REQUEST FOR BID NO. B-1527

PORTABLE TOILETS, RENTAL, SERVICING

Due Date: 07/20/20, Time: 2:30 PM
Pre-Bid Conference: 06/30/20, Time: 10:00 AM

bid@baltimorecountymd.gov

GABBY JOHNSON, STAFF BUYER
PHONE: 410-887-2241

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 web site (www.baltimorecountymd.gov/purchasing) to obtain amendments once they have downloaded a solicitation.

BIDDER CHECK LIST

____ Have you signed your bid?
____ Have you signed the Procurement Affidavit?
____ Have you filled out all applicable forms?
____ Have you returned the original? (and required duplicate copies when required?)
____ Have you signed and returned amendments?
____ Have you included the bid bond, if required?
____ Have you completed, signed and included all required MBE/WBE forms and documents? (if applicable)
____ Have you included and verified the complete electronic version (CD) of your bid?
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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 of termination. 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 and subject 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

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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.
A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

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

B. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

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

   ______________________________________________________________________________
   ______________________________________________________________________________.

C. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

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

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

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

   (3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer
       for acts arising out of the submission of bids or proposals for a public or private contract;

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

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

   (6) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with
       the submission of bids or proposals for a public or private contract;

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

____________________________________________________________________________
____________________________________________________________________________.

D. **AFFIRMATION REGARDING DEBARMENT**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors,
partners, members, affiliates, or any of its employees directly involved in obtaining or performing contracts with public
bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public
entity, except as follows [list each 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 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://mwe.baltimorecounty.md.us). 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://mwe.baltimorecounty.md.us), complete the [First Source Hiring Description Form](#) and email it to the Baltimore County Department of Economic and Workforce Development (DEWD) at [firstsourcehire@baltimorecountymd.gov](mailto: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](#) 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>
</tr>
</thead>
<tbody>
<tr>
<td>Company Address</td>
<td>City, MD</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>Telephone</td>
</tr>
<tr>
<td>Acknowledgment Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
**Summer:**

- **Subject:** Taxpayer Identification Number (TIN) and Certification
- **Substitute for IRS Form W-9**
- **Complete Both Sides of Form**

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

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

### SIDE 1

List your **legal business name** below, as shown on your income tax return. **Sole Proprietors** should list their individual name as noted on their social security card. You may enter a business name on line 2. Other entities must list their 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)**

<table>
<thead>
<tr>
<th>Address</th>
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<tbody>
<tr>
<td>City</td>
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<tr>
<td>City</td>
</tr>
</tbody>
</table>

**Remittance Address, if different from above**

**Contact Person**

**Phone Number**

( ) - Ext: ( ) -

**Fax Number**

( ) -

**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>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation</td>
<td>Partnership</td>
</tr>
<tr>
<td>Other: (explain)</td>
<td></td>
</tr>
</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

**Maryland Department of Transportation (MDOT)**

- Certification #: _____________________________
- Certification Date: _______ / _______ / __________
- Pending: ________________________________

**City of Baltimore**

- Certification #: _____________________________
- Certification Date: _______ / _______ / __________
- Pending: ________________________________

### Business Ownership (Check Only One)

- **G** Government Entity
- **H** Disabled
- **MA** Minority-owned, Not small business
- **M** Minority-owned, Small business
- **NS** Non-minority-owned, small business
- **NL** Non-minority-owned, Large business
- **O** Other: __________________________
- **P** Non Profit
- **W** Woman-owned, Small business
- **WA** Woman-owned, Not small business
- **X** Woman-owned, Minority, Small business
- **XA** Woman-owned, Minority, Not small business

### Type of Business/Organization

- Association
- Attorney
- Government Entity
- Educational Institution
- Medical Service Provider
- Non-profit Organization
- Other: (explain)
- Financial Institution

### Ethnicity of Ownership (Check Only One)

- **A** Asian American
- **B** African American
- **H** Hispanic American
- **I** American Indian/Alaskan Native
- **N** Non-minority
- **O** Other Ethnic Group: __________________________

### 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 COVERAGES

2.1 General Liability Insurance

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

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

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

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

2.2 Automobile Liability Insurance

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

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

2.3 Workers' Compensation and Employers' Liability Insurance

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

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

1.1 It is the intention of these specifications that the vendor hereunder shall furnish and Baltimore County shall purchase portable toilets rentals and servicing for various locations throughout Baltimore County covered by this contract which the County may require during the period of time specified. The quantities shown are approximate yearly estimates and are for the purpose of bid evaluation.

1.2 The County reserves the right to order services that may be required during the said period, and it also reserves the right not to order services bid upon by the vendor, if it is found that such services are not required by the County during the period covered by this contract.

2. **TERM OF AGREEMENT.**

2.1 The term of the contract shall be for one (1) year. 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.

2.2 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.

2.3 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.

3. **PRE-BID CONFERENCE.**

3.1 A pre-bid conference will be held on June 30, 2020 at 10:00 am via WebEx. Please contact the Buyer for WebEx information. The purpose of the conference is to clarify any parts of the solicitation and answer questions, which may be pertinent to the request.

3.2 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

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 – MULTIPLE AWARDS / PRIMARY, SECONDARY, TERITARY, ETC.**

5.1 The maximum number of awards to be made under the proposal is stated in the solicitation. The first award will be made to the primary contractor; the lowest responsive
and responsible bidder, the secondary to the 2nd responsive and responsible bidder, and so on…

5.2 The County will, on a project-by-project basis, utilize services from only the primary contractor unless said primary contractor cannot supply the services within a specified period of time. If the primary contractor cannot provide the needed services at the time of the request, the secondary will be solicited, and so on…

6. DELIVERY ORDERS.

6.1 Delivery orders will be issued from time to time by the purchasing agent for such quantities as to satisfy requirements of the County. Specific quantities and delivery information will be indicated on delivery orders. Each delivery order will refer to the master agreement number. Delivery orders issued within the term of the contract, even if not completed within the term of the contract, shall continue to be bound by the terms and conditions herein.

6.2 Using agencies are NOT authorized to use their procurement cards for any orders against this Master Agreement.

7. COOPERATIVE PURCHASE.

7.1 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.

7.2 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.

8. MULTI-AGENCY PROCUREMENT.

8.1 Baltimore County reserves the right to extend the terms and conditions of this contract to any and all other County agencies requiring these commodities and/or services. A delivery order will be issued against the original master agreement, confirming the contracted pricing and giving quantity and delivery requirements.

9. ESCALATION.

9.1 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.

9.2 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.
9.3 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 365 days from the date of the increase.

10. **DEVELORIES.**

10.1 Deliveries shall be made promptly. If deliveries are not made within 48 hours (except in an emergency) after receipt of order, the Purchasing Agent reserves the right to procure the supplies/services elsewhere on the open market, in which event, the extra cost of procuring the supplies/services may be charged against the Contractor and deducted from any monies due or which may become due it.

10.2 If the Contractor is unable to supply requested supplies/services within the designated time, due to factory delay, strike or any unforeseen circumstances, the Contractor must notify the Buyer of the delay and the anticipated delivery date. Failure to comply with this requirement will result in a poor performance rating which is considered in subsequent awards.

10.3 Failure to meet delivery date and to provide supplies/services as specified may result in written termination of the contract.

11. **CONTRACTOR QUALIFICATIONS.**

11.1 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.

11.2 Bidders/Offerors must provide at least two (2) references (names of contact persons and phone numbers) of similar sized contracts serviced during the past eighteen (18) months.

11.3 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.

12. **INSURANCE.**

12.1 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.

12.2 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.

12.3 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.
13. **COUNTY HOLIDAYS.**

- New Year’s Day
- MLK, Jr. Birthday
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- General Election Day (each even year)
- Veterans’ Day
- Thanksgiving Day
- Christmas Day

14. **“SAMPLE” FORM CONTRACT**

14.1 A sample of the County’s form contract may be found on the Baltimore County website at [http://www.baltimorecountymd.gov/Agencies/budfin/purchasing/currentsolicitations.html](http://www.baltimorecountymd.gov/Agencies/budfin/purchasing/currentsolicitations.html). The vendor’s submission of a bid response without identifying exceptions expressly acknowledges and formally evidences the Offeror’s acceptance of all terms and conditions of the form contract. Any and all exceptions must be submitted in writing in the Offeror’s bid response.

14.2 If the Offeror submits an exception, which alters the County’s risk, liability, exposure in, or the intent of this procurement, the County reserves the right in its sole and absolute discretion to deem the vendor non-responsive.

14.3 All Offeror’s further understand and agree that the County will accept no vendor exceptions to the form contract at any time after submission of the bid response.

15. **ELECTRONIC SUBMITTAL PROCESS.**

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

15.2 **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.

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

15.3 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.

15.4 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 15.3, 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.

15.5 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.

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

16. **QUESTIONS AND INQUIRIES; ADDENDA.** Any inquiries relative to this bid should be directed to Gabby Johnson, the Buyer, at 410-887-2241 or gjohnson@baltimorecountymd.gov

16.1 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.

16.2 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.

16.3 The deadline for written questions pertaining to this solicitation is Thursday, July 9, 2020.

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

17.1 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

18. **MWB/WBE and/or ECONOMIC BENEFIT FACTOR.**

18.1 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:
18.1.1 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

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

18.1.3 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

18.1.4 Provide your firm’s policies with regards to the commitment to social responsibility. Submit examples. Include any examples in the Baltimore County vicinity.

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

19.1 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.

19.2 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.

19.3 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.

19.4 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. **PLACEMENT OF SCHEDULED UNITS AND CLEANINGS.**

1.1 Each portable toilet supplied under this contract shall be a complete self-contained chemical toilet in a fiberglass or polyvinyl shelter. Each unit shall rest on skids with the ability to be supported firmly in place on leveled spot with provisions for securing the unit by its transport skids. All structural members of the toilet, such as roof, walls, floor, door and tank components shall be contained in the shelter assembly. The door shall have the ability to be locked when occupied. Venting for the holding tank and wall mounts for toilet paper dispensing shall be an integral part of the unit. The shelter shall be constructed of reinforced fiberglass or polyvinyl. The seat shall be ABS plastic. All seams shall be caulked and otherwise sealed to prevent weather damage or leakage.

1.2 Placement of units shall be made to all locations indicated on the attached list for the period of time specified. Units must be picked up following the expiration time specified. All units must be equipped with permanently attached brackets or steel loops for chaining the unit to a pole, tree or permanent structure. The chaining of any unit to a permanent structure is the responsibility of the Contractor at the request of and at no additional cost to the County. The unit must be accessible even when chained to a permanent structure. If the Contractor has nothing permanent to chain the unit to, they must anchor the unit to the ground. Baltimore County shall reimburse the Contractor for units damaged by vandalism or pilferage if the damage is incurred during the specified time that the County is renting the units. The reimbursement is limited to damages totaling between $100.00 and $300.00 for regular units and to damages totaling between $100.00 and $1,000.00 for handicap units. The County shall not pay the first $100.00 for any damaged units; the Contractor shall solely bear that cost. The County shall not pay over the maximum limit ($300.00 for regular units and $1,000.00 for handicap units); the Contractor shall solely bear these costs. If a unit is totally destroyed because of vandalism or pilferage, the County shall pay up to $600.00, less the first $100.00, for regular units and up to $2,000.00, less the first $100.00, for handicap units. In both cases, the first $100.00 shall be borne by the Contractor. The Contractor shall provide clear 3”x5” color photographs of all damaged and destroyed units along with the location of the unit and the approximate date of the vandalism or pilferage. This documentation shall accompany all invoicing for reimbursement due to vandalism or pilferage. Baltimore County, in its sole judgment, shall determine if reimbursement should be paid for damages or total destruction. Once the rental period has expired for any unit, the Contractor shall be solely responsible for the safety of the unit. The County shall not pay the Contractor for damages or destruction after the rental period has expired. All handicap units rented to the County under this contract shall meet all ADA requirements and guidelines, latest editions.

1.3 Relocation of any unit under this contract shall be made only after written notification by the County. Baltimore County reserves the right to delete units or add units at various locations at any time during the term of this contract.

1.4 Authorization for relocation or additional units shall be the responsibility of the Director of the Department of Recreation and Parks, or their authorized representative and shall be made after written notification by the County.
1.5 Servicing the unit comprises the following procedures:

1.5.1 The unit’s holding tank shall be pumped out thoroughly until empty. The entire inside and outside of the unit shall be cleaned free of dirt, mud, graffiti, dust, and all foreign matter. The inside of the unit shall be thoroughly sanitized and deodorized. The Contractor shall supply all toilet paper and repair any broken or malfunctioning components. The holding tank shall be chemically deodorized with a biodegradable chemical additive. A posted log should be maintained on the unit, indicating the dates of service.

1.5.2 A schedule of the servicing dates and locations is to be provided either monthly, quarterly, semi-annually or annually, in advance. The Department of Recreation and Parks are to be notified immediately of any changes to the schedule.

1.5.3 Confirmation of cleanings must be faxed or emailed monthly to the Department of Recreation and Parks.

1.5.4 Service tickets of each location must accompany the corresponding invoices.

1.6 The Director of the Department of Recreation and Parks, or their designated representative, shall approve all portable toilets used in this contract. At no time during the term of this contract, shall the Contractor replace any unit approved by the Director, or their designated representative, with another unit unless the original unit is defective, damaged, vandalized, unsightly, or otherwise unacceptable to the Director, or their designated representative.

1.7 If a unit needs to be replaced due to an unacceptable condition (as solely determined by the Department of Recreation and Parks) or due to vandalism or pilferage, the unit must be replaced within 72 hours after written notification to do so by the Director of the Department of Recreation and Parks, or their authorized representative. Failure to replace the unit within the time frame may result in liquidated damages being assessed against the Contractor at the rate of $10.00 per day for each day that the unit has not been replaced. All assessed damages shall be deducted from the latest invoice(s).

1.8 Emergency requests for additional units shall require a 24 hour turn around for delivery and placement of the new units.

1.9 A Customer Service Representative must be assigned to this contract to provide for a central point of contact for the County.

2. EVENTS AND EMERGENCIES.

2.1 Event and emergency requests for units shall require placement of a fully stocked unit, servicing and pick up as specified per delivery order.

2.2 Emergency requests for units shall require no more than a six (6) hour turn around.

2.3 Servicing of event and emergency units shall include, but not limited to:

2.3.1 Portable Toilets: as specified in section 1.5.1.

2.3.2 Holding Tank: thoroughly pumped out, sanitized, and outside of the unit shall be cleaned free of dirt, mud, graffiti.
2.3.3 Handwashing Station: supply all sanitizers, soaps, paper towels, repair any problem or malfunctioning components.

3. **EXPECTED VOLUME.** Please be advised the volume of portable toilets increases every year with an average of 179 units per year just for Recreation and Parks and does not include other departments that will use this contract. Please make sure you have enough inventory, staff, and equipment to supply this large volume.

4. **LICENSING.** The successful bidder must provide a copy of their Waste Water Discharge Permit before the award of the contract can be made by the Purchasing Division. The Contractor must maintain their licensing for the entire term of this contract.

5. **ACCEPTABILITY OF WORK.**

5.1 With regard to this contract, the Director of the Department of Recreation and Parks, or their designated representative will determine acceptability of all work and/or service performed. If the work and/or services are not acceptable, the Contractor will be called in to review and correct all problem areas without additional cost to the County. Upon notification by the County, the Contractor will correct deficient work and/or services in accordance with a schedule jointly agreed upon.

5.2 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 items necessary to complete the work in accordance with this specification and scope of work.

5.3 The Contractor 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 the 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.

6. **INVOICE PROCEDURE.**

6.1 Service tickets signed by the Contractor's service technician and the Department of Recreation and Parks representative when one is available on-site, must accompany each delivery or service call. Invoices must be legibly prepared showing the location name, full description and price of services performed.

6.2 Invoices must be submitted on a monthly basis to the Office of Budget and Finance, Disbursements Section, 400 Washington Avenue, Room 148, Towson, Maryland 21204.

6.3 Cash Discounts – Cash discount periods will be computed either from the date of delivery and acceptance of the goods/services 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.
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<tr>
<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
<th>DATES NEEDED</th>
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<tbody>
<tr>
<td>1</td>
<td>ADA</td>
<td>ARBUTUS ELEMENTARY</td>
<td>3/1-11/30</td>
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<td></td>
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<td>Directions from Glen Burnie: I695 to Washington Avenue exit; make left onto Washington Blvd. Make first right at light Onto Sulphur Spring Rd. and follow until you get to the school. Secure with stakes to prevent tipping. Place unit equidistant to diamond #2 and diamond #3. Single service per week</td>
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<tr>
<td>2</td>
<td>ADA</td>
<td>BANNEKER CENTER PARK Upper Soccer Field</td>
<td>4/1-12/31</td>
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<td>Rt. 40 West to first traffic light; left on Winters Lane one block to Old Frederick Rd. Left again on dead end – entrance on right. Place at bottom of the hill next to storm water management pond. There is one on parking lot Single service per week</td>
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<tr>
<td>1</td>
<td>ADA</td>
<td>BURNSIDE PARK</td>
<td>4/1-11/30</td>
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<td>Beltway 695 to Exit 17 – Security Blvd. East. Make a left on Woodlawn Drive and then a right on Windsor Mill Road. Park will be on the left. Place Unit behind the storage building and near the fence. Double service per week</td>
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<tr>
<td>1</td>
<td>ADA</td>
<td>CATONSVILLE MIDDLE SCHOOL</td>
<td>3/1-4/30</td>
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<td>2301 Edmondson Ave, Catonsville MD 21228. I 695 N exit 15B merge to US 40W then turn left onto N Rolling Rd; Then turn right onto Old Frederick Rd at the traffic circle, take 1st exit onto Edmonson Ave and it’s on the left. Single service per week</td>
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<tr>
<td>1</td>
<td>ADA</td>
<td>CEDARMERE ELEMENTARY SCHOOL</td>
<td>3/1-11/30</td>
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<td>Beltway to 795 Exit at Franklin Blvd. North to (Rt 140). Make right on Reisterstown Road. At blinking light make A right (Nicodemus Road). Follow Nicodemus to the school. Go to the rear of school, over hill and place between the two ballfields. Single service per week</td>
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<tr>
<td>1</td>
<td>ADA</td>
<td>FORT GARRISON ELEMENTARY</td>
<td>4/1-10/30</td>
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<td>3310 Woodvalley Dr. Baltimore, MD 21208; I 695 W towards Pikesville to exit 21 for Stevenson Rd toward MD-129/Park Heights Ave, keep right at the fork, follow signs for Steven Rd N and merge onto Stevenson Rd, turn right onto Woodvalley Dr. and it will be on the left. Single service per week</td>
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Baltimore County Department of Recreation and Parks – REGION 1

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<th>DATES NEEDED</th>
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<tbody>
<tr>
<td>1</td>
<td>ADA</td>
<td>FORT GARRISON HISTORICAL PARK</td>
<td>10/1-11/30</td>
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</tbody>
</table>
|     |      | 6 Garrison Farms Court, Pikesville MD  
Take 695 West to Stevenson Rd. exit. At the Stop sign, make a right For the small brown historic sign. Make a right at the sign and follow road until you see The large stone house at the Garrisons Farms Ct bear right, Fort will come into view as you Approach the hedge of white Cedar on the left/ Single service per week |
| 1   | ADA  | FRANKLIN ELEMENTARY | 3/1-11/30 |
|     |      | 33 Cockeys Mill Rd, Reisterstown MD; 1 695 towards Towson |
exit 19 to merge onto I 795N exit 9A keep straight on MD 30N turn right onto MD 140E then turn right onto Main St then onto Cockeys Mill Rd. it will be on the left. **Single service per week**

1 ADA  
**FRANKLIN MIDDLE**  
10 Cockeys Mill Rd, Reisterstown MD 21136; 695 towards Towson  
exit 19 to merge onto I 795N exit 9A keep straight on MD 30N turn right onto MD 140E then turn right onto Main St then onto Cockeys Mill Rd. it will be on the right. **Single service per week**

1 ADA  
**FRANKLIN SENIOR HIGH**  
Reisterstown. Beltway 695 to Northwest Expy. 795; proceed to Franklin Blvd. East ramp that blends into Cherry Hill Rd. School on left approximately two blocks from 795 ramp. Place unit alongside of concrete access drive, just inside and to the left of barrier. **Single service per week**

1 ADA  
**GLYNDON ELEMENTARY SCHOOL**  
445 Glyndon Drive Reisterstown, MD 21136; I 695 W towards Pikesville to exit 19 to merge onto I795N/Northwest Expy toward Reisterstown Owing Mills; Take exit 7A for Franklin Blvd E, merge onto Franklin Blvd continue onto Cherry Hill Rd E, turn left onto Gwynnwest Rd, turn right onto Glyndon Dr and it will be on the right. **Single service per week**

2 ADA  
**HANNAH MORE SKATE PARK**  
12035 Reisterstown Road Reisterstown. MD 21136; I695 W to exit 19 to merge onto I795 N/Northwest Expy toward Reisterstown/Owing Mills take exit 7A for Franklin Blvd, turn left onto Reisterstown Rd and it will be on the right. **Single service per week**

1 ADA  
**HERNWOOD LANDFILL**  
10900 Furman Lane, Woodstock MD, 21163;I 695 W to Exit 18 to merge on MD 26 W/Liberty Rd, turn left onto Marriottsville Rd, turn right to stay on Marriottsville Rd, turn left onto Hernwood Rd, continue onto Furman Ln and it will be on the right. **Single service per week**

1 ADA  
**HILLCREST ELEMENTARY SCHOOL**  
1500 Frederick Road Baltimore, MD 21228; I 695 W take exit 13 for Frederick Rd/MD 144 toward Catonsville, turn right on MD 144W /Frederick Rd and it will be on the right. **Single service per week**

1 ADA  
**LURMAN/WOODLAND THEATER**  
3 STD  
Take 695 to Exit 13 - Frederick Road. Go to second light and make a left onto Mellor Ave. Go straight on Mellor Ave to Bloomsbury Avenue. Place units between handicap turn-around and the black top access for the state in the turn on the left of the maintenance shed. **Single service per week**

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<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
<th>DATES NEEDED</th>
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</table>
| 2   | ADA  | **MAIDEN CHOICE ELEMENTARY**  
4901 Shelbourne Road Baltimore, MD 21227; I 695 W Take the MD-372 E/Wilkins Ave, turn right onto Maiden Choice Ln, turn right onto Shelbourne Rd and it will be on the left. **Single service per week** |

Baltimore County Department of Recreation and Parks -- REGION 1

Continued
1 ADA MILFORD TRAIL
Beltway to Exit 18 Liberty Road West;
proceed to 1st light on Washington Ave.
Turn right and proceed to right on Milford Mill Road.
Pass under Beltway and parking lot is on right.
Place unit just beyond parking lot, next to trail so wheelchairs
 can roll into unit. Single service per week

1 REG CATONSVILLE ELEMENTARY SCHOOL
615 Frederick Road, Catonsville MD 21228 I 695 N exit 13 Frederick Road
Make a right on Frederick Road after leaving exit.
Go up about a 1 ½ blocks and turn left into school. The
spot a pot is located across from the storage room up against the pole.

1 ADA PIKESVILLE HIGH SCHOOL
Beltway Exit 22 Greenspring Ave South to Smith Avenue.
Turn right on Smith Avenue. Go approximately 1.25 miles.
Make right on Labyrinth Road. Place unit near track. Access
At end of circle entrance of school.

1 ADA REISTERSTOWN ELEMENTARY
223 Walgrove Road Reisterstown, MD 21136; I695 W
to exit 19 to merge onto I795N to exit 7A for Franklin Blvd E,
merge onto Franklin Blvd, turn left onto Reisterstown Rd,
continue onto Main St, turn right onto Walgrove Rd
and it will be on the right.

1 STD SANDY HILLS SKATE PARK
3326 Bero Road Halethorpe, MD 21227
Take I-95 N and I-695 S to Hollins Ferry Road in Lansdowne.
Take exit 9 from I-695 S. Continue on Hollins Ferry Road.
Drive to Bero Road. 3326 Bero Road is on right side of road,
Slightly hidden entrance up a hill
Area is unpaved, so installers should chose best flat surface, likely adjacent
to facility's playground but not close to playground.

1 ADA SOUTHWEST ACADEMY
Address 6200 Johnncake Road
Basic Directions From 695 take Security Blvd turn right onto
Woodlawn Drive. Turn left onto Johnnycake Road. Turn left
Into the school’s parking lot (3rd entrance). Continue straight
To the end of the parking lot. Turn right onto path.
Placement location Place unit alongside the fence near the 1st

1 STD SOUTHWEST AREA PARK _ (Air Field)
Follow Annapolis Road to Georgia Ave. Make
a left on Georgia Ave. Continue through park
entrance, bear left; continue to tennis court area.
Locate unit near tennis court to be secured by stakes to
prevent tipping over.

Single service per week

Baltimore County Department of Recreation and Parks – REGION 1
Continued

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<tr>
<td>1</td>
<td>STD</td>
<td>SOUTHWEST AREA PARK: (1 Boat Ramp)</td>
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</table>
| 1   | STD    | Follow Annapolis Road to Georgia Ave. Make a left
| 1   | ADA    | On Georgia Ave. Continue through park entrance, bear right and go up hill to modelers field. County lock on gate for access. Please place units on parking lot by ball field and modelers air field. Secure units to prevent tipping over. 3/1-11/30 |
| 1   | ADA    | |
1 STD SOUTHWEST AREA PARK – (Pavilion)  Year Round
3939 Klunk Drive, 21225
Follow Annapolis Road to Georgia Ave. Make a left on
Georgia Ave. Continue through park entrance, bear left; continue
To tennis court area.
Locate unit near tennis court to be secured by stakes to
Prevent tipping over.
Single service per week

1 ADA SUMMIT PARK ELEMENTARY  4/1-10/30
6920 Diana Road Baltimore, MD 21209; I 695W to
exit 22 for Greenspring Ave, turn right onto Greenspring Ave,
turn left onto Green Summit Rd, turn right onto Diana Rd
and it will be on the right.
Single service per week

1 ADA WELLWOOD INTERNATIONAL SCHOOL  3/1-11/30
Beltway to Exit 22 Greenspring Avenue; South
On Greenspring to Smith Avenue. Right on Smith
Avenue. School is on left about 1 mile. Place unit in
between the multi-use court and the playground. Secure
The unit to the fence of multi-use court.
Single service per week

1 ADA WESTCHESTER ANNEX  3/1-11/30
Take Beltway Exit 14 (Edmondson Avenue), at
the end of ramp go west towards Ellicott City
turn left onto Old Frederick Road at the first
stop sign, turn right onto Oella Avenue. At
the next stop sign turn left onto Westchester
Avenue. Westchester Annex is on the right.
Single service per week

1 ADA WESTVIEW PARK  4/1-10/31
695 to Exit 15, Rt. 40 W. Head west approx.
½ mile to Rolling Rd. Turn right. Park is at
corner. Place unit next to walkway near playground.
Stake to prevent tipping.
Double service per week

1 ADA WINAND ELEMENTARY  4/1-10/31
8301 Scotts Level Road Baltimore, MD 21208; I 695N
to exit 20 for M-140 S toward Pikesville, turn left onto
Reisterstown Rd, turn right onto Old Court Rd, turn right
onto Scotts Level Rd and it will be on the left.
Single service per week

Baltimore County Department of Recreation and Parks – REGION 2

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<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
<th>DATES NEEDED</th>
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<tbody>
<tr>
<td>1</td>
<td>ADA</td>
<td>CAMPUS HILLS PARK</td>
<td>4/1-11/30</td>
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<td></td>
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<td>Take 695 to exit 28 Providence Rd, keep right at the fork, follow Signs for 0.4mi Towson and merge onto Providence Rd; Turn right onto Southwick Dr it will be on the right.</td>
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<tr>
<td>1</td>
<td>ADA</td>
<td>CARROLL MANOR ESRC</td>
<td>3/1-11/30</td>
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<td>4434 Carroll Manor Road. Beltway 695 to Dulany Valley Road North exit. This becomes Jarrettsville Pike. At the intersection of Jarrettsville Pike and Sweet Air Road, make a right onto Sweet Air Road. Follow Sweet Air Rd to the traffic light on Manor Road. Turn right onto Manor Road. Turn left at Carroll Manor Road. The school is immediately on the left. Place unit next to the shed at diamond #3.</td>
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<td>QTY</td>
<td>TYPE</td>
<td>LOCATION</td>
<td>DATES NEEDED</td>
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<td>2</td>
<td>ADA</td>
<td>CARVER HS TURF FIELD</td>
<td>3/1-11/30</td>
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<td>Carver Center for the Arts and Technology</td>
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<td>938 York Road Towson, Md. 21204</td>
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<td>695 to York Rd. North, school on left.</td>
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<td>Place unit inside the fenced area of the turf field closest to the second</td>
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<td>Sidewalk on the right and secure to the fence.</td>
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<td>Single service per week</td>
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<tr>
<td>1</td>
<td>ADA</td>
<td>CLOVERLAND PARK</td>
<td>3/1-10/31</td>
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<td>Cloverland Park, a property formerly known as the</td>
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<td>Maryland Golf Academy site, near Towson Golf and</td>
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<td>Country Club and the former Peerce’s Plantation restaurant.</td>
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<td></td>
<td>Single service per week</td>
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<tr>
<td>1</td>
<td>ADA</td>
<td>COCKEYSVILLE SKATE PARK</td>
<td>3/1-11/30</td>
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<td>9835 York Road, Cockeysville, Md. 21030 (Behind Fire House)</td>
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<td>Head North on York Road. Turn right on Galloway Drive, turn right</td>
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<td>Into Skate Park Parking Lot.</td>
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<td>Place unit next to entrance gate; on far side of park.</td>
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<td>Single service per week</td>
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<tr>
<td>1</td>
<td>ADA</td>
<td>COUNTY HOME PARK</td>
<td>3/1-4/30</td>
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<td>1</td>
<td>ADA</td>
<td>10401 Greenside Drive Cockeysville, MD 21030; Take Md-45 N/York Rd, 11/1-11/30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>turn right onto E Padonia Rd, turn left onto Greenside Dr.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single service per week</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ADA</td>
<td>CROMWELL ESRC</td>
<td>4/1-11/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>825 Providence Road, Towson, Maryland 21286</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>695 to Providence Rd. Left on Providence Rd. School on left.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Place unit on the right side parking lot of school, all the way in the back, closest to the tennis courts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Away from school on furthest corner of parking lot at tree line and secure to tree.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single service per week</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>DULANEY HIGH SRC</td>
<td>4/1-1130</td>
</tr>
<tr>
<td></td>
<td></td>
<td>255 Padonia Road Timonium, MD 21093; Take MD-45N/York Rd,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>turn right onto E Ridgley Rd, turn left onto Pot Spring Rd, Turn Left</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>onto Girdwood Rd and it will be on the right.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single Service per week</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>DULANEY SPRINGS PARK</td>
<td>3/1-11/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I-695 to exit 27 Dulaney Valley Road. Go north for approximately</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12 miles and make left onto Old Bosley Road. Park sits at Old Bosley</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Pot Spring Road. Enter parking lot from Old Bosley and place</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>unit between parking lot and athletic field. Please secure unit.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single service per week.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>STD</td>
<td>DUMBARTON MIDDLE SCHOOL – 300 Dumbarton Rd.</td>
<td>4/1-10/31</td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>Take Exit 27 South towards Towson onto Dulaney Valley Rd.</td>
<td>3/1-11/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dulaney Valley Rd. becomes York Road after the Round-about.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Go approximately 2 miles, turn right onto Dumbarton Rd.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>School is 2 blocks from York Road. Place unit in front of barn.</td>
<td></td>
</tr>
</tbody>
</table>

Baltimore County Department of Recreation and Parks – REGION 2

QTY  TYPE  LOCATION  DATES NEEDED

- Single service per week (Reg)
- Double service per week (H/C)

<p>| 2   | ADA  | ESSEX FARM ROAD PARK | 4/1-10/31 |
|     |      | No street address- Essex Farm Road, Towson, Md. 21204 | |
|     |      | 695 to York Road north to Seminary West, left on Thornton to left on | |
|     |      | Essex Farm Rd. to park on left. | |
|     |      | Place unit behind barrier post right off of paver sidewalk into tree line | |
|     |      | And secure to tree. | |
|     |      | Single service per week | |</p>
<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
<th>DATES NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADA</td>
<td>FORGE PARK</td>
<td>3/1-4/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>301 Schwartz Ave. Towson, MD 21212; Take York Rd towards Timonium, turn right onto Schwartz Ave and it’s on the left.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Single Service per week</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>FIFTH DISTRICT ELEMENTARY</td>
<td>3/1-11/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3725 Mt. Carmel Road – I-83 North exit 27 Mt. Carmel Road. Make left on Mt. Carmel school is on left side. Please Secure unit near fields.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Single service per week</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>GLENDALE PARK</td>
<td>4/1-10/31</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6700 Loch Raven Blvd. Baltimore Md. 21239</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>695 to Loch Raven Blvd. South, firehouse on the right. Please unit at fire station with garage bay doors on the furthest side back corner of the Parking lot off the lot under tree with unit facing Loch Raven Blvd and secure to tree.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Single service per week</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>HAMPTON ELEMENTARY SCHOOL</td>
<td>4/1-11/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1115 Charmuth Road, Lutherville, Md. 21093</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dulaney Valley Rd North from 695, left onto Charmuth Rd. School on right.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unit goes in the side parking lot next to sign post.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Single service per week</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>HEREFORD MIDDLE</td>
<td>3/1-11/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I-83 North to Belfast Road Exit; right on Belfast approx. one mile to dead-end into York Road. Left on York Road approx. 2-1/2 miles to Corbett Road; turn right on Corbett 1/2 mile. School is on left. Place unit in back of school near sign &quot;grounds equipment parking only&quot; on top of grass area. <strong>UNIT NEEDS TO BE SECURED.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>UNIT MUST BE SECURED.</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>HYDES ROAD PARK</td>
<td>3/1-11/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hydes Road Hydes, MD 21082; I 695 E to exit 31B to merge onto Harford Rd toward Carney, turn left onto Long Green Pike, turn left onto Hydes Rd.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Single service per week</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>JACKSONVILLE ESRC</td>
<td>3/1-11/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jarrettsville Pike south of Jacksonville, Locate in front of multi-purpose courts/tennis courts facing Jarrettsville Pike. <strong>UNIT MUST BE SECURED.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Single service per week</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ADA</td>
<td>LAKE ROLAND</td>
<td>Year Round</td>
</tr>
<tr>
<td>1</td>
<td>STD</td>
<td>Year Round</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1000 Lakeside Drive. Baltimore, Maryland 21210</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>From 695 E Take exit 22 for Greenspring Avenue. Turn left onto Green Summit Rd. Continue onto Old Pimlico Rd, turn right onto Falls Rd. Place one handicapped unit at the end of the parking lot passed the dam. Return to the fork in the Road and turn towards the bridge, cross the bridge (dam on your right and the nature center on Your left), go around the back of the hill, continue pass the pavilion on the right. The units (one handicap And one standard) are located across from the playground. <strong>Single service per week</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>LONG GREEN BAPTIST CHURCH</td>
<td>4/1-7/31</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13010 Manor Road Glen Arm, MD. 21092</td>
<td></td>
</tr>
</tbody>
</table>

Baltimore County Department of Recreation and Parks – REGION 2

**QTY** | **TYPE** | **LOCATION**                                                                 | **DATES NEEDED** |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>ADA</td>
<td>MEADOWOOD REGIONAL PARK</td>
<td>Year Round</td>
</tr>
<tr>
<td></td>
<td></td>
<td>695 to exit 23 onto Falls Road. At second light make</td>
<td></td>
</tr>
</tbody>
</table>

33 of 43
left onto Greenspring Valley Road. Park entrance on left. Place unit next to comfort station building.

**Single service per week**

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
<th>DATES NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADA</td>
<td>NORTHWEST REGIONAL PARK</td>
<td>11/1-4/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>695 to I-795 west to Owings Mills Blvd. Exit (town center). Continue on Owings Mills Blvd to right onto Lyons Mill Road. Park is on right side. Place unit next to comfort station building.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Single service per week</strong></td>
<td></td>
</tr>
</tbody>
</table>

| 1   | STD    | ORCHARD HILLS                                                           | 4/1-11/30    |
|     |        | Lincoln & Bellona Avenues Lutherville, MD 21093; I 695W to exit 25 toward MD-139/Charles St, turn right onto Bellona Ave. Place behind large 90’ diamond backstop. |              |
|     |        | **Single service per week**                                             |              |

| 1   | ADA    | OVERLOOK PARK                                                           | 3/1-4/30     |
|     |        | 1300 Overbrook Road Towson, MD 21239; I 695 N take exit 29A-29B for Cromwell Bridge RD toward Loch Raven Blvd, turn right onto Regester Ave, turn right onto Overbrook Rd and it will be on the left. |              |
|     |        | **Single service per week**                                             |              |

| 1   | ADA    | PARKTON LANDFILL, LOWER LEVEL                                          | Year Round   |
|     |        | I-83 to exit 33 Stablers Church Rd. Left into the landfill. Go past fire station and take left fork to track. Chain unit to tree off to right of track. Also one unit by modelers air field. |              |
|     |        | **Single service per week**                                             |              |

| 1   | ADA    | POT SPRING ELEMENTARY                                                   | 4/1-10/31    |
|     |        | 2410 Spring Lake Drive – I-83 north to exit 17 Padonia Road. Go east on Padonia Road. School grounds are across from Dulaney Valley Memorial Gardens. Place unit close to softball fields. |              |
|     |        | **Single service per week**                                             |              |

| 1   | ADA    | PRETTY BOY ELEMENTARY                                                   | 4/1-11/30    |
|     |        | 19810 Middletown Road – I–83 North to Exit 31 Middletown Road. Left on Middletown Road. School on left. Please secure Unit behind pitching cage by diamond #2 on flat ground. |              |
|     |        | **Single service per week**                                             |              |

| 1   | ADA    | RIDERWOOD PARK                                                          | 4/1-11/30    |
|     |        | 910 Kenilworth Ave, Towson, MD 21204; I 695 to exit 26 keep left at the fork follow signs for MD-45S York Rd, take 1st right onto West Rd, take the 2nd left onto Kenilworth Dr, take 3rd left onto Kenilworth Park Cir, take the 1st right onto Kenilworth park Dr. |              |
|     |        | **Single service per week**                                             |              |

| 1   | ADA    | RIDGELY MIDDLE SCHOOL                                                   | 4/1-11/30    |
|     |        | 121 Ridgely Road Lutherville, MD 21093; I 695N to exit 26 merge onto MD-45N/York RD, turn right onto E Ridgely Rd and it will be on the right. |              |
|     |        | **Single service per week**                                             |              |

| 1   | ADA    | SEVENTH DISTRICT ELEMENTARY - 20300 York Road -                        | 4/1-10/31    |
|     |        | I-695 Exit 24, I-83 North, Exit 33 York Road North. School is on left after Windtree Valley Road. Place unit 25-50’ from the refreshment stand. |              |
|     |        | **Single service per week**                                             |              |

Baltimore County Department of Recreation and Parks – REGION 2  

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
<th>DATES NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADA</td>
<td>TIMONIUM ELEMENTARY SCHOOL</td>
<td>4/1-11/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I-695 Exit 26 North Go approximately 1.2 miles and turn right</td>
<td></td>
</tr>
</tbody>
</table>
Onto Ridgley Road. Go ½ mile turn left onto Eastridge Road. Place Unit behind backstop at diamond #2. Please secure to tree.

**Single service per week.**

1 ADA  
**TOWSON HIGH SCHOOL**  
69 Cedar Avenue – Beltway 695 to exit 26 York Road.  
Go south for approximately 3 miles. Make left at light onto Aigburth Road. Right into school parking lot. Secure Portable to fencing at far end of tennis court.  
**Single service per week.**

1 ADA  
**VALLEY FIELDS NORTH**  
451 Timonium Road – I-83 North to Exit 16 Timonium Road  
Left on Timonium Road. Park is on right side near Thornton Road. Please place unit on pad in front of bike rack near entrance.  
**Single service per week**

1 ADA  
**WARREN PLACE PARK**  
10535 York Road Cockeysville, MD 21030; I 695N to exit 24 for Interstate 83N toward Timonium/York Pa merge onto I –83N to exit 18 to merge onto Warren Rd toward Cockeysville, turn left onto York Rd and it will be on the right.  
**Single service per week**

1 ADA  
**WEST TOWN ESRC**  
Joppa Road & Central Avenue Towson, MD 21204; I 695 to exit 27A to merge onto Dulaney Valley Rd toward Towson at the circle, take the 2nd exit onto Allegheny Ave, turn right onto W Joppa Rd.  
**Single service per week**

**Baltimore County Department of Recreation and Parks – REGION 3**

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
<th>DATES NEEDED</th>
</tr>
</thead>
</table>
| 1   | ADA  | **BELMONT PARK**  
 8701 Walther Blvd, Parkville MD 21236 | 3/1-4/30 |
|     |      | **Single service per week** | |
| 1   | ADA  | **CARNEY ELEMENTARY SRC**  
 3131 East Joppa RD, Carney MD 21234. I 695 exit 31B to merge onto Harford Rd toward Carney N; then turn right onto E Joppa Rd and take the Third right. | 3/1-10/30 |
|     |      | **Single Service per week** | |
| 1   | ADA  | **COWENTON PARK**  
 8941 Cowenton Avenue 21128  
ADC Map page 28 grid H-8 | 3/1-4/30 |
|     |      | **Single service per week.** | |
| 1   | ADA  | **DOUBLE ROCK PARK**  
8211 Texas Ave Parkville, MD 21234; I695 E take exit 31A to merge onto Harford Rd toward Parkville, turn left onto Hiss Ave, take the 2nd right onto Wilson Ave and it’s on the corner of Wilson and Texas Ave | 3/1-4/30 |
|     |      | **Single service per week** | |
| 1   | ADA  | **ESSEX COMMUNITY COLLEGE**  
7201 Rossville Boulevard, Baltimore, Md. 21237 | 3/1-11/30 |
|     | STD  | 1 unit placed next to track. Remainder of units placed at the top of The stadium next to the smoking area. | |
|     |      | **Single service per week** | |
| 1   | ADA  | **GUNPOWDER ELEMENTARY**  
9540 Holiday Manor Road Baltimore, MD 21236; Take I695 E exit 32B to merge onto U.S. 1N/Belair Rd toward Bel Air turn left onto Klausmier Rd, take the 2nd right onto Holiday Manor Rd and it will be on the left. | 4/1-10/30 |
<p>|     |      | <strong>Single service per week</strong> |</p>
<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
<th>DATES NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADA</td>
<td>HOLT PARK</td>
<td>4/1-10/31</td>
</tr>
<tr>
<td></td>
<td></td>
<td>104 McCormick Avenue 21206</td>
<td>ADC Map page 36 grid G-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single service per week.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>HONEYGO PARK AT SNYDER LANE</td>
<td>3/1-10/31</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Beltway to Belair Rd. (North) to Joppa Rd.</td>
<td>Turn right on Joppa to Snyder Lane. Turn Left on Snyder Lane and proceed approximately 1 mile. Park is on right. Place units in protected area along the third base line of the diamond.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single service per week</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>KINGSVILLE ATHLETIC FIELDS - Take Belair Road to Jerusalem Road. Make a right on Bradshaw Road. Follow Bradshaw to Franklinville Road and make a left (approx. 3/4 mile) to park entrance sign. Place unit near 4 ft. fence-between Diamond #7 and #8 (lower fields). *MOVE UNIT to the end of soccer field by parking lot.</td>
<td>3/1-10/31</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single service per week</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>LINOVER PARK</td>
<td>3/1-4/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7654 Lillian Holt Drive Baltimore, MD 21206; I 695 E to exit 32B to merge onto Belair Rd toward Bel Air, turn right onto Rossville Blvd., turn right onto Lillian Holt Dr.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>MCCORMICK ELEMENTARY SCHOOL</td>
<td>4/1-11/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5101 Hazelwood Avenue. 21236</td>
<td>Beltway 695 to Philadelphia Road South exit. At first stop light turn right onto Golden Ring Road. Golden Ring Road will turn into Hazelwood Avenue. McCormick Elementary is on the left hand side of the road.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single service per week</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>MT. VISTA</td>
<td>3/1-11/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11101 Raphel Road, Kingsville, Md. 21156</td>
<td>Unit placed in upper parking Lot.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single service per week</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>NOTTINGHAM PARK</td>
<td>3/1-4/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9510 Stapleford Rd. Baltimore, Md. 21237</td>
<td>Unit placed next to comfort station.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single service per week</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>PARKVILLE HIGH</td>
<td>3/1-11/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2600 Putty Hill Ave. Parkville, MD 21234; I 695N to exit 31</td>
<td>A merge onto Harford Rd toward Parkville, turn right onto Putty Hill Ave and it will be on the right.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single service per week</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>PERRY HALL HIGH SCHOOL</td>
<td>August</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4601 Ebenezer Road Baltimore, Md. 21236</td>
<td>Unit placed on sidewalk at Gerst Avenue parking lot.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single service per week</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>PERRY HALL MIDDLE SCHOOL</td>
<td>4/1-10/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4300 Ebenezer Road Baltimore, Md. 21236</td>
<td>See location map</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single service per week</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>STD</td>
<td>PERRY HALL PARK</td>
<td>3/1-4/30</td>
</tr>
</tbody>
</table>
1 ADA  9650 Honeygo Blvd. Perry Hall, MD 21128; I 695 E to exit 32B
merge onto Belair Rd toward Bel Air, turn right onto E Joppa Rd,
turn left onto Honeygo Blvd, make a U-turn at Honeygo Center Dr
and it will be on the right.

Single service per week

1 STD  PINE GROVE MIDDLE SRC
9200 Old Harford Road. Parkville, MD 21234; I 695

to exit 30B to merge onto Perring Pkwy, turn right onto
Joppa Rd, slight left on Old Harford Rd and it will be on the left.

Single service per week

1 ADA  PUTTY HILL PARK
8600 Hoerner Road Parkville, MD 21234; I 695 E to exit 30A
merge onto Perring Pkwy, turn left onto Putty Hill Ave and it
will be on the left.

Single service per week

1 ADA  RED HOUSE RUN ELEMENTARY SCHOOL
1717 Weyburn Road
Place unit near diamond closest to basketball court.

Single service per week

1 ADA  ROSEDALE CENTER
8200 Old Philadelphia Road
Beltway exit at Philadelphia Rd, south towards Rosedale. Left onto
Neighbors Avenue. Locate in rear of school adjacent to tennis courts.

Single service per week

1 ADA  SEVEN OAKS ELEMENTARY SCHOOL
9220 Seven Courts Drive 21234

Baltimore County Department of Recreation and Parks – REGION 4

QTY TYPE LOCATION DATES NEEDED

1 STD  BEAR CREEK
No Street Address- Park next to Bear Creek Elementary School
1601 Melbourne Rd. Baltimore 21222
From Merritt Blvd, take south to Wise Avenue and turn left (onto Wise Avenue)
Left onto Lynch Rd, right onto Gray Haven Rd, left onto Park Haven Rd.
Unit to be placed behind baseball field backstop (only one ballfield at park.)

Single service per week

1 STD  CCBC DUNDALK
7200 Sollers Point Road Dundalk MD, 21222; I 695 E toward Essex,
exit 39 for Merritt Blvd toward Dundalk, keep left at the fork and merge
onto Merritt Blvd, turn right onto Holabird Ave, turn left onto Delvale Ave,
turn left, turn right on to Sollers Point Rd.

Single service per week

1 STD  CHARLESMONT ELM/STRICKER MIDDLE
Physical Location 7800 West Collingham Dr Baltimore,
MD 21222; I 695 E to exit 40 to merge onto North Point Blvd,
turn right onto Trappe Rd, turn left onto Vulcan Rd, take the 2nd
right onto Wallace Rd, continue straight onto Wallford Dr, turn
left onto W Collingham Dr

Single service per week

1 STD  CHESAPEAKE HIGH SCHOOL
1801 Turkey Point Road
Place 1 unit at diamond 1 and 1 unit at diamond 2.

Single service per week.
3 STD CHESTERWOOD PARK 4/1-10/31
2 ADA Merritt Blvd. To Peninsula Blvd., turn left. Peninsula Blvd to 1st light (Chesterwood Road), turn right into Park.
   Single service per week: November - March
   Double service per week: April-October
   4/1-10/31 & 11/1-3/31

2 STD COX'S POINT PARK 10/1-4/30
2 ADA Eastern Ave. to end of Riverside Drive, Essex to parking lot, through gate, near woods – See caretaker.
   Single service per week: November - March
   Double service per week: May – September

1 ADA EASTERN TECHNICAL HIGH SCHOOL 4/1-11/30
1100 Mace Avenue, 21221
Locate at the corner of the fence behind the bleachers on the visitors side of the varsity field.
   Single service per week.

1 ADA FIELDS AT RENAISSANCE PARK 8/1-11/30
99 Stemmers Run Road
Essex, MD 21221; I695 E via ramp to Essex slight left onto MD-702 S exit onto MD/150 E/ Eastern Blvd toward Chase and its will be on the left.
   Single service per week

1 STD FORT HOWARD PARK Year Round
1 ADA End of Old North Point Road, left into park. Locate unit across from pavilion. See caretaker if needed. Located next to Fort Howard V.A. Hospital.
   Single service per week.

2 ADA GRAY MANOR PARK 3/1-4/30
7607 Parkwood Road Dundalk, MD 21222; I 695E take exit 39 towards Dundalk, keep left at the fork and merge onto Merritt Blvd, turn left onto German Hill Rd, turn right onto Plainfield Rd, take the 2nd left onto Parkwood Rd and it will be on the right.
   Single service per week

Baltimore County Department of Recreation and Parks – REGION 4

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADA</td>
<td>INVERNESS BOAT RAMP (Caretaker) Beltway to Exit 39-(Merritt Blvd.-Dundalk). Merritt Blvd. to Wise Ave. Left on Wise Ave. To Lynch Rd., turn right &amp; proceed to other Lynch Rd.; left to Larkhall Rd., turn right to Beach area to parking lot. Place unit by the pier.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year Round</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADA</td>
<td>KENWOOD SENIOR HIGH - 695 to 702. 702 to Eastern Blvd.-Chase exit. On Eastern Blvd. to first traffic light. Left on Stemmers Run Rd. - 3/4 mile on left. Place unit near diamond closest to 702.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4/1-11/30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADA</td>
<td>MARTINDALE PARK - 695 to 702 to East Homberg Ave. Right onto E. Homberg - Proceed to end. Left turn onto Homberg Avenue. Place unit on grass between the parking lot and backstop.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4/1-10/30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>STD</td>
<td>NORTH POINT GOVERNMENT CENTER</td>
</tr>
<tr>
<td></td>
<td>ADA</td>
<td>1747 Merritt Blvd Dundalk, MD 21222; I695 E</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3/1-11/30</td>
</tr>
</tbody>
</table>
take 39 for Merritt Blvd to Dundalk, keep left at the
fork and merge onto Merritt Blvd, make a U-turn at
Searles Rd and it will be on the right.

**Single service per week**

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
<th>DATES NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>STD</td>
<td>NORWOOD ELEMENTARY SCHOOL</td>
<td>3/1-11/30</td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>1700 Delvale Avenue Dundalk, MD 21222</td>
<td></td>
</tr>
</tbody>
</table>

To be placed at Ball Diamond #4

**Single service per week**

<table>
<thead>
<tr>
<th>1</th>
<th>ADA</th>
<th>SPARROW POINT HIGH</th>
<th>3/1-4/30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>7400 North Point Road Baltimore, MD 21219;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>I 695 E to exit 42 for MD-151/N Point Blvd toward</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sparrows Point, keep right at the fork and merge on</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MD 151 S/North Point Blvd, turn left onto Bethlehem Blvd,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>continue onto North Point Rd and it will be on the left</td>
<td></td>
</tr>
</tbody>
</table>

**Double service per week**

<table>
<thead>
<tr>
<th>1</th>
<th>ADA</th>
<th>STANSBURY PARK</th>
<th>3/1-11/31</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>7800 Stansbury Road Dundalk, MD 21222</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>R on Peninsula Expressway, Left on Chesterwood Rd, left on Stansbury Rd</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Turn Right into the park in 0.3 mile</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unit is located in the parking lot as near to the comfort station as possible</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>And secured usually to one of the park sign poles located in that area.</td>
<td></td>
</tr>
</tbody>
</table>

**Single service per week**

<table>
<thead>
<tr>
<th>1</th>
<th>ADA</th>
<th>SUSSEX ELEMENTARY SCHOOL</th>
<th>4/1-10/30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>515 S. Woodard Drive</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chain to fence in between both fields.</td>
<td></td>
</tr>
</tbody>
</table>

**Single service per week**

<table>
<thead>
<tr>
<th>1</th>
<th>STD</th>
<th>TURNERS STATION PARK (Caretaker)</th>
<th>3/1-11/30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADA</td>
<td>Baltway to Merritt Blvd. exit. Follow Merritt Blvd.</td>
<td>Year Round</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Until it ends at Sollers Point Rd. Turn left on</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sollers Point Rd., follow across Dundalk Ave. and past</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Southeastern Voc.-Tech. High School. Turn left on</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Avondale Rd. and follow to park entrance on</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Left. See Caretaker for exact location of unit placement.</td>
<td></td>
</tr>
</tbody>
</table>

**Single service per week**

**Baltimore County Department of Recreation and Parks – REGION 4**

**Continued**

<table>
<thead>
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<th>QTY</th>
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<th>LOCATION</th>
<th>DATES NEEDED</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>STD</td>
<td>WILSON POINT PARK</td>
<td>4/1-10/30</td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>Wilson Point Road</td>
<td>Year Round</td>
</tr>
</tbody>
</table>

**Single service per week**

**Baltimore County Department of Recreation and Parks – REGION 5 NAEC**

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
<th>DATES NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>STD</td>
<td>AG CENTER</td>
<td>3/1-11/30 &amp; 9/1-10/31</td>
</tr>
<tr>
<td>2</td>
<td>ADA</td>
<td>1114 Shawan Rd. Cockeysville, Md. 21030</td>
<td>3/1-11/30 &amp; 9/1-10/31</td>
</tr>
<tr>
<td>1</td>
<td>HWS</td>
<td>Follow drive, when arrive at building make a right.</td>
<td>9/1-10/31</td>
</tr>
</tbody>
</table>

**Units placed across from exhibit barn.**

**Single service per week**

<table>
<thead>
<tr>
<th>2</th>
<th>ADA</th>
<th>BANNEKER MUSEUM</th>
<th>4/1-11/30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>300 Oella Avenue, Catonsville MD 21228.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>I 695 exit 15B to</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>US 40 W turn left onto N Rolling Rd; turn right onto Old Frederick Rd</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>At the traffic circle, go straight but stay on Old Frederic; then turn right</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Onto Oella Ave and it will be on the left</td>
<td></td>
</tr>
</tbody>
</table>

**Single service per week**
<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
<th>DATES NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>STD</td>
<td>CROMWELL VALLEY PARK</td>
<td>Year Round</td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>1975 Cromwell Bridge Road. Follow entrance into park, place unit behind spring house, which is opposite the main farmhouse. See director for placement.</td>
<td>Single service per week</td>
</tr>
<tr>
<td>3</td>
<td>ADA</td>
<td>OREGON RIDGE PARK</td>
<td>Year Round</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13401 Beaver Dam Road, Cockeysville, Md. I-83 North to Exit 20B, Shawan Road West. Left onto Beaver Dam Road; right into park. See Park Manager.</td>
<td>Double service per week: 5/1-9/30</td>
</tr>
<tr>
<td>1</td>
<td>STD</td>
<td>MARSHY POINT NATURE CENTER</td>
<td>Year Round</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7130 Marshy Point Road, Middle River, MD 21220 Located on the edge of the parking lot near the main building</td>
<td>Single service per week</td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>MIAMI BEACH</td>
<td>Year Round</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4001 Bay Dr, Middle River MD 21220; slight left onto MD 702 S exit onto MD-150 E/Eastern Blvd toward Chase, turn right onto Carroll Island Rd, take the 1st right onto Bowleys Quarters Rd, slight left onto Wye Rd, turn left onto Bay Dr. and it will be on the left.</td>
<td>Single service per week</td>
</tr>
<tr>
<td>5</td>
<td>ADA</td>
<td>OREGON RIDGE PARK</td>
<td>5/1-9/30 &amp; 10/1-4/30 &amp; 4/1-11/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See park manager for instructions. (See address above)</td>
<td>Single service per week: 10/1-4/30</td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>ROCKY POINT PARK</td>
<td>Year Round</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2200 Rocky Point Rd MD 21221; I 695 E slight left on MD 702 S at the traffic circle, continue straight onto SE Blvd., continue straight onto Back River Neck Rd, turn left onto Barrison Point Rd, take the 1st right onto Rocky Point Rd.</td>
<td>Single service per week</td>
</tr>
</tbody>
</table>

Baltimore County Department of Recreation and Parks – REGION 6 Regional Parks/Facilities

<table>
<thead>
<tr>
<th>QTY</th>
<th>TYPE</th>
<th>LOCATION</th>
<th>DATES NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Reg</td>
<td>EASTERN REGIONAL PARK</td>
<td>Year Round</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11723 Eastern Avenue 21220 Beltway 695 to Rt. 702. Take Eastern Avenue exit toward Chase. Go approximately 10 miles, park entrance on right. Place 1 unit between diamond #5 and #6, and 1 unit between diamond #7 and #8.</td>
<td>Single service per week</td>
</tr>
<tr>
<td>1</td>
<td>ADA</td>
<td>MEADOWOOD REGIONAL PARK</td>
<td>Year Round</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10650 Falls Road Lutherville, MD 21093 695 to Exit 23 onto Falls Road. At second light, make a left onto Greenspring Valley Road. Park entrance is on left. Place unit next to comfort station building.</td>
<td>Single service per week</td>
</tr>
</tbody>
</table>
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.
# Price Sheet Page 1 of 2

## Request for Bid

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Commodity / Service Description</th>
<th>Quantity From/To</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Extended Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Commodity Code: 977-73</strong> Toilet, portable, rental and servicing, single service per week.</td>
<td>786</td>
<td>MO</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>2</td>
<td><strong>Commodity Code: 977-73</strong> Toilet, portable, rental and servicing, double service per week.</td>
<td>74</td>
<td>MO</td>
<td>$__________</td>
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</tr>
<tr>
<td>3</td>
<td><strong>Commodity Code: 977-73</strong> Toilet, portable, handicap, rental and servicing, single service per week.</td>
<td>236</td>
<td>MO</td>
<td>$__________</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Commodity Code: 977-73</strong> Toilet, portable, handicap, rental and servicing, double service per week.</td>
<td>52</td>
<td>MO</td>
<td>$__________</td>
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<tr>
<td>5</td>
<td><strong>Commodity Code: 977-73</strong> Toilet, portable, additional servicing.</td>
<td>42</td>
<td>Each</td>
<td>$__________</td>
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<tr>
<td>6</td>
<td><strong>Commodity Code: 977-73</strong> Tank, holding, rental and servicing, single service per week.</td>
<td>12</td>
<td>MO</td>
<td>$__________</td>
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<tr>
<td>7</td>
<td><strong>Commodity Code: 977-73</strong> Tank, holding, additional servicing.</td>
<td>1</td>
<td>Each</td>
<td>$__________</td>
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<tr>
<td>8</td>
<td><strong>Commodity Code: 977-73</strong> Toilet, portable, rental, event.</td>
<td>20</td>
<td>Unit</td>
<td>$__________</td>
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<tr>
<td>9</td>
<td><strong>Commodity Code: 977-73</strong> Toilet, portable, handicap, rental, event.</td>
<td>10</td>
<td>Unit</td>
<td>$__________</td>
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<tr>
<td>10</td>
<td><strong>Commodity Code: 977-73</strong> Tank, holding, rental, event.</td>
<td>1</td>
<td>Unit</td>
<td>$__________</td>
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<tr>
<td>11</td>
<td><strong>Commodity Code: 977-73</strong> Hand washing station, rental, event.</td>
<td>15</td>
<td>Unit</td>
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<td>12</td>
<td><strong>Commodity Code: 977-73</strong> Hand washing station, rental, servicing.</td>
<td>1</td>
<td>Each</td>
<td>$__________</td>
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<tr>
<td>LINE NO.</td>
<td>COMMODITY /SERVICE DESCRIPTION</td>
<td>QUANTITY FROM/TO</td>
<td>UNIT</td>
<td>UNIT PRICE</td>
<td>EXTENDED AMOUNT</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------</td>
<td>------------------</td>
<td>------</td>
<td>------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>13</td>
<td>COMMODITY CODE: 977-73</td>
<td>1 Lot</td>
<td>$_________</td>
<td>$_________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Damaged portable toilet, must</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>provide a clear 3&quot; x 5&quot; color</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>photograph, location of unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and an approximate date when</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>the damage was created.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>14</td>
<td>COMMODITY CODE: 977-73</td>
<td>1 Lot</td>
<td>$_________</td>
<td>$_________</td>
<td></td>
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<tr>
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<td>Destroyed portable toilet,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>must provide a clear 3&quot; x 5&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>color photograph (with the</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>exception of stolen units,</td>
<td></td>
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<td></td>
<td>provide any police reports),</td>
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<td></td>
<td>location of unit and an</td>
<td></td>
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<td></td>
<td>approximate date when the</td>
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<td></td>
<td>damage was created.</td>
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<td>1 MO</td>
<td>$_________</td>
<td>$_________</td>
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<tr>
<td></td>
<td>Toilet, portable, rental,</td>
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<tr>
<td></td>
<td>emergency.</td>
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<td>16</td>
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<td>$_________</td>
<td>$_________</td>
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<tr>
<td></td>
<td>Toilet, portable, handicap,</td>
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<td></td>
<td>rental, emergency.</td>
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<tr>
<td>17</td>
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<td>$_________</td>
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<tr>
<td></td>
<td>Tank, holding, rental,</td>
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<tr>
<td></td>
<td>emergency.</td>
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<td>$_________</td>
<td>$_________</td>
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<tr>
<td></td>
<td>Hand washing station, rental,</td>
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<tr>
<td></td>
<td>emergency.</td>
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</tbody>
</table>

GRAND TOTAL $________________

COMPANY NAME: ________________________________

FED ID OR SOCIAL SECURITY NO. _________________