

**Public/Private Partnership (P3)
To Design-Build-Finance-Operate-Maintain
Solar Photovoltaic Systems**

**Request for Qualifications
for
Pre-Approved Bidder Pool**



16-DPWT-83091

St. Mary's County Government
Office of Procurement

41770 Baldrige Street
Chesapeake Building, 2nd Floor
Leonardtown, Maryland 20650

Sealed offers will be received until 4:00 PM October 16, 2015

**Public/Private Partnership (P3) To Install, Own, Operate and Finance
Solar Photovoltaic Systems – Request For Qualifications for
Pre-Approved Bidder Pool
PART I**

16-DPWT-83091

SECTION A – INTRODUCTION

The St. Mary's County Government (County) is interested in receiving proposals from qualified and interested firms to establish an approved bidders list with the intent to ultimately select a firm, or team of firms, to design, finance, permit, construct, interconnect, operate and maintain turn-key photovoltaic (PV) systems on County properties. The solar projects are expected to be constructed, operated and maintained at no cost to the County or Board of Education. The intent is to utilize as much of the available acres on the project locations as listed in Section C-1 as is practical for the solar photovoltaic systems. The County has an interest in bundling as many projects into large awards, but also may consider multiple awards where determined to be in the County's best interest.

The County is committed to creating a more vibrant, healthy, prosperous and sustainable community. The County is launching a sustainable energy initiative to identify and install solar photovoltaic systems. The County has identified re-use /re-development of existing properties and deployment of clean renewable energy systems as a priority for achieving reduced energy costs, helping to generate renewable energy, and developing final use plans for closed landfill properties.

The County is specifically seeking a third party to install, own, operate, maintain and finance solar photovoltaic systems hosted on County facilities properties. The St. Mary's County Department of Public Works & Transportation (DPW&T) and Board of Education of St. Mary's County (BOE) are custodians of various buildings and sites and are responsible for the ownership, operation, maintenance, management, utilities and leasing of facilities and grounds. For specific purposes of this solicitation, the St. Andrews and Clements Landfills, County Governmental Center (parking lots and Wicomico Building), and the Board of Education Margaret Brent Middle School properties will be evaluated.

SECTION B - QUALIFICATIONS SUBMISSIONS

Bidders shall provide updated copies of SF330, or similar equivalent qualifications proposal, that addresses specific qualification/selection criteria for the anticipated scope of services as defined by this solicitation. Information submitted in conjunction with a SF330 need not be duplicated in providing the required submission information required by this solicitation, however, information contained in the SF330 must specifically indicate what portion of the solicitation requirements it correlates to. An original and three (3) copies must be submitted to the Procurement Office in a sealed envelope or container with completed Bid/Offer Sticker (attachment J-4) affixed to outside **by 4:00 PM EST, October 16, 2015. Responses received after the due date and time will not be accepted or considered.**

There will be a Pre-RFQU Submission Conference on Wednesday September 30, 2015 at 10:00 AM in the Commissioners meeting room of the Chesapeake Building, 41770 Baldrige Street, Leonardtown, MD 20650. Questions regarding this solicitation should be submitted in writing to the SMCG Procurement Office. The Procurement contact for this solicitation is:

Randy Burns, CPPB
PO Box 653
Leonardtown, Maryland 20650
Email: randy.burns@stmarysmd.com
Fax: 301-475-4667

Requests for additional information or clarifications must be made in writing by **October 2, 2015**. Facsimile or email requests are acceptable. Replies to inquiries, additional information, or amendments deemed necessary will be provided by written addenda. Bidders should not rely on representations, statements, or explanations other than those made in this solicitation or in any addendum to this solicitation.

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Major areas shall be outlined in proposal in sequential order corresponding to Selection Criteria defined in Section D of this solicitation. Information shall be assembled, bound, and indexed to that order. Unnecessarily elaborate brochures or other presentations beyond that sufficient to complete an effective proposal are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate art work, expensive paper and bindings and expensive visual and other presentation aids are neither necessary nor wanted.

A Technical Evaluation Committee will review submissions, and determine firms providing acceptable credentials to become approved bidders for the County's solar projects. Qualifications will be evaluated based on Selection Criteria in Section D and ranked in accordance with Award Criteria in Section M. Interviews may be scheduled to allow firm(s) to clarify their qualifications to the Technical Evaluation Committee.

SECTION C -- SCOPE OF SERVICES

C-1 PROJECT LOCATIONS AND OVERVIEW

- A. St. Andrews Landfill (Area B)
44837 St. Andrews Church Road
California, MD
Anticipated Ground Mounted Area: 12-15 acre (50 of 270 acres)

- B. Clements Landfill
24547 Horseshoe Road
Clements, MD
Anticipated Ground Mounted Area: 12-15 acres (47.43 acres)

- C. Margaret Brent Middle School
29675 Point Lookout Road
Helen, MD
Anticipated Ground Mounted Area: 1 acre (35.67 acres)

- D. St. Mary's County Governmental Center Complex
41770 Baldrige Street
Leonardtown, MD
Anticipated Canopy Systems Area: varies

- E. Wicomico Building
41870 Baldrige Street
Leonardtown, MD
Anticipated Roof Mounted Area: 8,000-9,000 square feet

NOTE: See Attachment J-1 for maps to the above sites.

SECTION D -- SELECTION CRITERIA/QUALIFICATIONS FORMAT

It is required that Bidders shall submit updated copies of SF 330s or an equivalent form. In addition, a qualifications proposal shall be submitted that addresses specific information outlined below. Major areas shall be outlined in proposal in sequential order corresponding to selection criteria. Only selected firms that are short-listed will be requested to provide detailed cost proposals.

D-1 Company Information:

1. Name of Firm
2. Address of Firm
3. Telephone, Fax Numbers, and Email Addresses
4. Primary Contact Telephone and Correspondence

D-2 Brief History of Firm:

1. Size of Firm/Staff
2. Years in Business
3. Organization Chart of Firm

D-3 Project Team Background: Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of Maryland design and construction regulations, policies, and procedures.

1. Project Team
 - a) Principal in Charge
 - b) Design Manager
 - c) Cost Estimator
2. Resumes of Team Members
 - a) Name
 - b) Office Location
 - c) Years of Service with Firm
 - d) Education
 - e) Professional Experience
 - f) Pertinent Experience

D-4 Project Experience: Current workload and demonstrated ability to meet schedules or deadlines. List recent PV projects for which bidder provided design services. Provide the number of operational PV systems under management. Provide system performance for three (3) systems to date (expected vs. actual energy production). Describe the monitoring systems that the Proposer will use to verify system performance. Detail the number of PV systems the Proposer has managed for more than one year, and describe any lessons learned from this experience. Provide proposed maintenance plan. Describe how the Proposer ensures that PV systems produce the amount of energy expected through the terms of their contracts. Does the Proposer have penalties in existing contracts if PV systems do not perform to the specified outputs? Please include:

1. Month and Year Project Started and Completion Date
2. Client Name and Location
3. Role of the Bidder and the Responsibilities
4. Budget
5. Graphic Description of Project
6. Photographs
7. Cost per KWH and acre
8. Total Cost of Construction – Awarded and Final

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9. Total Cost and/or Fees Paid to Your Firm
10. Change Order Percentage
 - a) Owner Representative services (if applicable)

- D-5 Cost Effective Design:** Describe the quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.
- D-6 References:** Provide a minimum of five references to contact and include references from customers who are receiving operations and maintenance service. **References should be for projects of similar size and scope as the project in this solicitation.** Descriptive information should be included for references describing the contract, duration, dollar value, and contact information.
- D-7 Legal Proceedings:** Identify any on-going legal proceeding or pending legal proceedings (arbitration, complaint, or court action) filed by an Owner or Contractor against your firm for any project in the past five years.
- D-8 Unique Qualifications:** Provide narrative that shows demonstrated understanding of the project's potential problems and special concerns, especially with respect to photovoltaic systems in the State of Maryland. State reasons why your firm should be selected by the County to meet these special concerns.

Provide number of PV systems that have been financed by the Proposer. Provide number of systems that Proposer is operating under a Public-Private-Partnership (P3). Provide demonstration of capital available to fund the proposed project. Is financing being provided by an equity partner or third-party investor for this project? If so, has the Proposer had previous financing experience with this equity partner or investor?

Include specific identification and discussion of services that are not listed above, but which you believe warrant the interest and attention of the County, based on your experience with other similar entities. List may include identification of any new industry standards, legislation, discussion of aggregate net metering, clarification of SMECO's position on project size (i.e. limiting solar size to the capacity of on-site electric infrastructure). List may also include potential pricing options (i.e. power purchase agreement, revenue sharing or equity buy-out) and available options at the end of the contract term. Proposers may provide supplemental information that it believes will assist the Evaluation Committee in its evaluation of the Proposer's qualifications, experience, and capabilities to meet the Project requirements.

- D-9 Project Understanding and Approach:** The Bidder shall consider and comment on the basic Scope of Work as part of the response to this RFQU. Utilizing the project locations identified in Section C-1, the contractor shall develop and submit conceptual configurations and/or written descriptions of possible layouts / concept drawings of solar photovoltaic systems for the County's review and consideration as a part of the response to this RFQU in accordance with Section D-10.

Describe which elements (finance, design, construction, service, etc.) of a PV installation will be managed by a partner or third-party other than the Proposer; and describe the structures that will ensure that the Proposer will be held accountable for the successful completion of each element of the Project's development. Describe solar programs that could be developed for the selected sites. Describe any canceled contracts and reasoning for why each signed contract was not completed.

The Contractor will describe the proposed approach for ensuring that this design meets the needs of the County. Describe your firm's management approach for this project and the benefit each step has for the County. Describe the roles of the Bidder and the County during each phase of

the project. Include information on your cost and quality control programs and methods for ensuring coordinated construction documents.

1. Describe your firm's management approach for the project elements and the benefit each step has for the County.
2. Describe the roles of the Bidder and the County during each phase of the project. Contractor shall include information on cost and quality control programs, and methods for ensuring coordinated construction documents.
3. Describe any unique aspects your firm may employ in the design of the project.
4. Capability to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features.
5. Detail on how firm would approach design quality control for this project.
6. Describe the interconnect process with SMECO, or any other utility should be described, indicating the process, timeline, etc.

D-10 Proposed PV Systems: Indicate the number of megawatts the Proposer envisions for each site. Indicate the general types of PV systems to be installed. Detail the number of distinct projects the Proposer has constructed. Detail the types of customers the Proposer has worked with in the past. Describe implementation of PV construction standards and other safety measures.

Describe the PV technologies that the Proposer believes could be installed; Provide conceptual project layout with kW DC sizes, configuration, mounting systems, azimuth, and tilt angle of proposed system. Indicate if roof or ground mounted (including canopy) systems would be recommended for use. Describe tracking system, if any, for ground mounted system and the expected increase in energy output that will result from tracking system. Describe the extent of engineering review of existing sites and assurances that the PV systems can be installed as proposed. Provide electrical one-line diagram for proposed systems with inverter sizes. Provide a sample project schedule which includes milestones for design, permitting, material delivery, installation, and commercial operation. Provide a monthly energy estimate. Cite the weather data source used in the estimate.

SECTION G - CONTRACT ADMINISTRATION

G-1 APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The following individual is appointed as the Contracting Officer's Representative.

Zane Rettstatt
Department of Public Works and Transportation
44825 St. Andrews Church Road
California, MD 20619
301-863-8400 x 3524

No authority to modify any provisions of a Contract is granted. Any deviation from the terms of a Contract must be submitted in writing for contractual action to the following Contracting Officer:

Randy Burns, CPPB,
Procurement Office
Department of Finance
P.O. Box 653
Leonardtown, Maryland 20650
(301) 475-4200 x 1200

Contract reference shall be used on all documents and correspondence concerning a resulting Contract. After a Contract award, all correspondence shall be coordinated through the

designated COR for the Project, with a copy to St. Mary's County Office of Procurement, P. O. Box 653, Leonardtown, Maryland 20650.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H-1 LICENSURE

If a firm is practicing architecture in the State of Maryland and is not a sole proprietorship, then that firm must be licensed by the State of Maryland. Offerors shall provide information on licensure status. If any senior staff for firm/team have or had their license suspended to practice in the Maryland, then that should be noted in the offer. Out-of-state firms are allowed to team with or perform as subcontractors with firms licensed in State of Maryland.

H-2 INSURANCE REQUIREMENTS

The Contractor shall be required to maintain, in force, insurance as described below and approved by the St. Mary's County Government for the duration of any resulting Contract. Insurance coverage shall be a Contract specific or occurrence based policy. The Contractor's Insurance Coverage shall be primary for any claims related to any resulting Contract. **Claims Made policies are not acceptable.** Proof of acceptable insurance shall be required prior to a Contract award, and shall be maintained in full force for duration of any resulting Contract. Contractor shall provide a complete copy of any policy including any endorsements and related documents via PDF if requested. The policies shall stipulate that the insurance coverage shall not be changed or canceled unless the insured and the Contracting Officer are notified in writing. **Commissioners of St. Mary's County, in the State of Maryland, shall be named as an additional insured for Commercial General Liability and Automobile Liability Coverage.** Contractor shall indemnify, defend and hold harmless the Commissioners of St. Mary's County, for any and all liability, claims, expenses, lawsuits, etc., arising from this Contract.

Insurance policies must be acceptable to the Contracting Officer, and placed with companies that have an A.M. Best minimum Rating of A, Class VII or better. Insurers must be authorized to do business under the laws of the State of Maryland.

A. WORKERS' COMPENSATION & EMPLOYERS' LIABILITY INSURANCE

At a minimum, the Contractor shall carry the Statutory Limits of Workers' Compensation Insurance required under the laws of the State of Maryland, and Employer's Liability Insurance with limits of at least \$500,000 per accident for Bodily Injury by Accident and \$500,000 policy limit/\$500,000 each employee for Bodily Injury by Disease.

B. AUTOMOBILE LIABILITY INSURANCE

The Contractor shall purchase and maintain during the life of this Contract, the proper amount of comprehensive automobile liability insurance in the amount of no less than \$1,000,000 per accident for each owned, non-owned, and hired vehicle that is used in any way to complete the Work, as required under the laws of the State of Maryland whether vehicle is registered in Maryland or not.

C. COMMERCIAL GENERAL LIABILITY REQUIREMENTS

The Contractor shall purchase and maintain during the life of this Contract the following Commercial General Liability insurance coverage to include all Subcontractors with limits no less than:

- A. \$5,000,000.00 Annual Aggregate
- B. \$2,000,000.00 Per Occurrence
- C. \$2,000,000.00 Products and Completed Operations
- D. \$2,000,000.00 Personal and Advertising Injury

D. PROFESSIONAL LIABILITY

The Contractor shall purchase and maintain Professional Liability insurance in the amount of \$1,000,000.00 for this Contract. Professional Liability policy shall be maintained in force for a minimum of (3) three years following completion of the Contract.

E. UMBRELLA LIABILITY COVERAGE

\$5,000,000.00 Per Occurrence

F. SUBCONTRACTOR INSURANCE REQUIREMENTS

The Contractor shall also require all first-tier Subcontractors who will perform work under this Contract to procure and maintain Maryland statutory limits of Workers' Compensation insurance. The Contractor shall furnish the COR satisfactory evidence of Subcontractors' Insurance PRIOR to the Subcontractor starting work.

H-3 ORAL MODIFICATION

No oral statement shall in any manner, or degree, modify, or otherwise affect, the terms of any resulting Contract. Any information given a prospective Bidder concerning a solicitation will be furnished promptly to all other prospective Bidders as an amendment to the solicitation, if that information is necessary in submitted bids or if the lack of it would be prejudicial to other prospective Bidders. Oral explanations or instructions from any person whomsoever will not be binding prior to award or during performance of any resulting Contract.

PART III LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

The solicitation incorporates the following drawings, plans, sketches, exhibits and documents as part of this solicitation:

- J-1** Project site location aerial maps
- J-2** Representations and Certifications
- J-3** Vendor Information Form
- J-4** No Bid/Offer Form
- J-5** Bid/Offer Sticker

PART IV – REPRESENTATIONS AND INSTRUCTIONS

SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

K-1 REPRESENTATION, CERTIFICATION, AND OTHER STATEMENT OF OFFERORS

The attached Representations and Certifications for Construction Contracts form (attachment J-2) is to be completed and submitted with the bid proposal.

K-2 VENDOR REGISTRATION

If selected bidder is not already registered as an active vendor in the St. Mary's County Government automated vendor data base, the Contractor shall be required to complete and submit a County Vendor Information Form and Internal Revenue Service W-9 form (attachment J-3). Prospective bidder must also register with State of Maryland on EMaryland MarketPlace.

If the bidder is not registered and does not have an active vendor number, prospective bidder may still submit an offer, however, all required registrations must be completed prior to award of any Contract. Failure to complete and provide proof of required registrations may be basis for rejection of bid if it is not supplied to County within fifteen (15) days from notice of intent to award.

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO BIDDERS

L-1 Inquiries from Prospective Bidders: All inquiries concerning this solicitation shall be directed, in writing, to:

Randy Burns, CPPB, Procurement Manager
PO Box 653
Leonardtown, MD 20650
randy.burns@stmarysmd.com
Fax: 301-475-4667

CUT-OFF FOR QUESTIONS SHALL BE OCTOBER 2, 2015 UNLESS OTHERWISE STATED

L-2 Bids arriving after the time and date designated for the bid submission will not be accepted and returned unopened to the Bidder/Contractor. Please allow sufficient time for the preparation and delivery of your bid. Please be aware that Federal Express does not guarantee next day delivery prior to 2:00 PM in this geographical area.

L-3 Bidders/ Contractors shall **complete and secure** the provided "Bid" sticker (attachment J-5) on the front exterior envelope of return bid package.

L-4 The St. Mary's County Government reserves the right to reject any or all bids, without explanation, and to waiver any informalities in the bids.

L-5 Bidders shall submit an original and three (3) copies of their proposals by the time and date stated.

L-6 St. Mary's County Office of Procurement does not give bid results to interested parties verbally via telephone. All bidders or interested parties are required to request bid results in writing via fax, email or US mail.

L-7 Bidders not wishing to submit a bid are requested to fill out the No Bid Form (Attachment J-4) and submit.

M-1 EVALUATION CRITERIA

The Evaluation Committee shall evaluate submittals using the following criteria and assigned weight factors:

	<u>EVALUATION CRITERIA</u>	<u>ASSIGNED WEIGHT</u>
1	OFFEROR ORGANIZATION (Criteria D-1 thru D-2)	10%
2	QUALIFICATIONS AND EXPERIENCE (Criteria D-3 thru D-8)	50%
3	PROJECT UNDERSTANDING / APPROACH (Criteria D-9 thru D-10)	40%

M-2 AWARD OF CONTRACT

Selection of the pre-approved bidder’s list shall be made based on the best value to St. Mary’s County to the Contractors deemed to be the most qualified and best suited based of the evaluation factors defined in this solicitation. The Technical Evaluation Committee will review submissions and will submit a list of firms for approval based on their overall qualifications and capabilities. Acceptable credentials are classified as those whose submission meets the specific requirements of the solicitation and whose technical evaluation scores are rated highest.

Interviews may be scheduled to allow firm(s) to clarify their qualifications to the Technical Evaluation Committee. Interviews are at the discretion of the Technical Evaluation Committee and may or may not include all bidders or occur at all.

The St. Mary’s County Government reserves the right to cancel this solicitation, reject any or all proposals, or any portion thereof at any time prior to selecting the pre-approved bidder’s list, and is not required to furnish a statement of the reason why a particular proposal was or was not selected.

Any subsequent Contract Award made in conjunction with the intended purpose of this solicitation will be made by St. Mary’s County Government Contract using St. Mary’s County standard forms. A Purchase order will be issued for the Work to be performed against the executed Contract agreement. Each phase of the Work will have its own Notice-to-Proceed to be issued in writing. Administrative change orders to the Contract will be made by Contract modification using St. Mary’s County standard form. Any change orders that involve changes to funding levels will also require a purchase order or purchase order change order. The governing terms and conditions for any executed Contract will be St. Mary’s County Government terms and conditions as defined by solicitation, Contract documents, and Procurement Policies and Procedures.

**Proposed Site Location Aerial Maps Shall be
Posted to eMaryland Marketplace Separately
Under the Applicable Bid Number**

REPRESENTATIONS AND CERTIFICATIONS

INVITATION/BID REFERENCE NO: 16-DPWT-83091

NAME AND ADDRESS OF BIDDER: _____

EMARYLAND MARKETPLACE VENDOR NUMBER: _____

DUNS NUMBER: _____ **DATE OF BID:** _____

In the block with its name and address, the offeror should supply the Data Universal Numbering System (DUNS) Number applicable to that name and address. The DUNS Number should be preceded by "DUNS": If the offeror does not have a DUNS Number, it may obtain one from any DUN and Bradstreet Branch Office. No offeror should delay the submission of its offeror pending receipt of its DUNS Number.

THE BIDDER MAKES THE FOLLOWING REPRESENTATIONS AND CERTIFICATIONS, BY PLACING A CHECK IN THE APPROPRIATE SPACES OR OTHERWISE AS APPROPRIATE, AS PART OF THE BID IDENTIFIED ABOVE. (IN NEGOTIATED PROCUREMENTS, "BID" AND "BIDDER" SHALL MEAN "OFFER" AND "OFFEROR".) A COMPLETED REPRESENTATIONS AND CERTIFICATIONS IS TO BE RETURNED WITH THE BID.

I. CONTINGENT FEE REPRESENTATION AND AGREEMENT

A. Representation: The offeror represents that except for full-time bona fide employees working solely for the offeror, the offeror: (Note: The offeror must check the appropriate boxes. For interpretation of the representation, including the term "bona fide employee" see Subpart 3.4 of the Federal Acquisition Regulation.)

1. () has, () has not employed or retained any person or company to solicit or obtain this contract; and
2. () has, () has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this bid.

B. Agreement: The offeror agrees to provide information relating to the above Representation as requested by the Contracting Officer.

II. TYPE OF BUSINESS ORGANIZATION - SEALED BIDDING

The bidder, by checking the applicable box, represents that it operates as () a corporation incorporated under the laws of the State of _____, () an individual, () a partnership, () a non-profit organization, or () a joint venture, or a () LLC.

The authorized bidder attests that their company is licensed to conduct business in the State of Maryland: _____
(signature)

III. CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

A. The offeror certified that:

1. The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communications, or agreement with any other offeror or competitor relating to:
 - a. those prices
 - b. the intention to submit an offer, or
 - c. the methods or factors used to calculate the prices offered;
 2. The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a formally advertised solicitation) unless otherwise required by Law: and
 3. No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.
- B. Each signature on the offer is considered to be a certification by the signatory that the signatory:
1. Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) above; or
 2. (a) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) above

Insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization; and (b) as an authorized agent, does certify that the principals named in subdivision (b) (2) above have not participated and will not participate, in any action contrary to subparagraphs (a) (1) through (a) (3) above; and

3. As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a) (3) above.
- C. If the offeror deletes or modifies subparagraph (a) (2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

IV. PARENT COMPANY AND IDENTIFY DATA

- A. A "parent" company, for the purpose of this provision, is one that owns or controls the activities and basic business policies of the bidder. To own the bidding company means that the parent company must own more than 50% of the voting rights in that company. A company may control a bidder as a parent even though not meeting the requirement for such ownership if the parent company is able to formulate, determine, or veto basic policy decisions of the offeror through the use of dominant minority voting rights, use of proxy voting or otherwise.
- B. The bidder () is, () is not (check applicable box) owned or controlled by a parent company.
- C. If the bidder checked "is" in paragraph (b) above, it shall provide the following information:

1. Parent Company's Employer's Identification Number

2. Name and Main Office Address of Parent Company
(Please Include Zip Code)

- D. If the bidder checked "is not" in paragraph (b) above, it shall insert its own Employer's Identification Number

- E. If bidder supplied its own EIN in paragraph (D) above then it shall insert its Principal Place of Business address below:

V. CLEAN AIR AND WATER CERTIFICATION

The offeror certifies that:

- A. Any facility to be used in the performance of this proposed contract is (), is not () listed on the Environment Protection Agency List of Violating Facilities;
- B. The offeror will immediately notify the Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the offeror proposes to use for the performance of the Contract is under consideration to be listed on the EPA list of Violating Facilities; and
- C. The offeror will include a certification substantially the same as this certification, including this paragraph C, in every non-exempt subcontract.

VI. CERTIFICATION OF WORK CAPACITY

We hereby certify that we have the equipment, labor, supervision, and financial capacity to perform this Contract in accordance with all conditions, stipulations and provisions contained herein.

(signature)

A COMPLETED REPRESENTATIONS AND CERTIFICATIONS IS TO BE RETURNED WITH THIS BID.



St. Mary's County Government
Procurement Office

VENDOR INFORMATION FORM

Vendor Name: _____

Address line _____

Address line 2 _____

City _____

State _____ Zip _____

PHONE #: _____ FAX #: _____

POINT OF CONTACT (please print clearly)

NAME _____

TITLE: _____

PHONE #: _____ **FAX #:** _____

EMAIL: _____

TAX ID or SOCIAL SECURITY #: _____

1099 (check one by clicking in box) **YES** **NO**

NAME ON CHECK: _____

****SUBMIT THIS COMPLETED FORM ALONG WITH A CURRENT W-9 FORM ****

ST. MARY'S COUNTY GOVERNMENT
DEPARTMENT OF FINANCE
OFFICE OF PROCUREMENT

NO BID FORM – SOLICITATION # 16-DPWT-83091

ATTENTION: BIDDERS WHO ARE NOT BIDDING ON THIS CONTRACT

As part of our continuing efforts to improve our procurement practices, we would appreciate feedback from vendors who are not bidding on our contracts. If you are not offering a bid, please take a moment to indicate on the enclosed request which of the following best describes the reason(s) you have not bid. Please note that your company will be retained on our bid list for future invitations for the product or services requested *unless you check Reason #1*.

Thank you for your assistance.

(Check one)

- _____ 1. My company does not sell the product(s) or service requested.
- _____ 2. The specifications were unclear and/or appear to be written around a competitor's products. (If you check this, please describe and attach information about your product or service).
- _____ 3. The solicitation submission date did not allow us adequate time to prepare and submit a bid. (Please explain. Understanding your needs will help us ensure that we provide adequate time generally for a bid response to be prepared. Depending upon the circumstances, the County can extend the deadline if we are advised)
- _____ 4. My company is not in a position, for business reasons, to handle the order/project at this time.
- _____ 5. The general terms and conditions for this contract are not acceptable to my company. (Please explain).
- _____ 6. Our experience on previous County contracts was not satisfactory. (Please explain).
- _____ 7. Other (please explain).

Your Information:

Company Name, Address, & # of Emp.

Please Indicate Whom We May Contact:

_____ Name _____

_____ Phone # _____

Note: Additional detail can be noted on reverse side or on separate sheet, but please include item# as part of continued explanations.

IMPORTANT NOTICE TO BIDDER

On the envelope submitting your bid, it is imperative:

1. That your name and address appear in the UPPER left corner.
2. That the label below be filed in and pasted on the LOWER left corner. (use Avery label #5162)

S E A L E D	BID NO. DPWT-83091	B I D
	DATE OF OPENING	
	TIME OF OPENING A.M. P.M.	
	BID TITLE	