

**RETURN BID TO:
THE UNIVERSITY OF MARYLAND BALTIMORE COUNTY
DEPARTMENT OF PROCUREMENT
1000 HILLTOP CIRCLE, RM 301, ADMIN. BLDG.
BALTIMORE, MD 21250**

**REQUEST TO BID No. BC-20633-Q
Sharon Quinn: 410-455-2540**

**TRC DUCT WORK
(Project # 07-132)**

THIS IS NOT AN ORDER

If address shown here is not address to which an order should be directed indicate such address.

In event of this bid being accepted, a purchase order will be issued. This solicitation is subject to all terms and conditions contained herein (see attached pages 2 & 3)

Vendor Bid No. _____
(If any)

ALL BIDS ARE DUE NO LATER THAN 2:00 P.M.

DATE THIS BID MUST BE RECEIVED NO LATER THAN 2:00 P.M. ON:

09/23/09

FRIDAY, OCTOBER 9, 2009

Item No.	PLEASE ENTER HEREON YOUR BID ON THE FOLLOWING DESCRIBED ARTICLES OR SERVICES	QUANTITY	UNIT PRICE	TOTAL
<p>The University of Maryland Baltimore County (UMBC) is requesting bids for the duct work at the Technology Research Center – Project # 07-132 on our Campus.</p> <p>Scope of Work: See Exhibit-1 (attached).</p> <p>Pre-Bid Meeting: <u>Tuesday, September 29, 2009 at 1:00 p.m. in the Facilities Management Building Conference Room 101.</u></p> <p>A site visit to the space will follow the meeting.</p> <p>Questions due by Monday, October 5, 2009 by 5:00 p.m. and are to be directed to Sharon Quinn at: squinn@umbc.edu</p> <p>Fax your Bid response to: Sharon Quinn @ 410-455-1009 by <u>FRIDAY, OCTOBER 9, 2009 BY 2:00 P.M.</u> (Late Bids cannot be accepted.)</p> <p>UMBC's attached Purchase Order Terms & Conditions and Mandatory Bid Terms & Conditions apply to this Bid.</p>			<p>Lump Sum Price: _____</p> <p>MBE %: _____</p>	
			TOTAL \$	

THIS SPACE TO BE FILLED IN BY BIDDER

Shipment will be made in _____ days from receipt of order

(SIGNED)

(DATE)

F.O.B. _____

(PRINT OR TYPE NAME)

Material is F.O.B. Receiving Platform, University of Maryland, 1000 Hilltop Circle, Baltimore, MD 21250, unless otherwise stated.

(TITLE)

TERMS: _____ NET 30 UNLESS OTHERWISE STATED.

(VENDOR'S FEDERAL IDENTIFICATION NO.)

All bids submitted must be reviewed and signed by an authorized officer or agent of the firm submitting the bid and are to be returned on these forms.

(PHONE NO.)



AN HONORS UNIVERSITY IN MARYLAND

Planning and Construction Services
University of Maryland, Baltimore County
102 Facilities Management Building
1000 Hilltop Circle
Baltimore, MD 21250

EXHIBIT -1

**SCOPE OF SERVICES
For Mechanical Contracting Services**

PROJECT NAME: Technology Research Center
Project Number: PRF #07-132

Project Manager Name: Ned Daly
Project Manager Address: Planning and Construction Services
Facilities Management Department
University of Maryland, Baltimore County
Facilities Management Building, Room 102
1000 Hilltop Circle
Baltimore, MD 21250

Project Manager: Ned Daly
Contact Phone: 410-455-6307
Building/Site Location: Technology Research Center
Building Number: 883
Client Contact: Ledean Ingle
Client Contact Phone: 410-455-8720
Fund Source: 1111 10523 071

Project Completion Date: TBD
Project Area: TRC Courtyard

Project Description: Replace existing exterior duct insulation on Air Handling Units No. 1 and 2 located in the exterior courtyard. Remove existing exterior duct insulation and dispose in accordance with all local requirements, re-insulate with Therm-Duc thermal insulation.

Scope of Work:

The Contractor is to provide construction services as required for this scope of work.

Specific tasks shall include the following:

- Remove existing ductwork and dispose.
- Remove existing controls and re-install with weather proof covers as required to install new insulation. Contractor to use \$5,000 allowance in bid for this work.
- Inspect existing ductwork and confirm absence of leakage or deterioration. If required, repair duct in accordance with MACNA guidelines. Contractor to use \$4,000 allowance for this work.
- Re-insulate duct with a pre-manufactured four (4) piece interlocking Therma-Duc panel system as manufactured by PTM Manufacturing L.L.C. or approved equal. If alternate is offered, contractor to submit supporting data with his proposal.
- Interlocking panels shall be constructed of Dow Thermax polyisocyanurate insulation, ASTM D-1622, nominal 2 pcf; water vapor transmission as permeance less than 0.03 per ASTM e-96; water absorption less than 0.3% (24 hours), per ASTM C-209; flexural strength more than 40 psi, per ASTM C-203.
- Installation to be laminated in 2 layers to provide an installed system value of r-16 at 2' thickness per ASTM C-236/C-518.
- Insulation shall be clad with 0.032" thick embossed aluminum and sealed with vapor barrier compound. All joints shall interlock to ensure a thermal seal with no pass through seams. Panels shall be secured with #10 self-tapping stainless screws with weather seal washers.
- Installer to be certified by Therma-Duc.
- Re-building of roof penetrations will be by a separate contractor. This contractor to coordinate as required.
- Any abatement required will be performed by the owner under a separate contract.
- All work to have a 20 year limited warranty as supported by Therma-Duc.
- All work to be performed in accordance with plans and specification cited above and in accordance with all UMBC guidelines.
- Contractor to provide for approval 6 copies of all submittals within 2 weeks of contract award.
- Contractor to be responsible for removal and restoration of any finishes impacted by this work.
- O & M manuals and owner operating instructions.
- Dispose of trash and removed materials in accordance with all local codes.
- Provide all rigging necessary to complete project. All access and time for rigging shall be coordinated with owner and may require completion during off-hours. All other work is intended to be performed during normal working hours. If an outage is required, it shall be scheduled with the project manager at least two (2) weeks in advance.



AN HONORS UNIVERSITY IN MARYLAND

Planning and Construction Services
University of Maryland, Baltimore County
102 Facilities Management Building
1000 Hilltop Circle
Baltimore, MD 21250

- Control access to work space to keep pedestrians and unauthorized personnel out of work area.
- Material shall comply with UMBC Design and Construction Standards.
- Provide weather protection as required.
- All UMBC contract provisions will apply.
- There is **25% MBE Goal** on this project. Forms to be submitted with the Bid Form.
- Contractor to confirm start date as part of the proposal.

A work initiation meeting will be held to discuss project start-up procedures (parking, building access, deliveries, and related concerns). Progress meetings will be held as required during the course of the work.

Unless otherwise directed by the Project Manager, the Contractor is to provide minutes of each meeting within 3-days of the meeting date and time.

The primary point of delivery for project correspondence is the UMBC Project Manager, unless otherwise directed.

SCHEDULE:

<u>Pre-construction</u>	Work Initiation Meeting	TBD
<u>Construction</u>	Construction Start:	As established in Notice-to-Proceed
	Substantial Completion:	TBD

UNIVERSITY OF MARYLAND, BALTIMORE COUNTY
PURCHASE ORDER TERMS & CONDITIONS

1. A separate invoice in TRIPLICATE for this purchase for each shipment thereon shall be rendered immediately following shipment. All copies of invoices must be forwarded directly to the University of Maryland, Baltimore County, Accounts Payable Department, Administration Building, 1000 Hilltop Circle, Baltimore, MD 21250.
2. The vendor's/contractor's Federal Identification Number or Social Security Number must be included on each invoice. Questions concerning invoices should be referred to (410) 455-3638.
3. This purchase order number must be shown on all related invoices, delivery memoranda, bills of lading, packages, and/or correspondence. **FAILURE TO COMPLY WITH THESE TERMS WILL RESULT IN THE INVOICE BEING RETURNED TO YOU OR SHIPMENTS BEING REJECTED.**
4. **Tax Exemption** The State is generally exempt from Federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes, and transportation taxes. Exemption of certificates shall be completed upon request. Where a contractor is required to furnish and install material in the construction or improvement of real property in performance of a contract, the Contractor shall pay the Maryland Sales Tax and the exemption does not apply. **NOTE: THE UNIVERSITY OF MARYLAND IS EXEMPT FROM THE FOLLOWING TAXES: 1) State of Maryland Tax by Certificate No. 3002563; 2) District of Columbia Sales Tax by Exemption No. 806-08864-06; and 3) Manufacturer's Federal Excise Tax Registration No. 52-730123K.**
5. **Incorporation by Reference.** All terms and conditions of the solicitation, and any amendments thereto, are made a part of this contract.
6. **Specifications.** All materials, equipment, supplies or services shall conform to federal and State laws and regulations and to the specifications contained in the solicitation.
7. **Delivery and Acceptance.** Delivery shall be made in accordance with the solicitation specifications. The University, in its sole discretion, may extend the time of performance for excusable delays due to unforeseeable causes beyond the Contractor's control. The university unilaterally may order in writing the suspension, delay, or interruption of performance hereunder. The University reserves the right to test any materials, equipment, supplies or services delivered to determine if the specifications have been met. The materials listed in the bid or proposal shall be delivered FOB the point or points specified prior to or on the date specified in the bid or proposal. Any material that is defective or fails to meet the terms of the solicitation specifications shall be rejected. Rejected material shall be promptly replaced. The University reserves the right to purchase replacement materials in the open market. Contractor failing to promptly replace materials lawfully rejected shall be liable for any excess price paid for the replacement, plus applicable expenses, if any.
8. **Non-Hiring of Employees.** No employee of the State, or any department, commission, agency or branch thereof whose duties such employee include matters relating to or affecting the subject matter of this contract shall, while so employed, become or be an employee of the party or parties hereby contracting with the State or any unit thereof.
9. **Non-Discrimination in Employment.** The Contractor agrees not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, sexual orientation, marital status, national origin, ancestry, or physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employment and to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.
10. **Financial Disclosure.** The Contractor shall comply with State Finance and Procurement Article, §13-221, Annotated Code of Maryland, which requires that every business that enters into contracts, leases or other agreements with the State and receives in the aggregate \$100,000 or more during calendar year shall, within 30 days of the time when the \$100,000 is reached, file with the Secretary of State certain specified information to include disclosure of beneficial ownership of the business.
11. **Political Contribution Disclosure.** The Contractor shall comply with the provisions of Election Law §§14-101 through 14-108, Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, or a political subdivision of the State, including its agencies, during a calendar year under which the person receives in the aggregate \$100,000 or more, shall file with the State Administration Board of Election Laws, a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.
12. **Anti-Bribery.** The Contractor warrants that neither it nor any of its officers, directors, or partners nor any of its employees who are directly involved in obtaining or performing contracts with any public body has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the federal government or has engaged in conduct since July 1, 1977, which would constitute bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the federal government.
13. **Registration.** Pursuant to §7-201 *et seq.* of the Corporations and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201, before doing any interstate or foreign business in this State. Before doing any intrastate business in the State, a foreign corporation shall qualify with the Department of Assessments and Taxation.
14. **Contingent Fees.** The Contractor warrants that it has not employed or retained any person, partnership, corporation or other entity other than a bona fide employee or agent working for the Contractor, to solicit or secure this agreement, and that it has not paid or agreed to pay any person, partnership, corporation or other entity other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this agreement.
15. **EPA Compliance.** Materials, supplies, equipment, or services shall comply in all respects with the Federal Noise Control Act of 1972 where applicable.
16. **Occupational Safety and Health Act (O.S.H.A.).** All materials, supplies, equipment or services supplied as a result of this contract shall comply with the applicable U.S. and Maryland Occupational Safety and Health Act standards.
17. **Termination for Convenience.** Upon written notice to the Contractor, the University may terminate this contract, in whole or in part, whenever the University shall determine that such termination is in the best interest of the University. The University shall pay all reasonable costs associated with the termination of the contract. However, the contractor may not be reimbursed for anticipatory profits. Termination hereunder, including the determination of rights and obligations of the parties, shall be governed by the provisions of the University System of Maryland Procurement Policies and Procedures.

PURCHASE ORDER TERMS & CONDITIONS (CONTINUED)

18. **Termination for Default.** When the contract has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the University. Failure on the part of a Contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the Contractor up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of the USM Procurement Policies and Procedures.
19. **Disputes.** This contract shall be subject to the USM Procurement Policies and Procedures. Pending resolution of the claim, the Contractor shall proceed diligently with the performance of the contract in accordance with the procurement officer's decision.
20. **Changes.** This contract may be amended only with the written consent of both parties. Amendments may not change significantly the scope of the contract (including the contract price).
21. **Multi-Year Contracts Contingent Upon Appropriations.** If the General Assembly or other funding source fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the University's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and the University from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The University shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.
22. **Intellectual Property.** Contractor agrees to indemnify and save harmless the University, its officers, agents and employees with respect to any claim, action, cost or judgment for patent infringement, or trademark or copyright violation arising out of purchase or use of materials, supplies, equipment or services covered by this contract.
23. **Contractor's Invoices.** Contractor agrees to include on the face of all invoices billed to the University, the Purchase Order number and its Taxpayer Identification Number, which is the Social Security Number for individuals and sole proprietors and the Federal Employer Identification Number for all other types of organizations.
24. **Pre-Existing Regulations.** The regulations set forth in USM Procurement Policies and Procedures in effect on the date of execution of this Contract are applicable to this Contract.
25. **Indemnification.** The University shall not assume any obligation to indemnify, hold harmless or pay attorneys' fee that may arise from or in anyway be associated with the performance or operation of this contract.
26. **Conflicting Terms.** Any proposal for terms in addition to or different from those set forth in this purchase order or any attempt by the Contractor to vary any of the terms of this offer by Contractor's acceptance shall not operate as a rejection of this offer, unless such variance is in the terms of the description, quantity, price or delivery schedule, but shall be deemed a material alteration thereof, and this offer shall be deemed acceptable by the Contractor without the additional or different terms. If this purchase order is an acceptance of a prior offer by the Contractor, the acceptance is expressly conditioned upon Contractor's assent to any additional or different terms contained herein. The Contractor understands and agrees that the terms and conditions of this purchase order may not be waived.
27. **Drug and Alcohol Free Workplace.** The contractor warrants that the contractor shall comply with COMAR 21.11.08 Drug and Alcohol Free Workplace, and that the contractor shall remain in compliance throughout the term of this purchase order.
28. **Retention of Records.** The Contractor shall retain and maintain all records and documents relating to this Contract for three years after final payment by the University hereunder or any applicable statute of limitations, whichever is longer, and shall make them available for inspection and audit by authorized representatives of the University, including the procurement officer or designee, at all reasonable times.
29. **Maryland Law Prevails.** This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland, without regard to its conflicts of law or choice of law principles. Any legal proceeding arising out of or relating to the Agreement shall be brought in and heard by the courts of the State of Maryland, and the parties voluntarily consent to the exclusive jurisdiction of the courts of this State for any such proceeding.

MANDATORY BID TERMS AND CONDITIONS

1. **Confidentiality/Proprietary.** Bidders/Offerors should give specific attention to the identification of those portions of their bids/proposals that they deem to be confidential, proprietary information or trade secrets and provide justification why such materials, upon request, should not be disclosed by the University under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland. A statement in a header or footer on each page or contained in a preface or opening paragraph indicating that the entire bid or each page is deemed confidential is not adequate. Bidders/Proposers must clearly indicate each and every section that is deemed to be confidential, proprietary, or a trade secret. By submitting a response to this solicitation, the Bidder consents to release of all bid documents with the exception of those specific provisions that are noted confidential, proprietary or a trade secret as defined and set forth in the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.
2. **Bid Bond Notice.** A bid bond is required for all construction contracts reasonably expected to exceed \$100,000. All other solicitations on all University contracts in excess of \$100,000 shall require, if so noted, the submission of bid security in an amount equal to at least 5 percent of the total amount of bid, at the time bid is submitted. If a contractor fails to accompany its bid with the required bid security, the bid shall be determined non-responsive.
3. **Minority Business Enterprise Participation.** Minority Business Enterprises are encouraged to respond to this solicitation. If so noted in the specifications that an MBE subcontract participation goal has been established by this procurement, by submitting a response to this solicitation, the bidder agrees that the established amount of the contract will be performed by minority business enterprises.
4. **Arrearages.** By submitting a response to the solicitation, a vendor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award.
5. **Bid/Proposal Affidavit.** The attached Bid/Proposal Affidavit must be signed and returned with all bids. Bids returned without a signed affidavit shall be deemed non-responsive.
6. **Acknowledgments.** The Bidder must acknowledge in writing the receipt of all amendments, addenda, and changes issued concerning this solicitation.
7. **Reservations of Rights.** This solicitation implies no obligation on the part of the University. The University reserves the right to increase or decrease the quantities of any materials, equipment, supplies or services. The University reserves the right to award by item, groups or items, or total bid and to waive any technical or minor irregularities.
8. **Bid Validation and Rejection.** The unit price shall be considered as the price bid. Separate unit prices shall be submitted for each item; extensions shall be indicated where applicable and total bid price shown when requested. In the event of a discrepancy between unit price and total, unit price shall prevail. Bids may be modified or withdrawn by written notice prior to the time and date set for opening. The University reserves the right to accept or reject any and all bids in part. Unless otherwise provided in this solicitation, bid prices are irrevocable for a period of 90 days following bid opening.
9. **Small Business Set-Aside.** In accordance with COMAR 21.11.01.01B, the University shall give 5% bid preference or a predetermined percentage preference to reflect different industry characteristics for a small business set-aside.
10. **Terms.** Prompt payment discounts offered for payment within less than 30 calendar days will not be considered in evaluation offers for award. However, offered discounts of less than 30 days will be taken if payment is made within the discount period, even though not considered in the evaluation for award.
11. **Discounts.** Discount time will be computed from the date of your delivery to the carrier when F.O.B. is shipping point or from the date of delivery at destination when F.O.B. point is destination, or from date corrected invoice is received in the Accounts Payable Office when such invoice was necessary. Payment is deemed to be made for the purposes of earning the discount, as of the date appearing on the check.
12. **Sales and Use Tax License.** By submitting a response to this solicitation (if it involves the sale of personal property to the University), the Bidder/Offeror certifies that it possesses a valid sale and use tax license.
13. **Routing.** All material must be forwarded by the route taking the lowest transportation rate or in accordance with special shipping instructions; otherwise the difference in freight rate and extra cost of cartage will be charged to your account.
14. **Samples.** The University reserves the right to request and be furnished samples at no expense to the University, prior to or after the award, for the purpose of quality and specification evaluation. Samples shall be returned, upon request, at the Contractor's expense. The University does not guarantee that samples returned will be in the same condition as submitted.
15. **Submittal of Terms and Conditions.** The Purchase Order issued by the University shall constitute the contract between the parties. Terms and conditions submitted by a bidder after solicitation closing date shall not be accepted. Any proposed terms and conditions, including any for contracts which the bidder proposes to use, shall be submitted by the solicitation closing date as a part of the bid. Any proposal for terms in addition to or different from those set forth in this bid or any attempt by the Contractor to vary any of the items of this bid by contractor's acceptance shall not operate as a rejection of this bid, unless such variance is in the terms of the description, quantity, price or delivery schedule but shall be deemed a material alteration thereof, and this bid shall be deemed acceptable by the Contractor without the additional or different terms.
16. **Reciprocity.** A preference under this section shall be identical to the preference that the other state gives to its residents. When the State of Maryland uses competitive sealed bidding to award a procurement contract, the state may give a preference to the resident bidder who submits the lowest responsive bid if: 1) the resident bidder is a responsible bidder; 2) a responsible bidder whose principle office is in another state submits the lowest responsive bid.; 3) the other state gives a preference to its residents; and 4) a preference does not conflict with a federal law or grant affecting the procurement contract. A preference includes a percentage preference, an employee residency requirement or any other provision that favors a resident over a non-resident. A resident bidder is a bidder whose principle office is located in the state. In accordance with state law, state finance & procurement article 14.401. A non-resident bidder submitting a bid/proposal for a state project shall attach to the bid/proposal a copy of the current statute, resolution, policy, procedure, or executive order of the resident state of the non-resident bidder that pertains to that state's treatment of non-resident bidders.
17. **Cancellation Policy.** The University may cancel this solicitation, in whole or in part, for any reason.

Attachment A

CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT

This document must be included with the bid or offer. If the bidder or offeror fails to submit this form with the bid or offer as required, the Procurement Officer shall deem the bid non-responsive or shall determine that the offer is not reasonably susceptible of being selected for award.

In conjunction with the bid or offer submitted in response to Solicitation No. _____, which includes Schedule MBE, I affirm the following:

1. I acknowledge the overall certified Minority Business Enterprise (MBE) participation goal of _____ percent and, if specified in the solicitation, sub goals of _____ percent for MBEs classified as African American-owned and _____ percent for MBEs classified as women-owned. I have made a good faith effort to achieve this goal.

OR

After having made a good faith effort to achieve the MBE participation goal, I conclude I am unable to achieve it. Instead, I intend to achieve MBE participation of _____ percent and request a waiver of the remainder of the goal. Within 10 business days of receiving notice that our firm is the apparent low bidder or the apparent awardee (competitive sealed proposal), I will submit a written waiver request that complies with COMAR 21.11.03.11. I acknowledge that the MBE subcontractors/suppliers listed in the MBE Participation Schedule will be used to accomplish the percentage of MBE participation that I intend to achieve.

2. I have identified the specific commitment of certified MBEs by completing and submitting an MBE Participation Schedule (Attachment B) with the bid or proposal.

3. I understand that if I am notified that I am the apparent awardee, I must submit the following documentation within 10 working days of receiving notice of the potential award or from the date of conditional award (per COMAR 21.11.03.10), whichever is earlier.

- (a) Outreach Efforts Compliance Statement (Attachment C)
- (b) Subcontractor Project Participation Statement (Attachment D)
- (c) MBE Waiver Request per COMAR 21.11.03.11 (if applicable)
- (d) Any other documentation required by the Procurement Officer to ascertain bidder or offeror responsibility in connection with the certified MBE participation goal.

I acknowledge that if I fail to return each completed document within the required time, the Procurement Officer shall determine that I am non responsive and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.

4. In the solicitation of subcontract quotations or offers, MBE subcontractors were provided not less than the same information and amount of time to respond as were non-MBE subcontractors.

I solemnly affirm under the penalties of perjury that the contents of this paper are true to the best of my knowledge, information and belief.

Bidder/Offeror Name

Signature of Affiant

Address

Printed Name, Title

Date

SUBMIT THIS AFFIDAVIT WITH BID/PROPOSAL

Attachment B

MBE PARTICIPATION SCHEDULE

This document must be included with the bid or offer. If the bidder or offeror fails to submit this form with the bid or offer as required, the Procurement Officer shall deem the bid non-responsive or shall determine that the offer is not reasonably susceptible of being selected for award.

Prime Contractor (Firm Name, Address, Phone)	Project Description
Project Number	Total Contract Amount
List information for each certified MBE subcontractor/supplier on this project.	
Minority Firm Name MBE Certification Number	
Work to be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name MBE Certification Number	
Work to be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name MBE Certification Number	
Work to be Performed	
Dollar Amount or Percentage of Total Contract	

USE ATTACHMENT B CONTINUATION PAGE AS NEEDED

SUMMARY

TOTAL MBE PARTICIPATION: _____ %
 \$ _____

Document Prepared by: (please print or type)
Name: _____
Name/Title: _____ (Signature)

MBE PARTICIPATION SCHEDULE (continued)

Provide Information for Each Certified MBE Subcontractor/Supplier on this Project	
Minority Firm Name MBE Certification Number	
Work to be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name MBE Certification Number	
Work to be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name MBE Certification Number	
Work to be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name MBE Certification Number	
Work to be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name MBE Certification Number	
Work to be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name MBE Certification Number	
Work to be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name MBE Certification Number	
Work to be Performed	
Dollar Amount or Percentage of Total Contract	

Submit this Schedule with Bid Proposal