

# INVITATION FOR BIDS



Howard County, Maryland  
OFFICE OF PURCHASING  
6751 Columbia Gateway Drive, Suite 501  
Columbia, Maryland 21046

**IFB No. 2016-47**

**PLANT MATERIAL FOR FOREST MITIGATION**

**OPENING: January 20, 2016 at 11:00 a.m.**

**BUYER:** Ana K. Cronk, Buyer

**PHONE:** 410-313-6384

**EMAIL:** [acronk@howardcountymd.gov](mailto:acronk@howardcountymd.gov)



Formal IFBs and IFBs Results are available on the Website:  
[www.howardcountymd.gov/purchasing](http://www.howardcountymd.gov/purchasing)

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**IMPORTANT: ADVISE THE ISSUING OFFICE IMMEDIATELY  
IF ANY OF THE ABOVE SECTIONS ARE NOT ENCLOSED IN THIS DOCUMENT.**

**SECTION A**

**KEY INFORMATION SUMMARY**

<b>IFB Number:</b>	IFB- 2016- 47
<b>IFB Name:</b>	Plant Material for Forest Mitigation
<b>Issue Date:</b>	December 21, 2015
<b>Buyer:</b>	Ana K. Cronk, Buyer <a href="mailto:acronk@howardcountymd.gov">acronk@howardcountymd.gov</a> 410-313-6384
<b>Pre-Bid Date:</b>	N/A
<b>Pre-Bid Location and Registration:</b>	N/A
<b>Questions Due and to Whom:</b>	Questions due no later than January 11, 2016 at 4:00 p.m. Submit questions to: Ana Cronk at <a href="mailto:acronk@howardcountymd.gov">acronk@howardcountymd.gov</a>
<b>Bid Due:</b>	January 20, 2016 prior to 11:00 a.m.
<b>Mail/Deliver Bids to the Issuing Office:</b>	Office of Purchasing 6751 Columbia Gateway Dr., Ste. 501 Columbia, MD 21046 410-313-6370
<b>Agreement Term:</b>	One year with four one-year renewals.
<b>Bid Deposit/ Performance Bond:</b>	N/A
<b>EBO Subcontracting Participation:</b>	10% Goal

MINORITY BUSINESS ENTERPRISES are encouraged to respond to this solicitation. For more information, please contact Mr. Mahesh Sabnani, Equal Business Opportunity Coordinator, at 410-313-6370.

**IMPORTANT NOTICE REGARDING ADDENDA**

**Addenda to solicitations often occur prior to bid opening. It is the potential Contractor's responsibility to visit the Office of Purchasing web site for updates to solicitations. [www.howardcountymd.gov/purchasing](http://www.howardcountymd.gov/purchasing)**

**SECTION B**

**PURCHASE ORDER TERMS AND CONDITIONS**

The following terms and conditions apply to all Purchase Orders issued by Howard County and are applicable to all purchases made as a result of this solicitation.

- 1 No purchase of materials, supplies, equipment, and/or services will be recognized unless made through the Office of Purchasing.
- 2 The County may at any time insist upon strict compliance with these terms and conditions, notwithstanding any previous custom, practice or course of dealing to the contrary.
- 3 The terms and conditions of sale as stated in this Purchase Order govern in the event of conflict with any terms of the Contractor's bid, and are not subject to change by reason of any written or verbal statements by the Contractor or by any terms stated in the Contractor's acknowledgement without prior written authority from the Office of Purchasing.
- 4 If the price is omitted on the Purchase Order, except where the Purchase Order is given in acceptance of quoted prices, it is agreed that Contractor's price will be the lowest prevailing market price and in no event is this Purchase Order to be filled at higher prices than last previously quoted or charged without prior written authority from the Office of Purchasing.
- 5 If requested, the Contractor shall acknowledge the order promptly and provide a delivery date.
- 6 Invoices must show Delivery Address and Purchase Order number, and indicate if it represents partial or complete billing. Separate invoices must be rendered for each Purchase Order. Invoices shall include the following information:
  - 6.1 Contractor's name;
  - 6.2 Address;
  - 6.3 Federal tax identification number;
  - 6.4 Contract number, if applicable (the first two digits are 44XXXXXXXX);
  - 6.5 Purchase Order number (the first digit is 2XXXXXXXX);
  - 6.6 Contract line number, if applicable;
  - 6.7 Unit price and extended price (if applicable, the unit price must match a line on the Contract); and
  - 6.8 Description of goods provided and/or services performed.
- 7 The County has the right to refuse to make payment on any invoice unless and until verification of receipt by the County can be determined. The County's payment for any material shall not constitute acceptance of the material or a waiver of any of the County's rights.
- 8 No freight/delivery/fuel charges will be paid by the County unless specifically provided for in the Purchase Order.
- 9 The County will not pay for packaging, boxing or cartage. Damage resulting from improperly packaged material will be charged to the Contractor.
- 10 The County reserves the right to cancel this Purchase Order or, any part thereof, without obligation, if delivery is not made or services completed at the time(s) specified.
- 11 This Purchase Order shall be governed and construed in accordance with the law of the State of Maryland without regard to any choice of law principles.
- 12 All deliveries and services furnished under this Purchase Order must be of the quality specified or in the event no quality is specified, must be the best of their respective kinds, and will be subject to inspection and approval of the County within a reasonable time after delivery of goods or completion of services. When manufacturing specifications are referred to in this Purchase Order, such specifications shall be deemed to be an integral part hereof as if duly set out herein. Goods and services shall be replaced at no additional charge to the County if they prove to be defective and/or not in accordance with specifications. Rejected materials shall be returned at the risk and expense of the Contractor. If the County does not desire replacement, the Contractor shall issue a full credit.
- 13 Requirement as to Materials, Contractor's Responsibilities and Warranties:
  - 13.1 The Contractor warrants and agrees that all materials supplied hereunder shall be manufactured and produced in compliance with the laws, regulations, codes, terms, standards and/or requirements of all Federal, State and local authorities and all other authorities having jurisdiction, and that performance of this Purchase Order shall be in accordance with the above laws, regulations, codes, terms, standards, and/or requirements, and agrees, upon request, to furnish the County a certificate of compliance in such forms as the County may require.
  - 13.2 The Contractor warrants that there has been no violation of copyrights or patent rights in manufacturing, producing, or selling the goods shipped or ordered and Contractor agrees to indemnify and hold the County harmless from any and all liability, loss or expense occasioned by such a violation.
- 14 The quantity of materials, and/or services, must not be exceeded without prior written authority from the Office of Purchasing.

- 15 Substitutions are not allowed without prior written authority from the Office of Purchasing.
- 16 If required, a sufficient number of shop drawings and/or catalog data shall be furnished to the County within 15 days (unless otherwise specified) for necessary approval.
- 17 In the event any article sold and delivered hereunder shall be defective in any respect whatsoever, the Contractor will indemnify and save harmless the County from all losses or expenses by reason of all accidents, injuries or damages to persons or property resulting from the use of such article or which are contributed to by said defective condition.
- 18 The Contractor shall indemnify and hold harmless the County, its employees, agents and officials from any and all claims, losses or expenses resulting from any accidents, injuries or damages to persons or properties, suits or demands including reasonable attorney fees which may be made against the County, its employees, agents or officials resulting from any act or omission committed in the performance of the duties imposed by and performed under the terms of this Purchase Order by the Contractor or anyone under agreement with the Contractor to perform duties under this Purchase Order. The Contractor shall not be responsible for acts of negligence or willful misconduct committed by the County, its employees, agents and officials. Any property or work to be provided by the Contractor under this Purchase Order will remain at the Contractor's risk until written acceptance by the County; and the Contractor will replace, at the Contractor's expense, all property or work damaged or destroyed by any cause whatsoever.
- 19 Liability for Damage: If this Purchase Order calls for work to be performed upon property owned or controlled by the County it is understood and agreed that:
- 19.1 Mechanic's Liens: The Contractor will keep the premises and work free and clear of all mechanic's liens, and furnish the County certificate and waiver as provided by law.
- 19.2 Property and Casualty Losses: The work will remain at the Contractor's risk prior to written acceptance by the County and the Contractor will replace at its own expense all work damaged or destroyed by fire, force or violence of the elements or any cause whatsoever.
- 19.3 Injury to Contractor's Personnel: The Contractor understands and agrees that they are the sole employer of all persons employed by Contractor to perform services under this Purchase Order and agrees on behalf of itself and its workers' compensation insurer that the County is not a dual employer of such personnel. If Contractor is hiring independent contractors or subcontractors to perform services under this Purchase Order, Contractor shall assure that all such persons are properly covered under Maryland workers' compensation law and will indemnify, save harmless and defend the County from all workers' compensation claims filed by such persons against the County.
- 19.4 Workers' Compensation Insurance: During the term of this Purchase Order, the Contractor will provide workers' compensation insurance in compliance with Maryland law for its employees and shall be responsible to verify workers' compensation coverage for all independent contractors and subcontractors. Contractor shall indemnify the County for any uninsured losses relating to contractual services under this Purchase Order and subsequent amendments.
- 20 Bankruptcy: In the event of any proceedings, voluntary or involuntary, in bankruptcy or insolvency by or against the Contractor including any proceedings under the Chandler Act, or in the event of the appointment, with or without the Contractor's consent, of an assignee for the benefit of creditors or of a receiver then the County shall be entitled to cancel any unfulfilled part of this Purchase Order without any liability whatsoever.
- 21 Equal Employment Opportunity: The County requires that the Contractor not discriminate against any employee or applicant for employment because of race, creed, religion, physical or mental handicap, color, sex, national origin, age, occupation, marital status, political expression, gender identity/expression, sexual orientation or personal appearance. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated fairly and equally during employment with regard to the above. The Contractor warrants that, within the previous 12 months, it has not engaged in unlawful employment practices as set forth in Section 12.208 of the Howard County Code, Section 19 of Article 49B of the annotated Code of Maryland or Sections 703 and 704 of Title VII of the Civil Rights Act of 1964.
- 22 Material Safety Data Sheet (MSDS): If the work to be performed under this Purchase Order requires the use of any product that contains any ingredient that could be hazardous or injurious to a person's health, a MSDS must be provided to the Office of Purchasing, 6751 Columbia Gateway Drive, Suite 501, Columbia, Maryland 21046.
- 23 Termination
- 23.1 Termination for Convenience: The County may terminate this Purchase Order, in whole or in part, if the County determines that such termination is in the best interest of the County, without showing cause, upon giving at least 30 days written notice to the Contractor. The County shall pay all reasonable costs incurred by the Contractor up to the date of termination. However, in no event shall the Contractor be paid an amount which exceeds the price bid for the work performed. The Contractor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.
- 23.2 Termination for Default: When the Contractor has not performed or has unsatisfactorily performed one or more material terms of the Purchase Order, the County may terminate the Purchase Order for default. Upon termination for default, payment may be withheld at the discretion of the County. Failure on the part of the Contractor to fulfill the contractual obligations shall be considered just cause for termination of the Purchase Order. If the damages exceed the undisbursed sums available for compensation, the County shall not be obligated to make any further disbursements hereunder. The Contractor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the County in reprocurring and completing the work.

**SECTION C**  
**GENERAL CONDITIONS**

1 **DEFINITIONS:**

- 1.1 Addenda – Formal alteration of a solicitation or Agreement in writing (When applicable, Addenda are available on the Office of Purchasing website.)
- 1.2 Alternate Bids – A second bid for a single item that intentionally offers a substitute product or service that varies from the stated specifications
- 1.3 Bid – All information submitted by the Contractor in response to this solicitation
- 1.4 Bidder – Any entity that submits a response to this solicitation
- 1.5 Buyer – The County’s Purchasing Representative for the resulting Agreement
- 1.6 Agreement – The Invitation For Bid documents and any addenda, the Contractor’s response to this solicitation, and subsequent Purchase Orders
- 1.7 County – Howard County, Maryland
- 1.8 County Purchasing Agent – The Chief Administrative Officer for the County
- 1.9 Contractor – Any bidder; most often the successful bidder
- 1.10 Designee – Specifically appointed alternate signatory or decision maker
- 1.11 Invitation For Bid (IFB) – All documents identified in the Table of Contents, including any addenda
- 1.12 Equal Business Opportunity (EBO) – The County’s minority business enterprise program
- 1.13 Issuing Office – The Howard County Office of Purchasing
- 1.14 Purchase Order – The document by which the Contractor receives formal notification to perform work or deliver goods
- 1.15 Solicitation – The Invitation For Bid
- 1.16 User Agency – County department or office for which goods and/or services are being purchased

2 **RESERVATIONS:**

- 2.1 The County reserves the right to reject any or all bids or parts of bids when, in the County Purchasing Agent’s or Designee’s reasoned judgment, the public interest will be served thereby.
- 2.2 The County Purchasing Agent or Designee, with the approval of the County Executive, may waive formalities or technicalities in bids as the interest of the County may require.
- 2.3 The County Purchasing Agent or Designee reserves the right to increase or decrease the quantities to be purchased at the prices bid. The quantity intended to be purchased and the period and percentage amount of any such reservation will be stated in the solicitation.
- 2.4 The County Purchasing Agent or Designee reserves the right to award Agreements or place orders on a lump sum or individual item basis, or such combination as shall, in the County Purchasing Agent’s or Designee’s judgment, be in the best interest of the County.
- 2.5 The County Purchasing Agent or Designee may waive minor differences in specifications provided these differences do not violate the specification intent nor materially affect the operation for which the item or items are being purchased, nor increase estimated maintenance and repair cost to the County.
- 2.6 The County Purchasing Agent or Designee may reject any proposal which shows any omission, irregularity, alteration of forms, additions not called for, conditional or unconditional unresponsiveness, or proposals obviously unbalanced.

3 **COMPETITION:**

- 3.1 The name of any manufacturer, trade name, or manufacturer or vendor catalog number mentioned in this solicitation is for the purpose of designating a minimum standard of quality and type. Such

references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications unless otherwise stated in the solicitation.

- 3.2 A Contractor may offer only one price on each item. Submission by a single Contractor of more than one price for a single item shall be sufficient cause for rejection of all prices for that item submitted by the Contractor. Alternate bids are prohibited and will be rejected.
- 4 UNBALANCED BIDS: A Bid shall be mathematically unbalanced if the Bid contains unit pricing that does not reflect reasonable costs (including actual labor and material cost, overhead and profit) for the performance of the bid item(s) in question. A bid shall be materially unbalanced if there is a reasonable doubt that award of the mathematically unbalanced Bid will result in the lowest ultimate cost to the County. A Bid that is, in the sole discretion of the County Purchasing Agent both mathematically and materially unbalanced, may be rejected as non-responsive.
- (An example would be bidding overhead labor rates below regular time rates, or bidding laborer rates above Supervisor or Foreman rates. Another example is bidding a 1 gallon container of a product higher than a 5-gallon container of the same product.)
- 5 PERIOD OF VALIDITY: Unless otherwise specified, all formal bids submitted shall be irrevocable for 120 days following the bid opening date, unless the Contractor, upon request of the County Purchasing Agent or Designee, agrees to an extension. Bids may not be withdrawn during this period.
- 6 DELIVERY:
- 6.1 Contractors shall guarantee delivery of supplies in accordance with such delivery schedule as may be provided in the solicitation.
- 6.2 All items shall be delivered F.O.B. Destination, Inside Delivery, and delivery costs and charges included in the bid, unless otherwise stated in the solicitation.
- 6.3 The County Purchasing Agent or Designee reserves the right to charge the Contractor for each day the supplies or services are not delivered in accordance with the delivery schedule. The per diem charge may be invoked at the discretion of the County Purchasing Agent or Designee and said sum to be taken as liquidated damages and deducted from the final payment, or charged back to the Contractor.
- 6.4 The County Purchasing Agent or Designee reserves the right to procure the supplies/services elsewhere on the open market if delivery is not made as specified, in which event, the extra cost of procuring the supplies/services may be charged against the Contractor and deducted from any monies due or which may become due.
- 7 GOVERNING LAW:
- 7.1 This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland without regard to any choice of law principles that would dictate the laws of any other jurisdiction. The parties agree that the exclusive venue for any and all actions related hereto shall be the appropriate Federal or State court located within the State of Maryland.
- 7.2 The laws of Maryland and Howard County shall govern the resolution of any issue arising in connection with the contract, including, but not limited to, all questions on the validity of the contract, the capacity of the parties to enter therein, any modification or amendment thereto, and the rights and obligations of the parties hereunder.
- 8 PROTEST: Any protest concerning the award of an Agreement shall be decided by the County. Protests shall be made in writing to the Issuing Office and shall be filed within ten days of issuance of award notification. A protest is considered filed when received by the Issuing Office. The written protest shall include the name and address of the protestor, identification of the procurement, a statement of the specific reason for the protest and supporting exhibits. The Issuing Office will respond to the written protest within ten days. The County's decision is final.

- 9        **DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the County Purchasing Agent or Designee shall be final and binding on all parties. All other disputes arising under or related to the Agreement will be resolved, to the extent possible, by negotiation and settlement between the parties. Pending resolution, the Contractor shall proceed diligently with performance of the Agreement unless otherwise directed in writing.
- 10       **AUTHORITY:** Solicitations are issued pursuant and subject to the provisions of Article VIII, Howard County Charter; Sections 4.100 through 4.123, Howard County Code, 2003; and the rules and regulations as prescribed by the County.
- 11       **FAIR LABOR STANDARDS ACT:** All goods against this order must be produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended including Section 6, 7 and 12, and regulations and orders issued under Section 14 thereof.
- 12       **CASH DISCOUNTS:** If applicable, cash discounts will be taken into consideration in determining the award. However, an offer of a cash discount must allow a reasonable period of not less than 30 days in order to be included in evaluation of bid pricing. A bid offering a cash discount in a period of less than 30 days will be evaluated as a bid without a cash discount offer. If the Contractor obtains an award by reason of their gross price, the County will hold the offer of a cash discount and make every effort to obtain such discount.
- 13       **UNIT PRICES:** Unless the Contractor clearly shows that it is the intent that a reduced total price is being offered on the basis of receiving an award of all items covered by the total, any totals should be the actual sum of the extension of unit prices. Otherwise, in the event of any discrepancy between a unit price(s), extended price(s), and/or total price(s), unit prices will govern and the bid will be refigured accordingly.
- 14       **NON-WAIVER:** Any waiver of any breach of covenants herein contained to be kept and performed by the Contractor shall not be deemed or considered as a continuing waiver and shall not operate to bar or prevent the County from declaring a forfeiture for any succeeding breach either of the same condition of covenant or otherwise.
- 15       **PATENTS:** If applicable, the Contractor shall defend any suit or proceeding brought against the County so far as based on a claim on any equipment, or on any part thereof, furnished under this Agreement which constitutes an infringement of any patent of the United States, if notified promptly in writing and given authority, information and assistance (at the Contractor's expense) for the defense of same, and the Contractor shall pay all damages and costs awarded therein against the County. In case said equipment or any part thereof, in such suit is held to constitute infringement and the use of said equipment or part if enjoined, the Contractor shall, at its own expense, either procure for the County the right to continue using said equipment or part, or replace same with non-infringing equipment or part, or modify so that it becomes non-infringing.
- 16       **MARYLAND REGISTRATION:** Contractors must be registered to do business in, and must be in good standing in, the State of Maryland. Contractors not registered must obtain registration information from the Maryland Department of Assessments and Taxation website at: [www.dat.state.md.us/](http://www.dat.state.md.us/) or by calling 410-767-1184 or Toll Free 888-246-5941.
- 17       **AVAILABILITY OF FUNDS:** The contractual obligation of the County under this Agreement is contingent upon the availability of appropriated funds from which payment for this Agreement can be made.
- 18       **INTEGRATION AND MODIFICATION:** This solicitation, the Contractor's response to this solicitation, subsequent Purchase Order(s), and, if applicable, the legal Agreement represents the entire understanding between the parties. Any additions or modifications shall only be made in writing and executed by both parties.
- 19       **NON-ASSIGNMENT OF AGREEMENT:** Neither the County nor the Contractor shall assign, sublet or transfer its interest or obligations under the resulting Agreement to any third party, without the written consent of the other. Nothing herein shall be construed to create any personal or individual liability upon any employee, officer or elected official of the County, nor shall the resulting Agreement be construed to create any rights hereunder in any person or entity other than the parties to this Agreement.

20 COOPERATIVE PURCHASE:

- 20.1 The County reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any Agreement resulting from this solicitation to any and all public bodies, subdivisions, schools districts, community colleges, colleges, and universities including non-public schools. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The Contractor agrees to notify the issuing body of those entities that wish to use any Agreement resulting from this solicitation and will also provide usage information, which may be requested.
- 20.2 The County assumes no authority, liability or obligation, on behalf of any other public or non-public entity that may use any Agreement resulting from this solicitation. All purchases and payment transactions will be made directly between the Contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the bid response.

21 AWARD NOTIFICATION:

- 21.1 Award notification will be by U.S. Mail, e-mail or fax or a combination thereof.
- 21.2 The awarded Contractor(s) will be required to return a Insurance Certificate naming “Howard County, Maryland, its officials, employees, agents and volunteers” as Certificate Holder and as Additional Insured, the executed Agreement\* the completed EBO Schedule of Participation and the Maryland Registration Certificate of Good Standing.

**\* As Offerors have had an opportunity to note Exceptions to the Agreement with their bid submission, it is anticipated that execution of the Agreement will require minimal time. PLEASE BE SURE TO READ THE SAMPLE AGREEMENT, EXHIBIT I. PRIOR TO SUBMISSION OF YOUR BID.**

22 TERMINATION:

- 22.1 Termination for Convenience: The County may terminate this contract, in whole or in part, if the County determines that such termination is in the best interest of the County, without showing cause, upon giving at least 30 days written notice to the Contractor. The County shall pay all reasonable costs incurred by the Contractor up to the date of termination. However, in no event shall the Contractor be paid an amount which exceeds the price bid for the work performed. The Contractor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.
- 22.2 Termination for Default: When the Contractor has not performed or has unsatisfactorily performed one or more material terms of the contract, the County may terminate the Purchase Order for default. Upon termination for default, payment may be withheld at the discretion of the County. Failure on the part of the Contractor to fulfill the contractual obligations shall be considered just cause for termination of the contract. If the damages exceed the undisbursed sums available for compensation, the County shall not be obligated to make any further disbursements hereunder. The Contractor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the County in reprocurring and completing the work.

**SECTION D**  
**SPECIFICATIONS**

- 1 SCOPE: Howard County, Maryland, (the “County”), seeks a Firm (the “Contractor”), to furnish plant material for forest mitigation.
  
- 2 INQUIRIES AND ADDENDA:
  - 2.1 The Buyer in the Issuing Office is the sole point of contact for this solicitation. Questions must be addressed in writing to the Buyer and delivered no later than 10 days prior to bid opening.
  - 2.2 Addenda to solicitations often occur prior to bid opening, sometimes within a few hours of the opening. It is the potential Contractor’s responsibility to visit the Office of Purchasing website at [www.howardcountymd.gov/purchasing](http://www.howardcountymd.gov/purchasing) to obtain Addenda. Addenda, when issued, must be acknowledged in the bid by signing and returning all addenda with the bid. Addenda must also be acknowledged in the space provided in Section F, Price Page.
  
- 3 AGREEMENT PERIOD: The Agreement period shall be for one year commencing on or about March 6, 2016 with a renewal option for four additional years in one-year increments, exercisable at the sole discretion of the County Purchasing Agent or Designee.
  
- 4 PRICE ADJUSTMENT:
  - 4.1 Prices offered shall remain firm against any increase for one year from the effective date of the Agreement. Prior to the commencement of subsequent renewal periods, it shall be the Contractor’s responsibility to notify the Issuing Office in advance of any requested price changes.
  - 4.2 Requests for price adjustments must be submitted to the Issuing Office, not the User Agency.
  - 4.3 Requests for price adjustments must be accompanied by bona-fide manufacturer’s documents or price lists reflecting the changes. Increases shall be limited to the actual cost increase to the Contractor. The County reserves the right to grant or deny the request for price increase and will do so in writing. If the price increase is approved, the price increase will be effective upon written approval and will remain firm through the renewal period.
  - 4.4 If a price increase is requested following Agreement renewal and it has been longer than one year since the last increase, the County may entertain a request for escalation if it is in the County’s best interest. If the price increase is granted, the price increase will be effective upon approval and will remain firm through the renewal period, or for one year, at the County’s sole discretion.
  - 4.5 In the event of any decrease in price either by the manufacturer or if the Contractor shall charge a lower price to other customers, the County shall be notified promptly and receive such decrease.
  
- 5 EXCLUSIVITY:
  - 5.1 The County is obligated during the period stipulated to purchase all of its normal requirements from the Contractor(s) and the Contractor(s) shall be obligated to furnish the goods and/or services as stated.
  - 5.2 Should a need arise for supplies or services which are not available in the timeframe required by the County or are available at a lower cost, the County reserves the right to secure services from other sources to meet its immediate needs without prejudice of the Agreement.
  
- 6 ESTIMATED QUANTITIES:
  - 6.1 The estimated annual quantities stated are provided as a general guide for bidding and are not guaranteed. Actual quantities may be more or less than those estimated.

6.2 The County reserves the right to add products or services as deemed necessary by the County.

7 METHOD OF ORDERING:

7.1 Purchase Orders will be issued from time to time for such quantities as may be required by the County. Purchase Orders issued against the Agreement, even if not completed within the term of the Agreement, shall continue to be bound by the terms and conditions until completion.

7.2 Small purchases may also be made by the County's procurement card (currently Visa). The Contractor agrees to accept the card for such quantities as may be required by the County. Contractors are prohibited from charging additional fees over and above their bid prices to process payments on procurement cards.

8 METHOD OF AWARD:

8.1 The County intends to make awards to one or more primary Contractors for the same line items, effectively to the lowest responsive and responsible Contractors. The estimated annual quantities on the Price Sheet represent the total volume of work for all Contractors combined.

8.2 The assignment of work shall be at the sole discretion of the County. The Contractor(s) shall waive any claim of either Contractor against the County for extra compensation or damages arising out of assignment of work by the County.

8.3 If only one bid is received, the County reserves the right to award a single Contractor if it is in the best interest of the County.

9 BILLING AND PAYMENT:

9.1 The Contractor shall submit separate invoices for each Purchase Order issued. Invoices shall be sent to Project Forester, Howard County Department of Recreation and Parks, 7120 Oakland Mills Road, Columbia MD 21046 Invoices in the proper form and approved by the County shall be paid by the County within 30 days of receipt. Invoices without the necessary information may be returned for correction prior to payment.

9.2 Each invoice shall include the following information:

- 9.2.1 Contractor's name;
- 9.2.2 Address;
- 9.2.3 Federal tax identification number;
- 9.2.4 Contract number, if applicable (i.e., 44XXXXXXXXXX);
- 9.2.5 Purchase Order number (i.e., 2XXXXXXXXXX);
- 9.2.6 Contract line number;
- 9.2.7 Unit price and extended price (unit price must match a contract line); and
- 9.2.8 Description of goods provided and/or services performed.

9.3 The County reserves the right to make payments on Visa procurement cards when orders are placed using procurement cards as indicated in Method of Ordering above. Contractors are not permitted to charge the County additional fees over and above their bid prices to process payments on procurement cards.

9.4 The County reserves the right to make payments via electronic funds transfer (a.k.a. ACH) on Agreements for which this is appropriate.

9.5 Delivery tickets signed by authorized County personnel shall accompany invoice.

9.6 Payment shall be made after delivery and upon receipt of proper invoice from Contractor and authorized by the head of the department or their designee.

9.7 All amounts, costs, or prices referred to herein pursuant to this Agreement shall be United States of America currency.

- 9.8 Please provide a sample invoice that complies with paragraph “Billing and Payment” with response. See Exhibit I for sample invoice.
- 9.9 The proper form of County invoices requires that the necessary information be included on all invoices. Invoices without the necessary information may be returned for correction prior to payment. The County reserves the right to approve invoices, in its sole discretion, and to request such detail and additional information as the County, in its discretion deems appropriate.
- 10 **WARRANTY:** The Contractor warrants the plant material furnished to be of the highest quality, complying with the specifications and free from all diseases, for a period of one year from the date of purchase. Replacements under this warranty are to be made by the Contractor at no cost and to the satisfaction of the County.
- 11 **TECHNICAL SPECIFICATIONS:**
- 11.1 **General:** All plants shall be healthy, vigorous, and free from disease, insects, and defects such as sunscald, windburn, injuries, and disfigurement. Root collars shall be visible and free of cankers, disease, and girdling roots. Plants with disease and/or insect infestation or damage will not be accepted.
- 11.2 **Container Established Stock:**
- 11.2.1 All container grown nursery stock shall be healthy, vigorous, well rooted, and established in the container in which it is growing. Container grown nursery stock shall have a well-established root system reaching the sides of the container to maintain a firm ball when the container is removed, but shall not have excessive root growth encircling the inside of the container. This determination shall be made by a Howard County employed, International Society of Arboriculture Certified Arborist.
- 11.2.2 All specifications for container grown plants shall include both plant size and container size.
- 11.2.3 Containerized trees and shrubs shall be grown in various sizes from two to five gallon containers. All plants must fall within the guidelines and specifications set forth by the *American Standard for Nursery Stock, ANSI Z60.1-2014*. **All plant material shall be grown within a 100-mile radius of Howard County for a period of at least six months to insure ample time to acclimate and harden to this region. Upon request, contractor will provide proof of plant or seed origination.** Contractor shall maintain an inventory sufficient to accommodate a March-April or September-December order.
- 11.3 **Miscellaneous:**
- 11.3.1 Due to the nature of the County’s scheduling of reforestation projects, the plant material shall be available to the County on an as need basis.
- 11.3.2 County personnel will pick up plants from the Contractor’s place of business. Therefore, the Contractor’s place of business shall be located within 50 road miles as determined by Google maps, of the Department of Recreation & Parks Headquarters, 7120 Oakland Mills Road, Columbia, MD 21046.
- 11.3.3 Upon request, all plant materials must be able to be pre-treated with rodent and deer repellents.
- 11.3.4 Grower shall practice Integrated Pest Management (IPM). Upon request, grower shall furnish pesticide application records and monitoring reports.
- 11.3.5 All plant material shall be watered prior to pick-up.
- 11.3.6 All containerized plant material shall be free of weeds.

11.4 Potting Mix:

11.4.1 Potting mix shall consist of the following: 10% Canadian Sphagnum peat moss; 75% composted pine bark ground and screened to uniform particle size; 10% agricultural compost; 5% sand.

11.4.2 Potting mix PH shall range between 5.2 to 6.5.

11.4.3 Contractor shall be able to verify potting mix with documentation from source and upon request, submit a sample to the County.

**SECTION E**

**SUBMISSION REQUIREMENTS**

**1 INSTRUCTIONS:**

- 1.1 All bids must be clearly identified on the front of the envelope or top of the carton with the solicitation number, title of the solicitation and the due date and time. Faxed or emailed bids in response to this formal Invitation for Bid are not acceptable.
- 1.2 All bids must be signed by an authorized officer or agent of the Contractor submitting the bid and delivered in sealed envelopes or cartons to the Issuing Office no later than the time and date indicated. Bids received after the time and date indicated will not be accepted or considered.
- 1.3 The submission of a bid shall be considered an agreement to all the terms, conditions, and specifications provided herein and in the various bid documents, unless specifically noted otherwise in the bid.
- 1.4 Each bid shall be accompanied by the Affidavit regarding price fixing, gratuities, bribery, and discriminatory employment practices in accordance with Section E.1.c. (3)(b) of the Howard County Purchasing Manual. When the Contractor is a corporation, a duly authorized representative of said corporation shall execute the Affidavit. The Affidavit is provided in the solicitation package.
- 1.5 The Foreign Services Disclosure Form must accompany bids for construction-related services, architectural services, engineering services and energy performance contract services of \$2 million or more. Section 12-111 of the Maryland State Finance and Procurement Article requires bidders to local governments to make certain disclosures regarding plans, at the time the bid is submitted, to perform any services under the contract outside the United States. When applicable, the Foreign Services Disclosure form is provided in the solicitation package.
- 1.6 If a discrepancy in or omission from the specifications is found, or if a Contractor is in doubt as to their meaning, or feels that the specifications are discriminatory, the Contractor shall notify the Buyer in writing not later than ten days prior to the scheduled opening of bids. Exceptions taken do not obligate the County to change the specifications. The Issuing Office will notify all Contractors of any changes, additions or deletions to the specifications by addenda posted on the Office of Purchasing web site ([www.howardcountymd.gov/purchasing](http://www.howardcountymd.gov/purchasing)).
- 1.7 The County will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications shall be directed to and will be issued by the Issuing Office.

**2 BID DOCUMENTS:** The required documents shall be submitted, in duplicate (original and one copy), to the Issuing Office no later than the opening date and time specified in Section A. Failure to return required documents may be cause for rejection of the bid. This solicitation requires the return of the following documents:

- 2.1 Section “F”, (Price Pages, Contractor’s Qualification Information)
- 2.2 Section “G” (Affidavit)
- 2.3 Section “H” (Equal Business Opportunity Participation)

**3 SAMPLE INVOICE:** Contractors are required to provide a sample invoice with the bid response. The sample invoice shall contain the details enumerated in Section D, Paragraph 9.2.

**4 LITERATURE:** Two sets of complete descriptive literature must be furnished with bid. Failure to do so shall be sufficient cause for rejection of the bid. Use of recycled paper is encouraged.

- 5 EXCEPTIONS: If the Contractor cannot meet the terms, conditions and/or specifications of the solicitation, the Contractor must furnish a statement on company letterhead giving a complete description of any exceptions to the terms, conditions, and specifications. Failure to furnish the statement means that the Contractor agrees to all terms, conditions and specifications. Exceptions taken do not obligate the County to change the terms, conditions and/or specifications. Exceptions to the terms and/or conditions and/or to the County's standard Agreement may be sufficient cause for rejection of the bid.

**SECTION F**  
**PRICE PAGE NO. 1**  
**PLANT MATERIAL FOR FOREST MITIGATION**

The undersigned agrees to furnish and deliver the above goods and/or services in accordance with the specifications issued for same, and subject to all terms, conditions, and requirements in the solicitation, and in the various bid documents:

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

FEDERAL TAX IDENTIFICATION NO./SOCIAL SECURITY NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip)

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

REPRESENTATIVE'S NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Howard County prefers to email Purchase Orders when possible, please provide an **EMAIL ADDRESS FOR RECEIPT OF PURCHASE ORDERS:** \_\_\_\_\_

Is the company a Minority-, Women-, or Disabled-Owned Business Enterprise?  YES  NO

If yes, indicate the type of minority ownership:

- |   |   |  |                                 |
|---|---|--|---------------------------------|
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian American | <input type="checkbox"/> Disabled        | <input type="checkbox"/> Eskimo |
| <input type="checkbox"/> Female           | <input type="checkbox"/> Hispanic       | <input type="checkbox"/> Native American |                                 |

Is the company certified? If yes, indicate the certification(s) held:

- |   |   |
|---|---|
| <input type="checkbox"/> Howard County Government | <input type="checkbox"/> MD Dept. of Transportation |
| <input type="checkbox"/> City of Baltimore        | <input type="checkbox"/> Other                      |

Certification Number(s) and Expiration Date(s): \_\_\_\_\_

Does the company have a written non-discrimination policy (i.e.: race, creed, religion, handicap, color, sex, national origin, age, occupation, marital status, political opinion, sexual orientation, gender identity/expression, personal appearance, familial status, source of income)?  YES  NO

*The County reserves the right to request such documentation, if desired, at a later date.*

Delivery Time After Receipt of Order: \_\_\_\_\_

*This delivery time will be considered in determining the award.*

The company accepts Visa cards:  Yes  No

*Contractors are not permitted to charge the County any additional fees over and above their bid prices to process payments on procurements cards.*

**SECTION F**  
**PRICE PAGE NO. 2**

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

Delivery Terms: F.O.B. Destination, Inside Delivery.

Payment Terms: (The payment terms shall be considered net 30 days unless otherwise indicated.) \_\_\_\_\_

Howard County is exempt from all local, state, and federal taxes, and prices stipulated by the Contractor are considered maximum and are not subject to any increase due to any taxes, or any other reason. The County's Tax Exemption Number is 30001219.

We wish to submit a "NO BID" at this time, but request that our company remain on the Contractors list for future solicitations.

**TOTAL BID PRICE** \$ \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA:** The company shall identify by number and date the following addenda and agree that the prices shown in the bid reflect all changes made by addenda. To check for addenda go to: [www.howardcountymd.gov/purchasing](http://www.howardcountymd.gov/purchasing)

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

**THE PERSON SIGNING THE PRICE PAGE MUST INITIAL ANY  
ALTERATIONS IN FIGURES IN INK.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**SECTION F**  
**PRICE PAGE NO. 3**

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

TITLE: Plant Material for Forest Mitigation

NIGP CODE/PRODUCT CODE: .595-75 Nursery Stock, Equipment., and Supplies- Tress, Ornamental, & Shade

Item No.	Common Name	Species	Size	Estimated Annual Quantity	U/M	Unit Price (2 Decimals Place only**)	Extended Price
1	Tree, Boxelder	Acer negundo	2 gallon ,4-5feet, 1/4" caliper	5	EA	\$ _____	\$ _____
2	Tree, Boxelder	Acer negundo	3 gallon, 5-6 feet , 1/2" caliper	5	EA	\$ _____	\$ _____
3	Tree, Boxelder	Acer negundo	5 gallon, 6 feet, 1/2-3/4" caliper	5	EA	\$ _____	\$ _____
4	Tree, Red Maple	Acer rubrum	2 gallon , 4-5feet, 1/4" caliper	5	EA	\$ _____	\$ _____
5	Tree, Red Maple	Acer rubrum	3 gallon , 5-6 feet , 1/2" caliper	5	EA	\$ _____	\$ _____
6	Tree, Red Maple	Acer rubrum	5 gallon , 6 feet, 1/2-3/4" caliper	5	EA	\$ _____	\$ _____
7	Tree, Red Maple	Acer rubrum	7 gallon, 6-8 feet, 1" caliper	5	EA	\$ _____	\$ _____
8	Tree, Silver Maple	Acer saccharinum	2 gallon ,4-5feet, 1/4" caliper	5	EA	\$ _____	\$ _____
9	Tree, Silver Maple	Acer saccharinum	3 gallon, 5-6 feet , 1/2" caliper	5	EA	\$ _____	\$ _____
10	Tree, Silver Maple	Acer saccharinum	5 gallon, 6 feet, 1/2-3/4" caliper	5	EA	\$ _____	\$ _____
11	Tree, Sugar Maple	Acer saccharum	2 gallon ,4-5feet, 1/4" caliper	5	EA	\$ _____	\$ _____
12	Tree, Sugar Maple	Acer saccharum	3 gallon, 5-6 feet , 1/2" caliper	5	EA	\$ _____	\$ _____
13	Tree, Sugar Maple	Acer saccharum	5 gallon, 6 feet, 1/2-3/4" caliper	5	EA	\$ _____	\$ _____
14	Tree, Allegheny Serviceberry	Amelanchier laevis	2 gallon ,4-5feet, 1/4" caliper	5	EA	\$ _____	\$ _____
15	Tree, Allegheny Serviceberry	Amelanchier laevis	3 gallon, 5-6 feet , 1/2" caliper	5	EA	\$ _____	\$ _____
16	Tree, Allegheny Serviceberry	Amelanchier laevis	5 gallon, 6 feet, 1/2-3/4" caliper	5	EA	\$ _____	\$ _____
17	Tree, Common Pawpaw	Asimina triloba	2 gallon ,4-5feet, 1/4" caliper	5	EA	\$ _____	\$ _____
18	Tree, Common Pawpaw	Asimina triloba	3 gallon, 5-6 feet , 1/2" caliper	5	EA	\$ _____	\$ _____
19	Tree, Common Pawpaw	Asimina triloba	5 gallon, 6 feet, 1/2-3/4" caliper	5	EA	\$ _____	\$ _____
20	Tree, River Birch(single stem)	Betula nigra	2 gallon ,4-5feet, 1/4" caliper	5	EA	\$ _____	\$ _____
21	Tree, River Birch(single stem)	Betula nigra	3 gallon, 5-6 feet , 1/2" caliper	5	EA	\$ _____	\$ _____

**PRICE PAGE NO. 4**

Item No.	Common Name	Species	Size	Estimated Annual Quantity	U/M	Unit Price (2 Decimals Place Only**)	Extended Price
22	Tree, River Birch(single stem)	Betula nigra	5 gallon, 6 feet, ½-¾” caliper	5	EA	\$ _____	\$ _____
23	Tree, River Birch(single stem)	Betula nigra	7 gallon, 6-8 feet, 1” caliper	5	EA	\$ _____	\$ _____
24	Tree, River Birch (multi stem)	Betula nigra	5 gallon, 6 feet	5	EA	\$ _____	\$ _____
25	Tree, River Birch (multi stem)	Betula nigra	7 gallon , 6-8 feet	5	EA	\$ _____	\$ _____
26	Tree, American Hornbeam	Carpinus caroliniana	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
27	Tree, American Hornbeam	Carpinus caroliniana	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
28	Tree, American Hornbeam	Carpinus caroliniana	5 gallon, 6 feet, ½-¾” caliper	5	EA	\$ _____	\$ _____
29	Tree, Hackberry	Celtis occidentalis	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
30	Tree, Hackberry	Celtis occidentalis	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
31	Tree, Hackberry	Celtis occidentalis	5 gallon, 6 feet, ½-¾” caliper	5	EA	\$ _____	\$ _____
32	Tree, Eastern Red Bud	Cercis Canadensis	2 gallon ,3-4feet, ¼” caliper	5	EA	\$ _____	\$ _____
33	Tree, Eastern Red Bud	Cercis Canadensis	3 gallon, 4-5 feet , ½” caliper	5	EA	\$ _____	\$ _____
34	Tree, Eastern Red Bud	Cercis Canadensis	5 gallon, 5-6 feet, ½-¾” caliper	5	EA	\$ _____	\$ _____
35	Tree, Eastern Red Bud	Cercis Canadensis	7 gallon, 6 feet, 1” caliper	5	EA	\$ _____	\$ _____
36	Tree, Flowering Dogwood	Cornus florida	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
37	Tree, Flowering Dogwood	Cornus florida	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
38	Tree, Flowering Dogwood	Cornus florida	5 gallon, 6 feet, ½-¾” caliper	5	EA	\$ _____	\$ _____
39	Tree, Common Persimmon	Diospyros virginiana	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
40	Tree, Common Persimmon	Diospyros virginiana	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
41	Tree, Common Persimmon	Diospyros virginiana	5 gallon, 6 feet, ½-¾” caliper	5	EA	\$ _____	\$ _____
42	Tree, Black Walnut	Juglans nigra	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
43	Tree, Black Walnut	Juglans nigra	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
44	Tree, Black Walnut	Juglans nigra	5 gallon, 6 feet, ½-¾” caliper	5	EA	\$ _____	\$ _____
45	Tree, Eastern Red Cedar	Juniperus virginiana	3 Gallon, 2-3’	5	EA	\$ _____	\$ _____
46	Tree, Eastern Red Cedar	Juniperus virginina	5 Gallon 3-4’	5	EA	\$ _____	\$ _____

**PRICE PAGE NO. 5**

Item No.	Common Name	Species	Size	Estimated Annual Quantity	U/M	Unit Price (2 Decimals Place only**)	Extended Price
47	Tree, Eastern Red Cedar	Juniperus virginiana	7 Gallon 3-5'	5	EA	\$ _____	\$ _____
48	Tree, Sweet Gum	Liquidambar styraciflua	2 gallon ,4-5feet, 1/4" caliper	5	EA	\$ _____	\$ _____
49	Tree, Sweet Gum	Liquidambar styraciflua	3 gallon, 5-6 feet , 1/2" caliper	5	EA	\$ _____	\$ _____
50	Tree, Sweet Gum	Liquidambar styraciflua	5 gallon, 6 feet, 1/2-3/4" caliper	5	EA	\$ _____	\$ _____
51	Tree, Tulip Poplar	Liriodendron tulipifera	2 gallon ,4-5feet, 1/4" caliper	5	EA	\$ _____	\$ _____
52	Tree, Tulip Poplar	Liriodendron tulipifera	3 gallon, 5-6 feet , 1/2" caliper	5	EA	\$ _____	\$ _____
53	Tree, Tulip Poplar	Liriodendron tulipifera	5 gallon, 6 feet, 1/2-3/4" caliper	5	EA	\$ _____	\$ _____
54	Tree, Tulip Poplar	Liriodendron tulipifera	7 gallon, 6-8 feet, 1" caliper	5	EA	\$ _____	\$ _____
55	Tree, Sweet Bay Magnolia	Magnolia virginiana	2 gallon ,4-5feet, 1/4" caliper	5	EA	\$ _____	\$ _____
56	Tree, Sweet Bay Magnolia	Magnolia virginiana	3 gallon, 5-6 feet , 1/2" caliper	5	EA	\$ _____	\$ _____
57	Tree, Sweet Bay Magnolia	Magnolia virginiana	5 gallon, 6 feet, 1/2-3/4" caliper	5	EA	\$ _____	\$ _____
58	Tree, Black Gum	Nyssa sylvatica	2 gallon ,4-5feet, 1/4" caliper	5	EA	\$ _____	\$ _____
59	Tree, Black Gum	Nyssa sylvatica	3 gallon, 5-6 feet , 1/2" caliper	5	EA	\$ _____	\$ _____
60	Tree, Black Gum	Nyssa sylvatica	5 gallon, 6 feet, 1/2-3/4" caliper	5	EA	\$ _____	\$ _____
61	Tree, Black Gum	Nyssa sylvatica	7 gallon, 6-7 feet, 1" caliper	5	EA	\$ _____	\$ _____
62	Tree, White Pine	Pinus strobus	3 gallon, 5-6 feet , 1/2" caliper	5	EA	\$ _____	\$ _____
63	Tree, White Pine	Pinus strobus	5 gallon, 6 feet, 1/2-3/4" caliper	5	EA	\$ _____	\$ _____
64	Tree, White Pine	Pinus strobus	7 gallon, 6 feet	5	EA	\$ _____	\$ _____
65	Tree, Sycamore	Platanus occidentalis	2 gallon ,4-5feet, 1/4" caliper	5	EA	\$ _____	\$ _____
66	Tree, Sycamore	Platanus occidentalis	3 gallon, 5-6 feet , 1/2" caliper	5	EA	\$ _____	\$ _____
67	Tree, Sycamore	Platanus occidentalis	5 gallon, 6 feet, 1/2-3/4" caliper	5	EA	\$ _____	\$ _____
68	Tree, Sycamore	Platanus occidentalis	7 gallon, 7 feet, 1" caliper	5	EA	\$ _____	\$ _____
69	Tree, Black Cherry	Prunus serotina	2 gallon ,4-5feet, 1/4" caliper	5	EA	\$ _____	\$ _____
70	Tree, Black Cherry	Prunus serotina	3 gallon, 5-6 feet , 1/2" caliper	5	EA	\$ _____	\$ _____
71	Tree, Black Cherry	Prunus serotina	5 gallon, 6 feet, 1/2-3/4" caliper	5	EA	\$ _____	\$ _____

**PRICE PAGE NO. 6**

Item No.	Common Name	Species	Size	Estimated Annual Quantity	U/M	Unit Price (2 Decimals Place only**)	Extended Price
72	Tree, White Oak	Quercus alba	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
73	Tree, White Oak	Quercus alba	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
74	Tree, White Oak	Quercus alba	5 gallon, 6 feet, ½-¾” caliper	5	EA	\$ _____	\$ _____
75	Tree, White Oak	Quercus alba	7 gallon, 6-7 feet, 1” caliper	5	EA	\$ _____	\$ _____
76	Tree, Swamp White Oak	Quercus bicolor	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
77	Tree, Swamp White Oak	Quercus bicolor	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
78	Tree, Swamp White Oak	Quercus bicolor	5 gallon, 6 feet, ½-¾” caliper	5	EA	\$ _____	\$ _____
79	Tree, Swamp White Oak	Quercus bicolor	7 gallon, 6-7 feet, 1” caliper	5	EA	\$ _____	\$ _____
80	Tree, Scarlet Oak	Quercus coccinea	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
81	Tree, Scarlet Oak	Quercus coccinea	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
82	Tree, Scarlet Oak	Quercus coccinea	5 gallon, 6 feet, ½-¾” caliper	5	EA	\$ _____	\$ _____
83	Tree, Pin Oak	Quercus palustris	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
84	Tree, Pin Oak	Quercus palustris	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
85	Tree, Pin Oak	Quercus palustris	5 gallon, 6 feet, ½-¾” caliper	5	EA	\$ _____	\$ _____
86	Tree, Pin Oak	Quercus palustris	7 gallon, 6-7 feet, 1” caliper	5	EA	\$ _____	\$ _____
87	Tree, Willow Oak	Quercus phellos	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
88	Tree, Willow Oak	Quercus phellos	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
89	Tree, Willow Oak	Quercus phellos	5 gallon, 6 feet, ½-¾” caliper	5	EA	\$ _____	\$ _____
90	Tree, Chestnut Oak	Quercus prinus	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
91	Tree, Chestnut Oak	Quercus prinus	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
92	Tree, Chestnut Oak	Quercus prinus	5 gallon, 6 feet, ½-¾” caliper	5	EA	\$ _____	\$ _____
93	Tree, Chestnut Oak	Quercus prinus	7 gallon, 6-7 feet, 1” caliper	5	EA	\$ _____	\$ _____
94	Tree, Northern Red Oak	Quercus rubra	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
95	Tree, Northern Red Oak	Quercus rubra	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
96	Tree, Northern Red Oak	Quercus rubra	5 gallon, 6 feet, ½-¾” caliper	5	EA	\$ _____	\$ _____
97	Tree, Northern Red Oak	Quercus rubra	7 gallon, 6-7 feet, 1” caliper	5	EA	\$ _____	\$ _____

**PRICE PAGE NO. 7**

Item No.	Common Name	Species	Size	Estimated Annual Quantity	U/M	Unit Price (2 Decimals Place only)**	Extended Price
98	Tree, Black Oak	Quercus velutina	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
99	Tree, Black Oak	Quercus velutina	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
100	Tree, Black Oak	Quercus velutina	5 gallon, 6 feet, ½-3/4” caliper	5	EA	\$ _____	\$ _____
101	Tree, Black Locust	Robinia pseudoacacia	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
102	Tree, Black Locust	Robinia pseudoacacia	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
103	Tree, Black Locust	Robinia pseudoacacia	5 gallon, 6 feet, ½-3/4” caliper	5	EA	\$ _____	\$ _____
104	Tree, Black Locust	Robinia pseudoacacia	7 gallon, 6-7 feet, 1” caliper	5	EA	\$ _____	\$ _____
105	Tree, Black Willow	Salix nigra	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
106	Tree, Black Willow	Salix nigra	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
107	Tree, Black Willow	Salix nigra	5 gallon, 6 feet, ½-3/4” caliper	5	EA	\$ _____	\$ _____
108	Tree, American Elm	Ulmus Americana	2 gallon ,4-5feet, ¼” caliper	5	EA	\$ _____	\$ _____
109	Tree, American Elm	Ulmus Americana	3 gallon, 5-6 feet , ½” caliper	5	EA	\$ _____	\$ _____
110	Tree, American Elm	Ulmus Americana	5 gallon, 6 feet, ½-3/4” caliper	5	EA	\$ _____	\$ _____
111	Tree, American Elm	Ulmus americana	7 gallon, 6-7 feet, 1” caliper	5	EA	\$ _____	\$ _____
112	Shrub, Tag Alder	Alnus serrulata	2 Gallon, 18-36”	5	EA	\$ _____	\$ _____
113	Shrub, Tag Alder	Alnus serrulata	3 Gallon, 3-5’	5	EA	\$ _____	\$ _____
114	Shrub, Serviceberry	Amelanchier Canadensis	2 Gallon, 18-36”	5	EA	\$ _____	\$ _____
115	Shrub, Serviceberry	Amelanchier Canadensis	3 Gallon, 3-5’	5	EA	\$ _____	\$ _____
116	Shrub, Red Chokeberry	Aronia arbutifolia	3 Gallon, 3-5’	5	EA	\$ _____	\$ _____
117	Shrub, White Fringetree	Chionanthus virginicus	3 Gallon, 3-5’	5	EA	\$ _____	\$ _____
118	Shrub, White Fringetree	Chionanthus virginicus	5 Gallon, 3-5’	5	EA	\$ _____	\$ _____
119	Shrub, Silky Dogwood	Cornus amomum	2 Gallon, 18-36”	5	EA	\$ _____	\$ _____
120	Shrub, Silky Dogwood	Cornus amomum	3 Gallon, 3-5’	5	EA	\$ _____	\$ _____

**PRICE PAGE NO. 8**

Item No.	Common Name	Species	Size	Estimated Annual Quantity	U/M	Unit Price (2 Decimals Place only)**	Extended Price
121	Shrub, Gray Dogwood	Cornus racemose	2 Gallon, 18-36"	5	EA	\$ _____	\$ _____
122	Shrub, Gray Dogwood	Cornus racemosa	3 Gallon, 3-5'	5	EA	\$ _____	\$ _____
123	Shrub, Redosier Dogwood	Cornus sericea	2 Gallon, 18-36"	5	EA	\$ _____	\$ _____
124	Shrub, Redosier Dogwood	Cornus sericea	3 Gallon, 3-5'	5	EA	\$ _____	\$ _____
125	Shrub, American Hazelnut	Corylus amiericana	2 Gallon, 18-36"	5	EA	\$ _____	\$ _____
126	Shrub, American Hazelnut	Corylus amiericana	3 Gallon, 3-5'	5	EA	\$ _____	\$ _____
127	Shrub, Witch Hazel	Hamamelis virginiana	2 Gallon, 18-36"	5	EA	\$ _____	\$ _____
128	Shrub, Witch Hazel	Hamamelis virginiana	3 Gallon, 3-5'	5	EA	\$ _____	\$ _____
129	Shrub, Winterberry	Ilex verticillata	2 Gallon, 18-36"	5	EA	\$ _____	\$ _____
130	Shrub, Winterberry "Jim Dandy"	Ilex verticillata	3 Gallon, 3-5'	5	EA	\$ _____	\$ _____
131	Shrub, Winterberry "Red Sprite"	Ilex verticillata	3 Gallon, 3-5'	5	EA	\$ _____	\$ _____
132	Shrub, Spicebush	Lindera benzoin	2 Gallon, 18-36"	5	EA	\$ _____	\$ _____
133	Shrub, Spicebush	Lindera benzoin	3 Gallon, 3-5'	5	EA	\$ _____	\$ _____
134	Shrub, Smooth Sumac	Rhus glabra	3 Gallon, 3-5'	5	EA	\$ _____	\$ _____
135	Shrub, Staghorn Sumac	Rhus typhina	3 Gallon, 3-5'	5	EA	\$ _____	\$ _____
136	Shrub, Elderberry	Sambucus Canadensis	3 Gallon, 3-5'	5	EA	\$ _____	\$ _____
137	Shrub, Arrowwood Viburnum	Viburnum dentatum	2 Gallon, 18-36"	5	EA	\$ _____	\$ _____
138	Shrub, Arrowwood Viburnum	Viburnum dentatum	3 Gallon, 3-5'	5	EA	\$ _____	\$ _____
139	Shrub, Blackhaw Viburnum	Viburnum prunifolium	2 Gallon, 18-36"	5	EA	\$ _____	\$ _____
140	Shrub, Blackhaw Viburnum	Viburnum prunifolium	3 Gallon, 3-5'	5	EA	\$ _____	\$ _____
141	Shrub, American Cranberrybush	Viburnum trilbum	3 Gallon, 3-5'	5	EA	\$ _____	\$ _____

**PRICE PAGE NO. 9**

Total Bid Price \$ \_\_\_\_\_

- \* This figure should appear as Total Bid Price, Price Page No. 2
- \*\* Please note that prices shall only have **TWO DECIMAL PLACES**. The County's financial system will not allow more than two decimal places, adjust responses accordingly.

**INVOICE PROCEDURE FOR SUCCESSFUL CONTRACTORS:**

In order to facilitate prompt payment, invoices must contain the above commodity and/or service descriptions and pricing. Invoices failing to contain the required line item detail, including contract line number and unit pricing, may be returned for correction. Please submit a sample invoice with the response.

**SECTION G  
AFFIDAVIT**

Must be completed, signed by an officer of the company (President, CEO, Vice President, etc), and submitted with the bid.

Contractor \_\_\_\_\_

Address \_\_\_\_\_

I, \_\_\_\_\_, the undersigned, \_\_\_\_\_ of the above named  
(Print Signer's Name) (Print Office Held)

Contractor does declare and affirm this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, that I hold the aforementioned office  
(Month) (Year)  
in the above named Contractor and I affirm the following:

***AFFIDAVIT I***

The Contractor, his Agent, servants and/or employees, have not in any way colluded with anyone for and on behalf of the Contractor or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract herein.

***AFFIDAVIT II***

No officer or employee of Howard County, whether elected or appointed, has in any manner whatsoever, any interest in or has received prior hereto or will receive subsequent hereto any benefit, monetary or material, or consideration from the profits or emoluments of this contract, job, work or service for the County, and that no officer or employee has accepted or received or will receive in the future a service or thing of value, directly or indirectly, upon more favorable terms than those granted to the public generally, nor has any such officer or employee of the County received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable to the County in connection with this contract, job, work, or service for the County, excepting, however, the receipt of dividends on corporation stock.

***AFFIDAVIT III***

Neither I, nor the Contractor, nor any officer, director, or partners, or any of its employees who are directly involved in obtaining contracts with Howard County have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state, or of the federal government for acts of omissions committed after July 1, 1977.

***AFFIDAVIT IV***

Neither I, nor the Contractor, nor any of our agents, partners, or employees who are directly involved in obtaining contracts with Howard County have been convicted within the past 12 months of discrimination against any employee or applicant for employment, nor have we engaged in unlawful employment practices as set forth in Section 12.200 of the Howard County Code, or of Section 16 of Article 49B of the Annotated Code of Maryland or, of Sections 703 and 704 of Title VII of the Civil Rights Act of 1964.

***AFFIDAVIT V***

The Contractor:

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

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

I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavits are true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Rev. 09/25/2013

## SECTION H

## EQUAL BUSINESS OPPORTUNITY PARTICIPATION

**NOTICE TO PRIME CONTRACTORS**  
**10% SUBCONTRACTING GOAL ON CONTRACTS**  
**VALUED AT \$50,000 OR MORE**

Howard County Code Section 4.122 established an Equal Business Opportunity program to foster overall equity and fairness to all citizens in relation to business enterprises conducting business with the County.

If a contract is \$50,000 or more, the Prime Contractor shall make a good faith effort to comply with the Howard County Equal Business Opportunity (EBO) program's 10% subcontracting goal. The Prime Contractor shall make a good faith effort to obtain minority subcontractor participation even if the Prime Contractor has the capability to complete the work with its own workforce. This is also applicable to Prime Contractors that are minority-owned firms. The percentage requirement may vary. Prime Contractors should submit the following completed *Equal Business Opportunity Subcontractor Participation Form* with the bid. Identify subcontractors prior to submitting the proposal. **After contract award, changes in subcontractors require the written approval of the EBO Coordinator.**

Possible areas of obtaining subcontracting participation include, but are not limited to, flagging services, hauling, copying and printing, and the purchase of materials used in performing the contract. Contractors may use minority, women or disabled business enterprises certified by Howard County, Maryland; the Maryland Department of Transportation; the City of Baltimore, Maryland; or another certifying entity in order to satisfy the 10% subcontracting goal. The website addresses for lists of minority businesses are:

**Howard County - Equal Business Opportunity List of Firms A-Z**

**[http://www.mdot.state.md.us/MBE\\_Program/index.html](http://www.mdot.state.md.us/MBE_Program/index.html)**

**<http://cityservices.baltimorecity.gov/mwboo>**

Contractors should submit a completed *Equal Business Opportunity Subcontractor Participation Form* with the bid identifying each certified EBO firm they intend to use on the contract. However, if the EBO Subcontractor Participation Form is not submitted with the bid, the County may request EBO subcontractor participation of the successful contractor.

Contractors failing to achieve the Equal Business Opportunity Program goal following a good faith effort to obtain participation must complete the *Equal Business Opportunity Program Request for Subcontracting Waiver* and provide documentation of its good faith attempts to obtain EBO participation. The County will determine if the efforts made satisfy a good faith attempt. A waiver will only be considered in rare contracts after a determination that the Contractor has made a good faith effort and thoroughly documented the efforts. Contractors should submit the *Equal Business Opportunity Program Request for Subcontracting Waiver* with the bid. However, if the request for waiver form is not submitted with the bid, the County may obtain the request for waiver of the successful contractor.

If the County exercises its option to renew the contract, it is expected that the EBO subcontracting goal will be met for each subsequent contract year when the contract amount is \$50,000.00 or more. Questions relating to the EBO program shall be directed to the EBO Coordinator 410-313-6370.

**PRIME CONTRACTORS' COMPLIANCE OF EBO SUBCONTRACTOR PARTICIPATION**

Prime Contractors that are awarded County contracts shall maintain adequate records of EBO participation on County contracts. The County may require that prime contractors report whether or not they met the proposed EBO subcontracting goal, so that the County can track compliance of EBO participation on County contracts.

Revised 12/20/2013



**EXHIBIT I  
SAMPLE INVOICE**

**Your Company's Name**

Address

Email address

Telephone/Fax Nos.

**Mail Invoice To:**

Howard County Government

Department/Office Name

Address (From the Purchase Order)

Address

**Invoice No.:**

**Date:**

**FEIN:**

Contract #: 44XXXXXXXXX

Purchase Order #: 2XXXXXXXXXX

Performance Period: \_\_/\_\_/13-\_\_/\_\_/14  
(For Services)

Cont. Line #	PO Item #	Goods/Services Description	List Price	% Discount	Net Price	Quantity	Extended Price
<b>Total</b>							

Payment Terms:

Please make check payable to **Your Company's Name** and remit payment to:

*Your Company's Name*

*Address*

*Address*

If you have any questions regarding this invoice, please contact

**Your Company's Contact Person's Name at Telephone No. and Email Address.**