

# **BALTIMORE COUNTY PUBLIC SCHOOLS**

DIVISION OF BUSINESS SERVICES  
DEPARTMENT OF FISCAL SERVICES  
OFFICE OF PURCHASING

6901 CHARLES STREET, BUILDING "E", 1ST FLOOR  
TOWSON, MARYLAND 21204  
PHONE: (410) 887-4334 FAX: (410) 887-7831

## **SECTION 00 4000 "FORM OF PROPOSAL"**

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

Cover Page	00 4000-1
Base Bid	00 4000-2
Alternates	00 4000-3-5
Unit Prices	00 4000-6
Ancillary Items (Certificates, Bonding, etc.)	00 4000-7
Warranty To The Lump Sum	00 4000-8
Addenda	00 4000-9
Proposal Sheet	00 4000-10
State of Maryland Anti-Bribery Affidavit & Tax Certification	00 4000-11
Certification Regarding U.S. Government Debarment	00 4000-12
References	00 4000-13
Board of Directors - Diversity Affidavit	00 4000-14
Attachment A: CERTIFIED MINORITY BUSINESS ENTERPRISE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT (Page 1)	00 4000-15
Attachment A: CERTIFIED MINORITY BUSINESS ENTERPRISE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT (Page 2)	00 4000-16
Attachment B: MBE PARTICIPATION SCHEDULE	00 4000-17
*No Bid Page	00 4000-18

SECTION 00 4000 - FORM OF PROPOSAL

DATE: \_\_\_\_\_

PROJECT TITLE: REPLACEMENT SCHOOL FOR VICTORY VILLA ELEMENTARY SCHOOL

BCPS BID NUMBER: ARA-209-17

BID SUBMITTED BY: \_\_\_\_\_  
(Company Name)

PACKAGE NUMBER: \_\_\_\_\_

REGISTERED MARYLAND CONTRACTOR NO: \_\_\_\_\_

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

The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with the OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.

BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress, or performance of the Work and has made such independent investigations, as BIDDER deems necessary.

BIDDER hereby agrees to furnish all labor, materials, equipment, and services required to complete the project in strict accordance with the Contract Documents for the following price:

\_\_\_\_\_  
(Signature of Bidder) (Date)

BASE BID

TOTAL BASE BID consisting of the cost of asbestos abatement, demolition, and new construction, including the related architectural, mechanical, electrical, and other requirements incidental to the project.

**Bidders shall include the following allowance(s) in their BASE BID:**

**\$10,000 for removal of unsatisfactory soil and replacement with satisfactory soil material**

**BASE BID: \$ \_\_\_\_\_ (IN DOLLARS)**

**BASE BID: \_\_\_\_\_ (IN WRITING)**

If a BASE 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)

**ALTERNATES**

To be considered for award, bidders shall include a response for ALL ALTERNATES listed below. Failure to provide a response for all Alternates listed in this solicitation shall result in the bidder's entire proposal being deemed non-responsive and ineligible for award. The dollar amount shall be expressed in numbers and words. If an Alternate amount contains contradictory terms, handwritten terms prevail over typewritten terms, and words prevail over numbers. The dollar amount expressed in words shall govern.

The cost of each ALTERNATE shall be valid for the period specified in Part II: Specifications--General Requirements, Section 8.0 Bid Alternates. Any ALTERNATE may be ADDED or DEDUCTED to/from the BASE BID within the award period at the discretion of the Owner. NO COST Alternates, where the bidder agrees to perform the specified Alternate work at no charge to BCPS, shall be recorded by bidder as \$0.00 (zero dollars). Bidders shall be advised that in some instances the proposed Alternate requests a difference in bid price by adding to or deducting from the BASE BID price. Please read alternate descriptions carefully.

The undersigned BIDDER proposes and agrees to ADD or DEDUCT to/from the BASE BID the cost of any of the ALTERNATES.

- 1. **Alternate No. 1 ADD PHOTOVOLTAIC INSTALLATION ON GREEN ROOF:** Furnish and install complete Photovoltaic Installation including steel structure, roof penetrations and fully operational bifacial photovoltaic panel system and all associated electrical work at location where shown on the drawings:

\$ \_\_\_\_\_ Dollars

\_\_\_\_\_ (IN WRITING)

- 2. **Alternate No. 2 ADD WEATHER STATION:** Furnish and in install complete fully operational weather station system as specified and provide electrical power and data at location where shown on the drawings.:

\$ \_\_\_\_\_ Dollars

\_\_\_\_\_ (IN WRITING)

- 3. **Alternate No. 3 ADD GREEN ROOF:** Furnish and install green roof system over top of the built-up roofing system in lieu of standard roofing system as indicated on the drawings. Provide and install standard hot applied built-up roofing system in lieu hybrid hot applied built-up roofing system.:

\$ \_\_\_\_\_ Dollars

\_\_\_\_\_ (IN WRITING)

4. **Alternate No. 4 ADD AWNING VENT WINDOWS:** Furnish and install Awning vent windows in all storefront as indicated on the drawings.

\$ \_\_\_\_\_ Dollars

\_\_\_\_\_ (IN WRITING)

5. **Alternate No. 5 ADD EXTERIOR SUN CONTROL DEVICES:** Furnish and install fixed exterior sun control devices where shown in glazed aluminum storefront and curtain wall. Manufacturer shall be the same as the storefront and curtain wall manufacturer.

\$ \_\_\_\_\_ Dollars

\_\_\_\_\_ (IN WRITING)

6. **Alternate No. 6 ADD MECHANICAL SCREEN WALL:** Furnish and install "Mechanical Screen Wall" for the rooftop equipment as indicated on the drawings.

\$ \_\_\_\_\_ Dollars

\_\_\_\_\_ (IN WRITING)

7. **Alternate No. 7 ADD ENTRANCE CANOPY:** Furnish and install complete entrance canopy including structural system, roofing system, metal fascias and ceilings and lighting fixtures.

\$ \_\_\_\_\_ Dollars

\_\_\_\_\_ (IN WRITING)

8. **Alternate No. 8 ADD LED SITE SIGN INSERT:** Furnish and install complete two (2) sided LED sign panels and aluminum enclosure with power and data connections as shown on the drawings.

\$ \_\_\_\_\_ Dollars

\_\_\_\_\_ (IN WRITING)

9. **Alternate No. 9 ADD QUARTZ TILE FLOORING:** Furnish and install quartz tile flooring in lieu of VCT at all locations.

\$ \_\_\_\_\_ Dollars

\_\_\_\_\_ (IN WRITING)

10. **Alternate No. 10 ADD INSTALL PLAYGROUND EQUIPMENT:** Contractor shall remove existing playground equipment. Contractor shall accomplish all earthwork and grading and shall furnish and install all drainage, concrete mow strips and fence enclosures at Playground. The Owner shall furnish and install the New Playground Equipment.

\$ \_\_\_\_\_ Dollars

\_\_\_\_\_ (IN WRITING)

11. **Alternate No. 11 ADD NEW FENCE FABRIC:** Furnish and install new fence fabric for the existing multipurpose court.

\$ \_\_\_\_\_ Dollars

\_\_\_\_\_ (IN WRITING)

12. **Alternate No. 12 ADD PLAYGROUND SURFACE:** Furnish and install a complete unitary synthetic poured rubber seamless surface for the kindergarten playground instead of wood fiber mulch. Stabilization and preparation of subgrade shall be included.

\$ \_\_\_\_\_ Dollars

\_\_\_\_\_ (IN WRITING)

13. **Alternate No. 13 ADD WOOD VENEER WALL PANELS IN CORRIDORS IN LIEU OF TILE:** Furnish and install wood veneer on corridor walls.

\$ \_\_\_\_\_ Dollars

\_\_\_\_\_ (IN WRITING)

14. **Alternate No. 14 ADD TACKABLE SURFACE IN CORRIDORS:** Furnish and install tackable surface in corridors.

\$ \_\_\_\_\_ Dollars

\_\_\_\_\_ (IN WRITING)

\_\_\_\_\_  
(Signature of Bidder) (Date)

UNIT PRICES

Unit prices are for both extra Work and credits. This list of prices will be submitted with the Bid in duplicate and shall become a part of the Contract upon its award. Unit prices listed below are applicable to all work in this project involving extra materials/services performed by the General Contractor or his subcontractors and/or credits to the Owner for materials/services deleted from the project. Unit price includes all overhead and profit for the Subcontractor. General Contractor mark-up is to be applied per Article 7 of General Conditions. Prices as stated shall remain in effect through the end of the Contract warranty period. The undersigned acknowledges the unit price values as part of this bid proposal and agrees to add or delete items for the unit prices identified when directed to do so by the Owner.

- 1. **Unit Price No. 1 Unsatisfactory Soil Removal:** Labor, material and equipment for unsatisfactory soil excavation and disposal off site and replacement with satisfactory fill material or engineered fill from off site, as required, according to Section 312000 "Earth Moving." (\$/CY).

\$ \_\_\_\_\_ Dollars/Cubic Yard

- 2. **Unit Price No. 2 Rock Removal:** Labor, material and equipment for classified rock excavation and disposal off site and replacement with satisfactory fill material or engineered fill from off site, as required, according to Section 312000 "Earth Moving." (\$/CY).

\$ \_\_\_\_\_ Dollars/Cubic Yard

- 3. **Unit Price No. 3 Heavy-Duty Concrete Paving:** Labor, material and equipment to furnish and install Heavy-Duty Concrete paving according to Section 321313 "Concrete Paving" and Detail 4, Sheet C2.01, complete in place including excavation and stone base (\$/SF).

\$ \_\_\_\_\_ Dollars/Square Feet

- 4. **Unit Price No. 4 Full-Section Bituminous Paving:** Labor, material and equipment to furnish and install Full-section bituminous paving according to Section 321216 "Hot-mix Asphalt Paving" and Detail 2, Sheet C2.01, complete in place including excavation and stone base (\$/SF).

\$ \_\_\_\_\_ Dollars/Square Feet

- 5. **Unit Price No. 5 Concrete Sidewalk:** Labor, material and equipment to furnish and install Concrete sidewalk according to Section 321313 "Concrete Paving" and Detail 1, Sheet C2.01, complete in place including excavation and stone base (\$/SF).

\$ \_\_\_\_\_ Dollars/Square Feet

\_\_\_\_\_  
(Signature of Bidder) (Date)

PROJECT CONSTRUCTION SCHEDULE AND LIQUIDATED DAMAGES

The undersigned agrees to complete Work in strict accordance with the Contract Documents and be substantially complete by not later than the date specified within this solicitation. The Owner may retain the sums as set forth within this solicitation.

MBE SUBMITTALS

The Bidder shall include minority business enterprise material as provided herein **with their proposal**. Bidders failing to submit the minority business enterprise material as provided herein, including the “Attachment A: CERTIFIED MINORITY BUSINESS ENTERPRISE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT” and “Attachment B: MBE PARTICIPATION SCHEDULE” may result in the bid being determined non-responsive.

BID BOND

Bidder must include Bid Bond in the form specified within this solicitation.

CERTIFICATE OF PREQUALIFICATION

Bidder must include a copy of the Certificate of Prequalification, as issued by the BCDPW.

ADDENDA

Receipt of Addenda to the Drawings and Specifications shall be acknowledged on the ADDENDA form within this Form of Proposal.

CONTRACT

If the undersigned receives written notice of award of the Contract, at his designated address, within one-hundred twenty (120) calendar days after bid opening (or later if bid has not been withdrawn), the undersigned agrees to execute and deliver a Contract and Bonds in accordance with the bid as accepted, within ten (10) business days from receipt of the Contract, or forfeit the amount of the Bid Bond.

\_\_\_\_\_  
(Signature of Bidder) (Date)



WARRANTY TO THE LUMP SUM

The undersigned affirms that the above Lump Sum Base Bid and Add Alternates represents the entire cost of the Project in accordance with the Bid Documents and that no claim will be made on account of any indexes or any other rate affecting the construction industry and/or this project.

NOTE: Bidder to select one.

If a corporation, give the state of incorporation using the phrase, "A corporation organized under the laws of \_\_\_\_\_."

If an individual using a trade name, give individual name, using the phrase, "An individual doing business under the firm name of \_\_\_\_\_."

If a partnership, give name of the partners using also the phrase, "Co-partners trading and doing business under the firm name of \_\_\_\_\_."

Respectfully submitted,

(COMPANY NAME OF BIDDER)

By \_\_\_\_\_

\_\_\_\_\_  
(Official title)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
Contractor's Maryland Registration Number

\_\_\_\_\_  
(Phone)

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 Issued \_\_\_\_\_

Addendum #2 - Date Issued \_\_\_\_\_

Addendum #3 - Date Issued \_\_\_\_\_

Addendum #4 - Date Issued \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor 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

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 company a small business with less than fifty (50) employees which generates annual revenue less than ten (10) million dollars? \_\_\_yes \_\_\_No  
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.

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.

REFERENCES

List at least 3 projects (preferably school systems) -- one may be with BCPS, completed by your organization in the last eighteen (18) months. References--should include projects of similar scope and size for which your firm has provided similar service.

PROJECT #1

---

Project #1--Brief Description of Type of Project

---

Organization's name for Public Project #1

\_\_\_\_\_  
Representative's Name                      (\_\_\_\_\_)\_\_\_\_\_  
Representative's Phone #                      (\_\_\_\_\_)\_\_\_\_\_  
Fax Number

PROJECT #2

---

Project #2--Brief Description of Type of Project

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Organization's name for Public Project #2

\_\_\_\_\_  
Representative's Name                      (\_\_\_\_\_)\_\_\_\_\_  
Representative's Phone #                      (\_\_\_\_\_)\_\_\_\_\_  
Fax Number

PROJECT #3

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Project #3--Brief Description of Type of Project

---

Organization's name for Public Project #3

\_\_\_\_\_  
Representative's Name                      (\_\_\_\_\_)\_\_\_\_\_  
Representative's Phone #                      (\_\_\_\_\_)\_\_\_\_\_  
Fax Number

---

(Signature of Bidder)                      (Date)

**BOARD OF DIRECTORS - DIVERSITY AFFIDAVIT**

This documentation is required by the statutory regulation, Bids, §5-112, Annotated Code of Maryland. Education enacted July 1, 2000. All bidders interested in submitting proposals on school construction projects shall provide information that identifies the diversity of its Board of Directors. Said diversity shall be identified by completion of this form. Failure to provide said documentation may be cause for rejection of the bidder's proposal as non-responsive.

\_\_\_\_\_  
Name of Corporation/Business

\_\_\_\_\_  
BCPS Bid No.

**List of Board of Directors**

<b>Name of Individual</b>	<b>Title</b>	<b>Diversity (See Legend)</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Diversity Legend: (1) African Americans; (2) Alaskan Native; (3) American Indian/Native Americans; (4) Asians; (5) Hispanics; (6) Physically or mentally disabled individuals; (7) Women; or (8) A non-profit entity organized to promote the interests of physically or mentally disabled individuals; (9) Caucasian. Note: It is understood that an Individual may qualify for more than one designation. Multiple designations shall be so noted on the form.

**Attachment A (page 1 of 2)**

**CERTIFIED MINORITY BUSINESS ENTERPRISE  
UTILIZATION AND FAIR SOLICITATION AFFIDAVIT**

**NOTE: You must include this document with your bid or offer. If you do not submit the form with your bid or offer, the procurement officer shall deem your bid non-responsive or your offer not reasonably susceptible of being selected for award.**

\* \* \* \* \*

**Part I.**

I acknowledge the:

- Overall certified MBE subcontract participation goal of 30 %; and
- The subgoals, if applicable, of:
  - 7 % for certified African American-owned businesses and
  - 4 % for certified Asian American-owned businesses.

I have made a good-faith effort to achieve this goal. If awarded the contract, I will continue to attempt to increase MBE participation during the project.

**Part II.**  
Check ONE Box

**NOTE: FAILURE TO CHECK ONE OF BOXES 1, 2, or 3 BELOW WILL RENDER A BID NON-RESPONSIVE OR AN OFFER NOT REASONABLY SUSCEPTIBLE OF BEING SELECTED FOR AWARD**

**NOTE: INCONSISTENCY BETWEEN THE ASSERTIONS ON THIS FORM AND THE INFORMATION PROVIDED ON THE *MBE PARTICIPATION SCHEDULE* (ATTACHMENT B) MAY RENDER A BID NON-RESPONSIVE OR AN OFFER NOT REASONABLY SUSCEPTIBLE OF BEING SELECTED FOR AWARD**

- 1  I have met the overall MBE goal and MBE subgoals for this project. I submit with this Affidavit [Attachment A] the *MBE Participation Schedule* [Attachment B], which details how I will reach that goal.
- or**
- 2  After having made a good-faith effort to achieve the overall MBE goal and MBE subgoals for this project, I can achieve partial success only. I submit with this Affidavit [Attachment A] the *MBE Participation Schedule* [Attachment B], which details the MBE participation I have achieved.

I request a partial waiver as follows:

- Waiver of overall MBE subcontract participation goal: \_\_\_\_ %
- Waiver of MBE subcontract participation subgoals, if applicable:
  - \_\_\_\_ % for certified African American-owned businesses and
  - \_\_\_\_ % for certified Asian American-owned businesses.

Within 10 days of being informed that I am the apparent awardee, I will submit *MBE Waiver Documentation* [Attachment F] (with supporting documentation).



**Attachment A (page 2 of 2)**

or

- 3  After having made a good faith effort to achieve the overall MBE goal and MBE subgoals for this project, I am unable to achieve any portion of the goal or subgoals. I submit with this Affidavit [Attachment A] the *MBE Participation Schedule* [Attachment B].

I request a full waiver.

Within 10 days of being informed that I am the apparent awardee, I will submit *MBE Waiver Documentation* [Attachment F] (with supporting documentation).

**Part III.**

I understand that if I am the apparent awardee or conditional awardee, I must submit **within 10 working days** after receiving notice of the potential award or within 10 days after the date of conditional award – whichever is earlier – the:

- *Outreach Efforts Compliance Statement* (Attachment C)
- *Subcontractor Project Participation Statement* (Attachment D)
- *Minority Subcontractors Unavailability Certificate* (Attachment E) (if applicable)
- Any other documentation the Procurement Officer requires to ascertain my responsibility in connection with the MBE participation goal and subgoals

I acknowledge that if I fail to timely return complete documents, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has been awarded, the award is voidable.

I acknowledge that the MBE subcontractors/suppliers listed in the *MBE Participation Schedule* and any additional MBE subcontractor/suppliers identified in the *Subcontractor Project Participation Statement* will be used to accomplish the percentage of MBE participation that I intend to achieve.

In the solicitation of subcontract quotations or offers, MBE subcontractors were provided the same information and amount of time to respond as were non-MBE subcontractors.

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

**I solemnly affirm under the penalties of perjury that this Affidavit is true to the best of my knowledge, information, and belief.**

\_\_\_\_\_  
Bidder/Offeror Name

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Address (continued)

\_\_\_\_\_  
Date

September 2008

**Attachment B  
MBE PARTICIPATION SCHEDULE**

This document must be included with the bid or offer. If the bidder or offeror fails to submit this form with the bid or offer as required, the procurement officer shall deem the bid non-responsive or shall determine that the offer is not reasonably susceptible of being selected for award.

<b>1. Prime Contractor's Name</b>	<b>2. Prime Contractor's Address and Telephone Number</b>
<b>3. Project/School Name</b>	<b>4. Project/School Location</b>
<b>5. LEA</b> Baltimore County Public Schools PSC No. 03.159.15 Package # _____	<b>6. Base Bid Amount:</b> \$ _____
<b>7a. Minority Firm Name</b>	<b>Minority Firm Address</b>
Minority Firm Telephone Number _____ Minority Firm Fax Number _____ MDOT Certification Number _____	<b>Minority Group Type</b> <input type="checkbox"/> (African American) <input type="checkbox"/> (Women ) <input type="checkbox"/> (Asian ) <input type="checkbox"/> (Hispanic) <input type="checkbox"/> (American Indian) <input type="checkbox"/> (Disabled)
<b>Work to be Performed and Subcontract Dollar Amount</b>	<b>Percent of Total Contract</b>
<b>7b. Minority Firm Name</b>	<b>Minority Firm Address</b>
Minority Firm Telephone Number _____ Minority Firm Fax Number _____ MDOT Certification Number _____	<b>Minority Group Type</b> <input type="checkbox"/> (African American) <input type="checkbox"/> (Women ) <input type="checkbox"/> (Asian ) <input type="checkbox"/> (Hispanic) <input type="checkbox"/> (American Indian) <input type="checkbox"/> (Disabled)
<b>Work to be Performed and Subcontract Dollar Amount</b>	<b>Percent of Total Contract</b>
<b>7c. Minority Firm Name</b>	<b>Minority Firm Address</b>
Minority Firm Telephone Number _____ Minority Firm Fax Number _____ MDOT Certification Number _____	<b>Minority Group Type</b> <input type="checkbox"/> (African American) <input type="checkbox"/> (Women ) <input type="checkbox"/> (Asian ) <input type="checkbox"/> (Hispanic) <input type="checkbox"/> (American Indian) <input type="checkbox"/> (Disabled)
<b>Work to be Performed and Subcontract Dollar Amount</b>	<b>Percent of Total Contract</b>
<b>8. MBE Total Dollar Amount</b>	<b>9. Total MBE Percent of Entire Contract</b>
<b>10. Form Prepared by:</b> Name: _____  Title: _____  Date: _____	<b>11. Reviewed and Accepted by Board of Education MBE Liaison</b> Name: _____  Title: _____  Date: _____

Total MBE Participation: (See Boxes 8 & 9)	_____ %	\$ _____
Total African-American MBE Participation:	_____ %	\$ _____
Total Asian American-Owned MBE Particip:	_____ %	\$ _____
Total Other Participation:	_____ %	\$ _____

**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**