.
4. If approved, SPO will contact the vendor to arrange a meeting to discuss the issues and determine a time frame for possible location(s) for testing the product. The vendor shall have a written proposal describing how the product should be tested for maximum results. The proposal shall include a description of how training and support services for building service personnel will be provided. **Also, it shall state that enough product will be provided to complete the test at no cost to MCPS.**
5. SPO will discuss the proposal. If the proposal is not acceptable, SPO will notify the vendor.
6. If the proposal is accepted, SPO will arrange to meet with the vendor at the testing site(s). The vendor shall demonstrate the product and train the building service personnel to use the product properly. After this meeting, the vendor SHALL NOT visit or telephone anyone at the testing site(s) unless requested by SPO. Any contact or communication regarding the test must be with the SPO staff member who will be monitoring the test.
7. When the test is complete, SPO staff will collect all of the documentation and discuss the results. A report with recommendations will be forwarded to the director of SPO. The director will make the decision whether or not to purchase the product. The director will notify the vendor in writing regardless of the decision.
8. If the product is approved for purchase by MCPS, it may be added to the next "Custodial Supplies Bid" as a new item of as an acceptable brand and/or model for an existing item.

ABOVE TERMS REVIEWED AND UNDERSTOOD

Company Name

Vendor's Typed Name

Vendor's Signature

Date