REQUEST FOR BID NO. B-1486

CHEMICALS, WATER TREATMENT FOR HVAC EQUIPMENT, TERM AGREEMENT

Due Date: 04/14/20, Time: 3:00 PM
Pre-Bid Conference: 03/25/20, Time: 9:00 AM

bid@baltimorecountymd.gov

DAYLE DEEMER, STAFF BUYER
PHONE: 410-887-2495

Amendments to solicitations often occur prior to bid opening and sometimes within as little as 48 hours prior to bid opening. It is the potential vendor’s responsibility to frequently visit the Purchasing Division’s web site (www.baltimorecountymd.gov) to obtain amendments once they have downloaded a solicitation.

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<th>BIDDER CHECK LIST</th>
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<td>___ Have you signed your bid?</td>
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<td>___ Have you signed the Procurement Affidavit?</td>
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<td>___ Have you filled out all applicable forms?</td>
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<td>___ Have you returned the original? (and required duplicate copies when required?)</td>
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<td>___ Have you signed and returned amendments?</td>
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<td>___ Have you included the bid bond, if required?</td>
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<td>___ Have you completed, signed and included all required MBE/WBE forms and documents? (if applicable)</td>
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BALTIMORE COUNTY, MARYLAND

General Instructions for Solicitations

1. Instructions, Forms and Specifications

1.1 All bids/proposals are to be submitted on and in accordance with the forms provided by the Purchasing Division. All bids must be submitted in a sealed envelope/carton or electronically as specified in the General Conditions. All bids must be clearly identified with the SOLICITATION NUMBER and the DUE DATE and TIME for mailed and/or hand-delivered submittals and SOLICITATION NUMBER for electronic submittals. Bid times are either Eastern Standard Time or Eastern Daylight Time, whichever prevails. Late bids will not be considered.

1.2 Responses to Requests for Bids and Requests for Proposals shall be accompanied by an executed Procurement Affidavit, as provided by the Purchasing Division. This does not apply to Requests for Quotations.

1.3 Amendments to solicitations often occur prior to bid opening and sometimes within hours prior to bid opening. All bidders are responsible for frequently visiting the Purchasing web site to obtain amendments once they have downloaded a solicitation.

1.4 Additional information or clarification of any of the instructions or information contained herein may be obtained from the Purchasing Division. The County assumes no responsibility for oral instructions or suggestions. All official correspondence in regard to this solicitation must be directed to, and will be issued by, the Purchasing Division.

1.5 Bidders finding any discrepancy in or omission from the specifications, in doubt as to meaning, or asserting that the specifications are discriminatory, shall notify the Purchasing Division in writing at once, but in no case later than five (5) business days prior to the scheduled opening of bids. Exceptions stated do not obligate the County to change the specifications. The Purchasing Division will notify all bidders in writing, by amendment duly issued, of any substantive revisions to specifications or instructions.

1.6 Unless a written exception detailing non-conformance to specifications is noted on the bid, any part number, product number, catalog number, etc., noted on the bid will be considered in full compliance with the specifications.

1.7 Submission of a bid in response to this solicitation evidences the bidder’s acceptance of these General Instructions and the terms and conditions of the solicitation. Submission of a bid evidences bidder’s representation and warranty that the person submitting the bid response is authorized to act for and bind the contractor.

1.8 All original and duplicate bids/proposals and other attachments, related documents and correspondence, including all follow-up documents and correspondence, shall be typed or written in English. All prices/percentages and/or other monetary figures shall be in United States dollars.

1.9 Requests for Bids and Requests for Proposals should be accompanied by an electronic version (Compact Disc) of the bid proposal in PDF format. It shall be the bidder’s responsibility to verify that the electronic version is complete. The electronic version of the non-successful proposal response will be the only version retained by Baltimore County. The Compact Disc must be labeled with the bid number, the bid title, and the bidder’s name submitting the response. All bids must be submitted in a sealed envelope or carton as appropriate. This does not apply to Requests for Quotation.

1.10 Issuing Officer: The sole point of contact for the County for purposes of this solicitation is the Buyer, listed on the cover page; questions regarding any aspect of the competitive process must be directed to the Buyer, in writing.

2. Award of Solicitations

2.1 Any award pursuant to Requests for Quotation and Requests for Bid is made to the lowest responsive and responsible bidder following the public opening of bids under Section 10-2-406 of the Baltimore County Code, 2003, as amended.

2.2 Awards on Requests for Quotations and Requests for Bid will be made within sixty (60) days after bid opening unless otherwise indicated in this solicitation. No bidder will be allowed to withdraw a bid during that period.

2.3 The successful bidder may be required to give security or bond, as stated in the bid document, for performance of the contract.

2.4 When there is a conflict between the unit price or percentage and the extension, the unit price or percentage will prevail as the amount of the bid.

2.5 Cash discounts will be considered in determining awards. However, cash discount offers must allow not less than 30 days to be considered in bid evaluation. A bid offering a cash discount in a period of less than 30 days will be evaluated as a bid without a discount offer; however, should that bidder obtain award by consideration of the gross price, the County shall make every effort to obtain the discount. The County will not accept any payment terms with a period of less than 30 days.
2.6 Invoices against resulting order(s) must be submitted, in duplicate, to the Office of Budget and Finance, Disbursements Section, 400 Washington Avenue, Room 148, Towson, Maryland 21204-4665. Invoices must show the vendor's Federal Tax Identification Number or Social Security Number, as appropriate, and order number and line number(s) that correspond with resulting order(s).

2.7 The County will not pay interest charges or other penalties for invoice payments.

2.8 Prices quoted shall be exclusive of all non-applicable Federal and Maryland State taxes. Tax exemption certificate will be furnished if required.

2.9 The County reserves the right to consider making payments via electronic funds transfers (EFT) on contracts for which this payment vehicle may be appropriate.

3. Reservations

3.1 The County reserves the right to reject, in whole or in part, any and all bids received, and to make a whole award, multiple awards, a partial award, or no award, to best serve the public interest.

3.2 The County may waive formalities in bids as the interests of the County may require.

3.3 The County reserves the right to increase or decrease quantities by approximately twenty (20) percent to be purchased at the prices bid.

3.4 The County reserves the right to award solicitations or place orders on a lump sum or individual item basis, or in such combination as to best serve the public interest.

3.5 The County may waive minor differences, irregularities, and technicalities in the specifications, provided they neither violate the specifications intent, materially affect the operation for which the items or services are being purchased, nor increase estimated maintenance and repair costs to the County.

3.6 At any time during normal business hours and as often as the County may deem necessary, the Contractor shall make available to and permit inspection and photocopying, by the County, its employees or agents, of all records, information and documentation of the Contractor related to the subject matter of this contract, including, but not limited to, all contracts, invoices, payroll, and financial audits.

3.7 Notwithstanding any other terms or provisions of the contract, in the event the County is temporarily or permanently prevented, restricted or delayed in the performance of any or all of the duties and obligations imposed upon or assumed by it thereunder, by act of the General Assembly of Maryland or the Baltimore County Council, by a court of competent jurisdiction or by administrative delay not due to the fault of the County (and its members and agents) shall not be liable directly or indirectly for any claims caused to or suffered by the Contractor or any other person in connection with or as a result of such prevention, restriction or delay.

3.8 The County further reserves the right to make such investigation as it deems necessary to determine the ability of bidders to furnish the required services, and bidders shall furnish all such information for this purpose as the County may request. The County also reserves the right to reject the proposal of any bidder who is not currently in a position to perform the contract, or who has previously failed to perform similar contracts properly, or in a manner acceptable to the County, all of which shall be in the County’s sole discretion.

4. Delivery

4.1 Bidders shall guarantee delivery of materials in accordance with the delivery schedule stated in specifications. All items shall be delivered F.O.B. Destination/Inside Delivery, unless otherwise indicated, with delivery costs and charges included in the bid price.

4.2 The County reserves the right to charge the Contractor or vendor for each day the materials, supplies, or services are not delivered in accordance with the delivery schedule. The sum established by the specifications may be invoked at the discretion of the Purchasing Agent, said sum to be considered not as a penalty, but as liquidated damages, and deducted from final payment, or otherwise, charged to the Contractor or vendor. This remedy is not exclusive but shall be in addition to all other rights and remedies available to the County. These liquidated damages shall be in addition to any and all actual damages incurred directly or indirectly by the County, its agents, assigns, and contractors.

4.3 All bidders and vendors are to ensure that packaging materials used for this requirement are not made of non-recyclable Styrofoam (Polystyrene). Additionally, any materials used in packing to cushion, protect and ship are to be made of recycled, recyclable or biodegradable materials.

5. Competition

5.1 The name of any manufacturer, trade name, or vendor catalog number mentioned in the specifications
is for the purpose of designating a standard of quality and type, and for no other purpose unless otherwise stated in the solicitation.

5.2 A bidder may offer a price on only one unit per line item. Even though two or more units may meet the specification, bidders must determine for themselves which to offer. Submission by a bidder of prices for more than one unit shall be sufficient cause for rejection of the bid for that specific item.

5.3 Bids which show omission, irregularity, alteration of forms or additions not called for, as well as conditional or unconditional unresponsive bids, or bids obviously unbalanced, may be rejected.

5.4 All bids must be accompanied by such descriptive literature as may be called for by the specifications or proposal.

5.5 If products to be provided to the County contain any substances that could be hazardous or injurious to a person's health, a material safety data sheet (MSDS) must be provided to the Purchasing Division. This applies also to any product used by a Contractor when providing a service to the County.

5.6 Specifications are based on County needs and uses, estimated costs of operations and maintenance, and other significant and/or limiting factors to meet County requirements, and to ensure consistency with County policies. Minimum specifications, and maximum specifications where included, are not established arbitrarily to limit competition or to exclude otherwise competitive bidders.

5.7 Unless multiple or alternate bids are requested in the solicitation, these bids may not be accepted. However, if a bidder clearly indicates a base bid, it shall be considered for award as though it were the only bid submitted by the bidder.

6. Terminations

6.1 Termination for Convenience: The County may terminate a contract, in whole or in part, without cause, by providing written notice thereof to the Contractor. In the event of termination, without cause, the County shall advise the Contractor in writing of the termination date and of work to be performed during the final days prior to contract termination. The Contractor shall be paid for all reasonable costs incurred by the Contractor up to the date of termination set forth in the written notice. The Contractor will not be reimbursed for any anticipatory profits, which have not been earned up to the date of termination. Payments to be provided on a lump sum basis shall be prorated by the County based on the services rendered or goods delivered up to the date of termination set forth in the written notice.

6.2 Termination for Default:

6.2.1 In addition to other available rights and remedies, the County shall have the right upon the happening of any default, without providing notice to the Contractor: 1) To terminate a contract immediately, in whole or in part; 2) To suspend the contractor's authority to receive any undisbursed funds; and/or 3) To proceed at any time or from time to time to protect and enforce all rights and remedies available to the County, by suit or any other appropriate proceedings, whether for specific performance or any covenant, term or condition set forth in the contract, or for damages or other relief, or proceed to take any action authorized or permitted under applicable law or regulations.

6.2.2 Upon termination of a contract for default, the County may elect to pay the Contractor for services provided or goods delivered up to the date of termination, less the amount of damages caused by the default, all as determined by the County in its sole discretion. If the damages exceed the undisbursed sums available for compensation, the County shall not be obligated to make any further disbursements hereunder.

6.3 Funding Out: If funds are not appropriated or otherwise made available to support contract continuation in any fiscal year, the County shall have the right to terminate the contract without prior notice to the Contractor and without any obligation or penalty.

7. Hold Harmless – Indemnification

7.1 The Contractor shall defend, indemnify and hold harmless the County, its employees, agents and officials from any and all liabilities, claims, suits, or demands including attorney’s fees and court costs which may be incurred or made against the County, its employees, agents or officials resulting from any act or omission committed in the performance of the duties imposed by and performed under the terms of the contract. The Contractor shall not be responsible for acts of gross negligence or willful misconduct committed by the County.

7.2 The Contractor shall also defend, indemnify and hold harmless the County, its employees, agents and officials from any and all liabilities, claims, suits, or demands including attorney’s fees and court costs which may be made against the County, its employees, agents or officials by any third party arising from the alleged violation of any third party’s trade secrets, proprietary information, trademark, copyright, patent...
rights, or intellectual property rights in connection with the contract.

7.3 Unless notified in writing by the County to the contrary, the Contractor shall provide defense for the County, its employees, agents and officials in accordance with this Article and in doing so the Contractor shall allow the County to participate in said defense of the County, its employees, agents and officials, to the extent and as may be required by the County and the Contractor shall cooperate with the County in all aspects in connection therewith. All filings, actions, settlements, and pleadings shall be provided to the County for comment and review prior to filing or entering thereof. No filing, action, settlement or pleading shall be filed or entered without the prior consent and approval of the County.

8. Minority/Women’s Business Enterprise (MBE/WBE) and Small Business Notice: Baltimore County is seeking Minority, Woman and Small Businesses to bid on current solicitations as a prime or subcontractor. In accordance with the Executive Order 2017-003 dated July 27, 2017, “an overall goal of 15% of the cumulative total of all discretionary dollars spent in a fiscal year of County procurements is to be awarded to and/or performed by MBE and WBE firms.” Refer to the section entitled Minority Business Enterprise and Women Business Enterprise Requirements (MBE/WBE) for the current required goal. MBE/WBE’s and Small Businesses are encouraged to respond to this solicitation.

9. Authority

9.1 In case of disputes as to whether an item or service quoted or delivered meets specifications, the decision of the Purchasing Agent or authorized representative shall be final and binding on both parties. The Purchasing Agent may request the recommendation in writing of the head of the using agency, the Standards and Specifications Committee, or other objective sources.

9.2 Bidders desiring to appeal a decision of the Purchasing Division must deliver written protests to the Purchasing Division within 10 days of notification of award. The Purchasing Agent or designee will review the protested decision, examine any additional information provided by the bidder and respond in writing within 10 working days of receipt of written protests.

9.3 Instructions, Specifications, and Proposals are issued, and all bids, quotations, orders, and purchases are made pursuant to the provisions of the Baltimore County Charter, and Article 10, Title 2 of the Baltimore County Code, 2003, as amended, and regulations and policies established or prescribed by the Purchasing Division.

10. HIPAA: The Contractor shall comply with the Health Insurance Portability and Accountability Act (HIPAA) and shall execute a Business Associate Agreement as may be required by the County.

11. Reports: When required, reports prepared for Baltimore County should be printed on recycled and recyclable paper printed on both sides per Section 10-2-312 of the Baltimore County Code, 2003, as amended.

12. Terms of Contract

12.1 Any contract awarded pursuant to this solicitation shall be by and between the successful bidder and the County, and shall contain and incorporate, but may not be limited to, all terms and conditions of the solicitation, any amendments or changes thereto. Submission of a bid in response to this solicitation evidences the Contractor’s acceptance of the terms and conditions therein.

12.2 The provisions of the contract awarded pursuant to this solicitation shall be governed by the laws and regulations of Maryland and Baltimore County.

12.3 Any litigation arising out of or relating in any way to the contract or the performance thereunder shall be brought only in the courts of Maryland, and the Contractor hereby irrevocably consents to such jurisdiction. To the extent that the County is a party to any litigation arising out of or relating in any way to the contract or the performance thereunder, such an action shall be brought only in a court of competent jurisdiction in the courts of the State of Maryland.

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

14. Counterparts: The contract may be executed in any number of counterparts and by different parties hereto in separate counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which taken together shall constitute but one and the same instrument.

15. Survival: The provisions of paragraphs 1.7 (Representations and Warranties), 4.2 (Damages), 7 (Indemnification), and 10 (HIPAA) shall survive delivery of commodities and/or performance of services.

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

17. Maryland Registration / Qualification Requirements:

17.1 Baltimore County verifies the company’s status with SDAT and may require the successful bidder to submit a Good Standing Certificate (also known as a “Certificate of Status”) issued by the Maryland Department of Assessment and Taxation’s (“SDAT”) Charter Division, and the State of Organization.

17.2 For information on registering to do business in the State of Maryland or to download SDAT related forms visit the Maryland Department of State Department of Assessments & Taxation at http://www.dat.state.maryland.gov/businesses/Pages/default.aspx. If you need additional assistance call (410) 767-1184.

17.3 Baltimore County requires the successful bidder to be in “good standing” (also known as Certificate of Status) with the State in which it is organized, and in the State of Maryland, under certain circumstances. Baltimore County verifies the successful bidder’s status with SDAT. Non-compliance to this section may result in a delay in contract award or rejection of a bid.

18. Eligibility of Candidates for Employment:

18.1 The E-Verify program is an internet-based employment verification system that allows employers to verify employee status against Federal Social Security and immigration databases.

18.2 Baltimore County encourages employers to utilize the E-verify program, or an equivalent system, as a means to help employers determine the eligibility of new hires.

19. Warranty:

19.1. Contractor warrants for one year from acceptance, or for such longer period otherwise expressly stated in the attached solicitation, all goods, services, and construction provided. This includes a warranty against any and all defects. The contractor must correct any and all defects in material and/or workmanship that may appear during the warranty period, even if discovered after the end of the warranty period, by repairing any such defect, (or replacing with new items or new materials, if necessary), at no cost to the County and to the County’s satisfaction.

19.2. Should a manufacturer’s or service provider’s warranty exceed the requirements stated above, that warranty will be the primary one used in the case of defect.

Copies of manufacturer’s or service provider’s warranties must be provided upon request.

19.3. All warranties must be in effect from the date of acceptance by the County of the goods, services, or construction.

19.4. The contractor warrants that all work shall be accomplished in a workmanlike manner, and the contractor must observe and comply with all Federal, State, County and local laws, ordinances and regulations in providing the goods, and performing the services or construction.

20. American Manufactured Goods Required for Public Works:

20.1 The Contractor shall comply with Section 14-416 of the Maryland State Finance and Procurement Article which requires a contractor or subcontractor to use or supply American Manufactured goods in the performance of a contract for (a) constructing or maintaining a public work; or (b) buying or manufacturing machinery or equipment that is to be installed at a public work site, as the same may be amended from time to time.

20.2. This section does not apply: (a) if Baltimore County determines that: (i) the price of the American manufactured goods exceeds the price of a similar manufactured good that is not manufactured in the United States by an unreasonable amount; (ii) the item or a similar item is not manufactured or available for purchase in the United States in reasonably available quantities; (iii) the quality of the item or a similar item manufactured in the United States is substantially less than the quality of a comparably priced, similar, and available item that is not manufactured in the United States; or (iv) the procurement of a manufactured good would be inconsistent with the public interest; or (b) to emergency life safety and property safety goods.

20.3 The Contractor shall certify to Baltimore County whether the offered goods and/or services are provided in the United States.
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;


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 debarred 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 formed in 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, status as a veteran, 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. 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, status as a veteran 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; and
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)
First Source Hiring Agreement Overview

What is First Source Hiring?

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 intent of First Source is to connect these individuals with new jobs that are generated by the County’s investment in contracts or public works; or by business activity that requires approval by the County’s Department of Economic and Workforce Development.

The goals of the First Source Hiring Agreement are to:

- Increase awareness of the resources, services and potential benefits available to help Baltimore County employers meet their workforce needs; and,
- Give economically disadvantaged individuals the first opportunity to apply for new jobs in Baltimore County.

Which businesses can participate in First Source Hiring?

1. Businesses who have leases with the County or on County property; or,
2. Businesses with County contracts for goods, services, and grants in excess of $100,000 which are projected to create new jobs/positions to fulfill contract terms

How can first source help your business?

Baltimore County Department of Economic & Workforce Development’s (DEWD’s) Business Services Team can help coordinate recruitment services with our workforce partners in collaboration with our three Baltimore County Career Center locations to assist with finding pre-screened, qualified candidates. Available services may include but are not limited to:

- Posting and promotion of employment opportunities through our network of service providers
- Access to diverse talent pools from within Baltimore County’s workforce system
- Access to Baltimore County Career Centers for coordinated recruitment/interviewing activities
- Referral of pre-screened, qualified candidates for employer consideration
- Assistance with using the Maryland Workforce Exchange - a statewide job database and candidate matching platform
- Information on earning tax credits and other employer benefits for new hires (if applicable)
I’d like to participate in First Source Hiring…Where do I start?

**Step #1:** Register your business with the [Maryland Workforce Exchange](https://www.mwe.com/). This is an online database to track First Source Hiring job opportunities. As an employer, the Maryland Workforce Exchange can help you promote job openings, search for qualified candidates and share placement information.

**Step #2:** Businesses or non-profits who receive a non-construction or professional services contract from Baltimore County over $100,000 are required to project the number of job openings they expect during the contract period. After registering your business with [Maryland Workforce Exchange](https://www.mwe.com/), complete the [First Source Hiring Description Form](https://www.mwe.com/) and email it to the Baltimore County Department of Economic and Workforce Development (DEWD) at firstsourcehire@baltimorecountymd.gov. If you have any questions about registering with MWE or completing the form, contact our office at 410-887-8000.

**Step #3:** Once you are registered in MWE and Baltimore County receives your [First Source Hiring Description Form](https://www.mwe.com/) via email, you will be contacted by a member of the Business Development Team to assist with recruitment for your open positions.

**Helpful Tips:**

Businesses that qualify are asked to post their openings with Baltimore County’s First Source Hiring network of service providers, and offer the County the first opportunity to refer qualified candidates to those positions. While the agreement does not require an employer to hire a specific candidate, it does ask that employers make a good faith effort to hire referrals from the County’s workforce development system. We ask that employers would report basic information for any new hires by entering the placement data in the Maryland Workforce Exchange, or by completing an Employment Verification and Employer Survey Form (see FORM 2 attached) or via email at the completion of your recruitment activities.

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<table>
<thead>
<tr>
<th>Company Name</th>
<th>Contact Name</th>
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<table>
<thead>
<tr>
<th>Company Address</th>
<th>City, MD</th>
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<tr>
<th>E-mail Address</th>
<th>Telephone</th>
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<tr>
<th>Acknowledgment Signature</th>
<th>Date</th>
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</table>
# Taxpayer Identification Number (TIN) and Certification

(Substitute for IRS Form W-9)

**COMPLETE BOTH SIDES OF FORM**

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

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
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</table>

Remittance Address, if different from above

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
</table>

**Contact Person**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Title</th>
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**Phone Number**

<table>
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<tr>
<th>Phone Number</th>
<th>Ext.</th>
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**Fax Number**

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<tr>
<th>Fax Number</th>
<th>Ext.</th>
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</table>

**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)**

<table>
<thead>
<tr>
<th>Individual</th>
<th>Sole Proprietor</th>
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<tbody>
<tr>
<td>Corporation</td>
<td>Partnership</td>
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<tr>
<td>Other: (explain)</td>
<td></td>
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</tbody>
</table>

**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>
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<tbody>
<tr>
<td>Certification #: ___________________________</td>
<td>Certification #: ___________________________</td>
</tr>
<tr>
<td>Certification Date: _______ / _______ / _______</td>
<td>Certification Date: _______ / _______ / _______</td>
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<tr>
<td>Pending: _________________________________</td>
<td>Pending: _________________________________</td>
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## Business Ownership (Check Only One)

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<tr>
<th>G</th>
<th>Government Entity</th>
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<tr>
<td>H</td>
<td>Disabled</td>
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<tr>
<td>MA</td>
<td>Minority-owned, Not small business</td>
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<tr>
<td>M</td>
<td>Minority-owned, Small business</td>
</tr>
<tr>
<td>NS</td>
<td>Non-minority-owned, small business</td>
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<tr>
<td>NL</td>
<td>Non-minority-owned, Large business</td>
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<tr>
<td>O</td>
<td>Other: __________________________</td>
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<tr>
<td>P</td>
<td>Non Profit</td>
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<tr>
<td>W</td>
<td>Woman-owned, Small business</td>
</tr>
<tr>
<td>WA</td>
<td>Woman-owned, Not small business</td>
</tr>
<tr>
<td>X</td>
<td>Woman-owned, Minority, Small business</td>
</tr>
<tr>
<td>XA</td>
<td>Woman-owned, Minority, Not small business</td>
</tr>
<tr>
<td>NS</td>
<td>Non-minority-owned, Small business</td>
</tr>
<tr>
<td>LA</td>
<td>Woman-owned, Minority, Large business</td>
</tr>
<tr>
<td>NL</td>
<td>Non-minority-owned, Large business</td>
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</tbody>
</table>

## Type of Business/Organization

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

## Ethnicity of Ownership (Check Only One)

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

## Incorporation

Incorporation State: ___________________________ OR Date Business Started _______ / _______ / _______

## 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/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 COVERAGE**

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.
1. **SCOPE.**

1.1 It is the intention of these specifications that the vendor hereunder shall furnish and Baltimore County shall purchase water treatment chemicals for heating and cooling systems covered by this agreement which the County may require during the period of time specified. The quantities shown are approximate and are for the purpose of bid evaluation. The County reserves the right to order such treatment as may be required during the said period, and it also reserves the right not to order any treatment bid upon by the Contractor, if it is found that such treatment is not required by the County during the period covered by this agreement.

1.2 The Vendor shall furnish the necessary labor, water treatment equipment and chemicals required for the treatment of water in the open and recirculating water of air-conditioning and heating systems, as per specifications. It is the intent of these specifications that the water treatment program, in its entirety, be the sole responsibility of the Vendor, and that the County will not participate in the program. The work to be performed under this agreement shall include the following:

   1.2.1 Furnishing, delivery, and handling of all chemicals used in the water treatment program.

   1.2.2 A minimum of a monthly inspection of the water treatment equipment in each system to be treated. Monthly servicing applied to the following schedule: Heating systems – September 1st through May 31st; Cooling systems – April 1st through October 31st. Several buildings require year round servicing of both heating and cooling systems.

   1.2.2.1 Year round buildings are: Detention Center (line 2) Courts Bldg. (line 14), Dundalk Center (line 15), Eastern Family Resource Center (line 18), Fullerton Utilities – both buildings (lines 25, 26) Hannah Moore Center (line 30), Towson Police (line 49), Franklin Police (line 50), Pikesville Police (line 53), North Point Library (line 57), Randallstown Library (line 58), Rosedale Library (line 60) and Parkville Police (line 62).

   1.2.3 Submittal of monthly reports showing the effectiveness of the water treatment program. All reports shall be provided to the Chief of Property Management or his/her authorized representative.

   1.2.4 Furnishing of emergency water treatment as required to correct abnormal conditions in any water system, including descale chemicals and treatment if needed.

   1.2.5 When a system report shows a deviation which needs correcting, the corrective action and re-submission of a report shall be accomplished by the Contractor within a period of seven (7) days.
1.2.6 The treatment to be provided shall be designed to protect the water systems from damage such as corrosion, erosion, algae, slime, mud, scale, and excess acidity or alkalinity.

1.3 The work to be done under this contract includes, but is not limited to; the providing of all labor, materials, supervision, equipment, services, incidentals, and related times necessary to complete the work in accordance with this specification and scope of work.

1.4 Baltimore County reserves the right to add or delete buildings to or from this contract. The County also reserves the right to add or delete heating or cooling systems of the buildings to or from this contract.

1.5 Baltimore County is confirming that the chemical levels on all of the building HVAC systems are in compliance with system standards. Upon award, if the successful vendor discovers the chemical levels are at insufficient levels and significant use of chemicals are required to put the equipment at acceptable levels, the information is to be provided in writing to Rob Flayhart in Property Management for resolution.

2. PRE-BID CONFERENCE.

2.1 A pre-bid conference will be held March 25, 2020 at 9:00 a.m. in the Purchasing Division, Historic Courthouse, 400 Washington Avenue, Room 148, Towson, MD 21204. The purpose of the conference is to clarify any parts of the solicitation and answer questions, which may be pertinent to the request.

2.2 A site visit in the area will take care in several of the buildings.

2.3 Any significant changes to the solicitation as a result of the discussions at the pre-bid conference will be posted on the web site at: www.baltimorecountymd.gov/purchasing.

2.4 INCLEMENT WEATHER NOTICE: In the case of inclement weather, please check the Baltimore County website for notice of County Office closings, delayed opening or granting of Liberal Leave. If any of these conditions exist on the day of the pre-bid meeting, the meeting will be cancelled and rescheduled to a date to be determined.

3. TERM OF AGREEMENT.

3.1 The term of the contract shall be for one (1) year beginning on or about June 1, 2020. The County reserves the right to renew this contract for up to four (4) additional one-year renewal options under the same terms and conditions. The County will automatically renew the contract on each option year unless notice is given to the Contractor that the contract is not renewed.

3.2 If price adjustments are requested pursuant to the terms of the contract, the Contractor must notify the Baltimore County Purchasing Division at least ninety (90) days prior to the current terms expiration date.

3.3 The Contractor must maintain the insurance coverages required by the County while the contract is in force, including automatic renewal terms, and shall provide documentation of such insurance in a form satisfactory to the County when required.
4. PRICES.

4.1 Prices quoted must remain firm for the period covered by the contract, unless price escalation is herein specified. Prices quoted shall include delivery costs and charges.

5. METHOD OF AWARD.

5.1 Award of this contract may be in whole or in part. The County reserves the right to make awards on an individual item basis, combination item basis, or lump sum basis, whichever is in the best interest of the County. In accordance with Sec. 10-2-406 of the Baltimore County Code, 2003, as amended, past performance of bidders in furnishing goods and services to Baltimore County will be considered in determining the award.

6. VENDOR QUALIFICATIONS.

6.1 At the option of the County, bidders/offerors may be required to furnish evidence of sufficient financial responsibility to fulfill this contract, and evidence that they have, or can obtain the necessary equipment, manpower, and storage facility to ensure delivery within the parameters of this contract.

6.2 Prior to award of this contract, the County reserves the right to inspect the facilities of any bidder/offeror. The reputation of bidder regarding adequacy of their resources and facilities, and past records of their skillful performance of work of the type and magnitude required herein shall be considered when making the award.

6.3 Bidders will be required to provide at least three (3) references (names of contact persons and phone numbers) of similar sized and scoped contracts during the past two (2) years.

6.4 The Vendor must have within his organization the laboratory facilities, trained mechanics, equipment, and other resources required to efficiently and regularly (on schedule) provide the water treatment specified. These facilities may be subject to pre-award inspection. Water treatment chemicals provided under this contract shall be the product of a manufacturer who has manufactured water treatment chemicals for air-conditioning and heating systems for a period of not less than five (5) years.

6.5 Each bidder must submit with their quotation a list of equipment and chemicals to be used for water treatment in each building. The Purchasing Division and the Property Management must approve the successful bidder’s equipment and materials submitted prior to awarding the bid. Baltimore County reserves the right to reject any bidder whose equipment and material submittals are not approved by the Purchasing Division and the Property Management.

7. ESCALATION.

7.1 All unit prices offered herein shall be firm against any increase for one (1) year from the effective date of the contract. Prior to commencement of subsequent renewal terms, the County may entertain a request for escalation in accordance with the current Consumer Price Index at the time of the request or up to a maximum 5% increase on the current pricing, whichever is lower.

7.2 For purposes of this section, “Consumer Price Index” shall mean the Consumer Price Index-All Urban Consumers-United States Average-All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.
7.3 The County reserves the right to accept or reject the request for a price increase within fourteen (14) days. If the price increase is approved, the price will remain firm for # days from the date of the increase.

8. SAFETY DATA SHEET.

8.1 All bidders must submit with their bids Safety Data Sheets (SDS). Prior to awarding the bid, the Safety Office must approve the awardee’s SDS.

9. INVOICING.

9.1 Invoices must be legibly prepared showing the full description and price of work performed. Authorization to pay invoices will be given by the using agency prior to payment of invoices. Invoices must be submitted in duplicate to the Office of Budget and Finance, Disbursements Section, 400 Washington Avenue, Room 149, Towson, MD 21204.

9.2 Cash Discounts – Cash discount periods will be computed either from the date of delivery and acceptance of the goods ordered, or the date of receipt of correct and proper invoices prepared in accordance with terms of Baltimore County’s order, whichever date is later. Under no circumstances will interest be paid.

10. INSURANCE.

10.1 The Contractor will be required to provide verification of insurance coverage to include Endorsement Page(s) for each carrier in accordance with the attached requirements. The Contractor will have fifteen (15) calendar days from receipt of notice of intent to award in which to comply with this requirement, excluding County holidays and non-work days, if applicable.

10.2 The Insurer must maintain the insurance coverage required by the County while the contract is in force, including renewal terms, and shall provide documentation of such insurance in a form satisfactory to the County when required.

10.3 In the event the Contractor changes its insurance carrier, new verification of insurance coverage and Endorsement Page(s) must be provided to the County by the new insurance carrier within ten (10) days of the change of policy.

11. COOPERATIVE PURCHASE.

11.1 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.

11.2 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.
12. ELECTRONIC SUBMITTAL PROCESS.

12.1 The cost of preparing Bids is the responsibility of Bidders.

12.2 To be considered, Bids shall be received by the bid closing date and time to the following e-mail address: bid@baltimorecountymd.gov. The Bid Number should be referenced in the Subject Line of the e-mail. Bids may not be submitted by any other means. Bids that are mailed or otherwise delivered to the Purchasing Division (including emails which indicate links to locations where the bid may be downloaded) and/or emails sent to any other Baltimore County email address will not be accepted.

12.2.1 DO NOT CARBON COPY (cc) the buyer on the bid submission.

12.3 Late Bids will not be considered. Bidders are strongly encouraged not to wait until the last minute to submit bids. The time stated on the auto-receipt (described below) will be definitive of the time of receipt. Bids received after the deadline will not be accepted. Bidders are advised that the County cannot receive email attachments greater in size than twenty-five (25) megabytes and this size limitation may be further reduced by requirements of the Bidder’s email provider which are beyond the control of the County. Bidder should consider separating any large bid attachment into multiple parts and emailing each part separately. In such case, Bidder will note that each email is 1 of 2, 2 of 2, etc. Multiple part bids will not be considered unless all parts are received by the bid closing date and time.

12.4 After submitting a Bid to bid@baltimorecountymd.gov, and upon successful receipt by the County thereof, Bidder will receive an auto-receipt email. This receipt is proof that the bid has been received by the Purchasing Division and should be retained for Bidder’s records. In the case of a bid submitted in multiple parts as described in 12.3, an auto-receipt email will be generated for each part. The County has no obligation to consider any Bid for which an auto-receipt was not generated.

12.5 As with any system, power outages or technology problems may arise that are outside of the County’s control and could affect your submission. The County will not be held accountable for such issues that may delay the transmission of any Bid.

12.6 The County reserves the right to waive minor irregularities in conjunction with Bids.

13. QUESTIONS AND INQUIRIES; ADDENDA. Any inquiries relative to this solicitation should be directed to the Buyer, Ms. Dayle T. Deemer at 410-887-2495 or ddeemer@baltimorecountymd.gov.

13.1 Questions will be entertained at the conference. If it becomes necessary to revise any part of this RFB, addenda will be posted on the web site at www.baltimorecountymd.gov/purchasing.

13.2 Offerors must acknowledge, in writing, receipt of all addenda in the text of their proposals. All official correspondence in regard to the specifications should be directed to and will be issued by the Purchasing Division. Offerors are cautioned that the County assumes no responsibility for oral explanations or interpretations of solicitation documents.

13.3 The deadline for written questions pertaining to this solicitation is five (5) working days prior to the due date of proposals.
14. UTILIZATION OF BALTIMORE COUNTY’S DEPARTMENT OF ECONOMIC AND WORKFORCE DEVELOPMENT.

14.1 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 under-employed for all available positions. For additional information call 410-887-8000 or visit: http://www.baltimorecountymd.gov/Agencies/economicdev/business/workforce/recruiting-retention.html

15. MWB/WBE and/or ECONOMIC BENEFIT FACTOR.

15.1 The Economic Benefit Factor is included to determine if there are any new jobs being created or provides social responsibility to Baltimore County (as first preference) and/or Maryland its constituents. Examples of economic benefits to be derived from a contract shall include any of, but not limited to, the following. For each factor identified below, identify the specific benefit and contractual commitments and provide a breakdown of expenditures in that category:

15.1.1 The number and types of jobs for Baltimore County and/or Maryland residents resulting from the Contract. Indicate job classifications, number of employees in each classification and aggregate payroll to which the Offeror has committed, including contractual commitments at both prime and, if applicable, subcontract levels. If no new positions or subcontracts are anticipated as a result of this Contract, so state explicitly;

- Placement or employment in High Growth Areas of Employment
- Retention and Average Earnings – Fiscal Performance
- Serving Veterans
- Strengthen Local Workforce Economy

15.1.2 Subcontract dollars committed to Baltimore County and/or Maryland minority-owned and women-owned businesses,

15.1.3 Other benefits to the Baltimore County and/or Maryland economy which the Offeror promises will result from awarding the Contract to the Offeror, including contractual commitments. Describe the benefit, its value to the Baltimore County and/or Maryland economy, and how it will result from, or because of the Contract award. Offerors may commit to benefits that are not directly attributable to the Contract, but for which the Contract award may serve as a catalyst or impetus, and
15.1.4 Provide your firm’s policies with regards to the commitment to social responsibility. Submit examples. Include any examples in the Baltimore County vicinity.

16. MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE REQUIREMENTS (MBE/WBE). The resulting minority and women business participation requirement for this contract is 0%.

16.1 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 buyer on the solicitation.

16.2 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.

16.3 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.

16.4 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.
1. **FIELD INSPECTION.**
   
   1.1 Bidders may contact Rob Flayhart, Property Management 410-887-3861 to visit the various buildings to determine:
      
      1.1.1 Field conditions affecting the water treatment program.
      
      1.1.2 Permissible access routes to mechanical equipment rooms.
      
      1.1.3 Location and condition of existing mechanical systems.
      
      1.1.4 The magnitude of effort required for the installation of the Contractor’s water treatment equipment.

2. **SCHEDULING OF WORK.**
   
   2.1 Water treatment provided under this contract, except for emergency treatment and treatment requiring outages of systems, shall be provided during normal working hours, 7:30 a.m. to 4:00 p.m., Monday through Friday.
   
   2.2 Emergency water treatment shall be provided, as required on twenty-four (24) hours per day, seven (7) days per week basis.
   
   2.3 The Contractor shall not de-activate any system without the prior approval of the Chief of Property Management or his/her authorized representative.

3. **WATER TREATMENT EQUIPMENT.**
   
   3.1 Each building has water treatment equipment (pumps, lines, dispensers) currently in use that are the property of Baltimore County. The Vendor may use the existing equipment or replace it with new equipment to dispense the water treatment chemicals. If the Vendor elects to use the existing equipment, the Vendor is solely responsible for the maintenance, repair, and upkeep of this equipment including replacement if the equipment ceases to function properly. If the Vendor elects to replace any or all of the existing equipment at any time during the term of the contract, this new equipment becomes the property of Baltimore County upon its installation by the Vendor and acceptance by Baltimore County. All costs of equipment maintenance, repair, upkeep, and replacement are included in the monthly contract unit process, at no additional cost to Baltimore County.
   
   3.2 The Vendor is solely responsible for the performance of all equipment, whether existing or new. The malfunctioning, poor performance, or lack of performance by any or all equipment used by the Vendor during the term of this contract, does not relieve the Vendor of any responsibility to provide the County with water treatment that is totally acceptable to the County.
3.3 For any equipment that is stolen, or damaged or destroyed due to vandalism, as determined solely by Baltimore County, the County may negotiate a price with the Vendor for repair or replacement of that equipment. The County may also, in its sole discretion, decide to solicit bids on the open markets for the repair or replacement of this equipment and award a purchase order to the lowest responsive and responsible bidder.

3.4 All equipment required in the water treatment program shall be placed in operation seven (7) days prior to commencement of the contract.

3.5 The Vendor shall obtain the permission of the Chief of Property Management or his/her designated representative, regarding any needed storage of chemicals and equipment. Such storage shall be done in such a manner as not to interfere with the building schedule. The Vendor shall be held responsible for any and all accidents caused by negligence from this source. Baltimore County does not accept responsibility for losses of chemicals or equipment regardless of approval to store in any of the using institution’s facilities or grounds. It shall be the sole responsibility of the Vendor performing water treatment for this contract to safeguard their own chemicals, and equipment. Baltimore County shall not assume responsibility for vandalism and/or theft of chemicals and/or equipment.

4. MATERIALS, WORKMANSHIP, PERMITS, LICENSES, INSPECTIONS

4.1 With regard to this contract, the Chief of Property Management or his/her designated representative will determine acceptability of all water treatment performed. If the treatment is not acceptable, the Vendor will be called in to review and correct all problems without additional cost to the County. Upon notification by the Chief of Property Management or his/her designated representative, the Vendor will effect corrections to deficient water treatment in accordance with a schedule jointly agreed upon.

4.2 The Vendor shall provide a complete, workmanlike, well executed job in accordance with these specifications and all applicable national and local codes. Any additional code requirements requested by Baltimore County shall be noted within. In cases of conflict between requirements, that requirement which is in compliance with all applicable codes and which is also, in the opinion of Baltimore County, more advantageous to Baltimore County, shall govern.

4.3 Permits, licenses, and taxes shall be the responsibility of the Vendor at no additional cost to the County.

4.4 The County reserves the right to make unannounced periodic inspections of the work in progress.

4.5 The work described in this specification shall be done with the least inconvenience to Baltimore County Government. Vehicles must have egress capabilities at all times. The amount of time that normal operations are interrupted must be kept to an absolute minimum and shall be coordinated with the user agency at 410-887-3861.

4.6 The Vendor is responsible to protect all existing and newly installed work, materials, equipment, improvements, utilities, structures, and vegetation at all times during the course of this contract. Any property or incidentals damaged during the course of this contract shall be repaired or replace to the satisfaction of the Chief of Property Management or his/her designated representative.
4.7 All water treatment performed on Baltimore County property shall fully conform to all local, state, and federal safety regulations.

5. **CHANGES TO THE CONTRACT.** The Vendor will notify the Chief of Property Management or his/her designated representative immediately by telephone of any unexpected emergency, subsurface or latent physical condition found; along with the recommendations for dealing with the matter. Any changes found necessary by the County or the Vendor not covered under the original scope of work, specification or drawing(s) shall be jointly agreed upon by the Vendor and the County. Any additional cost on the project must be submitted in writing by the Vendor and an amendment to the purchase order will be issued by the Purchasing Agent covering the change(s) before the work can proceed. The County assumes 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 Purchasing Agent.

6. **DEBRIS REMOVAL.** The Vendor shall be responsible to remove all their debris from the site and clean effected work areas. The Vendor shall keep the premises free of debris and unusable materials resulting from their work and as work progresses; or upon request by a Baltimore County representative, shall remove such debris and materials from County property. The Vendor shall leave all affected areas as they were prior to beginning work.

7. **UTILITIES.** Baltimore County shall make available all required utilities to the Vendor for work under this contract. This however does not include those utilities to be installed by the Vendor as a part of the scope of work or specification. Accidental interruption(s) caused by the Vendor and repair thereto, shall be at the Vendor expense. Planned interruptions under this contract shall be coordinated with the Chief of Property Management, 410-887-3861 or his/her authorized representative, at least one (1) day in advance of the expected occurrence.

8. **CODES AND REGULATIONS.** All water treatment shall fully conform to all Baltimore County codes and regulations, latest editions.

9. **WATER TREATMENT FOR CONDENSER WATER SYSTEMS (OPEN SYSTEM).**

9.1 The Vendor shall furnish water treatment chemicals to condenser water systems.

9.1.1 Dry chemicals or chemicals subject to precipitation shall be provided with an electrically operated agitator, mounted to the reservoir cover, which shall operate in conjunction with the operations of the chemical feed pump.

9.1.2 The Vendor shall provide the necessary adjustments, repairs, or replacements to keep the equipment in proper working condition.

9.1.3 **Minimum bi-weekly inspections** and water analysis shall be performed and reports submitted to the Chief of Property Management or his/her designated representative. If reports are left on site, a copy must still be forwarded to the Chief of Property Management or his/her designated representative.

10. **WATER TREATMENT FOR CHILLED LOOPS AND HEATING LOOPS (CLOSED SYSTEMS).**

10.1 The Vendor shall furnish water treatment chemicals to chilled loops and heating loop systems.

10.1.1 Since closed systems require only periodic additional dosages, the Contractor shall furnish a manually controlled feeder pump to inject treatment when needed.
10.1.2 Dosages in the closed system shall be sustained at the levels specified by the manufacturer of the chemical.

10.1.3 Monthly inspections and water analysis shall be performed and reports submitted to the Chief of Property Management or his/her designated representative.

10.2 For solar systems, the Contractor supplies the propylene glycol. For any solar system, if the system, by no fault of the Vendor, is purged of 30% or greater of it glycol, the County shall be responsible for replacement of the purged glycol. At this time the Solar System is offline. If the system is put back online, Baltimore County will provide the glycol and the Contractor will be required to add it when needed from our stock of chemicals.

11. WATER TREATMENT FOR STEAM BOILERS AND SYSTEMS (CLOSED).

11.1 The Vendor shall furnish water treatment chemicals to steam systems.

11.1.1 Steam units shall be provided with an automatic feed based on boiler need. Bottom blow down, if needed, will be performed by owner’s personnel based on schedules provided by the Vendor.

11.1.2 Dosages in the closed system shall be sustained at the levels specified by the manufacturer of the chemical.

11.1.3 Weekly inspections and water analysis shall be performed and reports submitted to the Chief of Property Management or his/her designated representative.

12. WATER TREATMENT CHEMICALS.

12.1 The Vendor shall furnish all chemicals used in the water treatment program.

12.2 The Vendor shall use the following water analysis as the basis for determining product(s) and consumption:

- Calcium Hardness 50 ppm
- Total Hardness 70 ppm
- M. Alkalinity 40 ppm
- Chloride 30 ppm

12.3 The Vendor must supply products that meet E.P.A. regulations and said products must not be registered as a hazardous chemical by the U.S. Department of Labor. Further, product(s) must not contain phosphates and there must not be a need for any additional biocides. Should there be a need for biocides the necessary services and or product(s) to treat the system(s) shall be at no cost to the County.

12.4 Product(s) must be factory produced and labeled as no custom blending is allowed. Also, no mixing of products in the field is to be required.

12.5 The composition and quantity of the chemicals used shall be the responsibility and judgment of the Vendor, but the chemicals shall be selected to:

12.5.1 Maintain the pH value of the condenser water within the range recommended by the chemical manufacturers.
12.5.2 Preclude the growth of algae and other organic materials.

12.5.3 Protect all portions (both metallic and wood) from corrosion, rotting and erosion.

12.5.4 Preclude the formation of slime within the condenser water system.

12.5.5 Be compatible with the materials used in the treated water systems.

12.6 Chemicals shall be applied at dosage rates recommended by the manufacturer of the chemical used.

12.7 Systems that are being added to the contract and were not chemically treated previously shall be gradually brought-up to the required concentrations and not shocked all at one time.

12.8 The County reserves the right to require the Vendor to:

   12.8.1 Furnish chemical shock treatment to correct abnormal conditions.

   12.8.2 To change the formulation or to increase the dosage of the chemicals when it becomes evident that the chemicals in use are not accomplishing the goals previously outlined.

   12.8.3 To provide de-scale materials and services if deemed necessary.

12.9 Chemicals shall be delivered in sealed containers to the buildings covered in this agreement. Only one such container may be stored in each mechanical equipment room. The Vendor shall be responsible for all shipping and handling costs.

12.10 All chemicals furnished under this agreement shall meet the requirements of all Federal, State and local agencies and offices having jurisdiction in the water pollution and ecological fields. Chemicals used in open, closed or semi closed systems shall be biodegradable and free of lead, cadmium, zinc, mercury or any form of chromate.

13. WATER TREATMENT PROCEDURES.

13.1 The Vendor shall furnish the necessary labor and equipment to follow the following procedures:

   13.1.1 INITIAL

   NOTE: Systems not previously treated shall be introduced gradually and not shocked.

   a. Survey systems and determine water treatment requirements.

   b. Manually bleed systems to reduce the concentration of impurities to an acceptable level. Apply shock chemical treatment as required.

   c. Furnish, install, adjust, and calibrate all water treatment equipment.

   d. Fill chemical reservoir and treat closed systems.
e. Energize treatment system and adjust bleed and chemical feed rates as required.

f. Submit recommendations for mechanical work or change in operating procedures that should be accomplished to improve operations.

g. Provide owner with control parameters to be used in water treatment of each specific system.

13.1.2 OPERATION (MINIMUM OF ONCE EACH MONTH)

a. Check operations and adjustment of all water treatment equipment.

b. Fill chemical reservoir.

c. Adjust bleed and feed rates.

d. Inspect condenser water systems. Provide shock treatment if required. Inspect closed systems and provide treatment as required.

e. Sample and analyze water samples in accordance with accepted ASTM, AWWA, or APHA procedures.

f. Correct water treatment program as required.

g. Submit report to the Baltimore County Building Maintenance Engineer.

13.1.3 SHUT-DOWN. To be performed at the conclusion of the cooling season for systems not normally operated during winter months.

a. De-energize water treatment services.

b. Chemically clean the circulating system.

c. Clean, drain, and flush the water treatment equipment.

13.1.4 ANNUAL For systems operated on a twelve month per year basis the Vendor shall provide, at least once during the winter months, the services specified in paragraph 14.1.1 (a), (b), and (c).

a. The building engineer shall be notified two weeks prior to those items.
SUBMISSION OF A BID/PROPOSAL IN RESPONSE TO THIS SOLICITATION EVIDENCES THE BIDDER’S ACCEPTANCE OF THE TERMS AND CONDITIONS THEREIN. THIS PAGE MUST BE PROPERLY SIGNED BY AN AUTHORIZED OFFICIAL IN THE FIRM WHO REPRESENTS AND WARRANTS ACCEPTANCE OF ALL TERMS AND CONDITIONS OF THE REQUEST FOR BID/REQUEST FOR PROPOSAL. THE PERSON SIGNING THE BID/PROPOSAL MUST INITIAL ANY ALTERATIONS IN FIGURES ON THIS FORM IN INK.

COMPANY NAME: __________________________________________________________

ADDRESS: __________________________________________________________________

__________________________________________________________________________

(City) (State) (Zip Code)

TELEPHONE: ___________________ FAX: ______________________________

SIGNED: ______________________ DATE: ______________________________

PRINT NAME: ___________________ TITLE: _____________________________

TAX ID NUMBER (FIN/SS#) ______ EMAIL: ______________________________

Is your company a certified Minority Business Enterprise?  Bidders must complete the applicable Minority Participation Affidavit attached.

Initial to confirm that a complete electronic version of the bid proposal response is included in the bid package. ______

Is your firm in compliance with all applicable laws and regulations relating to the employment of undocumented worker?  If YES, check here ______

NOTICE:  A notice required to be delivered shall be deemed to have been received when such notice has been sent to the following address and individual:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

F.O.B. Destination (unless otherwise stated herein).

Delivery shall be made within _________ calendar days after receipt of order.

Payment Terms: __________________________ Cash discounts for less than 30 days will not be considered in determining awards. However, should that bidder obtain award by consideration of the gross price, the County should make every effort to obtain the discount. The County will not accept payment terms with a period of less than (30) days.

If your firm is not already receiving email notification of new solicitations and amendments, you may register for email notification on the County’s web site at http://www.baltimorecountymd.gov/purchasing.
# BALTIMORE COUNTY, MARYLAND
## REQUEST FOR BID NO. B-1486
### CHEMICALS, WATER TREATMENT FOR HVAC EQUIPMENT, TERM AGREEMENT
Due Date: 04/14/20, Time: 3:00 P.M.

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<th>UNIT</th>
<th>UNIT PRICE</th>
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| 1        | COMMODITY CODE: 885-16  
Water treatment chemicals, furnish and install, as per specifications  
Detention Center Annex BLDG #95  
404 Kenilworth Drive, Towson, MD 21204. Year round building  
1. 1 heating and chilled water loop  
2. 1 cooling tower  
3. 1 steam boiler for kitchen | 12 | Month | $___________ | $___________ |
| 2        | COMMODITY CODE: 885-16  
Water treatment chemicals, furnish and install, as per specifications  
Detention Center BLDG #95  
404 Kenilworth Drive, Towson, MD 21204. Year round building  
1. 1 heating water loop  
2. 1 chilled water loop  
3. 2 cooling towers  
4. 1 solar system Glycol loop  
5. 1 solar water loop | 12 | Month | $___________ | $___________ |
| 3        | COMMODITY CODE: 885-16  
Water treatment chemicals, furnish and install, as per specifications.  
Detention Center (addition) #590  
720 Bosley Avenue Towson, MD 21204. Year round building  
1. 2 chillers  
2. 2 boilers  
3. 2 cooling towers | 12 | Month | $___________ | $___________ |
| 4        | COMMODITY CODE: 885-16  
Water treatment chemicals, furnish and install, as per specifications  
Allegheny Annex BLDG #50  
308 Allegheny Avenue, Towson, MD 21204.  
1. 2 hot water boilers  
2. 1 chilled water loop | 12 | Month | $___________ | $___________ |
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<td>11</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications County Office Building, BLDG #930 111 W. Chesapeake Avenue, Towson, MD 21204. 1. 2 steam boilers 2. 1 cooling tower 3. 1 chilled water loop 4. 1 heating hot water 5. 3 hot water boilers</td>
<td>12</td>
<td>Month</td>
<td>$___________</td>
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<td>12</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications Cockeysville Police BLDG #97, 111 Wight Avenue, Cockeysville, MD 21030. 1. 1 hot water boiler 2. 1 cooling tower 3. 1 chilled water loop</td>
<td>12</td>
<td>Month</td>
<td>$___________</td>
<td>$___________</td>
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<tr>
<td>13</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications, Historic Courthouse BLDG #929, 400 Washington Avenue, Towson, MD 21204. 1. 2 hot water boilers 2. 1 cooling tower 3. 1 chilled water loop 4. 1 heating hot water</td>
<td>12</td>
<td>Month</td>
<td>$___________</td>
<td>$___________</td>
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<td>LINE NO.</td>
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<td>EXTENDED AMOUNT</td>
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<td>14</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications Courts Building, BLDG #932, 401 Bosley Avenue, Towson, MD 21204. Year round building 1. 2 steam boilers 2. 2 cooling towers 3. 1 chilled water loop 4. 1 chilled/hot water loop 5. 2 hot water boilers</td>
<td>12 Month</td>
<td>$_________</td>
<td>$_________</td>
<td>$_____________</td>
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<td>15</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications Dundalk Center, BLDG #829, 10 Dunmanway, Dundalk, MD 21222. Year round building 1. 2 hot water boilers</td>
<td>12 Month</td>
<td>$_________</td>
<td>$_________</td>
<td>$_____________</td>
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<td>16</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications Dundalk Fire, BLDG #6, 2815 Sollers Point Road, Dundalk, MD 21222. 1. 1 hot water boiler</td>
<td>12 Month</td>
<td>$_________</td>
<td>$_________</td>
<td>$_____________</td>
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<td>17</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications Richards Building, BLDG #830 101 Rosewood Lane, Owings Mills, MD 21117. 1. 1 hot water boiler</td>
<td>12 Month</td>
<td>$_________</td>
<td>$_________</td>
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<td>LINE NO.</td>
<td>COMMODITY /SERVICE DESCRIPTION</td>
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<td>18</td>
<td><strong>COMMODITY CODE: 885-16</strong> Water treatment chemicals, furnish and install, as per specifications Eastern Family Resource Center, 9150 Franklin Square Drive Rosedale, MD 21237. Year round building 1. 3 hot water boilers 2. 3 chilled water loops</td>
<td>12</td>
<td>Month</td>
<td>$_________</td>
<td>$_________</td>
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<td>19</td>
<td><strong>COMMODITY CODE: 885-16</strong> Water treatment chemicals, furnish and install, as per specifications. Eastview Fire BLDG #15, 1056 Old North Point Road Dundalk, MD 21222. 1. 1 hot water boiler</td>
<td>12</td>
<td>Month</td>
<td>$_________</td>
<td>$_________</td>
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<td>20</td>
<td><strong>COMMODITY CODE: 885-16</strong> Water treatment chemicals, furnish and install, as per specifications. Edgemere Fire BLDG #918, 6800 North Point Road, Edgemere, MD 21219. 1. 1 hot water boiler</td>
<td>12</td>
<td>Month</td>
<td>$_________</td>
<td>$_________</td>
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<td>21</td>
<td><strong>COMMODITY CODE: 885-16</strong> Water treatment chemicals, furnish and install, as per specifications. Essex Fire BLDG #7, 800 Myrth Avenue, Essex, MD 21221. 1. 1 hot water boiler</td>
<td>12</td>
<td>Month</td>
<td>$_________</td>
<td>$_________</td>
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<td>22</td>
<td><strong>COMMODITY CODE: 885-16</strong> Water treatment chemicals, furnish and install, as per specifications. Essex Police BLDG #99, 216 N. Marilyn Avenue, Essex, MD 21221. 1. 1 hot water boiler 2. 1 chilled water loop</td>
<td>12</td>
<td>Month</td>
<td>$_________</td>
<td>$_________</td>
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<td>LINE NO.</td>
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<td>23</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Essex Senior Center BLDG #250 600 Dorsey Avenue Essex, MD 21221. 1. 1 hot water boiler</td>
<td>12 Month</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
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<td>24</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Fullerton Fire BLDG #8, 4401 Fitch Avenue, Fullerton, MD 21236. 1. 1 hot water boiler</td>
<td>12 Month</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
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<td>25</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Fullerton Utilities -Eng. BLDG #806 4423 Bucks Schoolhouse Road, Rosedale, MD 21237. Year round building 1. 1 hot water boiler</td>
<td>12 Month</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
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<td>26</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Fullerton Utilities -Eng. BLDG #809 4419 Bucks Schoolhouse Road, Rosedale, MD 21237. Year round building 1. 1 hot water boiler</td>
<td>12 Month</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
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<td>27</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Garrison Fire BLDG #19, 15 Kenmar Avenue, Garrison, MD 21055. 1. 1 hot water boiler</td>
<td>12 Month</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
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<td>LINE NO.</td>
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<td>28</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Golden Ring Fire BLDG #16, 6814 Golden Ring Road, Rosedale, MD 21237. 1. 1 hot water boiler</td>
<td>12 Month</td>
<td>$___________</td>
<td>$___________</td>
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<td>29</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Halethorpe Fire BLDG #5, 4501 Washington Boulevard, Halethorpe, MD 21227. 1. 1 hot water boiler</td>
<td>12 Month</td>
<td>$___________</td>
<td>$___________</td>
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<td>30</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Hannah More BLDG #853, 12035 Reisterstown Road, Reisterstown, MD 21136. Year round building 1. 2 hot water boiler 2. 1 cooling tower 3. 1 condenser closed loop</td>
<td>12 Month</td>
<td>$___________</td>
<td>$___________</td>
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<td>31</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Hillendale Fire BLDG #11, 6636 Loch Raven Boulevard, Hillendale, MD 21239. 1. 1 hot water boiler</td>
<td>12 Month</td>
<td>$___________</td>
<td>$___________</td>
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<td>32</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Lansdowne Health BLDG #227, 3902 Annapolis Road, Lansdowne, MD 21227. 1. 1 hot water boiler</td>
<td>12 Month</td>
<td>$___________</td>
<td>$___________</td>
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<td>LINE NO.</td>
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| 33      | **COMMODITY CODE: 885-16**
Water treatment chemicals, furnish and install, as per specifications.
Loch Raven BLDG #320
1801 Glen Keith Boulevard
Parkville, MD 21234
1. 4 steam boilers | 12 Month | $____________ | $__________ |
| 34      | **COMMODITY CODE: 885-16**
Water treatment chemicals, furnish and install, as per specifications.
Hannah More Shelter, Bldg. 857, 12041 Reisterstown Road,
Reisterstown, MD 21136
1. 1 hot water boiler | 12 Month | $____________ | $__________ |
| 35      | **COMMODITY CODE: 885-16**
Water treatment chemicals, furnish and install, as per specifications.
Middle River Fire BLDG #12
609 Compass Road
Middle River, MD 21220
1. 1 hot water boiler | 12 Month | $____________ | $__________ |
| 36      | **COMMODITY CODE: 885-16**
Water treatment chemicals, furnish and install, as per specifications.
North Point Government Center BLDG #780
7701 Wise Avenue
Dundalk, MD 21222
1. 3 steam boilers | 12 Month | $____________ | $__________ |
| 37      | **COMMODITY CODE: 885-16**
Water treatment chemicals, furnish and install, as per specifications.
Perry Hall Fire BLDG #20, 9325 Belair Road, Perry Hall, MD 21236.
1. 1 hot water boiler | 12 Month | $____________ | $__________ |
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<th>LINE NO.</th>
<th>COMMODITY /SERVICE DESCRIPTION</th>
<th>ESTIMATED ANNUAL QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>EXTENDED AMOUNT</th>
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<td>38</td>
<td><strong>COMMODITY CODE: 885-16</strong></td>
<td>12 Month</td>
<td>Month</td>
<td>$__________</td>
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<td>Water treatment chemicals, furnish and install, as per specifications. Pikesville Fire (new) BLDG #87 22 Walker Avenue Pikesville, MD 21208 1. 1 hot water boiler</td>
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<td>39</td>
<td><strong>COMMODITY CODE: 885-16</strong></td>
<td>12 Month</td>
<td>Month</td>
<td>$__________</td>
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<td>Water treatment chemicals, furnish and install, as per specifications. Pistol Range BLDG #92 2001 Dulaney Valley Road Towson, MD 21204 1. 1 hot water boiler</td>
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<td>40</td>
<td><strong>COMMODITY CODE: 885-16</strong></td>
<td>12 Month</td>
<td>Month</td>
<td>$__________</td>
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<td>Water treatment chemicals, furnish and install, as per specifications. Public Safety Building BLDG #994 700 E. Joppa Road Towson, MD 21204 1. 2 Steam boilers 2. 1 cooling tower 3. 1 chilled water loop 4. 1 heating hot water</td>
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<td>41</td>
<td><strong>COMMODITY CODE: 885-16</strong></td>
<td>12 Month</td>
<td>Month</td>
<td>$__________</td>
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<td>Water treatment chemicals, furnish and install, as per specifications. Texas Fire BLDG #17 9835 York Road Cockeysville, MD 21030 1. 1 hot water boiler</td>
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<td>LINE NO.</td>
<td>COMMODITY /SERVICE DESCRIPTION</td>
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<td>42</td>
<td><strong>COMMODITY CODE: 885-16</strong> Water treatment chemicals, furnish and install, as per specifications. Towson Fire Bldg, 204 Courtland Avenue, Towson, MD 21204. 1. 2 hot water boilers</td>
<td>12 Month</td>
<td>$___________</td>
<td>$___________</td>
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<td>43</td>
<td><strong>COMMODITY CODE: 885-16</strong> Water treatment chemicals, furnish and install, as per specifications. Westview Fire Bldg #13, 6300 Johnnycake Road, Woodlawn, MD 21207. 1. 1 hot water boiler</td>
<td>12 Month</td>
<td>$___________</td>
<td>$___________</td>
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<td>44</td>
<td><strong>COMMODITY CODE: 885-16</strong> Water treatment chemicals, furnish and install, as per specifications. White Marsh Police BLDG #21, 8220 Perry Hall Boulevard, White Marsh, MD 21162. 1. 2 hot water boilers</td>
<td>12 Month</td>
<td>$___________</td>
<td>$___________</td>
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<td>45</td>
<td><strong>COMMODITY CODE: 885-16</strong> Water treatment chemicals, furnish and install, as per specifications. Wilkens Police BLDG #101, 901 Walker Avenue Catonsville, MD 21228. 1. 1 hot water boiler 2. 1 cooling tower 3. 1 chilled water loop</td>
<td>12 Month</td>
<td>$___________</td>
<td>$___________</td>
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<td>46</td>
<td><strong>COMMODITY CODE: 885-16</strong> Water treatment chemicals, furnish and install, as per specifications. Woodlawn Fire BLDG #3, 7223 Windsor Mill Road, Woodlawn, MD 21207. 1. 1 hot water boiler</td>
<td>12 Month</td>
<td>$___________</td>
<td>$___________</td>
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<td>LINE NO.</td>
<td>COMMODITY /SERVICE DESCRIPTION</td>
<td>ESTIMATED ANNUAL QUANTITY</td>
<td>UNIT</td>
<td>UNIT PRICE</td>
<td>EXTENDED AMOUNT</td>
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<td>47</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Woodlawn Police BLDG #100, chilled water system, 6424 Windsor Mill Road, Woodlawn, MD 21207. 1. 2 hot water boilers 2. 1 chilled water loop</td>
<td>12 Month $_________  $_________</td>
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<td>48</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Edgemere Senior Center BLDG #64 6600 North Point Road, Baltimore, MD 21219. 1. hot water heat system</td>
<td>12 Month $_________  $_________</td>
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<td>49</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Towson Police BLDG #206, 115 W. Susquehanna Avenue, Towson, MD 21204. Year round building 1. hot water heat system 2. chill water system</td>
<td>12 Month $_________  $_________</td>
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<tr>
<td>50</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Franklin Police Station, Nicodemus Road, Reisterstown, MD 21136. Year round building 1. 2 hot water boilers 2. 1 chilled water loop</td>
<td>12 Month $_________  $_________</td>
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<td>LINE NO.</td>
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<td>EXTENDED AMOUNT</td>
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<td>51</td>
<td><strong>COMMODITY CODE: 885-16</strong></td>
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<td>12</td>
<td>Month</td>
<td>$___________</td>
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</table>
|         | Water treatment chemicals, furnish and install, as per specifications. Jefferson Building, 105 W. Chesapeake Avenue, Towson, MD 21204.  
1. 1 Evapco cooling tower  
2. 2 chillers  
3. 1 hot water boiler  
4. 1 dry cooler  |                           |                           |      |            |                |
| 52      | **COMMODITY CODE: 885-16**     |                           | 12   | Month      | $___________   | $___________   |
|         | Water treatment chemicals, furnish and install, as per specifications. Alms House, 9811 Van Buren Lane, Cockeysville, MD 21030.  
1. 1 steam boiler  |                           |                           |      |            |                |
| 53      | **COMMODITY CODE: 885-16**     |                           | 12   | Month      | $___________   | $___________   |
|         | Water treatment chemicals, furnish and install, as per specifications. Pikesville Police BLDG #593, 215 Milford Mill Road, Pikesville, MD 21208. Year Round Bldg.  
1. hot water boiler  
2. chilled water loop  |                           |                           |      |            |                |
| 54      | **COMMODITY CODE: 885-16**     |                           | 12   | Month      | $___________   | $___________   |
|         | Water Treatment chemicals, furnish and install as per specifications. Sherwood Farmhouse, 2002 Cromwell Bridge Road, Towson, Md. 21204.  
1. 1 steam boiler.  
Baltimore County to provide the ports for the chemical feed lines. |                           |                           |      |            |                |
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<tr>
<th>LINE NO.</th>
<th>COMMODITY / SERVICE DESCRIPTION</th>
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<th>UNIT</th>
<th>UNIT PRICE</th>
<th>EXTENDED AMOUNT</th>
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<tbody>
<tr>
<td>55</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Bengies Community Center, 11601 Eastern Avenue, Middle River, MD 21220. 1. 1 steam boiler Baltimore County to provide the ports for the chemical feed lines.</td>
<td>12</td>
<td>Month</td>
<td>$___________</td>
<td>$___________</td>
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<tr>
<td>56</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Bldg# 162, Catonsville Library, 1100 Fredrick Road, Catonsville, MD 21228. 1. 4 water boilers Baltimore County to provide the ports for the chemical feed lines.</td>
<td>12</td>
<td>Month</td>
<td>$___________</td>
<td>$___________</td>
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<tr>
<td>57</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Bldg# 165, North Point Library, 1716 Merritt Boulevard, Essex, MD 21222. Year Round Bldg. 1. 2 water boilers 2. 1 chiller Baltimore County to provide the ports for the chemical feed lines.</td>
<td>12</td>
<td>Month</td>
<td>$___________</td>
<td>$___________</td>
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<td>LINE NO.</td>
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<td>QUANTITY FROM/TO</td>
<td>UNIT</td>
<td>UNIT PRICE</td>
<td>EXTENDED AMOUNT</td>
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<tr>
<td>58</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Bldg# 168, Randallstown Library, 8604 Liberty Road, Randallstown, MD 21133. Year Round Bldg. 1. 3 water boilers 2. 1 chiller Baltimore County to provide the ports for the chemical feed lines.</td>
<td>12 Month</td>
<td>$_________</td>
<td>$__________</td>
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<td>59</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Bldg# 169, Reisterstown Library, 21 Cockeys Mill Road, Reisterstown, MD 21136. 1. 2 water boilers Baltimore County to provide the ports for the chemical feed lines.</td>
<td>12 Month</td>
<td>$_________</td>
<td>$__________</td>
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<td>60</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Bldg# 170, Rosedale Library, 6105 Kenwood Avenue, Rosedale, MD 21237. Year Round Bldg. 1. 1 water boiler 2. 1 chiller County to provide the ports for the chemical feed lines.</td>
<td>12 Month</td>
<td>$_________</td>
<td>$__________</td>
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<td>61</td>
<td>COMMODITY CODE: 885-16 Water treatment chemicals, furnish and install, as per specifications. Bldg# 184, Towson Library, 305 York Road, Towson, MD 21204. 1. 2 water boilers Baltimore County to provide the ports for the chemical feed lines.</td>
<td>12 Month</td>
<td>$_________</td>
<td>$__________</td>
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<td>LINE NO.</td>
<td>COMMODITY /SERVICE DESCRIPTION</td>
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<td>EXTENDED AMOUNT</td>
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<td>62</td>
<td><strong>COMMODITY CODE: 885-16</strong> Water treatment chemicals, furnish and install, as per specifications. Parkville Police, Bldg# 592, 8534 Old Harford Road, Parkville, Md. 21234 Year round bldg. 1. 1 water boiler 2. 1 chiller</td>
<td>12</td>
<td>Month</td>
<td>$_________</td>
<td>$_____________</td>
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<tr>
<td>63</td>
<td><strong>COMMODITY CODE: 885-16</strong> Water treatment chemicals, furnish and install, as per specifications. Glen Arm Facility, 12200 Long Green Pike, Glen Arm, Md. 21057. 1. Two (2) steam boilers</td>
<td>12</td>
<td>Month</td>
<td>$_________</td>
<td>$_____________</td>
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<tr>
<td>64</td>
<td><strong>COMMODITY CODE: 885-16</strong> Controller for dual bioxide.</td>
<td>1</td>
<td>Each</td>
<td>$_________</td>
<td>$_____________</td>
</tr>
<tr>
<td>65</td>
<td><strong>COMMODITY CODE: 885-16</strong> Degassing pump for dual bioxide</td>
<td>1</td>
<td>Each</td>
<td>$_________</td>
<td>$_____________</td>
</tr>
<tr>
<td>66</td>
<td><strong>COMMODITY CODE: 885-16</strong> Double wall tank (35 gallon) for dual bioxide.</td>
<td>1</td>
<td>Each</td>
<td>$_________</td>
<td>$_____________</td>
</tr>
<tr>
<td>67</td>
<td><strong>COMMODITY CODE: 885-16</strong> Standard inhibitor pump for dual bioxide.</td>
<td>1</td>
<td>Each</td>
<td>$_________</td>
<td>$_____________</td>
</tr>
</tbody>
</table>

GRAND TOTAL $_____________

COMANY NAME: _______________________________________

FED ID OR SOCIAL SECURITY NO. ______________________