

BALTIMORE COUNTY PUBLIC SCHOOLS

Darryl L. Williams, Ed.D. ♦ Superintendent ♦ 6901 North Charles Street ♦ Towson, MD ♦ 21204

ADDENDUM NUMBER 1

DATE: October 21, 2019
BID NAME: Grounds Maintenance Equipment
BID NUMBER: LKO-402-20
DUE DATE: NO CHANGE
DUE TIME: NO CHANGE

TOTAL PAGES: 18 (including NEW 004000 Form of Proposal)

The following revisions and responses to questions are made to the original bid document. This addendum forms a part of the Contract Documents and modifies the Original Solicitation Documents accordingly and as noted below. Acknowledge receipt of this Addendum in the space provided on the "Addenda" form within the Form of Proposal.

The solicitation inquiries received prior to the issuance of this addendum are as follows:

SPECIFICATIONS

REPLACE: New 004000 Form of Proposal. The new 004000 Form of Proposal includes an area on 004000-3 to provide the Hourly Service Fee for miscellaneous services, as requested by BCPS. PLEASE USE the new 004000 Form of Proposal included in this Addendum. Failure to use the new form will result in your Proposal being found unresponsive.

GENERAL

(1) INQUIRY: If discounts for one particular manufacturer range from 25% to 32% for different categories of mowers, what do I list on the price proposal page for that manufacturer? Should I type 25 to 32%, various, or "see next page"?

(1) RESPONSE: Each item within the group they are bidding on must be clarified, if there is more than one model each model must be separate (ex. if bidder quoted 3 series of tractor, give 3 different percentages off)

(2) INQUIRY: We carry more than one manufacturer line for sprayers and the discounts would be different because they're completely different types of units. Should I copy page 4000-3 and insert the other manufacturer on a different page or list both manufacturers on one line on that page?

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- (2) RESPONSE:** Multiple pages each Manufacture has a separate listing within the grouping.
- (3) INQUIRY:** We are not a SBE so I'm filling out a request for waiver. It asks for the total contract amount, since this is not for a specific quantity of particular units, is it okay to type "unknown" in those fields?
- (3) RESPONSE:** TBD or Unknown will be acceptable for dollar amounts on an IDIQ bid.
- (4) INQUIRY:** This bid is for 2020 and beyond but we have to set pricing based off of manufacturer discounts that are for 2019 and will expire 12/31/19. If these discount change in January/February of 2020, can we go back and change pricing?
- (4) RESPONSE:** Please reference Part II, Section 16.8 and 16.9 regarding the request to increase pricing.
- (5) INQUIRY:** We'd like to request modifications to the General Terms and Conditions.
- (5) RESPONSE:** Please refer to Part II, Section 1.8. BCPS does not accept conditional proposals.
- (6) INQUIRY:** The RFP reads that "bidders are not required to submit pricing for every item group contained within this form of proposal. However if a bidder responds to an item group, they are required to provide pricing for all items within each item group, if list pricing is requested from bidder" Could you please clarify this comment?
- (6) RESPONSE:** Bidder may list all other independently with ZERO PERCENT OFF (ex. Group 1, Item A1. 0%, Item A2 0%, Item A3 Supplier % OFF)
- (7) INQUIRY:** We bid all direct contracts including FOB on equipment from the factory to the dealer. Our pricing includes set up and install of attachments and implements purchased by the customer at no extra charge if listed on the purchase order. Customers can pick up their purchase at no charge at the Dealership. We charge an optional loaded mile delivery fee from the dealership to the customer if requested on the Purchase order from the customer. Google Maps would be used to calculate mileage. We are required to supply all customers of the contract regardless of purchase size of equipment and final delivery location. In many cases they are within a few miles of the dealership or may be 50-100 miles from the dealer. Small equipment like mowers and utility vehicles can be delivered with small trucks while larger equipment like tractors with implements may require a tractor trailer or low boy trailer for delivery. Is the additional loaded mile delivery fee acceptable?

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- (7) RESPONSE:** Please refer to Part II Section 17.0 Delivery ; Subsec. 17.1 All deliveries shall be FOB Destination 101 Wight Ave. , Cockeysville, MD. 21030. Part II Section 17.0; Subsec. 17.8 states Bidder's responsibility to have materials available for BCPS to pick up within fifty (50) miles from 101 Wight Ave., Cockeysville, MD. 21030.
- (8) INQUIRY:** If the agencies rules and guidelines allow, would Retail Note financing by supplier or Third Party be acceptable?
- (8) RESPONSE:** BCPS does not finance these items.
- (9) INQUIRY:** If the agencies rules and guideline allow, would Leasing by supplier be acceptable?
- (9) RESPONSE:** BCPS prefers a single purchase price.
- (10) INQUIRY:** Regarding Part II, Section 16.12 pertaining to Manuals provided at delivery. Each piece of equipment will be delivered with an Operators Manual that contains a Parts List of service maintenance items. This Operators Manual is provided at no charge to the customer. We have received feedback that some customers refuse to accept additional manuals because they are not needed or not wanted. Is it acceptable to provide the additional Operators Manuals and Parts Manuals at no charge upon the customers' request?
- (10) RESPONSE:** Please refer to section 16.12 UNLESS INSTRUCTED DIFFERENTLY BY BCPS, Award Bidder(s) shall furnish at the time of delivery three (3) equipment operating instructions; three (3) parts lists; and three (3) equipment service manuals for each item delivered.
- (11) INQUIRY:** Regarding Price Proposal Page – Group 10: Utility Tractors (44 to 89 hp) – We have Utility Tractors that exceed 89 HP. Since the original BCPS bid, many agencies are requesting larger HP tractors for grounds maintenance (i.e. mowing, field maintenance, snow removal). Can the HP maximum be raised to 150 HP?
- (11) RESPONSE:** This is ALLOWABLE as an added line item (ex. 44 – 89 hp - ?? % Off, 90 – 120 hp - ?? % OFF, etc). Please write in the additional line item on the form of proposal.

All other specifications and terms remain as stated in original document. This addendum is hereby made a part of the Contract Documents, on which the contract is based and is intended to modify, explain, correct and/or add to the original Contract Documents.

END OF ADDENDUM

Lori Koch
Purchasing Agent
Baltimore County Public Schools - Office of Purchasing

Raising the bar, Closing gaps, Preparing for our future

BALTIMORE COUNTY PUBLIC SCHOOLS

6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204

Division of Support Services

Office of Purchasing

Raising the bar, Closing gaps, Preparing for the future - An Affirmative Action Employer

SECTION 004000 "FORM OF PROPOSAL"

Bidders shall complete and return all the following forms with their bid.
(*except this form)

| | |
|--|------------|
| Cover Page | 004000-1 |
| Price Proposal - Instructions | 004000-2 |
| Price Proposal Pages | 004000-3-4 |
| References | 004000-5 |
| Addenda | 004000-6 |
| Proposal Sheet | 004000-7 |
| State of Maryland Anti-Bribery Affidavit & Tax Certification | 004000-8 |
| Certification Regarding U.S. Government Debarment | 004000-9 |
| Small Business Enterprise Affidavit | 004000-10 |
| Small and Minority Business Enterprise Utilization Affidavit | 004000-11 |
| SBE/MBE Statement of Intent | 004000-12 |
| SBE/MBE Request For Waiver | 004000-13 |
| *No Bid Page | 004000-14 |

SECTION 004000 - FORM OF PROPOSAL

DATE: _____

SOLICITATION TITLE: Grounds Maintenance Equipment

BCPS BID NUMBER: LKO-402-20

BID SUBMITTED BY: _____
(Company Name as reflected on your company's W-9 Form)

SUBMITTED TO: Baltimore County Public Schools
Office of Purchasing
6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204

As the duly authorized representative of the firm, I hereby declare that I have carefully examined the Part I: GENERAL TERMS AND CONDITIONS, PART II: SPECIFICATIONS--GENERAL REQUIREMENTS, and all addenda issued. I have received clarification on all items upon which any doubt arose, understand that all these form a part of the contract. The undersigned hereby agrees to furnish all services, equipment, components, accessories and/or software as required and specified.

(Signature of Bidder) (Date)

PRICE PROPOSAL - INSTRUCTIONS:

ANY ITEM LEFT BLANK WILL BE CONSIDERED A “NO BID”.

BIDDERS ARE NOT REQUIRED TO SUBMIT PRICING FOR EVERY “ITEM GROUP” CONTAINED WITHIN THIS FORM OF PROPOSAL. HOWEVER, IF A BIDDER RESPONDS TO AN “ITEM GROUP” THEY ARE REQUIRED TO PROVIDE PRICING FOR ALL “ITEMS” WITHIN EACH “ITEM GROUP”, IF LIST PRICING IS REQUESTED FROM BIDDER.

FOR EXAMPLE, BIDDERS WHO RESPOND TO “ITEM GROUP” A, MUST PROVIDE A COST FOR ITEM A1, A2, A3, ETC. BIDDERS RESPONDING TO ONLY ONE “ITEM” WITHIN AN “ITEM GROUP” WHICH CONTAINS MULTIPLE ITEMS MAY BE DEEMED NON-RESPONSIVE.

Bidders are invited to provide "Percentage off" discount pricing for grounds maintenance equipment, parts and/or accessories that are typically utilized by commercial customers similar to BCPS.

“Percentage Off” pricing is to be provided by typing or printing legibly the “number” without symbols (+, -, %), and may be extended two decimal places. Any numbers extending past two decimal places shall be rounded to two decimal places prior to evaluation.

Examples:

No Discount 0 %

5% Off List 5 %

5.5% Off List 5.5 %

5.55% Off List 5.55 %

DO NOT provide "percentage off" discount pricing that would increase cost above the most recent manufacturer price.

DO NOT provide a copy of manufacturer catalog or list pricing with this bid. Only the Award Bidder(s) will provide BCPS will either a copy of the most recent manufacturer catalog with list prices, or, provide BCPS with access to the most recent manufacturer catalog with list prices on an as needed basis and when requested by BCPS.

If a Bid amount contains contradictory terms, handwritten terms prevail over typewritten terms, and words prevail over numbers. The dollar amount expressed in words shall govern.

(Signature of Bidder) (Date)

PRICE PROPOSAL PAGE

| <u>ITEM GROUP</u> | <u>MANUFACTURER</u> | <u>BID</u> |
|--|----------------------------|-------------------|
| Group 1: Mowing Equipment (Ex: Wide area mowers, trim mowers, Sports turf mowers, landscape mowers, Zero turn mowers) | _____ | _____ % off list |
| Group 2: Utility Vehicles | _____ | _____ % off list |
| Group 3: Spraying Equipment | _____ | _____ % off list |
| Group 4: Debris Equipment (Ex: Blowers, sweepers and vacs) | _____ | _____ % off list |
| Group 5: Turf Cultivation Equipment (Ex: Aerators, dethatchers, seeders, Topdressers) | _____ | _____ % off list |
| Group 6: Irrigation Products | _____ | _____ % off list |
| Group 7: Miscellaneous Attachments (Ex: Augers, backhoes, buckets, cement bowls, Hydraulic breakers, forks, grading equipment, Snow throwers, stump grinders, tillers, cultivators, Trenchers, plows and boring, artificial turf Maintenance Equipment) | _____ | _____ % off list |
| Group 8: Portable Power Equipment (Ex: Line trimmers, hedge trimmers, extended Reach products, blowers (hand held), edgers, Chain saws, multipurpose saws, generators, pumps) | _____ | _____ % off list |
| Group 9: Compact Tractors (18- to 48-hp) | _____ | _____ % off list |
| Group 10: Utility Tractors (44- to 89-hp) | _____ | _____ % off list |
| Group 11: Skid Steers | _____ | _____ % off list |
| Group 12: Loader/Backhoe (65- to 85-hp. Full sized, rubber tires) | _____ | _____ % off list |
| Group 13: Excavators | _____ | _____ % off list |
| Group 14: Other Power Equipment (Ex: aerial work platforms, scissor lifts, rollers) Chipper, stump grinder, infield maintenance tractor) | _____ | _____ % off list |
| Hourly Service Fee | _____ | _____ per hour |

(Signature of Bidder) (Date)

004000-3

FORM OF PROPOSAL

PRICE PROPOSAL PAGE – PERCENT OFF LIST - SUB-GROUP

Group # and Group Name: _____

Manufacturer: _____

Sub-Group "A" Description: _____ %off list

Sub-Group "B" Description: _____ %off list

Sub-Group "C" Description: _____ %off list

Sub-Group "D" Description: _____ %off list

Sub-Group "E" Description: _____ %off list

Sub-Group "F" Description: _____ %off list

Sub-Group "G" Description: _____ %off list

Sub-Group "H" Description: _____ %off list

Sub-Group "I" Description: _____ %off list

Sub-Group "J" Description: _____ %off list

Sub-Group "K" Description: _____ %off list

Sub-Group "L" Description: _____ %off list

Sub-Group "M" Description: _____ %off list

Note: The intent of this form is to provide bidders with a vehicle for offering Sub-Group "percentage off list" for each manufacturer. Please make copies of this page as required and return with bid. Bidders must submit a separate "Sub-Group Price Proposal" page for each Group and Manufacturer, as applicable.

Example: For "Group #1 Mowing Equipment", the manufacturer you represent does not provide a discount structure that is inclusive of all mowing equipment. Instead, the manufacturer provides a discount structure for separate subgroups of mowers (i.e. Walk behind mowers; Wide area mowers; Landscape mowers). Bidder would complete the form as follows:

Group # and Group Name: "Group #1, Mowing Equipment"

Manufacturer: "Toro"

Sub-Group "A" Description: "Walk behind mowers" 50" %off list

(Signature of Bidder) (Date)

REFERENCES

List at least 3 references (preferably school systems) -- one may be with BCPS, customers of your organization over the last eighteen (18) months. References--should include items of similar scope and size for which your firm has provided service. Make additional copies of this page if necessary.

Reference #1

Customer/Client Name

Description of Product or Services Provided to Customer/Client

Representatives Name (_____)_____
Representative's Phone # (_____)_____
Fax Number Email

Reference #2

Customer/Client Name

Description of Product or Services Provided to Customer/Client

Representatives Name (_____)_____
Representative's Phone # (_____)_____
Fax Number Email

Reference #3

Customer/Client Name

Description of Product or Services Provided to Customer/Client

Representatives Name (_____)_____
Representative's Phone # (_____)_____
Fax Number Email

(Signature of Bidder) (Date)

ADDENDA

(If applicable) Please complete and return with your bid response.

I, the undersigned, acknowledge receipt of the following addenda to this solicitation.

Addendum #1 - Date Received _____

Addendum #2 - Date Received _____

Addendum #3 - Date Received _____

Addendum #4 - Date Received _____

Signature

Title

Supplier Name

PROPOSAL SHEET

I / We certify that to the best of my/our knowledge, that neither this firm, nor any of its officers, directors to partners nor any of its employees directly involved in obtaining contracts with Federal, State or Local Agencies have been found in violation or attempting to violate procurement articles of the Annotated Code of Maryland (S.F. Section 16.202).

I / We certify that this bid is made without any previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same supplies, materials, and equipment, and (contracted) services, and is in all respects fair and without collusion or fraud.

I / We certify that all material and equipment bid by this firm, to be supplied to the Baltimore County Public Schools meets all safety and health standards as prescribed by the rules and regulations of the Maryland Occupational Safety and Health Act (MOSHA). MOSHA STANDARDS 29 CFR 1910.

I / We certify that all materials delivered to, and/or used or brought on to BCPS property is accompanied by a manufacturer's certification verifying/confirming item(s) to be "asbestos free."

I / We certify that this firm adheres to or follows non-discriminatory practices with respect to the employment or promotion of personnel without regard to color, creed, race, sex, or national origin.

I / We propose to furnish, package, mark, and deliver to the Baltimore County Public Schools, the supplies, materials or equipment as required in the accompanying specifications at the unit prices indicated.

I / We certify that this firm is aware of and adheres to Section 11-722(c) of the Criminal Procedure Article, of the Annotated Code of Maryland; and, Md. Ed. Code Ann., §6-113.

Is your company a certified Minority Business Enterprise with the State of Maryland? ___ Yes ___ No MDOT # _____
Please indicate which group qualifies the business as a Minority Business Enterprise:
(African American) (Alaskan Native) (Asian) (Women) (Hispanic) (American Indian) (Physical or Mental Disabled Individual)
Is your business located within Baltimore County, Maryland? ___ Yes ___ No

As the duly authorized representative of the bidder and having the legal authority to make this proposal, I hereby declare that I have carefully examined Terms, Conditions, Requirements, Specifications and Drawings (including all Addenda), forming a part of the Contract and agree to furnish all permits, inspections, labor, equipment, and materials to complete work as specified for the price as indicated for the Baltimore County Public Schools. **PLEASE LIST COMPANY'S LEGAL NAME AND INCLUDE D/B/A IF APPLICABLE.**

COMPANY: _____ FEDERAL ID#- _____

ADDRESS: _____

SIGNATURE: _____

TYPED NAME/TITLE: _____

TELEPHONE: _____ FAX _____ DATE _____

E-MAIL: _____

RETURN BID TO: Office of Purchasing
6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204
Include Solicitation Number

STATE OF MARYLAND ANTI-BRIBERY AFFIDAVIT

I HEREBY CERTIFY that

1. I am the _____ and the duly authorized representative of the firm
of _____ who address is _____
_____, and that I possess the legal authority to make this affidavit
on behalf of myself and the firm for which I am acting.
2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county, or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of official investigation or other proceeding admitted in writing or under oath acts or omissions committed after July 1, 1997, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated code of Maryland or under the laws of any state or federal government.
3. (State "none" or, as appropriate, list any conviction, please, or admission described in paragraph 2 above, with the date; court, official, or administrative body; and the sentence or disposition, if any.)

I acknowledge that this affidavit is to be furnished to the requesting agency, to the Secretary of Budget and Fiscal Planning of Maryland, and, where appropriate, to the Board of Public Works and the Attorney General under 16-202, S.F. of the Annotated Code of Maryland. I acknowledge that if the representations set forth in this affidavit are not true and correct, the State may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with 16-203, S.F. of the Annotated Code of Maryland, which provides that certain persons who have been convicted or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Witness

Signature

Date

STATE OF MARYLAND TAX CERTIFICATION

At the time a bid or proposal for a State procurement contract of \$10,000 or more is submitted, the bidder or offeror shall certify to the procurement officer that the bidder or offeror has paid all taxes, unemployment insurance contribution, reimbursement payments, and interest not barred by limitations and payable to the comptroller, the Department of Assessments and Taxation or the Department of Economic and Employment Development or has provided for payment in a manner satisfactory to the unit responsible for collection; and if the bidder or offeror is a vendor of tangible personal property, the bidder or offeror possesses a valid sales and use tax license under Title 11, Subtitle 7 of the Tax - General Article.

I acknowledge that this certificate is to be furnished to the requesting agency, and to the Comptroller of the Treasury, Sales and Use Tax Division under 13-222, S.F. of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this certificate are not true and correct, the State may terminate any contract awarded and take any other appropriate action.

BIDDERS SHALL PROVIDE STATE OF MARYLAND TAX CERTIFICATION NUMBER ON THE LINE DIRECTLY BELOW:

I do solemnly declare and affirm under the penalties of perjury that the contents of this certificate are true and correct.

Witness

Signature

Date

Name/Title (please type or print)

Name/Title (please type or print)

Date

CERTIFICATION REGARDING U.S. GOVERNMENT DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR, part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(1) The prospective participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Agency/Organization Representative

Signature

Date

Agency/Organization

*Above certification instituted by the U.S. Department of Education for all grantees and sub grantees as of fiscal year 1990.

Baltimore County Public Schools
SMALL BUSINESS ENTERPRISE AFFIDAVIT

____ **N/A** *If the bidder firm is not an SBE, then mark the blank, and do not complete any further.*

The undersigned does hereby make the following Affidavit. I affirm that my company or I am a Small Business Enterprise (SBE). A Small Business is a for-profit business, other than a broker, that meets the following criteria:

1. it is independently owned and operated;
2. it is not a subsidiary of another business;
3. it is not dominant in its field of operation;
4. its wholesale operations did not employ more than 50 persons, OR its gross sales did not exceed an average of \$4,000,000 in its most recently completed 3 fiscal years
5. its retail operations did not employ more than 25 persons, OR its gross sales did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years
6. its manufacturing operations did not employ more than 100 persons, OR its gross sales did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years
7. its service operations did not employ more than 100 persons, OR its gross sales did not exceed an average of \$10,000,000 in its most recently completed 3 fiscal years; and
8. its construction operations did not employ more than 50 persons, OR its gross sales did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years
9. its architectural and engineering operations did not employ more than 100 persons, OR its gross sales did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years
10. BCPS reserves the right to request tax documents to support such a claim

Name and Title: _____

Company: _____

Street Address: _____

City, State, Zip: _____

Business Phone: _____

Signature/Date

Witness/Date

Print Name Signed Above

Print Name Signed Above

¹Board of Education of Baltimore County Policy No. 3200; Board of Education of Baltimore County Superintendent's Rule No. 3200 (Policy Adopted 9/10/96).

Baltimore County Public Schools

SMALL AND MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT

The undersigned as a contractor does hereby make the following Affidavit. I acknowledge the Small Business Enterprise (SBE) and Certified Minority Business Enterprise (MBE) participation goal of (15%) percent for the contract with the Baltimore County Board of Education, and commit to make a good faith effort to achieve this goal. In the solicitation of subcontract quotations or offerors, all SBE and MBE subcontractors and suppliers were provided not less than the same information and amount of time to respond to the solicitations as non-Small Business Enterprise and Minority Business Enterprise subcontractors.

The solicitation process was conducted in such a manner so as to otherwise not place SBE and MBE subcontractors at a competitive disadvantage to non- SBE and MBE subcontractors.

I UNDERSTAND THAT THE FAILURE TO SUBMIT THIS AFFIDAVIT TO THE BOARD OF EDUCATION MAY RESULT IN A DETERMINATION THAT THIS BID IS NON-RESPONSIVE.

I understand that I must submit the SBE/MBE documentation described in the bid documents at the time of bid. Furthermore, I understand that failure to comply with this contract requirement may result in a determination that my bid is non-responsive and therefore would not be awarded to me.

I understand and agree that, if awarded the contract, we will implement the provisions of the above paragraph with respect to subcontracts to be let after the award of the contract, but that such subcontracts will not be let until the Board of Education has reviewed and approved the SBE/MBE submittals.

I understand and agree that, if awarded the contract, I will and do hereby authorize representatives of the Baltimore County Board of Education to examine, from time to time, the books, records and files of this organization to the extent that such data relates and pertains to the affirmative action pursuant to this contract.

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

Company Name

Signature

Address

Printed Name

**Baltimore County Public Schools
SMALL BUSINESS AND CERTIFIED MINORITY BUSINESS ENTERPRISE AND BIDDER'S
STATEMENT OF INTENT**

___ **N/A** Mark here if there is no participation claimed. Proceed to the Request for Waiver.

SOLICITATION NAME: _____

___ BCPS System wide OR ___ Single Location _____
(Location)

A. Name of Bidder: _____

B. Name of SBE/MBE: _____
(Bidder if Qualified)

Indicate with and "X" SBE or MBE status: ___ MBE ___ SBE

SBE/MBE Phone Number: _____ Fax Number: _____

1. Work or Services to be performed by SBE/MBE: _____

2. Subcontract Amount: \$ _____

3. SBE/MBE Commencement Date: _____ Completion Date: _____

4. This SBE/MBE subcontract represents the following percentage of the total value of the contract:
_____ %

The undersigned subcontractor and potential award bidder will enter into a contract for the work/service/supplies indicated above subject to the bidder's execution of a contract for the above referenced project with the Baltimore County Board of Education. The undersigned subcontractor is a Small Business Enterprise and/or a Certified Minority Business Enterprise (certifying agency & no. _____). The terms and conditions stated above are consistent with our agreements.

(Signature of Subcontractor/Date)

The terms and conditions stated above are consistent with our agreements.

(Signature of Bidder/Date)

Baltimore County Public Schools
SMALL BUSINESS AND CERTIFIED MINORITY BUSINESS ENTERPRISE
REQUEST FOR WAIVER

____ **N/A** Mark here if the goals have been met in full and a waiver is not necessary.

Solicitation Name: _____ Solicitation No. _____

| | |
|--|------------------|
| Total contract amount (with accepted alternates) | \$ _____ |
| 15% of total contract value | \$ _____ |
| SBE/MBE participation in this contract | \$ _____ (____%) |

I do hereby request that an exception be granted to the requirement that a minimum of ____% of the total value of this contract be placed with a Small Business Enterprise (SBE) and/or Certified Minority Business Enterprise (MBE).

I hereby certify that my position is _____ and I am the duly authorized representative of _____.
(Company Name)

I do further certify that I have submitted a *Small Business Enterprise and Certified Minority Business Enterprise and Potential Award Bidder Statement of Intent* form which reflects the percentage and dollar value of SBE/MBE participation, which my company expects to achieve for this contract. That dollar value is \$ _____ and the percentage is ____%.

Therefore, the *Request for Waiver* is for \$ _____ and ____%.

To support this Request for Waiver, I include the following information as attachments, which I certify to be true to the best of my knowledge, information and belief:

1. A detailed statement of the efforts made to identify and select portions of the work to be performed by subcontracts in order to increase the likelihood of achieving the stated goal;
2. An explanation of why subcontracting is not possible;

Signature Date

Reviewed and approved by the Baltimore County Board of Education MBE Liaison

Signature Date

NO BID SHEET (use only when not participating in bid)

PLEASE CHECK THE APPROPRIATE ITEM/S

____ 1. We wish to submit a NO BID at this time. The reason for submitting a NO BID is:

*Failure to complete the above and return this form to the Purchasing Office may result in your removal from the Baltimore County Public School approved vendor list for this bid.

____ 2. Please include our name to RECEIVE FUTURE BIDS for the FOLLOWING GOODS/SERVICES:

____ 3. Please DELETE our name from future bids for this commodity.

____ 4. Please COMPLETE the following:

Is your company a certified Minority Business Enterprise with State of Maryland? ___ Yes ___ No MDOT# _____

Please indicate which group qualifies the business as a Minority Business Enterprise.

African American Asian Women Hispanic American Indian Physically or Mentally disabled individual

Is your company a small business with less than fifty (50) employees which generates an annual revenue less than ten (10) million dollars? ___ Yes ___ No

Is your business located within Baltimore County, Maryland? ___ Yes ___ No

COMPANY _____

AUTHORIZED SIGNATURE _____

TYPED NAME/TITLE _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ **FAX** _____

Return to:
Baltimore County Public Schools
Purchasing Agent
6901 Charles Street, Building "E", 1st Floor
Towson, Maryland 21204