



**ANNOUNCEMENT
ANNE ARUNDEL COUNTY, MARYLAND
Annapolis, Maryland**

**INVITATION FOR BID
EXERCISE EQUIPMENT PREVENTATIVE MAINTENANCE AND REPAIR
IFB NO. 16-141
NOTICE TO BIDDERS**

Specifications and Bid Responses for providing the subject items/services are available at the Anne Arundel County Purchasing Division, The Heritage Office Complex, 2660 Riva Road, Third Floor, Annapolis, Maryland, 21401, and will be received until **1:30 pm**, local time, **TUESDAY, December 27, 2016**, at the same location after which they will be publicly opened and read in the Patuxent Room on the same floor. **Bids received after the above-referenced time set for opening will be rejected and returned unopened. No recording of any kind by the public will be allowed at any pre-bid conference or bid opening.**

To all Bidders: Anne Arundel County Purchasing Division will no longer automatically mail complete bid packages. Instead, we encourage anyone receiving this Notice to review and download a bid package from either the County website at www.aacounty.org. or <https://emaryland.buyspeed.com/bsol/> . A copy of the bid package may also be picked up at the above address during normal business hours.

****IMPORTANT NOTICE:** Addenda to solicitations often occur, sometimes within as little as 48 hours, prior to bid opening. It is the potential Bidder's responsibility to frequently visit the Purchasing Division's website <http://www.aacounty.org/departments/central-services/purchasing/solicitations/> to obtain Addenda once they have received a copy or downloaded a solicitation. No other notification will occur. In order to receive any addenda issued less than 48 hours prior to bid opening, all Bidders shall register for this Invitation for Bid with the County Purchasing Division by calling 410-222-7620. A Bid may be rejected if any addendum is not signed and submitted with the Bid**

A Pre-Bid Conference has been scheduled for, Monday, December 12, 2016 at 10:00 a.m., local time, at Anne Arundel County Purchasing Division, 2660 Riva Road, 3rd Floor, Patuxent Room, Annapolis, Maryland, 21401. All Bidders are strongly encouraged to attend. This IFB will be discussed, and Bidders questions will be answered. Bidders should register for the Pre-Bid Conference at least 48 hours in advance of the meeting date and time by contacting the Buyer listed below. If no Bidders register, the meeting may be canceled without further notice to the Bidders.

Note: Questions concerning this Specification and Bid Response shall be directed to Coleen Myers, CPPB, Buyer, phone (410) 222-4009 or email at phmyer00@aacounty.org.

Andrew Hime
Purchasing Agent
November 30, 2016

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Solicitation Check List

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

- _____ Bid Response shall be delivered to the County Purchasing Division no later than the date and time shown in the Solicitation. Did you visit our website at (<http://www.aacounty.org/departments/central-services/purchasing/solicitations/>) for any addenda?
- _____ Did an authorized company representative (reference Section 1.25) sign the Bid Response Form?
- _____ Did an authorized company representative sign and notarize the Affidavit form?
- _____ Did you include the required signature authority documents, if required?
- _____ Did you include a signed copy of the completed Vendor Information Form?
- _____ If you are an entity (limited liability partnerships, corporations, limited partnerships, limited liability companies, limited liability limited partnerships, business trusts, real estate investment trust and trade name filings), is the legal name of your company listed with the State of Maryland Department of Assessments and Taxation and in good standing? You may check by going to <http://sdat.resiusa.org/UCC-Charter/Pages/CharterSearch/default.aspx>
- _____ If this Solicitation requires a Bid deposit, did you include one?
- _____ Did you provide one original and one copy of your response?
- _____ Is the outside of the submittal envelope marked with the Bid Number, the title, the due date, your company name, and your company address?
- _____ Did you check the County's web site for any Addenda and include a signed copy of each with your Bid Response?

MANDATORY REQUIREMENTS

The following item(s) are **MANDATORY** and shall be submitted with Bid Response in order to be considered for an award. If the following item(s) is required by this Solicitation and is not submitted with the Bid Response, the Bid Response shall be considered null and void, and therefore, will be rejected.

- (A) County's Bid Response Form (Original)

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Sealed bids or proposals addressed to the County Purchasing Agent will be received in the Office of the Purchasing Agent, Anne Arundel County, Maryland, until 1:30 p.m., local time, December 27, 2016, and will be publicly opened at 1:30 p.m., local time, on that date.

BID SPECIFICATIONS

SECTION ONE – GENERAL INSTRUCTIONS

- 1.1 INSTRUCTIONS** – Instructions, forms, and specifications may be obtained in person from the Anne Arundel County Office of the Purchasing Agent, The Heritage Office Complex, 2660 Riva Road, Third Floor, Annapolis, Maryland, 21401, or may be downloaded from the County's website at www.accounty.org.
- 1.1.1 All Bids shall be submitted in duplicate on and in accordance with forms for this purpose, which are available at the Office of the Purchasing Agent.
- 1.1.2 All Bids are to be submitted in a sealed envelope.
- 1.1.3 Each Bid shall be accompanied by a notarized affidavit (non-collusion oath/anti-bribery) executed by the Bidder or, if the Bidder is a business entity, by a duly authorized representative of the business entity. The form for this oath is provided in this IFB and can also be obtained by the Office of the Purchasing Agent.
- 1.1.4 Additional information or clarification of any of the instructions or information contained herein may be obtained from the Office of the Purchasing Agent. The deadline for submitting a written request for clarification of requirements is **December 15, 2016, at 4:30 p.m., local time**. The County Purchasing Agent will respond by notifying all Bidders by written addendum.
- 1.1.5 Any Bidder finding any discrepancy in or omission from the Specifications resulting in doubt as to their meaning, or feeling that the Specifications are discriminatory, shall notify the County Purchasing Agent in writing no later than **December 15, 2016, at 4:30 p.m., local time**. These exceptions in no way obligate the County to change its Specifications. The County Purchasing Agent will respond by notifying all Bidders by written addendum of any interpretations made of the Specifications.
- 1.1.6 The County shall assume no responsibility for oral communications. All official correspondence in regard to the Specifications shall be directed to and shall be issued by the County Purchasing Agent in writing.
- 1.1.7 To better ensure fair competition and to permit a determination of the lowest Bidder, Bid Responses may be rejected if they show any omission, irregularity, alteration of form, addition, condition, unresponsiveness, or unbalance.
- 1.1.8 Specifications provided are based on County needs and uses, estimated costs of operation and maintenance, and other significant or limiting factors to meet County requirements and consistent with County policies. Minimum and maximum specifications, where included, are not established arbitrarily to limit competition or to exclude competitive Bidders.

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1.1.9 In the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.

1.1.10 Contact with any County representative concerning this IFB, other than as stated herein, is prohibited. "County representative" shall include, but not be limited to, all elected and appointed officials, County employees, and members of the Evaluation Committee.

1.2 TAXES: RESPONSIBILITY FOR PAYMENT, EXEMPTIONS, FORMS TO BE FILED, ETC.

1.2.1 The Successful Bidder is responsible for paying and, by submitting a Bid, agrees to pay all retail sales, income, real estate, sales and use, transportation, special, and any other taxes applicable to and assessable against any goods, processes, and operations incident to or related to this Invitation for Bid. The Successful Bidder is responsible for ascertaining applicable taxes and making all necessary arrangements to pay same.

1.2.2 All prices quoted shall be exclusive of any State, Federal, or other applicable taxes, including Federal Excise Tax on trucks or any other goods or accessories.

1.3 RESERVATIONS

1.3.1 The Purchasing Agent may reject all Bids and cancel the IFB, may reject parts of all Bids, or may reject all Bids for any one or more Goods or Services if, in the Purchasing Agent's judgment, it is in the County's best interest and the public interest will be served thereby. A written record explaining the reasons for such rejection shall be maintained with the records related to the Procurement.

1.3.2 The County Purchasing Agent reserves the right to waive formalities or technicalities in Bids as the interest of the County may require.

1.3.3 The quantities appearing in this IFB are approximate only and are prepared for the canvassing of bids. Payment to the Successful Bidder will be made only for the actual quantities of goods or services provided in accordance with the resulting Contract, and it is understood that the scheduled quantities of goods or services to be furnished may be increased, decreased, or omitted without invalidating the Bid.

1.3.4 The County Purchasing Agent reserves the right to award contracts or place orders on a lump sum or individual item basis, or in such combination as shall, in his or her judgment, be in the best interest of the County.

1.3.5 The County Purchasing Agent may waive minor differences in Specifications provided these differences neither violate the Specification intent nor materially affect the operation for which goods or services are being purchased and do not increase estimated maintenance and repair costs to the County.

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1.4 SUBSTITUTES

- 1.4.1 When an item is designated as “no substitutes”, only that brand/manufacturer and stock number shall be accepted, except goods manufactured by the same manufacturer and sold under a competitive brand name.
- 1.4.2 For all items not designated “no substitutes”, the County will consider a “County-approved equivalent.” Equivalent items will be considered provided descriptive literature and specifications accompany the Bid. Each Bidder shall indicate on the Bid Response Form “As Specified”, or the equivalent manufacturer and model number. The County, in its sole discretion, will evaluate and award each item. The Bidder shall indicate clearly the goods on which it is bidding, and shall supply a sample or sufficient data enabling a meaningful comparison to be made with the particular brand or manufacturer specified. Catalog cuts and descriptive data shall be attached to the original copy of the Bid where applicable. Failure to submit the above information may be sufficient grounds for rejection of the Bid.
- 1.4.3 No Bidder shall be allowed to offer more than one price on each item even though the Bidder may believe that two or more types or styles will meet specifications. Bidders shall determine for themselves which to offer. If a Bidder submits more than one price on any item, all prices for that item may be rejected at the discretion of the Purchasing Agent.

1.5 MATERIAL SAFETY DATA SHEETS

If goods provided to the County contain any ingredients that could be hazardous or injurious to a person’s health, a Material Safety Data Sheet (“MSDS”) shall be provided to the Purchasing Agent by the Successful Bidder. This requirement also applies to any goods used by the Successful Bidder when providing a service to the County.

1.6 INSPECTION

All goods delivered to and services performed for the County shall be subject to final inspection by the County and tests by the testing facilities of the County and other independent testing laboratories as may be designated by the Purchasing Agent. If the result of tests indicates that any part of the goods or services are deficient in any respect, the Purchasing Agent, in his or her absolute discretion, may reject all or any part of the goods or services provided to the County. Variances in goods and services may be waived upon approval by the Purchasing Agent, in his or her absolute discretion.

1.7 DISPUTES

In cases of disputes as to whether the goods or services quoted or delivered meet Specifications, the decision of the County Purchasing Agent shall be final and binding on both parties. The County Purchasing Agent may request the recommendation in writing of the head of the County Agency using the goods or service, the Standards and Specifications Committee, or other sources.

1.8 LAW AND REGULATIONS

The Successful Bidder shall comply with all applicable Federal, State, and local laws and ordinances. The Successful Bidder shall protect and indemnify Anne Arundel County, Maryland,

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and its agents or employees against any claim or liability arising from or based on the violation of any laws, ordinances, or regulations by the Successful Bidder and by any subcontractors, agents, or employees.

1.9 EQUAL OPPORTUNITY

1.9.1 It is the policy of Anne Arundel County, Maryland, to ensure Equal Employment Opportunity for all persons, and to ensure that Minority and Women-Owned Business Enterprises have the maximum opportunity to participate in the performance of all County contracts for supplies and services.

1.9.2 Every Contractor doing business with the County shall agree not to discriminate in any manner against any employee or applicant for employment because of race, age, creed, color, national origin, or gender, and shall be obligated to include a similar requirement in any and all subcontracts. The Successful Bidder shall also agree to comply with all Federal, State, and local laws and Executive Orders and Regulations relating to Equal Employment Opportunity and Minority Business Enterprises.

1.10 INDEMNIFICATION

If a Contract is awarded, the Successful Bidder shall be required to indemnify, defend, and hold the County, its employees, and agents harmless from and against any and all claims, loss, liability, cost, and expenses, including attorney fees, howsoever arising or incurred, alleging personal injury, bodily injury, including death, or property damage arising out of or attributable to the Successful Bidder's performance of the Contract awarded.

1.11 TERMINATION PROCESS

1.11.1 Termination for Convenience:

Notwithstanding anything contained herein, the County may terminate this Agreement anytime, in whole or in part, without showing cause by providing thirty (30) days written notice to the Successful Bidder. The County shall pay all reasonable costs incurred by the Successful Bidder up to the date of termination. The Successful Bidder shall not be reimbursed for any anticipatory profits, which have not been earned to the date of termination.

1.11.2 The Successful Bidder shall be provided 30 days notice of any termination not for cause and shall only perform such work during the 30-day notice period that is authorized in writing by the County's Purchasing Agent.

1.11.3 This Agreement may be terminated by the County upon at least seven (7) days notice to the Successful Bidder in the event that: (1) the Work is permanently abandoned by the County; (2) continued Work is deemed by the County, in its sole discretion, not to be in the best interests of the County; or (3) monies are no longer available or are not appropriated to fund the Work being performed or to be performed under this Agreement.

1.11.4 Termination for Cause:

Notwithstanding anything contained herein, if the Successful Bidder fails to fulfill its obligation under this Agreement properly and on time or otherwise violates any provision of this Agreement, the County may terminate this Agreement by written notice to the Successful Bidder. The notice shall specify the acts or omissions relied upon as cause for

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termination. All finished or unfinished goods or services provided by the Successful Bidder shall, at the County's option, become the County's property. The County shall pay the Successful Bidder fair and equitable compensation for satisfactory performance prior to receipt of notice of termination less the amount of damages caused by the Successful Bidder's breach. If the damages are more than the compensation payable to the Successful Bidder, the Successful Bidder shall remain liable after termination, and the County may take all steps necessary to collect damages.

1.12 OPTIONAL USE OF CONTRACT

1.12.1 The Successful Bidder 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 Successful Bidder agrees to notify the issuing body of those entities that wish to use any contract resulting from this IFB and shall also provide usage information, which may be requested.

1.12.2 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 IFB. All purchases and payment transactions shall be made directly between the Successful Bidder and the requesting entity. Any exceptions to this requirement shall be specifically noted in the Bid Response.

1.13 CORPORATION REGISTRATION

1.13.1 Whenever required by law, business entities not organized under the laws of the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 W. Preston Street, Baltimore, Maryland, 21201 ("SDAT") before doing any business in this State.

1.13.2 All Bidders that are business entities shall be and present evidence that they are in good standing with SDAT.

1.14 REFERENCES TO ALTERNATE TERMS

Any reference which may appear on any price list or literature to any terms and conditions, such as F.O.B. Shipping Point or Prices Subject to Change shall not be part of any Contract with a Successful Bidder and shall be disregarded by the County.

1.15 PAYMENT TERMS

Invoice(s) shall contain the following information: Purchase Order Number, Item Number, description of goods or services, quantities, unit prices, and extended totals. Payment terms, unless otherwise noted, shall be net thirty (30) days. The County is not subject to retail sales, income, real estate, sales, use, transportation, or special taxes. The final payment shall be based upon acceptance of goods or services from the Successful Bidder and a final invoice submitted by the Successful Bidder and approved by the County. To receive payment for services rendered, the Successful Bidder shall submit an invoice to:

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Office of Finance
P. O. Box 2700
Annapolis, MD 21404

Payment shall be made electronically via ACH Transfer. The County reserves the right to deduct the total amount of any debts owed to the County from any payments issued pursuant to any resulting agreement for this IFB.

1.16 ASSIGNMENT

The Contract resulting from this IFB and the compensation, which may become due thereunder are not assignable except with prior written approval of the County.

1.17 AVAILABILITY OF FUNDS

The obligations of the County under any Contract awarded pursuant to this IFB are subject to the availability of funds appropriated by the County Council of Anne Arundel County, Maryland, and to receipt and availability of appropriated funds.

1.18 INTERPRETATION

The Contract resulting from this Solicitation shall be construed under the laws of the State of Maryland.

1.19 INTEGRATION

The IFB, the Successful Bidder's Bid, and the County's Purchase Order contain the entire understanding between the parties, and any additions or modifications hereto may only be made in writing executed by both parties hereon.

1.20 FAIR LABOR STANDARDS

The Successful Bidder shall comply with all applicable provisions of the Federal Labor Standard Act (FLSA) and shall indemnify, defend, and hold harmless the County, its officers, employees, and agents from any and all liability, including but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorney's fees arising under any wage and hours law, including but not limited to, FLSA for work performed by the Successful Bidder's employees for which the County may be found jointly or solely liable.

1.21 CHANGES

1.21.1 The County reserves the right to add items to this Contract at the County's sole discretion if the items meet the following criteria:

1.21.1.1 The items added are, in the County's sole opinion, within the general scope of work established for this Contract and/or are ancillary to the successful completion of Work under the resulting Contract.

1.21.1.2 The price for each item as offered by the Successful Bidder is, in the County's sole opinion, fair and reasonable and consistent with the pricing for the balance of the resulting Contract.

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1.21.1.3 The items added are relatively insignificant to the overall value and services under the agreement.

1.22 MOST FAVORED PUBLIC ENTITY

The Successful Bidder agrees that the prices charged the County under this Contract do not exceed existing selling prices to its other customers for the same or substantially similar items or services for comparable quantities under similar terms and conditions.

1.23 DAMAGE TO COUNTY FACILITIES, BUILDINGS, OR GROUNDS

The Successful Bidder shall repair, or cause to be repaired, at its own cost any and all damage to County facilities, buildings, grounds, equipment, vehicles, or property caused by the Successful Bidder or employees, subcontractors, or agents of the Successful Bidder. Such repairs shall be made immediately after awareness of damage, or notice by County, but in no event more than thirty (30) days after the occurrence.

1.24 CONDITIONS FOR PURCHASING ELSEWHERE

1.24.1 Time is of the essence. Should the Successful Bidder fail to perform as specified, in accordance with the terms and conditions specified herein, the Purchasing Agent shall then have the right to procure goods and services in the open market or by contract, in which event the additional costs of such goods or services above the Contract price shall be charged against the Successful Bidder, and may be deducted from any funds payable or which may become payable to the Successful Bidder.

1.24.2 The Purchasing Agent may reject, at his or her sole discretion, any goods or services ordered from the Successful Bidder if they are delivered or performed subsequent to the placement of orders elsewhere.

1.25 SIGNATURES REQUIRED FOR LEGAL ENTITIES (FOR CONTRACTS EXCEEDING \$150,000)

The chart below indicates which persons are authorized by law to sign documents. If documents submitted in response to this Solicitation are signed by other persons, then the Interested Party shall provide documents establishing that the persons have the legal authority to sign on behalf of and bind the Interested Party.

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TYPE OF LEGAL ENTITY:

Company/Corporation or Professional Service Corporation (“Inc.,” “Co.,” “Corp.,” “Ltd.,” “P.C.,” “Chartered,” “Chtd.,” “Professional Association,” “P.A.”)	NO PROOF NEEDED IF SIGNED BY: President, Vice President, Chief Executive Officer or Chief Operating Officer	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: By-Laws, Articles of Incorporation, or a Corporate Resolution
Partnerships	NO PROOF NEEDED IF SIGNED BY: Partner	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: Statement of Partnership Authority
Limited Partnerships (“L.P.”)	NO PROOF NEEDED IF SIGNED BY: General Partner	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: Certificate of Limited Partnership
Limited Liability Company / Corporation (“LLC” or “LC”)	NO PROOF NEEDED IF SIGNED BY: Member	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: Operating Agreement or Articles of Organization of the LLC
Religious Corporations and Churches	PROOF ALWAYS NEEDED	ENTITY SHALL PROVIDE: By-Laws, Articles of Incorporation, or Corporate Resolution
Limited Liability Partnerships and Limited Liability Limited Partnerships (“L.L.P.” or “LLLP”)	PROOF ALWAYS NEEDED	ENTITY SHALL PROVIDE: Certificate of Limited Liability Partnership and Partnership Agreement or Statement of Partnership Authority

Note: this chart does not cover unincorporated associations.

1.26 CHANGES/ERASURES TO BID RESPONSE

To be considered, all erasures, interpolations and other changes in the Bid Response shall be signed or initialed by the Bidder.

1.27 BIDDER’S UNDERSTANDING OF THE SCOPE OF IFB AND DUE DILIGENCE

By submitting a Bid in response to this IFB, the Bidder represents that it has read and understands this IFB, including any Addenda, and has familiarized itself with Federal, State, and local laws, ordinances, rules, and regulations that may affect the cost or performance under this IFB or any resulting Contract. The failure or omission of any Bidder to receive or examine any form, instrument, addenda, or other document or to acquaint itself with conditions existing at any site shall in no way relieve that Bidder from any obligations with respect to its Bid Response or to any resulting Contract.

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1.28 BID RESPONSE MODIFICATIONS OR WITHDRAWAL

- 1.28.1 A Bid Response may be modified or withdrawn by the Bidder anytime before the time and date set for the receipt of Bid Responses upon notice to the Purchasing Division in writing.
- 1.28.2 Modified and withdrawn Bids, clearly marked and dated, may be resubmitted to the Purchasing Division up to the time and date set for the receipt of Bid Responses.
- 1.28.3 No Bid Response may be unilaterally modified or withdrawn after the time set for the receipt of Bid Response and for ninety (90) calendar days thereafter.
- 1.28.4 Bid Extension: If an award cannot be made prior to the expiration of the pricing submitted in response to this IFB, the Purchasing Agent may request that pricing be extended. The extension of pricing should be a reasonable amount of time for the contract to be fully executed between both parties.

1.29 ADDENDA TO IFB - CHANGE IN ISSUING ADDENDA

****IMPORTANT NOTICE****: The Purchasing Division no longer provides written notification of addenda to solicitations. The Purchasing Agent will notify Bidders of any changes, additions, or deletions to the Specifications by addenda posted on the Anne Arundel County, Maryland, Purchasing Division's website. As of July 1, 2008, it is the potential Bidder's responsibility to frequently visit the Purchasing Division's website at <http://www.aacounty.org/departments/central-services/purchasing/solicitations/> to obtain Addenda once they have received a copy or downloaded a copy of a solicitation. No other notification will occur. In order to receive any addenda issued less than 48 hours prior to bid opening, all Bidders shall register for this IFB with the County Purchasing Division by calling 410-222-7620. A Bid may be rejected if any addendum is not signed and submitted with the Bid.**

1.30 CONTENT

The contents of the Bid Response of the Successful Bidder may become contractual obligations. Failure of the Successful Bidder to accept these obligations in a Contract may result in cancellation of the award, and the Successful Bidder may not be eligible for future solicitations.

1.31 CONFLICT OF INTEREST

- 1.31.1 By submission of a Bid Response, Bidder agrees that it has no direct or indirect interest that would conflict in any manner or degree with performance by this IFB or any resulting contract of its services. The Bidder shall further covenant that, in the performance of any contract, the Bidder shall not employ any person or entity having any such known conflict.
- 1.31.2 Failure of the Bidder to provide any information requested in the IFB may result in disqualification of the Bid Response.

1.32 HEADINGS

The words and phrases used in the heading of various sections and parts of this IFB are for convenience only and shall not affect the interpretation of any of the terms, conditions and requirements contained anywhere in the IFB.

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1.33 IFB TEXT EMPHASIS

Throughout this IFB, there may be occasional use of underlining, bolding, outsized characters or other methods of text emphasis. No remarkable difference in emphasis or relative importance of text content is intended by the use of any one method in place of another.

1.34 PARENT COMPANY

If a Bidder is owned or controlled by a parent company, the name, main office address, and tax identification number of the parent company shall be provided in the Bid Response.

1.35 ASSIGNMENT AND DELEGATION

Except for assignment of antitrust claim, a party to any Contract resulting from this IFB may neither assign nor delegate any portion of the Contract without the prior written consent of the other party.

1.36 ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a Bid Response to this IFB, the Successful Bidder accepts the terms and conditions set forth herein.

1.37 EXECUTIVE ORDER #14

1.37.1 Bidders providing goods or services to the County shall be advised that, as a condition of doing business with the County, they are required to comply with all applicable laws and regulations relating to the employment of aliens.

1.37.2 Bidders providing goods or services to the County shall be advised that, if a Bidder fails to comply with applicable laws and regulations relating to the employment of aliens, such failure shall constitute a material breach of the Bidder's contractual relationship with the County and may be grounds for termination of the contractual relationship.

1.37.3 If a Contractor providing goods or services to the County does not comply with applicable laws and regulations relating to employment of aliens, the County may declare the Contractor in breach of the Contractor's contractual relationship with the County and, thereafter, shall take all reasonable steps to terminate the County's contractual relationship with the Contractor.

1.38 CONFIDENTIAL AND PROPRIETARY INFORMATION

1.38.1 All information contained in the Bid is subject to production under the Maryland Public Information Act. Each Bidder shall be responsible for identifying all information in its Bid that it considers confidential and proprietary and not subject to release to the general public for any reason by including with its Bid a separate list entitled "Confidential and Proprietary Information". The list shall identify all such information and shall include the location of such information in the Bid, including page numbers, as well as an explanation as to why each piece of information is considered to be confidential and proprietary. All information not included on the list, even if marked as confidential or "proprietary, shall be considered public information and is subject to release on request under the Maryland Public Information Act.

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- 1.38.2 Reasons given for considering information within a Bid Response confidential or proprietary shall be legally justifiable, which is within the sole discretion of the County. Indicating that a Bid Response in its entirety is confidential and proprietary is not legally justifiable, is not acceptable, and may be grounds for the County rejecting the Bid Response on the grounds that the Bid Response is not responsive.
- 1.38.3 Limitations to Liability: Anne Arundel County assumes no responsibility and no liability for costs incurred by Successful Bidder in responding to the IFB, including requests for additional information. The County assumes no responsibility and shall not be liable in any way for the release to the public of information that is contained in the Bid Response.
- 1.38.4 Contractor agrees to promptly provide any non-confidential information or materials required by the County to respond to such requests, to the extent required by law.

1.39 INDEPENDENT CONTRACTOR

In the performance of this Agreement, the Contractor, including its employees, agents, and subcontractors, shall act solely as an independent contractor, and nothing contained in or implied by this Agreement shall be construed at any time to create any other relationship between the County and the Contractor, including employer and employee, partnership, principal and agent, or joint venturer.

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SECTION TWO – GENERAL SPECIFICATIONS

2.1 SCOPE

- 2.1.1 These Specifications are intended to cover preventative maintenance and repair for exercise equipment for the Anne Arundel County, Maryland, Fire Department as listed in Section Three and in the attached Bid Response Form.
- 2.1.2 All goods delivered shall be the manufacturer's current models, completely serviced by the Successful Bidder, and shall be delivered ready in all aspects to be placed in normal operating service.

2.2 PRE-BID CONFERENCE

- 2.2.1 A Pre-Bid Conference has been scheduled for **Monday, December 12, 2016, at 10:00 a.m.**, local time, in the Patuxent Room, 2660 Riva Rd., 3rd floor, Annapolis, Maryland 21401, to answer questions about this IFB and the products or services to be provided hereunder. While attendance is not mandatory, all Bidders are strongly encouraged to attend. While every effort will be made to answer any questions concerning this IFB raised by potential Bidders at the Pre-Bid Conference, such answers shall be considered unofficial until affirmed in writing by the Purchasing Agent in the form of an addendum.
- 2.2.2 Bidders are strongly encouraged to bring any issues regarding this IFB or the equipment/services to be provided to the Pre-Bid Conference or to the attention of the County Buyer prior to the deadline as detailed in clauses 1.1.4 and 1.1.5 above.
- 2.2.3 Any modifications, additions, or deletions to the Specifications that result from this meeting shall be in the form of an addendum to be posted on the County's website.
- 2.2.4 Bidders should register for the Pre-Bid (Site Visit) Meeting at least 48-hours in advance of the meeting date and time by contacting the Buyer, Coleen Myers, CPPB at 410.222.4009 or e-mail phmyer00@aacounty.org. If no Bidders register, the meeting may be canceled without further notice to the Bidders.
- 2.2.5 No recording of any kind by the public will be allowed at any pre-bid conference or bid opening.
- 2.2.6 **FOR ADA ACCESSIBILITY ASSISTANCE ONLY:** Anyone needing special ADA accommodations must contact Amy Lanham, at 410-222-7630, or by email rmlanh40@aacounty.org . TTY users call through Maryland Relay 7-1-1 at least seven days in advance of the event. All materials are available in alternative formats upon request. Otherwise, contact the Buyer as noted on the front page for everything else. **Do not contact Ms. Lanham for anything other than ADA accessibility assistance.**

2.3 BLANKET ORDER RELEASE

- 2.3.1 The agreement set forth is essentially a price agreement and the execution of the agreement or the receipt of a Purchase Order does not authorize the Successful Bidder to deliver or release any material to any department in the County. Authorization for materials to be delivered shall be by Blanket Order Release issued by the Purchasing Agent.

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2.3.2 Non-Exclusivity: Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict the County from acquiring similar, equal, or like goods and/or services from other entities or sources.

2.4 TERM OF BLANKET ORDER CONTRACT

This Contract shall be in effect for one (1) year beginning on or about February 1, 2017. This Contract may be renewed up to an additional four (4) one-year periods with the same terms and conditions at the **sole** discretion of Anne Arundel County, Maryland. After the initial term, any one-year renewals will be subject to the availability and appropriation of County funds.

2.5 WARRANTY AND SERVICE

The Successful Bidder warrants any goods furnished shall be of the highest quality, shall comply with Specifications, and shall be free from all defects in workmanship and materials for at least one (1) year. Any defective goods shall be immediately replaced free of cost to the County.

2.6 DELIVERY/INSTALLATION OF GOODS

2.6.1 Successful Bidder shall provide services at designated County locations listed in this IFB between the hours of 8:00 a.m. and 4:00 p.m., local time, Monday through Friday, excluding County holidays.

2.6.2 Successful Bidder shall state the number of calendar days required to deliver each item to the County following notification of an award.

2.6.3 Successful Bidder shall provide a delivery ticket for each item delivered, marked clearly with the purchase order number issued by the County for the goods purchased and, if applicable, the name, model, and serial number.

2.6.4 All items shall be delivered F.O.B. destination and delivery costs and charges shall be included in the Bid Response. Unit prices quoted shall include delivery, all charges prepaid, and shall be exclusive of all taxes. No transportation, shipping, or handling charges shall be added to the invoice.

2.6.5 The County Purchasing Agent reserves the right to charge the Successful Bidder fifty dollars (\$50.00) per working day for each day the goods or services are not delivered in accordance with the delivery schedule. The per-diem charge may be invoked at the discretion of the County Purchasing Agent, shall be considered liquidated damages, and shall be deducted from the Bid Deposit or final payment, or charged back to the Successful Bidder.

2.7 TRADE-INS

This section is deleted from this IFB.

2.8 PROCUREMENT CARD

2.8.1 The County retains the option to use the County procurement card for the purchase of supplies or services listed in the Contract in lieu of issuing a purchase order. No procurement card transaction shall take place without the authorization of the cardholder and shall not exceed the limit placed on the cardholder's procurement card. The Successful Bidder may receive orders by phone, facsimile, or other forms of notification from authorized County employees. The Successful Bidder may process a payment in the

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credit card network ONLY upon shipment of supplies or performance of the services ordered by the County agency. For partial shipments or performance, the Successful Bidder may process a payment only for the amount shipped or completed and NOT for the entire amount ordered by the County agency. Upon shipment or completion of the remaining order, the Successful Bidder may process a payment request to the credit card network for the remainder of the order. The Successful Bidder may not charge the County for any fees related to the use of a procurement card.

- 2.8.2 For all transactions, the Successful Bidder shall have a valid W-9 form on file with the Anne Arundel County, Maryland, Office of Finance.

2.9 REGULAR DEALER

Quotes shall be considered only from Bidders that qualify as a “regular dealer.” A “regular dealer” means a person or entity that owns, operates, or maintains a store, warehouse, or other establishment in which the goods required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. To be a regular dealer, the Bidder shall engage in, as its principal business and in its own name, the purchase and sale of the goods that are the subject of this IFB.

2.10 BID DEPOSIT

This section is deleted from this IFB.

2.11 AWARD OF CONTRACT

- 2.11.1 The County Purchasing Agent shall award all Contracts to the lowest responsible, responsive Bidder, as determined by the County Purchasing Agent, not earlier than seven (7) days after the public opening of bids. The decision of the Purchasing Agent is final.
- 2.11.2 Any other considerations for the award shall be stated in the Specifications and Bid Response.
- 2.11.3 Anne Arundel County, Maryland, reserves the right to accept or reject any bid and to procure no or any quantity of goods or services that are the subject of this IFB, as deemed in its best interest of the County by the Purchasing Agent. After all other proper evaluation, an award shall be made on an individual item basis, or may be awarded on an aggregate item basis if an additional discount is offered for an aggregate award to the lowest responsive, responsible Bidder meeting or exceeding the requirements of this IFB.

2.12 LITERATURE AND SAMPLES

- 2.12.1 If requested, the Bidder shall provide three (3) copies of complete, current, and up-to-date manufacturer-published descriptive literature and specifications for the proposed goods within five (5) days of the request, giving full details as to type of goods to be furnished under a Contract.
- 2.12.2 Samples, when requested by the County, shall be delivered to the Purchasing Division, Heritage Office Complex, 2660 Riva Road, 3rd Floor, Annapolis, Maryland, 21401, within five (5) days of the request, unless otherwise specified. All packages shall be marked “SAMPLES FOR BID NO. 16-141”. Each sample shall bear the name of Bidder and item number, and shall be carefully tagged or marked in a clear and conspicuous manner. Failure of the Bidder to deliver required samples or to clearly identify samples may be considered sufficient reason for rejection of the Bid. All deliveries under a

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resulting Contract shall conform in all respects with samples as submitted and accepted as a basis for the award.

- 2.12.3 The Purchasing Agent reserves the right to retain or destroy samples and will be free from any redress or claim on the part of a Bidder if any samples are lost or destroyed. Upon notification by the Purchasing Agent that a sample is available for return, it shall be removed by the Bidder within thirty (30) days, or the Purchasing Agent may dispose of it at the Purchasing Agent's discretion.

2.13 INSURANCE REQUIREMENTS

Unless otherwise required by Special Conditions of this Invitation for Bids, if a Contract is awarded, the Successful Bidder shall be required to purchase and maintain during the life of the Contract Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers' Compensation Insurance with limits of not less than set forth below:

2.13.1 COMMERCIAL GENERAL LIABILITY INSURANCE

At least \$1,000,000 combined single limit coverage on an occurrence basis covering all premises and operations and including Personal Injury, Independent Contractor, Contractual Liability and Products and Completed Operations.

2.13.2 BUSINESS AUTOMOBILE LIABILITY INSURANCE

At least \$1,000,000 Combined Single Limit to include owned, non-owned, and hired vehicles.

2.13.3 WORKERS' COMPENSATION INSURANCE

Statutory benefits as required by Maryland law and, when required, the U. S. Longshoremen's and Harbor Workers' Compensation Act, including standard Other States coverage; Employers' Liability coverage with limits of at least \$100,000 each accident/\$100,000 each employee disease/\$500,000 disease policy limit.

- 2.13.4 On all Commercial General Liability Insurance policies, Anne Arundel County, Maryland, its agents, servants, and employees shall be named as an additional insureds, which shall be shown on the insurance certificates furnished to the County under this Section.**

- 2.13.5 The Successful Bidder shall provide the County with Certificates of Insurance evidencing the coverage required above. The Successful Bidder shall provide certificates of insurance before commencing work in connection with the Contract.

- 2.13.6 Providing any insurance required herein does not relieve the Successful Bidder of any of the responsibilities or obligations assumed by the Successful Bidder in any resulting Contract or for which the Successful Bidder may be liable by law or otherwise.**

- 2.13.7 Failure to provide and continue in force insurance as required herein shall be deemed a material breach of any resulting Contract and shall operate as an immediate termination thereof.

- 2.13.8 Contractor shall advise the County at fax # 410-222-7624 and by first-class, certified mail within two (2) business days of any cancellation, non-renewal, or other termination of, or any substantive change to any insurance policy providing or represented as providing the

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coverages mandated herein. Failure to do so shall be construed as a material breach of this Agreement.

2.14 RETURN GOODS POLICY

- 2.14.1 The County shall apply the following policy to returned goods throughout the term of the Contract. By its signature on the Bid, the Bidder acknowledges it has read, understood, and agreed with the following policy.
- 2.14.2 Returns generated by the Successful Bidder's error, over shipment, defective merchandise, unacceptable substitution, or otherwise through no fault of the County shall be returned to the Successful Bidder with no restocking charge to the County. At the option of the County, replacement merchandise shall be shipped within fourteen (14) days of notification. The Successful Bidder shall bear all freight and delivery charges.
- 2.14.3 Returns of catalog stock merchandise generated by ordering error, over purchase, discontinued use, inventory reduction, or other fault of the County shall be accepted by the Successful Bidder. All catalog stock merchandise shall be unused, in the original container, and in suitable condition for resale. The Successful Bidder may assess a restocking charge of not more than twenty-five (25%) percent of the purchase price or the restocking charge noted in the Successful Bidder's published restocking charge, whichever is less. The County shall reimburse the Successful Bidder for original freight charges, if applicable, and shall bear the freight cost of returned goods.
- 2.14.4 Return of catalog stock merchandise more than six (6) months after receipt by the County shall be at the option of the Successful Bidder. Restocking charges cannot exceed the Successful Bidder's published catalog restocking fee for such returns. The County shall reimburse the Successful Bidder for original freight charges, if applicable, and shall bear the freight cost for return of the goods.

2.15 PRICE ADJUSTMENTS

- 2.15.1 All prices offered herein shall be firm against any adjustment for one (1) year from the effective date of the Contract. Prior to commencement of subsequent renewal terms, the County will entertain a request for price adjustments up to the Consumer Price Index in place exactly sixty (60) days prior to the renewal date. The Successful Bidder shall request all price adjustments in writing at least sixty (60) days prior to the renewal date.
- 2.15.2 For purposes of this Section, "Consumer Price Index" shall mean the Consumer Price Index-All Urban Consumers-Washington-Baltimore, DC-MD-VA-WV-All Items, Not Seasonally Adjusted (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.
- 2.15.3 The County reserves the right to accept, reject, or modify the request for a price adjustment. If the County approves a price adjustment, the price shall remain firm for the renewal term for which it was requested.
- 2.15.4 In the event where the CPI is a negative value, at no time will the County adjust below current pricing.

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2.16 AGREEMENT

Successful Bidder shall review the attached sample agreement and note any issues it may have with the agreement. Upon notifications of intent to award, the Successful Bidder shall have an authorized person (as shown under Section 1.25) sign a similar agreement tailored to meet this IFB as part of the Contract.

2.16.1 HIPAA

If a Business Associate Agreement under the Health Insurance Portability and Accountability Act of 1996, and regulations enacted pursuant thereto (collectively “HIPAA”), is deemed necessary by the County based on the Work to be performed hereunder, the Successful Bidder agrees to enter into a Business Associate Agreement as an Addendum to this Agreement.

2.17 PERFORMANCE, LABOR & MATERIAL BONDS

This section is deleted from this IFB.

2.18 UNBALANCED BIDS

A Bid shall be mathematically unbalanced if the Bid contains unit pricing that does not reflect reasonable costs (including actual labor and material cost, overhead and profit) for the performance of the bid item(s) in question. A Bid shall be materially unbalanced if there is a reasonable doubt that award of the mathematically unbalanced Bid will result in the lowest ultimate cost to the County. A Bid that is, in the sole discretion of the County Purchasing Agent both mathematically and materially unbalanced, may be rejected as non-responsive.

(An example would be bidding overhead labor rates below regular time rates, or bidding laborer rates above Supervisor or Foreman rates. Another example is bidding a 1 gallon container of a product higher than a 5-gallon container of the same product.)

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SECTION THREE – TECHNICAL SPECIFICATIONS

3.1 OVERVIEW

Provide the Anne Arundel County Fire Department with a regular exercise equipment servicing schedule for the purpose of preventative maintenance, troubleshooting future problems, and as a provision for making necessary repairs. It will help extend product life span, help to decrease product "down-time", and provide Fire Department with well-tuned equipment.

3.2 PREVENTATIVE MAINTENANCE

3.2.1 Preventative Maintenance shall be done bi-annually. The Successful Bidder shall provide services such as but not limited to:

- Replace all cables, the timing (resistance) chain / belt(s), and alternator brushes.

Lubricate new cables and belts; Tension accordingly; re-insert alternator brushes per manufacturer's guidelines to ensure optimal alternator functionality.

- Replace all Spring – Links.
- Resistance, Cable, Racks, Cages, Smith, and all other Strength machines:

Pads/Upholstery: Inspect for cracks/tears; tighten fasteners; check for exposed staples.

Cables & Chains: Inspect cable length (slack); clean, inspect chain link connectors (elongated or kinked); inspect attachments (look for worn eyes and pigtails, crimping sleeves); lubricate chains as needed; check nylon cable sheath for cracks or breaks and cable for fraying

Moving Parts: Inspect sprockets/cogs (check for excessive wear, broken teeth), Inspect pulley wheels (wears, cracks, etc.); inspect pulley wheels and sprockets for proper alignment; inspect brushing for smooth operation; lubricate correctly; examine for metal or nylon residue or metallic dust; listen for and evaluate any grinding, squeaking, or metal-to-metal noise.

Frame: Inspect for cracks; inspect welds; inspect bolt fasteners; tighten nuts and bolts to proper torque; inspect safety stops; make sure surface areas are corrosion free.

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3.2.2 Perform service on equipment in accordance with the manufacturer's recommendations as follows:

3.2.2.1 Treadmills

- Inspect display, housing, motor cover, running belt and deck, motor brushes for cracks and wear.
- Track and tension running belts.
- Level
- Lubricate decks (as needed) - check readings in the on-board diagnostics mode.
- Check wax spray nozzles between the belt and the bottom of the running deck for clogs. Clear as needed.
- Lubricate incline assembly.
- Vacuum under treadmill and inside motor housing.
- Test for proper function.
- Check, update, and reload most recent software electronics.

3.2.2.2 Cross-trainers (including Ellipticals, Arc Trainers, Ascent Trainers, and like machines)

- Inspect shrouds, covers, and welds for cracks or wear.
- Inspect all bushings/bearings, lubricate as needed.
- Inspect upper arms for looseness and tighten, as needed.
- Inspect crank arms for looseness and tighten, as needed.
- Inspect pedal arms for looseness and tighten, as needed.
- Inspect for any worn pivot points and lubricate as needed.
- Vacuum under cross trainer and inside motor housing.
- Remove rear motor cover and vacuum and dust inside motor housing.
- Clean foot pads, handles, heart rate grips, and handlebars.

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- Adjust leveling feet as needed.
- Test for proper function.
- Check, update, and reload most recent software electronics.

3.2.2.3 Rowing Machines

- Clean monorails and base with proper solvents.
- Clean and lubricate chains with proper mineral based emollient .
- Upon chain inspection, replace the chain and / or entire chain connection if following:
 - stiff links throughout chain
 - worn chain-handle connection, causing the hole to become elongated, or if the U-bolt is worn halfway through
- Level feet.
- Inspect all moving parts, including crank arms, pedals, & water bottle holders for proper tension, and adjust and / or replace if worn, inappropriately cross-threaded, or cracked.

3.2.2.4 Bicycles (Spinning Bikes, Upright Bikes, and Recumbent Bikes)

- Clean handlebar flywheel, front leg assembly, back leg assembly, chain guard, brake knob & bolt assembly, pop pins, levelling feet.
- Inspect pedals and tighten as necessary.
- Inspect brake pads, and lubricate as necessary.
- Replace brake pads if sponge is showing through.
- Clean and lubricate fly wheel.
- Inspect belt for correct alignment and properly tension as necessary.
- Check belt for excessive wear.
- Replace belt that is cracked, frayed, or otherwise non-uniform.
- Inspect bottom bracket for looseness.

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- Adjust and / or replace bearing cups if lateral looseness is observed upon inspection.
- Check and replace adjustable handle as necessary.
- Inspect pedal crank arms belts for proper tension, rotation, and functionality.
- Inspect all parts, nuts, and screws for any adjustments, replacement, or maintenance needs.

3.2.2.5 Step Mills

Bi-Annual:

- Remove excessive accumulation of dust, dirt, sweat, and other substances from machine.
- Wipe down display board, handrails, covers, heart rate grips, steps, and frame.
- Move step mill accordingly to vacuum fully under the machine and around it.
- Check all the screws on the hand rails, display and covers to make sure they are tight. Retighten as necessary.
- Test the stepper in user mode for proper speed adjustments, step mobility, unusual resistance, or ill-sounding noise.
- Update electronic console software accordingly.
- Remove covers, power down stepper, and unplug to vacuum and dust inside the stepper.
- Use a fitness equipment cleaner and degreaser on the inside machinery.
- Wipe off any excessive grease from the frame.
- Inspect cables and cable tensions.
- Wipe entire length of chains with cleaner and degreaser, and re-lubricate chains.
- Clean and inspect the friction / timing belt for wear, cracks, or frays and replace as necessary.

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- Wipe springs to remove grease, dust, or dirt.
- Clean, de-grease, and re-lubricate timing (resistance) chain.
- Remove alternator brushes to inspect for wear. Replace if damaged and re-insert per Manufacturer's guidelines to ensure optimal alternator functionality.
- Clean and wax all glossy finishes.

Yearly:

- Remove excessive accumulation of dust, dirt, sweat, and other substances from machine.
- Wipe down display board, handrails, covers, heart rate grips, steps, and frame.
- Move step mill accordingly to vacuum fully under the machine and around it.
- Check all the screws on the hand rails, display and covers to make sure they are tight. Retighten as necessary.
- Test the stepper in user mode for proper speed adjustments, step mobility, unusual resistance, or ill sounding noise.
- Update electronic console software accordingly.
- Remove covers, power down stepper, and unplug to vacuum and dust inside the stepper.
- Use a fitness equipment cleaner and degreaser on the inside machinery.
- Wipe off any excessive grease from the frame.
- Clean and wax all glossy finishes.
- Inspect cables and cable tensions.

3.2.3 The Successful Bidder shall within twenty (20) business days after awarded , provide the County with a schedule for the year showing when the preventive maintenance shall occur for each piece of equipment. Keep records and report to the Department when maintenance is done, and any further attention, corrective or preventive actions that need to be taken.

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3.3 REPAIR SERVICE

- 3.3.1 Repairs shall take place during normal business hours 8:00 A.M. to 4:00 P.M Monday - Friday, excluding weekends and holidays. The Successful Bidder shall respond within a 48-hour period and set up appropriate arrangements to repair the reported equipment.
- 3.3.2 Any initial service repair calls shall be billed at a flat rate, and subsequent visits made by the Successful Bidder to repair the initial service call will not be added to the same repair request.
- 3.3.3 If the repair can be made concurrently with Preventative Maintenance Service, labor shall be included. Thus, the technician will complete the preventative maintenance responsibilities.
- 3.3.4 Parts and supplies shall be charged to the County at the Successful Bidder's cost. There is no markup allowed on this contract. The Successful Bidder shall provide a quote(s) to the County for all needed repairs and the quote(s) shall be approved by the County before part orders will be placed. All parts prices on the quote(s) shall reflect Successful Bidder's actual cost. Quotes shall include delivery, all charges prepaid, and shall be exclusive of all taxes. No transportation, shipping, or handling charges shall be added.

3.4 EQUIPMENT BREAKDOWN, RELOCATION, AND SET UP

The Successful Bidder shall provide the necessary recommendations following the first initial preventative maintenance check, including all software checks and updates, to facilitate appropriate equipment facility location swaps to preserve the longevity and efficiency of each individualized piece of exercise equipment. The Successful Bidder shall provide equipment breakdown, equipment relocation to recommended facility locations, and proper equipment set up per the manufacturer's specifications. Damage to the equipment during breakdown, relocation, and set up will be the responsibility of the Successful Bidder to incur, repair, and pay within a two week time frame following acquired damage.

3.5 BIDDER'S QUALIFICATIONS AND REQUIREMENTS

- 3.5.1 To satisfactorily provide the required work the Bidder shall demonstrate competence in the performance of services to be provided; the nature and relevance of recently completed work; record of satisfactory performance on similar projects; and supportive client references. Bidder shall submit with the Bid Response three (3) examples of commercial or professional references that confirm successfully performed contracts similar in nature and volume to this IFB within the last five (5) years. See enclosed form.
- 3.5.2 The technicians shall possess a minimum of specialized experience on repair and preventive maintenance on fitness equipment including, but not limited to Life Fitness, Hammer Strength, Matrix, Lemond Fitness, Stairmaster, Concept 2. Life Fitness Technician will be preferred. Technicians shall have proper identification to obtain access to the various County buildings. All personnel shall be subject to all security regulations in force at the County site. The Successful Bidder shall inform the County of any personnel who are terminated, quit, or otherwise leave employment of the company.

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3.5.3 The Successful Bidder shall provide bonding for all workers. The Successful Bidder shall provide confirmation that this requirement can and will be met, and are able to do so prior to beginning the Contract.

3.5.3 Where replacement parts are needed, the Successful Bidder shall use OEM parts or parts that are equivalent in quality to the original parts. The Successful Bidder shall install and maintain such parts and equipment. The Successful Bidder shall either replace or repair parts or equipment that fails during the inspection or breakdown of equipment.

3.6 EXERCISE EQUIPMENT INVENTORY

The County reserves the right to increase or decrease products or quantities at the County's sole discretion.

<i>Product Code</i>	<i>Product</i>	<i>Quantity</i>
Inspire	Life Fitness Treadmill	30
Inspire	Life Fitness Elliptical	26
GBCT	Hammer Strength Combo Twist	2
PLSM	Hammer Str. Smith Machine	2
G5/Fit 1	Life Fitness G5/Fit 1 Gym System	14
CMDAP	Cable Motion Dual	5
MJ4	Multi-Jungle Gym	4
PM5	Concept 2 Rower	1
15300-6	Lemond RevMaster Pro with	
	Lemond Pilot (Spin Bikes)	2
Matrix A3x	Crosstrainer Ascent Trainer	1
OPR	Hammer Power Rack	1
Hoist PTS-1000	Hoist Dual Action Smith	1
G3MSFT3	Matrix Functional Trainer	1
	Stairmaster Step Mills	5

3.7 LOCATION OF EQUIPMENT

The County reserves the right to add or delete locations at the County's sole discretion at the same rate as other locations.

Fire Department Logistics
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Millersville, MD 21108

Fire Department Headquarters
8501 Veterans Highway
Millersville, MD 211108

Galesville Volunteer Fire Company
Company 1
954 Main Street
Galesville, MD 20765

Woodland Beach Volunteer
Fire Company
Company 2
529 Londontown Road
Edgewater, MD 21037

Riva Volunteer Fire Company
Company 3
3123 Riva Road
Riva, MD 21140

Severn Fire Station
Company 4
7870 Telegraph Road
Severn, MD 21144

Waugh Chapel Fire Station
Company 5
1300 Waugh Chapel Road
Gambrills, MD 21054

Herald Harbor Volunteer Fire Station
Company 6
401 Hall Road
Crownsville, MD 21032

Arundel Volunteer Fire Department
Company 7
2380 Davidsonville Road
Gambrills, MD 21054

Annapolis Neck Fire Station
Company 8

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991 Bay Ridge Road
Annapolis, MD 21403

Harwood/Lothian Fire Station
Company 9
5165 Solomon's Island Road
Lothian, MD 20711

Jacobsville Fire Station
Company 10
3700 Mountain Road
Pasadena, MD 21122

Orchard Beach Volunteer Fire Company
Company 11
7549 Solley Road
Glen Burnie, MD 21060

Earleigh Heights Volunteer Fire Company
Company 12
161 Ritchie Highway
Severna Park, MD 21146

Riviera Beach Volunteer Fire Company
Company 13
8506 Fort Smallwood Road
Pasadena, MD 21123

Arnold Volunteer Fire Company
Company 17
1505 Ritchie Highway
Arnold, MD 21012

Marley Fire Station
Company 18
7726 Baltimore & Annapolis Blvd.
Glen Burnie, MD 21060

Cape St. Claire Volunteer Fire Company
Company 19
1411 Cape St. Claire Road
Annapolis, MD 21401

Lake Shore Volunteer Fire Company
Company 20

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4498 Mountain Road
Pasadena, MD 21122
Harmans/Dorsey Fire Station
Company 21
1367 Dorsey Road
Hanover, MD 21076

Jones Station Fire Station
Company 23
960 Ritchie Highway
Severna Park, MD 21146

South Glen Burnie Fire Station
Company 26
7880 South Crain Highway
Glen Burnie, MD 21061

Maryland City Volunteer Fire Company
Company 27
3498 Fort Meade Road
Laurel, MD 20707

Odenton Volunteer Fire Company
Company 28
1425 Annapolis Road
Odenton, MD 21113

Jessup Volunteer Fire Department
Company 29
7891 Max Blobs Park Road
Jessup, MD 20794

Armiger Fire Station
Company 30
304 Mountain Road
Pasadena, MD 21225

Brooklyn Volunteer Fire Company
Company 31
5100 Ritchie Highway
Baltimore, MD 21225

Linthicum Volunteer Fire Company
Company 32
309 South Camp Meade Road

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Post Office Box 248
Linthicum, MD 21090

Glen Burnie Volunteer Fire Company
Company 33
15 Central Avenue
Glen Burnie, MD 21061

Ferndale Volunteer Fire Company
Company 34
4 Broadview Boulevard, South
Glen Burnie, MD 21061

West Annapolis Fire Company
Company 40
121 Jennifer Road
Annapolis, MD 21401

Avalon Shores Volunteer Fire Station
Company 41
6270 Shady Side
Shady Side, MD 20764

Deale Volunteer Fire Station
Company 42
6007 Drum Point Road
Deale, MD 20751

****IMPORTANT NOTICE:** Addenda to solicitations often occur, sometimes within as little as 48 hours, prior to bid opening. It is the potential Bidder's responsibility to frequently visit the Purchasing Division's website (<http://www.aacounty.org/departments/central-services/purchasing/solicitations/>) to obtain Addenda once they have received a copy or downloaded a solicitation. No other notification will occur. In order to receive any addenda issued less than 48 hours prior to bid opening, all Bidders shall register for this IFB with the County Purchasing Division by calling 410-222-7620. A Bid may be rejected if any addendum is not signed and submitted with the Bid. ******

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BID RESPONSE FORM

(Submit Original and One Duplicate Copy)

Purchasing Agent
The Heritage Office Complex
2660 Riva Road, 3rd Floor
Annapolis, Maryland 21401

In accordance with your Announcement, the Bid Response and Specifications contained herein and dated November 30, 2016, and your General Information and Notice to Bidders bearing the same date, we wish to quote the following:

Item #	Description	Estimated Quantity	Unit	Unit Price	Extended Price
Item #1					
	Preventive Maintenance	90	hr	\$_____	\$_____
Item #2					
	Preventive Maintenance yearly	20	hr.	\$_____	\$_____
Item #3:					
	Labor hours for Repairs	10	hr	\$_____	\$_____
Item #4:					
	Miscellaneous Materials, Per Specifications	\$25,000	(reimbursed)	=	<u>\$25,000.00</u>

(Include this amount in the Grand Total below.)

Grand Total for all Items Inclusive \$_____

The person signing the Bid Response shall initial any alterations in figures on this form in ink.

The Bidder certifies that this Bid Response has been duly authorized and approved by all required organizational action of the Bidder.

The person executing this Bid Response on behalf of the Bidder certifies that he or she has the legal and organizational authority to do so.

Bidder's Company Name: _____

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Vendor Information Form

It is further agreed by the undersigned that upon our receipt of your written advice of the acceptance of our Bid, the necessary contract will be executed within ten (10) calendar days after such notice.

Bidding Firm Name: _____

Business Name (e.g., Corp., Inc., Co., T/A, DBA, etc.)

Federal Tax Identification No./SS#: _____

Street Address: _____

City and State: _____ Zip Code _____

Business Phone: (Toll Free #, if applicable) _____ Date: _____

Fax Number: _____ Terms of Payment: _____

Contact Name and Title: ☐ Mr. ☐ Mrs. ☐ Ms. _____

Email Address: _____

Website Address, if available: _____

Registration # Issued by the MD Dept. of Assessment and Taxation*: _____

(*See Section 1.13 Corporation Registration)

Name and address of any affiliated company providing goods or services under the agreement: _____

In accordance with the County Code, Article 8-2-120, please list any affiliation with a County employee(s) or official(s). **Include name and type of affiliation** (i.e., relative, business associate, etc.). *(Write "none" if there are no affiliations.):*

- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____
- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____
- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____

Does your firm qualify as a Minority Business Enterprise? Y or N

MBE Designations ☐ Black Male ☐ Black Woman ☐ Women ☐ Asian ☐ Hispanic ☐ None

Printed Name and Title of Agent: ☐ Mr. : ☐ Mrs. : ☐ Ms. _____

Signature of Agent*: _____

(*See Section 1.25 – Signatures Required for Legal Entities)

The person signing the Bid Response shall initial any alterations in figures on this form in ink.

☐ We wish to submit a "No Bid" at this time, but request that our company remain on your Bidders list for this commodity/service.

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AFFIDAVIT

On behalf of _____, I do solemnly declare and affirm, under penalty of perjury,
(Contractor/Bidder/Offeror)
that to the best of my knowledge, information, and belief:

1. Neither _____, nor any of its officers, directors, or partners, or any
(Contractor/Bidder/Offeror)
of its employees who are directly involved in obtaining or performing contracts with the State of Maryland, a unit of the State (as defined in '16-101 of the State Finance and Procurement Article of the Maryland Annotated Code), or a local governmental entity in the State, has:

(a) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any State or of the Federal Government;

(b) been convicted under a State or Federal law or Statute of any offense enumerated in '16-203 of the State Finance and Procurement Article of the Maryland Annotated Code; or

(c) been found civilly liable under a State or Federal Antitrust Statute as provided in '16-203 of the State Finance and Procurement Article of the Maryland Annotated Code.

2. _____ shall not knowingly enter into a contract with a public
(Contractor/Bidder/Offeror)
body under which a person or business debarred or suspended under Title 16, Subtitle 3 of the State Finance and Procurement Article of the Maryland Annotated Code will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

3. Neither _____, nor any employee or representative of
(Contractor/Bidder/Offeror)

(Contractor/Bidder/Offeror):

(a) agreed, conspired, connived, or colluded to produce a deceptive show of competition in the preparation of the bid or offer being submitted; or

(b) has in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the price of the bid or proposal of any Bidder or offer of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted;

4. The Contractor/Bidder/Offeror:

(a) Is not currently identified on the list created by the Maryland State Board of Public works as a person engaging in investment activities in Iran as described in Section 17-702 of the *Maryland State Finance and Procurement Article*; and

(b) Is not currently engaging in investment activities in Iran as described in Section 17-702 of the *Maryland State Finance and Procurement Article*.

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If the person is unable to make the certification, it will provide the County, under penalty of perjury, a detailed description of the Contractor/Bidder/Offeror's investment activities in Iran.

Contractor/Bidder/Offeror: _____

By: _____

Title: _____

Date: _____

Subscribed and sworn to before me, a Notary Public of the State of _____,
County or City of _____, this ____ day of _____, 2016.

(Notary Public)
My Commission Expires: _____

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RELATED EXPERIENCES AND REFERENCES

This section of the Bid shall establish the ability of the Bidder to satisfactorily provide the required work by demonstrating competence in the performance of services to be provided; the nature and relevance of recently completed work; record of satisfactory performance on similar projects; and supportive client references. Provide no less than three (3) examples of similar projects that Bidder has undertaken (indicating current status of the project) within the last five (5) years. For each reference cited as related experience, furnish the name, title, address, and telephone number of the person(s) at the purchaser's organization who is the most knowledgeable about the work performed.

REFERENCE #1:

Company Name: _____
Contact Name/Title: _____
Address: _____
Telephone Number: _____ email address _____
Nature of Work: _____
Current Status of Project: _____
Start and End Date: _____

REFERENCE #2:

Company Name: _____
Contact Name/Title: _____
Address: _____
Telephone Number: _____ email address _____
Nature of Work: _____
Current Status of Project: _____
Start and End Date: _____

REFERENCE #3:

Company Name: _____
Contact Name/Title: _____
Address: _____
Telephone Number: _____ email address _____
Nature of Work: _____
Current Status of Project: _____
Start and End Date: _____

Bidder's Company Name _____

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AGREEMENT FOR SERVICES (SAMPLE)

THIS AGREEMENT, made this _____ day of _____, 2016, by and between Anne Arundel County, Maryland (the “County”), and _____ (the “Contractor”).

WHEREAS, the County issued _____ (IFB/RFP number and title), a copy of which is attached hereto as Attachment A and is incorporated herein and made a part hereof;

WHEREAS, copies of the Contractor’s technical proposal, if any, and cost proposal are attached hereto as Attachment B;

WHEREAS, having completed the Procurement process in accordance with Attachment A and the Anne Arundel County Code, the County is awarding the resulting contract to the Contractor; and

WHEREAS, it is the purpose of this Agreement to describe the formal rights and obligations of the parties;

NOW, THEREFORE, WITNESSETH that, for the consideration herein indicated, and in consideration of the mutual promises and covenants set forth in this Agreement, the Contractor and the County agree as follows:

1. The Contractor shall perform services described and outlined in Attachments A and B to this Agreement, which are incorporated herein and are made a part hereof (the “Work”).

2. The County and the Contractor shall have all rights and obligations set forth in Attachments A and B.

3. The County shall pay the Contractor up to _____ for Work performed under this Agreement in accordance with the fee schedule set forth in Attachment B to this Agreement.

1. The Contractor certifies that this Agreement has been duly authorized and approved by all required organizational action of the Contractor.

2. The person executing this Agreement on behalf of the contractor certifies that he or she has the legal and organizational authority to do so.

IN WITNESS THEREOF, the parties hereto have executed this Agreement as of the day _____ and year first above written.

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ATTEST: ANNE ARUNDEL COUNTY, MARYLAND

By: Mark D. Hartzell Date
Title: Chief Administrative Officer

[Contractor's Name]

By: Date
Title:
(Please legibly print name and title above.)

Approved as to form.

Purchasing Agent Date

Approved as to form and legal sufficiency.

Office of Law Date

Approved as to sufficiency of funds.

Controller Date