
INVITATION FOR BIDS
IFB NO. 2016-80
CORRECTIONAL OFFICER UNIFORMS

OPENING: JUNE 8, 2016 AT 11:00 A.M.

BUYER: Ana K. Cronk, Buyer
PHONE: 410-313-6384 ▪ EMAIL: acronk@howardcountymd.gov



HOWARD COUNTY, MARYLAND

OFFICE OF PURCHASING

6751 Columbia Gateway Drive, Suite 501, Columbia, MD 21046
www.howardcountymd.gov/departments/county-administration/purchasing



Formal IFBs and IFB Results are available on our website

TABLE OF CONTENTS

SECTION A – KEY INFORMATION SUMMARY

SECTION B – PURCHASE ORDER TERMS AND CONDITIONS

SECTION C – GENERAL CONDITIONS

- 1. Definitions
- 2. Reservations
- 3. Competition
- 4. Unbalanced Bids
- 5. Period of Validity
- 6. Delivery
- 7. Governing Law
- 8. Protest
- 9. Disputes
- 10. Authority
- 11. Cash Discounts
- 12. Unit Prices
- 13. Non-Waiver
- 14. Patents
- 15. Maryland Registration
- 16. Availability of Funds
- 17. Integration and Modification
- 18. Non-Assignment of Agreement
- 19. Public Information/Proprietary/Confidential Information
- 20. Cooperative Purchase
- 21. Award Notification
- 22. Termination

SECTION D – SPECIFICATIONS

- 1. Scope
- 2. Inquiries and Addenda
- 3. Contractor Qualifications.
- 4. Agreement Period
- 5. Price Adjustment
- 6. Non-Exclusivity
- 7. Estimated Quantities
- 8. Insurance
- 9. Method of Ordering
- 10. Method of Award
- 11. Billing and Payment
- 12. Warranty
- 13. Technical Specifications

SECTION E – SUBMISSION REQUIRMENTS

- 1. Instructions
- 2. Bid Documents
- 3. Sample Invoice
- 4. Samples
- 5. Exceptions

SECTION F – PRICE PAGE, CONTRACTOR’S QUALIFICATION INFORMATION

SECTION G – AFFIDAVIT

SECTION H – EQUAL BUSINESS OPPORTUNITY PARTICIPATION

Exhibit I, Sample Embroidered Badge.

Exhibit II, Sample Invoice

**IMPORTANT: ADVISE THE ISSUING OFFICE IMMEDIATELY
IF ANY OF THE ABOVE SECTIONS ARE NOT ENCLOSED IN THIS DOCUMENT.**

SECTION A

KEY INFORMATION SUMMARY

IFB Number:	IFB-2016-80
IFB Name:	Correctional Officer Uniforms
Issue Date:	May 23, 2016
Buyer:	Ana K. Cronk acronk@howardcountymd.gov 410-313-6384
Pre-Bid Date:	N/A
Pre-Bid Location and Registration:	N/A
Questions Due and to Whom:	Questions due no later than May 31, 2016 at 2:00 p.m. Submit questions to: Ana K. Cronk at acronk@howardcountymd.gov
Bid Due:	June 8, 2016 prior to 11:00 a.m. EST
Mail/Deliver Bids to the Issuing Office:	Office of Purchasing 6751 Columbia Gateway Dr., Ste. 501 Columbia, MD 21046 410-313-6370
Agreement Term:	One year with five one-year renewals.
Bid Deposit/ Performance Bond:	N/A
EBO Subcontracting Participation:	N/A

MINORITY BUSINESS ENTERPRISES are encouraged to respond to this solicitation. For more information, please contact Mr. Mahesh Sabnani, Equal Business Opportunity Coordinator, at 410-313-6370.

IMPORTANT NOTICE REGARDING ADDENDA

Addenda to solicitations often occur prior to bid opening. It is the potential Contractor's responsibility to visit the Office of Purchasing web site for updates to solicitations.
www.howardcountymd.gov/departments/county-administration/purchasing

SECTION B

PURCHASE ORDER TERMS AND CONDITIONS

The following terms and conditions apply to all Purchase Orders issued by Howard County and are applicable to all purchases made as a result of this solicitation.

- 1 No purchase of materials, supplies, equipment, and/or services will be recognized unless made through the Office of Purchasing.
- 2 The County may at any time insist upon strict compliance with these terms and conditions, notwithstanding any previous custom, practice or course of dealing to the contrary.
- 3 The terms and conditions of sale as stated in this Purchase Order govern in the event of conflict with any terms of the Contractor's bid, and are not subject to change by reason of any written or verbal statements by the Contractor or by any terms stated in the Contractor's acknowledgement without prior written authority from the Office of Purchasing.
- 4 If the price is omitted on the Purchase Order, except where the Purchase Order is given in acceptance of quoted prices, it is agreed that Contractor's price will be the lowest prevailing market price and in no event is this Purchase Order to be filled at higher prices than last previously quoted or charged without prior written authority from the Office of Purchasing.
- 5 If requested, the Contractor shall acknowledge the order promptly and provide a delivery date.
- 6 Invoices must show Delivery Address and Purchase Order number, and indicate if it represents partial or complete billing. Separate invoices must be rendered for each Purchase Order. Invoices shall include the following information:
 - 6.1 Contractor's name;
 - 6.2 Address;
 - 6.3 Federal tax identification number;
 - 6.4 Contract number, if applicable (the first two digits are 44XXXXXXXX);
 - 6.5 Purchase Order number (the first digit is 2XXXXXXXX);
 - 6.6 Contract line number, if applicable;
 - 6.7 Unit price and extended price (if applicable, the unit price must match a line on the Contract); and
 - 6.8 Description of goods provided and/or services performed.
- 7 The County has the right to refuse to make payment on any invoice unless and until verification of receipt by the County can be determined. The County's payment for any material shall not constitute acceptance of the material or a waiver of any of the County's rights.
- 8 No freight/delivery/fuel charges will be paid by the County unless specifically provided for in the Purchase Order.
- 9 The County will not pay for packaging, boxing or cartage. Damage resulting from improperly packaged material will be charged to the Contractor.
- 10 The County reserves the right to cancel this Purchase Order or, any part thereof, without obligation, if delivery is not made or services completed at the time(s) specified.
- 11 This Purchase Order shall be governed and construed in accordance with the law of the State of Maryland without regard to any choice of law principles.
- 12 All deliveries and services furnished under this Purchase Order must be of the quality specified or in the event no quality is specified, must be the best of their respective kinds, and will be subject to inspection and approval of the County within a reasonable time after delivery of goods or completion of services. When manufacturing specifications are referred to in this Purchase Order, such specifications shall be deemed to be an integral part hereof as if duly set out herein. Goods and services shall be replaced at no additional charge to the County if they prove to be defective and/or not in accordance with specifications. Rejected materials shall be returned at the risk and expense of the Contractor. If the County does not desire replacement, the Contractor shall issue a full credit.
- 13 Requirement as to Materials, Contractor's Responsibilities and Warranties:
 - 13.1 The Contractor warrants and agrees that all materials supplied hereunder shall be manufactured and produced in compliance with the laws, regulations, codes, terms, standards and/or requirements of all Federal, State and local authorities and all other authorities having jurisdiction, and that performance of this Purchase Order shall be in accordance with the above laws, regulations, codes, terms, standards, and/or requirements, and agrees, upon request, to furnish the County a certificate of compliance in such forms as the County may require.
 - 13.2 The Contractor warrants that there has been no violation of copyrights or patent rights in manufacturing, producing, or selling the goods shipped or ordered and Contractor agrees to indemnify and hold the County harmless from any and all liability, loss or expense occasioned by such a violation.
- 14 The quantity of materials, and/or services, must not be exceeded without prior written authority from the Office of Purchasing.

- 15 Substitutions are not allowed without prior written authority from the Office of Purchasing.
- 16 If required, a sufficient number of shop drawings and/or catalog data shall be furnished to the County within 15 days (unless otherwise specified) for necessary approval.
- 17 In the event any article sold and delivered hereunder shall be defective in any respect whatsoever, the Contractor will indemnify and save harmless the County from all losses or expenses by reason of all accidents, injuries or damages to persons or property resulting from the use of such article or which are contributed to by said defective condition.
- 18 The Contractor shall indemnify and hold harmless the County, its employees, agents and officials from any and all claims, losses or expenses resulting from any accidents, injuries or damages to persons or properties, suits or demands including reasonable attorney fees which may be made against the County, its employees, agents or officials resulting from any act or omission committed in the performance of the duties imposed by and performed under the terms of this Purchase Order by the Contractor or anyone under agreement with the Contractor to perform duties under this Purchase Order. The Contractor shall not be responsible for acts of negligence or willful misconduct committed by the County, its employees, agents and officials. Any property or work to be provided by the Contractor under this Purchase Order will remain at the Contractor's risk until written acceptance by the County; and the Contractor will replace, at the Contractor's expense, all property or work damaged or destroyed by any cause whatsoever.
- 19 Liability for Damage: If this Purchase Order calls for work to be performed upon property owned or controlled by the County it is understood and agreed that:
- 19.1 Mechanic's Liens: The Contractor will keep the premises and work free and clear of all mechanic's liens, and furnish the County certificate and waiver as provided by law.
 - 19.2 Property and Casualty Losses: The work will remain at the Contractor's risk prior to written acceptance by the County and the Contractor will replace at its own expense all work damaged or destroyed by fire, force or violence of the elements or any cause whatsoever.
 - 19.3 Injury to Contractor's Personnel: The Contractor understands and agrees that they are the sole employer of all persons employed by Contractor to perform services under this Purchase Order and agrees on behalf of itself and its workers' compensation insurer that the County is not a dual employer of such personnel. If Contractor is hiring independent contractors or subcontractors to perform services under this Purchase Order, Contractor shall assure that all such persons are properly covered under Maryland workers' compensation law and will indemnify, save harmless and defend the County from all workers' compensation claims filed by such persons against the County.
 - 19.4 Workers' Compensation Insurance: During the term of this Purchase Order, the Contractor will provide workers' compensation insurance in compliance with Maryland law for its employees and shall be responsible to verify workers' compensation coverage for all independent contractors and subcontractors. Contractor shall indemnify the County for any uninsured losses relating to contractual services under this Purchase Order and subsequent amendments.
- 20 Bankruptcy: In the event of any proceedings, voluntary or involuntary, in bankruptcy or insolvency by or against the Contractor including any proceedings under the Chandler Act, or in the event of the appointment, with or without the Contractor's consent, of an assignee for the benefit of creditors or of a receiver then the County shall be entitled to cancel any unfulfilled part of this Purchase Order without any liability whatsoever.
- 21 Equal Employment Opportunity: The County requires that the Contractor not discriminate against any employee or applicant for employment because of race, creed, religion, physical or mental handicap, color, sex, national origin, age, occupation, marital status, political expression, gender identity/expression, sexual orientation or personal appearance. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated fairly and equally during employment with regard to the above. The Contractor warrants that, within the previous 12 months, it has not engaged in unlawful employment practices as set forth in Section 12.208 of the Howard County Code, Section 19 of Article 49B of the annotated Code of Maryland or Sections 703 and 704 of Title VII of the Civil Rights Act of 1964.
- 22 Material Safety Data Sheet (MSDS): If the work to be performed under this Purchase Order requires the use of any product that contains any ingredient that could be hazardous or injurious to a person's health, a MSDS must be provided to the Office of Purchasing, 6751 Columbia Gateway Drive, Suite 501, Columbia, Maryland 21046.
- 23 Termination
- 23.1 Termination for Convenience: The County may terminate this Purchase Order, in whole or in part, if the County determines that such termination is in the best interest of the County, without showing cause, upon giving at least 30 days written notice to the Contractor. The County shall pay all reasonable costs incurred by the Contractor up to the date of termination. However, in no event shall the Contractor be paid an amount which exceeds the price bid for the work performed. The Contractor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.
 - 23.2 Termination for Default: When the Contractor has not performed or has unsatisfactorily performed one or more material terms of the Purchase Order, the County may terminate the Purchase Order for default. Upon termination for default, payment may be withheld at the discretion of the County. Failure on the part of the Contractor to fulfill the contractual obligations shall be considered just cause for termination of the Purchase Order. If the damages exceed the undisbursed sums available for compensation, the County shall not be obligated to make any further disbursements hereunder. The Contractor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the County in reprocurring and completing the work.

SECTION C

GENERAL CONDITIONS

1 DEFINITIONS:

- 1.1 Addenda – Formal alteration of a solicitation or Agreement in writing (When applicable, Addenda are available on the Office of Purchasing website.)
- 1.2 Alternate Bids – A second bid for a single item that intentionally offers a substitute product or service that varies from the stated specifications
- 1.3 Bid – All information submitted by the Contractor in response to this solicitation
- 1.4 Bidder – Any entity that submits a response to this solicitation
- 1.5 Buyer – The County’s Purchasing Representative for the resulting Agreement
- 1.6 Agreement – The Invitation For Bid documents and any addenda, the Contractor’s response to this solicitation, and subsequent Purchase Orders
- 1.7 County – Howard County, Maryland
- 1.8 County Purchasing Agent – The Chief Administrative Officer for the County
- 1.9 Contractor – Any bidder; most often the successful bidder
- 1.10 Designee – Specifically appointed alternate signatory or decision maker
- 1.11 Invitation For Bid (IFB) – All documents identified in the Table of Contents, including any addenda
- 1.12 Equal Business Opportunity (EBO) – The County’s minority business enterprise program
- 1.13 Issuing Office – The Howard County Office of Purchasing
- 1.14 Purchase Order – The document by which the Contractor receives formal notification to perform work or deliver goods
- 1.15 Solicitation – The Invitation For Bid
- 1.16 User Agency – County department or office for which goods and/or services are being purchased

2 RESERVATIONS:

- 2.1 The County reserves the right to reject any or all bids or parts of bids when, in the County Purchasing Agent’s or Designee’s reasoned judgment, the public interest will be served thereby.
- 2.2 The County Purchasing Agent or Designee, with the approval of the County Executive, may waive formalities or technicalities in bids as the interest of the County may require.
- 2.3 The County Purchasing Agent or Designee reserves the right to increase or decrease the quantities to be purchased at the prices bid. The quantity intended to be purchased and the period and percentage amount of any such reservation will be stated in the solicitation.
- 2.4 The County Purchasing Agent or Designee reserves the right to award Agreements or place orders on a lump sum or individual item basis, or such combination as shall, in the County Purchasing Agent’s or Designee’s judgment, be in the best interest of the County.
- 2.5 The County Purchasing Agent or Designee may waive minor differences in specifications provided these differences do not violate the specification intent nor materially affect the operation for which the item or items are being purchased, nor increase estimated maintenance and repair cost to the County.
- 2.6 The County Purchasing Agent or Designee may reject any proposal which shows any omission, irregularity, alteration of forms, additions not called for, conditional or unconditional unresponsiveness, or proposals obviously unbalanced.

3 COMPETITION:

- 3.1 The name of any manufacturer, trade name, or manufacturer or vendor catalog number mentioned in this solicitation is for the purpose of designating a minimum standard of quality and type. Such

references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications unless otherwise stated in the solicitation.

- 3.2 A Contractor may offer only one price on each item. Submission by a single Contractor of more than one price for a single item shall be sufficient cause for rejection of all prices for that item submitted by the Contractor. Alternate bids are prohibited and will be rejected.
- 4 UNBALANCED BIDS: A Bid shall be mathematically unbalanced if the Bid contains unit pricing that does not reflect reasonable costs (including actual labor and material cost, overhead and profit) for the performance of the bid item(s) in question. A bid shall be materially unbalanced if there is a reasonable doubt that award of the mathematically unbalanced Bid will result in the lowest ultimate cost to the County. A Bid that is, in the sole discretion of the County Purchasing Agent both mathematically and materially unbalanced, may be rejected as non-responsive.
- (An example would be bidding overhead labor rates below regular time rates, or bidding laborer rates above Supervisor or Foreman rates. Another example is bidding a 1 gallon container of a product higher than a 5-gallon container of the same product.)
- 5 PERIOD OF VALIDITY: Unless otherwise specified, all formal bids submitted shall be irrevocable for 120 days following the bid opening date, unless the Contractor, upon request of the County Purchasing Agent or Designee, agrees to an extension. Bids may not be withdrawn during this period.
- 6 DELIVERY:
- 6.1 Contractors shall guarantee delivery of supplies in accordance with such delivery schedule as may be provided in the solicitation.
- 6.2 All items shall be delivered F.O.B. Destination, Inside Delivery, and delivery costs and charges included in the bid, unless otherwise stated in the solicitation.
- 6.3 The County Purchasing Agent or Designee reserves the right to charge the Contractor for each day the supplies or services are not delivered in accordance with the delivery schedule. The per diem charge may be invoked at the discretion of the County Purchasing Agent or Designee and said sum to be taken as liquidated damages and deducted from the final payment, or charged back to the Contractor.
- 6.4 The County Purchasing Agent or Designee reserves the right to procure the supplies/services elsewhere on the open market if delivery is not made as specified, in which event, the extra cost of procuring the supplies/services may be charged against the Contractor and deducted from any monies due or which may become due.
- 7 GOVERNING LAW:
- 7.1 This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland without regard to any choice of law principles that would dictate the laws of any other jurisdiction. The parties agree that the exclusive venue for any and all actions related hereto shall be the appropriate Federal or State court located within the State of Maryland.
- 7.2 The laws of Maryland and Howard County shall govern the resolution of any issue arising in connection with the contract, including, but not limited to, all questions on the validity of the contract, the capacity of the parties to enter therein, any modification or amendment thereto, and the rights and obligations of the parties hereunder.
- 8 PROTEST: Any protest concerning the award of an Agreement shall be decided by the County. Protests shall be made in writing to the Issuing Office and shall be filed within ten days of issuance of award notification. A protest is considered filed when received by the Issuing Office. The written protest shall include the name and address of the protestor, identification of the procurement, a statement of the specific reason for the protest and supporting exhibits. The Issuing Office will respond to the written protest within ten days. The County's decision is final.

- 9 **DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the County Purchasing Agent or Designee shall be final and binding on all parties. All other disputes arising under or related to the Agreement will be resolved, to the extent possible, by negotiation and settlement between the parties. Pending resolution, the Contractor shall proceed diligently with performance of the Agreement unless otherwise directed in writing.

- 10 **AUTHORITY:** Solicitations are issued pursuant and subject to the provisions of Article VIII, Howard County Charter; Sections 4.100 through 4.123, Howard County Code, 2003; and the rules and regulations as prescribed by the County.

- 11 **CASH DISCOUNTS:** If applicable, cash discounts will be taken into consideration in determining the award. However, an offer of a cash discount must allow a reasonable period of not less than 30 days in order to be included in evaluation of bid pricing. A bid offering a cash discount in a period of less than 30 days will be evaluated as a bid without a cash discount offer. If the Contractor obtains an award by reason of their gross price, the County will hold the offer of a cash discount and make every effort to obtain such discount.

- 12 **UNIT PRICES:** Unless the Contractor clearly shows that it is the intent that a reduced total price is being offered on the basis of receiving an award of all items covered by the total, any totals should be the actual sum of the extension of unit prices. Otherwise, in the event of any discrepancy between a unit price(s), extended price(s), and/or total price(s), unit prices will govern and the bid will be refigured accordingly.

- 13 **NON-WAIVER:** Any waiver of any breach of covenants herein contained to be kept and performed by the Contractor shall not be deemed or considered as a continuing waiver and shall not operate to bar or prevent the County from declaring a forfeiture for any succeeding breach either of the same condition of covenant or otherwise.

- 14 **PATENTS:** If applicable, the Contractor shall defend any suit or proceeding brought against the County so far as based on a claim on any equipment, or on any part thereof, furnished under this Agreement which constitutes an infringement of any patent of the United States, if notified promptly in writing and given authority, information and assistance (at the Contractor's expense) for the defense of same, and the Contractor shall pay all damages and costs awarded therein against the County. In case said equipment or any part thereof, in such suit is held to constitute infringement and the use of said equipment or part if enjoined, the Contractor shall, at its own expense, either procure for the County the right to continue using said equipment or part, or replace same with non-infringing equipment or part, or modify so that it becomes non-infringing.

- 15 **MARYLAND REGISTRATION:** Contractors must be registered to do business in, and must be in good standing in, the State of Maryland. Contractors not registered must obtain registration information from the Maryland Department of Assessments and Taxation website at: www.dat.state.md.us/ or by calling 410-767-1184 or Toll Free 888-246-5941.

- 16 **AVAILABILITY OF FUNDS:** The contractual obligation of the County under this Agreement is contingent upon the availability of appropriated funds from which payment for this Agreement can be made.

- 17 **INTEGRATION AND MODIFICATION:** This solicitation, the Contractor's response to this solicitation, subsequent Purchase Order(s), and, if applicable, the legal Agreement represents the entire understanding between the parties. Any additions or modifications shall only be made in writing and executed by both parties.

- 18 **NON-ASSIGNMENT OF AGREEMENT:** Neither the County nor the Contractor shall assign, sublet or transfer its interest or obligations under the resulting Agreement to any third party, without the written consent of the other. Nothing herein shall be construed to create any personal or individual liability upon any employee, officer or elected official of the County, nor shall the resulting Agreement be construed to create any rights hereunder in any person or entity other than the parties to this Agreement.

- 19 **PUBLIC INFORMATION/PROPRIETARY/CONFIDENTIAL INFORMATION:**

- 19.1 The County operates under a public information law, which permits access to most records and documents.
- 19.2 Bids will be available for public inspection after the award announcement, except to the extent that a Contractor designates trade secrets or other proprietary data to be confidential. Material designated as confidential must be readily separable from the remainder of the bid to facilitate public inspection of the non-confidential portion of the bid. A Contractor's designation of material as confidential will not necessarily be conclusive, and the Contractor may be required to provide justification why such material should not be disclosed, on request, under the Maryland Access to Public Records Act, State Government Article, Sections 10-611 through 10-628, of the Annotated Code of Maryland

20 COOPERATIVE PURCHASE:

- 20.1 The County reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any Agreement resulting from this solicitation to any and all public bodies, subdivisions, schools districts, community colleges, colleges, and universities including non-public schools. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The Contractor agrees to notify the issuing body of those entities that wish to use any Agreement resulting from this solicitation and will also provide usage information, which may be requested.
- 20.2 The County assumes no authority, liability or obligation, on behalf of any other public or non-public entity that may use any Agreement resulting from this solicitation. All purchases and payment transactions will be made directly between the Contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the bid response.

21 AWARD NOTIFICATION:

- 21.1 Award notification will be by U.S. Mail, e-mail or fax or a combination thereof.
- 21.2 The awarded Contractor(s) will be required to return an Insurance Certificate naming “Howard County, Maryland, its officials, employees, agents and volunteers” as Certificate Holder and as Additional Insured, the executed Agreement* the completed EBO Schedule of Participation and the Maryland Registration Certificate of Good Standing.

*** As Offerors have had an opportunity to note Exceptions to the Agreement with their bid submission, it is anticipated that execution of the Agreement will require minimal time. PLEASE BE SURE TO READ THE SAMPLE AGREEMENT, EXHIBIT I. PRIOR TO SUBMISSION OF YOUR BID.**

22 TERMINATION:

- 22.1 Termination for Convenience: The County may terminate this contract, in whole or in part, if the County determines that such termination is in the best interest of the County, without showing cause, upon giving at least 30 days written notice to the Contractor. The County shall pay all reasonable costs incurred by the Contractor up to the date of termination. However, in no event shall the Contractor be paid an amount which exceeds the price bid for the work performed. The Contractor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.
- 22.2 Termination for Default: When the Contractor has not performed or has unsatisfactorily performed one or more material terms of the contract, the County may terminate the Purchase Order for default. Upon termination for default, payment may be withheld at the discretion of the County. Failure on the part of the Contractor to fulfill the contractual obligations shall be considered just cause for termination of the contract. If the damages exceed the undisbursed sums available for compensation, the County shall not be obligated to make any further disbursements hereunder. The Contractor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the County in reprocurring and completing the work.

SECTION D
SPECIFICATIONS

- 1 SCOPE: Howard County, Maryland, (the “County”), seeks a qualified firm (the “Contractor”), to furnish uniforms for the County’s correctional officers.
- 2 INQUIRIES AND ADDENDA:
 - 2.1 The Buyer in the Issuing Office is the sole point of contact for this solicitation. Questions must be addressed in writing to the Buyer and delivered no later than the date specified in section A, The Key Information Summary.
 - 2.2 Addenda to solicitations often occur prior to bid opening, sometimes within a few hours of the opening. It is the potential Contractor’s responsibility to visit the Office of Purchasing website at www.howardcountymd.gov/departments/county-administration/purchasing to obtain Addenda. Addenda, when issued, must be acknowledged in the bid by signing and returning all addenda with the bid. Addenda must also be acknowledged in the space provided in Section F, Price Page.
- 3 CONTRACTOR’S QUALIFICATIONS:
 - 3.1 Contractors must be engaged in the sale and distribution of uniforms and must have been actively engaged in this field for a period of no less than five years. The experience of owner(s) may be imputed to a newly formed company/contractor provided the owner(s) has/have at least five years of demonstrated experience of reliability and meets the criteria set forth herein.
 - 3.2 The County reserves the right to inspect the Contractor's equipment and to perform such investigations as may be deemed necessary to insure that competent personnel and management will be utilized in the performance of the Agreement.
 - 3.3 In accordance with Howard County Code Sec. 4.117 (a) (4), the quality of performance of previous contracts or services shall be considered in determining the lowest responsive and responsible bidder. Quality of performance may be determined through contracts or services provided to the County or to other entities. Quality of performance to other entities will be determined from reference checks when references are required. The determination of quality performance includes the Contractor’s history of reasonable and cooperative behavior and commitment to customer satisfaction and the Contractor’s businesslike concern for the interests of the customer. The County reserves the right to reject any bid deemed not responsible or non-responsive.
- 4 AGREEMENT PERIOD: The Agreement period shall be for one year commencing on or about June 15, 2016, with a renewal option for five additional years in one-year increments, exercisable at the sole discretion of the County Purchasing Agent or Designee.
- 5 PRICE ADJUSTMENT:
 - 5.1 Prices offered shall remain firm against any increase for one year from the effective date of this Agreement. Prior to the commencement of subsequent renewal periods, it shall be the Contractor’s responsibility to notify the Issuing Office in advance of any requested price changes.
 - 5.2 Requests for price adjustments must be submitted to the Issuing Office, not the User Agency.
 - 5.3 Requests for price adjustments must be accompanied by bona-fide manufacturer’s documents or price lists reflecting the changes. Increases shall be limited to the actual cost increase to the Contractor. The County reserves the right to grant or deny the request for price increase and will do so in writing. If the price increase is approved, the price increase will be effective upon written approval and will remain firm through the renewal period.

- 5.4 If a price increase is requested following Agreement renewal and it has been longer than one year since the last increase, the County may entertain a request for escalation if it is in the County's best interest. If the price increase is granted, the price increase will be effective upon approval and will remain firm through the renewal period, or for one year, at the County's sole discretion.
- 5.5 In the event of any decrease in price either by the manufacturer or if the Contractor shall charge a lower price to other customers, the County shall be notified promptly and receive such decrease.
- 6 NON-EXCLUSIVITY: Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict the County from acquiring similar, equal or like goods and/or services from other entities or sources.
- 7 ESTIMATED QUANTITIES:
- 7.1 The estimated annual quantities stated are provided as a general guide for bidding and are not guaranteed. Actual quantities may be more or less than those estimated.
- 7.2 The County reserves the right to add products as deemed necessary by the County.
- 8 INSURANCE: The Contractor will be required to purchase and maintain during the life of the Agreement, including any subsequent renewal terms, Commercial General Liability Insurance, Automobile Liability Insurance, and Worker's Compensation Insurance with limits of not less than those set forth below:
- 8.1 Commercial General Liability Insurance: Combined Single Liability limits of \$1,000,000 each occurrence and \$1,000,000 aggregate naming "Howard County, Maryland, its officials, employees, agents and volunteers" as Certificate Holder and as Additional Insured.
- 8.2 Automobile Liability Insurance: Combined Single Liability limit of \$1,000,000 any one accident.
- 8.3 Worker's Compensation Insurance: Statutory coverage for Maryland jurisdiction, including Employer's Liability coverage, with a limit of at least \$100,000.
- 8.4 The Contractor shall assure that all subcontractors or independent contractors performing services in accordance with this solicitation carry identical insurance coverage as required of the Contractor, either individually or as an Additional Insured on the policies of the Contractor. Exceptions may be made only with the approval of the County. The Contractor shall indemnify the County for any uninsured losses relating to contractual services involving subcontractors, including workers' compensation claims.
- 8.5 The Contractor shall provide the County with Certificates of Insurance within ten days of bid award notification, evidencing the coverages required above. Such certificates shall provide that the County be given at least 60 days prior written notice of any cancellation of, intention to not renew, or material change in such coverage. The Contractor must provide Certificates of Insurance before commencing work in connection with the Agreement. "Howard County, Maryland, its officials, employees, agents and volunteers" must be shown as the Certificate Holder and an Additional Insured on the certificate.
- 8.6 The providing of any insurance required herein does not relieve the Contractor of any of the responsibilities or obligations assumed by the Contractor in the Agreement awarded or for which the Contractor may be liable by law or otherwise.
- 8.7 Failure to provide and continue to enforce such insurance as required above shall be deemed a material breach of the Agreement and shall operate as an immediate termination thereof.
- 8.8 Failure to comply with this requirement at any time during the initial term and any subsequent renewals may be sufficient cause for termination for default.

9 METHOD OF ORDERING:

- 9.1 Purchase Orders will be issued from time to time for such quantities as may be required by the County. Purchase Orders issued against the Agreement, even if not completed within the term of the Agreement, shall continue to be bound by the terms and conditions until completion.
- 9.2 Small purchases may also be made by the County's procurement card (currently Visa). The Contractor agrees to accept the card for such quantities as may be required by the County. Contractors are prohibited from charging additional fees over and above their bid prices to process payments on procurement cards.

10 METHOD OF AWARD: The County intends to make a single award to the lowest responsive and responsible Contractor meeting the specifications for the Total Bid Price, Price Page, Bid Section "F".

11 BILLING AND PAYMENT:

- 11.1 The Contractor shall submit separate invoices for each Purchase Order issued. Invoices shall be sent to Fiscal Specialist, Howard County Department of Corrections, Detention Center, 7301 Waterloo Road, Jessup, Maryland 20794. Invoices in the proper form and approved by the County shall be paid by the County within 30 days of receipt. Invoices without the necessary information may be returned for correction prior to payment.
- 11.2 Each invoice shall include the following information:
 - 11.2.1 Contractor's name;
 - 11.2.2 Address;
 - 11.2.3 Federal tax identification number;
 - 11.2.4 Contract number, if applicable (i.e., 44XXXXXXXXX);
 - 11.2.5 Purchase Order number (i.e., 2XXXXXXXXXX);
 - 11.2.6 Contract line number;
 - 11.2.7 Unit price and extended price (unit price must match a contract line); and
 - 11.2.8 Description of goods provided and/or services performed.
- 11.3 The County reserves the right to make payments on Visa procurement cards when orders are placed using procurement cards as indicated in Method of Ordering above. Contractors are not permitted to charge the County additional fees over and above their bid prices to process payments on procurement cards.
- 11.4 The County reserves the right to make payments via electronic funds transfer (a.k.a. ACH) on Agreements for which this is appropriate.
- 11.5 Delivery tickets signed by authorized County personnel shall accompany invoice.
- 11.6 Payment shall be made after delivery and upon receipt of proper invoice from Contractor and authorized by the head of the department or their designee.
- 11.7 All amounts, costs, or prices referred to herein pursuant to this Agreement shall be United States of America currency.
- 11.8 Please provide a sample invoice that complies with paragraph "Billing and Payment" with response. See Exhibit II for sample invoice.
- 11.9 The proper form of County invoices requires that the necessary information be included on all invoices. Invoices without the necessary information may be returned for correction prior to payment. The County reserves the right to approve invoices, in its sole discretion, and to request such detail and additional information as the County, in its discretion deems appropriate.

13.5 Uniforms Description:

13.5.1 Uniform Shirt, Elbeco Duty Maxx, Male Long Sleeve Shirt 585 Brown, Female Long Sleeve Shirt 9585LC Brown.

13.5.1.1 Style: Shirts will be cut on a form-fitting line, and the shape of the pockets and general style will conform to this sample.

13.5.1.2 Tailoring: It is imperative that this garment be constructed according to the principles set forth in the specifications. All stitches must be of the proper tension and size so as to avoid puckering after the shirt has been laundered and to give best durable press performance. All sewing shall be with dacron core thread to match shirt fabric. The collar and cuffs are to be single stitched 1/4" from edge. The pockets and flaps shall be single stitched on the edge.

13.5.1.3 Burlington style U8141, 80% Fiber Stretch Polyester/20% Rayon tropical weave with 14% fiber stretch for increased comfort and range of movement. With fiber stretch, the fabric will maintain its stretch and recovery over time. Weight is 6.0 oz. per square yard or 10.25 oz. per linear yard. Must be treated at the fiber level with Nano Fluid Repellency technology for permanent superior fluid resistance, UV 40+ protection, fabric appearance and durability, while maintaining original fabric breathability.

13.5.1.4 Creasing: Pockets and pocket flaps to be die creased to give uniform shape and size.

13.5.1.5 Collar: The shape and style of both leaf and stand shall conform to the TT89 Collar. The points, medium spread, are to be approximately 3" in length. The back of the stand is to measure 1-1/2". The leaf shall be made of three pieces; two pieces of self-cloth and one whole lining, which is to be fused to the top collar. Permanent collar stays shall be of good quality Stalar vinyl, 2-1/2" in length and 3/8" wide and be attached to the bottom ply of the collar. The stand shall fasten with one button and one horizontal buttonhole. Inner stand and inner yoke to be made of a compatible combed cotton blended poplin fabric for additional comfort.

13.5.1.6 Sleeves: To be straight and whole with a pleat at the cuff. The cuffs are to be 2-7/8" in width and to fasten with two buttons. There is to be a single stitch 7/16" from top of cuff. The sleeve opening shall measure 4-7/8" from top of cuff. The top facing for this opening is to be 1-1/4" wide and the bottom facing to finish about 1/2" wide. Button is to be placed on sleeve opening with corresponding buttonhole. The sleeves must be secured to the body of the shirt by means of a merrow stitch with a safety stitch so as to properly strengthen the stitch. The same stitch must be used on the side closing seams as well.

13.5.1.7 Front: The front shall have a center facing 1-1/2" wide extending from the collar stand to bottom of shirt and be made of the same material as shirt fabric with two rows of stitching 7/8" apart. The center front shall contain six vertical buttonholes placed 3/4" from edge and 3-1/2" apart. The button stand, 7/8" wide, shall be self-lined and placed on right side extending from collar stand to bottom of shirt. Buttons shall be securely attached to the right front and shall correspond to the buttonholes on the left front.

13.5.1.8 Back: There is to be a yoke composed of an outer piece of the same material as the basic shirt, and an inner piece of cotton blended poplin. There shall be a top stitch along the entire bottom of outside yoke for additional stability.

- 13.5.1.9 Pockets: To have two breast pockets with mitered corners to finish 5-5/8" wide and 6" long. The left breast pocket to have a pencil compartment about 1-1/4" wide. Both pockets to have 1-1/2" box stitching top and bottom to prevent spreading.
- 13.5.1.10 Flaps: To have two scalloped flaps to finish 5-3/4" in length, 2-3/4" in width at center, and 2-1/2" in width at sides. Flaps to be secured to front of shirt with two rows of stitching approximately 1/4" above top of pocket. The left flap to have a pencil opening about 1-1/2" in width. Flaps to be interlined. There will be a non-functional matching button and a buttonhole sewn on the flap.
- 13.5.1.11 Flap Closure: The side points of the flaps are to be secured to the pockets by means of Velcro fasteners sewn onto the flaps and pockets.
- 13.5.1.12 Badge Tab: To be reinforced on inside of the shirt by means of a strip of material 1-1/2" wide stitched and folded so that no raw edges show. The reinforcement strip is to extend from the flap setting stitch to the joining seam at the front of the yoke. To have two small (horizontal) buttonholes, 1-1/4" apart with the bottom buttonhole 1-1/2" above top of left flap.
- 13.5.1.13 Shoulder Straps: The shoulder straps shall be pointed at the end toward the neck of the shirt. The other end shall be sewn in sleeve head seam. The pointed ends shall be fastened with one matching button. The straps shall measure 2" at sleeve and taper to 1-3/8". Straps to be set about 1/2" from the collar. Shoulder straps shall be box stitched to shoulders with row of cross stitching 2" from sleeve head seam.
- 13.5.1.14 Permanent Creases: Shirt to have permanent military creases. Creases to be stitched in shirt only, not thru pockets and flaps. One crease in each front extending from hem to joining seam. Three vertical creases in back; middle crease on center back line; side back creases spaced equally from center crease.
- 13.5.1.15 Interlining: Top center to be lined with Pellon. Flaps to be EZ crease. Cuffs and band to be 37 H'press. (Navy and brown shades to have dacron lining in collar.) Collar to be CK331.
- 13.5.1.16 Buttons: All buttons shall be made from melamine material for durability and must match fabric.
- 13.5.1.17 Emblems: There shall be one Howard County Correctional emblem supplied by County sewn on the left sleeve 1/2" down from shoulder seam. There shall be one US flag emblem supplied by contractor sewn on the right sleeve 1/2" down from shoulder seam.
- 13.5.1.18 Options: Microphone Tabs

13.5.1.19 Finished Dimensions of all shirts:

<u>Neck Size:</u>	<u>14</u>	<u>14.5</u>	<u>15</u>	<u>15.5</u>	<u>16</u>	<u>16.5</u>	<u>17</u>	<u>17.5</u>	<u>18</u>	<u>18.5</u>	<u>19</u>	<u>20</u>	<u>22</u>
Chest:	39½	41½	43½	45½	47½	49½	51½	53½	56	58	60	64	72
Waist:	35	37	39	41	43	45	47	50	53	55	58	63	71
Bk Length:	32½	32¾	32¾	32¾	33½	33½	33¾	35	35¾	35¾	36¾	37	37¾

13.5.2 Uniform Shirt: Elbeco Duty Maxx, Male Short Sleeve Shirt 5585 Brown and Female Short Sleeve Shirt 9785LC Brown.

13.5.2.1 Style: Shirts will be cut on a form-fitting line, and the shape of the pockets and general style will conform to this sample.

13.5.2.2 Tailoring: It is imperative that this garment be constructed according to the principles set forth in the specifications. All stitches must be of the proper tension and size so as to avoid puckering after the shirt has been laundered and to give best durable press performance. All sewing shall be with dacron core thread to match shirt fabric. The collar shall be single stitched 1/4" from edge. The pockets and flaps shall be single stitched on the edge.

13.5.2.3 Fabric: Burlington style U8141, 80% Fiber Stretch Polyester/20% Rayon tropical weave with 14% fiber stretch for increased comfort and range of movement. With fiber stretch, the fabric will maintain its stretch and recovery over time. Weight is 6.0 oz. per square yard or 10.25 oz. per linear yard. Must be treated at the fiber level with Nano Fluid Repellency technology for permanent superior fluid resistance, UV 40+ protection, fabric appearance and durability, while maintaining original fabric breathability.

13.5.2.4 Creasing: Pockets and pocket flaps to be die creased to give uniform shape and size.

13.5.2.5 Collar: Convertible collar shall be one piece and to measure 3-1/4" long at points and 1-5/8" wide at back. The collar is to be constructed of two plies of basic material and one ply of D331 top fuse lining. (Navy blue and brown shades to have Dacron lining.) Permanent collar stays shall be of good quality Stalar vinyl, 2-1/2" in length and 3/8" wide and be attached to the bottom ply of the collar. There shall be one horizontal buttonhole and one button at the neck. The collar and inner yoke to be lined with a compatible Combed Cotton blended poplin fabric for comfort. The collar lining shall be banana shaped.

13.5.2.6 Sleeves: Sleeves are to be straight and whole and have a 1" hem. These shall be graded in length so as to finish from the shoulder seam as follows:

	<u>Size</u>	<u>Finished Length</u>
13.5.2.6.1	14 and 14-1/2	9-1/2"
13.5.2.6.2	15, 15-1/2 and 16	10"
13.5.2.6.3	16-1/2" and above	10-1/2"

13.5.2.6.4 The sleeves must be secured to the body of the shirt by means of a merrow stitch with a safety stitch so as to properly strengthen the stitch. The same stitch must be used on the side closing seams as well.

13.5.2.7 Front: Each front shall have a facing 3" in width extending from the neckline to bottom of shirt provided by a turn-under of material. The left front shall have a lined box pleat 1-1/2" wide finished, running full length of the shirt and

shall be topstitched 1/4" from both edges. The left front shall contain six vertical buttonholes placed 3/4" from edge, first 2-1/2" down from neck, balance 3-1/2" apart. Buttons shall be securely attached to the right front to correspond to the buttonholes on the left front.

- 13.5.2.8 Back: There is to be a yoke composed of an outer piece of the same material as the basic shirt, and an inner piece of cotton blended poplin for additional comfort. There shall be a top stitch along the entire bottom of outside yoke for additional stability.
- 13.5.2.9 Pockets: To have two breast pockets with mitred corners to finish 5-5/8" wide and 6" long. The left breast pocket to have a pencil compartment about 1-1/4" wide. Both pockets to have 1-1/2" box stitching top and bottom to prevent spreading.
- 13.5.2.10 Flaps: To have two scalloped flaps to finish 5-3/4" in length, 2-3/4" in width at center, and 2-1/2" in width at sides. Flaps to be secured to front of shirt with two rows of stitching approximately 1/4" above top of pocket. The left flap to have a pencil opening about 1-1/2" in width. Flaps to be interlined. There will be a non-functional matching button and buttonhole sewn on the flap.
- 13.5.2.11 Flap Closure: The side points of the flaps are to be secured to the pockets by means of Velcro fasteners sewn onto the flaps and pockets.
- 13.5.2.12 Badge Tab: To be reinforced on inside of the shirt by means of a strip of material 1-1/2" wide stitched and folded so that no raw edges show. The reinforcement strip is to extend from the flap setting stitch to the joining seam at the front of the yoke. To have two small (horizontal) buttonholes, 1-1/4" apart with the bottom buttonhole 1-1/2" above top of left flap.
- 13.5.2.13 Shoulder Straps: The shoulder straps shall be pointed at the end toward the neck of the shirt. The other end shall be sewn in sleeve head seam. The pointed ends shall be fastened with one matching button.
- 13.5.2.14 The straps shall measure 2" at sleeve and taper to 1-3/8". Straps to be set about 1/2" from the collar. Shoulder straps shall be box stitched to shoulders with row of cross stitching 2" from sleeve head seam.
- 13.5.2.15 Permanent Creases: Shirt to have permanent military creases. Creases to be stitched in shirt only, not thru pockets and flaps. One crease in each front extending from hem to joining seam. Three vertical creases in back; middle crease on center back line; side back creases spaced equally from center crease.
- 13.5.2.16 Interlining: Top center to be lined with Pellon. Flaps to be EZ crease. Collar to be CK331. (Navy and brown shades to have Dacron lining in collar.)
- 13.5.2.17 Buttons: All buttons shall be made from melamine material for durability and must match fabric.
- 13.5.2.18 Emblems: There shall be one Howard County Correctional emblem supplied by agency sewn on the left sleeve 1/2" down from shoulder seam. There shall be one US flag emblem supplied by contractor sewn on the right sleeve 1/2" down from shoulder seam.
- 13.5.2.19 Options: Microphone Tabs
- 13.5.2.20 Pressing and Packing: Shirts shall be carefully pressed by hand in first class manner and individually packed in polyethylene bags. Shirts are to be

shipped in strong boxes so as not to be damaged in shipment. Shirts are to be bulk packed.

13.5.3 Men's Trousers: Flying Cross by Fechheimer Item: 32260

13.5.3.1 Fabric:

13.5.3.1.1 Content: 55% Polyester/45% Wool

13.5.3.1.2 Weight: 16 ½ - 1y- oz. per linear yard

13.5.3.1.3 Weave: Elastique

13.5.3.1.4 Color: Pink Tam

13.5.3.2 Style: Trouser styling shall be T-3; plain front, two (2) quarter top front pockets, and two (2) hip pockets professionally finished with no visible topstitching.

13.5.3.3 Lining: The pocketing and fly lining material shall be 70% Polyester/45% Cotton, 2.9 oz. per square yard (60" width) with a minimum 78 x 48 count. Pocketing must have a durable press finish.

13.5.3.4 Waistband:

13.5.3.4.1 The waistband shall be constructed using the "closed method" and shall measure a minimum of 2" wide when finished. The waistband curtain shall finish a minimum 2-1/8" wide and is to be made of the same fabric and color as the pocketing material and shall be attached to the top of the trouser with a zigzag stitch. The waistband curtain must contain Tru-Grip, a 1/2" surface area composed of thin 55 gauge rubber for maximum comfort and performance. The Tru-Grip acts to help keep shirts tucked in securely.

13.5.3.4.2 The waistband curtain is composed of a wet laid woven canvas weighing 3.3 oz. per square yard. The canvas is covered in the same color and material as the pocketing the ½" rubberized surface area is positioned 1-1/4" up from the bottom of the curtain.

13.5.3.4.3 The waistband must contain ¾" Ban-Rol to prevent roll over at the trouser front. The waistband closure shall be accomplished with a single crush proof hook and eye centered on the waistband for wearer comfort. The hook and eye shall be reinforced with 7/8" non-woven stay tape that is anchored with topstitching through and through to the top of the waistband. In addition to the stitching of the waistband when it is set onto the trouser, the waistband must also be topstitched below the waistband seam through the waistband curtain for added strength. The back center seam of the trouser is to be finished to allow for alterations (with ample basic fabric and waistband curtain material to allow trouser size to be increased at least one size). The outlet in the seat is to be in proportion to waist outlet so seat may also be let out.

13.5.3.5 Belt Loops: There shall be a minimum of 7 belt loops, 6 of which are to be Keystone style. Keystone loops shall measure 1 ¾" width at the top and 1 ¼" at the bottom. The center back loop shall be a ¼" wide straight loop. The Keystone loops shall be sewn into the bottom of the waistband and top of the loops shall be caught into the waistband curtain. The bottom of the center back loop shall be tacked to the trouser wand top of the loop tacked to the outside of the waistband.

13.5.3.6 Pockets: The two (2) front pockets will be quarter top style with a minimum opening of 6" and a minimum depth of 5 3/4" measured from the bottom of the opening. Front pockets to have firm straight bartacks at top and bottom of pocket openings. Pockets shall be constructed using the stitch, turn, and topstitch method. Front pocket facings to be made of the basic trouser fabric shall be a minimum of 1". Front pocket barrier shall also be made of the basic trouser fabric and to measure a minimum of 2" (measured to the inside edge of pocket lining).

13.5.3.6.1 The two (2) hip pockets shall have a minimum 5 3/8" wide (bartack to bartack) opening and a minimum depth of 5 3/4" measured from the bottom of the pocket opening. Hip pockets shall be constructed using the double welt method. The welts shall be finished in such a manner there is no topstitching. The corners of the hip pocket openings shall have straight bartacks for reinforcement. Hip pocket facing to be made of basic trouser fabric and shall be a minimum of 3/4" and the barrier shall also be made of the basic trouser fabric and to be a minimum of 1 1/2". The left hip pocket shall have a centered tab made of basic trouser fabric inserted into the top welt with bartacks at the top and bottom of the tab to form an opening for a button. A button shall be located below the bottom welt corresponding in locations with the tab, which shall be interlined with non-woven for added durability. There shall be a dart centered above hip pocket to waistband. Dart shall be approximately 2 3/4" long tapered from 3/8" at waistband and shall be installed with automatic equipment for a clean non-puckered finish.

13.5.3.7 Fly: Trouser shall have a brass metal zipper with memory lock brass slider secured by metal stopper at base. There shall be a French Fly tab closure on the inside of the right fly. The tab shall be double ply made of the basic trouser fabric. The right fly shall be lined with the same fabric and color as the pocketing. The fly lining shall be sewn to the left fly continuing below the zipper into the crotch area in a neat and durable manner. A button shall be located on the left fly corresponding with the French Fly tab to provide a clean and comfortable closure. There shall be a firm straight bartack at the bottom of the fly going through the zipper tape for maximum strength. Bartack shall line up with starting point of "J" stitch.

13.5.3.8 Seat: Seat must be sewn with a tandem needle machine (double-needle stitch) for maximum durability.

13.5.3.9 Stitching, Pressing & Finishing: Trouser must be stitched with matching thread. Trouser must be neatly pressed and properly shaped. Outseams and inseams are edge serged on automatic equipment for uniformity of quality and shall be pressed open for a smooth pucker-free finish with repeated cleaning and pressing. Trouser must be cleaned and finished to eliminate loose threads.

13.5.3.10 Stock Sizes: Trouser must be available from stock in the following sizes:

13.5.3.10.1 Regular Rise: 28-56 (Even only over 40)

13.5.3.10.2 Short Rise: 28 – 40

13.5.3.10.3 Long Rise: 32-42 (Even only over 38)

13.5.4 Sweater: Cobmex, style # 2020 V-neck, zip front sweater with epaulets, badge tab & name tab. Emblem sewn on left sleeve & flag emblem sewn on left sleeve. Two lower pockets sizes. Color Brown.

- 13.5.4.1 Fabric: Jersey knit yarn shall be spun on the worsted system from combed top and shall be of a 2-ply construction. The yarn shall be of 70% Acrylic Pil-Trol and 30% Wool, long staple Fibers, Color: Black
- 13.5.4.2 Knit: The component parts of body, sleeves, and collar shall be knitted with a 2x2 rib knit with 6 Wales and 10-11 Courses per inch. The cuffs and skirt will be a 2x2 rib knit with 8 Wales and 11 Courses per inch.
- 13.5.4.3 Construction: The sweater is to have a straight body and set-in sleeves. The body and skirt shall be knit in one continuous piece to the required body width. The sleeves and cuffs shall be knit in one continuous piece. The skirt and cuffs shall be finished with a non-reveling bottom edge. A matching cotton 5/8 reinforcement tape shall be sewn into the shoulders and underarm.
- 13.5.4.4 Lining: Gore Windstopper soft nylon knit laminated to a thin Gore membrane and fitted permanently into the body and sleeves of the sweater.
- 13.5.4.5 Design: The sweater is a pullover type with a “V” neck opening; long sleeves with shoulder patches, elbow patches, and shoulder loops with hook and pile fasteners. Optional nameplate and badge tabs.
- 13.5.4.6 Badge & Nameplate Patches: The badge patch will be 3”x4” and have metal eyelets spaced 1 ½” apart. The nameplate will be 1 ½” x 4” and have metal eyelets spaced 1 ½” apart.
- 13.5.4.7 Cloth Patches and Loops: The cloth used for making the shoulder patches, shoulder straps, elbow patches, nameplate and badge tabs shall be a matching cloth.
- 13.5.4.8 Finishing & Packaging: All exposed inside edges must be serged and all loose threads to be thoroughly trimmed. Sweaters to be individually bagged in clear plastic.
- 13.5.4.9 Care: Washable.
- 13.5.4.10 Size Range:
 - 13.5.4.10.1 XS (30-32)
 - 13.5.4.10.2 S (34-36)
 - 13.5.4.10.3 M (38-40)
 - 13.5.4.10.4 L (42-44)
 - 13.5.4.10.5 XL (46-48)
 - 13.5.4.10.6 XXL (50-52)
 - 13.5.4.10.7 XXXL (54-56)
- 13.5.5 BDU Pants: Propper, F5201 BDU Pants, Poly/Cotton Ripstop, Sheriff’s Brown.
- 13.5.6 BDU Shirt Long Sleeve: Propper, F5452 BDU Shirt, Poly/Cotton Ripstop LS 2-Pocket includes reverse gold flag and sewn on right sleeve, embroidered Badge with Lettering on Left Chest of Shirt (see below description), Sheriff’s Brown.
- 13.5.7 BDU Shirt, Short Sleeve Tactical Dress: Propper, F5301 BDU Shirt, Poly/Cotton Ripstop SS Tactical Dress Shirt, includes reverse gold flag and sewn on right sleeve, embroidered Badge with Lettering on Left Chest of Shirt (see below description), Sheriff’s Brown.
- 13.5.8 BDU Shirt, Short Sleeve Light Weight: Propper, BDU Shirt, Poly/Cotton Ripstop SS 2-Pocket, Light Weight, includes reverse gold flag and sewn on right sleeve, embroidered Badge with Lettering on Left Chest of Shirt (see below description), Sheriff’s Brown.
- 13.5.9 Name Strips: Name Strips, Embroidered Cloth Name & to sew on each BDU shirt.

- 13.5.10 Polo Shirts: Tactical Polos, Sort Sleeve #71182, Silver Tan 160, Howard County Department of Corrections emblem embroidered on the left chest.
- 13.5.11 Jacket/Coat: Jacket w/flag & name tab, Blauer 6120 or County equivalent, 3-Season with B-Dry fabric, durable Taslan nylon shell fabric with patented breathable printed back coating, B-Dry waterproof, windproof, breathable fabric lining, seams sealed with thermal tape, zip-out B-Warm insulated quilted liner with zip-off sleeves, off-the-shoulder pattern for freedom of movement, permanent nylon ripstop lining, strong smooth-sliding Delrin and nylon zippers throughout, inside zippered security pocket, side zippers for equipment/weapon access, front zipper extends to collar top edge, flapped double-entry lower pockets with standard silver "P" uniform buttons, 2-piece sleeves, military style epaulets with standard silver "P" uniform buttons, Bridge tab, 26" long, brown, one emblem shall be sewn to the left sleeve and a reversed gold American flag shall be sewn on the right sleeve.
- 13.5.12 Mock Turtleneck:
 - 13.5.12.1 Performance blend of cotton and Lycra moisture wicking treatment to wick sweat away from body;
 - 13.5.12.2 High Cotton content
 - 13.5.12.3 Jersey knit;
 - 13.5.12.4 Collar and cuffs use the same fabric as the body for true color matching;
 - 13.5.12.5 Collar and cuffs reinforced with stretch fusible inter-ling
 - 13.5.12.6 Extra-long tail
 - 13.5.12.7 Tape reinforced shoulder seams;
 - 13.5.12.8 Washable;
 - 13.5.12.9 Color Brown;
 - 13.5.12.10 Additional information: Embroidered in center of collar: one half inch (1/2) Gold Letters HCDC.
- 13.5.13 Cap: Cap, Baseball, Spandex, Fitted- various sizes, color: brown, emblems will be sewn onto the front of the cap.
- 13.5.14 Ties: Tie, Uniform, clip-on style with black plated clasp, pre-tied with permanent 4-in-hand knot with French end construction and 3 vertical eyelets set through and through the inner tail for fastening to a shirt button. Tie shall measure 3" across at the widest point across the bottom, brown, shall be available in men's regular (18" long), men's tall (20" long).

SECTION E

SUBMISSION REQUIREMENTS

- 1 INSTRUCTIONS:
 - 1.1 All bids must be clearly identified on the front of the envelope or top of the carton with the solicitation number, title of the solicitation and the due date and time. Faxed or emailed bids in response to this formal Invitation for Bid are not acceptable.
 - 1.2 All bids must be signed by an authorized officer or agent of the Contractor submitting the bid and delivered in sealed envelopes or cartons to the Issuing Office no later than the time and date indicated. Bids received after the time and date indicated will not be accepted or considered.
 - 1.3 The submission of a bid shall be considered an agreement to all the terms, conditions, and specifications provided herein and in the various bid documents, unless specifically noted otherwise in the bid.
 - 1.4 Each bid shall be accompanied by the Affidavit regarding price fixing, gratuities, bribery, and discriminatory employment practices in accordance with Section E.1.c. (3)(b) of the Howard County Purchasing Manual. When the Contractor is a corporation, a duly authorized representative of said corporation shall execute the Affidavit. The Affidavit is provided in the solicitation package.
 - 1.5 The Foreign Services Disclosure Form must accompany bids for construction-related services, architectural services, engineering services and energy performance contract services of \$2 million or more. Section 12-111 of the Maryland State Finance and Procurement Article requires bidders to local governments to make certain disclosures regarding plans; at the time the bid is submitted, to perform any services under the contract outside the United States. When applicable, the Foreign Services Disclosure form is provided in the solicitation package.
 - 1.6 If a discrepancy in or omission from the specifications is found, or if a Contractor is in doubt as to their meaning, or feels that the specifications are discriminatory, the Contractor shall notify the Buyer in writing not later than ten days prior to the scheduled opening of bids. Exceptions taken do not obligate the County to change the specifications. The Issuing Office will notify all Contractors of any changes, additions or deletions to the specifications by addenda posted on the Office of Purchasing web site (www.howardcountymd.gov/departments/county-administration/purchasing).
 - 1.7 The County will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications shall be directed to and will be issued by the Issuing Office.

- 2 BID DOCUMENTS: The required documents shall be submitted, in duplicate (original and one copy), to the Issuing Office no later than the opening date and time specified in Section A. Failure to return required documents may be cause for rejection of the bid. This solicitation requires the return of the following documents:
 - 2.1 Section “F”, (Price Pages, Contractor’s Qualification Information)
 - 2.2 Section “G” (Affidavit)
 - 2.3 Section “H” (Equal Business Opportunity Participation)

- 3 SAMPLE INVOICE: Contractors are required to provide a sample invoice with the bid response. The sample invoice shall contain the details enumerated in Section D, Paragraph 11.2.

4 SAMPLES:

4.1 Contractors shall specify the product being bid and shall supply a sample and sufficient data for each type of garments being bid. All samples shall be delivered to the Issuing Office before opening of bids. All packages shall be marked "Samples for the Office of Purchasing" and each sample shall bear the name of the Contractor, item number, bid number and shall be tagged or marked in a substantial manner. Failure to submit the required samples may be sufficient cause for rejection of the bid.

4.2 The County reserves the right to retain the sample(s) for testing purposes and will be free from any redress or claim on the part of the Contractor if any articles or materials are lost or destroyed. Upon notification by the County that a sample is available for return, it shall be removed within ten days or the County will not be responsible for its disposition.

5 EXCEPTIONS: If the Contractor cannot meet the terms, conditions and/or specifications of the solicitation, the Contractor must furnish a statement on company letterhead giving a complete description of any exceptions to the terms, conditions, and specifications. Failure to furnish the statement means that the Contractor agrees to all terms, conditions and specifications. Exceptions taken do not obligate the County to change the terms, conditions and/or specifications. Exceptions to the terms and/or conditions and/or to the County's standard Agreement may be sufficient cause for rejection of the bid.

SECTION F
PRICE PAGE NO. 1
CORRECTIONAL OFFICER UNIFORMS

The undersigned agrees to furnish and deliver the above goods and/or services in accordance with the specifications issued for same, and subject to all terms, conditions, and requirements in the solicitation, and in the various bid documents:

COMPANY NAME: _____

FEDERAL TAX IDENTIFICATION NO./SOCIAL SECURITY NO.: _____

ADDRESS: _____
(Street) (City) (State) (Zip)

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

REPRESENTATIVE'S NAME: _____

TITLE: _____

Howard County prefers to email Purchase Orders when possible, please provide an **EMAIL ADDRESS FOR RECEIPT OF PURCHASE ORDERS:** _____

Is the company a Minority-, Women-, or Disabled-Owned Business Enterprise? YES NO

If yes, indicate the type of minority ownership:

- | | | | |
|---|---|--|---------------------------------|
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian American | <input type="checkbox"/> Disabled | <input type="checkbox"/> Eskimo |
| <input type="checkbox"/> Female | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Native American | |

Is the company certified? If yes, indicate the certification(s) held:

- | | |
|---|---|
| <input type="checkbox"/> Howard County Government | <input type="checkbox"/> MD Dept. of Transportation |
| <input type="checkbox"/> City of Baltimore | <input type="checkbox"/> Other |

Certification Number(s) and Expiration Date(s): _____

Does the company have a written non-discrimination policy (i.e.: race, creed, religion, handicap, color, sex, national origin, age, occupation, marital status, political opinion, sexual orientation, gender identity/expression, personal appearance, familial status, source of income)? YES NO

The County reserves the right to request such documentation, if desired, at a later date.

Delivery Time After Receipt of Order: _____

This delivery time will be considered in determining the award.

The company accepts Visa cards: Yes No

Contractors are not permitted to charge the County any additional fees over and above their bid prices to process payments on procurements cards.

SECTION F
PRICE PAGE NO. 2

COMPANY NAME: _____

Delivery Terms: F.O.B. Destination, Inside Delivery.

Payment Terms: (The payment terms shall be considered net 30 days unless otherwise indicated.) _____

Howard County is exempt from all local, state, and federal taxes, and prices stipulated by the Contractor are considered maximum and are not subject to any increase due to any taxes, or any other reason. The County's Tax Exemption Number is 30001219.

We wish to submit a "NO BID" at this time, but request that our company remain on the Contractors list for future solicitations.

TOTAL BID PRICE \$ _____

ACKNOWLEDGEMENT OF ADDENDA: The company shall identify by number and date the following addenda and agree that the prices shown in the bid reflect all changes made by addenda. In addition to acknowledging addenda here, the actual addenda must be signed and returned with the bid. To check for addenda go to: www.howardcountymd.gov/departments/county-administration/purchasing

Number: _____ Date: _____ Number: _____ Date: _____
Number: _____ Date: _____ Number: _____ Date: _____

**THE PERSON SIGNING THE PRICE PAGE MUST INITIAL ANY
ALTERATIONS IN FIGURES IN INK.**

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

SECTION F
PRICE PAGE NO. 3

COMPANY NAME: _____

TITLE: **Correctional Officer Uniforms** _____

NIGP CODE/PRODUCT CODE: 200-85 Clothing, Apparel, Uniforms, & Accessories: Uniforms, Blended Fabric.

ITEM NO.	COMMODITY/SERVICE DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
1.	Uniform Shirt, Male Long Sleeve 585 Brown, Elbeco Duty Maxx (as specified 13.5.1) NO SUBSTITUTION	150	EA	\$ _____	\$ _____
2.	Uniform Shirts, Female Long Sleeve 9585LC Brown, Elbeco Duty Maxx (as specified 13.5.1) NO SUBSTITUTION	50	EA	\$ _____	\$ _____
3.	Uniform Shirt Male Short Sleeve 5585 Brown, Elbeco Duty Maxx (as specified 13.5.2) NO SUBSTITUTION	150	EA	\$ _____	\$ _____
4.	Uniform Shirt, Female Short Sleeve 9785LC Brown, Elbeco Duty Maxx (as specified 13.5.2) NO SUBSTITUTION	50	EA	\$ _____	\$ _____
5.	Uniform Trousers, Men Flying Cross by Fechheimer Item No. 32260 (as specified 13.5.3) NO SUBSTITUTION	200	EA	\$ _____	\$ _____
6.	Uniform Sweater Combex. Style No. 2020 (as specified 13.5.4) NO SUBSTITUTION	200	EA	\$ _____	\$ _____
6.	Uniform BDU Pants Propper Item No. F5201 (as specified 13.5.5) NO SUBSTITUTION	700	EA	\$ _____	\$ _____
7.	Uniform BDU Shirt, Long Sleeve Propper, Item No. F5452 (as specified 13.5.6) NO SUBSTITUTION	700	EA	\$ _____	\$ _____

SECTION F

PRICE PAGE NO. 4

ITEM NO.	COMMODITY/SERVICE DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
8.	Uniform BDU Shirt, Short Sleeve Tactical Dress Propper Item # F5301 (as specified 13.5.7) NO SUBSTITUTION	700	EA	\$ _____	\$ _____
9.	Uniform BDU Shirt, Short Sleeve Light Weight. (as specified 13.5.8) Manufacturer: _____ Style No.: _____	700	EA	\$ _____	\$ _____
10.	Uniform, Name Strips (as specified 13.5.9) Manufacturer: _____ Style No.: _____	1400	EA	\$ _____	\$ _____
11.	Uniform Polo Shirts Item No. 71182 (as specified 13.5.10) NO SUBSTITUTION	100	EA	\$ _____	\$ _____
13.	Uniform, Jacket/ Coat Blauer Item No.6120 (as specified 13.5.11) NO SUBSTITUTION	50	EA	\$ _____	\$ _____
14.	Uniform, Mock Turtleneck (as specified 13.5.12) Manufacturer: _____ Style No.: _____	200	EA	\$ _____	\$ _____
15.	Uniform, Baseball Cap (as specified 13.5.13) Manufacturer: _____ Style No.: _____	200	EA	\$ _____	\$ _____
16.	Uniform, Ties (as specified 13.5.14) Manufacturer: _____ Style No.: _____	200	EA	\$ _____	\$ _____
				TOTAL BID PRICE*	\$ _____

* This figure should appear as Total Bid Price, Price Page No. 2

** Please note that prices shall only have **TWO DECIMAL PLACES**. The County's financial system will not allow more than two decimal places, adjust responses accordingly.

INVOICE PROCEDURE FOR SUCCESSFUL CONTRACTORS:

In order to facilitate prompt payment, invoices must contain the above commodity and/or service descriptions and pricing. Invoices failing to contain the required line item detail, including contract line number and unit pricing, may be returned for correction. Please submit a sample invoice with the response.

SECTION F
CONTRACTOR'S QUALIFICATION INFORMATION

COMPANY NAME: _____

1. References: Give name, address, and telephone number of owner or manager of three accounts for which Contractor has provided distribution and manufacture of uniforms during the past three years.

1.1. Account Name _____ Contract Completion Date _____

Owner/Manager _____ Telephone _____

Address _____

_____ Email _____

1.2. Account Name _____ Contract Completion Date _____

Owner/Manager _____ Telephone _____

Address _____

_____ Email _____

1.3. Account Name _____ Contract Completion Date _____

Owner/Manager _____ Telephone _____

Address _____

_____ Email _____

2. The Contractor has provided the above services for ____ years. (Note: 5 year minimum)

SECTION G
AFFIDAVIT

Must be completed, signed by an officer of the company (President, CEO, Vice President, etc.), and submitted with the bid.

Contractor _____

Address _____

I, _____, the undersigned, _____ of the above named
(Print Signer's Name) (Print Office Held)

Contractor does declare and affirm this _____ day of _____, _____, that I hold the aforementioned office
(Month) (Year)
in the above named Contractor and I affirm the following:

AFFIDAVIT I

The Contractor, his Agent, servants and/or employees, have not in any way colluded with anyone for and on behalf of the Contractor or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract herein.

AFFIDAVIT II

No officer or employee of Howard County, whether elected or appointed, has in any manner whatsoever, any interest in or has received prior hereto or will receive subsequent hereto any benefit, monetary or material, or consideration from the profits or emoluments of this contract, job, work or service for the County, and that no officer or employee has accepted or received or will receive in the future a service or thing of value, directly or indirectly, upon more favorable terms than those granted to the public generally, nor has any such officer or employee of the County received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable to the County in connection with this contract, job, work, or service for the County, excepting, however, the receipt of dividends on corporation stock.

AFFIDAVIT III

Neither I, nor the Contractor, nor any officer, director, or partners, or any of its employees who are directly involved in obtaining contracts with Howard County have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state, or of the federal government for acts of omissions committed after July 1, 1977.

AFFIDAVIT IV

Neither I, nor the Contractor, nor any of our agents, partners, or employees who are directly involved in obtaining contracts with Howard County have been convicted within the past 12 months of discrimination against any employee or applicant for employment, nor have we engaged in unlawful employment practices as set forth in Section 12.200 of the Howard County Code, or of Section 16 of Article 49B of the Annotated Code of Maryland or, of Sections 703 and 704 of Title VII of the Civil Rights Act of 1964.

AFFIDAVIT V

The Contractor:

- i. Is not currently identified on the list created by the Maryland State Board of Public Works as a person engaging in investment activities in Iran as described in Section 17-702 of the *Maryland State Finance and Procurement Article* ; or
- ii. Is not currently engaging in investment activities in Iran as described in Section 17-702 of the *Maryland State Finance and Procurement Article*.

If the person is unable to make the certification, it will provide the County, a detailed description of the Contractor's investment activities in Iran.

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

Signature

Printed Name

Title

Rev. 09/25/2013

SECTION H

EQUAL BUSINESS OPPORTUNITY PARTICIPATION

**NOTICE TO PRIME CONTRACTORS
10% SUBCONTRACTING GOAL ON CONTRACTS
VALUED AT \$50,000 OR MORE**

Howard County Code Section 4.122 established an Equal Business Opportunity program to foster overall equity and fairness to all citizens in relation to business enterprises conducting business with the County.

If a contract is \$50,000 or more, the Prime Contractor shall make a good faith effort to comply with the Howard County Equal Business Opportunity (EBO) program’s 10% subcontracting goal. The Prime Contractor shall make a good faith effort to obtain minority subcontractor participation even if the Prime Contractor has the capability to complete the work with its own workforce. This is also applicable to Prime Contractors that are minority-owned firms. The percentage requirement may vary. Prime Contractors should submit the following completed *Equal Business Opportunity Subcontractor Participation Form* with the bid. Identify subcontractors prior to submitting the proposal. **After contract award, changes in subcontractors require the written approval of the EBO Coordinator.**

Possible areas of obtaining subcontracting participation include, but are not limited to, flagging services, hauling, copying and printing, and the purchase of materials used in performing the contract. Contractors may use minority, women or disabled business enterprises certified by Howard County, Maryland; the Maryland Department of Transportation; the City of Baltimore, Maryland; or another certifying entity in order to satisfy the 10% subcontracting goal. The website addresses for lists of minority businesses are:

- Howard County - Equal Business Opportunity List of Firms A-Z**
- http://www.mdot.state.md.us/MBE_Program/index.html**
- <http://cityservices.baltimorecity.gov/mwboo>**

Contractors should submit a completed *Equal Business Opportunity Subcontractor Participation Form* with the bid identifying each certified EBO firm they intend to use on the contract. However, if the EBO Subcontractor Participation Form is not submitted with the bid, the County may request EBO subcontractor participation of the successful contractor.

Contractors failing to achieve the Equal Business Opportunity Program goal following a good faith effort to obtain participation must complete the *Equal Business Opportunity Program Request for Subcontracting Waiver* and provide documentation of its good faith attempts to obtain EBO participation. The County will determine if the efforts made satisfy a good faith attempt. A waiver will only be considered in rare contracts after a determination that the Contractor has made a good faith effort and thoroughly documented the efforts. Contractors should submit the *Equal Business Opportunity Program Request for Subcontracting Waiver* with the bid. However, if the request for waiver form is not submitted with the bid, the County may obtain the request for waiver of the successful contractor.

If the County exercises its option to renew the contract, it is expected that the EBO subcontracting goal will be met for each subsequent contract year when the contract amount is \$50,000.00 or more. Questions relating to the EBO program shall be directed to the EBO Coordinator 410-313-6370.

PRIME CONTRACTORS’ COMPLIANCE OF EBO SUBCONTRACTOR PARTICIPATION

Prime Contractors that are awarded County contracts shall maintain adequate records of EBO participation on County contracts. The County may require that prime contractors report whether or not they met the proposed EBO subcontracting goal, so that the County can track compliance of EBO participation on County contracts.

Revised 12/20/2013



**HOWARD COUNTY, MARYLAND
EQUAL BUSINESS OPPORTUNITY (EBO)
SUBCONTRACTOR PARTICIPATION FORM**

COUNTY USE ONLY
EBO APPROVAL

CONTRACT TITLE: CORRECTIONAL OFFICER UNIFORMS

SOLICITATION # IFB-2016-80	CAPITAL PROJECT # N/A	CONTRACT / PO #
-----------------------------------	------------------------------	------------------------

TERM:	RENEWAL #	AMOUNT \$
--------------	------------------	------------------

PRIME CONTRACTOR NAME:

ADDRESS:	PHONE:
-----------------	---------------

EBO STATUS (Y/N):	*EBO TYPE:	CERTIFYING AGENCY:	CERTIFICATION #
--------------------------	-------------------	---------------------------	------------------------

PRIME CONTRACTOR SHOULD LIST ALL EBO SUBCONTRACTORS / SUBCONSULTANTS / SUPPLIERS

INSTRUCTIONS FOR COMPLETING THIS FORM

- Complete the section below identifying each certified EBO firm (Minority (MBE), Woman (WBE), and Disabled (DBE) Business Enterprises) you intend to use on this project. Attach additional sheets if more than two (2) subcontractors.
- This form represents the contractor's commitment to utilize the named EBO firms at the percentages indicated should the contract be awarded to the contractor. This form should accompany your bid or proposal.
- ***EBO Types:** AA (African American), ASA (Asian American), HIS (Hispanic American), NA (Native American), FEM (Female), DIS (Disabled)

SUBCONTRACTOR NAME:

ADDRESS:	PHONE:
-----------------	---------------

CONTACT REPRESENTATIVE:	EMAIL:
--------------------------------	---------------

***EBO TYPE (Check One)** AA ASA HIS NA FEM DIS

CERTIFYING AGENCY:	CERTIFICATION #	EBO PARTICIPATION %
---------------------------	------------------------	----------------------------

DESCRIPTION OF WORK:	EBO PARTICIPATION \$
-----------------------------	-----------------------------

SUBCONTRACTOR NAME:

ADDRESS:	PHONE:
-----------------	---------------

CONTACT REPRESENTATIVE:	EMAIL:
--------------------------------	---------------

***EBO TYPE (Check One)** AA ASA HIS NA FEM DIS

CERTIFYING AGENCY:	CERTIFICATION #	EBO PARTICIPATION %
---------------------------	------------------------	----------------------------

DESCRIPTION OF WORK:	EBO PARTICIPATION \$
-----------------------------	-----------------------------

PRINTED NAME

EMAIL

SIGNATURE (VENDOR OFFICIAL)

TITLE

DATE

EXHIBIT I
SAMPLE EMBROIDERED BADGE



Details:

1. Gold Star and Maryland crest as it appears
2. No outer embroidered ring (this is not a patch)
3. Ring of letters to circle star Approximate.

**EXHIBIT II
SAMPLE INVOICE**

Your Company's Name

Address

Email address

Telephone/Fax Nos.

Mail Invoice To:

Howard County Government

Department/Office Name

Address (From the Purchase Order)

Address

Invoice No.:

Date:

FEIN:

Contract #: 44XXXXXXXXX

Purchase Order #: 2XXXXXXXXXX

Performance Period: __/__/13- __/__/14
(For Services)

Cont. Line #	PO Item #	Goods/Services Description	List Price	% Discount	Net Price	Quantity	Extended Price
sample							
Total							

Payment Terms:

Please make check payable to **Your Company's Name** and remit payment to:

Your Company's Name

Address

Address

If you have any questions regarding this invoice, please contact

Your Company's Contact Person's Name at **Telephone No.** and **Email Address.**