ANCIENT STUDY / TRAVEL PROGRAM
2014 MARCH - GREECE

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-20880-Q
Sharon Quinn: 410-455-2540

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
issues. This solicitation is subject to all terms and conditions
contained herein (see attached pages 2 & 3)

Vendor Bid No.
(If any)

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

05/13/13

WEDNESDAY, JUNE 12, 2013

<table>
<thead>
<tr>
<th>Item No.</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
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</table>

The University of Maryland Baltimore County (UMBC) is
requesting bids for the 2014 March Ancient Study/Travel
Program, per the attached specifications, and terms and
conditions.

Bidders must complete and return the following as your
Bid Response:
1. Complete and sign this Bid Cover Sheet
2. Complete and sign the UMBC Bid Price Sheet (attached)
3. Bidder’s Itinerary
4. Descriptive literature of all proposed hotels
5. Complete and sign the Bid/proposal Affidavit Form.

Questions due by Friday, May 24, 2013 by 3:00
p.m. and are to be directed to Sharon Quinn at:
squinn@umbc.edu

Mail your response to: Sharon Quinn at the address noted
on the Price Sheet by WEDNESDAY, JUNE 12, 2013 BY
2:00 P.M. - (Late Bids cannot be accepted.)

UMBC’s attached Purchase Order Terms & Conditions
and Mandatory Bid Terms & Conditions apply to this Bid.

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.)

ORDER No. DATE SUCCESSFUL
BID # BC-20880-Q

University of Maryland, Baltimore County
Ancient Studies Department
Study/Travel Tour
Mainland Greece and Crete
March 14-23, 2014

SPECIFICATIONS

I. General

1) Please give quotes for groups of 25, 30, 35, and 40, three-star and four-star accommodation.
2) 2 Instructors will serve as guides; no guides are required.
3) There will be THREE (3) instructors accompanying the group who will pay full fare. Agents to quote no free trips.

II. Tour must include:

1) Visit to all sites listed on the enclosed itinerary.
   - The order of the visits should remain as is.
2) Air Transport
   - Round-trip air transportation from BWI to ATH to arrive at ATH c. 9:00 Sa. March 15.

3) Tourist Class Hotels, centrally located, buffet breakfast included, for 8 nights
   - Athens: 2 nights (March 15, 16)
   - Itea/Amphissa/Delphi: 2 nights (March 17, 18)
   - Nauplion: 2 nights (March 19, 20)
   - Heraklion, Crete: 2 nights (March 21, 22)

4) Motor Coach Service (private motor coach)
   - Coach from Athens airport to Athens hotel. (March 15)
   - Coach from Athens hotel to National Archaeological Museum. Coach from National Archaeological Museum to archaeological site at Sounion and temple of Poseidon (to view the sunset from the promontory at Sounion) and from Sounion back to Athens hotel. (March 15)
   - Depending on location of Athens hotel, coach from hotel to Acropolis and from Agora to hotel. (March 16)
   - Coach from Athens hotel to hotel in Itea/Amphissa/Delphi with stops at archaeological site of Eleusis (and Archaeological Museum), archaeological site of Gla, and Arachova. (March 17)
• Coach from hotel in Itea/Amphissa/Delphi to Sanctuary of Athene Pronaia and from Delphi Archaeological Museum back to hotel. (March 18)
• Coach from hotel in Itea/Amphissa/Delphi to hotel in Nauplion with stops at monastery of Hosios Loukas, the Diolkos, and archaeological site of Roman Corinth. (March 19)
• Coach from hotel in Nauplion to archaeological site of Tiryns, from Tiryns to archaeological site of Mycenae, and from Mycenae museum to archaeological museum of Nauplion. (March 20)
• Coach from hotel in Nauplion to Athens airport (March 21). Coach from Heraklion airport to hotel in Heraklion.
• Depending on distance, coach from hotel in Heraklion to Heraklion archaeological museum and back to hotel. (March 21)
• Coach from hotel in Heraklion to archaeological site of Knossos, from Knossos to archaeological site of Phaistos, from Phaistos to archaeological site of Ayia Triada, from Ayia Triada back to hotel in Heraklion. (March 22)
• Coach from hotel to Heraklion airport (March 23).

III. All Bids Must Include:

1. Round-trip trans-Atlantic transportation on a regularly scheduled airline.
2. Ground transportation to and from airports in Greece
3. Buffet breakfast daily
4. Transfers to and from airports.
5. Itinerary MUST be submitted along with pricing.
6. Maps for all participants (in time for pre-trip meetings beginning in January).
7. All museum fees, site entrance fees, taxes and service charges are to be included in the bid price BUT NO GRATUITIES.
8. Information on travel insurance including trip cancellation and interruption protection.
9. Contingency fee if tour escort must be provided by travel agent.
   (Explanation: University council requires all participants to sign a liability release, the pertinent section of which, Section 3.2, states that participants agree to forfeit their money or “make an individual decision to continue on the trip individually” if the University withdraws sponsorship. In this circumstance, the University instructors will not be permitted to travel. Should this occur the agency will provide a “tour leader” from departure to return to accompany the group to facilitate all aspects of the itinerary.)
10. Bids are due by 2:00 p.m. on Wednesday, June 12, 2013 to the UMBC Procurement Office


**BID # BC-20880-Q**
Travel/Study Program To Greece, March 2014

**UMBC BID PRICING SHEET**

II. Payment Schedule:

Bidder must state the proposed payment schedule for this trip:

________________________________________________________________________

________________________________________________________________________

Bidder must state cancellation/refund policy for this trip:

________________________________________________________________________

________________________________________________________________________

A. Cost per person based on **departure from BWI** on a regularly scheduled airline:

<table>
<thead>
<tr>
<th>Number of Persons</th>
<th>Three-Star Hotel</th>
<th>Four-Star Hotel</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Persons (Minimum)</td>
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<td>20 Persons</td>
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<td>25 Persons</td>
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<td>35 Persons</td>
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<td>40 Persons</td>
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<tr>
<td>45 Persons</td>
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</table>

Additional cost for Single Supplement:

Contingency Escort Fee:

Price **without** tip included:

**With** Traveling Tour Director included:

**Without** Traveling Tour Director:

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**Note:** There will be three (3) instructors accompanying the group who will pay full fare. Bidders to quote NO FREE TRIPS.
B. The University may elect to **depart from Dulles Airport** if it would result in additional savings. Note cost per person based on departure from Dulles (regularly scheduled airline).

<table>
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<tr>
<td><strong>Price without tip included:</strong></td>
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<tr>
<td><strong>With Traveling Tour Director included:</strong></td>
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<tr>
<td><strong>Without Traveling Tour Director:</strong></td>
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</tbody>
</table>

**Note:** There will be three (3) instructors accompanying the group who will pay full fare. Bidders to quote NO FREE TRIPS.

**NOTE TO BIDDERS:**

1. Bidders must sign and return the attached Bid/Proposal Affidavit with bid. Failure to do so will result in your bid being deemed non-responsive.

2. Bidders must sign and return the attached “Bid Cover Sheet”. Failure to do so will result in your bid being deemed non-responsive.

3. Bidders must complete and return the **UMBC’s** Bid Pricing Sheet with your bid.

4. By submitting a response to this solicitation, the bidder hereby agrees to accept all of the terms, conditions, and specifications set forth herein.

(Signature to be placed on the following page)
BC-20880-Q
Travel/Study Program To Greece, March 2014

UMBC BID PRICING SHEET – (Continued)

Name: ____________________________ Print
Signature: _________________________
Firm: ______________________________
Date: _____________________________

MAIL YOUR RESPONSE TO:

Ms. Sharon Quinn
UMBC Department of Procurement
Administration Building, Room 301
1000 Hilltop Circle
Baltimore, MD 21250
# University of Maryland, Baltimore County
## Ancient Studies Department
### Study/Travel Tour
#### March 14-23, 2014
## Itinerary

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Place(s) Visited</th>
<th>Travel</th>
<th>Lodging and Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>F March 14-Sa. 15 March</td>
<td></td>
<td>BWI to ATH via any airport that will arrive in ATH early Sat. 15 March.</td>
<td>A flight arriving c.9:00am on March 15 is required. A meeting with representative of the tour operator is essential.</td>
</tr>
<tr>
<td>Sa. March 15</td>
<td>National Archaeological Museum &lt;br&gt;Sunset trip to temples of Athena and Poseidon at Sounion</td>
<td>Coach from hotel to National Archaeological Museum; Coach from National Archaeological Museum to Sounion. Coach from Sounion to hotel.</td>
<td>Overnight at Athens. Sunset on this day is 6:32 PM. Group banquet in Athens within walking distance of hotel.</td>
</tr>
<tr>
<td>Su. March 16</td>
<td>Athenian Acropolis and Acropolis Museum &lt;br&gt;Agora and Museum</td>
<td>Coach from hotel to Acropolis; coach from Agora to hotel (depending on location of hotel; it may be possible to walk)</td>
<td>Overnight at Athens.</td>
</tr>
<tr>
<td>M. March 17</td>
<td>Eleusis/Archaeological Museum &lt;br&gt;Gla &lt;br&gt;Arachova &lt;br&gt;Itea/Amphissa/Delphi</td>
<td>Coach from hotel in Athens to hotel in Itea/Amphissa/Delphi via Eleusis and Archaeological Museum, Gla, and Arachova.</td>
<td>Overnight at Itea/Amphissa/Delphi. We prefer not to stay in Delphi. Something in Itea is most desirable, then Amphissa, then Delphi.</td>
</tr>
<tr>
<td>T March 18</td>
<td>Sanctuaries of Athene Pronaia and Apollo at Delphi Museum.</td>
<td>Travel by coach from hotel to sanctuary of Athene Pronaia and from Delphi Archaeological Museum back to hotel.</td>
<td>Overnight at Itea/Amphissa/Delphi.</td>
</tr>
<tr>
<td>W March 19</td>
<td>Monastery of Hosios Loukas &lt;br&gt;Diolkos &lt;br&gt;Roman Corinth</td>
<td>Travel from Delphi to Nauplion (3:40) via Hosios Loukas, the Diolkos, and Roman Corinth</td>
<td>Overnight at Nauplion.</td>
</tr>
<tr>
<td>Date</td>
<td>Location</td>
<td>Activity</td>
<td>Accommodation</td>
</tr>
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</tr>
<tr>
<td>Th. March 20</td>
<td>Tiryns Mycenae + Museum Nauplion Museum</td>
<td>Travel by coach from hotel to Tiryns and from Tiryns to Mycenae, from Mycenae Museum to the Nauplion Archaeological Museum</td>
<td>Overnight at Nauplion <em>Banquet in Nauplion, walking distance from hotel.</em></td>
</tr>
<tr>
<td>F March 21</td>
<td>Heraklion Museum</td>
<td>Travel by coach from Nauplion to Athens Airport (2:30); fly from Athens Airport to Heraklion (;50).</td>
<td>We need to arrive in Heraklion c. 1:00 pm. The museum closes at 5:00 pm. Overnight at Heraklion.</td>
</tr>
<tr>
<td>Sa March 22</td>
<td>Knossos Phaistos Ayia Triada</td>
<td>Travel by coach to Knossos and then to Phaistos (c. 1:30), Ayia Triada, and back to hotel.</td>
<td>Overnight in Heraklion.</td>
</tr>
<tr>
<td>Sun. March 23</td>
<td></td>
<td>Fly Heraklion to ATH ATH to BWI.</td>
<td></td>
</tr>
</tbody>
</table>
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. Deliver 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.
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, 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 any way 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.

Rev. 04/07/06
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. **Acknowledgements.** 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 if a determined 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 purpose 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 or shall be deemed a material alteration thereof; and this bid shall be deemed acceptable by the Contractor without the additional or different terms.

16. **Reciprocality.** 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 it's 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 state's treatment of non-resident bidders 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.