REQUEST for QUALIFICATIONS (RFQu)
Project No. 2019-02
On–Call Water Tank and Reservoir Inspection and Design Services

Due Date: March 6, 2020
Due Time: 2:00 PM EST
Location: County Office Building, Room 219
111 West Chesapeake Avenue
Towson, Maryland 21204

Jeffrey S. Peluso PE
Chief, Engineering Design Division
410-887-3793
jpeluso@baltimorecountymd.gov

Amendments to solicitations may occur prior to the due date. It is the potential vendor’s responsibility to frequently visit the website to obtain amendments once they have downloaded a solicitation.

Request for Qualifications Checklist

_____ Have you filled out all the required forms?
   _____ SF255
   _____ Minority forms (As per the MBE/WBE participation summary.)
   _____ Minority Participation Affidavit
   _____ Prequalification forms (SF254 and DPW 101A) if not prequalified in the current cycle
   _____ Procurement Affidavit
   _____ Taxpayer Identification Number (Tin and Certification)

_____ Is prime and all of the subconsultants prequalified?
_____ Are both firms of a Joint Venture prequalified?
_____ Do all the forms have original signatures?
_____ Are there 2 complete unbound sets of the Request for Qualifications included?
_____ Have you verified the time the Request for Qualifications are due?
NOTICE OF INTEREST TO ASSIGN PROJECT

NOTE: for email notification of new Baltimore County professional service projects and prequalification reminders, go to http://www.baltimorecountymd.gov/Subscribe/index.html

In the near future, the Professional Services Selection Committee (PSSC) for Baltimore County will recommend a consulting assignment for the following Project:

ON-CALL WATER TANK AND RESERVOIR INSPECTION AND DESIGN SERVICES

Consultant services are needed for performing various types of inspection and design engineering tasks regarding the water storage facilities in the Baltimore Metropolitan Water system.

BACKGROUND:
Baltimore County’s water, pumping and transmission system serves approximately 141,000 acres of land comprised of residential, industrial, and commercial areas and includes over 2,266 miles of public water mains. There are eighteen (18) elevated water tanks and six water reservoirs located within the system.

SCOPE:
Professional services are required to perform inspection and design work associated with elevated water tanks and reservoirs located in the Baltimore Metropolitan Water System. While the majority of the tasks are expected to be inspection and design work associated with elevated water tanks and reservoirs, the number and type of project assignments to be performed will depend solely on the County’s needs. These tasks may involve preliminary studies/concept plans and/or final construction plans to be inserted into design plans by others or to be done by one of the county’s on call contractors.

Submitting firms shall possess in-house capability and project experience in the following areas:

- Inspection and evaluation of existing water tanks and prestressed concrete reservoirs and writing comprehensive engineering reports.
- Inspection of water tanks using underwater divers and/or robotic underwater equipment.
- Design of structural repairs in tank and prestressed concrete reservoir contracts.
- Writing necessary specifications and preparing drawings for tank and prestressed concrete reservoir contracts.
- Design dealing with the removal of lead-based paint from water tanks.
- Design of coating and recoating of water storage tanks.
- Cost estimates involved in the rehabilitation of water tanks.
- Contract Administration dealing with the rehabilitation of water tanks.
- Construction inspection of storage tanks and prestressed concrete reservoirs in regard to rehabilitation contracts.

Tasks will be assigned on an “as-required” or emergency basis through the utilization of an On-Call form of Contract. It is anticipated that two (2) consultants and one (1) alternate will be selected; however, the County reserves the right to choose as many as they wish. The upset limit for each of the Contracts will be $1,500,000.00.
Task Orders assigned under the Contract could range from $50,000.00 to $200,000.00.

PSSC selection is expected within 120 days from the date the Request for Qualifications are due. The contracts between Baltimore County and the firms are anticipated to be approved by the County Council on or about October 2020. The County reserves the right to reject any and all Request for Qualifications and to resubmit its request for Request for Qualifications.

**SELECTION CRITERIA**
The following criteria will be considered, although not exclusively, in determining which firms are recommended.

1) References

2) Qualifications and related experience on similar projects
   Key personnel must have at least five years’ experience in appropriate disciplines and must demonstrate those capabilities. The firm must provide technical and managerial qualifications and experience for all key personnel. All prime and sub-consultants performing engineering work must be pre-qualified with Baltimore County at the time of submission of the Request for Qualifications. Individual addresses, telephone numbers and areas of expertise must be provided, as well as a brief explanation describing the project responsibility of each team member.

3) Project Examples
   Project examples shall be recent (within the last ten years) and demonstrate completion of project design similar to the Scope. **Prime Consultants** shall submit 10 of their own project examples, or as many as possible, that best validates their experience with the items identified in the Scope section above.

4) Ability of the firm to Complete and Manage the Project
   An assessment of past experience of the firm in general will be made. The qualities and indicators that will receive consideration include the number and types of projects the firm has completed; the variety of projects completed and a demonstration of the firm’s ability to undertake this project; the general level of experience in the areas of supervision, quality control, observing and monitoring projects; the firm’s ability to realize timetables and quality control objectives; the ability to manage sub-consultants; the ability to meet WBE/MBE goals; and the demonstrated general ability to bring about a successful completion of the projects under the firm’s direction.

5) Firm’s Proximity to the Project
   The application of this criteria shall include an assessment of the geographic proximity to the project; the location of the office from which the proposed project will be administered; the perceived response time and general availability of the firms personnel to be on site; the perceived effect that project management location will have on the project and the ability of the project to be expedited on a timely basis; and the availability of special travel or communication plans which would effectively mitigate difficulties associated with location.

**PROJECTED SCHEDULE (subject to change)**

- Issue Advertisement for Request for Qualification (RFQu) to potential bidders-January 2020
- Proposals due from potential bidders-March 2020
- Complete Selection Process-June 2020
COUNTY’S USE OF SELECTED FIRMS
No firm is guaranteed any amount of work. The County reserves the right, in its sole discretion, to award individual jobs on a sound rotation basis, based on demonstrated areas of experience and expertise, or based on job location.

PREQUALIFICATION
Any non-prequalified firm; or joint venture may submit prequalification forms up to and including the date of submittal for the project and will be considered for evaluation. However, we strongly recommend early prequalification. All firms, including all sub-consultants that are required to be prequalified must be pre-qualified by the RFQu deadline. All applicable firms must be prequalified for the 2019-2020 cycle. Please see the Professional Services Pre-qualification section on:

http://www.baltimorecountymd.gov/Agencies/publicworks/pssc/index.html

SAMPLE CONTRACT
A sample contract can be found online at the link below.

http://www.baltimorecountymd.gov/Agencies/publicworks/engineering/pssc/projectstobeassigned.html

SUBMITTALS
Prequalified firms to be considered for award must submit a separate Standard Form 255 in response to each project by the RFQu deadline.

Sub-consultants not specializing in the professional practices of architecture, landscape architecture and engineering do not need to be, and cannot be prequalified. Surveying sub-consultants do not need to be prequalified. All sub-consultant specialties must be clearly indicated in the 255 form, Part 6. Proper pre-qualification documentation must be submitted unless on file with the Contracting Office.

MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE REQUIREMENTS (MBE/WBE)
The resulting minority and women business participation requirement for this contract is 20%.

1. Each Contractor must comply with all Minority Business Enterprise and Women Business Enterprises (MBE/WBE) participation requirements. Included with this solicitation package are copies of the County’s MBE/WBE policy and provisions and M/WBE participation schedule forms. All MBE/WBE participation forms must be completed, executed, and returned with the bid, proposal or qualifications if a goal has been assigned. MBE/WBE participation forms are available online at www.baltimorecountymd.gov/go/mwbe or you may contact the County’s MBE/WBE Office.
2. It is the intention of the contract that the Contractor complies with the required participation levels on a cumulative basis for the full term of this agreement. The successful Contractor shall estimate the participation level (for the full term of the contract) for each subcontractor and/or suppliers listed on the participation schedule.

3. The Prime shall make a genuine good faith effort to comply with the Baltimore County MBE/WBE minimum participation goal even if the Prime Contractor has the capability to complete the work with its own workforce. However, the percentage requirement may vary. The Prime shall make a good faith effort to obtain MBE/WBE subcontractor participation. The selected MBE/WBE subcontractor(s) must perform a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. Certified Minority-owned or Certified Women-owned Prime may count their participation for up to 50% of the solicitation goal. Certified firms must make a good faith effort to obtain MBE/WBE subcontractor participation of the remaining portion of the goal. Example: 20% MBE/WBE participation goal. Certified Minority-owned or Certified Women-owned firm bidding as the prime may count for 10% of the goal provided they are self-performing the work. The remaining 10% must be subcontracted to a MDOT and/or City of Baltimore certified firm.

4. All primes and MBE/WBE sub-contractors are required to report monthly to the County through an online MBE/WBE Compliance Portal (PRISM). The portal can be found under Compliance Reporting for Prime and Sub-Contractors at www.baltimorecountymd.gov/go/mwbe. The prime must provide a contact person and contact information for the MBE/WBE compliance reporting. If the prime cannot submit his/her report on time, he/she will notify the County MBE/WBE office and request additional time to submit the report. Failure to report in a timely manner may result in a finding of noncompliance. The County in its sole discretion may require additional reports regarding MBE/WBE. Questions regarding the use of this system can be directed to the MBE Office at mwbe@baltimorecountymd.gov or call 410-887-3407.

**UTILIZATION OF BALTIMORE COUNTY’S DEPARTMENT OF ECONOMIC AND WORKFORCE DEVELOPMENT**

Baltimore County’s First Source Hiring Agreement requires that developers, contractors, and employers utilize good faith efforts toward employing economically disadvantaged Baltimore County residents in newly created positions on applicable projects. These efforts are supported by Baltimore County’s workforce development system, a partnered network of business and economic development professionals, education and training providers, and human service agencies working together systematically to provide a ready supply of qualified workers to employers with hiring needs.

The Contractor may use Baltimore County’s Department of Economic and Workforce Development as a “First Source” for training and recruitment of employees. To utilize “First Source”, the [contractor/vendor] may notify the Department of Economic and Workforce Development of employment opportunities to present qualified candidates to the [contractor/vendor] for consideration. The [contractor/vendor] may use reasonable efforts to consider qualified Baltimore County residents who are either unemployed or underemployed for all available positions. For additional information, call (410) 887-8000 or visit http://www.baltimorecountymd.gov/Agencies/economicdev/business/workforce/recruiting-retention.html
CONFIDENTIALITY
Offerors must specifically identify any portions of their proposals deemed to contain confidential information, proprietary information or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not be conclusive, and offerors may be required to justify why such material should not, upon written request, be disclosed by the County under the Public Information Act, State Government Article, Title 10, Sub-Title 6, of the Annotated Code of Maryland, as amended. The County may disclose such information if required by law, court order or subpoena.

SUBMITTAL DUE DATE
All required forms must be received on or before, but not later than 2:00 p.m. E.S.T. on March 6, 2020. Late or incomplete submittals will not be considered. Material submitted will not be returned. Do not bind, fax or e-mail submittals. Two copies of the SF255 are requested.

Send to the attention of: Jeffrey S. Peluso, PE, Engineering Design Division Chief
Bureau of Engineering and Construction
County Office Building Room 219
111 West Chesapeake Avenue
Towson, Maryland 21204

Steven A. Walsh, PE, Director
Department of Public Works
Executive Order: Minority business enterprises and women business enterprises (MBE/WBE) shall have the maximum opportunity to participate in the performance of contracts financed in whole, or in certain circumstances, in part with County funds. Accordingly, on July 27, 2017, the County Executive adopted the EXECUTIVE ORDER No. 2017-003 addressing MBE/WBE participation in County contracts. The June 4, 2017 Executive Order may be found on the Baltimore County website at [www.baltimorecountymd.gov/go/mwbe](http://www.baltimorecountymd.gov/go/mwbe).

Each Contract: The County shall establish a minimum MBE/WBE participation amount for each contract, as applicable.

Bidder/offeror Responsibility: The bidder/offeror shall ensure that MBE/WBE participation occurs in accordance with the contract requirements and the County Executive’s Executive Order. All bidder/offerors shall ensure that MBE/WBE have the maximum opportunity to compete for and perform County contracts, as applicable. Baltimore County, Maryland, and/or its bidder/offerors and contractors shall not discriminate on the basis of race, color, national origin, disability or sex in the award and performance of any County contract.

APPROVED MBE/WBE LISTINGS

Published compilations of approved and certified MBE/WBE, contractors, subcontractors, material suppliers, etc. include:

1. BALTIMORE COUNTY MINORITY AND WOMEN BUSINESS ENTERPRISE DIRECTORY (PRISM):
   https://pro.prismcompliance.com/Contractor/plugins/pages/ContractorFilteredSearch.aspx

2. DIRECTORY OF MINORITY BUSINESS ENTERPRISE (MDOT):
   http://mbe.mdot.state.md.us/directory/search_select.asp

3. MINORITY BUSINESS DIRECTORY OF THE CITY OF BALTIMORE:
   http://cityservices.baltimorecity.gov/mwboo/

BIDDER/OFFEROR’S ACTIONS

Seeking Commitments: The bidder/offeror will seek commitments by subcontract or otherwise from MBE/WBE for supplies and/or services, any combined value of which equals or exceeds the required percentage of MBE/WBE participation for the County contract.

Expenditures for Materials and Supplies: A bidder/offeror may count toward its MBE/WBE contract requirements, all expenditures for materials and supplies obtained from MBE/WBE suppliers and manufacturers, provided that the MBE/WBE assumes the actual and contractual responsibility for the provision of the materials and supplies.

Information to be Supplied: All bidder/offerors shall submit the following information to the County at the time of bid submission:

1. The name of an employee designated as the bidder/offeror’s liaison to the County’s Office for Fair Practices.

2. The following forms shall be completed and submitted
   - Certified MBE/WBE Utilization and Fair Solicitation Affidavit (**Form A**); from among those names appearing in the Approved MBE/WBE Listings (excepting Federal Highway Administration projects, which exclusively require MBE/WBE approved and certified by the Maryland Department of Transportation Certification Committee);
   - A MBE/WBE Participation (**Form B**) completed and signed by the prime contractor and MBE/WBE for each MBE/WBE listed on the Form.
   - A MBE/WBE Disclosure and Participation Statement (**Form C**) completed and signed by the prime contractor and MBE/WBE for each MBE/WBE listed on the Form.
   - If applicable, MBE/WBE Subcontractor Unavailable Certificate (**Form D**) completed and signed by the prime contractor and MBE/WBE for each MBE/WBE listed on the Form.
• If applicable, MBE/WBE Outreach Efforts - Compliance Statement (Form E) completed and signed by the Bidder/offeror.

3. For DPW contracts, if the bidder/offeror intends to fulfill the MBE/WBE requirements by use of a joint venture, he/she must submit a Joint Venture Disclosure Affidavit (Form D-EEO-006-A and B showing the extent of MBE/WBE participation. If a bidder/offeror intends to use a MBE/WBE joint venture as a subcontractor to meet its MBE/WBE requirements, the affidavit must be submitted through the bidder/offeror by the proposed subcontractors and signed by all parties.

4. If the bidder/offeror’s proposed MBE/WBE participation does not meet the MBE/WBE contract requirements, information sufficient to demonstrate that the bidder/offeror has made every effort to meet the requirements must be submitted. (See DETERMINATION OF BID RESPONSIVENESS hereafter)

RECORDS AND REPORTS

Records to be Kept: The bidder/offeror must keep such records as are necessary to determine compliance with its MBE/WBE utilization requirements:

1. The MBE/WBE and non-minority contractors, type of work being performed, actual values of work and services.

2. Documentation of all correspondence, contacts, telephone calls, etc., to obtain MBE/WBE services for the contract.

3. All prime contractors and MBE/WBE sub-contractors are required to report monthly to the County through an online system called PRISM. If the contractor cannot submit his/her report on time, he/she will notify the County MBE/WBE office and request additional time to submit the report. Failure of the contractor to report in a timely manner may result in a finding of noncompliance. The County in its sole discretion and/or upon written request may require additional reports regarding MBE/WBE.

Retaining Records: All MBE/WBE records must be retained for 3 years following the expiration or any earlier termination of the contract and shall be available for inspection and photocopying by the County.

Investigation and Notification: Whenever the County believes the bidder/offeror, contractor, or any subcontractor may not be operating in compliance with the MBE/WBE requirements, the County may, in its sole discretion, conduct an investigation. If the County finds the bidder/offeror, contractor, or any subcontractor is not in compliance with the MBE/WBE requirements, the County may exercise any and all rights and remedies available to the County, under the contract, at law or equity, as deemed applicable and appropriate by the County in its sole discretion.

DETERMINATION OF BID RESPONSIVENESS

Request for Deviation: If the bidder/offeror is unable to procure from MBE/WBE’s (by subcontract or otherwise), supplies and services, any combined value of which equals the required percentage of the total value of the contract, the bidder/offeror may request, in writing, a deviation or waiver of the contract requirements. To obtain such a waiver, the bidder/offeror must submit the following information at the time bids are due:

The request for waiver request shall include (1) a signed unavailability statement (Form D) executed by all MBEs and WBEs that the bidder/offeror solicited for participation and (2) Outreach Efforts/Compliance Statement (Form E) that demonstrates the bidder/offeror’s good faith efforts to comply with the contract requirements, including copies of solicitation documentation to all potential subcontractors:

Emails, letters, facsimile transmittals and confirmations containing plans, specifications, and anticipated time schedule for portions of the work to be performed and meeting notes and agendas clearly identifying the certified MBE or WBE classification and dates that the bidder/offeror contacted each MBE/WBE; and

Telephone logs containing names, addresses, dates, telephone numbers, work to be performed, anticipated time schedule and classification of certified MBEs and WBEs contacted.

Bid Rejection/Liquidated Damages/Contract Breach: For Purchasing contracts, the apparent low bidder/offeror's failure to provide a responsive MBE/WBE Plan as required by the solicitation may result in the bidder/offeror being deemed non-responsive and the County's rejection of the bid. FOR DPW CONTRACTS, (a) THE SOLICITATION, INCLUDING
BUT NOT LIMITED TO THIS MBE/WBE PARTICIPATION SUMMARY AND ALL RELATED COUNTY MBE/WBE DOCUMENTS, AND (b) THE BID RESPONSE SHALL COLLECTIVELY OVERRIDE, CONTROL AND GOVERN OVER Section GP 7.29 of the February 2000 Baltimore County Department of Public Works’ Standard Specifications for Construction and Materials. For DPW contracts, the apparent low bidder/offeror’s failure to provide a responsive MBE/WBE Plan in the bidder/offeror’s response as required by (a) described above, may result in the Director of the Department of Public Works’ determination that the bid is non-responsive and recommendation to reject the bid as non-responsive despite the bidder/offeror being the apparent low bidder/offeror. For DPW contracts, if the County awarded the contract to the apparent low bidder/offeror who provided a responsive MBE/WBE Plan, but, after said award and before execution of Contract Documents, the apparent low bidder/offeror fails to comply with the MBE/WBE Plan as required in (a) and (b) above, such failure may result in the Director of the Department of Public Works’ recommendation to annul the award and forfeiture of the bidder/offeror’s Proposal Guaranty to the County, not as a penalty, but as liquidated damages sustained. In such case, the County may proceed as it determines to be in its best interest, including but not limited to, the Notice of Award may be made to the next lowest responsive and responsible bidder/offeror or the work may be re-advertised.

After execution of each and any applicable County contract, in the event a contractor becomes aware it may or will fail to fulfill the applicable MBE/WBE requirements and/or may or will deviate from the contractor’s bid response/contract terms, the contractor shall promptly advise the County of this in writing. Thereafter, the County will determine what action or remedy, if any, is appropriate on a case-by-case, contract by contract, basis. For example, such contractor failure may result in (i) a breach for which the County determines it is appropriate to declare a contract default and thereafter take further action and/or remedy as deemed appropriate by the County in its sole discretion, or (ii) a contract breach upon which the County may elect take no further action if deemed appropriate by the County in its sole discretion, or (iii) if mutually agreeable to the County and the contractor, such revision shall be documented via a contract amendment, executed by legally authorized representatives of the County and the contractor as described below in “Approval Required for Changes”, or (iv) other actions or remedies as deemed appropriate by the County. Each action and/or remedy described above is at the sole discretion of the County.

Cooperation in Reviews: The bidder/offeror will cooperate with the County in any reviews of the contractor’s procedures and practices with respect to MBE or WBE firms, which the County may from time to time conduct in its sole discretion.

Approval Required for Changes: Any and all changes to the contractor’s use of MBE/WBE subcontractors during the contract term must be mutually agreeable to the County and the contractor and shall be documented via a contract amendment, executed by legally authorized representatives of the County and the contractor.

Other: If the documents used to determine the contractor’s efforts, achievement of, and/or the status of an MBE/WBE requirement or fulfillment thereof contain false, misleading or misrepresenting information, the contractor may be declared in breach of the contract and/or the County may take any and all actions and/or remedies available to the County under the contract, at law, or in equity. If an MBE/WBE is disqualified by any public entity, including but not limited to, Baltimore City, the State or MDOT, at any time after award or during the term of the contract, the County may, in its sole discretion, take any action or no action, as deemed appropriate by the County, including but not limited to, review of each situation on a case-by-case basis, require the prime contractor to promptly submit for County approval, the contractor’s plans for fulfilling the required MBE/WBE participation under the contract, and/or request such detail and additional information as the County, in its discretion deems appropriate.
BALTIMORE COUNTY, MARYLAND
Certified MBE/WBE Utilization and Fair Solicitation Affidavit
(FORM A)

*This document must be completed and submitted with Bid/Proposal to Baltimore County.

NOTE: If you do not complete and submit this form with your bid or offer to the County, the County may, in its sole discretion, deem your bid or offer NON-RESPONSIVE and accordingly the COUNTY WILL NOT CONSIDER YOU FOR CONTRACT AWARD.

* * * * * * * * * * * * * * *

I acknowledge the:

- The goals, if applicable, of:
  - ____ % for certified MBE-owned businesses and
  - ____ % for certified WBE-owned businesses.

I have made a good-faith effort to achieve this MBE/WBE requirement. If awarded the contract, I will comply with this MBE/WBE contract requirement and will continue to use my best efforts to increase MBE/WBE participation during the contract term.

PLEASE CHECK ONE BOX (EITHER 1, 2, OR 3)

NOTE: ANY INCONSISTENCY BETWEEN THIS FORM AND FORM B MBE/WBE PARTICIPATION MAY RENDER A BID NON-RESPONSIVE AND THE COUNTY WILL NOT CONSIDER YOU FOR CONTRACT AWARD.

1   □ Prime has met the MBE/WBE contract requirements for this solicitation and contract. I submit the MBE/WBE Participation Form B and Form C, along with this Affidavit, which details how the Prime will achieve the contract requirements.

   or

2   □ After having made a good-faith effort to achieve the MBE/WBE requirements, the Prime can only achieve partial success. I submit the MBE/WBE Participation Form B, Form C, Form D and Form E along with this Affidavit, which details how the Prime will partially achieve the contract requirements.

I request a partial waiver and will meet the following MBE/WBE participation goals:

- Partial waiver of MBE/WBE subcontract participation subgoals, if applicable:
  - ____ % for certified MBE-owned businesses and
  - ____ % for certified WBE-owned businesses.

   or

3   □ After having made a good faith effort to achieve the MBE/WBE requirements for this contract, the Prime is unable to achieve the requirements and/or sub requirements for this contract. I submit the MBE/WBE Participation Form D and Form E, along with this Affidavit, which details the steps the Prime has taken in an attempt to achieve the contract requirements. Therefore, I request a full waiver.

IF YOU HAVE CHECKED BOX 2 OR 3, THE FOLLOWING IS APPLICABLE:

1) If a bidder is unable to comply with the goals established in a bid for a project, the bidder may submit a request for a waiver at the time of bid submission. However, occasions for granting waivers will be limited.

2) The request for waiver shall include documentation that demonstrates the bidder’s good faith efforts to comply with the goals, including:

   (I) Signed unavailability statements from all MBEs and WBEs that the bidder solicited for participation; and
   (II) Copies of solicitation documentation to all potential subcontractors, including:

      (a) Emails, letters, facsimile transmittals and confirmations containing plans, specifications, and anticipated time schedule for portions of the work to be performed.
and meeting notes and agendas clearly identifying the certified MBE or WBE classification and dates that the bidder contacted each; and

(b) Telephone logs containing names, addresses, dates, telephone numbers, work to be performed, anticipated time schedule and classification of certified MBEs and WBEs contacted.

As I have checked Box 2 or 3 of this Affidavit, I understand I must submit the following supporting documentation with the bid:

- MBE/WBE Participation Schedule (Form B)
- MBE/WBE Disclosure and Participation Statement (Form C)
- MBE/WBE Subcontractors Unavailable Certificate (Form D) (if applicable)
- MBE/WBE Outreach Efforts – Compliance Statement (Form E)
- Any other documentation in accordance with Section 6 (E) Bid Requirements of the attached Executive Order.

I acknowledge that the MBE/WBE subcontractors/suppliers listed on the MBE/WBE Participation Schedule (Form B) will be used to accomplish the percentage of MBE/WBE participation that the Prime shall achieve.

In the solicitation of subcontract quotations or offers, MBE/WBE subcontractors were provided the same information and amount of time to respond, as were non-MBE/WBE subcontractors.

The solicitation process was conducted in such a manner so as to not place MBE/WBE subcontractors at a competitive disadvantage to non-MBE/WBE subcontractors.

I solemnly affirm under the penalties of perjury that this Affidavit is true to the best of my knowledge, information, and belief.

__________________________________________________________________________  ________________________________
Bidder/Offeror Name                  Phone Number

__________________________________________________________________________  ________________________________
Address                              Affiant Signature

__________________________________________________________________________  ________________________________
Address (continued)                  Printed Name & Title

__________________________________________________________________________  ________________________________
E-mail address                       Date
# BALTIMORE COUNTY, MARYLAND

MBE/WBE PARTICIPATION SCHEDULE

**(FORM B)**

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**SCHEDULE**

This document must be completed and submitted with Bid/Proposal to Baltimore County.

**NOTE:** If you do not complete and submit this form with your bid or offer to the County, the County may, in its sole discretion, deem your bid or offer NON-RESPONSIVE and accordingly the COUNTY WILL NOT CONSIDER YOU FOR CONTRACT AWARD.

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**PLEASE COMPLETE THE FOLLOWING INFORMATION FOR EACH MBE/WBE PARTICIPANT**

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<th>2. MBE/WBE Firm Name</th>
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<th>Percent of Total Contract</th>
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**MBE/WBE Total Dollar Amount**

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<tr>
<th>Total MBE Participation:</th>
<th>__________%</th>
<th>$ __________</th>
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<tbody>
<tr>
<td>Total WBE Participation:</td>
<td>__________%</td>
<td>$ __________</td>
</tr>
<tr>
<td>Total Participation:</td>
<td>__________%</td>
<td>$ __________</td>
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**Form Prepared by:**

Name/Date: _______________________

Title: _______________________

Email: _______________________

**Reviewed and Accepted by Baltimore County Minority Business Enterprise Office**

Name: _______________________

Title: _______________________

Date: _______________________

---

Total MBE Participation: ________% $ __________

Total WBE Participation: ________% $ __________

Total Participation: ________% $ __________
BALTIMORE COUNTY, MARYLAND
MBE/WBE DISCLOSURE AND PARTICIPATION STATEMENT
(FORM C)

*This document must be completed and submitted with Bid/Proposal to Baltimore County.

NOTE: If you do not complete and submit this form with your bid or offer to the County, the County may, in its sole discretion, deem your bid or offer NON-RESPONSIVE and accordingly the COUNTY WILL NOT CONSIDER YOU FOR CONTRACT AWARD.

Contract Name, Description and Advertisement Number: ________________________________

Name of Prime: ________________________________________________________________

Name of MBE/WBE Subcontractor: ________________________________________________

☐ MDOT ☐ Baltimore City  # ________________

Certification Number

1. Work/Services to be performed by MBE/WBE Subcontractor: ________________________________

2. Subcontract Amount: $ ________________________________

3. Bonds - Amount and type required of Subcontractor if any: ________________________________

4. MBE/WBE Anticipated Commencement Date: _________  Completion Date: _________

5. This MBE/WBE subcontract is _________ percent of the County contract cost:

6. This is a MBE-Owned Business Firm: Yes ______ No ______

7. This is a WBE-Owned Business Firm: Yes ______ No ______

The undersigned MBE/WBE subcontractor and Prime will enter into a contract for the work/service indicated above upon the Prime’s execution of a contract for the above referenced project with the Baltimore County. The undersigned subcontractor is a MDOT or Baltimore City certified MBE/WBE. The terms and conditions stated above are consistent with our agreements.

Signature of MBE/WBE Subcontractor: _____________________________  Date: _________________

The terms and conditions stated above are consistent with our agreements.

Signature of Prime: _____________________________  Date: _________________
1. It is hereby certified that the firm of ________________________________
   (Name of Minority firm)
located at ________________________________
   (Number)                                           (Street)
                                           ________________________________
   (City)                                               (State)                      (Zip)
was offered an opportunity to bid on the_____________________________ contract.

2. The ________________________________ (MBE/WBE Firm), is either unavailable for the
work/service or unable to prepare a bid for this project for the following reason(s):

   ________________________________
   ________________________________
   ________________________________

Signature of Minority Firms MBE/WBE      Representative Title      Date

MDOT/Baltimore City Certification #        Telephone #

3. PRIME’S SIGNATURE AND CERTIFICATION

I certify under oath that I contacted the Certified MBE/WBE and they advised me that they are unavailable,
unable to perform the work/services for the above-contract or failed to respond to repeated requests for a
price proposal for the above-contract.

Signature of Prime      Title      Date
In conjunction with the bid or offer submitted in response to Solicitation Number ______________, I state the following:

1. Bidder/Offeror identified opportunities to subcontract in these specific work categories:

2. Attached to this form are copies of the solicitation documentation in accordance with Section 6 (E) Bid Requirements of the Executive Order, used to solicit certified MBE/WBEs for the subcontract opportunities accompanied with the signed MBE/WBE Subcontractor Unavailability Certificate (Form D).

3. Bidder/Offeror made the following attempts to solicit MBE/WBEs:

__________________________________________________________
Signature – Bidder/Offeror

__________________________________________________________
Print or Type Name of Firm

__________________________________________________________
Street Address

__________________________________________________________
City State Zip

__________________________________________________________
Date
Joint Venture Form

A. Firm:
   (Name of Firm)

   (Number)   (Street)   (City)   (State)   (Zip)   (Telephone)

B. Name:
   (Majority Owner of Firm)

   (Title)   (Home Telephone)   (Business Telephone)

C. Minority Ownership: ________%

D. List Capital Contributions: Total Cash: $

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Total</th>
<th>Cost</th>
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</table>

Indicate Estimated Cash Flow: $

List All Professional Licenses Held by Your Firm Which Authorize Work/Service

<table>
<thead>
<tr>
<th>Professional License</th>
<th>Number</th>
<th>Licensee</th>
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</tbody>
</table>

Second Party of Joint Venture:

A. Firm:
   (Name of Firm)

B. Name:
   (Majority Owner of Firm)

C. Minority Ownership: ________%

D. List Capital Contributions: Total Cash: $

<table>
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<tr>
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Indicate Estimated Cash Flow: $

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Third Party of Joint Venture:

A. Firm:
   (Name of Firm)

B. Name:
   (Majority Owner of Firm)

C. Minority Ownership: ________%

D. List Capital Contributions: Total Cash: $

<table>
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Indicate Estimated Cash Flow: $

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- 16 -
The undersigned, as a representative of __________________________________________________ Company, does hereby swear that I am authorized to act on its behalf and that in this capacity and to the best of my knowledge and belief, the information provided herewith relevant to the joint venture of the joint venture is accurate, complete and current, and fairly represents the joint venture; further, that I have personally reviewed the material and assured myself of its accuracy. It is recognized and acknowledged that the statements herein are being given under oath and any material misrepresentation will be grounds for terminating any contract which may be awarded in reliance hereon.”

Trade secrets, information privileged by law, and confidential commercial, financial, geological, or geophysical data furnished will be protected.
BALTIMORE COUNTY, MARYLAND

PROCUREMENT AFFIDAVIT

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the [title]________________________________________ and I am duly authorized to represent and bind [business name] __________________________ (the “Business”) and that I possess the legal authority to make this Affidavit on behalf of myself and the Business for which I am acting.

B. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 6-225 of the Criminal Procedure Article of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows [indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the Business]:

____________________________________________________________________________
____________________________________________________________________________.

C. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors, partners, members, affiliates, or any of its employees directly involved in obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;

(2) Been convicted of any criminal violation of a state or federal antitrust statute;

(3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961, et seq., or the Mail Fraud Act, 18 U.S.C. §1341, et seq., for acts arising out of the submission of bids or proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (1), (2), (3), or (4) above;

(6) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;
(7) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described above, except as follows [indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the Business, and the status of any debarment]:

____________________________________________________________________________
____________________________________________________________________________.

D. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors, partners, members, affiliates, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows [list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceeding, the name(s) of the person(s) involved and their current positions and responsibilities with the Business, the grounds of the debarment or suspension, and the details of each person’s involvement in any activity that formed the grounds of the debarment or suspension]:

____________________________________________________________________________
____________________________________________________________________________.

E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The Business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
(2) The Business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows: [you must indicate the reasons why the affirmations cannot be given without qualification]:

____________________________________________________________________________
____________________________________________________________________________.

F. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

G. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its employees, have in any way:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;
(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise take any action to impact, restrain, or inhibit free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted;
(3) Colluded with anyone to obtain information concerning the bid that would give the Business an unfair advantage over others.

H. AFFIRMATION REGARDING POLITICAL CONTRIBUTION DISCLOSURE

I further affirm that:

The Contractor affirms that it is aware of, and will comply with, the provisions of Sections 14-101 through 14-108 of the Election Law Article of the Annotated Code of Maryland, which require that every person who makes, during any 12-month period, one or more contracts, with one or more Maryland governmental entities involving cumulative consideration, or at least $200,000.00, shall file with the State Board of Elections certain specified information to include disclosure of attributable political contributions in excess of $500 during defined reporting periods.

I. CERTIFICATION OF REGISTRATION AND TAX PAYMENT

I further affirm that:

(1) The business was formed in the State of (Insert State Name): ____________________________

(2) The Business is a (please select one):
   - □ Corporation
   - □ Partnership
   - □ Limited Liability Company
   - □ Limited Liability Partnership
   - □ Sole Proprietor
   - □ Other: ____________________________

   (If sole proprietor #3 below does not apply, continue to #4.)

(3) Is this business registered with the Maryland State Department of Assessments and Taxation (“SDAT”) in accordance with the Corporations and Associations Article of the Annotated Code of Maryland?
   - □ Yes  □ No
   a. If yes, is the business in good standing in the State of Maryland, and has it filed all of its annual reports, together with filing fees? □ Yes  □ No
   b. Registered Agent as shown in SDAT:
      Name: ______________________________________________________
      Address: ____________________________________________________
      __________________________________________________________
   c. If not, is the business in good standing in the State of origination? □ Yes  □ No

(4) Except as validly contested, has the -Business -paid, or -arranged for payment of, all taxes due the State of Maryland and Baltimore County, and -filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and -paid all withholding taxes due the State of Maryland prior to final settlement?
   - □ Yes  □ No

J. CONTINGENT FEES

I further affirm that:

The Business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Business, to solicit or secure the Contract, and that the Business 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 other consideration contingent on the making of the Contract.
K. AFFIRMATION OF NONDISCRIMINATION IN EMPLOYMENT

I FURTHER AFFIRM THAT:

During the performance of any contract awarded pursuant to the solicitation of which this affidavit is a part:

(1) The Business will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, marital status, sexual orientation, genetic information, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment, or because of the individual’s refusal to submit to a genetic test or make available the results of a genetic test. The Business will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, national origin, marital status, sexual orientation, genetic information, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment, or because of the individual’s refusal to submit to a genetic test or make available the results of genetic test. Such action shall include, but not be limited to the following: employment, promotion, upgrading, demotion or transfer, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Business agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the owner setting forth provisions of this nondiscrimination clause.

(2) The Business will, in all solicitations or advertisements for employees placed by or on behalf of the Business, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, genetic information, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment, or because of the individual’s refusal to submit to a genetic test or make available the results of a genetic test.

(3) The Business shall send to each labor union or representative of workers with which the Business has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the owner, advising the said labor union or workers’ representative of these commitments, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Business shall furnish, if requested by the County, a compliance report concerning our employment practices and policies in order for the County to ascertain compliance with the special provisions of this affidavit concerning nondiscrimination in employment.

(5) In the event of the Business’s noncompliance with the nondiscrimination clause of this affidavit, the contract may be canceled, terminated, or suspended in whole or in part, and the Business may be declared ineligible for further County work.

(6) The Business shall include the special provisions outlined herein pertaining to nondiscrimination in employment in every subcontract, so that such nondiscrimination in employment provisions shall be binding on each subcontractor or vendor.

L. FOREIGN CONTRACTS DISCLOSURES

I FURTHER AFFIRM THAT:

(1) The Business affirms that it is aware of, and will comply with, the provisions of Sections 10-2-110 Article 10. Finance, Title 2 – Purchasing, Baltimore County Code 2003, as amended, which requires that prior to the award of a contract for services under the provisions of this title, and during the entire term of a contract award, the bidder or vendor shall disclose to the County whether any services covered by the bid or contract, including any subcontracted services, will be performed outside the United States.

(2) The Business affirms that it is aware of, and will comply with, the provisions of Section 12-111 of the Maryland State Finance Procurement Article, which requires bidders to make certain disclosures relating to subcontractors or services, regarding plans at the time the bid is submitted, to perform any services with an estimated value of $2 million or more under the contract outside the United States. This provision applies to: (1) construction-related services; (2) architectural services; (3) engineering services; or (4) energy performance contract services. The provision requires bidders to disclose:
   a. Whether the Business or any contractor that the Business will subcontract with to perform the contract has plans, at the time the bid is submitted, to perform any services required under the contract outside the United States;
b. If the services under the contract are anticipated to be performed outside the United States;

c. Where the services will be performed; and

d. The reasons why it is necessary or advantageous to perform the services outside the United States.

(3) Indicate below whether or not the Business has information to disclose. *(You must check one of these)*

[ ] The Business has no plans, at the time the bid is submitted, to perform any services under the contract outside the United States.

[ ] The Business has plans, at the time the bid is submitted, to perform services under the contract outside the United States.

   i. The services will be performed in the following location: ___________________

   ii. It is necessary or advantageous to perform the services outside the United States for the following reason(s): _________________________

M. AFFIRMATION REGARDING INVESTMENT ACTIVITIES IN IRAN

I FURTHER AFFIRM THAT:

At the time the bid/proposal is submitted, or if the contract is renewed, the Business:

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

   ii. Is not engaging in investment activities in Iran as described in Section 17-702 of the Maryland State Finance and Procurement Article.

If the Business is unable to make the certification, it will provide the County, under penalty of perjury, a detailed description of the Business’ investment activities in Iran.

N. ACKNOWLEDGMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the County and may be distributed to units of (1) Baltimore County; (2) the State of Maryland; (3) other counties or political subdivisions of the State of Maryland; (4) other states; and (5) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of Baltimore County, or the State of Maryland or any unit of the State of Maryland having jurisdiction, the exercise of any right or remedy at Law or in equity with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the Business with respect to (a) this Affidavit, (b) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, AFTER DILIGENT INQUIRY.

Date: ________________________  By: ___________________________________________

Name: ________________________  Title: ________________________

(Authorized Representative and Affiant)
MINORITY PARTICIPATION AFFIDAVIT

A. AUTHORIZE REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the [title]________________________________________ and the duly authorized representative of [business] ______________________________________ (the “Business”) and that I possess the legal authority to make this Affidavit on behalf of myself and the Business for which I am acting.

B. AFFIRMATION REGARDING MINORITY PARTICIPATION

I FURTHER AFFIRM THAT:

I am aware that, pursuant to the July 27, 2017 Executive Order of Baltimore County, Maryland, the following words have the meanings indicated.

(A) “Minority Business Enterprise” or “MBE” means a business enterprise that is owned, operated and controlled by one or more minority group members (African American, Hispanic American, Asian American, or Native American) who have at least 51% ownership and in which the minority group members have operational and managerial control, interest in capital and earnings commensurate with their percentage of ownership.

(B) “Women’s Business Enterprise” or “WBE” means a business enterprise that is owned, operated and controlled by one or more women who have at least 51% ownership and in which the women have operational and managerial control, interest in capital and earnings commensurate with their percentage of ownership.

____ The Business is a MBE___ or WBE ___

[____] Maryland State Department of Transportation (MDOT) #_____________________

[____] City of Baltimore #_____________________

[____] Name Other Jurisdiction: __________________________________  #_____________________

[____] The ownership of the Business consists of _____% minorities and _____% women (for a total of _____%), each of which has operational and managerial control, interest in capital and earnings commensurate with their percent ownership.

[____] Minority Status

_____ African American  _____ Hispanic American

_____ Asian American  _____ Native American

_____ Caucasian  _____ Women

[____] The MBE/WBE business anticipates meeting up to 50% of the stated participation goal with its own workforce

[____] The Business anticipates utilizing subcontractors for _____% of the work of the contract requirements, of which it anticipates ___% will be MBEs and ___% will be WBEs.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: ________________________  By:___________________________________________

Name:______________________________

Title:______________________________

(Authorized Representative and Affiant)
Taxpayer Identification Number (TIN) and Certification
(Substitute for IRS Form W-9)

COMPLETE BOTH SIDES OF FORM

Baltimore County, Maryland
Office of Budget and Finance
400 Washington Avenue, Room 148
Towson, Maryland 21204

Certification of TIN and business name are required for all successful bidders prior to issuing a contract or purchase order. Completion of SIDE 1 of this form is necessary to meet IRS regulations. All MBE/WBE vendors should also complete SIDE 2. For questions, call 410-887-3587.

SIDE 1

List your legal business name below, as shown on your income tax return. Sole proprietors should list their individual name as noted on your social security card. You may enter a business name on line 2. Other entities must list your business name as shown on Federal tax documents. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the business name line (2). For limited liability companies (LLC) that are owned by an individual, the owner’s name must be listed in the Name line (1) and the business name can be listed on the business name line (2). For limited liability companies that are corporations, partnerships, etc., enter the business name on Name line (1).

1. Name (as shown on your income tax return)

2. Business name, if different from above

Address

City       State       ZIP Code

Remittance Address, if different from above

City       State       ZIP Code

Contact Person     Title

Phone Number     Fax Number
(          )             -             Ext.    (          )             -

E-mail address

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN). Note, this is the TIN shown on your federal tax documents.

Social Security Number
___ ___ - ___ ___ - ___ ___ ___

OR

Employer Identification Number
___ ___ - ___ ___ ___ ___ ___ ___

☐ CHECK HERE IF YOU ARE EXEMPT FROM BACK-UP WITHHOLDING

☐ CHECK HERE IF YOU ARE TAX-EXEMPT, EXPLAIN:

Filing Status (Ownership) (LLC is not acceptable)
☐ Individual ☐ Sole Proprietor
☐ Corporation ☐ Partnership
☐ Other: (explain)

CERTIFICATION:

Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Signature of U.S. Person             Date
### MBE/WBE Certification

<table>
<thead>
<tr>
<th>Maryland Department of Transportation (MDOT)</th>
<th>City of Baltimore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification #: ____________________________</td>
<td>Certification #:___________________________</td>
</tr>
<tr>
<td>Certification Date: _______ / _______ / _______</td>
<td>Certification Date: _______ / _______ / _______</td>
</tr>
<tr>
<td>Pending: ________________________________</td>
<td>Pending: ________________________________</td>
</tr>
</tbody>
</table>

### Business Ownership (Check Only One)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>P – Non-Profit</td>
<td>W – Woman-owned, small business</td>
<td>WA – Women-owned, not small business</td>
<td>X – Woman-owned, minority, small business</td>
<td>XA – Woman-owned, minority, not small business</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Type of Business/Organization

<table>
<thead>
<tr>
<th>Association</th>
<th>Government Entity</th>
<th>Medical Service Provider</th>
<th>Attorney</th>
<th>Educational Institution</th>
<th>Non-profit Organization</th>
<th>Financial Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other: (explain)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Ethnicity of Ownership (Check Only One)

<table>
<thead>
<tr>
<th>A – Asian American</th>
<th>B – African American</th>
<th>H – Hispanic American</th>
<th>I – American Indian/Alaskan Native</th>
<th>N – Non-minority</th>
<th>O – Other Ethnic Group: ___________________</th>
</tr>
</thead>
</table>

### Incorporation

<table>
<thead>
<tr>
<th>Incorporation State: _________________________</th>
<th>OR</th>
<th>Date Business Started: _____ / _____ / _____</th>
</tr>
</thead>
</table>

### Signature

I certify that the information shown on this registration is true and correct. I will advise the Purchasing Division immediately, in writing, of any change affecting this data.

Signature: | Title: | Date: |
1. **GENERAL REQUIREMENTS**

1.1 **Coverages Required:**
Unless otherwise required by the specifications or the contract, the Contractor/Vendor shall purchase and maintain the insurance coverages listed herein.

Insurance Companies must be acceptable to Baltimore County and have an A.M. Best Rating of A-, Class X or better.

1.2 **Verification of Insurance:**
Before starting work on the contract or prior to the execution of the Contract on those bid, the Contractor/Vendor shall provide Baltimore County, Maryland with verification of insurance coverage evidencing the required coverages.

1.3 **Baltimore County as Additional Insured:**
The coverage required, excluding Worker’s Compensation and Employers’ Liability and Medical Malpractice Liability/Professional Liability/Errors and Omissions Liability, must include **Baltimore County, Maryland** as an additional insured.

1.4 **Contractor's/Vendor's Responsibility:**
The providing of any insurance herein does not relieve the Contractor/Vendor of any of the responsibilities or obligations the Contractor/Vendor has assumed in the contract or for which the Contractor/Vendor may be liable by law or otherwise.

1.5 **Failure to Provide Insurance:**
Failure to provide and continue in force the required insurance shall be deemed a material breach of the contract.

2. **INSURANCE COVERAGES**

2.1 **General Liability Insurance**

2.1.1 **Minimum Limits of Coverage:**
Personal Injury Liability and Property Damage Liability Combined Single Limit - $500,000 each occurrence

2.1.2 Such insurance shall protect the Contractor/Vendor from claims which may arise out of, or result from, the Contractor's/Vendor's operations under the contract, whether such operations be by the Contractor/Vendor, any subcontractor, anyone directly or indirectly employed by the Contractor/Vendor or Subcontractor, or anyone for whose acts any of the above may be liable.

2.1.3 **Minimum Coverages to be Included:**
(a) Independent Contractor's coverage;
(b) Completed Operations and Products Liability coverage; and
(c) Contractual Liability coverage.

2.1.4 **Damages not to be Excluded:**
Such insurance shall contain no exclusions applying to operations by the Contractor/Vendor or any Subcontractor in the performance of the Contract including but not limited to: (a) Collapse of, or structural injury to, any building or structure; (b) Damage to underground property; or (c) Damage arising out of blasting or explosion.

2.2 **Automobile Liability Insurance**

2.2.1 **Minimum Limits of Coverage:**
Bodily Injury Liability and Property Damage Liability Combined Single Limit - $500,000 any one accident

2.2.2 **Minimum Coverages to be Included:**
Such insurance shall provide coverage for all owned, non-owned and hired automobiles.

2.3 **Workers' Compensation and Employers' Liability Insurance**
Such insurance must contain statutory coverage, including: Employers' Liability insurance with limits of at least:
Bodily Injury by Accident - $500,000 each accident
Bodily Injury by Disease - $500,000 policy limit
Bodily Injury by Disease - $500,000 each employee

2.4 Other
Such other insurance in form and amount as may be customary for the type of business being undertaken by the Contractor/Vendor.