



Harford Community College  
401 Thomas Run Road • Bel Air, Maryland 21015

Voice: 443-412-2307 or 443-412-2416 • Fax: 443-412-2392

Web: [www.harford.edu/Purchasing/BidBoard](http://www.harford.edu/Purchasing/BidBoard)

## **REQUEST FOR PROPOSALS**

### **RFP 18P-003 FEASIBILITY STUDY- ADVANCED TECHNOLOGY CENTER**

Harford Community College invites sealed proposals for a firm to provide a feasibility study for the establishment of an Advanced Technology Center to be located in the Edgewood-Joppa-Abingdon area along the U.S. route 40 corridor in Harford County described in the specifications herein.

Bidders are requested to acknowledge receipt of this request for proposal by email to Beth Bertier, Procurement Assistant, at [bbertier@harford.edu](mailto:bbertier@harford.edu).

Bidders are required to inspect the site. Bidders shall direct technical questions to Kelly Ryan, Director for Procurement, at [keryan@harford.edu](mailto:keryan@harford.edu).

One (1) original and six (6) copies of the sealed technical proposal and one (1) original and one copy of the price proposal (in a separate envelope from the technical proposal) are due in the Procurement Office, located in room 132 of the Hickory Center at the address listed above, not later than **12 noon, Thursday, March 29, 2018**. Proposals will be reviewed by a committee and firms may be required to attend a proposal review meeting.

Proposal prices must be firm for ninety (90) days after the closing date. Award is anticipated to be made no later than June 12, 2018.

Harford Community College reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP; to waive minor irregularities, or to negotiate with any responsible Bidder, in any manner necessary, to serve the best interest of the College. Further, the College reserves the right to make an award in whole, in part, or no award at all.

Kelly Ryan, CPPO  
Director for Procurement

March 2, 2018

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## 1.0 PURPOSE AND OBJECTIVES

- 1.1 The purpose of this project is to conduct a feasibility study to determine the workforce development needs for the establishment and viability of an Advanced Technology Center to be located in the Edgewood-Joppa-Abingdon area of the US 40 corridor and the costs necessary to meet those requirements.

## 2.0 INSTRUCTIONS TO BIDDERS

### 2.1 Clarification; Addenda

- 2.1.1 Bidders in doubt as to the meaning of any terms, conditions, or specifications, or finding any discrepancy in or omission from same shall notify the Purchasing Agent in writing at once. Such notice in no way obligates the Board of Trustees of Harford Community College (hereinafter referred to as "the College") to revise the bid documents, but should the Purchasing Agent determine that amendment is necessary, each bidder will be furnished same. Acknowledgement of receipt of addenda shall be noted on each bid form submitted.
- 2.1.2 The College assumes no responsibility for oral or telephonic explanations or interpretations of bid documents.

### 2.2 Cancellation

- 2.2.1 The College may cancel this RFP, in whole or in part, at any time.

### 2.3 Form of Bids Submitted

- 2.3.1 Bids must be fully and properly executed on the forms provided by the College, with a positive entry in each blank ("N/A" or "0" may be inserted as necessary), typewritten or in ink. Mistakes may be lined out and corrections made before the bid is submitted; the officer signing the bid must initial such corrections in ink.
- 2.3.2 Each bid must be submitted in a securely sealed envelope, prominently marked with the number and title of the bid, and the name of the bidder. Sealed bids will **not** be accepted via facsimile or email.
- 2.3.3 Each Bidder must include with his submission a fully executed Affidavit of Non-Collusion, as furnished by the College. Anti-Bribery Affidavits or other special forms may also be specifically required herein, as federal or state funding sources or other special conditions dictate.
- 2.3.4 The College reserves the right to consider informal any bid not prepared in accordance with instructions.

### 2.4 Preparation of Bids

- 2.4.1 Bids should be prepared simply and economically, providing a straightforward, concise description of the items or services offered.
- 2.4.2 The College will not be responsible for any bid preparation or submission costs.

### 2.5 Exceptions; Alternates

- 2.5.1 Bidders that take exception to any part of this RFP, or intend to offer an alternate product to that specified, must so indicate on the bid form. Failure to do so shall be interpreted as the Bidder's intent to comply with all instructions, terms, conditions, and specifications herein.

2.5.2 Conditional or qualified bids may be rejected.

### 2.6 Errors in Bids

2.6.1 Bidders are expected to fully acquaint themselves with all governing laws and ordinances, and inform themselves as to the instructions, terms and conditions, specifications, and other requirements before submitting bids. Failure to do so will be at the Bidders' own risk; relief cannot be secured on plea of error.

2.6.2 Should the unit and extended price(s) of any bid, or part thereof, be at variance, the unit price shall prevail for the purpose of evaluating bids.

2.6.3 When prices on the bid form are requested in both words and figures, the sum written in words shall govern in the case of any discrepancy.

### 2.7 Time

2.7.1 Unless otherwise specified herein, all time periods are expressed in calendar days.

### 2.8 Withdrawal

2.8.1 Any bid may be withdrawn before the scheduled due date. After a bid has been opened, it may not be withdrawn during the period stated herein, for which prices and terms must remain valid.

2.8.2 The request to withdraw a bid must be made in writing addressed to the College's Director for Purchasing.

### 2.9 Receipt and Opening of Bids

2.9.1 Each bid shall be submitted to the Purchasing Agent or his/her designated Representative at the place specified herein, on or before the day and hour fixed for its receipt or opening. Bids received prior to that time will be securely kept unopened. No responsibility will attach to the College or its representative(s) for premature opening of any bid not secured and addressed as specified above.

2.9.2 The Purchasing Agent or his/her representative will determine when the hour fixed for opening has arrived. No bid received thereafter will be considered.

2.9.3 Bids received will be duly recorded and the tabulation may be inspected by appointment.

### 2.10 Award of Bids, Evaluation Criteria, and Proposal Review Meeting

2.10.1 The contract(s) will be awarded on the basis of the best value proposal, provided the offer is fair and reasonable, and it is in the best interest of the College to accept it.

2.10.2 A proposal review meeting may be scheduled after submission of proposals.

### 2.11 Reservations

2.11.1 The College reserves the right to accept or reject, in whole or in part, any and all bids received, to waive informalities or technicalities as the best interests of

the College may require, and to waive minor differences in specifications, provided these do not violate the intent nor materially affect the operation for which the items or services are sought, nor increase estimated costs to the College.

2.11.2 The College also reserves the right to increase or decrease the quantities of any materials, equipment or services for which it is soliciting offers hereunder, and to award whole, in groups, or by item unless specifically indicated otherwise.

2.11.3 Unless otherwise specified herein, the College also reserves the right to award the contract(s) within sixty three (63) days after the bid opening. Any bid on which the time of acceptance is limited to less than the specified period may be rejected solely on that basis.

2.11.4 The College further reserves the right to reject the bid of a Bidder who, investigation shows, is not currently in a position to perform the contract, or who has previously failed to perform contracts of similar nature in a proper and timely manner.

#### 2.12 Qualifications of Bidder

2.12.1 The College may make such investigation as it deems necessary to determine the ability of the Bidder to provide the required services, and the Bidder shall furnish to the College all such information for this purpose as they may request. Should such investigation or evidence fail to satisfy the College that the Bidder is fully qualified to execute and complete the contract, his bid may be rejected.

2.12.2 Minority business enterprises are encouraged to respond to solicitations.

#### 2.13 Non-Discrimination in Employment

2.13.1 The Bidder shall be an equal opportunity employer and shall conform to all Affirmative Action and other applicable requirements; accordingly, the Bidder shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, or sex in any manner prohibited by law.

### **3.0 INSURANCE REQUIREMENTS**

#### 3.1 General Requirements

3.1.1 Required Coverage's. Unless otherwise required herein, the Contractor shall purchase and maintain the insurance coverages listed below.

3.1.1.1 The Board of Trustees of Harford Community College (hereinafter referred to as "the College") does not in any way represent that the insurance limits specified below are sufficient or adequate to protect the Contractor's interests. It is understood that these are minimums only; the Contractor may purchase and maintain additional insurance as will protect him against claims that may arise from operations under the contract.

3.1.1.2 Should any of the insurance coverages indicated below be cancelled, not renewed, or changed in such a manner as would make the coverage not in conformity with the provisions below, thirty (30) days advance written

notice shall be given the College, **EXCEPT IN THE CASE OF NON-RENEWAL**. In this event, notice shall be given as soon as known, if that be less than thirty (30) days, not in any event less than ten (10) days. This notice requirement shall be reduced to only ten (10) days in case of cancellation of non-payment of insurance premiums for the coverages certified. All notice requirements shall identify the Contractor and the number of the Purchase Order.

3.1.1.3 Failure to provide, and to continue in force for the life of the contract, the required insurance shall be deemed a material breach of contract.

3.1.2 Certificate of Insurance Before beginning work on the Contract, the Contractor shall provide the College with Certificates of Insurance acceptable to the College that evidence the required coverages, and receive approval of same.

3.1.2.1 Such certificates for liability coverages **must include Harford Community College as an additional named insured.**

3.1.3 Contractor's Responsibility Furnishing of the insurance required herein shall not relieve the Contractor of any responsibilities or obligations assumed under the Contract, or for which the Contractor may be liable by law or otherwise.

3.2 Insurance Coverages: Minimum limits of all coverages shall be not less than those below, or as otherwise provided in the Contract Documents, or as required by law, whichever is greater.

3.2.1 Comprehensive General Liability Insurance Such insurance shall protect the Contractor and save the College harmless from claims which may arise out of, or result from, the Contractor's operations under the Contract, whether such operations be by the Contractor, any Subcontractor, anyone directly or indirectly employed by the Contractor or Subcontractor, or anyone for whose acts any of the above may be liable.

3.2.1.1 Minimum Limits of Coverage

.1 Bodily injury/property damage liability—combined single limit of \$1,000,000 per occurrence/\$2,000,000 general aggregate.

3.2.1.2 Coverages to be included: Broad form property damage, including products and completed operations, independent contractor's, and contractual liability coverages previously purchased separately.

3.2.1.3 Damages not to be excluded: Such insurance shall contain no exclusions applying to operations by the Contractor or Subcontractor in the performance of the Contract pertaining to: (1) Collapse of, or structural injury to, any building or structure; (2) Damage to underground property; or (3) Damage arising out of blasting or explosion.

3.2.2 Automobile Liability Insurance Such insurance shall protect the Contractor and save the College harmless from claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance, or use of any motor vehicle.

3.2.2.1 Minimum Limits of Coverage:

- .1 Bodily injury/property damage liability—combined single limit of \$1,000,000 per accident.
- .2 The College reserves the right to require a combined single limit of \$3,000,000 per accident for contracts that will involve heavy equipment (e.g. tractors, mix-in-transit concrete trucks) operations on its premises.

3.2.2.2 Coverages to be included: Coverage for all owned, non-owned and hired motor vehicles.

3.2.3 Worker's Compensation and Employer's Liability Insurance Such insurance shall contain statutory coverage for all employees engaged under the contract.

3.2.4 Umbrella Liability

3.2.4.1 Commercial General Liability - Minimum Limits:

- .1 Each occurrence - \$1,000,000
- .2 Aggregate - \$2,000,000

3.2.4.2 Business Auto – Minimum Limits:

- .1 Each accident - \$1,000,000

3.2.4.3 Employers Liability – Minimum Limits:

- .1 Each accident - \$1,000,000
- .2 Aggregate (for disease) - \$1,000,000
- .3 Each employee (for disease) - \$1,000,000

3.3 Indemnification

3.3.1 The Contractor shall protect, hold free and harmless, defend and indemnify the College including its officers, agents and employees) from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments (including attorney's fees) resulting from injury to or death of any person or damage to property of any kind, which injury, death of any person or damage arises out of, or is in any way connected with the performance of the work under this Contract. This agreement shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, including acts or omissions of Contractor's agents or employees, except that this agreement shall not be applicable to injury, death or damage to property arising from the sole negligence or sole willful misconduct of the College, its officers, agents and employees. Accordingly, the College shall notify the Contractor promptly, in writing, of any claim or action brought against the College in connection with the work under this Contract. Upon such notification, the Contractor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense.

3.4 Property Lost, Damaged or Destroyed

3.4.1 Any property or work to be provided by the Contractor will remain at the Contractor's risk until final written acceptance by the College. The Contractor will replace, at his expense, all property or work lost, damaged, or destroyed by any cause whatsoever.

## **4.0 GENERAL TERMS AND CONDITIONS OF SOLICITATIONS**

### 4.1 Choice of Law: Compliance with Regulations

- 4.1.1 In all operations related to the Contract, those ordinances, regulations, and local government resolutions, together with the laws of the United States and the State of Maryland which are or shall become applicable to and control in any way the actions of those engaged as principal or agent, must be respected and adhered to strictly. The Seller shall protect and indemnify the Board of Trustees of Harford Community College (hereinafter referred to as "the College") and their agents and employees against any claim or liability arising from or based on the violation of any such ordinances, regulations, resolutions, or laws, whether by him or his employees.
- 4.1.2 The Seller shall obtain and pay for all necessary licenses and/or permits, unless otherwise specified herein.

### 4.2 Compliance with Specifications

- 4.2.1 The Seller shall comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as hereinafter described.

### 4.3 Seller's Responsibility: Subcontractors; Assignment

- 4.3.1 The College will enter into a Contract with the selected bidder only, who shall give personal attention constantly to faithful execution of the Contract, and keep same under his control.
- 4.3.2 The Seller shall not assign or subcontract, in whole or in part, its rights or obligations under any contract without prior written consent of the College. Any attempted assignment without said consent shall be void and of no effect.

### 4.4 Taxes

- 4.4.1 The Seller shall pay, when due, all applicable taxes or assessments, and shall comply with all statutes and regulations of the applicable taxation authorities.
- 4.4.2 The College is tax-exempt, but cannot authorize any Seller to make tax-exempt purchases on the College's behalf.

### 4.5 Publicity

- 4.5.1 The Seller shall not in any way or in any form publicize or advertise in any manner the fact that it is providing services to the College without the express written approval of the College's Publications and Public Information Office obtained in advance, for each item of advertising or publicity. However, nothing herein shall preclude the seller from listing the College on its routine client list for matters of references.

### 4.6 Notices

- 4.6.1 Any notice required shall be in writing and may either be given by personal delivery or sent certified mail, addressed as follows: if to the Seller, at the address set forth in his bid; if to the College, to the attention of the Purchasing Agent at the address set forth in the heading of this

solicitation. Either party may change the address to which mailings shall be made from time to time by notice mailed as set forth above.

#### 4.7 Changes

- 4.7.1 The Contract(s) arising from this solicitation shall not be modified, altered, or changed except by mutual agreement confirmed in writing by an authorized representative of each party to the Contract.
- 4.7.2 No change which increases rates or affects levels of service shall be made unless a signed change order is issued to the Seller by the College's Purchasing Department, incorporating such change and agreeing to the rate increment or revised service.

#### 4.8 Delay: Force majeure

- 4.8.1 The Seller shall notify the College promptly of any material delay in delivery or performance of specified items or services, and shall detail in writing to the Purchasing Agent the proposed revised performance date as soon as practicable after notice of delay.
- 4.8.2 The Seller shall be liable for delays due to its fault or negligence.
- 4.8.3 In the event of any excusable delay, the date of performance may be extended for a period equal to the time lost by reason of such delay, on written approval of the Purchasing Agent. An equitable financial adjustment may be negotiated between parties for any period of nonperformance.
- 4.8.4 Should the Seller be prevented from delivering or performing specified items or services by circumstances beyond his control, including but not limited to Act of God, war, flood, governmental action, the College reserves the right to withdraw such services from the Contract without incurring further liabilities on the part of the College thereby.

#### 4.9 Annulments

- 4.9.1 The College reserves the right to annul any contract if, in its opinion, there shall be a failure at any time to perform faithfully any of its stipulations. Any action taken in pursuance of the latter shall not affect or impair any rights to claims of the College to damages for breach of contract by the Seller.
- 4.9.2 Should the Seller fail to comply with or perform any conditions of the contract within the time stipulated, the College reserves the right to purchase the required terms or services on the open market, and withhold any monies due under the contract to be applied to expenses consequent on the Seller's failure.

#### 4.10 Termination

- 4.10.1 In the event that the Seller violates any of the provisions of the Contract, the College may serve written notice upon the Seller of its intention to terminate the Contract. Such notices will contain the reason for such intention to terminate, and unless within ten (10) days after the serving of

such notice the violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate.

4.10.2 If funds are not appropriated for continuance of performance to completion, the Seller shall accept cancellation upon sixty (60) days prior written notice.

4.10.3 Notwithstanding the foregoing, the Seller agrees that the College shall have the right to terminate for convenience at any time during the term upon giving the Seller thirty (30) days prior written notice.

#### 4.11 Terms of Payment

4.11.1 The Seller shall prepare progress payment invoices, based on actual percentage of work completed, less a twenty percent (20%) retention, no more frequently than once per month. The College shall pay such invoices Net 30 days. Final payment shall be made after receipt of all deliverables to the College.

#### 4.12 Headings and Emphasis

4.12.1 The section headings, paragraph numbers, italics and other similar features of these documents are for convenience of reference only, and are not to be construed as indicative of the relative importance of any element.

#### 4.13 W-9 Form

4.13.1 The awarded bidder will be required to submit a current W-9 *Request for Taxpayer Identification Number and Certification* prior to beginning work. The form may be emailed to the Procurement Office at [bbertier@harford.edu](mailto:bbertier@harford.edu).

## **5.0 SCOPE OF WORK**

### Introduction

The College seeks a firm to provide a feasibility study, analysis and recommendations (short-and long-term) for programs and offerings for an Advanced Technology Center in the Edgewood-Joppa-Abingdon area of Harford County. It is the College's intent to use existing warehouse/retail space to operate the Center versus building a new facility.

Based on current needs as well as future workforce development needs the feasibility study shall include the following:

- .1 What workforce development programs should the College develop and/or provide in an Advanced Technology Center in the Edgewood-Joppa-Abingdon area?
- .2 Anticipated costs associated with offering these programs.
- .3 Timeline in which the programs should be offered.
- .4 Targeted audiences/populations to be served.
- .5 Suggested general credit or non-credit offerings that the College should consider offering at this facility.

The College and community has performed multiple studies to address workforce development needs which will be made available to the selected firm. These include for are not limited to:

- Sage Policy Group Reports through Susquehanna Workforce Network
- EMSI Gap Analysis
- Simpson Scarborough Report
- Harford County Government's HarfordNEXT Master Plan Report
- Harford County Annual Growth Report
- Edgewood Small Area Study

### Services to be Performed

#### **1. Understanding the Community and Its Needs**

- a. Evaluate the demographic and socioeconomic characteristics of the Edgewood-Joppa-Abingdon area. (Note: Existing Harford County Planning and Zoning and SAGE Policy Studies have recent data).
  - i. Residents of Edgewood-Joppa-Abingdon areas
  - ii. Aberdeen Proving Ground-Edgewood area workforce
  - iii Determine additional user groups
- b. Identify industries and evaluate existing skills gaps
- c. Identify occupations within those industries that have the greatest need in the identified service area.
- d. Consider transportation challenges.

#### **2. Identify Programming Opportunities to be Offered**

- a. Identify training and support services that could be provided for County residents, area businesses and the Aberdeen Proving Ground
- b. Identify current College programs that may need to be relocated to the Advanced Technology Center.
- c. Provide the pros and cons of moving existing workforce programs for the College's main campus to the Advance Technology Center (i.e. HVAC, Plumbing). Note: If programs are moved to the new location this would be the only location to offer these programs in the County.
- d. Propose new programming to include development of new apprenticeship programs to be offered.
- e. Identify any new anchor programs that provide a foundation for the Center.
- f. Identify any competing interests due to market saturation and other factors.
- g. Identify partnership opportunities (i.e. Harford County Public Schools, workforce organizations.)

#### **3. Facility Needs and Financial Viability**

- a. Determine size allocation requirements of leased space to best meet the suggested program offerings.
- b. Develop a ten-year (10-year) business plan for an Advanced Technology Center which would include:
  - i. A financial analysis for the proposed concept.
  - ii. A capital budget that takes into consideration the leased space and possible improvement costs.
  - iii. An annual operating budget with complete revenue and expense projections for a ten-year period.

## **6.0 TIMETABLE AND DELIVERY OF REPORTS**

6.1 The following procedures are expected of the Contractor:

- 1 Meet as necessary with College representatives during the course of this project.
- .2 Support College officials in presentation of the draft and final plans to the College's Board of Trustees.
- .3 Perform all services and produce reports contemplated in this solicitation.
- .4 All documents prepared by the Contractor as a part of this project are and shall remain the property of the College.

6.2 Proposed Process and Timeline

- |     |  |                          |
|-----|--|--------------------------|
| .1  | RFP issued                                   | March 2, 2018            |
| .2  | Questions deadline                           | March 12, 2018           |
| .3  | Answers to questions posted                  | March 16, 2018           |
| .4  | Proposal responses due                       | March 29, 2018           |
| .5  | Committee review & shortlist                 | April 16, 2018           |
| .6  | Oral Presentations by shortlist vendors      | Week of May 7, 2018      |
| .7  | Final review and recommendation              | Week of May 21 or May 28 |
| .8  | Board approval (if necessary)                | June 12, 2018            |
| .9  | Work to begin                                | June 25, 2018            |
| .10 | Delivery of Feasibility Study – Est 3 months | September 24, 2018       |

## **7.0 SHORTLIST AND PROPOSAL REVIEW MEETING**

7.1 The College reserves the right to shortlist the Bidders based on the proposal response and price. The College intends to conduct proposal review meetings with some or all of the short listed Bidders.

## **8.0 EVALUATION CRITERIA – In order of importance**

- 8.1 Experience, References, Project Personnel
- 8.2 Project Plan and Approach
- 8.3 Cost

## **9.0 FORMAT AND OUTLINE FOR BIDDER QUALIFICATIONS**

9.1 Bidder's proposal should address each section as outlined below in order for the Selection Committee to make a proper and complete evaluation of your capabilities and response. Proposals not in conformance with or responsive to the stated requirements may be rejected at the discretion of College officials.

### 9.1.1 Firm Overview

- a. Title Page - At a minimum, the title page shall be on company letterhead and shall include the name and working address of the firm submitting a Proposal, the name and telephone number of the primary company representative to be contacted with reference to the Proposal, and the date of submission.
- b. How many years has the firm been in business? Explain firm management structure and provide a one-page history of firm.
- c. Identify and explain the firm's experience in the type of work as described herein.

9.1.2 References

- a. Provide at least five (5) clients with similar projects in the last five (5) years of similar scope as described herein. Include contact names and telephone numbers, address, fax number and e-mail address. Preference will be given to firms providing satisfactory references from higher education clients. Format for reference information is provided in the Proposal Forms section of this RFP.

9.1.3 Project Personnel

- a. Provide a project organization chart. Include a one-page resume for each project team member highlighting relevant experience. List only those individuals who will be assigned to this project.

9.1.4 Project Approach

- a. Explain on two pages or less why the firm is qualified to execute the project.

**10.0 CONSULTANTS AND SUBCONTRACTORS.**

- 10.1 Bidder shall include in their proposal a list of any consultant(s) or subcontractor(s) that the Bidder intends to use for this project. Bidder shall provide same appropriate information for consultants or subcontractors, as requested in paragraphs 9.1.1a, c and d and 9.1.3a above.

Procurement Office  
Harford Community College  
401 Thomas Run Road  
Bel Air Maryland 21015

PROPOSAL FORM

**RFP 18P-003 FEASIBILITY STUDY-ADVANCED TECHNOLOGY CENTER**

All proposals must be fully and properly executed, securely sealed, and marked with the number and title of the proposal. **Note: Price proposal shall be provided in a securely sealed and identified envelope separate from the technical proposal.** Envelopes shall be addressed to the Procurement Department at the address above (See Instructions to Bidders, section 2)

Proposals must be received in the Procurement Office located in room 132 of the Hickory Center, at the College **not later than 12:00 noon Thursday, March 29, 2018.**

To be considered responsive, each proposal submitted must, at a minimum, include the following documents:

1. Proposal form, completed and signed;
2. Non-Collusion Certificate, completed and signed;
3. References, on the form provided;
4. Statements of Bidder's qualifications, paragraph 9.0; and

-----

PROPOSAL OF: \_\_\_\_\_ DATE \_\_\_\_\_  
(Firm Name)

In accordance with the foregoing Instructions, General and Supplementary Terms and Conditions, and Specifications, including Addenda No. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and thereto, I/we submit the following for evaluation:

1. LUMP SUM PRICE

1.1 Provide feasibility study in accordance with the specifications herein:

\_\_\_\_\_ DOLLARS \$ \_\_\_\_\_  
(Words) (Figures)

2. CONFIRMATION TO COMPLETE WORK BY THE DATES INDICATED IN PARAGRAPH 6.0. \_\_\_\_\_(initial here)

4. EXECUTION: The undersigned, duly authorized to bind the named firm, agrees, upon receipt of written notice of acceptance of this proposal within ninety (90) calendar days of its opening, to execute the contract in accordance with the proposal as accepted, and to render a certificate of insurance within ten (10) calendar days after notification of award.

Firm	Authorized Signature
Street Address	Typed/Printed Name
City, State, Zip	Title
Telephone	Email Address

If a corporation, place corporate seal beside signature above and state:

Name of president: \_\_\_\_\_

Name of secretary: \_\_\_\_\_

Under laws of what state incorporated: \_\_\_\_\_

Minority Business Certification: (Please check one)

MBE     WBE     Not applicable

Procurement Office  
Harford Community College  
401 Thomas Run Road  
Bel Air, Maryland 21015

NON-COLLUSION CERTIFICATE

Solicitation **RFP 18P-003 FEASIBILITY STUDY- ADVANCED TECHNOLOGY CENTER**

**I HEREBY CERTIFY** that I am the \_\_\_\_\_  
(Title)

and the duly authorized representative of the firm of \_\_\_\_\_  
whose address is \_\_\_\_\_.

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the proposal being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any agreement, participated in any collusion to fix the price proposal of the bidder herein or any competitor, or otherwise taken any action in restraint of free competition in connection with the Contract for which this proposal is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name

Purchasing Office  
Harford Community College  
401 Thomas Run Road  
Bel Air, Maryland 21015

REFERENCES

Solicitation **RFP 18P-003 FEASIBILITY STUDENT – ADVANCED TECHNOLOGY CNETER**

Each firm must furnish five (5) references in accordance with instructions in **Section 9.1.2 herein.**

1. Firm Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_
2. Firm Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_
3. Firm Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_
4. Firm Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_
5. Firm Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Contact \_\_\_\_\_  
Email \_\_\_\_\_

PROPOSAL OF: \_\_\_\_\_  
Firm Name

PROCUREMENT DEPARTMENT  
Harford Community College  
401 Thomas Run Road  
Bel Air, Maryland 21015

NO PROPOSAL REPLY FORM

SOLICITATION: **RFP 18P-002 FEASIBILITY STUDY- ADVANCED TECHNOLOGY CENTER**

Dear Sir or Madam:

To assist us in obtaining good competition on our request for proposals, we ask that each firm that has received a solicitation package, but does not wish to submit a proposal, state their reason(s) below. This information will not preclude receipt of future solicitations unless you request removal from the Bidder's List by so indicating below.

Unfortunately, we must offer a "No Proposal" at this time because:

- 1. We do not sell the items/services for which proposals are requested.
- 2. The specifications are either unclear or too restrictive (Please explain in the "Remarks" section.)
- 3. We cannot submit a bid because of marketing or franchising policies of the manufacturing company.
- 4. We do not feel we can be competitive. (Please explain in the "Remarks" section.)
- 5. Other commitments preclude our participation at this time.
- 6. We do not wish to participate in the proposal process.
- 7. We do not wish to submit a proposal under the terms and conditions of the Request for Proposal document.  
Our objections are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8. We do not wish to sell to Harford Community College. Our objections are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9. Other: \_\_\_\_\_  
\_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Firm Name \_\_\_\_\_  
(PLEASE PRINT)

Authorized Signature \_\_\_\_\_

- We wish to remain on the Bidder's List.
- We wish to be removed from the Bidder's List.

Rev 1/01