
INVITATION FOR BIDS
IFB NO. 2016-74
APPAREL AND UNIFORMS

OPENING: MAY 18, 2016 AT 11:00 A.M.

BUYER: *Evangeline Bolder, CPPB, Senior Buyer*
PHONE: 410-313-6373 ▪ EMAIL: ebolder@howardcountymd.gov



HOWARD COUNTY, MARYLAND

OFFICE OF PURCHASING

6751 Columbia Gateway Drive, Suite 501, Columbia, MD 21046
www.howardcountymd.gov/departments/county-administration/purchasing



Formal IFBs and IFB Results are available on our website

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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**

IFB Number:	IFB-2016-74
IFB Name:	Apparel and Uniforms
Issue Date:	May 5, 2016
Buyer:	Evangeline Bolder, CPPB, Senior Buyer ebolder@howardcountymd.gov 410-313-6383
Pre-Bid Date:	Not Applicable
Pre-Bid Location and Registration:	Not Applicable
Questions Due and to Whom:	Questions due no later than 4:00 p.m. on May 12, 2016. Submit questions to: Evangeline Bolder at ebolder@howardcountymd.gov
Bid Due:	May 18, 2016 prior to 11:00 a.m.
Mail/Deliver Bids to the Issuing Office:	Office of Purchasing 6751 Columbia Gateway Dr., Ste. 501 Columbia, MD 21046 410-313-6370
Agreement Term:	One year with six one-year renewals.
Bid Deposit/ Performance Bond:	Not Applicable
EBO Subcontracting Participation:	10%

MINORITY BUSINESS ENTERPRISES are encouraged to respond to this solicitation. For more information, please contact Mr. Mahesh Sabnani, Equal Business Opportunity Coordinator, at 410-313-3694.

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/departments/county-administration/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 **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.
- 12 **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.
- 13 **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.
- 14 **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.
- 15 **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/ or by calling 410-767-1184 or Toll Free 888-246-5941.
- 16 **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.
- 17 **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.
- 18 **NON-ASSIGNMENT OF CONTRACT:** Neither the County nor the Contractor shall assign, sublet or transfer its interest or obligations under the resulting Contract 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 Contract be construed to create any rights hereunder in any person or entity other than the parties to this Contract.
- 19 **PUBLIC INFORMATION/PROPRIETARY/CONFIDENTIAL INFORMATION:**
- 19.1 The County operates under a public information law, which permits access to most records and documents.
- 19.2 Bids will be available for public inspection after the award announcement, except to the extent that a Contractor designates trade secrets or other proprietary data to be confidential. Material designated as confidential must be readily separable from the remainder of the bid to facilitate public inspection of the nonconfidential portion of the bid. A Contractor's designation of material as confidential will not necessarily be conclusive, and the Contractor may be required to provide justification why such material should not be disclosed, on request, under the Maryland Access to Public Records Act, State Government Article, Sections 10-611 through 10-628, of the Annotated Code of Maryland

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 an Insurance Certificate naming "Howard County, Maryland, its officials, employees, agents and volunteers" as Certificate Holder and as Additional Insured, the completed EBO Schedule of Participation and a Maryland Registration Certificate of Good Standing.

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 Contractor (the “Contractor”), to furnish apparel and uniforms as called for in this solicitation and price pages.

- 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 received by the question deadline listed in Section A.

 - 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/departments/county-administration/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 No. 2.

- 3 CONTRACT PERIOD: The Contract period shall be for one year commencing on or about July 1, 2016, with renewal options for six 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 Contract. 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 Contract 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 and the Contractor 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, the County reserves the right to secure services from other sources to meet its immediate needs without prejudice of the Contract.

- 6 ESTIMATED QUANTITIES: 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. The County reserves the right to add and delete items as necessary.

- 7 INSURANCE: The Contractor will be required to purchase and maintain during the life of the Contract, including any subsequent renewal terms, Commercial General Liability Insurance, Automobile Liability Insurance, and Worker’s Compensation Insurance with limits of not less than those set forth below:

- 7.1 Commercial General Liability Insurance: Combined Single Liability limits of \$1,000,000 each occurrence and \$1,000,000 aggregate naming “Howard County, Maryland, its officials, employees, agents and volunteers” as Certificate Holder and as Additional Insured.
- 7.2 Automobile Liability Insurance: Combined Single Liability limit of \$1,000,000 any one accident.
- 7.3 Worker's Compensation Insurance: Statutory coverage for Maryland jurisdiction, including Employer's Liability coverage, with a limit of at least \$100,000.
- 7.4 The Contractor shall assure that all subcontractors or independent contractors performing services in accordance with this solicitation carry identical insurance coverage as required of the Contractor, either individually or as an Additional Insured on the policies of the Contractor. Exceptions may be made only with the approval of the County. The Contractor shall indemnify the County for any uninsured losses relating to contractual services involving subcontractors, including workers' compensation claims.
- 7.5 The Contractor shall provide the County with Certificates of Insurance within ten days of bid award notification, evidencing the coverages required above. Such certificates shall provide that the County be given at least 60 days prior written notice of any cancellation of, intention to not renew, or material change in such coverage. The Contractor must provide Certificates of Insurance before commencing work in connection with the Agreement. “Howard County, Maryland, its officials, employees, agents and volunteers” must be shown as the Certificate Holder and an Additional Insured on the certificate.
- 7.6 The providing of any insurance required herein does not relieve the Contractor of any of the responsibilities or obligations assumed by the Contractor in the Agreement awarded or for which the Contractor may be liable by law or otherwise.
- 7.7 Failure to provide and continue to enforce such insurance as required above shall be deemed a material breach of the Agreement and shall operate as an immediate termination thereof.
- 7.8 Failure to comply with this requirement at any time during the initial term and any subsequent renewals may be sufficient cause for termination for default. A violation of this law is a Class A civil offense and, in addition to a fine, the County Purchasing Agent may suspend or debar the violator under Sec. 4.117.

8 METHOD OF ORDERING:

- 8.1 Purchase Orders will be issued from time to time for such quantities as may be required by the County. Purchase Orders issued against the Contract, even if not completed within the term of the Contract, shall continue to be bound by the terms and conditions until completion.
- 8.2 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.

9 METHOD OF AWARD: The County intends to make a single award to the lowest responsive and responsible Contractor meeting the specifications for the Total Bid Price, Price Page, Bid Section “F”.

10 BILLING AND PAYMENT:

- 10.1 The Contractor shall submit separate invoices for each Purchase Order issued. Invoices shall be sent to the Department of Public Works, Bureau of Highways, Fiscal Section, 4301 State Route 32, Dayton, MD 21036 and other Howard County departments requesting apparel, by way of purchase order. 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.
- 10.2 Each invoice shall include the following information:
 - 10.2.1 Contractor’s name;
 - 10.2.2 Address;

- 10.2.3 Federal tax identification number;
 - 10.2.4 Contract number, if applicable (i.e., 44XXXXXXXXXX);
 - 10.2.5 Purchase Order number (i.e., 2XXXXXXXXXX);
 - 10.2.6 Contract line number;
 - 10.2.7 Unit price and extended price (unit price must match a contract line); and
 - 10.2.8 Description of goods provided and/or services performed.
- 10.3 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.
- 10.4 The County reserves the right to make payments via electronic funds transfer (a.k.a. ACH) on Contracts for which this is appropriate.
- 10.5 Delivery tickets signed by authorized County personnel shall accompany invoice.
- 10.6 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.
- 10.7 All amounts, costs, or prices referred to herein pursuant to this Agreement shall be United States of America currency.
- 10.8 Please provide a sample invoice that complies with paragraph “Billing and Payment” with response. See Exhibit I for sample invoice.
- 10.9 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.
- 11 WARRANTY:
- 11.1 The Contractor warrants the apparel furnished to be of the highest quality, complying with the specifications and free from all defects whatsoever in workmanship and materials, for a period of one year from the date of delivery. Replacements and repairs under this warranty are to be made by the Contractor at no cost and to the satisfaction of the County.
- 11.2 The material supplied by the Contractor shall carry the manufacturer's standard new material warranty.
- 12 TECHNICAL SPECIFICATIONS:
- 12.1 The Contractor shall be available to meet annually with the County at each facility to measure County employees for annual allotment of apparel and assist the employees with ordering.
- 12.2 Annual apparel fittings for the Bureau of Highways takes place for approximately 120 plus employees located among three (3) different maintenance facilities during early Spring. The Contractor shall be available for annual appointments at shop locations on a date and time that is convenient to the maintenance facilities. Measuring times shall take place Monday through Friday during early a.m. hours or afternoon p.m. hours.
- 12.3 The Contractor shall supply samples of all apparel items offered at the annual ordering events at each County location.
- 12.4 Newly employed personnel shall be measured either by appointment at the Contractor’s location or at one of the County’s locations, upon request. The Contractor’s service location shall not be more than 30-miles one way from the Bureau of Highway’s facility located at 4301 State Route 32, Dayton, MD 21036.
- 12.5 Additional add-on charges for certain lengths, tall and oversized apparel shall be quoted on the bid pricing sheets, Section F, where indicated.

- 12.6 Preferred clothing manufacturers and styles are as listed on each line item; however, the County will consider a County approved alternative upon the Contractor supplying samples for comparison and approval.
- 12.7 All apparel shall be clean, finished with no exposed raw edges and free from loose threads and defects that may affect appearance and serviceability of the garment.
- 12.8 All apparel shall have a permanent label, printed in permanent ink, which indicates size, fabric content and laundering instructions.
- 12.9 Upon delivery, the Bureau of Highways personnel will inspect and reject any item that is damaged, defective and/or not matching the exact item ordered. Rejection may be at the time of or after delivery. The Contractor shall pick up the rejected item/s at the delivery location within one (1) week of notification and replace any defective, damaged or incorrectly sized goods within thirty (30) days of notification at no additional cost to the County.
- 12.10 If the Contractor improperly sizes an employee, the Contractor shall be responsible for re-sizing the employee and replacing the apparel at the Contractor's expense. If any employee chooses to determine their own size, the employee must accept the apparel as ordered and the Contractor shall not be responsible for any error in sizing.
- 12.11 Apparel items may be added, deleted and/or revised as sizing requirements change. These changes may occur at any point during the term of Contract. The Contractor shall work with the County for special size accommodations, as needed.

13 DELIVERY:

- 13.1 The Contractor shall supply and deliver apparel to seven (7) locations as listed below:

Highways Administrative Office 410-313-7450
 4301 State Route 32
 Dayton, MD 21036

Cooksville Maintenance Shop 410-313-5453
 14212 Frederick Road
 Cooksville, MD 21723

Dayton Maintenance Shop 410-313-7252
 4301 State Route 32
 Dayton, MD 21036

Mayfield Maintenance Shop 410-313-4951
 7751 Mayfield Avenue
 Elkridge, MD 21075

DPW/Highways/Traffic Engineering Division
 9250 Bendix Road
 Columbia, MD 21045

Environmental Services
 6751 Columbia Gateway Drive, Suite 514
 Columbia, MD 21046

Alpha Ridge Landfill
 2350 Marriottsville Road
 Marriottsville MD 21104

- 13.2 The County may add other locations, as needed.
- 13.3 Apparel shall be delivered within 2-3 weeks from the date the order is placed. Delivery time shall be computed from the time the order is received by the Contractor until the items are received.

- 13.4 All orders must be delivered FOB Destination to the requested locations or delivered in person by the Contractor.
- 13.5 Apparel is to be securely packaged when delivered, marked for each individual and include a packing slip with the detailed order.

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 Bids 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 prior to 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/departments/county-administration/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
- 2.2 Section "G", Affidavit
- 2.3 Section "H" (Equal Business Opportunity Participation)
- 3 ELECTRONIC AND HARD COPIES: Contractors should submit a CD or Flash Drive containing the entire, identical hard copy of the proposal along with the hard copies required above.
- 4 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 10.2.

5 SAMPLES:

5.1 Contractors shall specify the product being bid and shall supply a sample and sufficient data for each item on which you are substituting the manufacturer specified on the Price Pages, Section F. All samples shall be delivered to the Issuing Office before opening of bids. All packages shall be marked "Samples for the Office of Purchasing" and each sample shall bear the name of the Contractor, item number, bid number and shall be tagged or marked in a substantial manner. Failure to submit the required samples may be sufficient cause for rejection of the bid.

5.2 The County reserves the right to retain the sample(s) for testing purposes and will be free from any redress or claim on the part of the Contractor if any articles or materials are lost or destroyed. Upon notification by the County that a sample is available for return, it shall be removed within ten days or the County will not be responsible for its disposition.

6 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
APPAREL AND UNIFORMS

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. In addition to acknowledging addenda here, the actual addenda must be signed and returned with the bid. To check for addenda go to: www.howardcountymd.gov/departments/county-administration/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: Apparel and Uniforms _____

NIGP CODE/PRODUCT CODE: 20085 Clothing, Apparel, Uniforms and Accessories – Uniforms, Blended Fabrics

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
1.	Coveralls, Red Kap, #CT10NV, action back twill, 7.5 oz. poplin, 65/35 polyester/cotton twill, permanent press, pre-cure durable press with soil release, two way brass zipper front closure, gripper (snap) at top of zipper and lapel, two set-front pockets, two patch hip pockets, two breast pockets, rule leg pocket, one piece top stitched, industrial wash, side vent opening. Color; Navy, with logo on front pocket and in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u>				
1a.	Regular 36-50	20	Each	\$ _____	\$ _____
1b.	Regular 52-60	15	Each	\$ _____	\$ _____
1c.	Tall 38-50	5	Each	\$ _____	\$ _____
1d.	Tall 52-58	5	Each	\$ _____	\$ _____
2.	Coveralls, Red Kap #CT30NV, insulated, 7.5 oz twill, 65/35 polyester/combed cotton, pre-cure durable press permanent press, red nylon facing quilted to 3.3 oz., 100% polyester fiberfill lining, two set-in front pockets, two patch hip pockets, two breast pockets, rule leg pocket, two way brass zipper and gripper at lapel, adjustable hammer sleeve with concealed knit, adjustable leg bottoms with snaps. Color; Navy, with logo on front pocket in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u>				
2a.	Regular 36-50	2	Each	\$ _____	\$ _____
2b.	Regular 52-60	2	Each	\$ _____	\$ _____
2c.	Tall 38-50	5	Each	\$ _____	\$ _____
2d.	Tall 52-58	5	Each	\$ _____	\$ _____

SECTION F
PRICE PAGE NO. 4

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
3.	Jacket, Red Kap, #JT50NV, perma-lined panel work, fabric 7.5 oz. twill, blend 65/35 polyester/cotton, finish-pre-cure durable permanent press, closure-solid brass zipper, collar-two piece/top stitched/sewn in stays, length 29", pocket-two lower inset on-seam pockets and utility pocket on left sleeve, permanently lined, black 100% nylon taffeta quilted to a 3.3 oz. polyurethane foam. Color; Navy, with logo on front in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u> 3a. Small - XL 3b. 2X - 3X 3c. 4X - 5X	8 3 3	Each Each Each	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
4.	Sweat Jacket, Camber #131, thermal lined, zipper hooded, drawstring hood with brass eyelets, heavy plastic molded zipper, set-in sleeves, muff pockets. Color; Navy, with logo on front in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u> 4a. Small - XL 4b. 2X 4c. 3X 4d. 4X 4e. 5X 4f. 6X	5 5 5 4 2 2	Each Each Each Each Each Each	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
5.	Sweat Jacket, Game #825, The Mack Hoodie, meets ANSI/ISEA 107-2008 Class III and background color standards, 12oz. spun polyester fleece, lined hood, unlined body, wicks away moisture, maintains wicking ability up to 100 washes, soil release properties to reduce staining, set-in sleeves, full length zipper and drawstring on hood, 2" vizlite silver/grey reflective tape, color fastness, machine washable. Color: Neon-Lime with logo on upper left sleeve in black ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u> 5a. Small-XL 5b. 2X 5c. 3X 5d. 4X 5e. 5X	37 18 15 5 1	Each Each Each Each Each	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____

**SECTION F
PRICE PAGE NO. 5**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
6.	Sweat Jacket, Camber #531, Chill Buster, hooded, zippered, 14 oz. thermal lined, 50/50 cotton/poly. Color; Navy, with logo on front in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u>				
6a.	Small-XL	16	Each	\$ _____	\$ _____
6b.	2X	3	Each	\$ _____	\$ _____
6c.	3X	1	Each	\$ _____	\$ _____
6d.	4X	2	Each	\$ _____	\$ _____
6e.	5X	1	Each	\$ _____	\$ _____
6f.	6X	1	Each	\$ _____	\$ _____
6g.	7X	1	Each	\$ _____	\$ _____
7.	Sweat Jacket, Camber #531-T, Chill Buster, hooded, zippered, 14 oz. thermal lined, 50/50 cotton/poly. Color; Navy, with logo on front in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size - Tall:</u>				
7a.	MT - XLT	2	Each	\$ _____	\$ _____
7b.	2XLT	4	Each	\$ _____	\$ _____
7c.	3XLT	3	Each	\$ _____	\$ _____
7d.	4XLT	1	Each	\$ _____	\$ _____
7e.	5XLT	2	Each	\$ _____	\$ _____
7f.	6XLT	1	Each	\$ _____	\$ _____
7g.	7XLT	1	Each	\$ _____	\$ _____
8.	Sweatshirt, Camber #132, pullover hooded, drawstring hood with brass eyelets, set-in sleeves, pouch pocket, 19 oz., 12.5 oz. outer shell, 6.5 oz. thermal lining, 50/50 cotton/polyester, machine washable. Color; Navy, with logo on front in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u>				
8a.	Small-XL	5	Each	\$ _____	\$ _____
8b.	2X	2	Each	\$ _____	\$ _____
8c.	3X	2	Each	\$ _____	\$ _____
8d.	4X	1	Each	\$ _____	\$ _____
8e.	5X	1	Each	\$ _____	\$ _____

SECTION F
PRICE PAGE NO. 6

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
9.	Sweatshirt, Jerzees #562M, crew neck, 8 oz. weight, w/logo, 50/50 cotton/poly, NuBlend fleece crew, pill-resistant, seamless body, 1x1 ribbed collar, cuffs and waistband with spandex, double-needle cover seaming on neck, shoulders, armholes and waistband for extra durability, set-in sleeves, double-napped fleece, increased stitch density for better printing canvas. Color; Navy, with logo on front in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u>				
9a.	S-XL	48	Each	\$ _____	\$ _____
9b.	2X-4X	56	Each	\$ _____	\$ _____
10.	Sweatshirt, Jerzees #993M, hoodie, full zipper, 8 oz., 50/50 cotton/poly, NuBlend, pill-resistant fleece, 1x1 ribbed cuffs and waistband with spandex, single-ply hood, split pouch pocket, cover seaming on neck, shoulders, armholes and waistband, smooth cuff construction, seamless body with set-in sleeves, double-napped fleece provides a loftier, softer feel, increased stitch density for a better printing canvas, grommet and matching draw cord. Color; Navy, with logo on front in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u>				
10a.	S-XL	10	Each	\$ _____	\$ _____
10b.	2X	7	Each	\$ _____	\$ _____
10c.	3X	1	Each	\$ _____	\$ _____
11.	Sweatshirt, Tri-Mountain Perspective #689, pullover hooded, 10 oz., 80/20 cotton/polyester suede finish, lined hood with drawstring, rib knit cuffs and waistband. Color; Navy with logo on front in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u>				
11a.	S-XL	6	Each	\$ _____	\$ _____
11b.	2X	2	Each	\$ _____	\$ _____
11c.	3X	3	Each	\$ _____	\$ _____
11d.	4X	1	Each	\$ _____	\$ _____
11e.	5X	4	Each	\$ _____	\$ _____
11f.	6X	1	Each	\$ _____	\$ _____

SECTION F
PRICE PAGE NO. 7

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
12.	Sweatshirt, Tri-Mountain Perspective #689, pullover hooded, 10 oz., 80/20 cotton/polyester suede finish, lined hood with drawstring, rib knit cuffs and waistband. Color; Navy with logo on front in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size - Tall:</u>				
12a.	LT	1	Each	\$ _____	\$ _____
12b.	XLT	15	Each	\$ _____	\$ _____
12c.	2XLT	1	Each	\$ _____	\$ _____
12d.	3XLT	1	Each	\$ _____	\$ _____
12e.	4XLT	1	Each	\$ _____	\$ _____
12f.	5XLT	1	Each	\$ _____	\$ _____
12g.	6XLT	1	Each	\$ _____	\$ _____
13.	Sweatshirt, Jerzees #996M, hoodie, full zipper, 8 oz., 50/50 cotton/poly, NuBlend, pill-resistant fleece, two-ply hood with grommets and dyed to match draw cord, spandex in cuffs and waistband. Front pouch pocket, double-needle cover seamed neck, armholes and waistband. Color; Navy, with logo on front in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u>				
13a.	S-XL	37	Each	\$ _____	\$ _____
13b.	2X	20	Each	\$ _____	\$ _____
13c.	3X	5	Each	\$ _____	\$ _____
13d.	4X	16	Each	\$ _____	\$ _____
14.	Sweatshirt, Camber #234, heavyweight, cross knit crewneck, 12 oz., 90/10 cotton/poly. Color; Navy, with logo on front in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u>				
14a.	S-XL	5	Each	\$ _____	\$ _____
14b.	2X	1	Each	\$ _____	\$ _____
14c.	3X	1	Each	\$ _____	\$ _____
14d.	4X	1	Each	\$ _____	\$ _____
14e.	5X	1	Each	\$ _____	\$ _____
14f.	6X	1	Each	\$ _____	\$ _____

SECTION F
PRICE PAGE NO. 8

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
15.	Sweatshirt, Camber #234-T, heavyweight, cross knit crewneck, 12 oz., 90/10 cotton/poly. Color; Navy, with logo on front in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size - Tall:</u> 15a. MT – XLT 15b. 2XLT 15c. 3XLT 15d. 4XLT 15e. 5XLT 15f. 6XLT	1 1 1 1 1 1	Each Each Each Each Each Each	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
16.	Sweatshirt, Game #8110, meets ANSI/ISEA 107-2010 Class III and background color standards, 12 oz., unlined with a generous cut for layering, wicks moisture away from the body for a dry comfortable feel, maintains its wicking ability for up to 100 washes, soil release properties reduce staining, set in sleeves, crew neck, 2" vizlite silver/grey reflective tape, color fastness, machine washable. Color; Neon-Lime, with logo on upper left sleeve in black, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u> 16a. S-XL 16b. 2X 16c. 3X 16d. 4X 16e. 5X	8 2 1 1 1	Each Each Each Each Each	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
17.	Sweatshirt, Camber #532, Chill Buster, pullover, 14 oz. thermal lined, 50/50 cotton/poly. Color; Navy, with logo on front in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u> 17a. S-XL 17b. 2X 17c. 3X 17d. 4X 17e. 5X 17f. 6X 17g. 7X	9 18 1 1 1 1 1	Each Each Each Each Each Each Each	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

SECTION F
PRICE PAGE NO. 9

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
18. 18a. 18b. 18c. 18d. 18e. 18f. 18g.	Sweatshirt, Camber #532-T, Chill Buster, pullover, 14 oz. thermal lined, 50/50 cotton/poly. Color; Navy, with logo on front in white ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Tall Size:</u> MT-XLT 2XLT 3XLT 4XLT 5XLT 6XLT 7XLT	 10 11 3 1 1 1 1	 Each Each Each Each Each Each Each	 \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	 \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
19. 19a. 19b. 19c. 19d.	Vest, Red Kap #VT22NV, quilted, 7.5 oz. twill, 65/35 poly/combed cotton, deluxe five layer vertical quilt fabric, pre-cure durable press, industrial wash, solid brass zipper, rear kidney flap, patch front pockets, side elastic inserts, bound bottom hem and arm holes, neck plug for heat seal ID. Logo in White, Color; Navy, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size: Reg. & Tall</u> S-XL 2XL-3XL LT-XLT 2XLT	 1 3 2 1	 Each Each Each Each	 \$ _____ \$ _____ \$ _____ \$ _____	 \$ _____ \$ _____ \$ _____ \$ _____
20. 20a. 20b.	Vest, Red Kap VD22NV, insulated blended, 10 oz., 65/35 poly/cotton duck, industrial wash, concealed snaps w/storm flap, two angled sash pockets, rib knit collar, slight fishtail back hem, 3.3 oz. nylon lining. Logo in White ink Color; Navy, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u> S-XL 2XL-5XL	 2 4	 Each Each	 \$ _____ \$ _____	 \$ _____ \$ _____

**SECTION F
PRICE PAGE NO. 10**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
21. 21a.	Pants, Women's, Red Kap #PT61NV, industrial, 8 oz. twill, 65/35 poly/cotton, permanent press, post-cure durable press, wickable finish, self-fabric waistband, side elastic waist inserts and belt loops, two slack style front pockets, two set-in hip pockets, left has button closure, heavy duty brass ratching zipper, button closures, tailored with a fitted waist and front darts for a contoured fit. Color; Navy, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Waist Size:</u> 4 - 20	10	Each	\$ _____	\$ _____
22. 22a. 22b. 22c.	Pants, Men's, Red Kap #PT60NV, industrial, side elastic, 28-42, 65/35 poly/cotton twill, permanent press, wickable finish, self-fabric waistband with side elastic inserts, two slack style front pockets, two set-in hip pockets, left has button closure, heavy duty brass ratching zipper, button closures. Color; Navy, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Waist Size:</u> 28-42 44-50 52-56	75 8 7	Each Each Each	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
23. 23a. 23b. 23c.	Pants, Men's, Red Kap #PT20NV, dura cap industrial, 65/35 poly/cotton twill, permanent press, post-cure durable press, wickable finish, two slack style front pockets, two set-in hip pockets, left has button closure, heavy duty brass ratching zipper, button closures. Color; Navy, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Waist Size:</u> 28-42 44-50 52-56	90 7 7	Each Each Each	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____

**SECTION F
PRICE PAGE NO. 11**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
24. 24a. 24b. 24c.	Pants, Men's, Red Kap #PT10NV, 100% cotton industrial, 28-42, 8 oz. pre-shrunk twill, easy fit, industrial wash, two slack style front pockets, two set-in hip pockets, left has button closure, darts over hip pockets, inner lined for body and shape, folder set band with outlet. Color; Navy, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Waist Size:</u> 28-42 44-50 52-56	84 5 2	Each Each Each	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
25. 25a. 25b. 25c.	Pants, Men's, Dickies C798DN, jeans, 28/42 regular fit, stay dark dye technology to keep color rich, durable poly/cotton twill, color fast, tear resistant, low shrinkage, chemically softened, multi-use side pocket, Color; Dark Navy, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Waist Size:</u> 28-42 44-50 52-56	92 7 7	Each Each Each	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
26. 26a. 26b.	Pants, Men's, 5.11 #74251, cargo, 100% cotton, available in lengths: 30, 32, 34, 36. Color: Black, Khaki, Fire Navy, Or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Waist Size:</u> 30-44 46-54	62 7	Each Each	\$ _____ \$ _____	\$ _____ \$ _____
27. 27a. 27b.	Pants, Men's, 5.11 #74273, cargo, 65% polyester, 35% cotton, available in lengths: 30, 32, 34, 36. Color; Black, Khaki, Dark Navy, Or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Waist Size:</u> 30-44 46-54	203 53	Each Each	\$ _____ \$ _____	\$ _____ \$ _____

**SECTION F
PRICE PAGE NO. 12**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
28. 28a. 28b.	Pants, Men's, Red Kap #PT32, pleated industrial, 65/35 poly/cotton twill, permanent press, post-cure durable press, wickable finish, two slack style front pockets, two set-in hip pockets, left has button closure, heavy duty brass ratching zipper, button closures. Colors; Navy (NV), Charcoal (CH), Black (BK) PT32NV, PT32CH, and PT32BK, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Waist Size:</u> 28-42 44-50	65 5	Each Each	\$ _____ \$ _____	\$ _____ \$ _____
29. 29a. 29b.	Pants, Men's, Red Kap #PT38, pleated brushed twill, 7.5 oz. blend 65/35 poly/cotton twill, permanent press, post-cure durable press, wickable finish, two slack style front pockets, two set-in hip pockets, left has button closure, brass ratching zipper with hook and eye closure, light soil wash, double front pleats. Colors; Navy (NV), Charcoal (CH), Black (BK) PT382NV, PT38CH, and PT38BK, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Waist Size:</u> 28-42 44-50	20 7	Each Each	\$ _____ \$ _____	\$ _____ \$ _____
30. 30a. 30b.	Shirt, Men's, Red Kap #SP14LB, long sleeve, industrial, two button thru pockets convertible collars with stays, pockets with pencil stall, permanent press, Touch Tex soft hand poplin, soil release finish 65/35 poly/cotton twill. Color; Light Blue with logo on pocket in black ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u> S-XL 2XL-5XL	70 32	Each Each	\$ _____ \$ _____	\$ _____ \$ _____

**SECTION F
PRICE PAGE NO. 13**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
31. 31a. 31b.	Shirt, Men's, Red Kap #SP14LB-TALL, long sleeve, industrial, two button thru pockets convertible collars with stays, pockets with pencil stall, permanent press, Touch Tex soft hand poplin, soil release finish 65/35 poly/cotton twill. Color; Light Blue with logo on pocket in black ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u> Small-Tall – XLT 2XLT-5XLT	18 15	Each Each	\$ _____ \$ _____	\$ _____ \$ _____
32. 32a. 32b. 32c. 32d.	Shirt, Men's, Red Kap #SC10LB, long sleeve, industrial, 5.25 oz. twill, 100% cotton, industrial wash, seven-button front, two-piece collar w/sewn in collar stays, two button-thru hex pockets w/left pencil stall, easy-care finish, wrinkle resistant cotton. Color; Light Blue with logo on pocket in black ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u> S-XL 2XL-5XL <u>Tall:</u> MT-XLT 2XLT-4XLT	28 5 12 5	Each Each Each Each	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
33. 33a. 33b.	Shirt, Women's, Red Kap #SP13LB, long sleeve, industrial, 4.25 oz. poplin, 65/35 poly/cotton, pre-cure durable press with soil release, wickable finish, industrial wash, five buttons w/vertical button holes, gripper at neck, two-piece lined sewn-in stays for collar, two button-thru hex style pockets w/angled bartacks, bartacked pencil stall in left pocket, stitched down front, separate two-piece yoke. Color; Light Blue with logo on pocket in black ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u> S-XL 2XL-5XL	5 5	Each Each	\$ _____ \$ _____	\$ _____ \$ _____

**SECTION F
PRICE PAGE NO. 14**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
34.	Shirt, Men's, Red Kap SR70, long sleeve, executive oxford, button-down shirt, 4.25 oz. yarn-dyed oxford, 60/40 combed cotton/poly, light soil wash, seven buttons w/vertical button holes, two-piece lined, banded, topstitched, button down, one hemmed spade style triangular stitched corners, lined center pleat placket, separate two-piece topstitched yoke, tailored sleeve placket, box pleat back, single needle armhole, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Neck Size:</u> 14 ½ - 17 ½				
34a.	SR70BS = Blue Strip	10	Each	\$ _____	\$ _____
34b.	SR70GS = Grey Strip	5	Each	\$ _____	\$ _____
34c.	SR70LB = Light Blue	7	Each	\$ _____	\$ _____
34d.	SR70WH = White	4	Each	\$ _____	\$ _____
	<u>Neck Size:</u> 18 - 20 ½				
34e.	SR70BS = Blue Strip	3	Each	\$ _____	\$ _____
34f.	SR70GS = Grey Strip	3	Each	\$ _____	\$ _____
34g.	SR70LB = Light Blue	2	Each	\$ _____	\$ _____
34h.	SR70WH = White	5	Each	\$ _____	\$ _____
35.	Shirt, Men's, Red Kap #SR60BS, short sleeve, executive oxford, button down shirt, blue strip, 4.25 oz. yarn-dyed oxford, 60/40 combed cotton/poly, light soil wash, seven buttons w/vertical button holes, two-piece lined, banded, topstitched, button down, one hemmed spade style triangular stitched corners, lined center pleat placket, separate two-piece topstitched yoke, tailored sleeve placket, box pleat back, single needle armhole, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Neck Size 14 ½ - 17 ½ :</u>				
35a.	SR60BS = Blue Strip	10	Each	\$ _____	\$ _____
35b.	SR60GS = Grey Strip	3	Each	\$ _____	\$ _____
35c.	SR60LB = Light Blue	3	Each	\$ _____	\$ _____
35d.	SR60WH = White	5	Each	\$ _____	\$ _____
	<u>Neck Size 18 - 20 ½:</u>				
35e.	SR70BS = Blue Strip	1	Each	\$ _____	\$ _____
35f.	SR70GS = Grey Strip	3	Each	\$ _____	\$ _____
35g.	SR70LB = Light Blue	3	Each	\$ _____	\$ _____
35h.	SR70WH = White	3	Each	\$ _____	\$ _____

**SECTION F
PRICE PAGE NO. 15**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
36. 36a. 36b.	Shirt, Women’s, Red Kap #SP23LB, short sleeve, industrial, Red Kap #SP23LB, 4.25 oz. poplin, 65/35 poly/cotton, pre-cure durable press with soil release, wickable finish, industrial wash, five buttons w/vertical button holes, gripper at neck, two-piece lined sewn-in stays for collar, two button-thru hex style pockets w/angled bartacks, bartacked pencil stall in left pocket, stitched down front, separate two-piece yoke. Color; Light Blue with logo on pocket in black ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u> S-XL 2XL – 5XL	 5 5	 Each Each	 \$ _____ \$ _____	 \$ _____ \$ _____
37a. 37b.	Shirt, Men’s, Red Kap #SP24LB, short sleeve, industrial, two button thru pockets, convertible collars with stays, 6 button front with gripper at neck, pockets with pencil stall, bar-tacks on pockets for durability, permanent press Touch Tex soft hand poplin, soil release finish, 65/35 poly/cotton. Color; Light Blue with logo on pocket in black ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u> S – XL 2XL – 5XL	 60 35	 Each Each	 \$ _____ \$ _____	 \$ _____ \$ _____
38a. 38b. 38c. 38d.	Shirt, Men’s, Red Kap #SC20LB S-XL, short sleeve, industrial, 5.25 oz. twill, 100% cotton, industrial wash, seven-button front, two-piece collar w/sewn in collar stays, two button-thru hex pockets w/left pencil stall, easy-care finish, wrinkle resistant cotton. Color; Light Blue with logo on pocket in black ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u> S-XL 2XL – 5XL <u>Long:</u> L – XL 2XL – 3XL	 29 5 5 4	 Each Each Each Each	 \$ _____ \$ _____ \$ _____ \$ _____	 \$ _____ \$ _____ \$ _____ \$ _____

**SECTION F
PRICE PAGE NO. 17**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
41.	Shirt, Polo, Jerzees #436MP, 5.6 oz., 50/50 cotton/polyester, preshrunk jersey with spot shield stain resistance, welt knit collar 2-button placket with bottom box stitch reinforcement. Logo on pocket. Colors; White, Ash, Oxford, Black, Forest Green, Navy, Light Blue, Maroon, Royal Blue, and Red, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u>				
41a.	S-XL	120	Each	\$ _____	\$ _____
41b.	2X	50	Each	\$ _____	\$ _____
41c.	3X	60	Each	\$ _____	\$ _____
41d.	4X	10	Each	\$ _____	\$ _____
41e.	5X	7	Each	\$ _____	\$ _____
42.	Shirt, Men's, Tri-Mountain #206, pique golf with front pocket, 7 oz. 60/40 cotton/polyester blend, fabric protector to resist stains, constructed with a clean finished placket, three horn buttons, hemmed bottom with side vents, half-moon yoke, 2" extended tail. Colors; White, Black, Forest Green, Royal Blue, Khaki, Maroon, Navy, Red, and Heather-Gray. Logo on pocket in black ink, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u>				
42a.	S-XL	84	Each	\$ _____	\$ _____
42b.	2X	19	Each	\$ _____	\$ _____
42c.	3X	15	Each	\$ _____	\$ _____
42d.	4X	5	Each	\$ _____	\$ _____
42e.	5X	5	Each	\$ _____	\$ _____
42f.	6X	5	Each	\$ _____	\$ _____
42g.	<u>Tall Size:</u> L-Tall	5	Each	\$ _____	\$ _____
42h.	XL-Tall	5	Each	\$ _____	\$ _____
42i.	2XL-Tall	30	Each	\$ _____	\$ _____
42j.	3XL-Tall	5	Each	\$ _____	\$ _____
42k.	4XL-Tall	5	Each	\$ _____	\$ _____

**SECTION F
PRICE PAGE NO. 18**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
43.	T-shirt, Reflective Apparel Factory #VEA-102-CT, hi-visibility, ANSI/ISEA 107-2010 Class II compliant, 3M Scotchlite reflective material, 2” retro-reflective tape with 360 degree reflective coverage, 75 wash compliant, lightweight & soft 4.1 oz. birdseye knit, 100% performance polyester, crew neck, pocket, moisture wicking, segmented tape is lightweight and flexible, logo in black ink on back of shirt. Color; Hi-Visibility Lime (fluorescent yellow-green), or County approved equal: Manufacturer: _____ Mfg. Item No.: _____				
	<u>Sizes:</u>				
43a.	S-XL	107	Each	\$ _____	\$ _____
43b.	2X	30	Each	\$ _____	\$ _____
43c.	3X	30	Each	\$ _____	\$ _____
43d.	4X	7	Each	\$ _____	\$ _____
43e.	5X	7	Each	\$ _____	\$ _____
43f.	6X	7	Each	\$ _____	\$ _____
	<u>Tall Size:</u>				
43g.	L-Tall	10	Each	\$ _____	\$ _____
43h.	XL-Tall	14	Each	\$ _____	\$ _____
43i.	2XL-Tall	30	Each	\$ _____	\$ _____
43j.	3XL-Tall	7	Each	\$ _____	\$ _____
43k.	4XL-Tall	7	Each	\$ _____	\$ _____
44.	T-Shirt, Tingley Rubber Corp #S75522, hi-visibility yellow, logo in black on upper left sleeve, Class III Ansi Certified, long sleeve with chest pocket, 100% polyester, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____				
	<u>Size:</u>				
44a.	S-XL	175	Each	\$ _____	\$ _____
44b.	2X	200	Each	\$ _____	\$ _____
44c.	3X	30	Each	\$ _____	\$ _____
44d.	4X	7	Each	\$ _____	\$ _____
44e.	5X	7	Each	\$ _____	\$ _____

SECTION F
PRICE PAGE NO. 19

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
45.	T-shirt, Reflective Apparel Factory #VEA-104-CT, hi-visibility, ANSI/ISEA 107-2010 Class III compliant, 3M Scotchlite reflective material, 2” retro-reflective tape with 360 degree reflective coverage, 75 wash compliant, lightweight & soft 4.1 oz. birdseye knit, 100% performance polyester, crew neck, pocket, moisture wicking, lightweight and flexible segmented tape, logo in black ink on back of shirt. Color; Hi-Visibility Lime (fluorescent yellow-green), or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u>				
45a.	S-XL	500	Each	\$ _____	\$ _____
45b.	2X	200	Each	\$ _____	\$ _____
45c.	3X	100	Each	\$ _____	\$ _____
45d.	4X	20	Each	\$ _____	\$ _____
45e.	5X	7	Each	\$ _____	\$ _____
45f.	6X	7	Each	\$ _____	\$ _____
46.	T-shirt, Reflective Apparel Factory #VEA-104 Talls, hi-visibility, ANSI/ISEA 107-2010 Class III compliant, 3M Scotchlite reflective material, 2” retro-reflective tape with 360 degree reflective coverage, 75 wash compliant, lightweight & soft 4.1 oz. birdseye knit, 100% performance polyester, crew neck, pocket, moisture wicking. logo in black ink on back of shirt. Color: Hi-Visibility Lime (fluorescent yellow-green), or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size - Tall:</u>				
46a.	XL-Tall	50	Each	\$ _____	\$ _____
46b.	2XL-Tall	50	Each	\$ _____	\$ _____
46c.	3XL-Tall	30	Each	\$ _____	\$ _____
46d.	4XL-Tall	7	Each	\$ _____	\$ _____
46e.		7	Each	\$ _____	\$ _____

**SECTION F
PRICE PAGE NO. 20**

ITEM NO.	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	U/M	UNIT PRICE (2 Decimal Places Only**)	EXTENDED PRICE
47.	Shirt, Women's, Port Authority #L420, pique polo knit, shrink resistant, preshrunk 100% combed cotton, 7 oz. heavyweight pique. Logo in black on front left, upper chest. Colors; Various, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u>				
47a.	XS-XL	35	Each	\$ _____	\$ _____
47b.	2X	5	Each	\$ _____	\$ _____
47c.	Plus 1X	5	Each	\$ _____	\$ _____
47d.	Plus 2X	5	Each	\$ _____	\$ _____
48.	Shirt, Women's, Port Authority #L562, pique polo, silk touch, ¾ sleeve, 5 ounce, 65/35 poly/cotton pique, 4-button placket, side vents, double needle armhole seams and hem. Colors; various, or County approved equal: Manufacturer: _____ Mfg. Item No.: _____ <u>Size:</u>				
48a.	XS-XL	20	Each	\$ _____	\$ _____
48b.	2XL	5	Each	\$ _____	\$ _____
48c.	3XL	1	Each	\$ _____	\$ _____
48d.	4XL	1	Each	\$ _____	\$ _____
49.	Alterations, for finished pant lengths.	200	Each	\$ _____	\$ _____
50.	Embroidery: 1 line 2 lines 3 lines	1 1 1	Each Each Each	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
51.	Screen Print: 1 location 2 location 3 location	1 1 1	Each Each Each	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____

***TOTAL BID PRICE (i.e. TOTAL OF EXTENDED PRICES OF ITEMS NO. 1 – 51): \$ _____**

* 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



**HOWARD COUNTY, MARYLAND
EQUAL BUSINESS OPPORTUNITY (EBO)
SUBCONTRACTOR PARTICIPATION FORM**

COUNTY USE ONLY
EBO APPROVAL

CONTRACT TITLE: APPAREL AND UNIFORMSRK UNIFORMS		
SOLICITATION # IFB-2016-74	CAPITAL PROJECT #	CONTRACT / PO #
TERM:	RENEWAL #	AMOUNT \$

PRIME CONTRACTOR NAME:		
ADDRESS:		PHONE:
EBO STATUS (Y/N):	*EBO TYPE:	CERTIFYING AGENCY:
		CERTIFICATION #

PRIME CONTRACTOR SHOULD LIST ALL EBO SUBCONTRACTORS / SUBCONSULTANTS / SUPPLIERS

INSTRUCTIONS FOR COMPLETING THIS FORM

- Complete the section below identifying each certified EBO firm (Minority (MBE), Woman (WBE), and Disabled (DBE) Business Enterprises) you intend to use on this project. Attach additional sheets if more than two (2) subcontractors.
- This form represents the contractor's commitment to utilize the named EBO firms at the percentages indicated should the contract be awarded to the contractor. This form should accompany your bid or proposal.
- ***EBO Types:** AA (African American), ASA (Asian American), HIS (Hispanic American), NA (Native American), FEM (Female), DIS (Disabled)

SUBCONTRACTOR NAME:		
ADDRESS:		PHONE:
CONTACT REPRESENTATIVE:		EMAIL:
*EBO TYPE (Check One) <input type="checkbox"/> AA <input type="checkbox"/> ASA <input type="checkbox"/> HIS <input type="checkbox"/> NA <input type="checkbox"/> FEM <input type="checkbox"/> DIS		
CERTIFYING AGENCY:	CERTIFICATION #	EBO PARTICIPATION %
DESCRIPTION OF WORK:		EBO PARTICIPATION \$

SUBCONTRACTOR NAME:		
ADDRESS:		PHONE:
CONTACT REPRESENTATIVE:		EMAIL:
*EBO TYPE (Check One) <input type="checkbox"/> AA <input type="checkbox"/> ASA <input type="checkbox"/> HIS <input type="checkbox"/> NA <input type="checkbox"/> FEM <input type="checkbox"/> DIS		
CERTIFYING AGENCY:	CERTIFICATION #	EBO PARTICIPATION %
DESCRIPTION OF WORK:		EBO PARTICIPATION \$

PRINTED NAME EMAIL

SIGNATURE (VENDOR OFFICIAL) TITLE DATE

SECTION I

HOWARD COUNTY CHARTER AND CODE REFERENCES TO ETHICS

Charter Section 901. Conflict of Interest.

(a) **Prohibitions.** No officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of any contract, job, work, or service for the County. No such officer or employee shall accept any service or thing of value, directly or indirectly, from any person, firm or corporation having dealings with the County, upon more favorable terms than those granted to the public generally, nor shall he receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable by the County, or by any person in connection with any dealings with the County, or by any person in connection with any dealings with or proceedings before any branch, office, department, board, commission or other agency of the County. No such officer or employee shall directly or indirectly be the broker or agent who procures or receives any compensation in connection with the procurement of any type of bonds for County officers, employees or persons or firms doing business with the County. No such officer or employee shall solicit or accept any compensation or gratuity in the form of money or otherwise for any act or omission in the course of his public work; provided, however, that the head of any department or board of the County may permit an employee to receive a reward publicly offered and paid for, for the accomplishment of a particular task.

(b) **Rules of construction; exceptions by Council.** The provisions of this Section shall be broadly construed and strictly enforced for the purpose of preventing officers and employees from securing any pecuniary advantages, however indirect, from their public associations, other than their compensation provided by law.

In order, however, to guard against injustice, the Council may, by resolution, specifically authorize any County officer or employee to own stock in any corporation or to maintain a business in connection with any person, firm or corporation dealing with the County, if, on full public disclosure of all pertinent facts to the County Council by such officer or employee, the Council shall determine that such stock ownership or connection does not violate the public interest.

The County Council may, by ordinance, delegate to the Howard County Ethics Commission the power to make such determinations and to authorize the ownership or connection. Any ordinance which delegates this power shall provide for procedures including a public hearing, and shall establish criteria for determining when the ownership or connection does not violate the public interest.

(c) **Penalties.** Any officer or employee of the County who willfully violates any of the provisions of this Section shall forfeit his office. If any person shall offer, pay, refund or rebate any part of any fee, commission, or other form of compensation to any officer or employee of the County in connection with any County business or proceeding, he shall, on conviction, be punishable by imprisonment for not less than one or more than six months or a fine of not less than \$100.00 or more than \$1,000.00, or both. Any contract made in violation of this Section may be declared void by the Executive or by resolution of the Council. The penalties in this Section shall be in addition to all other penalties provided by law.

Code Section 4.119. Ethics and Fair Employment Practices

(a) **Conflict of Interest**

Bidders, vendors, purchasers and county employees involved in the purchasing process shall be governed by the provisions of the Howard County Charter and Howard County law regarding conflict of interest. No vendor shall offer a gratuity to an official or employee of the county. No official or employee shall accept or solicit a gratuity.

(b) **Discouragement of Uniform Bidding.**

(1) It is the policy of the county to discourage uniform bidding by every possible means and to endeavor to obtain full and open competition on all purchases and sales.

(2) No bidder may be a party with other bidders to an agreement to bid a fixed or uniform price.

(3) No person may disclose to another bidder, nor may a bidder acquire, prior to the opening of bids, the terms and conditions of a bid submitted by a competitor.

(c) **Fair Employment Practices**

(1) Bidders, vendors and purchases may not engage in unlawful employment practices as set forth in Subtitle 2 "human Rights" of Title 12 of the Howard County Code Section 14 of Article 49B of the Annotated Code of Maryland or Sections 703 and 704 of Title VII of the Civil Rights Act of 1964 as amended. Should any bidders, vendors or purchasers engage in such unlawful employment practices, they shall be subject to being declared irresponsible or being debarred pursuant to the provisions of this subtitle.

(2) The Howard County Office of Human Rights shall notify the county purchasing agent when any bidder is found, by a court of competent jurisdiction, to have engaged in any high unlawful employment practices.

(3) If any bidder has been declared to be an irresponsible bidder for having engaged in an unlawful employment practice and has been debarred from bidding pursuant to this subtitle, the Howard County Office of Human Rights shall review the employment practices of such bidder after the period of debarment has expired to determine if violations have been corrected and shall, within 30 days, file a report with the county purchasing agent informing the agent of such corrections before such bidder can be declared to be a responsible bidder by the County Purchasing agent.

(4) Payment of subcontractors. All contractors shall certify in writing that timely payments have been made to all subcontractors supplying labor and materials in accordance with the contractual arrangements made between the contractor and the subcontractors. No contractor will be paid a second or subsequent progress payment or final payment until such written certification is presented to the county purchasing agent.

Code Section 22.204. - Prohibited Conduct and Interests.

(a) **Participation Prohibitions.**

- (1) Except as permitted by Commission regulation or opinion, an official or employee may not participate in:
- (i) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision of the matter, any matter in which, to the knowledge of the official or employee, the official or employee or a qualified relative of the official or employee has an interest.
 - (ii) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision with respect to the matter, any matter in which any of the following is a party:
 - a. A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know;
 - b. A business entity for which the official, employee, or a qualified relative of the official or employee is an officer, director, trustee, partner, or employee;
 - c. A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating or has any arrangement concerning prospective employment;
 - d. If the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is a party to a contract with a qualified relative;
 - e. An entity, doing business with the County, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know of both direct financial interests; or
 - f. A business entity that:
 - 1. The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and
 - 2. As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.
- (2) A person who is disqualified from participating under paragraph 1. of this subsection shall disclose the nature and circumstances of the conflict and may participate or act if:
- (i) The disqualification leaves a body with less than a quorum capable of acting;
 - (ii) The disqualified official or employee is required by law to act; or
 - (iii) The disqualified official or employee is the only person authorized to act.
- (3) The prohibitions of paragraph 1 of this subsection do not apply if participation is allowed by regulation or opinion of the Commission.

(b) **Employment and Financial Interest Restrictions.**

- (1) Except as permitted by regulation of the commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:
- (i) Be employed by or have a financial interest in any entity:
 - a. Subject to the authority of the official or employee or the County agency, board, commission with which the official or employee is affiliated; or
 - b. That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated; or
 - (ii) Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.
- (2) The prohibitions of paragraph (1) of this subsection do not apply to:
- (i) An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that persons subject to the jurisdiction of the authority be represented in appointments to the authority;
 - (ii) Subject to other provisions of law, a member of a board or commission in regard to a financial interest or employment held at the time of appointment, provided the financial interest or employment is publicly disclosed to the appointing authority and the Commission;
 - (iii) An official or employee whose duties are ministerial, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted and in accordance with regulations adopted by the Commission; or
 - (iv) Employment or financial interests allowed by regulation of the Commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.

(c) **Post-Employment Limitations and Restrictions.**

- (1) A former official or employee may not assist or represent any party other than the County for compensation in a case, contract, or other specific matter involving the County if that matter is one in which the former official or employee significantly participated as an official or employee.

(2) For a year after the former member leaves office, a former member of the County Council may not assist or represent another party for compensation in a matter that is the subject of legislative action.

(d) **Contingent Compensation.** Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the County.

(e) **Use of Prestige of Office.**

(1) An official or employee may not intentionally use the prestige of office or public position for the private gain of that official or employee or the private gain of another.

(2) This subsection does not prohibit the performance of usual and customary constituent services by an elected official without additional compensation.

(f) **Solicitation and Acceptance of Gifts.**

(1) An official or employee may not solicit any gift.

(2) An official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist.

(3) An official or employee may not knowingly accept a gift, directly or indirectly, from a person that the official or employee knows or has the reason to know:

(i) Is doing business with or seeking to do business with the County office, agency, board or commission with which the official or employee is affiliated;

(ii) Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;

(iii) Is engaged in an activity regulated or controlled by the official's or employee's governmental unit; or

(iv) Is a lobbyist with respect to matters within the jurisdiction of the official or employee.

(4) (i) Subsection (4)(ii) does not apply to a gift:

a. That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;

b. Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or

c. Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.

(ii) Notwithstanding paragraph (3) of this subsection, an official or employee may accept the following:

a. Meals and beverages consumed in the presence of the donor or sponsoring entity;

b. Ceremonial gifts or awards that have insignificant monetary value;

c. Unsolicited gifts of nominal value that do not exceed \$20.00 in cost or trivial items of informational value;

d. Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official or the employee at a meeting which is given in return for the participation of the official or employee in a panel or speaking engagement at the meeting;

e. Gifts of tickets or free admission extended to an elected official to attend a charitable, cultural, or political event, if the purpose of this gift or admission is a courtesy or ceremony extended to the elected official's office;

f. A specific gift or class of gifts that the Commission exempts from the operation of this subsection upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the County and that the gift is purely personal and private in nature;

g. Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or

h. Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is not related, in any way, to the official's or employee's official position.

(g) **Disclosure of Confidential Information.** Other than in the discharge of official duties, an official or employee may not disclose or use confidential information, that the official or employee acquired by reason of the official's or employee's public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.

(h) **Participation in Procurement.**

(1) An individual or a person that employs an individual who assists a County, agency or unit in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement, may not submit a bid or proposal for that procurement, or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for the procurement.

(2) The Commission may establish exemptions from the requirements of this section for providing descriptive literature, sole source procurements, and written comments solicited by the procuring agency.

**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
<i>sample</i>							
Total							

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.**

**EXHIBIT II
SAMPLE LOGO**

Howard County Highways
**"Doing what it takes to keep the traveling public
safe and moving."**

**EXHIBIT III
SAMPLE LOGO**



**EXHIBIT IV
SAMPLE LOGO**

