

REQUEST FOR PROPOSALS GENERAL INSTRUCTIONS

Addendums

Addendum to Bids and RFP's may occur at any time prior to the due date. It is the potential bidder's responsibility to frequently visit the Purchasing Bureau's web site to obtain amendments once they have downloaded a bid (solicitation).

Questions

Bidders must submit their questions through the Public Purchase web site, using the instructions below. Questions must be submitted five (5) days prior to bid opening.

Bidders may submit questions to the agency on specific bids. Click on the title of a bid, on the right of the bid page click [View/Ask Questions] to open a new page that lists all previous questions and answers. Click "Ask a Question," enter your question in the field provided and click "Save" to submit your question. Your question is immediately sent by email to the contact person for the bid. When your question is answered you will be notified by email and the answer may be posted on the bid.

Tip: By using the "Questions" feature your questions and the agency's answers can be posted on Public Purchase making them available to all other vendors that are registered with the agency. If you would like to confidentially submit questions to the agency, contact the bid's main contact. It will be up to the discretion of the Buyer to decide if questions/answers are confidential.

Notice of Intent to Award and Official Award

All the Notice of Intent to Award and the Official Award notices will be posted on the Carroll County Website <http://ccgovernment.carr.org/ccg/>. It is the bidder's responsibility to frequently visit the Purchasing Bureau's website to obtain up to date information.

Errors in Proposals

All contractors or individuals are expected to fully inform themselves as to the conditions, requirements and specifications before submitting proposals. Failure to do so will be of the contractor or individual submitting proposal own risk and they may not secure relief on the plea of error in either omission or commission. In case of error in extension of prices in the proposal, the unit price shall govern.

Signature of Proposals

Each proposal must show the full business address and telephone number of the contractor or individual and be signed by the person or persons legally authorized to sign the contract. All correspondence concerning the proposal and contract, including notice of award, copy of contract and purchase order, will be mailed or delivered to the address shown on the proposal in the absence of written instructions for the contractor to the contrary.

Errors and Omissions

Following the submission of the Proposals, no Contractor may, without consent of the Chief, Bureau of Purchasing, modify or amend its Proposal in any respect, except to correct an obvious arithmetic error that can be corrected based on the detailed cost breakdowns provided with the Proposal or except in connection with the clarifications and negotiated process described herein. Any alterations, erasures, or interlineations made on the Proposal shall only be considered valid if initialed by the Proposal signer.

Compliance with Specifications

The contractor shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the scope of services as decided by the Purchasing Chief, and as described hereinafter.

Award or Rejection of Proposals

The Board of Carroll County Commissioners reserves the right to reject any and/or all proposals and to waive any informality in the proposals received whenever such rejection or waiver is in the best interest of Carroll County. All Instructions, Conditions and Provisions contained within the proposal document must be adhered to. Failure to comply with Instruction, Condition or Provision shall be deemed reasonable cause to disqualify any proposal. The Board of Carroll County Commissioners also reserves the right to reject the proposal of a contractor who has previously failed to perform properly or complete on time contracts of similar nature or a proposal of a contractor which investigation shows is not in a position to perform the contract. The Board of Carroll County Commissioners also reserves the right to award the proposal within sixty (60) days from the date of opening.

Contractor Communication, Questions and Clarification

All correspondence, communication and/or contact in regard to any aspect of this solicitation shall be with the Purchasing Agent identified above, or his/her designated representative. Contractors and their representative shall not make any contact with or communicate with any members of Carroll County Government, or its employees and Contractors, other than the Purchasing Agent in regard to any aspect of this solicitation or proposals.

Bid Discrepancy

Any Contractor finding any discrepancy in or omission from the specifications, in doubt as to their meaning, or feeling that the specifications are discriminatory, shall notify the Carroll County Bureau of Purchasing Agent in writing five (5) days before the scheduled opening bids. Exceptions, as taken, in no way obligate the County to change the specifications. The Carroll County Bureau Purchasing Agent will notify all Contractors in writing, by the addendum duly issued, of any interpretations made of specifications or instructions.

Correspondence

The County will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the Carroll County Bureau Purchasing Agent.

Withdrawal

After proposals have been officially opened, no proposal may be withdrawn for a period of sixty (60) days, and then only by written notification delivered to the Carroll County Bureau Purchasing, 225 North Center Street, Westminster, Maryland 21157. Prior to the date/time set for proposal opening, however, proposals may be modified or withdrawn by the Contractor's authorized representative in person or by written or facsimile notice. If proposals are modified or withdrawn in person, the authorized representative shall make her/his verifiable identity known and shall sign a receipt for the proposal. Written or facsimile notices shall be received in the office and labeled – "Bureau of Purchasing" no later than the exact proposal due date and time.

Proposal-Postponement and Addenda

Carroll County Bureau of Purchasing (CCBP) reserves the right to revise or amend the specifications up to the time set for final written questions. Such revisions and amendments, if any, shall be announced by an addendum to this solicitation. Acknowledgements of the receipt of all amendments will be required from all Contractors receiving this RFP. If the revisions and amendments require, in the sole judgment of CCBP,

changes to substance of the proposal, the proposal due date may be postponed by such number of days as in the opinion of CCBP shall enable Contractors to revise their proposals. In any case, the proposal due date will be at a time not less than five (5) business days after the issue date of the last addendum, and the new addendum will include announcement of the new proposal due date, if applicable.

Cancellation of RFP

The Carroll County Commissioners may cancel this RFP, in whole or in part, whenever this action is determined to be advantageous to the County or otherwise in its best interest.

Incurred Expenses

The Board of County Commissioners will not be responsible for any costs incurred by any Contractor in preparing and submitting a proposal, or in performing any other activities relative to this procurement.

Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Contractor's proposal for meeting the requirements of this RFP. Only type written proposals, in English will be accepted.

Confidential Information

Carroll County Government will in good faith endeavor not to disclose proprietary information, trade secrets and confidential, commercial and financial information submitted in any proposal. **Any such proprietary information, trade secrets or confidential commercial and financial information that a Contractor believes should be exempted from disclosure must be specifically identified and marked as such.** Blanket-type identification or designation by a Contractor of whole pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not necessarily assure confidentiality. Specific proprietary information, trade secrets or confidential commercial and financial information must be clearly identified as such.

Award of Agreements - Tie Proposals

Award will be made to the responsive and responsible Contractor submitting a proposal that meets or exceeds the requirements and specifications of this procurement, and receives the highest ranked or scored evaluation based on the evaluation criteria, as stated in this RFP. In determining whether a proposal is "responsive and responsible," the Purchaser may consider, among other things, an examination of the Contractor's financial statements, and/or business background of the Contractor's employees, and/or evidence of the Contractor's satisfactory performance and integrity on past contracts per client reference. Award of contract will be made within 60 days after the closing date for submission of proposals. The highest responsive and responsible ranked Contractor deemed to be in the best interest and most advantageous to Carroll County will be awarded the contract. The Board of County Commissioners of Carroll County may, at its option, accept or reject any substitution offered to any specification.

In the case of tie proposals, the proposal which is in the best interest of Carroll County Government shall be considered the successful proposal.

Proposal Rejection/Reservations

The Board of County Commissioners of Carroll County reserves the right to waive minor informalities or irregularities in any proposal received that do not go to the heart and central purpose of the proposal or do not prejudice other Contractors. The Board of County Commissioners of Carroll County further reserves the right to reject any or all proposals and to award the contract in its entirety, or in part, whichever in its opinion best serves the interest of the County. The County Purchasing Agent may waive minor differences in the

specifications, provided these differences do not violate the specifications intent, nor materially affect the operation for which the item or items are being purchased, nor increase estimated maintenance and repair cost to the County. The County shall have the right to take such steps as it deems necessary to determine the stability of the Contractor to perform the work; the apparent low Contractor, upon request, shall furnish all such information and data for this purpose.

Multiple and/or Alternate Proposals

Multiple proposals and/or alternate proposals will not be accepted. Any proposal submitted in response to this RFP must clearly state a not-to-exceed total cost per the provisions contained herein, and such a total cost must be complete enough in its scope and detail as to permit Carroll County Government to fairly evaluate it along with other proposals received for the purpose of determining a successful Contractor.

Joint Offers:

When two or more Contractors desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. Carroll County Government intends to contract with a single entity and not with multiple entities doing business as a joint venture.

Deviations from Specifications

Specifications contained herein reflect Carroll County's preference (or are noted as illustrative) as to dimensions, materials and major components of this procurement. The Contractor must note, in bold face type, in any proposal that deviates from any specification, the text where each deviation occurs, and the Contractor must state an explanation of the deviation.

Verification of Registration and Tax Payment

Before a corporation can do business in the State of Maryland it must be registered with the Department of Assessments and Taxation, State Office Building, Room 803, 301 West Preston Street, Baltimore, MD 21201. It is strongly recommended that any potential Contractor complete registration prior to the due date for receipt of proposals. A Contractor's failure to complete registration with the Department of Assessments and Taxation may disqualify an otherwise successful Contractor from final consideration and contract award.

Acceptance of Terms and Conditions

By submitting a proposal in response to this RFP, a Contractor shall be deemed to have accepted all the terms, conditions and requirements set forth in this RFP and hereby offers to provide services and results as specified in this Carroll County Request for Proposal, unless otherwise clearly noted and explained in its proposal as described.

Acceptance of Proposal Content

The content of this RFP and the Proposal of the successful Contractor will be included by reference in any resulting contract. All prices, terms and conditions in the proposal shall remain fixed and valid for 60 days after the closing date. This period may be extended by mutual agreement between the Contractor and the Carroll County Bureau of Purchasing.

Exceptions

The Contractor shall furnish a separate statement on company letterhead giving a complete description of all exceptions to the terms, conditions and specifications, referencing the section of the RFP being addressed. Failure to furnish the statement will mean that the proposer agrees to meet all requirements of the RFP.

Qualified Contractors

In order to be considered a qualified Contractor, the Contractor submitting a proposal in response to this Request for Proposal must be able to completely perform the services requested and all of the requirements of this Request for Proposal in a timely, prompt and satisfactory manner.

By submitting a response to this solicitation, each Contractor certifies that it can legally do business in the State of Maryland, and represents that it is not in arrears in the payments of any obligations due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Contract if selected for Contract award.

Project Information

All existing County data to be used and additional data or information developed by the firm for this project is and shall be the sole property of the County. The firm may not assert any right of ownership to any of the data or information resulting from this project, including text files, mapping data, databases, spreadsheets, etc. the County shall have full rights for use and transfer of any and all data or information. Any transfer, sale, distribution, loan or offering for use of existing data or data and information developed by the firm for this project, in whole or in part, to any person or entity outside of Carroll County Government is prohibited without prior written consent by the County.

Subcontracting

Contractors submitting proposals that contemplate or intend to subcontract portions of the engagement to small contractors or contractors owned and controlled by socially and economically disadvantaged individuals, must disclose that fact, and shall clearly name the proposed subcontracting contractors in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the express prior written approval of the County Comptroller.

Procedures

The extent and character of the work to be done by the contractor shall be subject to the general control and approval of the County's authorized representative. The contractor shall not comply with requests and/or orders issued by other than the representatives acting within their authority for the county.

Labor and Procurement Requirements

The contractor and all subcontractors of the contractor shall conform to the labor laws of the State of Maryland and all other laws, ordinances, and legal requirements affecting the work in Carroll County, Maryland.

Contract

The proposal with respect to all items accepted and all papers accompanying the same, the scope of services and the Standard Services Agreement, and other papers and documents referred to in any of the foregoing shall constitute the formal contract, unless otherwise specified between the successful contractor or individual and the Board of Carroll County Commissioners.

Non-collusion Certification

By submission of this proposal, the firm hereby certifies:

1. The fees in this Proposal have been arrived at as a result of an independent business judgment, without collusion, consultation, communication, agreement or otherwise for the purpose of restricting competition, in any manner relating to prices, with any other person, partnership or corporation;

2. Unless otherwise required by law, the fees which have been set forth in this Proposal have not directly or indirectly been knowingly disclosed by the firm, prior to proposal “opening,” to any other person, partnership or corporation; and,
3. No attempt has been made, or will be made, by the firm to induce any other person, partnership or corporation to submit, or not to submit, a Proposal for the purpose of restricting competition.

Billing and Payment

Each bill shall carry the purchase order number of Carroll County.

All invoices will be paid within thirty (30) days unless any item thereon is questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim.

Indemnity

The successful bidder shall protect, hold free and harmless, defend and indemnify the County Commissioners of Carroll County, including its officers, agents, volunteers and employees, from all liability, penalties, cost, law suits, damages, expenses, death of any person or damage to property of any kind, which injury, death or damage arises out of, or is any way connected with the performance of the work under this contract. The contractor’s/vendor’s obligation to defend and indemnify shall survive the termination of the contract.

Insurance Coverage

Coverage Type	Minimum Coverage Required
Workers Compensation Insurance (including occupational diseases) prescribed by applicable law and subject to statutory limits.	Statutory
Employers Liability Insurance	\$1,000,000 Each Accident, Disease Each Employee, Disease Policy Limit
Commercial General Liability – Bodily Injury and Property Damage on an occurrence basis “to include:” Blanket Contractual Liability and Personal Injury, Premise/Operations, Actions of Independent Contractors- Contractors Protective Liability, Completed Operations and Products Liability, Broad Form Property Damages, Professional (on services), Explosion, Environmental/Pollution, Collapse and Underground Hazard Coverage	\$1,000,000 Per Occurrence and \$2,000,000 Aggregate \$100,000 Fire Damage Limit (any one fire) \$5,000 Medical Expense (any one person)
Automobile Bodily Injury and Property Damage Liability Insurance. Such insurance must extend to Contractor’s owned, non- owned, hired, and leased automobiles and vehicles used in the performance of Contractor’s Work under this Agreement.	\$1,000,000 Combined Single Limit for injuries to or death of any person or persons and property damage per occurrence and aggregate. \$1,000,000 Uninsured/ Underinsured Motorist Coverage. Statutory Personal Injury Protection. Comprehensive and Collision Coverage at Actual Cash Value. Medical Expense coverage \$10,000
Excess Liability (Umbrella Form)	not <\$1,000,000 per occurrence;

	\$2,000,000 aggregate or as otherwise required by the Contract Documents
*Claims made coverage required	

Endorsements and Special Requirements

1. All policies of insurance, with the exception of the Worker’s Compensation policy, must name County, and assigns, officers, directors, officials, contractors, members, agents, consultants, volunteers and employees, as additional insureds (“Additional Insured Parties”). This insurance for the additional insureds will be as broad as the coverage provided for the named insured subcontractor. It will apply as primary and non-contributory insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured.
2. All policies of insurance, including Workers Compensation, will contain waivers of subrogation in favor of the Additional Insured Parties for recovery of damages to the extent these damages are covered by commercial general liability, commercial umbrella liability, business auto liability or workers compensation and employers liability insurance maintained per requirements stated above.
3. Each and every policy of insurance will expressly provide that it is primary coverage without any right of contribution, including deductibles, from any insurance carried by the Additional Insured Parties.
4. Each and every policy of insurance, to the extent that it or they provide the County with contingent and/or excess liability coverage with respect to their work or interest in the Project, will expressly provide that all provisions thereof, except the limits of liability and the liability for premiums, will operate in the same manner as if there were a separate policy of insurance covering each additional insured.
5. Insurance shall be procured from insurance companies authorized to do business in the State of Maryland and acceptable to Carroll County. Insurers must have an A.M. Best rating of A- or better and a financial size of Class VII or better unless approved by Risk Manager.
6. In the event that an insurance policy is cancelled, not renewed or has restrictive modifications added, Contractor shall provide all Additional Insured Parties with at least forty-five (45) days written notice thereof to each additional insured.
7. Coverage must provide for bodily injury, sickness, disease, sustained by any person, including death.
8. Property damage, including destruction of property including resulting loss of use, cleanup costs, loss of use of tangible property that has not been physically damaged or destroyed including diminution of value and Natural Resources.
9. The policy must insure contractual liability, be Primary and Non Contributory and name County as additional insured.
10. The policy cannot contain exclusions for work performed by subcontractors.
11. Contractor shall submit Certificate of Insurance for review and approval by County who shall hold the Certificate of Insurance for the duration of the Contract. County may terminate this agreement if the insurance policy is cancelled at any time unless a new policy has been submitted to, and approved by County before the cancellation of the first policy takes effect. If County terminates this agreement, Contractor shall be responsible to County for all damages incurred and the failure of insurance shall constitute a material breach.

Contractor shall maintain this policy until the County inspects and fully accepts the work completed performed under the terms of this contract.

For Construction Projects Only

Builder's Risk Losses:

At Contractor’s own expense, Contractor shall carry Builder's Risk Insurance. All policies shall name County and Contractor as loss payee as their respective interest may appear. The policy shall contain no exclusions pertaining to collapse of, or structural injury to, any building or structure, damage to

underground property, or injury or damage arising out of blasting or explosion. Contractor shall provide County with a fully executed copy of the Builder's Risk Insurance Policy.

The policy shall contain endorsements which read as follows:

This policy covers all the work being done under the contract between the insured and the County. This policy shall be primary insurance and shall neither contribute nor claim contribution from any other insurance carried, which by its terms also covers the property; and Contractor shall purchase and maintain such insurance as will insure the County against loss of use of County's property due to fire or other hazards, however caused.

Coverage afforded under this policy will not be cancelled unless and until at least forty-five (45) days prior written notice has been given to County.

Certificate of Insurance

Prior to job starting dates Contractors must provide the Carroll County Bureau of Purchasing with a Certificate of Insurance for all required coverage. The certificate must show: Contractor's agent's name, insurance carrier's name, the County as additionally insured, name of contractor, policy number, effective and expiration dates of contractor's policy.

The Contractor shall not begin to perform work on the project until certificate is received by the Bureau of Purchasing, 225 North Center Street, Room 213, Westminster, MD 21157.

Irrevocable Trust Receipts

- A. Should the contractor be denied corporate surety credit for whatever reason the County will accept an Irrevocable Trust Receipt (ITR) issued by an individual surety. This individual surety must work through insurance agents licensed in the State of Maryland, in accordance with Maryland law.
- B. A letter issued and duly authorized from the conventional bonding company denoting the "reason for denial" must be submitted with the bid as "Proof of Denial", and provided that the individual surety can meet all Maryland statutory and regulatory requirements. Failure to meet the bonding requirement(s) shall be cause for immediate rejection of the bid.
- C. Bureau of Purchasing, the Bureau Chief may be consulted by potential bidders to clarify or seek answers to questions regarding the preparation and or submittal of the alternative bonding method as discussed in this section by calling 410-386-2181.

Interpretation – Maryland Law Prevails

The contract resulting from this solicitation shall be construed under the laws of the State of Maryland. Mandatory provision for all contracts unless otherwise authorized by the Board of County Commissioners of Carroll County

Protest Procedures

Protests of bid awards must be received by the County's Procurement Officer in writing by certified mail not later than ten (10) calendar days after bidders have been notified or should have known of the contract award. Protests must be fully supported with adequate technical data, test results, or other pertinent information to support the protest. At a minimum, this must include the name and address of the protestor; identification of the project for which the protest is being filed; a statement of the reasons for the protest; supporting exhibits, evidence or documents to substantiate the protest; and a statement of the ruling desired from the county.

The decision of the county shall be final except in instances of violations of federal law or regulations; and/or violations of the county's protest procedure or the failure of the county to review a complaint or protest.

Termination and Renewal

A termination period will be required ninety (90) days prior to the end of the contract for termination or non-renewals. This contract may be renewed as stated in this proposals' section Contract and Renewal Options and are subject to availability of funding and successful vendor's performance.

Minority Business Enterprise Policy

The successful bidder shall make a good faith attempt to encourage bids and utilize certified minority business enterprises, as outlined in the Carroll County Minority Business Enterprise policy, dated 10/03/02. Contact the County Purchasing office at (410) 386-2181 for more information.

Carroll County Equal Employment Opportunity Clause

Carroll County expects that the contractor not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex or age.

The Americans with Disabilities Act

The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978 or MD Relay 7-1-1/1.800.735.2258 as soon as possible but no later than 72 hours before the scheduled event.

Employment of Aliens

All bidders, as a condition to doing business with the County, are required to comply with all applicable laws and regulations relating to the employment of aliens. If it is determined that a bidder fails to comply with any such employment laws or regulations during the course of any County projects, such failure may constitute a material breach of the bidder's contractual relationship with the County, and the County may take all reasonable steps to terminate its relationship with the bidder (Resolution #719-08 – 2/7/08).

E-Verify

The use of the Federal Government program known as E-Verify was enacted June 14, 2011 by the County Commissioners of Carroll County, MD. Resolution No.840-2011.

(1.) The County Commissioners believe it is in the best interest of Carroll County to require the use of a federal program known as E-verify sponsored by the U.S. Department of Homeland Security to establish compliance with certain federal laws for all county initiated service contracts and (2) Whereas E-Verify will apply to all County initiated service contracts for vendors and contractors according to Resolution No. 840-2011.

Cooperative Purchasing

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

Detailed Specifications

The requirements that are stated in the detailed specifications, or the special provisions will have precedence over the General Information to Bidders.

DRAFT - SERVICE AGREEMENT – DRAFT

THIS AGREEMENT, effective as of this ____ day of _____, 20____, by and between **THE COUNTY COMMISSIONERS OF CARROLL COUNTY, MARYLAND**, a body corporate and politic of the State of Maryland (hereinafter referred to as “County”), and _____ (hereinafter referred to as “Contractor”).

WHEREAS, County requires a qualified Contractor who is able to provide _____ for the Department ____ (herein “Services or Project”); and

WHEREAS, Contractor has been fully informed as to the scope of the project and has read an examined _____; and

WHEREAS, Contractor represents that it is professionally qualified to render the services detailed in this agreement and the contract documents and has submitted a _____ based upon the County’s _____, the terms of which are specifically incorporated into the Agreement by reference; and

WHEREAS, Contractor represents that Contractor is experienced and skilled in the requested services and desires to perform such Services for the County.

NOW THEREFORE, in consideration of the covenants and promises contained in this Agreement, the parties agree as follows:

1. Services to be Provided. Contractor agrees to execute the project in accordance with the _____. Contractor agrees to perform the services at its own risk.
2. Costs. The cost for services to be provided by Contractor under this Agreement shall be based upon the quoted price set forth in Contractor’s _____. The total price amount under the terms of Agreement shall not exceed the rates set forth in the Contractor’s _____, and as accepted by the County. Payment and invoicing terms shall be governed by those set forth under the County’s _____. All questions regarding payment and invoicing shall be directed to _____.
3. Independent Contractor. Contractor shall operate as and have the status of independent contractor and shall not act or be an agent or employee of County. Contractor shall be responsible for determining the means and methods for performing the services described herein. The means and methods shall be subject to approval by County. Contractor shall provide all materials and equipment to carry out the terms of this Agreement.
4. Term of Agreement. This agreement shall become effective immediately following the date of execution, with performance to commence on _____ and shall remain effective for period of one (1) year. The County reserves the right to renew this Agreement for _____ additional terms of one (1) year, at the sole discretion of the County and pending fiscal availability and satisfactory performance. The County will automatically renew this Agreement on the expiration if each term year (if applicable) unless ninety (90) days’ notice is given to Contractor that the Agreement is not to be renewed. Additionally all incomplete Services currently pending prior to the end of the term or date of termination shall be completed in full under the term of the agreement before invoice will be accepted by the County or payment made.
5. Termination of Agreement for Convenience. County may terminate this Agreement in accordance with this clause in whole or in part, without showing cause, upon giving written notice to Contractor, whenever County shall determine that such termination is in the best interests of County. County shall pay all reasonable costs incurred by Contractor prior to the date of termination.
6. Termination of Agreement for Default. County may terminate this Agreement in accordance with this clause if Contractor fails to perform the services under this Agreement properly and on time, or otherwise violates any provision of the Agreement. County shall pay Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the breach of Contractor. County will not provide compensation for any anticipatory profits.
7. Indemnity. Contractor agrees to indemnify and hold harmless County, its officers, agents, employees, and volunteers from any and all claims, demands, causes of action, damages, liabilities, costs, and suits, arising out of, occurring, or resulting from any personal injury or damage to or loss of property of any nature, caused by, arising out of, or in any way connected with the services provided hereunder. The contractor’s/vendor’s obligation to defend and indemnify shall survive the termination of the contract.
8. Compliance with Laws: Contractor hereby represents and warrants that:
 - (1) It shall comply with all Federal, State and local laws, regulations, and ordinances applicable to its activities and obligations under this Agreement; and
 - (2) It shall procure, at its expense, all licenses, permits, insurance, and governmental approval, if any, necessary to the performance of its obligations under this Agreement.
9. Delegation of Duties. Unless otherwise agreed by County in writing, Contractor shall personally perform the services agreed upon. Contractor may not delegate his/her duties under this Agreement without the prior written consent of County. Upon obtaining prior written consent of County, Contractor may subcontract. Contractor shall remain fully responsible and liable for the performances of services hereunder.
10. Ownership of Documents. All documents and other products which are prepared by Contractor and form a part of its services shall, upon completion of the Project, become County’s property and shall be delivered to County and be available to County upon its demand. Contractor shall be responsible for the protection and/or replacement of any Contract Document and other Products in Contractor’s possession. All such documents, as instruments of professional services, are not to be used by County on any other Project unless County, before use, executes and delivers to Contractor an agreement in writing absolving, releasing, indemnifying, and

saving harmless Contractor for the use, or provides Contractor appropriate compensation and the right and opportunity to determine the feasibility and propriety of the intended use.

11. Conflict of Interest: No employee of County, or any department, commission, agency, or branch thereof, whose duties as such employee include matters related to or affecting the subject matter of this Agreement shall, while in such employment, become or be an employee of the Contractor. Contractor hereby agrees not to knowingly tender an offer of employment to any such employee of County during the term of this Agreement.

12. Americans with Disabilities Act: In performance of this Agreement, Contractor acknowledges that it is acting on behalf of County and warrants that it and its agents shall comply with all applicable provisions of the Americans with Disabilities Act. Contractor hereby indemnifies and holds harmless County from all damages and costs, including costs of defending claims and reasonable attorneys' fees, arising from any claim that Contractor has failed to comply with the Americans with Disabilities Act.

13. Non-Discrimination in Employment: Contractor shall operate under this Agreement so that no employee or applicant for employment otherwise qualified, is denied employment or other benefits on the grounds of race, color, religion, sex, sexual orientation, creed, national origin, age, marital status, or physical or mental handicap which would not reasonably preclude the required performance. Contractor shall include a clause similar to this clause in all subcontracts. Contractor and each subcontractor shall post in conspicuous places, for available employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

14. Insurance. Contractor shall obtain and maintain general liability insurance and professional malpractice insurance as necessary to protect in any legal action, tort, contract, or other liability which may be raised against Contractor or the County. Contractor shall additionally comply with all of the following Insurance Terms:

(1) Contractor shall obtain Worker's Compensation coverage during the entire life of the Contract. Contractor shall obtain Workers' Compensation Insurance as required by statute. The Workers' Compensation coverage shall cover a sole proprietor, all employees, partners, officers, members, leased employees and any other person working for or with the Contractor. Contractor shall provide County a certificate of Workers' Compensation insurance before beginning the Work. If Contractor fails to carry Workers' Compensation insurance or its policy lapses during the Work for any reason, Contractor shall indemnify County against any claims against County's Workers' Compensation insurance policy. Contractor shall also be responsible to reimburse the County for any audit premiums that result from any lapses in Contractor's policy. Contractor shall additionally obtain Employer's Liability Insurance with limits of: \$100,000 accident/\$100,000 disease each employee/and \$500,000 disease policy limit.

(2) Contractor's Commercial General Liability policy shall be on an occurrence basis and shall include: Policy limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate; Coverage for Premises/Operations, Actions of Independent Contractors, Products/Completed Operations, Contractual Liability and Personal Injury; Coverage shall include explosion, collapse, or underground (XCU) hazards as applicable to classification; Products or Completed Operations coverage shall be purchased for at least three years after the completion of the contract and shall cover the operations performed under the contract.

(3) Contractor shall provide insurance coverage for any owned, hired, or non-owned motor vehicles. The policy limits shall not be less than \$1,000,000 combined single limit or \$1,000,000 bodily injury and \$1,000,000 property damage each accident. The policy will provide \$1,000,000 of uninsured or underinsured motorist coverage and include contractual liability coverage.

(4) The County shall be added as an additional insured to the general liability policy with the following wording: "The County, its officers, agents, employees and volunteers are additional insured with regards to the General Liability policy for work performed under terms of the contract." Contractor's Certificate(s) of Insurance shall include the following: A cancellation provision requiring a written forty-five (45) day notice of cancellation or non-renewal will be furnished to the County by the Contractor's insurance carrier(s) or insurance agent(s). Therefore, the words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" are to be eliminated from the cancellation provision of standard ACORD certificates of insurance.

(5) Contractor shall provide the County with a Certificate of Insurance, before beginning work, evidencing the coverage required above. Insurance shall be procured from insurance companies authorized to do business in the State of Maryland and acceptable to Carroll County. The insurers shall have an A.M. Best's insurance rating of A- or better and a financial size of Class VII or better unless the County Risk Manager grants specific approval for an exception.

(6) If Commercial General or other liability insurance purchased by Contractor has been issued on a "claims made" basis, the Contractor must comply with the following additional conditions. The limits of liability and the extensions to be included as described in the Check List remain the same. The Contractor must either: Agree to provide certificates of insurance evidencing the above coverages for a period of five (5) years after final payment for the contract. Such certificates shall evidence a retroactive date, no later than the beginning of the Contractors or sub-contractors' work under this contract; or Purchase an extended (minimum five (5) year) reporting period endorsement for the policy or policies in force during the term of this contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself. If the construction project exceeds \$1,500,000.00, it will require a five (5) year extended reporting period (tail). All deductibles for all insurance requirements are subject to County approval.

15. Irrevocable Trust Receipts. Should the Contractor be denied surety credit for whatever reason the County will accept an Irrevocable Trust Receipt (herein ITR) issued by an individual surety. This individual surety must work through insurance agents licensed in the State of Maryland, in accordance with Maryland Law.

A Letter issued duly authorized from the conventional bonding company denoting the "reason for denial" must be submitted with the Statement of Qualifications as "Proof of Denial," and provided that the individual surety can meet all Maryland statutory and regulatory requirements.

16. Contingent Fee Prohibition: Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for Contractor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Agreement. For breach or violation of this Paragraph, County shall have the right to annul this Agreement without liability, or, in its discretion, to deduct from the price or consideration or otherwise recover the full amount of such fee or other consideration.

17. Contract Documents. The documents that make up the complete Contract between the County and the Contractor are: this Agreement and all documents contained in the Bid Packet and the Bid submitted by the Contractor, including, but not limited to, the Instructions, the Standard Specifications, addenda, and any modifications. These documents set forth all of the covenants, provisions, agreements, conditions, and understandings between the County and the Contractor.

18. Governing Law. The terms of this Agreement shall be interpreted and enforced according to the laws of the State of Maryland. The parties agree that any legal action that may result from this Agreement shall be subject to the jurisdiction of Maryland courts.

19. Employment of Aliens Contractor shall be responsible for complying with all applicable laws and regulations regarding the employment of aliens. In the event it is determined that the Contractor has violated any laws or regulations regarding the employment of aliens during the term of this Agreement, such violation may be considered a material breach of this Agreement, and the County may terminate this Agreement for Default, in accordance with the terms of this Agreement and the Contract Documents (Resolution #719-08 – 2/7/08).

20. Severability. If any provision or portion of a provision shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision or portion of such provision shall not affect any of the remaining provisions hereof, and this Agreement shall be construed and enforced as if such invalid or unenforceable provision or portion thereof had not been contained herein.

21. Amendment to Agreement. This Agreement may be amended as County and Contractor mutually agree in writing. Except for the specific provision amended, the Agreement shall remain in full force and effect after such amendment subject to the same laws, obligations, conditions, provisions, rules and regulations, as it was prior to said amendment.

22. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement and have caused their respective seals to be affixed on or before the date first set forth herein.

"Contractor" (SEAL)

By:
Title:

THE COUNTY COMMISSIONERS OF
CARROLL COUNTY, MARYLAND,
a body corporate and politic of the State of Maryland

"County" (SEAL)

Approved for legal sufficiency:

County Attorney

h:\MMS\Agmts\02\Services-General

H:purchasing/mmoser/publicpurchase/forms/RFP Request for Proposals Form/RFP General Instructions

SPECIFICATIONS

ONE STOP OPERATOR FOR MID-MARYLAND WORKFORCE SERVICES

INTRODUCTION

The Mid-Maryland Workforce Development Board (WDB) collaborates with a wide variety of individuals, businesses, and organizations. The WDB views its mission as guiding a regionally recognized workforce development system that aligns with the economic and educational goals of the state of Maryland resulting in a qualified workforce available to businesses across Howard and Carroll Counties; our mission directly supports economic and business growth. The vision is for a Mid-Maryland where every person maximizes his or her career potential and businesses have access to the human capital they need to be successful.

This RFP was prepared based upon the Workforce Innovation and Opportunity Act of 2014 (WIOA) and associated U.S. Department of Labor Regulations and guidance. This Federal law was implemented to consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs in the United States. WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused, demand driven and locally managed.

The Core Program Partners who are required to collaborate and participate in the One-Stop System include: WIOA Adult, Dislocated Workers, Youth; Wagner-Peyser; Adult Education and Literacy; and, Vocational Rehabilitation. Maryland also includes TANF as a core program partner. Additional partners of the Mid-Maryland workforce system are Migrant and Seasonal Farm Workers, Trade Act, Veterans, Carl Perkins, DLLR Division of Unemployment Insurance, Department of Human Services Community Development Block Grants (employment and training); and the Senior Community Services Employment Program (SCSEP).

The WIOA Mid-Maryland Workforce Development Area Memorandum of Understanding (MOU) serves the key purpose of defining partner roles and focuses, in part, on the shaping of the workforce system. This includes the sharing of resources, referral agreements, etc.

To ensure that the workforce system efficiently meets the needs of both the businesses and jobseekers that it serves, Mid-Maryland supports the Governor's vision for the workforce development system as described in the State Plan. The Mid-Maryland WDB, including the required workforce partners, jointly developed the Local Workforce Plan.

The hallmarks of WIOA include:

- A demand driven and customer centric system that provides workforce solutions.
- A system that provides workers with the skills and credentials necessary to secure and advance in employment, and provide businesses with the skilled workers they need to succeed.
- A system that contributes to the economic growth of the area and region and increases the competitiveness of businesses and the workforce.
- Sharing skills and resources of partner organizations to avoid duplication of effort and provide a comprehensive approach to workforce development.

Mid-Maryland shares the state's vision of people before performance.

In accordance with Section 107 of the legislation and 20 CFR 678.605 of WIOA Regulations, the Mid-Maryland Workforce Development Board is competitively procuring the One-Stop Operator. We are soliciting proposals to identify a One-Stop Operator for both of the Mid-Maryland comprehensive One-Stop centers. This operator shall not be engaged in the provision of direct services.

American Job Centers in Mid-Maryland

Carroll County Business/Employment Resource Center
224 N. Center St., Westminster, MD 21157

Columbia Workforce Center
7161 Columbia Gateway Drive, Columbia, MD 21046

RESOURCE INFORMATION

The Mid-Maryland Local Plan: <http://www.midmarylandWIB.org>

WIOA law and regulations: www.doleta.gov/wioa

Maryland's WIOA Combined State Plan: www.dllr.maryland.gov/wdplan

Mid-Maryland MOU: <http://www.midmarylandWIB.org>

QUESTIONS AND CLARIFICATIONS

Bidders must submit their questions through the Public Purchase web site, using the instructions below. Questions must be submitted five (5) days prior to bid opening.

Bidders may submit questions to the agency on specific bids. Click on the title of a bid, on the right of the bid page click [View/Ask Questions] to open a new page that lists all previous questions and answers. Click "Ask a Question," enter your question in the field provided and click "Save" to submit your question. Your question is immediately sent by email to the contact person for the bid. When your question is answered you will be notified by email and the answer may be posted on the bid.

Tip: By using the "Questions" feature your questions and the agency's answers can be posted on Public Purchase making them available to all other vendors that are registered with the agency. If you would like to confidentially submit questions to the agency, contact the bid's main contact. It will be up to the discretion of the Buyer to decide if questions/answers are confidential.

SUBMISSION OF PROPOSALS

Proposers shall submit **ONE (1) CD or flash drive, ONE (1) ORIGINAL HARD COPY AND SIX (6) COPIES** of the Technical and Financial Proposals in **separate** sealed envelopes on or before **April 26, 2018 @ 10:30 a.m. ET** to the Bureau of Purchasing. **Please do not use hard binders to submit proposals.** Proposers should address the proposals to Ms. Maureen C. Dunn, Senior Buyer, Bureau of Purchasing, 225 North Center Street, Room 213, Westminster, MD 21157. Proposers should clearly identify proposals with "One Stop Operation for Mid-Maryland Workforce Services – 73-F-1-17/18 – Technical Proposals" –stated on the envelope. The Financial Proposal must be submitted in a separate sealed opaque envelope marked "One Stop Operation for Mid-Maryland Workforce Services, 73-F-1-17/18- Financial Proposal."

Proposers should submit all proposals according to the specifications as set forth in this Request for Proposals. Any correction or re-submission done by the proposer or authorized representative should

not extend the submittal period. The County reserves the right to reject any or all proposals. The County also generally reserves the right to issue supplementary information during the proposal preparation period. All proposals become the property of the County and will be kept confidential until after an award of the successful proposal is made. Thereafter, they may become available for public use. All proposals are generally considered to establish firm offers, not to be withdrawn for sixty (60) days after the date set for proposal acceptance. Once submitted, Proposers should not change proposals without prior written consent.

ELECTRONIC AND HARD COPIES

Contractors shall submit a CD or flash drive containing the entire, identical hard copy of the proposal along with the hard copies required above. Additionally, it is requested that a separate redacted version, redacted in accordance with the provision herein, be added to the electronic copy.

PROPOSAL DOCUMENT REQUIREMENTS

- Statement of work proposal document up to 5 pages
- Qualifications/experience document
- 3 references (Provide the name, address, telephone number and email address for entities for which the Contractor has provided services identical to the services requested herein during the past three (3) years, governmental preferred. Contractors may not list Carroll County or Howard County Governments as a reference)
- Price Proposal (in separate sealed envelope)
- All documents should be in 12 point font with 1 inch margins

TECHNICAL DETAILS

Once the contract has been awarded, the Mid-Maryland Workforce Development Board, in collaboration with the Chief Local Elected Officials, reserves the right to modify delivery design. In the event the modification requires additional labor hours on the part of the One-Stop Operator, terms may be negotiated and the contract may be modified. We reserve the right to de-obligate funds from the One-Stop Operator if it fails to meet contractual requirements.

The successful bidder will be required to agree to the Contract General Terms and Conditions, have all controls securely in place, and agree to comply with any policies created by the Mid-Maryland Workforce Development Board and any applicable Federal, State or Local policies, regulations, or laws. The funding award will not be final until an executed agreement is in place. The final negotiated proposal narrative and budget schedule will constitute the Statement of Work for the contract. The content of the accepted proposal will become the basis for the negotiation of a final contract agreement. Applicants are advised that most documents in the possession of the Board or County are considered public records and subject to disclosure under Maryland's Public Records Law.

This RFP does not commit the County/Mid-Maryland Workforce Development Board to direct the award of a final contract agreement and will not pay any costs incurred in the preparation of a proposal to this request. The Board reserves the right to request additional data, discussion, or presentation in support of written proposals. The Board may reject any or all proposals received and reserves the right to cancel in whole or in part this RFP if it is in the best interest of the Board to do so.

A bidder may not be recommended for funding regardless of the merits of the proposal submitted if it has a history of contract non-compliance. Subcontracting is not permitted without written authorization.

WHO IS ELIGIBLE

One-Stop Operators may be a public, private, or nonprofit entity. The One-Stop Operator may NOT be an Elementary or Secondary School, except nontraditional public secondary schools and area career and technical education schools. See WIOA sec. 121 (d)

Entities selected and serving as One-Stop Operators are required to follow the Uniform Guidance.

Organization's Qualifications

- Respondent shall have at least five years of experience in a management role in a federally funded public workforce development system entity.
- Respondent shall have significant expertise with the federal Workforce Innovation and Opportunity Act of 2014.
- Respondent shall have experience in conflict resolution and consensus building.
- Currently in good standing with the Maryland Department of Assessment Taxations at time of proposal submission.
- Legal entity (Proof of Incorporation, 501(c) (3), etc. and Designation from the IRS of tax-exempt status) if applicable. Must submit document proving legal entity.
- Written personnel policies. Must submit table of contents of personnel policies.
- For organizations with an annual budget of at least \$100,000, must submit most recent annual budget document identifying the various sources of the amounts.
- For organizations that have more than one revenue source, must submit revenue documentation identifying the various sources of the amounts.
- Proven fiscal capacity including capacity for fund accounting. Must submit bound copy of most recent formal audit completed within last year. Must satisfactorily address all findings.

STATEMENT OF WORK

- The One-Stop Operator must coordinate, monitor and report on the service delivery of participating One-Stop partners and service providers at the AJCs as agreed upon in the MOU.
 - Convene partners quarterly, or more frequently if requested by a majority of MOU partners, the One-Stop Operator or the Mid-Maryland Workforce Development Board. Provide written and verbal updates on the coordination of the service delivery of One-Stop partners and identify areas of strength and challenge areas.
 - Contact Partners regarding challenges to providing One-Stop delivery resources as depicted and agreed upon in the MOU and provide direction on corrective measures.
 - Seek consensus and agreement regarding challenges with Partners' MOU compliance.
 - Determine agenda and provide minutes to Partners for each meeting.
- Ensure ADA and WIOA section 188 compliance for the AJCs
 - Ensures AJCs have and maintain adequate, up-to-date signage related to accessibility of space and programs in compliance with ADA and WIOA section 188.
 - Report annually to the WDB on ADA and WIOA section 188 compliance.
- The One-Stop Operator will report to the WDB at least annually on the deliverables, or more frequently if requested, including work accomplished and challenges encountered.
- Work with WDB or designee as needed for specific projects/initiatives/data.

BILLING

- Contractor must submit monthly invoices to Carroll County BERC/Carroll County Government with expense and category detail as outlined in budget proposal, by the 3rd of the month following work performed. Invoices in the proper form and approved by the County shall be paid by the County within 30 days of receipt. Invoices without the necessary information may be returned for correction prior to payment.
- Each invoice shall include the following information:
 - Contractor's name
 - Address
 - Federal tax identification number
 - Contract number, if applicable
 - DUNS number
 - Coverage period of invoice
 - Budget amount by line item
 - Actual expenditure by line item
 - Cumulative amount by line item versus budget
 - Amount requested for reimbursement

MONITORING OF ONE-STOP OPERATOR

Oversight and monitoring is an integral function of the States and Local WDBs to ensure the One-Stop Operator's compliance with the requirements of WIOA, the activities per the Statement of Work, performance reporting requirements, and the terms and conditions of the contract or agreement governing the one-stop operator. Monitoring includes an attestation by the monitoring entity that it has examined compliance with the requirements of WIOA, the Uniform Guidance at 2 CFR part 200 and 2 CFR part 2900, and the terms and condition of the contract/agreement with the one-stop operator.

CONTRACT PERIOD

The contract period shall be for one year commencing on or about July 1, 2018 after approval and proper execution of the contract documents, with a renewal option for three additional years in one-year increments, contingent on fiscal availability, good performance and other factors determined appropriate, exercisable at the sole discretion of the County .

ESTIMATED CONTRACT VALUE

The contract value for this contract is estimated to be less than \$25,000.

EVALUATION OF OFFERS

The County intends to award to the responsible Contractor whose proposal represents the best value to the County.

Proposals will be evaluated in two phases; the first based on the technical and price submittals and the second, if deemed necessary, on oral discussions. The first phase will be evaluated based on the following criteria.

- **Work Proposal**

This document shall contain a full understanding of the WDB/County's needs as demonstrated by the

Contractor's work proposal. This document shall be clearly titled "Work Proposal." This document shall detail all steps necessary to complete the scope of work for One-Stop Operator services.

- **Qualifications/Experience of Contractor**

Qualifications and technical competence of the Contractor and staff in a document titled "Qualifications/Experience of Contractor." Included shall be a statement describing the Contractor's background information, history, mission, visions, resources, and how it aligns with the WDB goals. This document shall also include resumes of key staff who will work on this project. This document shall include the Contractor's experience as related to the scope of services requested, specifically in a multi-partner environment, and the WIOA service delivery model, including collaboration and communication among partners to address concerns. This document shall also include the Contractor's experience in managing various state and/or federally funded/government programs and ADA and WIOA section 188 compliance.

- **Budget/Cost**

This document shall contain all costs associated with the proposed budget and provide a thorough, clear and concise narrative to justify the needed funds.

Michael B. Myers, CPPO, CPPB
Bureau Chief
410-386-2181 · Fax: 410-840-8929
MD RELAY: Call 711 or 800-735-2258 (TTY)
e-mail: ccpurchasing@ccg.carr.org



Bureau of Purchasing
Carroll County Government
225 N. Center Street
Westminster, Maryland 21157

April 9, 2018

ADDENDUM

BID NAME: One Stop Operator for the Carroll County Workforce Services

BID NUMBER: 73-F-1-17/18

BID OPENING DATE: April 26, 2018 @ 10:30 a.m. ET

This addendum is hereby made a part of the original bid documents and is issued to modify, explain and/or correct the aforesaid bid documents.

Technical Clarifications to add the following wording:

Page 1, 3rd Paragraph, 2nd sentence:


Maryland also includes [Temporary Assistance for Needy Families \(TANF\)](#) as a core program partner.

Page 3, last paragraph, 1st sentence:

This RFP does not commit the County/Mid-Maryland Workforce Development Board ("Board") to direct the award of a final contract agreement and will not pay any costs incurred in the preparation of a proposal to this request.



Maureen C. Dunn, Senior Buyer, Purchasing



Date

H:\Purchasing\Mmoser\PublicPurchase\Forms\AddendumLetter
Revised 5/1/16

CARROLL COUNTY

a great place to live, a great place to work, a great place to play

PROJECT LABEL

***CUT ON THE DOTTED LINE AND
SECURE TO THE OUTSIDE OF
YOUR OPAQUE ENVELOPE***

VENDOR INFORMATION – PLEASE PRINT

Company Name:
Contact Person:
Company Address:

REQUEST FOR PROPOSALS

One Stop Operator for Mid-Maryland Workforce Services

Bid Number: 73-F-1-17/18

April 26, 2018 at 10:30 a.m. ET

.....

**TO: CARROLL COUNTY GOVERNMENT
BUREAU OF PURCHASING
225 N. CENTER STREET, ROOM 213
WESTMINSTER, MD 21157**

One Flash Drive of
Technical and
Financial Proposal

Technical Proposal
(1 original and 6 copies)

Financial Proposal
(1 original and 6
copies)