



**REQUEST FOR PROPOSALS
RFP #1162498
Timetable Distribution by Persons with Developmental Disabilities**

January 17, 2024

Montgomery County, Maryland is soliciting proposals for the provision of the above-referenced goods, services, or construction, as outlined in this document.

Vendor must electronically submit their proposal no later than 3:00 PM on February 16, 2024 through www.bidnetdirect.com/maryland/montgomerycounty. Vendors must register with BidNet Direct in order to view and respond to this solicitation. Visit www.bidnetdirect.com and click on the link to register at no charge. Follow the registration path and select the "Limited Access" option which will provide you with an automatic e-mail notification at no charge. If you need help registering, please call BidNet Direct's Support Department at 800-835- 4603, Option 2. It is the offeror's responsibility to follow all steps in BidNet to completion in order to ensure submission of the proposal. The County will not accept proposals submitted after the due date and time.

There will not be an optional pre-submission conference.

The County will not accept proposals it receives by fax, email, mail, or personal delivery. All faxed, emailed, mailed, or personally delivered proposals will be returned to the vendor.

Should you have any questions regarding the technical information or the scope of services contained in this solicitation, contact Will Kenlaw at (240) 777-5870 or will.kenlaw@montgomerycountymd.gov

Should you have any questions regarding procurement information (i.e., terms and conditions) contained in this solicitation, contact Karen DeLuca at karen.deluca@montgomerycountymd.gov

<p align="center">This RFP is NOT subject to the Local Business Preference (LBP) (https://www.montgomerycountymd.gov/PRO/dbrc/local-business-preference.html)</p>	<input type="checkbox"/>
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<p align="center">This is a Services Contract (see Section A, Services Contract):</p>		X			
<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px; text-align: center;">X</td> <td>Non-Professional Services</td> </tr> <tr> <td style="width: 20px; text-align: center;"></td> <td>Professional Services</td> </tr> </table>	X		Non-Professional Services		Professional Services
X	Non-Professional Services				
	Professional Services				

or

<p align="center">This is a Construction Contract (http://www.montgomerycountymd.gov/PrevailingWage):</p>	<input type="checkbox"/>
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or

<p align="center">This is not a Services Contract (disregard Section A, Services Contract) and is not a Construction Contract:</p>	<input type="checkbox"/>
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Notice to Offerors

**Request for Proposals #1162498
for
Timetable Distribution by Persons with Developmental Disabilities**

This solicitation may be subject to the County's Wage Requirements Law (WRL), which applies to service contracts.

- If this solicitation is subject to the WRL, then the appropriate space will be marked in the box denoting "This is a Services Contract", at the bottom of the RFP cover page
 - In this event, the "Wage Requirements for Services Contract Addendum" will apply to the resultant contract (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf)
- 1) In order to be compliant with the Wage Requirements Law an Offeror **must submit with its proposal** the following:
- (a) Completed Wage Requirements Certification form (**This form is contained in the PMMD-177 Web-link above**).
 - (b) If applicable, 501(c)(3) Nonprofit Organization's Employee's Wage and Health Insurance form (**This form is contained in the PMMD-177 Web-link above**).

Offeror's failure to complete and submit the required material information on the Wage Requirements form(s) may result in offeror's proposal being unacceptable and rejected.

NOTE: You can find the current mandatory payroll reporting requirements, and the wage rate per hour that a County contractor must pay to its employees, under Section 11B-33A of the County Code, at (www.montgomerycountymd.gov/WRL). The WRL is available at the same website.

If there is a need for sign-language interpretation and/or other special accommodations, it is requested that at least five (5) days advanced notice be provided to the County's Office of Procurement contact on page 1.

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Web-links for Documents and Forms

1. Central Vendor Registration System (www.mcipcc.net)
2. Frequently Asked Questions, Procurement (<https://www.montgomerycountymd.gov/pro/help.html>)
3. MD-SDAT (<https://dat.maryland.gov/businesses/Pages/default1.aspx>) and (<http://dat.maryland.gov/businesses/Pages/Frequently-Asked-Forfeiture-Questions.aspx>).
4. Mid-Atlantic Purchasing Team Rider Clause (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-147B.pdf)
5. Minority Business Program & Offeror's Representation and Sample MFD Report of Payments Received (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-90.pdf)
(www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-97.pdf)
6. Minority, Female, Disabled Person Participation Evaluation Points: Requirements and Examples (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/MFDCriteria.pdf)
7. Minority, Female, Disabled Person Program Information (www.montgomerycountymd.gov/MFD)
8. Minority, Female, Disabled Person Subcontractor Performance Plan (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf)
9. Minority-Owned Business Addendum to General Conditions of Contract Between County and Contractor (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-91.pdf)
10. Offeror's Certification of Cost & Price for Contracts Above \$100,000 (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-92.pdf)
11. Prevailing Wage Requirements for Construction Contract Addendum (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-185.pdf)
12. Prevailing Wage Requirements Information (www.montgomerycountymd.gov/PrevailingWage)
13. Solicitation Postings and Amendments (<http://www.montgomerycountymd.gov/pro/solicitations>)
14. Wage Requirement Law Payroll Reporting (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-183.pdf)
15. Wage Requirements Certification Form and 501(c)(3) Nonprofit Organization's Employee's Wage and Health Insurance Form (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf)
16. Wage Requirements for Services Contracts Addendum (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf)
17. Wage Requirements Law Information (www.montgomerycountymd.gov/PRO/DBRC/WRL.html)
18. Wage Requirements Law, Independent Contractor Certification (<https://www.montgomerycountymd.gov/PRO/Resources/Files/PMMD-193.pdf>)
19. Local Business Subcontracting Performance Plan (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-192.pdf)
20. Prevailing Wage Local Hiring Report (<http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-195.pdf>)
21. Prevailing Wage Law Local Hiring Attestation (<http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-196.pdf>)

Montgomery County, Maryland
Acknowledgment Page

1. ACKNOWLEDGMENT

The offeror must include a signed acknowledgment that all the provisions, terms and conditions of this solicitation are agreeable to the offeror and may, at the County's option, be made applicable in any contract issued as a result of this solicitation. Offers that do not include such an acknowledgment may be rejected. Executing and returning (with the offer) the acknowledgment shown below will satisfy this requirement.

The undersigned agrees that all the provisions, terms and conditions of this solicitation may, at the County's option, be made applicable in any contract issued as a result of this solicitation.

Business Firm's Legal Name
(printed): _____

Printed Name, Title and E-Mail of
Person Authorized to Sign Proposal: _____

Signature: _____ Date: _____

2. NAME AND SIGNATURE REQUIREMENTS FOR PROPOSALS AND CONTRACTS

The correct and full legal business name of the offeror must be used in proposals received and on all contracts issued as a result of this solicitation. A trade name (i.e., a shortened or different name under which the firm does business) must not be used when the legal name is different. Corporations must have names that comply with State law, which requires a suffix indicating the corporate status of the business (e.g. Inc., Incorporated, etc.). Trade names may be indicated by individuals or corporations with the individual or corporate name followed by "t/a" (trading as) or "d/b/a" (doing business as), respectively. The offeror's signature on the proposal, contract, amendment(s) or related correspondence, must conform to the following:

All signatures must be made by an authorized officer, partner, manager, member, or employee. The signing of this offer or a contract is a representation by the person signing that the person signing is authorized to do so on behalf of the offeror or contractor.

3. ACKNOWLEDGMENT OF SOLICITATION AMENDMENTS

The Offeror acknowledges receipt of the following amendment(s) to the solicitation:

Amendment Number	Date

4. SECTION A - INSTRUCTIONS, CONDITIONS AND NOTICES

The following provisions are applicable to this solicitation:

4.1. Instructions:

4.1.1. Registered Vendor

4.1.1.1. The first step in doing business with Montgomery County is to become a registered vendor in the on-line Central Vendor Registration System (CVRS). Go to the following website to register: (www.mcipcc.net)

4.1.2. Acknowledgement

4.1.2.1. The offeror must include the signed Acknowledgment page indicating agreement with all the provisions, terms and conditions of this solicitation.

4.1.3. Optional Pre-Submission Conference

4.1.3.1. If a Pre-Submission Conference is held, it is recommended that prospective offerors attend this pre-submission conference. For information regarding the date, time, and place of the conference, please [see page 1](#) of this solicitation.

4.1.4. Proposals

4.1.4.1. Vendor must electronically submit their proposal through www.bidnetdirect.com/maryland/montgomerycounty. Proposals received after the date and time specified will not be considered and will be denied by the BidNet application.

4.1.4.2. It is the offeror's responsibility to follow all steps in BidNet to completion in order to ensure submission of the proposal.

4.1.5. Proposal Withdrawal/Modification

4.1.5.1. Vendor can withdraw and make edits to a proposal before a solicitation's closing date and time. To withdraw your proposal, log into www.bidnetdirect.com/maryland/montgomerycounty and click "Solicitations" then "Bid Management" and follow the withdrawal process. If you need help withdrawing your proposal, please call BidNet Direct's Support Department at 800-835-4603, Option 2. Your withdrawal and resubmission must occur before the closing date and time.

4.1.6. Questions

4.1.6.1. All technical and non-technical questions pertaining to this solicitation are to be directed to the individuals whose names are indicated on Page 1 of this solicitation.

4.1.6.2. The Office of Procurement has an electronic "Frequently Asked Questions" section on its website that may answer your questions: (<https://www.montgomerycountymd.gov/pro/vendor-resources/faq.html>)

4.1.7. Obtaining Solicitation Amendments

4.1.7.1. What are they?

When the County determines that material changes to the solicitation document or material information needs to be disseminated to Offerors it will issue a formal amendment to a solicitation. However, not all solicitations will need an amendment. Any information given to an offeror in response to a request will be furnished to all offerors as an amendment to this solicitation, if such information is deemed necessary for the preparation of solicitations, or if the lack of such information would be detrimental to the uninformed offerors. Such amendments only, when issued by the Director, Office of Procurement, will be considered as being binding on the County.

4.1.7.2. How do I identify if a solicitation has an amendment?

Offerors are responsible for checking the website at <https://www.montgomerycountymd.gov/PRO/solicitations/formal-solicitations.html> periodically to remain informed of any solicitation amendments. Solicitation amendments may occur any time prior to the proposal due date and time. As a courtesy, the Office of Procurement may email solicitation amendments to holders of record with valid email addresses. However, it is

the responsibility of the offeror to frequently visit the Office of Procurement's website to obtain solicitation amendments.

4.1.7.3. What am I required to do for the Amendment?

OFFERORS MUST ACKNOWLEDGE RECEIPT OF SUCH SOLICITATION AMENDMENTS, to the place designated, and prior to the hour and date specified in the solicitation (as amended) for receipt of offers. This can be easily done in at least **one** of the following ways:

4.1.7.3.1. By filling-in the "Amendment Number" and "Date" of the amendment(s) under the Acknowledgment of Solicitation Amendments title; or

4.1.7.3.2. By returning one signed copy of the amendment with the Offeror's response to the solicitation

4.1.8. Maryland State Department of Assessments & Taxation (MD-SDAT)

4.1.8.1. Vendors doing business in the State of Maryland are required to be in 'Good Standing' with MD-SDAT; this may not be applicable for individuals, sole proprietorships or partnerships.

4.1.8.2. The County will require, if applicable, a copy of a Certificate of Good Standing from SDAT prior to entering into a contract with your firm.

4.1.8.3. The County will verify this status on the MD-SDAT website.

4.1.8.4. If your firm has a 'Forfeit' status from MD-SDAT the County cannot enter into a contract with your firm until this status has been rectified with the MD-SDAT.

4.1.8.5. If this status is not rectified in a timely manner with MD-SDAT, then your firm maybe declared non-responsible and your proposal will be rejected.

4.1.8.6. Information can be found at: (<https://dat.maryland.gov/businesses/Pages/default1.aspx>) and (<http://dat.maryland.gov/businesses/Pages/Frequently-Asked-Forfeiture-Questions.aspx>).

4.2. Conditions

4.2.1. Acceptance Time

4.2.1.1. By submission of a proposal under this solicitation, the offeror agrees that County has 180 days after the due date in order to accept the proposal. The County reserves the right to reject, as unacceptable, any offer that specifies less than 180 days of acceptance time. Upon mutual agreement between the County and the offeror, the acceptance time for the offeror's proposal may be extended.

4.2.2. Contract Documents

The following documents will be incorporated into the contract resulting from this solicitation:

4.2.2.1. General Conditions of Contract between County & Contractor (Section J)

4.2.2.2. Minority-owned Business Addendum to the General Conditions of Contract between County & Contractor and its companion document entitled, "Minority, Female, Disabled Person Subcontractor Performance Plan".

(www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-91.pdf)

4.2.2.3. Offeror's Certification of Cost & Price (for contracts above \$100,000.)

(www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-92.pdf)

4.2.2.4. Wage Requirements Law (WRL) for Services Addendum to the General Conditions of Contract between the County and Contractor and its companion documents entitled, "Wage Requirements Certification", and "501(c)(3) Non-profit Organization's Employee's Wage and Health Insurance Form".

(www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf)

4.2.2.5. All representations and certifications listed in this document.

4.2.2.6. Mandatory Insurance Requirements.

4.2.2.7. Prevailing Wage Requirements (only for a construction contract between the County and Contractor). (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-185.pdf)

4.2.2.8. Prevailing Wage Local Hiring Report. (if applicable)

(<http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-195.pdf>)

4.2.2.9. Prevailing Wage Law Local Hiring Attestation. (if applicable)

(<http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-196.pdf>)

4.2.3. Determination of Responsibility

4.2.3.1. The Offeror has the burden of demonstrating, affirmatively, its responsibility in connection with this solicitation. A debarred potential offeror must automatically be considered non-

responsible in connection with this solicitation. The County reserves the right to consider an offeror non-responsible who has previously failed to perform properly or to complete contracts, in a timely manner, or if investigation shows the offeror is unable to perform the requirements of the contract. An offeror may be requested at any time by the Director, Office of Procurement or the Using Department to provide additional information, references and other documentation and information that relate to the determination of responsibility. Failure of an offeror to furnish requested information may constitute grounds for a finding of non-responsibility of the prospective offeror.

- 4.2.3.2. The Director may deny the award, renewal, or assignment of a contract to or for any offeror who is in default of payment of any money due the County.
- 4.2.3.3. The factors that may be considered in connection with a determination of responsibility include, but are not limited to:
 - 4.2.3.3.1. The ability, capacity, organization, facilities, and skill of the offeror to perform the contract or provide the goods, services, or construction ("work") required.
 - 4.2.3.3.2. The ability of the offeror to perform the contract or provide the work within the time specified without delay, interruption or interference.
 - 4.2.3.3.3. The integrity, reputation and experience of the offeror and its key personnel.
 - 4.2.3.3.4. The quality of performance of previous contracts or work for the County or other entities. Past unsatisfactory performance, for any reason, is sufficient to justify a finding of non-responsibility.
 - 4.2.3.3.5. The offeror's previous and existing compliance with laws and ordinances relating to the contract or work.
 - 4.2.3.3.6. The sufficiency of financial resources of the offeror to perform the contract or provide the work.
 - 4.2.3.3.7. The certification of an appropriate accounting system, if required by the contract type.
 - 4.2.3.3.8. Past debarment or suspension by the County or other governmental entity.
- 4.2.4. Joint Procurement
 - 4.2.4.1. The following entities within Montgomery County must be able to purchase directly from any contract resulting from this Solicitation:
 - 4.2.4.1.1. Maryland-National Capital Park & Planning Commission (M-NCPPC);
 - 4.2.4.1.2. Montgomery College (MC);
 - 4.2.4.1.3. Montgomery County Public Schools (MCPS);
 - 4.2.4.1.4. Montgomery County Revenue Authority;
 - 4.2.4.1.5. Montgomery County Housing Opportunities Commission (HOC);
 - 4.2.4.1.6. Washington Suburban Sanitary Commission (WSSC); and
 - 4.2.4.1.7. Municipalities & Special Tax Districts in Montgomery County.
 - 4.2.4.2. While this RFP is prepared on behalf of Montgomery County, it is intended to apply for the benefit of the above-named entities as though they were expressly named throughout the document. Each of these entities may purchase from the successful vendor under the same prices and goods and/or services of the contract with Montgomery County, in accordance with each entity's respective laws and regulations, or an entity may choose not to procure from the successful bidder at the entity's sole discretion. If one of the above-named entities elects to purchase under the contract, the price shall be determined by using unit costs and other pertinent costs that are provided in the bid. Montgomery County shall not be held liable for any costs, payments, invoices, or damages incurred by the above jurisdictions. Each entity above will be solely responsible for and contract directly with the bidder under the entity's own procurement laws and regulations. ANY SPECIAL DISCOUNTS UNIQUE TO A PARTICULAR ENTITY (e.g. Montgomery County Public Schools educational discounts) SHOULD BE OFFERED TO THAT ENTITY.
- 4.2.5. Late Proposals
 - 4.2.5.1. Proposals in response to this solicitation received after the due date and time specified in the solicitation are considered late and will not, under any circumstances, be considered for any award resulting from the Solicitation.

4.2.6. Minority, Female, Disabled Person Program Compliance

- 4.2.6.1. Under County law, this solicitation is subject to the Montgomery County Code (Part II. Chapter 11B.Article XIV) and the Montgomery County Procurement Regulations (COMCOR 11B.00.01.07) regarding participation in the Minority-Female-Disabled Person (MFD) procurement program.
- 4.2.6.2. Information regarding the County's MFD program can be found on the Office of Procurement website at: (www.montgomerycountymd.gov/MFD) Entitled "Minority-owned Business Addendum to the General Conditions of Contract between County and Contractor".
- 4.2.6.3. The companion document entitled "Minority, Female, disabled Person Subcontractor Performance Plan" can be found on the Office of Procurement website at: (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf).

4.2.7. Montgomery County Code and Procurement Regulations

- 4.2.7.1. The Montgomery County Code and the Montgomery County Procurement Regulations are applicable to this solicitation and any contract awarded pursuant to this solicitation.

4.2.8. Payment Terms

- 4.2.8.1. The County's payment terms are net thirty (30) days.
- 4.2.8.2. The County is expressly permitted to pay the vendor for any or all goods, services, or construction under the contract through either a procurement card ("p-card") or a Single Use Account("SUA") method of payment, if the contractor accepts the noted payment method from any other person. In that event, the County reserves the right to pay any or all amounts due under the contract by using either a p-card (except when a purchase order is required) or a SUA method of payment, and the contractor must accept the County's p-card or a SUA method of payment, as applicable. Under this paragraph, contractor is prohibited from charging or requiring the County to pay any fee, charge, price, or other obligation for any reason related to or associated with the County's use of either a p-card or a SUA method of payment.

4.2.9. Prevailing Wage (County Code Sections 11B-33-C and 20-75)

- 4.2.9.1. The Prevailing Wage Law applies to all construction contracts and to mechanical systems services contracts that meet minimum threshold contract values. Unless otherwise excluded by County law, a County-financed construction contract and a mechanical systems service contract that meet minimum threshold contract values are subject to the Montgomery County Code regarding compliance with the prevailing wage paid to construction workers, as established for the County by the Maryland State Commissioner of Labor and Industry. Additional information regarding the County's prevailing wage requirements can be reviewed at: (www.montgomerycountymd.gov/PrevailingWage).
- 4.2.9.2. An aggrieved employee is a third-party beneficiary of this Contract and the employee may, by civil action, recover the difference between the prevailing wage for the type of work performed and the amount actually received, with interest and a reasonable attorney's fee.

4.2.10. Qualification of Offerors

- 4.2.10.1. Offerors may be required to furnish satisfactory evidence that they are qualified dealers or manufacturers of the items listed, or are regularly engaged in performing the services for which they are submitting a proposal, and that they maintain a regularly established place of business.
- 4.2.10.2. An authorized representative of the County may visit any prospective contractor's plant, place of business or place where the services are performed to determine ability, capacity, reliability, financial stability and other factor(s) necessary to perform the contract.
- 4.2.10.3. Upon the County's request, an offeror must submit information about its reputation, past performance, business and financial capability, and other factors to demonstrate that the offeror is capable of satisfying the County's needs and requirements for this solicitation.

4.2.11. Services Contract (County Code 11B-33A)

- 4.2.11.1. Under County law, a solicitation for a contractor to provide services is subject to the Montgomery County Code regarding compliance with certain wage requirements related to

- wage amounts that contractor must pay its employees. If an offeror fails to submit and complete the required material information on the **Wage Requirements Certification form**, its proposal may be deemed unacceptable and rejected under County law.
- 4.2.11.2. Information regarding the County's Wage Requirements Law (WRL) can be found on the Office of Procurement website at: (www.montgomerycountymd.gov/WRL). Contractor must comply with the "Wage Requirements Law (WRL) for Services Contracts Addendum to The General Conditions of Contract between County and Contractor", which can be found included with the **Wage Requirements Certification form** at the website below.
- 4.2.11.3. The companion document entitled "**Wage Requirements Certification**" form can be found on the Office of Procurement website at: (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf).

4.3. **Notices**

4.3.1. Proprietary & Confidential Information

- 4.3.1.1. This is to notify prospective offerors that the County has unlimited data rights regarding proposals submitted in response to its solicitations. "Unlimited data rights" means that Montgomery County has the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, or perform publicly and display publicly any information submitted by offerors in response to this or any solicitation issued by the County. However, information that is deemed to be confidential commercial or financial information, as defined by the Maryland Information Act (MPIA), Md. Code Ann., Gen. Prov. §§ 4-101 through 4-601, will be exempted from disclosure if the offeror can show that release of such information would cause substantial competitive harm to the offeror.
- 4.3.1.2. It is the responsibility of the offeror to clearly identify each part of the offer that it believes is confidential commercial or financial information by stamping the bottom right-hand corner of each pertinent page with large boldface letters stating the words "confidential" or "proprietary." However, the County, by law, must apply the MPIA's requirements for public information disclosure deemed proprietary and confidential; therefore, even information marked as such by the Offeror may still require public disclosure.
- 4.3.1.3. The offeror agrees, with regard to any portion of the proposal that is not stamped as proprietary or confidential, that it expressly permits the County to deem it not to be proprietary or confidential, and to release the information to the public in accordance with the MPIA.

4.3.2. Protests

- 4.3.2.1. Any Offeror who is aggrieved (see 4.3.2.5 below) may file a protest. Any Offeror who is aggrieved in connection with a formal solicitation must deliver a written protest to the Director, Office of Procurement: (a) within ten (10) days after the Director, Office of Procurement, publicly posts the proposed contract award, if the offeror seeks as a remedy the award of the contract or costs under Section 11B-36(h) of the Montgomery County Code, or (b) before the solicitation proposal submission due date and time, if the offeror seeks as a remedy the cancellation or amendment of the solicitation.
- 4.3.2.2. Each protest must contain a protest filing fee in the amount of \$500 (US currency). If the fee is paid by check, the check must be made out to "Montgomery County Government".
- 4.3.2.3. The Director, Office of Procurement, may return the filing fee to the protesting offeror, if the protest is sustained.
- 4.3.2.4. The Director, Office of Procurement, must dismiss any protest not timely received.
- 4.3.2.5. Only an offeror who is "aggrieved" may file a protest. "Aggrieved" means that the offeror who files the protest can demonstrate it may be eligible for an award of the contract if the protest is sustained.
- 4.3.2.6. Each protest must contain the following:
- 4.3.2.6.1. Identification of the solicitation;
 - 4.3.2.6.2. Offeror Name;
 - 4.3.2.6.3. Offeror Address;
 - 4.3.2.6.4. Offeror Email Address;
 - 4.3.2.6.5. Offeror Telephone Number;
 - 4.3.2.6.6. Statement supporting that the Offeror is aggrieved;
 - 4.3.2.6.7. Specification of all grounds for the protest;

- 4.3.2.6.8. Submission of detailed facts and all relevant documents;
- 4.3.2.6.9. Citation to relevant language in the solicitation, regulations, or law relied upon; and,
- 4.3.2.6.10. All other matters which the Offeror contends support its protest
- 4.3.2.7. The burden of production of all relevant evidence, data, and documents, and the burden of persuasion, to support the protest is on the offeror making the protest.
- 4.3.3. Public Posting
 - 4.3.3.1. It is the responsibility of the offeror, per Section 3.2.2 of the Procurement Regulations, to keep informed of the current status of any proposed award for a contract in which the offeror is interested.
 - 4.3.3.2. Of particular importance is the fact that the notice of a decision to make an award will be accomplished by a public posting of the proposed awardee(s).
 - 4.3.3.3. Information regarding the proposed award under this solicitation, or any solicitation issued by the Montgomery County Office of Procurement, will be posted on Montgomery County's website at: <https://www.montgomerycountymd.gov/PRO/solicitations>, and at the Office of Procurement, 27 Courthouse Square, Ste 330, Rockville, Maryland 20850.
- 4.3.4. Solicitation Preparation Expenses
 - 4.3.4.1. All costs incurred in the preparation and submission of an offeror's proposal will be borne by the offeror and shall not be incurred in anticipation of receiving reimbursement from the County.
- 4.3.5. Tie Scoring
 - 4.3.5.1. In case of a tie in the numerical Qualification and Selection Committee scoring, the tie will be resolved by offering the proposed contract to the offeror who has its principal place of business in Montgomery County, Maryland. If there is a tie between two or more offers, each of whom have its principal place of business in Montgomery County, Maryland, then the tie will be resolved in accordance with the criteria stated under Procurement Regulation 4.1.2.4(f); See Procurement Regulations at: (<https://www.montgomerycountymd.gov/pro/help.html>)
- 4.3.6. Verbal Explanations
 - 4.3.6.1. Verbal explanations or instructions given by a Montgomery County employee to an offeror in regard to this or any other solicitation will not be binding on the County.
- 4.3.7. Health Insurance Preference
 - 4.3.7.1. Only a proposal from a Certified Small Business with Health Insurance that submits a certificate issued by Montgomery County Department of Health and Human Services at the date and time of proposal submission will received a % evaluation factor that will be utilized to recalculate an Offeror's QSC written or interview score(s) for the Method of Award process, in accordance with the criteria stated under Procurement Regulation 11B.77.01.06; See Procurement Regulations at: <https://www.montgomerycountymd.gov/PRO/vendor-resources/laws-regulations.html>
- 4.3.8. Local Business Preference
 - 4.3.8.1. Only an Offeror who: (1) has a valid local business certification when the business submits a timely proposal; or (2) has applied for local business certification prior to the due date/time to submit a proposal, will receive an evaluation factor worth 10% of the total points under an RFP, in accordance with Executive Regulations 13-20. Also, refer to: <https://www.montgomerycountymd.gov/PRO/DBRC/local-business-preference.html>.

END SECTION A - INSTRUCTIONS, CONDITIONS AND NOTICES

5. SECTION B - SCOPE OF SERVICES:

5.1 Background

It is the County's intent to enter into a contract with a qualified entity to provide distribution of Ride-On timetables and other brochures. Over the past 24 years, the County has contracted with agencies providing vocational rehabilitation programs to provide certain essential public services. The program has been extremely successful and as result, many individuals with disabilities have been trained in public service jobs. The County's intent is to provide persons with severe developmental disabilities, the opportunities to acquire skills and the confidence and motivation necessary to become employed in the community. The trainees are providing essential public service and at the same time, are involved in a supportive success-oriented training program.

Prior to the contract award, the recommended awardee must be licensed in the State of Maryland as a provider of vocational training programs for individuals with developmental disabilities, and by the County as a private educational institution. Offerors must maintain an office in Montgomery County to be eligible for an award under this Request for Proposals.

Montgomery County Ride-On operates a fixed route, public transit bus system carrying approximately 71,000 boardings daily, with approximately 21 million boarding a year. Having Ride On bus schedules available at as many locations as possible provides opportunities for riders to obtain this information easily, which increases customer satisfaction and improves the services. Less than acceptable availability of schedules for Ride On customers results in customer dissatisfaction and lost ridership.

5.2 Intent

The County seeks an experienced and qualified entity providing vocational rehabilitation programs to provide employment services to a group of Montgomery County residents identified and selected by the Contractor to provide the services described in this Request for Proposals. As such, the Contractor must have its facility located in Montgomery County.

The Contractor must distribute and ensure the on-time delivery of Ride-On bus schedule timetables and other brochures for the Division of Transit Services bus system at the various Metrorail and MARC stations in Montgomery County. Distribution of Ride-On bus schedule timetables and other brochures at Montgomery County Transit Center may occur in the future. The list of sites for delivery and distribution of timetables may be found on Section B 5.7 Schedule Form Information. The list of locations for delivery of and replenishing bus timetables and brochures is subject to change as Ride On continues to have new transit centers added throughout the County.

The Contractor must provide a comprehensive up-to-date system for distribution for new timetables and brochures and the removal/collection of outdated timetables and brochures at the sites in Montgomery County. The distribution/collection system provided by the Contractor must be planned in accordance with the needs of the Division of Transit Services and monitored to provide prompt delivery of timetables and other brochures from multiple outlets and to collect and recycle outdated timetables.

5.3 Scope of Services

The Contractor must deliver, replenish and clean the schedule rack holders in all Metrorail and MARC stations located in Montgomery County (currently 20 Metrorail/MARC stations) using the schedule entitled "Weekly Ride-On Schedule Delivery Form" in Section B.5.7, Schedule Form Information. There are currently 78 bus timetable schedules that are to be delivered to the various Metrorail and MARC Stations and as an option transit centers in Montgomery County on a weekday basis.

The Contractor must distribute timetables and brochures according to a fixed schedule to the sites listed on the Weekday Ride-On Schedule Delivery Form or as proposed in Section III. The Contractor must provide monthly reporting for all distribution activities, as well as inventory control and audits, timetable collection reports, timetable destruction/recycle reports, and annual program reports. Should the County be closed for any reasons on a Schedule Delivery Date, the Contractor, shall complete that Scheduled Delivery Date's delivery service on the workday following the Scheduled Delivery Date.

The Contractor must clean schedule rack holders on days that schedules are restocked at the various Metrorail and MARC stations. Cleaning supplies must be provided by the Contractor.

The Contractor must submit proposals based on the present workload with the understanding that the above Scope of Services provides current estimates of workload. It must be recognized that workload may rise or fall according to new service and routes implemented to serve the needs of Montgomery County. The Scope of Services includes the following:

- a. **Distribution of bus timetables** – the Contractor must deliver on the days noted on the Weekly Ride On Schedule Delivery Form to the Metrorail and MARC stations listed, the bus timetable schedules that are assigned to the particular Metrorail and MARC stations and remove any outdated schedules. Any schedules removed are to be recycled. Also, the timetable bus schedule rack holder should be cleaned with a household cleaner before restocking with bus timetables. The Contractor should report any bus timetable schedule rack holder that is in disrepair in order for the County to provide a replacement holder so the Contractor may replace at the appropriate Metrorail and MARC stations. The work week schedule and means of accepting and responding to inquiries must be approved by the County. Each Metrorail and MARC station has a list of schedules that are applicable to that general area. The Contractor must fill each pocket (25-30 schedules or the amount needed) as listed on the Weekly Ride On Schedule Delivery Form (in Section B.5.7 Schedule Form Information). In those cases, where the Metro or MARC station has fewer routes serving, the Contractor will restock multiple pockets of the schedules to ensure schedules will be available to the general public until the next scheduled delivery.
- b. **Meeting** – The Contractor must meet with the County on a monthly and as needed basis for contract monitoring and updates of distributing bus timetables.
- c. **Distribution of Brochures** – The Contractor must deliver on the days noted on the Weekly Ride On Schedule Delivery Form to Metrorail and MARC stations listed, the brochures that are assigned to the particular Metrorail and MARC stations and remove any outdated brochures. Any brochures removed are to be recycled. The brochures will be placed in the rack holders at the various Metrorail and MARC stations. The Contractor must fill 10 – 20 pockets or the amount needed as listed on the Weekly Ride-On Schedule Delivery Form.
- d. **Inventory Reports/Requests** – The Contractor must conduct inventory for the purposes of determining schedule and brochure inventory needs by close of business every Monday and Thursday to ensure that a sufficient number of schedules and brochures are provided to meet requirements for distribution during the next business week. The contractor must submit all e-mail requests for inventory replenishment should be received to the County by 3:00 p.m. on Friday. An Inventory Management Form provided by the Contractor must be e-mailed to Transit Services requesting schedules or brochures that are needed for the current inventory held by the Contractor. The County will respond to e-mail requests for timetable bus schedules or brochure replenishment within two (2) business days. The County will call the Contractor when the timetable bus schedules, or brochures are ready for pickup. The Contractor will have one (1) business day to pick up the timetable bus schedules or brochures. The Contractor must load the boxes of timetable bus schedules and/or brochures at pick up. An inventory of Metrorail and MARC stations must consist of an on-site visit to each of the delivery locations and the recording of the number of schedules per route and brochures at each location. This inventory must be e-mailed to Transit Services with the Inventory Management Form listing schedules and/or brochures needed to restock inventory and restock Metrorail and MARC stations.
- e. **Stocking timetable holders** – The Contractor must place a minimum of 30 timetables (or the amount the holder can accommodate) of the same bus route in each of the timetable racks at the inventory check time. At those Metrorail or MARC stations that require few schedules, the Contractor will double up on the number of schedules placed in the pockets of the schedule holders at the Metro or MARC stations. If a schedule is not available at the time of inventory check, the Contractor must e-mail an Inventory request to the County by 3:00 pm Friday, as described above.
- f. **Office Facilities** – The Contractor must provide a workspace storage area located in Montgomery County to house an average inventory of 60 to 100 boxes of schedules or brochures. Office facilities must have workspace to accommodate a place to store and stock the schedules before delivery to Metrorail or MARC stations.

g. **Monthly Reports** – The Contractor must submit monthly reports consisting of the completed Weekly Ride-On Schedule Delivery Form showing the schedules that were placed at the Metrorail and MARC stations listed as well as indicating the cleaning of the bus timetable racks at the Metrorail and MARC station. Also, the Contractor should note on the form with an “X”, schedules that were not available to restock at the Metrorail or MARC station. The monthly reports should be e-mailed to the Transit Services Office with the monthly invoice.

h. **Backup** – The bus timetable and brochure distribution services must be completed on a continuous and ongoing basis. The Contractor is fully responsible for meeting these regular and recurring requirements. The Contractor must submit a plan to provide backup to meet the program requirements in the event the Contractor becomes sick, disabled, takes vacation, etc.

5.4 Contractor’s Qualifications

1. Contractor must have a minimum of one (1) year providing vocation training program for the developmentally disabled populations;
2. Contractor must have a minimum of one (1) year experience of Firm and individuals in the distribution/collection service.
3. The Contractor must have an understanding of specific County requirements as evidenced by the quality of delivery plan, submitted by the Contractor in response to this Request for Quotation.
4. The Contractor must have program staffing a minimum of one (1) year working with the developmentally mentally disabled vocational training work program.
5. The Contractor must have a minimum of one (1) year of similar or related experience in working and providing training with the developmentally disabled population.
6. The Contractor must have a Maryland DHMH Developmental Disabilities Administration License to Provide Adult Vocational Services.
7. The Contractor must have a Montgomery County DHHS Private Educational Institution License.
8. Any individual operating a vehicle must have a valid Maryland Driver’s License.

5.5 Contractor’s Responsibility

The Contractor must provide/perform the following under any resulting contract:

1. Provide weekday delivery of bus timetable schedules and brochures to Metrorail and MARC stations and/or Transit Centers in Montgomery County as described in this Request for Proposals and any contract resulting from this Request for Proposals.
2. Provide an adequate number of personnel sufficient to ensure delivery of bus timetable schedules and brochures to Metrorail and MARC stations in accordance with the schedules described in this Request for Proposals and any contract resulting from this Request for Proposals.
3. Provide a storage facility located in Montgomery County to house 60 to 100 boxes of schedules and brochures to be used for delivery to various Metrorail and MARC stations.
4. Provide monthly reports as required in accordance with this Request for Proposals and any contract resulting from this Request for Proposals.

5.6 Reports

The Contractor must create and submit to the County the following:

1. Weekly Ride-On Schedule Delivery Forms; prepared daily and submitted weekly;
2. Ride On schedule Delivery Report; submitted monthly;
3. Any other operational reports that may be developed or required regarding distribution of schedules and brochures as described in this Request for Proposal and any contract resulting from this Request for Proposals.

5.7 Schedule Form Information

Weekly Ride-On Schedule Delivery Form

Listed Below are the Delivery Schedules

3 Days a Week

Shady Grove Station
Rockville Station
Silver Spring Station

2 Days a Week

Twinbrook Station
Friendship Heights Station
Wheaton Station

1 Day A Week

Takoma Park Station
White Flint Station
Bethesda Station

Glenmont Station

Grosvenor-Strathmore Station
Forest Glen Station
Medical Center

MARC Stations

1 Day A Week

Germantown
Metropolitan Grove
Gaithersburg
Washington Grove
Kensington
Silver Spring
Rockville

Optional Sites (Outdoor Sites)

Listed below are sites that may be added to this Contract in the future by a contract amendment.

Transit Centers

- Site 1: Germantown Transit Center
- Site 2: Lakeforest Transit Center
- Site 3: Traville Transit Center
- Site 4: Falls Grove Transit Center (Rockville Regional Transit Center)
- Site 5: Paul S Sarbanes (Silver Spring) Transit Center
- Site 6: Montgomery Mall
- Site 7: White Oak
- Site 8: Takoma Langley Crossroads

6. SECTION C - PERFORMANCE PERIOD

6.1. TERM

The effective date of this Contract begins upon signature by the Director, Office of Procurement and ends after Three (3) years. The period in which the Contractor must perform all work under the Contract begins on the Contract's effective date upon the County's issuance of a Notice to Proceed and ends after Three (3) years. The Contractor must perform all work in accordance with time periods stated in the Scope of Work. Before this term for performance ends, the Director at his/her sole option may (but is not required to) renew the term. The Contractor's satisfactory performance does not guarantee a renewal of the term. The Director may exercise this option to renew this term two (2) times for one year each.

6.2 PRICE ADJUSTMENTS

- 6.2.1 Prices quoted are firm for a period of (2) years after execution of the contract. Any request for a price adjustment after this (2)-year period is subject to the following:
 - 6.2.1.1. Approval or rejection by the Director, Office of Procurement or designee
 - 6.2.1.2. Submission in writing to the Director, Office of Procurement and accompanied by supporting documentation justifying the Contractor's request. A request for any price adjustment may not be approved unless the contractor submits to the County sufficient justification to support that the Contractor's request is based on its net increase in costs in delivering the goods/services under the contract.
 - 6.2.1.3. Submission within sixty (60) days prior to contract expiration date, if the contract is being amended.
 - 6.2.1.4. The County will not approve a price adjustment request that exceeds the amount of the annual percentage change of the Consumer Price Index (CPI) for the twelve-month period immediately prior to the date of the request. The request must be based upon the CPI for all urban consumers issued for the Washington-Arlington-Alexandria, DC-VA-MD-WV Metropolitan area by the United States Department of Labor, Bureau of Labor Statistics for ALL ITEMS.
 - 6.2.1.5. The County will approve only one price adjustment for each contract term, if a price adjustment is approved.
 - 6.2.1.6. The price adjustment, including its effective date, must be incorporated into a written contract amendment.
- 6.2.2. If pricing is based on percentage discounts, the percentage discount is fixed throughout the term of the contract.

7 SECTION D - METHOD OF AWARD/EVALUATION CRITERIA

7.1 PROCEDURES

- 7.1.1. Upon receipt of proposals, the Qualification and Selection Committee (QSC) will review and evaluate all proposals in accordance with the evaluation criteria listed below under Section D.7.1.9.a.
- 7.1.2. Vendor interviews will be conducted with the three highest scoring offerors who achieve 70 points or more based on the QSC's score for each written proposal. The interview criteria that will then be utilized are listed below under Section D.7.1.9.b. The QSC will also review an offeror for responsibility.
- 7.1.3. The QSC will make its award recommendation of the highest ranked offeror based on the QSC's combined written and interview scores, and its responsibility determination.
- 7.1.4. The Using Department Head will review and forward the QSC recommendation with concurrence, objection, or amendment to the Director, Office of Procurement.
- 7.1.5. The Director, Office of Procurement, may approve, approve with conditions, or reject the Using Department Head's recommendation.
- 7.1.6. Upon approval of a recommended award to a proposed awardee(s), by the Director, Office of Procurement, the County will enter into negotiations with the proposed awardee(s). If a contract cannot be successfully negotiated with the proposed awardee(s), the Using Department will proceed to negotiations with the next highest ranked offeror after obtaining approval from the Director. If the Director approves, negotiations may be held simultaneously or successively with one or more offerors prior to making an award.
- 7.1.7. After the successful conclusion of negotiations, the Director will publicly post the name(s) of the proposed awardee(s).
- 7.1.8. The County reserves the right to cancel the solicitation. The solicitation cancellation will be publicly posted.

7.1.9. EVALUATION CRITERIA

POINTS

a. Written Proposal Evaluation Criteria	
The QSC will evaluate the written proposals based on the following criteria.	
1. Expertise and relevant experience of firm and individuals on distribution/collection services.	20
2. Expertise and qualifications of firm in providing supported employment services to persons with developmental disabilities.	20
3. Understanding of specific County requirements as evidenced by quality of outline of delivery plan.	20
4. Fee Schedule (Attachment D)	20
5. Local Business Preference (LBP)	10
6. MFD Participation* (Must EXCEED set % goal of applicable purchasing category)	10
Highest possible QSC score for written proposal evaluation:	100
b. Interview Evaluation Criteria	
The QSC will evaluate the interviews based on the following criteria.	
1. Demonstrated expertise and experience of firm and individuals on distribution/collection services	20
2. Expertise and qualifications of firm in providing supported employment services to persons with developmental disabilities	20
3. Proposal presentation and quality of delivery plan	20
4. Fee Schedule (Attachment D)	20
5. Local Business Preference (LBP)	10
6. MFD Participation* (Must EXCEED set % goal of applicable purchasing category)	10
Highest possible QSC score for interview evaluation:	100

***MFD Participation Requirements and Examples:**

www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/MFDCriteria.pdf

8 SECTION E - SUBMISSIONS

8.1 PROPOSAL SUBMISSIONS

FAILURE OF AN OFFEROR TO SUBMIT ALL REQUIRED PROPOSAL SUBMISSIONS MAY RENDER ITS PROPOSAL UNACCEPTABLE AS DETERMINED BY THE DIRECTOR, OFFICE OF PROCUREMENT.

- 8.1.1. Offerors must electronically submit their proposal through www.bidnetdirect.com/maryland/montgomerycounty in the format below. Proposals will be evaluated on only material that is submitted. The offeror must submit sufficient information to enable the QSC to evaluate the offeror’s capabilities and experience. Proposals must include the following information (including labeled sections numbered as shown):
 - 8.1.1.1. A cover letter with a brief description of the firm, including the offeror’s name, address, telephone number, and email address.
 - 8.1.1.2. The completed Acknowledgment page of this solicitation, signed by a person authorized to bind the offeror to the proposal.
 - 8.1.1.3. At least three references that may be contacted to attest to the quality and timeliness of the offeror’s work of similar nature and scope as that required by the County in this solicitation. ([see Attachment A](#)).
 - 8.1.1.4. If this solicitation is subject to the Wage Requirements Law ([see page 1](#)), the offeror must submit the appropriate Wage Requirements Law forms found at: (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf). Failure to submit and complete the required material information on the form(s) may cause the offeror’s proposal to be unacceptable under County law, and the proposal may be rejected.
 - 8.1.1.5. Mid-Atlantic Purchasing Team Rider Clause – (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-147B.pdf).
 - 8.1.1.6. Minority, Female, Disabled Persons Subcontractor Performance Plan (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf). **To ensure a contract can move forward as a result of this solicitation, this plan must be submitted with the offeror’s proposal. Note: Offerors who are seeking additional MFD participation evaluation scoring points ([see Section D](#) above and the requirements and examples at**

(www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/MFDCriteria.pdf) **MUST complete and submit this form with its proposal submission.**

***The Purchasing Category Related to the MFD Participation Evaluation Factor for this solicitation is indicated on the front cover page.**

- 8.1.1.7. Minority Business Program and Offeror's Representation –
(www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-90.pdf) (see Sample of MFD Report of Payments Received
(www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-97.pdf)
Note: Offerors who are seeking additional MFD participation evaluation scoring points described under Section E, 8.1.1.6., above, should complete and submit this form with its proposal submission.
- ~~8.1.1.8. Local Business Subcontracting Performance Plan
(www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-192.pdf)
Note: Only applies to Offerors who are responding to High Dollar Contracts (with an initial contract that is estimated to exceed \$10 million) in accordance with County Code Article XVII of Chapter 11B: Local Business Subcontracting Program, should complete and submit this form with its proposal submission.~~
- 8.1.1.9. Written documentation detailing offeror's expertise and relevant experience of firm and individuals on distribution/collection services.
- 8.1.1.10. Written documentation detailing offeror's expertise and qualifications in providing supported employment services to persons with developmental disabilities.
- 8.1.1.11. Written documentation detailing offeror's understanding of specific County requirements as evidenced by quality of outline of delivery plan.
- 8.1.1.12. Completed Fee Schedule – Attachment D

8.2 AWARD SUBMISSIONS

Prior to the execution of a contract, the following items must be submitted:

- 8.2.1 Minority, Female, Disabled Person Subcontractor Performance Plan (contract value greater than \$50,000) – (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf).
- 8.2.2 Offeror's Certification of Cost and Price (contract value greater than \$100,000) – (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-92.pdf).
- 8.2.3 Certificate of Insurance ([see mandatory insurance requirements](#)) - Attachment C.
- 8.2.3.1 The proposed contract awardee must provide the applicable insurance coverage, and all costs for this coverage must be calculated into offeror's proposal price.
- 8.2.3.2 These insurance requirements supersede those found in Provision #21 of the General Conditions between County and Contractor, and are applicable to any contract executed as a result of this solicitation.
- 8.2.4 If this solicitation is subject to the Wage Requirements Law ([see page 1](#)), then the offeror must submit a Certification of posting a Wage Requirements notice (see sample (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-164.pdf))
- ~~8.2.5 If this solicitation is for a High Dollar Value Contract (with an initial contract award that is estimated to exceed \$10 million), then the Offeror must submit a Local Business Subcontracting Performance Plan (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-192.pdf)~~
- 8.2.6 Maryland DHMH Developmental Disabilities Administration License to Provide Adult Vocational Services.
- 8.2.7 Montgomery County DHHS Private Educational Institution License.
- 8.2.8 Valid Maryland Driver's License for all employees operating a vehicle under this Contract.

9 SECTION F - COMPENSATION

The contractor will be paid on a monthly basis, within 30 days after the County's receipt and acceptance of an invoice submitted by the contractor and in a form approved by the County.

10 SECTION G - CONTRACT ADMINISTRATOR

10.1. AUTHORITY

The Director, Office of Procurement, is the delegated contracting officer. Therefore, the Director, Office of Procurement, must approve amendments, modifications, or changes to the terms, conditions, or minority, female, and disabled subcontractor plans in writing.

10.2. USING DEPARTMENT

The contract administrator's duties are defined in the General Conditions of Contract between County & Contractor, Section J, item #6.

10.3. CONTRACT ADMINISTRATOR

The Contract Administrator for any contract resulting from this solicitation is Will Kenlaw, Department of Transportation – Transit Services, 240-777-5870, will.kenlaw@montgomerycountymd.gov

11 SECTION H - SPECIAL TERMS AND CONDITIONS

11.1 Not Applicable

12 SECTION I - ETHICS

As a result of being awarded a contract resulting from this solicitation, the successful contractor may be ineligible for the award of related contracts. In this regard, Montgomery County Code Sections 11B-52 (b) and (c) state the following:

A contractor providing an analysis or recommendation to the County concerning a particular matter must not, without first obtaining the written consent of the Chief Administrative Officer:

- (a) Assist another party in the matter or another person if the person has a direct and substantial interest in the matter; or
- (b) Seek or obtain an economic benefit from the matter in addition to payment to the contractor by the County.

13 SECTION J - GENERAL CONDITIONS OF CONTRACT BETWEEN COUNTY & CONTRACTOR**1. ACCOUNTING SYSTEM AND AUDIT, ACCURATE INFORMATION**

The contractor certifies that all information the contractor has provided or will provide to the County is true and correct and can be relied upon by the County in awarding, modifying, making payments, or taking any other action with respect to this contract including resolving claims and disputes. Any false or misleading information is a ground for the County to terminate this contract for cause and to pursue any other appropriate remedy. The contractor certifies that the contractor's accounting system conforms with generally accepted accounting principles, is sufficient to comply with the contract's budgetary and financial obligations, and is sufficient to produce reliable financial information.

The County may examine the contractor's and any first tier subcontractor's records to determine and verify compliance with the contract and to resolve or decide any claim or dispute arising under this contract. The contractor and any first tier subcontractor must grant the County access to these records at all reasonable times during the contract term and for 3 years after final payment. If the contract is supported to any extent with federal or state funds, the appropriate federal or state authorities may also examine these records. The contractor must include the preceding language of this paragraph in all first tier subcontracts.

2. AMERICANS WITH DISABILITIES ACT

The contractor agrees to comply with the nondiscrimination requirements of Titles II and III, and other provisions, of the Americans with Disabilities Act of 1990, Pub. Law 101-336, and ADA Amendments Act of 2008, Pub. Law 110-325, as amended, currently found at 42 U.S.C., § 12101, et seq., and 47 U.S.C., ch. 5.

3. APPLICABLE LAWS

This contract must be construed in accordance with the laws and regulations of Maryland and Montgomery County. The Montgomery County Procurement Regulations are incorporated by reference into, and made a part of, this contract. In the case of any inconsistency between this contract and the Procurement Regulations, the Procurement Regulations govern. The contractor must, without additional cost to the County, pay any necessary fees and charges, obtain any necessary licenses and permits, and comply with applicable federal, state and local laws, codes and regulations. Through signature of this contract, the contractor certifies that the contractor has filed an initial statement with the Maryland State Board of Elections in compliance with MD Code Ann., Election Law, §14-104(b)(1), or is not required to file an initial statement as per MD Code Ann., Election Law, §14-104(c)(2).

For purposes of litigation involving this contract, except for contract Disputes discussed in paragraph 8 below, exclusive venue and jurisdiction must be in the Circuit Court for Montgomery County, Maryland or in the District Court of Maryland for Montgomery County.

The County's prevailing wage law, as found at §11B-33C of the County Code, applies to certain construction and mechanical systems service contracts. To the extent applicable, the County's prevailing wage requirements are enumerated within this solicitation/contract in the "Prevailing Wage Requirements for Construction Contract Addendum to the General Conditions of Contract between County and Contractor." If applicable to this contract, the Addendum will be attached to the contract, and will be incorporated herein by reference, and made a part thereof.

Furthermore, certain non-profit and governmental entities may purchase supplies and services, similar in scope of work and compensation amounts provided for in a County contract, using their own contract and procurement laws and regulations, pursuant to the Md. State Finance and Procurement Article, Section 13-101, et. seq.

Contractor and all of its subcontractors must comply with the provisions of County Code §11B-35A and must not retaliate against a covered employee who discloses an illegal or improper action described in §11B-35A. Furthermore, an aggrieved covered employee under §11B-35A is a third-party beneficiary under this Contract, who may by civil action recover compensatory damages including interest and reasonable attorney's fees, against the contractor or one of its subcontractors for retaliation in violation of that Section.

The contractor agrees to comply with the requirements of the Displaced Service Workers Protection Act, which appears in County Code, Chapter 27, Human Rights and Civil Liberties, Article X, Displaced Service Workers Protection Act, §§ 27-64 through 27-66.

Montgomery County's Earned Sick and Safe Leave Law, found at Sections 27-76 through 27-82 of the County Code, became effective October 1, 2016. An employer doing business in the County, as defined under the statute, must comply with this law. This includes an employer vendor awarded a County contract. A vendor may obtain information regarding this law at

<http://www.montgomerycountymd.gov/humanrights/>

4. ASSIGNMENTS AND SUBCONTRACTS

The contractor must not assign or transfer this contract, any interest herein or any claim hereunder, except as expressly authorized in writing by the Director, Office of Procurement. Unless performance is separately and expressly waived in writing by the Director, Office of Procurement, an assignment does not release the contractor from responsibility for performance of this contract. Unless otherwise provided in the contract, the contractor may not contract with any other party for furnishing any of the materials or services herein contracted for without the written approval of the Director, Office of Procurement. Any subcontract for any work hereunder must comport with the terms of this Contract and County law, and must include any other terms and conditions that the County deems necessary to protect its interests. The contractor must not employ any subcontractor that is a debarred or suspended person under County Code §11B-37. The contractor is fully responsible to the County for the acts and omissions of itself, its subcontractors and any persons either directly or indirectly employed by them. Nothing contained in the contract documents shall create any contractual relation between any subcontractor and the County, and nothing in the contract documents is intended to make any subcontractor a beneficiary of the contract between the County and the contractor.

5. CHANGES

The Director, Office of Procurement, may unilaterally change the work, materials and services to be performed. The change must be in writing and within the general scope of the contract. The contract will be modified to reflect any time or money adjustment the contractor is entitled to receive. Contractor must bring to the Contract Administrator, in writing, any claim about an adjustment in time or money resulting from a change, within 30 days from the date the Director, Office of Procurement, issued the change in work, or the claim is waived. Any failure to agree upon a time or money adjustment must be resolved under the "Disputes" clause of this contract. The contractor must proceed with the prosecution of the work as changed, even if there is an unresolved claim. No charge for any extra work, time or material will be allowed, except as provided in this section.

6. CONTRACT ADMINISTRATION

- A. The contract administrator, subject to paragraph B below, is the Department representative designated by the Director, Office of Procurement, in writing and is authorized to:
- (1) serve as liaison between the County and the contractor;
 - (2) give direction to the contractor to ensure satisfactory and complete performance;
 - (3) monitor and inspect the contractor's performance to ensure acceptable timeliness and quality;

- (4) serve as records custodian for this contract, including wage and prevailing wage requirements;
- (5) accept or reject the contractor's performance;
- (6) furnish timely written notice of the contractor's performance failures to the Director, Office of Procurement, and to the County Attorney, as appropriate;
- (7) prepare required reports;
- (8) approve or reject invoices for payment;
- (9) recommend contract modifications or terminations to the Director, Office of Procurement;
- (10) issue notices to proceed; and
- (11) monitor and verify compliance with any MFD Performance Plan.

B. The contract administrator is NOT authorized to make determinations (as opposed to recommendations) that alter, modify, terminate or cancel the contract, interpret ambiguities in contract language, or waive the County's contractual rights.

7. COST & PRICING DATA

Chapter 11B of the County Code and the Montgomery County Procurement Regulations require that cost & pricing data be obtained from proposed awardees/contractors in certain situations. The contractor guarantees that any cost & pricing data provided to the County will be accurate and complete. The contractor grants the Director, Office of Procurement, access to all books, records, documents, and other supporting data in order to permit adequate evaluation of the contractor's proposed price(s). The contractor also agrees that the price to the County, including profit or fee, may, at the option of the County, be reduced to the extent that the price was based on inaccurate, incomplete, or noncurrent data supplied by the contractor.

8. DISPUTES

Any dispute arising under this contract that is not disposed of by agreement must be decided under the Montgomery County Code and the Montgomery County Procurement Regulations. Pending final resolution of a dispute, the Contractor must proceed diligently with contract performance. Subject to subsequent revocation or alteration by the Director, Office of Procurement, the head of the County department, office or agency ("Department Head") of the contract administrator is the designee of the Director, Office of Procurement, for the purpose of dispute resolution. The Department Head, or his/her designee, must forward to the Director, Office of Procurement, a copy of any written resolution of a dispute. The Department Head may delegate this responsibility to another person (other than the contract administrator). A contractor must notify the contract administrator of a claim in writing, and must attempt to resolve a claim with the contract administrator prior to filing a dispute with the Director, Office of Procurement or designee. The contractor waives any dispute or claim not made in writing and received by the Director, Office of Procurement, within 30 days of the event giving rise to the dispute or claim, whether or not the contract administrator has responded to a written notice of claim or resolved the claim. The Director, Office of Procurement, must dismiss a dispute that is not timely filed. A dispute must be in writing, for specific relief, and any requested relief must be fully supported by affidavit of all relevant calculations, including cost and pricing information, records, and other information. At the County's option, the contractor agrees to be made a party to any related dispute involving another contractor.

9. DOCUMENTS, MATERIALS, AND DATA

All documents materials or data developed as a result of this contract are the County's property. The County has the right to use and reproduce any documents, materials, and data, including confidential information, used in the performance of, or developed as a result of, this contract. The County may use this information for its own purposes, including reporting to state and federal agencies. The contractor warrants that it has title to or right of use of all documents, materials or data used or developed in connection with this contract. The contractor must keep confidential all documents, materials, and data prepared or developed by the contractor or supplied by the County.

10. DURATION OF OBLIGATION

The contractor agrees that all of contractor's obligations and warranties, including all requirements imposed by the Minority Owned Business Addendum to these General Conditions, if any, which directly or indirectly are intended by their nature or by implication to survive contractor performance, do survive the completion of performance, termination for default, termination for convenience, or termination by mutual consent of the contract.

11. ENTIRE AGREEMENT

There are no promises, terms, conditions, or obligations other than those contained in this contract. This contract supersedes all communications, representations, or agreements, either verbal or written, between the parties hereto, with the exception of express warranties given to induce the County to enter into the contract.

12. ETHICS REQUIREMENTS/POLITICAL CONTRIBUTIONS

The contractor must comply with the ethics provisions contained in Chapters 11B and 19A, Montgomery County Code, which include the following:

- (a) a prohibition against making or offering to make certain gifts. Section 11B-51(a).
- (b) a prohibition against kickbacks. Section 11B-51(b).
- (c) a prohibition against a person engaged in a procurement from employing or offering to employ a public employee. Section 11B-52 (a).
- (d) a prohibition against a contractor that is providing a recommendation to the County from assisting another party or seeking to obtain an economic benefit beyond payment under the contract. Section 11B-52 (b).
- (e) a restriction on the use of confidential information obtained in performing a contract. Section 11B-52 (c).
- (f) a prohibition against contingent fees. Section 11B-53.

Furthermore, the contractor specifically agrees to comply with Sections 11B-51, 11B-52, 11B-53, 19A-12, and/or 19A-13 of the Montgomery County Code. In addition, the contractor must comply with the political contribution reporting requirements currently codified under the Election Law at Md. Code Ann., Title 14.

13. GUARANTEE

- A. Contractor guarantees for one year from acceptance, or for a longer period that is otherwise expressly stated in the County's written solicitation, all goods, services, and construction offered, including those used in the course of providing the goods, services, and/or construction. This includes a guarantee that all products offered (or used in the installation of those products) carry a guarantee against any and all defects for a minimum period of one year from acceptance, or for a longer period stated in the County's written solicitation. The contractor must correct any and all defects in material and/or workmanship that may appear during the guarantee period, or any defects that occur within one (1) year of acceptance even if discovered more than one (1) year after acceptance, by repairing, (or replacing with new items or new materials, if necessary) any such defect at no cost to the County and to the County's satisfaction.
- B. Should a manufacturer's or service provider's warranty or guarantee exceed the requirements stated above, that guarantee or warranty will be the primary one used in the case of defect. Copies of manufacturer's or service provider's warranties must be provided upon request.
- C. All warranties and guarantees must be in effect from the date of acceptance by the County of the goods, services, or construction.
- D. The contractor guarantees that all work shall be accomplished in a workmanlike manner, and the contractor must observe and comply with all Federal, State, County and local laws, ordinances and regulations in providing the goods, and performing the services or construction.

E. Goods and materials provided under this contract must be of first quality, latest model and of current manufacture, and must not be of such age or so deteriorated as to impair their usefulness or safety. Items that are used, rebuilt, or demonstrator models are unacceptable, unless specifically requested by the County in the Specifications.

14. HAZARDOUS AND TOXIC SUBSTANCES

Manufacturers and distributors are required by federal "Hazard Communication" provisions (29 CFR 1910.1200), and the Maryland "Access to Information About Hazardous and Toxic Substances" Law, to label each hazardous material or chemical container, and to provide Material Safety Data Sheets to the purchaser. The contractor must comply with these laws and must provide the County with copies of all relevant documents, including Material Safety Data Sheets, prior to performance of work or contemporaneous with delivery of goods.

15. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) COMPLIANCE

In addition to the provisions stated above in Section 3. "Applicable Laws," contractor must comply with all requirements in the federal Health Insurance Portability and Accountability Act (HIPAA), to the extent that HIPAA is applicable to this contract. Furthermore, contractor must enter into the County's standard Business Associate Agreement or Qualified Service Organization Agreement when contractor or the County, as part of this contract, may use or disclose to one another, to the individual whose health information is at issue, or to a third-party, any protected health information that is obtained from, provided to, made available to, or created by, or for, the contractor or the County.

16. IMMIGRATION REFORM AND CONTROL ACT

The contractor warrants that both the contractor and its subcontractors do not, and shall not, hire, recruit or refer for a fee, for employment under this contract or any subcontract, an alien while knowing the alien is an unauthorized alien, or any individual without complying with the requirements of the federal Immigration and Nationality laws, including any verification and record keeping requirements. The contractor further assures the County that, in accordance with those laws, it does not, and will not, discriminate against an individual with respect to hiring, recruitment, or referral for a fee, of an individual for employment or the discharge of an individual from employment, because of the individual's national origin or, in the case of a citizen or prospective citizen, because of the individual's citizenship status.

17. INCONSISTENT PROVISIONS

Notwithstanding any provisions to the contrary in any contract terms or conditions supplied by the contractor, this General Conditions of Contract document supersedes the contractor's terms and conditions, in the event of any inconsistency.

18. INDEMNIFICATION

The contractor is responsible for any loss, personal injury, death and any other damage (including incidental and consequential) that may be done or suffered by reason of the contractor's negligence or failure to perform any contractual obligations. The contractor must indemnify and save the County harmless from any loss, cost, damage and other expenses, including attorney's fees and litigation expenses, suffered or incurred due to the contractor's negligence or failure to perform any of its contractual obligations. If requested by the County, the contractor must defend the County in any action or suit brought against the County arising out of the contractor's negligence, errors, acts or omissions under this contract. The negligence of any agent, subcontractor or employee of the contractor is deemed to be the negligence of the contractor. For the purposes of this paragraph, County includes its boards, agencies, agents, officials and employees.

19. INDEPENDENT CONTRACTOR

The contractor is an independent contractor. The contractor and the contractor's employees or agents are not agents of the County.

20. INSPECTIONS

The County has the right to monitor, inspect and evaluate or test all supplies, goods, services, or construction called for by the contract at all reasonable places (including the contractor's place of business) and times (including the period of preparation or manufacture).

21. INSURANCE

Prior to contract execution by the County, the proposed awardee/contractor must obtain at its own cost and expense the minimum insurance specified in the applicable table (See Tables A and B) or attachment to these General Conditions, with one or more insurance company(s) licensed or qualified to do business in the State of Maryland and acceptable to the County's Division of Risk Management. The minimum limits of coverage listed shall not be construed as the maximum as required by contract or as a limitation of any potential liability on the part of the proposed awardee/contractor to the County, nor shall failure by the County to request evidence of this insurance in any way be construed as a waiver of proposed awardee/contractor's obligation to provide the insurance coverage specified. Contractor must keep this insurance in full force and effect during the term of this contract, including all extensions. Unless expressly provided otherwise, Table A is applicable to this contract. The insurance must be evidenced by one or more Certificate(s) of Insurance and, if requested by the County, the proposed awardee/contractor must provide a copy of any and all insurance policies to the County. At a minimum, the proposed awardee/contractor must submit to the Director, Office of Procurement, one or more Certificate(s) of Insurance prior to award of this contract, and prior to any contract modification extending the term of the contract, as evidence of compliance with this provision. The contractor's insurance must be primary. Montgomery County, MD, including its officials, employees, agents, boards, and agencies, must be named as an additional insured on all liability policies. Contractor must provide to the County at least 30 days written notice of a cancellation of, or a material change to, an insurance policy. In no event may the insurance coverage be less than that shown on the applicable table, attachment, or contract provision for required insurance. After consultation with the Department of Finance, Division of Risk Management, the Director, Office of Procurement, may waive the requirements of this section, in whole or in part.

TABLE A. - INSURANCE REQUIREMENTS
(See Paragraph #21 under the General Conditions of Contract between County and Contractor)

	<u>CONTRACT DOLLAR VALUES (IN \$1,000's)</u>			
	<u>Up to 50</u>	<u>Up to 100</u>	<u>Up to 1,000</u>	<u>Over 1,000</u>
Workers Compensation (for contractors with employees)				
Bodily Injury by				
Accident (each)	100	100	100	See
Disease (policy limits)	500	500	500	Attach.
Disease (each employee)	100	100	100	
Commercial General Liability for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors	300	500	1,000	See Attach.
Minimum Automobile Liability (including owned, hired and non-owned automobiles)				
Bodily Injury				
each person	100	250	500	See
each occurrence	300	500	1,000	Attach.
Property Damage				
each occurrence	300	300	300	
Professional Liability* for errors, omissions and negligent acts, per claim and aggregate, with one year discovery period and	250	500	1,000	See Attach.

maximum deductible of \$25,000

Certificate Holder

Montgomery County Maryland (Contract #)
Office of Procurement
27 Courthouse Square, Ste 330
Rockville, Maryland 20850
*Professional services contracts only

TABLE B. - INSURANCE REQUIREMENTS
(See Paragraph #21 under the General Conditions of Contract between County and Contractor)

	<u>Up to 50</u>	<u>Up to 100</u>	<u>Up to 1,000</u>	<u>Over 1,000</u>
Commercial General Liability minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, independent contractors, and product liability	300	500	1,000	See Attach.

Certificate Holder

Montgomery County Maryland (Contract #)
Office of Procurement
27 Courthouse Square, Ste 330
Rockville, Maryland 20850

22. INTELLECTUAL PROPERTY APPROVAL AND INDEMNIFICATION - INFRINGEMENT

If contractor will be preparing, displaying, publicly performing, reproducing, or otherwise using, in any manner or form, any information, document, or material that is subject to a copyright, trademark, patent, or other property or privacy right, then contractor must: obtain all necessary licenses, authorizations, and approvals related to its use; include the County in any approval, authorization, or license related to its use; and indemnify and hold harmless the County related to contractor's alleged infringing or otherwise improper or unauthorized use. Accordingly, the contractor must protect, indemnify, and hold harmless the County from and against all liabilities, actions, damages, claims, demands, judgments, losses, costs, expenses, suits, or actions, and attorneys' fees and the costs of the defense of the County, in any suit, including appeals, based upon or arising out of any allegation of infringement, violation, unauthorized use, or conversion of any patent, copyright, trademark or trade name, license, proprietary right, or other related property or privacy interest in connection with, or as a result of, this contract or the performance by the contractor of any of its activities or obligations under this contract.

23. INFORMATION SECURITY

A. Protection of Personal Information by Government Agencies:
In any contract under which Contractor is to perform services and the County may disclose to Contractor personal information about an individual, as defined by State law, Contractor must implement and maintain reasonable security procedures and practices that: (a) are appropriate to the nature of the personal information disclosed to the Contractor; and (b) are reasonably designed to help protect the personal information from unauthorized access, use, modification, disclosure, or destruction. Contractor's requirement to implement and maintain reasonable security practices and procedures must include requiring any third-party to whom it discloses personal information that was originally disclosed to Contractor by the County to also implement and maintain reasonable security practices and procedures related to protecting the personal information. Contractor must notify the County of a breach of the security of a system if the unauthorized acquisition of an individual's personal information has occurred or is reasonably likely to occur, and also must share with the County all information related to the breach. Contractor must provide the above notification to the County as soon as reasonably practicable after Contractor discovers or is notified of the breach of the security of a system. Md. Code Ann., State Gov't. § 10-1301 through 10-1308 (2013).

B. Payment Card Industry Compliance:

In any contract where the Contractor provides a system or service that involves processing credit card payments (a "Payment Solution"), the Payment Solution must be Payment Card Industry Data Security Standard Compliant ("PCI-DSS Compliant"), as determined and verified by the Department of Finance, and must (1) process credit card payments through the use of a Merchant ID ("MID") obtained by the County's Department of Finance by and in the name of the County as merchant of record, or (2) use a MID obtained by and in the name of the Contractor as merchant of record.

24. NON-CONVICTION OF BRIBERY

The contractor hereby declares and affirms that, to its best knowledge, none of its officers, directors, or partners or employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery, or conspiracy to bribe under any federal, state, or local law.

25. NON-DISCRIMINATION IN EMPLOYMENT

The contractor agrees to comply with the non-discrimination in employment policies and/ or provisions prohibiting unlawful employment practices in County contracts as required by Section 11B 33 and Section 27 19 of the Montgomery County Code, as well as all other applicable state and federal laws and regulations regarding employment discrimination.

The contractor assures the County that, in accordance with applicable law, it does not, and agrees that it will not, discriminate in any manner on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, disability, or sexual orientation.

The contractor must bind its subcontractors to the provisions of this section.

26. PAYMENT AUTHORITY

No payment by the County may be made, or is due, under this contract, unless funds for the payment have been appropriated and encumbered by the County. Under no circumstances will the County pay the contractor for legal fees, late fees, or shipping fees that are not provided for in the contract. The contractor must not proceed to perform any work (provide goods, services, or construction) prior to receiving written confirmation that the County has appropriated and encumbered funds for that work. If the contractor fails to obtain this verification from the Office of Procurement prior to performing work, the County has no obligation to pay the contractor for the work.

If this contract provides for an additional contract term for contractor performance beyond its initial term, continuation of contractor's performance under this contract beyond the initial term is contingent upon, and subject to, the appropriation of funds and encumbrance of those appropriated funds for payments under this contract. If funds are not appropriated and encumbered to support continued contractor performance in a subsequent fiscal period, contractor's performance must end without further notice from, or cost to, the County. The contractor acknowledges that the County Executive has no obligation to recommend, and the County Council has no obligation to appropriate, funds for this contract in subsequent fiscal years. Furthermore, the County has no obligation to encumber funds to this contract in subsequent fiscal years, even if appropriated funds may be available. Accordingly, for each subsequent contract term, the contractor must not undertake any performance under this contract until the contractor receives a purchase order or contract amendment from the County that authorizes the contractor to perform work for the next contract term.

27. P-CARD OR SUA PAYMENT METHODS

The County is expressly permitted to pay the vendor for any or all goods, services, or construction under the contract through either a procurement card ("p-card") or a Single Use Account("SUA") method of payment, if the contractor accepts the noted payment method from any other person. In that event, the County reserves the right to pay any or all amounts due under the contract by using either a p-card (except when a purchase order is required) or a SUA method of payment, and

the contractor must accept the County's p-card or a SUA method of payment, as applicable. Under this paragraph, contractor is prohibited from charging or requiring the County to pay any fee, charge, price, or other obligation for any reason related to or associated with the County's use of either a p-card or a SUA method of payment.

28. PERSONAL PROPERTY

All furniture, office equipment, equipment, vehicles, and other similar types of personal property specified in the contract, and purchased with funds provided under the contract, become the property of the County upon the end of the contract term, or upon termination or expiration of this contract, unless expressly stated otherwise.

29. TERMINATION FOR DEFAULT

The Director, Office of Procurement, may terminate the contract in whole or in part, and from time to time, whenever the Director, Office of Procurement, determines that the contractor is:

- (a) defaulting in performance or is not complying with any provision of this contract;
- (b) failing to make satisfactory progress in the prosecution of the contract; or
- (c) endangering the performance of this contract.

The Director, Office of Procurement, will provide the contractor with a written notice to cure the default. The termination for default is effective on the date specified in the County's written notice. However, if the County determines that default contributes to the curtailment of an essential service or poses an immediate threat to life, health, or property, the County may terminate the contract immediately upon issuing oral or written notice to the contractor without any prior notice or opportunity to cure. In addition to any other remedies provided by law or the contract, the contractor must compensate the County for additional costs that foreseeably would be incurred by the County, whether the costs are actually incurred or not, to obtain substitute

performance. A termination for default is a termination for convenience if the termination for default is later found to be without justification.

30. TERMINATION FOR CONVENIENCE

This contract may be terminated by the County, in whole or in part, upon written notice to the contractor, when the County determines this to be in its best interest. The termination for convenience is effective on the date specified in the County's written notice. Termination for convenience may entitle the contractor to payment for reasonable costs allocable to the contract for work or costs incurred by the contractor up to the date of termination. The contractor must not be paid compensation as a result of a termination for convenience that exceeds the amount encumbered to pay for work to be performed under the contract.

31. TIME

Time is of the essence.

32. WORK UNDER THE CONTRACT

Contractor must not commence work under this contract until all conditions for commencement are met, including execution of the contract by both parties, compliance with insurance requirements, encumbrance of funds, and issuance of any required notice to proceed.

33. WORKPLACE SAFETY

The contractor must ensure adequate health and safety training and/or certification, and must comply with applicable federal, state and local Occupational Safety and Health laws and regulations.

PMMD-45. REVISED 07/2022

THIS FORM MUST NOT BE MODIFIED WITHOUT THE PRIOR APPROVAL OF THE OFFICE OF THE COUNTY ATTORNEY.

ATTACHMENT A

REFERENCES
(submit at least three)

You are requested to provide references to the County with your proposal. The three (3) references must be from individuals or firms for whom work of a similar scope has been performed within the last three years. Names for references shall be of individuals who directly supervised or had direct knowledge of the services or goods provided.

NAME OF FIRM: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
CONTACT PERSON: _____ PHONE: _____
EMAIL: _____ CELL PH _____

NAME OF FIRM: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
CONTACT PERSON: _____ PHONE: _____
EMAIL: _____ CELL PH _____

NAME OF FIRM: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
CONTACT PERSON: _____ PHONE: _____
EMAIL: _____ CELL PH _____

ATTACHMENT B

COST AND PRICE REQUIREMENTS

By submitting your proposal, offeror, if selected for negotiation, grants the Contracting Officer or an authorized representative the right to examine those books, records, documents and any other supporting data that will permit adequate evaluation of the proposed price. This right may be exercised at any time prior to award of a contract. The Montgomery County Government may utilize an independent contractor for cost and price analysis or to examine your books and records.

The Cost/price for any resultant contract will be negotiated on the basis of the successful offeror's normal estimating and/or accounting system or the system set forth in Cost Accounting Standards Board Disclosure Statement as required by Public Law 100-679.

Prior to contract execution, the proposed awardee may be required to provide the following information;

- A. Latest and previous year's financial statement or profit and loss statement.
- B. Burdened rate verification detailing the composition and value of the elements of Fringe Benefits, Overhead, General and Administrative Overhead, Profit or Fee.
- C. Offeror's Certification of Cost and Price information (the form on which to enter this information can be downloaded at (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-92.pdf)).

ATTACHMENT C MANDATORY INSURANCE REQUIREMENTS

Prior to the execution of the contract by the County, the proposed awardee/contractor must obtain, at their own cost and expense, the following *minimum* (not maximum) insurance coverage with an insurance company/companies licensed to conduct business in the State of Maryland and acceptable to the Division of Risk Management. This insurance must be kept in full force and effect during the term of this contract, including all extensions. The insurance must be evidenced by a certificate of insurance, and if requested by the County, the proposed awardee/contractor shall provide a copy of the insurance policies and additional insured endorsements. The minimum limits of coverage listed below shall not be construed as the maximum as required by contract or as a limitation of any potential liability on the part of the proposed awardee/contractor to the County nor shall failure to request evidence of this insurance in any way be construed as a waiver of proposed awardee / contractor's obligation to provide the insurance coverage specified. The Contractor's insurance shall be primary with the County's being non-contributory.

Commercial General Liability

A minimum limit of liability of **one million dollars (\$1,000,000), per occurrence, and two million (\$2,000,000) aggregate**, for bodily injury, personal injury and property damage coverage per occurrence including the following coverages:

- Contractual Liability
- Premises and Operations
- Independent Contractors & Subcontractors
- Products and Completed Operations
- Sexual Molestation and Abuse – \$1,000,000 limit required – may be provided under Contractor's *Professional Liability*. Evidence of coverage is needed for review.

Business Automobile Liability

A minimum limit of liability of **one million dollars (\$ 1,000,000)**, combined single limit, for bodily injury and property damage coverage per occurrence including the following:

- Owned automobiles
- Hired automobiles
- Non-owned automobiles

Worker's Compensation/Employer's Liability

Meeting all statutory requirements of the State of Maryland Law and with the following minimum Employers' Liability limits:

- Bodily Injury by Accident - \$100,000 each accident**
- Bodily Injury by Disease - \$500,000 policy limits**
- Bodily Injury by Disease - \$100,000 each employee**

Subcontractor Requirements

Unless otherwise stated below the proposed awardee/contractor shall require all subcontractors to obtain, and maintain, insurance with limits equal to, or greater, than those limits required within the contract.

Additional Insured

Montgomery County, Maryland, its elected and appointed officials, officers, consultants, agents and employees, must be included as an additional insured on an endorsement to Contractor's commercial general, automobile insurance, and contractor's excess/umbrella insurance policies, if used to satisfy the Contractor's minimum insurance requirements under this contract, for liability arising out of contractor's products, goods and services provided under this contract. The stipulated limits of coverage above shall not be construed as a limitation of any potential liability of the contractor. Coverage pursuant to this Section shall not include any provision that would bar, restrict, or preclude coverage for claims by Montgomery County against Contractor, including but not limited to "cross-liability" or "insured vs insured" exclusion provisions.

Policy Cancellation

Should any of the above policies be cancelled before the expiration date thereof, written notice must be delivered to the County in accordance with the policy provisions.

Certificate Holder

Montgomery County, Maryland
Dept of Transportation / Tekiyah Ward
101 Monroe St., 5th Floor
Rockville, MD 20850

Attachment D
Fee Schedule

Offerors MUST provide a price on each line in Schedules A, B and C.

1. Timetable Distribution Rate

Price Per Day must include all charges to perform, including transportation and storage costs.

Schedule A

Locations	Estimated No. of Days Per Week		Price Per Day		Estimated No. of Weeks Per Year	=	Extended Price
<u>Metrorail Stations</u>							
a. Shady Grove Station	3 Days	x	\$_____ /Day	x	52 weeks	=	\$_____
b. Rockville Stations	3 Days	x	\$_____ /Day	x	52 weeks	=	\$_____
c. Silver Spring Station	3 Days	x	\$_____ /Day	x	52 weeks	=	\$_____
d. Glenmont Station	3 Days	x	\$_____ /Day	x	52 weeks	=	\$_____
e. Twinbrook Station	2 Days	x	\$_____ /Day	x	52 weeks	=	\$_____
f. Friendship Heights Station	2 Days	x	\$_____ /Day	x	52 weeks	=	\$_____
g. Wheaton Station	2 Days	x	\$_____ /Day	x	52 weeks	=	\$_____
h. Takoma Park Station	1 Day	x	\$_____ /Day	x	52 weeks	=	\$_____
i. White Flint Station	1 Day	x	\$_____ /Day	x	52 weeks	=	\$_____
j. Bethesda Station	1 Day	x	\$_____ /Day	x	52 weeks	=	\$_____
k. Grosvenor-Strathmore Station	1 Day	x	\$_____ /Day	x	52 weeks	=	\$_____
l. Forest Glen Station	1 Day	x	\$_____ /Day	x	52 weeks	=	\$_____
m. Medical Center Station	1 Day	x	\$_____ /Day	x	52 weeks	=	\$_____

MARC Stations

a. Germantown MARC Station	1 Day	x	\$ _____/Day	x	52 weeks	=	\$ _____
b. Metropolitan Grove MARC Station	1 Day	x	\$ _____/Day	x	52 weeks	=	\$ _____
c. Gaithersburg MARC Station	1 Day	x	\$ _____/Day	x	52 weeks	=	\$ _____
d. Washington Grove MARC Station	1 Day	x	\$ _____/Day	x	52 weeks	=	\$ _____
e. Kensington MARC Station	1 Day	x	\$ _____/Day	x	52 weeks	=	\$ _____
f. Silver Spring MARC Station	1 Day	x	\$ _____/Day	x	52 weeks	=	\$ _____
g. Rockville MARC Station	1 Day	x	\$ _____/Day	x	52 weeks	=	\$ _____

2. Hourly Rate of Program Manager for meetings (attendance required by County)

	Hourly Rate		# of Hours Per Year		Extended Price
Program Manager	\$ _____/hour	x	1 hour	=	\$ _____

**Aggregate Amount of the Extended Prices Listed Above
(Items 1.a of Schedule A to
Item # 2)** = \$ _____

During the Contract Term, the County may change the Schedule for Services as outlined below.

Schedule B

Locations	Estimated No. of Days Per Week		Price Per Day		Estimated No. of Weeks Per Year	Extended Price
<u>Metrorail Stations</u>						
a. Shady Grove Station	2 Days	x	\$ _____/Day	x	52 weeks	= \$ _____
b. Rockville Stations	2 Days	x	\$ _____/Day	x	52 weeks	= \$ _____
c. Silver Spring Station	2 Days	x	\$ _____/Day	x	52 weeks	= \$ _____
d. Glenmont Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
e. Twinbrook Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
f. Friendship Heights Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
g. Wheaton Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
h. Takoma Park Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
i. White Flint Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
j. Bethesda Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
k. Grovesnor-Strathmore Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
l. Forest Glen Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
m. Medical Center Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
<u>MARC Stations</u>						
a. Germantown MARC Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
b. Metropolitan Grove MARC Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
c. Gaithersburg MARC Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
d. Washington Grove MARC Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
e. Kensington MARC Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
f. Silver Spring MARC Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
g. Rockville MARC Station	1 Day	x	\$ _____/Day	x	52 weeks	= \$ _____
Aggregate Amount of the Extended Prices Listed Above (Schedule B - ALL ITEMS)						= \$ _____

During the Contract Term, the County may add the services listed below, therefore offers must include a price for each location:

1. Timetable Distribution Rates for Transit Centers

Schedule C

Locations	Estimated No. of Days Per Week		Price Per Day		Estimated No. of Weeks Per Year	=	Extended Price
<u>Transit Centers</u>							
a. Germantown Transit Center	1 Day	x	\$_____ /Day	x	52 weeks	=	\$_____
b. Lakeforest Transit Center	1 Day	x	\$_____ /Day	x	52 weeks	=	\$_____
c. Traville Transit Center	1 Day	x	\$_____ /Day	x	52 weeks	=	\$_____
d. Falls Grove Transit Center (Rockville Regional Transit Center)	1 Day	x	\$_____ /Day	x	52 weeks	=	\$_____
e. Paul S. Sarbanes (Silver Spring) Transit Center	1 Day	x	\$_____ /Day	x	52 weeks	=	\$_____
f. Montgomery Mall	1 Day	x	\$_____ /Day	x	52 weeks	=	\$_____
g. White Oak	1 Day	x	\$_____ /Day	x	52 weeks	=	\$_____
h. Takoma Langley Crossroads	1 Day	x	\$_____ /Day	x	52 weeks	=	\$_____

2. Hourly Rate of Program Manager for meetings (attendance required by County)

	Hourly Rate		# of Hours Per Year	=	Extended Price
Program Manager	\$_____ /hour	x	1 hour	=	\$_____

**Aggregate Amount Extended Prices Listed Above
(Items 1.a of Schedule C to
Item # 2)** = \$_____

Aggregate Amount Extended Prices for All Schedules Combined (Schedules A, B, C) \$_____

FEE SCHEDULE (Continued)

CONTACT PERSONS

Contact person for questions concerning your proposal: _____

Land Line #: _____

Cell Phone #: _____

Fax #: _____

E-Mail Address: _____

Contact person for placing of order for services: _____

Land Line #: _____

Cell Phone #: _____

Fax #: _____

E-Mail Address: _____

SUBCONTRACTING

If you will be using a subcontractor to perform any of the work listed herein, please list below the firm's name and the portion of the work that will be provided by the subcontractor.

Portion of the work:

Name of Subcontractor _____

Address: _____

Telephone #: _____

E-Mail Address: _____