

**BALTIMORE COUNTY, MARYLAND
PURCHASING BUREAU
400 WASHINGTON AVENUE, ROOM 148
TOWSON, MARYLAND 21204-4665**



INVITATION TO BID NO. 206148

**SCHEDULE, TRASH AND RECYCLE, SELF MAILER
PREPARATION AND DISTRIBUTION**

Due Date: 03/06/07, Time: 3:00 PM

Pre-Bid Conference: 2/22/07, Time: 10:00 AM

**AMBER BUTCHER, STAFF BUYER
PHONE: 410-887-3887
EMAIL: abutcher@baltimorecountymd.gov**

Amendments to solicitations often occur prior to bid opening and sometimes within as little as 48 hours prior to bid opening. It is the potential vendor's responsibility to frequently visit the Purchasing web site (www.baltimorecountymd.gov/purchasing) to obtain amendments once they have downloaded a solicitation.

BIDDER CHECK LIST

- ☐ Have you signed your bid?
- ☐ Have you signed the Procurement Affidavit?
- ☐ Have you filled out all applicable forms?
- ☐ Have you returned the original? (and required duplicate copies when required?)
- ☐ Have you signed and returned amendments?
- ☐ Have you included the bid bond, if required?

**BALTIMORE COUNTY, MARYLAND
INVITATION TO BID NO. 206148
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DISTRIBUTION**

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BALTIMORE COUNTY, MARYLAND
General Instructions for Solicitations

1. Instructions, Forms and Specifications

1.1 All bids/proposals are to be submitted on and in accordance with the forms provided by the Purchasing Bureau. All bids must be submitted in a sealed envelope or carton as appropriate. All bids must be clearly identified on the front of the envelope or top of the carton with the SOLICITATION NUMBER and the DUE DATE and TIME. Bid times are Eastern Standard Time except between the first Sunday in April and last Sunday in October when they are Daylight Saving Time. Late bids will not be considered.

1.2 Responses to Invitations to Bid and Requests for Proposals shall be accompanied by an executed Procurement Affidavit, as provided by the Purchasing Bureau. This does not apply to Requests for Quotations.

1.3 Amendments to solicitations often occur prior to bid opening and sometimes within hours prior to bid opening. All bidders are responsible for frequently visiting the Purchasing web site to obtain amendments once they have downloaded a solicitation.

1.4 Additional information or clarification of any of the instructions or information contained herein may be obtained from the Purchasing Bureau. The County assumes no responsibility for oral instructions or suggestions. All official correspondence in regard to this solicitation must be directed to, and will be issued by, the Purchasing Bureau.

1.5 Bidders finding any discrepancy in or omission from the specifications, in doubt as to meaning, or asserting that the specifications are discriminatory, shall notify the Purchasing Bureau in writing at once, but in no case later than five (5) business days prior to the scheduled opening of bids. Exceptions stated do not obligate the County to change the specifications. The Purchasing Bureau will notify all bidders in writing, by amendment duly issued, of any substantive revisions to specifications or instructions.

1.6 Unless a written exception detailing non-conformance to specifications is noted on the bid, any part number, product number, catalog number, etc., noted on the bid will be considered in full compliance with the specifications.

1.7 Submission of a bid in response to this solicitation evidences the bidder's acceptance of these General Instructions and the terms and conditions of the solicitation. Submission of a bid evidences bidder's representation and warranty that the person submitting the bid response is authorized to act for and bind the contractor.

1.8 All original and duplicate bids/proposals and other attachments, related documents and correspondence, including all follow-up documents and correspondence, shall be typed or written in English. All prices/percentages and/or other monetary figures shall be in United States dollars.

1.9 Issuing Officer: The sole point of contact for the County for purposes of this solicitation is the Buyer, listed on

the cover page; questions regarding any aspect of the competitive process must be directed to the Buyer, in writing.

2. Award of Solicitations

2.1 Any award pursuant to Requests for Quotations and Invitations to Bid is made to the lowest responsive and responsible bidder following the public opening of bids under Section 10-2-406 of the Baltimore County Code, 2003, as amended.

2.2 Awards on Requests for Quotations and Invitations to Bid will be made within sixty (60) days after bid opening unless otherwise indicated in this solicitation. No bidder will be allowed to withdraw a bid during that period.

2.3 The successful bidder may be required to give security or bond, as stated in the bid document, for performance of the contract.

2.4 When there is a conflict between the unit price or percentage and the extension, the unit price or percentage will prevail as the amount of the bid.

2.5 Cash discounts will be considered in determining awards. However, cash discount offers must allow not less than 30 days to be considered in bid evaluation. A bid offering a cash discount in a period of less than 30 days will be evaluated as a bid without a discount offer; however, should that bidder obtain award by consideration of the gross price, the County shall make every effort to obtain the discount. The County will not accept any payment terms with a period of less than 30 days.

2.6 Invoices against resulting order(s) must be submitted, in duplicate, to the Office of Budget and Finance, Disbursements Section, 400 Washington Avenue, Room 148, Towson, Maryland 21204-4665. Invoices must show the vendor's Federal Tax Identification Number or Social Security Number, as appropriate, and order number and line number(s) that correspond with resulting order(s).

2.7 The County will not pay interest charges or other penalties for invoice payments.

2.8 Prices quoted shall be exclusive of all non-applicable Federal and Maryland State taxes. Tax exemption certificate will be furnished if required.

2.9 The County reserves the right to consider making payments via electronic funds transfers (EFT) on contracts for which this payment vehicle may be appropriate.

3. Reservations

3.1 The County reserves the right to reject, in whole or in part, any and all bids received, and to make a whole

award, multiple awards, a partial award, or no award, to best serve the public interest.

3.2 The County may waive formalities in bids as the interests of the County may require.

3.3 The County reserves the right to increase or decrease quantities by approximately twenty (20) percent to be purchased at the prices bid.

3.4 The County reserves the right to award solicitations or place orders on a lump sum or individual item basis, or in such combination as to best serve the public interest.

3.5 The County may waive minor differences, irregularities, and technicalities in the specifications, provided they neither violate the specifications intent, materially affect the operation for which the items or services are being purchased, nor increase estimated maintenance and repair costs to the County.

3.6 At any time during normal business hours and as often as the County may deem necessary, the Contractor shall make available to and permit inspection and photocopying, by the County, its employees or agents, of all records, information and documentation of the Contractor related to the subject matter of this contract, including, but not limited to, all contracts, invoices, payroll, and financial audits.

3.7 Notwithstanding any other terms or provisions of the contract, in the event the County is temporarily or permanently prevented, restricted or delayed in the performance of any or all of the duties and obligations imposed upon or assumed by it thereunder, by act of the General Assembly of Maryland or the Baltimore County Council, by a court of competent jurisdiction or by administrative delay not due to the fault of the County (and its members and agents) shall not be liable directly or indirectly for any claims caused to or suffered by the Contractor or any other person in connection with or as a result of such prevention, restriction or delay.

3.8 The County further reserves the right to make such investigation as it deems necessary to determine the ability of bidders to furnish the required services, and bidders shall furnish all such information for this purpose as the County may request. The County also reserves the right to reject the proposal of any bidder who is not currently in a position to perform the contract, or who has previously failed to perform similar contracts properly, or in a manner acceptable to the County, all of which shall be in the County's sole discretion.

4. Delivery

4.1 Bidders shall guarantee delivery of materials in accordance with the delivery schedule stated in specifications. All items shall be delivered F.O.B. Destination/Inside Delivery, unless otherwise indicated, with delivery costs and charges included in the bid price.

4.2 The County reserves the right to charge the Contractor or vendor for each day the materials, supplies, or services are not delivered in accordance with the delivery schedule. The sum established by the specifications may be invoked at the discretion of the Purchasing Agent, said sum to be considered not as a penalty, but as liquidated damages, and deducted from final payment, or otherwise, charged to the Contractor or vendor. This remedy is not exclusive but shall be in addition to all other rights and remedies available to the County. These liquidated damages shall be in addition to any and all actual damages incurred directly or indirectly by the County, its agents, assigns, and contractors.

4.3 All bidders and vendors are to ensure that packaging materials used for this requirement are not made of non-recyclable Styrofoam (Polystyrene). Additionally, any materials used in packing to cushion, protect and ship are to be made of recycled, recyclable or biodegradable materials.

5. Competition

5.1 The name of any manufacturer, trade name, or vendor catalog number mentioned in the specifications is for the purpose of designating a standard of quality and type, and for no other purpose unless otherwise stated in the solicitation.

5.2 A bidder may offer a price on only one unit per line item. Even though two or more units may meet the specification, bidders must determine for themselves which to offer. Submission by a bidder of prices for more than one unit shall be sufficient cause for rejection of the bid for that specific item.

5.3 Bids which show omission, irregularity, alteration of forms or additions not called for, as well as conditional or unconditional unresponsive bids, or bids obviously unbalanced, may be rejected.

5.4 All bids must be accompanied by such descriptive literature as may be called for by the specifications or proposal.

5.5 If products to be provided to the County contain any substances that could be hazardous or injurious to a person's health, a material safety data sheet (MSDS) must be provided to the Purchasing Bureau. This applies also to any product used by a Contractor when providing a service to the County.

5.6 Specifications are based on County needs and uses, estimated costs of operations and maintenance, and other significant and/or limiting factors to meet County requirements, and to ensure consistency with County policies. Minimum specifications, and maximum specifications where included, are not established

arbitrarily to limit competition or to exclude otherwise competitive bidders.

5.7 Unless multiple or alternate bids are requested in the solicitation, these bids may not be accepted. However, if a bidder clearly indicates a base bid, it shall be considered for award as though it were the only bid submitted by the bidder.

6. Terminations

6.1 Termination for Convenience: The County may terminate a contract, in whole or in part, without cause, by providing written notice thereof to the Contractor. In the event of termination, without cause, the County shall advise the Contractor in writing of the termination date and of work to be performed during the final days prior to contract termination. The Contractor shall be paid for all reasonable costs incurred by the Contractor up to the date of termination set forth in the written notice of termination. The Contractor will not be reimbursed for any anticipatory profits, which have not been earned up to the date of termination. Payments to be provided on a lump sum basis shall be prorated by the County based on the services rendered or goods delivered up to the date of termination set forth in the written notice.

6.2 Termination for Default

6.2.1 In addition to other available rights and remedies, the County shall have the right upon the happening of any default, without providing notice to the Contractor: 1) To terminate a contract immediately, in whole or in part; 2) To suspend the contractor's authority to receive any undisbursed funds; and/or 3) To proceed at any time or from time to time to protect and enforce all rights and remedies available to the County, by suit or any other appropriate proceedings, whether for specific performance or any covenant, term or condition set forth in the contract, or for damages or other relief, or proceed to take any action authorized or permitted under applicable law or regulations.

6.2.2 Upon termination of a contract for default, the County may elect to pay the Contractor for services provided or goods delivered up to the date of termination, less the amount of damages caused by the default, all as determined by the County in its sole discretion. If the damages exceed the undisbursed sums available for compensation, the County shall not be obligated to make any further disbursements hereunder.

6.3 Funding Out: If funds are not appropriated or otherwise made available to support contract continuation in any fiscal year, the County shall have the right to terminate the contract without prior notice to the Contractor and without any obligation or penalty.

7. Hold Harmless – Indemnification

7.1 The Contractor shall defend, indemnify and hold harmless the County, its employees, agents and officials from any and all liabilities, claims, suits, or demands including attorney's fees and court costs which may be incurred or made against the County, its employees, agents

or officials resulting from any act or omission committed in the performance of the duties imposed by and performed under the terms of the contract. The Contractor shall not be responsible for acts of gross negligence or willful misconduct committed by the County.

7.2 The Contractor shall also defend, indemnify and hold harmless the County, its employees, agents and officials from any and all liabilities, claims, suits, or demands including attorney's fees and court costs which may be made against the County, its employees, agents or officials by any third party arising from the alleged violation of any third party's trade secrets, proprietary information, trademark, copyright, patent rights, or intellectual property rights in connection with the contract.

7.3 Unless notified in writing by the County to the contrary, the Contractor shall provide defense for the County, its employees, agents and officials in accordance with this Article and in doing so the Contractor shall allow the County to participate in said defense of the County, its employees, agents and officials, to the extent and as may be required by the County and the Contractor shall cooperate with the County in all aspects in connection therewith. All filings, actions, settlements, and pleadings shall be provided to the County for comment and review prior to filing or entering thereof. No filing, action, settlement or pleading shall be filed or entered without the prior consent and approval of the County.

8. Minority Business Enterprise (MBE) and Small Business Notice: Although there is no requirement that the Contractor be an MBE, a Women-Owned Enterprise (WBE), or a Small Business, M/WBE's and Small Businesses are encouraged to respond to this solicitation.

9. Authority

9.1 In case of disputes as to whether an item or service quoted or delivered meets specifications, the decision of the Purchasing Agent or authorized representative shall be final and binding on both parties. The Purchasing Agent may request the recommendation in writing of the head of the using agency, the Standards and Specifications Committee, or other objective sources.

9.2 Bidders desiring to appeal a decision of the Purchasing Bureau must deliver written protests to the Purchasing Bureau within 10 days of notification of award. The Purchasing Agent or designee will review the protested decision, examine any additional information provided by the bidder and respond in writing within 30 days of receipt of written protests.

9.3 Instructions, Specifications, and Proposals are issued, and all bids, quotations, orders, and purchases are made pursuant and subject to the provisions of the Baltimore County Charter, and Article 10, Title 2 of the

Baltimore County Code, 2003, as amended, and regulations and policies established or prescribed by the Purchasing Bureau.

10. HIPAA: The Contractor shall comply with the Health Insurance Portability and Accountability Act (HIPAA) and shall execute a Business Associate Agreement as may be required by the County.

11. Reports: When required, reports prepared for Baltimore County should be printed on recycled and recyclable paper printed on both sides per Section 10-2-312 of the Baltimore County Code, 2003, as amended.

12. Terms of Contract

12.1 Any contract awarded pursuant to this solicitation shall be by and between the successful bidder and the County, and shall contain and incorporate, but may not be limited to, all terms and conditions of the solicitation, any amendments or changes thereto. Submission of a bid in response to this solicitation evidences the Contractor's acceptance of the terms and conditions therein.

12.2 The provisions of the contract awarded pursuant to this solicitation shall be governed by the laws and regulations of Maryland and Baltimore County.

13. Severability: If any provisions in the contract are declared by a court or other lawful authority to be unenforceable or invalid for any reason the remaining provisions hereof shall not be affected thereby and shall remain enforceable to the full extent permitted by law.

14. Counterparts: The contract may be executed in any number of counterparts and by different parties hereto in separate counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which taken together shall constitute but one and the same instrument.

15. Survival: The provisions of paragraphs 1.7 (Representations and Warranties), 4.2 (Damages), 7 (Indemnification), and 10 (HIPAA) shall survive delivery of commodities and/or performance of services.

16. No Waiver, Etc.: No failure or delay by the County to insist upon the strict performance of any term, condition or covenant of the contract, or to exercise any right, power, or remedy consequent upon a breach thereof, shall constitute a waiver of any such term, condition, or covenant or of any such breach, or preclude the County from exercising any such right, power, or remedy at any later time or times.

17. Requests for Proposals: In addition to aforementioned instructions, the following apply to Requests for Proposals (RFP).

17.1 All RFP proposals submitted shall be valid for 180 days following the closing date noted, unless otherwise specified

in the bid documents. This period may be extended by mutual written agreement between offerors and the County. Proposals may not be withdrawn during this period.

17.2 Modifications: The County may, at any time by written order, make changes within the general scope of a contract including, but not limited to, changes (1) in any designs or specifications; (2) in the method, quantity, or manner of performance of the work; (3) in any County-furnished facilities, equipment, materials, services, or property; or (4) directing acceleration in the performance of the work. No change, modification or revision shall be binding upon the County, unless made in writing by its authorized representatives.

17.3 Subcontracting and Assignment: All subcontracting arrangements require prior approval of the County. The Contractor shall not assign, transfer, convey, delegate, subcontract, or otherwise dispose of any award of any or all of its rights, title, or interest therein, without the prior written consent of the County, which shall not be unreasonably withheld.

17.4 Additional Reservations for RFP's

17.4.1 This RFP creates no obligation on the part of the County to compensate offerors for proposal preparation expenses. The County reserves the right to award a contract based upon proposals received without further negotiation and may do so; offerors should not rely upon the opportunity to alter their proposals during discussions.

17.4.2 The County reserves the right to waive minor irregularities, to negotiate in any manner necessary to best serve the public interest, and to make a whole award, multiple awards, a partial award, or no award. The County reserves the right to cancel this RFP, in whole or in part, any time before the closing date.

17.5 Confidentiality: Offerors must specifically identify any portions of their proposals deemed to contain confidential information, proprietary information or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not be conclusive, and offerors may be required to justify why such material should not, upon written request, be disclosed by the County under the Public Information Act, State Government Article, Title 10, Sub-Title 6, of the Annotated Code of Maryland, as amended. The County may disclose such information if required by law, court order or subpoena.

**BALTIMORE COUNTY, MARYLAND
PROCUREMENT AFFIDAVIT**

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the [title] _____ and I am duly authorized to represent and bind [business] _____ (the "Business") and that I possess the legal authority to make this Affidavit on behalf of myself and the Business for which I am acting.

B. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors, partners, members, affiliates, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows [indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the Business]:

_____.

C. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors, partners, members, affiliates, or any of its employees directly involved in obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;

(2) Been convicted of any criminal violation of a state or federal antitrust statute;

(3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961, et seq., or the Mail Fraud Act, 18 U.S.C. §1341, et seq., for acts arising out of the submission of bids or proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (1), (2), (3), or (4) above;

(6) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

(7) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described above, except as follows [indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the Business, and the status of any debarment]:

D. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors, partners, members, affiliates, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows [list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceeding, the name(s) of the person(s) involved and their current positions and responsibilities with the Business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension]:

E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The Business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The Business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows: [you must indicate the reasons why the affirmations cannot be given without qualification]:

F. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

G. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors, partners, members, affiliates, nor any of its employees, have in any way:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise take any action to impact, restrain, or inhibit free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted;

(3) Colluded with anyone to obtain information concerning the bid that would give the Business an unfair advantage over others.

H. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

The Contractor affirms that it is aware of, and will comply with, the provisions of Sections 14-101 through 14-108 of the Election Law Article of the Annotated Code of Maryland, which require that every person who makes, during any 12-month period, one or more contracts, with one or more Maryland governmental entities involving cumulative consideration, or at least \$100,000.00, shall file with the State Board of Elections certain specified information to include disclosure of attributable political contributions in excess of \$500 during defined reporting periods.

I. CERTIFICATION OF REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

(1) The Business is a (*Insert State Name*) (_____) (*Select One: Corporation, Partnership, Limited Liability Company, Limited Liability Partnership, Sole Proprietor*) (_____), that it (*Select One: (is) (is not)*) registered in accordance with the Corporations and Associations Article of the Annotated Code of Maryland, that it (*Select One: (is) (is not)*) in good standing in the State of Maryland, and that it (*Select One: (has) (has not)*) filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name: _____

Address: _____

(If none, so state).

(2) Except as validly contested, the Business has paid, or has arranged for payment of, all taxes due the State of Maryland and Baltimore County, and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

J. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The Business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Business, to solicit or secure the Contract, and that the Business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or other consideration contingent on the making of the Contract.

K. NONDISCRIMINATION IN EMPLOYMENT STATEMENT

I FURTHER AFFIRM THAT:

During the performance of any contract awarded pursuant to the solicitation of which this affidavit is a part:

(1) The Business will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, marital status, sexual orientation, genetic information, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment, or because of the individual's refusal to submit to a genetic test or make available the results of a genetic test. The Business will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, national origin, marital status, sexual orientation, genetic information, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment, or because of the individual's refusal to submit to a genetic test or make available the results of a

genetic test. Such action shall include, but not be limited to the following: employment, promotion, upgrading, demotion or transfer, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Business agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the owner setting forth provisions of this nondiscrimination clause.

(2) The Business will, in all solicitations or advertisements for employees placed by or on behalf of the Business, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, genetic information, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment, or because of the individual's refusal to submit to a genetic test or make available the results of a genetic test.

(3) The Business shall send to each labor union or representative of workers with which the Business has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the owner, advising the said labor union or workers' representative of these commitments, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Business shall furnish, if requested by the County, a compliance report concerning our employment practices and policies in order for the County to ascertain compliance with the special provisions of this affidavit concerning nondiscrimination in employment.

(5) In the event of the Business's noncompliance with the nondiscrimination clause of this affidavit, the contract may be canceled, terminated, or suspended in whole or in part, and the Business may be declared ineligible for further County work.

(6) The Business shall include the special provisions outlined herein pertaining to nondiscrimination in employment in every subcontract, so that such nondiscrimination in employment provisions shall be binding on each subcontractor or vendor.

L. FOREIGN CONTRACTS

I FURTHER AFFIRM THAT:

The Contractor affirms that it is aware of, and will comply with, the provisions of Sections 10-2-110 Article 10. Finance, Title 2 – Purchasing, Baltimore County Code 2003, as amended, which requires that prior to the award of a contract for services under the provisions of this title, and during the entire term of a contract award, the bidder or vendor shall disclose to the County whether any services covered by the bid or contract, including any subcontracted services, will be performed outside the United States. The disclosure shall be made to the Office of Budget and Finance, Purchasing Bureau.

M. ACKNOWLEDGMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the County and may be distributed to units of (1) Baltimore County; (2) the State of Maryland; (3) other counties or political subdivisions of the State of Maryland; (4) other states; and (5) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of Baltimore County, or the State of Maryland or any unit of the State of Maryland having jurisdiction, the exercise of any right or remedy at Law or in equity with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the Business with respect to (a) this Affidavit, (b) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, AFTER DILIGENT INQUIRY.

Date: _____

By: _____

Name:

Title:

(Authorized Representative and Affiant)

MINORITY PARTICIPATION AFFIDAVIT

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the [title]_____ and the duly authorized representative of [business]_____ (the "Business") and that I possess the legal authority to make this Affidavit on behalf of myself and the Business for which I am acting.

B. AFFIRMATION REGARDING MINORITY PARTICIPATION

I FURTHER AFFIRM THAT:

I am aware that, pursuant to the March 5, 2004 Executive Order of Baltimore County, Maryland, the following words have the meanings indicated.

(A) "Minority Business Enterprise" or "MBE" means a business enterprise that is owned, operated and controlled by one or more minority group members (African American, Hispanic American, Asian American, or Native American) who have at least 51% ownership and in which the minority group members have operational and managerial control, interest in capital and earnings commensurate with their percentage of ownership.

(B) "Women's Business Enterprise" or "WBE" means a business enterprise that is owned, operated and controlled by one or more women who have at least 51% ownership and in which the women have operational and managerial control, interest in capital and earnings commensurate with their percentage of ownership.

_____ **The Business is a certified MBE with**

☐ Maryland State Department of Transportation (MDOT)

☐ City of Baltimore

☐ Other Program: _____

_____ **The Business is a certified WBE with**

☐ Maryland State Department of Transportation (MDOT)

☐ City of Baltimore

☐ Other Program: _____

_____ **The Business is not a certified MBE or WBE, however:**

_____ **The ownership of the Business consists of ____% minorities and ____% women (for a total of ____%), each of which has operational and managerial control, interest in capital and earnings commensurate with their percentage of ownership.**

_____ **The Business anticipates utilizing MBE or WBE subcontractors for ____% of the work on the contract.**

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____

Name:

Title:

(Authorized Representative and Affiant)

COMPLETE BOTH SIDES OF FORM

Certification of TIN and business name are required for all successful bidders prior to issuing a contract or purchase order. Completion of **SIDE 1** of this form is necessary to meet IRS regulations. All MBE/WBE vendors should also complete **SIDE 2**. For questions, call 410-887-3587.

SIDE 1

List your **legal business name** below, **as shown on your income tax return**. **Sole proprietors** should list their individual name as noted on your social security card. You may enter a business name on line 2. Other entities must list your business name as shown on Federal tax documents. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the business name line (2). For **limited liability companies** (LLC) that are owned by an individual, the owner's name must be listed in the Name line (1) and the business name can be listed on the business name line (2). For **limited liability companies** that are corporations, partnerships, etc., enter the business name on Name line (1).

1. Name (as shown on your income tax return)

2. Business name, if different from above

Address		
City	State	ZIP Code

City	State	ZIP Code
Remittance Address, if different from above		
City	State	ZIP Code

City	State	ZIP Code
Contact Person	Title	

Phone Number () - Ext: Fax Number () -
E-mail address

Taxpayer Identification Number (TIN)	
--------------------------------------	--

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN). Note, this is the TIN shown on your federal tax documents

Social Security Number

			--			--				
--	--	--	----	--	--	----	--	--	--	--

OR

Employer Identification Number

		--							
--	--	----	--	--	--	--	--	--	--

CHECK HERE IF YOU ARE EXEMPT FROM BACK-UP WITHHOLDING	
---	--

CHECK HERE IF YOU ARE TAX-EXEMPT, EXPLAIN:

Filing Status (Ownership) (LLC is not acceptable)	
Individual	Sole Proprietor

Individual	Sole Proprietor
Corporation	Partnership

Other: (explain)

CERTIFICATION:
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Signature of U.S. Person	Date
--------------------------	------

SIDE 2

MBE / WBE Certification

Maryland Department of Transportation (MDOT) Certification #: _____ Certification Date: ____ / ____ / ____ Pending: _____	City of Baltimore Certification #: _____ Certification Date: ____ / ____ / ____ Pending: _____
---	--

Business Ownership (Check Only One)

	G	Government Entity		O	Other: _____
	H	Disabled		P	Non Profit
	MA	Minority-owned, Not small business		W	Woman-owned, Small business
	M	Minority-owned, Small business		WA	Woman-owned, Not small business
	NS	Non-minority-owned, small business		X	Woman-owned, Minority, Small business
	NL	Non-minority-owned, Large business		XA	Woman-owned, Minority, Not small business

Type of Business/Organization

	Association		Attorney
	Government Entity		Educational Institution
	Medical Service Provider		Non-profit Organization
	Other: (explain)		Financial Institution

Ethnicity of Ownership (Check Only One)

	A	Asian American		I	American Indian/Alaskan Native
	B	African American		N	Non-minority
	H	Hispanic American		O	Other Ethnic Group: _____

Incorporation

Incorporation State: _____ OR Date Business Started ____ / ____ / ____

Signature

I certify that the information shown on this registration is true and correct. I will advise the Purchasing Bureau immediately, in writing, of any change affecting this data.

Signature:	Title:	Date:
------------	--------	-------

BID REPLY LABEL

*CUT ON THE DOTTED LINE AND SECURE
TO THE OUTSIDE OF YOUR RESPONSE
ENVELOPE OR CARTON.*

INVITATION TO BID	
NO. 206148 03/06/07, 3:00 PM SCHEDULE, TRASH AND RECYCLE, SELF MAILER PREPARATION AND DISTRIBUTION	
TO:	BALTIMORE COUNTY, MARYLAND PURCHASING BUREAU 400 WASHINGTON AVE, ROOM 148 TOWSON, MARYLAND 21204-4665

**BALTIMORE COUNTY, MARYLAND
INVITATION TO BID NO. 206148
SCHEDULE, TRASH AND RECYCLE, SELF MAILER,
PREPARATION AND DISTRIBUTION**

GENERAL CONDITIONS

1. SCOPE

- 1.1 It is the intention of these specifications that the vendor hereunder shall furnish and Baltimore County shall purchase design, printing and mailing of self mailers covered by this contract which the County may require during the period of time specified. The quantities shown are approximate and are for the purpose of bid evaluation.
- 1.2 The County reserves the right to order supplies and services that may be required during the said period, and it also reserves the right not to order supplies and services bid upon by the vendor, if it is found that such supplies and services are not required by the County during the period covered by this contract.

2. TERM OF AGREEMENT

- 2.1 The term of this contract shall be for one (1) year beginning on or about March 15, 2007. Baltimore County reserves the right to renew this contract for up to four (4) additional one-year renewal options under the same terms and conditions. Baltimore County will automatically renew this contract on each option year unless notice is given to the vendor/contractor that the contract is not renewed.
- 2.2 If price adjustments are requested pursuant to the terms of the contract, the vendor/contractor must notify the Baltimore County Purchasing Bureau ninety (90) days prior to the current terms expiration date.
- 2.3 The vendor/contractor must maintain the insurance coverages required by the County while this contract is in force, including automatic renewal terms, and shall provide documentation of such insurance in a form satisfactory to the county when required.

3. PRICES. Prices quoted must remain firm for the period covered by this contract, unless price escalation is herein specified. Prices quoted shall include delivery costs and charges.

4. METHOD OF AWARD. Award of this contract may be in whole or in part. The County reserves the right to make awards on an individual item basis, combination item basis, or lump sum basis, whichever is in the best interest of the County. In accordance with Sec. 10-2-406 of the Baltimore County Code, 2003, as amended, past performance of bidders in furnishing goods and services to Baltimore County will be considered in determining the award.

5. RELEASE ORDERS. Release orders will be issued from time to time by the purchasing agent for such quantities as to satisfy requirements of Baltimore County. Specific quantities and delivery information will be indicated on release orders. Each release order will refer to the master contract number. Release orders issued within the term of this contract, even if not completed within the term of this contract, shall continue to be bound by the terms and conditions herein.

6. ESCALATION / DE-ESCALATION

- 6.1 All prices offered herein shall be firm against any increase for the first twelve (12) months from the effective date of this proposed contract. The request for a price increase can only occur if there is an increase of the Producer Price Index for the Manifold Business Forms by ten percent (10%) from the base that is established on the effective date of this proposed contract. Price increases may not exceed seven percent (7%) in any one (1) year of this proposed contract. In the event that raw material price increases exceed fifteen percent (15%) in any given year of the proposed contract, the County and Contractor will mutually agree upon any price adjustments to be made.
- 6.2 If price adjustments are requested pursuant to the terms of the contract, the contractor must notify the County Purchasing Bureau ninety (90) days prior to the current term's expiration date.
- 6.3 Baltimore County reserves the right to accept or reject within 30 days after the request for a price increase. If the price increase is rejected, the specific item in question will be canceled. If the price increase is approved, the price will remain firm for term of contract.
- 6.4 In the event of any industry wide price decrease for any product during the term of this proposed contract; Contractor will reduce the price of the product by the same percentage reduction as such industry wide price decrease.

7. DELIVERIES

- 7.1 Deliveries shall be made promptly. If deliveries are not made as per the Distribution Schedule, the Purchasing Agent reserves the right to procure the supplies/services elsewhere on the open market, in which event, the extra cost of procuring the supplies/services may be charged against the vendor and deducted from any monies due or which may become due him.
- 7.2 If the vendor is unable to supply requested supplies/services within the designated time, due to factory delay, strike or any unforeseen circumstances, the vendor must notify the Buyer of the delay and the anticipated delivery date. Failure to comply with this requirement will result in a poor performance rating which is considered in subsequent awards.
- 7.3 Failure to meet delivery date and to provide supplies/services as specified may result in written termination of this contract.

8. **LIQUIDATED DAMAGES.** Due to the critical nature of this requirement, liquidated damages resulting from failure to meet the delivery date shall be charged against the vendor at a rate of \$400.00 per calendar day for each day delivery is not made in accordance with the schedule. The assessed amount, if any, will be deducted from final invoice.

9. CONTRACTOR QUALIFICATIONS

- 9.1 At the option of the County, bidders/offerors may be required to furnish evidence of sufficient financial responsibility to fulfill this contract, and evidence that they have, or can obtain the necessary equipment, manpower, and storage facility to ensure delivery within the parameters of this contract.
- 9.2 Bidders/Offerors must provide at least two (2) references (names of contact persons and phone numbers) of similar sized contracts serviced during the past eighteen (18) months.
- 9.3 Prior to award of this contract, the County reserves the right to inspect the facilities of any bidder/offeror. The reputation of bidders regarding adequacy of their resources and

facilities, and past records of their skillful performance of work of the type and magnitude required herein shall be considered when making the award.

10. PRE-BID CONFERENCE

- 10.1 A pre-bid conference will be held on February 22, 2007 at 10:00 A.M. in the Purchasing Bureau, Courthouse, 400 Washington Avenue, Room 148, Towson, MD 21204. The purpose of the conference is to clarify any parts of the solicitation and answer questions, which may be pertinent to the request.
- 10.2 **The deadline for written questions pertaining to this solicitation is seven (7) working days prior to the Bid Opening date.**
- 10.3 Any significant changes to the solicitation as a result of the discussions at the pre-bid conference will be posted on the web site at: www.baltimorecountymd.gov/purchasing.

11. COUNTY HOLIDAYS

New Year's Day	Columbus Day
MLK, Jr. Birthday	General Election Day (each even year)
Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

12. **DESIGNS**. Artwork, including film; camera ready copy; die; or any other artwork needed or created to complete this job is (or becomes) the property of Baltimore County, Maryland, and must be returned to the agency upon completion of project.
13. **INQUIRIES**. Any inquiries relative to this bid should be directed to Amber Butcher, the Buyer at abutcher@baltimorecountymd.gov or 410-887-3887.

NOTE: A SAMPLE OF PRIOR TRASH AND RECYCLING FOUR YEAR COLLECTION SCHEDULE SELF MAILER IS AVAILABLE. A COPY WILL BE AVAILABLE AT THE PRE-BID CONFERENCE.

**BALTIMORE COUNTY, MARYLAND
INVITATION TO BID NO. 206148
SCHEDULE, TRASH AND RECYCLE, SELF MAILER,
PREPARATION AND DISTRIBUTION**

SPECIFICATIONS

OVERVIEW OF DISTRIBUTION SCHEDULE – JUNE 2007 TO FEBRUARY 2009

1. The Baltimore County Department of Public Works, Bureau of Solid Waste Management (BSWM) requires the “typesetting”, laser printing, addressing and mailing of the next edition of the four-year trash/recycling collection schedules that begin in July 2007.
2. The distribution of 230 different trash/recycling collection schedules to 242,000 Baltimore County homes is divided into 18 separate distributions. There is one distribution per month starting in June 2007, with the exception of three months that have no distribution, and finishing in February 2009.
3. Schedules are created in a specified calendar framework. Symbols are changed on individual schedules to reflect proper trash/recycling collection days. Schedules will be proof read by BSWM personnel.
4. Collection schedules will be addressed using provided list from the BSWM and prepared for mailed via presorted standard mail on the date specified in the project schedule.
5. The project schedule provides information regarding each distribution and the deadline dates associated with each step for the processes in that distribution.

TECHNICAL SPECIFICATIONS

SCHEDULE CREATION

1. The trash/recycling collection schedule will be created in a specified calendar framework (see example of present collection schedule). Symbols will be changed on individual schedules to reflect proper trash/recycling collection days. The BSWM will provide the starting sequence for the calendar and the individual schedule and the “typesetter” will create the four-year schedule based on a set of rules that will be used for all calendars. When the schedule is created it will be converted to a PDF file and e-mailed to the BSWM for proofing. “Typesetter” will be notified of any errors. When corrections are made a new PDF file will be sent to BSWM.
2. Corrections to schedules are part of the original price and will need to be completed and new PDF file e-mailed to the BSWM within one week of receiving notice of the correction form the BSWM.
3. “Typesetter” will need to work with “printer” to be sure that set-up is done to meet “printer” specifications.
4. A full accounting of set-up, printing, processing and postal charges must be provided to the BSWM within two weeks of each mailing. The postal forms must be part of this material.

PRINTING

1. The trash/recycling collection schedule is designed as a self-mailer using white paper and “printed” in black ink. Schedule information will be laser printed (black) on one side of the paper.

The second side of the paper will be “printed” with program information and mailing address. The instructional information will remain constant on all schedules and will be provided in a PDF file. It will include text and graphics.

2. The self-mailer must meet all United States Postal requirements. Therefore, the “printer” must work closely with the mail processor.

Sheet Size: 8.5” x 17”

Folded: 5.25” x 8.5” – two folds

Paper: Suggest 70lb. digital opaque. Minimum 30% post consumer recycled content. High speed copier paper. Must meet postal requirements.

3. Once the collection schedule is created it will be converted to PDF format and sent via e-mail to the BSWM for proofing. Any corrections that need to be made will be e-mailed to the “typesetter”. A new proof will be e-mailed to the BSWM. This process continues until all errors are corrected. If the “typesetter” is separate from the “printer”/mailhouse then the BSWM will forward the PDF schedule files by e-mail to the “printer”. If the mailhouse is separate from the “printer” the “printer” is responsible for transporting material to the mailhouse.
4. A full accounting of set-up, printing, processing and postal charges must be provided to the BSWM within two weeks of each mailing. The postal forms must be part of this material.

MAILING

1. The BSWM will provide by e-mail, a list of addresses (Excel spreadsheet) that will be matched to a specific schedule based on a route number and day pattern. This address information will be applied onto the proper schedule as it is being “printed.”
2. The schedule will be folded and tabbed so address information is facing out and meets all U.S Postal regulations.
3. Extra schedules beyond those needed for mailing will be “printed” and left unfolded and sent to the BSWM.
4. A Master production/mailing list will be provided for each distribution that specifies the numbers of pieces for the mailing and the number of extra schedules that are to be sent to the BSWM.
5. A full accounting of set-up, printing, processing and postal charges must be provided to the BSWM within two weeks of each mailing. The postal forms must be part of this material.

POSTAL INFORMATION

1. The schedule will be sent as standard mail. The mailing should be sorted to minimize the cost of postage. The Baltimore County Postal indicia will be printed on the mailer and the postage will be deducted directly from the Baltimore County postal account. All US Postal service requirements must be met to insure delivery on a timely base.

**BALTIMORE COUNTY, MARYLAND
INVITATION TO BID NO. 206148
SCHEDULE, TRASH AND RECYCLE, SELF MAILER,
PREPARATION AND DISTRIBUTION**

**BALTIMORE COUNTY BUREAU OF SOLID WASTE MANAGEMENT
RULES FOR CREATING TRASH/RECYCLING COLLECTION SCHEDULES**

Distribution	Collection Route	Schedule Begins	Schedule Ends
1	36, 37	July 1, 2007*	June 30, 2011
2	35	Sept. 1, 2007	Aug. 31, 2011
3	3, 33	Oct. 1, 2007	Sept. 30, 2011
4	13, 62	Nov. 1, 2007	Oct. 31, 2011
5	21, 29, 31	Dec. 1, 2007	Nov. 30 2011
6	38, 51	Jan. 1, 2008	Dec. 31, 2012
7	15, 17, 50	Feb. 1, 2008	Jan. 31, 2012
8	26, 28, 44, 63	March 1, 2008	Feb. 29, 2012
9	40, 49, 59	April 1, 2008	March 31, 2012
10	8, 10, 12, 14, 52, 61	May 1, 2008	April 30, 2012
11	24, 25, 30	June 1, 2008*	May 31, 2012
12	19	Aug. 1, 2008	July 31, 2012
13	41, 46, 53	Sept. 1, 2008	Aug. 31, 2012
14	1, 2, 6, 9, 47	Oct. 1, 2008	Sept. 30, 2012
15	34, 42, 45	Nov. 1, 2008	Oct. 31, 2012
16	4, 5, 48	Dec. 1, 2008	Nov. 30, 2012
17	18, 39	Jan. 1, 2009*	Dec. 31, 2012
18	22, 32	March 1, 2009	Feb. 28, 2013

Create calendar using the first day of the start month for the specific route. Numbering all the days of the month. Have 12 months on each page.

Replace the day of the week number with a **T** for trash collection days. This is the same day each week. Highlight the day of the week column that the trash is collected.

Replace the day of the week number with a **B** or **P** for recycling collection. Recycling collection alternates every week. Given the beginning sequence carry it out through the calendar. Highlight the day of the week column that the recycling is collected.

Replace the day of the week number with a **Y** for yard material collection if the calendar has a yard material collection. Yard material may be collected on a different or the same day as recycling. Highlight the day of the week column that the yard material is collected. If it is the same day as recycling collection it will already be highlighted. It is collected once every two weeks and may be collected on either a B week or a P week. Given the beginning sequence carry it out through the calendar. This separate yard material collection only runs from April 1 through December 15 of each year. If yard material is collected on the same day as recycling the day number will be replaced with either **B,Y** or **P,Y**.

Collection Holidays

January	New Years Day	January 1	effects any day of the week
May	Memorial Day	any date	effects the <u>last Monday</u> in May
July	Independence Day	July 4	effects any day of the week
September	Labor Day	any date	effects the <u>first Monday</u> in Sept.
November	Thanksgiving	any date	effects the 4 th Thursday of the month
December	Christmas	Dec. 25	effects any day of the week

When a holiday is celebrated on a Trash or Yard material collection day an **N** replaces the **T** or **Y**. The **T** or **Y** is then moved to the next day* and replaces the date number and a box is placed around the **T** or **Y**. If there is a letter on the date where the **T** or **Y** is moved to then it is added to the existing letter and the box goes around all the letters on that date, (ex. T,B or T,P or Y,T or in some cases three letters T,B,Y with a box around the letters).

If the holiday is celebrated on a recycling collection day, **B** or **P** day an **N** replaces the **B** or **P** but there is no replacement day for this collection. This collection is skipped and the sequence of collection continues as if the pick-up was made. If there is a **Y** or **T** with the **B** or **P** then only the **Y** or **T**, as noted above, is moved to the next day* and a box is placed around it.

*Two exceptions to the rule regarding moving a collection to the next day is when a holiday falls on a Saturday the collection is moved to Monday. When the holiday falls on a Sunday the collection is moved to Tuesday.

Baltimore County Bureau of Solid Waste Management

Trash/Recycling Collection Schedule Distribution Production Schedule 2007 - 2009

				KEY DEADLINE DATES					
				1	2	3	4	5	6
				1 Wk.	4 Wks.	4 Wks.	2 Wks.	2 Wks.	
Dist	Route(s) in Distribution	Total Schedules for Route(s)	Homes	Sch. Mtl. to Coordinator	Matl. Provided For Sch. Creation	Matl. to BSWM for Proofing	Matl. to Printing and Mailing	Sch. Mail Date	Schedule Starts
1	36, 37	10	10,920	30-Mar-07	6-Apr-07	4-May-07	1-Jun-07	15-Jun-07	1-Jul-07
2	35	6	6,009	1-Jun-07	8-Jun-07	6-Jul-07	3-Aug-07	17-Aug-07	1-Sep-07
3	3, 33	13	14,090	6-Jul-07	13-Jul-07	10-Aug-07	7-Sep-07	21-Sep-07	1-Oct-07
4	13, 62	12	8,969	3-Aug-07	10-Aug-07	7-Sep-07	5-Oct-07	19-Oct-07	1-Nov-07
5	21, 29, 31	15	14,940	31-Aug-07	7-Sep-07	5-Oct-07	2-Nov-07	16-Nov-07	1-Dec-07
6	38, 51	10	13,110	28-Sep-07	5-Oct-07	2-Nov-07	30-Nov-07	14-Dec-07	1-Jan-08
7	15, 17, 50	11	17,388	2-Nov-07	9-Nov-07	7-Dec-07	4-Jan-08	18-Jan-08	1-Feb-08
8	26, 28, 44, 63	14	9,494	30-Nov-07	7-Dec-07	4-Jan-08	1-Feb-08	15-Feb-08	1-Mar-08
9	40, 49	7	11,377	28-Dec-07	4-Jan-08	1-Feb-08	29-Feb-08	14-Mar-08	1-Apr-08
10	8, 10, 12, 14, 52, 61	23	30,583	4-Jan-08	11-Jan-08	15-Feb-08	21-Mar-08	11-Apr-08	1-May-08
11	24, 25, 30	14	8,588	29-Feb-08	7-Mar-08	4-Apr-08	2-May-08	16-May-08	1-Jun-08
12	19	7	7,969	2-May-08	9-May-08	6-Jun-08	2-Jul-08	18-Jul-08	1-Aug-08
13	41, 46, 53	15	18,295	30-May-08	6-Jun-08	2-Jul-08	1-Aug-08	15-Aug-08	1-Sep-08
14	1, 2, 6, 9, 47	19	15,659	27-Jun-08	2-Jul-08	1-Aug-08	29-Aug-08	12-Sep-08	1-Oct-08
15	34, 42, 45	14	10,312	1-Aug-08	8-Aug-08	5-Sep-08	3-Oct-08	17-Oct-08	1-Nov-08
16	4, 5, 48	16	13,793	29-Aug-08	5-Sep-08	3-Oct-08	31-Oct-08	14-Nov-08	1-Dec-08
17	18, 39	10	8,409	26-Sep-08	3-Oct-08	31-Oct-08	28-Nov-08	12-Dec-08	1-Jan-09
18	22, 32	11	10,881	28-Nov-08	5-Dec-08	2-Jan-09	30-Jan-09	13-Feb-09	1-Mar-09
TOTALS		227	230,786						

1/23/2007

Notes:

Key Deadline Date column #1 is for internal BSWM use

Number of schedules and homes is based on present collection information - updated information will be provided as it becomes available

Deadline line dates are on Fridays unless a holiday falls on that day

Distribution #10 - one extra week has been built into each production category to allow for the larger volume of material.

Dates subject to slight changes with prior notification

Schedule and home numbers are subject to change - notification will be provided prior to a individual distribution

Page #4
Text/Graphic

Baltimore County Department of
Public Works
Bureau of Solid Waste Management
111 W. Chesapeake Ave. , Rm 225
Towson, MD 21204

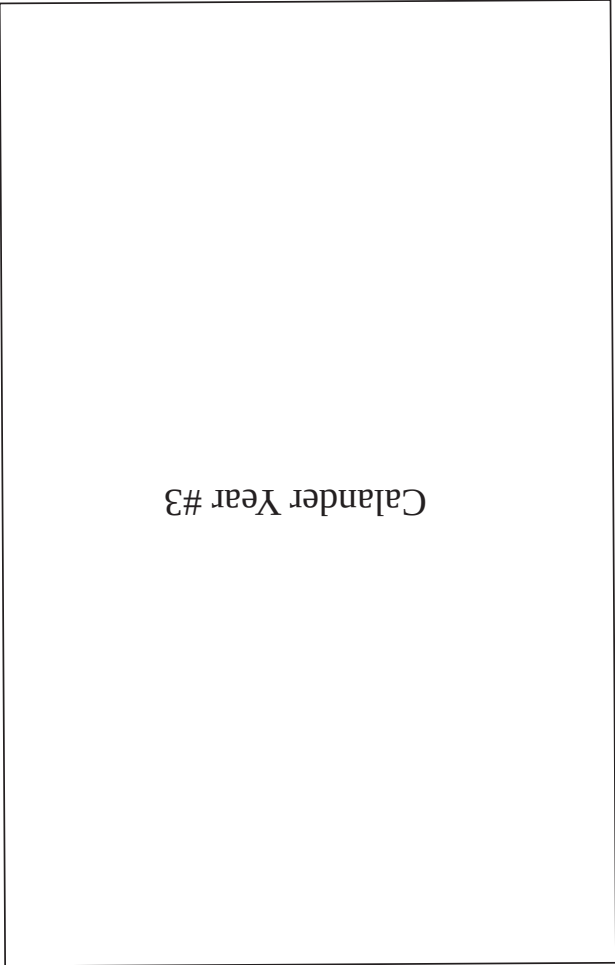
Postal Indicia Info

Resident Address Information

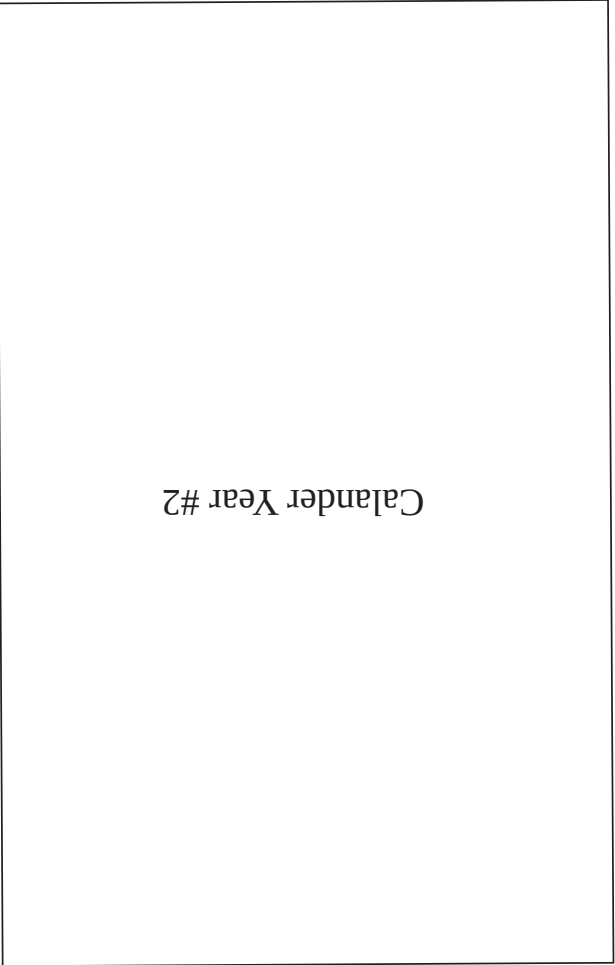
Cover Page #1
Text/Graphic

Page #3
Text/graphic

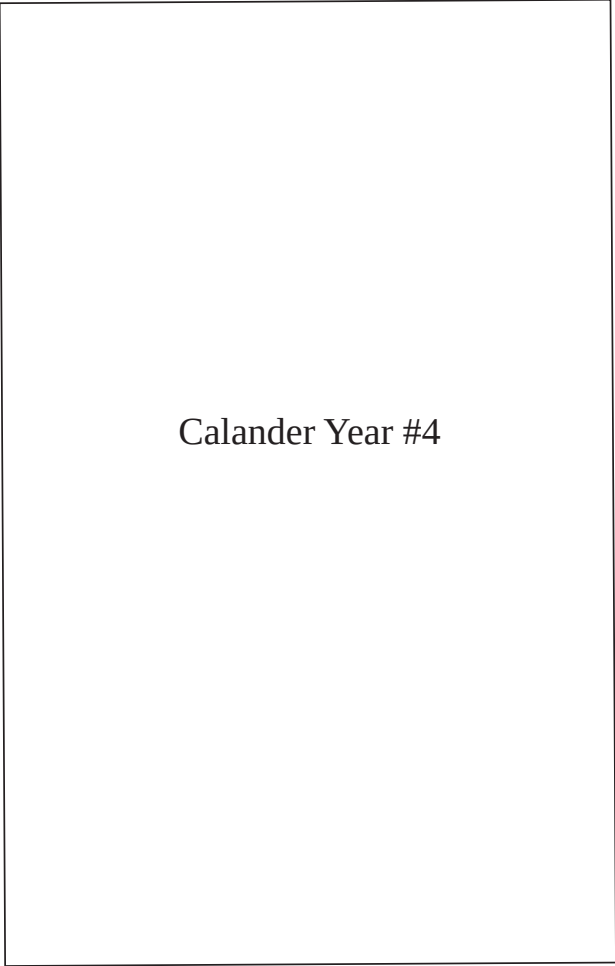
Page #2
Text/graphic



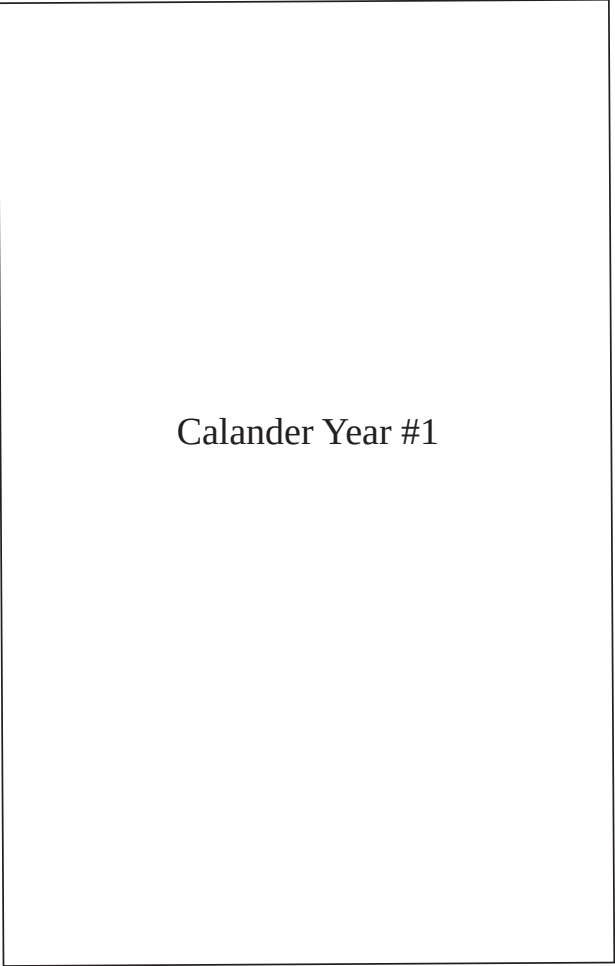
Calander Year #3



Calander Year #2



Calander Year #4



Calander Year #1



"One and One" Collection Schedule

B - Bottles & Cans **T** - Trash **N** - No Pickup
P - Mixed Paper **Y** - Yard Materials ☐ - Shifted Pickup

www.baltimorecountyonline.info/recycling

October '04						
S	M	T	W	TH	F	S
					1	2
3	B	5	T	7	Y	9
10	P	12	T	14	15	16
17	B	19	T	21	Y	23
24	P	26	T	28	29	30
31						

November '04						
S	M	T	W	TH	F	S
	B	2	T	4	Y	6
7	P	9	T	11	12	13
14	B	16	T	18	Y	20
21	P	23	T	25	26	27
28	B	30				

December '04						
S	M	T	W	TH	F	S
			T	2	Y	4
5	P	7	T	9	10	11
12	B	14	T	16	Y	18
19	P	21	T	23	24	25
26	B	28	T	30	Y	

January '05						
S	M	T	W	TH	F	S
						1
2	P	4	T	6	7	8
9	B	11	T	13	14	15
16	P	18	T	20	21	22
23	B	25	T	27	28	29
30	P					

February '05						
S	M	T	W	TH	F	S
		1	T	3	4	5
6	B	8	T	10	11	12
13	P	15	T	17	18	19
20	B	22	T	24	25	26
27	P					

March '05						
S	M	T	W	TH	F	S
		1	T	3	4	5
6	B	8	T	10	11	12
13	P	15	T	17	18	19
20	B	22	T	24	25	26
27	P	29	T	31		

April '05						
S	M	T	W	TH	F	S
					1	2
3	B	5	T	7	Y	9
10	P	12	T	14	15	16
17	B	19	T	21	Y	23
24	P	26	T	28	29	30

May '05						
S	M	T	W	TH	F	S
1	B	3	T	5	Y	7
8	P	10	T	12	13	14
15	B	17	T	19	Y	21
22	P	24	T	26	27	28
29	N	31				

June '05						
S	M	T	W	TH	F	S
			T	2	Y	4
5	P	7	T	9	10	11
12	B	14	T	16	Y	18
19	P	21	T	23	24	25
26	B	28	T	30		

July '05						
S	M	T	W	TH	F	S
					Y	2
3	N	5	T	7	8	9
10	B	12	T	14	Y	16
17	P	19	T	21	22	23
24	B	26	T	28	Y	30
31						

August '05						
S	M	T	W	TH	F	S
	P	2	T	4	5	6
7	B	9	T	11	Y	13
14	P	16	T	18	19	20
21	B	23	T	25	Y	27
28	P	30	T			

September '05						
S	M	T	W	TH	F	S
				1	2	3
4	N	6	T	8	Y	10
11	P	13	T	15	16	17
18	B	20	T	22	Y	24
25	P	27	T	29	30	

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Bureau of Solid Waste Management 410-887-2000

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"One and One" Collection Schedule

B - Bottles & Cans **T** - Trash **N** - No Pickup
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October '05						
S	M	T	W	TH	F	S
						1
2	B	4	T	6	Y	8
9	P	11	T	13	14	15
16	B	18	T	20	Y	22
23	P	25	T	27	28	29
30	B					

November '05						
S	M	T	W	TH	F	S
		1	T	3	Y	5
6	P	8	T	10	11	12
13	B	15	T	17	Y	19
20	P	22	T	24	25	26
27	B	29	T			

December '05						
S	M	T	W	TH	F	S
				1	Y	3
4	P	6	T	8	9	10
11	B	13	T	15	Y	17
18	P	20	T	22	23	24
25	N	27	T	29	Y	31

January '06						
S	M	T	W	TH	F	S
1	N	3	T	5	6	7
8	B	10	T	12	13	14
15	P	17	T	19	20	21
22	B	24	T	26	27	28
29	P	31				

February '06						
S	M	T	W	TH	F	S
			T	2	3	4
5	B	7	T	9	10	11
12	P	14	T	16	17	18
19	B	21	T	23	24	25
26	P	28				

March '06						
S	M	T	W	TH	F	S
			T	2	3	4
5	B	7	T	9	10	11
12	P	14	T	16	17	18
19	B	21	T	23	24	25
26	P	28	T	30	31	

April '06						
S	M	T	W	TH	F	S
						1
2	B	4	T	6	Y	8
9	P	11	T	13	14	15
16	B	18	T	20	Y	22
23	P	25	T	27	28	29
30						

May '06						
S	M	T	W	TH	F	S
	B	2	T	4	Y	6
7	P	9	T	11	12	13
14	B	16	T	18	Y	20
21	P	23	T	25	26	27
28	N	30	T			

June '06						
S	M	T	W	TH	F	S
				1	Y	3
4	P	6	T	8	9	10
11	B	13	T	15	Y	17
18	P	20	T	22	23	24
25	B	27	T	29	Y	

July '06						
S	M	T	W	TH	F	S
						1
2	P	4	T	6	7	8
9	B	11	T	13	Y	15
16	P	18	T	20	21	22
23	B	25	T	27	Y	29
30	P					

August '06						
S	M	T	W	TH	F	S
		1	T	3	4	5
6	B	8	T	10	Y	12
13	P	15	T	17	18	19
20	B	22	T	24	Y	26
27	P	29	T	31		

September '06						
S	M	T	W	TH	F	S
					1	2
3	N	5	T	7	Y	9
10	P	12	T	14	15	16
17	B	19	T	21	Y	23
24	P	26	T	28	29	30

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October '06						
S	M	T	W	TH	F	S
1	B	3	T	5	Y	7
8	P	10	T	12	13	14
15	B	17	T	19	Y	21
22	P	24	T	26	27	28
29	B	31				

November '06						
S	M	T	W	TH	F	S
5	P	7	T	9	10	11
12	B	14	T	16	Y	18
19	P	21	T	23	24	25
26	B	28	T	30		

December '06						
S	M	T	W	TH	F	S
3	P	5	T	7	8	9
10	B	12	T	14	Y	16
17	P	19	T	21	22	23
24	N	26	T	28	Y	30
31						

January '07						
S	M	T	W	TH	F	S
	N	2	T	4	5	6
7	B	9	T	11	12	13
14	P	16	T	18	19	20
21	B	23	T	25	26	27
28	P	30	T			

February '07						
S	M	T	W	TH	F	S
				1	2	3
4	B	6	T	8	9	10
11	P	13	T	15	16	17
18	B	20	T	22	23	24
25	P	27	T			

March '07						
S	M	T	W	TH	F	S
				1	2	3
4	B	6	T	8	9	10
11	P	13	T	15	16	17
18	B	20	T	22	23	24
25	P	27	T	29	30	31

April '07						
S	M	T	W	TH	F	S
1	B	3	T	5	Y	7
8	P	10	T	12	13	14
15	B	17	T	19	Y	21
22	P	24	T	26	27	28
29	B					

May '07						
S	M	T	W	TH	F	S
6	P	8	T	10	11	12
13	B	15	T	17	Y	19
20	P	22	T	24	25	26
27	N	29	T	31		

June '07						
S	M	T	W	TH	F	S
3	P	5	T	7	8	9
10	B	12	T	14	Y	16
17	P	19	T	21	22	23
24	B	26	T	28	Y	30

July '07						
S	M	T	W	TH	F	S
1	P	3	N	T	8	7
8	B	10	T	12	Y	14
15	P	17	T	19	20	21
22	B	24	T	26	Y	28
29	P	31				

August '07						
S	M	T	W	TH	F	S
5	B	7	T	9	Y	11
12	P	14	T	16	17	18
19	B	21	T	23	Y	25
26	P	28	T	30	31	

September '07						
S	M	T	W	TH	F	S
2	N	4	T	6	Y	8
9	P	11	T	13	14	15
16	B	18	T	20	Y	22
23	P	25	T	27	28	29
30						

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"One and One" Collection Schedule

B- Bottles & Cans **T**- Trash **N**- No Pickup
P- Mixed Paper **Y**- Yard Materials ☐ - Shifted Pickup
www.baltimorecountyonline.info/recycling

October '03						
S	M	T	W	TH	F	S
5	B	7	T	9	Y	11
12	P	14	T	16	17	18
19	B	21	T	23	Y	25
26	P	28	T	30	31	

November '03						
S	M	T	W	TH	F	S
2	B	4	T	6	Y	8
9	P	11	T	13	14	15
16	B	18	T	20	Y	22
23	P	25	T	27	28	29
30						

December '03						
S	M	T	W	TH	F	S
7	B	2	T	4	Y	6
14	B	16	T	18	Y	20
21	P	23	T	25	26	27
28	B	30	T			

January '04						
S	M	T	W	TH	F	S
				1	2	3
4	P	6	T	8	9	10
11	B	13	T	15	16	17
18	P	20	T	22	23	24
25	B	27	T	29	30	31

February '04						
S	M	T	W	TH	F	S
1	P	3	T	5	6	7
8	B	10	T	12	13	14
15	P	17	T	19	20	21
22	B	24	T	26	27	28
29						

March '04						
S	M	T	W	TH	F	S
	P	2	T	4	5	6
7	B	9	T	11	12	13
14	P	16	T	18	19	20
21	B	23	T	25	26	27
28	P	30	T			

April '04						
S	M	T	W	TH	F	S
4	B	6	T	8	Y	10
11	P	13	T	15	16	17
18	B	20	T	22	Y	24
25	P	27	T	29	30	

May '04						
S	M	T	W	TH	F	S
2	B	4	T	6	Y	8
9	P	11	T	13	14	15
16	B	18	T	20	Y	22
23	P	25	T	27	28	29
30	N					

June '04						
S	M	T	W	TH	F	S
6	P	8	T	10	11	12
13	B	15	T	17	Y	19
20	P	22	T	24	25	26
27	B	29	T			

July '04						
S	M	T	W	TH	F	S
4	N	6	T	8	Y	10
11	B	13	T	15	Y	17
18	P	20	T	22	23	24
25	B	27	T	29	Y	31

August '04						
S	M	T	W	TH	F	S
1	P	3	T	5	6	7
8	B	10	T	12	Y	14
15	P	17	T	19	20	21
22	B	24	T	26	Y	28
29	P	31				

September '04						
S	M	T	W	TH	F	S
5	N	7	T	9	Y	11
12	P	14	T	16	17	18
19	B	21	T	23	Y	25
26	P	28	T	30		

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Baltimore County Department of Public Works
Bureau of Solid Waste Management 410-887-2000

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BALTIMORE COUNTY, MARYLAND
INVITATION TO BID NO. 206148
SCHEDULE, TRASH AND RECYCLE, SELF MAILER PREPARATION AND DISTRIBUTION
Due Date: 03/06/07, Time: 3:00 P.M.

PROPOSAL SIGNATURE COVER PAGE

SUBMISSION OF A BID/PROPOSAL IN RESPONSE TO THIS SOLICITATION EVIDENCES THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS THEREIN. THIS PAGE MUST BE PROPERLY SIGNED BY AN AUTHORIZED OFFICIAL IN THE FIRM WHO REPRESENTS AND WARRANTS ACCEPTANCE OF ALL TERMS AND CONDITIONS OF THE INVITATION TO BID / REQUEST FOR PROPOSAL.

COMPANY NAME: _____

ADDRESS: _____

(City) (State) (Zip Code)

TELEPHONE: _____ FAX: _____

SIGNED: _____ DATE: _____

PRINT NAME: _____ TITLE: _____

TAX ID NUMBER (FIN/SS#) _____ EMAIL: _____

THE PERSON SIGNING THE BID/PROPOSAL MUST INITIAL ANY ALTERATIONS IN FIGURES ON THIS FORM IN INK.

_____ We wish to submit a "NO BID" at this time.

_____ We do not offer this commodity/service.

Is your company a certified Minority Business Enterprise? Bidders must complete the applicable Minority Participation Affidavit attached.

Payment Terms: _____ Cash discounts for less than 30 days will not be considered in determining awards. However, should that bidder obtain award by consideration of the gross price, the County should make every effort to obtain the discount. The County will not accept payment terms with a period of less than (30) days.

Delivery shall be made within _____ calendar days after receipt of order.

F.O.B. Destination (unless otherwise stated herein).

If your firm is not already receiving email notification of new solicitations and amendments, you may register for email notification on the County's web site at <http://www.baltimorecountymd.gov/purchasing>.

BALTIMORE COUNTY, MARYLAND
INVITATION TO BID NO. 206148
SCHEDULE, TRASH AND RECYCLE, SELF MAILER PREPARATION AND DISTRIBUTION
Due Date: 03/06/07, Time: 3:00 P.M.

PRICE SHEET PAGE 1 OF 1		INVITATION TO BID			
LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED AMOUNT
	Unless specified elsewhere ship to: PW-Solid Waste MNGT, recycling Office 111 W Chesapeake Ave., Room 225 Towson, MD 21204				
00001	Commodity Code: 966-57-037578 Create, schedule, trash and recycle, four year collection, self mailer, as per specifications and distribution schedule	227	Each	\$ _____	\$ _____
00002	Commodity Code: 966-57-037579 Printing, schedule, trash and recycle, four year collection, self mailer, as per specifications and distribution schedule	242	M	\$ _____	\$ _____
00003	Commodity Code: 966-57-037581 Mailing, schedule, trash and recycle, four year collection, self mailer, as per specifications and distribution schedule	242	M	\$ _____	\$ _____

GRAND TOTAL \$ _____

COMPANY NAME: _____

FED ID OR SOCIAL SECURITY NO. _____