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**REQUEST FOR PROPOSALS**  
**RFP NO. 08-2018**  
**COMPREHENSIVE MOVE MANAGEMENT SERVICES**

**OPENING: NOVEMBER 1, 2017 AT 11:00 A.M.**  
**PRE-PROPOSAL CONFERENCE: OCTOBER 12, 2017, 10:00 A.M.**

**BUYER: Ina B. Caplan, C.P.M.**  
**PHONE: 410-313-6381 ■ EMAIL: [icaplan@howardcountymd.gov](mailto:icaplan@howardcountymd.gov)**

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**HOWARD COUNTY, MARYLAND**

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**OFFICE OF PURCHASING**

6751 Columbia Gateway Drive, Suite 501, Columbia, MD 21046  
[www.howardcountymd.gov/departments/county-administration/purchasing](http://www.howardcountymd.gov/departments/county-administration/purchasing)



*Formal RFPs and RFP 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. Period of Validity
5. Delivery
6. Governing Law
7. Protest
8. Disputes
9. Authority
10. Cash Discounts
11. Unit Prices
12. Non-Waiver
13. Patents
14. Maryland Registration
15. Availability of Funds
16. Integration and Modification
17. Non-Assignment of Agreement
18. Agreement
19. Public Information/Proprietary/Confidential Information
20. Cooperative Purchase
21. Environmentally Preferable Products
22. Award Notification
23. Termination

### SECTION D – SPECIFICATIONS

1. Background
2. Statement of Work
3. Pre-Proposal Conference
4. Inquiries and Addenda
5. Contractor's Qualifications
6. Background Checks and Investigations
7. Agreement Period
8. Estimated Contract Value
9. Price Adjustment
10. Non-Exclusivity
11. Estimated Quantities
12. Insurance
13. Method of Ordering
14. Evaluation of Offers
15. Billing and Payment

### SECTION E – SUBMISSION REQUIRMENTS

1. Instructions
2. Proposal Documents
3. Electronic and Hard Copies
4. Sample Invoice
5. Exceptions

SECTION F – TECHNICAL PROPOSAL PAGES, CONTRACTOR’S QUALIFICATION QUESTIONNAIRE

SECTION G – PRICE PAGES

SECTION H – AFFIDAVIT

SECTION I – EQUAL BUSINESS OPPORTUNITY PARTICIPATION

SECTION J – WAGE RATE REQUIREMENT

Exhibit I, Howard County, Maryland, Sample Agreement

Exhibit II, Quality Control and Quality Assurance

Exhibit III, Sample Performance Evaluation Form

Exhibit IV, 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**

<b>RFP Number:</b>	RFP-08-2018
<b>RFP Name:</b>	Comprehensive Move Management Services
<b>Issue Date:</b>	September 22, 2017
<b>Buyer:</b>	Ina B. Caplan, C.P.M.
<b>Pre-Proposal Date:</b>	October 12, 2017 at 10:00 A.M.
<b>Pre-Proposal Location and Registration:</b>	Office of Purchasing. 6751 Columbia Gateway Drive, Ste. 501 Columbia, Md. 21046 Please register by contacting Rebecca Coleman at <a href="mailto:rcoleman@howardcountymd.gov">rcoleman@howardcountymd.gov</a>
<b>Questions Due and to Whom:</b>	Questions due no later than 4:00 p.m. on October 19, 2017. Submit questions to: Ina Caplan at <a href="mailto:icaplan@howardcountymd.gov">icaplan@howardcountymd.gov</a>  Questions must be submitted to the Buyer at the email address listed above.
<b>Proposal Due:</b>	November 1, 2017 PRIOR TO 11:00 A.M. EST
<b>Mail/Deliver Proposals to the Issuing Office:</b>	Office of Purchasing 6751 Columbia Gateway Dr., Ste. 501 Columbia, MD 21046 410-313-6370  <b>PLEASE REMEMBER THAT TECHNICAL AND PRICE PROPOSALS ARE TO BE PLACED IN <u>SEPARATE</u> SEALED ENVELOPES.</b>
<b>Agreement Term:</b>	On or about January 1, 2018 with 5 one-year renewal options.
<b>Bid Deposit/ Performance Bond:</b>	N/A
<b>EBO Subcontracting Participation:</b>	10% goal

MINORITY BUSINESS ENTERPRISES are encouraged to respond to this solicitation. For more information, please contact the Equal Business Opportunity Coordinator at 410-313-3694.

**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](http://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 Buyer – The County’s Purchasing Representative for the resulting Agreement
- 1.4 Agreement – The Request for Proposal documents and any addenda, the Contractor’s response to this solicitation, and subsequent Purchase Orders
- 1.5 County – Howard County, Maryland
- 1.6 County Purchasing Agent – The Chief Administrative Officer for the County
- 1.7 Contractor – Any offeror; most often the successful offeror
- 1.8 Designee – Specifically appointed alternate signatory or decision maker
- 1.9 Equal Business Opportunity (EBO) – The County’s minority business enterprise program
- 1.10 Issuing Office – The Howard County Office of Purchasing
- 1.11 Offeror – Any entity that submits a response to this solicitation
- 1.12 Proposal – All information submitted by the Contractor in response to this solicitation
- 1.13 Purchase Order – The document by which the Contractor receives formal notification to perform work or deliver goods
- 1.14 Request for Proposal (RFP) – All documents identified in the Table of Contents, including any addenda
- 1.15 Solicitation – The Request for Proposal
- 1.16 User Agency – County department or office for which goods and/or services are being purchased

#### 2 RESERVATIONS:

- 2.1 The County Purchasing Agent or Designee reserves the right to reject any or all proposals or parts of proposals 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 proposals 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 set forth in the proposal. 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 **PERIOD OF VALIDITY:** Unless otherwise specified, all formal proposals submitted shall be irrevocable for 120 days following the proposal 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.
- 5 **DELIVERY:**
- 5.1 Contractors shall guarantee delivery of supplies in accordance with such delivery schedule as may be provided in the solicitation.
- 5.2 All items shall be delivered F.O.B. Destination, Inside Delivery, and delivery costs and charges included in the price offered, unless otherwise stated in the solicitation.
- 5.3 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.
- 5.4 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.
- 6 **GOVERNING LAW:**
- 6.1 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.
- 6.2 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.
- 7 **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.
- 8 **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.
- 9 **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.

- 10 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 proposal pricing. A proposal offering a cash discount in a period of less than 30 days will be evaluated as a proposal 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.
- 11 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.
- 12 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.
- 13 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.
- 14 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/](http://www.dat.state.md.us/) or by calling 410-767-1184 or Toll Free 888-246-5941.
- 15 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.
- 16 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.
- 17 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.
- 18 AGREEMENT:
- 18.1 The County and Contractor must execute an Agreement resulting from the award of this solicitation. This process typically takes approximately three weeks from the date the successful Contractor is identified. In order to expedite this process, a sample Agreement is attached for review as part of this solicitation. Exceptions, if any, to the County's Agreement (Exhibit I) must be noted in the proposal to be considered during evaluation. Exceptions to the County's Agreement may result in rejection of the proposal.
- 18.2 Do not fill in or sign the sample Agreement attached as Exhibit I. The County will prepare an Agreement specific to this solicitation for execution by the successful Contractor.

## 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 Proposals 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 proposal to facilitate public inspection of the nonconfidential portion of the proposal. 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, school 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 ENVIRONMENTALLY PREFERABLE PRODUCTS: The County shall give a percentage price preference not exceeding 5% for the purchase of environmentally preferable products. The percentage price preference will not apply if doing so will cause a denial of Federal or State funding or is inconsistent with Federal or State law.

## 22 AWARD NOTIFICATION:

- 22.1 Award notification will be by U.S. Mail, e-mail or fax or a combination thereof.
- 22.2 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 a Maryland Registration Certificate of Good Standing.

**\* As Offerors have had an opportunity to note Exceptions to the Agreement with their proposal 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 PROPOSAL.**

## 23 TERMINATION:

- 23.1 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.
- 23.2 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 BACKGROUND: Howard County Department of Public Works, Bureau of Facilities actively manages 1.75 million square feet of building space, both owned and leased. From time to time comprehensive move management services are required for internal building relocation, building to building relocation and/or relocation from owned to leased or leased to owned building space.
  
- 2 STATEMENT OF WORK: Howard County, Maryland, (the “County”), seeks a qualified commercial Contractor(s) (the “Contractor”), to provide comprehensive move management services, engaging in all aspects of planning and execution for physical relocations of contents/furnishings from and to offices, shops, recreational facilities, libraries, public safety facilities, warehouses, community centers, and other facility types. The Contractor shall manage, provide or cause to be provided any and all other types of physical relocation-related services required by the County including warehouse storage and retrieval of County-owned property.
  - 2.1 The intent of the County is to award contract(s) to firm(s) whose primary focus is the comprehensive planning and management of moving services which may or may not include being the direct supplier of moving and storage services. Actual moving and storage services may be offered or may be subcontracted by the comprehensive move management firm either independently using their preferred vendors or engaging the services of moving firms currently under contract to the County.
  - 2.2 The County Project Manager shall issue a statement of work for each physical relocation or move. The Contractor shall provide a dated quote based on unit pricing submitted in the Request For Proposals (RFP) response.
  - 2.3 The Contractor shall perform management services under the oversight of the County Project Manager. The County Project Manager, or Designee, shall schedule a site visit (i.e., walkthrough) of each location for purposes of allowing the move management team to fully understand the scope of work and to develop the quotation for the contemplated move.
  - 2.4 This RFP shall result in a requirements contract that will be used to obtain commercial services and supplies including, but not limited to: project management and transition planning, physical relocation, and storage. Individual purchase orders resulting from this solicitation shall be issued on an “as needed” basis using the Contractor’s unit prices submitted in the RFP response.
  - 2.5 Each purchase order shall provide specific details of work assignments, deliverables, documentation, and applicable County/industry standards, etc.
  - 2.6 The Contractor and any subcontractors shall provide all personnel, equipment, transportation, tools, materials, supervision, supplies, other items and services necessary to provide project management and transition planning, physical relocation and storage services and other ancillary services to fulfill County project requirements within the scope of this contract and as specified in individual purchase orders. Inherent in providing these goods and services, the Contractor shall provide the supervision and management effort necessary for efficient and effective performance and control of work performed under the contract.
  - 2.7 Service specifications included in this solicitation are performance based. Work schedule, frequencies, resources utilized, and methods of performance and quality control shall be determined by Contractors consistent with contract terms and conditions. The Contractor shall submit a copy of its Quality Control Plan (see Exhibit II) with its technical response to the Request For Proposals (Exhibit III, Performance Evaluation Form).
  - 2.8 Personnel:
    - 2.8.1 The Contractor shall identify and provide fully qualified personnel to perform services. The Contractor shall submit its company’s hiring policies and training programs, drug testing policy, MVA and criminal background checks with the technical response to the

Request For Proposals. In addition, at time of engagement, the Contractor shall provide this information for all subcontractor personnel hired to perform work under this contract.

- 2.8.2 The County reserves the right, at any time during the contract term, to request a change in key personnel.
- 2.8.3 The Contractor shall provide the following items for its personnel working in County facilities:
- 2.8.3.1 Employee identification badge.
- 2.8.3.2 All tools necessary to perform any and all assigned tasks and any required or necessary personnel protective equipment.
- 2.8.4 Contractor Representative:
- 2.8.4.1 The Contractor shall provide a single point of contact dedicated to handling all contract requests from the County. This Contractor Representative shall be the Contractor's key representative. As such, the County must approve the Contractor Representative. The County reserves the right to reject a representative whom it feels is not qualified to properly support the project. The Contractor is prohibited from replacing the Contractor Representative without prior approval from the County.
- 2.8.4.2 The Contractor Representative will work closely with the County Project Manager, or Designee, and serve as the principal point of contact for County agencies, departments and other parties.
- 2.8.4.3 The Contractor Representative shall assign personnel, provide estimates, answer questions and provide additional customer support service.
- 2.8.4.4 The Contractor Representative shall respond to all requests, including requests for site visits, within 24 hours (excluding weekends and holidays, unless otherwise specified in advance).
- 2.8.4.5 The Contractor Representative shall submit a written quote to the County Project Manager within three workdays of the site visit, except in the case of an urgent move request when the quote shall be provided as soon as practicable. The dated quote shall detail all aspects of the move, to include time and dates of deliveries, move start and complete times and dates of the actual moves, along with estimated costs to include all personnel necessary to plan, manage and complete the move, as well as necessary equipment, transportation, tools, materials, supervision, supplies, and any other items and services.
- 2.8.4.6 The Contractor Representative shall submit a status report on all open purchase orders issued under the contract. The status report shall be submitted to the County Project Manager, or Designee, by the 15<sup>th</sup> day of the month for the preceding month. The status report shall present the current status of each open task order, problems/corrective actions, estimated completion dates (ECD) if other than the ECD stated in the Contractor's quote.
- 2.8.4.7 The Contractor Representative shall notify the County Project Manager, or Designee, within twenty-four hours of discovery of potential delays or problems.
- 2.8.5 Contractor Project Manager:
- 2.8.5.1 The Contractor's Project Manager is key personnel. As such, the County must approve the Project Manager assigned to work on each project. The Contractor's Project Manager may also serve as the Contractor's Representative.

During moves, the Contractor shall keep the same Project Manager and Move Site Supervisor on the job from the beginning to end, except for an incapacitating illness or injury. The County reserves the right to reject a Contractor Project Manager whom it feels is not qualified to properly support the project. The Contractor is prohibited from replacing the Contractor Project Manager without prior approval from the County.

- 2.8.5.2 The Contractor's Project Manager shall be responsible for performing the following tasks:
- 2.8.5.2.1 Plan, manage, and coordinate all tasks to complete the move or physical relocation from start through project completion and provide quality control services. Smaller moves may involve intra-building moves or moves of small units between buildings that may be accomplished in one day or weekend. Project management and other resources shall be adjusted to satisfy the scope and size of each physical relocation or move.
  - 2.8.5.2.2 Develop and execute a comprehensive project management plan describing tasks, responsibilities, schedules, and protocols.
  - 2.8.5.2.3 The project management plan shall incorporate and integrate activities and schedules for completion of scheduled activities and tasks to ensure they are executed timely. Activities and tasks included, but not limited to, are planning and coordination of moves in relation to architectural and construction and renovation schedules; monitoring and coordinating status from start of the project through cure of punch-list items; furniture, fixtures and equipment (FF&E) installation; coordinating information technology, telecommunications, and network considerations; and move planning through completion of physical moves and closeout.
  - 2.8.5.2.4 The project management plan shall be updated and distributed at least once every two weeks. The plan shall clearly identify schedule revisions since the last update.
  - 2.8.5.2.5 Arrange and attend periodic status meetings; prepare and distribute meeting agenda, sign-in sheet/rosters and minutes for all meetings attended by Contractor and subcontractor personnel. Distribute minutes for County review/acceptance within three working days of the meeting date, unless the County Project Manager or Designee agrees to a time extension. These meetings and associated documentation shall include in-person meetings, conferences, site inspections, and teleconferences.
  - 2.8.5.2.6 Develop and execute a communication plan and keep all employees regularly informed in memos, internal web postings, email announcements and formal meetings. The communication plan shall describe Contractor and County roles and responsibilities and be integrated with the move plan:
    - 2.8.5.2.6.1 Explain move schedules and procedures to County employees whose office/work location is being moved.
    - 2.8.5.2.6.2 Consistent with the statement of work, clearly explain to County employees what responsibilities they will be required to do, including clarifying who is to do the packing and when it is to be done.

- 2.8.5.2.7 Prepare a security plan for both origin and destination sites including protection of access from employees or visitors who do not belong, protection of the loading area and unlocked vans during all loading and unloading processes.
- 2.8.5.2.8 Plan and coordinate systems furniture installation for complex systems furniture teardown and reassembly for relocation projects and provide liaison with County Project Manager or Designee for installation services.
- 2.8.5.2.9 Plan and manage disassembly and reassembly of shelving or equipment for relocation projects and provide liaison with the County Project Manager or Designee.
- 2.8.5.2.10 Verify all work is completed by the assigned moving crew. No work shall be billed to the County without confirmation and signature by both the Contractor Representative and the County Project Manager Designee.
- 2.8.5.2.11 Oversee and maintain quality control.

2.8.6 Site Supervisor:

- 2.8.6.1 The Contractor's or subcontractor's Site Supervisor shall work as appropriate with the Contractor Project Manager for the duration of the relocation. The Site Supervisor shall direct the daily activities of the Contractor's or subcontractor's employees assigned for the relocation and County Move Coordinators assigned at loading and unloading points.
- 2.8.6.2 The Site Supervisor shall also work with the Contractor's Project Manager when the relocation is underway to coordinate phases of the relocation with County customers throughout the move process.

2.8.7 Move Crew Coordinator:

- 2.8.7.1 The Contractor shall supervise the move and assign a Move Crew Coordinator at the loading and unloading points during the entire move.
- 2.8.7.2 The Move Crew Coordinator supervises a portion of a move to be assigned by the Contractor Project Manager for large, complex moves.

2.8.8 Moving Crews:

- 2.8.8.1 The Contractor shall provide crews necessary to complete moves within the scope and requirements established by the individual purchase order and the project management plan.
- 2.8.8.2 Crew members shall be trained on specific processes and procedures to perform contract services. Crew members may perform packing responsibilities. The Contractor shall not utilize day labor crews that are only temporary employees of the moving company.

- 2.9 Typically, work shall be performed on weekdays starting at 8:00 A.M. A standard day is up to eight hours of work; however, there will be days when a crew is not required, or days when less or more than eight hours of work is required. For less complex moves the Contractor may not require its Project Manager to work on site; however, the Contractor must fulfill all requirements in accordance with the contract and individual purchase order.

- 2.10 The County shall provide an equipment list. Equipment includes, but is not limited to, computers, printers, security equipment, facsimile machines, audio visual equipment, shop/maintenance equipment and warehousing equipment.
- 2.11 Moves may be scheduled on short notice, depending on the County's service needs. In some cases, work may need to be performed on weekends, holidays, or before 8:00 A.M. and after 5:00 P.M. In compliance with Maryland State and Federal law, all Contractor employees are entitled to standard breaks. Work schedules shall comply with applicable laws.
- 2.12 The Contractor shall ensure that its firm, any subcontractors, and all employees maintain all generally required professional certifications, accreditations, licenses, and proficiency relative to their area of expertise. The Contractor shall retain documentation of such records. The County shall not pay for any expenses to meet this requirement.
- 2.13 Vehicle Operation:
- 2.13.1 Vehicle operators shall be certified and provide written proof of certification to operate vehicles used to perform service within this contract. Copies of certification could or may be required to be submitted to the County.
- 2.13.2 All staff that operate a truck at any County facility or any other location requested by the County may be required to provide documentation that they have successfully completed a competent safe driver training program at least once each calendar year. Copies of certification may be required to be submitted to the County upon request.
- 2.14 Project Move Quote Submissions:
- 2.14.1 The County shall request the Contractor Representative attend each site visit (i.e. walkthrough) for purchase order quote purposes.
- 2.14.2 The County shall attempt to schedule site walkthroughs at a time convenient for the Contractor, but it does not guarantee this will be possible. Site walkthroughs for quote purposes include the origin and destination premises. During the walkthrough, the Contractor is expected to gain a complete understanding of location and destination including, but not limited to, building layouts, location, size of doors, elevators, stairs, aisle widths, building access, etc. The Contractor Representative shall also determine the extent of the work, including quantity, location and nature of the County's equipment and other property to be moved and the conditions and limitations affecting the handling and movement of said property, available facilities that may be encountered. The Contractor shall address any questions to the County Project Manager or Designee during the site visit.
- 2.14.3 The Contractor shall provide a dated, written quote to the County Project Manager within three workdays (72 hours), except in the case when an urgent move must be done, in which case a written quote shall be submitted within four hours or less. The quote shall detail all aspects of the contemplated move, to include start and completion dates and times and date of the actual moves and deliveries along with estimated cost.
- 2.14.3.1 The Contractor shall prepare a dated quote including the following:
- 2.14.3.1.1 Physical locations of move (from and to).
- 2.14.3.1.2 Classification and number of personnel including manager(s) and/or supervisor(s), driver(s), movers, etc.
- 2.14.3.1.3 Labor hours.
- 2.14.3.1.4 Cost per hour.
- 2.14.3.1.5 Itemized list of vehicles, materials, and specialized equipment and their associated costs.
- 2.14.3.1.6 Total cost.
- 2.14.3.1.7 All fuel and truck charges must be part of the total hourly cost quoted to the County.

- 2.14.3.2 The County Project Manager shall review the quote. All quotes shall be approved or rejected by the County Project Manager prior to any work beginning. Rejected quotes will be discussed with the Contractor's Representative, changes will be incorporated into the quote, and the Contractor will resubmit the revised quote for County Project Manager approval.
- 2.15 Order Scheduling: The County shall attempt to give as much notice as possible for site visits and for moving crews. However, the Contractor shall respond to and meet the County's requirements regardless of the notice provided. The Contractor shall not bill for the time spent by the Contractor's Representative or other Designees on quote walkthroughs. Moving crews shall report as agreed upon during the walkthrough.
- 2.16 Response Times: The Contractor's Representative shall be equipped with a cell phone and with remote email access. The Contractor Representative's cell phone number and email address shall be provided to the County Project Manager or Designee. The Contractor Representative's cell phone and email data charges shall be the sole responsibility of the Contractor. While the County will make every attempt to provide advance notice to the Contractor, this may not be possible in every instance. The Contractor's Representative shall respond to the County via mode of contact as listed below unless otherwise agreed upon by the County:
- 2.16.1 Email – within twenty-four hours (next business day).
  - 2.16.2 Cell Phone – within thirty minutes.
  - 2.16.3 Office Phone – within twenty-four hours (next business day).
  - 2.16.4 Fax or E-fax – within twenty-four hours (next business day).
  - 2.16.5 Mail – within thirty days.
  - 2.16.6 Meetings and Site Walkthroughs – Scheduled within three days of request.
  - 2.16.7 Project Move quotes submitted within three days of a site walkthrough.
- 2.17 Relocations may be between buildings or within a building owned or leased by the County including office buildings, libraries, courthouses, sheriff facilities, warehouse, maintenance facilities and other buildings or sites.
- 2.18 Changes In Scope: All changes of project scope underway shall be confirmed and approved in advance in writing by the County Project Manager or Designee. All project move scope changes require written requests. Scope changes with a lead time of more than two days shall be sent in writing to the County for approval and must include a quote for additional charges. Failure to request and receive approval for scope changes prior to enacting them may result in a refusal to pay for unauthorized work performed.
- 2.19 The County Project Manager or Designee shall be available by cell phone and email to answer questions about the scope and approve or disapprove scope changes. The County shall also be in contact with the departmental customer who shall also be instructed to request scope changes in advance through the County.
- 2.20 The Contractor shall not accept additional scope requests from a County department or office without confirming it first with the County Contract Project Manager or Designee.
- 2.21 Contractor Equipment and Tools: The County takes no responsibility for the loss, theft, or damage of any of the Contractor's equipment, tools and materials left anywhere on the premises or anywhere else the Contractor is directed to work. The Contractor's employees shall secure its tools and equipment and not leave it unattended. All responsibility for any tools or materials left unattended falls to the Contractor.
- 2.22 The Contractor shall appropriately protect the facilities including, at a minimum, placement of Masonite (or equivalent) floor protectors, elevator padding, and temporary wall, door and corner guards. The Contractor shall be liable for any damages that occur during the performance of services described herein, whether resulting from its failure to protect the facility properly or otherwise.

- 2.23 The Contractor shall properly equip moving crews to perform County move/relocation projects. The Contractor shall provide the following based on project scope as stated in the individual purchase order and the walkthrough:

- 2.23.1 4-Wheel dollies
- 2.23.2 Hand trucks
- 2.23.3 Pipe carts
- 2.23.4 Blanket pads
- 2.23.5 Tri-wall roller pins measuring 42" long by 28" wide by 28" Tall
- 2.23.6 Machine carts
- 2.23.7 Library carts
- 2.23.8 Bins for larger irregular shaped items, computer equipment
- 2.23.9 Stackable crates, four high with dolly
- 2.23.10 Aero-quip adjustable straps
- 2.23.11 Steel plates, 30"x30" each
- 2.23.12 Refrigerator dolly
- 2.23.13 Color coded item labels
- 2.23.14 Color coded work station/location labels
- 2.23.15 Rolls of blue tape
- 2.23.16 Rolls of shrink wrap
- 2.23.17 Additional vehicles and equipment may be requested:
  - 2.23.17.1 Hoists
  - 2.23.17.2 Colson dollies
  - 2.23.17.3 Book carts
  - 2.23.17.4 Johnson bars
  - 2.23.17.5 Safe jacks (Rollo-lefts)
  - 2.23.17.6 Forklifts and forklift platforms
  - 2.23.17.7 Semi-trucks and trailers

- 2.24 General Requirements: The Contractor shall provide the following services and materials including, but not limited to:

- 2.24.1 Planning Services:
  - 2.24.1.1 Pre-move planning services
  - 2.24.1.2 Post-move planning services
  - 2.24.1.3 Packaging materials
  - 2.24.1.4 Packing/crating
  - 2.24.1.5 Glass/packing cartons
  - 2.24.1.6 Moving services
  - 2.24.1.7 Loading/unloading
  - 2.24.1.8 Delivery/set up
  - 2.24.1.9 Installation of clocks, wall art or bulletin/white boards as necessary
  - 2.24.1.10 Storage, warehouse that is climate controlled
  - 2.24.1.11 Assembly of shelving, furnishings, case goods, miscellaneous
  - 2.24.1.12 Disassembly of shelving, furnishings, case goods, miscellaneous
  - 2.24.1.13 Rigging
  - 2.24.1.14 Reports of activities and status
  - 2.24.1.15 Relocating excess County furniture, equipment and records to other locations, which could include the Contractor's warehouse(s) or County facilities.
  - 2.24.1.16 Provide transportation from the warehouse to the facility, inclusive of breakdown, repacking, delivery, inventory, unpacking, and placement in final destination.
  - 2.24.1.17 At the County's option, The Contractor may be required, as needed, to move surplus items for disposal or for storage in accordance with the County's policy for disposition of surplus property. The Contractor shall pick up items from various County buildings and either deliver to the Alpha Ridge Landfill, 2350 Marriottsville Road, Marriottsville, MD 21104 for disposal or store it.

- 2.24.2 Typical tasks shall include, but are not limited to:

- 2.24.2.1 Planning and making move arrangements to meet schedules and contract requirements.
  - 2.24.2.2 Communicating arrangements to County employees.
  - 2.24.2.3 Packing office equipment and supplies, providing verbal and written detailed instruction/clarification on packing of items for moving by County employees.
  - 2.24.2.4 Providing damage reports.
  - 2.24.2.5 Short/long-term storage of County property.
  - 2.24.2.6 Developing directional signage.
  - 2.24.2.7 Developing and updating detailed inventory lists
  - 2.24.2.8 Developing relocation plans, schedules and budget.
- 2.25 Specific Requirements: The Contractor shall perform services outlined below for each move or physical relocation as stated in the individual task.
- 2.25.1 Perform all the services required to move County property, transport the property to the designated areas within the new location and place them in accordance with the direction and timelines in the individual purchase orders. The County's building/site representative will be designated in the task order.
  - 2.25.2 Furnish all vehicles, insurance, fuel, supervision, personnel, maintenance, equipment, operating supplies/services, and perform all services necessary to provide office relocation services.
  - 2.25.3 Furnish all packing containers and related supplies to include, but not limited to, boxes, cartons, packing crates, pallets, pre-printed labels, large plastic bag, crating material, padding material, marking material, sealing tape, and color-coded marking tags to the moving activity. The Contractor shall determine the number and size of packing containers to be utilized for individual relocations. Delivery of same shall be at no extra cost to the County. The individual task shall specify whether packing containers shall be returned.
  - 2.25.4 Ensure all materials are clean and of a quality sufficient to protect all property.
  - 2.25.5 Color-coordinate multiple office moves on the floor plans or office layouts and move property in groups by office or area.
  - 2.25.6 Prepare color coded origin plans to ensure that every location has been checked for all content so nothing is left behind or taken when it should have been left behind.
  - 2.25.7 Provide protection for floors, walls, stairs, elevators, door frames, and any other at risk items wherever and whenever required by the County.
  - 2.25.8 Verify that destination site is ready the day before and at least two hours before the arrival of the relocation vendors.
  - 2.25.9 Take mover and other service providers on a detailed walkthrough prior to the start of their work on move day to identify any existing damage, with pictures and blue marker tape.
  - 2.25.10 Check elevators and doors at the old and new locations for ease of egress and entry.
  - 2.25.11 Perform packing and/or crating necessary for the protection of the property to be moved. Computer, audiovisual and hi-tech equipment shall be pad-wrapped or shrink wrapped. The Contractor shall be responsible for the relocation of all equipment not restricted by lease, warranty service, or maintenance agreement.
  - 2.25.12 Furnish forklifts, scissor lifts, portable lifts, and operators to move heavy and/or bulky items that cannot be moved by normal means, on an as-needed basis.

- 2.25.13 Furnish dollies, hand trucks, book carts, computer carts, glass packing/cartons, and any other type of equipment and materials commonly used for relocation services.
- 2.25.14 Disassemble property when necessary for safe and efficient transportation, as determined by the County.
- 2.25.15 Reassemble property after transporting to the new location.
- 2.25.16 Box up files, supply and/or utility rooms as designated by the County's Project Manager or Designee prior to moving.
- 2.25.17 Determine/clarify what items County employees will pack. Arrange Contractor packing of all items not packed by County employees.
- 2.25.18 Mark, tag and color-code every item to be moved.
- 2.25.19 Provide any other service which would reasonably be included with complete office, maintenance facility and other types of relocation/moving service.
- 2.25.20 Remove empty packing containers, as applicable.
- 2.25.21 Remove rubbish from the County's premises after move is completed.
- 2.25.22 Remove all padding, packing, and crating materials from the premises of the County as directed within five business days of the move.
- 2.25.23 Provide storage for property in a secured location in the event of a delay.
- 2.26 The Contractor shall have the ability to staff an onsite Help Desk, following a move event to assist with furniture, missing items, damage, etc., and to compile action lists for corrections required, if requested.
- 2.27 Hazardous Materials:
  - 2.27.1 The Contractor shall not have the responsibility for any hazardous materials identified during the site walkthrough.
  - 2.27.2 The Contractor shall notify the County Project Manager or Designee immediately should its employees encounter any substances that may be hazardous that was not identified for move during the site walkthrough. The County shall not be held responsible for any issues arising from the Contractor crews' mishandling of hazardous materials.
  - 2.27.3 If previously unidentified hazardous materials (e.g. asbestos, lead-based paint, chemicals, etc.) are encountered, the Contractor shall stop all work and notify the County Project Manager or Designee immediately. Remaining work shall not commence until written approval is received from the County Project Manager to resume work.
- 2.28 Warehouse Management Services and Storage Facilities:
  - 2.28.1 The Contractor shall have at least one (or more than one) secure, clean storage facility with the ability to store any number of items of office furniture, equipment and cartons for periods from one day up to one year. Pricing for storage space will be based upon Contractor's rate submitted in RFP Price Proposal.
  - 2.28.2 Estimated warehouse space shall vary.
  - 2.28.3 The Contractor shall guarantee a two-day turnaround time for retrieval of items put into storage. The Contractor shall provide warehousing of items utilizing a warehouse management system, computerized retrieval system, online real-time inventory of

warehouse items, or online ordering for retrieval and moving of warehoused items. The Contractor shall ensure personnel can be available at the contracted warehouse to provide identified services outside of normal business hours, if and when necessary.

- 2.28.4 The Contractor shall, as needed, provide for temporary and long-term warehousing, including all necessary receiving, inventorying, storing, and all transportation and logistical services as required to facilitate all services under the requirements contract. The Contractor shall provide a weather emergency management plan for the warehouse items. The County's items shall be stored and secured in a separate location in the Contractor's warehouse that is a County-designated area. Cardboard boxes shall not be placed directly on the floor. Boxes shall be placed six inches off the floor and eighteen inches from the ceiling. The Contractor shall provide 24-hour monitoring via an alarm system.
- 2.28.5 The warehouse shall be sprinkler protected. Warehouse climate controls must be able to maintain temperatures of 70 +/- two degrees and no more than 60% humidity.
- 2.28.6 National Fire Protection Association (NFPA) 10, Standard for Portable Fire Extinguishers. Wall or cabinet for extinguishers with a gross weight not exceeding forty pounds shall be placed so that the top of the extinguisher is no more than five feet above the floor. The clearance between the bottom of the extinguisher and the floor cannot be less than four inches. Also, fire extinguishers, which are generally Class ABC, should not be more than 50 feet apart from each other.
- 2.28.7 The Contractor shall accept full responsibility and liability for all County property stored in its warehouse(s) at all times. All County property stored and/or installed by the Contractor shall be free from damage including, but not limited to, damage from handling, storage and weather. The Contractor shall provide proof of full value replacement insurance up to the value of the property estimated to be stored at any one time. Proof of full value replacement, including high value property, shall be included with each written quotation submitted to the County.
- 2.28.8 Retrieval from Storage: The Contractor shall provide to the County Project Manager, or Designee, for review and acceptance a detailed listing of the items pulled from stock. The listing shall be provided at the time of delivery to the County's facility. If the items brought to the County's facility are incorrect or damaged, the County shall not be billed for the time and labor required to pull or to return the items to the Contractor's warehouse. If the County does not review and confirm the receipt and installation of these items, the County shall not be billed. All costs for storage shall be identified with the delivery of the item to the warehouse based upon pricing to be submitted at time of quotation. The Contractor shall provide the necessary documentation to support this type of item delivery tracking.
- 2.29 The Contractor is responsible for cost effective and timely project management and moving services that satisfy high customer standards and quality service. The County's agencies, departments, and offices are given constrained schedules in which to complete each move. The Contractor shall be timely, efficient and effective in planning and completing moves.
- 2.30 Coordination between the Contractor and the County is necessary to foster effective planning and a safe working environment.
- 2.31 All parties involved in the service delivery process shall work as a team and communicate openly and honestly to facilitate contract performance and administration. Furthermore, an initial step in avoiding disputes and claims is to settle minor problems and misunderstandings at the lowest possible level. A mutual effort shall be made to resolve problems encountered.
- 2.32 Quality Control and Quality Assurance (see Exhibit II). This document describes performance standards for quality control and the County's quality assurance approach.

- 2.33 The County reserves the right to inspect the Contractor's equipment and to perform such investigations as may be deemed necessary to ensure that competent personnel and management will be utilized in the performance of the Agreement.

3 PRE-PROPOSAL CONFERENCE:

- 3.1 A pre-proposal conference will be held in the Purchasing Conference Room, Gateway Building, 6751 Columbia Gateway Drive, Suite 501, Columbia, Maryland 21046 on the date and time specified in Section A to discuss objectives and answer questions relating to this solicitation. Contractor's attendance is not required but is strongly encouraged. Additionally, attendance may facilitate the Contractor's understanding and ability to meet the County's Equal Business Opportunity goals as outlined in Section I.
- 3.2 It is recommended that Contractors read the solicitation prior to attending the conference and bring a copy to the conference.
- 3.3 In order to assure adequate seating at the pre-proposal conference, please confirm attendance by emailing Rebecca Coleman, [rcoleman@howardcountymd.gov](mailto:rcoleman@howardcountymd.gov) referencing this solicitation and number.
- 3.4 If there is a need for language interpretation and/or other special accommodations, please advise Rebecca Coleman, [rcoleman@howardcountymd.gov](mailto:rcoleman@howardcountymd.gov) so that reasonable efforts may be made to provide special accommodations.

4 INQUIRIES AND ADDENDA:

- 4.1 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 10 days prior to the bid opening.
- 4.2 Addenda to solicitations often occur prior to the proposal 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](http://www.howardcountymd.gov/departments/county-administration/purchasing) to obtain Addenda. Addenda, when issued, must be acknowledged in the proposal by signing and returning all addenda with the proposal. Addenda must also be acknowledged in the space provided on the Technical Proposal Page No. 2.

5 CONTRACTOR'S QUALIFICATIONS:

- 5.1 Contractors must be primarily engaged in comprehensive move management services and must have been actively engaged in providing comprehensive move management services 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.
- 5.2 The Contractor shall possess a minimum of five years' experience in planning, managing, scheduling and performing moving services and possess five years' experience in physical relocation and moving services including the following:
- 5.2.1 Project management and move coordination of complex moves such as into and out of office buildings, courthouses, sheriff facilities, maintenance facilities, and/or warehouses over a period of a few days to several weeks and project management involving planning, staging and activation of renovated buildings or new construction.
- 5.2.2 Simultaneously planning, managing and accomplishing multiple physical relocation projects at various geographic locations.
- 5.2.3 Computers, printers, monitors, and copiers.
- 5.2.4 Records holding and filing cabinets, including security documents.

- 5.2.5 Cataloging of documents, packing and returning to filing cabinets in the same order as removed.
  - 5.2.6 Reassembly by trained installers experienced with systems furniture including, but not limited to, HON, Teknion, Herman Miller, Steelcase systems.
  - 5.2.7 Custom wood office furnishings.
  - 5.2.8 General office furnishings and equipment.
  - 5.2.9 Maintenance/shop equipment such as carts, cabinets, precision measurement equipment, fabrication equipment, tools, pipes, parts, materials, etc.
  - 5.2.10 Warehouse shelving, supplies, materials, cargo containers, forklifts, scissor lifts, etc.
  - 5.2.11 Kitchen equipment.
- 5.3 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 award. 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.

## 6 BACKGROUND CHECKS AND INVESTIGATIONS

- 6.1 If a Contractor's employees are on-site in County buildings working without a County escort each employee of the Contractor shall agree to a background check or investigation consisting of national criminal database search covering misdemeanors and felonies and the release of that information to the County in the event that it is required.
  - 6.2 The background checks or investigations shall include all employees, new employees, subcontractors and replacement employees to be done prior to assignment of a building.
  - 6.3 The Contractor shall not assign any individual convicted of the following offenses which shall include, but are not limited to: Abduction, Homicide, Rape, Aggravated Assault, Sex Offender, Assault with Intent to Murder, or Assault with Intent to Rob.
  - 6.4 The Contractor shall not assign any individual convicted, or having incomplete probation for the following offenses which shall include, but are not limited to: Burglary, Breaking and Entering, Carrying or Wearing a Weapon, Destruction of Property, Possession of a Controlled Dangerous Substance with Intent to Distribute, Explosives, Kidnapping, Theft/Larceny, Maiming, Manslaughter, Sexual Assault, Hate Crimes, Robbery, and Distribution of a Controlled Substance.
  - 6.5 The Contractor reserves the right to seek exception to the above guidelines governing acceptability for assignment to the facility by providing documented specifics pertaining to convictions of the employee in question. The County will, at its sole discretion, accept or reject the requested exception.
- 7 **AGREEMENT PERIOD:** The Agreement period shall be for one year commencing on or about January 1, 2018 after approval and proper execution of the Agreement documents, with a renewal option for five additional years in one-year increments, exercisable at the sole discretion of the County.
- 8 **ESTIMATED ANNUAL CONTRACT VALUE:** The estimated annual contract value group for this contract is C as defined by the schedule below:

- A - \$30,000 to \$75,000
- B - \$75,001 to \$100,000

- C - \$100,001 to \$250,000
- D - 250,001 to \$500,000
- E - \$500,001 to \$1,000,000
- F - Over \$1,000,000

9 PRICE ADJUSTMENT:

- 9.1 Prices offered shall be 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.
- 9.2 Requests for price adjustments shall be submitted to the Issuing Office, not the User Agency.
- 9.3 The County will entertain requests for escalation in accordance with the current Consumer Price Index at the time of the request or up to a maximum 5% increase on the current pricing, whichever is lower. *(For purposes of this section, "Consumer Price Index" shall be the Consumer Price Index-All Urban Consumers (CPI-U), Washington-Baltimore, DC-MD-VA-WV, All Items, Not Seasonally Adjusted, as published by the United States Department of Labor, Bureau of Labor Statistics.)* The County reserves the right to grant or deny the request for a price increase and will do so in writing. If the price increase is granted, the price increase will be effective upon written approval and will remain firm through the renewal period.
- 9.4 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.

10 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.

11 ESTIMATED QUANTITIES: 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. The County reserves the right to add and/or delete items and/or services on an "as needed" basis.

12 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:

- 12.1 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 the Certificate Holder and an Additional Insured.
- 12.2 Automobile Liability Insurance: Combined Single Liability limit of \$1,000,000 any one accident.
- 12.3 Worker's Compensation Insurance: Statutory coverage for Maryland jurisdiction, including Employer's Liability coverage, with a limit of at least \$100,000.
- 12.4 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.
- 12.5 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” as Certificate Holder and as Additional Insured must be shown on the certificate.

- 12.6 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.
- 12.7 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.
- 12.8 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.
- 13 METHOD OF ORDERING:
- 13.1 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.
- 13.2 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.
- 14 EVALUATION OF OFFERS:
- 14.1 The County intends to make one or more awards to the responsible Contractors whose proposals represent the best value to the County. The estimated annual quantities on the Proposal Sheet represent the total volume of work for all Contractors. The assignment of work shall be at the sole discretion of the County. All Contractors shall waive any claim of any Contractors against the County for extra compensation or damages arising out of assignment of work by the County.
- 14.2 Proposals will be evaluated in two phases; the first based on the technical and price submittals and the second on the oral discussions. The first phase will be evaluated based on the following criteria listed in descending order of importance:
- 14.2.1 Experience and technical competence of the firm in performing comprehensive move management services.
- 14.2.2 Qualifications and technical competence of the project management and supervisory staff based on résumés.
- 14.2.3 Narrative demonstrating firm’s methodology and approach for RFP example relocation project provided.
- 14.2.4 Ability to work effectively with clients during the planning and post move phases and the ability to effectively direct subcontractors in the scheduling and execution a move.
- 14.2.5 Quality Control Plan.
- 14.2.6 Identified risks associated with this project.
- 14.2.7 Local business.
- 14.2.8 Completeness of proposal.
- 14.2.9 Price.
- 14.3 After identifying the short list of the most qualified Contractor(s) based on the evaluation criteria, representative(s) may be required to clarify their proposals through presentations and/or oral discussions.
- 14.4 The County may enter into negotiations with the Contractors and invite best and final offers as deemed to be in the best interest of the County. Negotiations may be in the form of face-to-face, telephone, facsimile, email or written communications, or any combination thereof, at the County’s sole discretion.

- 14.5 Contractors are strongly advised not to prepare their proposal submissions based on any assumption or understanding that negotiations will take place. Contractors are advised to respond to this solicitation fully and with forthrightness at the time of submission.
- 14.6 Following the submittals of proposals, Contractors are strongly cautioned not to contact elected officials or members of the evaluation team regarding the selection process. Inappropriate efforts to lobby or influence individuals, or Contractors involved in this selection may result in dismissal from further consideration, at the County's sole discretion.
- 15 **BILLING AND PAYMENT:**
- 15.1 The Contractor shall submit separate invoices for each Purchase Order issued. Invoices shall be sent to Department of Public Works, Bureau of Facilities, 9250 Bendix Road, Columbia, Maryland 21045. 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.
- 15.2 Each invoice shall include the following information:
- 15.2.1 Contractor's name;
  - 15.2.2 Address;
  - 15.2.3 Federal tax identification number;
  - 15.2.4 Contract number, if applicable (i.e., 44XXXXXXXXXX);
  - 15.2.5 Purchase Order number (i.e., 2XXXXXXXXXX);
  - 15.2.6 Contract line number;
  - 15.2.7 Unit price and extended price (unit price must match a contract line); and
  - 15.2.8 Description of goods provided and/or services performed.
- 15.3 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.
- 15.4 The County reserves the right to make payments via electronic funds transfer (a.k.a. ACH) on Agreements for which this payment vehicle is appropriate.
- 15.5 Time Sheets signed by authorized County personnel shall accompany invoice.
- 15.6 Payment shall be made upon receipt of proper invoice from Contractor and authorized by the County.
- 15.7 All amounts, costs, or prices referred to herein pursuant to this Agreement shall be United States of America currency.
- 15.8 Please provide a sample invoice that complies with paragraph "Billing and Payment" with response. See Exhibit IV for sample invoice.
- 15.9 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.

## SECTION E

### SUBMISSION REQUIREMENTS

- 1 INSTRUCTIONS:
- 1.1 All proposals 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. TECHNICAL AND PRICE PROPOSALS SHALL BE IN SEPARATE, SEALED ENVELOPES.
  - 1.2 All proposals must be signed by an authorized officer or agent of the Contractor submitting the proposal and delivered in sealed envelopes or cartons to the Issuing Office prior to the time and date indicated. Proposals received after the time and date indicated will not be accepted or considered.
  - 1.3 The submission of a proposal 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 proposal.
  - 1.4 Each proposal 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 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 the Issuing Office in writing not later than ten days prior to the scheduled proposal opening. 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](http://www.howardcountymd.gov/departments/county-administration/purchasing)).
  - 1.6 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 PROPOSAL DOCUMENTS: Contractors shall submit one original clearly marked, and three copies of the complete proposal, to the Issuing Office prior to the opening date and time specified in Section A. Failure to return required documents may be cause for rejection of the proposal. This solicitation requires the return of the following documents:
- 2.1 Technical Submittal:
    - 2.1.1 Section F, (Technical Proposal Pages)
    - 2.1.2 Section F, (Contractor's Qualification Questionnaire)
    - 2.1.3 Section H, (Affidavit)
    - 2.1.4 Identify the major risks associated with this project. For each risk, identify those activities which can be undertaken to reduce, mitigate or eliminate the risk. Identify the associated responsibilities. Ensure that these activities are reflected in your project and management plans.
    - 2.1.5 Company Quality Control Plan
    - 2.1.6 Company's hiring policies and training programs, drug testing policy, MVA and criminal background checks.
    - 2.1.7 Sufficient detail that demonstrates an understanding of the project and demonstrates technical competence that includes, but is not limited to, the following:
      - 2.1.7.1 A brief overview of the company/firm including when organized, corporate structure and type of ownership.

- 2.1.7.2 Summaries of at least two projects (a maximum of two pages for each summary) of similar and size and scope. Include an overview of the project, outcomes, successes, challenges, etc.
- 2.1.7.3 Resumes of the key personnel.
- 2.1.7.4 Narrative demonstrating firm's methodology and approach (limited to four pages) to complete the job using the specifications/requirements in RFP example relocation project provided below. Details shall include approach, steps taken from beginning to end of the project, how the following example relocation project would be planned, coordinated and organized to include all the major elements of the project (project management; move planning; execution; post move; storage; and quality control). List the estimated staffing (i.e., position titles) that would be proposed for project management and for the move providing any labor hours pricing inclusive of all costs.

Note: Example Below For Bidding Purposes only.

“The relocation project encompasses 25,000 square feet of office space (including traditional and systems furniture) and 10,000 square feet of records storage space located in two buildings occupied by two different agencies with 125 employees moving into one building that is undergoing major renovation in a compressed time frame.”

## 2.2 Price Submittal:

- 2.2.1 Section G, (Price Proposal Pages)
- 2.2.2 Section I, (Equal Business Opportunity Participation)
- 2.2.3 Section J, (Wage Requirement)

- 3 ELECTRONIC AND HARD COPIES: Contractors should submit a CD or flash drive containing the entire, identical hard copy of the proposal along with the hard copies required above. Additionally, it is requested that a separate version, redacted in accordance with Public Information/Proprietary/Confidential Information Section C, Paragraph 19, be added to the electronic copy.
- 4 SAMPLE INVOICE: Contractors are required to provide a sample invoice with the proposal response. The sample invoice shall contain the details enumerated in Section D, Paragraph 15.2.
- 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 proposal.

**SECTION F**  
**TECHNICAL PROPOSAL COVER PAGE**

TITLE: Comprehensive Move Management Services

TO: HOWARD COUNTY OFFICE OF PURCHASING  
6751 Columbia Gateway Drive, Suite 501  
Columbia, MD 21046

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: \_\_\_\_\_

Provide the name and title of the person with legal authority to sign on behalf of the Contractor. If the title of the individual is not "President" or "Vice President", provide verification of the signatory authority with your submittal.

NAME OF COMPANY SIGNATORY (Printed): \_\_\_\_\_

TITLE OF COMPANY SIGNATORY (Printed): \_\_\_\_\_

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:

- African American       Asian American       Disabled       Eskimo
- Female       Hispanic       Native American

Is the company certified? If yes, indicate the certification(s) held:  
 Howard County Government       MD Dept. of Transportation       City of Baltimore       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: \_\_\_\_\_

Delivery Terms: F.O.B. Destination, Inside Delivery.  
The company will accept Visa procurement 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**  
**TECHNICAL PROPOSAL PAGE NO. 2**

COMPANY NAME: \_\_\_\_\_

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.

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

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

**1. EXPERIENCE (projects performed during past three years, most recent first)**

**(a) Most Recent Work:**

Agency or firm for whom work was performed: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Brief description of project (include dollar value, type of building moved from and to, description of items moved, quantity of items moved, number of employees engaged to complete the project, and time to complete the actual move):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Names of your project manager and field personnel assigned to project and their position:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Contract (On-Call, Lump Sum, Time & Material):** \_\_\_\_\_

**(b) Next Most Recent Work:**

Agency or firm for whom work was performed: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Brief description of project (include dollar value, type of building moved from and to, description of items moved, quantity of items moved, number of employees engaged to complete the project, and time to complete the actual move):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Names of your project manager and field personnel assigned to project and their position:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Contract (On-Call, Lump Sum, Time & Material):** \_\_\_\_\_

**(c) Next Most Recent Work:**

**Agency or firm for whom work was performed:** \_\_\_\_\_

**Owner/Manager Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Brief description of project (include dollar value, type of building moved from and to, description of items moved, quantity of items moved, number of employees engaged to complete the project, and time to complete the actual move):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Names of your project manager and field personnel assigned to project and their position:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Contract (On-Call, Lump Sum, Time & Material):** \_\_\_\_\_

**(d) Next Most Recent Work:**

**Agency or firm for whom work was performed:** \_\_\_\_\_

**Owner/Manager Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Brief description of project (include dollar value, type of building moved from and to, description of items moved, quantity of items moved, number of employees engaged to complete the project, and time to complete the actual move):**\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Names of your project manager and field personnel assigned to project and their position:**\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Contract (On-Call, Lump Sum, Time & Material):**\_\_\_\_\_

**2. NAMES OF KEY PERSONNEL AND THEIR WORK-RELATED EXPERIENCE:**

**(a) Provide the names of the Relocation Contractor Representative/s, Relocation Project Manager/s, Relocation Supervisor/s, and Warehouse Manager/s to be assigned to this contract:**\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(b) Technical Training/Education Background for each of the personnel noted in Item 2(a):**\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(c) Direct experience and positions held with firm for each of the personnel noted in Item 2(a):**\_\_\_\_\_

\_\_\_\_\_







**SECTION G****PRICE PROPOSAL COVER PAGE**

(Must be submitted separately from the Technical portion of the proposal)

COMPANY NAME: \_\_\_\_\_

TITLE: Comprehensive Move Management ServicesNIGP CODE/PRODUCT CODE: Moving Services (96256)**NOTE:**

1. The Contractor shall propose all labor categories and a fully loaded rate for each labor category to accomplish the full scope of work specified in the RFP.
2. The number of hours per labor category, other direct costs, travel costs and fees will be negotiated on a per task basis.
3. Task order labor rates shall not exceed the maximum fully loaded hourly rates for each labor category submitted by the Contractor in their RFP Price Proposal Page.
4. The Contractor shall propose a coefficient. The proposed coefficient shall apply to the initial contract term and all renewal options. The purpose of applying the coefficient is to compensate the prime Contractor for indirect costs and profit for performance associated with Subcontractors. The Contractor's coefficient (in percentage format) only includes applicable profit and all burden costs such as insurance, computer system and support costs, compliance with environmental laws, etc. The coefficient is a percentage to be applied to the total Subcontractor costs. For example, a coefficient of 1.11 would result in an addition of 11% to the negotiated total Subcontractor costs. The applicable coefficient is only applied to the subcontractor product cost and cost associated with the Subcontractor's product not to include the prime Contractor's labor.

ITEM NO.	COMMODITY/SERVICE DESCRIPTION	ESTIMATED ANNUAL HOURS	U/M	UNIT PRICE (2 Decimal Places Only*)	EXTENDED PRICE
1.	Relocation Contractor Representative	800	Hour	\$ _____ . _____	\$ _____ . _____
2.	Relocation Project Manager	1,200	Hour	\$ _____ . _____	\$ _____ . _____
3.	Relocation Supervisor	300	Hour	\$ _____ . _____	\$ _____ . _____
4.	Truck Driver	800	Hour	\$ _____ . _____	\$ _____ . _____
5.	Mover	4,250	Hour	\$ _____ . _____	\$ _____ . _____
6.	Packer (General)	400	Hour	\$ _____ . _____	\$ _____ . _____

**SECTION G  
PRICE PROPOSAL PAGE NO. 2**

7.	Packer (Records/Files)	200	Hour	\$ _____	\$ _____
8.	Warehouse Manager	200	Hour	\$ _____	\$ _____
9.	Warehouse Worker	200	Hour	\$ _____	\$ _____
10.	Warehouse Space (Monthly)	_____	Square Feet	\$ _____	\$ _____
12.	*Markup Coefficient	** _____	Percent x	\$5,000.00 =	\$ _____
<b>TOTAL PROPOSAL PRICE</b>					\$ _____

**\*Example:** Calculate markup coefficient based on subcontractor cost of \$5,000.00 x 1.10% = \$5,500.00.

**\*\*Note:** Provide the decimal markup coefficient in the Estimated Annual Hours column and the resulting total cost in the Extended Price Column.

**Pricing Details:**

The labor categories listed above are firm fixed fully burdened unit prices for hourly labor rates for move management services. The fully burdened rate "Burdened Rate" is defined as the direct hourly rate that includes wages, overhead, general and administrative expenses, profit, fringe benefits, and direct tax/labor/payroll burden. The Contractor may, as its discretion, propose lower loaded hourly ceiling rates on a task-by-task order basis. The loaded hourly ceiling rates will be used as a basis for the task orders issued under this contract.

The coefficient applies to all years of the contract. The purpose of applying the coefficient is to compensate the prime Contractor for indirect costs and profit performance associated with subcontractor(s) cost and any other unknown subcontractor costs. The Contractor's coefficient (in percentage format) includes applicable profit and all burden costs such as insurance, bonding, computer system and support costs, and compliance with environmental laws, etc. The coefficient is a percentage applied to the total subcontractor costs in task orders to obtain the total task order price. As an example, a coefficient of 1.11 would result in an addition of 11% to the negotiated total subcontractor cost. The applicable coefficient is only applied to the subcontractor labor and product cost, not to include Prime Contractor's labor.

\* 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.

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

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**SECTION H  
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 Subtitle 6 of Title 20 of the State Government Article, Annotated Code of Maryland or, of Sections 703 and 704 of Title VII of the Civil Rights Act of 1964 as amended.

**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. 10/25/2016

**SECTION I**  
**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://www.mdot.state.md.us/MBE\\_Program/index.html](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

<b>CONTRACT TITLE: COMPREHENSIVE MOVE MANAGEMENT SERVICES</b>		
<b>SOLICITATION # RFP-08-2018</b>	<b>CAPITAL PROJECT #</b>	<b>CONTRACT / PO #</b>
<b>TERM:</b>	<b>RENEWAL #</b>	<b>AMOUNT \$</b>

<b>PRIME CONTRACTOR NAME:</b>		
<b>ADDRESS:</b>		<b>PHONE:</b>
<b>EBO STATUS (Y/N):</b>	<b>*EBO TYPE:</b>	<b>CERTIFYING AGENCY:</b>
		<b>CERTIFICATION #</b>

**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)

<b>SUBCONTRACTOR NAME:</b>		
<b>ADDRESS:</b>		<b>PHONE:</b>
<b>CONTACT REPRESENTATIVE:</b>		<b>EMAIL:</b>
<b>*EBO TYPE (Check One)</b>	<input type="checkbox"/> AA	<input type="checkbox"/> ASA
	<input type="checkbox"/> HIS	<input type="checkbox"/> NA
	<input type="checkbox"/> FEM	<input type="checkbox"/> DIS
<b>CERTIFYING AGENCY:</b>	<b>CERTIFICATION #</b>	<b>EBO PARTICIPATION %</b>
<b>DESCRIPTION OF WORK:</b>		<b>EBO PARTICIPATION \$</b>

<b>SUBCONTRACTOR NAME:</b>		
<b>ADDRESS:</b>		<b>PHONE:</b>
<b>CONTACT REPRESENTATIVE:</b>		<b>EMAIL:</b>
<b>*EBO TYPE (Check One)</b>	<input type="checkbox"/> AA	<input type="checkbox"/> ASA
	<input type="checkbox"/> HIS	<input type="checkbox"/> NA
	<input type="checkbox"/> FEM	<input type="checkbox"/> DIS
<b>CERTIFYING AGENCY:</b>	<b>CERTIFICATION #</b>	<b>EBO PARTICIPATION %</b>
<b>DESCRIPTION OF WORK:</b>		<b>EBO PARTICIPATION \$</b>

PRINTED NAME

EMAIL

SIGNATURE (VENDOR OFFICIAL)

TITLE

DATE

Revised 12/20/2013

Buyer Initial

## SECTION J

### Information on Howard County, Maryland's Living Wage Requirement

#### Basics of the Howard County Living Wage Legislation

In 2007, the Howard County Council passed legislation requiring a minimum "living wage" for employees of certain contractors and subcontractors of Howard County. A Contractor that is defined as a "Covered Employer" under Howard County Code Section 4.122A shall pay each employee an hourly rate sufficient to at least equal 125% of the federal poverty guidelines for a family of four individuals calculated on the basis of a 40-hour work week for 52 weeks.

Howard County Code Sec. 4.122A applies to service contracts estimated to be over \$100,000.00 per year. The code does not apply to commodities contracts, contractors who employ fewer than 5 employees during the contract term, public entities, non-profit organizations, or contracts awarded under sole source, emergency, or expedited procedures. Other contractors may also be exempt; see the complete list of exemptions in Section 1 on the front of this form.

The living wage requirements do not apply to an employee:

- who performs no measurable work related to any contract with the County
- who participates in a government-operated or government-sponsored program that restricts the earnings of or wages paid to employees to a level below the wage required under the law
- who participates for not longer than 120 days in a calendar year in a government-operated or government-sponsored summer youth employment program
- for whom a different wage rate is expressly set in a collective bargaining agreement, or
- for whom a higher wage is required by a federal, state, or County law.

This form serves as written certification to the County of your firm's intent to comply with the County's wage requirements during this term and any subsequent renewals. A Covered Employer shall not subdivide a contract; pay an employee through a third party; or treat an employee as a subcontractor or independent Contractor to avoid the imposition of any requirement under this law. Failure to comply with this requirement at any time during the initial term and subsequent renewals may be sufficient cause for termination for default. A violation of this law is a Class A civil offense; in addition to a fine, the County may suspend or debar the violator under Howard County Code Sec. 4.117.

#### Current Living Wage Rate in Howard County

As of January 31, 2017, the Living Wage Rate is **\$14.78 per hour**.

#### How the Living Wage Rate is Calculated

The Howard County Living Wage Rate is calculated by taking 125% of the Federal Poverty Guideline for a family of 4, then using this amount to determine the hourly rate based on 40 hours/week. For example, on January 31, 2017, the Federal HHS Poverty Guideline was published as \$24,600 for a family of 4 (see <https://aspe.hhs.gov/poverty-guidelines>).

$$125\% \text{ of } \$24,600 = \$30,750.00 \quad \$30,750.00 \div 52 \text{ weeks} \div 40 \text{ hrs/week} = \mathbf{\$14.78 \text{ per hour}}$$

This hourly rate must be paid to employees (full-time or part-time) during the time the employees actually provide services to the County. The current Living Wage remains in effect until new federal poverty guidelines are published, which is usually the following January. If there is a change, the Office of Purchasing will attempt to notify all current contractors via email using the email address provided on this form. The current rate is posted on our website at [www.howardcountymd.gov/purchasing](http://www.howardcountymd.gov/purchasing). It is the contractor's responsibility to ascertain the current rate.

**Since the rate is subject to change annually, you must ensure that your bid pricing is sufficient to cover the cost of any increases during the term of the contract, including subsequent renewals.** All prices shall take the current wage rate, and subsequent increases in the wage rate, if any, into account and there shall be no unit price adjustment for future wage rate increases during the initial term of this agreement and any subsequent renewals thereof. Future wage rate increases are hereby defined as any new rates approved by the County that take effect after and supersede the rate shown in this solicitation.

**If you have questions about the Living Wage Requirement or how to complete this form, please contact the Office of Purchasing at [purchasing@howardcountymd.gov](mailto:purchasing@howardcountymd.gov) or 410-313-6370.**

## Howard County, Maryland Wage Rate Requirements for Service Contracts Exemption Status Subtitle 1, Howard County Code Section 4.122A(b)(2)

Prime Contr.	Sub-Contr.	<b>Section 1: Exemptions</b>	Check all that apply, then continue to Section 2. If none of these statements apply to your company or the Subcontractor, check the last box in this section and continue to Section 2.
--------------	------------	----------------------------------	---

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor or Subcontractor employs fewer than 5 employees at any time during the contract term.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor or Subcontractor received less than \$100,000 from the County in the most recent 12-month period prior to the start date, and will be entitled to receive less than \$100,000 from the County within the next 12-month period.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor or Subcontractor is a nonprofit organization that has qualified for an exemption from federal income taxes under Section 501(c)(3) of the Internal Revenue Code.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor or Subcontractor is expressly precluded from complying with Howard County Code Sec. 4.122A by the terms of any federal, state, or County law, federal or state contract or grant, and the contract falls within that preclusion. |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor or Subcontractor is a public entity.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor or Subcontractor participates in a contract awarded under Howard County Code Secs. 4.110 (Sole Source), 4.111 (Emergency), or 4.112 (Expedited).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor or Subcontractor is a regulated public utility.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract was awarded under a cooperative procurement with another government or organization of governments.  |

Check here  if none of the above statements are applicable to your company or to the Subcontractor, then continue to Section 2.

**Section 2:  
Certifications**

- If you checked any exemptions in Section 1, skip this section and continue to Section 3.
- If you did not check any exemptions in Section 1, check each box in Section 2 that applies to your company, then complete Section 3 below.

I do hereby certify that I have read and understand the provisions of Section 4.122A of the Howard County Code, that I am an authorized representative of the Contractor named below, and that:

- As a “covered employer,” the Contractor and all Subcontractors will comply with the County’s Wage Rate Requirements for Service Contracts (Howard County Code Sec. 4.122A) and will pay all employees not exempt under the wage requirements, and who perform direct measurable work for the County, the applicable wage requirements at the time the work is performed. The Contractor will keep the records necessary to show compliance and will submit such records to the Purchasing Agent on request of the Purchasing Agent; and will publicize the requirements of this law to any employees who may be covered by the law. The Contractor’s proposed pricing is sufficient to meet the current living wage rate requirements during the initial term of the agreement and any increases applicable to subsequent renewals.
- If health insurance is provided to employees**, the per employee hourly cost of the premium for health insurance to an employee who provides services to the County that appears in the bid or proposal is correct.

**Section 3:  
Contact Information** Provide your contact information in the space below, then sign and date this form and submit it with your bid.

Contractor Name _____	Vendor Federal ID Number _____
Address _____	Phone Number _____
_____	Email Address _____
Authorized Signature _____	Date _____
Print Name of Signatory _____	Title of Signatory _____

<b>To be completed by the Buyer</b>	Contract Title: <b>Comprehensive Move Management Services</b>		Buyer’s Initials:
	Contract #:	Contract Term:	
	Capital Project No:	Renewal #:	

**EXHIBIT I****HOWARD COUNTY, MARYLAND  
AGREEMENT****PA XX-XXXX**

THIS AGREEMENT (the "Agreement") is made by and between **HOWARD COUNTY, MARYLAND** [as Purchasing Agent for the Health Department, remove if not applicable], a body corporate and politic, (the "County") and **[NAME AND ADDRESS OF CONTRACTOR – ALL CAPS AND BOLD]**, Federal Employer Identification Number **XXXXXXXXX** (Do not include SSNs for privacy), Telephone Number **XXX-XXX-XXXX** (the "Contractor").

WHEREAS, the said Contractor, in consideration of the payments hereinafter specified and agreed to be made by said County, hereby covenants and agrees to [perform all services] [provide all goods], in strict and entire conformity with the Attachment A entitled, ["Services to be Performed"] ["Goods To Be Provided"], any Purchase Order subsequently issued, the [Invitation for Bid / Request for Proposal] No. \_\_\_\_\_ IFB/RFP TITLE, the Contractor's response [, the Best and Final Offer dated \_\_\_\_\_, if applicable] and any amendments or revisions thereto (collectively, the "Bid/Proposal"), incorporated herein either by reference or attachment, as applicable.

NOW THEREFORE, in consideration of the mutual promises and covenants, the parties hereto agree that the County shall pay the Contractor, an amount as set forth herein, for [services rendered][goods provided] in accordance with this Agreement, the other attachments hereto, the [Bid/Proposal], and the Purchase Order, all of which are hereby incorporated into and made a part of this Agreement. Notwithstanding any other terms or provisions of this Agreement, in the event the County is temporarily or permanently prevented, restricted or delayed in the performance of any or all of the duties and obligations imposed upon or assumed by it hereunder, by act of the General Assembly of Maryland or the Howard County Council, by a court of competent jurisdiction or by administrative delay not due to the fault of the County (and its members and agents), the County shall not be liable directly or indirectly for any claims caused to or suffered by the Contractor or any other person in connection with or as a result of such prevention, restriction or delay. In addition the parties hereto agree as follows:

1. Contractor's Duties.

The Contractor shall be an independent Contractor and not an employee of the County and the Contractor's employees who are assigned to provide services to the County under this Agreement shall be employees of the Contractor and not the County. The Contractor shall be responsible for the reporting and remittance of all state and federal taxes, compensable workers' compensation claims and coverage of unemployment claims filed by its employees. The Contractor shall [perform the services] [provide the goods] outlined in Attachment A hereto. The Contractor's [services] [goods] will be provided with due care and in accordance with all applicable standards. The Contractor shall [perform the services][provide the goods] for the Director of the Department of \_\_\_\_\_ of the County, or Designee, who shall have authority to administer the Agreement.

2. Compensation.

2.1 In consideration of the [services][goods] to be provided by the Contractor, the County shall pay the Contractor

**Select one of the following options:** (These may be modified to fit a particular contract; they are just starting points for sample contract language.)

- in accordance with the unit prices set forth in the [Bid] [Proposal].

- in accordance with the [fee schedule] [unit prices] attached hereto as Attachment A. (or some other attachment – B, C, D, etc.)
- the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) (This one is usually used for firm fixed price contracts with a lump sum, one time payment.)
- an hourly rate of \$\_\_\_\_\_ per hour for an approximate total of \_\_\_\_\_ hours and shall reimburse the Contractor for eligible expenses incurred by the Contractor in the performance of the Contractor’s responsibilities and obligation under this Agreement. The eligible expenses are set forth in Attachment A.
- an amount equal to 90% of the amount invoiced pursuant to Paragraph 2.2 below. Ten percent (10%) of each disbursement shall be retained by the County and disbursed in a lump sum upon [completion of the services described herein][delivery of the goods described herein] in a manner satisfactory to the County, in its sole discretion. (This one is usually used for software purchases when you want to include retainage.)

2.2 **Select one:**

- In no event shall the compensation paid to the Contractor exceed the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

**Select one of the following options:**

- in any contract year.
- during the Initial Term of this Agreement, as defined below,
- or during any renewal period.
- during the entire term of this Agreement, including renewals thereof.
- In no event shall the compensation paid to the Contractor exceed the budget appropriation during the term of this Agreement, including renewals thereof,

[DELETE IF NOT APPLICABLE:] provided, however, that the County may entertain a request for [escalation/adjustment] in any year subsequent to the first year in accordance with

**Select one:**

- Section \_\_\_\_, Paragraph \_\_\_\_ of the solicitation.
- Paragraph \_\_\_\_ of this Agreement.

2.3 Price Adjustment: [USE THIS IF A SOLE SOURCE AND PRICE ADJUSTMENT WILL BE PERMITTED: Prices offered shall be firm against any increase for [number of years spelled out] year(s) 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 County Office of Purchasing in advance of any requested price adjustments.

2.3.1 The County will entertain requests for escalation in accordance with the current Consumer Price Index at the time of the request or up to a maximum 5% increase on the current pricing, whichever is lower. (For purposes of this section, “Consumer Price Index” shall be the Consumer Price Index-All Urban Consumers (CPI-U), Washington-Baltimore, DC-MD-VA-WV, All Items, Not Seasonally Adjusted, as published by the United States Department of Labor, Bureau of Labor Statistics.) The County reserves the right to grant or deny the request for a 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.

2.3.2 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.

2.2 [Renumber if necessary] The Contractor shall submit invoices to the County [SELECT ONE OF THE FOLLOWING OPTIONS: [monthly] [quarterly] [insert another time period for submission of invoices]. The Contractor's invoices shall reflect the:

- 2.2.1 Contractor's name
- 2.2.2 Address
- 2.2.3 Federal tax identification number
- 2.2.4 Contract number, (the first two digits are 44XXXXXXXX)
- 2.2.5 Purchase Order number the first two digits are 2XXXXXXXXX
- 2.2.6 Contract line number
- 2.2.7 Unit price and extended price (the unit price must match a contract line)
- 2.2.8 Description of goods provided and/or services performed

2.3 The proper form of County invoices requires that the information above be included on all invoices.

2.4 All invoices shall be submitted to Department name and address. Invoices in the proper form and approved by the County shall be paid by the County within 30 days of receipt thereof.

2.5 Invoices may be returned for correction. The County reserves the right to approve such invoices, in its sole discretion, and to request such detail and additional information as the County, in its discretion deems appropriate.

### 3. Term.

3.1 This Agreement shall be effective

*Select one of the following options:*

- \_\_\_\_\_, 20\_\_\_\_ [Insert Date – spelled out]
- when it has been properly signed by all parties hereto
- when executed by the County

and shall continue through [Insert Date – spelled out] (hereinafter defined as the “Initial Term”) [, at which time the County may exercise its option to renew set forth in Paragraph 3.2 below], unless sooner terminated pursuant to Paragraphs 5 and 7 hereof. [Insert for true requirements contract when more than 12 months – This Agreement is a requirements contract (indefinite delivery indefinite quantity contract) and does not require the payment of funds from appropriations of a later fiscal year.]

3.2 The County reserves the right to renew this Agreement for [insert renewal period] on the same terms and conditions set forth herein. [INSERT ANY CHANGES TO THE TERMS, i.e. COMPENSATION, UPON RENEWAL OF AGREEMENT, OTHERWISE, IT MUST BE RENEWED ON THE SAME TERMS AND CONDITIONS] Unless set forth in a written amendment, the compensation [, reimbursement] and manner of payment set forth in Paragraph 2 shall remain as is. In the event any renewal changes the terms and conditions set forth herein, the approval of the Howard County Council may be required.

### 4. Contractor's Representations and Warranties. The Contractor hereby represents the following:

4.1 [USE FOR CORPORATIONS, LIMITED OR GENERAL PARTNERSHIPS OR LIMITED LIABILITY COMPANIES; DELETE IF CONTRACTOR IS AN INDIVIDUAL] The Contractor is a [corporation][limited partnership][general partnership][limited liability company], duly formed and validly existing under the laws of the State of

[INSERT STATE OF INCORPORATION] and is qualified to do business and is in good standing [and licensed] in the State of Maryland.

4.2 [USE FOR CORPORATIONS, LIMITED OR GENERAL PARTNERSHIPS OR LIMITED LIABILITY COMPANIES; DELETE IF CONTRACTOR IS AN INDIVIDUAL] The Contractor has the power and authority to consummate the obligations and responsibilities contemplated hereby, and has taken all necessary action to authorize the execution, delivery and performance required under this Agreement.

4.3 The person executing this Agreement for the Contractor warrants that he/she is duly authorized by the Contractor to execute this Agreement on the Contractor's behalf.

4.4 SELECT ONE OF THE FOLLOWING OPTIONS: A. [The services to be provided under this Agreement shall be performed competently and with due care, and in accordance with all applicable laws, codes, ordinances and regulations and licensing requirements.] OR B. [The goods to be delivered shall comply with the implied warranties of merchantability and fitness for use, and all express warranties created by this Agreement.]

4.5 The Contractor has obtained and shall continue to maintain, at its own cost, such licenses and certifications as are necessary to provide the services rendered under this Agreement, and shall present such licenses to the County upon its request for the same.

4.6 All representations and warranties made in the Affidavit [and the Bid/Proposal response] remain true and correct in all respects.

4.7 If applicable, the Contractor has complied with Sections 14-101 through 14-108 of the Election Law Article of the Annotated Code of Maryland, which requires that every person that enters into, during any 12 month period, one or more contracts, leases, or other agreements with the State, a county, or an incorporated municipality, or their agencies, involving a cumulative consideration of at least \$100,000 or more, shall file with the State Administrative Board of Election Laws a statement disclosing contributions to a candidate, or a series of such contributions, in a cumulative amount in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

5. Termination:

5.1 Termination for Convenience: The County may terminate this Agreement for convenience, in whole or in part, whenever 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.

5.2 Termination for Default: When the Contractor has not performed or has unsatisfactorily performed one or more material terms of the Agreement and therefore is in default, the County may terminate the Agreement for default. Upon termination for default, payment may be withheld at the discretion of the County. Failure on the part of a Contractor to fulfill the contractual obligations shall be considered just cause for termination of the Agreement. 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.

6. Remedies for Default.

6.1 The County shall have the right upon the happening of any Default, without providing notice to the Contractor:

6.1.1. In addition to other available rights and remedies, to terminate this Agreement immediately, in whole or in part;

6.1.2. To suspend the Contractor's authority to receive any undisbursed funds; and/or

6.1.3. To proceed at any time or from time to time to protect and enforce all rights and remedies available to the County, by suit or any other appropriate proceedings, whether for specific performance of any covenant, term or condition set forth in this Agreement, or for damages or other relief, or proceed to take any action authorized or permitted under applicable law or regulations.

6.2 Upon termination of this Agreement for default, the County may elect to pay the Contractor for [services provided] [goods delivered] up to the date of termination, less the amount of damages caused by the default. If the damages exceed the undisbursed sums available for compensation, the County shall not be obligated to make any further disbursements hereunder.

7. Remedies Cumulative and Concurrent.

No remedy herein conferred upon or reserved to the County is intended to be exclusive of any other remedies provided for in this Agreement, and each and every such remedy shall be cumulative, and shall be in addition to every other remedy given hereunder, or under this Agreement, or now or hereafter existing at law or in equity or by statute. Every right, power and remedy given to the County shall be concurrent and may be pursued separately, successively or together against the Contractor, and every right, power and remedy given to the County may be exercised from time to time as often as may be deemed expedient by the County.

8. Insurance.

The Contractor shall be required to provide insurance required by the County pursuant to the insurance requirements specified in Section D of the [Invitation for Bid / Request for Proposal], including naming "Howard County, Maryland, its officials, employees, agents and volunteers" as Certificate Holder and as Additional Insured. The Contractor shall maintain the insurance coverages required by the County while this Agreement is in force, and provide documentation of such insurance in a form satisfactory to the County. Such documentation may, in the discretion of the County, be in the form of binders or declarations from the insurance company.

9. Confidential Information.

The Contractor shall not disclose any documentation and information disclosed to the Contractor in the course of its performance of duties hereunder with respect to the past, present and future County business, services and clients without the express written consent of the County.

10. Ethics.

10.1 The Contractor certifies that the officer of the legal entity who is executing this Agreement has read and understands Attachment B, entitled Howard County Charter and Code References to Ethics, which contains the provisions of Section 901(a) of the Howard County Charter dealing with conflicts of interest and Section 22.204 of the Howard County Code dealing with conflicts of interest.

10.2. The Contractor certifies that it has (1) not been a party to an agreement to bid a fixed or uniform price; (2) not offered nor will offer any gratuity to any county official or employee; and (3) not violated any of the fair employment provisions of Code Sec. 4.119 Ethics and Fair Employment Practices detailed in Attachment B.

11. Assignment.

Neither the County nor the Contractor shall assign or transfer its interest or obligations under this 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 this Agreement be construed to create any rights hereunder in any person or entity other than the parties of this Agreement.

12. Delegation of Duties.

The Contractor shall not delegate the Contractor's duties under this Agreement without the prior written consent of the County.

13. Indemnification.

13.1 The Contractor shall indemnify and hold harmless the County, its employees, agents and officials from any and all claims, 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 Agreement by the Contractor or anyone under agreement with the Contractor to perform duties under this Agreement. The Contractor shall not be responsible for acts of negligence or willful misconduct committed by the County, its employees, agents and officials.

13.2 Any property or work to be provided by the Contractor under this Agreement 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.

13.3 In the event that there is a conflict between the indemnification provision set forth in the Purchase Order Terms and Conditions and/or the General Conditions of the solicitation and/or this Agreement, the terms set forth in the Agreement shall govern.

14. Integration and Modification.

This Agreement sets forth the entire agreement between the parties relative to the subject matter hereof. No representation, promise or condition, whether oral or written, not incorporated herein shall be binding upon either party to this Agreement. No waiver, modification or amendment of the terms of this Agreement shall be effective unless made in writing and signed by an authorized representative(s) of all parties to this Agreement.

15. Governing Law.

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.

16. Conflicting Terms.

16.1 The Contractor acknowledges that any Purchase Order issued on or after the effective date of this Agreement is hereby integrated and made a part of this Agreement, provided, however that if a conflict arises between the provisions of this Agreement and the Purchase Order, the provisions of this Agreement shall prevail.

16.2 In the event of a conflict between the [Bid/Proposal] and this Agreement, the provisions of this Agreement (without the conflicting terms in the Bid/Proposal) shall prevail.

17. Severability.

If any of the provisions in this Agreement are declared by a court or other lawful authority to be unenforceable or invalid for any reason the remaining provisions hereof shall not be affected thereby and shall remain enforceable to the full extent permitted by law.

18. Time is of the Essence.

Time is of the essence with respect to performance of the terms and conditions of this Agreement.

19. Funding.

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.

[DELETE IF NOT APPLICABLE:] 20. Ownership of Goods.

All finished or unfinished work, reports, or goods that are the subject of this Agreement [DELETE IF NOT APPLICABLE:] including any licenses or consents acquired by the Contractor for performance hereunder,] shall be and shall remain the property of the County.]

21. Notice.

Any notice required to be delivered shall be deemed to have been received when the notice has been sent by certified mail, return receipt, overnight carrier, or hand delivered, and there is written confirmation of delivery or refusal of receipt, to the following address and individual or at such other address and/or such other individual a party may identify in writing to the other party:

[Make it a sentence or column, depending on space available]

FOR THE COUNTY:

\_\_\_\_\_, Buyer; Howard County, Maryland; Office of Purchasing; 6751 Columbia Gateway Drive, Suite 501; Columbia, Maryland 21046; Telephone: 410-313-XXXX; Fax: 410-313-6388; Email: name@howardcountymd.gov.

FOR THE CONTRACTOR:

Contact Name, Title; Company address; Telephone;; Fax;; Email: \_\_\_\_\_.

[DELETE IF NOT APPLICABLE: 22. HIPAA. Compliance With Federal HIPAA And State Confidentiality Law.

A. The Contractor acknowledges its duty to become familiar with and comply, to the extent applicable, with all requirements of the federal Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. §§ 1320 *et seq.* and implementing regulations including 45 CFR Parts 160 and 164. The Contractor also agrees to comply with the Maryland Confidentiality of Medical Records Act (Md. Code Ann. Health-General §§4-301 *et seq.*, MCMRA). This obligation includes:

1. As necessary, adhering to the privacy and security requirements for protected health information and medical records under federal HIPAA and State MCMRA and making the transmission of all electronic information compatible with the federal HIPAA requirements; and

2. Providing good management practices regarding all health information and medical records.

B. [If the County determines that functions to be performed constitute business associate functions as defined in HIPAA, the Contractor must execute a business associate agreement as required by HIPAA regulations at 45 CFR §164.501. The fully executed business associate agreement must be submitted within 10 working days after notification of selection, or within 10 days after award, whichever is earlier. Upon expiration of the ten-day submission period, if the County determines that the Contractor has not provided the HIPAA agreement required by this solicitation, the Purchasing Agent, upon

review of the Howard County Office of Law, may withdraw the recommendation for award and make the award to the next qualified contractor.] **OR**

[The County has determined that the functions to be performed constitute business associate functions as defined in HIPAA, the Contractor must agree to the Business Associate Agreement, attached hereto and incorporated herein as Attachment \_\_, as required by HIPAA regulations at 45 CFR §164.501.]

C. Protected Health Information as defined in the HIPAA regulations at 45 CFR 160.103 and 164.501, as amended from time to time, means information transmitted as defined in the regulations, that is individually identifiable; that is created or received by a healthcare provider, health plan, public health authority, employer, life insurer, school or university, or healthcare clearinghouse; and that is related to the past, present, or future physical or mental health or condition of an individual, to the provision of healthcare to an individual, or to the past, present, or future payment for the provision of healthcare to an individual. The definition excludes certain education records as well as employment records held by a covered entity in its role as employer.

**23. No Waiver, Etc.**

No failure or delay by the County to insist upon the strict performance of any term, condition or covenant of this Agreement, or to exercise any right, power, or remedy consequent upon a breach thereof, shall constitute a waiver of any such term, condition, or covenant or of any such breach, or preclude the County from exercising any such right, power, or remedy at any later time or times.

**24. Reports, Audits, Inspections.**

24.1 At any time during normal business hours and as often as the County may deem necessary, the Contractor shall make available to and permit inspection and copying by the County, its employees or agents, of all records, information and documentation of the Contractor related to the subject matter of this Agreement, including, but not limited to, all contracts, invoices, payroll, and financial audits. The Contractor shall retain all records, information and documentation of the Contractor related to this Agreement, including, but not limited to, all contracts, invoices, payroll, and financial audits for at least three (3) years after the termination of this Agreement.

24.2 All invoices submitted to the County are subject to audit by the County.

24.3 The County may request the Contractor, at the expense of the Contractor, to have performed an independent audit of the Contractor’s financial information, including, but not limited to, balance sheets, statement of revenue and expenses, and receipts and disbursements.

**[DELETE IF NOT APPLICABLE: 25. Wage Rate Requirements.**

The Contractor certifies that the officer of the corporation who is executing this Agreement has read and understands the wage rate section in the Request for Proposals (reference Howard County Code, Sec. 4.122A Wage Requirements).

**[INSERT ANY SPECIAL CLAUSES HERE, SUCH AS WARRANTIES, LIQUIDATED DAMAGES ETC.]**

**SIGNATURES BEGIN ON NEXT PAGE**

IN WITNESS WHEREOF, the parties have executed this Agreement PA XX-XXXX.

WITNESS:

**[INSERT LEGAL NAME OF CONTRACTOR]**

\_\_\_\_\_  
Signature  
Print Name: \_\_\_\_\_

By: \_\_\_\_\_  
[Insert Name]  
[Insert Title]

WITNESS:

**HOWARD COUNTY, MARYLAND,**  
a body corporate and politic

\_\_\_\_\_  
Lonnie R. Robbins  
Chief Administrative Officer

By: \_\_\_\_\_  
Allan H. Kittleman  
County Executive  
[Purchasing Agent for Howard County Health  
Department, remove if not applicable]

APPROVED FOR LEGAL SUFFICIENCY  
this \_\_\_\_\_ day of \_\_\_\_\_, 2017:

INFORMATION TECHNOLOGY APPROVED:

\_\_\_\_\_  
Gary W. Kuc  
County Solicitor

\_\_\_\_\_  
Wynne L. Hayes (IF APPLICABLE)  
Chief Information Officer  
Technology & Communication Services

REVIEWING ATTORNEY:

\_\_\_\_\_  
Type Name: \_\_\_\_\_  
Title: \_\_\_\_\_

APPROVED FOR SUFFICIENCY OF  
FUNDS:

DEPARTMENT APPROVED:

\_\_\_\_\_  
Stanley J. Milesky  
Director of Finance

\_\_\_\_\_  
[Director of Insert Department  
(i.e. Public Works)]

**ATTACHMENT A**

**SERVICES TO BE PERFORMED [[AND] GOODS TO BE DELIVERED]**

Contract-specification information begins here. Indent the paragraphs and use 1.5 spacing to match the agreement – unless you are trying to keep a couple of sentences from going to a second page, then you may consider single spacing.

Note: There is only one space between the end of the description of the contract-specific information and the last sentence below. Do not leave multiple spaces.

The above are in addition to any other services set forth in the Bid/Proposal.

sample

**ATTACHMENT B****HOWARD COUNTY CHARTER AND CODE REFERENCES TO ETHICS*****Charter Section 901. Conflict of Interest.***

(a) **Prohibitions.** No officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of any contract, job, work, or service for the County. No such officer or employee shall accept any service or thing of value, directly or indirectly, from any person, firm or corporation having dealings with the County, upon more favorable terms than those granted to the public generally, nor shall he receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable by the County, or by any person in connection with any dealings with the County, or by any person in connection with any dealings with or proceedings before any branch, office, department, board, commission or other agency of the County. No such officer or employee shall directly or indirectly be the broker or agent who procures or receives any compensation in connection with the procurement of any type of bonds for County officers, employees or persons or firms doing business with the County. No such officer or employee shall solicit or accept any compensation or gratuity in the form of money or otherwise for any act or omission in the course of his public work; provided, however, that the head of any department or board of the County may permit an employee to receive a reward publicly offered and paid for, for the accomplishment of a particular task.

(b) **Rules of construction; exceptions by Council.** The provisions of this Section shall be broadly construed and strictly enforced for the purpose of preventing officers and employees from securing any pecuniary advantages, however indirect, from their public associations, other than their compensation provided by law.

In order, however, to guard against injustice, the Council may, by resolution, specifically authorize any County officer or employee to own stock in any corporation or to maintain a business in connection with any person, firm or corporation dealing with the County, if, on full public disclosure of all pertinent facts to the County Council by such officer or employee, the Council shall determine that such stock ownership or connection does not violate the public interest.

The County Council may, by ordinance, delegate to the Howard County Ethics Commission the power to make such determinations and to authorize the ownership or connection. Any ordinance which delegates this power shall provide for procedures including a public hearing, and shall establish criteria for determining when the ownership or connection does not violate the public interest.

(c) **Penalties.** Any officer or employee of the County who willfully violates any of the provisions of this Section shall forfeit his office. If any person shall offer, pay, refund or rebate any part of any fee, commission, or other form of compensation to any officer or employee of the County in connection with any County business or proceeding, he shall, on conviction, be punishable by imprisonment for not less than one or more than six months or a fine of not less than \$100.00 or more than \$1,000.00, or both. Any contract made in violation of this Section may be declared void by the Executive or by resolution of the Council. The penalties in this Section shall be in addition to all other penalties provided by law.

***Code Section 4.119. Ethics and Fair Employment Practices.***

(a) **Conflict of Interest.** Bidders, vendors, purchasers and county employees involved in the purchasing process shall be governed by the provisions of the Howard County Charter and Howard County law regarding conflict of interest. No vendor shall offer a gratuity to an official or employee of the county. No official or employee shall accept or solicit a gratuity.

**(b) Discouragement of Uniform Bidding.**

(1) It is the policy of the county to discourage uniform bidding by every possible means and to endeavor to obtain full and open competition on all purchases and sales.

(2) No bidder may be a party with other bidders to an agreement to bid a fixed or uniform price.

(3) No person may disclose to another bidder, nor may a bidder acquire, prior to the opening of bids, the terms and conditions of a bid submitted by a competitor.

**(c) Fair Employment Practices**

(1) Bidders, vendors and purchases may not engage in unlawful employment practices as set forth in Subtitle 2 "Human Rights" of Title 12 of the Howard County Code, Subtitle 6 of Title 20 of the State Government Article, Annotated Code of Maryland or Sections 703 and 704 of Title VII of the Civil Rights Act of 1964 as amended. Should any bidders, vendors or purchasers engage in such unlawful employment practices, they shall be subject to being declared irresponsible or being debarred pursuant to the provisions of this subtitle.

(2) The Howard County Office of Human Rights shall notify the county purchasing agent when any bidder is found, by a court of competent jurisdiction, to have engaged in any high unlawful employment practices.

(3) If any bidder has been declared to be an irresponsible bidder for having engaged in an unlawful employment practice and has been debarred from bidding pursuant to this subtitle, the Howard County Office of Human Rights shall review the employment practices of such bidder after the period of debarment has expired to determine if violations have been corrected and shall, within 30 days, file a report with the county purchasing agent informing the agent of such corrections before such bidder can be declared to be a responsible bidder by the County Purchasing agent.

(4) Payment of subcontractors. All contractors shall certify in writing that timely payments have been made to all subcontractors supplying labor and materials in accordance with the contractual arrangements made between the contractor and the subcontractors. No contractor will be paid a second or subsequent progress payment or final payment until such written certification is presented to the county purchasing agent.

***Section 22.204. - Prohibited Conduct and Interests.*****(a) Participation Prohibitions.**

- (1) Except as permitted by Commission regulation or opinion, an official or employee may not participate in:
- (i) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision of the matter, any matter in which, to the knowledge of the official or employee, the official or employee or a qualified relative of the official or employee has an interest.
  - (ii) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision with respect to the matter, any matter in which any of the following is a party:
    - a. A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know;
    - b. A business entity for which the official, employee, or a qualified relative of the official or employee is an officer, director, trustee, partner, or employee;
    - c. A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating or has any arrangement concerning prospective employment;
    - d. If the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is a party to a contract with a qualified relative;
    - e. An entity, doing business with the County, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know of both direct financial interests; or
    - f. A business entity that:
      1. The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and
      2. As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.
- (2) A person who is disqualified from participating under paragraph 1. of this subsection shall disclose the nature and circumstances of the conflict and may participate or act if:
- (i) The disqualification leaves a body with less than a quorum capable of acting;
  - (ii) The disqualified official or employee is required by law to act; or
  - (iii) The disqualified official or employee is the only person authorized to act.
- (3) The prohibitions of paragraph 1 of this subsection do not apply if participation is allowed by regulation or opinion of the Commission.

(b) **Employment and Financial Interest Restrictions.**

- (1) Except as permitted by regulation of the commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:
- (i) Be employed by or have a financial interest in any entity:
    - a. Subject to the authority of the official or employee or the County agency, board, commission with which the official or employee is affiliated; or
    - b. That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated; or
  - (ii) Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.
- (2) The prohibitions of paragraph (1) of this subsection do not apply to:
- (i) An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that persons subject to the jurisdiction of the authority be represented in appointments to the authority;
  - (ii) Subject to other provisions of law, a member of a board or commission in regard to a financial interest or employment held at the time of appointment, provided the financial interest or employment is publicly disclosed to the appointing authority and the Commission;
  - (iii) An official or employee whose duties are ministerial, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted and in accordance with regulations adopted by the Commission; or
  - (iv) Employment or financial interests allowed by regulation of the Commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.

(c) **Post-Employment Limitations and Restrictions.**

- (1) A former official or employee may not assist or represent any party other than the County for compensation in a case, contract, or other specific matter involving the County if that matter is one in which the former official or employee significantly participated as an official or employee.
- (2) For a year after the former member leaves office, a former member of the County Council may not assist or represent another party for compensation in a matter that is the subject of legislative action.

(d) **Contingent Compensation.** Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the County.

(e) **Use of Prestige of Office.**

- (1) An official or employee may not intentionally use the prestige of office or public position for the private gain of that official or employee or the private gain of another.
- (2) This subsection does not prohibit the performance of usual and customary constituent services by an elected official without additional compensation.

(f) **Solicitation and Acceptance of Gifts.**

(1) An official or employee may not solicit any gift.

(2) An official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist.

(3) An official or employee may not knowingly accept a gift, directly or indirectly, from a person that the official or employee knows or has the reason to know:

(i) Is doing business with or seeking to do business with the County office, agency, board or commission with which the official or employee is affiliated;

(ii) Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;

(iii) Is engaged in an activity regulated or controlled by the official's or employee's governmental unit; or

(iv) Is a lobbyist with respect to matters within the jurisdiction of the official or employee.

(4) (i) Subsection (4)(ii) does not apply to a gift:  
a. That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;  
b. Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or  
c. Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.(ii) Notwithstanding paragraph (3) of this subsection, an official or employee may accept the following:  
a. Meals and beverages consumed in the presence of the donor or sponsoring entity;  
b. Ceremonial gifts or awards that have insignificant monetary value;  
c. Unsolicited gifts of nominal value that do not exceed \$20.00 in cost or trivial items of informational value;  
d. Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official or the employee at a meeting which is given in return for the participation of the official or employee in a panel or speaking engagement at the meeting;  
e. Gifts of tickets or free admission extended to an elected official to attend a charitable, cultural, or political event, if the purpose of this gift or admission is a courtesy or ceremony extended to the elected official's office;  
f. A specific gift or class of gifts that the Commission exempts from the operation of this subsection upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the County and that the gift is purely personal and private in nature;  
g. Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or  
h. Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is not related, in any way, to the official's or employee's official position.(g) **Disclosure of Confidential Information.** Other than in the discharge of official duties, an official or employee may not disclose or use confidential information, that the official or employee acquired by reason of the official's or employee's public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.(h) **Participation in Procurement.**

(1) An individual or a person that employs an individual who assists a County, agency or unit in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement, may not submit a bid or proposal for that procurement, or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for the procurement.

(2) The Commission may establish exemptions from the requirements of this section for providing descriptive literature, sole source procurements, and written comments solicited by the procuring agency.

**EXHIBIT II**  
**QUALITY CONTROL AND QUALITY ASSURANCE**

The Contractor and the County, at the time of contract award, will have agreed upon terms and conditions as stated in the contract.

- A. The Contractor shall meet or exceed all performance standards.
- a. The overall performance standard the Contractor will be held to is that the Contractor plans and provides integrated, efficient and timely moving services to the County and its customers during the period of performance while ensuring County property, including physical and capital assets and records, is preserved in the same condition as it was when the Contractor initiated the move.
  - b. Project management plans provide for completion of timely, integrated and coordinated move/physical relocation services, including related activities performed by other contractors that are contracted separately for the design and construction or renovation of County facilities.
  - c. Project management and relocation planning services are communicated clearly and concisely to all customers.
  - d. Property is delivered to correct location without damage or loss.
  - e. Delivery of services is timely.
  - f. Moving sites are left clean of packing materials and trash related to the relocation.
  - g. Deliverables (e.g., reports and plans) are provided as specified.
  - h. Services are completed without damage to facilities owned or leased by the County.
  - i. Invoices are prepared accurately and submitted timely.
- B. The County's Contract Manager will assess the effectiveness of the Contractor's Quality Control Program. Assessments will include reviewing reports required of the Contractor, service delivery, and customer interaction and feedback. The County will also perform inspections.
- C. The County's quality assurance approach for project management and moving services is described below. It may be modified considering the effectiveness of the Contractor's Quality Control Plan and the quality, cost and timeliness of services rendered. The County's quality assurance procedures and methods will serve as a guide for all parties involved in ensuring that the County receives the services paid for and specified in this contract.
- a. During the contract term, Contractor performance will be documented by means of written inspections, minutes of meetings, and County/customer surveys. The County's evaluation form for rating Contractor performance by the County's project manager and move coordinator is attached. Validated customer feedback may be obtained using a customer service form that provides the opportunity to obtain positive and negative written comments about Contractor performance.
  - b. The County Contract Manager or Designee will tour and inspect work site(s) where the Contractor is performing services to assess the quality of services being performed. Frequently, the Contractor's representative(s) will be invited to accompany the County's representative(s), although some inspections may be conducted randomly. The Contractor will be informed of less than satisfactory performance.

**EXHIBIT III  
PERFORMANCE EVALUATION FORM**

<b>Rating of Contractor by County's Office Move Coordinator</b>	<b>Name:</b>
<b>Pre-Move Planning and Coordination</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	
<b>Clear Communications Throughout Process</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	
<b>Delivery/Pickup within Scheduled Timeframe</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	
<b>Courtesy of Contractor Workers During Move</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	
<b>Flexibility Meeting Department/Office Needs</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	

<b>Rating of Contractor by County's Project Manager:</b>	<b>Name:</b>
<b>Pre-Move Planning and Coordination</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	
<b>Clear Communications Throughout Process</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	
<b>Delivery/Pickup within Scheduled Timeframe</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	
<b>Courtesy of Contractor Workers During Move</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	
<b>Responsive Problem solving</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	
<b>Conformance with Approved Standards</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	
<b>Overall vendor performance</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	
<b>Deliverables</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	
<b>Timeliness of invoices</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	
<b>Accuracy of invoices</b>	
<input type="radio"/> Outstanding (5) <input type="radio"/> Good (4) <input type="radio"/> Satisfactory (3) <input type="radio"/> Poor (2) <input type="radio"/> Unsatisfactory (1) <input type="radio"/> N/A (0)	
<b>Would you prefer the move planning and services contract with the current vendor to be extended?</b>	
<input type="radio"/> Yes <input type="radio"/> No	

**EXHIBIT IV  
SAMPLE INVOICE**

# 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 #:

44XXXXXXXXXX

Purchase Order #:

2XXXXXXXXXX

Performance Period:

\_\_/\_\_/13-\_\_/\_\_/14

(For Services)

Contract Line #	PO Item #	Goods/Services Description	List Price	% Discount	Net Price	Quantity	Extended Price
<b>Total</b>							

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.**