

COVER PAGE RFQ 13289

Title: Service contract for Automatic Doors

Issued by:

MANCHESTER COMMUNITY COLLEGE

**Questions: no less than 5 calendar days prior
to date of bid opening.**

Address for response to RFQ 13289

By Hand or Courier

**MANCHESTER COMMUNITY COLLEGE
PURCHASING DEPT,
LOWE BLDG, L-143
ATTN: C. MESSIER
GREAT PATH
MANCHESTER, CT 06040**

Delivery via U.S. Mail:

**MANCHESTER COMMUNITY COLLEGE
PURCHASING DEPT, MS 10
ATTN: C. MESSIER
PO Box 1046
MANCHESTER, CT 06045-1046**

**Delivery to any other address or department may result in rejection of the response.
Purchasing Dept. hours for receipt of bids are Mon – Thurs 8:00am to 4:00pm**

**Purchasing contact: Cecelia C. Messier
cmessier@mcc.commnet.edu
Fax: 860-512-3655**

MANCHESTER COMMUNITY COLLEGE RFQ 13289 Service contract for Automatic Doors

Inclusions: **Instructions for Return of Quotation**
 Affirmation of Bidder
 Bid Response Schedule
 Vendor Guideline - General
 General Information
 Scope of Services
 Directions to Access the MCC Purchasing Website

Available on MCC Purchasing website and included in this solicitation by reference.

(www.mcc.commnet.edu/offices/purchasing/#information)

Standard Terms and Conditions
Executive Orders
Insurance Guidelines for Construction & Service Contracts
Vendor Profile **
Form W-9 Request for Taxpayer Identification **
CHRO notice
CHRO workforce analysis**
Instructions for Minority Workforce Utilization Report**
Minority Workforce Utilization Report**
Subcontractor use affidavit**

Only items with ** must be returned.

If the form required does not apply please return the form marked 'Not Applicable'

**IMPORTANT DATES
RFQ 13289**

Title: Service contract for Automatic Doors

**Mandatory Site Visit: Wed. March 24, 2009 10am sharp
Meet at the AST Information Center
Contact Teresa Grout at 860-512-3663**

**Vendors arriving 15 minutes late will not be permitted to
participate in the site visit or the bid.**

Bid issued: March 16, 2009

Questions Due: March 26, 2009

Answers faxed to bidders of record: March 30, 2009

Bid Response Due: April 2, 2009 before 2:00 p.m.

**Bid Opening: April 2, 2009 at 2:05 p.m. in the Purchasing
Office, Lowe Bldg, Room L-143**

Notification of Award: On or before April 8, 2009

**Vendors furnished a copy of the Solicitation who decide not to submit a response,
are requested to submit a negative reply**

INSTRUCTIONS TO VENDORS: RESPONSE TO REQUEST FOR QUOTE

The Solicitation Response shall be prepared and submitted in accordance with these Instructions to Vendors. An environmentally preferable response is encouraged. The College is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products and services.

This bid will be opened publicly at 2:05 p.m. on the date specified in the Purchasing Office of Manchester Community College, Lowe Bldg, L-143. **All interested parties are invited and encouraged to attend. At this time, the responding vendor names and the base quote from each responding vendor will be made public.**

Response shall be made upon the form included with the specifications. All blanks shall be completed clearly by computer, typewriter or printed legibly in blue ink. The decision to reject a response shall be the responsibility of the issuing Purchasing Services Officer and shall be final and without recourse.

Prices shall be extended as decimals, not fractions. Prices to be net and shall include transportation and delivery charges fully prepaid by the bidder to the destination(s) specified in the Solicitation subject only to cash discount. The State of Connecticut and the College are exempt from the payment of excise, transportation and sales and use taxes imposed by the Federal Government and the State. Such taxes must not be included in bid prices. A Cert-134 Exempt Purchases by Qualifying State Agencies is available upon request of the awarded vendor.

The Vendor must answer all the questions and supply all required materials and affidavits to be considered. Any proposal submitted must include termination procedures, if either the contractor or MCC determine that termination becomes necessary for reasons including but not limited to failure to perform.

An authorized official must sign the bid response. The response must also provide the name, title, address and telephone number for individuals with authority to contractually bind the company or individuals. Please provide the name, telephone number and e-mail address of the person to contact for the purpose of clarifying the contract.

No alterations or variations of the terms of the Solicitation shall be valid or binding upon the College, unless made in writing and signed by the issuing Purchasing Services Officer.

Responses must be in sealed envelopes upon which a clear indication has been made of the RFQ number and title, as well as the date and time the bid is due. The vendor's name and address must appear on the envelope. If a courier such as UPS or FedEx is utilized, the courier's mailing envelope must show the RFQ number, time and date of the opening on the front, and the response must be sealed in a separate envelope with the RFQ number, title, date and time of opening within the courier's mailing envelope.

All responses will be available for public review upon request after the award.

VENDOR GUIDELINES: Invitations for Bid

Questions relating to Purchasing Policies and Regulations shall be directed to the issuing Purchasing Services Officer as identified on the Cover Page. All questions regarding the Detailed Specifications, General Terms and Conditions and Special Terms and Conditions and Instructions to Bidders shall be directed in writing to the issuing Purchasing Services Officer as identified on the Cover Page.

Award will be made to the lowest responsible and responsive bidder, unless otherwise provided in the specifications, guidelines and instructions of the individual Solicitation.

This Solicitation and the resulting Award are not an order to provide either services or commodities to the College. By providing services or commodities to the College without a properly executed purchase order, the vendor accepts the risk payment will not be made by the College.

The College, as an agency of the State of Connecticut and part of the Community-Technical Colleges of Connecticut adheres to a policy of ethical conduct as stipulated by the Board of Trustees of Community-Technical Colleges and the Connecticut General Statutes. A copy of the Connecticut Community Colleges Ethical Conduct Policy is available from the Purchasing Office upon request.

Evaluation of Responses

Bidders must fill out the bid package correctly, submit the required affidavits and forms, and be willing to comply with applicable regulations of the State of Connecticut and Manchester Community College.

Demonstration of commitment to affirmative action by full compliance with the regulations of the Commission on Human Rights and Opportunities (CHRO)

Rights reserved to Manchester Community College:

Manchester Community College reserves the right to award in part, reject any and all responses in whole or in part, award to multiple contractors, to waive technical defects, irregularities and omissions if, in it's judgment, the best interest of the College is served.

The College reserves the right to reject the bid of any vendor in default of any prior contract or purchase order or guilty of misrepresentation or of any company having as it's sales agent or representative or member of the firm, any individual in default or guilty of misrepresentation.

The College reserves the right to award in part, to reject any and all responses in whole in part, to waive technical defects, irregularities and omissions if, in it's judgment, the best interest of the College will be served.

The College reserves the right to reject in whole or in part any or all bids submitted.

VENDOR REPRESENTS:

-they have carefully read and understand the Instructions to Vendors and all attachments to the Solicitation

-they have visited the site and familiarized themselves with the local conditions under which the work is to be provided and/or performed, including pertinent state and local codes and the conditions of labor, materials and conditions involving delivery of services, equipment and/or commodities

-they have made allowances for all contingencies relative to the fulfillment of this Solicitation

-they are prepared, if requested, to present evidence of experience, ability, service facilities and financial standing necessary to meet satisfactorily the requirements set forth or implied in the Solicitation

-By responding, the vendor implicitly states that the response is not made in connection with any competing vendor submitting a separate response to the RFQ, and is in all respects fair and without collusion or fraud. It is further implied that the vendor did not participate in the RFQ development process, had no knowledge of the specific contents of the RFQ prior to its issuance, and that no employee of MCC participated directly or indirectly in the vendor's proposal preparation.

-purchases against the resulting purchase order shall be in compliance with CGS 22a-194g "...no state agency or institution shall purchase any new product packaged in or composed in whole or in part of polystyrene foam if such foam is manufactured using an controlled substances..."

-the vendor shall not assign, transfer, convert, sublet or otherwise dispose of their power to execute the purchase order resulting from the solicitation to any other person, firm or corporation without the previous written consent of the College.

-the vendor shall bear all costs associate with Vendor's response to this RFQ including the costs of any presentations and/or demonstrations (if any).

-Vendors shall comply with all Terms and Conditions required by the Board of Higher Education, Community-Technical Colleges as revised and included in this Solicitation

Affirmative Action

Regulations of Connecticut State Agencies Section 4-114a-3(10) requires agencies to consider the following factors when awarding a contract, which is subject to contract compliance requirements:

- a. the bidder's success in implementing an affirmative action plan;
- b. the bidder's success in developing an apprenticeship program complying with Section 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive;

- c. the bidder's promise to develop and implement a successful Affirmative Action Plan.
- d. The bidder's submission of EE0-1 data indicating that the composition of its work force is at or nearby parity when compared to the racial and sexual composition of the work force in the relevant labor market area, and
- e. The bidder's promise to set aside a portion of the contract for legitimate small contractors and minority enterprises.

The response must include a summary of the bidder's experience with Affirmative Action. This information is to include a summary of the bidder's affirmative action plan and the bidder's affirmative action policy statement.

GENERAL INFORMATION

Documents include Instructions to Vendors, Specifications, Solicitation, Instructions, General and Special Terms and Conditions, miscellaneous attachments, and any addenda issued prior to release of the solicitation.

Vendor shall examine the documents carefully, and not later than five (5) calendar days prior to the date for receipt of bids (unless a specific date is given within the individual specification for receipt of questions) shall make written request to the issuing Purchasing Services Officer for interpretation or correction of any ambiguity, inconsistency or error therein which s/he may discover. Any interpretation or correction shall be issued as an addendum by the College to all vendors having received, or who will receive a copy of the solicitation.

The College will appreciate your assistance in making a careful study of the specifications included for the purpose of offering suggestions as to detailed specifications, trade customs, etc., which you believe to be for the best interest of the College. In soliciting an interest on your part in reviewing our specifications, we believe closer cooperation will be developed between prospective bidders and the College. Suggestions or comments, in writing, will be considered up to five (5) working days prior to the date of the bid opening indicated on the Solicitation. In replying, please refer to the Solicitation number and identify the contents as QUESTION or SUGGESTION on the face of the envelope, Facsimile Cover Sheet, or the Subject line of the E-mail. The question must be addressed to the issuing Purchasing Services Officer at the address/phone or fax listed in the individual Solicitation.

No later than three (3) days prior to the date for receipt of bids, addenda shall be posted on the St. of CT Dept. of Administrative Services Portal. Addenda issued after award will be mailed or delivered to the selected vendor.

All vendors must acknowledge receipt of Addenda on their response to the Solicitation.

Award shall be made to the lowest responsible and responsive vendor. The quality of the articles and services to be supplied, their conformity to the specifications, their suitability

to the requirements of the College and the delivery terms shall be taken in to consideration in making the award.

Purchase orders will be placed by the College in writing. Vendors making deliveries or purchases of product without formal written purchase orders do so at their own risk. No alterations or variations of the terms of the purchase order shall be valid or binding upon the College unless made in writing by means of a purchase order change.

INSTRUCTIONS TO VENDORS: General

The vendor shall be the primary vendor and actively engaged in the type of work herein specified. Subcontractors if any, employed by the primary vendor must also be actively engaged in the type of work specified in the purchase order and shall be subject to College approval.

Any materials to be used in the fulfillment of this purchase order or transported on campus incident to the fulfillment of this purchase order (which are considered hazardous) shall require Material Safety Data Sheets (MSDS) on file with Manchester Community College Campus Police within twenty-four hours of notification to the vendor of the award. Failure of the vendor to provide the MSDS shall result in rejection of their bid as non-responsive.

All debris created in the fulfillment of this purchase order shall be disposed of by the vendor, off campus, in accordance with current Department of Environmental Protection Regulations.

Unless limited by the term “no substitute”, the use of the name of a manufacturer or of any particular make, model or brand in describing an item, does not restrict bidders to that manufacturer or specific brand. This method is being used simply to indicate the character or quality of the article so described, but the article offered must be of such quality that it will serve the purpose for which it is to be used as well as that specified, and shall be deemed by the College to be so warranted by the vendor. Responses on comparable items must clearly state the exact article being offered and vendors shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. Failure to provide sufficient detail on comparable items may result in the bid being rejected as non-responsive. If the bidder does not indicate that the article offered is other than as specified, it will be understood that the bidder is offering the article exactly as specified.

INSTRUCTIONS TO VENDORS: General

Failure of a vendor to deliver articles or perform services within the time specified in the Solicitation or as amended by the contractor and accepted by the College, or within reasonable time as interpreted by the College, or **failure to make replacement** of rejected commodities or fulfill unperformed services when so requested, immediately or as directed by the College, will constitute authority for the College to purchase on the

open market, commodities or services to replace those which have been rejected, not delivered, or not performed. The College reserves the right to authorize immediate purchase on the open market against rejections on any purchase order when necessary. On all such purchases, the vendor agrees to promptly reimburse the College for excess costs occasioned by such purchases. Such purchases will be deducted from the purchase order quantities. However, should public necessity demand it, the College reserves the right to use or consume commodities delivered which are substandard in quality, subject to an adjustment in price to be determined by the College. **Rejected commodities** must be removed by the vendor from the premises of the College within forty eight (48) hours after notification unless public health and safety require immediate destruction or other disposal of such rejected delivery. Rejected items left longer than forty eight (48) hours will be considered abandoned and the College shall have the right to dispose of them as its own property.

SPECIAL TERMS AND CONDITIONS: CANCELLATION

Should an awarded vendor wish to be removed from the purchase order resulting from this Solicitation, at any time during the life of the purchase order, a written request for removal shall be submitted at least thirty (30) days prior to the effective date of removal to allow the College purchasing office sufficient time to notify the using division and re-issue the purchase order. The next lowest bidder will be contacted and if agreeable, the purchase order will be awarded to that vendor.

INVOICING

The awarded vendor shall invoice the College when goods and services are provided against the purchase order. The invoice must contain the College purchase order number. Invoices received by the College without reference to a valid purchase order number will result in delay of payment.

CORRESPONDENCE:

All correspondence regarding the purchase order shall be directed to the address below. In the event that the awarded vendor's name and/or Federal Identification Number changes and/or the company moves and/or updates the mailing and/or remit to address and/or telephone number(s) and/or contact person, it is the awarded vendor's responsibility to advise the College Purchasing Office of such changes in writing. The College will not be held responsible for payments or purchase orders which are delayed due to additional routing that was caused by the lack of notification on the awarded vendor's part. These updates shall be forwarded to: Manchester Community College, Purchasing Office, MS 10,

Attn: C. Messier, PO Box 1046, Manchester, CT 06045-1046 or e-mailed to cmessier@mcc.commnet.edu

SPECIAL TERMS AND CONDITIONS

In the event an awarded vendor proceeds to perform any type of work without written permission from the College, the awarded vendor will be liable for all additional costs incurred in excess of the amount specified in the purchase order. The College will not be

responsible for any additional charges not approved in writing prior to the awarded vendor performing any work.

CONSTRUCTION AND MATERIALS

Whether specified or not, all work must be of such kind and quality as to give satisfactory results when the item in reference is used under the conditions stated and implied.

SUBSTITUTIONS

Substitutions on any specifications will not be accepted by the College unless authorized in writing through a revised purchase order.

PACKAGING/DELIVERY

Delivery must be made as ordered and in accordance with the purchase order. The weight of the delivered cartons is not to exceed 40lbs, unless stated otherwise. No loose packing in cartons. Each carton and package must be labeled on each end, showing description and quantity. The awarded vendor will be required to furnish the College with personal services for pick up and provide handling/delivery of items to be furnished under the resulting purchase order with no additional charges to the College.

LATE DELIVERY

The College shall have the right to recover the amount of 5% of the invoice price, with a minimum of \$20.00, or the College may specify an amount/percentage in the purchase order, for each business day elapsing between the time guaranteed for delivery and the actual date of delivery. If the delivery date is different than the one listed within the purchase order, the College and the awarded vendor may come to an agreement in changing the delivery date. If this is the case, the College and awarded vendor shall both agree to the change in writing, a copy being forwarded to the MCC Purchasing Office and the MCC Accounts Payable Office.

SPECIAL TERMS AND CONDITIONS: QUALITY ASSURANCE GUARANTEES

The awarded vendor must guarantee their products to be free from defects in materials and workmanship. The terms of the purchase order shall supersede any language to the contrary on correspondence, invoices or other documents produced by the awarded vendor. The awarded vendor is to agree to repair and/or immediately replace without charge to the College any product that proves to be defective or fails within the purchase order term as specified.

SHALL, MUST AND WILL CLAUSE

These words are interpreted as mandatory, but may be waived if in the best interest of the College.

CONTRACTOR SUBMITTAL OF ENVIRONMENTALLY PREFERABLE PRODUCTS (EPP) – VOLUNTARY

Vendors are encouraged to submit pricing on products that are considered environmentally preferable. The College encourages procedures that promote the use of environmentally preferable products and services by the College. The term

“environmentally preferable” means, with regard to products, services or practices that such products, services or practices have a lesser or reduced negative effect on human health and the environment when compared to competing products, services or practices that serve the same function. Environmentally preferable attributes include: Fuel efficient, energy efficient, made of recycled content, made of post-consumer content, made of biodegradable materials, remanufactured and rebuilt, recyclable, less or non-toxic

Vendors seeking consideration for EPP products and services must provide a written description of the product that shall include at a minimum, the amount of the product that is recycled material, whether that material is post consumer, or a description of the environmental preferable qualities. All products with EPP attributes must be designated by the use of a recycled logo or some other form of identification and include information on the environmental attribute(s) whenever available. An annual report describing the contractor’s EPP products and services purchased by the College shall be submitted to the College Purchasing Office annually on the anniversary of this award.

SUPPLIER DIVERSITY

Under Connecticut General Statute 4a-60g, Connecticut has an established and on-going commitment to providing equal opportunity to Connecticut Small (SBE) and Minority Owned Business Enterprises (MBE) to contract as a provider for the college’s goods and services.

If a Solicitation is designated as set-aside, only Connecticut small and minority owned business enterprises that are certified with Connecticut’s Supplier Diversity Program are allowed to submit a response. Companies that are not certified with Connecticut’s Supplier Diversity Program are not allowed to bid.

All SBEs and MBEs must be certified by the Connecticut Supplier Diversity Program and hold a current certificate from the Connecticut DAS Supplier Diversity Office. For further information about the State’s requirements to qualify as a SBE and/or MBE, please contact the Supplier Diversity Director at 860-713-5228.

This solicitation is not designated as a set-aside, and is open for all vendors. Forms required with the Solicitation response can be found at the Commission on Human Rights and Opportunities web site www.state.ct.us/chro/ under the heading CC Forms.

Information important to current and prospective vendors can be located on the MCC Purchasing webpage.

Detailed directions for accessing MCC Purchasing Website

The primary web address for Manchester Community College is:

www.mcc.commnet.edu

From the Home Page:

On the left hand side, scroll down to the sub heading **Quick Links**

Under the quick links subheading find and click on **Campus Offices**

On the right hand side, in the box 'Quick Links' click on **Administrative Affairs**

Under Administrative Affairs, click on **Purchasing**

You are now on the Home Page of the MCC Purchasing Department

On the right hand side, in the Quick Links box, click on the first link:

Bids, Important Vendor Information and Required Bid Forms

These links will bring you to the information, forms and instructions listed in the bid package.

Should any of these links not function, please contact the purchasing officer immediately at 860-512-3641 or cmessier@mcc.commnet.edu

Please note:

MCC bid packages with costs anticipated to be \$50,000 or more can be found on the DAS Portal at

http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp

MCC also utilizes the DAS Portal for Requests for Quotation when the anticipated cost is LESS THAN \$50,000.

To sign up for automatic notification of all bids posted to the DAS Portal, please send an e-mail to

imailsrv@list.state.ct.us with your e-mail address.

DEFINITIONS:

College: Manchester Community College

Solicitation: In this context refers specifically to a Request for Quotation (RFQ) or Invitation for Bid (IFB).

Bid: In this context refers to the response to a Request for Quotation or a response to an Invitation for Bid

Bidder: Entity responding to a Request for Quotation or Invitation for Bid.

Vendor: Entity interested in or requesting information on a Request for Quotation or Invitation for Bid.

Scope of Services – Automatic Doors

Maintenance contract to run from May 1, 2009 through April 30, 2012 with option to extend for two additional one year periods all terms, conditions and pricing remaining constant.

Provide three (3) preventative maintenance services during normal working hours for all automatic doors – interior and exterior – on campus (see attached map). Overhead doors are not included in this scope. Service to include check and inspect all power doors, lube and make adjustments to open/close door mechanisms to ensure proper performance, replace batteries, check door controls and crashbars, adjust as necessary for proper performance. Preventative maintenance to be performed April 24, 2009, Aug. 24, 2009 and Dec. 24, 2009. These dates allow any repairs/adjustments to be accomplished prior to the start of the following semesters limiting any disruption of classes/student access. Dates of service for following years will be established in advance by the Facilities Dept. Invoices are to be submitted upon completion of each preventative maintenance service.

Additional services as required at the call of the College:

Emergency Service: Response required within 24 hours of notification.

Emergency services and additional services required by the College to be provided at the following rates:

\$ _____ per hour, straight time (_____ thru _____, _____ am - _____ pm)

\$ _____ per hour, overtime (_____ thru _____, _____ am - _____ pm)

\$ _____ per hour, holiday (_____ thru _____, _____ am - _____ pm)

Material/parts provided at documented cost plus _____%

.

INVITATION FOR BID Please read carefully

This form and the Bid Response Schedule are required and must be returned.

Description: RFQ 13289: Service contract for Automatic Doors

REQUEST FOR QUOTATION

Pursuant to the provisions of Sections 10a-151b of the General Statutes of Connecticut as amended. **SEALED BIDS WILL BE RECEIVED** by the Purchasing Office of Manchester Community College (MCC) for the commodities and supplies listed herein.

AFFIRMATION OF BIDDER

The undersigned affirms and declares:

1. That this response is executed and signed with full knowledge and acceptance of the provisions of the laws of the State of Connecticut, and the terms and conditions listed herein.
2. That should any part of this bid be accepted in writing by MCC within ninety (90) calendar days from the date of opening unless an earlier date for acceptance is specified in the bid schedule, said bidder will furnish and deliver the services for which this bid is made, at the rates offered and fee schedule bid, and in compliance with the provisions listed herein. Should award of any part of this bid be delayed beyond the period of ninety (90) days or an earlier date specified in the bid schedule, such award shall be conditioned upon the bidder's acceptance.

BID The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the commodities to Manchester Community College at the prices bid therein.

When Bidder is an Individual:

Type or Print name: Doing Business As (Trade Name)

Business Address: Street City State Zip Code

Written Signature of Individual signing this Bid Social Security Number Date Executed

Typewritten Name Telephone Number

When Bidder is a Firm or Partnership: Type or Print names of all Partners:

—

Name	Title	Name	Title
Name	Title	Name	Title

Doing Business As: (Trade Name) Business Address: Street City State Zip Code

Written Signature of Partner Signing this Bid F.E.I. Number Date Executed

Typewritten Name Telephone Number

Full Name of Corporation Incorporated in what state

—

Business Address: Street	City	State	Zip Code	F.E.I. Number

President	Secretary	Treasurer

Written signature of corporate official or person duly authorized to sign bids on behalf of the above corporation Title

Typewritten Name Telephone Number Date Executed

MANCHESTER COMMUNITY COLLEGE

REV. 06/01/06

LOWE - Frederick W. Lowe, Jr. Building, 1st floor

Wing

Room

L101-L105

Classrooms

L125

Transitional Programs

L127, L131

Financial Aid

L152a-g

Purchasing

L143, L144

Business Office/Accounts Payable/Cashiers

L176

Bookstore

L170-L174

MCC Police

L177-L185

Cooperative Education/Career Services

L154, L155

Athletics & Fitness, Men's & Women's Locker Rooms

L154h-L154j

Student Activities

L154k

Student Senate

L154c

Student Recreation Room

L154j

Student Clubs and Organizations

L156a-L156e

Admissions & Registrar

L166

Cougar's Cave Cafeteria

L141-L142

Classrooms

Center for Student Development

L108a-L108j

Counseling/Academic Advising

L107, L120

CLC Computer Lab/Minority & International Student Programs/Services for Students with Disabilities/Testing Center

L133

Writing Center

L134, L131

CLC Tutoring

L140

Child Development Center

Wing

Room

A108

Conference Room

A110

Library

A114

Fire/Security Commons

A119-A121

Library Study Rooms

A126-A130

Library Offices

A142

Computer Lab/Seminar Room

B103

Loading Dock

B109-B114

Educational Technology & Distance Learning

B115

TV Studio

B128

Surgical Technology Lab

B124, 127, 128

Biology Labs

B125

Occupational Therapy Lab

B129

Respiratory Care Lab

B130

Faculty & Staff Technology Sandbox

B141, B142

Computer Labs

B144

Classroom

B149

Continuing Education

Conference Room

AST - ARTS, SCIENCES & TECHNOLOGY CENTER, 1st floor

Wing

Room

C105

Physics Optical and Mechanical Labs

C107

Earth Science

C110

Inorganic Chemistry Lab

C111, C113

Chemistry and Organic Chemistry Classrooms

C128

CAD Lab

C131, C135

Electronics Labs

Materials & Processes Lab

C142

Manufacturing Lab

C145

Mechanical Design Lab

D103

Hans Weiss Newspace Gallery

D105, D109

Painting and Figure Drawing Studios

D110

Printing Studio

D111, D111a

Photo Print Developing Lab and Photography Studio

D124

3D Wood Studio

D132, D133

Ceramics Wheel and Handbuilding Studios

E101

Tower Cafe

E106

SBM Charitable Foundation Auditorium

E113

Green Room

G106

Lounge

G115

Information Center

LOWE, 1st floor

Child Development Center Outdoor Play Area

Child Development Center

L157a

Aerobics Studio

L155

Studio

L154

Fitness Center

L154b

Recreation Room

L154c

Student Senate

L154d

Student Recreation Room

L154e

Student Clubs and Organizations

L154f

Student Organizations

L154g

Admissions & Registrar

L166

Cougar's Cave Cafeteria

L166

Cashiers

L154g

Business Office/Accounts Payable/Cashiers

L176

Bookstore

L170-L174

MCC Police

L177-L185

Cooperative Education/Career Services

L154h-L154j

Athletics & Fitness, Men's & Women's Locker Rooms

L154k

Student Activities

L154l

Student Senate

L154m

Student Recreation Room

L154n

Student Clubs and Organizations

L156a-L156e

Admissions & Registrar

L166

Cougar's Cave Cafeteria

L166

Cashiers

L154g

Business Office/Accounts Payable/Cashiers

L176

Bookstore

L170-L174

MCC Police

L177-L185

Cooperative Education/Career Services

L154h-L154j

Athletics & Fitness, Men's & Women's Locker Rooms

L154k

Student Activities

L154l

Student Senate

L154m

Student Recreation Room

L154n

Student Clubs and Organizations

L156a-L156e

Admissions & Registrar

L166

Cougar's Cave Cafeteria

L166

Cashiers

L154g

Business Office/Accounts Payable/Cashiers

L176

Bookstore

L170-L174

MCC Police

L177-L185

Cooperative Education/Career Services

L154h-L154j

Athletics & Fitness, Men's & Women's Locker Rooms

L154k

Student Activities

L154l

Student Senate

L154m

Student Recreation Room

L154n

Student Clubs and Organizations

L156a-L156e

Admissions & Registrar

L166

Cougar's Cave Cafeteria

L166

Cashiers

L154g

Business Office/Accounts Payable/Cashiers

L176

Bookstore

L170-L174

MCC Police

L177-L185

Cooperative Education/Career Services

L154h-L154j

Athletics & Fitness, Men's & Women's Locker Rooms

L154k

Student Activities

L154l

Student Senate

L154m

Student Recreation Room

L154n

Student Clubs and Organizations

L156a-L156e

Admissions & Registrar

L166

Cougar's Cave Cafeteria

L166

Cashiers

L154g

Business Office/Accounts Payable/Cashiers

L176

Bookstore

L170-L174

MCC Police

L177-L185

Cooperative Education/Career Services

L154h-L154j

Athletics & Fitness, Men's & Women's Locker Rooms

L154k

Student Activities

L154l

Student Senate

L154m

Student Recreation Room

L154n

Student Clubs and Organizations

L156a-L156e

Admissions & Registrar

L166

Cougar's Cave Cafeteria

L166

Cashiers

L154g

Business Office/Accounts Payable/Cashiers

L176

Bookstore

L170-L174

MCC Police

L177-L185

Cooperative Education/Career Services

L154h-L154j

Athletics & Fitness, Men's & Women's Locker Rooms

L154k

Student Activities

L154l

Student Senate

L154m

Student Recreation Room

L154n

Student Clubs and Organizations

L156a-L156e

Admissions & Registrar

L166

Cougar's Cave Cafeteria

L166

Cashiers

L154g

Business Office/Accounts Payable/Cashiers

L176

Bookstore

L170-L174

MCC Police

L177-L185

Cooperative Education/Career Services

L154h-L154j

Athletics & Fitness, Men's & Women's Locker Rooms

L154k

Student Activities

L154l

Student Senate

L154m

Student Recreation Room

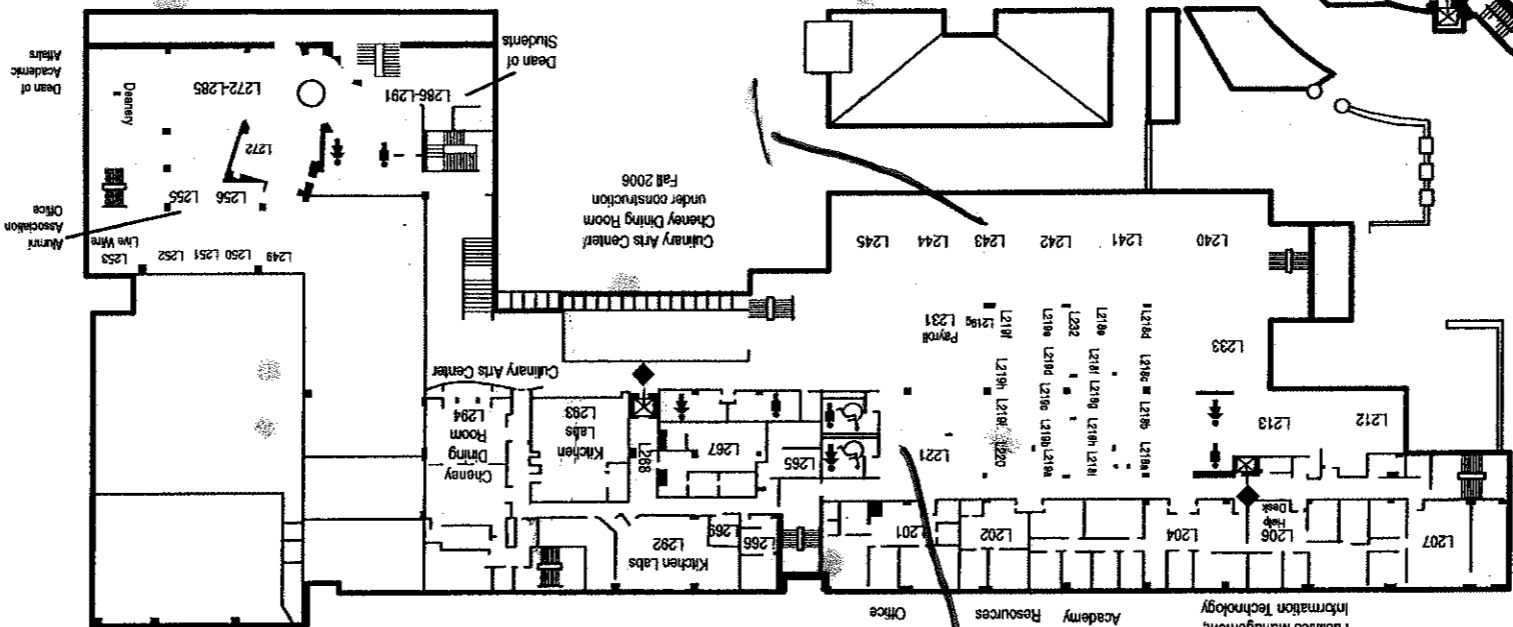
L154n

</

MANCHESTER COMMUNITY COLLEGE

LOWE - Frederick W. Lowe, Jr. Building, 2nd floor

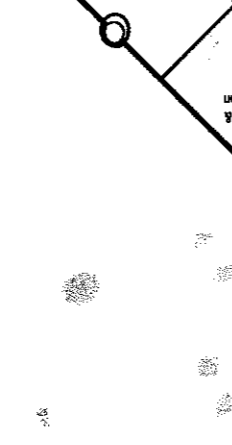
- Room L201 President's Office & Conference Room
- L202 Human Resources
- L204-L206 Administrative Affairs, Facilities Management, Information Technology, Help Desk
- L207, L213 Great Path Academy Classrooms
- L218a-L218h Offices
- L219a-L219h Offices
- L212, L233 Classrooms
- L220 Great Path Academy Main Office
- L221 Marketing & Public Relations
- L231 Payroll
- L240-L245 Classrooms
- L253 Student Newspaper (Live Wire)
- L255 Alumni Office
- L272-1285 Deanery: Academic Affairs, Institutional Development, Student Affairs
- L286-L291 Culinary Arts Center
- L292-L293 Foodservice Kitchen & Labs
- L294 Cheney Dining Room



LOWE, 2nd floor

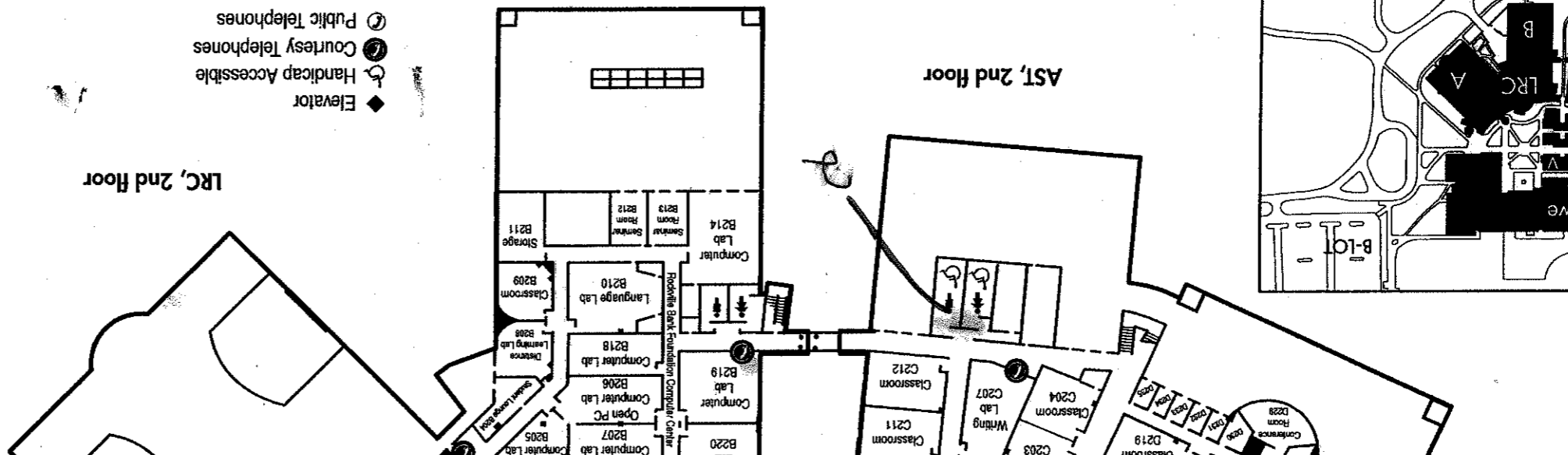
LRC - LEARNING RESOURCE CENTER, 2nd floor

- Room A201 Conference Room
- A204-A258 Faculty Offices
- A226 Conference Room
- A237a Mathematics, Science & Health
- A242a Center for Business & Technologies
- A251 Copy Center
- B204 Student Lounge
- B205-B207 Rockville Bank Foundation Computer Center
- B208 Distance Learning
- B209 Classroom
- B210 Language Lab
- B212 Seminar Room
- B213 Seminar Room
- B214-B222 Computer Labs



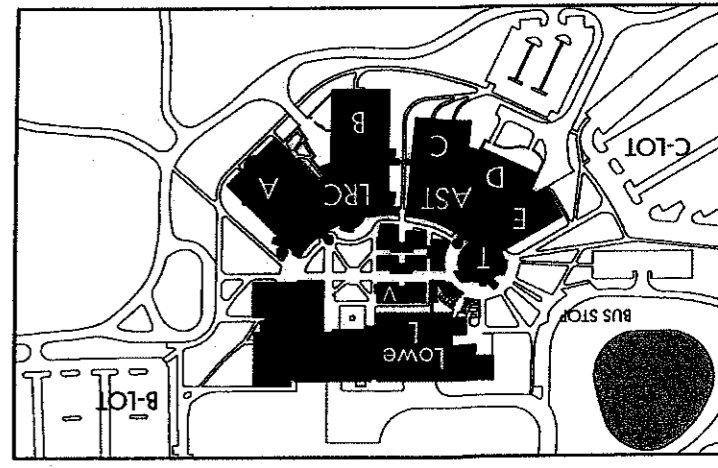
AST - ARTS, SCIENCES, & TECHNOLOGY CENTER

- Room C201-C204 Classrooms
- C207 Writing Lab
- C209-C212 Classrooms
- D203 Writing Lab
- D205 Writing Lab
- D208 Criminal Justice
- D211 Photo Digital Studio
- D212 Photo Studio Lighting
- D213-D219 Math Classrooms
- D221-D235 Faculty Offices
- D229 Conference Room
- E202 Classroom
- G201 Conference Room
- G204 Quiet Study Room
- G206 Lounge
- T201 Group Study Room
- T303-T313 Faculty Offices
- T303 Liberal Arts Division
- T304 Social Science & Hospitality Division
- T402-T415 Faculty Offices
- T404 Conference Room
- T502-T516 Faculty Offices



LRC, 2nd floor

AST, 2nd floor



Tower, 3rd floor

Tower, 4th floor

Tower, 5th floor

