



Solicitation Number: IFB24000293

MANAGEMENT SERVICES - Whitmore Parking Garage

Invitation for Bid (IFB)

Anne Arundel County

March 20, 2024 - April 23, 2024

General Header Information

No. IFB24000293
Title: MANAGEMENT SERVICES - Whitmore Parking Garage
Start Date: March 20, 2024 at 3:00:00 PM EDT
End Date: April 23, 2024 at 1:30:00 PM EDT
Vendor Q&A Start Date: March 20, 2024 at 3:15:00 PM EDT
Vendor Q&A End Date: April 10, 2024 at 4:00:00 PM EDT
Estimated Total Value:
Who can respond to this bid? : All Vendors
Description: It is the intent of Anne Arundel County, Maryland, herein called the County, to contract the parking garage management and maintenance services at the Whitmore Parking Garage, 37 Clay Street Annapolis, MD 21401. The Successful Bidder shall assume full operational responsibility for the Whitmore Garage.
Delivery Terms: Free On Board Destination
Payment Terms: Net 30 Days
Contact Information: Anne Arundel County
Annette LesCallett
2660 Riva Road 3rd Floor - Purchasing Division Annapolis MD, 21401
United States
Tel: 410-222-7626
Fax:
phlesc00@aacounty.org
Contact Details: If you have any questions, please contact:
Annette LesCallett
2660 Riva Road 3rd Floor - Purchasing Division Annapolis MD, 21401
United States
Tel: 410-222-7626
Fax:
phlesc00@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

For technical assistance, please contact WebProcure Assistance, 866-889-8533, webprocure-support@proactis.com

If you have questions or concerns with submitting an electronic bid, please send an email to 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.

_____ 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

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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>

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If you have questions or concerns with submitting an electronic bid, please send an email to 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. 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.

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>Company/Corporation or Professional Service Corporation <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>Partnerships</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>Limited Partnerships <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>Limited Liability Company / Corporation <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>Religious Corporations and Churches</p>	<p>PROOF ALWAYS NEEDED</p>	<p>ENTITY SHALL PROVIDE: By-Laws, Articles of Incorporation, or Corporate Resolution</p>
<p>Limited Liability Partnerships and Limited Liability Limited Partnerships <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.

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

IFB GENERAL SPECIFICATIONS

SCOPE

These Specifications are intended to cover parking garage management and maintenance services for the Anne Arundel County Facilities Management Division (FMD), 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 1:00 p.m., local time, on April 2, 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 Annette LesCallett at phlesc00@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. 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 Mrs. Parsons for anything other than ADA accessibility assistance.

Pre Bid Zoom Meeting

<https://aacounty.zoom.us/j/82452186216?pwd=aUdNeDEyajMvRmQ5SmFZVUgxNWxBUT09>

Meeting ID: 824 5218 6216

Passcode: CKe@Y3QN

One tap mobile

+13017158592,,82452186216#,,,,*88695668# US (Washington DC)

+14702509358,,82452186216#,,,,*88695668# 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: 824 5218 6216

Passcode: 88695668

Find your local number: <https://aacounty.zoom.us/j/kcNO4EAzaX>

DELIVERY/INSTALLATION OF GOODS OR SERVICES

Successful Bidder shall guarantee to man the property with a minimum of one (1) employee at the Anne Arundel County Whitmore Parking Garage, 37 Clay Street Annapolis, MD 21401, twenty-four (24) hours a day, seven (7) days a week, year-round.

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 shall be in effect for five (5) years on or about May 1, 2024. This Contract may be renewed up to an additional one (1) five-year period(s) with the same terms and conditions at the **sole** discretion of Anne Arundel County, Maryland. If the term of this Agreement extends beyond the County's current fiscal year, this Agreement is conditioned upon and subject to appropriation and availability of **County funds on a yearly basis** for that part of the term of this Agreement that extends beyond the County's current fiscal year, and this Agreement may be terminated by the County.

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. IFB24000293 - MANAGEMENT SERVICES - Whitmore Parking Garage". 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.

WARRANTY AND SERVICE

The Successful Bidder warrants any goods or services furnished shall be of the highest quality, shall comply with Specifications, and shall be free from all defects in workmanship and materials for at least one (1) year. Any defective goods shall be immediately replaced free of cost to the County.

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. **The general aggregate limit is to apply per project.**

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 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. Annually the vendor may by written request, and the County will consider an annual request for a price adjustment, up to the Consumer Price Index, in place on the date of the written request. Price adjustments will not occur more than once in a twelve (12) month period. 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 contract anniversary 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 no less than twelve (12) months for which it was requested.

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 April 10, 2024, at 4:00 p.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 April 10, 2024, at 4:00 p.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

1.1 It is the intent of Anne Arundel County, Maryland, herein called the County, to contract the parking garage management and maintenance services at the Whitmore Parking Garage, 37 Clay Street Annapolis, MD 21401. The Successful Bidder shall assume full operational responsibility for the Whitmore Garage.

2.0 BACKGROUND & HISTORY

2.1 The Whitmore Garage is owned by Anne Arundel County, Maryland. The Whitmore Garage is subject to an agreement between the County and the State of Maryland. Four Hundred Seventy-Six (476) parking spaces shall be made available monthly for the exclusive use of the State. Three Hundred Fifty (350) parking spaces shall be made available for the exclusive use of County employees. The allotted spaces to the State are available for public use when not reserved by the State. Approximately 400 parking passes are issued to the State for the purpose of employee parking via access cards. Approximately Nine Hundred Ninty-Five (995) County employees use their County ID's to access the garage. The County has a right to increase or decrease the number of reserved parking spaces.

3.0 CURRENT FACILITY STATUS AND OPERATING ENVIRONMENT

3.1 The Whitmore Parking Garage is a multi-level Six (6) concrete ramped parking facility. The facility was built in 1974 and contains the following features:

3.1.1 Parking Spaces: approximately Eight Hundred and Twenty-Six (826) parking spaces.

3.1.2 Building Features: Three (3) elevators, Four (4) stairwells, equipment and supply storage room, small office, bathroom, and Two (2) electrical equipment rooms.

3.1.3 External Features: Public Park area on the Calvert Street side of the garage.)

3.1.4 6 Electric Vehicle (EV) charging stations

3.1.5 There are Two (2) points of entry and Two (2) points of egress, one each on Clay Street and one each on Northwest Street.

3.1.6 The County reserves the right to validate parking tickets through validation stickers at its discretion for, but not limited to, patrons of the Arundel Center, Jurors assigned to the County Courthouse, and community events etc. The County currently reserves Thirty-Two (32) marked parking spaces for various departments.

3.1.7 There are also approximately Five Hundred (500) Parking Tickets that are validated each month for free parking. Transient Parking Fees are approximately Eleven Thousand Dollars (\$11,000) per month.

3.1.8 The current schedule of parking rates are as follows. The County reserves the right to set and adjust parking rates and fees including but not limited to hourly, daily, monthly and “reduced fee” or “free to all” to accommodate special events:

Weekend Rates	
Friday 4 pm – Saturday 4 am	\$2.00
Saturday 4 am – Saturday 4 pm	\$4.00
Saturday 4 pm – Sunday 4 am	\$2.00
Sunday 4 am – Sunday 4 pm	Free
Sunday 4 pm – Monday 4 am	\$2.00
Weekday Rates	
Monday 4 am – Friday 4 pm	\$1.25 per hour, \$10.00 maximum rate
Monthly Rate	
One (1) Month	\$120.00
Monthly Rate for State and County Employees	\$40.00 per agreement

4.0 CURRENT GARAGE EQUIPMENT

4.1 The current garage equipment consists of:

- Tiba X 30, Server 2019 version
- 1 cash and credit card Pay Station (Tiba APS-30)
- Clay Street Main Entrance**
- 3 lanes, 1 in, 1 out, 1 reversible
- 2 entry kiosks (Tiba MP-30-A)
- 2 exit kiosks (Tiba SW-30-A)
- 4 gates
- Center lane is reversible
- 4 add-on HID card access system readers for AACO employees (Maintained by the County)
- W Washington St Monthly Only**
- 2 lanes, 1 in, 1 out

- Total of 4 gates
- 2 monthly only Tiba kiosks (Tiba CR-30-M)
- 2 add-on HID card access system readers for AACO employees (Maintained by the County)
- Upon entry, scan monthly card and then second gate at the top of the ramp automatically lifts
- Upon exit, scan monthly card at the top of the hill in garage, then second gate at the bottom of the ramp automatically lifts

4.2 The equipment is hard-wired and consists of gates, entrance ticket dispensers and card readers, exit gates, motorcycle sensors, and an intercom system.

4.3 The current equipment uses 110 volts. All cable/power is underground.

4.4 The garage is equipped with fiber and internet for communications.

4.5 The garage has a new security camera system with video linked to the attendant's booth /office. The existing County cameras will not be the responsibility of the Successful Bidder other than to monitor. The Successful Bidder may not use the cameras or recordings for any purposes other than to monitor the security of the parking garage. Sharing of the recordings or footage with any entity is prohibited.

5.0 THE COUNTY SHALL

5.1 Retain ownership of the described property and all appurtenances thereto.

5.2 Surrender said property to the Successful Bidder, under the terms of this contract in its "as-is" condition, on this contract's starting date. Any and all repairs to the equipment shall be approved by the County prior to work being completed. Equipment repair costs should be included in the monthly management and operational rate of the garage. The Successful Bidder will not receive additional funds to maintain or repair the garage parking equipment.

5.3 Retain the right of unannounced entry of the Property for the purpose of inspection to assure the facility is being properly maintained and used only for the purpose authorized.

5.4 Have the right to restrict parking areas as needed for maintenance and repair needs.

5.5 Shall, in its sole discretion, repair or replace any part of a piece of the property when and as it deems necessary during the term of the contract.

5.6 Make upgrades and maintain the building envelope and building structure as it seems necessary.

5.7 Reserve the right to default the Successful Bidder for violations as listed in the contract general requirements and these specifications.

6.0 SUCCESSFUL BIDDER/OPERATOR RESPONSIBILITIES

6.1 Assume all operational and management costs related to and stipulated herein, and shall be paid by Anne Arundel County a monthly management and operational fee under the terms of the agreement and as specified in the Bid Response.

6.2 Take possession of the property in “as-is” condition, subsequent to a pre-award inspection. Inspection shall occur during the scheduled site visit. Reference Section 20.0 below.

6.3 Initiate and see to the satisfactory completion of normal repairs, system software upgrades, and maintenance, this includes but is not limited to the items listed below.

6.3.1 Operational building and ground components: including all equipment onsite at the time of award of the contract such as, but not limited to, entry/exit gates and equipment, ticket dispensers, pass readers (except DSX/HID readers), sweeper, payment machines and other aspects typically associated with the management of a multi-level parking facility.

6.3.2 Appearance of Property: including the cleanliness of the building, removal of graffiti, and keeping both the patron amenities and pedestrian streetscape in a clean, attractive condition. Trash cans located throughout the garage shall be emptied daily and deposited in the dumpster provided by the County. The Successful Bidder shall be responsible for wheeling the dumpster to the front of the garage for garbage pickup as scheduled by the County.

6.3.3 Capital Expenses: All capital expenses, such as new equipment or renovations, shall be the responsibility of the County. The Successful Bidder shall be responsible for maintaining any new, and current equipment and renovated facilities. The County or the Successful Bidder may request an adjustment to the management and operational fee based on consideration of the potential for cost increases or savings resulting from any new equipment or renovations. Monthly fee adjustments shall be formally documented by a contract amendment.

6.4 Shall be totally responsible for operation and maintenance of the property as a parking facility and for payment of costs and expenses as defined in these specifications.

6.5 Shall provide and perform software updates to the parking equipment as required.

6.6 Develop, publish and maintain a manual of operating procedures subject to submission to and approval by the County within 30 days of the contract being awarded. This manual shall include but is not limited to provisions for office and accounting procedures, financial procedures, staffing plan, employee training plan, parking control, handling of special vehicles, maintenance plan, customer relations plan, emergency response, security protocols, and other areas pertinent to operating a parking facility while maintaining a high degree of service and professionalism.

6.7 Provide a clear and concise audit trail of all transactions, expenses, and maintain complete records to include:

6.7.1 Reports of revenues as well as facility usage shall be provided to the designated County contact on a daily and monthly basis. Monthly Reports shall be provided within 15 days of the end of each month for the previous month’s revenue.

6.7.2 Parking tickets shall be installed in ticket spitters in sequential order. The discrepancies between the number of tickets dispensed or vehicles entering and tickets received, or vehicles exiting may not be more than .5% of tickets dispensed (vehicles entering). If the discrepancy is more than .5%, the County reserves the right to adjust any payment due the Successful Bidder.

6.7.3 All expenses not included in the management and operational fee as specified in Section 8.0 shall be documented and submitted to the County monthly. Documentation shall include but not be limited to: notification to the County prior to work performed, scope of work performed, copies of all invoices and receipts from vendors including breakdown of labor and materials where appropriate. The County reserves the right to refuse payment for non-management fee items that were not preapproved or a receipt cannot be provided.

6.7.4 The County reserves the right to audit the Successful Bidders records at any time.

6.8 Shall man the property with a minimum of one (1) employee and be open for business twentyfour hours a day, seven days a week, year-round.

6.9 Have sufficient staff to provide operations and management of the property as required by this scope of work.

6.10 Comply with all local, State, and Federal Laws. Evidence of noncompliance with legislative mandates may be cause for termination.

6.11 Provide requested parking validation stickers in a timely manner when requested by Authorized County employees. The Successful Bidder will provide a monthly report on the number of parking validation stickers provided and utilized in the previous month.

6.12 Shall transfer any and all equipment, information, and documentation associated with this contract prior to the termination of the contract. A letter or transmittal shall be signed by both the Successful Bidder and the County to document the transfer.

7.0 MANAGEMENT AND OPERATIONAL FEE

7.1 The management and operational fee as listed on the Bid Response Form shall be all-inclusive of labor, materials, tools, parts, equipment, transportation, overhead, profit, personnel costs, insurance, and all services required to manage and operate the Whitmore Parking Garage. The fee shall include:

7.1.1 The complete maintenance of the property and all adjacent areas and walkways, and entrances. These areas shall be maintained in a neat, clean and unobstructed manner, free from hazards, debris, snow/ice, unwanted vegetation, and garbage.

7.1.2 Maintain all parking striping, signage, and lighting as necessary to safely operate the property. The Successful Bidder shall notify the County in writing when the replacement of any such striping, signage, or lighting is beyond the scope of the Successful Bidders general maintenance responsibilities.

7.1.3 Maintain all equipment owned by the County for the use in the maintenance or operation of the property, if the equipment is located on the property, until such time the County determines in its sole discretion that any such equipment can no longer be repaired.

7.1.4 Conduct routine, daily inspections of all buildings, grounds, parking, walkways, and roadway surfaces located on or immediately adjacent to the property and notify the County in writing of any necessary renovations needed to keep the property in good operating condition.

7.1.5 Regular power-washing of internal walkways and stairways.

7.1.6 Remove or relocate abandoned or nuisance vehicles at the direction of the County.

7.1.7 Establish and implement security procedures to provide adequate staffing and security on a twenty-four-hour, seven-day-a-week basis and perform regular security patrols.

7.1.8 Install parking tickets into ticket spitters in sequential order.

7.1.9 Maintain operating reliability of automated gates, ticketing machines, and payment machines, and ensure that the automated counters at the facility are properly calibrated to record the available parking spaces within the facility.

7.1.10 Snow/Ice removal of all parking decks, walkways, and entrances/exits.

7.1.11 Liability insurance and Workers' compensation coverages.

7.1.12 General office supplies

7.1.13 Custodial supplies

7.1.14 Office equipment. (One County-owned PC and printer is provided in the office for use by the Successful Bidder)

7.1.15 All costs associated with personnel, i.e., wages, uniforms, training, and any benefits typically provided by the Successful Bidder.

7.1.16 Services to provide the required reporting of revenues and garage usage.

7.1.17 Services to provide a clear audit trail of transactions and expenses.

7.1.18 Correspondence and mailing costs

7.1.19 Small tools.

7.1.20 Collect payment for daily and monthly parking tickets/passes.

7.1.21 Daily and monthly usage reporting

7.1.22 All licenses required by Local, State, and Federal legislation.

7.2 The County shall not compensate or make payment for the Successful Bidders routine operating expenses and routine services that are compromised, undelivered, or unrealized by the County. Any duties not performed to successfully run the operation of the property and in accordance with these specifications shall be completed by the County and costs shall be deducted from monies due or which may become due to the Successful Bidder.

8.0 COSTS PAID BY THE COUNTY

8.1 The County shall pay repairs and maintenance costs not covered under the monthly management and operational fee. The Successful Bidder shall be required to get proper County approval prior to any repairs being made to the property that are expected to be in excess of \$500. Whenever practical, the Successful Bidder shall contact the County's contract vendors to perform services. The contract vendor shall bill the County directly. If a situation arises that would cause harm to the public or create a loss of essential services, the Successful Bidder shall have the service performed and contact the County as soon as possible.

8.2 The County shall pay all costs associated with:

- Water and Sewer Costs
- Elevator Maintenance Costs
- Trash Removal Costs
- Sprinkler Maintenance Costs
- Snow Removal Costs for snow storms over 8"
- The County will provide Ice melt products to be used.
- Gas and Electric Costs
- Alarm Maintenance Cost
- Phone, Internet and Fax Lines Costs -for local calls only.
- The County will provide ballasts for replacement as needed. LED lighting will be the responsibility of the County.
- With prior County approval repairs costing over \$500, per unit price
- Invoicing and revenue collection of all State employee cards.
- All capital improvement projects

9.0 INFRASTRUCTURE AND MAINTENANCE

9.1 The County will be responsible for all landscaping, mowing, mulching, planting, pruning, etc. The Successful Bidders will be required to maintain all signage, and lighting as necessary to safely operate the property. The County will provide lighting ballasts when necessary and requested in writing by the Successful Bidder. New signage is subject to the County's approval.

9.2 Successful Bidder shall conduct routine, daily inspections of the building, and all grounds, parking, walkways or roadway surfaces located on or immediately adjacent to the Property. The Successful Bidder shall maintain a checklist type record in the Garage Office of the dates and times of inspections and notify the County immediately of any issues. Checklist shall be submitted to the County upon request.

9.3 The Successful Bidder shall perform the following housekeeping schedule on a daily basis:

- Check all gates and readers for proper operation. Report any issues to the Facilities Management Division.
- Walk the facility from top to bottom and pick up any debris.
- Sweep and wipe down all assigned areas as specified by the County, including but not limited to curbs, parking slots, and elevator lobbies.
- Wipe down and confirm function of all equipment necessary to operate the garage, such as gates, readers, etc. access to the garage.
- Empty and clean all trash cans and insert liners.
- Inspect and clean elevator floors, doors, walls, buttons, lights, and check alarms and emergency phones. Report elevator maintenance issues to the Facilities Management Division immediately.
- Maintain stairwells by sweeping floors, checking light fixtures and handrails. The Successful Bidder shall immediately block off areas needing repairs and will notify the Facilities Management Division of any such need within one (1) hour of recognition.
- Clean all oil residue on parking bays and drive lanes as needed throughout the day.
- Ensure that all floor drains are clear and unclogged.
- Monitor all areas for graffiti and remove it immediately, if found.
- Inspect doors and hardware to ensure proper working order.
- Inspect ventilation.
- Inspect for tripping hazards.
- Inspect exit, emergency, and non-emergency lighting fixtures. Inform the Facilities Management Division if repair is needed.
- Maintain storage areas in a clean and organized manner.
- Report illegal parking or security issues to the Facilities Management Division.

9.4 The Successful Bidder shall perform the following housekeeping items on a weekly basis:

9.4.1 Expansion joint cleaning.

9.4.2 Stain Cleaning.

9.4.3 Inspect handrails and guardrails etc.

9.5 The Successful Bidder shall perform the following housekeeping items on a monthly basis:

9.5.1 Sweep all floors completely including curb areas with blowers and tenant sweeper.

9.5.2 Inspect and perform touch-up on parking space striping as needed.

9.5.3 Check light fixtures and exposed conduit and report to the Facilities Management Division if in need of repair.

9.6 The Successful Bidder shall perform the following housekeeping items on a quarterly basis, with the first quarter beginning upon execution of any contract resulting from this IFB:

9.6.1 Power wash internal walkways, sidewalks, and stairways.

10.0 SNOW REMOVAL

10.1 The Successful Bidder is responsible for the removal of snow and ice as it shall not be permitted to accumulate on parking decks, lots, stairwells, and adjacent sidewalks. Sand and salt used for snow and ice removal shall not be permitted to remain on site more than twenty-four (24) hours after the snow/ice has been removed. Ice melt products including walk behind spreaders to be used on concrete shall be provided by the County. Shovels, snowblowers, and any other snow removal mechanical or non-mechanical equipment shall be the responsibility of the Successful Bidder.

10.2 The County will be responsible for all snow removal in People's Park adjacent to the garage on Calvert Street.

10.3 The Successful Bidder is responsible for clearing sidewalks adjacent to all four sides of the garage including the sidewalk along Calvert Street.

10.4 The Successful Bidder is responsible for all snow removal as outlined above, however, the County will pay for any additional cost for snow removal for any storms with accumulation over eight inches. The Successful Bidder will have to provide receipts and invoices etc. to justify additional costs for reimbursement.

11.0 REPORTING

11.1 The Successful Bidder shall provide a clear and concise audit trail of all transactions, including but not limited to receipts, expenses, and maintain complete records. The Bidder shall provide a sample report to the County within its bid response submission. The County requires that the report data be provided to the County in Excel or Google Sheets format. Reports of revenues as well as facility usage shall be provided to the designated County contact on a monthly basis. Reports shall be provided within fifteen (15) days of the end of each month for the previous months' revenue.

11.2 The Successful Bidder shall provide automatically generated reports which accompany fund settlements on a monthly basis.

11.3 The Successful Bidder shall provide standard reports to reconcile and perform analysis for purchases and settled amounts on a monthly basis.

11.4 In the event that more revenue is received than payment for the required services, the Successful Bidder shall provide a credit to the County. Reference section 18.2 of these specifications for additional details.

11.5 The County is not responsible for any merchant services fees including chargebacks or nonpayments by patrons.

11.6 Upon request, the County reserves the right to request all batch information related to credit/debit transactions and the Successful Bidder shall provide this information as requested.

11.7 Successful Bidders will be asked to provide samples of all reports produced from the proposed system including the revenue reconciliation report before the contract starts. The County has a right to request the vendor to make modifications to report format and include additional pertinent information. The vendor shall comply with all reasonable requests.

12.0 HOURS OF OPERATION

12.1 The Successful Bidder will be required to provide adequate coverage of the property when it is open for business twenty-four (24) hours a day, seven (7) days a week, year-round.

13.0 PERSONNEL & STAFFING

13.1 The Successful Bidder shall be responsible for all costs associated with personnel. The vendor shall submit a proposed staffing plan for the garage for County approval. A minimum of 1 employee shall be present and available for customer service and security concerns. twenty-four hours a day, seven days a week, year-round.

13.2 The Successful Bidder shall assume all costs and responsibility to perform a Maryland Statewide background search by the Criminal Justice Inquiry System (CJIS) covering misdemeanors, felonies and sex offenses for each employee without exception, and provide that information to the County before placement of any employee at the Parking Garage.

13.3 The Successful Bidder's employees shall maintain a professional demeanor while on the Property. Loud music, profanity, etc. will not be tolerated. Friends or relatives of employees shall not be on the Property.

13.4 The Successful Bidder employees are prohibited from smoking or vaping on the Property.

13.5 Any shortage in staffing requirements will result in deduction from the management and operational fee at a rate of \$50.00 per hour for each hour in which personnel is not on-site as required.

13.6 The Successful Bidder shall provide uniforms to their employees. Uniforms are to be distinguishable and include a name tag. At all times, the employees shall wear a clean uniform and present a professional appearance.

13.7 The Successful Bidder's employees shall be able to speak, write, and understand English to assist patrons and communicate with the County personnel.

14.0 BIDDER REQUIREMENTS

14.1 The Successful Bidder shall have been in business at least five (5) years providing the necessary services contained herein and experience of jobs of approximately the same size, nature, and complexity. As part of their bid response, all Bidders shall provide documentation demonstrating they meet this requirement along with three references with contact names and phone numbers to support this.

14.2 All Bidders shall submit the following information with their bid response at no cost to the County. Failure to do so may cause rejection of the bid:

14.2.1 Company name and names of the Company's principal officers

14.2.2 The person(s) who will be responsible for the day-to-day administration of the contract.

14.2.3 Resumes and references for the general manager and all site managers.

14.2.4 Description of the Bidder's experience, responsibilities, and number of years as a multi-level parking facility manager.

14.2.5 List of 3 facilities of comparable size and nature operated in the past 5 years.

14.2.6 Provide a sample copy of an operating procedures manual.

14.2.7 Provide an audited financial statement covering the last 12 months of an operational facility.

14.3 All Bidders shall be investigated as to organization, ability to perform, and experience. The County reserves the right to reject any Bid where such investigation does not satisfy the County. Previous performance on County contracts shall be considered in determining qualifications of the Successful Bidder and the decision of the Purchasing Agent is final.

15.0 SECURITY

15.1 The Successful Bidder shall be responsible for security of the facility. This shall include being an active security presence by walking through the facility during operating hours, and immediate law enforcement notification in response to all requests for assistance or observation of any suspicious or illegal activity in the facility.

15.2 Additionally, the Successful Bidder shall report any and all significant incidents requiring police intervention, along with a police report, when it is made available, to the Facilities Management Division within 48 hours of the event.

15.3 Additionally, the Successful Bidder, if directed by the County, shall provide additional security services to regularly patrol the facility. The direct costs of the security services shall be included in the monthly invoices. The County shall specify the exact hours for security as specified in Section 16.0.

16.0 SECURITY GUARD - ADD ALTERNATIVE

16.1 As an add alternative, the County may request an additional person to be staffed as a security guard at the garage. This person shall be responsible to work during a shift(s) as determined by the County and agreed to by the Successful Bidder. Overtime and Holidays may be required. The duties shall include routine rounds, assisting customers, providing escorts to/from the garage, and other duties.

16.2 The Successful Bidder shall provide the security guard with a uniform. In addition to the uniform, the security guard shall wear a security badge with the company name.

16.3 The Successful Bidder shall assume all costs, liabilities, and responsibilities to provide protective training, certification, and licensing as required by Local, State, and Federal requirements.

16.4 The Successful Bidder shall provide an hourly rate for security guard services on the Bid Response Form. Quantities listed are estimates and the County reserves the right to increase, decrease, or omit the services, service will depend on necessity and/or budget constraints.

17.0 FACILITIES MANAGEMENT DIVISION

17.1 The Facilities Management Division will be responsible for the day-to-day administration of this contract. Facilities Management shall appoint a representative of the County as the primary point of contact. If an emergency occurs after hours, weekends, or holidays, garage personnel shall contact the Facilities Management Division at 410-222-8100 twenty-four (24) hours a day, seven days a week, and leave a description of the emergency, location, and contact information. Facilities Management On-call personnel shall be contacted to respond to the emergency.

18.0 INVOICING

18.1 Invoices shall be submitted for work performed at each location to the Facilities Management Division (FMD) at 8313 Grover Road, Millersville, MD 21108, and/or email at FMDINVOICES@AACOUNTY.ORG . Invoices shall contain the following information:

18.1.1 Blanket Order Release Number

18.1.2 Purchase Order Number

18.1.3 Brief Description of Service

18.1.4 Breakdown of service costs

18.1.5 Breakdown of revenue collected

18.1.6 Security Guard Hours Works (if applicable with add alternate)

18.2 Revenue collected by the Successful Bidder shall be subtracted from the monthly invoice for management and operational services. If the revenue exceeds the monthly management and operational fee the remaining revenue funds shall be rolled into the following month's revenue and used to reduce the following month's management and operational fee. The additional revenue rollover shall continue until the end of the fiscal year (June 30th). If additional revenue funds exist at the end of the fiscal year the successful bidder shall write a check to Anne Arundel County and send it to the Program Manager at 8313 Grover Road Millersville, MD 21108, unless instructed to do otherwise by the contract manager.

18.3 The County reserves the right to deduct the total amount of any debts owed to the County from any payments issues pursuant to this Agreement.

19.0 SUB-CONTRACTING

19.1 The Successful Bidder shall not subcontract all or any portion of the work assigned under this Contract unless approved by the County. All work shall be performed by the Successful Bidder's workforce.

20.0 SITE VISIT

20.1 All bidders are advised to visit the site and inspect existing conditions. Site visits shall be scheduled with the Facilities Management Division, (410) 222-8100. Failure to visit the site shall not relieve the Bidder from properly estimating the cost of complexity of the Contract and performing the Contract in accordance with the strict intent and meaning of the Specifications without additional cost to the County. No excuse will be acceptable for not knowing the existing conditions, extent, or location of the components the Bidder is proposing to manage and maintain.

MISCELLANEOUS MATERIAL

Any and all materials normally stocked and used by the Successful Bidder for the task as specified shall be included in the unit pricing as bid on the Bid Response Form unless that material is specifically priced separately on the Bid Response Form. Shop materials (i.e., grease, oil, rags, fasteners, etc.) are considered stocked items and thus, shall be included in the labor rate or unit pricing as bid. Any materials not normally stocked and used by the Successful Bidder (including bonds and permits as appropriate) that may be required from time to time and are not included in the unit line items shall be identified as "Miscellaneous Materials". Miscellaneous Materials may be purchased off this Contract only in conjunction with other services as listed in this IFB and as provided by the Successful Bidder. The purchase of Miscellaneous Materials only shall not be allowed.

Miscellaneous Materials shall be reimbursed at the Successful Bidders final cost (after all rebates and discounts) and shall be itemized on the invoice. The Successful Bidder shall make every effort to obtain the best available pricing for any purchase made on the County's behalf.

BASIS OF AWARD

The basis of the award shall be by Grand Total for all item(s) inclusive to the lowest responsive and responsible Bidder.

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

For technical assistance, please contact WebProcure Assistance, 866-889-8533, webprocure-support@proactis.com

If you have questions or concerns with submitting an electronic bid, please send an email to 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

Bidder Documents

Description: Upload Documents listed in Section 14.0 in the Specifications.

Resumes and References

Type ATTACHMENT
Is Required Y

List of 3 facilities

Type ATTACHMENT
Is Required Y

Sample Copy of an Operating Procedures Manual

Type ATTACHMENT
Is Required Y

Audited Financial Statement

Type ATTACHMENT
Is Required Y

Miscellaneous Document(s) - If Applicable

Type ATTACHMENT
Is Required N

Documents:

AFFIDAVIT 2024.pdf

Form W-9.pdf

Reference Form.docx

Addendum 1 - IFB24000293 Management Services Whitmore Parking Garage.pdf

Item Specifications

Group A - Base Bid

<i>No.</i>	<i>Item</i>	<i>Alternative</i>	<i>Supplier Part No</i>	<i>Mfr. Name</i>	<i>Mfr. No</i>	<i>Del Date</i>	<i>Unit</i>	<i>Unit Bid</i>	<i>Qty.</i>	<i>Total</i>
1	Monthly Management and Operational Fee. Total cost to manage and operate the Whitmore Parking Garage						month		12.00	

Item Specification for Monthly Management and Operational Fee. Total cost to manage and operate the Whitmore Parking Garage

Description: Monthly Management and Operational Fee. Total cost to manage and operate the Whitmore Parking Garage as outlined in the solicitation documents. (Actual monthly invoice amount will be less than the revenue received from customer parking payments.)

Allow Vendor to Enter Negative Value : No

Exclude Line Item from Bid Total : No

Group B - ALTERNATE - Security Guard Hourly Rate

No.	Item	Alternative	Supplier Part No	Mfr. Name	Mfr. No	Del Date	Unit	Unit Bid	Qty.	Total
2	Security Guard Regular Hourly Rate.						hour		1.00	
<p>Item Specification for Security Guard Regular Hourly Rate. Description: Security Guard Hourly Rate. (This is an add alternative. There is no guarantee this service will be required)</p> <p>Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : Yes</p>										
3	Security Guard Overtime Hourly Rate						hour		1.00	
<p>Item Specification for Security Guard Overtime Hourly Rate Description: Security Guard Overtime Hourly Rate. (This is an add alternative. There is no guarantee this service will be required)</p> <p>Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : Yes</p>										
4	Security Guard Holiday Hourly Rate						hour		1.00	
<p>Item Specification for Security Guard Holiday Hourly Rate Description: Security Guard Holiday Hourly Rate. (This is an add alternative. There is no guarantee this service will be required)</p> <p>Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : Yes</p>										
5	Security Guard Weekend Hourly Rate						hour		1.00	
<p>Item Specification for Security Guard Weekend Hourly Rate Description: Security Guard Hourly Rate. (This is an add alternative. There is no guarantee this service will be required)</p> <p>Allow Vendor to Enter Negative Value : No Exclude Line Item from Bid Total : Yes</p>										

