



**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
10901 LITTLE PATUXENT PARKWAY  
COLUMBIA, MD 21044**

**INVITATION TO BID  
Mt. Airy Cable Installation  
BID NUMBER 12-013**

All bid responses **MUST BE RECEIVED** in the Finance Office, RCF 201, by **2:00 p.m.** local time on **March 5, 2012.**

Bids will not be accepted via facsimile or electronic mail.

Bid Bond Requirements: None

Performance, Labor and Material Bond Requirements: None

Pre-bid conference: Tuesday, February 21, 2012 at 1:00 pm in RCF 401

Minority vendors are encouraged to respond to this solicitation.

Invitation to Bid documents can be obtained after 12:00 pm on Monday, February 13, 2012 from:  
**[www.howardcc.edu/business\\_services/purchasing/bid\\_requests.html](http://www.howardcc.edu/business_services/purchasing/bid_requests.html)**.

**IMPORTANT: Your response may be considered Not Responsible and/or Non-Responsive if any portion of this inquiry is not complete. No bid will be accepted after the date and time stated above.**

Elizabeth H. Moss  
Director of Procurement

**NOTICE:** Prospective Bidders who have received this document from a source other than the Issuing Office should immediately go to the Howard Community College procurement website to ensure that they have received the complete documents and any addenda or other communications issued in relation to this Bid. A firm's failure to monitor the website may result in non-receipt of important information prior to the closing date and may cause rejection of a bid. A prospective Bidder who fails to monitor the Howard Community College website assumes complete responsibility in the event that they do not receive communications from the Issuing Office prior to the closing date.

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Please note that the Mt. Airy Bid Set Drawings and Specifications are not attached, but are packaged in separate documents. Additionally, the drop count drawings are packaged in a separate document. The requirements contained in these documents are incorporated into this ITB by this reference.

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## **SPECIFICATIONS/SCOPE OF WORK**

### **1.1 INTENT**

The College requires professional services for the installation of copper data and telephone cabling in the interior fit-out space of the new Mt Airy College Center for Health Care Education located in Mt. Airy, Maryland.

### **1.2 BACKGROUND**

Since 2000, Howard Community College has had a partnership with Frederick Community College and Carroll Community College called the Mid-Maryland Allied Healthcare Education Consortium. This Consortium allows students in each of the counties to enroll in defined health care programs offered by the other institutions and to be able to pay the less expensive in-county tuition rate, regardless of where they live. The partnership was formed to address the growing need for workers in high need health care occupations.

In the spring of 2010, the three colleges received a federal earmark grant which will allow the Consortium to open a joint facility in Mt. Airy. The project entails the fit-out of leasehold space of approximately 15,600 square feet to be constructed as an educational center to support allied health care programs housed within a new 24,500 square foot building. Howard Community College is partnering with Carroll Community College and Frederick Community College to create this new Center, which will provide a location for all three community colleges to provide additional Allied Health Care classes. The Mt. Airy facility will increase access to health care education programs by establishing new programs and supporting existing programs. Howard Community College is the grant administrator and all contract arrangements for the leasehold improvements are through Howard Community College.

J. Vinton Schafer is the General Contractor (GC) for the project. All work performed as a result of this solicitation shall be coordinated by the GC.

### **1.3 GENERAL**

The Bid Set drawings document, dated August 11, 2011, is incorporated as an attachment to the Invitation to Bid documents. Drop count drawings are also provided.

Cabling contractors may access the leasehold space upon award of the contract, which is expected to be finalized by the end of March, if not earlier. The Contractor must coordinate with the GC to finalize the schedule of work; however, the cabling must be completed by July 30, 2012 to allow for full occupancy by July 31, 2012. Liquidated damages will be assessed for failure to complete the project by this date.

### **1.4 STANDARDS**

The following standards will apply:

ANSI/TIA/EIA-568-C Commercial Building Telecommunications Standard  
ANSI/TIA/EIA-569-A Telecommunications Wiring Pathways and Spaces

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ANSI/TIA/EIA/-607 Grounding and Bonding Requirements for Telecommunications in Commercial Buildings  
Wiring Pattern T568B  
Specifications for full channel testing TSB-67  
Commercial Telecommunication Cabling Standard TIA/EIA-568B.2

All cabling shall be installed according to the requirements provided in this solicitation document.

### **1.5 GENERAL REQUIREMENTS**

Telephone connections and Data connections at station end are to be installed at locations marked on floor plan. Data connections for wireless access points are also to be installed at locations marked on floor plan. As-built drawings shall be provided upon completion of the project.

All racks and cable management for racks will be supplied by the College. The racks will be located in the MDF. The rack and cable management for this project is:

Chatsworth 7ft x 19in Black 2-post rack - #55053-703  
Chatsworth Vertical Managers - #30161-703  
Chatsworth Horizontal Managers - #30130-719

Each cable is to be labeled with a permanently attached label at each end, bearing a unique identification to be supplied by the Contractor. Cable identifications will be in the standard College format. Each outlet is to be labeled with the same identifier as the connected cable.

Each cable will be compression terminated using the proper AMP SL tool. Faceplates are to be flush mounted to supplied wall receptacle boxes or supplied floor receptacle boxes.

All cables (data and voice) are to be home run from the station end to the MDF. Each cable is to be routed through the cable management conduits in the ceilings or under the floor as necessary. Each cable is to be installed with a 3 foot long service loop of cable at each end, at the MDF and at the station, and coiled neatly in the ceiling void. All cables will be installed point to point from station to MDF closet. Station cables routed to space where furniture is not to be installed at the present time will be labeled and coiled in the ceiling void.

All penetrations will be sealed with fire-stop. All cables are to be tested after installation and connection to receptacles/patch panels.

All damage must be repaired to original state. All stations, hallways, the MDF rooms must be left clean with all packaging material removed.

Work can be done during normal work hours. Work hours will be determined by College personnel. A list of Contractor personnel must be delivered to the College before work commences.

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**1.6 TELEPHONE**

Telephone outlets are to be installed as specified on the appropriate floor plan.

Telephone cable will consist of CAT6A UTP cabling, plenum rated. This cable must be blue in color.

Telephone connection at station end is to be via an AMP Cat-6 SL 110 Jack - #1375055-2 Black. AMP SL Series Stainless Steel Faceplates (by Semtron) will be used. This connection must be black in color.

Telephone cables will terminate in each floor MDF at the AMP Cat-6 SL 110 Patch Panel (24 or 48 port depending on quantity of cables).

Telephone cables are to be continuity tested, with written confirmation for each cable that the test has been conducted and passed.

**1.7 DATA**

Data cables will be CAT6A, UTP, plenum rated. This cable must be green in color.

Data outlets are to be installed as specified on the appropriate floor plan.

Data outlets at station end will comprise dual RJ45 AMP Cat-6 SL 110 Jack - #1375055-9 Green. AMP SL Series Stainless Steel Faceplates (by Semtron) will be used. These jacks need to be green in color.

Data cables will terminate at the MDF at the AMP Cat-6 SL 110 Patch Panel (24 or 48 port depending on quantity of cables)

Data cables are to be continuity tested and tested at 1Gbs. Any marginal cables are to be repaired. Marginal defined as within 1dB. Written confirmation for each cable that the test has been conducted and passed is required.

**1.8 PATCH CORDS**

Patch cords for data are to be tested at 1Gbs. Any marginal patch cords are to be replaced.

Patch cords are to be permanently labeled at each end, bearing a unique identification to be supplied by Contractor. Cable identifications will be in the standard College format.

**1.9 BACKBONE CABLE**

There may be a requirement to run fiber backbone cable from the buildings POP to the MDF. The fiber would not exceed 8 strands over 100 feet.

The College will provide all material in the event a fiber backbone is needed.

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## **SPECIAL BID REQUIREMENTS**

### **2.1 CONTRACT DOCUMENTS**

The Invitation to Bid, specifications, bid response and a Howard Community College General Contractor Agreement will form the contract. These documents shall contain the entire understanding between the parties and any additions or modifications may only be in writing executed by both parties. If there is any discrepancy between the documents, the following order of precedence shall apply: Agreement, ITB, and then response.

### **2.2 TERMS**

The initial term of contract will be for one (1) year from date of award. At the sole discretion of the College, the contract may be renewed for an additional two (2) one-year periods, in compliance with the contract and with the same terms and conditions of the original contract, and as long as funds are available for this purpose.

### **2.3 CHANGES IN WORK**

The College may make any alterations, deviations, additions or omissions from the ITB documents which it deems to be in the best interest of the College without affecting the obligations of the Contractor or making void the contract. Any alterations, deviations, additions or omissions shall be processed as a Change Order. Promptly after being notified of a change, Contractor shall submit an itemized estimate of any cost or time increases or savings Contractor foresees as a result of the change. Detailed back-up documentation for any subcontractor costs shall also be included with the estimate. In giving instructions, the College shall have the authority to make minor changes in the work, not involving extra cost, and not inconsistent with the purposes of work. But otherwise, except in an emergency endangering life or property, no addition or changes to the Work shall be made except upon written order of the College, and the College shall not be liable to the Contractor for any increased compensation without such written order. No officer, employee or agent of the College is authorized to direct any extra or changed work orally.

In the event that a requested change results in an increase to the Contract Amount, the amount of the increase shall be limited to the Contractor's reasonable direct labor and material costs and reasonable actual equipment costs as a result of the change (including allowance for labor burden costs) plus a maximum ten percent (10%) markup for all overhead and profit. In the event such change Work is performed by a Subcontractor, a maximum ten percent (10%) markup for all overhead and profit for Subcontractors' and sub-subcontractors' direct labor and material costs and actual equipment costs shall be permitted, with a maximum five percent (5%) markup thereon by the Contractor for all of its overhead and profit, for a total maximum markup of fifteen percent (15%). All compensation due Contractor and any Subcontractor or sub-subcontractor for field and home office overhead is included in the markups noted above.

A Change Order shall be issued and executed promptly after an agreement is reached between Contractor and the College concerning the requested changes. Contractor shall promptly perform changes authorized

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by duly executed Change Orders. The Contract Amount and Contract Time shall be adjusted in the Change Order in the manner as the College and Contractor shall mutually agree.

The College shall have the right to conduct an audit of Contractor's books and records to verify the accuracy of the Contractor's claim with respect to the Contractor's costs associated with any Change Order.

#### **2.4 INSURANCE REQUIREMENTS**

The contractor shall maintain in force at all times during the term of the contract, such insurance that will indemnify and hold harmless the College from Worker's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the contractor's operations under the contract, or by anyone directly or indirectly employed by the contractor. The contractor's insurance will be with an insurance carried licensed to do business in the State of Maryland acceptable to the College, with the following minimum insurance coverage:

As specified in Supplemental Terms and Conditions for Construction Projects

At the time this contract is made, the contractor shall provide the College with evidence of payment in full of the above insurance coverage throughout the entire term of this contract. Any request for extension of time for this contract shall also include evidence of payment in full of the above insurance coverage through the entire term of the extension of term for this contract.

The contractor shall furnish the College with a certificate of insurance as evidence of the required coverage. Such insurance shall specifically identify the materials and/or equipment, and shall name the College and Howard County, Maryland as an additional insured.

In the event that the contractor's insurance is terminated, the contractor shall immediately obtain other coverage; any lack of insurance shall be grounds for immediate termination of the contract.

#### **2.5 SUSTAINABILITY**

Howard Community College is committed to the use and purchase of environmentally and socially responsible materials and products whenever it is feasible. The Contractor shall state in the bid or offer whether the procurement will or may include recycled materials, and the types, amounts, and application of recycled materials that the bidder or offeror intends to include in the procurement. The College shall give a percentage price preference not exceeding 5% for the purchase of environmentally preferable products. The percentage price preference will not apply if doing so will cause a denial of Federal or State funding or is inconsistent with Federal or State law.

#### **2.6 COOPERATIVE PURCHASE**

The College 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. This is conditioned upon mutual agreement of all parties

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pursuant to special requirements, which may be appended thereto. The College assumes no authority, liability or obligation, on behalf of any other 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 response.

**2.7 MINORITY PARTICIPATION**

It is the policy of Howard Community College to strongly encourage minority business enterprises (MBE) to provide goods and services for the performance of College functions. Within the evaluation, Bidders can achieve higher consideration if they are a minority business enterprise. Minority businesses include non-profit entities organized to promote the interests of handicapped persons, and firms that are 51% owned and controlled by a member of socially or economically disadvantaged minority groups, which include: African-Americans, Hispanics, American Indians, Alaska natives, Asians, Pacific Islanders, women, and the mentally or physically disabled.

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## **BID INFORMATION**

### **3.1 BID DUE DATE**

All responses to this Invitation to Bid are due in the Howard Community College Office of Finance, RCF 201, 10901 Little Patuxent Parkway, Columbia, Maryland 21044 by **2:00 pm on March 5, 2012** and must be clearly identified and marked as pertaining to this solicitation. No facsimile or email transmissions will be accepted. Please note that parking is limited on campus. It is the responsibility of the bidder to plan the delivery of the bid packages accordingly. No responses will be accepted after this date and time. In the event that the College is closed on the bid opening date due to an emergency, the bid will be opened at the stated time on the next open business day, unless the Bidder is notified otherwise. Additionally, if the College opens after 12:00 pm due to inclement weather, the bids will be opened at the stated time on the next open business day unless the Bidder is notified otherwise.

### **3.2 PRE-BID CONFERENCE AND SITE VISIT**

A pre-bid conference will be held to discuss objectives and answer questions relating to the Invitation to Bid on the date, time, and location stated on the first page of this solicitation. Bidder attendance is not required but is strongly encouraged.

As the pre-bid conference is being held on Howard Community College's main campus, a site visit will NOT occur immediately following the conference, nor will a site visit be scheduled as the construction of the interior fit-out space has just started. However, each contractor bidding must completely satisfy themselves as to the extent, nature and existing conditions of the project and requirements of the specifications as to the extent and quality of work to be performed. Failure to do so will not relieve the successful Bidder of the obligation to carry out the provisions of the contract.

### **3.3 ADDENDA**

The College reserves the right to change the contents of this Solicitation where necessary for the proper fulfillment of the intentions of this request. Changes will be made in the form of written addenda and posted to the Howard Community College Procurement website at:

**[www.howardcc.edu/business\\_services/purchasing/bid\\_requests.html](http://www.howardcc.edu/business_services/purchasing/bid_requests.html)**.

All Bidders must acknowledge each addendum issued in their bid response. It is an Offeror's sole responsibility to monitor the website to ensure that they download any posted amendments, addenda, or clarifications prior to submitting their bid and duly acknowledge receipt of the addenda on the proper bid form. Failure to do so may result in non-receipt of important information prior to the closing date and may cause rejection of a bid. It is highly recommended that submitting firms ascertain if they have received all the addenda posted prior to submitting their bid. Failure of any Offeror to obtain any addenda shall not relieve the firm from any obligation under the bid as submitted.

All addenda shall become part of the Invitation to Bid documents. Verbal changes to this ITB are not valid unless confirmed by written addenda. If conflicts, discrepancies, ambiguities, or omission in, or between, the Invitation to Bid documents, site conditions, etc., are not brought to the attention of the

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College before the closing time of the ITB, the interpretation and intent of the ITB documents shall be as determined by the College in its sole discretion. In such an instance, the decision of the College shall be binding and no claims for extra costs will be entertained.

### 3.4 CONTACT INFORMATION

The sole point of contact for purposes of this ITB is: Elizabeth Moss, Director of Procurement via email at: [emoss@howardcc.edu](mailto:emoss@howardcc.edu). Please do not contact Frederick or Carroll Community Colleges about this solicitation. Additionally, please do not contact the Architects and General Contractor for the project, the Landlord of the building, or the College's project manager. Firms must carefully examine the ITB and related documents. Should any firm find discrepancies or omissions in this ITB or be in doubt as to the content or meaning of any aspect of this document, the firm should direct inquiries or requests for clarification of the documents, specifications or the process as a whole in writing to this contact person. All questions regarding this solicitation must be received no later than 10:00 a.m. on February 28, 2012. Firms are advised that the College reserves the right to use its best judgment in choosing to respond or not respond to any questions received after the above cut-off dates.

Clarifications of the ITB, in form of addenda, shall be issued in writing by the College as it deems appropriate and necessary to do so through the Howard Community College procurement webpage. The College reserves the right to waive any and all technicalities, formalities or informalities at any time prior to or after the date of receipt of Bids as it deems appropriate and in the College's best interest. The submission of a Bid will indicate that the firm thoroughly understands the terms of the ITB.

Under no circumstances are firms, including third party firms or their staffs, to contact other College staff, faculty or any related constituency for purposes associated with the ITB, including but not limited to, obtaining or providing information unless specifically noted in the Scope of the Project. **Firms failing to comply with this requirement may be disqualified.**

### 3.5 SUBMISSION OF BID

Offerors must submit one (1) original and six (6) copies of the bid. The "original" copy should be clearly marked. Additionally, one (1) electronic copy shall be provided on a USB Flash Drive or compact disc. Electronic copies will NOT be accepted over e-mail. Failure to provide the correct number of copies may result in rejection of the offer. Bids must include all required information. All offers submitted in response to this ITB must be signed, sealed and labeled. Offerors must copy the package sample label below and paste on the outside of the bid package:

*(Label provided on next page)*

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**ITB ENVELOPE LABEL**

**Bid No.: 12-013**

**IFB Technical Due Date: March 5, 2012**

**IFB Due Time: 2:00 pm**

**Offeror's Name:** \_\_\_\_\_

**Offeror's Address:** \_\_\_\_\_

**Project Title: ITB for Mt Airy Cable Installation**

**Deliver this package to the Finance Office – RCF 201**

It is mandatory that the ITB package label, as shown above, is used or this exact information is provided on the outside of the sealed packages. Failure to do so may cause the proposal to be rejected.

The Bid shall be submitted as a paper Price Bid. Oral, faxed or emailed bids are invalid and will not be given consideration. Bids will not be accepted electronically through eMaryland Marketplace.

It shall be clearly understood that by submitting a Bid in response to this solicitation, a Bidder shall be deemed to have accepted all terms, conditions and requirements set forth in these specifications, terms and general conditions, unless otherwise clearly noted and explained in its bid.

### **3.6 AWARD**

An award shall be made in the best interest of the College to the most responsible, responsive Bidder with the lowest price who can meet the terms, conditions and specifications of this solicitation. Award may be in whole or in part, whichever is in the best interest of the College. The Board of Trustees reserves the right to waive any informalities in the selection and award process relating to this bid.

In the College's sole discretion, the College may defer award of the contract for a period of up to one hundred and twenty (120) calendar days after opening of bids. If no award or other disposition is made, the expiration of the one hundred and twenty (120) calendar days will constitute rejection of all offers without further action by the College.

### **3.7 PRICING**

The prices offered on the Bid Form must include all charges and costs (including shipping) incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Bidder's omission.

In addition, all Bidders must hold their bid prices for one hundred (120) days after bid opening date, but prior to contract award date. In the event that the awarded Contractor is unable to perform the contract, the College reserves the right to re-bid the contract or to award the contract to the next lowest Bidder.

### **3.8 EVIDENCE OF RESPONSIBILITY AND RESPONSIVENESS**

Bidder's submitting a response to this ITB must provide evidence of the following:

- a. Bidder is responsible – bidder demonstrates ability to provide products and services that can meet or exceed requirements. The following criteria will be used to determine responsibility:
  - i. Bidder has the equipment, ability and experience to perform the work as stated in the specifications listed in the bid.
  - ii. Bidder is financially stable.
- b. Bidder is responsive – Bidder follows bid submission instructions and provides all requested materials. The following criteria will be used to determine responsiveness:
  - i. Bidder has favorable references that can confirm its ability to provide the products and services as stated in the specifications listed in this bid.
  - ii. Bidder has provided all documentation and samples requested in the Specifications/Scope of work.

### **3.9 REJECTION**

The College reserves the right to reject any or all offers received as a result of this bid and readvertise for other bids.

Offers may also be rejected for any of the following reasons:

- a. Failure to meet the mandatory specifications and requirements;
- b. Failure to respond in a timely fashion to a request for additional information or data;
- c. Failure to supply appropriate and favorable client references;
- d. Submitting an incomplete price proposal page;
- e. Submitting a bid that is not signed; or
- f. Failure to demonstrate that the Bidder is qualified to carry out the obligations of the contract and to implement and support the work specified herein.

### **3.10 SUBCONTRACTORS**

Bidders must submit the names and addresses of all subcontractors to be retained for this project. The College reserves the right to reject.

### **3.11 FAILURE TO SUBMIT**

Failure to provide any of the required items may deem a bid non-responsive.

### **3.12 PROCUREMENT REGULATIONS**

This Invitation to Bid and any resulting contract shall be governed by §§16-311 through 16-314 of the Education Article of the Annotated Code of Maryland.

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### **3.13 MISSION, VISION, AND VALUES**

Howard Community College believes that a key characteristic of performance excellence is a strong foundation and understanding of an organization's mission, vision and value statements. The College's statements are as follows:

Mission: providing pathways to success

Vision: a place to discover greatness in yourself and others

Values: innovation, nurturing, sustainability, partnerships, integrity, respect, excellence, service

The College expects all Contractors to support the College's mission, vision and values by fostering these concepts in their work on campus.

### **3.14 SMOKE AND TOBACCO-FREE**

Howard Community College is a smoke and tobacco free environment. Use of tobacco products is prohibited in all college owned, lease, and controlled properties including parking lots and garages, and at all college-sponsored activities. Smoking is prohibited in vehicles. This use prohibition extends to Contractors, employees, agents, subcontractors and vendors.

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**BID FORM**

To: Howard Community College  
Re: 12-013: Mt Airy Cable Installation

**From:** \_\_\_\_\_  
(Company's Name)

The undersigned ("Contractor") proposes to provide all of the necessary labor and materials, as specified in the attached Bid Documents. It is understood that the College will be the sole judge as to the acceptance of the bids and award of the contract. All work shall be completed in accordance with the accompanying Specifications for the amount listed below for **Base Bid** as applicable in accordance with the terms of the Bid Documents.

By submitting bid, Contractor agrees to be bound by the College's General Terms and Conditions, Supplemental Terms and Conditions for Construction, and comply with all insurance mandates.

**Base bid:** (State amounts in both words and numbers)

The proposed contract amount to complete the Howard Community College Mt. Airy Cable Installation project, and having examined all matters referred to in the Bid Documents, including Addenda No. \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, is:

**(In Words):** \_\_\_\_\_ **Dollars**

**(In Numbers):** \$ \_\_\_\_\_

**Alternate No. 1:** This alternate includes all requirements for installation of the backbone cable

\_\_\_\_\_ (\$ \_\_\_\_\_)  
(Written) (Dollars/Cents)

**SUBCONTRACTORS**

The Bidder shall list all subcontractors proposed for all the parts of the work. Howard Community College reserves the right to reject any subcontractor who will be performing work related to this project prior to award of Contract. Include Name, Address, Telephone Number, and a contact person. Use separate sheets if necessary:

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Name	Address	Telephone Number	Contact Person	Certified MBE (Yes/No)

Note to bidder: Submitted price must be inclusive of all costs associated with the requirements listed herein.

*By signing below, your firm agrees to provide said goods and services as specified and that those goods and services shall be provided or performed in accordance with the bid specifications, stipulations and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions, and that your firm will adhere to said terms and conditions in any contract resulting.*

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Company Name

Printed Name

---

Title

Authorized signature and date

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### REFERENCES

The Bidder shall list at least three projects of similar scope. The referenced work shall have been completed within the last five years. Provide a brief description of the scope of work. Please make sure references and contact persons are current. Use separate sheets if necessary and include with submission. These will become part of the contract.

#### Reference 1

Company name	
Street Address	
City, State, Zip	
Contact Person	
Title	
Telephone #	
Service Dates	

#### Reference 2

Company name	
Street Address	
City, State, Zip	
Contact Person	
Title	
Telephone #	
Service Dates	

#### Reference 3

Company name	
Street Address	
City, State, Zip	
Contact Person	
Title	
Telephone #	
Service Dates	

Please note: References listed must be able to confirm the Bidder's ability to provide the services requested in this bid document.

References submitted by: \_\_\_\_\_  
Company name

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**CONTRACTOR INFORMATION FORM**

I/We offer the terms, delivery and pricing for the requested products/services, and certify that I am a bona fide agent, authorized to make offers on behalf of the firm.

\_\_\_\_\_  
(Printed name of Offeror)

Minority Contractor: \_\_\_\_ (yes) \_\_\_\_ (no)  
If yes, please specify minority classification \_\_\_\_\_

Please list any exceptions taken to any terms and conditions listed in the bid. Please note any exceptions taken that may affect the award of a contract or purchase order:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the following information:

Company Name: \_\_\_\_\_ Years in Business: \_\_\_\_\_  
Federal Tax Id: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
State, Zip \_\_\_\_\_  
Office phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
Cell phone number: \_\_\_\_\_ Email address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
Company name Name  
\_\_\_\_\_  
Title Authorized signature and date

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**MINORITY PARTICIPATION FORM**

**BIDDERS SHALL COMPLETE THE FOLLOWING:**

I HEREBY REPRESENT THAT OUR/MY FIRM IS \_\_\_\_\_  
IS NOT \_\_\_\_\_

A MINORITY BUSINESS FIRM AS INDICATED BELOW (check all that apply):

African-American \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_  
American Indian/Alaska native \_\_\_\_\_ Disabled \_\_\_\_\_ Female \_\_\_\_\_

I HEREBY REPRESENT THAT OUR/MY FIRM IS \_\_\_ IS NOT \_\_\_ COMMITTED TO  
DEMONSTRATING AN EFFORT TO ACHIEVE A MINIMUM MBE PARTICIPATION LEVEL OF  
25%.

I hereby certify that the above information is true and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signed Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Howard Community College  
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Bid Number: 12-013  
Bid Opening Date: March 5, 2012

**BID AFFIDAVIT**

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the (title) \_\_\_\_\_ and the duly authorized representative of (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. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, 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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

- (1) Been convicted under state or federal statute of:
  - (a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or
  - (b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;
- (2) Been convicted of any criminal violation of a state or federal antitrust statute;
- (3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with 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, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (6) 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 subsections (1)—(5) above;
- (7) 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;

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(8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or  
(9) 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 in §§B and C and subsections D(1)—(8) 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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**E. AFFIRMATION REGARDING DEBARMENT**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, 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).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**F. 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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**G. SUB-CONTRACT AFFIRMATION**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above 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.

**H. AFFIRMATION REGARDING COLLUSION**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:  
(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 taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

**I. FINANCIAL DISCLOSURE AFFIRMATION**

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000,

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file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

J. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101—14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

K. DRUG AND ALCOHOL FREE WORKPLACE

I CERTIFY THAT:

- (1) Terms defined in COMAR 21.11.08 shall have the same meanings when used in this certification.
- (2) By submission of its bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:
  - (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;
  - (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions;
  - (c) Prohibit its employees from working under the influence of drugs or alcohol;
  - (d) Not hire or assign to work on the contract anyone whom the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;
  - (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;
  - (f) Establish drug and alcohol abuse awareness programs to inform its employees about:
    - (i) The dangers of drug and alcohol abuse in the workplace;
    - (ii) The business' policy of maintaining a drug and alcohol free workplace;
    - (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
  - (g) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;
  - (h) Provide all employees engaged in the performance of the contract with a copy of the statement required by §K(2)(b), above;
  - (i) Notify its employees in the statement required by §K(2)(b), above, that as a condition of continued employment on the contract, the employee shall:
    - (i) Abide by the terms of the statement; and
    - (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;
  - (j) Notify the procurement officer within 10 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction;
  - (k) Within 30 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:
    - (i) Take appropriate personnel action against an employee, up to and including termination; or
    - (ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and
  - (l) Make a good faith effort to maintain a drug and alcohol free workplace through implementation of §K(2)(a)—(j), above.
- (3) If the business is an individual, the individual shall certify and agree as set forth in §K(4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.
- (4) I acknowledge and agree that:
  - (a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification;
  - (b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and
  - (c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.03.

L. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

(1) The business named above is a (domestic \_\_\_ ) (foreign \_\_\_ ) corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent

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filed with the State Department of Assessments and Taxation is: Name: \_\_\_\_\_ Address: \_\_\_\_\_

(If not applicable, so state).

(2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

M. 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, bona fide agent, bona fide salesperson, or commercial selling agency 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, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

N. Repealed.

O. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) 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 the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) 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.

Date: \_\_\_\_\_ By: \_\_\_\_\_ (Authorized Representative and Affiant)

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**CONFLICT OF INTEREST STATEMENT**

The undersigned hereby affirms and attests that to the best of my knowledge, no trustee, employee, spouse, parent, child, brother or sister of the trustee or employee, own assets in this business, and of this date are also employed by Howard Community College.

Company: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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## **ETHICS STATEMENT**

In compliance with the Public Ethics Law contained in the Annotated Code of Maryland, State Government Article §15-508 and Code of Federal Regulations §74.43, I hereby affirm that no employee of or representative for our company assisted the College in the drafting of specifications, requirements, statements of work, invitation for bids or request for proposals for this procurement, nor did any individual or company who assisted in such drafting assist or represent this company, directly or indirectly, in submitting a bid or proposal for this procurement.

Company: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**NO BID RESPONSE FORM**

Please be advised that our company does not wish to submit a bid in response to the above-captioned Invitation to Bid for the following reasons:

- \_\_\_\_\_ Too busy at this time
- \_\_\_\_\_ Not engaged in this type of work
- \_\_\_\_\_ Project too large/small
- \_\_\_\_\_ Cannot meet mandatory specifications (Please specify below)
- \_\_\_\_\_ Other (Please specify)

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\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_

Please return to:  
Finance Office  
RCF 201  
Howard Community College  
10901 Little Patuxent Parkway  
Columbia, Maryland 21044

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**TERMS AND CONDITIONS**

**ADDENDA** The College reserves the right to amend or add to this bid at any time prior to the bid due date. If it becomes necessary to change or add to any part of this bid, the Procurement Officer will furnish an addendum to all prospective Bidders by posting the addendum on the solicitation web page at: [www.howardcc.edu/business\\_services/purchasing/bid\\_requests.html](http://www.howardcc.edu/business_services/purchasing/bid_requests.html). All addenda will be identified as such and will be posted at least 48 hours prior to the bid opening. It is the sole responsibility of any prospective Bidder to monitor the web page to ensure receipt of all addenda.

**ADDITIONAL ORDERS** Unless it is specifically stated to the contrary in the bid response, the College reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions, if it is mutually agreeable.

**ASSURANCE OF NON-CONVICTION OF BRIBERY** The Bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

**AUDIT** Bidder shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued from this solicitation. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of Bidder and any subcontractor involving transactions related to this agreement during the term of this agreement and for a period of three (3) years after final payment under this agreement.

**AWARD CONSIDERATIONS** Awards of this bid will be made to the lowest responsible Bidder conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of bidder and its ability to perform satisfactorily with consideration to any previous performance for Howard Community College. A bid may be awarded at the sole discretion of the College, in whole or in part, whichever is in the best interest of the College. Prompt payment discounts will not be considered in bid evaluation. All discounts other than prompt payment are to be included in bid price.

**BID AND PERFORMANCE SECURITY** If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany each bid and be made payable to Howard Community College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Director of Purchasing deems the failure to be non substantial. Such bid bonds or checks will be returned, upon request, to all except the three (3) lowest Bidders within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned, upon request, to all but successful Bidder(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful Bidder must submit an acceptable performance bond in the designated amount of the bid award, prior to award of contract. All bid bonds will be returned, upon request, to the successful Bidder(s) within forty eight (48) hours after receipt of the performance bond.

**BIDDING INSTRUMENTS** Bidding instruments include the bid, addenda, terms and conditions, contract terms, and specifications. Bids should be prepared simply and economically, and should provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of the bid. Emphasis should be on completeness and clarity of content. The Bidder will bear any and all costs incurred in the preparation and submission of bids.

**BRAND NAMES** Brand name materials used in these specifications are known and acceptable. Bids including proposals to use alternate brands are invited as long as they are of equal type and equal or better quality. The burden of proof that alternate brands are in fact equal or better falls on the Bidder and proof must be provided to the College's satisfaction.

**CARE OF PREMISES** Precautions taken for safety and protection shall be in accordance with the mandatory requirements of the safety codes prevailing within the jurisdiction in which the work is to be performed. During the performance of the contract, the Contractor shall take the necessary precautions to protect all areas upon which or adjacent to which work is performed as a part of this contract. Any damage caused as a result of Contractor's neglect, directly or indirectly, shall be repaired to the College's satisfaction at the Contractor's expense.

**CANCELLATION** Howard Community College reserves the right to cancel this bid solicitation or to reject all bids received, if the College's Director of Procurement, in accordance with procedures approved by the College's Board of Trustees, determines that it is fiscally advantageous or in the best interest of the College to cancel the bid.

**COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986** The Bidder warrants that both the Bidder and/or any subcontractor of the Bidder do not and shall not hire, recruit or refer for a fee, for employment under this Agreement or any subcontract, an alien knowing the alien is an unauthorized alien and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 (hereinafter referred to as "IRCA"), including but not limited to any verification and record keeping requirements. The Bidder agrees to indemnify and save the College, its trustees, and/or employees harmless from any loss, costs, damages or other expenses suffered or incurred by the College, its trustees and/or employees by reason of the Bidder's or any subcontractor of the Bidder's noncompliance with "IRCA." The Bidder agrees to defend the College, its trustees and/or employees in any proceeding, action or suit brought against the College, including but not limited to administrative and judicial proceedings, arising out of or alleging noncompliance of the Bidder with "IRCA". The Bidder recognizes that it is the Bidder's responsibility to ensure that all certifications and verifications as required by law are obtained and maintained for the applicable time period.

**COMPLIANCE WITH LAWS** Bidder agrees to comply, at no additional expense, with all applicable Executive orders, Federal, State, regional and local laws, ordinances, rules and regulations in effect as of the date of this agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4.

**COMPLIANCE WITH HOWARD COMMUNITY COLLEGE POLICIES** While on the College's campus, Bidder agrees to comply with all applicable Howard Community College policies and procedures in effect as of the date of this agreement and as they may be amended from time to time during the term of this contract.

**CONTINGENT FEES** Bidder hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Bidder, to solicit or secure a contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of a contract as a result of this solicitation.

**CONTRACT AMENDMENTS** The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price

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adjustments must be accepted, in writing, by Howard Community College before the supplier performs additional work on the project. The Contractor cannot accept purchase requests for products or services that are not covered in this contract or make changes to the scope of work unless a price for those products or services has been negotiated with the College, and the Contractor has received a signed contract amendment from the Finance Office.

**CONTRACT DEADLINES** The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. If the Contractor defaults, the College reserves the right to assess liquidated damages and/or make an open market purchase.

**CONTRACT DOCUMENTS** The general conditions of this IFB, the Contractor's bid, and the signed Agreement form the contract. The documents shall have the following order of precedence: this IFB, Agreement, the Contractor's bid.

**CONTRACT TERMINATION** The contract may be terminated for any of the following reasons: failure of the Contractor to meet the mandatory requirements as described in this bid; failure of the Contractor to meet required deadlines; failure of the Contractor to resolve problems in a timely manner; or lack of College funding.

**CONTRACTORS** This bid invitation is extended to individuals or firms as primary Contractors, and the Contractor will execute the work specified with bona fide employees. Subcontractors cannot assume the primary award of this contract on behalf of the primary Contractor nor can the awarded Contractor be relieved of its obligation or responsibility to this contract. The College reserves the right to reject any subcontractor.

**DELIVERY AND PACKING** All prices quoted must include delivery. All goods delivered under this contract shall be packed in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging, or for deposits or containers unless specified in the bid. No charge will be allowed for cartage unless by prior written agreement. Complete deliveries must be made by the successful bidder to the designated location as indicated on the Howard Community College purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost.

**DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.**

**DELIVERY OF BIDS** Sealed bids must be received in the Procurement Office by the date and time specified in the bid in order to be considered. **NO LATE BIDS OR PROPOSALS WILL BE ACCEPTED.** Late bids will be returned to the Bidder unopened. Bids submitted by mail must be addressed to the Finance Office, RCF 201, Howard Community College, 10901 Little Patuxent Pkwy, Columbia, Maryland 21044, and clearly marked to indicate the bid number, title and opening date. Hand delivered bids will be accepted only at the Finance Office, RCF 201, Howard Community College, 10901 Little Patuxent Pkwy, Columbia, Maryland 21044.

**ERRORS IN BIDS** Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the Bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected. In the case of an error in price extension, the unit price will govern. The intention of the Bidder must be evident on the face of the bid.

**FAILURE TO DELIVER** If the Contractor fails to comply with any established delivery requirements, the College reserves the right to make an open market purchase of required items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

**FINANCIAL DISCLOSURE** The Contractor shall comply with the provisions of §13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which requires that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more, shall, within 30 days of the time when the aggregate value of these contracts, leases or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

**INDEMNIFICATION** The Contractor agrees to indemnify and hold harmless the College and Howard County, Maryland and their officers, agents and all employees and volunteers, from any and all claims for bodily injury, personal injuries and property including reasonable attorney's fees and the cost of hearings and appeals arising out of any such claims or suits because of any and all acts of omission, or commission of any person by the Contractor including agents, servants, employees or volunteers. The foregoing indemnity agreement shall not apply to claims and suits arising out of sole and exclusive gross negligence of the College, its officers, agents, employees and volunteers. As provided under Title 23 of the Howard County Code, the College will not indemnify the Contractor. This indemnification provision shall survive the termination and/or completion of this agreement.

**HAZARDOUS AND TOXIC SUBSTANCES** Bidder must comply with all applicable Federal, State, and County laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the College with a "Material Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

**INSPECTION OF PREMISES** If a site visit is recommended or required, each Bidder is responsible for visiting the site(s) prior to submitting a bid in order to observe the existing conditions affecting the work, and to obtain precise dimensions of the area(s) involved. No allowance will be made to the successful Bidder, at a later date for additional work required because of failure to visit the site and/or to obtain the exact dimensions. Discrepancies, if any, must be reported to the College.

**INSURANCE** If a contract results from this bid, the Contractor shall maintain such insurance as specified in the bid documents and as will indemnify and hold harmless the College from Workmen's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor's operations under this contract, or by anyone directly or indirectly employed by the Contractor.

**MARYLAND PUBLIC INFORMATION ACT** Bidder recognizes that the College is subject to the Maryland Public Information Act, Title 10, Subtitle 6 of the State Government Article of the Annotated Code of Maryland. Bidder agrees that it will provide any justification as to why any material, in whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act. Bidders are advised that, upon request for this information from a third party, the College will be required to make an independent determination whether the information will be disclosed.

**MINORITY PARTICIPATION** It is the policy of Howard Community College to strongly encourage minority businesses to provide goods and services for the performance of College projects. Minority businesses are defined as firms that are 51% owned and controlled by a member of

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a socially or economically disadvantaged minority group, which includes African Americans, Hispanics, Native Americans, Alaskan Natives, Asians, Pacific Islanders, women, and the mentally or physically disabled.

**NON-ASSIGNMENT AND SUBCONTRACTING** Bidder shall not assign any contract or any rights or obligations hereunder without obtaining prior written consent of the College. No contract shall be made by Bidder with any other party for furnishing the services to be performed under a contract issued from this solicitation without the written approval of the College. These provisions will not be taken as requiring the approval of the contract of employment between Bidder and its personnel.

**NON-COLLUSION** Bidder certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; Bidder also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price of the Bidder herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid is submitted.

**NON-DISCRIMINATION** The Contractor agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry or disability of a qualified individual with a disability; (b) to include a provision similar to that contained in subsection (a), above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

**NON-HIRING OF EMPLOYEES** No employee of the College or of the State of Maryland, or any department, commission, agency or branch thereof whose duties as employees include matters relating to or affecting the subject matter of this bid shall, during the pendency and term of this contract and while an employee, become or be an employee of the contractor or any entity that is a subcontractor on this contract.

**NON-VISUAL ACCESS** The bidder warrants that the information technology offered under this bid (1) provides equivalent access for effective use by both visual and nonvisual means; (2) will present information, including prompts used for interactive communications, in formats intended for both visual and nonvisual use; (3) if intended for use in a network, can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired; and (4) is available, whenever possible, without modification for compatibility with software and hardware for nonvisual access. The bidder further warrants that the cost, if any, of modifying the information technology for compatibility with software and hardware used for nonvisual access will not increase the cost of the information technology by more than 5 percent. For purposes of this condition, the phrase 'equivalent access' means the ability to receive, use, and manipulate information and operate controls necessary to access and use information technology by nonvisual means. Examples of equivalent access include keyboard controls used for input and synthesized speech, Braille, or other audible or tactile means used for output.

**NOTICE TO CURE** The College reserves the right to cancel the contract if the Contractor's performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If such corrections are not made within the specified period, the College may terminate the contract.

**PATENTS** Bidder guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Bidder will at Bidder's own expense, indemnify, protect and save harmless the College, its trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement, arising out of the purchase or use of these goods.

**PREPARATION OF BID** Bids submitted must be hand signed by an authorized agent of the company submitting the bid. Notification of award will be made by "Notice of Intent to Award" and/or purchase order. A Bidder may attach a letter of explanation to the bid for clarification. Bidders will be required, if requested by Howard Community College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers of or dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any Bidder's place of business prior to award of contract to determine Bidder responsibility.

**POLITICAL CONTRIBUTION DISCLOSURE** The Contractor shall comply with §§14-101-14-108, of the Election Law Article of the Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or an incorporated municipality, or their agencies, during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

**PRODUCT TESTING DURING TERM OF CONTRACT** Goods delivered under any contract resulting from this Invitation to Bid may be tested for compliance with specifications stipulated herein. Any shipment failing to meet or comply fully with the specification requirements will be rejected. The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the College unless the order is rejected for failure to meet specifications or purchase description. In such cases of rejection, the cost of testing will be charged back to the Contractor.

**PUBLICITY** The Contractor shall not in any way or in any form publicize or advertise in any manner the fact that it is providing services to the College without the express written approval of the College's Public Relations & Marketing Office obtained in advance, for each item of advertising or publicity. However, nothing herein shall preclude the Contractor from listing the College on its routine client list for matters of references.

**RECORD RETENTION** If awarded a contract, Contractor shall maintain books and records relating to the subject matter of this agreement, including but not limited to all charges to the College, for a period of three (3) years from the date of final payment under this agreement.

**REFERENCES** Bidder must provide at least three references from former or current clients who can confirm the Bidder's experience with projects that are similar in size or scope. All reference information must include the company's name and address and the contact's name and telephone number. The references provided must be able to confirm, without reservation, the Bidder's ability to provide the level of services requested in this solicitation. References from other higher education institutions or government agencies are preferred but not required.

**REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND** Pursuant to §7-202 et. seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

**REJECTIONS AND CANCELLATIONS** Howard Community College reserves the right to accept or reject any or all bids in whole or in part for any reason, including the availability of funding for the project. The College reserves the right to waive any informality and to make awards in the best interest of the College. The College also reserves the right to reject the bid of any Bidder who has previously failed to perform

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adequately on a prior award for furnishing goods and/or services similar in nature to those requested in this bid. The College may cancel this solicitation in whole or in part, at its sole discretion.

**RIGHT TO STOP WORK** If the College determines, either directly or indirectly, that the Contractor's performance is not within the specifications, terms or conditions of this bid and/or that the quality of the job is unacceptable, the College has the right to stop the work. The stoppage of work shall continue until the default has been corrected and/or corrective steps have been taken to the satisfaction of the College. The College also reserves the right to re-bid this contract if it is decided that performance is not within the specifications as set out.

**SAMPLES AND CATALOG CUTS** If samples are required, Bidder shall be responsible for delivery of samples to location indicated. All sample packages shall be marked "Sample for Procurement Office, Bid No. \_\_\_\_" and each sample shall be tagged or marked and bear the name of the Bidder. Failure of the Bidder to clearly identify samples as indicated may result in rejection of bid. The College reserves the right to test any materials, equipment or supplies delivered to determine if the specifications have been met. The Sample shall be identical to the item the Bidder proposes to furnish should it be awarded a contract and shall be packaged in the same manner as they will be packaged during the contract term. Samples will not be returned.

**SIGNATURE** Each bid must show the full business address and telephone number of the Bidder and be signed by the person or persons legally authorized to sign such contracts. All correspondence concerning the bid and contract, will be mailed or delivered to the address shown on the bid. **NO BID WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE.**

**SPECIFICATIONS AND SCOPE OF WORK** The specifications listed herein may or may not specify all technical requirements which are needed to achieve the end result. When accepting the award, the Contractor assumes the responsibility of accomplishing the task requested in this document. Any omission of parts, products, processes, etc. in the specifications are the responsibility of the Contractor and the College will not bear the responsibility of their omission. If omissions in the specifications are discovered and these omissions will impact the contract price then it is the responsibility of the Bidder to note these omissions, in writing, prior to accepting the award. If these omissions are not noted prior to award then the Contractor's silence is deemed as full and complete acceptance and any additional costs will be borne by the Contractor.

**TAXES** The College is exempt from Federal and Maryland taxes. Exemption Certificates are available upon request. Bidder shall be responsible for the payment of any and all applicable taxes resulting from any award and/or any activities hereunder, including but not limited to any applicable amusement and/or sales taxes. For construction projects: in accordance with COMAR 03.06.01.22c(2)(b), the tax exemption certificate of otherwise exempt governmental entities may not be used for the purchase of materials to be incorporated into the real property on College construction projects.

**TERMINATION BASED ON LACK OF FUNDING** Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Howard Community College. Insufficient funds shall be grounds for immediate termination of the contract.

**TERMINATION FOR DEFAULT** If an award results from this bid, and the Contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the College. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the Contractor up to the date of termination.

**TERMINATION FOR THE CONVENIENCE OF THE COLLEGE** The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or in part, whenever the President of Howard Community College shall deem that termination is in the best interest of the College. Such determination shall be at the sole discretion of the President or her designee. In such event, the College shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. The Contractor shall not be reimbursed for anticipatory profits. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

**USE OF CONTRACT BY OTHER PUBLIC ENTITIES** While this bid is prepared on behalf of Howard Community College, it is intended to apply to other Maryland educational institutions and public agencies in the State of Maryland, including Howard County Government and Howard County Public Schools. Unless the Bidder takes an exception, the resulting awarded items, terms and conditions will be available to other State and local public entities. Should a price adjustment be necessary to include any other public entity, the Bidder must so note on the Contractor Information Form. Purchase requests and funding from other agencies will be the responsibility of those agencies.

**WARRANTY** Bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive a contract and shall not be deemed waived either by the College's acceptance of said materials or goods, in whole or in part, or by payment for them, in whole or in part. The Bidder further warrants all articles, material and work performed for a period of one year, unless otherwise stated, from date of acceptance of the items delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at Bidder's sole expense.

**WITHDRAWAL OF BIDS** A bid shall be withdrawn by written or fax request, confirmed immediately in writing, provided that such requests are received prior to the time of opening bids. The College shall not be held responsible for the timely receipt of any requests for withdrawal, and the bidder is cautioned to transmit any such request in ample time for delivery before the bid opening hour and date. No bid received can be withdrawn by any bidder after the opening, as no claim for release due to mistakes or omissions in the bidding shall be considered. Each bidder shall be held strictly responsible for its bid.

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**SUPPLEMENTAL TERMS AND CONDITIONS FOR CONSTRUCTION PROJECTS**

**ACCEPTANCE AND FINAL PAYMENT** Upon receipt of notice from the Contractor that the work is ready for final inspection and acceptance, the College shall promptly make such final inspection. When the College representative finds the work fully acceptable under the Agreement and the Agreement fully performed, the College representative shall sign-off on the final invoice indicating that the work provided for in this Agreement has been completed and is acceptable under the terms and conditions thereof and that the entire balance on the final invoice is authorized for payment. Before issuance of a final invoice, the Contractor shall submit such evidence to the College as the College deems necessary to ensure that all payrolls, material bills and other indebtedness connected with the work have been paid. Final payment shall be made within ten (10) calendar days after the Finance Office receives signature and authorization for final payment from the College representative that this work has been fully completed and the Agreement fully performed. Acceptance by the Contractor of final payment shall be and shall operate as release to the College from all claims and all liability to the Contractor. Neither the acceptance by the College or any representative of the College nor any payment for or acceptance of the whole or any part of the work, nor any extension of time, nor any possession taken by the College, shall operate as a waiver of any portion of the Agreement or of any power reserved to the College or any right to recover damage. The waiver of any breach of the Agreement shall not be held to be waiver of any other subsequent breach.

**BID BOND** Each bid must be accompanied by a bid bond from a surety company acceptable to the College, properly executed in favor of the College for not less than ten percent of the amount of the base bid. Bid bonds will be returned, upon request, to all except the three lowest bidders within three days after bid opening. The bid bonds of the three lowest bidders, with the exception of the awardee, will be returned, upon request, within 48 hours after contract execution.

**CONTRACTOR IDENTIFICATION** Contractor's employees working on College property are required to sign in every day at the security office in the RCF building immediately upon arrival. They will be issued a contractor's badge that they are required to wear while on campus.

**GENERAL CONDITIONS** Unless otherwise noted, Contractor shall provide and pay for all labor, materials, equipment, tools, construction machinery, transportation, and services necessary for proper execution and completion of the work as required by contract documents. The proper execution and completion of such work shall include any necessary restoration of disturbed areas affected by the construction under the contract documents. Contractor shall at all times enforce strict discipline and good order among employees and shall not employ on the work any unfit person or anyone not skilled in the task assigned. The College reserves the right to request the removal of any construction personnel at any time.

**INSURANCE** The purchase of insurance does not relieve the Contractor of any obligations assumed under this Agreement. Failure to maintain insurance shall be viewed as a material breach of the Agreement. Contractor shall maintain in force at all times during the term of this Agreement, with an insurance carrier licensed to do business in the State of Maryland acceptable to the College. The Contractor shall be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith. The Contractor assumes all risks of direct and indirect damage or injury to property or person used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission, or operation under the contract, or in connection in any way whatsoever with the contracted work.

The Contractor shall, during the continuance of all work under the contract, provide the following commercial insurance coverage:

**Statutory Worker's Compensation and Employer's Liability Insurance** under the State of Maryland statutory requirements, to protect the Contractor from any liability or damages of any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the state of Maryland, or which may be hereinafter enacted.

**Commercial General Liability Insurance** to protect the Contractor, its subcontractors, and the interest of the College and Howard County, Maryland, against any and all injuries to third parties, including bodily injury, personal injury and property damage, resulting from any action or operation under the Agreement or in connection with the contract work. The General Liability Insurance shall provide combined single limits of \$1,000,000 per occurrence, naming the College and Howard County, Maryland as an Additional Insured and it shall be stated on the insurance certificate with the provision that this coverage is primary to all other coverage the College and Howard County, Maryland, may possess. The policy shall contain, but not be limited to, the following coverage endorsements:

Contractual Liability, including Subcontractors;

Personal and Advertising Injury;

Products and Completed Operations - Products and Completed Operations insurance shall be maintained for a minimum period of two years after final payment, and Offeror shall continue to provide evidence of such coverage to owner on an annual basis during the aforementioned period; and

Explosion, Collapse, and Underground Hazards (XCU) - required if such exposure exists due to the nature of the project.

**Automobile Liability Insurance** with limits of liability of at least \$1,000,000 combined single limit per occurrence. Coverage shall include Owned, Non-owned, and Hired Automobile endorsements covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the Contractor. In addition, mobile equipment used by the Contractor in connection with the Agreement work will be insured under either a Standard Automobile Liability Policy or a Comprehensive General Liability Policy including coverage for hired and non-owned vehicles.

**Builder's Risk Insurance**, if applicable, with a limit of coverage equal to the construction cost on a replacement cost basis, and written on an all-risk policy form. Insurance shall be maintained until the entire project is accepted by the College. The Builder's Risk Policy shall include the College, Howard County, Maryland and all subcontractors as an Additional Insured.

IF ANY ARCHITECTURAL, ENGINEERING, DESIGN, INSPECTION OR PLANNING SERVICES ARE RENDERED, INCLUDING APPROVAL OF SUCH ACTIVITIES OF OTHERS, **Professional Liability/Errors and Omissions** coverage is also required with limits of at least \$1,000,000. Contractor shall continue to maintain such insurance, covering incidents

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occurring or claims made, for a period of three (3) years after substantial completion of the project.

The Contractor agrees to provide insurance issued by companies admitted within the State of Maryland with the Best's Key Rating of at least A-. Exceptions must be requested in advance and pre-approved by the College and Howard County, Maryland. The successful Contractor will provide an original, signed certificate of insurance, evidencing such insurance and such endorsements as prescribed herein, and shall have it filed with the College, before any work is started. The Contractor will secure and maintain all insurance policies of its subcontractors which shall be made available to the College on demand. No change, cancellation, or non-renewals shall be made in any insurance coverage without a thirty (30) day written notice to the Finance Office, Howard Community College. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished to the Finance Office, Howard Community College. Insurance coverage required in these specifications shall be in force throughout the contract term. Should the Contractor fail to provide acceptable evidence of current insurance within seven (7) days of written notice at any time during the contract term, the College shall have the absolute right to terminate the Agreement without any further obligation to the Contractor, and the Contractor shall be liable to the College for the entire additional cost of procuring the uncompleted portion of the Agreement at the time of termination. Compliance of the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all subcontractors of the liabilities and obligations under this heading or under any other section of provision of the contract. Contractual and other liability insurance provided under this Agreement shall not contain a supervision, inspection, or engineering services exclusion that would preclude the College and Howard County, Maryland from supervision and/or inspecting the project as to the end result. The Contractor shall assure that all subcontractors performing services in accordance with this document carry identical coverage as shown above, either individually or as an additional insured on the policies of the Contractor. Exceptions may be made only with the approval of the College and Howard County, Maryland. Contractor agrees to indemnify the College and Howard County, Maryland, for any workers' compensation claims asserted by employees of subcontractors who do not carry workers' compensation insurance.

**LIMITS OF WORK / USE OF SITE** Contractor shall confine operations at the site to the area indicated in the contract documents and shall not unreasonably encumber site or off-site work areas with materials or equipment. Coordination and cooperation with the College shall be mandatory. It shall be the sole discretion of the College whether the Contractor's use of the site is interfering with operations, including Contractor's noise. Should the College determine interference, the Contractor shall be required to revise operation.

**LIQUIDATED DAMAGES** Time is of the essence in the performance of this contract. Project must be completed according to project schedule. Liquidated damages will apply.

**MARYLAND UNDERGROUND FACILITIES DAMAGE PREVENTION LAW** Contractor shall coordinate and pay for all work required to comply with this law. Additionally, Contractor shall be responsible for all location of private utilities as required by the College.

**MATERIAL SAFETY DATA SHEETS (MSDS):** Pursuant to Occupational Safety and Health Act (OSHA) 29CFR1910, where applicable, MSDS for the products supplied or used as a result of this contract must be sent to: Howard Community College, Chuck Nightingale, Executive Director of Capital Projects & Facilities, 10901 Little Patuxent Parkway, Columbia, Maryland 21044. MSDS must show the contract number under which the products were supplied or used. The successful contractor shall submit Material Safety Data Sheets on any item requested by the contract manager.

**MINIMUM SAFETY REQUIREMENTS** Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. Contractor shall comply, and shall secure compliance by its employees, agents, and lower tier subcontractors, with all applicable health and safety laws and regulations, including without limitation, Federal OSHA and equivalent OSHA state regulations, city and county ordinances and codes, uniform fire codes, DOT regulations, and owners facility rules and regulations. Contractor shall submit to owner, a copy of its Safety and Health Program for review and shall agree to make necessary changes in order to comply with specific facility rules and regulations if needed. Contractor shall effectively execute the program elements and maintain the job site in a safe and healthful matter. Contractor shall provide a safe and healthful environment for its employees and agents as well as the owners' representatives and agents. Contractor shall report to the owners any governmental inspections or inquiries at the job site. The reasons for the inspection and results of the inspection shall be shared with the owners as soon as possible and no later than the next business day. Oral notification is expected as well as a written report detailing the inspection. All injuries, illnesses, and work related incidents should be reported to the owners immediately but no later than the next business day after the incident. Contractor shall fill out an Incident Report and submit to the College no later than 48 hours after the initial incident. By the fifth working day of each month, contractor shall prepare a Monthly Safety Summary detailing activities, events, and accident statistics. This report shall be submitted to the College. The College reserves the right to audit Contractor safety and health related records and statistical information at any time.

**NON-DISRUPTION OF CAMPUS** The Contractor understands that Howard Community College is an active college campus and that all work must be performed in a manner to minimize disruption of operations and classes. Buildings will be occupied by staff during the duration of the work outlined. Under no circumstances shall any driveway, access road, or walkway be blocked by the Contractor's vehicles to prohibit use of, or disruption to pedestrian or vehicular traffic to the buildings.

**PERFORMANCE, LABOR AND MATERIALS BOND** Performance and Labor & Materials bonds shall be required for contracts over \$7,500 or more. Within 10 days of award notification, the successful bidder shall deliver to the College: a performance Bond in the amount of 100% of the contract price covering faithful performance of the contract for building construction, alteration or repair; and a Labor and Materials Payment Bond in the amount of 100% of the contract price as security for payment of all persons performing labor and furnishing materials in connection therewith. In the event that a Change Order is approved, Contractor shall be responsible for notifying the bonding company of such change and procuring the additional coverage for the Change. A letter from the bonding company stating its willingness to provide the bidder with performance and labor & material bonds shall be submitted with bid.

**PERMITS AND FEES** The Contractor shall apply for, secure and pay for all permits, governmental fees and licenses necessary for proper execution and completion of the work including use and occupancy permits, electrical, plumbing, and all other permits. The Contractor shall secure certificates of inspection, occupancy, etc. as may be required by the authorities having jurisdiction over the

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work. These shall be delivered to the College upon completion of the work.

**PROJECT ORGANIZATION** The Contractor shall appoint a project manager and identify the individual prior to commencing work. The project manager shall be responsible for coordination of all work covered by this period.

**SUBCONTRACTORS** The Contractor shall list on the Bid Form the name of all subcontractors proposed for the principal portions of the work, mechanical and electrical. Contractors agree that they will be fully responsible to the College and Howard County, Maryland for any acts and omissions of their subcontractors and of persons directly or indirectly employed by them. Nothing contained in these contract documents shall create any contractual relationship between any subcontractor and the College and Howard County, Maryland. Prior to receiving each payment of a current estimate and final estimate, the Contractor shall certify in writing that payments have been made from proceeds of prior payments, and that timely payments will be made from proceeds of the current estimate and final estimate payment then due, to the subcontractors and suppliers in accordance with the contractual arrangements with them.

**SUPERVISION** The Contractor is required to maintain on site, at all times when work is in progress on this project, a qualified supervisor who represents the contractor and is responsible for the entire project.

**TITLE TO EQUIPMENT** In all instances, title to any equipment furnished or intended to be furnished, shall pass to the College on the date of acceptance.

**UTILITIES** The following will be made available to the Contractor by the College (if applicable): Electric and Water. Sanitary facilities shall be provided by the contractor. Construction workers shall not utilize college cafeteria or facilities.

**WORK SCHEDULE** All contractors shall submit a tentative work schedule with their bid proposal. Within five (5) working days or at the College's discretion after contract award notification, the successful bidder shall attend a pre-construction conference. At the pre-construction conference, the successful bidder shall submit a detailed written schedule on "job plan". This job plan should provide all detailing of the work activities and time schedule for each activity prior to commencing work. All requests for outages (if applicable) shall be submitted in writing to the Office of Plant Operations ten (10) days prior to the intended shutdown.