



**Solicitation Number: IFB24000179**  
**METER SERVICES PERSONNEL, TEMPORARY**

Invitation for Bid (IFB)

**Anne Arundel County**

January 18, 2024 - February 06, 2024

## General Header Information

**No.** IFB24000179  
**Title:** METER SERVICES PERSONNEL, TEMPORARY  
**Start Date:** January 18, 2024 at 7:00:00 PM EST  
**End Date:** February 06, 2024 at 1:30:00 PM EST  
**Vendor Q&A Start Date:** January 18, 2024 at 7:15:00 PM EST  
**Vendor Q&A End Date:** January 26, 2024 at 9:00:00 AM EST  
**Estimated Total Value:**  
**Who can respond to this bid? :** All Vendors  
**Description:** These Specifications are intended to cover the services of providing temporary meter technicians for the Anne Arundel County Department of Public Works in the Solicitation.  
**Delivery Terms:** Free On Board Destination  
**Payment Terms:** Net 30 Days  
**Contact Information:** Anne Arundel County  
Stacey Sells  
2660 Riva Road Annapolis MD, 21401 United States  
Tel: 410-222-7646  
phsell77@aacounty.org  
**Contact Details:** If you have any questions, please contact:  
Stacey Sells  
2660 Riva Road Annapolis MD, 21401 United States  
Tel: 410-222-7646  
phsell77@aacounty.org  
**Selected Categories:**

## **Solicitation Requirements:** **SOLICITATION DOCUMENTS - OFFICIAL VERSION**

### ***NOTICE***

**THE OFFICIAL VERSION OF THIS SOLICITATION IS POSTED THROUGH THE COUNTY'S PROCUREMENT PORTAL, P.O.R.T. IF YOU RECEIVED THIS SOLICITATION FROM ANY OTHER SOURCE, THE SOLICITATION YOU RECEIVED MAY NOT BE COMPLETE OR ACCURATE. BEFORE SUBMITTING A RESPONSE TO THE SOLICITATION, YOU MUST OBTAIN THE SOLICITATION THROUGH P.O.R.T. THE COUNTY RESERVES THE RIGHT TO REJECT ANY RESPONSES TO THE SOLICITATION IF THE VERSION OF THE SOLICITATION THAT IS BEING RESPONDED TO WAS NOT OBTAINED THROUGH P.O.R.T. OR IS OTHERWISE NOT COMPLETE OR ACCURATE.**

### **SOLICITATION CHECKLIST**

### ***SOLICITATION CHECK LIST***

## THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

\_\_\_\_\_ Did you visit our website at (<http://www.aacounty.org/CentServ/Purchasing/index.cfm>) for any addenda?

\_\_\_\_\_ **Effective August 1, 2022, the County will only accept formal bids and proposals through the PORT System. To register, please visit our website at:**

<https://www.aacounty.org/departments/central-services/purchasing/P.O.R.T./registration/index.html>

**For assistance in registering, please contact:** Diana Cox, Procurement Strategy Manager, Anne Arundel County, Purchasing Division, 410-222-7668, [phcox001@aacounty.org](mailto:phcox001@aacounty.org)

**For technical assistance, please contact WebProcure Assistance, 866-889-8533, [webprocure-support@proactis.com](mailto:webprocure-support@proactis.com)**

**If you have questions or concerns with submitting an electronic bid, please send an email to [purchasing@aacounty.org](mailto:purchasing@aacounty.org) or call (410) 222-7620.**

\_\_\_\_\_ Did an authorized company representative sign the Affidavit form(s)?

\_\_\_\_\_ If you are an entity (limited liability partnerships, corporations, limited partnerships, limited liability companies, limited liability limited partnerships, business trusts, real estate investment trust and trade name filings), is the legal name of your company listed with the State of Maryland Department of Assessments and Taxation and in good standing? You may check by going to [www.sdat.org](http://www.sdat.org).

\_\_\_\_\_ If this Solicitation requires a Bid/Proposal bond, vendors should include in their digital submission a scanned copy of the Bid Bond as an attachment to the electronic solicitation response. If the responding vendor is awarded a purchase order or contract, the vendor will submit the original version of the Bid Bond that was scanned and submitted online to the County's Purchasing Division, Office of the Purchasing Agent, within ten (10) calendar days of the request.

\_\_\_\_\_ Did you provide a scanned copy of your signed Affidavit?

## SOLICITATION GENERAL INSTRUCTIONS

### *INSTRUCTIONS*

**NOTICE: THE OFFICIAL VERSION OF THIS SOLICITATION IS POSTED THROUGH THE COUNTY'S PROCUREMENT PORTAL, P.O.R.T. IF YOU RECEIVED THIS SOLICITATION FROM ANY OTHER SOURCE, THE SOLICITATION YOU RECEIVED MAY NOT BE COMPLETE OR ACCURATE. BEFORE SUBMITTING A RESPONSE TO THE SOLICITATION, YOU MUST OBTAIN THE SOLICITATION THROUGH P.O.R.T. THE COUNTY RESERVES THE RIGHT TO REJECT ANY RESPONSES TO THE SOLICITATION IF THE VERSION OF THE SOLICITATION THAT IS BEING RESPONDED TO WAS NOT OBTAINED THROUGH P.O.R.T. OR IS OTHERWISE NOT COMPLETE OR ACCURATE.**

**NOTICE:** The vendor is solely responsible for ensuring timely submission of their solicitation response. Failure to allow adequate time prior to the solicitation end date to complete and submit a response to a solicitation, particularly in the event technical support assistance is required, places the vendor and their response at risk of not being accepted on time.

**PORT:** To download a copy of the Solicitation specifications, go to the County's website at <https://www.aacounty.org/PORT> and click on "Print/Download Solicitation Summary" icon at the top of the page.

**Effective August 1, 2022, the County will only accept formal bids and proposals through the PORT System. To register, please visit our website at:**

<https://www.aacounty.org/departments/central-services/purchasing/P.O.R.T./registration/index.html>

**For assistance in registering, please contact:** Diana Cox, Procurement Strategy Manager, Anne Arundel County, Purchasing Division, 410-222-7668, [phcox001@aacounty.org](mailto:phcox001@aacounty.org)

**For technical assistance, please contact WebProcure Assistance, 866-889-8533, [webprocure-support@proactis.com](mailto:webprocure-support@proactis.com)**

**If you have questions or concerns with submitting an electronic bid, please send an email to [purchasing@aacounty.org](mailto:purchasing@aacounty.org) or call (410) 222-7620.**

**ELECTRONIC RESPONSES:** To respond electronically to a solicitation, the vendor must first register with the County's eProcurement system (P.O.R.T.) by going to the <https://www.aacounty.org/PORT> clicking the "Registration" button at the top of the page, and completing the Vendor Registration. Detailed instructions for using the P.O.R.T. system are available by scrolling down on the P.O.R.T. home page.

Once registered, the Bidder or Offeror should log back into P.O.R.T. and edit their profile by selecting the organizational contact(s) that should receive an automated confirmation of the vendor's electronic bid or proposal responses successfully submitted to the County.

When responding electronically to a specific solicitation, the vendor must read and accept the Original Solicitation Documents and complete pricing and any other identified requirements. In addition, the vendor should download and save all of the Original Solicitation Documents on their computer so that they can prepare their response to these documents. Vendors should upload their completed response to these downloaded documents (including Affidavit, exhibits, forms, and other information concerning the solicitation) as an attachment to the electronic solicitation response. A scanned copy of the Affidavit may be submitted if responding to the solicitation online. If the responding vendor is awarded a purchase order or contract, the vendor will submit the original version of the Affidavit that was scanned and submitted online to the County's Purchasing Division, Office of the Purchasing Agent, within ten (10) calendar days of request.

**Bid openings will be held remotely via Zoom.com. You may join the Zoom meeting for the date and time set on the solicitation. However, the reading of bids will begin approximately 15 minutes after the deadline for submitting them to give staff enough time to assemble the bid responses. Please join the bid opening using the credentials listed below:**

*Join Zoom Meeting*

*Join URL: <https://zoom.us/j/172858269>*

*Meeting ID: 172 858 269*

*Password: 0*

*Dial by your location*

- +1 312 626 6799 US
- +1 301 715 8592 US
- +1 669 219 2599 US
- +1 669 900 6833 US
- 888 475 4499 US Toll-free
- 877 853 5257 US Toll-free

The deadline for submitting a request for clarification of requirements is noted in the Collaboration Section of this solicitation. The County Purchasing Agent will respond by notifying Bidders or Offerors by written addendum.

Any Bidder or Offeror finding any discrepancy in or omission from the Specifications resulting in doubt as to their meaning, or feeling that the Specifications are discriminatory, will notify the County Purchasing Agent in writing no later than the deadline noted in the Collaboration Section of this Solicitation. These exceptions in no way obligate the County to change its specifications. The County Purchasing Agent will respond by notifying Offerors by written addendum of any interpretations made of the Specifications.

The County shall assume no responsibility for oral communications. All official correspondence in regard to the Specifications will be directed to and will be issued by the County Purchasing Agent in writing. To better ensure fair competition and to permit a determination of the Successful Bidder or Offeror, a Bid or Proposal Response may be rejected if they show any omission, irregularity, alteration of form, addition, condition, unresponsiveness, or unbalance.

Specifications provided are based on County needs and uses, estimated costs of operation and maintenance, and other significant or limiting factors to meet County requirements and consistent with County policies. Minimum and maximum specifications, where included, are not established arbitrarily to limit competition or to exclude competitive Bidders or Offerors. In the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.

Contact with any County representative concerning this solicitation, other than as stated herein, is prohibited. "County representative" will include, but not be limited to, all elected and appointed officials, County employees, and members of the Evaluation Committee.

## **IFB TERMS AND CONDITIONS**

### ***TAXES: RESPONSIBILITY FOR PAYMENT, EXEMPTIONS, FORMS TO BE FILED, ETC.***

The Successful Bidder is responsible for paying and, by submitting a Bid, agrees to pay all retail sales, income, real estate, sales and use, transportation, special, and any other taxes applicable to and assessable against any goods, processes, and operations incident to or related to this Invitation for Bid. The Successful Bidder is responsible for ascertaining applicable taxes and making all necessary arrangements to pay same. All prices quoted shall be exclusive of any State, Federal, or other applicable taxes, including Federal Excise Tax on trucks or any other goods or accessories.

### ***RESERVATIONS***

The Purchasing Agent may reject all Bids and cancel the IFB, may reject parts of all Bids, or may reject all Bids for any one or more Goods or Services if, in the Purchasing Agent's judgment, it is in the County's best interest and the public interest will be served thereby. A written record explaining the reasons for such rejection shall be maintained with the records related to the Procurement.

The County Purchasing Agent reserves the right to waive formalities or technicalities in Bids as the interest of the County may require.

The quantities appearing in this IFB are approximate only and are prepared for the canvassing of bids. Payment to the Successful Bidder will be made only for the actual quantities of goods or services provided in accordance with the resulting Contract, and it is understood that the scheduled quantities of goods or services to be furnished may be increased, decreased, or omitted without invalidating the Bid.

The County Purchasing Agent reserves the right to award contracts or place orders on a lump sum or individual item basis, or in such combination as shall, in his or her judgment, be in the best interest of the County. The County Purchasing Agent may waive minor differences in Specifications provided these differences neither violate the Specification intent nor materially affect the operation for which goods or services are being purchased and do not increase estimated maintenance and repair costs to the County.

## ***SUBSTITUTES***

When an item is designated as "no substitutes", only that brand/manufacturer and stock number shall be accepted, except goods manufactured by the same manufacturer and sold under a competitive brand name.

For all items not designated "no substitutes", the County will consider a "County-approved equivalent." Equivalent items will be considered provided descriptive literature and specifications accompany the Bid. Each Bidder shall indicate on the Bid Response Form "As Specified", or the equivalent manufacturer and model number. The County, in its sole discretion, will evaluate and award each item. The Bidder shall indicate clearly the goods on which it is bidding, and shall supply a sample or sufficient data enabling a meaningful comparison to be made with the particular brand or manufacturer specified. Catalog cuts and descriptive data shall be included with the Bid where applicable. Failure to submit the above information may be sufficient grounds for rejection of the Bid.

No Bidder shall be allowed to offer more than one price on each item even though the Bidder may believe that two or more types or styles will meet specifications. Bidders shall determine for themselves which to offer. If a Bidder submits more than one price on any item, all prices for that item may be rejected at the discretion of the Purchasing Agent.

## ***SAFETY DATA SHEETS***



If goods or services provided to the County, including any chemicals or products to be used, contain any ingredients that could be hazardous or injurious to a person's health, a Safety Data Sheet ("SDS") shall be provided to the Purchasing Agent by the Successful Bidder. This requirement also applies to any goods or services used by the Successful Bidder when providing a service to the County.

## ***INSPECTION***

All goods delivered to and services performed for the County shall be subject to final inspection by the County and tests by the testing facilities of the County and other independent testing laboratories as may be designated by the Purchasing Agent. If the result of tests indicates that any part of the goods or services are deficient in any respect, the Purchasing Agent, in his or her absolute discretion, may reject all or any part of the goods or services provided to the County. Variances in goods and services may be waived upon approval by the Purchasing Agent, in his or her absolute discretion.

## ***DISPUTES***

In cases of disputes as to whether the goods or services quoted or delivered meet Specifications, the decision of the County Purchasing Agent shall be final and binding on both parties. The County Purchasing Agent may request the recommendation in writing of the head of the County Agency using the goods or service, the Standards and Specifications Committee, or other sources.

## ***LAWS AND REGULATIONS***

The Successful Bidder shall comply with all applicable Federal, State, and local laws and ordinances. The Successful Bidder shall protect and indemnify Anne Arundel County, Maryland, and its agents or employees against any claim or liability arising from or based on the violation of any laws, ordinances, or regulations by the Successful Bidder and by any subcontractors, agents, or employees.

## ***EQUAL OPPORTUNITY***

The Contractor assures the County that it shall not discriminate against any person in any of its activities with regard to membership policies, employment practices, or in the provision of services on the basis of gender identity, race, color, national origin, religion, ancestry, sex, age, or disability. The Contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in U. S. Department of Labor Regulations 41CFR Part 60. The Contractor must bind its subcontractors to the provisions of this section.

## ***INDEMNIFICATION***

If a contract is awarded, the Successful Bidder shall be required to indemnify, defend, and hold the County, its employees, and agents harmless from and against any and all claims, loss, liability, cost, and expenses, including attorney fees, howsoever arising or incurred, alleging personal injury, bodily injury, including death, or property damage arising out of or attributable to the Successful Bidder's performance of the Contract awarded.

## ***TERMINATION PROCESS***

**Termination for Convenience:** Notwithstanding anything contained herein, the County may terminate this Agreement anytime, in whole or in part, without showing cause by providing thirty (30) days written notice to the Successful Bidder. The County shall pay all reasonable costs incurred by the Successful Bidder up to the date of termination. The Successful Bidder shall not be reimbursed for any anticipatory profits, which have not been earned to the date of termination.

The Successful Bidder shall be provided 30 days' notice of any termination not for cause and shall only perform such work during the 30-day notice period that is authorized in writing by the County's Purchasing Agent.

This Agreement may be terminated by the County upon at least seven (7) days' notice to the Successful Bidder in the event that: (1) the Work is permanently abandoned by the County; (2) continued Work is deemed by the County, in its sole discretion, not to be in the best interests of the County; or (3) monies are no longer available or are not appropriated to fund the Work being performed or to be performed under this Agreement.

**Termination for Cause:** Notwithstanding anything contained herein, if the Successful Bidder fails to fulfill its obligation under this Agreement properly and on time or otherwise violates any provision of this Agreement, the County may terminate this Agreement by written notice to the Successful Bidder. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished goods or services provided by the Successful Bidder shall, at the County's option, become the County's property. The County shall pay the Successful Bidder fair and equitable compensation for satisfactory performance prior to receipt of notice of termination less the amount of damages caused by the Successful Bidder's breach. If the damages are more than the compensation payable to the Successful Bidder, the Successful Bidder shall remain liable after termination, and the County may take all steps necessary to collect damages.

## ***OPTIONAL USE OF CONTRACT***

The Successful Bidder reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any contract resulting from this IFB to any and all public bodies, subdivisions, school 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 Successful Bidder agrees to notify the issuing body of those entities that wish to use any contract resulting from this IFB and shall also provide usage information, which may be requested.

The County assumes no authority, liability, or obligation on behalf of any other public or non-public entity that may use any contract resulting from this IFB. All purchases and payment transactions shall be made directly between the Successful Bidder and the requesting entity. Any exceptions to this requirement shall be specifically noted in the Bid Response.

## ***CORPORATION REGISTRATION***

Whenever required by law, business entities not organized under the laws of the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 W. Preston Street, Baltimore, Maryland, 21201 ("SDAT") before doing any business in this State.

All Bidders that are business entities shall be and present evidence prior to award that they are in good standing with SDAT.

## ***REFERENCES TO ALTERNATE TERMS***

Any reference which may appear on any price list or literature to any terms and conditions, such as F.O.B. Shipping Point or Prices Subject to Change shall not be part of any Contract with a Successful Bidder and shall be disregarded by the County.

## ***PAYMENT TERMS***

Anne Arundel County is accepting electronic invoices. All invoices should be emailed to: [invoices@aacounty.org](mailto:invoices@aacounty.org). Please use the following format on the email subject line: Vendor Name\_PO Number\_Invoice Number. Invoices shall be submitted per PO number. Multiple invoices for different Purchase Order numbers sent in one email will not be accepted. Invoice(s) shall contain the following information: Purchase Order Number, Item Number, description of goods or services, quantities, unit prices, and extended totals. Payment terms, unless otherwise noted, shall be net thirty (30) days. The County is not subject to retail sales, income, real estate, sales, use, transportation, or special taxes. The final payment shall be based upon acceptance of goods or services from the Successful Bidder and a final invoice submitted by the Successful Bidder and approved by the County. Optional method of payment: Payment can be made electronically via ACH Transfer. The County reserves the right to deduct the total amount of any debts owed to the County from any payments issued pursuant to any resulting agreement for this IFB. To enroll for ACH payments, please enroll at [www.paymode.com/annearundelcounty](http://www.paymode.com/annearundelcounty).

## ***ASSIGNMENT***

Except for assignment of an antitrust claim, a party to any contract resulting from this Solicitation may neither assign nor delegate any portion of the Contract without the prior written consent of the other party.

## ***AVAILABILITY OF FUNDS***

The obligations of the County under any Contract awarded pursuant to this IFB are subject to the availability of funds appropriated by the County Council of Anne Arundel County, Maryland, and to receipt and availability of appropriated funds.

## ***INTERPRETATION***

The Contract resulting from this Solicitation shall be construed under the laws of the State of Maryland.

## ***INTEGRATION***

The IFB, the Successful Bidder's Bid, and the County's Purchase Order contain the entire understanding between the parties, and any additions or modifications hereto may only be made in writing executed by both parties hereon.

## ***FAIR LABOR STANDARDS***

The Successful Bidder shall comply with all applicable provisions of the Federal Labor Standard Act (FLSA) and shall indemnify, defend, and hold harmless the County, its officers, employees, and agents from any and all liability, including but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorney's fees arising under any wage and hours law, including but not limited to, FLSA for work performed by the Successful Bidder's employees for which the County may be found jointly or solely liable.

## ***CHANGES***

The County reserves the right to add items to this Contract at the County's sole discretion if the items meet the following criteria:

- (a) The items added are, in the County's sole opinion, within the general scope of work established for this Contract and/or are ancillary to the successful completion of Work under the resulting Contract.
- (b) The price for each item as offered by the Successful Bidder is, in the County's sole opinion, fair and reasonable and consistent with the pricing for the balance of the resulting Contract.
- (c) The items added are relatively insignificant to the overall value and services under the agreement.

## ***MOST FAVORED PUBLIC ENTITY***

The Successful Bidder agrees that the prices charged the County under this Contract do not exceed existing selling prices to its other customers for the same or substantially similar items or services for comparable quantities under similar terms and conditions.

## ***DAMAGE TO COUNTY FACILITIES, BUILDINGS, OR GROUNDS***

The Successful Bidder shall repair, or cause to be repaired, at its own cost any and all damage to County facilities, buildings, grounds, equipment, vehicles, or property caused by the Successful Bidder or employees, subcontractors, or agents of the Successful Bidder. Such repairs shall be made immediately after awareness of damage, or notice by County, but in no event more than thirty (30) days after the occurrence.

## ***CONDITIONS FOR PURCHASING ELSEWHERE***

Time is of the essence. Should the Successful Bidder fail to perform as specified, in accordance with the terms and conditions specified herein, the Purchasing Agent shall then have the right to procure goods and services in the open market or by contract, in which event the additional costs of such goods or services above the Contract price shall be charged against the Successful Bidder, and may be deducted from any funds payable or which may become payable to the Successful Bidder.

The Purchasing Agent may reject, at his or her sole discretion, any goods or services ordered from the Successful Bidder if they are delivered or performed subsequent to the placement of orders elsewhere.

## ***SIGNATURES REQUIRED FOR LEGAL ENTITIES (FOR CONTRACTS EXCEEDING \$150,000)***

The chart below indicates which persons are authorized by law to sign documents. If documents submitted in response to this Solicitation are signed by other persons, then the Interested Party shall provide documents establishing that the persons have the legal authority to sign on behalf of and bind the Interested Party.

**TYPE OF LEGAL ENTITY:**

<p><b>Company/Corporation or Professional Service Corporation</b>  <i>("Inc.," "Co.," "Corp.," "Ltd.," "P.C.," "Chartered," "Chtd.," "Professional Association," "P.A.")</i></p>	<p>NO PROOF NEEDED IF SIGNED BY:                  President, Vice President, Chief Executive Officer or Chief Operating Officer</p>	<p>IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE:                  By-Laws, Articles of Incorporation, or a Corporate Resolution</p>
<p><b>Partnerships</b></p>	<p>NO PROOF NEEDED IF SIGNED BY:                  Partner</p>	<p>IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE:                  Statement of Partnership Authority</p>
<p><b>Limited Partnerships</b>  <i>("L.P.")</i></p>	<p>NO PROOF NEEDED IF SIGNED BY:                  General Partner</p>	<p>IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE:                  Certificate of Limited Partnership</p>
<p><b>Limited Liability Company / Corporation</b>  <i>("LLC" or "LC")</i></p>	<p>NO PROOF NEEDED IF SIGNED BY:                  Member</p>	<p>IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE:                  Operating Agreement or Articles of Organization of the LLC</p>
<p><b>Religious Corporations and Churches</b></p>	<p>PROOF ALWAYS NEEDED</p>	<p>ENTITY SHALL PROVIDE:                  By-Laws, Articles of Incorporation, or Corporate Resolution</p>
<p><b>Limited Liability Partnerships and Limited Liability Limited Partnerships</b>  <i>("L.L.P." or "LLLP")</i></p>	<p>PROOF ALWAYS NEEDED</p>	<p>ENTITY SHALL PROVIDE:                  Certificate of Limited Liability Partnership and Partnership Agreement or Statement of Partnership Authority</p>

## ***CHANGES/ERASURES TO BID RESPONSE***

To be considered, all erasures, interpolations and other changes in a Bid Response shall be signed or initialed by the Bidder.

## ***BIDDER'S UNDERSTANDING OF THE SCOPE OF IFB AND DUE DILIGENCE***

By submitting a Bid in response to this IFB, the Bidder represents that it has read and understands this IFB, including any Addenda, and has familiarized itself with Federal, State, and local laws, ordinances, rules, and regulations that may affect the cost or performance under this IFB or any resulting Contract. The failure or omission of any Bidder to receive or examine any form, instrument, addenda, or other document or to acquaint itself with conditions existing at any site shall in no way relieve that Bidder from any obligations with respect to its Bid Response or to any resulting Contract.

## ***BID RESPONSE MODIFICATIONS OR WITHDRAWAL***

A Bid Response may be modified or withdrawn by the Bidder anytime before the time and date set for the receipt of Bid Responses. Modified and withdrawn Bids, clearly marked and dated, may be resubmitted to the Purchasing Division up to the time and date set for the receipt of Bid Responses. No Bid Response may be unilaterally modified or withdrawn after the time set for the receipt of Bid Response and for one hundred twenty (120) calendar days thereafter. **Bid Extension:** If an award cannot be made prior to the expiration of the pricing submitted in response to this IFB, the Purchasing Agent may request that pricing be extended. The extension of pricing should be a reasonable amount of time for the contract to be fully executed between both parties.

## ***ADDENDA TO IFB - CHANGE IN ISSUING ADDENDA***

The Purchasing Division no longer provides written notification of addenda to solicitations. The Purchasing Agent will notify Bidders of any changes, additions, or deletions to the Specifications by addenda posted on P.O.R.T. and the County's website at [www.aacounty.org/PORT](http://www.aacounty.org/PORT).

## ***CONTENT***

The contents of the Bid Response of the Successful Bidder may become contractual obligations. Failure of the Successful Bidder to accept these obligations in a Contract may result in cancellation of the award, and the Successful Bidder may not be eligible for future solicitations.

## ***CONFLICT OF INTEREST***

By submission of a Bid Response, Bidder agrees that it has no direct or indirect interest that would conflict in any manner or degree with performance by this IFB or any resulting contract of its services. The Bidder shall further covenant that, in the performance of any contract, the Bidder shall not employ any person or entity having any such known conflict. Failure of the Bidder to provide any information requested in the IFB may result in disqualification of the Bid Response.

## ***HEADINGS***

The words and phrases used in the heading of various sections and parts of this IFB are for convenience only and shall not affect the interpretation of any of the terms, conditions and requirements contained anywhere in the IFB.

## ***IFB TEXT EMPHASIS***

Throughout this IFB, there may be occasional use of underlining, bolding, outsized characters or other methods of text emphasis. No remarkable difference in emphasis or relative importance of text content is intended by the use of any one method in place of another.

## ***PARENT COMPANY***

If a Bidder is owned or controlled by a parent company, the name, main office address, and tax identification number of the parent company shall be provided in the Bid Response.

## ***ASSIGNMENT AND DELEGATION***

Except for assignment of antitrust claim, a party to any Contract resulting from this IFB may neither assign nor delegate any portion of the Contract without the prior written consent of the other party.

## ***ACCEPTANCE OF TERMS AND CONDITIONS***

By submitting a Bid Response to this IFB, the Successful Bidder accepts the terms and conditions set forth herein.

## ***CONFIDENTIAL AND PROPRIETARY INFORMATION***



All information contained in the Bid is subject to production under the Maryland Public Information Act. Each Bidder shall be responsible for identifying all information in its Bid that it considers confidential and proprietary and not subject to release to the general public for any reason by including with its Bid a separate list entitled "Confidential and Proprietary Information". The list shall identify all such information and shall include the location of such information in the Bid, including page numbers, as well as an explanation as to why each piece of information is considered to be confidential and proprietary. All information not included on the list, even if marked as confidential or "proprietary, shall be considered public information and is subject to release on request under the Maryland Public Information Act.

Reasons given for considering information within a Bid Response confidential or proprietary shall be legally justifiable, which is within the sole discretion of the County. Indicating that a Bid Response in its entirety is confidential and proprietary is not legally justifiable, is not acceptable, and may be grounds for the County rejecting the Bid Response on the grounds that the Bid Response is not responsive.

Limitations to Liability: Anne Arundel County assumes no responsibility and no liability for costs incurred by Successful Bidder in responding to the IFB, including requests for additional information. The County assumes no responsibility and shall not be liable in any way for the release to the public of information that is contained in the Bid Response.

Contractor agrees to promptly provide any non-confidential information or materials required by the County to respond to such requests, to the extent required by law.

## ***INDEPENDENT CONTRACTOR***

In the performance of this Agreement, the Contractor, including its employees, agents, and subcontractors, shall act solely as an independent contractor, and nothing contained in or implied by this Agreement shall be construed at any time to create any other relationship between the County and the Contractor, including employer and employee, partnership, principal and agent, or joint venturer.

## ***AUDIT OF THE SUCCESSFUL BIDDER***

The Successful Bidder shall retain in original form, format, and medium all books, records, and documents from the date of their inception. This shall include, but not be limited to, cost or pricing data relating to the Contract and the Successful Bidder operations, including perpetual inventory records of equipment for a period of at least three (3) years following the date of final payment by the County. The Successful Bidder shall make these records available for inspection and audit by the authorized representative of the County during normal business hours. The Successful Bidder shall receive the County's written authorization for any request to change the form, format, or medium of any record, or for earlier destruction of any record. The Successful Bidder shall comply with County notification that a record shall be retained for a longer period.

The County may audit at any time during the term of the Contract and for a period of at least three (3) years after the date of final payment by the County the Successful Bidder's books and records relating to any work performed under this IFB and any resulting contract, including, but not limited to:

- Cost or pricing data submitted by the Successful Bidder;
- The determination of Successful Bidder's costs or estimated costs in connection with any change order or contractual modification or proposed change order or contractual modification;
- The Successful Bidder's financial condition; and/or
- Claims by one party against any other.

## ***OWNERSHIP AND RETENTION OF RECORDS***

All reports, drawings, and other data prepared in connection with the work contemplated by this IFB shall become the property of the County. The Successful Bidder shall retain all records and documents related to work performed under any Contract awarded pursuant to this IFB for at least three (3) years after final Contract payment by the County, and shall make them available for inspection and audit by authorized representatives of the County at all reasonable times.

## ***WORKPLACE FREE OF DRUG AND ALCOHOL ABUSE***

Successful Bidder shall maintain a workplace free of drug and alcohol abuse during the term of the Contract; shall prohibit employees from working under the influence of drugs or alcohol; and shall refuse to hire or assign to work under the Contract anyone whom the Successful Bidder knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engage in a bona fide drug or alcohol abuse assistance or rehabilitation program.

## ***PROCUREMENT CARD***

The County retains the option to use the County procurement card for the purchase of supplies or services listed in the Contract in lieu of issuing a purchase order. No procurement card transaction shall take place without the authorization of the cardholder and shall not exceed the limit placed on the cardholder's procurement card. The Successful Bidder may receive orders by phone, facsimile, or other forms of notification from authorized County employees. The Successful Bidder may process a payment in the credit card network ONLY upon shipment of supplies or performance of the services ordered by the County agency. For partial shipments or performance, the Successful Bidder may process a payment only for the amount shipped or completed and NOT for the entire amount ordered by the County agency. Upon shipment or completion of the remaining order, the Successful Bidder may process a payment request to the credit card network for the remainder of the order. The Successful Bidder may not charge the County for any fees related to the use of a procurement card.

For all transactions, the Successful Bidder shall have a valid W-9 form on file with the Anne Arundel County, Maryland, Office of Finance.

## ***REGULAR DEALER***

Quotes shall be considered only from Bidders that qualify as a "regular dealer." A "regular dealer" means a person or entity that owns, operates, or maintains a store, warehouse, or other establishment in which the goods or services required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. To be a regular dealer, the Bidder shall engage in, as its principal business and in its own name, the purchase and sale of the goods or services that are the subject of this IFB.

## ***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.)

## ***ADDENDA***

Addenda to solicitations often occur, sometimes within as little as 48 hours, prior to bid opening. It is the potential Bidder's responsibility to frequently visit the Purchasing Division's website to obtain Addenda once they have received a copy or downloaded a solicitation. No other notification will occur. A Bid may be rejected if any addendum is not acknowledged in P.O.R.T. or County's website at [www.aacounty.org/PORT](http://www.aacounty.org/PORT)

## **IFB GENERAL SPECIFICATIONS**

### ***SCOPE***

These Specifications are intended to cover the services of providing temporary meter technicians for the Anne Arundel County Department of Public Works, as listed in this Solicitation.

### ***PRE-BID CONFERENCE***

**The County will be holding a virtual Pre-Bid Conference Meeting Via Zoom (See Below).** A Pre-Bid Conference for all those interested in submitting a Bid will be held at 2:00 p.m., local time, on January 22, 2024, via a Zoom Conference Line. While every effort will be made to answer any questions concerning this IFB raised by potential Bidders at the Pre-Bid Conference, such answer shall be considered unofficial until affirmed in writing by the Purchasing Agent in the form of an addendum. Offerors are strongly encouraged to bring any issues regarding this IFB or the goods/services to be provided to the Pre-Bid Conference or to the attention of the County Buyer prior to the deadline as detailed in this IFB. Any modifications, additions, or deletions to the Specifications that result from this meeting shall be in the form of an addendum to be posted on P.O.R.T. Bidders should register for the Pre-Bid (Site Visit) Meeting at least 48-hours in advance of the meeting date and time by contacting the buyer Stacey Sells at [phsell77@aacounty.org](mailto:phsell77@aacounty.org). If no Bidders register, the meeting may be canceled without further notice to the Bidders. No recording of any kind by the public will be allowed at any pre-bid conference. For ADA Accessibility Assistance Only: Anyone needing special ADA accommodations must contact Catrice Parsons, Purchasing Agent, at 410-222-7672, or by email to [phpars22@aacounty.org](mailto:phpars22@aacounty.org). TTY users call through Maryland Relay 7-1-1 at least seven (7) days in advance of the event. All materials are available in alternative formats upon request. Otherwise, contact the Buyer as noted on the front page for everything else. Do not contact Ms. Parsons for anything other than ADA accessibility assistance.

**Pre Bid Zoom Meeting** Join Zoom Meeting

<https://aacounty.zoom.us/j/89474970720?pwd=QzRzQUUpGR3ZGZXRUYkZNBXIGdE9xdz09>

Meeting ID: 894 7497 0720

Passcode: g?NRa0+k

---

One tap mobile

+13017158592,,89474970720#,,,,\*67457152# US (Washington DC)

+14702509358,,89474970720#,,,,\*67457152# US (Atlanta)

---

Dial by your location

- +1 301 715 8592 US (Washington DC)
- +1 470 250 9358 US (Atlanta)
- +1 470 381 2552 US (Atlanta)
- +1 669 219 2599 US (San Jose)
- +1 669 900 6833 US (San Jose)
- 833 548 0276 US Toll-free
- 888 475 4499 US Toll-free

Meeting ID: 894 7497 0720

Passcode: 67457152

***DELIVERY/INSTALLATION OF GOODS OR SERVICES***

Successful Bidder shall guarantee delivery of goods or services to the Anne Arundel County, Maryland, Department of Public Works.

Successful Bidder shall state the number of calendar days required to deliver each item to the County following notification of an award. If submitting a Paper Bid Response, this information shall be submitted with the Paper Bid Response.

Successful Bidder shall provide a delivery ticket for each item delivered, marked clearly with the purchase order number issued by the County for the goods purchased and, if applicable, the name, model, and serial number.

All items shall be delivered F.O.B. destination and delivery costs and charges shall be included in the Bid Response. Unit prices quoted shall include delivery, all charges prepaid, and shall be exclusive of all taxes. No transportation, shipping, or handling charges shall be added to the invoice.

The County Purchasing Agent reserves the right to charge the Successful Bidder fifty dollars (\$50.00) per working day for each day the goods 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, shall be considered liquidated damages, and shall be deducted from the Bid Deposit or final payment, or charged back to the Successful Bidder.

## ***BLANKET ORDER CONTRACT***

The agreement set forth is essentially a Blanket Order Contract and the execution of the agreement does not authorize the Successful Bidder to deliver or release any material to any department in the County. Authorization for materials to be delivered shall be by Blanket Order Release issued by the Purchasing Agent.

Non-Exclusivity: Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict the County from acquiring similar, equal, or like goods and/or services from other entities or sources.

## ***TERM OF CONTRACT***

This Contract's initial term shall be in effect for five (5) years on or about February 1, 2024. This Contract may be renewed up to an additional five (5) one-year period(s) with the same terms and conditions at the **sole** discretion of Anne Arundel County, Maryland. After the initial term, any one-year renewals will be subject to the availability and appropriation of County funds.

## ***AWARD OF CONTRACT***

The County Purchasing Agent shall award all Contracts to the lowest responsible, responsive Bidder, as determined by the County Purchasing Agent. The decision of the Purchasing Agent is final.

Any other considerations for the award shall be stated in the Specifications and Bid Response.

Anne Arundel County, Maryland, reserves the right to accept or reject any bid and to procure no or any quantity of goods or services that are the subject of this IFB, as deemed in its best interest of the County by the Purchasing Agent. After all other proper evaluation, an award shall be made on an individual item basis, or may be awarded on an aggregate item basis if an additional discount is offered for an aggregate award to the lowest responsive, responsible Bidder meeting or exceeding the requirements of this IFB.

## ***LITERATURE AND SAMPLES***

If requested, the Bidder shall provide three (3) copies of complete, current, and up-to-date manufacturer-published descriptive literature and specifications for the proposed goods or services within five (5) days of the request, giving full details as to type of goods or services to be furnished under a Contract.

Samples, when requested by the County, shall be delivered to the Purchasing Division, Heritage Office Complex, 2660 Riva Road, 3rd Floor, Annapolis, Maryland, 21401, within five (5) days of the request, unless otherwise specified. All packages shall be marked "SAMPLES FOR BID NO. IFB24000179 - Meter Services Personnel, Temporary". Each sample shall bear the name of Bidder and item number, and shall be carefully tagged or marked in a clear and conspicuous manner. Failure of the Bidder to deliver required samples or to clearly identify samples may be considered sufficient reason for rejection of the Bid. All deliveries under a resulting Contract shall conform in all respects with samples as submitted and accepted as a basis for the award.

The Purchasing Agent reserves the right to retain or destroy samples and will be free from any redress or claim on the part of a Bidder if any samples are lost or destroyed. Upon notification by the Purchasing Agent that a sample is available for return, it shall be removed by the Bidder within thirty (30) days, or the Purchasing Agent may dispose of it at the Purchasing Agent's discretion.

## ***INSURANCE REQUIREMENTS***



Unless otherwise required by Special Conditions of this Invitation for Bids, if a Contract is awarded, the Successful Bidder shall be required to purchase and maintain during the life of the Contract Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers' Compensation Insurance with limits of not less than set forth below

COMMERCIAL GENERAL LIABILITY INSURANCE: At least \$1,000,000 combined single limit coverage on an occurrence basis covering all premises and operations and including Personal Injury, Independent Contractor, Contractual Liability and Products and Completed Operations.

BUSINESS AUTOMOBILE LIABILITY INSURANCE: At least \$1,000,000 Combined Single Limit to include owned, non-owned, and hired vehicles.

WORKERS' COMPENSATION INSURANCE: Statutory benefits as required by Maryland law and, when required, the U. S. Longshoremen's and Harbor Workers' Compensation Act, including standard Other States coverage; Employers' Liability coverage with limits of at least \$100,000 each accident/\$100,000 each employee disease/\$500,000 disease policy limit.

**On all Commercial General Liability Insurance policies, Anne Arundel County, Maryland, its agents, servants, and employees shall be named as an additional insureds, which shall be shown on the insurance certificates furnished to the County under this Section.**

The Successful Bidder shall provide the County with Certificates of Insurance evidencing the coverage required above. The Successful Bidder shall provide certificates of insurance before commencing work in connection with the Contract.

**Providing any insurance required herein does not relieve the Successful Bidder of any of the responsibilities or obligations assumed by the Successful Bidder in any resulting Contract or for which the Successful Bidder may be liable by law or otherwise.**

Failure to provide and continue in force insurance as required herein shall be deemed a material breach of any resulting Contract and shall operate as an immediate termination thereof.

Contractor shall advise the County via email at [purchasing@aacounty.org](mailto:purchasing@aacounty.org) and by first-class, certified mail within two (2) business days of any cancellation, non-renewal, or other termination of, or any substantive change to any insurance policy providing or represented as providing the coverages mandated herein. Failure to do so shall be construed as a material breach of this Agreement.

## ***RETURN GOODS POLICY***

The County shall apply the following policy to returned goods throughout the term of the Contract. By its signature on the Bid, the Bidder acknowledges it has read, understood, and agreed with the following policy.

Returns generated by the Successful Bidder's error, over shipment, defective merchandise, unacceptable substitution, or otherwise through no fault of the County shall be returned to the Successful Bidder with no restocking charge to the County. At the option of the County, replacement merchandise shall be shipped within fourteen (14) days of notification. The Successful Bidder shall bear all freight and delivery charges.

Returns of catalog stock merchandise generated by ordering error, over purchase, discontinued use, inventory reduction, or other fault of the County shall be accepted by the Successful Bidder. All catalog stock merchandise shall be unused, in the original container, and in suitable condition for resale. The Successful Bidder may assess a restocking charge of not more than twenty-five (25%) percent of the purchase price or the restocking charge noted in the Successful Bidder's published restocking charge, whichever is less. The County shall reimburse the Successful Bidder for original freight charges, if applicable, and shall bear the freight cost of returned goods.

Return of catalog stock merchandise more than six (6) months after receipt by the County shall be at the option of the Successful Bidder. Restocking charges cannot exceed the Successful Bidder's published catalog restocking fee for such returns. The County shall reimburse the Successful Bidder for original freight charges, if applicable, and shall bear the freight cost for return of the goods.

## ***PRICE ADJUSTMENTS***

All prices offered herein shall be firm against any adjustment for one (1) year from the effective date of the Contract. Prior to commencement of subsequent renewal terms, the County will entertain a request for price adjustments up to the Consumer Price Index in place exactly ninety (90) days prior to the renewal date. The Successful Bidder shall request all price adjustments in writing at least sixty (60) days and no more than ninety (90) days prior to the renewal date.

For purposes of this Section, "Consumer Price Index" shall mean the Consumer Price Index-All Urban Consumers-Baltimore, Baltimore-Columbia-Towson-All Items, Not Seasonally Adjusted (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

The County reserves the right to accept, reject, or modify the request for a price adjustment. If the County approves a price adjustment, the price shall remain firm for the renewal term for which it was requested.

In the event where the CPI is a negative value, at no time will the County adjust below current pricing.

## ***NEGOTIATED PRICING***

When purchasing large quantities of products or services, the County reserves the right to purchase at the prices offered under the resulting Contract or to negotiate lower prices. In no event will the County pay more than the price offered under the resulting contract.

## ***BID RESPONSE***

The Bidder certifies that the Bid Response has been duly authorized and approved by all required organizational action of the Bidder.

The person executing the Bid Response on behalf of the Bidder certifies that he or she has the legal and organizational authority to do so.

## ***COLLABORATION***

Additional information or clarification of any of the instructions or information contained herein may be obtained from the Office of the Purchasing Agent. The deadline for submitting a written request for clarification of requirements is January 26, 2024, at 9:00 a.m., local time. The County Purchasing Agent will respond by notifying all Bidders by written addendum.

Any Bidder finding any discrepancy in or omission from the Specifications resulting in doubt as to their meaning, or feeling that the Specifications are discriminatory, shall notify the County Purchasing Agent in writing no later than January 26, 2024, at 9:00 a.m., local time. These exceptions in no way obligate the County to change its Specifications. The County Purchasing Agent will respond by notifying all Bidders by written addendum of any interpretations made of the Specifications.

## **IFB TECHNICAL SPECIFICATIONS**

### ***GENERAL REQUIREMENTS***

## **GENERAL REQUIREMENTS**

### **1.0 SCOPE OF WORK – THE COUNTY’S TEMPORARY WORKER PROCESS**

1.1 The County initiated a process to administer and monitor the temporary worker services for the County under the existing contract(s). The new contract(s) shall also follow this process in hiring, changing, extending, and terminating all temporary workers under the awarded contracts for this IFB.

1.1.1 All temporary worker needs shall first be submitted to and approved by the Office of Personnel. During budget cuts and hiring freezes, these requests may also require written approval (exemptions). The County Agency requesting the temporary services shall submit a request for external temporary services to the Office of Personnel.

1.1.2 Once the request is approved, the appropriate (initially the primary) Successful Bidder will be notified with all the job descriptions and information necessary for the Successful Bidder to begin the hiring process for the position. This information may be faxed or emailed to the Successful Bidder.

1.1.3 The Successful Bidder shall notify the Office of Personnel within 48 hours (or two business days) if it can provide the requested temporary worker. If the Successful Bidder is unable to provide the requested temporary worker, the Office of Personnel will then contact the next Successful Bidder to fill the position.

1.1.4 The same process is followed when a County Agency requests an extension of a current temporary worker under this Contract.

1.1.5 All Successful Bidders shall obtain the approval of these services from the Personnel Officer or designee. Failure to follow this process may be cause for non-payment or be considered a breach of contract.

1.1.6 The County reserves the right to cancel any task or position, with at least 48 hours' notice, to meet the needs of the County. The County also reserves the right to increase the number of hours, or positions to meet the County's needs. Every effort to provide sufficient notice/requests to the Successful Bidders will be made by the County.

### **2.0 SCOPE OF SERVICES**

2.1 All Successful Bidders shall understand the relationship of both employer and employee and work to accommodate their employees and clients (the County).

- 2.2 The Successful Bidders shall schedule regular meetings at least two (2) times a year during the initial term, and at least once a year on subsequent terms to discuss contract progress and issues with the Office of Personnel. Additional meetings may be necessary to respond to problems and communicate any changes. These meetings may also include any County agency currently using or planning to use these services.
- 2.3 The Successful Bidders shall maintain trained staff to provide support services to their employees.
- 2.4 The Successful Bidders shall provide acceptable qualified and skilled temporary workers to the County.
- 2.5 The Successful Bidders shall provide their replacement policies for unacceptable temporary workers. The Successful Bidders shall provide replacements within two (2) working days after notification of the County or once a Successful Bidder has determined a replacement is necessary.
- 2.6 The Successful Bidders shall maintain or hire sufficient temporary workers available to the service area and job classifications.
- 2.7 The Successful Bidders shall respond within 48 hours (or two (2) business days) to provide qualified temporary workers regardless of time or nature of the work.
- 2.8 The Successful Bidders shall screen and interview temporary workers to identify skills, experience, and availability to work within the County.
- 2.9 The Successful Bidders shall provide their policies and procedures to their temporary workers and shall provide a copy to the County within two (2) business days if requested by the County.
- 2.10 The Successful Bidders shall provide testing for skill and knowledge before assigning a worker to the County.
- 2.11 The currently employed temps will automatically be moved to the new Successful Bidders on or about January 31, 2024.
- 2.12 There is not a Minority Owned Business requirement in this contract.
- 2.13 Temporary meter technicians report to Meter Services at the Department of Public Works at 445 Maxwell Frye Road, Millersville, Maryland 21108.

### **3.0 RESPONSIBILITY OF THE SUCCESSFUL BIDDERS**

- 3.1 The Successful Bidders shall, before the start of any work awarded, secure all personnel staff and temporary workers required to perform the services under this Contract.
- 3.2 The Successful Bidders shall be held fully responsible for the performance of any subcontractors.

3.3 The Successful Bidders shall be required to monitor the performance of the temporary workers weekly for the duration of employment by the County.

3.4 The Successful Bidders shall warrant and represent that the work under this Contract shall be of professional quality and shall be performed consistent with generally accepted industry standards.

#### **4.0 GENERAL SPECIFICATIONS Subcontracting**

Sub-contracting is not allowed unless the Successful Bidders receive prior approval from the County's Purchasing Agent.

#### **5.0 Contract Monitoring**

The County will have the right to review the work being performed by the Successful Bidders under this Contract. Review, checking, approval, or other actions by the County will not relieve the Successful Bidders of the responsibility for the thoroughness of the services to be provided in the Contract.

#### **6.0 Contingent Fee Prohibition**

The Successful Bidders warrant that they have not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Successful Bidders to solicit or secure these Contracts; and that they have not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or other consideration contingents on the making of these Contracts. For breach or violation of this warranty, the County may terminate these Contracts without liability or deduct from the Contract price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingency.

#### **7.0 Purchasing Elsewhere**

7.1 The County reserves the right to procure temporary services elsewhere by open market bidding if:

7.1.1 The job classification for the temporary workers is not specified in this IFB.

7.1.2 The Purchasing Agent determines that the temporary workers available under these Contracts may not meet a special requirement.

7.1.3 The services are performed similarly to a County program that can satisfy the requirements of the County.

## **8.0 LABOR AND WAGE REQUIREMENTS**

8.1 The Successful Bidders shall be responsible for the payment of all salaries, wages, bonuses, Social Security, Worker's Compensation, taxes, Federal and State Unemployment Insurance, and any and all taxes relating to the personnel furnished under this Agreement. The Successful Bidders shall be responsible for withholding State and Federal Income Taxes, as well as F.I.C.A. Taxes, and shall also comply with all other laws relating to employees, such as wage and hour laws, safety and health requirements, and collective bargaining laws.

8.2 The Successful Bidders shall comply with the Immigration Reform and Control Act of 1986 (IRCA), which requires all individuals hired after November 6, 1986, to provide their employers with proof of citizenship or authorization to work in the United States. The Successful Bidders, not the County, are the "employers" of their temporary workers and as such shall be responsible for compliance with this law.

### **8.3 Minimum Wages**

8.3.1 In the absence of a minimum wage schedule attachment for the Contract, the Successful Bidders shall pay their temporary workers performing the work under these Contracts not less than the minimum wage set by the U.S. Department of Labor or by the State of Maryland's wage and hour regulations (whichever is higher) for the applicable job classification in effect at the time of work performance.

8.3.2 The rate for the job classification listed on the Bid Response shall be the billable rate to the County and shall include the hourly rate to be paid to the temporary worker.

8.3.3 Temporary workers furnished by the Successful Bidders shall not be entitled to participate in any plans or benefits offered to County employees.

8.3.4 The State of Maryland's Living Wage requirements do not apply to this contract since this is not a State contract and the County does not use State of Maryland funds to run it.

8.3.5 If government rates change (i.e. Social Security rate or Unemployment Insurance Surcharge), the Successful Bidder(s) shall request a price change and supply the justification for such a request. The County will determine if a change should be granted and if the County has the funding for such a change. The County does not guarantee any rate change requests. All rate change requests are at the discretion of the County. Note – rate change requests shall be submitted in writing to the County's Purchasing Department.

### **8.4 Hourly Bill Rate**

8.4.1 The Bidder shall submit an hourly rate for the job classification proposed based on a forty (40) hour work week. The hourly rates shall remain firm for twelve (12) months and shall include all costs.

8.4.2 The hourly rate specified for this IFB shall be the bill rate to be paid to the Successful Bidders and shall include the hourly rate paid to the temporary worker.

8.4.3 No change in rates shall be permitted as a result of extending an assignment.

8.4.4 No increase in rates shall be permitted during the temporary worker's assignment.

8.4.5 Rate adjustments may be requested on this Contract once a year at the time of renewal only. Refer to the Section titled Price Adjustments.

8.4.6 Due to the length of the contract and the complexity of the Meter Services job functions, there will be multiple pay levels. These levels will afford the County the ability to maintain competitiveness when seeking new Temp employees, Keep talented Temp employees, and allow for merit raises for temp employees who perform well. All costs required for the pay level shall be included in the bid price.

## 8.5 **Overtime**

8.5.1 Maryland State law requires overtime to be paid for any hours in excess of forty (40) hours per week.

8.5.2 Payment for any overtime hours worked without prior County approval shall be the responsibility of the Successful Bidder. The County will not provide compensation for temporary help used in violation of this provision.

8.5.3 Temporary workers shall not work overtime or beyond the work shift without prior written authorization from the hiring County supervisor/manager.

8.5.4 Time and one-half the regular hourly rate shall be paid for hours in excess of forty (40) hours per week in accordance with the FLSA.

8.5.5 Any overtime shall be approved by the County supervisor/manager including working through lunch, etc.

8.5.6 Temporary workers shall be paid for work on a National holiday as defined in this section as time and one-half the regular hourly rate if scheduled to work. An additional County holiday shall be at the regular hourly rate if scheduled to work. If a temporary worker is not scheduled for a National holiday or a County holiday, the temporary worker does not receive any pay at the County's expense.

## 8.6 **Bonuses**



The County is not responsible for bonuses or other payment enhancements for the temporary workers.

## **8.7 Holidays**

8.7.1 The County recognizes the holidays listed below. Since the County will be closed, temporary meter technicians would not be working either, and would not be paid by the County unless called into work to help with backlog work due to weather.

8.7.1.1 The National holidays that are observed and where County offices are closed are as follows:

- New Year's Day
- Dr. Martin Luther King, Jr.'s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

8.7.1.2 Additional County holidays that are observed and the County offices are closed are as follows:

- Washington's Birthday
- Good Friday
- Thanksgiving Friday
- Days of general and congressional elections, not including primary elections, throughout the State

## **9.0 QUALIFICATIONS OF THE SUCCESSFUL BIDDERS' TEMPORARY WORKERS**

9.1 The job specifications used to describe the work to be performed by the temporary worker have been developed to designate an acceptable minimum level of requirements for the temporary personnel.

9.2 The County reserves the right to make periodic adjustments to the job descriptions including adding to special requirements, licenses, and certifications as necessary. Should those changes be substantial, the County will consider a change in the hourly rates.

9.3 The County reserves the right to add additional job descriptions and positions to satisfy the requirements of a County Agency due to special or superior skills. The hourly rate shall be agreed to by the Purchasing Agent, the Office of Personnel, and the County Agency.

#### 9.4 **Temporary Worker Certifications, Drivers' Licenses, etc.**

9.4.1 The Successful Bidders shall assure that the temporary workers hold all necessary certifications, licenses, etc. (such as valid, unrestricted Maryland driver license) as required by the County, depending on requirements for the position for which the temporary worker is hired.

9.4.2 The Successful Bidders shall provide a Department of Motor Vehicles Administration's printout to the County hiring Agency whenever a Maryland driver license is required.

9.4.3 The Successful Bidders shall keep copies of such documents on file, for a minimum of three (3) years, or as required by law.

#### 9.5 **Resumes**

9.5.1 The County agencies may request to interview candidates prior to making a final decision.

9.5.2 Resumes or equivalent documents may be required for all temporary personnel positions and shall be provided at the time of the interview with the County agency or upon arrival at the job site. This requirement shall be determined by the County agency requesting the temporary position.

#### 9.6 **Testing and Training**

##### 9.6.1 **Skills**

9.6.1.1 Temporary workers provided by the Successful Bidders shall have the necessary skills to meet the job requirements.

9.6.1.2 The County may request a description of the testing requirements (typing wpm, computer software, etc.), evaluations in hiring, screening, matching specific skills, and the temporary workers' results if applicable to the job requirements.

##### 9.6.2 **Safety Training**

9.6.2.1 The Successful Bidders shall be responsible for a safety training program, relative to the work involved. The Successful Bidders shall provide this program as well as all MOSHA, OSHA, and other mandated safety requirements which shall be available to temporary workers at the Successful Bidders' expense.

9.6.2.2 Training shall cover safety issues such as working in a confined space and working at heights of approximately twenty (20) feet or more.

9.6.2.3 The County may require the confirmation of a worker's successful completion of any required safety training.

## 9.7 Orientation

9.7.1 The Successful Bidders shall be responsible for directing the temporary workers to engage in appropriate workplace behavior and provide an orientation program, including providing a handout to introduce the temporary workers to the County's workplace. Orientation shall be made available to the temporary workers at the Successful Bidders' expense. An orientation program shall include information regarding worker conduct, appropriate dress code, and expectations of the County and the Successful Bidders.

9.7.2 Training/orientation shall contain, but not be limited to, such policies as Non-discrimination/Harassment, Sexual Harassment Prevention, Americans with Disabilities Act, and Drug-Free Workplace.

9.7.3 The Successful Bidders' workers shall acknowledge that they shall not smoke in the County offices/vehicles. The temporary workers shall review the County policies, sign an acknowledging receipt, and retain a copy of the County policies.

9.7.4 The Successful Bidders shall keep on file copies of said documents for a minimum of three (3) years or as may be required by law.

9.7.5 The Successful Bidders shall provide copies of said documents within 48 hours (or two business days) after requested from the County.

## 9.8 Drug Testing

9.8.1 These positions require drug testing under the Department of Transportation, FMCSA regulations. It is the responsibility of the Successful Bidders to comply with the drug testing provisions of the Federal Motor Carrier Safety Administration regulations for positions requiring commercial driver's licenses. This shall be done at the expense of the Successful Bidders.

9.8.2 Successful Bidders shall educate and enforce behavior that does not violate Federal Motor Carrier Safety Administration laws.

9.8.3 The County may require proof of the tests, which shall be provided at the expense of the Successful Bidders.

## 9.9 Background Checks/Investigations

At a minimum, a seven-year county criminal records check, education, and employment records checks shall be conducted for all temporary personnel assigned to the County. The expense for this minimal background investigation shall be included in the Bidders' position prices. A separate charge is not acceptable to the County.

#### 9.10 Identification Badges, Uniforms, and Dress Code

9.10.1 The County will provide one identification badge for each temporary worker. The badge shall be returned to the County immediately upon termination of the work.

9.10.2 The Successful Bidders shall ensure that temporary workers have turned in all County issued property upon termination of the job.

9.10.3 It is the responsibility of the Successful Bidder to ensure the identification badge or other County-issued property is returned. Replacement costs may be assessed for County-issued property not returned, or property that is returned damaged. The replacement costs may be deducted from the payment of any invoices due to the Successful Bidders.

9.10.4 The Successful Bidders shall be required to assure that workers are properly attired for the position.

#### 9.11 Temporary Equipment Operators

9.11.1 Temporary Meter Technicians drive County vehicles, so they shall be required to adhere to the requirements of Temporary Equipment Operators as listed below:

- In order to drive a County vehicle, temporary Equipment Operators shall be required to sign an operation form indicating that the Equipment Operator has read and agrees to abide by the County procedures, "General Rules for Drivers/Operators of County Vehicles" form that will be provided by the County to the Successful Bidders.
- The "General Rules for Drivers/Operators of County Vehicle" form shall be forwarded through the Department supervisor to Risk Management within twenty-four (24) hours after the temporary Equipment Operator begins work for the County.
- The Temporary Equipment Operators shall become a part of Anne Arundel County's random drug selection program.

9.11.2 The Successful Bidders shall provide a copy of the potential Temporary Equipment Operators' motor vehicle record and drivers' license to the County. The Risk Management Division of Central Services for the County will review the record and, if acceptable, obtain approval for the Temporary Equipment Operator to operate County vehicles.

#### 9.12 CONTRACT ADMINISTRATION Work Order Request

9.12.1 The Successful Bidders shall only fill requests that are described in this IFB or any amendments that have been approved by the Office of Personnel and the Purchasing Agent.

9.12.2 If a County agency requests a temporary worker not listed on the Contract, the Office of Personnel and Purchasing shall be notified so the County's need may be addressed.

9.12.3 The Successful Bidders shall be responsible for monitoring the worked hours and ensuring the same is not exceeded without prior authorization by the County. This also includes not providing unapproved personnel or unapproved extensions of personnel beyond the original expiration date for each position.

9.12.4 The Successful Bidders shall ensure that its temporary workers are paid the Contract pricing. Deviations shall be reported to Purchasing.

### 9.13 Unsatisfactory Temporary Workers

9.13.1 The Successful Bidders shall waive all charges for temporary workers who report to work and are deemed unsatisfactory within the first four (4) hours. If the temporary worker works more than four (4) hours and is then deemed unsatisfactory, the Successful Bidders may bill the County for all hours worked in the shift.

9.13.2 A temporary worker may not be reassigned or perform work for another County agency by the Successful Bidder without prior approval from the Office of Personnel.

9.13.3 Repeated failure to provide qualified temporary workers in a timely manner or other unsatisfactory performance will be cause to terminate the Contract.

### 9.14 Customer Satisfaction

Customer satisfaction is an important part of this Contract. The Successful Bidders shall monitor and report on the overall Contract of any problems that may arise.

### 9.15 Working Hours and Conditions

9.15.1 The County will specify the time for the temporary worker's arrival and departure from the workstation. Temporary workers shall not be paid for time spent applying and testing/interviewing for County jobs nor for any time not actually spent in productive work for the County.

9.15.2 Temporary workers shall receive one fifteen (15) minute break per each four (4) hour work period and thirty (30) minute to one (1) hour (depending on the County's preference) lunch period depending upon the assigned work location.

9.15.3 Work assignments shall vary depending on the need of the hiring department, and work may include shifts, holidays, weekends, etc.

9.15.4 In the event a temporary is requested initially to work a full shift and is released before four (4) hours, due to circumstances other than quality of work performance, the County shall be billed for four (4) hours.

9.15.5 The Successful Bidders have the responsibility to abide by all labor laws. Payment for any hours worked in violation of the labor laws will be the sole responsibility of the Successful Bidders. The County will not provide compensation for temporary help used in violation of the labor laws for temporary workers.

9.15.6 Work shall be performed at Anne Arundel County work locations throughout Anne Arundel County. Working hours are usually 7:00 a.m. to 3:30 p.m., Monday through Friday, with a half hour (½) unpaid lunch. The normal working hours per week are forty (40); however, some departments work three (3) shifts and certain assignments may require Saturday and/or Sunday work. Occasionally a part-time temporary worker (less than forty (40) hours) is required. These working hours may be subject to change.

9.15.7 Temporary workers shall sign in and out each workday and shall follow the standard operating procedures of the County agency for which they are employed. Temporary workers may only exceed eight (8) hours a day or forty (40) hours per work if approved by the County agency. The County agency will specify a time for the temporary worker's arrival at the job location. Time shall start upon the temporary worker's arrival at the job location and shall end upon leaving the job location.

## 9.16 Response Time

9.16.1 Assignment of a temporary worker with the requesting department within 48 hours (or two business days) is required. If Successful Bidders are unable to provide a temporary worker meeting the requirements, a response to the County confirming the inability to meet the request shall be made within the 48 hour (or two business days) time period.

9.16.2 The Successful Bidders shall be requested to provide temporary office help in accordance with the following procedure.

9.16.3 When a County agency requests temporary workers in the listed job classification, it will first contact, either orally or in writing, the primary Successful Bidder.

9.16.4 The primary Successful Bidder shall have forty-eight (48) hours to fill the request.

9.16.5 If the primary Successful Bidder cannot provide the needed service at the time of the request, the secondary Successful Bidder shall be contacted.

9.16.6 In the event none of the Successful Bidders can provide an individual within forty-eight (48) hours, the position will be filled from the open market.

### 9.17 Transportation and Parking

9.17.1 Free parking is available, unless otherwise indicated by the requesting County agency. For those County locations dependent on parking garages, such as the Arundel Center and the Courthouse, arrangements to cover the parking expenses may be made if acceptable to the County agency hiring the temporary worker.

9.17.2 The Successful Bidders and their temporary workers shall be responsible for providing transportation as necessary to and from the specified County job locations.

9.17.3 No additional charges for transportation or out of pocket expense shall be charged to the County unless specified by the County agency.

### 9.18 Successful Bidders Personnel Approval

9.18.1 The Successful Bidders shall employ sufficient, competent personnel to provide satisfactory service under this Contract. The County reserves the right to require the immediate removal and replacement of any individual assigned under this Contract if in the County's judgment the person's performance is unsatisfactory.

9.18.2 The Successful Bidders may offer a replacement for an unsatisfactory individual one time. If the temporary worker furnished the second time is still objectionable, the County has the option to go to the next Successful Bidder.

9.18.3 The County reserves the right to dismiss any individual at any time and be liable for payment of services only up to the time of dismissal and provided then only if services rendered meet the minimum requirements of the County.

### 9.19 Non-Hiring of County Employees

No employee of the County, whose duties as such employee include matters relating to or affecting the subject matter of this Contract shall, while so employed, become or be an employee of the party or parties hereby contracting with said Anne Arundel County.

### 9.20 Hiring of Successful Bidders' Personnel

9.20.1 If the County hires any Successful Bidders' temporary workers, the Successful Bidders shall waive any rights to any penalty or fee that the Successful Bidders might seek because of the hiring action under the following two (2) circumstances:

- The temporary worker is hired by the County after being on the assignment with the County for at least ninety (90) working days; or
- The temporary worker subsequently applies for and is hired from the County's eligible list.

## 9.21 Referrals

The County may from time to time refer applicants to the Successful Bidders for hiring purposes.

## 9.22 Invoicing

9.22.1 Invoices shall be submitted weekly in duplicate to the County agency utilizing the temporary services. This information is to be provided by the County agency at the time the Successful Bidder receives the confirmation order for temporary services. Invoices shall be payable within thirty (30) days of receipt by the Finance Department. Charges for late payment of invoices are prohibited.

9.22.2 All invoices shall show the breakdown of hours actually worked for each individual, the week beginning and ending, the job classification, the hourly rate and its extension, the County agency to which the services are being provided, the person requesting the services, and the complete name of the temporary worker.

9.22.3 The Blanket Purchase Order Release Number (usually ending in an "OP") shall be on each invoice. This consists of a nine (9) digit number. One (1) person per invoice is allowed for proper payment. Temporary workers shall provide the Successful Bidders with a time card signed by the County agency supervisor on which payment will be based.

9.22.4 Invoices shall include signed copies of time cards, which shall be legible and properly approved by the County agency's hiring supervisor/manager.

## 9.23 Reimbursement for Improper Charges, etc.

The Successful Bidders shall reimburse the County for any improper charges, which may result from fraudulent time cards prepared by the temporary worker, which are discovered within one year of payment by the County. This shall include, but is not limited to, unauthorized long- distance calls, incorrect time cards, improper rate charges, etc.

## 9.24 Quarterly Reports

9.24.1 The Successful Bidder shall furnish the County with a quarterly summary to reflect the following information for each County department. Failure to provide the quarterly reports may result in liquidated damages and/or cancellation of the Contract. The reports shall be submitted to the County no longer than the 30 days after the end of the measured quarterly period. Failure to provide these reports in a timely manner may result in liquidated damages for the Successful Bidder.

•Department name Temporary worker's name Job classification



- Dates worked (week ending) Bill rate
- Number of hours worked
- Overtime hours worked (if any)
- Total dollar volume billed for each department Grand total dollar volume billed quarterly

9.24.2 The County may request quarterly reports to demonstrate contract performance, as well as other reports upon occasion for such information such as an updated list of current temporary workers working for the County and position information. The Successful Bidders shall provide the additional requested information within a reasonable amount of time.

#### 9.25 Document Retention

The Successful Bidders shall maintain and retain all records and other documents relating to this Contract for a period of three (3) years from the date of final payment under the Contract or any applicable statute of limitations, whichever is longer and will make the documents available for inspection and audit by authorized County representatives including the Purchasing Agent or designee, at all reasonable times.

#### 9.26 Successful Bidders Performance

Customer satisfaction is an important part of this Contract. The Successful Bidders shall monitor and report on the overall Contract of any problems that may arise.

### **10.0 BIDDERS REQUIREMENTS**

10.1 Bidders shall meet the requirements below in order to be considered for an award of this Contract. Bidders shall submit this information along with their Bid Response costs. Failure to include the required documents or an incomplete documentation may be cause for rejection of the Bid Response.

#### 10.2 Business Experience

10.2.1 The Bidders shall have been in the business of providing temporary worker services for a period of five (5) recent years or more to be considered. (Proof may be required. In the case of newly opened offices of franchises, the number of years in service of the franchise will be the determining factor).

#### 10.3 Branch Office Location Requirement

The Bidders shall have at least one (1) branch office located within a 20-mile radius of Millersville, Maryland, to service the County in order to provide sufficient temporary workers to fill order requests. Bidder shall state location and hours of the branch office meeting the 20-mile radius requirement and all other applicable offices. This will be determined by the address location of the branch office provided and the driving distance to Maxwell Frye Boulevard in Millersville, Maryland 21108 based on the information verified via MapQuest or Google Maps.

#### 10.4 References

10.4.1 The Bidders shall have at least three (3) professional references that confirm successfully performed contracts similar in nature and volume to this IFB within the past three (3) years in order to assess the background, experience, and stability of the firm. No more than one reference shall be from the same contract.

10.4.2 Bidders shall supply a minimum of three (3) large commercial firms or government agencies who shall attest to the Bidder's ability to successfully provide the services and skills requested are similar in nature and volume requirements are met.

10.4.3 References shall be current (or within the last three years) and identify clients for whom similar services and skills have been provided. The name of each referenced firm, a description of the services provided, the term of the contract, the estimated yearly dollar value, a person to contact from the firm, and a current contact telephone number is required with Bid Response.

#### 10.5 Primary Contact Information

The Bidders shall assign at least one (1) contact person to be responsible for the Contract. This contact person and the contact information shall be provided in the Bid Response.

#### 10.6 Questionnaire Section

Bidders shall answer all questions on the enclosed questionnaire and submit with their Bid Responses regarding their businesses in order to be considered for an award. Failure to provide this information may result in rejection of the Bid Response

### **11.0 SITE VISITS**

Prior to awarding this IFB, the County reserves the right to schedule site visits to Bidders' facilities to assess the capability and ability to fulfill the obligations of the Contract.

## **12.0 JOB CLASSIFICATION AND DESCRIPTION**

12.1 A job classification is attached (in Appendix A) for the position to be provided by the Successful Bidders. Temporary workers may be expected to perform other related duties not specifically detailed therein, but generally within the scope of the job classification requirements for knowledge skills and abilities as specified.

- The computer system and software used throughout the County is Enterprise One and many Personal Computers are connected to servers and LANS.
- Personal Computer or Laptop
- Microsoft Office Suite (Microsoft Word, Excel, Access, and PowerPoint)

## **13.0 QUANTITIES**

13.1 The quantities listed are averages from the past year to show the average yearly usage. These quantities are used for evaluation purposes only and in no way guarantee hours on the new contract awards. Actual quantities may be higher or lower.

13.2 The current contract utilizes ten (10) meter technicians.

## ***BASIS OF AWARD***

The basis of award shall be by grand total for all items inclusive.

## **SOLICITATION HEADER - INTRODUCTION**

### ***P.O.R.T. Notice***

The Division of Purchasing is now posting solicitations on the new Purchasing Operations Resource Technology ("P.O.R.T.") Bid Board <https://www.aacounty.org/departments/central-services/purchasing/index.html> P.O.R.T. is the County's web-based eProcurement system which is powered by WebProcure, through our partner, Perfect Commerce.

**Effective August 1, 2022, the County will only accept formal bids and proposals through the PORT System. To register, please visit our website at:**

<https://www.aacounty.org/departments/central-services/purchasing/P.O.R.T./registration/index.html>

**For assistance in registering, please contact:** Diana Cox, Procurement Strategy Manager, Anne Arundel County, Purchasing Division, 410-222-7668, [phcox001@aacounty.org](mailto:phcox001@aacounty.org)

**For technical assistance, please contact WebProcure Assistance,** 866-889-8533, [webprocure-support@proactis.com](mailto:webprocure-support@proactis.com)

**If you have questions or concerns with submitting an electronic bid, please send an email to [purchasing@aacounty.org](mailto:purchasing@aacounty.org) or call (410) 222-7620.**

**IMPORTANT NOTICE:** Addenda to solicitations often occur, sometimes within as little as 48 hours, prior to bid opening or deadline for submitting a proposal. It is the potential Bidder's or Offeror's responsibility to frequently visit the P.O.R.T. website at <https://www.aacounty.org/departments/central-services/purchasing/index.html> to obtain Addenda once they have received a copy or downloaded a solicitation.

**NOTE: ALTHOUGH THE SYSTEM ALLOWS FOR MULTIPLE BID OR PROPOSALS RESPONSES, THE COUNTY DOES NOT ACCEPT THEM. THEREFORE, ANY BIDDER OR OFFEROR WHO SUBMITS MORE THAN ONE BID OR PROPOSAL RESPONSE MAY BE DEEMED NON-RESPONSIVE AND HAVE ALL RESPONSES REJECTED.**

## Questionnaire:

### PUBLIC INFORMATION ACT NOTICE

Description: PUBLIC INFORMATION ACT NOTICE

*I acknowledge and accept the following: If awarded a contract, the contract, including the Successful Bidder's response, will be made public. The Bidder shall provide a separate copy of its bid that contains redactions of content that the bidder contends is confidential financial information or a trade secret. If a bidder, however, fails to provide a redacted copy, the final contract without the bid documents could be posted and if someone makes a Maryland Public Information Act request for the bid, then once the request comes in, Purchasing can advise the submitter that the County intends to publicly produce the bid unless the submitter provides a redacted version with its bid response.*

Type YES/NO  
Is Required Y

*Please provide a redacted version of your bid response if any or all parts of your Bid Response are deemed confidential. ONLY a REDACTED version of your proposal should be uploaded here. All other documents, such as Affidavits, drawings, etc. should be uploaded to the Attach Documents tab, which will display once the required fields in the Requirements and Questionnaire sections are complete.*

Type ATTACHMENT  
Is Required N

### AFFIDAVIT SUBMITTAL

Description: Bidder/Offeror to submit scanned, signed Affidavit(s).

*Upload a scanned copy of your signed and notarized Affidavit*

Type ATTACHMENT  
Is Required Y

### VENDOR INFORMATION FORM

Description: Bidder/Offeror to submit scanned, signed Vendor Information Form.

*Upload a scanned copy of the completed Vendor Information Form*

**Type  
Is Required**

ATTACHMENT  
Y

## Documents:

Vendor-Contractor Information Sheet.pdf

Affidavit\_2024.pdf

IFB24000179 - JOB CLASSIFICATION - APPENDIX A.pdf

# Item Specifications

No.	Item	Alternative	Supplier Part No	Mfr. Name	Mfr. No	Del Date	Unit	Unit Bid	Qty.	Total
1	Meter Technician 1, (Per Technician) Straight Time, Tier 1						hour		2,080.00	
<p><b>Item Specification for Meter Technician 1, (Per Technician) Straight Time, Tier 1</b>                      Description:                      Manufacturer Name: No Manufacturer Specified                      Delivery Address: Anne Arundel County 2660 Riva Road AnnapolisMD21401                      Desired Delivery Date: Feb 01, 2024                      Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
2	Meter Technician I, (Per Technician) Straight Time, Tier 2						hour		2,080.00	
<p><b>Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 2</b>                      Description: Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 2 Description: Straight Time, Tier 2                      Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
3	Meter Technician I, (Per Technician) Straight Time, Tier 3						hour		2,080.00	
<p><b>Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 3</b>                      Description: Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 3 Description: Straight Time, Tier 3                      Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
4	Meter Technician I, (Per Technician) Straight Time, Tier 4						hour		2,080.00	
<p><b>Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 4</b>                      Description: Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 4 Description: Straight Time, Tier 4                      Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
5	Meter Technician I, (Per Technician) Straight Time, Tier 5						hour		2,080.00	
<p><b>Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 5</b>                      Description: Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 5 Description: Straight Time, Tier 5                      Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
6	Meter Technician I, (Per Technician) Straight Time, Tier 6						hour		2,080.00	



No.	Item	Alternative	Supplier Part No	Mfr. Name	Mfr. No	Del Date	Unit	Unit Bid	Qty.	Total
<p><b>Item Specification for Meter Technician I, (Per Technician)Straight Time, Tier 6</b>                      Description: Item Specification for Meter Technician I, (Per Technician)Straight Time, Tier 6 Description:Straight Time, Tier 6</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
7	Meter Technician I, (Per Technician) Straight Time, Tier 7						hour		2,080.00	
<p><b>Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 7</b>                      Description: Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 7 Description:Straight Time, Tier 7</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
8	Meter Technician I, (Per Technician) Straight Time, Tier 8						hour		2,080.00	
<p><b>Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 8</b>                      Description: Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 8 Description:Straight Time, Tier 8</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
9	Meter Technician I, (Per Technician) Straight Time, Tier 9						hour		2,080.00	
<p><b>Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 9</b>                      Description: Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 9 Description:Straight Time, Tier 9</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
10	Meter Technician I, (Per Technician) Straight Time, Tier 10						hour		2,080.00	
<p><b>Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 10</b>                      Description: Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 10 Description:Straight Time, Tier 10</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
11	Meter Technician I, (Per Technician) Straight Time, Tier 11						hour		2,080.00	
<p><b>Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 11</b>                      Description: Item Specification for Meter Technician I, (Per Technician) Straight Time, Tier 11 Description:Straight Time, Tier 11</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
12	Meter Technician I, (Per Technician) Overtime, Tier 1						hour		500.00	
<p><b>Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 1</b>                      Description: Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 1 Description:Overtime, (1.5 x Straight Time), Tier 1</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										

No.	Item	Alternative	Supplier Part No	Mfr. Name	Mfr. No	Del Date	Unit	Unit Bid	Qty.	Total
13	Meter Technician I, (Per Technician) Overtime, Tier 2						hour		500.00	
<b>Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 2</b> Description: Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 2 Description:Overtime, (1.5 x Straight Time), Tier 2  Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No										
14	Meter Technician I, (Per Technician) Overtime, Tier 3						hour		500.00	
<b>Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 3</b> Description: Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 3 Description:Overtime, (1.5 x Straight Time), Tier 3  Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No										
15	Meter Technician I, (Per Technician) Overtime, Tier 4						hour		500.00	
<b>Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 4</b> Description: Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 4 Description:Overtime, (1.5 x Straight Time), Tier 4  Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No										
16	Meter Technician I, (Per Technician) Overtime, Tier 5						hour		500.00	
<b>Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 5</b> Description: Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 5 Description:Overtime, (1.5 x Straight Time), Tier 5  Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No										
17	Meter Technician I, (Per Technician) Overtime, Tier 6						hour		500.00	
<b>Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 6</b> Description: Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 6 Description:Overtime, (1.5 x Straight Time), Tier 6  Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No										
18	Meter Technician I, (Per Technician) Overtime, Tier 7						hour		500.00	
<b>Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 7</b> Description: Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 7 Description:Overtime, (1.5 x Straight Time), Tier 7  Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : No										
19	Meter Technician I, (Per Technician) Overtime, Tier 8						hour		500.00	

No.	Item	Alternative	Supplier Part No	Mfr. Name	Mfr. No	Del Date	Unit	Unit Bid	Qty.	Total
<p><b>Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 8</b>                      Description: Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 8 Description:Overtime, (1.5 x Straight Time), Tier 8</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
20	Meter Technician I, (Per Technician) Overtime, Tier 9						hour		500.00	
<p><b>Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 9</b>                      Description: Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 9 Description:Overtime, (1.5 x Straight Time), Tier 9</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
21	Meter Technician I, (Per Technician) Overtime, Tier 10						hour		500.00	
<p><b>Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 10</b>                      Description: Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 10 Description:Overtime, (1.5 x Straight Time), Tier 10</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
22	Meter Technician I, (Per Technician) Overtime, Tier 11						hour		500.00	
<p><b>Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 11</b>                      Description: Item Specification for Meter Technician I, (Per Technician) Overtime, Tier 11 Description:Overtime, (1.5 x Straight Time), Tier 11</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
23	Meter Services Warehouse Specialist, Straight Time, Tier 1						hour		2,080.00	
<p><b>Item Specification for Meter Services Warehouse Specialist, Straight Time, Tier 1</b>                      Description: Item Specification for Meter Services Warehouse Specialist, Straight Time, Tier 1 Description:Straight Time, Tier 1</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
24	Meter Services Warehouse Specialist, Straight Time, Tier 2						hour		2,080.00	
<p><b>Item Specification for Meter Services Warehouse Specialist, Straight Time, Tier 2</b>                      Description: Item Specification for Meter Services Warehouse Specialist, Straight Time, Tier 2 Description:Straight Time, Tier 2</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
25	Meter Services Warehouse Specialist, Straight Time, Tier 3						hour		2,080.00	
<p><b>Item Specification for Meter Services Warehouse Specialist, Straight Time, Tier 3</b>                      Description: Item Specification for Meter Services Warehouse Specialist, Straight Time, Tier 3 Description:Straight Time, Tier 3</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										

No.	Item	Alternative	Supplier Part No	Mfr. Name	Mfr. No	Del Date	Unit	Unit Bid	Qty.	Total
26	Meter Services Warehouse Specialist, Straight Time, Tier 4						hour		2,080.00	
<p><b>Item Specification for Meter Services Warehouse Specialist, Straight Time, Tier 4</b>                      Description: Item Specification for Meter Services Warehouse Specialist, Straight Time, Tier 4 Description: Straight Time, Tier 4</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
27	Meter Services Warehouse Specialist, Straight Time, Tier 5						hour		2,080.00	
<p><b>Item Specification for Meter Services Warehouse Specialist, Straight Time, Tier 5</b>                      Description: Item Specification for Meter Services Warehouse Specialist, Straight Time, Tier 5 Description: Straight Time, Tier 5</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
28	Meter Services Warehouse Specialist, Straight Time, Tier 6						hour		2,080.00	
<p><b>Item Specification for Meter Services Warehouse Specialist, Straight Time, Tier 6</b>                      Description: Item Specification for Meter Services Warehouse Specialist, Straight Time, Tier 6 Description: Straight Time, Tier 6</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
29	Meter Services Warehouse Specialist, Overtime, Tier 1						hour		500.00	
<p><b>Item Specification for Meter Services Warehouse Specialist, Overtime, Tier 1</b>                      Description: Item Specification for Meter Services Warehouse Specialist, Overtime, Tier 1 Description: Overtime, (1.5 x Straight Time), Tier 1</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
30	Meter Services Warehouse Specialist, Overtime, Tier 2						hour		500.00	
<p><b>Item Specification for Meter Services Warehouse Specialist, Overtime, Tier 2</b>                      Description: Item Specification for Meter Services Warehouse Specialist, Overtime, Tier 2 Description: Overtime, (1.5 x Straight Time), Tier 2</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
31	Meter Services Warehouse Specialist, Overtime, Tier 3						hour		500.00	
<p><b>Item Specification for Meter Services Warehouse Specialist, Overtime, Tier 3</b>                      Description: Item Specification for Meter Services Warehouse Specialist, Overtime, Tier 3 Description: Overtime, (1.5 x Straight Time), Tier 3</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										
32	Meter Services Warehouse Specialist, Overtime, Tier 4						hour		500.00	
<p><b>Item Specification for Meter Services Warehouse Specialist, Overtime, Tier 4</b>                      Description: Item Specification for Meter Services Warehouse Specialist, Overtime, Tier 4 Description: Overtime, (1.5 x Straight Time), Tier 4</p> <p>Allow Vendor to Enter Negative Value : No                      Exclude Line Item from Bid Total : No</p>										

No.	Item	Alternative	Supplier Part No	Mfr. Name	Mfr. No	Del Date	Unit	Unit Bid	Qty.	Total
33	Meter Services Warehouse Specialist, Overtime, Tier 5						hour		500.00	

**Item Specification for Meter Services Warehouse Specialist, Overtime, Tier 5**  
**Description:** Item Specification for Meter Services Warehouse Specialist, Overtime, Tier 5 Description:Overtime, (1.5 x Straight Time), Tier 5  
**Allow Vendor to Enter Negative Value :** No  
**Exclude Line Item from Bid Total :** No

34	Meter Services Warehouse Specialist, Overtime, Tier 6						hour		500.00	
----	---	--	--	--	--	--	------	--	--------	--

**Item Specification for Meter Services Warehouse Specialist, Overtime, Tier 6**  
**Description:** Item Specification for Meter Services Warehouse Specialist, Overtime, Tier 6 Description:Overtime, (1.5 x Straight Time), Tier 6  
**Allow Vendor to Enter Negative Value :** No  
**Exclude Line Item from Bid Total :** No

