

Allegany County Transit On-Vehicle Video Surveillance System

For

**Allegany County Commissioners
Cumberland, Maryland**

**Allegany County Department of Public Works
Transit Division**

Contract Number: ACT – 10 – 03

Minority Business Enterprises Are Encouraged to Respond to this Solicitation Notice

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PROJECT DESCRIPTION

Allegany County Transit is requesting bids for procurement and installation of on-vehicle video surveillance system for their fleet of twenty (20) vehicles. Each vehicle will have a minimum of three (3) infrared cameras and a minimum of two (2) microphones and the option to expand capacity to four (4) cameras if needed in the future. The video will record during service hours and will be saved for 180 calendar days (approximately 3,000 hours) on a hard drive based storage media for each vehicle which can be easily accessed by the staff to review video as needed. The video will have time and date stamp as well as GPS capabilities.

ADVERTISEMENT FOR BIDS

LEGAL NOTICE

Notice is hereby given that the Allegany County Commissioners will receive sealed bids until 3:00 p.m. on January 26, 2010 for the On-Vehicle Video Surveillance System Procurement and Installation for the Allegany County Transit's fleet.

Bids shall be marked "ACT On-Vehicle Video Surveillance System" on the outside of the envelope Addressed to:
Allegany County Commissioners
701 Kelly Road, Suite 405
Cumberland, Maryland 21502-2803

The last mail delivery to Allegany County Commissioners' Office prior to the bid opening will be the morning of January 26, 2010. Bids will be opened by the County Clerk in public at 3:00 p.m. in the Commissioners' Meeting Room, at 701 Kelly Road Cumberland, MD.

Specification and proposal forms are available from:

Siera Wigfield, Transportation Planner
1000 Lafayette Avenue
Cumberland, MD 21502
(301) 722 6360
And
<https://ebidmarketplace.com/>

The contractor will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations. Minority business enterprises are encouraged to apply.

The Allegany County Commissioners reserve the right to accept or reject any or all bids and to waive any formalities and technicalities as the Allegany County Commissioners deem to be the best interest to do so, subject to regulation governing United States Department of Transportation assisted transit purchases.

ALLEGANY COUNTY COMMISSIONERS

By: */s/ Carol A. Gaffney*
Carol A. Gaffney, Clerk

Times-News: December 18, 2009

INFORMATION FOR BIDDERS AND SUBMITTAL CHECKLIST

Below are summaries of important clauses, and a checklist of forms which must be completed for valid bid proposals, found in the Bid Forms portion of the bid package. This is not intended as a substitute for the official clauses written in the contract.

☐ **Pre-Bid Conference**

Pre bid conference will be held on **Wednesday January 6, 2010 10:00am** at the **Allegany County Transit Facility, 1000 Lafayette Avenue, Cumberland, Maryland 21502**. Bidders will be notified amendments made to specifications within 10 days of the conference. Bidder's non-attendance in no way invalidates final bid award.

☐ **Bid Opening**

- Sealed in an envelope labeled with the date and time of the bid opening and the bid number.
- Bidder's authorized representative must manually sign and notarized the Bid proposal sheet
- Bids will be open on **Tuesday, January 26, 2010 at 3:00** pm in the Allegany County Commissioners Meeting Room, Suite 100 in Cumberland, Maryland by the County Clerk. Bids shall be made no less than 30 days after advertisement and may be extended upon request. Bidder's non attendance will not invalidate final bid award.

☐ **Bid Bond**

Include bid bond in the amount of five percent (5%) of the total bid proposal rounded to the nearest \$1,000, made payable to the Purchaser (Allegany County Commissioners).

☐ **Bid Withdrawl**

After the bids are opened, bids may not be withdrawn or altered for sixty (60) calendar days. Prior to the date/time set for bid opening, however, bids may be modified or withdrawn by the bidder's authorized representative in person, or by written or telegraphic notice.

☐ **Determining Successful Bidder**

This contract will be awarded to the lowest responsive bidder meeting specifications, subject to the provisions herein.

☐ **Performance Bond**

The successful bidder shall furnish a performance bond equal to one hundred percent (100%) of the full amount of the contract, as a guarantee that the terms of the contract shall be complied with in every particular. This will be deliverable to :

Allegany County Commissioners
701 Kelly Road, Suite 405
Cumberland, Maryland 21502-2803

, no later than ten (10) calendar days after notification of awarding of the contract.

☐ **Protest, Appeal, and Amendment Procedures:**

Protests must be received within 15 days prior to bid opening date. Protests must be supported with proper data, and submitted to appropriate Protest, Appeal, and Amendment Agent:

MPO Coordinator
Suite (104)
Allegany County Office Complex
701 Kelly Road
Cumberland, Maryland 21502

Protest not meeting specifications on page (7) will not be considered. Final responses of the Purchaser will be returned by certified mail no later than 10 days after protest submission.

☐ **Acceptance and Terms of Payment**

Terms of payment for the on-vehicle video surveillance system shall be thirty (30) calendar days net after acceptance of the on-vehicle video surveillance system pursuant to these specification documents. Invoices will be furnished by contractor with or prior to installation of the on-vehicle video surveillance system.

☐ **Nonacceptance**

A registered letter of nonacceptance, stating in detail reasons for such will be sent to the contractor within fifteen (15) calendar days after initial completion. Nonacceptance will automatically extend the terms of payment thirty (30) calendar days after the date on which the deficiencies resulting in nonacceptance have been satisfactorily corrected.

☐ Approved Equals, Clarifications, and/or Exceptions:

Bidders have fourteen (14) days , January 12, 2010, before bid opening to submit Approved Equals, Clarifications, and/or Exceptions to :

Transit Chief
Allegany County Transit
1000 LaFayette Avenue
Cumberland, MD 21502

The Offeror of the Approved Equal, Clarification and/or Exceptions shall receive a formal response in at least seven (7) calendar days. All responses to submitted Approved Equals Form will appear as an addendum on the bid and specification document, and shall be sent to all potential bidders.

Below is a checklist of forms to complete for a valid bid.

Required Forms to Complete and Submit for Bid Opening for Qualifying Bids

- ☐ Affidavit of Qualifications to Bid
- ☐ Bid Proposal
- ☐ Bid Schedule
- ☐ Bid Bond
- ☐ Agreement (four (4) copies)
- ☐ Buy America Certification Form
- ☐ Certification Regarding Lobbying
- ☐ MDOT MBE FORM A: Certified MBE Utilization and Fair Solicitation Affidavit Solicitation
- ☐ MDOT MBE FORM B: MBE Participation Schedule
- ☐ MDOT MBE FORM C: Outreach Efforts Compliance Statement
- ☐ MDOT MBE FORM D: MBE Subcontractor Project Participation Affidavit
- ☐ DUNS number CCR CAGE Code
- ☐ Addenda No _____ Date: _____ (if applicable)
- ☐ Addenda No _____ Date: _____ (if applicable)
- ☐ Addenda No _____ Date: _____ (if applicable)

AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that

1. I am the _____
(Title)

Authorized representative of the firm of

(Name of Corporation)

Whose address is

(Address)

(Address)

And that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I nor the above firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts wit the State or any county, bi-county, or multi-county agency, or subdivision of the State have been convicted of or have pleaded nolo contender to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts of omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported).

3. (State “none” or as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date; court, official, or administrative body: the individuals involved and their position with the firm, and the sentence or disposition, if any.)

I acknowledge that this affidavit is to be furnished to the Allegany County Commissioners and , where appropriate, to the Board of Public Works and the Attorney General under section 16D of Article 78A of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in the affidavit are not true and correct, the Allegany County Commissioners may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with section 16D Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State of any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties or perjury that contents of the affidavit are true and correct

(Date) (Signature)

BID PROPOSAL

Proposal of _____
(hereinafter called "BIDDER"),. Organized and existing under the Laws of the State of _____
_____ doing business as _____*.

To the Allegany County Commissioners, 701 Kelly Road, Suite 407, Cumberland, MD 21502 (hereinafter called "OWNER").

In compliance with your Advertisement for Bids, BIDDER hereby proposes to perform all Work for the procurement and installation of **Allegany County Transit On-Vehicle Video Surveillance System - Contract NO. ACT-10-03 DOCUMENTS**, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies, and in the case of a joint BID each party thereto certifies as to their own organization, that this BID has been arrived at independently, without consultation, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this contract on or before a date at to be specified in the NOTICE TO PROCEED (Within 21 – 30 days of Award) and to fully complete the Project within 90 consecutive calendar days thereafter.

The contractor shall follow the required work schedule: Monday through Friday, between 8:00 am and 5:00 pm; no work shall be completed on Saturdays and Sundays or on holidays.

BIDDER further agrees to pay as liquated damages the sum of \$100.00 for each consecutive calendar day thereafter the mutually agreed upon date between the "Owner" and the "Contractor."

Bidder Acknowledges receipt of the following ADDENDA:

BIDDER agrees to perform all the work described in the Contract Documents for the Following unit prices or lump sum:

*Insert "a corporation", "a partnership" or" an individual" as applicable.

BID SCHEDULE

Allegany County Transit On-Vehicle Video Surveillance System - Contract NO. ACT-10-03

Note: Bids shall include sales tax and all other applicable taxes and fees.

ITEM No.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT INSTALLATION PRICE	UNIT PRICE	TOTAL PRICE
1	Infrared Camera	60			
2	On-Board Recording Device	20			
3	250 Gigabyte Hard Drive	60	NA		
4	Video Reader/Software	1	NA		
5	Noise Reducing Microphones	40			
6	Four (4) year Warranty	1	NA		
7	Extended one (1) year Warranty (optional)	1	NA		
8	Fourth Infrared Camera (optional)	20			
9	Infrared Cameras for 10 additional systems (optional)	48			
10	On-Board Recording Device (optional)	12			
11	250 Gigabyte Hard Drive (optional)	36	NA		
12	Noise Reducing Microphones (optional)	24			
13					
14					

Total Bid Price for Proposed System Items No. 1- 6 = _____

Total Bid Price for Items No. 1- 14 = _____

Project award will be based on Total Bid Price for Proposed System, above.

Bid Proposal, Respectively submitted:

_____	_____
(Signature)	(Date)

(Printed Name)

_____	_____
(Title)	(Phone Number)

(Address)

_____	_____
(License Number – if applicable)	(Fax Number)

(SEAL – if BID is by a corporation)

ATTEST

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned

as Principal, and

as Surety, are hereby held and firmly bound unto the **Allegany County Commissioners** as OWNER in the penal sum of FIVE PERCENT OF THE TOTAL BID AMOUNT for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors, and assigns.

Signed, this _____ day of _____, 20_____.

The condition of the above obligation is such that whereas the Principal has submitted to the **Allegany County Commissioners** as certain bid attached hereto and hereby made a part hereof to enter into a contract in writing, for the **ALLEGANY COUNTY TRANSIT ON-VEHICLE VIDEO SURVEILLANCE SYSTEM - CONTRACT NO. ACT-10-03**

NOW, THEREFORE,

a. If said BID shall be rejected, or

b. If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said BID) and shall furnish a BOND for his faithful performance of said contract, and for the payment of all persons performing labor or furnish materials in connection there with, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of the obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligation of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principle and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set fourth above.

L.S.

(Principal)

(Surety)

By: _____

IMPORTANT – Surety companies executing BONDS must appear on the Treasury Department’s most current list (Circular 570 as amended and be authorize to transact business in the state where the project is located.

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 20____, by and between the **ALLEGANY COUNTY COMMISSIONERS**, hereinafter called “OWNER” and _____ doing business as a corporation hereinafter called “CONTRACTOR.”

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the procurement and installation of **ALLEGANY COUNTY TRANSIT ON-VEHICLE VIDEO SURVEILLANCE SYSTEM - CONTRACT NO. ACT-10-03**.
2. The CONTRACTOR will furnish all of the material, supplies, tools, equipments, labor and other services necessary for the procurement and installation and completion of the PROJECT described herein.
3. The CONTRACTOR will commence the worked required by the CONTRACT DOCUMENTS within **10 calendar days** and will complete the same within **90 calendar days** after the date of Notice to Proceed unless the period for completion is extended other wise by the CONTRACT DOCUMENTS.

The contractor shall follow the required work schedule: Monday through Friday between 8:00 am and 5:00 pm; no work shall be completed on Saturday and Sundays or on holidays.

4. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of : _____

_____ (\$_____._____) , or as shown in the BID SCHEDULE.

5. The term “CONTRACT DOCUMENTS” means and includes the following:

Advertisement for Bids

Affidavit of Qualifications to Bid

Bid Proposal

Bid Schedule

Bid Bond

Agreement

Performance Bond

Payment Bonds

Notice of Award

Notice to Proceed

Buy America Certification Form

Certification Regarding Lobbying

Approved Equals, Clarifications, and/or Exceptions Form

MDOT MBE FORM A: Certified MBE Utilization and Fair Solicitation Affidavit Solicitation

MDOT MBE FORM B: MBE Participation Schedule

MDOT MBE FORM C: Outreach Efforts Compliance Statement

MDOT MBE FORM D: MBE Subcontractor Project Participation Affidavit

DUNS Number and CAGE CODE

ARRA Contractor Reporting Requirements

On-Vehicle Video Surveillance Specifications

Administrative Provisions

Addenda:

No. _____ dated _____, 20____

No. _____ dated _____, 20____

6. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such as amounts by the CONTRACT DOCUMENTS.
7. The CONTRACTOR agrees to pay as liquated damages, the sum of \$100.00 for each consecutive calendar thereafter the mutually agreed upon date between the OWNER and the CONTRACTOR.
8. This agreement shall be binding upon all parties hereto and there respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the parties here to have executed or caused to be executed by their duly authorized officials, this Agreement in **4 copies** each of which shall be deemed original on the date first above written.

OWNER: Allegany County Commissioners

BY : _____

NAME : David Eberly Acting County Administrator

Title

(SEAL)

ATTEST: _____

NAME : _____ Clerk

Title

CONTRACTOR : _____

NAME : _____

Please Type

Title

ADDRESS : _____

(SEAL)

ATTEST: _____

NAME : _____

Title

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that

(Name of Contractor)

(Address of Contractor)

a

(Corporation, Partnership, or Individual)

Hereinafter called Principal, and

(Name of Surety)

(Address of Surety)

Herein after called Surety, are held and firmly bound unto the Allegany County Commissioners, 701 Kelly Road, Suite 407 Cumberland, Maryland 21502 hereinafter called OWNER, in the penal sum of

(\$ _____ . ____) in lawful money of the United States, for the payment of which sum will and truly be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal enter into a certain contract with the OWNER, dated the _____ day of _____, 20____, a copy of which hereto attaches and made part hereof the procurement and installation of:

ALLEGANY COUNTY TRANSIT ON-VEHICLE VIDEO SURVEILLANCE SYSTEM - CONTRACT NO. ACT-10-03.

NOW, THEREFORE, if the principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the OWNER, with or without notice to the Surety and during the one year warranty period, and if he shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the OWNER all outlay and expense which the OWNER may incur in the making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or WORK to be performed thereunder of the SPECIFICATIONS accompanying the same shall in any wise effect its obligation on this BOND, and its does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the WORK or to the SPECIFICATIONS.

PROVIDED FURTHER, that no final settlement between the **OWNER** and the **CONTRACTOR** shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in Four (4) counterparts, each one of which shall be deemed and original, this the _____ day of _____, 2009.

ATTEST :

_____	_____ (Principal)
(Principal Secretary)	
(SEAL)	BY: _____ (s)
	_____ (Address)

(Witness at to Principle)

(Address)

ATTEST :

(Surety)
.....

BY: _____ (Witness to Surety)	
(Attorney in Fact)	
_____ (Address)	_____ (Address)
_____	_____

Note: Date of **BOND** must not be prior to date of Contract.

If **CONTRACTOR** is Partnership, all partners should execute **BOND**.

IMPORTANT: Surety companies executing **BONDS** must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the Project is located.

NOTICE OF AWARD

To:

Project: **ALLEGANY COUNTY TRANSIT ON-VEHICLE VIDEO SURVEILLANCE SYSTEM - CONTRACT NO. ACT-10-03.**

The OWNER has considered the BID submitted by you for the above description of WORK in response to its Advertisement for Bids dated **December 18, 2009** and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of \$_____.

You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance BOND, Payment BOND and certificates of insurance within ten (10) calendar days for the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned as a forfeiture to your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return and acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this ____ day of _____, 20____.

Allegany County Commissioners
(Owner)

By: _____

James S. Stafford Jr.

Title: _____
Transit Division Chief

ACCEPTANCE of NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by _____

this ____ day of _____, 20____.

By : _____

Title : _____

NOTICE TO PROCEED

To: _____

Date: _____

**Project: ALLEGANY COUNTY TRANSIT ON-VEHICLE VIDEO SURVEILLANCE SYSTEM -
CONTRACT NO. ACT-10-03.**

You are hereby notified to commence WORK in accordance with the AGREEMENT dated _____, 20____, on or before _____, 20____, and you are to complete the WORK within ninety (90) consecutive calendar days thereafter. The date of completions of all WORK is therefore _____, 20____.

Allegany County Commissioners

By: _____

Title: _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

by: _____

This the _____ day of _____, 20____.

By : _____

Title: _____

BUY AMERICA CERTIFICATION FORM

See Administrative Provisions Page 22 for accompanying clause.

Buy America Certification requirement for procurement of steel, iron, or manufactured products.

Certificate of Compliance with 49 U.S.C. 5323(j)(1) The bidder or offeror hereby certifies that it will meet the requirements of 49 U.S.C. 5323(j) (1) and the applicable regulations in 49 CFR Part 661.5.

Date _____

Signature _____

Company Name _____

Title _____

Certificate of Non- Compliance with 49 U.S.C. 5323(j)(1) The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C.5323(j)(1) and 49 C.F.R. 661.5, but it may qualify for an exception pursuant to 49 U.S.C. 5323

(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 C.F.R. 661.7.

Date _____

Signature _____

Company Name _____

Title _____

CERTIFICATION REGARDING LOBBYING

See Administrative Provisions Page 23 for accompanying clause.

APPENDIX A, 49 CFR PART 20--

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned Contractor certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq .)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

APPROVED EQUALS, CLARIFICATIONS, AND/OR EXCEPTIONS ATTACHMENT

Request#: _____

Offeror: _____

Solicitation Reference: _____

Page: _____

Section: _____

Question/ Clarification or Approved Equal:

[illegible]

Number of Attachments _____

Return form to Transit Chief, Allegany County Transit, 1000 Lafayette Ave, Cumberland, MD 21502

Procuring Agency: Allegany County Transit

Approved ☐ Date: _____

Disapproved ☐ Date: _____

Signature: _____

MDOT MBE FORM A

STATE-FUNDED CONTRACTS (BIDS ONLY)

CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT

PAGE 1 OF 2

This affidavit must be included with the bid. If the bidder fails to accurately complete and submit this affidavit as required, the bid shall be deemed not responsive.

In connection with the bid submitted in response to Contract Number: ACT-10-03 I affirm the following:

1. MBE Participation (PLEASE CHECK ONLY ONE)

☐ I have met the overall certified Minority Business Enterprise (MBE) participation goal of ____ percent (____%) and the subgoal of ____ percent (____%) for Women-Owned MBE firms and the subgoal of ____ percent (____%) for African-American Owned MBE firms. I agree that the MBE firms listed in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts – Bids Only) will be used to accomplish the MBE participation goal and subgoals (if any) for this Contract for at least the dollar amounts set forth therein.

OR

☐ I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee or as requested by the Procurement Officer, I will submit a written waiver request and all required documentation in accordance with COMAR 21.11.03.11. I agree that the MBE firms listed in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts – Bids Only) will be used to accomplish the MBE participation goal and subgoals (if any) for this Contract for at least the dollar amounts set forth therein.

2. Additional MBE Documentation

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 business days of receiving such notice:

- (a) Outreach Efforts Compliance Statement (MDOT MBE Form C - State-Funded Contracts – Bids Only);
- (b) Subcontractor Project Participation Statement (MDOT MBE Form D - State-Funded Contracts – Bids Only);
- (c) MBE Waiver Request documentation per COMAR 21.11.03.11 (if waiver was requested); and
- (d) Any other documentation required by the Procurement Officer to ascertain bidder's responsibility in connection with the certified MBE participation goal and subgoals, if any.

I acknowledge that if I fail to return each completed document (in 2 (a) through (d)) within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award.

MDOT MBE FORM A
STATE-FUNDED CONTRACTS (BIDS ONLY)
CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT
PAGE 1 OF 2

3. Information Provided to MBE firms

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

I solemnly affirm under the penalties of perjury that the information in this affidavit is true to the best of my knowledge, information and belief.

Company Name

Signature of Representative

Address

Printed Name and Title

City, State and Zip Code

Date

MDOT MBE FORM B

STATE-FUNDED CONTRACTS (PROPOSALS ONLY) MBE PARTICIPATION SCHEDULE

PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE

PARTS 2 AND 3 MUST BE INCLUDED WITH THE PROPOSAL. THE FAILURE OF AN OFFEROR TO PROPERLY COMPLETE AND SUBMIT PART 2 SHALL RESULT IN A DETERMINATION THAT THE PROPOSAL IS NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.

PAGE 1 OF 2

***** STOP *****

FORM INSTRUCTIONS PLEASE READ BEFORE COMPLETING THIS FORM

1. Please refer to the Maryland Department of Transportation (MDOT) MBE Directory at www.mdot.state.md.us to determine if a firm is certified for the appropriate North American Industry Classification System (“NAICS”) Code **and** the product/services description (specific product that a firm is certified to provide or specific areas of work that a firm is certified to perform). For more general information about NAICS, please visit www.naics.com. Only those specific products and/or services for which a firm is certified in the MDOT Directory can be used for purposes of achieving the MBE participation goals.
2. In order to be counted for purposes of achieving the MBE participation goals, the firm must be certified for that specific NAICS (“MBE” for State-funded projects designation after NAICS Code). **WARNING:** If the firm’s NAICS Code is in **graduated status**, such services/products **will not be counted** for purposes of achieving the MBE participation goals. Graduated status is clearly identified in the MDOT Directory (such graduated codes are designated with the word graduated after the appropriate NAICS Code).
3. Examining the NAICS Code is the **first step** in determining whether an MBE firm is certified and eligible to receive MBE participation credit for the specific products/services to be supplied or performed under the contract. The **second step** is to determine whether a firm’s Products/Services Description in the MBE Directory includes the products to be supplied and/or services to be performed that are used to achieve the MBE participation goals.
4. If you have any questions as to whether a firm is certified to perform the specific services or provide specific products, please call MDOT’s Office of Minority Business Enterprise at 1-800-544-6056 or send an email to mbe@mdot.state.md.us.
5. The Contractor’s subcontractors are considered second-tier subcontractors. Third-tier contracting used to meet an MBE goal is to be considered the exception and not the rule. The following two conditions must be met before MDOT, its Modal Administrations and the Maryland Transportation Authority, may approve a third-tier contracting agreement: (a) the bidder must request in writing approval of each third-tier contract arrangement, and (b) the request must contain specifics as to why a third-tier contracting arrangement should be approved. These documents must be submitted with the proposal in Part 2 of this MBE Participation Schedule.
6. For each MBE firm that is being used as supplier/wholesaler/regular dealer/broker/manufacture, please follow these instructions for calculating the **percentage of the Contract (as provided in price/financial proposal or any best and final offer) for purposes of achieving the MBE participation goal and subgoals (if applicable):**
 - A. Is the firm certified as a broker of the products/supplies? If the answer is YES, please continue to Item C. If the answer is NO, please continue to Item B.
 - B. Is the firm certified as a supplier, wholesaler, regular dealer, or manufacturer of such products/supplies? If the answer is YES, continue to Item D. If the answer is NO, continue to Item C **only** if the MBE firm is certified to perform trucking/hauling services under NAICS Codes 484110, 484121, 484122, 484210, 484220 and 484230. If the answer is NO and the firm is not certified under these NAICS Codes, then **no** MBE participation credit will be given for the supply of these products.
 - C. For purposes of achieving the MBE participation goal, you may count **only** the amount of any reasonable fee that the MBE firm will receive for the provision of such products/supplies - **not** the total subcontract amount or the value (or a percentage thereof) of such products and/or supplies. In Column 4 of the MBE Participation Schedule, please state the amount of any reasonable fee as a percentage of Contract that the MBE firm will receive for the provision of such products/services in Line 4.1.
 - D. Is the firm certified as a manufacturer (refer to the firm’s NAICS Code and specific description of products/services) of the products/supplies to be provided? If the answer is NO, please continue to Item E. If the answer is YES, for

purposes of achieving the MBE participation goal, you may count the total amount of the subcontract. In Column 4 of the MBE Participation Schedule, please state the total amount of the subcontract in Line 4.1 as a percentage of Contract.

MDOT MBE FORM B
STATE-FUNDED CONTRACTS (PROPOSALS ONLY)
MBE PARTICIPATION SCHEDULE
PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE

PAGE 2 OF 2

- E. Is the firm certified as a supplier, wholesaler and/or regular dealer? If the answer is YES (i) if the MBE firm is furnishing and installing the materials and is certified to perform these services, please include in Line 4.1 the total value of the subcontract amount (including full value of supplies); or (ii) if the firm is only being used as a supplier, wholesaler and/or regular dealer or is not certified to install the supplies/materials, for purposes of achieving the MBE participation goal, you may only count sixty percent (60%) of the value of the subcontract for these supplies/products (60% Rule). In Line, 4.2 of the MBE Participation Schedule, please state amount of the subcontract for these supplies/products only (not installation) and sixty percent (60%) of such value.
7. **WARNING:** Please note that the cumulative MBE participation in Column 4 for all of the MBE firms listed in Part 2 MUST at least equal the MBE participation goal and subgoals (if applicable) as set forth in MDOT MBE Form A – State-Funded Contracts (Proposals Only) for this solicitation. If an offeror is unable to achieve the MBE participation goals and/or any subgoals (if applicable), then the offeror must request a waiver in Form A or it may result in a determination that the proposal is not susceptible of being selected for award.

Worksheet shown below to assist you in calculating the percentages and confirming that you have met the applicable MBE participation goal and subgoals (if any).

WORKSHEET

Total African American Owned Firm Participation Amount \$ _____	
(Add amounts listed for African American Owned Firms in Column 4 of MBE Participation Schedule)	
Divide by Total Contract Amount	÷ _____
Percent African American-Owned Participation	= _____ %
Total Women-Owned Firm Participation Amount _____	
(Add amounts listed for Women-Owned Firms in Column 4 of MBE Participation Schedule)	
Divide by Total Contract Amount	÷ _____
Percent Women-Owned Firm Participation	= _____ %
Total MBE Firm Participation Amount \$ _____	
(Add amounts listed for all MBE Firms in Column 4 of MBE Participation Schedule)	
Divide by Total Contract Amount	÷ _____
Percent Overall MBE Participation	= _____ %

MDOT MBE FORM B

STATE-FUNDED CONTRACTS (PROPOSALS ONLY)

MBE PARTICIPATION SCHEDULE

PART 2 – MBE PARTICIPATION SCHEDULE

PART 2 MUST BE INCLUDED WITH THE PROPOSAL AS DIRECTED IN THE SOLICITATION. THE FAILURE OF AN OFFEROR TO PROPERLY COMPLETE AND SUBMIT PART 2 OF THE MBE PARTICIPATION SCHEDULE SHALL RESULT IN A DETERMINATION THAT THE PROPOSAL IS NOT SUSCEPTIBLE TO BEING SELECTED FOR AWARD.

PAGE ____ OF ____

Prime Contractor	Project Description	Solicitation Number
	Allegany County Transit On-Vehicle Video Surveillance System	Contract No. ACT-10-03

LIST INFORMATION FOR EACH CERTIFIED MBE SUBCONTRACTOR USED TO ACHIEVE THE MBE PARTICIPATION GOAL

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
			Unless the offeror requested a waiver in MDOT MBE Form A – State Funded Contracts (Proposals Only) for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal <u>and</u> subgoals set forth in Form A.
NAME OF MBE SUBCONTRACTOR AND TIER	CERTIFICATION NO. AND MBE CLASSIFICATION	NAICS CODE/S NAICS Code/s of the specific products to be supplied or services to be performed by the MBE firm	FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS. State the subcontract amount as a percentage of the total contract of the product/services in Line 4.1 except for those services or products where the MBE Firm is being used as a wholesaler, supplier or regular dealer. For those items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 4.2 using the 60% rule.
☐ Please check if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 5 of Part 1 - Instructions	Certification Number: _____ ☐ Women-Owned ☐ African American-Owned ☐ Other MBE Classification		<u>4.1 TOTAL AMOUNT TO BE PAID TO THE SUBCONTRACTOR - PLEASE STATE THIS AMOUNT AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE. (EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS, AND REGULAR DEALERS – SEE 4.2 BELOW)</u> _____ % <u>4.2 TOTAL AMOUNT TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER) (PLEASE REFER TO SECTION 6(E) IN PART 1 - INSTRUCTIONS).</u> Total value of Supplies/Products _____ % X 60% (60% Rule) = _____ % (amount for purposes of achieving the MBE Participation Goal and Subgoals).

☐ Please check if Continuation Sheets are attached.

MDOT MBE FORM B

STATE-FUNDED CONTRACTS (PROPOSALS ONLY)

MBE PARTICIPATION SCHEDULE

CONTINUATION SHEET

PAGE ____ OF ____

Prime Contractor	Project Description	Solicitation Number
	Allegany County Transit On-Vehicle Video Surveillance System	Contract No. ACT-10-03

LIST INFORMATION FOR EACH CERTIFIED MBE SUBCONTRACTOR USED TO ACHIEVE THE MBE PARTICIPATION GOAL

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
			Unless the offeror requested a waiver in MDOT MBE Form A – State Funded Contracts (Proposals Only) for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal <u>and</u> subgoals set forth in Form A.
NAME OF MBE SUBCONTRACTOR AND TIER	CERTIFICATION NO. AND MBE CLASSIFICATION	NAICS CODE/S NAICS Code/s of the specific products to be supplied or services to be performed by the MBE firm	FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS. State the subcontract amount as a percentage of the total contract of the product/services in Line 4.1 except for those services or products where the MBE Firm is being used as a wholesaler, supplier or regular dealer. For those items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 4.2 using the 60% rule.
☐ Please check if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 5 of Part 1 - Instructions	Certification Number: _____ ☐ Women-Owned ☐ African American-Owned ☐ Other MBE Classification		<u>4.1 TOTAL AMOUNT TO BE PAID TO THE SUBCONTRACTOR (PLEASE STATE THIS AMOUNT AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE - EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS, AND REGULAR DEALERS)</u> _____ % <u>4.2 TOTAL AMOUNT TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER) (PLEASE REFER TO SECTION 6(E) IN PART 1 - INSTRUCTIONS).</u> Total value of Supplies/Products _____ % X 60% (60% Rule) = _____ % (amount for purposes of achieving the MBE Participation Goal and Subgoals).

☐ Please check if Continuation Sheets are attached.

MDOT MBE FORM B

STATE-FUNDED CONTRACTS (PROPOSALS ONLY) MBE PARTICIPATION SCHEDULE

PART 3 – CERTIFICATION FOR MBE PARTICIPATION SCHEDULE

PARTS 2 AND 3 MUST BE INCLUDED WITH THE PROPOSAL AS DIRECTED IN THE SOLICITATION.

I hereby affirm that I have reviewed the Products and Services Description (specific product that a firm is certified to provide or areas of work that a firm is certified to perform) set forth in the MDOT MBE Directory for each of the MBE firms listed in Part 2 of this MBE Form B for purposes of achieving the MBE participation goals and subgoals that were identified in the MBE Form A that I submitted with this solicitation, and that the MBE firms listed are only performing those products/services/areas of work for which they are certified. I also hereby affirm that I have read and understand the form instructions set forth in Part 1 of this MBE Form B.

I solemnly affirm under the penalties of perjury that the contents of Parts 2 and 3 of MDOT MBE Form B are true to the best of my knowledge, information and belief.

Company Name

Signature of Representative

Address

Printed Name and Title

City, State and Zip Code

Date

MDOT MBE FORM C
STATE-FUNDED CONTRACTS (BIDS ONLY)
OUTREACH EFFORTS COMPLIANCE STATEMENT

In conjunction with the bid submitted in response to Solicitation No. _____, I state the following:

1. Bidder took the following efforts to identify subcontracting opportunities in these specific work categories:

2. Attached to this form are copies of written solicitations (with bidding instructions) used to solicit certified MBE firms for these subcontract opportunities.

3. Bidder made the following attempts to personally contact the solicited MBE firms:

4. **Please Check One:**

☐ Bidder assisted MBE firms to fulfill or to seek waiver of bonding requirements. (DESCRIBE EFFORTS)

☐ This project does not involve bonding requirements.

5. **Please Check One:**

☐ Bidder did attend the pre-bid meeting/conference

☐ No pre-bid meeting/conference was held.

☐ Bidder did not attend the pre-bid meeting/conference

Company Name

Signature of Representative

Address

Printed Name and Title

Date

MDOT MBE FORM D

STATE-FUNDED CONTRACTS (BIDS ONLY)

MBE SUBCONTRACTOR PROJECT PARTICIPATION AFFIDAVIT

IF THE BIDDER FAILS TO RETURN THIS AFFIDAVIT WITHIN THE REQUIRED TIME, THE PROCUREMENT OFFICER MAY DETERMINE THAT THE BIDDER IS NOT RESPONSIBLE AND THEREFORE NOT ELIGIBLE FOR CONTRACT AWARD. SUBMIT ONE FORM FOR EACH CERTIFIED MBE FIRM LISTED IN THE MBE PARTICIPATION SCHEDULE

Provided that _____ (Prime Contractor's Name) is awarded the State contract in conjunction with Solicitation No. _____, such Prime Contractor will enter into a contract with _____ (Subcontractor's Name) committing to participation by the MBE firm _____ (MBE Name) with MDOT Certification Number _____ (if subcontractor previously listed is also the MBE firm, please restate name and provide MBE Certification Number) will receive for at least \$ _____ (Total Subcontract Amount) for performing the following products/services for the Contract:

NAICS CODE	WORK ITEM, SPECIFICATION NUMBER, LINE ITEMS OR WORK CATEGORIES (IF APPLICABLE)	DESCRIPTION OF SPECIFIC PRODUCTS AND/OR SERVICES

I solemnly affirm under the penalties of perjury that the information provided in this MBE Subcontractor Project Participation Affidavit is true to the best of my knowledge, information and belief. I acknowledge that, for purposes of determining the accuracy of the information provided herein, the Procurement Officer may request additional information, including, without limitation, copies of the subcontract agreements and quotes.

PRIME CONTRACTOR Signature of Representative: _____ Printed Name and Title: _____ Firm's Name: _____ Address: _____ Telephone: _____ Date: _____	SUBCONTRACTOR (SECOND-TIER) Signature of Representative: _____ Printed Name and Title: _____ Firm's Name: _____ Federal Identification Number: _____ Address: _____ Telephone: _____ Date: _____	SUBCONTRACTOR (THIRD-TIER) Signature of Representative: _____ Printed Name and Title: _____ Firm's Name: _____ Federal Identification Number: _____ Address: _____ Telephone: _____ Date: _____
---	--	---

IF MBE FIRM IS A THIRD-TIER SUBCONTRACTOR, THIS FORM MUST ALSO BE EXECUTED BY THE SECOND-TIER SUBCONTRACTOR THAT HAS THE SUBCONTRACT AGREEMENT WITH THE MBE FIRM.

DUNS AND CAGE CODE

DUNS Number _____

If you do not have a DUNS number go to <http://fedgov.dnb.com/webform> to register for a DUNS number, it will be created in one business day. Your Business will be listed in the D & B Database.

CCR CAGE Code _____

If you do not have a CCR Cage Code, a DUNS number is required to apply and fill out the Central Contractors Registry (CCR) form found on-line at <https://www.bpn.gov/ccr/default.aspx>, which when completed will assign a CAGE code to your business. All prospective bidders must be registered in the CCR database.

For any assistance with DUNS and CCR registration please contact:

DUNS number and CAGE Code Liaison
Transportation Planner
Allegany County Transit
1000 Lafayette Ave
Cumberland, Maryland 21502

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) CONTRACTOR REPORTING REQUIREMENTS

This document shall not be included with the submittal of the bid or offer. The contractor awarded this Contract No. ACT-10-03 shall file this paperwork after completion of the installation of the on-vehicle video surveillance system.

The American Recovery and Reinvestment Act of 2009 (ARRA) requires any entity that receives recovery funds directly from the Federal Government (including recovery funds received through grant, loan or contract) other than an individual, to provide regular recipient reports. As the recipient of AARA funds, the Maryland Transit Administration (MTA) is required to report monthly on the use of the ARRA funds and the jobs supported with those funds.

In order to accomplish this, each Prime Contractor (and/or Consultant) working on an ARRA project is responsible for reporting on the data requested on the attached Monthly Employment Report (MER). The Contractor shall submit the MER when submitting their monthly invoice to MTA. If the contractor submits invoices on a frequency less often than monthly, then they shall submit the MER by the end of each month. See Coding Instructions for additional details in completing the MER.

A digital form may be requested from the Transportation Planner.

The MER shall be submitted to:

Transportation Planner
Allegany County Transit
1000 Lafayette Ave
Cumberland, Maryland 21502

MONTHLY EMPLOYMENT REPORT AMERICAN RECOVERY AND REINVESTMENT ACT

1. First day of reporting period: (mm/dd/yyyy)	2. Report Month: (mm/yyyy)	3. Contracting Agency Maryland Transit Administration
4. Federal-Aid Project Number Pending	5. State Contract Number	6. ARRA Charge No.

7. Project Name & Location: State, County or Federal Region

8. Contractor Name and Address					
Name:					
Address:					
City:				State:	Zip:
Email Address:					

9. Contractor DUNS Number:		10. EIN:	
11. NAICS Code(s):			

12. Employment Data

	POSITIONS RETAINED			POSITIONS CREATED		
	EMPLOYEES	HOURS	PAYROLL	EMPLOYEES	HOURS	PAYROLL
Prime Contractor Direct, On-Project Jobs (see guidance for definitions)						
Subcontractor Direct, On-Project Jobs						
Subcontractor Name & NAICS Code(s)						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
Prime and Subcontractor Totals:						

MONTHLY EMPLOYMENT REPORT AMERICAN RECOVERY AND REINVESTMENT ACT

[illegible]

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ARRA – Monthly Employment Report Coding Instructions

- BOX 1. **First day of reporting period:** The first day of reporting period is the first day of the first payroll period of the month. If the beginning of the month splits the payroll period then the report will include dates from the prior month as necessary to complete the payroll period.
- BOX 2. **Report Month:** The month and year covered by the report, as *mm/yyyy* (e.g. “May 2009” would be coded as “05/2009”).
- BOX 3. **Contracting agency:** The name of the contracting agency, i.e. MTA.
- BOX 4. **Federal-aid project number:** The State assigned federal-aid project number.
- BOX 5. **State Contract number:** The Contract number or ID, as assigned by the State.
- BOX 6. **ARRA Charge No.:** The ARRA charge number assigned to the given project (e.g. 80xx-xxxx).
- BOX 7. **Project name & location:** The name of the project and where the project occurs.
- BOX 8. **Contractor name and address:** The name and address of the prime contractor or consulting firm - shall include the name, street address, city, state, zip code and **email address**.
- BOX 9. **Contractor DUNS number:** The unique nine-digit number issued by Dun & Bradstreet. Followed by the optional 4 digit DUNS Plus number. Reported as “999999999.9999”
- BOX 10. **EIN:** The Contractor’s Employer Identification Number provided by the Internal Revenue Service.
- BOX 11. **Contractor NAICS Code(s):** The North American Industry Classification System Code describing the projects or activities being conducted. A searchable code list can be found at <http://www.census.gov/naics>.
- BOX 12. **Employment data:** The prime contractor or consultant will report the direct, on-the-project jobs for their workforce and the workforce of their subcontractors active during the reporting month. These jobs data include employees actively engaged in projects who work on the jobsite, in the project office, in the home office or telework from a home or other alternative office location. This also includes any engineering personnel, inspectors, sampling, testing and lab technicians, etc., performing work directly in support of the ARRA funded project. This does not include material suppliers such as steel, culverts, guardrail, tool or equipment suppliers, etc. The form requests specifically:
- a. **Subcontractor name:** The name of each subcontractor or sub-consultant that was active on the project for the reporting month. Include the NAICS Code(s) for each of these subcontractors.
 - b. **The following three items should account for and be separated under the headings Positions Retained and Positions Created.** Positions Retained refers to positions previously existing and filled that are retained. Positions Created refers to positions created and filled or positions previously existing and unfilled that were filled.
 - i. **Employees:** The number of project employees on the contractor’s or consultant’s workforce that month, and the number of project employees for each of the active subcontractors for the reporting month. Do not include material suppliers.
 - ii. **Hours:** The total hours on the specified project for all employees reported on the contractor’s or consultant’s project workforce that month, and the total hours for all project employees reported for each of the active subcontractors that month.
 - iii. **Payroll:** The total dollar amount of wages paid by the contractor or consultant that month for employees on the specified project, and the total dollar amount of wages paid by each of the active subcontractors that month. Payroll only includes wages and does not include overhead or indirect costs.
 - c. **Position Descriptions:** Provide a brief description of types of positions retained and the positions created. This description may rely on job titles, broader labor categories, or contractor’s existing practice for describing positions as long as the terms are widely understood and described in the general nature of work.
- BOX 13. **Prepared by:**
- a. **Name:** Indicate the person responsible for preparation of the form (should be CEO or Payroll Official). By completing and signing the form the person certifies that they are knowledgeable of the hours worked and employment status for all the employees. Contractors, consultants, and their subs are responsible to maintain data to support the employment form and make it available to the State should they request supporting materials.
 - b. **Date:** The date that the contractor completed the employment form. Reported as “*mm/dd/yyyy*.” (e.g. “May 1, 2009” would be coded as “05/01/2009”).

ON-VEHICLE VIDEO SURVEILLANCE SPECIFICATIONS

Scope

Allegany County Transit is requesting bids for on-vehicle video surveillance system for their fleet of twenty (20) vehicles. Each vehicle will have a minimum of three (3) infrared cameras and a minimum of two (2) microphones and the option to expand capacity to four (4) cameras if needed in the future. The video will record during service hours and will be saved for 180 calendar days (approximately 3,000 hours) on a hard drive based storage media for each vehicle which can be easily accessed by the staff to review video as needed. The video will have time and date stamp as well as GPS capabilities.

Fleet Description

Allegany County Transit has two operations, demand response and fixed route, with seven (7) and thirteen (13) vehicles respectively.

FLEET NUMBER	YEAR	TYPE	WHEELCHAIR LIFT	PASSENGER SEATING
<u>TRANSIT</u>				
290	2002	CHEVROLET BUS	YES	14 OR 2 W.C.+12
293	2005	FORD SUPREME BUS	YES	14 OR 2 W.C.+12
294	2005	FORD SUPREME BUS	YES	14 OR 2 W.C.+12
295	2005	FORD SUPREME BUS	YES	14 OR 2 W.C.+12
296	2005	FORD SUPREME BUS	YES	14 OR 2 W.C.+12
297	2005	FORD SUPREME BUS	YES	14 OR 2 W.C.+12
299	2006	INTERNATIONAL DEFENDER	YES	26 OR 2 W.C. +24
301	2006	FORD SUPREME BUS	YES	20 OR 2W.C. +18
302	2007	INTERNATIONAL DEFENDER	YES	26 OR 2 W.C. +24
303	2009	INTERNATIONAL DEFENDER	YES	26 OR 2 W.C. +24
304	2009	INTERNATIONAL DEFENDER	YES	26 OR 2 W.C. +24
305	2009	INTERNATIONAL DEFENDER	YES	26 OR 2 W.C. +24
306	2009	FORD E450 PHOENIX	YES	18 OR 2 W.C. +2
<u>ALLTRANS (DEMAND-RESPONSE)</u>				
291	2003	CHEVROLET BUS	YES	14 OR 2 W.C.+12
298	2005	FORD SUPREME BUS	YES	14 OR 2 W.C.+12
400	2005	PONTIAC VAN	NO	6
629	2007	FORD E350 BUS	YES	8 + 2 W.C.
630	2007	FORD E350 BUS	YES	8 + 2 W.C.
631	2008	FORD E350 BUS	YES	8 + 2 W.C.
633	2009	FORD E350 BUS	YES	8 + 2 W.C.

The bid proposal of the digital security camera system shall include all necessary hardware, licenses and equipment needed for complete operation of the security camera system and must be included in the bid proposal.

Camera Requirements

SYSTEM SPECIFICATIONS	MINIMUM SPECIFICATION
Resolution	320 x 240 pixel
Frame Rate	4 frames per second
Video Channels	4 channels
Audio Channels	2 channels

- All vehicles shall be equipped with three (3), expandable to four (4) infrared cameras. Total of 60 cameras for bid, with an option of 20 more cameras.
- Any defective cameras will be serviced or replaced in the four (4) year warranty, in a timely manner.
- Video will show GPS coordinates, speed of vehicle, and time/date stamp.
- View of field will accommodate the following views: side view of driver and vehicle entrance and steps, from back of the bus, and a dashboard view looking to the road.
- Any defective cameras will be replaced, during the four (4) year warranty, within seven (7) calendar days of being notified, unless vendor makes arrangements assuring timely replacement.

Microphone Requirements

- Each vehicle system will have two (2) noise reducing microphones, synchronized with video channels.
- Microphones may be part of the camera component.
- Microphones shall respond to a minimum of 200 Hz – 5000 Hz and be filtered to improve voice response.
- Microphone sensitivity shall be a minimum of negative thirty (-30) decibels.
- Microphones will be placed for optimal recording.

Storage Media Requirements

- Total vehicle storage capacity shall be a minimum 180 calendar days of transit service or up to 3,000 hours recording time. Service hours, Monday through Friday (five (5) days a week) for fifteen (15) hours.
- Every vehicle shall have three (3) hard drives with a minimum of 250 Gigabytes (GB) of storage. For a total of sixty (60) hard drives.
- Any defective hard drives will be replaced, during the four (4) year warranty, within seven (7) calendar days of being notified, unless vendor makes arrangements assuring timely replacement.
- Capable of easy to swap hard-drive based storage media from one transit vehicle to another without requiring user intervention to reformat the hard drive.

- Hard drives shall withstand operating temperatures of 32° F to 140° F and non-operating temperatures of -40° F to 149°.
- Hard drives will a minimum 7200 RPM spindle speed.
- Hard drives will a minimum of eight (8) MB cache on drive.
- Hard drives will have low heat emissions, for reliability.
- Hard drives shall be equipped with G-Force/shock protection of drive mechanics and platter surfaces against handling and vibration damage.
- Hard drive will have a switch for auto overwriting stored data.

Video Recording and Playback Minimum Requirements

- Video surveillance system will begin recording when any door on the vehicle is opened and will record for twenty (20) minutes, unless overridden by vehicle ignition.
- The system will record while the ignition is turned on and will stop recording twenty (20) minutes after the ignition is turned off.
- Vibration resistant recording device.
- Unit shall have an indicator (either light or other indicator) to show if the device is recording or is malfunctioning.
- An incident button for driver will mark five (5) minutes before and after it has been pressed for future review of recordings.
- Synchronized audio and video multi-channel video viewing.
- Equipment and software to playback captured video on the storage media will be easy to view in a few minutes on either Personal Computer (PC).
- Software shall be installed on a minimum of six (6) personal computers.
- Captured video shall not require specialized software or other proprietary PC equipment to access and view recorded events, which requires yearly maintenance and contract fees.
- Tamper proof recording format, recorded data shall be deemed acceptable as evidence in legal proceedings.
- Stored and viewed video clip/event shall be date and time stamped with GPS coordinates and speed of the vehicle in miles per hour.
- Industry standard video format for playback on standard purchase Windows PC.
- Video manipulation with ability to clip segments and capture still images and easily save and share clips and stills.
- Ability to easily transfer video clips and still images to industry standard CD-ROM, USB / flash memory stick or DVD formats.
- Capable of recording incident clips/events in a format that does not require additional software to playback on a standard PC.
- Recorder shall have an indicator light when hard drive is ninety percent (90%) capacity.

System Installation, Maintenance, and Warranty

- The selected Vendor shall submit wiring and cabling diagram of installed video/camera equipment upon completion of installation.

- All connectors and sockets shall be equipped with rust or oxidation inhibiting contacts. Plug in connectors shall have soldered wiring. Connections shall be made at terminal block ends or be soldered.
- Wiring shall be uniformly color coded and tagged.
- The power source wires must be sized appropriately to meet specified requirements for unit start up and normal operation and should prevent unacceptable voltage drops.
- Wherever there is a possibility of interference, wiring and interconnecting cables shall be properly shielded.
- Conduit shall be installed and secured in all vehicles, whenever the cables and equipment can not be concealed by the existing paneling.
- Video surveillance systems will be installed in the vehicles at the Allegany County Transit facility, 1000 Lafayette Avenue, Cumberland, Maryland.
- All storage media, cameras, wires, cabling, and system accessories shall to be concealed in a tamper resistant manner.
- The system should be encased in a key-operated locking enclosure.
- The vendor shall conduct a detailed survey of each transit vehicle type and develop a vehicle layout plan documenting the location and “field of view” for each vehicle type in the fleet.
- Vendor shall assist the transit in test implementation of the proposed system in order to ensure that they satisfactorily meet the needs of the transit.
- Vendor shall provide installation, documentation, maintenance and user training for selected staff.
- Vendor shall conduct final acceptance testing as deemed satisfactory by the transit.
- Video surveillance system components shall be easily taken out of vehicle if it becomes retired and disposed of. These components shall be usable if installed in a replacement vehicle.
- Vendor shall provide a four (4) year warranty on workmanship, components, and all systems. Vendor shall maintain and/or replace this equipment during the warranty period, within seven (7) calendar days of being notified, unless vendor makes arrangements with Allegany County Transit, by phone or email, assuring timely service. All warranty work shall be done on-site at the Allegany County Transit facility.

Bid Options and Extended Warranty

- List the price of a one year extended warranty, past the four (4) year warranty, with the same terms as the four year warranty, on all equipment and system maintenance and service shall be on the bid schedule form.
- During the four (4) year period, Allegany County Transit may increase the size of the fleet, so an option of twelve (12) additional systems over the four (4) year warranty shall be included as a bid option.
- Allegany County Transit may elect to purchase some or all of the optional bid schedule items as part of this procurement.

ADMINISTRATIVE PROVISIONS