



**ANNOUNCEMENT
ANNE ARUNDEL COUNTY, MARYLAND
Annapolis, Maryland**

**INVITATION FOR BID
MOWING SERVICES FOR LANDFILLS AND CONVENIENCE CENTERS
IFB NO. 12-017
NOTICE TO BIDDERS**

Specifications and Bid Responses for providing the subject items/services are available at the Anne Arundel County Purchasing Division, The Heritage Office Complex, 2660 Riva Road, Third Floor, Annapolis, Maryland, 21401, and will be received until **1:30 pm**, local time, **TUESDAY, MARCH 6, 2012**, at the same location after which they will be publicly opened and read in the Patuxent Room on the same floor. **Bids received after the above-referenced time set for opening will be rejected and returned unopened.**

To all Bidders: Anne Arundel County Purchasing Division will no longer automatically mail complete bid packages. Instead, we encourage anyone receiving this Notice to review and download a bid package from either the County website at www.aacounty.org or www.eMarylandMarketplace.com. A copy of the bid package may also be picked up at the above address during normal business hours.

****IMPORTANT NOTICE: Addenda to solicitations often occur, sometimes within as little as 48 hours, prior to bid opening. It is the potential Bidder's responsibility to frequently visit the Purchasing Division's website (<http://www.aacounty.org/CentServ/Purchasing/index.cfm>) to obtain Addenda once they have received a copy or downloaded a solicitation. No other notification will occur. In order to receive any addenda issued less than 48 hours prior to bid opening, all Bidders shall register for this Invitation for Bid with the County Purchasing Division by calling 410-222-7620. A Bid may be rejected if any addendum is not signed and submitted with the Bid****

A Pre-Bid Conference has been scheduled for Wednesday, February 22, 2012 at 10:00 a.m., local time, at the Millersville Landfill & Convenience Center Administration Office, 389 Burns Crossing Rd, Severn, Maryland 21144. All Bidders are strongly encouraged to attend. This IFB will be discussed, and Bidders questions will be answered. Bidders should register for the Pre-Bid Conference at least 48 hours in advance of the meeting date and time by contacting the Buyer listed below. If no Bidders register, the meeting may be canceled without further notice to the Bidders.

A bid deposit in the form of a certified check or bid bond in the amount of **\$2000.00 [per section 2.10]** is required for this Invitation for Bid ("IFB"). Failure to submit a valid bid deposit with Bid Response, when required, shall nullify the Bid." ****All Bid deposits submitted by check WILL be deposited into a County account.****

Note: Questions concerning this Specification and Bid Response shall be directed to Stephen Ports, CPPB, Buyer, phone (410) 222-7665 or phport15@aacounty.org.

William Schull, C.P.M., CPPB
Purchasing Agent
February 7, 2012

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Solicitation Check List

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

- _____ Bid Response shall be delivered to the County Purchasing Division no later than the date and time shown in the Solicitation. Did you visit our website at (<http://www.aacounty.org/CentServ/Purchasing/index.cfm>) for any addenda?
- _____ Did an authorized company representative (reference Section 1.25) sign the Bid Response Form?
- _____ Did an authorized company representative sign and notarize the Affidavit form?
- _____ Did you include the required signature authority documents, if required?
- _____ Did you include a signed copy of the completed Vendor Information Form?
- _____ If you are an entity (limited liability partnerships, corporations, limited partnerships, limited liability companies, limited liability limited partnerships, business trusts, real estate investment trust and trade name filings), is the legal name of your company listed with the State of Maryland Department of Assessments and Taxation and in good standing? You may check by going to www.sdat.org.
- _____ If this Solicitation requires a Bid deposit, did you include one?
- _____ Did you provide one original and one copy of your response?
- _____ Is the outside of the submittal envelope marked with the Bid Number, the title, the due date, your company name, and your company address?
- _____ Did you check the County's web site for any Addenda and include a signed copy of each with your Bid Response?

MANDATORY REQUIREMENTS

The following item(s) are **MANDATORY** and shall be submitted with Bid Response in order to be considered for an award. If the following item(s) is required by this Solicitation and is not submitted with the Bid Response, the Bid Response shall be considered null and void, and therefore, will be rejected.

- (A) **Bid Deposit**
- (B) **County's Bid Response Form**

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Sealed bids or proposals addressed to the County Purchasing Agent will be received in the Office of the Purchasing Agent, Anne Arundel County, Maryland, until **1:30 p.m., local time, March 6, 2012**, and will be publicly opened at 1:30 p.m., local time, on that date.

BID SPECIFICATIONS

SECTION ONE – GENERAL INSTRUCTIONS

- 1.1 INSTRUCTIONS** – Instructions, forms, and specifications may be obtained in person from the Anne Arundel County Office of the Purchasing Agent, The Heritage Office Complex, 2660 Riva Road, Third Floor, Annapolis, Maryland, 21401, or may be downloaded from the County’s website at www.accounty.org.
- 1.1.1 All Bids shall be submitted in duplicate on and in accordance with forms for this purpose, which are available at the Office of the Purchasing Agent.
 - 1.1.2 All Bids are to be submitted in a sealed envelope.
 - 1.1.3 Each Bid shall be accompanied by a notarized affidavit (non-collusion oath/anti-bribery) executed by the Bidder or, if the Bidder is a business entity, by a duly authorized representative of the business entity. The form for this oath is provided in this IFB and can also be obtained by the Office of the Purchasing Agent.
 - 1.1.4 Additional information or clarification of any of the instructions or information contained herein may be obtained from the Office of the Purchasing Agent.
 - 1.1.5 Any Bidder finding any discrepancy in or omission from the Specifications resulting in doubt as to their meaning, or feeling that the Specifications are discriminatory, shall notify the County Purchasing Agent in writing not less than five (5) business days prior to the scheduled opening of the bids. These exceptions in no way obligate the County to change its Specifications. The County Purchasing Agent will notify all Bidders by written addendum of any interpretations made of the Specifications.
 - 1.1.6 The County shall assume no responsibility for oral communications. All official correspondence in regard to the Specifications shall be directed to and shall be issued by the County Purchasing Agent in writing.
 - 1.1.7 To better ensure fair competition and to permit a determination of the lowest Bidder, Bid Responses may be rejected if they show any omission, irregularity, alteration of form, addition, condition, unresponsiveness, or unbalance.
 - 1.1.8 Specifications provided are based on County needs and uses, estimated costs of operation and maintenance, and other significant or limiting factors to meet County requirements and consistent with County policies. Minimum and maximum specifications, where included, are not established arbitrarily to limit competition or to exclude competitive Bidders.
 - 1.1.9 In the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.

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1.2 TAXES: RESPONSIBILITY FOR PAYMENT, EXEMPTIONS, FORMS TO BE FILED, ETC.

- 1.2.1 The Successful Bidder is responsible for paying and, by submitting a Bid, agrees to pay all retail sales, income, real estate, sales and use, transportation, special, and any other taxes applicable to and assessable against any goods, processes, and operations incident to or related to this Invitation for Bid. The Successful Bidder is responsible for ascertaining applicable taxes and making all necessary arrangements to pay same.
- 1.2.2 All prices quoted shall be exclusive of any State, Federal, or other applicable taxes, including Federal Excise Tax on trucks or any other goods or accessories.

1.3 RESERVATIONS

- 1.3.1 The Purchasing Agent may reject all Bids and cancel the IFB, may reject parts of all Bids, or may reject all Bids for any one or more Goods or Services if, in the Purchasing Agent's judgment, it is in the County's best interest and the public interest will be served thereby. A written record explaining the reasons for such rejection shall be maintained with the records related to the Procurement.
- 1.3.2 The County Purchasing Agent reserves the right to waive formalities or technicalities in Bids as the interest of the County may require.
- 1.3.3 The quantities appearing in this IFB are approximate only and are prepared for the canvassing of bids. Payment to the Successful Bidder will be made only for the actual quantities of goods or services provided in accordance with the resulting Contract, and it is understood that the scheduled quantities of goods or services to be furnished may be increased, decreased, or omitted without invalidating the Bid.
- 1.3.4 The County Purchasing Agent reserves the right to award contracts or place orders on a lump sum or individual item basis, or in such combination as shall, in his or her judgment, be in the best interest of the County.
- 1.3.5 The County Purchasing Agent may waive minor differences in Specifications provided these differences neither violate the Specification intent nor materially affect the operation for which goods or services are being purchased and do not increase estimated maintenance and repair costs to the County.

1.4 SUBSTITUTES

- 1.4.1 When an item is designated as "no substitutes", only that brand/manufacturer and stock number shall be accepted, except goods manufactured by the same manufacturer and sold under a competitive brand name.
- 1.4.2 For all items not designated "no substitutes", the County will consider a "County-approved equivalent." Equivalent items will be considered provided descriptive literature and specifications accompany the Bid. Each Bidder shall indicate on the Bid Response Form "As Specified", or the equivalent manufacturer and model number. The County, in its sole discretion, will evaluate and award each item. The Bidder shall indicate clearly the goods on which it is bidding, and shall supply a sample or sufficient data enabling a meaningful comparison to be made with the particular brand or manufacturer specified.

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Catalog cuts and descriptive data shall be attached to the original copy of the Bid where applicable. Failure to submit the above information may be sufficient grounds for rejection of the Bid.

- 1.4.3 No Bidder shall be allowed to offer more than one price on each item even though the Bidder may believe that two or more types or styles will meet specifications. Bidders shall determine for themselves which to offer. If a Bidder submits more than one price on any item, all prices for that item may be rejected at the discretion of the Purchasing Agent.

1.5 MATERIAL SAFETY DATA SHEETS

If goods provided to the County contain any ingredients that could be hazardous or injurious to a person's health, a Material Safety Data Sheet ("MSDS") shall be provided to the Purchasing Agent by the Successful Bidder. This requirement also applies to any goods used by the Successful Bidder when providing a service to the County.

1.6 INSPECTION

All goods delivered to and services performed for the County shall be subject to final inspection by the County and tests by the testing facilities of the County and other independent testing laboratories as may be designated by the Purchasing Agent. If the result of tests indicates that any part of the goods or services are deficient in any respect, the Purchasing Agent, in his or her absolute discretion, may reject all or any part of the goods or services provided to the County. Variances in goods and services may be waived upon approval by the Purchasing Agent, in his or her absolute discretion.

1.7 DISPUTES

In cases of disputes as to whether the goods or services quoted or delivered meet Specifications, the decision of the County Purchasing Agent shall be final and binding on both parties. The County Purchasing Agent may request the recommendation in writing of the head of the County Agency using the goods or service, the Standards and Specifications Committee, or other sources.

1.8 LAW AND REGULATIONS

The Successful Bidder shall comply with all applicable Federal, State, and local laws and ordinances. The Successful Bidder shall protect and indemnify Anne Arundel County, Maryland, and its agents or employees against any claim or liability arising from or based on the violation of any laws, ordinances, or regulations by the Successful Bidder and by any subcontractors, agents, or employees.

1.9 EQUAL OPPORTUNITY

- 1.9.1 It is the policy of Anne Arundel County, Maryland, to ensure Equal Employment Opportunity for all persons, and to ensure that Minority and Women-Owned Business Enterprises have the maximum opportunity to participate in the performance of all County contracts for supplies and services.
- 1.9.2 Every Contractor doing business with the County shall agree not to discriminate in any manner against any employee or applicant for employment because of race, age, creed, color, national origin, or gender, and shall be obligated to include a similar requirement

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in any and all subcontracts. The Successful Bidder shall also agree to comply with all Federal, State, and local laws and Executive Orders and Regulations relating to Equal Employment Opportunity and Minority Business Enterprises.

1.10 INDEMNIFICATION

If a Contract is awarded, the Successful Bidder shall be required to indemnify, defend, and hold the County, its employees, and agents harmless from and against any and all claims, loss, liability, cost, and expenses, including attorney fees, howsoever arising or incurred, alleging personal injury, bodily injury, including death, or property damage arising out of or attributable to the Successful Bidder's performance of the Contract awarded.

1.11 TERMINATION PROCESS

1.11.1 Termination for Convenience:

Notwithstanding anything contained herein, the County may terminate this Agreement anytime, in whole or in part, without showing cause by providing thirty (30) days written notice to the Successful Bidder. The County shall pay all reasonable costs incurred by the Successful Bidder up to the date of termination. The Successful Bidder shall not be reimbursed for any anticipatory profits, which have not been earned to the date of termination.

1.11.2 The Successful Bidder shall be provided 30 days notice of any termination not for cause and shall only perform such work during the 30-day notice period that is authorized in writing by the County's Purchasing Agent.

1.11.3 This Agreement may be terminated by the County upon at least seven (7) days notice to the Successful Bidder in the event that: (1) the Work is permanently abandoned by the County; (2) continued Work is deemed by the County, in its sole discretion, not to be in the best interests of the County; or (3) monies are no longer available or are not appropriated to fund the Work being performed or to be performed under this Agreement.

1.11.4 Termination for Cause:

Notwithstanding anything contained herein, if the Successful Bidder fails to fulfill its obligation under this Agreement properly and on time or otherwise violates any provision of this Agreement, the County may terminate this Agreement by written notice to the Successful Bidder. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished goods or services provided by the Successful Bidder shall, at the County's option, become the County's property. The County shall pay the Successful Bidder fair and equitable compensation for satisfactory performance prior to receipt of notice of termination less the amount of damages caused by the Successful Bidder's breach. If the damages are more than the compensation payable to the Successful Bidder, the Successful Bidder shall remain liable after termination, and the County may take all steps necessary to collect damages.

1.12 OPTIONAL USE OF CONTRACT

1.12.1 The Successful Bidder reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any contract resulting from this Bid to any and all public bodies, subdivisions, school districts, community colleges, colleges, and

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universities, including non-public schools. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The Successful Bidder agrees to notify the issuing body of those entities that wish to use any contract resulting from this IFB and shall also provide usage information, which may be requested.

- 1.12.2 The County assumes no authority, liability, or obligation on behalf of any other public or non-public entity that may use any contract resulting from this IFB. All purchases and payment transactions shall be made directly between the Successful Bidder and the requesting entity. Any exceptions to this requirement shall be specifically noted in the Bid Response.

1.13 CORPORATION REGISTRATION

- 1.13.1 Whenever required by law, business entities not organized under the laws of the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 W. Preston Street, Baltimore, Maryland, 21201 (“SDAT”) before doing any business in this State.
- 1.13.2 All Bidders that are business entities shall be and present evidence that they are in good standing with SDAT.

1.14 REFERENCES TO ALTERNATE TERMS

Any reference which may appear on any price list or literature to any terms and conditions, such as F.O.B. Shipping Point or Prices Subject to Change shall not be part of any Contract with a Successful Bidder and shall be disregarded by the County.

1.15 PAYMENT TERMS

Invoice(s) shall contain the following information: Purchase Order Number, Item Number, description of goods or services, quantities, unit prices, and extended totals. Payment terms, unless otherwise noted, shall be net thirty (30) days. The County is not subject to retail sales, income, real estate, sales, use, transportation, or special taxes. The final payment shall be based upon acceptance of goods or services from the Successful Offeror and a final invoice submitted by the Successful Offeror and approved by the County. To receive payment for services rendered, the Offeror shall submit an invoice to:

Anne Arundel County, Maryland
Office of Finance
P. O. Box 2700
Annapolis, MD 21404

1.16 ASSIGNMENT

The Contract resulting from this IFB and the compensation, which may become due thereunder are not assignable except with prior written approval of the County.

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1.17 AVAILABILITY OF FUNDS

The obligations of the County under any Contract awarded pursuant to this IFB are subject to the availability of funds appropriated by the County Council of Anne Arundel County, Maryland, and to receipt and availability of appropriated funds.

1.18 INTERPRETATION

The Contract resulting from this Solicitation shall be construed under the laws of the State of Maryland.

1.19 INTEGRATION

The IFB, the Successful Bidder's Bid, and the County's Purchase Order contain the entire understanding between the parties, and any additions or modifications hereto may only be made in writing executed by both parties hereon.

1.20 FAIR LABOR STANDARDS

The Successful Bidder shall comply with all applicable provisions of the Federal Labor Standard Act (FLSA) and shall indemnify, defend, and hold harmless the County, its officers, employees, and agents from any and all liability, including but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorney's fees arising under any wage and hours law, including but not limited to, FLSA for work performed by the Successful Bidder's employees for which the County may be found jointly or solely liable.

1.21 CHANGES

1.21.1 The County reserves the right to add items to this Contract at the County's sole discretion if the items meet the following criteria:

1.21.1.1 The items added are, in the County's sole opinion, within the general scope of work established for this Contract and/or are ancillary to the successful completion of Work under the resulting Contract.

1.21.1.2 The price for each item as offered by the Successful Bidder is, in the County's sole opinion, fair and reasonable and consistent with the pricing for the balance of the resulting Contract.

1.21.1.3 The items added are relatively insignificant to the overall value and services under the agreement.

1.22 MOST FAVORED PUBLIC ENTITY

The Successful Bidder agrees that the prices charged the County under this Contract do not exceed existing selling prices to its other customers for the same or substantially similar items or services for comparable quantities under similar terms and conditions.

1.23 DAMAGE TO COUNTY FACILITIES, BUILDINGS, OR GROUNDS

The Successful Bidder shall repair, or cause to be repaired, at its own cost any and all damage to County facilities, buildings, grounds, equipment, vehicles, or property caused by the Successful Bidder or employees, subcontractors, or agents of the Successful Bidder. Such repairs shall be

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made immediately after awareness of damage, or notice by County, but in no event more than thirty (30) days after the occurrence.

1.24 CONDITIONS FOR PURCHASING ELSEWHERE

1.24.1 Time is of the essence. Should the Successful Bidder fail to perform as specified, in accordance with the terms and conditions specified herein, the Purchasing Agent shall then have the right to procure goods and services in the open market or by contract, in which event the additional costs of such goods or services above the Contract price shall be charged against the Successful Bidder, and may be deducted from any funds payable or which may become payable to the Successful Bidder.

1.24.2 The Purchasing Agent may reject, at his or her sole discretion, any goods or services ordered from the Successful Bidder if they are delivered or performed subsequent to the placement of orders elsewhere.

1.25 SIGNATURES REQUIRED FOR LEGAL ENTITIES (FOR CONTRACTS EXCEEDING \$150,000)

The chart below indicates which persons are authorized by law to sign documents. If documents submitted in response to this Solicitation are signed by other persons, then the Interested Party shall provide documents establishing that the persons have the legal authority to sign on behalf of and bind the Interested Party.

TYPE OF LEGAL ENTITY:

Company/Corporation or Professional Service Corporation (<i>"Inc.," "Co.," "Corp.," "Ltd.," "P.C.," "Chartered," "Chtd.," "Professional Association," "P.A."</i>)	NO PROOF NEEDED IF SIGNED BY: President or Vice President	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: By-Laws, Articles of Incorporation, or a Corporate Resolution
Partnerships	NO PROOF NEEDED IF SIGNED BY: Partner	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: Statement of Partnership Authority
Limited Partnerships (<i>"L.P."</i>)	NO PROOF NEEDED IF SIGNED BY: General Partner	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: Certificate of Limited Partnership
Limited Liability Company / Corporation (<i>"LLC" or "LC"</i>)	NO PROOF NEEDED IF SIGNED BY: President or Vice President	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: Operating Agreement or Articles of Organization of the LLC
Religious Corporations	PROOF	ENTITY SHALL PROVIDE:

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and Churches	ALWAYS NEEDED	By-Laws, Articles of Incorporation, or Corporate Resolution
Limited Liability Partnerships and Limited Liability Limited Partnerships (“L.L.P.” or “LLLP”)	PROOF ALWAYS NEEDED	ENTITY SHALL PROVIDE: Certificate of Limited Liability Partnership and Partnership Agreement or Statement of Partnership Authority

Note: this chart does not cover unincorporated associations.

1.26 CHANGES/ERASURES TO BID RESPONSE

To be considered, all erasures, interpolations and other changes in the Bid Response shall be signed or initialed by the Bidder.

1.27 BIDDER’S UNDERSTANDING OF THE SCOPE OF IFB AND DUE DILIGENCE

By submitting a Bid in response to this IFB, the Bidder represents that it has read and understands this IFB, including any Addenda, and has familiarized itself with Federal, State, and local laws, ordinances, rules, and regulations that may affect the cost or performance under this IFB or any resulting Contract. The failure or omission of any Bidder to receive or examine any form, instrument, addenda, or other document or to acquaint itself with conditions existing at any site shall in no way relieve that Bidder from any obligations with respect to its Bid Response or to any resulting Contract.

1.28 BID RESPONSE MODIFICATIONS OR WITHDRAWAL

- 1.28.1 A Bid Response may be modified or withdrawn by the Bidder anytime before the time and date set for the receipt of Bid Responses upon notice to the Purchasing Division in writing.
- 1.28.2 Modified and withdrawn Bids, clearly marked and dated, may be resubmitted to the Purchasing Division up to the time and date set for the receipt of Bid Responses.
- 1.28.3 No Bid Response may be unilaterally modified or withdrawn after the time set for the receipt of Bid Response and for ninety (90) calendar days thereafter.

1.29 ADDENDA TO IFB - CHANGE IN ISSUING ADDENDA

****IMPORTANT NOTICE**:** The Purchasing Division no longer provides written notification of addenda to solicitations. The Purchasing Agent will notify Bidders of any changes, additions, or deletions to the Specifications by addenda posted on the Anne Arundel County, Maryland, Purchasing Division's website. As of July 1, 2008, it is the potential Bidder's responsibility to frequently visit the Purchasing Division's website at <http://www.aacounty.org/CentServ/Purchasing/index.cfm> to obtain Addenda once they have received a copy or downloaded a copy of a solicitation. No other notification will occur. In order to receive any addenda issued less than 48 hours prior to bid opening, all Bidders shall register for this IFB with the County Purchasing Division by calling 410-222-7620. A Bid may be rejected if any addendum is not signed and submitted with the Bid.**

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1.30 CONTENT

The contents of the Bid Response of the Successful Bidder may become contractual obligations. Failure of the Successful Bidder to accept these obligations in a Contract may result in cancellation of the award, and the Successful Bidder may not be eligible for future solicitations.

1.31 CONFLICT OF INTEREST

1.31.1 By submission of a Bid Response, Bidder agrees that it has no direct or indirect interest that would conflict in any manner or degree with performance by this IFB or any resulting contract of its services. The Bidder shall further covenant that, in the performance of any contract, the Bidder shall not employ any person or entity having any such known conflict.

1.31.2 Failure of the Bidder to provide any information requested in the IFB may result in disqualification of the Bid Response.

1.32 HEADINGS

The words and phrases used in the heading of various sections and parts of this IFB are for convenience only and shall not affect the interpretation of any of the terms, conditions and requirements contained anywhere in the IFB.

1.33 IFB TEXT EMPHASIS

Throughout this IFB, there may be occasional use of underlining, bolding, oversized characters or other methods of text emphasis. No remarkable difference in emphasis or relative importance of text content is intended by the use of any one method in place of another.

1.34 PARENT COMPANY

If a Bidder is owned or controlled by a parent company, the name, main office address, and tax identification number of the parent company shall be provided in the Bid Response.

1.35 ASSIGNMENT AND DELEGATION

Except for assignment of antitrust claim, a party to any Contract resulting from this IFB may neither assign nor delegate any portion of the Contract without the prior written consent of the other party.

1.36 ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a Bid Response to this IFB, the Successful Bidder accepts the terms and conditions set forth herein.

1.37 EXECUTIVE ORDER #24

Pursuant to Executive Order 24, Bidders are required to comply with all applicable laws and regulations relating to the employment of aliens. If a Bidder fails to comply with applicable laws and regulations relating to employment of aliens, such failure shall constitute a material breach of the Bidder's contractual relationship with the County and shall be grounds for termination of the contractual relationship. By submitting a Response to this IFB, the Bidder certifies that it is aware of its obligations under Executive Order 24 and that it complies with all applicable laws and regulations relating to the employment of aliens.

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1.38 CONFIDENTIAL AND PROPRIETARY INFORMATION

- 1.38.1 All information contained in the Bid is subject to production under the Maryland Public Information Act. Each Bidder shall be responsible for identifying all information in its Bid that it considers confidential and proprietary and not subject to release to the general public for any reason by including with its Bid a separate list entitled “Confidential and Proprietary Information”. The list shall identify all such information and shall include the location of such information in the Bid, including page numbers, as well as an explanation as to why each piece of information is considered to be confidential and proprietary. All information not included on the list, even if marked as confidential or “proprietary, shall be considered public information and is subject to release on request under the Maryland Public Information Act.
- 1.38.2 Reasons given for considering information within a Bid Response confidential or proprietary shall be legally justifiable, which is within the sole discretion of the County. Indicating that a Bid Response in its entirety is confidential and proprietary is not legally justifiable, is not acceptable, and may be grounds for the County rejecting the Bid Response on the grounds that the Bid Response is not responsive.
- 1.38.3 Limitations to Liability: Anne Arundel County assumes no responsibility and no liability for costs incurred by Successful Bidder in responding to the IFB, including requests for additional information. The County assumes no responsibility and shall not be liable in any way for the release to the public of information that is contained in the Bid Response.

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SECTION TWO – GENERAL SPECIFICATIONS

2.1 SCOPE

- 2.1.1 These Specifications are intended to cover the furnishing of grass mowing services for three (3) Anne Arundel County Department of Public Works Waste Management Services locations, as listed in Section Three and in the attached Bid Response Form.
- 2.1.2 The County reserves the right to add and delete sites from the Contract at the County's sole discretion.
- 2.1.3 The Successful Bidder shall provide all licenses and permits, labor, supervision, equipment, tools, fuel, lubricants, repairs, insurance, transportation, and any other material and services required to perform the grass mowing services as detailed herein.
- 2.1.4 The services shall consist of grass mowing, trimming, hard surface sweeping of mowing debris, removal of trash and debris from the mow site prior to mowing, removal or disbursement of large piles of cut grass, and any other service required to complete to scope of work as defined by the County in Section Three and the attached Bid Response Form.

2.2 PRE-BID CONFERENCE/SITE VISITS

- 2.2.1 A Pre-Bid Conference has been scheduled for **Wednesday, February 22, 2012, at 10:00 a. m.**, local time, at the Millersville Landfill & Convenience Center Administration Office, 389 Burns Crossing Rd, Severn, Maryland 21144, to answer questions about this IFB and the products or services to be provided hereunder. While attendance is not mandatory, all Bidders are strongly encouraged to attend. While every effort will be made to answer any questions concerning this IFB raised by potential Bidders at the Pre-Bid Conference, such answers shall be considered unofficial until affirmed in writing by the Purchasing Agent in the form of an addendum.
- 2.2.2 Bidders are strongly encouraged to visit the work sites prior to this meeting and to bring any issues regarding this IFB or the equipment/services to be provided to the Pre-Bid Conference or to the attention of the County Buyer prior to the deadline as detailed in clause 1.1.5 above. Refer to Clause 3.2 for additional information concerning site visits.
- 2.2.3 Bidders are strongly encouraged to bring any issues regarding this IFB or the equipment/services to be provided to the Pre-Bid Conference or to the attention of the County Buyer prior to the deadline as detailed in clause 1.1.5 above.
- 2.2.4 Any modifications, additions, or deletions to the Specifications that result from this meeting shall be in the form of an addendum to be posted on the County's website.
- 2.2.5 Bidders should register_for the Pre-Bid Meeting at least 48-hours in advance of the meeting date and time by contacting the Buyer, Stephen Ports, CPPB at 410-222-7665 or pport15@aacounty.org. If no Bidders register, the meeting may be canceled without further notice to the Bidders.

2.3 PURCHASE ORDER RELEASE

- 2.3.1 The agreement set forth is essentially a price agreement and the execution of the agreement or the receipt of a contract does not authorize the Successful Bidder to deliver

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or release any services to any department in the County. Authorization for services to be delivered shall be by Purchase Order Release issued by the Purchasing Agent.

- 2.3.2 Non-Exclusivity: Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict the County from acquiring similar, equal or like goods and/or services from other entities or sources.

2.4 TERM OF CONTRACT

This Contract shall be in effect beginning May 1, 2012 and ending December 31, 2012. This Contract may be renewed up to an additional four (4) one-year periods with the same terms and conditions at the sole discretion of Anne Arundel County, Maryland. After the initial term, any one-year renewals will be subject to the availability and appropriation of County funds.

2.5 WARRANTY AND SERVICE

The Successful Bidder warrants any services furnished shall be of the highest quality, shall comply with Specifications, and shall be free from all defects in workmanship. Any defective services shall be immediately replaced free of cost to the County.

2.6 DELIVERY OF SERVICES

2.6.1 Successful Bidder shall guarantee delivery of services to the Anne Arundel County Department of Public Works, Waste Management Services, within the hours specified under Clause 3.14.

2.6.2 Successful Bidder shall state the number of calendar days required to deliver each service to the County following notification of an award.

2.6.3 Successful Bidder shall provide a delivery ticket for each service delivered, marked clearly with the purchase order number issued by the County for the services purchased.

2.6.4 All items shall be delivered F.O.B. destination and delivery costs and charges shall be included in the Bid Response. Unit prices quoted shall include delivery, all charges prepaid, and shall be exclusive of all taxes. No transportation, shipping, or handling charges shall be added to the invoice.

2.7 TRADE-INS

This clause is deleted from this IFB.

2.8 PROCUREMENT CARD

2.8.1 The County retains the option to use the County procurement card for the purchase of supplies or services listed in the Contract in lieu of issuing a purchase order. No procurement card transaction shall take place without the authorization of the cardholder and shall not exceed the limit placed on the cardholder's procurement card. The Successful Bidder may receive orders by phone, facsimile, or other forms of notification from authorized County employees. The Successful Bidder may process a payment in the credit card network ONLY upon shipment of supplies or performance of the services ordered by the County agency. For partial shipments or performance, the Successful Bidder may process a payment only for the amount shipped or completed and NOT for the entire amount ordered by the County agency. Upon shipment or completion of the remaining order, the Successful Bidder may process a payment request to the credit card

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network for the remainder of the order. The Successful Bidder may not charge the County for any fees related to the use of a procurement card.

- 2.8.2 For all transactions, the Successful Bidder shall have a valid W-9 form on file with the Anne Arundel County, Maryland, Office of Finance.

2.9 REGULAR DEALER

Quotes shall be considered only from Bidders that qualify as a “regular dealer.” A “regular dealer” means a person or entity that owns, operates, or maintains a store, warehouse, or other establishment in which the goods required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. To be a regular dealer, the Bidder shall engage in, as its principal business and in its own name, the purchase and sale of the goods that are the subject of this IFB.

2.10 BID DEPOSIT

2.10.1 A bid deposit in the form of a certified check or bid bond in the amount of \$2,000.00 is required in this Invitation for Bid (“IFB”). Failure to submit a bid deposit with Bid Response shall nullify the Bid.

2.10.2 The bid deposit shall be in the form of a certified check (made payable only to Anne Arundel County, Maryland) or bid bond. Failure to submit a bid deposit shall result in rejection of the bid. A certified check made payable to anyone other than, or in addition to, Anne Arundel County, Maryland, shall be null and void and shall result in rejection of the bid.

2.10.3 Bid deposits will be returned to unsuccessful Bidders upon the award of the Contract. The bid deposit will be returned to the Successful Bidder upon execution of a Contract, the meeting of bond requirements, and the Successful Bidder has provided all required documents.

2.10.4 Nonperformance by a Successful Bidder, or its failure to execute the agreement, meet bond requirements, and provide all required documents within ten (10) business days after the award, shall result in the bid deposit being forfeited to the County as liquidated damages.

2.11 AWARD OF CONTRACT

2.11.1 The County Purchasing Agent shall award all Contracts to the lowest responsible, responsive Bidder, as determined by the County Purchasing Agent, not earlier than seven (7) days after the public opening of bids. The decision of the Purchasing Agent is final.

2.11.2 Any other considerations for the award shall be stated in the Specifications and Bid Response.

2.11.3 Anne Arundel County, Maryland, reserves the right to accept or reject any bid and to procure no or any quantity of goods or services that are the subject of this IFB, as deemed in its best interest of the County by the Purchasing Agent. After all other proper evaluation, an award shall be made on an individual item basis, or may be awarded on an aggregate item basis if an additional discount is offered for an aggregate award to the lowest responsive, responsible Bidder meeting or exceeding the requirements of this IFB.

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2.12 LITERATURE AND SAMPLES

- 2.12.1 If requested, the Bidder shall provide three (3) copies of complete, current, and up-to-date manufacturer-published descriptive literature and specifications for the proposed goods within five (5) days of the request, giving full details as to type of goods to be furnished under a Contract.
- 2.12.2 Samples, when requested by the County, shall be delivered to the Purchasing Division, Heritage Office Complex, 2660 Riva Road, 3rd Floor, Annapolis, Maryland, 21401, within five (5) days of the request, unless otherwise specified. All packages shall be marked "SAMPLES FOR BID NO. 12-017". Each sample shall bear the name of Bidder and item number, and shall be carefully tagged or marked in a clear and conspicuous manner. Failure of the Bidder to deliver required samples or to clearly identify samples may be considered sufficient reason for rejection of the Bid. All deliveries under a resulting Contract shall conform in all respects with samples as submitted and accepted as a basis for the award.
- 2.12.3 The Purchasing Agent reserves the right to retain or destroy samples and will be free from any redress or claim on the part of a Bidder if any samples are lost or destroyed. Upon notification by the Purchasing Agent that a sample is available for return, it shall be removed by the Bidder within thirty (30) days, or the Purchasing Agent may dispose of it at the Purchasing Agent's discretion.

2.13 INSURANCE REQUIREMENTS

Unless otherwise required by Special Conditions of this Invitation for Bids, if a Contract is awarded, the Successful Bidder shall be required to purchase and maintain during the life of the Contract Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers' Compensation Insurance with limits of not less than set forth below:

2.13.1 COMMERCIAL GENERAL LIABILITY INSURANCE

At least \$1,000,000 combined single limit coverage on an occurrence basis covering all premises and operations and including Personal Injury, Independent Contractor, Contractual Liability and Products and Completed Operations. **The general aggregate limit is to apply per project.**

2.13.2 BUSINESS AUTOMOBILE LIABILITY INSURANCE

At least \$1,000,000 Combined Single Limit to include owned, non-owned, and hired vehicles.

2.13.3 WORKERS' COMPENSATION INSURANCE

Statutory benefits as required by Maryland law and, when required, the U. S. Longshoremen's and Harbor Workers' Compensation Act, including standard Other States coverage; Employers' Liability coverage with limits of at least \$100,000 each accident/\$100,000 each employee disease/\$500,000 disease policy limit.

2.13.4 On all Commercial General Liability and Business Automobile Liability Insurance policies, Anne Arundel County, Maryland, its agents, servants, and employees shall be named as an additional insureds, which shall be shown on the insurance certificates furnished to the County under this Section.

2.13.5 Professional Liability Insurance This clause is deleted from this IFB.

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2.13.6 The Successful Bidder shall provide the County with Certificates of Insurance evidencing the coverage required above. Such certificates shall provide that the County be given at least thirty (30) days prior written notice of any cancellation of, intention not to renew, or material change in coverage. The Successful Bidder shall provide certificates of insurance before commencing work in connection with the Contract.

2.13.7 **Providing any insurance required herein does not relieve the Successful Bidder of any of the responsibilities or obligations assumed by the Successful Bidder in any resulting Contract or for which the Successful Bidder may be liable by law or otherwise.**

2.13.8 Failure to provide and continue in force insurance as required herein shall be deemed a material breach of any resulting Contract and shall operate as an immediate termination thereof.

2.14 RETURN GOODS POLICY

This clause is deleted from this IFB.

2.15 PRICE ADJUSTMENTS

2.15.1 All prices offered herein shall be firm against any adjustment for one (1) year from the effective date of the Contract. Prior to commencement of subsequent renewal terms, the County will entertain a request for price adjustments up to the Consumer Price Index in place exactly sixty (60) days prior to the renewal date. The Successful Bidder shall request all price adjustments in writing at least sixty (60) days prior to the renewal date.

2.15.2 For purposes of this Section, "Consumer Price Index" shall mean the Consumer Price Index-All Urban Consumers-Washington-Baltimore, DC-MD-VA-WV-All Items, Not Seasonally Adjusted (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

2.15.3 The County reserves the right to accept, reject, or modify the request for a price adjustment. If the County approves a price adjustment, the price shall remain firm for the renewal term for which it was requested.

2.16 AGREEMENT

Successful Bidder shall review the attached sample agreement and note any issues it may have with the agreement. Upon notifications of intent to award, the Successful Bidder shall have an authorized person (as shown under Section 1.25) sign a similar agreement tailored to meet this IFB as part of the Contract.

2.17 PERFORMANCE, LABOR & MATERIAL BONDS

This clause is deleted from this IFB.

2.18 REQUESTS FOR CLARIFICATIONS

The deadline for submitting a written request for clarification of requirements (see Section 1.1.5) is February 28, 2012, at 3:00 p.m., local time

2.19 NEGOTIATED PRICING

This clause is deleted from this IFB.

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SECTION THREE – TECHNICAL SPECIFICATIONS

3.1 QUALIFICATION OF BIDDERS (Pass/Fail)

- 3.1.1 All Bidders shall be evaluated by the County on a pass/fail basis as to the Bidders responsibility and capacity to perform. Previous performance on County Contracts as well as other jurisdictions and private industry Contracts shall be considered.
- 3.1.2 Bidders shall provide the following information with the Bid Response for use in determining responsibility:
 - 3.1.2.1 An Organization and Work Plan for each group of mowing sites bid, listing the key personnel and equipment assigned to that group of mowing sites.
 - 3.1.2.2 An Organization and Work Plan for the entire list of mowing sites bid, showing the chain of command, listing Supervisors by name for each group of mowing sites and their responsibilities.
 - 3.1.2.3 Complete Equipment List showing equipment owned and that to be purchased if awarded, organized by group of mowing sites.
 - 3.1.2.4 List of References for similar sized contracts with similar service requirements. Name and phone number of contact persons for each Reference shall be provided.
 - 3.1.2.5 Complete list of current employees, including Crew Chiefs and all higher levels of responsibility, including short resume and copies of all applicable licenses of each. Include list of employees to be hired at each level of responsibility and their qualification requirements.

3.2 SITE VISITS/SITE PLANS

- 3.2.1 There shall be no scheduled site visits for the work locations to be included in this IFB. Bidders are urged to visit each site prior to bidding, and to visit as many sites as possible prior to the Pre-Bid Conference, and direct any questions regarding the scope of work to the Buyer, Stephen J. Ports, CPPB at 410-222-7665 no later than two (2) weeks prior to the bid due date. See Section 2.18. Clarifications shall be distributed to all registered Bidders by Addenda.
- 3.2.2 The current fence lines at some facilities do not reflect actual property lines/areas to be cut. No consideration shall be granted for any alleged misunderstanding of the scope of work at each work site. See Section 1.27 of this IFB for additional details on the Bidder's responsibilities.

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3.2.3 The Site plans as drawn by KCI Technologies, Gannett Fleming, and Whitman, Requardt, & Associates are attached and shall be included as part of these Specifications and part of any resulting Contract. The Drawings are as follows:

- 1) Millersville Site
- 2) Sudley Site
- 3) Glen Burnie Site
- 4) Sudley Convenience Center Detail
- 5) Millersville Cell 9 Detail.

3.2.4 **Bidders shall call Joel Saline** at 410-222-6108 to coordinate scheduling site visits.

3.3 EQUIPMENT: CONDITION AND CONTINGENCIES

3.3.1 The Successful Bidder warrants that equipment furnished to perform this Contract shall be in good working condition. Regular maintenance on the equipment shall be in keeping with the manufacturer's suggested maintenance schedules. Any equipment failure due to abuse or poor maintenance shall be replaced immediately to assure the work is completed as scheduled.

3.3.2 The Successful Bidder shall have provisions in place for the rental of equipment and vehicles in situations where the Successful Bidder's owned or leased equipment becomes inoperative.

3.3.3 Failure of equipment shall not be just cause for non-performance of this Contract as specified.

3.3.4 A minimum of two (2) Flail mowers are required and special equipment may be required for trimming around vents, gas lines and wellheads on the landfill sites

3.3.5 The Successful Bidder shall make certain that blades are kept sharp at all times to ensure clean cut grass and a good, final appearance.

3.3.6 The Successful Bidder shall assess the condition of areas prior to mowing. Damage to the areas due to wet conditions (i.e., tire rutting) shall be minimized. The County reserves the right to discontinue use of mowing machinery at anytime and shall be the sole judge as to whether the mowers are performing satisfactorily and are appropriate for Project conditions.

3.4 WORKPLACE APPEARANCE AND CONDUCT, COMPLAINT RESOLUTION PROCEDURES

3.4.1 The Successful Bidder's personnel shall, at all times, present a neat appearance, and all work shall be performed and all complaints handled with due regard to the County public relations.

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- 3.4.2 The Successful Bidder shall utilize competent employees in performing the work specified in this Contract. At the request of the County, the Successful Bidder shall replace any incompetent, unfaithful, abusive, or disorderly employee.
- 3.4.3 All Successful Bidder employees at the level of Crew Chief and above shall be fluent in English as a requirement for interactions with County personnel.
- 3.4.4 The County and the Successful Bidder shall each be promptly notified by the other of any complaints received from the public or adjacent property owners. The Successful Bidder shall initiate corrective action, and advise said Complainant within twenty-four (24) hours when remedial action shall be completed. Documentation describing the complaint, resolution and completion of all actions shall be sent to the appropriate County Site Coordinator for each complaint.
- 3.4.5 The Successful Bidder shall provide written receipts for all cuts to the location designated by each County Site Coordinator.
- 3.4.6 Failure to comply with these provisions shall be grounds to withhold payments and/or termination of the Contract.

3.5 OBSERVANCE OF LAWS AND ORDINANCES

The Successful Bidder shall secure all permits and licenses imposed by law and ordinance, pay all charges and fees, and give notice necessary and incidental to the due and lawful protection of the work regarding the obstruction of streets and driveways, maintaining signals and open passageways, and protecting the same where exposed.

3.6 OBSTRUCTION OF STREETS AND RIGHT-OF-WAYS

- 3.6.1 The Successful Bidder shall arrange to keep all sidewalks open for traffic wherever possible and shall block portions of streets only when deemed necessary to protect private property. Warning signs and barricades shall be furnished and erected by the Successful Bidder when warranted. It shall be the Successful Bidder's responsibility to remove all surplus material and debris from streets as work progresses in order that the public shall have adequate use of the affected streets.
- 3.6.2 The Successful Bidder shall provide maintenance of traffic and use of traffic control as required by Anne Arundel County's Standard Specifications and Details for Construction, Section VIII, Traffic Control.

3.7 ACCIDENT PREVENTION

The Successful Bidder shall exercise precaution at all times for the protection of persons and property. Safety provisions of all applicable laws and ordinances shall be strictly observed. The County may require the Successful Bidder to discontinue hazardous work practices upon verbal notice. The Successful Bidder shall use the necessary safeguards and protective devices to prevent injury to the public or damage to public or private property.

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3.9 CONTACTS

- 3.9.1 The Successful Bidder shall coordinate all mowing with Waste Management Services County Contract Manager, Joel Saline 410-222-6108, and Site Coordinators at the following numbers: All Landfill Areas: Joel Saline, 410-222-6108; Glen Burnie Convenience Center, Russell Gartside, 410-222-6118; Millersville Convenience Center, Joel Saline, 410-222-6108, Sudley Convenience Center, Ken Sheckells, 410-222-1946.
- 3.9.2 One (1) representative of the Successful Bidder shall be identified and designated as sole contact to the County Project Manager. The representative (or an alternate) shall be available for phone calls and is required to respond to County calls within forty-eight (48) hours of receiving the County's call during regular work hours.

3.10 MOWING SEASON AND SCHEDULING

- 3.10.1 The mowing season shall be April 1 through November 1. The Successful Bidder shall begin mowing the Convenience Center Areas no later than April 1st, and all other areas as described in Clause 3.10.2 below. Each mowing shall be started only after explicit instructions from the County Site Coordinator to begin work.
- 3.10.2 Each Convenience Center area shall be mowed approximately two (2) times per month, which may be more or less each month depending on weather conditions. The Millersville Convenience Center mowing area includes the Administration Building area as well as the Maintenance Building area as outlined on the Millersville map. The landfill areas shall be mowed one (1) time per year as follows:
- Sudley Landfill - start approximately July 1
Millersville Landfill - start approximately August 1
Glen Burnie Landfill - start approximately September 1
- 3.10.3 The Successful Bidder shall begin landfill mowing operations at each site within one (1) week of notification. Once started, mowing shall be continuous until completion. Discontinuation due to weather shall be approved by County Site Coordinator.
- 3.10.4 Mowing of the landfill areas shall be completed within three (3) weeks at each site after mowing operations have begun.
- 3.10.5 The County Contract Manager retains the authority to increase or decrease the frequency of mowing, and each mowing shall be pre-approved by the County Contract Manager prior to starting work. All mowing requested by the County shall be paid at the unit rate as bid by the Successful Bidder.

3.11 AREAS TO BE MOWED

- 3.11.1 On the drawings, the entire area inside the colored boundaries shall be mowed. Single Pass shall mean the cut is at least One hundred forty four (144") inches wide where permissible.

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3.11.2 The Successful Bidder shall be responsible for all areas, regardless of ditches or obstructions that may make access difficult.

3.12 LITTER AND DEBRIS REMOVAL

The Successful Bidder shall perform litter and debris removal to prevent roadside litter from being “mulched” or scattered by mowing or trimming operations. The Successful Bidder shall remove the litter and debris from the mowing site the day it is collected and disposed or recycled at each of the facilities.

3.13 MOWING REQUIREMENTS

3.13.1 The Successful Bidder shall perform mowing with appropriate equipment to insure that grass and vegetation at roadside, in medians or traffic islands, and around guardrails and any other traffic control devices or obstacles is maintained between four (4) and six (6) inches in height at all times during the mowing season subject to section of 3.10 above. In conjunction with each mowing event the Successful Bidder shall perform trimming with appropriate equipment to insure that all areas uniformly cut to the required height. String trimming shall occur on the same day as mowing.

3.13.2 Due to the nature of landfill sites, the ground has a tendency to shift from cut to cut due to settlement. The Successful Bidder shall avoid causing ruts, tracks and gouging of the landfill surface and shall be repaired, seeded and mulched prior to leaving the site.

3.13.3 Millersville and Sudley landfills shall include trimming around all gas wells, vents, pipes, cleanouts, etc. and groundwater monitoring wells within the limits of work.

3.13.4 Grass clippings shall be mulched and evenly dispersed by the Successful Bidder so that grass clippings are not left in windrows. Grass clippings shall not be blown into roadways or on to sidewalks or private properties by the Successful Bidder.

3.13.5 The Successful Bidder shall be responsible for general worksite cleanup and removal of all incidentals necessary to prosecute the work.

3.14 WORK HOURS

The Successful Bidder shall only perform mowing and related work during hours of 8:00 a.m. to 4:00 p.m., local time, Monday through Friday with the exception of County holidays and service reduction days. Work shall not be permitted on Saturdays, Sundays, County holidays, and service reduction days without written permission from the County. Daily working hours may be increased with prior approval from the County.

3.15 FESCUE

Much of the vegetation on the landfill sites is fescue, official name *Sericea Lespedeza*. This is a very thick and tough grass that does not respond to rotating blade mowers and string trimmers. A minimum of two (2) Flail mowers are required and special equipment may be required for trimming around vents, gas lines and wellheads on the landfill sites.

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3.16 INVOICING

- 3.16.1 Shall be submitted monthly, during the first full week of the month and shall include only those sites completed during the previous month. Sites that are not completed shall not be invoiced. It shall be the Successful Bidders responsibility to assure that work shall not be billed that has not been completed.
- 3.16.2 Invoices that are not submitted in a timely manner as detailed in 2.25.1 above and that result in the County being unable to verify that the work was completed as billed shall not be paid and the Successful Bidder shall rescind all such invoices.
- 3.16.3 In addition to the invoicing requirements above, the Successful Bidder may be required to certify completion of work on a form provided by Anne Arundel County. The County Contract Manager reserves the right to inspect all work performed by the Successful Bidder for completeness prior to authorizing payment.

3.17 AWARD

Award shall be made by subtotal as detailed on the following Bid Response Form. The three (3) Convenience Centers shall be awarded as a group, and the three (3) landfill areas shall be awarded individually.

****IMPORTANT NOTICE: Addenda to solicitations often occur, sometimes within as little as 48 hours, prior to bid opening. It is the potential Bidder's responsibility to frequently visit the Purchasing Division's website (<http://www.aacounty.org/CentServ/Purchasing/index.cfm>) to obtain Addenda once they have received a copy or downloaded a solicitation. No other notification will occur. In order to receive any addenda issued less than 48 hours prior to bid opening, all Bidders shall register for this IFB with the County Purchasing Division by calling 410-222-7620. A Bid may be rejected if any addendum is not signed and submitted with the Bid. ****

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BID RESPONSE FORM

(Submit Original and One Duplicate Copy)

Purchasing Agent
The Heritage Office Complex
2660 Riva Road, 3rd Floor
Annapolis, Maryland 21401

In accordance with your Announcement, the Bid Response and Specifications contained herein and dated February 7, 2012, and your General Information and Notice to Bidders bearing the same date, we wish to quote the following:

Item #	Description	Quantity	Unit	Unit Price	Extended Price
Item #1:	Glen Burnie Convenience Center, mowing & trimming services, per cut, per Specifications	16	ea.	\$ _____	\$ _____
Item #2:	Millersville Convenience Center, mowing & trimming services, per cut, per Specifications	16	ea.	\$ _____	\$ _____
Item #3:	Sudley Convenience Center, mowing & trimming services, per cut, per Specifications	16	ea.	\$ _____	\$ _____
Item #4:	Convenience Centers, misc mowing services, per hour, per Specifications	20	hr.	\$ _____	\$ _____
Item #5:	Convenience Centers, misc trimming services, per hour, per Specifications	40	hr.	\$ _____	\$ _____

Convenience Center Areas Sub Total (lines #1 - #5): \$ _____

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Item #	Description	Quantity	Unit	Unit Price	Extended Price
Item #6:	Glen Burnie Landfill areas, per cut, mowing & trimming services, per Specifications	1	ea.	\$ _____	\$ _____
Item #7:	Glen Burnie Landfill, misc mowing services, flail mower, per hour per Specifications	40	hr.	\$ _____	\$ _____
Item #8:	Glen Burnie Landfill, misc trimming services, per hour per Specifications	80	hr.	\$ _____	\$ _____
Glen Burnie Landfill Areas Sub Total (lines #6 - #8):				\$ _____	
Item #9:	Millersville Landfill Cells 1, 2, 4 and 5, 6, 7 areas, mowing & trimming services, per cut, Per Specifications	1	ea.	\$ _____	\$ _____
Item #10:	Millersville Landfill Cell 8 area, mowing & trimming services, per cut, per Specifications	1	ea.	\$ _____	\$ _____
Item #11:	Millersville Landfill Cell 9 Pond 9-2 area, mowing & trimming services, per cut, per Specifications	2	ea.	\$ _____	\$ _____

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Item #	Description	Quantity	Unit	Unit Price	Extended Price
Item #12:	Millersville Landfill Misc pond areas (pond 1, 3, 4, 5 and 8-1), mowing & trimming services, per cut, per Specifications	1	ea.	\$ _____	\$ _____
Item #13:	Millersville Landfill Pond 2 area, mowing & trimming services, per cut, per Specifications	1	ea.	\$ _____	\$ _____
Item #14:	Millersville Landfill, misc mowing services, flail mower, per hour, Per Specifications	40	hr.	\$ _____	\$ _____
Item #15:	Millersville Landfill, misc trimming services, per hour per Specifications	80	hr.	\$ _____	\$ _____
Millersville Landfill areas Sub Total (lines #9 - #15):				\$ _____	
Item #16:	Sudley Landfill areas, mowing & trimming services, per cut, per Specifications	1	ea.	\$ _____	\$ _____
Item #17:	Sudley Landfill, misc mowing services, flail mower, per hour, per Specifications	40	hr.	\$ _____	\$ _____

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Item #	Description	Quantity	Unit	Unit Price	Extended Price
Item #18:	Sudley Landfill, misc trimming services, per hour, per Specifications	80	hr.	\$ _____	\$ _____

Sudley Landfill areas Sub Total (lines #16 - #18): \$ _____

Award shall be made per Sub Total.

The person signing the Bid Response shall initial any alterations in figures on this form in ink.

The Bidder certifies that this Bid Response has been duly authorized and approved by all required organizational action of the Bidder.

The person executing this Bid Response on behalf of the Bidder certifies that he or she has the legal and organizational authority to do so.

Bidder's Company Name: _____

Anne Arundel County, Maryland
INVITATION FOR BID
IFB NO. 12-017
MOWING SERVICES FOR LANDFILLS AND CONVENIENCE CENTERS

Vendor Information Form

It is further agreed by the undersigned that upon our receipt of your written advice of the acceptance of our Bid, the necessary contract will be executed within ten (10) calendar days after such notice.

Bidding Firm Name: _____
Business Name (e.g., Corp., Inc., Co., T/A, DBA, etc.)

Federal Tax Identification No./SS#: _____

Street Address: _____

City and State: _____ Zip Code _____

Business Phone: (Toll Free #, if applicable) _____ Date: _____

Fax Number: _____ Terms of Payment: _____

Contact Name and Title: Mr. Mrs. Ms. _____

Email Address: _____

Website Address, if available: _____

Registration # Issued by the MD Dept. of Assessment and Taxation*: _____

(*See Section 1.13 Corporation Registration)

Name and address of any affiliated company providing goods or services under the agreement: _____

In accordance with the County Code, Article 8-2-119, please list any affiliation with a County employee(s) or official(s). **Include name and type of affiliation** (i.e., relative, business associate, etc.). (Write "none" if there are no affiliations.):

- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____
- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____
- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____

Does your firm qualify as a Minority Business Enterprise? Y or N

MBE Designations Black Male Black Woman Women Asian Hispanic None

Printed Name and Title of Agent: Mr. : Mrs. : Ms. _____

Signature of Agent*: _____

(*See Section 1.25 – Signatures Required for Legal Entities)

The person signing the Bid Response shall initial any alterations in figures on this form in ink.

We wish to submit a "No Bid" at this time, but request that our company remain on your Bidders list for this commodity/service.

Anne Arundel County, Maryland
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AFFIDAVIT

On behalf of _____, I do solemnly declare and affirm, under penalty of perjury,
(Contractor/Bidder/Offeror)
that to the best of my knowledge, information, and belief:

1. Neither _____, nor any of its officers, directors, or partners, or any
(Contractor/Bidder/Offeror)
of its employees who are directly involved in obtaining or performing contracts with the State of Maryland, a unit of the State (as defined in ' 16-101 of the State Finance and Procurement Article of the Maryland Annotated Code), or a local governmental entity in the State, has:

(a) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any State or of the Federal Government;

(b) been convicted under a State or Federal law or Statute of any offense enumerated in ' 16-203 of the State Finance and Procurement Article of the Maryland Annotated Code; or

(c) been found civilly liable under a State or Federal Antitrust Statute as provided in ' 16-203 of the State Finance and Procurement Article of the Maryland Annotated Code.

2. _____ shall not knowingly enter into a contract with a public
(Contractor/Bidder/Offeror)
body under which a person or business debarred or suspended under Title 16, Subtitle 3 of the State Finance and Procurement Article of the Maryland Annotated Code will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

3. Neither _____, nor any employee or representative of
(Contractor/Bidder/Offeror)

(Contractor/Bidder/Offeror):

(a) agreed, conspired, connived, or colluded to produce a deceptive show of competition in the preparation of the bid or offer being submitted; or

(b) has in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the price of the bid or proposal of any Bidder or offer of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted

Contractor/Bidder/Offeror: _____

By: _____

Title: _____

Date: _____

Subscribed and sworn to before me, a Notary Public of the State of _____, County or City of _____, this _____ day of _____, 2012.

(Notary Public)

My Commission Expires: _____

Anne Arundel County, Maryland
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RELATED EXPERIENCES AND REFERENCES

This section of the Bid shall establish the ability of the Bidder to satisfactorily provide the required work by demonstrating competence in the performance of services to be provided; the nature and relevance of recently completed work; record of satisfactory performance on similar projects; and supportive client references. Provide no less than three (3) examples of similar projects that Bidder has undertaken (indicating current status of the project) within the last three (3) years. For each reference cited as related experience, furnish the name, title, address, and telephone number of the person(s) at the purchaser's organization who is the most knowledgeable about the work performed.

REFERENCE #1:

Company Name: _____
Contact Name/Title: _____
Address: _____
Telephone Number: _____
Nature of Work: _____
Current Status of Project: _____
Start and End Date: _____

REFERENCE #2:

Company Name: _____
Contact Name/Title: _____
Address: _____
Telephone Number: _____
Nature of Work: _____
Current Status of Project: _____
Start and End Date: _____

REFERENCE #3:

Company Name: _____
Contact Name/Title: _____
Address: _____
Telephone Number: _____
Nature of Work: _____
Current Status of Project: _____
Start and End Date: _____

Bidder's Company Name _____

Anne Arundel County, Maryland
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Sample AGREEMENT FOR SERVICES (do NOT complete at this time)

THIS AGREEMENT, made this _____ day of _____, 2012, by and between Anne Arundel County, Maryland (the "County"), and _____ (the "Contractor").

WHEREAS, the County issued _____ (IFB/RFP number and title), a copy of which is attached hereto as Attachment A and is incorporated herein and made a part hereof;

WHEREAS, copies of the Contractor's technical proposal, if any, and cost proposal are attached hereto as Attachment B;

WHEREAS, having completed the Procurement process in accordance with Attachment A and the Anne Arundel County Code, the County is awarding the resulting contract to the Contractor; and

WHEREAS, it is the purpose of this Agreement to describe the formal rights and obligations of the parties;

NOW, THEREFORE, WITNESSETH that, for the consideration herein indicated, and in consideration of the mutual promises and covenants set forth in this Agreement, the Contractor and the County agree as follows:

1. The Contractor shall perform services described and outlined in Attachments A and B to this Agreement, which are incorporated herein and are made a part hereof (the "Work").
2. The County and the Contractor shall have all rights and obligations set forth in Attachments A and B.
3. The County shall pay the Contractor up to _____ for Work performed under this Agreement in accordance with the fee schedule set forth in Attachment B to this Agreement.
4. The Contractor certifies that this Agreement has been duly authorized and approved by all required organizational action of the Contractor.
5. The person executing this Agreement on behalf of the contractor certifies that he or she has the legal and organizational authority to do so.

IN WITNESS THEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Anne Arundel County, Maryland
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ATTEST: ANNE ARUNDEL COUNTY, MARYLAND

By: Dennis Callahan Date
Title: Chief Administrative Officer

[Contractor's Name]

By: Date
Title: *(Please legibly print name and title above.)*

Approved as to form.

Purchasing Agent Date

Approved as to form and legal sufficiency.

Office of Law Date

Approved as to sufficiency of funds.

Controller Date