

Baltimore City Public Schools.

INVITATION FOR BIDS:

BCS-11106

**Provide Construction Services for School
Building Replacement at Waverly Pre-K to 8th
School #51**

The Baltimore City Board of School Commissioners is inviting interested companies to submit bids to: **BCS-11106.**

In order to participate, interested bidders need to visit eMaryland Marketplace website at <https://ebidmarketplace.com>

Solicitation **BCS-11106** will be available for review commencing **Friday, May 20, 2011.**

The Bid Due Date is **Thursday, June 16, 2011 at 11:00 a.m. local time.** No bids will be accepted after that time. Any questions related to this solicitation should be directed to the Buyer.

Responding Contractor(s),

The forms included in contractors Response Package shall be executed by all responding contractors in sufficient details to demonstrate that the contractor possesses the required qualifications, capacity, ability and resources to accomplish the work as set in the solicitation, all to the satisfaction of the Baltimore City Public Schools (City Schools) and for the proper determination of the low, responsible and responsive bidder.

All attached forms shall be returned by the vendor(s) on the Bid Due Date and Time to:

Baltimore City Public Schools
Materials Management Department
200 E. North Avenue
Suite 401
Baltimore, MD 21202

**Vendor's
Solicitation
Response Package**

**BALTIMORE CITY PUBLIC SCHOOLS
MATERIALS MANAGEMENT DEPARTMENT**



Contract No. BCS-11106

PSC No. 30.028.11LP

INVITATION FOR BIDS

**Construction Services for School Building Replacement at
Waverly Pre-K to 8th School #51
Baltimore City Public Schools (City Schools)
3400 Eilerslie Avenue
Baltimore, MD 21218**

Bid Due Date:

Thursday, June 16, 2011 at 11:00 A.M. Local Time.

Note: MBE/WBE package shall be submitted on a bid due date and time in a separate sealed envelope.

For additional information and assistance please contact Mr. Richard Lee at (443) 642-4364 – M/WBE Manager and/or Ms. Vastie Presley – M/WBE Liaison at (443) 642-4365 or e-mail to:

rlee@bcps.k12.md.us

vpresley@bcps.k12.md.us

BID INFORMATION SHEET

CONTRACT/SOLICITATION NUMBER: BCS-11106

- I. Description of Work:** Construction Services for School Building Replacement at Waverly Pre-K to 8th Sch. #51
- II. Location of Work:** Waverly Pre-K to 8th School #51
3400 Ellerslie Avenue
Baltimore, MD 21218
- III. Documents Available At:** In order to participate interested bidders need to visit eMaryland Marketplace website at
<https://ebidmarketplace.com>
and
<http://www.gardensrepro.com>
or call 410-539-2763
beginning Friday May 20, 2011
- IV. Pre-Bid Conference:** N/A
- A walk thru School Site if required can be arranged by contacting City Schools
Project Manager Mr. Philip Scott
Office Telephone: 410-396-8690 and/or 443-677-6617
E-Mail: PScott@bcps.k12.md.us
- V. Bids Received/Due Date:** Baltimore City Public Schools
200 East North Avenue, Room #401
Baltimore, MD 21202
Thursday, June 16, 2011
By 11:00 a.m. Local Time.
- VI. Bid Opening:** Baltimore City Public Schools
200 East North Avenue
Third Floor Room #301
Baltimore, MD 21202
Thursday, June 16, 2011 @ 12:00 noon
- VII. Contact Person:** Mike Krupnik – Contract Manager
Office Telephone: (410) 396-8826
E-Mail: mkrupnik@bcps.k12.md.us

Responding Contractor(s),

The forms included in contractors Response Package shall be executed by all responding contractors in sufficient details to demonstrate that the contractor possesses the required qualifications, capacity, ability and resources to accomplish the work as set in the solicitation, all to the satisfaction of the Baltimore City Public Schools (City Schools) and for the proper determination of the low, responsible and responsive bidder.

All attached forms shall be returned by the vendor(s) on the Bid Due Date and Time to:

Baltimore City Public Schools
Materials Management Department
200 E. North Avenue
Suite 401
Baltimore, MD 21202

BID FORM

(SUBMIT IN DUPLICATE)

BID DUE DATE: June 16, 2011 by 11:00 a.m. Local Time

CONTRACT NO: BCS-11106

PROJECT TITLE: Construction Services for School Building Replacement at
Waverly Pre-K to 8th School #51
Baltimore City Public Schools (City Schools)

THIS BID SUBMITTED BY: _____
(company name)

(address)

Principal Name, Title, Phone, FAX & E-Mail

REGISTERED MARYLAND CONTRACTOR NO. _____

SUBMITTED TO:

The Baltimore City Board of School Commissioners
Baltimore, Maryland

The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with THE BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS, hereinafter referred to as the OWNER, in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in the Bid and in accordance with the Contract Documents.

BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations, as BIDDER deems necessary.

The Owner reserves the right to select or reject any, all or none of the alternates in any order.

ADDENDA

Receipt of the following addenda to the Contract Documents is hereby acknowledged:

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____
Addendum No. _____ Dated _____ Addendum No. _____ Dated _____
Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

BID PROPOSAL

PROPOSAL OF _____
ADDRESS _____ ZIP CODE _____

BIDS DUE: June 16, 2011 Contract BCS-11106

Construction Services for School Building Replacement at
Waverly Pre-K to 8th School #51
Baltimore City Public Schools (City Schools)

TO THE BOARD OF SCHOOL COMMISSIONERS OF BALTIMORE CITY
The undersigned agree to furnish all labor, materials, equipment, services, and training necessary for the Provide Construction Services for School Building Replacement at Waverly Pre-K to 8th School #51 for Baltimore City Public Schools (City Schools) in accordance with the attached Specifications, Drawings and other related Contract Documents. The entire work specified shall be completed for the following prices:

ITEM #1: Construction Services for School Building Replacement at Waverly Pre-K to 8th School #51
_____ Dollars and _____ Cents (\$ _____)

ITEM #2: Alternate add Bid Items* Per Section #012300:

A. **ALTERNATE #1: CERAMIC TILE IN TOILET ROOMS**
Base Bid: Provide 4-1/4 by 4-1/4 inch glazed ceramic wall tile, full height on wet wall only. Provide paint on all other Toilet Room walls. Provide ceramic tile base on all Toilet Room walls.
Alternate: Provide 4-1/4 by 4-1/4 inch glazed ceramic wall tile on all Toilet Room walls, full height, as specified in Section 09310 in lieu of paint.
_____ Dollars and _____ Cents (\$ _____)

B. **ALTERNATE #2: RESINOUS MATRIX TERRAZZO FLOORS**
Base Bid: Provide Vinyl Composition Tile (VCT) in corridors as indicated on the finish schedule.
Alternate: Provide Resinous Matrix Terrazzo floor in corridors in lieu of Vinyl Composition Tile (VCT) indicated on the finish schedule.
_____ Dollars and _____ Cents (\$ _____)

C. **ALTERNATE #3: PRECAST TERRAZZO FLOORING AT STAIRS**
Base Bid: Provide Rubber flooring in stairs as indicated on the finish schedule.
Alternate: Provide Precast Terrazzo Flooring in lieu of rubber flooring in stairs as indicated on the finish schedule.
_____ Dollars and _____ Cents (\$ _____)

D. **ALTERNATE #4: OPTICAL DAYLIGHTING SYSTEM AT WINDOWS**
Base Bid: No optical daylighting system at windows.
Alternate: Provide optical daylighting louver system on interior side of openings in locations as indicated on plans.
_____ Dollars and _____ Cents (\$ _____)

E. ALTERNATE #5: BRICK FACED RETAINING WALLS

Base Bid: Provide cast concrete retaining walls at locations indicated on the plans.

Alternate: Provide brick faced retaining walls in lieu of cast concrete retaining walls as indicated on plans.

_____ Dollars and _____ Cents (\$ _____)

F. ALTERNATE #6: BRICK PAVERS

Base Bid: Provide concrete paving at building entries as indicated on the plans.

Alternate: Provide brick pavers in lieu of concrete paving at entries where indicated on plans.

_____ Dollars and _____ Cents (\$ _____)

G. ALTERNATE #7: ORNAMENTAL METAL FENCE

Base Bid: Provide chain link fence at exterior areas as indicated on plans.

Alternate: Provide ornamental metal fencing in lieu if chainlink fence at exterior areas where indicated on plans.

_____ Dollars and _____ Cents (\$ _____)

H. ALTERNATE #8: MODULAR CLIMBING WALLS

Base Bid: No modular climbing walls.

Alternate: Provide modular climbing walls in gymnasium in locations as indicated on the plans.

_____ Dollars and _____ Cents (\$ _____)

I. ALTERNATE #9: TILE CARPETING

Base Bid: Provide 12' wide broadloom carpeting in rooms as indicated on the finish schedule.

Alternate: Provide tile carpeting in lieu of 12' wide broadloom carpeting in locations indicated on finish schedule.

_____ Dollars and _____ Cents (\$ _____)

(Work under those alternates Items #2 shall be performed only at the sole discretion of the City Schools Project Manager).

ITEM #3: List of Unit Prices (Per Section #012200):

Responding Contractors shall provide unit prices for below listed items**

A. Unit Price 1: Removal of unsatisfactory soil and replacement with engineered fill material.

1. Description: Removal of unsatisfactory soil excavation and disposal off site and replacement with engineered fill from off site, as required, according to Section 31 20 00 "Earth Moving."

2. Unit of Measurement: Cubic yard of soil excavated, based on survey of volume removed.

3. Quantity to be included in Base Bid: 200 cubic yards.

_____ Dollars and _____ Cents (\$ _____)

- B. Unit Price 2:** Removal of unsatisfactory soil and replacement with satisfactory soil material.
1. Description: Removal of unsatisfactory soil excavation and disposal off site and replacement with borrow/satisfactory soil from off site, as required, according to Section 31 20 00 "Earth Moving."
 2. Unit of Measurement: Cubic yard of soil excavated, based on survey of volume removed.
 3. Quantity to be included in Base Bid: 400 cubic yards.
_____ Dollars and _____ Cents (\$_____)
- C. Unit Price 3:** Rock excavation and replacement with satisfactory soil material.
1. Description: Classified rock excavation and disposal off site and replacement with satisfactory fill material or engineered fill from off site, as required, according to Section 31 20 00 "Earth Moving."
 2. Unit of Measurement: Cubic yard of rock excavated, based on survey of volume removed.
 3. Quantity to be included in Base Bid: 25 cubic yards.
_____ Dollars and _____ Cents (\$_____)
- D. Unit Price 4:** Existing Footing excavation.
1. Description: Excavation of existing reinforced concrete footings from the original school building that exist on the western portion of the project site and disposal of excavated materials off site, according to Section 31 10 00 "Site Clearing."
 2. Unit of Measurement: Cubic yard of rock excavated, based on survey of volume removed.
 3. Quantity to be included in Base Bid: 50 cubic yards.
_____ Dollars and _____ Cents (\$_____)
- E. Unit Price 5:** Removal of contaminated soil and replacement with engineered fill material.
1. Description: Removal of contaminated soil, legal disposal off site and replacement with engineered fill from off site, as required, according to Section 31 20 00 "Earth Moving."
 2. Soil contaminated by fuel storage tank removed prior to Work of this Contract.
 3. Unit of Measurement: Cubic yard of soil excavated, based on survey of volume removed.
 4. Quantity to be included in Base Bid: 475 cubic yards.
_____ Dollars and _____ Cents (\$_____)
- F. Unit Price 6:** Sheeting and shoring for protection of excavation.
1. Description: Erection and maintenance of Sheeting and shoring as specified in Section 31 50 00; removal at completion of use.
 2. Unit of Measurement: Square feet.
 3. Quantity to be included in Base Bid: None.
_____ Dollars and _____ Cents (\$_____)

G. Unit Price 7: 6” nominal CMU wall.

1. Description: Erection of interior 6” CMU walls as specified in Section 04 20 00.
2. Unit of Measurement: Square feet.
3. Quantity to be included in Base Bid: 200 square feet.

_____ Dollars and _____ Cents (\$_____)

H. Unit Price 8: 4” nominal CMU wall.

1. Description: Erection of interior 4” CMU walls as specified in Section 04 20 00.
2. Unit of Measurement: Square feet.
3. Quantity to be included in Base Bid: 200 square feet.

_____ Dollars and _____ Cents (\$_____)

I. Unit Price 9: Partition type J1 metal stud gypsum wall.

1. Description: Erection of interior partition type J1 walls as specified in Section 09 21 16 and 9 22 16.
2. Unit of Measurement: Square feet.
3. Quantity to be included in Base Bid: 500 square feet.

_____ Dollars and _____ Cents (\$_____)

J. Unit Price 10: Partition Type X1 metal stud gypsum wall.

1. Description: Erection of interior partition type X1 walls as specified in Section 09 21 16 and 9 22 16.
2. Unit of Measurement: Square feet.
3. Quantity to be included in Base Bid: 500 square feet.

_____ Dollars and _____ Cents (\$_____)

(Work under those unit price Items #3 shall be performed only at the sole discretion of the City Schools Project Manager).

TERMS: NET 30
(Unless otherwise stated)

F.O.B.: DELIVERED

BASIS OF AWARD: This contract shall be awarded to the lowest qualified, responsible, responsive bidder based on per item or total lump sum cost whatever is in the best interest of Baltimore City Public Schools. Work for Items #2* and Items #3 shall be performed at the sole discretion of Baltimore City Public Schools (City Schools) only.**

SCHEDULE:

The undersigned agrees that if awarded a contract, they will work under the contract and expeditiously conduct the Work in a manner consistent with the approved construction schedule so as to ensure completion of the Work within the prescribed time limits.

REPRESENTATION:

In submitting this Bid, the undersigned Bidder represents that:

- a. It has read and understands the Contract Documents, particularly the General Conditions, and his/her bid is made in accordance therewith.
- b. It has visited the site; familiarized itself with the local conditions under which the work is to be performed; compared the site with the plans and specifications; satisfied themselves of the conditions of delivery, handling and storage of materials, and all other matters which may be incidental to the work, before submitting its bid.
- c. Its bid is based upon the materials and equipment described within the Bidding Documents without exception.
- d. It has read the Contract and understands all of the terms and conditions and will execute it without exception.

ATTACHMENTS

The following items shall be completed, attached to this BID FORM and shall be submitted to City Schools herewith with Contractors Response Package on Bid Due Date and Time:

- 1) Bid Proposal Form
- 2) Non-Collusion Affidavit
- 3) Anti-Bribery Affidavit
- 4) Debarment Affidavit
- 5) Bid Bond
- 6) Certification of Work Capacity/Baltimore City Contractors Prequalification Certificate
- 7) State of Maryland Contractors License
- 8) Copies of your firm's Lead-Based Paint Certification, Renovator Certification and worker training records.
- 9) W-9 Form
- 10) Insurance Certificate
- 11) City's YouthWork Program - Baltimore City
- 12) Minority Business Enterprise documentation as required, MBE/WBE forms

NON-COLLUSION AFFIDAVIT

_____, being first duly sworn deposes and says that he is an officer in the building construction organization known as _____ and the party making a certain proposal or bid dated _____, 20____, to the Board of School Commissioners for Baltimore City Public Schools:

and that this bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the Board of School Commissioners for Baltimore City Public Schools or any other person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of:

x _____
Bidder, if the bidder is an individual

x _____
Partner, if the bidder is a partnership

x _____ Maryland Contractor No. _____
Officer, if the bidder is a corporation

Subscribed and sworn before me this _____ day of _____, 20____.

x _____ Notary Public

My commission expires: _____

ANTI-BRIBERY AFFIDAVIT

_____, being first duly sworn deposes and says that he is an officer in the building construction organization known as _____ and the party making a certain proposal or bid dated, _____ 20____, to the Board of School Commissioners for Baltimore City Public Schools:

I further confirm that: Neither I, nor to the best of my knowledge, information, and belief, the above business (as in defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, 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 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 or administrative body, sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

Signature of:

x _____

Bidder, if the bidder is an individual

x _____

Partner, if the bidder is a partnership

x _____ Maryland Contractor No. _____

Officer, if the bidder is a corporation

Subscribed and sworn before me this _____ day of _____, 20____.

x _____ Notary Public

My commission expires: _____

DEBARMENT AFFIDAVIT

_____, being first duly sworn deposes and says that he is an officer in the building construction organization known as _____ and the party making a certain proposal or bid dated, _____20____, to the Board of School Commissioners for Baltimore City Public Schools.

I further affirm that: Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, 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 proceedings, 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):

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):

Signature of:

x _____
Bidder, if the bidder is an individual

x _____
Partner, if the bidder is a partnership

x _____ Maryland Contractor No. _____
Officer, if the bidder is a corporation

Subscribed and sworn before me this _____ day of _____, 20____.

x _____ Notary Public

My commission expires: _____

Bidder Certification of Work Capacity and Prequalification Classification

Baltimore City Contractors Qualification Committee

I/We hold Certification Number: _____

Expiration Date: _____

I/We have the work capacity to perform this contract, either with our organization or with subcontractors as provided in the Standard Specifications.

Signature of:

x _____
Bidder, if the bidder is an individual

x _____
Partner, if the bidder is a partnership

x _____ Maryland Contractor No. _____
Officer, if the bidder is a corporation

Subscribed and sworn before me this _____ day of _____, 20__.

x _____ Notary Public

My commission expires: _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned _____
_____ as Principal, and _____
_____ as Surety, are hereby held and
firmly bound unto the Baltimore City Board of School Commissioners and the Baltimore City Public
Schools, as Owner, Two Percent (2%) of the Total Bid submitted for the payment of which, well
and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors,
administrators, personal representatives, successors and assigns. Signed this _____ day of _
_____, 19 _____ .

The condition of the above obligation is such that WHEREAS the Principal has submitted to the
Baltimore City Board of School Commissioners and the Baltimore City Public Schools a certain Bid,
attached hereto, and hereby made a part hereof to enter into a Contract, in writing, for the _____

NOW, THEREFORE,

- (a) If said Bid shall be rejected or in the alternate.
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a Contract in the form
of Contract attached hereto (properly completed in accordance with said Bid), and shall furnish
a bond for his faithful performance of said Contract, and for the payment of all persons performing
labor or furnishing materials in connection therewith and shall in all other respects perform the
Agreement created by the acceptance of said Bid.

Then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly
understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event,
exceed the penal amount of this obligation, as herein stated.

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

Construction Services for School Building Replacement at Waverly Pre-K to 8th School #51
Baltimore City Public Schools (City Schools)

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their Hand and Seals, and such of them as are Corporation have caused their Corporate Seals to be hereto affixed and these presents to be signed by their proper Officers, the day and year first set forth above.

ATTEST:

PRINCIPAL

(SEAL)

ATTEST:

SURETY

(SEAL)

CERTIFICATE OF INSURANCE COVERAGE

Contract: BCS-11106

**Contract Title: Construction Services for School Building Replacement at
Waverly Pre-K to 8th School #51**

NAME OF CONTRACTOR: _____
ADDRESS: _____

NAME OF SURETY: (TYPE OR PRINT) _____

NAME OF AGENT: (TYPE OR PRINT) _____

AGENT'S PHONE NO.: _____

The below signed hereby certifies that the following information is true and correct.

TYPE OF COVERAGE	MINIMUM REQUIRED LIMITS	POLICY OR BINDER NUMBER	ACTUAL LIMITS PROVIDED	EXPIRATION DATE
COMMERCIAL GENERAL LIABILITY				
\$1,000,000 OCC / \$3,000,000 AGG.				
BUSINESS AUTOMOBILE LIABILITY				
\$1,000,000 PER OCCURRENCE				

WORKMAN'S COMPENSATION **MARYLAND STATE MINIMUM STATUTORY**

LIMITS ON ABOVE POLICY WILL BE INCREASED **ABOVE POLICY NOW IN EFFECT**

POLICY WILL BE OBTAINED/ISSUED

The following additional clauses will be considered a part of the above policy(s), the same as if specifically written therein, as pertains to the above stated contract.

1. The Baltimore City Public Schools and Board of Schools Commissioners are hereby named as Additional Insured.
2. The policy(s) cannot be reduced or cancelled without at least forty-five (45) days prior written notice to the Baltimore City Public Schools.
3. The insurance company is prohibited from pleading government function in the absence of any specific written authority by the Baltimore City Public Schools.
4. The policy(s) will be automatically included and cover all phases of work, equipment, persons, et cetera which are normally covered while performing work under the above contract, whether specifically written therein or not.

The Baltimore City Public Schools is hereby granted authority to contact the agency directly to confirm information or obtain copies of certificates of insurance. The Baltimore City Public Schools bears no responsibility for premiums or other cost of insurance. If policy(s) is not currently in effect, it will be written immediately upon notice of award, and a copy of binder or certificate will be sent directly to the Baltimore City Public Schools. A properly executed copy of this document shall be legally binding as a Carrier Certificate of Insurance Form.

(AUTHORIZED AGENT'S SIGNATURE)
INSURANCE:

(DATE)

The successful bidder will be required to provide insurance coverage as shown in General Conditions of Bid and Contract, prior to beginning any work. This insurance coverage must be maintained throughout the life of the contract. **PROOF THAT COVERAGE IS EITHER CURRENTLY IN PLACE OR WILL BE PROVIDED MUST BE SUBMITTED WITH THE BID.** This can be done by one of the two following methods:

1. Complete form “CERTIFICATION OF INSURANCE COVERAGE” or
2. Submit a Certificate of Insurance on a form provided by your Insurance Agent. This form must include the following clauses:
 - a. The Baltimore City Public Schools and Board of Schools Commissioners are hereby named as Additional Insured.
 - b. The policy(s) cannot be reduced or canceled without at least forty-five (45) days’ prior written notice to the Baltimore City Public Schools.
 - c. The insurance company is prohibited from pleading government function in the absence of any specified written authority from the Baltimore City Public Schools.
 - d. The policy(s) will automatically include and cover all phases of work, equipment, persons, et cetera which are normally covered while performing work under the above contract, whether specifically written therein or not.

Regardless of the method used, the form **MUST** be totally complete, **MUST** show that all Limits of Insurance are or will be met, and **MUST** be signed by the Agent.

Failure to provide the required insurance coverage by either of the two (2) methods described above when the bid is submitted, may result in rejection of your bid as being non-responsive.

**Certification of Work Capacity/Baltimore City
Contractors Prequalification Certificate**

State of Maryland Contractors License

**Copies of your firm's Lead-Based Paint
Certification, Renovator Certification and worker
training records.**

Specific Instructions

Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

Sole proprietor. Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. 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.

Part I—Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

Note: See the chart on this page for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office. Get Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site at www.irs.gov

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all

such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Part II—For U.S. Payees Exempt From Backup Withholding

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the separate Instructions for the Requester of Form W-9.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "Exempt" in Part II, and sign and date the form.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

Part III—Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified state tuition program payments, IRA or MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to

report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ³
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ⁴
5. Sole proprietorship	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

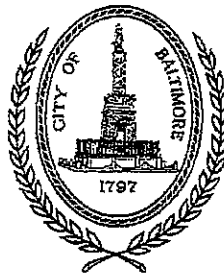
² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.





EXECUTIVE ORDER

WHEREAS, the Mayor and City Council of Baltimore ("City") is committed to promoting the well-being and positive development of the City's youth and providing educational and enrichment opportunities which will lead to academic improvement, safer environments and a reduction in high risk behavior; and

WHEREAS, Baltimore City has an estimated 76,000 citizens between the ages of 14-21, and

WHEREAS, the federal government ceased funding summer job programs for youth in 2000 after 25 years, causing local and state governments to join with businesses, philanthropic, faith-based, community, and educational organizations to obtain grants, tax-deductible donations and job opportunities to help these deserving youth; and

WHEREAS, the City and the Mayor's Office of Employment Development ("MOED") have established the Baltimore City's YouthWorks program to prepare dependable Baltimore City high school and college students for productive employment that meets the workforce needs of local businesses; and

WHEREAS, the City wishes to encourage all local businesses and contractors, service providers, consultants and vendors, etc. doing business with the City to employ skilled and qualified Baltimore City youth between the ages of 14-21, who meet the job-ready status, as defined by Baltimore City's YouthWorks program, during the summer of 2008; and

WHEREAS, the need to help Baltimore City's youth has never been greater

NOW, THEREFORE, I Sheila Dixon, Mayor of the City of Baltimore, by virtue of the authority vested in me by the Baltimore City Charter, do hereby promulgate the following **EXECUTIVE ORDER**:

1. Henceforth, each and every Solicitation from every City Department, Agency and Office, where the Bid is expected to be \$25,000 or more, shall contain the attached form. Each and every Bidder shall provide the City with the (a) name, (b) complete address, (c) telephone number and (d) a contact person to assist MOED with the YouthWork program.
2. MOED shall contact each and every business identified in §1 above and request that the business, contractor, service provider, consultant and vendor, etc. join with the City in reaching its goal of employing Baltimore City's YouthWorks referrals, or otherwise assist the Baltimore City's YouthWorks program.
3. MOED shall establish and maintain an ongoing relationship with City businesses, contractors, service providers, consultants and vendors, etc. in an effort to address their current and future employment and/or training needs.
4. This Executive Order shall take effect immediately.

IN WITNESS HEREOF, I HAVE
 PLACED MY HAND AND THE
 GREAT SEAL OF THE CITY OF
 BALTIMORE THIS 14TH DAY OF
 JANUARY 2008

(SIGNED) SHEILA DIXON, MAYOR

Approved As To Form And
 Legal Sufficiency By The Law
 Department Of Baltimore City

(Signed) Leslie S. Winner
 Chief Solicitor

RESOLUTION OF THE BOARD OF ESTIMATES**APPRENTICESHIP TRAINING PROGRAMS**

WHEREAS, the Mayor and City Council of Baltimore, acting by and through the Board of Estimates, pursuant to Article VI, Section 4 of the Charter of Baltimore City, 1964 Revision, as amended, is responsible for awarding contracts and supervising all purchasing by the City; and,

WHEREAS, the Board of Estimates wishes to insure that all prime contractors performing under any City construction contract conduct apprenticeship training programs as a condition of their contracts;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ESTIMATES OF BALTIMORE CITY, that the following policy applies to all prime contractors performing under any construction contract of the City that has a total cost of \$1,000,000.00 or more:

1. Prime Contractors shall conduct apprenticeship training programs as a condition of their contracts.
2. Prime Contractors shall submit to the contract administrator for the City agency supervising the contract, within ten days of their receipt of notice of award of each contract, evidence of its participation in a certified apprenticeship program that has been previously approved by the contract administrator, or an apprenticeship training action plan for approval by the contract administrator. Prime Contractors will further submit, from time to time as requested by the contract administrator, evidence of and statistics concerning the apprenticeship training actually performed by the Prime Contractors in connection with each City contract.
3. If the Board of Estimates determines that a Prime Contractor has violated the policy set forth in this Resolution, then the Prime Contractor may be disqualified from bidding on future City contracts, or may be found in default of its existing contract.
4. A copy of this Resolution must be included in all City contracts.
5. This Resolution applies to all City Contracts entered into after the date of its approval by the Board of Estimates.
7. This Resolution takes effect immediately.

C. BALTIMORE APPRENTICESHIP TRAINING PROGRAM

MAYOR AND CITY COUNCIL OF BALTIMORE, MARYLAND

THE BALTIMORE APPRENTICE TRAINEE PROGRAM (BATP)

BID FORM

Contracting Agency _____

Contract (Project Title) _____

Scheduled Bid Due Date _____

THIS APPRENTICE TRAINEE FORM IS DUE WITH THE BID.

FOR MORE INFORMATION ABOUT THIS FORM OR ASSISTANCE, CONTACT:

Minority and Women's Business Opportunity Office (MWBOO)
100 N. Holliday Street, Rm. 101
Baltimore, MD 21202
(410) 396-4355

MWBOO (12/00)

MAYOR AND CITY COUNCIL OF BALTIMORE, MARYLAND

THE BALTIMORE APPRENTICE TRAINEE PROGRAM (BATP)

PART I.

The City of Baltimore has established an Apprenticeship Trainee Program which requires all bidders on City Construction Projects costing \$1,000,000.00 dollars or more to participate in an Apprenticeship/OJT Training Program certified by the State of Maryland.

Training and upgrading of minorities and women toward journeyman status is a primary objective of this Training Provision. The purpose for this objective is to insure a pool of qualified minorities and women to replace those journeymen who, in the natural course of events will leave the workforce.

The bidder, shall commit to use its best efforts to meet the BATP requirements set forth in these contract documents. If awarded this contract, the bidder shall notify each firm with which the bidder proposes to contract, of the BATP requirements and make these requirements a material part of the subcontract where appropriate.

The bidder hereby designates:

NAME _____

TITLE _____

PHONE # _____

as the person who has been charged by the bidder with the responsibility for carrying out and reporting the bidders compliance with this program.

1. The Bidder shall use its best efforts to comply with the BAT Program requirements set forth in these contract documents. Failure to implement and carry out the BAT Program requirements set forth in these contract documents shall be a material breach of this contract and grounds for termination of the contract.
2. The contractor shall prepare and submit to the contracting agency a plan for apprentice participation together with the construction schedule. The agency engineer shall designate the number of trainees and hours to be utilized and the area in which the trainees are to be required.
 - A. The draft construction schedule submitted to the contracting agency shall include a copy of the state certified apprentice/ojt program in which the bidder is participating, required labor resources by trade in order to determine the availability of apprentice opportunities, and a trade breakdown of anticipated participation by apprentices. The construction schedule and any updates shall include the apprentice participation by trade.
 - B. Apprentice participation shall be distributed throughout each technical discipline or trade designated by the engineer.
 - C. The contracting agency will review and approve the apprenticeship participation plan and forward a copy of the approved plan to MWBOO.
 - D. Goals for trainees will be based on the contractor's current utilization (Exhibit I in the contract document) and the availability of minorities and females in specified trade areas as indicated in the publication of the Maryland Department of Labor, Licensing and Regulation, Office of Labor Market Analysis and Information.
 - E. The specific efforts proposed to be undertaken by the contractor or its subcontractors if additional efforts are required to implement the BAT Program.
 - F. With each progress payment request, the contractor shall submit a BAT Program Report (AA2A) and a written projection for the following month of Apprentice hourly participation by trade.
 - G. The BAT Program participation plans shall apply to all change orders and extra work orders.
 - H. Requests for modifications or amendments of the contractors must be submitted to the contracting agency with copies to MWBOO.

The contractor will receive a written response to the request.

PART II. AFFIDAVIT

The undersigned, being first duly sworn, on oath states to the City of Baltimore on behalf of the bidder as follows:

1. The bidder gives assurance that it will provide opportunity for training and employment for minorities and women in apprenticeship positions, and other positions whether with the bidder or subcontractors, employed on the project.
2. The bidder gives assurance that it will use its best efforts to comply with the BAT Program.
3. The bidder will maintain records in an easily retrievable and understandable form that will document any and all openings and opportunities for apprentice/trainee and, where appropriate, will make these requirements a part of all subcontract agreements on this project.
4. Bidder acknowledges that any and all bids which fail to include this form duly executed and notarized with the M/WBE portion of the bid documents may be declared as non-responsive by the Baltimore City Board of Estimates.
5. The bidder agrees to submit all forms as required in Part I& III of this document.

Name of Bidder

Name of Project Contract

By _____

Title _____

Date _____

I hereby certify that on this _____ day of _____, 20____, before me the subscriber,
 a Notary Public of the State of _____, in and for _____
 _____ City or County, personally appeared _____
 _____ who acknowledged himself-herself to be the (title)
 _____ of (company) _____
 and being duly authorized, executed the foregoing affidavit for the purposes and
 uses therein contained.

 Signature of Notary Public

_____ (SEAL)
 My Appointment Expires

THE BALTIMORE APPRENTICE TRAINEE PROGRAM (BATP)

INSTRUCTIONS

Part III

I. Advertisement for Construction Bids (Contracting Agency)

All bid advertisements for construction projects where the cost is estimated to be \$1,000,000.00 or more shall include the following language:

"The City of Baltimore has established an apprentice participation program requirement for this contract."

II. Bid Documents

All bid documents where the cost of the bid is estimated to be \$1,000,000.00 or more shall include the BATP BID FORM unless otherwise determined by the agency engineer.

The BATP Bid Form Must Be Submitted With The Bid.

III. Pre-Bid Conference

If there is a pre-bid conference, an MWBOO Compliance Representative shall be present to discuss the BAT Program.

IV. The following forms must be submitted as indicated.

- A. The Plan for the Apprenticeship Participation must be completed and submitted for each area of training as designated by the agency engineer before the notice to proceed is issued.
- B. The Maryland Apprenticeship Agreement forms must be submitted with each Progress Payment request to the contracting agency or as new trainees are hired.
- C. With each progress payment request, the prime contractor must submit the MWBOO AA2 and AA2A to the contracting agency.
- D. If an apprentice is terminated, the contracting agency shall be informed within 10 working days. A new Apprentice Agreement form on the replacement trainee should be attached.
- E. MWBOO forms AA1 and 1A shall be submitted semi-annually on June 30th and December 31st of each year to the contracting agency.

ATTACHMENT

V. Penalties and Sanctions

A. A determination by the Board of Estimates after recommendation by the Minority and Women's Business Opportunity Office (MWBOO) that the contractor has failed to comply with any portion of the BATP rules as herein provided and described, or its approved apprenticeship plan, shall subject the offending party to any or all of the following:

1. suspension of contract;
2. withholding of funds;
3. rescission of contract based upon a material breach of contract;
4. disqualification of a bidder, contractor for a period of not to exceed two years;
5. payment of liquidated damages.

B. Violation; disqualification. It is a violation of this program to:

1. Willfully falsify, conceal or cover up by a trick, scheme or device a material fact, or make any false, fictitious or fraudulent statements or representations or make use of any false, fictitious or fraudulent statement or entry.
2. Willfully obstruct, impede, or attempt to obstruct or impede any authorized official or employee who is investigating the validity of any activity under the BATP.



The Mayor's Office of Employment Development provides businesses with a pipeline of qualified, skilled job candidates and supports businesses in retaining and developing their employees. We offer customized workforce solutions including outreach and recruitment, applicant prescreening, assessment and testing services, tax credit information, human resources support and training funds for new or existing employees. Training funds are available through several programs.

Customized Training is a business-driven program that helps companies train and hire people to fit their job-specific needs. Business Services recruits and pre-screens training applicants. The available positions must be full-time and meet minimum salary requirements. Companies accepting Customized Training grants must agree to hire successful participants. The training can be employer-based, on-the-job, or offered by qualified vendors.

Maryland Business Works enables small businesses and/or companies in high-growth industries to upgrade the skills of their existing employees. Businesses can access up to \$25,000 to support their staff development needs. This incumbent worker funding encourages promotion, creates additional job opportunities and improves worker retention by increasing employee skill levels. Funding is limited and is available on a first-come, first-served basis.

MOED works closely with other local, state and federal agencies to promote the link between the city's workforce and economic development initiatives.

For Further Information Contact:
Rosalind Howard or Susan Tagliaferro
Baltimore City Residents First
Mayor's Office of Employment Development
3001 East Madison Street
Baltimore, Maryland 21205
Phone 443-984-3014. • Fax 410-361-9648
rhoward@oedworks.com
stagliaferro@oedworks.com
-or-
BCRF@oedworks.com

C. BALTIMORE CITY'S YOUTHWORKS

TO: Mayors Office of Employment Development ("MOED")

FROM: _____
(Legal name of Bidder)

Pursuant to Executive Order, the aforesaid Bidder hereby presents MOED with the following information to assist its outreach efforts for the Baltimore City YouthWorks Program:

Contact Person: _____

Address: _____

Telephone Number: _____

Facsimile Number: _____

E-mail address: _____

**CERTIFIED MINORITY BUSINESS ENTERPRISE
UTILIZATION AND FAIR SOLICITATION AFFIDAVIT**

NOTE: You must include this document with your bid or offer. If you do not submit the form with your bid or offer, the procurement officer shall deem your bid non-responsive or your offer not reasonably susceptible of being selected for award.

This MBE/WBE package shall be returned to City Schools in a separate sealed envelope. For additional information and assistance please contact Mr. Richard G. Lee – M/WBE Manager at 443-642-4365 or e-mail to: RGLee@bcps.k12.md.us and/or Ms. Vastie Presley at 443-642-4364

* * * * *

Part I.

I acknowledge the:

- Overall certified MBE subcontract participation goal of 37%. and
- The subgoals, if applicable, of:
 - 15% for certified African American-owned businesses and
 - 15% for certified women-owned businesses.

I have made a good-faith effort to achieve this goal. If awarded the contract, I will continue to attempt to increase MBE participation during the project.

Part II.

Check ONE Box

NOTE: FAILURE TO CHECK ONE OF BOXES 1, 2, or 3 BELOW WILL RENDER A BID NON-RESPONSIVE OR AN OFFER NOT REASONABLY SUSCEPTIBLE OF BEING SELECTED FOR AWARD

NOTE: INCONSISTENCY BETWEEN THE ASSERTIONS ON THIS FORM AND THE INFORMATION PROVIDED ON THE MBE PARTICIPATION SCHEDULE (ATTACHMENT B) MAY RENDER A BID NON-RESPONSIVE OR AN OFFER NOT REASONABLY SUSCEPTIBLE OF BEING SELECTED FOR AWARD

- 1 I have met the overall MBE goal and MBE subgoals for this project. I submit with this Affidavit *MBE Participation Schedule* [Attachment B], which details how I will reach that goal.

or

- 2 After having made a good-faith effort to achieve the overall MBE goal and MBE subgoals for this project, I can achieve partial success only. I submit with this Affidavit *MBE Participation Schedule* [Attachment B], which details the MBE participation I have achieved.

I request a partial waiver as follows:

- Waiver of overall MBE subcontract participation goal: ____ %
- Waiver of MBE subcontract participation subgoals, if applicable:
 - ____ % for certified African American-owned businesses and
 - ____ % for certified women-owned businesses.

Within 10 days of being informed that I am the apparent awardee, I will submit *MBE Waiver Documentation* [Attachment F] (with supporting documentation).

or

- 3 After having made a good faith effort to achieve the overall MBE goal and MBE subgoals for this project, I am unable to achieve any portion of the goal or subgoals. I submit with this Affidavit *MBE Participation Schedule* [Attachment B].

I request a full waiver.

Within 10 days of being informed that I am the apparent awardee, I will submit *MBE Waiver Documentation* [Attachment F] (with supporting documentation).

Part III.

I understand that if I am the apparent awardee or conditional awardee, I must submit **within 10 working days** after receiving notice of the potential award or within 10 days after the date of conditional award – whichever is earlier – the:

- *Outreach Efforts Compliance Statement* (Attachment C)
- *Subcontractor Project Participation Statement* (Attachment D)
- *Minority Subcontractors Unavailability Certificate* (Attachment E) (if applicable)
- Any other documentation the Procurement Officer requires to ascertain my responsibility in connection with the MBE participation goal and subgoals

I acknowledge that if I fail to timely return complete documents, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has been awarded, the award is voidable.

I acknowledge that the MBE subcontractors/suppliers listed in the *MBE Participation Schedule* and any additional MBE subcontractor/suppliers identified in the *Subcontractor Project Participation Statement* will be used to accomplish the percentage of MBE participation that I intend to achieve.

In the solicitation of subcontract quotations or offers, MBE subcontractors were provided the same information and amount of time to respond as were non-MBE subcontractors.

The solicitation process was conducted in such a manner so as to not place MBE subcontractors at a competitive disadvantage to non-MBE subcontractors.

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

Bidder/Offeror Name

Address

Address (continued)

Affiant Signature

Printed Name & Title

Date

**Attachment B – Baltimore City Public Schools
 MBE PARTICIPATION SCHEDULE**

This document must be included with the bid or offer. If the bidder or offeror fails to submit this form with the bid or offer as required, the procurement officer shall deem the bid non-responsive or shall determine that the offer is not reasonably susceptible of being selected for award.

1. Prime Contractor's Name	2. Prime Contractor's Address and Telephone Number
3. Project/School Name Construction Services for School Building Replacement at Waverly Pre-K to 8th School #51 for Baltimore City Public Schools (City Schools)	4. Project/School Location
5. Solicitation #BCS-11106	6. Base Bid Amount \$ _____
7a. Minority Firm Name	Minority Firm Address
Minority Firm Telephone Number _____	Minority Group Type
Minority Firm Fax Number _____	<input type="checkbox"/> (African American) <input type="checkbox"/> (Women)
MDOT Certification Number _____	<input type="checkbox"/> (Asian) <input type="checkbox"/> (Hispanic)
Work to be Performed and Subcontract Dollar Amount	<input type="checkbox"/> (American Indian) <input type="checkbox"/> (Disabled)
Percent of Total Contract	_____
7b. Minority Firm Name	Minority Firm Address
Minority Firm Telephone Number _____	Minority Group Type
Minority Firm Fax Number _____	<input type="checkbox"/> (African American) <input type="checkbox"/> (Women)
MDOT Certification Number _____	<input type="checkbox"/> (Asian) <input type="checkbox"/> (Hispanic)
Work to be Performed and Subcontract Dollar Amount	<input type="checkbox"/> (American Indian) <input type="checkbox"/> (Disabled)
Percent of Total Contract	_____
7c. Minority Firm Name	Minority Firm Address
Minority Firm Telephone Number _____	Minority Group Type
Minority Firm Fax Number _____	<input type="checkbox"/> (African American) <input type="checkbox"/> (Women)
MDOT Certification Number _____	<input type="checkbox"/> (Asian) <input type="checkbox"/> (Hispanic)
Work to be Performed and Subcontract Dollar Amount	<input type="checkbox"/> (American Indian) <input type="checkbox"/> (Disabled)
Percent of Total Contract	_____
8. MBE Total Dollar Amount	9. Total MBE Percent of Entire Contract
10. Form Prepared by :	11. Reviewed and Accepted by City Schools MBE Liaison Officer
Name _____	Name _____
Title _____	Title _____
Date _____	Date _____

Total MBE Participation:	_____ %	\$ _____
Total African-American MBE Participation:	_____ %	\$ _____
Total Woman-Owned MBE Participation:	_____ %	\$ _____
Total Other Participation:	_____ %	\$ _____

Attachment C – Baltimore City Public Schools

OUTREACH EFFORTS COMPLIANCE STATEMENT

In conjunction with the bid or offer submitted in response to Baltimore City Public Schools System for the _____ project, BCS # _____, I state the following:
(name)

- 1) Bidder/Offeror identified opportunities to subcontract in these specific work categories:

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

- 3) Bidder/Offeror made the following attempts to contact personally the solicited MBEs:

- 4) Bidder/Offeror assisted MBEs to fulfill or to seek waiver of bonding Requirements (Described Efforts)
 This project does not involve bonding requirements.

- 5) Bidder/Offeror did/did not attend the pre-bid conference
 No pre-bid conference was held.

Bidder/Offeror Name

By: _____

Address

Name, Title

Date

Attachment D – Baltimore City Public Schools

MINORITY BUSINESS ENTERPRISES SUBCONTRACTOR PROJECT
PARTICIPATION STATEMENT

PROJECT/ SCHOOL NAME: _____

PROJECT/ SCHOOL LOCATION: _____

LEA: BALTIMORE CITY PUBLIC SCHOOLS

NAME OF PRIME CONTRACTOR: _____

NAME OF MBE SUBCONTRACTOR: _____

MDOT Certification Number

1. Work/Services to be performed by MBE Subcontractor: _____

2. Subcontract Amount: \$ _____

3. Bonds - Amount and type required of Subcontractor if any: _____

4. MBE Anticipated or Actual Commencement Date: _____ Completion Date: _____

5. This MBE subcontract represents the following percentage of the total contract cost: _____

6. This is an African American Firm: Yes _____ No _____

7. This is a Women Owned Business Firm: Yes _____ No _____

8. This is an Asian, American Indian, Hispanic or Disabled Firm: Yes _____ No _____

(Circle One)

The undersigned subcontractor and prime contractor will enter into a contract for the work/service indicated above upon the prime contractor's execution of a contract for the above referenced project with the Baltimore City Board of School Commissioners. The undersigned subcontractor is a MDOT certified Minority Business Enterprise. The terms and conditions stated above are consistent with our agreements.

Signature of Subcontractor: _____

Date: _____

The term and conditions stated above are consistent with our agreements.

Signature of Prime Contractor: _____

Date: _____

Attachment E – Baltimore City Public Schools

MINORITY SUBCONTRACTOR UNAVAILABILITY CERTIFICATE

It is hereby certified that the firm of _____
(Name of Minority firm)

located at _____
(Number) (Street)

(City) (State) (Zip)

was offered an opportunity to bid on the _____ school project
with Baltimore City Board of School Commissioners by _____
(Name of Prime Contractor’s Firm)

2. The _____ (Minority Firm), is either unavailable for the work/service
or unable to prepare a bid for this project for the following reason(s):

Signature of Minority Firm’s MBE Representative Title Date

MDOT Certification # Telephone #



3. To be completed by the prime contractor if Section 2 of this form is not completed by the minority firm.

To the best of my knowledge and belief, said Certified Minority Business Enterprise is either unavailable for the work/service for this project, is unable to prepare a bid, or did not respond to a request for a price proposal and has not completed the above portion of this submittal.

Signature of Prime Contractor Title Date

Attachment F – Baltimore City Public Schools

MBE WAIVER DOCUMENTATION

Project Name: _____

PSC No. _____

Base Contract Amount \$ _____
 Plus Accepted Alternates _____
 Equals Total Contract Amount \$ _____

I have previously requested that a waiver be granted to the overall MBE goal for this project of 25 percent, with a minimum of 7 percent from certified African American-owned businesses, a minimum of 10 percent from certified women-owned businesses, and the balance from all certified minority business enterprises, if applicable. This would include the total dollar value of all materials, supplies, equipment, and services, including construction services directly or indirectly, from Minority Business Enterprises (MBE) which are currently certified by the Maryland Department of Transportation (MDOT).

I _____, hereby certify that my position is
 (Name of Company Representative)

_____, and I am the duly authorized representative of
 (Position Title)

 (Company Name)

I further certify that I have submitted a *Schedule for Participation of Certified Minority Business Enterprises* which reflects the percentage and dollar value of certified Minority Business Enterprise participation which my company expects to achieve for this contract. Therefore, the request for the waiver is as follows:

Summary MBE Participation Schedule from Attachment B

Minority Group	MBE GOAL		Actual MBE Dollar Participation		Request For Waiver	
	Percent of Total Contract	Dollar Value of Total Contract*	Dollar Value	Percent of Total Contract	Dollar Value	Percent of Total Contract
a. Sub Goal African American	7%					
b. Sub Goal Women	10%					
c. Other * in Sub Goal group a/b above						
TOTALS	25%					

- with accepted/rejected alternates

To support this request for a waiver, I include the following information as attachments which I certify to be true to the best of my knowledge.

1. A detailed statement of the efforts made by the contractor to identify and select portions of the work proposed to be performed by subcontractors in order to increase the likelihood of achieving the stated goal;
2. A detailed statement of the efforts made by the contractor *prior to and up to 10 days before the bid opening* to solicit minority business enterprises through written notices that describe the categories of work for which subcontracting is being solicited, the type of work to be performed, and specific instructions on how to submit a bid;
3. A detailed statement of the contractor's efforts to make personal contact with MBE firms identified for Item 2. above;
4. A record of the name, address, telephone number, and dates contacted for each MBE identified under items 2. and 3. above;
5. A description of the information provided to MBE's regarding the plans, specifications and the anticipated time schedule for portions of the work to be performed;
6. Information on activities to assist minority business enterprises to fulfill bonding requirements, or to obtain a waiver of these requirements;
7. Information on activities to publicize contracting opportunities to minority business enterprises, attendance at pre-bid meetings, or other meetings scheduled by the MBE Liaison or designated representative;
8. As to each MBE that placed a subcontract quotation or offer which the apparent low bidder or successful offeror considers not to be acceptable, a detailed statement of reasons for this conclusion; and
9. A list of minority subcontractors found to be unavailable. This shall be accompanied by a Minority Subcontractor Unavailability Certificate signed by the minority business enterprise or from the apparent low bidder or successful offeror indicating that the minority business did not provide the written certification.

Signature _____ Date _____
(Company Representative Name)

Sworn and subscribed before me this _____ day of _____

in the year _____ Notary Public _____

Reviewed and accepted by the Baltimore City Public Schools MBE Liaison Officer.

Signature _____ Date _____
(City Schools Representative Name)

