



**Baltimore Regional Cooperative Purchasing  
Committee**

**REQUEST FOR BID NO. B-1341  
PAINTING SERVICES, ON-CALL, TERM AGREEMENT**

**REVISED** Due Date: 5/1/19, Time: 2:15 PM  
Pre-Bid Conference: 4/3/19, Time: 10:00 AM

**AMENDMENT 1**

**DATED 4/10/19**

**Direct all questions to the lead agency:**  
KATHY MADARY, C.P.M., STAFF BUYER  
Phone: (410) 887-3888  
Email: [kmadary@baltimorecountymd.gov](mailto:kmadary@baltimorecountymd.gov)  
BALTIMORE COUNTY, MARYLAND  
Office of Budget and Finance  
Purchasing Division  
400 Washington Avenue, Room 148  
Towson, Maryland 21204-4665

**PLEASE SIGN BELOW ACKNOWLEDGING RECEIPT OF THIS ADDENDUM  
AND RETURN WITH YOUR BID.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

**BALTIMORE REGIONAL COOPERATIVE PURCHASING COMMITTEE  
REQUEST FOR BID NO. B-1341  
PAINTING SERVICES, ON-CALL, TERM AGREEMENT**

**AMENDMENT 1**

**The following changes and clarifications are made to this solicitation.**

1. The bid due date is hereby changed **from** Thursday, April 19, 2019 at 2:30 PM, **to** Wednesday, May 1, at 2:15 PM. A Revised Bid Label is included.
2. **Important note:** A substantive modification is being made to how work will be assigned under the contract awards resulting from this solicitation. A decision has been made to “tier” work to allow smaller firms to participate in County work. The parameters for the tiers are not confirmed, and will be further clarified in a subsequent bid amendment, which will be issued as soon as the details are finalized.
3. **Discard** page 22 of 53, “Prime” Contractor Minority Information form, and **replace** with the attached Minority Participation Affidavit form. This form still needs to be filled out and executed by the prime contractor, **not** a subcontractor.
4. On page 42 of 53, **delete** Section 18, Utilization of Baltimore County’s Department of Economic and Workforce Development, and **replace** with the following:  
**UTILIZATION OF BALTIMORE COUNTY’S DEPARTMENT OF ECONOMIC AND WORKFORCE DEVELOPMENT.**

- 18.1 Baltimore County’s First Source Hiring Agreement requires that developers, contractors, and employers utilize good faith efforts toward employing economically disadvantaged Baltimore County residents in newly created positions on applicable projects. These efforts are supported by Baltimore County’s workforce development system, a partnered network of business and economic development professionals, education and training providers, and human service agencies working together systematically to provide a ready supply of qualified workers to employers with hiring needs.

The Contractor may use Baltimore County’s Department of Economic and Workforce Development as a “First Source” for training and recruitment of employees. To utilize “First Source” the [Contractor/vendor] may notify the Department of Economic and Workforce Development of employment opportunities to present qualified candidates to the [Contractor/vendor] for consideration. The [Contractor/vendor] may use reasonable efforts to consider qualified Baltimore County residents who are either unemployed or under-employed for all available positions. For additional information call 410-887-8000 or visit: <http://www.baltimorecountymd.gov/Agencies/economicdev/business/workforce/recruiting-retention.html>

Along with this revised language is a 2-page form called the **First Source Hiring Agreement Overview**. Page 1 of the Overview is explanatory; **prospective bidders are requested to sign and return page 2 of the Overview**. By signing and returning this form, the prospective bidder is acknowledging they are aware of this resource, in the event they have the opportunity to hire additional employees as a result of receiving a contract from the County.

5. On page 39, Section 8.2, **change** the contact phone number **from** (410) 887-2578 **to** (410) 887-3861.

6. A copy of the sign-in sheet from the pre-bid meeting is attached.
7. A prospective bidder asked if a Bid Bond was required for this solicitation. The answer is **no**, a bond is not required for this work.
8. Use updated Bid Label attached.
9. All other terms and conditions remain the same.

*CUT ON THE DOTTED LINE AND  
SECURE TO THE OUTSIDE OF  
YOUR RESPONSE ENVELOPE OR  
CARTON.*

**REQUEST FOR BID**

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**NO. B-1341  
5/1/19, 2:15 PM  
PAINTING SERVICES, ON-CALL, TERM  
AGREEMENT**

**TO: BALTIMORE COUNTY, MARYLAND  
PURCHASING DIVISION  
400 WASHINGTON AVE, ROOM 148  
TOWSON, MARYLAND 21204-4665**

**MINORITY PARTICIPATION AFFIDAVIT**

**A. AUTHORIZED REPRESENTATIVE**

I HEREBY AFFIRM THAT:

I am the [title] \_\_\_\_\_ and the duly authorized representative of [business] \_\_\_\_\_ (the "Business") and that I possess the legal authority to make this Affidavit on behalf of myself and the Business for which I am acting.

**B. AFFIRMATION REGARDING MINORITY PARTICIPATION**

I FURTHER AFFIRM THAT:

I am aware that, pursuant to the July 27, 2017 Executive Order of Baltimore County, Maryland, the following words have the meanings indicated.

(A) "Minority Business Enterprise" or "MBE" means a business enterprise that is owned, operated and controlled by one or more minority group members (African American, Hispanic American, Asian American, or Native American) who have at least 51% ownership and in which the minority group members have operational and managerial control, interest in capital and earnings commensurate with their percentage of ownership.

(B) "Women's Business Enterprise" or "WBE" means a business enterprise that is owned, operated and controlled by one or more women who have at least 51% ownership and in which the women have operational and managerial control, interest in capital and earnings commensurate with their percentage of ownership.

\_\_\_ The Business is a MBE \_\_\_ or WBE \_\_\_

[ ] Maryland State Department of Transportation (MDOT) # \_\_\_\_\_

[ ] City of Baltimore # \_\_\_\_\_

[ ] Name Other Jurisdiction: \_\_\_\_\_ # \_\_\_\_\_

[ ] The ownership of the Business consists of \_\_\_% minorities and \_\_\_% women (for a total of \_\_\_%), each of which has operational and managerial control, interest in capital and earnings commensurate with their percent ownership.

\_\_\_ Minority Status

\_\_\_ African American

\_\_\_ Hispanic American

\_\_\_ Asian American

\_\_\_ Native American

\_\_\_ Caucasian

\_\_\_ Women

\_\_\_ The MBE/WBE business anticipates meeting up to 50% of the stated participation goal with its own workforce

\_\_\_ The Business anticipates utilizing subcontractors for \_\_\_% of the work of the contract requirements, of which it anticipates \_\_\_% will be MBEs and \_\_\_% will be WBEs.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name:

Title:

(Authorized Representative and Affiant)



## **First Source Hiring Agreement Overview**

### **What is First Source Hiring?**

Baltimore County's First Source Hiring Agreement requires that developers, contractors, and employers utilize good faith efforts toward employing economically disadvantaged Baltimore County residents in newly created positions on applicable projects. These efforts are supported by Baltimore County's workforce development system, a partnered network of business and economic development professionals, education and training providers, and human service agencies working together systematically to provide a ready supply of qualified workers to employers with hiring needs. The intent of First Source is to connect these individuals with new jobs that are generated by the County's investment in contracts or public works; or by business activity that requires approval by the County's Department of Economic and Workforce Development.

The goals of the First Source Hiring Agreement are to:

- Increase awareness of the resources, services and potential benefits available to help Baltimore County employers meet their workforce needs; and,
- Give economically disadvantaged individuals the first opportunity to apply for new jobs in Baltimore County.

### **Which businesses can participate in First Source Hiring?**

1. Businesses who have leases with the County or on County property; or,
2. Businesses with County contracts for goods, services, and grants in excess of \$100,000 which are projected to create new jobs/positions to fulfill contract terms

### **How can first source help your business?**

Baltimore County Department of Economic & Workforce Development's (DEWD's) Business Services Team can help coordinate recruitment services with our workforce partners in collaboration with our three Baltimore County Career Center locations to assist with finding pre-screened, qualified candidates.

Available services may include but are not limited to:

- Posting and promotion of employment opportunities through our network of service providers
- Access to diverse talent pools from within Baltimore County's workforce system
- Access to Baltimore County Career Centers for coordinated recruitment/interviewing activities
- Referral of pre-screened, qualified candidates for employer consideration
- Assistance with using the Maryland Workforce Exchange - a statewide job database and candidate matching platform
- Information on earning tax credits and other employer benefits for new hires (if applicable)
- Workforce and Business Services staff to assist you throughout your recruitment efforts

## I'd like to participate in First Source Hiring...Where do I start?

**Step #1:** Register your business with the [Maryland Workforce Exchange](#). This is an online database to track First Source Hiring job opportunities. As an employer, the Maryland Workforce Exchange can help you promote job openings, search for qualified candidates and share placement information.

**Step #2:** Businesses or non-profits who receive a non-construction or professional services contract from Baltimore County over \$100,000 are required to project the number of job openings they expect during the contract period. After registering your business with [Maryland Workforce Exchange](#), complete the **First Source Hiring Description Form** and email it to the Baltimore County Department of Economic and Workforce Development (DEWD) at [firstsourcehire@baltimorecountymd.gov](mailto:firstsourcehire@baltimorecountymd.gov) . If you have any questions about registering with MWE or completing the form, contact our office at 410-887-8000.

**Step #3:** Once you are registered in MWE and Baltimore County receives your **First Source Hiring Description Form** via email, you will be contacted by a member of the Business Development Team to assist with recruitment for your open positions.

### Helpful Tips:

Businesses that qualify are asked to post their openings with Baltimore County's First Source Hiring network of service providers, and offer the County the first opportunity to refer qualified candidates to those positions. While the agreement does not require an employer to hire a specific candidate, it does ask that employers make a good faith effort to hire referrals from the County's workforce development system. We ask that employers would report basic information for any new hires by entering the placement data in the Maryland Workforce Exchange, or by completing an Employment Verification and Employer Survey Form (see FORM 2 attached) or via email at the completion of your recruitment activities.

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Company Name

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Contact Name

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Company Address

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City, MD

---

E-mail Address

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Telephone

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Acknowledgment Signature

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Date

