



STATE OF MARYLAND

MARYLAND DEPARTMENT OF TRANSPORTATION

MARYLAND TRANSIT ADMINISTRATION

INVITATION FOR BID (IFB)

SOLICITATION NO. IFB 1956

TAPPING MACHINE

Issue Date: June 21,2021

NOTICE TO BIDDERS

A Prospective Bidder that has received this document from a source other than eMarylandMarketplace (eMMA) <https://procurement.maryland.gov> should register on eMMA. See **Section 4.2**.

MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION.

Minority Business Enterprises Are Encouraged to Respond to this Solicitation

**STATE OF MARYLAND
NOTICE TO VENDORS**

In order to help us improve the quality of State solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding this solicitation. Please return your comments with your response. If you have chosen not to respond to this Contract, please email or fax this completed form to the attention of the Procurement Officer (see the Key Information Sheet below for contact information).

**Title: TAPPING MACHINE
Solicitation No: IFB 1956**

1. If you have chosen not to respond to this solicitation, please indicate the reason(s) below:
- Other commitments preclude our participation at this time.
 - The subject of the solicitation is not something we ordinarily provide.
 - We are inexperienced in the work/commodities required.
 - Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
 - The scope of work is beyond our present capacity.
 - Doing business with the State of Maryland is simply too complicated. (Explain in REMARKS section.)
 - We cannot be competitive. (Explain in REMARKS section.)
 - Time allotted for completion of the Bid/Proposal is insufficient.
 - Start-up time is insufficient.
 - Bonding/Insurance requirements are restrictive. (Explain in REMARKS section.)
 - Bid/Proposal requirements (other than specifications) are unreasonable or too risky. (Explain in REMARKS section.)
 - MBE or VSBE requirements are not attainable or realistic. (Explain in REMARKS section.)
 - Prior State of Maryland contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)
 - Payment schedule too slow.
 - Other: _____
2. If you have submitted a response to this solicitation, but wish to offer suggestions or express concerns, please use the REMARKS section below. (Attach additional pages as needed.)

REMARKS: _____

Vendor Name: _____ Date: _____

Contact Person: _____ Phone (____) ____ - _____

Address: _____

E-mail Address: _____

**If you have chosen not to submit a bid on this procurement, please e-mail this completed form to:
(410)-454-7885 (Attention BRENDA J. HAYES
Thank you**

**STATE OF MARYLAND
MARYLAND TRANSIT ADMINISTRATION
IFB KEY INFORMATION SUMMARY SHEET**

Invitation for Bids	ONE TIME PURCHASE TAPPING MACHINE
Solicitation Number:	IFB 1956
IFB Issue Date:	July 21 , 2021
IFB Issuing Office:	MARYLAND TRANSIT ADMINISTRATION
Procurement Officer: e-mail: Office Phone:	BRENDA J. HAYES Bhayes1@mta.maryland.gov 410-454-7885
Bids are to be sent to:	BRENDA J.HAYES Purchasing Division 1331 S. Monroe Street, 2 nd Floor Baltimore, MD 21230
Pre-Bid Conference:	No Pre-Bid for this commodity
Questions Due Date and Time	August 4, 2021 @ 10:00AM
Bid Due (Closing) Date and Time:	August 11, 2021 3:00 PM EST Bidders are reminded that a completed Feedback Form is requested if a no-bid decision is made (see page iv).
Public Bid Opening Date, Time and Location	August 12, 2021 12:00 AM Due to Covid-19 we will be conducting telephone conference bid openings .
TeleConference No.:	1 443-409-5228
Phone Conference ID :	822 415 379#
MBE Subcontracting Goal:	0%
VSBE Subcontracting Goal:	0%
Contract Type:	Firm Fixed Price
Contract Duration:	ONE TIME PURCHASE
Primary Place of Performance:	1515 Washington Blvd Baltimore, Maryland 21230
SBR Designation:	NO
Federal Funding:	NO

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SECTION 1 - GENERAL INFORMATION

1.1 Summary Statement

The Maryland Transit Administration (MTA or “the Department”) is issuing this Invitation for Bids (IFB) in order to procure is seeking supply of cutting equipment for the installation of plexi-glass passenger partitions. This is in response to the Covid-19 pandemic, to limit the transmission and boost passenger confidence in MTA's commitment to health and safety.

- 1.1.1 It is the State’s intention to obtain goods and/or goods/services, as specified in this IFB, from a Contract between the selected Bidder and the State. This will be a ONE -TIME PURCHASE.
- 1.1.2 The Department may make a **one -time purchase** as a result of successful bidders in response to this IFB.
- 1.1.3 Bidders, either directly or through their subcontractor(s), must be able to provide all goods/services and/or goods that meet all of the requirements requested in this solicitation and the successful Bidder (the Contractor) shall remain responsible for Contract performance regardless of subcontractor participation in the work.

1.2 Abbreviations and Definitions

For purposes of this IFB, the following abbreviations or terms have the meanings indicated below:

- a. **Bid** – A statement of price offered by a Bidder in response to an IFB.
- b. **Bidder** – An entity that submits a Bid in response to this IFB.
- c. **Business Day(s)** – The official Working Days of the week to include Monday through Friday. Official Working Days exclude State Holidays (see definition of “Normal State Business Hours” below).
- d. **COMAR** – Code of Maryland Regulations available on-line at www.dsd.state.md.us.
- e. **Contract** – The Contract awarded to the successful Bidder pursuant to this IFB. The Contract will be in the form of **Attachment L**.
- f. **Contract Award Date** – The date the contract is signed by the Department following any required approvals of the Contract, including approval by the Board of Public Works, if such approval is required. See Section 1.4.
- g. **Contract Commencement Date** - The start date of performance.
- h. **Contract Monitor (CM)** – The State representative for this Contract who is primarily responsible for Contract administration functions, including issuing written direction, invoice approval, monitoring this Contract to ensure compliance with the terms and conditions of the Contract, monitoring MBE and VSBE compliance, and achieving completion of the Contract on budget, on time, and within scope.
- i. **Contractor** – The selected Bidder that is awarded a Contract by the State.
- j. **Department or MTA** – Maryland Transit Administration.

- k. **eMMA** – eMaryland Marketplace Advantage (see IFB Section 1.8)
- l. **Invitation for Bids (IFB)** – This Invitation for Bids solicitation issued by the MTA, **Solicitation Number IFB 1912** dated **May 4, 2021** including any addenda.
- m. **Local Time** – Time in the Eastern Time Zone as observed by the State of Maryland. Unless otherwise specified, all stated times shall be Local Time, even if not expressly designated as such.
- n. **Minority Business Enterprise (MBE)** – Any legal entity certified as defined at COMAR 21.01.02.01B(54) which is certified by the Maryland Department of Transportation under COMAR 21.11.03.
- o. **Normal State Business Hours** - Normal State business hours are 8:00 a.m. – 5:00 p.m. Monday through Friday except State Holidays, which can be found at: www.dbm.maryland.gov – keyword: State Holidays.
- p. **Notice to Proceed (NTP)** – A written notice from the Procurement Officer that, subject to the conditions of the Contract, work under the Contract is to begin as of a specified date. The start date listed in the NTP is the Contract Commencement Date and is the official start date of the Contract for the actual delivery of goods/services as described in this solicitation. After Contract Commencement, additional NTPs may be issued by either the Procurement Officer or the Department Contract Manager regarding the start date for any service included within this solicitation with a delayed or non-specified implementation date.
- q. **Procurement Officer** – The State representative for the resulting Contract. The Procurement Officer is responsible for the Contract and is the only State representative who can authorize changes to the Contract. The Department may change the Procurement Officer at any time by written notice to the Contractor.
- r. **State** – The State of Maryland.
- s. **Total Bid Price** - The Bidder’s total price for goods and/or goods/services in response to this solicitation, included in the Bid in **Attachment B – Bid Form**, and used in determining the recommended awardees. (see IFB Section 1.15).
- t. **Veteran-owned Small Business Enterprise (VSBE)** – a business that is verified by the Center for Veterans Enterprise of the United States Department of Veterans Affairs as a veteran-owned small business. See Code of Maryland Regulations (COMAR) 21.11.13.
- u. **Working Day(s)** – Same as “Business Day(s).”

1.3 Contract Type

The Contract resulting from this solicitation shall be a Firm Fixed-Price Contract as defined in **COMAR 21.06.03.02(A)(2)**.

1.4 Contract Duration

- 1.4.1 The solicitation is for a one-time purchase(s) only and will not result in a long-term contract.
- 1.4.2 During the Start-up Period the Contractor shall perform start-up activities such as are necessary to enable the Contractor to begin the successful performance of Contract activities and/or delivery of

goods in accordance with the proposal provided herein as of the Contract Commencement Date. No compensation will be paid to the Contractor for any activities it performs during the Start-up Period.

1.4.3 As of the Contract Commencement Date as contained in a Notice to Proceed (see Section 1.2 definition), the Contractor shall perform all activities required by the Contract, including the requirements of this solicitation, for the compensation described in its Bid.

1.4.4 The Contractor's obligations to pay invoices to subcontractors that provided goods/services during the Contract term, as well as the audit, confidentiality, document retention, and indemnification.

1.5 Procurement Officer

The Procurement Officer is the sole point of contact in the State for purposes of this solicitation prior to the award of any Contract (see definition of "Procurement Officer" in Section 1.2).

The name and contact information of the Procurement Officer are indicated in the IFB Key Information Summary Sheet (near the beginning of the solicitation, after the Title Page and Notice to Vendors).

The Department may change the Procurement Officer at any time by written notice.

1.6 Contract Monitor

The Contract Monitor is the State representative for this Contract who is primarily responsible for Contract administration functions after Contract award (see definition of "Contract Monitor" in Section 1.2).

The name and contact information of the Contract Monitor are indicated in the IFB Key Information Summary Sheet (near the beginning of the solicitation, after the Title Page and Notice to Vendors).

The Department may change the Contract Monitor at any time by written notice.

1.7 Pre-Bid Conference

A Pre-Bid Conference **will not be held**.

1.8 eMaryland Marketplace Advantage

Each Bidder is requested to indicate its eMaryland Marketplace Advantage (eMMA) vendor number in the Transmittal Letter (cover letter) submitted at the time of its Bid submission to this IFB. eMMA is an electronic commerce system administered by the Maryland Department of General Goods/services. In addition to using the MTA website <http://mta.maryland.gov/procurements> and possibly other means for transmitting the IFB and associated materials, the solicitation and summary of the Pre-Bid Conference, Bidder questions and the Procurement Officer's responses, addenda, and other solicitation-related information will be provided via eMMA. In order to receive a contract award, a vendor must be registered on eMMA. Registration is free. Go to <https://procurement.maryland.gov>, click on "Register" to begin the process, and then follow the prompts.

1.9 Questions

Written questions from prospective Bidders will be accepted by the Procurement Officer. Questions to the Procurement Officer shall be submitted via e-mail to the following e-mail address: bhayes1@mdot.maryland.gov Please identify in the subject line the Solicitation Number and Title.

Questions should be submitted to the Procurement Officer (**see above email address**) in a timely manner prior to the Bid due date. Questions are requested to be submitted at least seven (7) business days prior to the Bid due date. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Bid due date. Time permitting, answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be distributed to all vendors that are known to have received a copy of the IFB in sufficient time for the answer to be taken into consideration in the Bid.

1.10 Procurement Method

This Contract will be awarded in accordance with the Competitive Sealed Bidding method under **COMAR 21.05.02**.

1.11 Bids Due (Closing) Date and Time

- 1.11.1 Bids, in the number and form set forth in **Section 4.4 Required Bid Submissions**, must be received by the Procurement Officer no later than the Bid due date and time indicated on the Key Information Summary Sheet in order to be considered.
- 1.11.2 Requests for extension of this time or date may not be granted.
- 1.11.3 Bidders mailing Bids should allow sufficient delivery time to ensure timely receipt by the Procurement Officer. Except as provided in **COMAR 21.05.02.10**, Bids received after the due date and time listed in the Key Information Summary Sheet will not be considered.
- 1.11.4 The date and time of an e-mail submission is determined by the date and time of arrival in the e-mail address indicated on the Key Information Summary Sheet.
- 1.11.5 Bids may be modified or withdrawn by written notice received by the Procurement Officer before the time and date set for the opening.
- 1.11.6 Bids may not be submitted by e-mail or facsimile. Bids will be opened publicly at the date and time indicated on the Key Information Summary Sheet.
- 1.11.7 Potential Bidders not responding to this solicitation are requested to submit the "No Bid Notice/Vendor Feedback" form, which includes company information and the reason for not responding (e.g., too busy, cannot meet mandatory requirements).

1.12 Multiple or Alternate Bids

Multiple and/or alternate Bids **will not be accepted**.

1.13 Receipt, Opening and Recording of Bids

- 1.13.1 Upon receipt, each Bid and any timely modification(s) to a Bid shall be stored in a secure place until the time and date set for bid opening. Before Bid opening, the State may not disclose the identity of any Bidder.
- 1.13.2 Bids shall be opened publicly at the time, date and place designated in the IFB Key Information Summary Sheet (near the beginning of the solicitation, after the Title Page and Notice to Vendors).

The name of each Bidder, the Total Bid Price, and such other information as is deemed appropriate shall be read aloud or otherwise made available and recorded at the time of bid opening.

1.14 Confidentiality of Bids

- 1.14.1 The Bidder should give specific attention to the clear identification of those portions of its Bid that it considers confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Md. Code Ann., General Provisions Article, Title 4. This information should be identified by page number and placed in the Transmittal Letter with the Bid.
- 1.14.2 The Bids shall be tabulated, or a Bid abstract made. The opened Bids shall be available for public inspection at a reasonable time after Bid opening, but in any case, before contract award, except to the extent the Bidder designates trade secrets or other proprietary data to be confidential as set forth in this solicitation. Material so designated as confidential shall accompany the Bid and shall be readily separable from the Bid in order to facilitate public inspection of the non-confidential portion of the Bid, including the Total Bid Price.
- 1.14.3 For requests for information made under the PIA, the Procurement Officer shall examine the Bids to determine the validity of any requests for nondisclosure of trade secrets and other proprietary data identified in writing. Nondisclosure is permissible only if approved by the Office of the Attorney General.

1.15 Award Basis

The Contract(s) shall be awarded to the responsible Bidder submitting a responsive Bid with the most favorable **Average Unit Prices** on a line item by line-item basis (as referenced in COMAR 21.05.02.13) for providing the goods as specified in this IFB. The most favorable Average Unit Price will be the lowest average unit price over **ONE TIME PURCHASE**, line item by line item on **Attachment B - Bid Spreadsheet Form**.

1.16 Tie Bids

Tie Bids will be decided pursuant to **COMAR 21.05.02.14**.

1.17 Duration of Bid

Bids submitted in response to this IFB are irrevocable for the latest of the following: 120 days following the Bid due date and time or the date any protest concerning this IFB is finally resolved. This period may be extended at the Procurement Officer's request only with the Bidder's written agreement.

1.18 Revisions to the IFB

- 1.18.1 If the IFB is revised before the due date for Bids, the Department shall post any addenda to the IFB on eMMA and shall endeavor to provide such addenda to all prospective Bidders that were sent this IFB or are otherwise known by the Procurement Officer to have obtained this IFB. It remains the responsibility of all prospective Bidders to check eMMA for any addenda issued prior to the submission of Bids.
- 1.18.2 Bidders shall acknowledge the receipt of all addenda to this IFB issued before the Bid due date.

1.18.3 Failure to acknowledge receipt of an addendum does not relieve the Bidder from complying with the terms, additions, deletions, or corrections set forth in the addendum, and may cause the Bid to be deemed not responsive.

1.19 Cancellations

1.19.1 The State reserves the right to cancel this IFB, accept or reject any and all Bids, in whole or in part, received in response to this IFB and to waive or permit the cure of minor irregularities.

1.19.2 In the event a government entity proposes and receives the recommendation for award, the procurement may be cancelled, and the award processed in accordance with COMAR 21.01.03.01.A(4).

1.20 Incurred Expenses

The State will not be responsible for any costs incurred by any Bidder in preparing and submitting a Bid or in performing any other activities related to this solicitation.

1.21 Protest/Disputes

Any protest or dispute related, respectively, to this solicitation or the resulting Contract shall be subject to the provisions of **COMAR 21.10** (Administrative and Civil Remedies).

1.22 Bidder Responsibilities

1.22.1 Bidders must be able to provide all goods and goods/services and meet all of the requirements requested in this solicitation and the successful Bidder shall be responsible for Contract performance including any subcontractor participation.

1.22.2 If applicable, subcontractors utilized in meeting the established MBE or VSBE participation goal(s) for this solicitation shall be identified as provided in the appropriate Attachment(s) to this IFB (see **Section 1.32** “MBE Participation Goal” and **Section 1.33** “VSBE Goal”).

1.22.3 If the Bidder is the subsidiary of another entity, all information submitted by the Bidder, including but not limited to references, financial reports, or experience and documentation (e.g., insurance policies, bonds, letters of credit) used to meet minimum qualifications, if any, shall pertain exclusively to the Bidder, unless the parent organization will guarantee the performance of the subsidiary. If applicable, the Bidder’s Bid shall contain an explicit statement, signed by an authorized representative of the parent organization, stating that the parent organization will guarantee the performance of the subsidiary.

1.22.4 A parental guarantee of the performance of the Bidder under this Section will not automatically result in crediting the Bidder with the experience or qualifications of the parent under any evaluation criteria pertaining to the actual Bidder’s experience and qualifications. Instead, the Bidder’s responsibility will be assessed to the extent to which the State determines that the experience and qualifications of the parent are applicable to and shared with the Bidder, any stated intent by the parent to be directly involved in the performance of the Contract, and the value of the parent’s participation as determined by the State.

1.23 Substitution of Personnel

This solicitation does not require Substitution of Personnel.

1.24 Acceptance of Terms and Conditions

By submitting a Bid in response to this IFB, a Bidder, if selected for award, shall be deemed to have accepted the terms and conditions of this IFB and the Contract, attached herein as **Attachment L**. Any exceptions to this IFB must be raised prior to Bid submission. **Changes to the solicitation, including the Bid Form, made by the Bidder may result in Bid rejection.**

1.25 Bid/Proposal Affidavit

Not required for this one-time purchase .

1.26 Contract Affidavit

Not required for this one-time purchase .

1.27 Compliance with Laws/Arrearages

- 1.27.1 By submitting a Bid in response to this IFB, the Bidder, if selected for award, agrees that it will comply with all Federal, State, and local laws applicable to its activities and obligations under the Contract.
- 1.27.2 By submitting a response to this solicitation, each Bidder represents that it is not in arrears in the payment of any obligations due and owing the State, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Contract if selected for Contract award.

1.28 Verification of Registration and Tax Payment

- 1.28.1 Before a business entity can do business in the State it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://www.dat.state.md.us/sdatweb/goods/services.html> .
- 1.28.2 It is strongly recommended that any potential Bidder complete registration prior to the due date for receipt of Bids. A Bidder's failure to complete registration with SDAT shall disqualify an otherwise successful Bidder from final consideration and recommendation for Contract award.

1.29 False Statements

Bidders are advised that Md. Code Ann., State Finance and Procurement Article, § 11-205.1 provides as follows:

- 1.29.1 In connection with a procurement contract a person may not willfully:
- (a) Falsify, conceal, or suppress a material fact by any scheme or device.
 - (b) Make a false or fraudulent statement or representation of a material fact; or
 - (c) Use a false writing or document that contains a false or fraudulent statement or entry of a material fact.
- 1.29.2 A person may not aid or conspire with another person to commit an act under subsection (1) of this section.

1.29.3 A person who violates any provision of this section is guilty of a felony and on conviction is subject to a fine not exceeding \$20,000 or imprisonment not exceeding five years or both.

1.30 Payments by Electronic Funds Transfer

By submitting a Bid in response to this solicitation, the Bidder, if selected for award:

1.30.1 Agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller's Office grants an exemption. Payment by EFT is mandatory for contracts exceeding \$200,000. The successful Bidder shall register using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form.

1.30.2 Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form, must include the business identification information as stated on the form, and must include the reason for the exemption. The COT/GAD X-10 form may be down the form from the Comptroller's website at:

http://comptroller.marylandtaxes.com/Vendor_Goods/services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

1.31 Prompt Payment Policy

Not required for this one-time purchase .

1.32 Electronic Procurements Authorized

1.32.1 Under COMAR 21.03.05, unless otherwise prohibited by law, the Department may conduct procurement transactions by electronic means, including the solicitation, proposing, award, execution, and administration of a contract, as provided in Md. Code Ann., Maryland Uniform Electronic Transactions Act, Commercial Law Article, Title 21.

1.32.2 Participation in the solicitation process on a procurement contract for which electronic means has been authorized shall constitute consent by the Bidder to conduct by electronic means all elements of the procurement of that Contract which are specifically authorized under the solicitation or Contract. In the case of electronic transactions authorized by this IFB, electronic records and signatures by an authorized representative satisfy a requirement for written submission and signatures.

1.32.3 "Electronic means" refers to exchanges or communications using electronic, digital, magnetic, wireless, optical, electromagnetic, or other means of electronically conducting transactions. Electronic means includes e-mail, internet-based communications, electronic funds transfer, specific electronic bidding platforms (e.g., <https://procurement.maryland.gov>), and electronic data interchange.

1.32.4 In addition to specific electronic transactions specifically authorized in other sections of this solicitation (e.g., IFB § 1.30 describing payments by Electronic Funds Transfer), the following transactions are authorized to be conducted by electronic means on the terms as authorized in COMAR 21.03.05:

- a) The Procurement Officer may conduct the procurement using eMMA, e-mail, or similar means to issue:
 - 1) The IFB;
 - 2) Any amendments.
 - 3) Pre-Bid conference documents;
 - 4) Questions and responses;
 - 5) Communications regarding the solicitation or Bid to any Bidder or potential Bidder;

- 6) Notices of award selection or non-selection; and
- 7) The Procurement Officer's decision on any Bid protest or Contract claim.

The Bidder or potential Bidder may use e-mail to:

- 8) Submit Bids; Currently not allowed for goods/services contracts.
- 9) Ask questions regarding the solicitation;
- 10) Reply to any material received from the Procurement Officer by electronic means that includes a Procurement Officer's request or direction to reply by e-mail or facsimile, but only on the terms specifically approved and directed by the Procurement Officer and;
- 11) Submit a "No Bid Notice/Vendor Feedback Form" to the IFB.

The Procurement Officer, the Contract Monitor, and the Contractor may conduct day-to-day Contract administration, utilizing e-mail, facsimile, or other electronic means if authorized by the Procurement Officer or Contract Monitor.

1.32.5 The following transactions related to this procurement and any Contract awarded pursuant to it are **not authorized** to be conducted by electronic means:

- A. Submission of initial Bids. E-mail is currently not allowed for goods/services
- B. Filing of bid protests;
- C. Filing of Contract claims;
- D. Submission of documents determined by the MDOT/MTA to require original signatures (e.g., Contract execution, Contract modifications); or
- E. Any transaction, submission, or communication where the Procurement Officer has specifically directed that a response from the Contractor or Bidder be provided in writing or hard copy.

1.32.6 Any facsimile or e-mail transmission is only authorized to the facsimile numbers or e-mail addresses for the identified person as provided in the solicitation, the Contract, or in the direction from the Procurement Officer or Contract Monitor.

1.33 Minority Business Enterprise Goal and Subgoals

There is no MBE subcontractor participation goal for this procurement.

1.34 Veteran-Owned Small Business Enterprise Goals

There is no Veteran-Owned Small Business Enterprise (VSBE) subcontractor participation goal for this procurement.

1.35 Performance Guarantees

Performance Guarantees are not applicable for this solicitation.

1.36 Living Wage Requirements

Living Wage is not a requirement for this solicitation.

1.37 Federal Funding Acknowledgement

This Contract does not contain Federal funds.

1.38 Conflict of Interest Affidavit and Disclosure

A Conflict-of-Interest Affidavit is not required pursuant to COMAR 21.05.08.08(F) for this procurement. A Bidder is required to disclose to the Procurement Officer any actual or potential conflict of interest as it arises, before or after award, in accordance with COMAR 21.05.08.08.

1.39 Non-Disclosure Agreement

A Non-Disclosure Agreement is not required for this procurement.

1.40 Non-visual Access

This solicitation does not contain Information Technology (IT) provisions requiring Nonvisual Access.

1.41 Mercury and Products that Contain Mercury

This solicitation does not include the procurement of products known to likely include mercury as a component.

1.42 Location of the Performance of Goods/services Disclosure

This solicitation does not require a Location of the Performance of Goods/services Disclosure.

1.43 Department of Human Resources (DHR) Hiring Agreement

This solicitation does not require a DHR Hiring Agreement.

1.44 Small Business Reserve (SBR) Procurement

This solicitation is not designated as a Small Business Reserve (SBR) Procurement.

1.45 Additional Clauses

1.45.1 The State of Maryland’s Commitment to Purchasing Environmentally Preferred Products and Services (EPPs)

[Maryland’s State Finance & Procurement Article §14-410](#) defines environmentally preferable purchasing as “the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose.” Accordingly, Bidders are strongly encouraged to offer EPPs to fulfill this contract, to the greatest extent practicable.

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SECTION 2 – MINIMUM QUALIFICATIONS

1.44 Bidder Minimum Qualifications

There are no Bidder Minimum Qualifications for this procurement.

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SECTION 3 – SPECIFICATIONS

3.1 Background and Purpose

The State is issuing this solicitation for the purposes of procuring Tapping Machine as listed.

3.2 Specification - Requirements

The items requested are: **The cutting equipment needed should have the following specification:**

5x10-Water Jet System

84L x 152W x 56H (dimension without CNC)

Effective cutting width: 10ft Effective cutting

length: 5ft Dual Side Drive Helical Rack and

Pinion

Precision Helical 10:1

Gearboxes 1000 1PM

Rapid traverse speed

Adjustable leveling pads for easy

adjustment Water Capacity: 935

Gallons

Machine E-Stop Located on

Each Saddle Machine input

power: 115/1/60 @ 15 Amps

Maximum Plate Thickness:

2 inches

Operating System- Windows 10 or

equivalent Include CAD/CAM

Software

1. 5x10 Parts Catcher

The 5x10 Parts Catcher provides a screen underneath the table slats that will catch most small parts or scrap material that fall through the table slat system.

2. 55,000 psi Intensifier Pump Package

System allows low and high pressure setting with a maximum continuous cutting pressure of 55,000 psi.

Hydraulic Drive Motor 40hp

Max Continuous

Pressure 55,000 psi

Flow Rate at Max

Pressure .72 gpm

Power Requirements

(3 Phase) 208/3/60 @

114 Full Load Amps

230/3/60 @ 104 Full

Load Amps 480/3/60

@ 52 Full Load Amps

3. 500lb Abrasive System

4. Abrasive

5. Closed Loop Water Filtration System, 50hp Pump

6. Settling Weir

Specialized tank allows for the abrasive to settle before water is fed into the system.

7. Overflow to Drain Filter System

Overflow to drain system removes abrasives and other solids suspended in the water when it is discharged from the closed loop filtration system.

8. Pump Chiller System Approximately 3 gpm

Items must be prepared for shipment in such a manner that will prevent any damage to the parts / products during the shipping process.

Items requested will be **F.O.B. Destination only**. The prices proposed must be an **“all inclusive price”** containing any shipping or handling fees. Separate lines on the invoice containing additional shipping or handling fees will not be paid. The ship to location is: **Maryland Transit Administration, 1515 Washington Blvd. Bldg # 6, Baltimore, MD 21230**, or as otherwise shown on the Purchase Order

3.3 Security Requirements

3.3.1 Employee Identification

- (a) Each person who is an employee or agent of the Contractor or subcontractor shall display his or her company ID badge at all times while on State premises. Upon request of authorized State personnel, each such employee or agent shall provide additional photo identification.
- (b) At all times at any facility, the Contractor’s personnel shall cooperate with State site requirements that include but are not limited to being prepared to be escorted at all times, providing information for badge issuance, and wearing the badge in a visual location at all times.

3.3.2 Information Technology

- (a) Contractors shall comply with and adhere to the State IT Security Policy and Standards. These policies may be revised from time to time and the Contractor shall comply with all such revisions. Updated and revised versions of the State IT Policy and Standards are available online at: www.doit.maryland.gov – keyword: Security Policy.
- (b) The Contractor shall not connect any of its own equipment to a State LAN/WAN without prior written approval by the State. The Contractor shall complete any necessary paperwork as directed and coordinated with the Contract Monitor to obtain approval by the State to connect Contractor-owned equipment to a State LAN/WAN.

3.4 Insurance Requirements when working on MTA / State Premises

The Contractor shall maintain, at a minimum, the insurance coverages outlined below, or any minimum requirements established by law if higher, for the duration of the Contract, including option periods, if exercised:

3.4.1 The following type(s) of insurance and minimum amount(s) of coverage are required:

- a) Commercial General Liability - of \$1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal and advertising injury and \$3,000,000 annual aggregate.

The minimum limits required herein may be satisfied through any combination of primary and umbrella/excess liability policies.

- b) Errors and Omissions/Professional Liability - \$3,000,000 per combined single limit per claim and \$3,000,000 annual aggregate.
 - c) Crime Insurance/Employee Theft Insurance - to cover employee theft with a minimum single loss limit of \$1,000,000 per loss, and a minimum single loss retention not to exceed \$10,000. The State of Maryland and the MTA should be added as a “loss payee.”
 - d) Cyber Security / Data Breach Insurance – (For any service offering hosted by the Contractor) ten million dollars (\$10,000,000) per occurrence. The coverage must be valid at all locations where work is performed or data or other information concerning the State’s claimants or employers is processed or stored.
 - e) Worker’s Compensation - The Contractor shall maintain such insurance as necessary or as required under Workers’ Compensation Acts, the Longshore and Harbor Workers’ Compensation Act, and the Federal Employers’ Liability Act, to not be less than one million dollars (\$1,000,000) per occurrence (unless a state’s law requires a greater amount of coverage). Coverage must be valid in all states where work is performed.
 - f) Automobile or Commercial Truck Insurance - The Contractor shall maintain Automobile or Commercial Truck Insurance (including owned, leased, hired, and non-owned vehicles) as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland.
- 3.4.2 The State shall be listed as an additional insured on the faces of the certificates associated with the coverages listed above, including umbrella policies, excluding Workers’ Compensation Insurance and professional liability.
- 3.4.3 All insurance policies shall be endorsed to include a clause requiring the insurance carrier provide the Procurement Officer, by certified mail, not less than 30 days’ advance notice of any non-renewal, cancellation, or expiration. The Contractor shall notify the Procurement Officer in writing, if policies are cancelled or not renewed within five (5) days of learning of such cancellation or nonrenewal. The Contractor shall provide evidence of replacement insurance coverage to the Procurement Officer at least 15 days prior to the expiration of the insurance policy then in effect.
- 3.4.4 Any insurance furnished as a condition of the Contract shall be issued by a company authorized to do business in the State.
- 3.4.5 The recommended awardee must provide current certificate(s) of insurance with the prescribed coverages, limits and requirements set forth in this section within five (5) Business Days from notice of recommended award. During the period of performance for multi-year contracts, the Contractor shall provide certificates of insurance annually, or as otherwise directed by the Contract Monitor.
- 3.4.6 The Contractor shall require any subcontractors to obtain and maintain comparable levels of coverage and shall provide the Contract Monitor with the same documentation as is required of the Contractor.

3.5 Problem Escalation Procedure (PEP)

Not applicable for a one-time purchase

3.6 Invoicing

3.6.1 General

- (a) All invoices for goods and/or goods/services shall be signed by the Contractor and submitted to the MTA Accounts Payable Department. All invoices shall include the following information:

- Contractor name;
- Remittance address;
- Federal taxpayer identification number (or if sole proprietorship, the individual's social security number);
- Invoice period;
- Invoice date;
- Invoice number
- State assigned Contract number;
- State assigned (Blanket) Purchase Order number(s);
- Goods or goods/services provided; and
- Amount due.

Invoices submitted without the required information will not be processed for payment until the Contractor provides the required information. The **process time** for payment shall begin once the MTA has received a "**proper invoice.**"

- (b) The Department reserves the right to reduce or withhold Contract payment in the event the Contractor does not provide the Department with all required deliverables within the time frame specified in the Contract or in the event that the Contractor otherwise materially breaches the terms and conditions of the Contract until such time as the Contractor brings itself into full compliance with the Contract. Any action on the part of the Department, or dispute of action by the Contractor, shall be in accordance with the provisions of Md. Code Ann., State Finance and Procurement Article §§ 15-215 through 15-223 and with COMAR 21.10.02.

3.6.2 Invoice Submission Schedule

The Contractor shall submit invoices by the 15th of the month following the month in which goods were delivered and shall be submitted electronically to:

MTAAccountspayable@mta.maryland.gov

3.7 No-Cost Extensions

Not applicable for this one-time purchase .

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SECTION 4 – BID FORMAT

4.1 One Part Submission

Bidders shall submit with their Bid all Minimum Qualification documentation required (see Section 2), and all Required Bid Submissions (see Section 4.4) in a single sealed package/envelope.

4.2 Labeling

Each Bidder is required to label the sealed Bid. The Bid shall bear the IFB title and number, name and address of the Bidder, and closing date and time for receipt of the Bids.

4.3 Bid Price Form

The Bid shall contain all price information in the format specified on the Bid Spreadsheet Form (**Attachment B**). Complete the Bid Spreadsheet Form only as provided in the Bid Pricing Instructions. Do not amend, alter, or leave blank any items on the Bid Form or include additional clarifying or contingent language on or attached to the Bid Form. Failure to adhere to any of these instructions may result in the Bid being determined to be non-responsive and rejected by the Department.

4.4 Required Bid Submissions

Bidders shall include the following with their Bid:

4.4.1 Transmittal Letter:

A Transmittal Letter shall accompany the Bid. The purpose of this letter is to transmit the Bid and acknowledge the receipt of any addenda. The Transmittal Letter should be brief and signed by an individual who is authorized to commit the Bidder to the goods/services and requirements as stated in this IFB. The Transmittal Letter should include the following:

- Name and address of the Bidder;
- Name, title, e-mail address, and telephone number of primary contact for the Bidder;
- Solicitation Title and Solicitation Number that the Bid is in response to;
- Signature, typed name, and title of an individual authorized to commit the Bidder to its Bid;
- Federal Employer Identification Number (FEIN) of the Bidder, or if a single individual, that individual's Social Security Number (SSN);
- Bidder's eMMA number;
- Bidder's MBE certification number (if applicable);
- Acceptance of all State IFB and Contract terms and conditions (see Section 1.24); and
- Acknowledgement of all addenda to this IFB.

Any information which is claimed to be confidential is to be noted by reference and included after the Transmittal Letter. An explanation for each claim of confidentiality shall be included (see Section 1.14 "Confidentiality of Bids").

4.4.2 Minimum Qualifications Documentation:

The Bidder shall submit any Minimum Qualifications documentation that may be required, as set forth in Section 2 "Bidder Minimum Qualifications."

4.4.3 Completed Required Attachments: Submit one (1) copy of each with original signatures:

- a. Completed Bid/Proposal Affidavit (**Attachment C**).
- b. Complete Bid Spreadsheet Form (**Attachment B**).
- c. Complete Bid Submission Form (**Attachment B-1**) and thumbdrive.

4.4.4 **Additional Attachments *If Required:** Submit one (1) copies of each with original signatures.

* See appropriate IFB Section to determine whether the Attachment is required for this procurement:

- a. Completed Conflict of Interest Affidavit and Disclosure (**Attachment H**) *see Section 1.37.
- b. Completed Mercury Affidavit (**Attachment K**) *see Section 1.40.
- c. Completed Location of the Performance of Goods/services Disclosure (**Attachment J**) *see Section 1.41.

4.4.5 **References: For Services Contracts**

At least three (3) references are requested from customers who are capable of documenting the Bidder's ability to provide the goods/services specified in this IFB. References used to meet any Bidder Minimum Qualifications (see Section 2) may be used to meet this request. Each reference shall be from a client for whom the Bidder has provided goods/services within the past five (5) years and shall include the following information:

- a. Name of client organization;
- b. Name, title, telephone number, and e-mail address, if available, of point of contact for client organization; and
- c. Value, type, duration, and description of goods/services provided.

The Department reserves the right to request additional references or utilize references not provided by a Bidder.

4.4.6 **List of Current or Prior State Contracts: For Services Contracts**

Provide a list of all contracts with any entity of the State of Maryland for which the Bidder is currently performing goods/services or for which goods/services have been completed within the last five (5) years. For each identified contract, the Bidder is to provide:

- a. The State contracting entity;
- b. A brief description of the goods/services/goods provided;
- c. The dollar value of the contract;
- d. The term of the contract;
- e. The State employee contact person (name, title, telephone number, and, if possible, e-mail address); and
- f. Whether the contract was terminated before the end of the term specified in the original contract, including whether any available renewal option was not exercised.

Information obtained regarding the Bidder's level of performance on State contracts will be considered as part of the responsibility determination by the Procurement Officer.

4.4.7 **Financial Capabilities: For Services Contracts**

The Bidder shall include Financial Statements, preferably a Profit and Loss (P&L) statement and a Balance Sheet, for the last two (2) years (independently audited preferred).

4.4.8 **Certificate of Insurance: For Services Contracts**

The Bidder shall provide a copy of the Bidder's current certificate of insurance. The recommended awardee must provide a certificate of insurance with the prescribed limits set forth in Section 3.4 "Insurance Requirements," naming the State as an additional insured if required, within five (5) Business Days from notification by the Procurement Officer that the Bidder has been determined to be the apparent awardee.

4.4.9 Subcontractors: For Services Contracts

The Bidder shall provide a complete list of all subcontractors that will work on the Contract if the Bidder receives an award, including those utilized in meeting the MBE and/or VSBE subcontracting goal, if applicable. This list shall include a full description of the duties each subcontractor will perform.

4.4.10 Legal Action Summary: For Services Contracts

This summary shall include:

- i. A statement as to whether there are any outstanding legal actions or potential claims against the Bidder and a brief description of any action;
- ii. A brief description of any settled or closed legal actions or claims against the Bidder over the past five (5) years;
- iii. A description of any judgments against the Bidder within the past five (5) years, including the case name, number court, and what the final ruling or determination was from the court; and
- iv. In instances where litigation is on-going and the Bidder has been directed not to disclose information by the court, provide the name of the judge and location of the court.

4.5 Reciprocal Preference

Although Maryland law does not authorize procuring agencies to favor resident Bidders in awarding procurement contracts, many other states do grant their resident businesses preferences over Maryland contractors. Therefore, COMAR 21.05.01.04 requires that procuring units apply a reciprocal preference under the following conditions:

- The most advantageous offer is from a responsible Bidder whose headquarters, principal base of operations, or principal site (that will primarily provide the goods/services required under this IFB) is in another state.
- The other state gives a preference to its resident businesses through law, policy, or practice; and
- The preference does not conflict with a Federal law or grant affecting the procurement Contract.

The preference given shall be identical to the preference that the other state, through law, policy, or practice gives to its resident businesses.

4.6 Delivery

Bidders may either mail or hand-deliver Bids.

- 4.6.1 For U.S. Postal Service deliveries, any bid that has been received at the appropriate mail room, or typical place of mail receipt for the respective procuring unit by the time and date listed in the IFB will be deemed to be timely. If a Bidder chooses to use the U.S. Postal Service for delivery, the Department recommends that it use Express Mail, Priority Mail, or Certified Mail only as these are the only forms for which both the date and time of receipt can be verified by the Department. A Bidder

using first class mail will not be able to prove a timely delivery at the mailroom and it could take several days for an item sent by first class mail to make its way by normal internal mail to the procuring unit.

- 4.6.2 Hand-delivery includes delivery by commercial carrier acting as agent for the Bidder. For any type of direct (non-mail) delivery, Bidders are advised to secure a dated, signed, and time-stamped (or otherwise indicated) receipt of delivery.

4.7 Documents Required upon Notice of Recommendation for Contract Award

Upon receipt of a Notification of Recommendation for Contract Award, the following documents shall be completed and submitted by the recommended awardee within ten (10) Business Days, unless noted otherwise.

Submit three (3) copies of each with original signatures.

- a. signed Contract (**Attachment M**),
- b. completed Contract Affidavit (**Attachment N**),
- c. signed Non-Disclosure Agreement (**Attachment I**), if applicable; *see **Section 1.38**,
- d. completed DHR Hiring Agreement, **Attachment K**, if applicable *see **Section 1.42**, and

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IFB ATTACHMENTS

ATTACHMENT A – Pre-Bid Conference Response Form (Not Required)

It is requested that this form be completed and submitted as described in Section 1.6 by those potential Bidders that plan on attending the Pre-Bid Conference.

ATTACHMENT B – Bid Instructions and Form

The Bid Form must be completed and submitted with the Bid Worksheet Form to validate your proposal.

ATTACHMENT C – Bid/Proposal Affidavit

This Attachment must be completed and submitted with the Bid.

ATTACHMENT D – MBE Forms (if applicable)

ATTACHMENT E - Veteran Owned Small Business Enterprise Forms (if applicable)

ATTACHMENT F – Maryland Living Wage Requirements for Service Contracts (Not Required)

Attachment E-1 Living Wage Affidavit of Agreement must be completed and submitted with the Bid.

ATTACHMENT G – Federal Funds Attachments (if applicable)

ATTACHMENT H - Conflict of Interest Affidavit and Disclosure (Not Required)

If required (see Section 1.37), this Attachment must be completed and submitted with the Bid.

ATTACHMENT I - Non-Disclosure Agreement (Not Required)

If required (see Section 1.38), this Attachment must be completed and submitted within ten (10) Business days of receiving notification of recommendation for award. However, to expedite processing, it is suggested that this document be completed and submitted with the Bid.

ATTACHMENT J – HIPAA Business Associate Agreement (Not Required)

ATTACHMENT K - Mercury Affidavit (Not Required)

If required (see Section 1.40), this Attachment must be completed and submitted with the Bid.

ATTACHMENT L – Location of the Performance of Goods/services Disclosure (Not Required)

If required (see Section 1.41), this Attachment must be completed and submitted with the Bid.

ATTACHMENT M - Contract

This is the sample contract used by the Department. It is provided with the IFB for informational purposes and ~~is not required to be submitted at Bid submission time.~~ Upon notification of recommendation for award, a completed contract will be sent to the recommended awardee for signature. The recommended awardee must return to the Procurement Officer **two (2) executed original copies** of the Contract within ten (10) Business days after receipt. Upon Contract award, a fully executed copy will be sent to the Contractor.

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ATTACHMENT N - Contract Affidavit

This Attachment must be completed and submitted by the recommended awardee to the Procurement Officer within ten (10) Business Days of receiving notification of recommendation for award.

ATTACHMENT O – DHR Hiring Agreement (Not Required)

Attachment A. Pre-Bid Conference Response Form

There will not be a Pre-Bid Conference for this IFB.

Attachment B. Bid Instructions & Form

B-1 Bid Instructions

In order to assist each Bidder in the preparation of its Bid and to comply with the requirements of this solicitation, Bid Instructions and a Bid Form have been prepared. Each Bidder shall submit its Bid on the Bid Form in accordance with the instructions on the Bid Form and as specified herein. Do not alter the Bid Form or the Bid may be determined to be not responsive. The Bid Form is to be signed and dated, where requested, by an individual who is authorized to bind the Bidder to the prices entered on the Bid Form.

The Bid Form is used to calculate the Bidder's TOTAL BID PRICE. Follow these instructions carefully when completing your Bid Form:

- A) All Unit and Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15. Make your decimal points clear and distinct.
- B) All Unit Prices must be the actual price per unit the State will pay for the specific item or service identified in this IFB and may not be contingent on any other factor or condition in any manner.
- C) All calculations shall be rounded to the nearest cent, e.g., .344 shall be .34 and .345 shall be .35.
- D) Any goods or goods/services required through this IFB and proposed by the vendor at **No Cost to the State** must be clearly entered in the Unit Price, if appropriate, and Extended Price with **\$0.00**.
- E) Every blank in every Bid Form shall be filled in. Any changes or corrections made to the Bid Form by the Bidder prior to submission shall be initialed and dated.
- F) Except as instructed on the Bid Form, nothing shall be entered on or attached to the Bid Form that alters or proposes conditions or contingencies on the prices. Alterations and/or conditions may render the Bid not responsive.
- G) It is imperative that the prices included on the Bid Form have been entered correctly and calculated accurately by the Bidder and that the respective total prices agree with the entries on the Bid Form. Any incorrect entries or inaccurate calculations by the Bidder will be treated as provided in COMAR 21.05.03.03.F, and may cause the Bid to be rejected.
- H) If option years are included, Bidders must submit pricing for each option year. Any option to renew will be exercised at the sole discretion of the State and comply with all terms and conditions in force at the time the option is exercised. If exercised, the option period shall be for a period identified in the IFB at the prices entered in the Bid Form.
- I) All Bid prices entered below are to be fully loaded prices that include all costs/expenses associated with the provision of goods/services as required by the IFB. The Bid price shall include, but is not limited to, all: labor, profit/overhead, general operating, administrative, and all other expenses and costs necessary to perform the work set forth in the solicitation. No other amounts will be paid to the Contractor. If labor rates are requested, those amounts shall be fully-loaded rates; no overtime amounts will be paid.
- J) Unless indicated elsewhere in the IFB, sample amounts used for calculations on the Bid Form are typically estimates for evaluation purposes only. Unless stated otherwise in the IFB, the MTA does not guarantee a minimum or maximum number of units or usage in the performance of the Contract.
- K) Failure to adhere to any of these instructions may result in the Bid being determined not responsive.

B-1 Bid Form

The Bid Form shall contain all price information in the format specified on these pages. Complete the Bid Form only as provided in the Bid Instructions. Do not amend, alter or leave blank any items on the Bid Form. If option years are included, Bidders must submit pricing for each option year. Failure to adhere to any of these instructions may result in the Bid being determined not responsive.

ATTACHMENT B1 – BID SHEET

MARYLAND TRANSIT ADMINISTRATION- IFB 1956

CONTRACTOR’S NAME: _____
CONTRACTOR’S FEDERAL ID NO.: _____
CONTRACTOR’S ADDRESS: _____

CONTRACTOR’S TELEPHONE NO.: _____
CONTRACTOR’S FAX NO.: _____
CONTRACTOR’S EMAIL ADDRESS _____

CONTRACTOR SHALL SUPPLY ALL LABOR, MATERIALS, AND EQUIPMENT NECESSARY TO FURNISH THE BELOW LISTED COMMODITIE AS SPECIFIED IN THIS CONTRACT.

Description	OEM NO.	Qty	UM	Price	Total	Lead Time
1. Koike Aronson Ransom Inc Shop-Jet 5x10		1	EACH		\$	
2. 5x10 Parts Catcher		1	EACH		\$	
3. KMT Neoline 40 55.000 PSI Intensifier Pump		1	EACH		\$	
4. 500 lb Abrasive System		1	Each		\$	
5. Abrasive	1148-0792-00	1	Each		\$	
6. Ebbco closed Loop Water Filtration System Line Pump		1	Each		\$	
7. Cutting Installation		1	EACH		\$	
8. Training 10 people		10	Each		\$	

1-8 Total Cost \$ _____

This form is to be completed in its entirety without alterations, exceptions or additions.

NOTE: Maryland Transit Administration is exempt from Maryland Sales and Use Taxes. Do not include tax in bid prices.

****The person signing this Bid Sheet must be an Officer of the Company, authorized to contract on behalf of the Company or another authorized person whose proof of authority is hereby attached. (Please attach a notarized copy of said authorization to this Bid Proposal, i.e.; Corporate Resolution)**

Submitted by:

Signature of Authorized Representative	Date
Printed Name and Title:	
Telephone:	
Email address:	
Bidder Company Name:	
Bidder Company Address:	
Location(s) from which goods/goods/services will be provided/performed (City/State):	
FEIN:	
eMMA #:	

Attachment C. Bid/Proposal Affidavit

See link at;

http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/AttachmentC-Bid_Proposal-Affidavit.pdf

Attachment D. Minority Business Enterprise (MBE) Forms

This solicitation does not include a Minority Business Enterprise (MBE) subcontractor participation goal.

Attachment E. Veteran-Owned Small Business Enterprise (VSBE) Forms

This solicitation does not include a Veteran-Owned Small Business Enterprise goal.

Attachment F. Maryland Living Wage Affidavit of Agreement for Service Contracts

This solicitation does not require a Living Wage Affidavit of Agreement.

Attachment G. Federal Funds Attachments

This solicitation does not include a Federal Funds Attachment.

Attachment H. Conflict of Interest Affidavit and Disclosure

This is not required for this IFB.

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Attachment I. Non-Disclosure Agreement (Contractor)

This is not required for this IFB.

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Attachment J. HIPAA Business Associate Agreement

This is not required for this IFB.

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Attachment K. Mercury Affidavit

This is not required for this IFB.

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Attachment L. Location of the Performance of Goods/services Disclosure

This is not required for this IFB.

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Attachment M. Contract

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This is not required for this one time purchase .

Attachment N. Contract Affidavit

See link at <http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/Attachment-N-ContractAffidavit.pdf>.

Attachment O. DHS Hiring Agreement

This solicitation does not require a DHS Hiring Agreement.