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REQUEST FOR BID #15-148

FOR:  
GENERATOR MAINTENANCE including SERVICES AND RENTAL

SUBMIT TO:  
MID ATLANTIC PURCHASING TEAM  
C/O HARFORD COUNTY, MARYLAND  
Department of Procurement  
220 S. Main Street, 3<sup>rd</sup> Floor  
Bel Air, Maryland 21014

DATE AND TIME DUE: APRIL 16, 2015  
Bids due by 1:00PM

PRE-BID CONFERENCE: A Pre-Bid conference will be held for this project on April 2, 2015, in the Conference Room at Sod Run Water Treatment Plant, 1212 Chelsea Road, Perryman, Maryland 21130 at 10:00 a.m. Attendance is NOT mandatory, but is strongly advised.

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**PLEASE NOTE: QUESTIONS ARE DUE ON April 8, 2015 BY 5:00pm**

Direct all questions to:  
Daniel J. Guthrie, CPPB,  3/26/15  
Harford County, Maryland  
Procurement Department  
220 South Main Street Bel Air, Maryland 21014  
djguthrie@harfordcountymd.gov  
410-638-3550

## **MID-ATLANTIC PURCHASING TEAM**

### **REQUEST FOR BID NO. 15-148**

# **GENERATOR MAINTENANCE including SERVICES AND RENTAL**

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## **Mid-Atlantic Purchasing Team | Terms & Conditions**

The Mid-Atlantic Purchasing Team (MAPT) uses a lead agency format for their solicitations that non-exclusively encompasses public and non-profit entities from the Maryland, Virginia and Washington DC regions. Neither MAPT nor the lead agency is compensated for their efforts other than the benefits of aggregation and economies of scale. Participating entities, through their participation agree to the resulting contract and all terms and conditions contained therein in so much as they can reasonably be applied to the participating jurisdiction. Further, successful bidder agrees to the following MAPT Terms & Conditions:

1. MAPT has no obligation (contractual, financial or otherwise) hereunder or for any participating jurisdiction's contract. The contractual obligation of each participating jurisdiction under its respective contract is contingent upon appropriation of funds by the governing body of the applicable jurisdiction from which payment shall be made.
2. Bids requiring payment within less than 30 days from the date of invoice will be rejected.
3. When practical, the successful bidder must package and ship all products in packaging and containers made of recycled, recyclable or biodegradable materials. Bidders are encouraged to eliminate packaging, or to use the minimum amount necessary for product protection, in order to minimize waste to the greatest extent practicable.
4. Unless otherwise provided herein, the jurisdiction's Purchasing Agent reserves the right to order goods or services from other sources without prejudice to the contract.
5. Each participating jurisdiction will determine the appropriate method to use this contract, such as a separate jurisdiction contract, bridge letter, purchase order or other form. In addition, they may have additional requirements that can be added to their cooperative document, including but not limited to:
  - 5.1 The successful bidder may be required to give security or bond for the performance of each participating jurisdiction's contract as determined by the Purchasing Agent.
  - 5.2 Unless otherwise provided herein, each participating jurisdiction reserves the right to increase or decrease the quantities to be purchased at the prices bid. The quantity intended to be purchased and the period and/or percentage amount of any such reservation shall be stated in the solicitation and/or in any applicable participating jurisdiction's contract.
  - 5.3 The successful bidder may be required to add other specific terms and conditions that are pertinent to a specific jurisdiction, to which these matters are openly negotiable providing they do not alter the scope of work or original intent of the MAPT Contract.

6. The successful bidder shall indemnify, defend, and save harmless each of the participating jurisdictions and their respective employees, agents and officials against or from all costs, fees (including reasonable attorneys' fees), liabilities expenses, damages, injury, and loss including (but not limited to) attorney's fees, which may be incurred or made against any of the participating jurisdictions, their respective employees, agents or officials, and resulting from any act or omission committed in the performance of the duties and obligations of the successful bidder under this solicitation and/or each participating jurisdiction's resulting contract or anyone under contract with the successful bidder to perform duties or obligations thereunder. The successful bidder shall allow each participating jurisdiction to participate in the defense of the participating jurisdiction, its employees, agents and officials, to the extent and as may be required by the participating jurisdiction, and the successful bidder shall cooperate with the applicable participating jurisdiction in all aspects in connection therewith.
7. The successful bidder shall, at all times during the term of each participating jurisdiction's contract, maintain and keep in force such insurance as Workers' Compensation, Liability, and Property Damage as will protect the successful bidder from claims under Workers' Compensation Acts and also such insurance as will protect the successful bidder and the participating jurisdictions from any other claims for damages for personal injury, including death, as well as from claims for damages to any property of each participating jurisdiction or of the public, which may arise from operations under this solicitation and each participating jurisdictions' contract, whether such operations are by the successful bidder or any subcontractor or any agent directly or indirectly employed by any of them.
8. This solicitation shall be governed by and construed in accordance with the laws of the State in which the jurisdiction creates their official place of business without regard to any choice of law principles that would dictate the laws of any other jurisdiction. The exclusive venue for any and all actions related to this solicitation hereto shall be the appropriate Federal or State court located within the contracting jurisdiction's resident state.
9. This solicitation, bid response, and each subsequent participating jurisdiction's contract with the successful bidder contain the entire understanding between the successful bidder and each applicable participating jurisdiction. Each participating jurisdiction's contract shall only be amended if such amendment is in writing and executed by a legally authorized representative of the successful bidder and the applicable participating jurisdiction. Any contract amendment of one participating jurisdiction shall not impact or affect any other participating jurisdiction's contract or MAPT.
10. The successful bidder shall provide quarterly reporting to the lead agency and MAPT minimally showing the names of the participating entities under this contract and the value of their participation for that period and year to date. This information will be used to evaluate the effectiveness of the program, areas for growth, and if a variable discount structure is used, the correct pricing structure. Other reports that are reasonably available shall be provided as requested.

11. Bidders are encouraged to consider the broad access to MAPT contracts when considering their pricing strategy. In addition to bidding to the stated estimated volume identified in the lead agency's bid work sheet, bidders are encouraged to submit alternate MAPT bids that offer additional discounts from the stated bid work sheet if additional jurisdictions participate in any resulting contract. Alternate bids may include, but are not limited to, additional percentage discounts based upon certain increased volume levels. The alternate bid shall be submitted with the required bid to the lead agency, if not already requested in the bid work sheet.
12. Any waiver of any breach of covenants herein contained to be kept and performed by the successful bidder shall not be deemed or considered as a continuing waiver and shall not operate to bar or prevent any participating jurisdiction from declaring a breach or default for any succeeding breach either of the same condition of covenant or otherwise. No failure or delay by any participating jurisdiction to insist upon the strict performance of any term, condition or covenant of its contract agreement, or to exercise any right, power, or remedy consequent upon a breach thereof, shall constitute a waiver of any such term, condition, or covenant or of any such breach, or preclude the participating jurisdiction from exercising any such right, power, or remedy at any later time or times.
13. Prior to award, in case of disputes, the decision of the lead agency's Purchasing Agent shall be final and binding. The Purchasing Agent may request, in writing, the recommendation of participating jurisdictions or other objective source. Subsequent to award of the solicitation, in case of disputes as to whether an item or service quoted or delivered meets specifications, the decision of the applicable participating jurisdiction shall be final and binding with respect to the participating jurisdiction's contract.

## **Mid-Atlantic Purchasing Team**

The Mid-Atlantic Team (MAPT) continues to grow as a recognizable entity to both public professionals and the business community. MAPT is the relationship resulting from the agreement between BRPC and CPOC to work collaboratively on mutually beneficial procurements. To further the effort, the leadership of the regional councils in Baltimore and Washington metropolitan areas passed resolutions in 2012.

The business community reduces its cost of business by responding to a single solicitation by MAPT on behalf of interested governmental and educational entities. This approach cuts the cost of preparing separate solicitations by multiple public entities. As existing contracts expire and the public entities become aware of the beneficial new MAPT contract, the business community offers existing and new participants better pricing attainable by a tiered discount structure.

The public entities reduce their administrative costs by participating in a solicitation processed by a single lead agency. Lead agencies share the workload on a rotating basis so that the workload is more equally divided within the larger geographical region. In effect, each public entity reduces the cost of researching, preparing, opening and recording solicitations, reviewing response, follow-up and awarding their own solicitations. Each participating public entity gains the benefits of economy of scale and deeper discounts.

Significant accomplishments for 2014 include bidding on Bulk Chemicals for Water and Wastewater Treatment, Grass Seed and Fertilizer, Office Supplies and Student Agenda Books.

Other accomplishments include the establishment of the MAPT Terms and Conditions. The finalization of the Terms and Conditions clearly explain the purpose of MAPT. Among other items, bidders are encouraged to offer discounted pricing on a sliding scale based on increased participation in the contract, and quarterly reporting showing sales by participating entity. The document also provides a clear picture to lead agencies about the expectations when taking over the responsibility of bidding a MAPT procurement.

Committee Participation - The MWCOG Electric Vehicle Committee has specifically invited MAPT to participate in the committee meetings because the committee is interested in leveraging the value of economies of scale across the MAPT regions. This led to conversations with other committees, such as the MWCOG Sustainability Committee to discuss ways MAPT may be able to help them in their efforts.

Planned 2015 bidding includes Lamps and Ballast, Snow Blow Blades, Ball Field Mix, Generator Repairs and Services.

BMC and COG Purchasing Agreement  
Baltimore Metropolitan Council (BMC) and

## The Metropolitan Washington Council of Governments (COG) Purchasing Agreement

The cooperative purchasing committee of the Baltimore Metropolitan Council (BMC) and the Metropolitan Washington Council of Governments (COG) have agreed to work together to plan and create contracts for goods, services, and construction that would mutually benefit the neighboring regions. COG's Chief Purchasing Officers Committee and BMC's Baltimore Regional Cooperative Purchasing Committee signed the agreement on April 9, 2009 at a meeting in Largo, Maryland.

Through the Chief Purchasing Officers Committee (CPOC), participating agencies, school boards, authorities, and commissions combine bidding requirements resulting in large volume and better unit pricing. Similarly, the Baltimore Regional Cooperative Purchasing Committee (BRPC) work together for mutual benefit.

The two regions expect to secure even better value for dollars spent on goods, services and construction through the BRPC-CPOC partnership. The agreement will allow them to stretch workforce capacity among the local governments in the two neighboring regions.

### **What is COG?**

The Metropolitan Washington Council of Governments (COG) is an independent, nonprofit association that brings area leaders together to address major regional issues in the District of Columbia, suburban Maryland and Northern Virginia. COG's membership is comprised of 300 elected officials from 22 local governments, the Maryland and Virginia state legislatures, and U.S. Congress.

Policies are set through the COG Board of Directors, the National Capital Region Transportation Planning Board, and the Metropolitan Washington Air Quality Committee. These three boards are responsible for a broad range of issues under the COG umbrella. Supporting committees help shape programs through the dedicated work of a wide array of public servants, from police chiefs to social workers. Founded in 1957, the Council of Governments is supported by financial contributions from its participating local governments, federal and state grants and contracts, and donations from foundations and the private sector.

#### **Member Jurisdictions:**

**District of Columbia:** District of Columbia

**Maryland:** \*Bladensburg, Bowie, Charles County, College Park, Frederick, Frederick County, Gaithersburg, Greenbelt, Montgomery County, Prince George's County, Rockville, Takoma Park

**Virginia:** Alexandria, Arlington County, Fairfax, Fairfax County, Falls Church,  
Loudoun County, Manassas, Manassas Park, Prince William County

**\* Adjunct member**

## **Baltimore Metropolitan Council- BRCPC**

### **Mission Statement-**

- Achieve cost savings by combining requirements into cooperative contracts;
- Cooperate to reduce members' administrative expenses; and
- Serve as a forum for the exchange of resources and technical information.

The Baltimore Regional Cooperative Purchasing Committee saves member jurisdictions approximately \$1 million per year through joint purchases of items ranging from copier paper to road salt.

Savings are realized through:

- Purchasing in quantity
- Consolidating the administrative costs associated with procurement

Members of the BRCPC include purchasing officers from BMC's six member jurisdictions, their school systems, the City of Annapolis and the Maryland Department of General Services.

### **Jurisdiction Members are-**

Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County and Howard County.

The BRCPC has established specialized subcommittees for:

- Energy
- MBE/WBE
- Office Furniture
- Public Schools
- Public Works
- Mid-Atlantic Purchasing Team

Vendors may view Cooperative Bidding Opportunities, BRCPC Standard Terms and Conditions and Users Guide for Cooperative Purchasing for more information about bidding on cooperative contracts.

BMC Contact Person: Debbie Groat  
Baltimore Metropolitan Council  
Baltimore Regional Cooperative Purchasing Committee  
1500 Whetstone Way, Suite 300  
Baltimore, Maryland 21230  
Telephone: 410-732-0500, Ext.1007  
Facsimile: 410-732-8248  
E-mail: [dgroat@baltometro.org](mailto:dgroat@baltometro.org)

## **Mid Atlantic Purchasing Team (MAPT) Alternate Bid Form – Information**

Bidders are encouraged to consider the broad access to MAPT contracts when considering their pricing strategy. In addition to bidding to the stated estimated volume identified in the lead agency's bid work sheet, bidders are encouraged to submit an alternate MAPT bid that offer additional discounts from the bid forms Sections A-F), if in the future any additional jurisdictions participate in a resulting contract.

Alternate bids may include, but are not limited to, additional percentage discounts based upon certain increased volume levels. This alternate bid form should be completed and submitted with their bid forms.

Based on the information provided in the Bid Forms, it is recommended that bidders consider the following format if participation in this contract exceeds the awarded base bid amount as shown below. This volume could be exceeded by volume purchases from the municipalities listed or through other municipalities that piggyback this contract. You are encouraged to extend this table beyond the 100% level if applicable. See BF-5.

**HARFORD COUNTY, MARYLAND  
DEPARTMENT OF PROCUREMENT  
220 SOUTH MAIN STREET  
BEL AIR, MARYLAND 21014**

**INVITATION FOR BIDS  
BID NO. 15-148**

An original and one (1) duplicate set of bid forms shall be sealed, **clearly marked with the bid number and due date** and addressed to the Department of Procurement for furnishing and delivering:

**GENERATOR MAINTENANCE including SERVICES AND RENTAL**

will be received in the Department of Procurement, Harford County, until 1:00 p.m. Local Time on the due date. Bids will be publicly opened at 1:30 p.m. Local Time on that date in the Second Floor Conference Room, 220 S. Main Street, Bel Air, Maryland 21014.

**PRE-BID CONFERENCE:** A Pre-Bid Conference will be held for this project on April 2, 2015, in the Conference Room at Sod Run Water Treatment Plant, 1212 Chelsea Road, Perryman, Maryland 21130 at 10:00 a.m. local time. Attendance is NOT mandatory, but is strongly advised.

**PREQUALIFICATION IS NOT A REQUIREMENT OF THIS BID;** however, Bidder must meet the requirements stated in the Scope of Services #2, Pages SS-2 through SS-3.

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**GENERAL INSTRUCTIONS  
(PLEASE READ THOROUGHLY)**

**1. INSTRUCTIONS, FORMS AND SPECIFICATIONS:**

Instructions, forms and specifications may be obtained in person or by mail from the Department of Procurement, 220 South Main Street, Bel Air, Maryland 21014.

- a) All bids are to be submitted in duplicate on and in accordance with forms for this purpose, which are available at the Department of Procurement.
- b) All bids are to be submitted in a sealed envelope with the bid number and name of the bid noted in the lower left hand corner of the envelope.
- c) Bids received after the specified time will be returned to the bidder unopened.
- d) Additional information or clarification of any of the instructions or information contained herein must be obtained from the Department of Procurement.
- e) Should any bidder find discrepancy in the plans, specifications, or specimen agreement, should the bidder be in doubt as to their meaning or intent of any part thereof, the bidder must prior to bid submission, request clarification from the Director of Procurement, who will issue an addendum or otherwise clarify the matter. Every request for such interpretation should be in writing addressed to the Department of Procurement, 220 South Main Street, Bel Air,

Maryland, 21014 and marked "Request for Clarification". The request must be received on or before the due date for questions. Failure to request such clarification is a waiver to any claim by the bidder for expense made necessary by reason of later interpretation of the Contract Documents. All addenda issued during the time for bidding shall form a part of the Contract requirements and shall be considered by the bidders in preparing their bids. Failure of any bidder to receive any addendum or interpretation shall not relieve such bidder from any obligation under his bid as submitted.

- f) The County will assume no responsibility for oral instructions or suggestion. All official correspondence in regard to the specifications shall be directed to and will be issued by the Director of Procurement in writing.
- g) Oral, telephonic and/or telegraphic bids or modifications of bids will not be acceptable.
- h) Bids must be completed in ink or typewritten by the Bidder with the signature in full. When an unincorporated business is a bidder, the agent who signs the business name to the bids shall state, in addition, the names and addresses of the individuals composing the firm. When a corporation is a bidder, the person signing shall state under the laws of the State the corporation is chartered and the names and titles

of the officer having the authority under the bylaws to sign contract. Any one signing the bid as agent must file with it legal evidence of his authority to do so. Post office address, County and State, and telephone number must be given after the signature of the person signing the bid.

i) Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after this time and date specified shall not be considered. No bidder may withdraw a bid within ninety (90) days after the actual date of the opening thereof. Should there be reasons why the Contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the County and the bidder.

**2. AWARD OF CONTRACT:**

a) The County shall award all contracts in accordance with the criteria established in Section 41-26 of the Harford County Code.

b) Cash discount will be considered in determining award.

c) Any other considerations for the award will be stated on the bid form or specifications.

**3. TAXES:**

The Contractor will be required to pay the Maryland State Tax on all materials and supplies used on the project in accordance with Maryland State Law.

**4. INSURANCE:**

a) During the progress of the work, the Contractor shall provide and maintain the insurance set forth below. The Contractor will furnish certificates evidencing that such insurance is in force and will make every reasonable effort to provide that ten (10) days prior notice be given to the County in the event of material change or cancellation.

<u>Type of Coverage</u>	<u>Limits</u>
Workers' Compensation	Statutory Limits
Employer's Liability	\$100,000/accident \$100,000/employee disease \$500,000/disease aggregate
Bodily and Personal Injury	\$1,000,000 per person \$1,000,000 per occurrence
General Liability (including Contractual but excluding Completed Operations)	\$2,000,000 general policy aggregate per project.
Business Automobile Liability Insurance	\$1,000,000 combined single limit for bodily Injury and/or property Damage
Umbrella Excess Liability Insurance	\$1,000,000/occurrence \$1,000,000/aggregate limit
Fire and Extended Coverage (including Vandalism and Malicious Mischief) covering all material and Equipment at the job site furnished Under contract; but excluding Contractor's, subcontractor's Or Owner's tools and equipment And property owned by Employees.	Actual cash value

Special perils as Described in the latest Insurances Services Office form approved in Maryland

Amount of contract sum per loss for all work at the job site.

County is to be additional insured in the Contractor's commercial general liability and umbrella excess insurance. The County is to be a named insured in the builder's risk policy.

Contractor shall obtain the above-referenced insurance for the County, himself and his subcontractor in connection with their operations under this contract and at the job site until construction work is completed and accepted by the County.

b) The Contractor shall comply with and qualify under current Workers' Compensation laws and at all times cause every subcontractor who shall be engaged in the work, to comply with and qualify under such laws.

c) The Contractor shall save the County harmless against loss or damage arising from the Contractor's failure to comply with and qualify under such laws.

d) The Contractor agrees that if, by any reason of its failure, or failure of any such subcontractor to comply with and qualify under said laws the County shall be required at any time to pay any sum because any employee of Contractor or its subcontractor is or shall be considered as the employee of the County as provided in such Workers' Compensation laws, the Contractor shall repay to the County such sums paid by the County.

e) Evidence satisfactory to the County that the Contractor and each of its subcontractors have qualified under the Workers' Compensation laws shall be submitted prior to the commencement of the work contemplated.

f) Policies for commercial general liability insurance must be written to protect the Contractor against claims arising from operations of subcontractors.

g) In all cases, Certificates of Insurance shall be forwarded to the County in duplicate. The County shall be listed for notification in event of cancellation. Certificates must be filed before starting any work at the site.

h) It is understood and agreed that the Contractor has bonded or will bond each of his employees engaged on the Project who have fiduciary responsibility. It is further agreed that the Contractor shall pay to the County any sum or sums recovered from the Bonding Company arising out of acts of said employees involving funds of the County or property of the County. The bonds shall provide that coverage shall extend to and include the property of the County utilized in this project.

i) Any and all return premiums and dividends for insurance directly charged to the County by the Contractor in connection with this Agreement shall belong to and be payable to the County.

j) The contractor and his subcontractors shall maintain and make available for audit by the insurance company their representative payrolls and other records relating to the work reasonably necessary for the purpose of computing insurance premiums. The Contractor shall assure that such

information and records shall also be made available by his subcontractors.

k) The Contractor and subcontractor shall provide, at their own expense, automobile bodily injury and property damage liability insurance covering all automobiles whether owned, hired, or non-owned operated by or on behalf of the Contractor or subcontractors, with not less than the following limits:

Bodily Injury	\$1,000,000 per person
	\$1,000,000 per occurrence
Property Damage	\$1,000,000 per occurrence

l) Prior to beginning work at the job site, the Contractor and subcontractor shall furnish to the County, Certificates of Insurance as evidence of the existence of such automobile liability insurance. Such certificates shall contain a ten (10) day prior written notice of cancellation or material change to the County.

m) Contractors or subcontractors may at their own cost and expense obtain insurance additional to that required by the County under this Contract.

n) The Contractor agrees to indemnify and save harmless Harford County, Maryland, from any and all losses, liabilities, damages, costs and expenses (including cost of defense, settlement, and reasonable attorney's fees), which the County may hereafter incur or be responsible for or pay for (to the extent that the same arises out of or are in connection with construction or operation of the Project) as a result of bodily injuries (including death) to any one person or damage (including loss of use) to any property caused by the sole negligence or wrongful acts of the Contractor (or any of his employees) or any person, firm or corporation (or any employees thereof) directly or indirectly employed or engaged by the Contractor.

#### 5. RESERVATIONS:

a) The Contract Awarding Authority reserves the right to reject any or all bids or parts of bids when, in its judgment, the public interest will be served thereby.

b) The Contract Awarding Authority, with the approval of the County Attorney, may waive informalities and irregularities in bids (Sec. 41-26 Procurement Law) as the interest of the County may require.

c) Interpretation of Quantities in Bid Schedule: The quantities appearing in the prepared bid schedule are approximate only and are prepared for the canvassing of bids. Payment to the Bidder will be made only for the actual quantities of items furnished in accordance with the Contract and it is understood that the scheduled quantities of items to be furnished may be increased, diminished or omitted without in any way invalidating bid prices.

d) The Contract Awarding Authority may waive minor differences in specifications provided these differences do not violate the specification intent nor materially affect the operation for which the item or items are being purchased nor increase estimated maintenance and repair cost to the County.

#### 6. DELIVERY:

a) Bidders shall guarantee delivery of materials in accordance with such delivery schedule as may be provided in the specifications and bid forms.

b) All items shall be delivered F.O.B. destination and delivery costs and charges are included in the bid unless otherwise quoted in Special Conditions.

c) Delivery time may be a factor in award of bid.

#### 7. COMPETITION, LITERATURE, SAMPLES:

a) To better insure fair competition and to permit a determination of the lowest bidder, bids may be rejected if they show any omission, irregularities, alteration of forms, additions not called for, conditional or unconditional unresponsive bids, or bids obviously unbalanced.

b) The name of any manufacturer, trade name, or manufacturer or vendor catalog number mentioned in specifications is for the purpose of designating a standard of quality and type and for no other reason. Even though a particular manufacturer's name or brand is specified, bids will be considered on other brands or on the product of other manufacturers. **Bidders must follow the guidelines as stated in Number 8. Deviation from Specifications below.**

c) No bidder will be allowed to offer more than one price on each item even though he may believe that he has two or more types or styles that will meet the specifications. Bidders must determine for themselves which item to offer. If the bidders should submit more than one price on any item, all prices for that item may be rejected at the discretion of the Contract Awarding Authority.

d) A statement of the origin, composition and manufacturer of any or all materials to be used in the work shall be supplied, if requested, on the Bid Form.

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

#### 8. DEVIATION FROM SPECIFICATIONS:

In addition to the above requirements, all deviations from the specifications must be submitted in detail by the bidder in writing, on or before the due date for questions as noted on the cover page of this bid. The bidder shall indicate clearly the product on which he is bidding and shall supply a sample or sufficient data to enable an intelligent comparison to be made with the particular brand or manufacturer specified. Catalog cuts and descriptive data shall be attached to the original copy of the bid where applicable. Failure to submit the above information may be sufficient grounds for rejection of bids. The absence of a written list of specification deviations at the time of submittal of the bid will hold the bidder strictly accountable to Harford County for furnishing material, equipment or services in full accordance with the specifications as written. Items not meeting the specifications may be rejected upon delivery to the County.

#### 9. INSPECTION:

All materials, supplies, and/or services delivered or performed for Harford County shall be subject to final inspection by Harford County and/or other independent testing laboratories as may be designated by the Director of Procurement. If the result of one or more of such tests indicates that any part of the materials or supplies are deficient in any respects, the County may reject all or any part of the materials and supplies to be provided under the contract. The Director of Procurement may waive variances in materials, supplies, and/or service upon written recommendation by the County Agency involved in the purchase.

#### 10. ERRORS IN EXTENSION:

Where the unit price and the extension price are at variance, the unit price will prevail.

**11. LAW AND REGULATIONS:**

In all operation related to the subject item, all laws and regulations of Harford County and all United States, State of Maryland Laws which are applicable to the Contract must be strictly complied with. The Contractor shall protect and indemnify Harford County and its agents or employees against any claim or liability arising from or based on the violation of any such laws, ordinances or regulations, whether by him or his employees

B. A preference given under this section shall be identical to the preference that the other county or state gives to its local bidders.

**12. QUALIFICATION AND LICENSE:**

The County may make such investigations as deemed necessary to determine the ability of the bidder to perform the work and the bidder shall furnish the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein.

**13. FORM OF CONTRACT:**

An appropriate Harford County Contract will be executed in accordance with Section 41-26 of the Harford County Code.

**14. COOPERATIVE PURCHASING:**

Harford County reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and it's territories. This shall include but not limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The supplier/contractor agrees to notify the issuing body of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies.

Each participating jurisdiction or agency shall enter into its own contract with the Award bidder(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted in duplicate "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award Bidder. Harford County does not assume any responsibility other than to obtain pricing for the specifications provided.

**15. RECIPROCAL PREFERENCE FOR LOCAL BIDDERS:**

A. When supplies or contractual services are purchased through the bid process established by this chapter, the County may give a preference to the local bidder who is the lowest responsible local bidder if:

- (1) A bidder whose principal place of business is in another county or state is the lowest responsible bidder;
- (2) The other county or state gives a preference to its local bidders; and
- (3) A preference does not conflict with a federal law or grant affecting the purchase of the supplies or contractual services.

## BID NO. 15-148

### GENERATOR MAINTENANCE including SERVICES AND RENTAL

#### SCOPE OF SERVICES

1. GENERAL SCOPE:

- A. Bidders may respond to all agencies' bid requests or to some agencies' bid requests depending on their service area. Request for bids for Time and Materials hourly rates and Emergency Services hourly rates for potential contracts awarded thru individual MAPT agencies are included on the bid form.

The contractor shall furnish all labor, materials, supplies, tools, transportation costs, and equipment (including rigging) necessary to perform the required services outlined in the Invitation for Bids.

- B. Safety Laws of Maryland and each agencies Safety policies shall be followed. The contractor shall furnish all safety equipment required to accomplish the task. The Contractor agrees that it shall be solely responsible for supervising its employees.

- C. The Specifications pertain to each MAPT participating Agency. The Scope of repair services shall include, but is not limited to; operation testing and maintenance inspections, oil analysis, maintenance inspections, equipment consultations, new replacement systems including all components to make the new unit replacement a turnkey operation and all services as requested. Rates for Contingency services such as Emergency repairs, Generator Rentals, equipment rentals, and a Refueling Fee will also be requested in this bid.

All rates submitted on the MAPT bid forms, will be used by the awarding agencies.

MAPT agencies reserve the right to solicit additional quotes or formal bids for repairs to equipment if the estimated cost exceeds \$50,000.00. MAPT agencies reserve the right to solicit formal bids or request for quotes from all MAPT awarded contractors for the purchase of new replacement systems including all components if the estimated replacement cost exceeds \$50,000.00.

MAPT agencies reserve the right to add additional generators to this contract through a contract addendum and thru additional contract awards from any of the MAPT agencies.

MAPT extends the terms and conditions and all awarded fees, unit prices, hourly rates and rates for rental equipment and technicians of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories.

- D. This specification is intended to be restrictive to factory parts only, since the units are intended to perform a specific function within the MAPT Agency operations. The agency authorized supervisor must give approval for the purchase and installation of any non-factory parts.
- E. Equipment may be serviced by factory reps and vendors during a new equipment warranty period (as applicable). When new equipment comes out of the warranty period, it will be covered under the awarded contract time and materials hourly rates.

2. BIDDER QUALIFICATION/EVALUATION:

- A. All Bidders shall supply evidence of having at least five (5) years experience in the maintenance of the type of equipment covered by this contract. The experience demonstrated shall include applications such as troubleshooting, inspection, repair and establishment of planned systematic preventive/predictive maintenance systems. The contractor shall be regularly engaged in the testing of generator equipment, devices, installations and systems. The contractor shall meet the requirements for or be a full manufacturer representative for the equipment listed in this specification.
- B. Bidders shall include detailed resume(s) with the experience of key personnel (i.e. owners, shop manager, technicians, machinists, etc.) who will be working on agency equipment. The on-site field service technician shall hold current certification as a generator technician to perform services as requested in the specifications.

NOTE: The lead on-site field service technician(s) for the testing firm shall be persons who are regularly employed by the firm for testing services. Contractors may not substitute alternative personnel for the lead service technicians after the bid without the approval of the awarding agency, unless the original designated lead service technician is no longer employed with the contractor.

Contractors may only substitute personnel as described above with employees who possess the same experience and education levels as

those employees that were proposed at the time of bid as evidenced by their resumes.

- C. Bidders shall include a list with a minimum of three (3) similar type customers with their bids. Provide customers name, address, phone numbers, contact person and general description of the services provided. Customers include those utilizing equipment similar in type and size to the County. Please complete attached Bidder's Reference Form on BF-16 thru BF-17 and submit it with the Bid forms.
- D. Bidders must have adequate resources to provide the work required under this bid. These resources shall include personnel, facilities, equipment, field service, emergency service (24 hours-7 days a week), parts availability, technical resources, etc. Contractors shall state the methods available, (i.e cell phone, pager numbers, etc.) NOTE: If factory manufactured parts are required and contractor is not the local representative, the MAPT Agencies reserve the right to purchase directly from the factory representative.
- E. In addition, personnel must be thoroughly familiar with safety practices associated with the type of work to be performed. Provide documentation that they are thoroughly familiar with requirements and standards promulgated pursuant to the Occupational Safety and Health Act of 1970 (OSHA), State of Maryland Occupational Safety and Health Standards, and all other applicable Federal, State and local laws, ordinances, regulations, codes, and practices standard to the industry for the work to be performed under this Bid. The Bidders shall certify compliance with all safety requirements involved with this requirement.
- F. Use of subcontractors, if applicable, to perform any of the requirements of this contract, must be listed in this bid package and meet the same requirements as stated within.

**NOTE:** The awarding agency may request a site visit of the bidder's facility to determine the ability of the bidder to perform the required work (for all bidders that qualify through items A-F). Bidders shall provide a tour of their facility demonstrating management control procedures, quality control practices and safety standards. The Bidder shall also demonstrate how equipment renovation requirements will be processed. The lead MAPT agency, Harford County reserves the right to reject any bid if evidence submitted or demonstrated by such Bidders fails to satisfy the MAPT requirements. The ability of the bidders to meet the above experience requirements and the adequacy of the information submitted will be considered by the MAPT lead agency, Harford County in determining the responsibility of the Contractor as a qualified bidder.

## BID NO. 15-148

### GENERATOR MAINTENANCE including SERVICES AND RENTAL

#### SPECIAL PROVISIONS

1. FAMILIARITY WITH THE WORK:

- A. Prior to start of work to be performed, each bidder shall have the option to visit each site, examine the equipment, and familiarize themselves with the full nature and extent of the work to be done. A list of equipment and location addresses of each site is attached. The bidder shall obtain all information that may be necessary for the satisfactory performance of the contract work and the cost thereof. Access to all sites can be arranged by special appointment by contacting the Agencies' points of contact listed on the attached Point of Contact Attachment located prior to the generator summary tables.
- B. It is the sole responsibility of each bidder to familiarize themselves with the MAPT Agencies equipment involved and the extent of the services required through his own inspections, and such other information as he may select to secure and may otherwise undertake to verify. No claim for extra payment will be allowed for work that may be requisite to the proper execution of the contract.
- C. MAPT Agencies may supply one copy of any drawings of the site equipment, as available, to the awarded bidder upon request. MAPT Agencies do not guarantee the accuracy of the record drawings. If a discrepancy is found to exist between the record drawings and the actual existing conditions, the discrepancy shall be brought to the attention of the Agency Supervisor. If the actual conditions are materially different from the record drawings and will result in additional work under the contract, the contractor shall immediately notify the Agency Supervisor. No work shall be done on any items in question until the issues are resolved. Copies of any available manufacturer published information from the operation and maintenance manuals for the equipment will be provided upon request.

2. HOURS OF WORK, SCHEDULING, AND COORDINATION:

- A. Regular service work requested shall be performed Monday through Friday (excluding holidays) between the hours of 7:00 a.m. and 4:00 p.m. except for emergencies, or pre-arranged by the contractor with the requesting Agency.

- B. Contractors shall provide any required Preventative Maintenance inspection services within forty-five (45) days of written authorization to proceed, and shall complete all field inspections and tests within consecutive calendar days thereafter, unless pre-arranged schedules have been approved by the Agency.
- C. The contractor shall notify the Agency prior to commitment of any testing. Contractors shall not deactivate or operate any Agencies equipment without the consent of the Agencies personnel. The Agency Supervisor will be responsible for coordination of any planned shutdowns. All scheduled work must be coordinated with the Agency Supervisor.

### 3. TERM OF CONTRACT

The term of the contract shall cover the period from the date of award through one (1) year, with the lead MAPT Agency, Harford County Government having the exclusive option of extending the MAPT Coop contract for four (4) additional one (1) year periods. The awarding agency reserves the right to terminate the Contract at any time.

- A. **ESCALATION.** All prices offered herein shall be firm against any increase for one (1) year from the effective date of this proposed contract. Prior to commencement of subsequent renewal terms, the MAPT awarding agency will entertain a request for escalation in accordance with the current Consumer Price Index at the time of the request or up to a maximum 3% increase on the current pricing, whichever is lower. For purposes of this section, "Consumer Price Index" shall mean the Consumer Price Index-All Urban Consumers-United States Average — All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics. MAPT agencies reserve the right to accept or reject the request for a price increase within thirty (30) days.

Contractors shall consider areas where de-escalation has occurred in their operations before making a request for escalation. Awarded Contractors will be required to sign an affidavit stating that the net result considering all economic factors has resulted in a net increase in costs and state the increase percentage.

### 4. TIME FOR COMPLETION OF WORK:

In the event that the specified work is not completed within the time period agreed upon with the Contractor or if the Contractor fails to perform services under the terms of this Contract, the Contractor may be liable to pay to the user Agency liquidated damages. Liquidated Damages are established in amount of \$150.00 per day.

On-call and Emergency service shall be provided within the time stipulated herein. Due to requirements set forth by the type of services we provide, it is essential that the Contractor respond to on-call or emergency service requests within the time stipulated.

Failure, by the contractor, to respond within the time stipulated herein will automatically give to the agency the right to have the service performed by others and to charge the contractor the difference, if any, between the contract price and price paid to have the work done by others.

5. **BASIS OF AWARD:**

Contract award will be based on the lowest responsive and responsible total bid submitted for Core Services OR for the lowest combined total bid for the Hourly Rate for Time and Materials plus the 24 Hour Emergency Service Hourly Rate based on the participating MAPT Agencies requirements and in accordance with Section 41-26 of the Harford County Procurement Code.

The MAPT retains the right to make multiple awards under this contract.

Harford County Government will award a contract(s) to the Lowest Rate for Core Services.

6. **TAXES:**

The Contractor will be required to pay the Maryland State Tax on all materials and supplies used on the project in accordance with Maryland State Law.

7. **MEASUREMENT & PAYMENT:**

A. *Payment for all material furnished and work done under this Contract shall be made under the unit and lump sum prices bid and the contingent unit bid prices. The Contractor shall not be entitled to receive additional compensation for anything furnished or done, except for such extra work authorized in writing by the Agency Supervisor or authorized personnel. The vendor shall agree to replace, free of charge, any part that may break or fail by reason of defective material or workmanship within a period of 90 days from date of delivery. Equipment is to be fully serviced and ready for operation.*

B. Items listed as contingent items in the Bid are to be used and will be paid for only at the written direction and authorization of the Agency Supervisor. Payment under this section will be made for services rendered, including equipment and labor, in addition to those indicated or reasonably inferred from the Contract Documents for the non-contingent bid items.

MAPT reserves the right to obtain formal bids or additional quotes for unit replacement repairs or service quotes that exceed the purchasing authority authorized by their Procurement procedures, unless an emergency repair is required as deemed by the MAPT agency.

- C. Invoices (along with all certified inspection reports) shall be submitted to the Agency Supervisor in charge of the location, within 30 days of the completion of each servicing. Payments will be made to the contractor within 30 days after receipt of invoices for complete services performed. Invoice must breakdown labor costs to indicate actual hours used times rate quoted on any service beyond 'core' services. Also parts shall be listed, as stated in 'Parts Support' section of this bid, and be itemized accordingly. Any quoted work may not exceed original quoted pricing on invoice. Credits will be allowed given to the using Agency if final cost is lower than original quote after hours and part cost are calculated and actual cost reflects difference in the using Agencies favor.

D. CORE SERVICES:

1) Bid Item 1 – Annual Inspections/Service –

The unit prices bid for Annual Inspection Services shall be for furnishing all labor, tools, supplies, transportation costs, and equipment for the annual preventive maintenance testing and inspection of the equipment described on the agencies attached equipment list, including a separate cost for oil analyze. Also included in the price shall be performance of regularly scheduled adjustments during the annual scheduled inspection visits to ensure proper operation and maintenance.

A full service report will also be required for all services performed for each piece of equipment within ten days from the date of the annual inspection work. The report shall be sent to the agency supervisor.

NOTE: The cost of any replacement parts shall not be included in the Annual Inspection Service bid items, but shall be provided as described in section, "Parts Support".

2) Bid Item 2 – Time and Materials On-Call

The unit price bid is for One (1) service technician to respond to service calls, non-emergency and for scheduled services during the normal working hours (Monday thru Friday 7:00am thru 4:00pm) specified herein. This work includes repairs, diagnostic investigations, part replacements, new installations, or other services as requested. This labor rate shall be for on-site or in-shop. Services shall be rendered within 48 hours of the date of request by the MAPT Agency. This unit price bid shall include and cover all labor, tools, equipment, supplies, transportation costs, and

travel (with maximum allowable travel time of one (1) hour for each authorized technician portal to portal). Specialty work beyond this scope of inspection will be paid after quotes are authorized.

All parts required for service or repairs shall be paid for at cost plus the vendor's parts markup percentage. A request for Time and Materials hourly rates for any additional contracts awarded thru the Baltimore Metropolitan Council Agencies or thru The Metropolitan Council of Governments agencies are requested. Bidders are encouraged to review the MAPT Member Jurisdictions on pages GT-5 thru GT-7.

3) Bid Item 3 – 24 hour Emergency Service Hourly Rates:

This requested unit price bid item is for on-call unscheduled emergency service work beyond normal work hours. Emergency Service work includes Weekends; Agencies Holidays and work performed Monday thru Friday between 5:00 p.m. to 6:00 a.m.

The unit price bid shall include and cover all overhead, labor, tools, equipment, supplies, transportation costs, with the maximum allowable travel time of one (1) hour portal to portal).

A request for Emergency Services hourly rates for any additional contracts awarded thru the Baltimore Metropolitan Council Agencies or thru The Metropolitan Council of Governments agencies are requested. Bidders are encouraged to review the MAPT Member Jurisdictions on pages GT-5 and GT-7.

Contractors shall respond to the MAPT Agencies request for emergency service within 4 hours of the time of the request regardless of the day of the year or time of day. Specialty work beyond this scope of inspection, if applicable, will be paid after quotes are authorized.

Should emergency service be requested by the MAPT Agency, and after investigation does not reveal any defect in the equipment for which the Contractor can identify, the Contractor may invoice for such services at the emergency hourly rate as included in the Bid Form. If troubleshooting inspection warrants additional man power then additional hourly rates (as stated with-in) can be charged with pre-approval by on-sight Agency Supervisor. If the Contractor does not respond within the four- (4) hour call-in time, the MAPT Agency reserves the right to seek other Contractors.

E. CONTINGENT SERVICES:

- 1) Bid Item 4 – Hourly Rates for Specialty Labor Rates: - The unit prices bid for this item shall be for specialty labor rates if applicable to special needs or circumstances. When mutually agreed to and authorized by the MAPT awarding agency then these hourly rates may be utilized. This will be on a case by case need. These rates are contingent only. These unit prices bid shall include and cover all overhead, labor, tools, equipment, supplies, transportation costs ,and travel (with maximum allowable travel time of one (1) hour for each authorized technician portal to portal).
- 2) Bid Item 5 – Load Bank Testing: - This unit price is for full load bank testing on a generator unit. A specific location list will be provided by the requesting Agency. Only a portion of agencies units may be tested under this contact annually. The test shall be @ 100% load using portable load banks provided by Contractor. All cost associated with testing including rental, transportation and labor should be included in this unit price.
- 3) Bid Item 6 – Oil Analysis. This bid item is for all cost associated to take an oil sample and have the oil annualized by a qualified lab. Oil analysis test will be by request. The oil shall be analyzed for the following: silicon, iron, copper, aluminum, chromium, sodium, lead, glycol viscosity, fuel, and any other abnormal substances. A copy of the lab report and any recommendations for service should be sent to the requesting Agency.
- 4) Bid Item 7-Generator Rental. This on call bid item will be for the cost to rent generators on an as need or an Emergency basis. The rate shall include: rental, delivery, set up, include all cables and connection to the equipment or facility, a full load of fuel and the removal of the rental generator.

Fuel will be the responsibility of the requesting agency, after the first supplied fuel is utilized and shall be filled back to the original fuel level when the rental period is completed by the agency.

Agencies may request refueling for a fee, plus the cost of the fuel.

All Emergency Generator rentals shall be coordinated with the requesting agency and delivered and operational as soon as possible or within 12 hours of the request.

All rates submitted should include rental, transportation, all connection to the facility, maintenance, any required

repairs to the rental unit, insurance, taxes, an initial full tank of fuel, all oil and greases that are required to operate the generator at the manufacturers specifications.

On site response for equipment performance issues or problems associated with the generator rental shall be within 60 minutes of the phone contact made by the agency.

Additional charges, except for damage and loss, will not be allowed.

There will be no rental charges allowed for downtime due to breakdowns or running repairs.

Unit Testing:

Upon delivery of a rental generator unit, the equipment shall thoroughly be tested in operation in the presence of an authorized representative of the agency to check on the performance of the equipment and operation of the unit as a whole.

All rental generators shall meet or exceed all applicable health and safety standards as well as meet all requirements of the International Building Code, The National Electrical Code, and ADA requirements.

8. OPTIONAL EQUIPMENT/ACCESSORIES/STAFFING

These optional unit prices include any/all power distribution centers, automatic transfer switches, temporary power boxes, etc.) and other accessories including cables, wire, ramps, extension cords, and adapters that may be necessary.

9. GENERATOR REFUELING REQUEST

The refueling rate submitted on the bid form should include all related costs for refueling a rented generator.

This fee should include all labor and transportation cost.

The cost for Fuel provided will be reimbursed at the fuel price paid per gallon. An invoice or proof of the Fuel Cost paid per gallon by the contractor is required prior to any invoice for fuel being paid by the using Agency.

10. PARTS SUPPORT:

All parts and components required for repair and preventive maintenance shall be provided at the discretion of the MAPT Agency. The Contractor shall supply required lubricants (lube of fittings, bearing, etc). Additional needs for replacement parts or special parts not covered under this clause will be bought through the Contractor unless the MAPT Agencies Procurement Department

requires competitive pricing. Only authorized manufactured parts shall be used unless the Agency Supervisor gives pre-approval.

Payment for parts provided by the contractor shall be based on the actual cost of the parts (a copy or original paid invoice for parts provided is required) plus a percentage markup.

Bidders shall indicate the amount of their parts markup on the bid form.

Parts markup shall not exceed 10%.

NOTE: For the Harford County Government Water and Sewer Division only, all filters, belts, hoses, oil, coolant changes will be performed in-house by County personnel unless specified by Maintenance Supervisor on quoted work scopes.

11. WARRANTY:

The vendor shall agree to replace, free of charge, any part that may break or fail by reason of defective material or workmanship within a period of one (1) year from date of acceptance, or until the last date of any warranty period of the equipment, parts or material itself.

Any manufacturer's warranty information should be provided to the using agency.

12. GUARANTEE:

The Contractor hereby guarantees all of the work performed and equipment supplied by him under this contract for a period of one (1) year after the approval and acceptance of the completed service, by the Agency and as follows:

- A. Against all faulty and imperfect materials and against all imperfect and careless and/or unskilled workmanship.
- C. The contractor agrees to replace with proper workmanship and materials and to re-execute, correct or repair without cost to the Agency, any work which may be found to be improper and to restore the equipment to proper operating condition.

13. REPORTING:

- A. After performing services at a facility, the contractor shall place a "sticker" or "decal" on the serviced equipment in a visible location. The appliqué shall show:
  - 1) The date service was performed, type of service performed
  - 2) The name of the contractor's representative who performed the service.

- B. The contractor shall provide a complete detailed written report at the conclusion of the service and shall be put in a 3 ring binder with an organized tab system listing using unit numbers, title cover page with vendor' name, contract number and year date of service. The report shall summarize all of the equipment that was serviced or tested, (note the assigned equipment ID per supplied list), the work that was performed including a description of the service or test and the results of the service or test that were performed. The report shall provide an analysis of the results including a documentation of any defective and unsafe conditions, and potential problems that may exist with the equipment. The report shall also include a listing of components that are recommended for replacement or upgrade. (See the Sample Generator Report on SP-13 thru SP-14).
- C. The contractor shall provide a contract usage report on a biannual basis that shows all entities that were using the contract whether stipulated by this contract or not. Other details may include name, location, contact information, aggregate dollar value of purchases, and other reasonable information.

This solicitation is being issued as a MAPT initiative for the purpose of gaining the largest advantages of economies of scale. Note the additional terms and conditions for MAPT procurement that are found on page 2. Among other things, MAPT can call for summary reporting for all entities using this contract and encourages identification of deeper discounts should annual usage/piggybacking increase the overall value of this contract.

14. SPECIFICATIONS FOR INSPECTION/SERVICE DETAILS:

- A. Equipment that requires disassembly and/or needs transported to contractors shop shall be done by the contractor. Assistance by the MAPT Agency personnel will be at the authority of on site management as needed. MAPT Agency personnel will not be required to assist. The need for extra manpower, to perform any and all tasks, is the responsibility of the Contractor.
- B. All repairs, installation, testing, etc. must be done within manufacturer specifications with documentation/certification if requested by the Agency Supervisor. All motor installations must be within amp draw requirements with documentation of testing. Any and all related components must be returned ready for service with all fits, tolerances, balances and applications to manufacturer specifications. All documents shall be included with a service report. The MAPT Agency reserves the right to inspect work on pending repairs at shop locations.

- C. Inspections shall include a full report of what is needed to repair the unit to manufacturer specifications, including labor cost and parts costs. The report shall include probable causes of failures and recommendations to avoid future problems. All quotes must be approved by the Agency Supervisor prior to commencement of work.
- D. LOTO procedures shall be followed and a mutual S.O.P. utilized. Both Contractor and MAPT Agency will install locks on energy control units, with clear marked tags. Testing of equipment returning to service shall be witnessed by designated MAPT Agency personnel and LOTO equipment mutually removed. If applicable, equipment is to remain in service for proper monitoring of operations during warranty periods.
- E. Hazard reporting shall be done by the Contractor to the on-site Supervisor or the Agency Supervisor. Should any potential hazard be encountered, of any components or conditions that could constitute a hazard, it shall be reported immediately.
- F. Electrical hook-ups of equipment to be removed or installed shall be the responsibility of the Contractor. Proper rotation of equipment shall be verified during testing of equipment.
- G. Services to include, but are not limited to, shaft alignments, inspections, testing, machine shop repairs, mechanical repairs or control adjustments, design and installation recommendations, consultations, new system installations and oil sample analysis. Check correct fluid levels, protection levels, and load bank testing (if applicable).
  - 1. Inspections – Visually & physically check unit and components for proper operation per manufacturer specifications.
  - 2. Testing – Run unit up to operating temperature and check operation. Check all gauges for proper manufacturer settings including charging system.
  - 3. Mechanical Repairs – Only minor adjustments should be performed and included in inspection cost.
  - 4. Design & Installation – Make recommendations on items that may need replacement or upgrade.
  - 5. Consultations – Provide as needed to assist County when upgrades or changes may be warranted at specific sites.
  - 6. Oil Sample Analysis – Collect oil samples from each unit and have analyzed for the following: silicon, iron, copper, aluminum,

chromium, sodium, lead, glycol viscosity, fuel, and any other abnormal substances.

7. Fluid Levels & Protection – Coolant, battery fluid levels checked and protection levels tested to meet manufacturer specifications.

8. Load Bank Test – Load bank testing to be done by Contractor with portable load banks @ 100% load test. County personnel must be present during testing period. A full report shall be submitted for each unit tested. All cost associated for portable load bank testing should be included in the unit cost.

9. New System Replacement- MAPT agencies reserve the right to solicit additional quotes or formal bids for replacement of equipment if the estimated cost exceeds \$50,000.00. MAPT Agencies reserve the right to solicit quotes or formal bids from all MAPT awarded contractors for new replacement systems and all components.

NOTE: MAPT Agencies will decide after maintenance services are rendered which units will be serviced or tested.

NOTE: Please use attached sample Generator Report on SP 13 thru SP14 as a guide. A similar report must be submitted for each unit, as long as all listed information on the sample Generator Report is included.

H. Employee Identification:

All employees of the contractor will have proper identification at all times so that any Agency or Law Enforcement official can substantiate their presence at the Agencies facility. The MAPT Agency may issue a special Contractors ID badge.

15. ENVIRONMENTALLY PREFERABLE PRODUCTS AND PRACTICES:

A. Environmentally Preferred Products (EPP) and Services are defined as products and services that have a lesser or reduced effect on human health and the environment when compared to competing products and services that serve the same purpose. This applies to raw material acquisition, as well as, product manufacturing, distribution, use, maintenance and disposal. EPPs include, but are not limited to, recycled materials (asphalt, tires, paper), low or no VOC paint, non-toxic dyes, designated green certified cleaning products, low emission vehicles, etc.

- B. The Awarded Contractors shall submit their EPP plans for review and approval prior to execution of any contracts with the MAPT awarding agencies. Contractors should indicate how their products and practices meet the EPP standard.

## GENERATOR REPORT

**LOCATION/NAME:** \_\_\_\_\_  
**GENERATOR TYPE/MODEL:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

### PRE-START CHECKS

#### A. Lubrication

1. Oil Sample Analysis \_\_\_\_\_
2. Oil Levels: Crankcase \_\_\_\_\_ Governor \_\_\_\_\_
3. Fan Drive Pulley \_\_\_\_\_
4. Tachometer Drive \_\_\_\_\_
5. Governor & Throttle Linkage \_\_\_\_\_
6. Shutdown Reset Lever \_\_\_\_\_

#### B. Cooling System

1. Coolant Level \_\_\_\_\_ Freezing Point \_\_\_\_\_ Oil/Sludge \_\_\_\_\_
2. Radiator/Expansion Tank Pressure Cap \_\_\_\_\_
3. Fan Blades \_\_\_\_\_ Drive Pulley Bearing \_\_\_\_\_
4. Fan & Alternator Belt Tension \_\_\_\_\_ Condition \_\_\_\_\_
5. Water Pump Bearing \_\_\_\_\_
6. Hoses & Clamps \_\_\_\_\_
7. Jacket Water Heater Operation \_\_\_\_\_
8. Air Volume thru Radiator \_\_\_\_\_

#### C. Air Induction & Exhaust Systems

1. Air Cleaner Elements \_\_\_\_\_ Pre-Cleaner \_\_\_\_\_ Changed \_\_\_\_\_
2. Turbo Charger End Play \_\_\_\_\_ Free Rotation \_\_\_\_\_ Oil Leaks \_\_\_\_\_
3. Clean Crankcase Breather \_\_\_\_\_
4. Air Inlet Piping \_\_\_\_\_
5. Exhaust Piping \_\_\_\_\_ Muffler \_\_\_\_\_ Rain Cap \_\_\_\_\_

### OPERATIONAL CHECKS

#### D. Auto Start-Stop

1. Cranking Time \_\_\_\_\_ Starter Operation \_\_\_\_\_
2. Oil Pressure \_\_\_\_\_ Fuel Pressure \_\_\_\_\_
3. No Load Frequency (High idle RPM) \_\_\_\_\_ General Voltage \_\_\_\_\_
4. Engine Noise \_\_\_\_\_ Vibration \_\_\_\_\_
5. Oil Leaks Crankcase Seals \_\_\_\_\_ Valve Cvr's \_\_\_\_\_ Other \_\_\_\_\_

- 6. Selector Switch & Rack Solenoid Operation \_\_\_\_\_
- 7. Safety Shut Down Operation \_\_\_\_\_

**E. Electrical System**

- 1. Battery Make \_\_\_\_\_  
     High Cell \_\_\_\_\_  
     Low Cell \_\_\_\_\_
- A. Fill to Normal Level with Pure Water \_\_\_\_\_  
        Note Excessive Water Usage \_\_\_\_\_
- B. Terminal & Lugs \_\_\_\_\_ Clean as necessary \_\_\_\_\_
- 2. Battery Charger Voltage \_\_\_\_\_ Amps \_\_\_\_\_ Fuses \_\_\_\_\_
- 3. Control Panel & Junction Box Terminals Tight \_\_\_\_\_
- 4. Exciter & Voltage Regulator Terminals Tight \_\_\_\_\_
- 5. Check Engine Changing System Operation \_\_\_\_\_

**F. Generator Load Test**

TIME	VOLTS			AMPS			HZ	KW
	A	B	C	A	B	C		

Governor: Type \_\_\_\_\_ Model \_\_\_\_\_  
 Voltage: No Load \_\_\_\_\_ Full Load \_\_\_\_\_  
 Hertz: No Load \_\_\_\_\_ Full Load \_\_\_\_\_

**G. Miscellaneous**

- 1. Engine & Generator Hold-Down Bolts \_\_\_\_\_
- 2. Vibration Mounts \_\_\_\_\_
- 3. Air Inlet/Outlet Louvers \_\_\_\_\_

Maintenance Inspection Performed By: \_\_\_\_\_

Approved By: (Customer) \_\_\_\_\_

Repairs Needed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **POINTS OF CONTACT ATTACHMENT**

### **Harford County Government:**

Jim Hynes  
Abingdon Water Treatment Plant  
[jchynes@harfordcountymd.gov](mailto:jchynes@harfordcountymd.gov)  
410-937-1033

Carty Ingram  
Sod Run Wastewater Treatment Plant  
[cringram@harfordcountymd.gov](mailto:cringram@harfordcountymd.gov)  
410-688-1709

### **Anne Arundel County Public Schools:**

Lorraine Ziara-Denmark  
Buyer II  
410-222-5169  
[lziara-denmark@aacps.org](mailto:lziara-denmark@aacps.org)

Michael Rogall  
Logistics Garage Manager  
443-770-5931  
[mrogall@aacps.org](mailto:mrogall@aacps.org)

### **St. Mary's County Public Schools:**

Victoria S. Moyle, CPPO, CPPB  
Procurement Coordinator  
301-475-5511 x 32171  
[vsmayle@smcps.org](mailto:vsmayle@smcps.org)

Steve Whidden  
Director of Maintenance  
301-475-4256 x 34106  
[smwhidden@smcps.org](mailto:smwhidden@smcps.org)

**BID NO. 15-148**

**GENERATOR MAINTENANCE including SERVICES AND RENTAL**

**GENERATOR INFORMATION – DPW – W&S**

Unit #	Station Name	Address	Engine Mfg	Generator Mfg	Model # Gen	Serial # Gen	KW	Fuel Type
1	Spring Meadows WWTP	1411 Dalewood Dr., Jarrettsville	John Deere	Kohler	100ROZJ81	354695	100	Diesel
2	Bill Bass SPS	2 Kennard Ave, Edgewood	Detroit Diesel	Spectrum	500DS60	351939	500	Diesel
3	Bob Bell SPS	R-1230 Bel Air Rd, Fallston	Detroit Diesel	Kohler	275ROZD71	379572	275	Diesel
4	Brentwood Park SPS	1021 Red Pump Rd, Bel Air	Perkins	Empire	9000DPW-8E	379-158	90	Diesel
5	Bush Creek SPS	701 Pamela Dr, Edgewood	Detroit Diesel	Kohler	800ROZD	393293	800	Diesel
6	E Baker Ave SPS	3817 E.Baker Ave, Abingdon	Cummins	Kohler	30ROZZ-81	211741	33	Diesel
7	W&S HQ Office	3334 Abingdon Rd., Abingdon	John Deere	Kohler	20REOZIC	SGM329F6C	27	Diesel
8	Country Walk SPS	R-503 Country Walk Ct, Bel Air	Cummins	Onan	80DGDAL\35188A	J890270866	80	Diesel
9	Evergreen Heights SPS	106 Plumtree Rd, Bel Air	John Deere	Kohler	50ROZJ81	369546	55	Diesel
10	Fairwind Farms SPS	825 Deep Ridge Rd, Bel Air	John Deere	Katolite	SED50FJJ4T239616	161839-0408	50	Diesel
11	Flying Point SPS	510 Kennard Ave, Edgewood	Generac	Generac	96A026683-S	2028081	10	LP
12	Forest Greens SPS	2035 Park Beach Dr, Aberdeen	Generac	Generac	89A03653-S	889894	20	Diesel
13	Fox Bow SPS	R-706 Ponderosa Dr, Bel Air	John Deere	Kohler	135ROZJ	0653700	135	Diesel
14	Glen Eagles SPS	389 Lock Doon Trail, Bel Air	John Deere	Kohler	50ROZJ81	382852	55	Diesel
15	Greenridge SPS	813 Flintlock Dr, Bel Air	John Deere	Kohler	100REOZJF	SGM32BGNW	100	Diesel



38	Portable - Veh #535A	1212 Chelsea Rd, Perryman	John Deere	Kohler	125ROZJ71	265359	125	Diesel
39	Bynum Booster	503 Bynum Rd, Forest Hill	John Deere	Kohler	150ROZJ71	260001	150	Diesel
40	Glen Ridge Booster	611 David Rd, Bel Air	Detroit Diesel Perkins	Stamford	HC434D	373020	250	Diesel
41	Havre de Grace WTP	413 St John St, Havre de Grace	Cummins	Kohler	1100ROZ71	257609	1100	Diesel
42	Otter Point Booster	1015 Otterpoint Rd, Abingdon	John Deere	Kohler	150ROZJ71	265810	150	Diesel
43	Perryman WTP	Perryman Yard Rd, Perryman	Generac	Generac	3285A-1265A	AD2010095MK	177	Diesel
44	Preston Manor Booster	2817 Preston La, Abingdon	Cummins	Kohler	350ROZ71	282647	350	Diesel
45	Stepney Booster	1313 S. Philadelphia Rd, Aberdeen	Cummins	Kohler	400ROZ71	251407	400	Diesel
46	Joppatowne WWTP #1	101 Shore Dr, Joppatowne	Detroit Diesel Perkins	Stamford	HC434C	Y3588/1	300	Diesel
47	Joppatowne WWTP #2	101 Shore Dr, Joppatowne	Detroit Diesel	Kohler	500ROZD71	362174	500	Diesel
48	Dembytown #2 SPS	618 Dembytown Rd, Joppa	Perkins	Perkins Power	DLC-30	892296	30	Diesel
49	Hanson Road SPS	R-700 Magnolia Rd, Joppa	Perkins	Perkins Power	DLC-30	892295	30	Diesel
50	Haverhill Road SPS	121 Haverhill Rd, Joppa	John Deere	Generac	11826340100	2105692	50	Diesel
51	Joppa Farm Rd SPS	624 Joppa Farm Rd, Joppa	Detroit Diesel	Kohler	300ROZD71	371270	300	Diesel
52	Rt 40 SPS	1100 Joppa Farm Rd, Joppa	John Deere	Stamford	UC1274G13	276434	150	Diesel
53	Sod Run Methane 5	1212 Chelsea Rd, Perryman	Caterpillar	Kato	A217930000	88738-2	135	Methane
54	Sod Run Methane 6	1212 Chelsea Rd, Perryman	Caterpillar	Kato	A217930000	88738-1	135	Methane
55	Sod Run Methane 7	1212 Chelsea Rd, Perryman	Caterpillar	Kato	A217930000	88738-3	135	Methane
56	Washington Avenue SPS	3685 Washington Ave, Abingdon	Perkins	Olympian	D20P1 (1999)	E5895A/001	20	Diesel
57	Gunpowder SPS	1614 Mandeville Rd, Joppa	John Deere	Kohler	60ROZJ	0668039	60	Diesel
58	Town Center Dr SPS	731 Towne Center Drive Joppa	Ford	Olympian	G75F1	E6223A/001	70	Nat Gas
59	Portable- Veh #517A	1538 Perryman Rd. Yard, Perryman	John Deere	Katolite	D105FXJ4	LM239706	105	Diesel

60	Country Walk Booster	2500S. Tollgate Rd., Bel Air	Caterpillar	Cat	3412	00000H9EP01 260	500	Diesel
61	Perryman GAC	1538 Perryman Rd. Yard, Perryman	John Deere	Kohler	80REOZJB	0744497	80	Diesel
62	Portable - Veh #534A	1212 Chelsea Rd, Perryman	Volvo/Penta	Pramac	GSW375	PEE2315639	375	Diesel
63	Portable - Veh #533A	1212 Chelsea Rd, Perryman	Volvo/Penta	Pramac	GSW375	PEE2315642	375	Diesel
64	Abingdon Shop	3111A Philadelphia Rd., Abingdon	John Deere	Kohler	100R2G	2012844	100	Nat Gas
65	Tollgate Village SPS	790 Turtle Creek, Bel Air	John Deere	Kohler	REOZB100	2112824	110	Diesel
66	Valewoods SPS	1167 Tuscany La., Bel Air	John Deere	Kohler	REOZB20	210733	25	Diesel
67	Old Trails SPS	178 Old Trails Way, Joppatowne	John Deere	Kohler	REOZJB60	2142164	62	Diesel
68	Bush River Estates SPS	R-277 Golf Drive, Perryman	Cummins	Kohler	40REOZJB	2101510	40	Diesel
69	Foster Branch SPS	F664 Trimble Rd., Joppa	John Deere	Katolite	D200FRJ4T3	151334-0907	200	Diesel
70	Abingdon WTP	3340 Abingdon Rd., Abingdon	MTU	Magna Max	744RSL50672000RXC 6DT2	WA-571850- 0110	2000	Diesel
71	Havre de Grace WTP	413 St John St, Havre de Grace	Mitsubishi	Kohler	600REOZMB	2235134	600	Diesel
72	Bush Creek SPS	701 Pamela Dr., Abingdon	Mitsubishi	Kohler	1750REOZMB	2317357	1750	Diesel
73	Church Creek SPS	1563 Mitchell Lane, Aberdeen	Mitsubishi	Kohler	800REOZMB	2338911	800	Diesel
74	Bear Cabin SPS	1551 Blakes Legacy Dr., Bel Air	Detroit Diesel	Kohler	400REODD	2339377	405	Diesel
75	Portable - Veh #537A	1538 Perryman Rd. Yard, Perryman	Isuzu	MQ Multiquip	DH-04801	4JJ1T	45	Diesel

A = above ground storage tank

U = underground storage tank

P = portable trailer tank

**BID NO. 15-148**

**GENERATOR MAINTENANCE including SERVICES AND RENTAL**

**GENERATOR INFORMATION – DPW – HIGHWAYS**

<b>Site Name &amp; No.</b>	<b>Address</b>	<b>Manufacturer</b>	<b>Model No.</b>	<b>KW</b>	<b>Serial No.</b>	<b>Fuel Type</b>
HICKORY II K207273	1807 N. Fountain Green Rd.	Kohler S/N 2157965	350REOZDD	350	2157965	Diesel
HICKORY II K207125	1807 N. Fountain Green Rd.	Kohler S/N 2137544	60REOZJB	60	2137544	Diesel
ALDINO SHOP K208095	303 Hopewell Rd.	Kohler S/N 0602153	20RZ	20	0602153	Propane
JARRETTSVILLE SHOP K203079	1348 Cooptown Rd.	Kohler S/N 0672288	100ROZJ	100	0672288	Diesel
WHITEFORD SHOP K208096	1405 Pylesville Rd.	SPECTRUM S/N 2000489	80DSEJB	80	2000489	Diesel
ABINGDON SHOP K206268	3111 Philadelphia Rd.	Kohler S/N 2085105	125RZG	125	2085105	Natural Gas

**BID NO. 15-148**

**GENERATOR MAINTENANCE including SERVICES AND RENTAL**

**GENERATOR INFORMATION – EOC and TOWER SITES**

<b>Site Name</b>	<b>Address</b>	<b>Manufacturer</b>	<b>Model No.</b>	<b>KW</b>	<b>Serial No.</b>	<b>Fuel Type</b>
Main EOC	2220 Ady Rd., Forest Hill, MD 21050	Kohler	300R0ZD	300	378453	Diesel
Main EOC	2220 Ady Rd., Forest Hill, MD 21050	Detroit Diesel	1750RXC6DT2	1750		Diesel
Main EOC	2220 Ady Rd., Forest Hill, MD 21050	Detroit Diesel	1750RXC6DT2	1750		Diesel
Main EOC	2220 Ady Rd., Forest Hill, MD 21050	Detroit Diesel	1750RXC6DT2	1750		Diesel
Hazmat Building	2220 Ady Rd., Forest Hill, MD 21050	Katolight	D200FPJ4TA	200	117321-1105	Diesel
Backup EOC	3724 Suite C Norrisville Rd., Jarrettsville, MD 21084	Kohler	125RE0ZJB	125	2133129	Diesel
Hickory Tower Site	2220 Ady Rd., Forest Hill, MD 21050	Generac	2675460300	80	2069433	Propane

Whiteford Tower Site	1444 Quarry Rd., Whiteford, MD 21160	Kohler	6.5 RMY	6.5	467178	Propane
Whiteford Tower Site 2	2304 Whiteford Rd., Whiteford, MD 21160	Generac	3603320200	75	2074691	Propane
Madonna Tower Site	3919 Madonna Rd., Jarrettsville, MD 21084	Onan	GGHF4485480	75	H000136085	Propane
Tollgate Tower Site	1101 County Home Rd., Bel Air, MD 21015	Generac	3603320200	75	2074690	Propane
Joppa Tower Site	1403 Old Mountain Rd. South, Joppa, MD 21085	Generac	3741240200	75	2075737	Propane
Lapidum Tower Site	900 Lapidum Rd., Havre de Grace, MD 21078	Onan	GGHF5585778	75	K020439952	Propane
Abingdon	3340 Abingdon Rd., Abingdon, MD 21009	Generac	10994660100 Engine No. 0D3454A	105	2102520	Propane

**BID NO. 15-148**

**GENERATOR MAINTENANCE including SERVICES AND RENTAL**

**GENERATOR INFORMATION – SHERIFF’S OFFICE**

<b>Site Name</b>	<b>Address</b>	<b>Manufacturer</b>	<b>Model No.</b>	<b>KW</b>	<b>Serial No.</b>	<b>Fuel Type</b>
Harford County Detention Center	1030 Rock Spring Road Bel Air, MD 21014	Spectrum	250DS60	250	376124	Diesel
Sheriff Offices	45 South Main St. Bel Air, MD	Kohler	8DR02281	80	233190	Diesel
Southern Precinct	1010 Gateway Dr. Edgewood, MD	Kohler	100ROZJ81	100	376249	Diesel
Northern Precinct	3724 Norrisville Rd. Jarrettsville, MD	Kohler	150REOZJB	15	726406	Diesel

**BID NO. 15-148**

**GENERATOR MAINTENANCE including SERVICES AND RENTAL**

**GENERATOR INFORMATION – FACILITIES & OPERATIONS**

<b>Site Name</b>	<b>Address</b>	<b>Manufacturer</b>	<b>Model No.</b>	<b>KW</b>	<b>Serial No.</b>	<b>Fuel Type</b>
Courthouse	20 W. Courtland St. Bel Air, MD	Kohler	45R0771	45	581033A2855	Diesel
Woodbridge	1321 Woodbridge Station Edgewood, Md	General	9487080100	40	2096964	Diesel
C.I.D.	2201 Commerce Rd. Forest Hill, MD	Kohler	230RE0ZJB	230	GM19534GA10	Diesel
County Offices	220 S. Main St. Bel Air, MD	Cummings	DQDAA7611685	250	C090235047	Diesel
County Offices	220 S. Main St. Bel Air, MD	Kohler	6RZ282	60	187063-82N	Natural Gas
Transportation	1311 Abingdon Rd. Abingdon, MD	Kohler	80RE0ZJB	80	0742874	Diesel

**BID NO. 15-148**

**GENERATOR MAINTENANCE including SERVICES AND RENTAL**

**GENERATOR INFORMATION – PARKS & RECREATION**

<b>Site Name</b>	<b>Address</b>	<b>Manufacturer</b>	<b>Model No.</b>	<b>KW</b>	<b>Serial No.</b>	<b>Fuel Type</b>
Swan Harbor Farm	401 Oakington Road Havre de Grace, Maryland 21078	Detroit Diesel MTU	80DSEJB	80	794633	Diesel
Liriodendron	502 Gordon Street Bel Air Maryland 21014	Generac		13		Propane

**BID NO. 15-148**

**GENERATOR MAINTENANCE including SERVICES AND RENTAL**

**GENERATOR INFORMATION – ANNE ARUNDEL COUNTY PUBLIC SCHOOLS**

School Name	Address	Manufacturer	Model No.	Serial No.	KW	Fuel Type
Annapolis Elem	180 Green Street Annapolis 21401	KOHLER	80EZGD	SGM325LT6	80	NATURAL GAS
Annapolis High	2700 Riva Road Annapolis 21401	OLYMPIAN	G80F3	OLY00000KNFC00580	75	NATURAL GAS
Arundel Senior	1001 Annapolis Road Gambrills, MD 21054	KATOLIGHT	D45FPY4	S-2451754460	45	DIESEL
Bates Middle	701 Chase Street Annapolis 21401	ONAN	30.00DA-15R710417D	G800514899	30	DIESEL
Belle Grove Elementary	4502 Belle Grove Rd Baltimore, MD 21225	GENERAC	13030060200	2110805	50	DIESEL
Benfield Elem	365 Lynwood Drive Severna Park 21146		In Progress			

Broadneck Senior	1265 Green Holly Drive Annapolis, MD 21401	SPECTRUM DETROIT	125D560	382724	125	DIESEL
Brooklyn Park Middle	200 Hammonds Lane Baltimore, MD 21225	GENERAC	20A01139-8	2055731	100	DIESEL
CAT North Inside	800 Stevenson Road Severn, MD 21144	OLYMPIAN	630F3	OLY00000TNFS00685	30	NATURAL GAS
CAT North Outside	800 Stevenson Road Severn, MD 21144	MTU ONSITE	DS00150D6SPAK0574	348633-1-10712	121	DIESEL
Central Middle	221 Central Avenue East Edgewater 21037	OLYMPIAN	D50P3	OLY0000PNPF03660	50	DIESEL
Central Office Riva Rd. Inside	2644 Riva Road, Annapolis, MD 21401	KOHLER	50REOZJB	2155172	50	DIESEL
Central Office Riva Rd. Outside	2644 Riva Road, Annapolis, MD 21401	ONSITE MTU	DS00250D6SRAH1574	349647-1-10812	250	DIESEL
Central Special	140 Stepney Lane Edgewater 21037	KOHLER	60REZGB	56M3266MS	60	NATURAL GAS

Chesapeake Bay Middle	4804 Mountain Road Pasadena, MD 21122	KOHLER	180RE0ZJF	SGM32277D	180	DIESEL
Chesapeake Senior	4798 Mountain Road Pasadena, MD 21122	KOHLER	100R0ZJE	2301354	100	DIESEL
Crofton Elem	1405 Duke of Kent Crofton, MD 21114	KOHLER	150REZGC	SGM328WLB	150	NATURAL GAS
Facilities	9034 Ft Smallwood Rd Pasadena, MD 21122	MTU	DS00080D6SPAK0574	335197-1-1-0711	80	DIESEL
Folger McKinsey Elem	175 Arundel Beach Rd Severna Park, MD 21146	GENERAC	13172060200	2111201	100	NATURAL GAS
Freetown Elem	7904 Freetown Road Glen Burnie 21060	KATOLIGHT	NL60FGG4	154046-2-1107	60	NATURAL GAS
George Fox Middle	7922 Outing Avenue Pasadena 21122	KOHLER	50REOZJB	2145392	50	DIESEL
Germantown Elem	200 Windell Avenue Annapolis 21401	KOHLER 01/2011	100REZG	2322701	100	NATURAL GAS

Glen Burnie Senior	7550 B & A Blvd. Glen Burnie, MD 21060	KOHLER	125REOZJF	2336046	125	DIESEL
Hillsmere Elem	3052 Arundel on the Bay Road Annapolis, MD 21403		In Progress			
Lindale Middle School	415 Andover Road Linthicum, MD 21090	KOHLER	200R0ZD71	333164	200	DIESEL
Lothian Elem	5235 Solomons Island Rd Lothian, MD 20711	KOHLER	180REOZIGD	SGM32BXW4	180	DIESEL
Magothy River Middle	241 Peninsula Farm Rd Arnold, MD 21012	GENERAC	7045780100	2090106	88	NATURAL GAS
Marley Glen Elem	200 Scott Avenue Glen Burnie 21060	KOHLER	40REZG	3019293	40	NATURAL GAS
Marley Middle	10 Davis Court Glen Burnie 21060	KOHLER	80REOZJB	2032221	80	DIESEL

Maryland Hall	801 Chase Street Annapolis MD, 21401	GENERAC 2000	3727530100	2075546	100	DIESEL
Meade Heights Elem	1925 Reece Road Ft. Meade, MD 20755	KOHLER	10R0Z71	464897	10	DIESEL
Meade Middle	1103 26 <sup>th</sup> Street Ft Meade, MD 20755	SPECTRUM DETROI	125DS60	386939	125	DIESEL
Meade Senior	1100 Clark Road Ft Meade, MD 20755	KOHLER	100REZG	2302325	100	NATURAL GAS
Mills-Parole Elem	1 George and Marion Phelps Lane Annapolis, MD 21401	KOHLER	100REZGD	SGM327GG5	100	NATURAL GAS
North County Senior	10 East 1st Ave Glen Burnie, MD 21061	CUMMING POWER	GGFD-5771557	H060957361	23.5	Natural Gas
Northeast Senior	1121 Duvall Highway Pasadena, MD 21122	MTU ONSITE ENERGY	363PSL1607-11	MX16118105/11	135	NATURAL GAS
Old Mill Middle	620 Patriot Lane Millersville, MD 21108	OLYMPIAN	D90P1.L	OLY000000CNPS0112 5	90	DIESEL

Old Mill Senior	600 Patriot Lane Millersville, MD 21108	ONAN	75.ODY-15P/14B	774830426	75	DIESEL
Overlook Elementary	401 Hampton Road Linthicum, MD 21090	KOHLER	100REZG	2274396	100	NATURAL GAS
Pershing Hill Elem	7600 29 <sup>th</sup> Division Road Ft Meade, MD 20755	KOHLER	100REZG	2290007	100	NATURAL GAS
Phoenix Academy	1411 Cedar Park Drive Annapolis 21401	KOHLER	100REZGD	SGM3222G33	100	NATURAL GAS
Point Pleasant II Elementary	1035 Dumbarton Road Glen Burnie, MD 21060	KOHLER	80REZGD	3020193	80	NATURAL GAS
Ruth Parker Eason	648 Old Mill Road Millersville, MD 21108	KOHLER	25REZG	2302297	25	NATURAL GAS
Severna Park High	60 Robinson Road Severna Park 21146	ONAN	15.0 JC-JC-4XR/116584	572449109	15	NATURAL GAS

Severna Park High (New School)	60 Robinson Road Severna Park 21146			In Progress- address may change				
Severna Park Middle	450 Jumpers Hold Road Severna Park, MD 21146	KOHLER	80REOZJD		223614	80	DIESEL	
South River High	201 Central Avenue E. Edgewater 21037	GENERAC	5740320100		SG00801-1- 365.7V30EBNC	80	NATURAL GAS	
Southern High Inside	4400 Solomons Island Rd Harwood 20776	GENERAC 9/27/01	1937250100		2065301	10	NATURAL GAS	
Southern High Internet Hub	4400 Solomons Island Rd Harwood 20776	KOHLER	40RE0ZJC		SGM32589H	40	DIESEL	
Southern High Septic Plant #1004	4400 Solomons Island Rd Harwood 20776	CUMMINGS	DSGAA-1331904		F130518370	125	DIESEL	
Southern Middle	5235 Solomons Island Rd Lothian 20711	OLYMPIAN	D60P3		OLY00000ANPF00877	60	DIESEL	
Southgate Elem	290 Shetlands Lane Glen Burnie, MD 21061	KOHLER	100REZG		2260137	100	NATURAL GAS	

Tracey's	20 Deale Road Tracys Landing 20779	MTU	250RJC6DT3	311522-1-1-0809	250	DIESEL
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**BID NO. 15-148**

**GENERATOR MAINTENANCE including SERVICES AND RENTAL**

**GENERATOR INFORMATION – ST. MARY’S COUNTY PUBLIC SCHOOLS**

School Name	Address	Manufacturer	Model No.	Serial No.	KW	Fuel Type
Benjamin Banneker Elementary School	27180 Point Lookout Rd., Loveville, MD 20656	Kohler	100REOZ J/6068TF250	0729333	105	Diesel
Benjamin Banneker Early Childhood Center	27110 Point Lookout Rd., Loveville, MD	McGraw & Edison ONAN	12.5C-18.A/14597 AB	A820607451	80	Propane
Chopticon High School	25390 Colton Point Rd., Morganza, MD 20660	ONAN	275DFBF	0980733431	275	Diesel
Division of Supporting Services	27190 Point Lookout Rd., Loveville, MD 20656	Cummings	DSGAC-7211930	G080194918	150	Diesel
Dynard Elementary School	23510 Bushwood Rd., Chaptico, MD 20621	Kohler	100ROZJ81	281127	100	Diesel
Esperanza Middle School	22790 Maple Rd., Lexington Park, MD 20653	Generac	98A06962-S	2045409	60	Diesel

Evergreen Elementary School	43765 Evergreen Way, California, MD 20619	Generac	10432940100	2100817	230	Diesel
George Washington Carver Elementary School	46155 Carver School Blvd., Great Mills, MD 20634	Detroit Diesel	80GSG	202968	81	Diesel
Great Mills High School	21130 Great Mills Rd., Great Mills, MD 20634	Generac	96A01195-S	2026282	100	Natural Gas
Green Holly Elementary School (A)	460e60 Millstone Landing Road, Lexington Park, MD 20653	Kohler	12RZ92	456095	12	Propane
Green Holly Elementary School (B)	460e60 Millstone Landing Road, Lexington Park, MD 20653	Kohler	30R07281	231689	30	Diesel
Hollywood Elementary School	44345 Joy Chapel Rd., Hollywood, MD 20636	Kohler	60R0ZJ71	317543	60	Diesel
Information Technology (Bethune)	22975 Colton Point rd., Bushwood, MD 20618	Cummins Power Generation	DSGAC-7222877	H080198919	150	Diesel

Dr. James A. Forrest Career & Technology Cntr.	24005 Point Lookout Rd., Leonardtown, MD 20650	Kohler	6081AFOO	RG6081A155745	200	Diesel/Feeds from Building
Leonardtown Elementary School	22885 Duke Street, Leonardtown, MD 20650	Kohler	125REO2JD	2156243	125	Diesel
Leonardtown High School	23995 Point Lookout Rd., Leonardtown, MD 20650	Generac	99A07722 S	2052659	275	Diesel
Leonardtown Middle School	24015 Point Lookout Rd., Leonardtown, MD 20650	Kohler	125REO2JD	2306215	125	Propane
Lettie Marshall Dent Elementary School	37840 New Market Turner Rd., Mechanicsville, MD 20659	ONAN	20ES-L	A920441440	20	Propane
Lexington Park Elementary School	46763 Shangri-La Dr., Lexington Park, MD 20653	Generac	2300630100	2066733	20	Natural Gas
Margaret Brent Middle School	29675 Point Lookout Rd., Helen, MD 20635	ONAN	DFBF-5634041	J030560404	275	Diesel

Oakville Elementary School	26410 Three Notch Rd., Mechanicsville, MD 20659	Kohler	12RZ82	456091	12	Propane
Park Hall Elementary School	20343 Hermanville Rd., Park Hall, MD 20667	Kohler	15R0Z7	338321	15	Diesel
Piney Point Elementary School	44550 Tall Timbers Rd., Tall Timbers, MD 20690	Generac	97A02645-W	2034958	45	Propane
Spring Ridge Middle School	19856 Three Notch Rd., Lexington Park, MD 20653		Under Renovation the new generator will be under warranty for at least one year. We expect the new generator to be 125kW			
Chopticon High School Waste Water Treatment Facility	25390 Colton Point Rd Morganza, MD 20660	Kohler	150REOZID	2239582	155	Diesel

**SUBMIT ORIGINAL AND ONE DUPLICATE SET OF BID FORMS**

**BID FORM**

**BID NO. 15-148**

**GENERATOR MAINTENANCE including SERVICES AND RENTAL**

TO: Director of Procurement  
Harford County, Maryland  
220 South Main Street  
Bel Air, Maryland 21014

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to the Invitation for Bids, the undersigned having read all addenda, including those posted on the County's website, hereby submits the following Bid:

**HARFORD COUNTY GOVERNMENT**

**DPW – W&S LOCATIONS**

**A. CORE SERVICES (Annual Preventive Maintenance Inspection):**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>ANNUAL SERVICE</u>	<u>UNIT PRICE BID</u>	<u>TOTAL BID</u>
1.	Annual preventive maintenance inspection per unit as listed on attached equipment list	74 units	X 1	X \$ _____ =	\$ _____

**TOTAL BID (Item 1 (74 units) ): \$ \_\_\_\_\_**

**TOTAL BID WRITTEN: \_\_\_\_\_**

**HARFORD COUNTY DPW – HIGHWAYS LOCATIONS**

**A. CORE SERVICES (Annual Preventive Maintenance Inspection as listed on attached equipment list):**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>ANNUAL SERVICE</u>			<u>UNIT PRICE BID</u>		<u>TOTAL BID</u>
1.	Hickory II (KW 350)	1 unit	X	1	X	\$ _____	=	\$ _____
2.	Hickory II (KW 60)	1 unit	X	1	X	\$ _____	=	\$ _____
3.	Aldino Shop	1 unit	X	1	X	\$ _____	=	\$ _____
4.	Jarrettsville Shop	1 unit	X	1	X	\$ _____	=	\$ _____
5.	Whiteford Shop	1 unit	X	1	X	\$ _____	=	\$ _____
6.	Abingdon Shop	1 unit	X	1	X	\$ _____	=	\$ _____

**TOTAL BID (Items 1-6):** \$ \_\_\_\_\_

**TOTAL BID WRITTEN (Items 1-6):** \_\_\_\_\_

**HARFORD COUNTY EOC & TOWER SITES LOCATIONS**

**A. CORE SERVICES (Annual Preventive Maintenance Inspection as listed on attached equipment list):**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>QUARTERLY SERVICE</u>			<u>UNIT PRICE BID</u>		<u>TOTAL BID</u>
1.	Main EOC	1 unit	X	4	X	\$ _____	=	\$ _____
2.	Hazmat Building	1 unit	X	4	X	\$ _____	=	\$ _____
3.	Backup EOC	1 unit	X	4	X	\$ _____	=	\$ _____
4.	Hickory Tower Site	1 unit	X	4	X	\$ _____	=	\$ _____
5.	Whiteford Tower Site	1 unit	X	4	X	\$ _____	=	\$ _____
6.	Whiteford Tower Site							

2		1 unit	X	4	X	\$ _____	=	\$ _____
7.	Madonna Tower Site	1 unit	X	4	X	\$ _____	=	\$ _____
8.	Tollgate Tower Site	1 unit	X	4	X	\$ _____	=	\$ _____
9.	Joppa Tower Site	1 unit	X	4	X	\$ _____	=	\$ _____
10.	Lapidum Tower Site	1 unit	X	4	X	\$ _____	=	\$ _____
11.	Abingdon	1 unit	X	4	X	\$ _____	=	\$ _____

**TOTAL BID (Item 1-11):** \$ \_\_\_\_\_

**TOTAL BID WRITTEN (Items 1-11):** \_\_\_\_\_

**HARFORD COUNTY SHERIFF'S OFFICE LOCATIONS**

**A. CORE SERVICES (Annual Preventive Maintenance Inspection as listed on attached equipment list):**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>QUARTERLY SERVICE</u>			<u>UNIT PRICE BID</u>		<u>TOTAL BID</u>
1.	Harford County Detention Center	1 unit	X	4	X	\$ _____	=	\$ _____

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>BI-ANNUAL SERVICE</u>			<u>UNIT PRICE BID</u>		<u>TOTAL BID</u>
2.	Sheriff Offices	1 unit	X	2	X	\$ _____	=	\$ _____
3.	Southern Precinct	1 unit	X	2	X	\$ _____	=	\$ _____
4.	Northern Precinct	1 unit	X	2	X	\$ _____	=	\$ _____

**TOTAL BID (Item 1-4):** \$ \_\_\_\_\_

**TOTAL BID WRITTEN (Items 1-4):** \_\_\_\_\_

**HARFORD COUNTY FACILITIES & OPERATIONS LOCATIONS**

**A. CORE SERVICES (Annual Preventive Maintenance Inspection as listed on attached equipment list):**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>SEMI-ANNUAL SERVICE</u>		<u>UNIT PRICE BID</u>		<u>TOTAL BID</u>
1.	Courthouse	1 unit	X	2	X	\$ _____ =	\$ _____
2.	Woodbridge	1 unit	X	2	X	\$ _____ =	\$ _____
3.	C.I.D.	1 unit	X	2	X	\$ _____ =	\$ _____
4.	County Offices (KW 250)	1 unit	X	2	X	\$ _____ =	\$ _____
5.	County Offices (KW 50)	1 unit	X	2	X	\$ _____ =	\$ _____
6.	Transportation	1 unit	X	2	X	\$ _____ =	\$ _____

TOTAL BID (Item 1-6): \$ \_\_\_\_\_

TOTAL BID WRITTEN (Items 1-6): \_\_\_\_\_

**HARFORD COUNTY PARKS & RECREATION LOCATIONS**

**A. CORE SERVICES (Annual Preventive Maintenance Inspection as listed on attached equipment list):**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>SEMI-ANNUAL SERVICE</u>		<u>UNIT PRICE BID</u>		<u>TOTAL BID</u>
1.	Swan Harbor Farm	1 unit	X	2	X	\$ _____ =	\$ _____
2.	Liriodendron	1 unit	X	2	X	\$ _____ =	\$ _____

TOTAL BID (Item 1-2): \$ \_\_\_\_\_

TOTAL BID WRITTEN (Items 1-2): \_\_\_\_\_

### Mid Atlantic Purchasing Team (MAPT) Alternate Bid Form - Information

Bidders are encouraged to consider the broad access to MAPT contracts when considering their pricing strategy. In addition to bidding to the stated estimated volume identified in the lead agency's bid work sheet, bidders are encouraged to submit an alternate MAPT bid that offer additional discounts from the bid forms Sections A-F), if in the future any additional jurisdictions participate in a resulting contract.

Alternate bids may include, but are not limited to, additional percentage discounts based upon certain increased volume levels. This alternate bid form should be completed and submitted with their bid forms.

Based on the information provided in the Bid Forms (Sections A-F) it is recommended that bidders consider the following format if participation in this contract exceeds the awarded base bid amount as shown below. This volume could be exceeded by volume purchases from the municipalities listed or through other municipalities that piggyback this contract. You are encouraged to extend this table beyond the 100% level if applicable.

#### MAPT Alternate Bid Form

Awarded Base Bid Amount	Description of Next Price Break	MAPT Additional Unit Price Discount
Total Cost from Bid Forms A-F	Contract Increases by 3%	_____ %
Total Cost from Bid Forms A-F	Contract Increases by 10%	_____ %
Total Cost from Bid Forms A-F	Contract Increases by 15%	_____ %
Total Cost from Bid Forms A-F	Contract Increases by 25%	_____ %
Total Cost from Bid Forms A-F	Contract Increases by 40%	_____ %
Total Cost from Bid Forms A-F	Contract Increases by 50%	_____ %
Total Cost from Bid Forms A-F	Contract Increases by 75%	_____ %
Total Cost from Bid Forms A-F	Contract Increases by 100%	_____ %

**B. HOURLY LABOR RATES:**

**TOTAL BID EQUALS THE COMBINED HOURLY RATE FOR TIME AND MATERIALS (FOR ONE TECHNICIAN)  
PLUS  
THE 24 HOUR EMERGENCY SERVICE (FOR ONE TECHNICIAN) HOURLY RATE.**

AGENCY	TIME AND MATERIALS HOURLY LABOR RATE	24 HOUR EMERGENCY SERVICES TECHNICIAN HOURLY LABOR RATE	TOTAL BID
Anne Arundel County Public Schools			
St. Mary's County Public Schools			
Harford County Government All Locations			
Baltimore Metropolitan Council Agencies See GT-7 for Jurisdiction Members			
The Metropolitan Council of Governments Agencies See GT-5 thru GT-6 for Jurisdiction Members			

**C. CONTINGENT SERVICES FOR ALL AGENCIES :**

Contingent hourly rates and fees are to be used for Emergency Service work, Specialty Labor Rates, Load Bank Testing, Oil Analysis, Optional Equipment rental and staffing, Refueling Fees, Generator Rentals and the Parts Markup Percentage.

1. **Specialty Labor Rates:**  
Listed specialty and Hourly rates, if applicable: electrician, welder etc. These unit prices shall include and cover all overhead, labor, tools, equipment, supplies, transportation costs, and travel with a maximum allowable travel time of one (1) hour for each authorized technician portal to portal.

<u>Specialty</u>	<u>Hourly Rate</u>
A. Licensed Electrician	\$ _____/hour
B. _____	\$ _____/hour
C. _____	\$ _____/hour
D. _____	\$ _____/hour

2. **Load Bank Testing**

	<b>Cost per unit</b>
A. 10- 100KW	\$ _____
B. 101- 250KW	\$ _____
C. 251- 800KW	\$ _____
D. 801-1100KW	\$ _____

3. **Oil Analysis**

\$ \_\_\_\_\_ PER TEST

#### 4. Generator Rentals

Generator Size	Size Offered	Cost Per Day	Cost Per Week
20kW		\$	\$
30kW to 35kW		\$	\$
40kW to 50kW		\$	\$
60kW		\$	\$
75kW to 80kW		\$	\$
100kW to 125 kW		\$	\$
225kW		\$	\$
250 kW		\$	\$
300kW		\$	\$
500kW		\$	\$
800kW		\$	\$
1100kW		\$	\$
2000kW		\$	\$

#### Optional Pricing for Generator Rental - Cost per Month

Generator Size	Size Offered	Cost Per Month
20kW		\$
30kW to 35kW		\$
40kW to 50kW		\$
60kW		\$
75kW to 80kW		\$
100kW to 125kW		\$
225kW		\$
250 kW		\$
350kW		\$
500kW		\$
800kW		\$
1100kW		\$
2000kW		\$

**5. Optional Equipment/Accessories/Staffing**

These optional unit prices includes all cost for overhead, labor, transportation, for any/all power distribution centers ATS, temporary power boxes, etc. and other accessories including cables ramps, extension cords, any cables and adapters that may be necessary.

The cost per day is for one eight (8) hour shift.

Work past eight hours must be authorized and will be paid at 1.5 times of the awarded technician rate.

Technicians and available staffing hourly rates should include all cost for overhead, tools, equipment, transportation, fuel cost, meals and all associated cost for one technician.

Description	Rate		
	Cost Per Day	Cost Per Week	Cost Per Month
Technician	\$	\$	\$
Light Tower, 4000watt	\$	\$	\$
Cable Ramp/Cover, 3 ft.	\$	\$	\$
Other: Spider box	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$

**6. Requested Refueling**

The rate submitted below should include all related costs for refueling. This fee includes all time, labor and transportation cost. This rate should **NOT INCLUDE THE COST FOR FUEL.**

The cost for Fuel supplied for rental generators will be reimbursed at the fuel price paid per gallon.

An invoice or proof of the Fuel Cost paid per gallon by the contractor is required prior to any invoice for fuel being paid by the using Agency.

REFUELING FEE \$ \_\_\_\_\_

**7. Parts Markup**

All equipment or parts that are purchased under this agreement will be supplied at Cost, **PLUS:**

\_\_\_\_\_ %  
**Not to exceed 10%.**

**Bidder acknowledges all addenda.**

Addenda Number and Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Check here if there are no Addenda.

**BID SUBMITTED BY:**

\_\_\_\_\_  
**ENTITY NAME**  
(Must be entity name as registered with Maryland  
State Department of Assessments & Taxation)

\_\_\_\_\_  
Authorized Representative/Title  
(Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized Representative/Title  
(Print/Type)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

All bidders must be registered to do business in the State of Maryland in accordance with the Annotated Code of Maryland Corporations and Associations Sec. 2-102 Formation generally, Sec. 7-202 Registration to do interstate and foreign\* business, and/or Sec. 7-203 Qualification to do intrastate. For information on registering or qualifying a corporation, LLC, LLP or LP call the Maryland Department of Assessments and Taxation (SDAT) at (410) 767-1340. Sole Proprietors and General Partnerships may call (410) 767-4991 or you may download the SDAT forms at: [www.dat.state.md.us/sdatweb/sdatforms.html](http://www.dat.state.md.us/sdatweb/sdatforms.html) - entity or by calling at (410) 767-1340 or Toll Free (888) 246-5941.

\*"a corporation, association, or joint-stock company organized under the laws of the United States, another state of the United States, a territory, possession, or district of the United States, or a foreign country." Sec. 1-101 Annotated Code of Maryland Corporations and Associations.

All bidders must be in good standing with Harford County, Maryland. Bidders must meet any outstanding taxes, fees or accounts with Harford County.

## **BID/PROPOSAL AFFIDAVIT**

### **A. AUTHORIZED REPRESENTATIVE**

#### **I HEREBY AFFIRM THAT:**

I am the (title) \_\_\_\_\_ and the duly authorized representative of (name 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 or proposer hereby certifies and agrees that the following information is correct:

In preparing its bid or proposal on this project, the bidder or proposer 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 vendors, 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 or proposal submitted by the bidder or proposer on this project, and terminate any contract awarded based on the bid or proposal. As part of its bid or proposal, the bidder or proposer 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 or proposer 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 or Proposer 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, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of

Maryland, or has pleaded *nolo contendere* to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows:

(Indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

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**D. 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, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows:

(List each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the 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)

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**E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

**I FURTHER AFFIRM THAT:**

(1) The above 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: (Indicate the reasons why the affirmation cannot be given without qualification):

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**F. AFFIRMATION REGARDING COLLUSION**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the agents, servants and/or employees of the above business have:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or proposal that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or proposal price of the bidder or proposer or contractor or of any competitor, or otherwise taken any action in restraint of free competition in connection with the contract for which the accompanying bid or proposal is submitted.

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

**H. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION**

**I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with the provisions of Article 33, Sections 30-1 through 30-4 *et seq.* of the Annotated Code of Maryland, which require 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 under which the person receives in the aggregate \$100,000 or more shall, on or before February 1, of the following year, file with the Secretary of State of Maryland certain specified information to include disclosure of political contributions in excess of \$500 to a candidate for elective office in any primary or general election.

**I. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT**

**I FURTHER AFFIRM THAT:**

- (1) The business named above is a  
(Check one)  Maryland (domestic) corporation  
 foreign (non-Maryland) 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 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 Employment Security Administration, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

#### **J. CONTINGENT FEES**

##### **I FURTHER AFFIRM THAT:**

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the Contract.

#### **K. TROPICAL HARDWOOD AND TROPICAL HARDWOOD PRODUCTS**

Acknowledging §41-19.1 of the Harford County Code, which prohibits the County from making or renewing a contract that requires the use of the tropical hardwoods and tropical hardwood products except in cases where the Director of Procurement determines (1) that there is no acceptable non-tropical hardwood equivalent; or (2) tropical hardwood is required for restoration of a structure designated as historic under federal, state or county law, and requires that any bid or proposal that does not contain this certification be rejected,

##### **I FURTHER AFFIRM THAT:**

No tropical hardwoods or tropical hardwood products (Acapu, Afrormosia, Almon, Amaranth, Amazaque, Aningeria Apitong, Blasa, Banak, Bella Rosa, Bengé, Boire, Bubinga, Cativor, Chenchen, Concobolo, Cordia, Ebony, Gaboon, Iroko, Koa, Koto, Red Lauan, White Lauan, Tanguile, Limba, Louro, Africa Mahogany, American Mahogany, Makore, Movingui, African Padauk, Angola Padauk, Peroba, Purpleheart, Ramin, Rosewood, Sapele, Sonora, Teak, Tigerwood, Wenge, or Zebrawood) shall be supplied to the County or used in connection with the Contract, except as specifically approved by the Director of Procurement.

**L. ACKNOWLEDGEMENT**

**I ACKNOWLEDGE THAT** this Affidavit is furnished to the Purchasing Agent and that nothing in this Affidavit or in any contract arising from this bid or proposal shall be construed to supersede, amend, modify or waive the exercise of any statutory right or remedy 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)

Federal Employer Identification Number (FEIN):  
\_\_\_\_\_

**Bid No. 15-148**

**GENERATOR MAINTENANCE including SERVICES AND RENTAL  
BIDDER REFERENCE ATTACHMENT**

List of a minimum of three (3) similar type customers to Harford County:

1. Customer's Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number/Email: \_\_\_\_\_  
Awarded Contract Amount \_\_\_\_\_  
General Description of Services provided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Customer's Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number/Email: \_\_\_\_\_  
Awarded Contract Amount \_\_\_\_\_  
General Description of Services provided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Customer's Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number/Email: \_\_\_\_\_  
Awarded Contract Amount \_\_\_\_\_  
General Description of Services provided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACH THE BELOW LABEL TO THE OUTSIDE  
OF YOUR RESPONSE ENVELOPE OR CARTON.**

Cut along the dotted line.

<p><b>Return Address:</b> _____ _____ _____</p> <p><b>BID ENCLOSED</b></p> <p><b>BID NO.</b> _____</p> <p><b>DUE DATE:</b> _____</p> <p><b>TO: HARFORD COUNTY, MARYLAND DEPARTMENT OF PROCUREMENT 220 SOUTH MAIN STREET BEL AIR, MARYLAND 21014</b></p>
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