

**City of Takoma Park, Maryland**



**REQUEST FOR PROPOSALS (“RFP”)**

**RFP # IT-20190311**

**SECURITY CAMERA SYSTEM FOR THE CITY OF TAKOMA PARK**

**RFP Issuance Date:**

March 11, 2019

**Proposal Submission Deadline:**

April 1, 2019

**Inquiries:**

Lars DeSalvio  
Information Technology Manager  
7500 Maple Avenue  
Takoma Park, Md 20912  
301-891-7218  
larsd@takomaparkmd.gov

## **SECTION I – PURPOSE AND BACKGROUND**

### A. PURPOSE

In this Request for Proposals (“RFP”), the City of Takoma Park (“City”) is seeking to purchase a security camera system to replace multiple network video recorder (NVR) based systems throughout the City.

### B. SCHEDULE

Issuance of Request for Proposals:	March 11, 2019
Deadline for Submission of Proposals:	April 1, 2019
City Council Contract Award:	April, 2019

### C. BACKGROUND

The City of Takoma Park currently operates multiple NVR based camera systems at multiple locations throughout the City. These systems include both analog and digital equipment from multiple vendors, some of who are no longer operating in the security camera business. The City’s IT staff will be removing these systems and replacing them with a single, non NVR, digital camera system. The bid for the selected system will be awarded based on its quality, independent and internal staff reviews, features, capabilities, and price.

## **SECTION II - SCOPE OF SERVICES**

The City of Takoma Park is soliciting bids for the purchase of a security camera system for several buildings and locations within the city. These locations include, but are not limited to, the City’s Community Center, Recreation Center, and Public Works buildings. Vendors should provide the cost of the system, per unit pricing for cameras that are compatible with the system and the cost of annual support and maintenance. Installation of the system will be performed by City employees in consultation with the system manufacturer and vendor/reseller. The criteria used to evaluate potential systems will include:

### **Evaluation Criteria**

Is the system scalable to at least 150 cameras?

For outdoor cameras what is their International Protection Code?

To enable remote access or storage, does the system require the installation of a server?

Can Cloud services be utilized for archiving purposes?

Will the cameras provide a minimum retention of 30 days of continually recorded video?

Is footage downloadable in MP4 and/or other standard formats?

Does the system provide manageable user accounts (security accounts)?  
If so, can user access be managed by location and user views?

Can a user select what content goes into long term storage?

Does the system provide analytics (usage and up-time data)?

Is there an automatic footage upload if the camera is moved, tampered with, or the video image is blurred?

Does the system provide additional tamper resistant protections?

Do the cameras feature night vision?

Does the system send email or SMS notifications if cameras go offline?

### **Network Security**

Does the system utilize any unencrypted protocols (e.g., RTSP streams) or make any unencrypted connections?

Does the system require port forwarding and/or open firewall ports to enable remote camera access?

Is video encrypted during transfer?

Is stored video encrypted at rest? If so, how?

Can video be played back without third-party software or plugins?

Are software updates and patches validated for integrity using a secure hash or checksum to ensure only authentic software can be downloaded to the device?

Does your system enable control of user permissions associated with live & archival video access?

Can you audit who has accessed live and stored video footage, or what they've done with it?

Do the cameras require inbound connections to stream video?

### **User Access Management**

Does the system support two-factor authentication?

Does the system integrate with SAML 2.0/OAuth-based providers for identity and access management?

### **Miscellaneous**

Are support services included in the annual license fee?

Do the cameras have a self-contained power supply back up?

Do the cameras provide wide angle coverage? For example, 180 or 360 degree views?

What bandwidth does your system utilize?

### **SECTION III – PAYMENT SCHEDULE**

The City will pay invoices within 30 days of invoice receipt and after the delivery and testing of the equipment.

### **SECTION IV - PROPOSAL SUBMITTAL INSTRUCTIONS**

**Proposal Due Date:** The deadline for submissions is 12:00 pm on Monday, April 1, 2019. Requests for extensions of the date and time will not be granted and no late proposal or late request for modifications will be considered.

**Method of Submission:** Proposals shall be emailed to Lars DeSalvio, Information Technology Manager, City of Takoma Park, at larsd@takomaparkmd.gov. The email subject line shall read “RFP # IT-20190311 SECURITY CAMERA SYSTEM FOR THE CITY OF TAKOMA PARK” The proposal document shall be a single PDF attachment. (A confirmation email will be sent within 24 hours of the receipt of a proposal email. If no confirmation is received within that timeframe or before the deadline date and time, please contact Lars DeSalvio at larsd@takomaparkmd.gov or 301-891-7218 to confirm that the proposal was received.)

All proposal submissions must include the following information to be considered complete. The City reserves the right to disregard any incomplete bid responses.

#### A. PROPOSAL

1. **Cover Letter:** A transmittal letter on the respondent’s business stationery from the individual(s) or a principal officer of the firm offering the proposal and certifying that the proposal and price proposal will remain in effect for ninety (90) days after the proposal due date. The letter should include the RFP number, and provide the name and address of the individual or firm, and contact information for the individual or officer (telephone number and email address). The attached Qualification and Certification Statement must be completed and included with the proposal.
2. **Equipment to be Provided:** The respondent shall submit a narrative description of the equipment to be provided to the City. A list of other products or services may be provided at additional cost may be included.
3. **Company Qualifications:** A company profile, including number of years in business, type of operation, and number of employees.
4. **Company Experience:** Provide a listing of current and past customers that the company has provided similar security camera solutions.
5. **Ability to Represent Takoma Park:** Company’s should be able to provide services to the City of Takoma Park without significant conflicts of interest related to the company’s other clients. Identify any conflicts of interest or potential conflicts with other clients of the firm.
6. **References:** Provide at least three references of customers to whom security camera systems have been sold to.

#### B. PRICE PROPOSAL

1. A lump sum total cost proposal, including line item costs for delivery, transportation, and support where applicable.

### C. REQUIRED CERTIFICATIONS

1. A completed Living Wage Requirements Certification
2. A completed Certification of Non-Involvement in the Nuclear Weapons Industry.

### D. GENERAL

1. Confidentiality: Proposals will be available for public inspection after the award announcement, except as to the extent that a respondent designates trade secrets or other proprietary data to be confidential. Material designated as confidential must be readily separable from the remainder of the proposal to facilitate public inspection of the non-confidential portion of the proposal. A respondent's designation of material as confidential will not necessarily be conclusive, and the respondent may be required to provide justification why such material should not be disclosed, on request, under the Maryland Public Information Act ("PIA"), Title 4 of the General Provisions Article ("GP") of the *Annotated Code of Maryland*.
2. Proposal Expenses: The City is not responsible for expenses incurred in preparing and submitting proposals.
3. Rejection of Proposals: The City reserves the right, in its sole discretion, to reject any and all proposals, in part or as a whole, to waive technical defects, to select the proposal(s) deemed most advantageous to the City, and to elect not to proceed with the process set forth in this RFP.
4. Duration of Prices: The price proposal submitted is irrevocable for a period of 90 days from the proposal due date.
5. Acceptance of Terms and Conditions: By submitting a proposal, a respondent accepts the terms and conditions set forth in this RFP.
6. Procurement Law: This RFP and any contract entered into as a result of this RFP are governed by *Takoma Park Code*, Title 7, Division 1 (Purchasing).

## **SECTION V - EVALUATION CRITERIA AND SELECTION PROCESS**

A contract award will be made on the basis of a recommendation made by an evaluation panel comprised of City staff and authorized by formal action of the Takoma Park City Council. The evaluation panel may request an interview with any or all responders to this RFP before making a recommendation.

Proposals will be evaluated on the following criteria, listed in no particular order:

1. Experience, qualifications and capacity of the company.
2. Product capabilities and performance.
3. Client references.
4. Cost.

**CITY OF TAKOMA PARK, MARYLAND**  
**GENERAL CONDITIONS**

The General Conditions set out below shall apply to all formal solicitations and competitive bid or proposal processes of the City of Takoma Park, Maryland. Proposers are responsible for informing themselves of these requirements prior to submission of proposals. The term "bid" and "bidder" as used in these General Conditions shall include the term "proposal" and "offeror" or "respondent." The term "Request for Proposals" as used in these General Conditions shall include "Request for Bids," "Invitation for Bids," and "Requests for Qualifications."

1. Receipt of Proposals

Proposals or amendments received after the date and time specified as the proposal due date will not be considered. No liability shall attach to the City for the premature opening of an improperly addressed or improperly identified proposal.

2. Proposal Due Date

- a. Monday, April 1 2019
- b. Unless otherwise specified by the City, all proposals submitted may not be withdrawn after bid opening and shall be binding for City acceptance for ninety (90) days from the proposal due date.

3. Award or Rejection of Proposals

- a. A contract shall be awarded to a responsive and responsible bidder. The City reserves the right, in its sole discretion, to: 1) accept a proposal in part or as a whole; 2) reject any or all proposals; 3) re-advertise the Request for Proposals; 4) waive any required information or any technical or formal defect in a proposal; 5) select a proposal and make a contract award which best serves the most effective and efficient performance of the contract services and the interests of the City; 6) reject any and all proposals that comply with the Request for Proposals specifications; 7) elect not to proceed with the process set forth in the Request for Proposals; or 8) accept a higher proposal that complies with the Request for Proposals specifications, provided that, in the judgment of the City, the services or items offered under the higher proposal have additional values or functions justifying the difference in price.
- b. The City reserves the right to independently investigate or request clarification of the contents of any proposal, including requesting that the bidder provide additional information or make one or more presentations. The City also has the right to personally interview bidders and to inspect the bidder's place of business, inventory, supplies and equipment prior to making a contract award.
- c. The City also reserves the right, in its sole discretion, to reject the proposal of a bidder who has previously failed to satisfactorily perform or to timely complete a contract of a similar nature (whether for the City or for a different jurisdiction or entity) or a proposal of a bidder who, upon investigation, is not in position to perform the contract.
- d. A written notice of the contract award (or acceptance of the bid) will be provided to the successful bidder within the specified acceptance period. The successful bidder will be expected to sign the City's contract.

- e. Specific requirements as to bid bonds shall be incorporated in individual proposal specifications, if required. Although performance and/or payment bonds may be directly addressed in the specifications, the City reserves the right to require a performance and/or payment bond if the City deems it to be in the City's best interests to require a performance and/or payment bond at the time of award or upon execution of the City contract.

4. Payment

An original invoice and one copy shall be forwarded to the City. Payment will be made upon the City's acceptance of the equipment or items represented by the invoice. Payment terms are net 30 unless special arrangements have been established.

5. Taxes

Prices proposed under any bid shall not include federal, state or local sales or use taxes. The City of Takoma Park is exempt from such taxes; however, the City's contractors or vendors are not agents and/or employees of the City.

6. Subcontractors

- a. Bidders may not assign or sublet the contract services or any part thereof without the prior written consent of the City Manager, or his or her duly appointed representative. Bidders must request approval in writing for any such assignment or subcontracting, including the name of such assignee or subcontractor(s) he or she intends to use, the specific services or materials to be furnished by such assignee or subcontractor, the assignee or subcontractor's place of business, and other information as the City Manager may require.
- b. Bidders shall not legally or equitably assign any of the monies payable under the contract, or its claim thereto, unless by and with the prior written consent of the City Manager.

7. Compliance with Specifications

Bidders should address and clearly satisfy the requirements of this Request for Proposals. Failure to clearly respond to the requirements of the Request for Proposals may result in the bid or proposal as not being responsive. Bidders shall abide by and comply with the true intent of the specifications of this Request for Proposals and not take advantage of any unintentional error or omission.

8. Changes in Specifications

If it becomes necessary to revise or alter any part of this RFP, addenda will be provided on the City website during the proposal period. It is the responsibility of bidders to check the City website for any addenda. All such addenda and changes shall be deemed a part of this RFP and shall become part of the information contained in the RFP as originally issued.

9. Bidder's Certification of Non Involvement in the Nuclear Weapons Industry

In order to comply with the provisions of *Takoma Park Code* Chapter 14.04, Nuclear-Free Zone, section 14.04.060.C, bidders must certify, by a notarized statement, that the bidder is not knowingly or intentionally a nuclear weapons producer.

#### 10. Living Wage Requirement

This Request for Proposals is subject to the City of Takoma Park's living wage requirement for service contracts. The "Living Wage Requirements Certification" must be completed and submitted with the proposal. If a bidder fails to submit and complete the required material information on the Living Wage Requirements Certification, then the proposal is unacceptable under City of Takoma Park law and will be rejected.

The current mandatory living wage rate, payable by a contractor to employees under the City's living wage law, is \$14.40 per hour for July 1, 2016, through June 30, 2017, and \$14.85 per hour for July 1, 2017, through June 30, 2018. The living wage rate is adjusted as of July 1 of each year to reflect the most current Montgomery County living wage rate and shall be applicable to any contract awarded thereafter until the date of the next adjustment. Notice of adjustments to the living wage rate can be found on the City's website ([www.takomaparkmd.gov](http://www.takomaparkmd.gov)). Also, the City's living wage law—*Takoma Park Code* section 7.08.180 *et. seq.* is available at the same website (click on Code).

#### 11. Conflict of Interest

The bidder will be required to warrant and represent that no employee or official of the City, or his or her immediate family member, is directly or indirectly interested in the proposal or will share in or benefit from any contract that results from the proposal.

#### 12. Brokerage Fees, Commissions, Contingency Fees, and Other Compensation

- a. No brokerage fees, finder's fees, commissions, or other compensation or consideration will be payable by the City in connection with the award of a contract under the proposal. The City will not pay any costs or losses incurred by a bidder including, but not limited to, any costs incurred to respond to this Request for Proposals, any requests for supplemental information made by the City, or for actions by the bidder in connection with any negotiations, including, but not limited to, actions to comply with the requirements of the City.
- b. The bidder warrants that no member of the bidder's firm has employed or retained any representative, individual, or firm, other than a bona fide employee working solely for the bidder firm, to solicit or secure any contracts hereunder and further warrants that there has not been any payment or promise or agreement to pay anyone a fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award of a contract under the proposal.

#### 13. Indemnification and Insurance

- a. The commencement of any negotiation does not represent any obligation or agreement on the part of the City. No bid or proposal shall be deemed accepted until authorized by the City Council and a contract or purchase order between the City and the bidder is executed. Either the City or the bidder may terminate negotiations at any time with or without cause. If negotiations are terminated by either party, neither the City nor the bidder will have any rights against or liabilities to the other party.
- b. The selected bidder is responsible for any loss, personal injury, death, property damages, and any other damages of every name and description that may be done or suffered by reason of



the bidder's negligence or failure to perform any contractual obligations. The selected bidder shall defend, indemnify, and hold harmless the City of Takoma Park, its employees, officials, and agents, from and against all losses, liabilities, claims, demands, damages, suits, costs, and expenses of any kind, including attorney's fees and litigation expenses, whether for personal injury, property damage or other liability arising out of or in any way connected with the bidder's acts or omissions under the Request for Proposals or under any contract resulting from the Request for Proposals.

- c. The selected bidder must obtain at its own cost and expense, and keep in force and effect during the term of any contract with the City for the contract work, including all extensions and renewals, the insurance specified below, with an insurance company licensed or qualified to do business in the state of Maryland. A certificate of insurance must be submitted to the City prior to the commencement of any work under the contract and prior to any contract modification extending the term of the contract, as evidence of compliance with this provision. The City of Takoma Park must be named as an additional insured on all liability policies. A minimum of thirty (30) days written notice to the City of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than that shown below, unless the requirements of this section are waived, in whole or in part, in writing by the City Manager.

d. Insurance Requirements – Contract Dollar Values

<u>Coverage</u>	<u>Up to \$100,000</u>	<u>Up to \$1,000,000</u>
Workers Compensation (for bidders with employees)		
Bodily injury by		
Accident (each)	\$100,000	\$100,000
Disease (policy limits)	\$500,000	\$500,000
Disease (each employee)	\$100,000	\$100,000
Commercial General Liability (Minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors.)	\$500,000	\$1,000,000
Minimum Automobile Liability (Including owned, hired and non-owned automobiles.)		
Bodily injury, each person	\$250,000	\$500,000
Bodily injury, each occurrence	\$500,000	\$1,000,000
Property damage, each occurrence	\$300,000	\$300,000
Professional Liability (for professional services contracts only) For errors, omissions, and negligent acts, per claim and Aggregate, with one year discovery period and maximum Deductible of \$25,000.00	\$500,000	\$1,000,000

14. Changes

- a. The City may, at any time, by written order, make changes to the Scope of Services as set forth in the Request for Proposals. If such changes cause an increase or decrease in the bidder's cost or time required for performance of any project service, an equitable

adjustment, if applicable, may be made and the parties' contract modified in writing accordingly.

- b. Any claim of the bidder for adjustment under this clause must be asserted in writing within fourteen (14) days from the date of receipt, by the bidder, of the notification of the change order, unless the City grants a further period of time.
- c. No service for which additional compensation will be charged by the bidder shall be furnished without the written authorization of the City.

15. Attachments

- a. Certification of Non-Involvement in Nuclear Weapons Industry
- b. Living Wage Requirements Certification
- c. Qualification and Certification Statement

**CITY OF TAKOMA PARK, MARYLAND CERTIFICATION OF NON-INVOLVEMENT IN THE NUCLEAR WEAPONS INDUSTRY**

KNOW ALL PERSONS BY THESE PRESENTS:

Pursuant to the requirements of Chapter 14.04 of the Takoma Park Code, the Takoma Park Nuclear Free Zone Act, the undersigned person, firm, corporation or entity hereby certifies that he/she/it is not knowingly or intentionally a nuclear weapons producer.

Note: The following definitions apply to this certification per Section 14.04.090:

“Nuclear weapons producer” is any person, firm, corporation, facility, parent or subsidiary thereof or agency of the federal government engaged in the production of nuclear weapons or its components.

“Production of nuclear weapons” includes the knowing or intentional research, design, development, testing, manufacture, evaluation, maintenance, storage, transportation or disposal of nuclear weapons or their components.

“Nuclear weapon” is any device the sole purpose of which is the destruction of human life and property by an explosion resulting from the energy released by a fission or fusion reaction involving atomic nuclei.

“Component of a nuclear weapon” is any device, radioactive substance or nonradioactive substance designed, knowingly and intentionally, to contribute to the operation, launch, guidance, delivery or detonation of a nuclear weapon.

IN WITNESS WHEREOF, the undersigned has signed this Certification this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Signature

\_\_\_\_\_  
Print Name & Title

State of \_\_\_\_\_, County of \_\_\_\_\_:

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**LIVING WAGE REQUIREMENTS CERTIFICATION**  
**(Takoma Park Code, section 7.08.200.B)**

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Please specify the contact name and information of the individual designated by your business to monitor your compliance with the City's living wage requirements, unless exempt under Section 7.08.190 (*see* item B below):

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

CHECK ALL APPROPRIATE LINES BELOW THAT APPLY IN THE EVENT THAT YOU ARE AWARDED THE CONTRACT AND BECOME A "CONTRACTOR."

A. Living Wage Requirements Compliance

\_\_\_\_\_ This Contractor as a "covered employer" will comply with the requirements of the City of Takoma Park Living Wage Law (*Takoma Park Code, Section 7.08.180 et. seq.*). Contractor and its subcontractors will pay all employees who are not exempt from the wage requirements and who perform measurable work for the City related to any contract for services with the City, the living wage requirements in effect at the time of the City contract. The bid price submitted under this procurement solicitation includes sufficient funds to meet the living wage requirements.

**Effective July 1, 2017, the Living Wage Rate is \$14.85 per hour through June 30, 2018.**

B. Exemption Status (if applicable)

This Contractor is exempt from the living wage requirements because it is:

\_\_\_\_\_ The total value of the contract for services (based on the bid or proposal being submitted under this procurement solicitation) is less than \$20,000.00.

\_\_\_\_\_ A public entity.

\_\_\_\_\_ A nonprofit organization that has qualified for an exemption from federal income taxes under Section 501c(3) of the Internal Revenue Code.

\_\_\_\_\_ A contract procured through an emergency procurement, sole source procurement, or cooperative procurement.

\_\_\_\_\_ A contract for electricity, telephone, cable television, water, sewer or similar service delivered by a regulated public utility.

\_\_\_\_\_ A contract for the purchase or lease of goods, equipment or vehicles.

\_\_\_\_\_ A contractor who is prohibited from complying with the City's living wage requirements by the terms of an applicable federal or state program, contract, or grant requirement. **(Must specify the law and/or furnish a copy of the contract or grant.)**

C. Living Wage Requirements Reduction.

\_\_\_\_\_ This Contractor provides health insurance to the employees who will provide services to the City under the City contract and it desires to reduce its hourly rate paid under the living wage requirements by an amount equal to, or less than, the per employee hourly cost of the employer's share of the health insurance premium. This Contractor certifies that the per employee hourly cost of the employer's share of the premium for that health insurance is \$ \_\_\_\_\_.

**(Must submit supporting documentation showing the employee labor category of all employee(s) who will perform measurable work under the City contract, the hourly wage the Contractor pays for that employee labor category, the name of the health insurance provider and plan name, and the employer's share of the monthly health insurance premium.)**

**Contractor Certification and Signature**

Contractor submits this certification in accordance with *Takoma Park Code* section 7.08.200.B. Contractor certifies, under penalties of perjury, that all of the statements and representations made in this Living Wage Requirements Certification are true and correct. Contractor and any of its subcontractors that perform services under the resultant contract with the City of Takoma Park, will comply with all applicable requirements of the City's living wage law.

Authorized signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title of authorized person: \_\_\_\_\_

Date: \_\_\_\_\_

**QUALIFICATION AND CERTIFICATION STATEMENT**

**NAME OF ENTITY** \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Web Site: \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number (office and cell): \_\_\_\_\_

E-Mail: \_\_\_\_\_

**ORGANIZATIONAL STRUCTURE**

Identify the legal structure of the entity responding to the Request for Proposals and include requested information with this submission.

\_\_\_\_\_ A.1. A corporation incorporated under the laws of the State of Maryland, and in good standing to do business in the State of Maryland.

\_\_\_\_\_ A.2. List the name of the corporation and the names and titles of the corporation's directors and officers:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ B.1. A foreign corporation incorporated under the laws (insert jurisdiction)  
\_\_\_\_\_

\_\_\_\_\_ B.2. The foreign corporation is registered or qualified and in good standing to do business in the State of Maryland.

\_\_\_\_\_ B.3. List the name of the corporation and the names and titles of the corporation's directors and officers:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ C. A sole proprietor doing business under his/her individual name. Individual name:  
\_\_\_\_\_

\_\_\_\_\_ D. A sole proprietor doing business under a trade or business name (for example, John Doe t/a Doe Masonry). List individual name and the trade or business name:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ E. A partnership. List the type of partnership and the names of all general partners:

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\_\_\_\_ F.1. A limited liability company organized under the laws of the State of Maryland and authorized and in good standing to do business in the State of Maryland.

\_\_\_\_ F.2 List the limited liability company name and the names of all members:

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\_\_\_\_ G.1 A foreign limited liability company organized under the laws of \_\_\_\_\_  
(insert jurisdiction name).

\_\_\_\_ G.2. The foreign limited liability company is authorized and in good standing to do business in the State of Maryland.

\_\_\_\_ G.3. List the foreign limited liability company name and the names of all members:

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\_\_\_\_ H. Other (explain):

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**CERTIFICATION**

The undersigned proposes to furnish and deliver all labor, supplies, material, equipment, or services in accordance with specifications and stipulations contained in the Invitation for Bids or the Request for Proposals for the prices listed on the enclosed Price Proposal Sheet, if any, and/or upon the terms and conditions set forth in the proposal.

The undersigned certifies that this bid/proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation submitting a bid or proposal for the same labor, supplies, material, equipment, or services and is, in all respects fair and without collusion or fraud. The undersigned further certifies that he/she is authorized to sign for the Respondent.

Respondent Name (print): \_\_\_\_\_

By: \_\_\_\_\_

(Signature)

(Date)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_