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REQUEST FOR PROPOSALS

RFP 17P-006 ATHLETIC FIELDS GROUNDS MAINTENANCE AND GENERAL GROUNDS MAINTENANCE SERVICES

Harford Community College invites sealed proposals to provide labor, materials, equipment, and supervision to provide (1) athletic fields ground maintenance services for the fields at the College's Harford Sports Complex on the main campus and (2) general grounds maintenance services for the main campus and auxiliary sites located at the University Center, Towson University North East, and properties located on the West Campus. An initial one (1) year contract will be awarded with option to renew up to four (4) additional one year periods upon satisfactory performance and at the sole discretion of the College.

Bidders are requested to acknowledge receipt of this request for proposal by email to Beth Bertier bbertier@harford.edu.

An original plus two (2) copies of proposal submissions are due in the Procurement Office, located in the Hickory Center Room 132, **not later than 12:00 noon, Monday, April 10, 2017.**

A site visit, guided by Steve Garey or his appointed representative, **is mandatory for all bidders except the incumbent.** Dates and times are provided in this document.

Questions must be emailed to Kelly Ryan, Director for Procurement at Keryan@harford.edu. **The deadline for questions is Friday, March 31, 2017;** questions and answers will be issued via addendum shortly thereafter. Addenda will be posted on the College's website at www.harford.edu/purchasing/bidboard and on Emaryland Marketplace at www.emarylandmarketplace.com. **It is the bidder's responsibility to monitor these sites, download the addenda, and acknowledge addenda on its proposal form.**

Note: The College will be closed for Spring Break March 27-31, 2017.

Bidders are requested to submit a proposal on either requirement (1) or (2) or both. The College reserves the right to place the requirements with the same Bidder or with different Bidders. The proposal form provides for proposed pricing separately and combined. Separate sheets shall be used to provide

Proposal prices must be firm for sixty (60) days after the closing date. Award of a contract is anticipated in June 2017.

The 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 technicalities, or to negotiate with all responsible Bidders, 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 Purchasing

March 1, 2017

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Prospective bidders who have received this document or information from a source other than the Issuing Office should immediately go to the Harford Community College Purchasing bid board (www.harford.edu/purchasing/bidboard) to ensure that they have received the correct information, complete documents and any addendums. Failure to monitor the website may result in a non receipt of important information prior to the closing date which may result in the rejection of a bid/proposal.

1.0 PURPOSE AND OBJECTIVE

- 1.1 The purpose of this RFP is to select a contractor to completely maintain the College's athletic fields at the Harford Sports Complex and a contractor to maintain the general grounds at the College to include auxiliary sites identified in this document. This in accordance with the specifications contained herein. This RFP will allow for one contractor to be awarded both contracts.

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 or months.

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

- 2.10.1 The contract(s) will be awarded on the basis of the best overall value to the College in accordance with the evaluation criteria stated in item 8.1.1 herein.

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 not less than sixty (60) 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, and women owned 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 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 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.
- .2 The College reserves the right to require limits of \$2,000,000 per occurrence/\$3,000,000 general aggregate for contracts with high-risk (e.g. hazardous materials) features.

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 must 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 offeror(s) 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 IFB. 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 sixty (60) days prior written notice.

4.11 W-9 Form

- 4.11.1 Awarded firm shall submit a current, signed W-9 form to the Procurement Office via email to Beth Bertier, Procurement Specialist at bbertier@harford.edu.

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.

5.0 SPECIFICATIONS

HARFORD SPORTS COMPLEX MAINTENANCE

5.1 Scope

- .1 It is the intent of the College to enter into a contractual agreement with a firm which shall provide labor, materials, equipment and supervision to maintain the athletic fields at the Harford Sports Complex on the main campus of the College.

5.2 Terms of Contract

- .1 The terms within this RFP and the successful offeror's proposal shall be the basis for the final contractual agreement.

5.3 Qualifications of Contractor

- .1 The Contractor shall have a proven record of at least three (3) years experience in providing athletic field maintenance services.
- .2 The Contractor shall provide evidence of all appropriate licenses to perform athletic field maintenance services in Harford County and the State of Maryland.

5.4 Contract Period

- .1 The Contractor shall provide athletic field maintenance services for the contract period of July 1, 2017 through June 30, 2018 with an option to renew for up to four (4) additional one year periods, based upon satisfactory performance, and at the sole discretion of the College.

Note: The College reserves the right to change the March 1st start date by two weeks earlier or later, depending on the weather as well as the October 31st end date by two weeks earlier or later, depending on field conditions at the end of the season.

- .2 The Contractor and his/her on-site supervisor personnel shall be required to attend a start-up meeting at least one week prior to contract start date. The meeting may include a walk-through of the service area.

5.5 Service Area

.1 The Service Area is comprised of approximately 30 acres at Harford Sports Complex on the main campus of Harford Community College. The service area includes one baseball field and three softball fields, a stadium field (for lacrosse and soccer), three (3) practice fields (for lacrosse and soccer) and the common areas between the fields, all shown on Attachment A.

5.6 Maintenance Requirements

.1 The Contractor shall provide athletic field maintenance services for all College-sponsored sports events at the Harford Sports Complex. The busiest part of the sports season is from approximately March 1st through October 31st. During this time about ten (10) games on average are played per night and ten (10) to fifteen (15) games per weekend day. These are in addition to day games as outlined in the chart below.

.1 Monday-Friday – Evening Games
All fields shall be prepared each day as identified in the provided schedule. The Contractor shall be on-call for rain until 8:00 PM for College varsity games only.

.2 Saturday-Sunday Games
All fields shall be prepared each day as identified in the provided schedule. The Contractor shall be on-call for rain until 6:00 PM for College varsity games only.

| Type of Event | Location | | | | Season | Avg # of Games/season |
|--|-----------------|------------------|----------------|------------------|-----------|-----------------------|
| | Base-ball Field | Soft-ball Fields | Sta-dium Field | Prac-tice Fields | | |
| Collegiate men's baseball | x | | | | Sprg/Fall | 40 |
| High school boy's baseball | x | | | | Spring | 8 |
| Community men's baseball | x | | | | Summer | 250 |
| Community youth baseball | 137 | 23 | | | Summer | 160 |
| Collegiate women's fastpitch softball | | x | | | Spring | 20 |
| Community men's fastpitch softball | | x | | | Summer | 0 |
| Community women's fastpitch softball | | x | | | Summer | 60 |
| Community men's slowpitch softball | | x | | | Summer | 100 |
| Community women's slowpitch softball | | x | | | Summer | 0 |
| Community co-ed softball | | x | | | Summer | 35 |
| Collegiate men's lacrosse | | | x | | Sprg/Fall | 12 |
| Collegiate women's lacrosse | | | x | | Sprg/Fall | 12 |
| High school boy's lacrosse/soccer | | | x | x | Sprg/Fall | 8 |
| High school girl's lacrosse/soccer | | | x | x | Sprg/Fall | 8 |
| Collegiate men's soccer | | | x | x | Fall | 12 |
| Collegiate women's soccer | | | x | x | Fall | 12 |
| Community youth soccer/lacrosse/field hockey | | | | x | Summer | 50 |

TABLE I

.2 The Contractor shall maintain the athletic fields in compliance with currently recognized Turf Management Guidelines appropriate for the fields to be maintained and as described in this document.

.3 As part of the proposal, the bidder shall specify proposed schedules (by day, week, and/or month) and materials (by name and concentration) for the services and locations outlined below:

| Type of Service | Baseball | Softball | Stadium | Practice | Common |
|--------------------------------------|----------|----------|---------|----------|--------|
| | Field | Fields | Field | Fields | Areas |
| Pitchers mound maintenance | | x | | | |
| Base path and home plate maintenance | | x | | | |
| Aeration | | x | | x | |
| Irrigation | | x | | | |
| Pesticide treatment | | x | | | |
| Herbicide treatment | | x | | x | x |
| Fertilization | | x | | x | |
| Topdressing & divot repair | | x | | x | |
| Overseeding | | x | | x | |
| Mowing | | x | | x | x |

TABLE II

- .4 The following definitions and task frequencies shall be used in conjunction with the above schedule of services:
- .1 The Home Plate Area - Softball Fields
These boxes are made of a clay sub base and top layer. Deterioration of the batters boxes can occur very quickly resulting in an unsafe playing condition.
 - .1 Maintenance of this area shall be as follows and completed Daily:
 - a. Low Spots swept smooth to provide a smooth clay surface.
 - b. Application of water to moisten existing clay.
 - c. Application of new clay as needed to correct low spots.
 - d. New clay shall be hand tamped to provide for proper adhesion
 - e. Hand rake top dressing on remainder of batters boxes
 - f. Water the surface to help with adhesion
 - .2 Base Path Areas – Softball Fields
Particular attention shall be given to the areas base runners wear down by sliding, running, and diving. These areas shall be filled with infield mix on a Monthly basis.
 - .3 Infield Grooming – Softball Fields
The infield area shall be dragged with a nail or screen drag on a Daily basis and touched up between games. Prior to dragging the areas shall be watered to add moisture to the dirt. Dragging shall be completed using alternating patterns and directions to prevent lips and build ups. A two (2) foot gap shall be left between the grass to dirt transition. This gap shall be groomed with a hand rake or hand drag in order to prevent lips. Dragging the field too fast or too close to the grass edge will cause lips or build ups.
 - 1. Maintenance shall be as follows:
 - a. Use a back pack blower or high pressure hose to reduce lip build up—Weekly
 - b. Apply foul lines on dirt using lime – Daily
 - c. Apply foul lines on grass using paint – Weekly
 - d. Infield grass lip shall be edged weekly with overgrown grass removed.
 - .4 Irrigation for two softball fields (1 & 2)
The infields shall be watered before each game and prior to dragging.
 - .5 Specialty Work for Artificial Turf Baseball Fields– Field #3 and Field #4
 - .1 Maintenance shall be as follows:
 - a. Field #3 - Remove trash from all areas, clean dugouts, remove sunflower seeds from all areas, clean under bleachers

- b. Field #4 - Paint outfield lines on natural grass-as needed
 - c. Field #4 - Mow outfield grass and foul territory grass – Twice per week
 - d. Field # 4 - Rebuild home plate area as needed (25 – 30 times per year)
 - a. Low Spots swept smooth to provide a smooth clay surface.
 - b. Application of water to moisten existing clay.
 - c. Application of new clay as needed to correct low spots.
 - d. New clay shall be hand tamped to provide for proper adhesion
 - e. Hand rake top dressing on remainder of batters boxes
 - f. Water the surface to help with adhesion
- .2 Remove leaves from all areas in fall on an as-needed basis
- .6 Specialty Work for Stadium Field
- 1. Mow all grass within fenced area
 - 2. Provide weed control to include under grandstands
 - 3. Remove all trash
 - 4. Edge perimeter of turf area (concrete edge)
- .7 Clarifications
- .1 Aeration of fields
 - a. Shall be accomplished using industrial grade equipment having the ability to penetrate the ground no less than one (1) inch.
 - b. Aeration shall be completed in a multi-directional fashion
 - .2 Over seeding of fields
 - a. Shall only be accomplished **after** aeration has taken place.
 - b. Seed shall be spread at a rate of four (4) pounds per one thousand square feet and eight (8) to ten (10) pounds per thousand feet for heavily worn areas.
 - 3. Fertilization of fields
 - a. Annual soil testing for pH shall be performed on each playing field identified in Table II. Test results shall be used as the determining factor in application of fertilizer.
 - .4 Drying Agent
 - a. A drying agent (such as Turface) shall be used when necessary to make the fields playable.
 - b. The Contactor shall provide five (5) pallets of Turface per year in the Contract price.
 - .5 Pesticide and Herbicide Treatments
 - a. A pre-emergent shall be used at the beginning of each season to prevent growth of crab grass.
 - b. Pesticides shall be used of the elimination of grubs and other insects know to damage turf.
 - c. All chemicals shall be approved by the College prior to application and applied in accordance with standard turf management practices.
 - .6 Mowing
 - a. Mowing of grass on all playing fields shall be completed two (2) times per week.
 - b. Grass shall be cut to maintain a height of between three inches (3”) and three and one half inches (3-1/2) inches.
 - c. Grass shall be cut using a Reel Mower or equivalent approved by the College.
 - d. Mowing of grass on common areas shall be completed once per week to maintain a height of no more than three (3) inches.

5. The Contractor shall provide other maintenance services as specified below:
 - a. Daily cleaning and emptying of trash receptacle(s) inside all dugouts.
 - b. Daily trash pickup inside perimeter of all sports fields.
 - c. Daily cleaning of restrooms in the Sports Complex building.
 - d. As needed - weed control around perimeter fences of all athletic fields.
 - e. As needed - weed control under all bleacher seating.
 - f. As needed - emptying of trash receptacles inside perimeter of all sports fields.
 - g. Furnish one (1) truck load of infield mix and one (1) truck load of stone dust per season.
 - h. Daily installation of bases on softball fields (College will provide new bases.)

NOTE: It is recognized that the pace of work activities may not be uniform due to weather conditions. The Contractor may have to work additional hours and more intensely at times. The monthly billing rate shall remain fixed for each billable month as quoted.

- .6 The Contractor shall prepare the fields for games and practices in compliance with current NJCAA standards throughout the contract term, even though many games, tournaments, and events will not be NJCAA-sanctioned. Field preparation includes but is not limited to field lining and touch-up work as needed prior to and during all scheduled collegiate, high school, community, and youth athletic events.
- .7 The Contractor shall prepare the two (2) soft ball fields, common areas and restrooms for the season by March 1st. After October 31st, the Contractor shall refurbish the athletic fields that have been damaged or eroded. These repairs shall be completed at the end of the playing sports season.

5.7 Events Planning

- .1 Various College employees are responsible for maintaining schedules of the athletic events, depending on the respective employee's area of responsibility (collegiate, high school, community, and youth athletics). The schedules are built, updated, and changed throughout the sports season, so the schedules will be provided to the Contractor on an incremental basis. The Contractor shall be responsible for accommodating the numerous events that appear on multiple schedules. The College shall provide the schedules to the Contractor in sufficient time to plan field maintenance and preparation activities. In addition to games identified in Table 1 (page 10) there are approximately ten (10) major events scheduled throughout the season.
- .2 As part of the proposal, the Bidder shall describe how planning will be done to accommodate numerous events that appear on multiple schedules.

5.8 Utilities Costs & Office

- .1 The College shall pay for all reasonable use of electricity and water. The College uses well water, which is limited; therefore the College and Contractor shall jointly establish an irrigation schedule that accommodates the varying water availability.

5.9 Material Costs & Records

- .1 The Contractor shall be responsible for the costs of all chemical material needed for fertilization, herbicide treatment, and pesticide treatment.
- .2 The Contractor shall be responsible for the costs of all other necessary material, such as infield clay, pitchers mound clay, grass seed, lime, drying agent, quarry gravel and paint for lining fields.
- .3 The Contractor may confer with the College to share costs if, after contracted services begin, anticipated material costs exceed expectations because of extraordinary weather conditions.
- .4 The Contractor shall provide to the Coordinator for Campus Operations or designee Material Safety Data Sheets on all hazardous chemicals used at the College.
- .5 The Contractor shall provide to the College a quarterly report identifying all materials used in the maintenance of the athletic fields.

5.10 Equipment & Storage

- .1 The Contractor shall provide all equipment necessary for maintenance of the athletic fields. The College has facilities at the Harford Sports Complex that the Contractor may use for storage of equipment and some materials.
- .2 As part of the proposal, the Bidder shall provide a detailed list of the field maintenance equipment that will be used at the College.

5.11 Facilities Maintenance

- .1 The College shall be responsible for maintenance of the facilities, including the Harford Sports Complex Building, bull pens, fences, and bleachers.
- .2 The Contractor shall submit all requests for facility maintenance to the Sports Complex Manager or his/her designee.

SPECIFICATIONS

GENERAL GROUNDS MAINTENANCE SERVICES

5.12 Scope

- .1 It is the intent of Harford Community College to enter into a contractual agreement with a qualified, licensed firm who shall provide labor, materials, equipment and supervision to maintain the grounds at the College's main campus and auxiliary facilities identified as the University Center, Towson University North East and properties located on the College's West Campus.

5.13 Terms of Contract

- .1 The terms within this RFP and the successful offeror's proposed pricing shall be the basis of the contractual agreement.

5.14 Qualifications of Contractor

- .1 The Contractor shall have proven record of a least five (5) years experience in providing commercial/institutional grounds maintenance services of similar size and scope as defined in these specifications..
- .2 The Contractor shall have all appropriate licenses to perform grounds maintenance services in Harford County and the State of Maryland.

5.15 Contract Period

- .1 The initial contract period will be for a twelve month term of July 1, 2017-June 30, 2018 with an option to renew for up to four (4) additional twelve month terms in calendar years 2019 through 2022 based upon satisfactory performance by the Contractor, and at the sole discretion of the College.
- .2 The College shall provide written notice of its intent to exercise its renewal option within sixty (60) days after the completion of each seven (12) month term.
- .3 The Contractor and his/her on-site supervisory personnel shall be required to attend a start-up meeting at least one (1) week prior to contract start date. The meeting may include a walk-through of the service area.

5.16 Service Area

- .1 Main Campus – The service area shall be all lawn and turf areas throughout the entire campus boundaries including the Observatory and automotive garage properties located across from the main campus. This area is identified on (attachment A). The service area **excludes** the athletic playing fields at the Harford Sports Complex which may be contracted separately and is identified on attachment A.
- .2 Auxiliary sites: These service areas shall include all lawn and turf at the University Center located at 1201 Technology Drive, Aberdeen Maryland (attachment C). The Towson University North East campus located at 510 Thomas Run Road (attachment D) and several properties located on the College's West Campus identified on attachment B.

5.17 Services to be Performed

- .1 The estimated number of cuts is twenty-seven (27) cuts per year. The actual number of cuts may be affected by weather and as directed by the College. Additional or reduced cuttings, trimmings and edgings shall be adjusted per the cost identified on the price proposal.
- .2 The Contractor shall notify the Coordinator for Campus Operations (Coordinator) each time a campus cutting will take place, in case of delayed cutting due to inclement weather, drought conditions or if cutting cannot take place due to other circumstances. The Coordinator shall be the final approval of cuttings.
- .3 Mowing – All grass/turf areas of the campus extending to the curb line and/or edge or sidewalk shall be cut with an appropriately sized mower set to a uniform height of three (3") inches each cut during the mowing season April 1, – October 31. Areas that cannot be mowed using a large mower due to slope, contour or soil condition shall be mowed with a small power mower or Line Trimmer. Contractor shall make every effort to not cause

“scalping” and/or rutting of the ground while mowing any area. Mowing shall extend to the ‘TOE’ of all storm water management ponds.

- .4 Edging & Line Trimming– All sidewalks, driveways, walks, islands, fire hydrants, transformers, signs, curbs, light poles and all other horizontal and vertical objects shall be blade edged or line trimmed. All shrub beds, tree rings, sidewalks, curbs and parking lots shall be edged. Edging shall not be considered complete until undesirable material has been removed.
 - a. Line trim grass, signs, fire hydrants, and light poles, transformers, building edges, planter edges, shelter edges and/or any other vertical or horizontal objects on campus. All areas, which are inaccessible to mowing equipment, shall be trimmed in conjunction with the mowing schedule. Weed eaters are acceptable.
 - b. Edging and line trimming shall be done every other cut April 1 through October 31. Trimmings shall be raked and taken to the on-site campus compost area.
- .5 Cuttings and trimmings – Contractor shall be responsible for the removal and proper disposal of all cutting and trimmings that cannot be used in the campus compost area. Contractor shall not use College dumpsters to dispose of landscape maintenance debris.
- .6 Trash removal – Bottles, glass, cans, paper scraps, branches and other seasonal or storm damage debris shall be removed prior to mowing. Trash other than landscape debris may be disposed of in College dumpsters. Mowing of trash and debris is prohibited.
- .7 Power blowing – The following shall be “power blown” as each service area is completed: sidewalks, walkways, steps, entrance/exit areas, concrete pads, and parking lot areas. Roadways shall be blown a distance of two (2) feet from curb. Contractor shall take great care to direct all power blowing operations away from all people and vehicles.
- .8 Leaf removal/disposal – Contractor shall be responsible for the prompt and complete removal of all leaves in close proximity to building entrances, to include building planting beds, patios, stairs, and handicap ramps. All leaves within the “Quad” and Joppa Hall Courtyard shall be removed. Leaves shall be properly disposed of off-site. Leaf removal shall apply to the University Center, Observatory and Towson University North East locations.
- .9 Additional Services – See Attachment A to identify marked areas as specified below.
 - .1 The College has nine (9) storm water management facilities and two (2) large open fields that shall be cut twice per year. Cutting shall take place the first weeks of May and October. Extreme care shall be given to protect permanent vegetation within ponds.
 - .2 Attachment A identifies areas that shall not be cut using a riding mower and must be cut using a push mover and or line trimmer. This is required to minimize soil erosion.
 - .3 Attachment A identifies areas that shall be cut once per month.
 - .4 The College reserves the right to request additional services above and beyond those described in this document. Labor rate for these services shall be identified on the Form of Proposal.

5.18 Contractor's Personnel

- .1 The Contractor shall comply with all Federal, State, and local labor laws.
- .2 The Contractor shall use competent personnel and management.
- .3 The Contractor shall do a background check on all potential employees.
- .4 The Contractor shall provide a site supervisor and adequate staff during periods of work activity on-site.

- .5 The Contractor shall provide to the College a resume for the on-site supervisor, prior to contact commencement and as needed after commencement should a personnel change be necessary.
 - .6 The College shall have the right to reject potential employees who will perform or who are performing under this contract.
 - .7 The Contractors' employees shall wear uniforms that bear the company name or logo, or wear badges identifying them as employees of the Contractor, unless otherwise specified or agreed upon.
 - .8 The Contractor shall certify that all employees are in compliance with the OSHA hazard communication standard as it pertains to training, safety, and equipment requirements.
 - .9. The Contractor shall ensure that all personnel who apply chemicals have a current Public Agency Applicator Certificate from the Maryland Dept. of Agriculture for the appropriate application categories, including III-C (Turf) and VII-E (Industrial Weed).
 - .10 As part of the proposal, the Bidder shall specify the number of full-time and part-time employees estimated to be provided.
- 5.19 Oversight & Performance
- .1 Oversight and direction of the Contractor's activities under this contract shall be provided by the College's Coordinator for Campus Operations (Coordinator) or his/her designee.
 - .2 The Contractor shall provide a telephone number where he or she can be reached immediately and shall call back within two (2) hours of the originating call.
 - .3 The Contractor shall meet monthly with the Coordinator or his/her designee to discuss contract performance.
 - .4 The Coordinator or his/her designee shall be the final authority regarding all questions which may arise regarding quality and acceptability of any services provided under this contract. If, in the opinion of the Coordinator or his/her designee, the performance is/becomes unsatisfactory, the Contractor shall be notified immediately.
 - a. Upon notice of unsatisfactory performance, the Contractor shall have twenty-four (24) hours to initiate corrective action in any specific instance of unsatisfactory performance.
 - b. In the event the Contractor does not respond or has not initiated corrective action for the unsatisfactory performance within the twenty-four (24) hour time frame after notification, the College will immediately cause the work to be completed to its satisfaction and shall deduct the cost of that work from the Contractor's balances due.
- 5.20 Joint & Spot Inspections
- .1 The Coordinator or his/her designee and the Contractor's on-site supervisor shall conduct joint inspections of the Service Area on a weekly basis for the first sixty (60) days of the contract and then on a monthly basis thereafter, on dates and times to be mutually agreed upon, to resolve any contract performance issues.
 - .2 The Coordinator or his/her designee may conduct other spot inspections as deemed necessary to verify performance or follow-up on outstanding issues.
- 5.21 Equipment & Property Damage
- .1 The Contractor shall be responsible for repair of any damage to the College's equipment and fixtures and restoration of any damage to the College's real property, beyond normal wear and tear, caused by the Contractor's maintenance service activities. Repair and restoration shall be to the satisfaction of the College and shall be performed at no cost to the College.
- 5.22 Mandatory Site Visits
- .1 Bidders are required to attend a guided site visit conducted by the Coordinator or designee.
 - .2 Bidders should send an email to Steve Garey at sgarey@harford.edu to confirm the date and time of the site visit they wish to attend.

- .3 Site visit dates and times:
 - .1 Thursday, March 16, 2017 at 10:00 AM
 - .2 Monday, March 20, 2017 at 10:00 AM
 - .3 Monday, March 27, 2017 at 10:00 AMBidders shall meet at the Conowingo Building (Entrance #5 – See Campus Map).

6.0 Payment and invoicing

- .1 The Contractor shall be paid monthly in arrears.
- .2 The Contractor shall submit invoices, in duplicate, to the College, ATTN: Accounts Payable. Invoices shall contain the following information:
 - a. College assigned purchase order number.
 - b. Detailed listing of services provided, to include number of cuts provided to date, including any extra work required to be paid at the hourly rate specified in the Form of Proposal provided in the RFP.
 - c. Detailed listing of non-regular services provided, subject to review and approval.

7.0 Proposal Submission

- .1 Proposal submissions shall consist of the following:
 - a. Company profile of the Bidder, including relevant information about the firm's experience and capability to perform the services required (paragraph 8.0 below)
 - b. Proposed maintenance schedules (by day, week, and/or month) and materials to be used (by name and concentration) for the services and locations outlined in Section 5 of this RFP.
 - c. Description of how planning will be done to accommodate numerous events that appear on multiple schedules.
 - d. Listing of all equipment that will be used at the College.
 - e. Estimated number of full-time and part-time employees to be provided.
 - f. Identification of any exceptions taken to the RFP specifications or terms and reason for exception.
 - g. Form of Proposal, on the form provided, completed and signed.
Note: Prices are to be proposed as a stand alone price for each scope of work (Harford Sports Complex, General Grounds Maintenance Services, Towson University North East, and University Center). A line item is provided on the form to indicate a discount if the Bidder is awarded all areas of work.
 - h. Non Collusion Certificate, on the form provided.
 - i. References, on the form provided.

8.0 Company Profile, Experience

- .1 Bidders shall submit a company profile to include, at a minimum: the background and history of the company; size of the company including the number of employees; annual sales volume for each of the past three (3) years, and number of years in business.
- .2 Submit three (3) references preformed within the last five (5) years of similar scope to the services required herein.
- .3 Bidders must have a minimum of three (3) years experience providing the services as described in this RFP.

9.0 Shortlist and Proposal Review Meetings

- 9.1 The College reserves the right to shortlist the Bidders based on the proposal responses to this RFP and its specifications. The College may conduct a proposal review meeting with the short listed bidder(s). The College reserves the right to adjust quantities and call for best and final pricing from the short listed bidder(s).

10.0 Evaluation Criteria

- .1 In addition to the College's analysis of the Contractor's ability to meet the Specifications detailed in Section 5, and evaluation of compliance to the terms and conditions herein, the following criteria will be used to evaluate the proposals:
 - a. Demonstrated experience and references
 - b. Ability to adequately staff and provide sufficient equipment and services
 - c. Cost

Procurement Office
HARFORD COMMUNITY COLLEGE
401 Thomas Run Road
Bel Air Maryland 21015

PROPOSAL FORM

**RFP 17P-006 ATHLETIC FIELDS MAINTENANCE AND
GENERAL GROUNDS MAINTENANCE SERVICES**

Complete proposals must be received in the College's Procurement Office, located in the Hickory Center, Room 132 at the address listed above, **not later than 12:00 noon, Monday, April 10, 2017.**

NOTE: Prices are to be proposed as stand alone prices for each scope of work (Harford Sports Complex and General Grounds Maintenance Services) A line item is provided below to propose a discount if the Bidder is awarded both areas of work.

In accordance with the information, terms and conditions, specifications, and requirements for the captioned solicitation, including Addenda No. ____, ____, ____, ____, and ____ I/we submit the following for evaluation:

PROPOSAL OF _____
FIRM NAME DATE

1. PRICES:

HARFORD SPORTS COMPLEX

A. Monthly rate during the eight month sports season (March 1st – October 31st) for athletic field maintenance work at the Harford Sports Complex

_____ Dollars/Month \$_____/mo
WORDS Figures

B. Monthly rate prior to the sports season (prior to March 1st) for field preparation work. In the event that a partial month of activities is required, the partial month shall be pro-rated on the monthly rate below.

_____ Dollars/Month \$_____/mo
WORDS Figures

C. Monthly rate after the sports season (after October 31st) for field refurbishment work. In the event that a partial month of activities is required, the partial month shall be pro-rated on the monthly rate below.

_____ Dollars/Month \$_____/mo
WORDS Figures

D. Time and material rates for services requested by the College over and above that stated in the specifications herein. List the straight time billing rate (STBR) and overtime billing rate (OTBR) for each classification of labor. Provide an explanation as to when each applies. State the mark-up for additional materials.

E. Provide an equipment list with hourly, daily, weekly, monthly rates for equipment that may be required for services over and above that stated in the specifications herein.

G. For the pricing items above provide a price for 2019, 2020, 2021 and 2022.

GENERAL GROUNDS MAINTENANCE SERVICES

A. Monthly rate during seven (7) month service period (April 1 through October 31) **excludes** Towson University NE and University Center (see F & G below)

_____ Dollars/Month \$ _____/mo
WORDS Figures

B. Breakout price per item in above price for the following:

Cuts/mowing

_____ Dollars \$ _____
WORDS Figures

Edging/line trimming

_____ Dollars \$ _____
WORDS Figures

C. Time & material rates: If bidding this area as a stand alone please indicate rates as described in item D above (page 20). If bidding both areas of work and the rates indicated for Harford Sports Complex are the same, indicate same.

D. Refer to item E above (page 20) and provide information or indicate same.

E. For the pricing of items above provide a price for 2019, 2020, 2021 and 2022.

F. **University Center:** Monthly rate during seven (7) month service period April 1 through October 31.

_____ Dollars/Month \$ _____/mo
WORDS Figures

G. **Towson University NE:** Monthly rate during seven (7) month service period April 1 through October 31

_____ Dollars/Month \$ _____/mo
WORDS Figures

2. Discount from the above proposed prices if Bidder is awarded both areas of work. Discount may be proposed as a percentage or a hard dollar number to be subtracted from the first line item pricing of each area of work.
3. Provide all information requested in Section 7.0 page 18.
4. Non-Collusion Certificate on the form provided.
5. References on the form provided.
6. EXECUTION: The undersigned, duly authorized to bind the named firm, agrees, upon receipt of written notice of acceptance of this proposal within sixty (60) calendar days after the deadline above, to execute the contract in accordance with the proposal as accepted and provide a certificate of insurance within ten (10) days of contract award.

| | |
|-----------------------------|---------------------------|
| _____ Signature | _____ Firm Name |
| _____ Typed/Printed Name | _____ Street Address |
| _____ Title | _____ City, State, Zip |
| _____ Email | _____ Telephone |

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

Name of President _____

Name of Secretary _____

Under what laws 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 17P-006 ATHLETIC FIELDS MAINTENANCE AND GENERAL GROUNDS MAINTENANCE SERVICES**

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 offeror 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

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

REFERENCES

Solicitation **RFP 17P-006 ATHLETIC FIELDS MAINTENANCE AND GENERAL GROUNDS
MAINTENANCE SERVICES**

Each firm must furnish three (3) references of recent (within five (5) years) prior service comparable in nature and scope to the requirements of the captioned solicitation. References from other public agencies or educational institutions are preferred.

1. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email _____

2. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email _____

3. Firm Name _____
Address _____

Telephone: _____ Fax _____
Contact _____
Email _____

PROPOSAL OF: _____
Firm Name

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

NO PROPOSAL REPLY FORM

SOLICITATION: RFP 17P – 006 ATHLETIC FIELDS MAINTENANCE AND GENERAL GROUNDS MAINTENANCE SERVICES

Dear Sir or Madam:

To assist us in obtaining good competition on our request for proposals, we ask that each firm that has received an 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.