

LOCAL SMALL BUSINESS RESERVE PROGRAM  
**INFORMAL SOLICITATION #1152369**

**for**

**Radio Frequency Testing Services**

**Department of Technology and Enterprise Business Solutions (TEBS)**

**ISSUE DATE:** February 3, 2023

**SUBMISSION DEADLINE:** March 3, 2023, at 3:00 p.m.

**Submission Requirement:** In order to be considered for an award, Offerors must complete and sign the Quotation Sheet (Section II and Attachment E), Acknowledgement Sheet (page 3), Attachment A and Attachment C and submit via e-mail to: Starr Montout, Program Manager I at [starr.montout@montgomerycountymd.gov](mailto:starr.montout@montgomerycountymd.gov) by no later than Friday, March 3, 2023, at 3:00 p.m.

**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](http://www.mcipcc.net)**

Questions regarding this Solicitation should be directed to: Starr Christian Montout, Program Manager I, TEBS by telephone at: 240-777-5821 or by e-mail to: [starr.montout@montgomerycountymd.gov](mailto:starr.montout@montgomerycountymd.gov)

Questions regarding the Minority-Female-Disabled Performance Plan requirements may be directed to: Alvin Boss, Office of Business Relations and Compliance by telephone at: 240-777-9912 or by e-mail to: [alvin.boss@montgomerycountymd.gov](mailto:alvin.boss@montgomerycountymd.gov)

Questions regarding the Wage Requirements Law may be directed to: Kerri Albright, Program Manager in the Office of Procurement by telephone to: 240-777-9920 or by e-mail to [wrl@montgomerycountymd.gov](mailto:wrl@montgomerycountymd.gov)

The Montgomery County Department of Technology and Enterprise Business Solutions (TEBS) is soliciting proposals for the above-referenced Informal Solicitation. Proposals must be returned no later than the date and time listed above.

This Solicitation will result in one (1) Contract.

The County reserves the right to cancel this Solicitation at any time.

The following pages contain the terms, conditions, and specifications for this Solicitation.

**NOTE: All submitted proposals must reference the Informal Solicitation Number and Title above and be signed by an authorized representative of the responding firm.**

## Local Small Business Reserve Program (LSBRP) Notice

### **INFORMAL SOLICITATION #1152369**

for

Radio Frequency Testing Services

Department of Technology and Enterprise Business Solutions (TEBS)

This solicitation is reserved for only **application submitted/certified** local small businesses timely registered with the County's LSBRP. This solicitation thus comes under County Code, sections 11B-17A; 11B-65; 11B-70 and Executive Regulation 21-05AM. These documents can be accessed through the LSBRP web site at ([www.montgomerycountymd.gov/LSBRP](http://www.montgomerycountymd.gov/LSBRP)).

LSBRP criteria are based on a firm's location, ownership status, number of employees and annual revenue amount. Submitting a bid/proposal constitutes willfully stating your firm is an **application submitted/certified** Local Small Business. Therefore, if you wish to submit a bid/proposal for this solicitation adhering to the LSBRP, you must:

1. Submit an application as a LSBRP firm prior to the bid's/proposals due date. If your LSBRP status is not **application submitted/certified** in our database prior to the bids/proposal's due date and time, then your bid will be deemed non-responsive and rejected or your proposal will be deemed unacceptable and removed from consideration. Go to the LSBRP web site ([www.montgomerycountymd.gov/LSBRP](http://www.montgomerycountymd.gov/LSBRP)) and follow the instructions under "Register."
2. After the IFB opens or the RFP closes and upon notification by the County, you must provide within three (3) business days the LSBRP documentation of:
  - all of its business location(s) (if more than one),
  - number of employees by location
  - annual gross revenue of the business for the past three fiscal years.

(The preferred documents are a copy of a lease, Maryland Unemployment Insurance Contribution Report (summary or quarterly), and Financial Statement/Tax Returns. At the discretion of the LSBRP, an alternative type of documents might be accepted.)

If, after receipt of these documents, the LSBRP finds that your firm does not meet the LSBRP requirements, then your bid will be deemed non-responsive and rejected or your proposal will be deemed unacceptable and removed from further consideration. For questions, contact the LSBRP (240-777-9913).

Montgomery County, Maryland  
Acknowledgment Page

ACKNOWLEDGMENT

The offeror must include a signed acknowledgment that all the terms and conditions of the offer 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 terms and conditions of this solicitation and offer may, at the County's option, be made applicable in any contract issued as a result of this solicitation.

Business Firm's Typed

Name: \_\_\_\_\_

Printed Name and Title of  
Person Authorized to Sign

Quotation: \_\_\_\_\_

Signature: \_\_\_\_\_

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

NAME AND SIGNATURE REQUIREMENTS FOR QUOTATIONS and CONTRACTS

The correct legal business name of the offeror must be used in all contracts. 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. The offeror's signature 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.

ACKNOWLEDGMENT OF SOLICITATION AMENDMENTS

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

Amendment Number	Date

## **SECTION I – INSTRUCTIONS, CONDITIONS AND NOTICES**

### INTENT

The intent of this Solicitation is to solicit proposals for the procurement of **Radio Frequency Testing Services** as per the Terms, Conditions and Scope of Work contained herein. The County intends for the Contractor to provide radio frequency testing at a minimum of two wireless facility locations.

### VERBAL EXPLANATIONS

Verbal explanations or instructions given by a Montgomery County employee to an Offeror in regard to this Solicitation will not be binding on the County. 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 proposals, or if the lack of such information would be detrimental to the uninformed Offerors. Such amendments only, when issued by the Using Department (in this case, TEBS) will be considered as being binding on the County.

### PAYMENT TERMS

The County's payment terms are net thirty (30) days. Prompt payment discounts will be considered in the evaluation of your proposal if the discount on payments is not conditioned on payment being made in less than thirty (30) days from receipt of invoice.

The County is permitted to pay for goods provided under the resulting 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 by the County) 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 the resulting contract, the 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 SUA method of payment.

### METHOD OF AWARD

The Contract will be awarded to the highest ranked responsible Offeror based on the written evaluation scores.

### BID PREPARATION EXPENSES

All costs incurred in the preparation and submission of bids or proposals will be borne by the Offeror and shall not be incurred in anticipation of receiving reimbursement from the County.

### QUALIFICATION OF OFFERORS

If so requested, an Offeror may be required to submit information about its reputation, past performance, business, and financial capability, and other factors that demonstrate that the Offeror is capable of satisfying the County's needs and requirements for this Solicitation.

### MINORITY, FEMALE, DISABLED PERSON PROGRAM COMPLIANCE

Under County law, this Solicitation may be subject to the Montgomery County Code, and the Montgomery County Procurement Regulations regarding participation in the Minority-Female-Disabled Person (MFD) procurement program. Further information regarding the County's MFD program is contained within this solicitation (see Attachment D for links to Program Forms).

**SECTION II – SOLICITATION AND BID**

**RFQ#1152369 MONTGOMERY COUNTY, MARYLAND  
Radio Frequency Testing Services**

**RETURN BID TO:  
E-mail:  
[starr.montout@montgomerycountymd.gov](mailto:starr.montout@montgomerycountymd.gov)**

**PART I: SOLICITATION**

THE FOLLOWING TERMS AND CONDITIONS ARE HEREBY INCORPORATED BY REFERENCE AND MADE PART OF ANY AWARD:

1. The General Conditions of Contract Between County and Contractor:  
[www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-45.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-45.pdf)
2. The Special Terms and Conditions (Section V).
3. The Quotation Sheet (Attachment E).

**PART II: QUOTATION**

<p>In compliance with the above, the undersigned agrees, if this bid is accepted to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the delivery schedule.</p> <p><u>The County’s Standard Payment Terms are Net 30 Days. An optional prompt payment term is not required, but may be offered conditioned on the following basis:</u> Only a prompt payment discount conditioned on a 30-day or greater payment basis will be utilized to recalculate bid prices for method of award purposes. Prompt payment discounts may be offered on a shorter payment basis and adopted by the County at time of award, but will not be considered for method of award purposes. Optional prompt payment terms:</p> <p>_____ % Net _____ Days (please insert, if any)</p>	<p><b>NAME AND SIGNATURE REQUIREMENTS FOR BIDS AND CONTRACTS</b></p> <p>The correct and full legal business name of the entity involved must be used on bids received and on contract(s) 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 full legal name is different. Corporations must have names that comply with State law, which requires a suffix indicating the corporate status of that 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 signature on the bid, contract, amendment, 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 an 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.</p>
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BIDDER'S CORRECT AND FULL LEGAL BUSINESS NAME:	TELEPHONE NO.:
ADDRESS:	EMAIL ADDRESS:
REMITTANCE ADDRESS: (If Remittance Address is Different from Above Address)	FAX NO.:
CONTACT PERSON:	WEBSITE:

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (TYPE OR PRINT):
SIGNATURE: _____ DATE: _____

## **SECTION III – SCOPE OF SERVICES**

Montgomery County is seeking an experienced Contractor to perform Radio Frequency (RF) testing at a minimum of two wireless facility locations. The purpose of the testing is to confirm that the site is in full compliance with the Federal Communications Commission (FCC) limits for human exposure.

### **I. Contractor's Responsibility**

The Contractor must perform testing at a minimum of two sites. The sites are large residential apartment buildings with multiple wireless service providers' antennas installed on the roof. The specific sites and their alternates will be released to the Contractor one week in advance of the scheduled visit. A County representative will meet the Contractor onsite to observe the testing.

A representative of the County and the Contractor will arrive at the building unannounced. If the building does not grant access the Contractor will proceed to an alternate site.

The Contractor will collect data to determine compliance with FCC general public and occupational limits for human exposure at all accessible areas of the roof, at ground level, top residential floor, on upper-level balconies and at upper-level windows, as long as the building grants access.

### **II. Contractor's Qualifications**

Contractor must have 5 years of experience performing on site Radio Frequency testing and analyzing results of testing for FCC compliance.

### **III. County's Responsibilities**

To provide a County Representative to meet the Contractor onsite to observe the testing.

### **IV. Deliverables**

For each site tested, the Contractor must submit a report that includes the following elements at a minimum:

- The report must be certified and stamped by a Professional Engineer licensed in the State of Maryland.
- A site plan showing aerial top view of all locations at which testing was performed and each test location must be represented by a number.
- A site plan showing an aerial top view with the measured %MPE levels shown in different colors at all the nearest accessible locations by the general public and occupational workers. Nearest accessible locations include but are not limited to main roof level of the building and/or nearby buildings, all the lower and upper roof levels of the building and/or nearby buildings, different penthouse levels of the building and/or nearby buildings, balcony areas on the top floor of the building and/or nearby buildings, all the apartments on the top floor of the building, and at ground level. This map must include a legend showing what each color represents for %MPE levels with respect to the FCC's public or occupational exposure limits, depending on which limits are depicted in the heat map.
- A table of the on-site measurements collected, and a description of the device/equipment used to perform the measurements. The description must include when the device was last calibrated and when the next calibration for the device is due.
- Photos must be included of signs and barriers and other mitigation measures on site.

- Certification from the Contractor of whether the site is in compliance.

#### **SECTION IV - EVALUATION CRITERIA**

The County will award one (1) contract as a result of this Solicitation. The award will be made to the highest ranked Offeror (“Contractor”) based on the written proposals received. To be considered for award, Offerors must submit a written proposal demonstrating their ability to meet the requirements outlined in the Scope of Services. Proposals should include a description of Offeror’s experience in successfully providing the services in three (3) similar projects and must include a minimum of three (3) customer references. Proposals will be scored as follows:

<b>1</b>	<b>Price</b>	<b>45</b>
<b>2</b>	<b>Experience performing on site Radio Frequency testing</b>	<b>35</b>
<b>3</b>	<b>Customer References</b>	<b>20</b>
	<b>Highest Possible Written Proposal/Quote Score</b>	<b>100</b>

## **SECTION V - SPECIAL TERMS AND CONDITIONS**

### **MONTGOMERY COUNTY PROCUREMENT REGULATIONS**

The Montgomery County Procurement Regulations are applicable to this Informal Solicitation and any contract awarded pursuant to this Informal solicitation.

### **CONTRACT ADMINISTRATOR**

The Contract Administrator shall be responsible for:

- a. Authorizing payment upon acceptance of any acceptable invoice; and
- b. The duties and responsibilities outlined in Paragraph 6, Contract Administration of the General Conditions of Contract Between County and Contractor.

The designated Contract Administrator is Marjorie Williams, Broadband, Cable & Franchise Manager Office of Broadband Programs (OBP) of the Montgomery County Department of Technology and Enterprise Business Solutions.

### **CONTRACT TERM**

The term of the contract is for ONE (1) year from the date of signature by the Director, Office of Procurement. Before the contract term ends, the Director may (but is not required to) renew this contract, if the Director determines that renewal is in the best interests of the County. Contractor's satisfactory performance does not guarantee renewal of this Contract. The Director may exercise this option to renew for TWO (2) additional one-year terms. However, total compensation under the contract must not exceed \$99,999.99 for the entire contract term (initial term, plus any renewal terms exercised by the County).

### **DELAYS AND EXTENSION OF TIME**

If the Contractor is delayed at any time in the delivery of goods or performance of services by any act or neglect of any separate contractor employed by the County, or by any changes ordered in the delivery of scope of services, or by strikes, lockouts, fires, unusual delay in transportation, unavoidable casualties or any causes beyond the Contractor's control, or by delay authorized by the County, the County shall decide the extent of such delay or the justification of any other delay, then the time of completion shall be extended for such reasonable time as the County may decide.

### **INVOICES**

All true and correct invoices are to be sent to: [OBPInvoices@montgomerycountymd.gov](mailto:OBPInvoices@montgomerycountymd.gov) Attn: Heather Elliott, Office Coordinator.

### **FAILURE TO PERFORM/DELIVER**

In the event of the Contractor's failure to comply with the established delivery schedule, the County reserves the right to make an open market purchase of the required materials and/or services, and to charge as damages, the difference between the established price and the actual cost incurred by the County and to collect such charges from the Contractor, from any money due under this Contract (purchase order), alternatively, the County may assess liquidated damages at the rate of 1% per day of the cost of such item or service for each day of delay beyond the established delivery date.



**GENERAL CONDITIONS**

The General Conditions of Contract Between County & Contractor <http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-45.pdf> are incorporated and made part of this Request for Quotation and any resultant contract. However, paragraph 21, Insurance is superseded by the Mandatory Insurance Requirements in Attachment B.

**METHOD OF ORDERING**

The Using Department (TEBS) will use either a written Purchase Order, Blanket Purchase Order, Direct Purchase Order, or Procurement Card (P-Card) which should be designated on the internet order or telephone order. If a Blanket Purchase Order is issued, written individual releases against such blanket order will be made by the Using Department (TEBS) as needed. A Direct Purchase may be placed using either the P-Card or a Direct Purchase Order number. Direct Purchases are limited to orders that do not exceed \$10,000. Issuance of all purchase orders will be contingent upon the appropriation of funds by the Montgomery County Council and encumbrance of such funds as provided by the Montgomery County Code.

**END OF SPECIAL TERMS AND CONDITIONS**



**ATTACHMENT A**

**REFERENCES**

(must 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 currently being serviced or supplied under similar contracts, or for whom work of a similar scope has been performed within the last year. Names for references shall be of individuals who directly supervised or had direct knowledge of the services or goods provided. Failure of an offeror to provide the County with references within the time frame as stated herein may result in the offeror being considered non-responsible.

1. Name of Firm: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name of Firm: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3. Name of Firm: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**ATTACHMENT B****MANDATORY INSURANCE REQUIREMENTS**

Prior to the execution of the contract by the County, the proposed awardee/contractor and their contractors (if requested by County) 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.

MANDATORY MINIMUM INSURANCE REQUIREMENTS – *Perform radio frequency testing at wireless antenna sites to ensure Federal Communication Commission compliance to human exposure limits.*

Prior to the execution of the contract by the County, the proposed awardee/contractor and their contractors (if requested by County) 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. 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.

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

Professional Liability (Errors and Omissions Liability)

The policy shall cover professional errors and omissions, negligent acts, misconduct or lack of ordinary skill during the period of contractual relationship and services rendered with the County with a limit of liability of at least:

<b><i>Each Claim</i></b>	<b><i>\$1,000,000</i></b>
<b><i>Annual Aggregate</i></b>	<b><i>\$2,000,000</i></b>

*In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning at the time work under this Contract is completed.*

Business Automobile Liability Coverage

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
- loading and unloading

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***

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.

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, MD

Technology & Enterprise Business Solutions \ Starr Montout

101 Monroe St., 5<sup>th</sup> Floor

Rockville, MD 20850

**ATTACHMENT C**

**MID-ATLANTIC PURCHASING TEAM RIDER CLAUSE**

USE OF CONTRACT(S) BY MEMBERS COMPRISING MID-ATLANTIC PURCHASING TEAM COMMITTEE

**A. Extension to Other Jurisdictions**

The [issuing jurisdiction] extends the resultant contracts(s), including pricing, terms and conditions to the members of the Mid-Atlantic Purchasing Team, as well as all other public entities under the jurisdiction of the United States and its territories.

**B. Contract Agreement**

Any jurisdiction or entity using the resultant contract(s) may enter into its own contract with the successful Contractors(s). There shall be no obligation on the party of any participating jurisdiction to use the resultant contract(s). Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to the jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue.

C. A negative reply will not adversely affect consideration of your bid.

D. It is the awarded offeror's responsibility to notify the members shown below of the availability of the Contract(s)

E. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to the jurisdiction by the awardee.

**F. Inclusion of Governmental and Nonprofit Participants (Optional Clause)**

This shall include but not be limited to private schools, Parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government and/or state community and/or private colleges/universities that require these goods, commodities and/or services.

**G. Notification and Reporting**

The Contractor agrees to notify the issuing jurisdiction of those entities that wish to use any contract resulting from this solicitation and will also provide usage information, which may be requested. The Contractor will provide the copy of the solicitation and resultant contract documents to any requesting jurisdiction or entity

MID-ATLANTIC PURCHASING TEAM:

<u>YES</u>	<u>NO</u>	<u>JURISDICTION</u>	<u>YES</u>	<u>NO</u>	<u>JURISDICTION</u>
_____	_____	Alexandria, Virginia	_____	_____	Howard County Schools
_____	_____	Alexandria Public Schools	_____	_____	Herndon, Virginia
_____	_____	Alexandria Sanitation Authority	_____	_____	Leesburg, Virginia
_____	_____	Annapolis City	_____	_____	Loudoun County, Virginia
_____	_____	Anne Arundel County	_____	_____	Loudoun County Public Schools
_____	_____	Anne Arundel Schools	_____	_____	Loudoun County Water Authority
_____	_____	Arlington County, Virginia	_____	_____	Manassas, Virginia
_____	_____	Arlington County Public Schools	_____	_____	City of Manassas Public Schools
_____	_____	Baltimore City	_____	_____	Manassas Park, Virginia
_____	_____	Baltimore County Schools	_____	_____	MD-National Capital Park & Planning Comm.
_____	_____	Bladensburg, Maryland	_____	_____	Metropolitan Washington Airports Authority
_____	_____	Bowie, Maryland	_____	_____	Metropolitan Washington Council of Governments
_____	_____	BRCPC	_____	_____	Montgomery College
_____	_____	Carroll County	_____	_____	Montgomery County Public Schools
_____	_____	Carroll County Schools	_____	_____	Prince George's County, Maryland
_____	_____	Charles County Government	_____	_____	Prince George's Public Schools
_____	_____	Charles County Schools	_____	_____	Prince William County, Virginia
_____	_____	City of Fredericksburg	_____	_____	Prince William County Public Schools
_____	_____	College Park, Maryland	_____	_____	Prince William County Service Authority
_____	_____	District of Columbia Government	_____	_____	Rockville, Maryland
_____	_____	District of Columbia Schools	_____	_____	Spotsylvania County Govt. & Schools
_____	_____	District of Columbia Water & Sewer Auth.	_____	_____	Stafford County, Virginia
_____	_____	Fairfax County, Virginia	_____	_____	Takoma Park, Maryland
_____	_____	Fairfax County Water Authority	_____	_____	Upper Occoquan Sewage Authority
_____	_____	Falls Church, Virginia	_____	_____	University of the District of Columbia
_____	_____	Fauquier County Schools & Govt., Virginia	_____	_____	Vienna, Virginia
_____	_____	Frederick, Maryland	_____	_____	Washington Metropolitan Area Transit Auth.
_____	_____	Gaithersburg, Maryland	_____	_____	Washington Suburban Sanitary Commission
_____	_____	Greenbelt, Maryland	_____	_____	Winchester, Virginia
_____	_____	Harford County	_____	_____	Winchester Public Schools
_____	_____	Harford County Schools	_____	_____	
_____	_____	Howard County	_____	_____	

Vendor Name \_\_\_\_\_

**ATTACHMENT D**  
**Web-Links for Documents and Forms**

1. Central Vendor Registration System ([www.mcipcc.net](http://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](http://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](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-90.pdf)) ([www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-97.pdf](http://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](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/MFDCriteria.pdf))
7. Minority, Female, Disabled Person Program Information ([www.montgomerycountymd.gov/MFD](http://www.montgomerycountymd.gov/MFD))
8. Minority, Female, Disabled Person Subcontractor Performance Plan ([www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf](http://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](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-91.pdf))
10. Solicitation Postings and Amendments (<http://www.montgomerycountymd.gov/pro/solicitations>)
11. Wage Requirement Law Payroll Reporting ([www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-183.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-183.pdf))
12. 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](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf))
13. Wage Requirements for Services Contracts Addendum ([www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf))
14. Wage Requirements Law Information ([www.montgomerycountymd.gov/PRO/DBRC/WRL.html](http://www.montgomerycountymd.gov/PRO/DBRC/WRL.html))
15. Wage Requirements Law, Independent Contractor Certification (<https://www.montgomerycountymd.gov/PRO/Resources/Files/PMMD-193.pdf>)

**ATTACHMENT E**

**Price Proposal**

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Labor Categories (LC)

Fully Burdened Hourly Rate\*

Contractor's Proposed LC

\$ \_\_\_\_\_/per hour

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\*inclusive of overhead, administrative, profit, etc. No other expenses, including travel, will be allowed.