

January 9, 2024

TO: All Prospective Proposers

FROM: Wesley Gordon  
Lead Contracting Specialist  
University of Maryland Baltimore, Construction and Facilities Strategic Acquisitions

RE: **ADDENDUM #1**  
**NAME OF PROJECT: ON-CALL ELECTRICAL SERVICES**  
**RFP: 91099 WG**

The following amends the above referenced solicitation documents and is issued as Addendum #1 dated 1/09/2024. The due date and time for the **Initial Technical Proposal** remains **Tuesday, January 30, 2024 on or before 5:00 p.m.** Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and including it with your Technical Proposal.

**Modification to the Solicitation:**

1. **DELETE:** "Attachment A Technical Proposal Forms issued 12/6/2023", and  
**REPLACE WITH:** "Revised 1/08/2024 Attachment A Technical Proposal Forms issued 12/6/2023, issued with this Addendum #1 dated 1/09/2024"
2. Section 00100 Scope of Services  
**ADD: "1.22 Proposal Security:**

With submission of the Price Proposal in accordance with this RFP, all proposers are required to comply with the following proposal security:

1. Pricing for this Contract is based on actual project(s), therefore, a Bid Bond is required with price submittals. A Bid Bond will be required for each individual Task Order exceeding \$100,000. The Bid Bond must be issued by a surety company licensed to issue bonds in the State of Maryland. The bond must be in an amount not less than five percent (5%) of the total amount of the Task Order.
2. If a specific project/task order is \$100,000 or more, the proposer shall furnish Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the project/task order including executed Change Orders, in the form specified (see samples in Attachment C). These must be provided at the time of the signing of the purchase order to proceed for the applicable project/task order and prior to the start of any work. Please note that as part of the Technical Proposal, a Proposer must indicate its capability of obtaining the necessary bonds.
3. Cost for any bonds should be included in the Contractor's pricing. This does not apply to the cumulative total of work in progress under a given on call contract but rather to a single project.

4. Acceptable security shall be limited to: a) a bond in a form satisfactory to the State underwritten by a surety company authorized to do business in the state; b) a bank certified check, bank cashier's check, bank treasurer's check, cash, or trust account; c) pledges of securities backed by full faith and credit of the United States government or bonds issued by the State of Maryland; d) Irrevocable letters of credit in a form satisfactory to the Attorney General and issued by a financial institution approved by the State Treasurer; and e) the grant of a mortgage or deed of trust on real property located in the State when it is satisfactory to the procurement officer, the face amount of the instrument does not exceed 75% of the contractor's equity interest in the property, and the assignment of the mortgage or deed or trust is recorded in the county land records pursuant to Real Property Article, 30193, Annotated Code of Maryland.
5. Assistance in obtaining bid, performance and payment bonds may be available to qualifying small businesses through the Maryland Small Business Development Financing Authority (MSBDFA). MSBDFA can directly issue bid, performance or payment bonds up to \$750,000. MSBDFA may also guaranty up to 90% of a surety's losses as a result of a contractor's breach of contract.

MSBDFA's exposure on any bond guaranteed may not, however, exceed \$900,000. Bonds issued directly by the program will remain in effect for the duration of the contract, and those surety bonds that are guaranteed by the program will remain in effect for the duration of the surety's exposure under the contract. To be eligible for bonding assistance, as business must first be denied bonding by at least one surety in both standard and specialty markets within 90 days of submitting a bonding application to MSBDFA. The applicant must employ fewer than 500 full-time employees or have gross sales of less than \$50 million annually, have its principal place of business in Maryland or be a Maryland resident, must not subcontract more than 75 percent of the work, and the business or its principals must have a reputation of good moral character and financial responsibility.

Finally, it must be demonstrated that the bonding or guarantee will have a measurable economic impact, through job creation and expansion of the state's tax base. Applicants are required to work through their respective bonding agents in apply for assistance under the program. Questions regarding the bonding assistance program should be referred to:

Maryland Department of Business and Economic Development  
Maryland Small Business Development Financing Authority  
401 East Pratt Street  
Baltimore, Maryland 21202  
Phone: (410) 767-6300

6. Should the Proposer to whom the contract is awarded fail or be unable to execute the contract, for any reason, within ten (10) days after notification of award, then an amount equal to the difference between the accepted price, and that of the proposer to whom the award subsequently is made shall be paid to the University as liquidated damages.

7. Evaluation of a Request for Proposal takes a considerable length of time. Maryland State Law does not permit any information regarding the evaluation to be released prior to the award. The award date is the date of approval by the Board of Public Works.”
3. Section 00200 Technical Proposal Submittal, Section 2.3 Firm Experience on Similar or Relevant Projects and References: (e) 6) at the end of the sentence **ADD: “Project must be completed with 10 years from date of Solicitation.”**
4. Section 00200 Technical Proposal Submittal, Section 2.4 Key Personnel and Reference:  
**After 2.4 a) ADD: “Project Manager: Person from the On-Call Electrical Contractor who will be involved from Notice to Proceed to Construction Close-Out (Completion of the Punch List work included with the Substantial Completion Certificate). This person does not have to be assigned 100% to this project. This person will be responsible for the overall management, administration, communication, and completion of any project.”**
5. Section 00200 Technical Proposal Submittal, Section 2.4 Key Personnel and Reference:  
**After 2.4 b) ADD: “The Superintendent/Foreman: Person from the On-Call Electrical Contractor who will be involved full-time (100%) onsite from start of field activities to Close-Out, and is able to make decisions while in the field. (This is not a General Superintendent who is supervising several projects from an executive oversight role and who only visits field sites occasionally.)**  
**This person will be responsible for the overall direct supervision of the subcontractors, daily coordination of the work on site, maintenance of the schedule, on site management such as material delivery, outages, etc.**  
**The Superintendent/Foreman should have knowledge of safety hazards and MOSHA requirements and the ability to interpret contract plans and specifications for the subcontractors. Higher consideration will be given for experience on similarly to UMB Electrical Services Scope of Services.**

END OF ADDENDUM #1 DATED 1/09/2024

Enclosed: Addenda Acknowledgment Form  
Revised 1/8/2024 – Attachment A Technical Proposal Forms

**RFP NO.: 19-312 WG**

**RFP FOR: ON-CALL ELECTRICAL SERVICES**

**TECHNICAL PROPOSAL DUE DATE/TIME: Tuesday, January 30, 2024 on or before 5:00 p.m.**

**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 1/09/2024

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

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

**Attachment A**  
**Technical Proposal Forms**

The following forms must be included within the Technical Proposal. However, please refer to Section 00200 for further required contents of the technical proposal. Completion of these forms is not the entire technical proposal.

- Profile of Proposer/Company Profile including Annual Sales Volume/Number of Projects Form, Current Workload, and Contractor License
- Firm Experience on Similar or Relevant Projects and References
- Key Personnel Form and References
- Approach
- Bid/Proposal Affidavit
- Acknowledgment of Receipt of Addenda Form (if applicable)

It is the Proposer's responsibility to thoroughly review the RFP documents, in particularly Section 00200, to ensure all required contents are submitted.

**COMPANY PROFILE/SALES VOLUME OF PROPOSER**

**RFP 91099 WG**

**COMPANY NAME:**

\_\_\_\_\_

**ADDRESS OF COMPANY:** \_\_\_\_\_

**DATE OF INCORPORATION:** \_\_\_\_\_ **STATE OF INCORPORATION:** \_\_\_\_\_

TYPE OF ORGANIZATION (I.E., CORPORATION, PARTNERSHIP, INDIVIDUAL,  
JOINT VENTURE): \_\_\_\_\_

**NUMBER OF GEOGRAPHIC LOCATIONS:**

\_\_\_\_\_

**LOCATION OF ALL GEOGRAPHIC OFFICES (if applicable) AND THEIR FUNCTION**

**LOCATION:**

**FUNCTION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LOCATION OF BRANCH OFFICE WHICH WILL SERVICE UMB:** \_\_\_\_\_

TYPE OF SERVICES SUPPLIED: (CHECK ALL THAT ARE APPLICABLE)

\_\_\_\_\_ **Electrical Contractor** \_\_\_\_\_ **Medium Voltage (13.2kV)**

\_\_\_\_\_ **Low Voltage (< 600 volts)** \_\_\_\_\_ **circuit breakers** \_\_\_\_\_ **Control Wiring**

\_\_\_\_\_ **switchgear** \_\_\_\_\_ **lighting systems** \_\_\_\_\_ **Variable Frequency Drives (VFD)**

\_\_\_\_\_ **Transformers** \_\_\_\_\_ **Conduit installation** \_\_\_\_\_ **Fire Alarms**

\_\_\_\_\_ **Substations** **OTHER:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

**# OF YEARS IN CONSTRUCTION BUSINESS:** \_\_\_\_\_

**# OF YEARS IN BUSINESS UNDER PRESENT NAME:** \_\_\_\_\_

**FID #:** \_\_\_\_\_

REVISED 1/8/2024

**OTHER OR FORMER NAMES UNDER WHICH YOUR ORGANIZATION HAS OPERATED:**

---

**TYPE OF ORGANIZATION (I.E. CORPORATION, PARTNERSHIP, INDIVIDUAL, JOINT VENTURE, ETC.)**

---

---

**NAME OF PRINCIPAL(S) AND TITLE(S):**

---

---

**BRIEF HISTORY OF COMPANY:**

---

---

---

---

---

---

**TYPE OF WORK PROVIDED:**

---

---

---

---

REVISED 1/8/2024

	<b>Total Company</b>	<b>Branch Office Which Will Service UMB</b>
<b>Total Number of Employees</b>		
<b>Number of Project Managers / Principle Coordinators</b>		
<b>Number of Field Superintendents</b>		
<b>Number of Field Employees (excluding Supervisory)</b>		
<b>Accounting/Business Office Staff</b>		

**Bonding Company:** \_\_\_\_\_

**Bonding Capacity:** \_\_\_\_\_

Year	Sales \$ Volume	# of Projects Completed	# of Medium / low Voltage Projects	Largest Electrical Project \$ Size	GC	Trade / Contractor
2023	\$			\$	%	%
2022	\$			\$	%	%
2021	\$			\$	%	%
2020	\$			\$	%	%

\*The above sales volume and completed project figures are to reflect the sales data for the **local office** that will manage this contract, not the parent company.



CURRENT WORKLOAD  
RFP FOR ON CALL ELECTRICAL SERVICES  
RFP 91099 WG

PROPOSING FIRM: \_\_\_\_\_

Below find a list of the current projects on which our firm is committed, the dollar volume of each, % complete, the date of anticipated completion and whether bonds are applicable.

Project Name	Dollar Volume	% Complete	Anticipated Completion Date (Month/Year)	Bonded? Yes/No	Assigned Project Manager	Assigned Field Superintendent
	\$	%				
	\$	%				
	\$	%				
	\$	%				
	\$	%				
	\$	%				
	\$	%				
	\$	%				
	\$	%				
	\$	%				
	\$	%				
	\$	%				
	\$	%				
	\$	%				
	\$	%				
	\$	%				

Based on this current workload, provide a description of proposing firm's ability to accomplish the proposed services on this project within required time frame:

---

---

---

**FIRM EXPERIENCE FORM  
ON CALL ELECTRICAL SERVICES AT UMB**

PROPOSER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

Email: \_\_\_\_\_

PROJECT OWNER'S NAME: \_\_\_\_\_

PROPOSER PROJECT MANAGER: \_\_\_\_\_

PROPOSER FIELD SUPERINTENDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONSTRUCTION DOLLAR VOL. \$ \_\_\_\_\_ (BASE)

CHANGE ORDER DOLLAR VOL. \$ \_\_\_\_\_  
(If Change Orders are greater than 10% (above or below) the Base Construction Price, provide explanation.)

OWNER'S CONTACT PERSON: \_\_\_\_\_

TOTAL CONSTRUCTION \$ VOL: \$ \_\_\_\_\_ \*  
(BASE CONTRACT PLUS C/Os)

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PROJECT START DATE: \_\_\_\_\_

CONSTRUCTION METHOD: \_\_\_\_ GC \_\_\_\_ DB \_\_\_\_ CM \_\_\_\_ Other \_\_\_\_\_

PROJECT COMPLETION DATE\*\*: \_\_\_\_\_

TOTAL GROSS SQUARE FOOTAGE: \_\_\_\_\_

-----  
(CHECK ALL THAT APPLY):

TYPE OF PROJECT: \_\_\_\_\_ LARGE SWITCHGEAR/HIGH VOLTAGE (15KV) (1 OF 3 SHOULD BE THIS)

\_\_\_\_\_ PHASED INSTALLATION/REPLACEMENT OF 480V ELECTRICAL SERVICE EQUIPMENT (1 OF 3 SHOULD BE THIS)

\_\_\_\_\_ PERFORMED IN EXISTING OPERATIONAL BUILDING (2 OF 3 SHOULD BE THIS)

\_\_\_\_\_ ACADEMIC HEALTHCARE/HIGHER EDUCATION SETTING (1 OF 3 SHOULD BE THIS)

NOTE: All of the projects: a) should have been constructed in the last 10 years, and, b) must have been done by the proposing firm. \*Preferable that projects should be at least one million dollars (\$1,500,000) with higher consideration if \$5.0 M or greater. \*\* One (1) project must be complete and occupied for at least six (6) months; One (1) project may be substantially complete (available for use for its intended purpose) with completed projects preferred and one (1) project may be in construction, but must be at least fifty (50%) percent complete with completed projects preferred. See Section 00200 of the RFP for further details.

PROPOSER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

-----  
**TRADES INCLUDED: (check all that apply)**

☐ Mechanical (HVAC) (name system type: \_\_\_\_\_) Electrical: Voltage: \_\_\_\_\_; Electrical Equipment Voltage: \_\_\_\_\_

☐ Electrical ☐ Site Work ☐ Remotely-Controlled Automated Switchgear ☐ Paralleling Distributed Generation with Utility

☐ Plumbing ☐ Masonry ☐ Concrete ☐ Systems Integration: Provided by \_\_\_\_\_ (Name of Provider/Subcontractor)

Other: \_\_\_\_\_

-----  
**TYPE OF SERVICES PROVIDED: (Check all that apply)**

Construction Phase: ☐ Cost Control ☐ Project Schedule ☐ Project Control Services ☐ Award and manage trade contracts ☐ Project Safety

☐ Quality Assurance/Inspections ☐ Change Order Review/Processing ☐ Shop Drawing/Submittal Review/Processing ☐ Project Site Documents

☐ Claims Avoidance/Resolution ☐ Contract Close Out ☐ Monthly Written Reports to Owner

**OVERALL DESCRIPTION OF THIS PROJECT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIBE SITE CONSTRAINTS, IF ANY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OVERALL DESCRIPTION OF ELECTRICAL WORK INVOLVING (E.G.: MEDIUM VOLTAGE OR LOW VOLTAGE WORK, SWITCHGEAR INSTALLATION, RELAYING, GENRATOR SYSTEMS, REMOTELY - CONTROLLED AUTOMATED SWITCHGEAR AND PARALLELING DISTRIBUTED GENERATION WITH THE UTILITY):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIBE THE SIMILARITIES OF THIS PROJECT TO THE EXPERIENCE AND SCOPE OF SERVICES AS DESCRIBED IN SECTION 00100 OF THIS SOLCITATION:

LIST BELOW ALL PROPOSED ELECTRICAL CONTRACTOR TEAM MEMBERS WHO WORKED ON THIS JOB BY NAME AND POSITION:

TEAM MEMBER	POSITION HELD ON THIS PROJECT

Indicate each category of work by the Proposing Firm on the project/contract by inserting an “x” in the applicable space. Work that was self-performed should be indicated in **bold**.

**Project Name:** \_\_\_\_\_

<b>Description of Work</b>	<b>Repair</b>	<b>Maintenance</b>	<b>Replacement</b>	<b>Installation</b>
<i>Low voltage (&lt;600 volts)</i>				
120v, 208v, 240v, 277v, 480v electrical systems in single and three phase				
Transformers (wet and dry)				
Feeder and branch circuits				
EMT, PVC, Rigid Metal, IMC, Flexible Metal, Seal-tight, and Wiremold conduit systems				
Fluorescent, HID, incandescent, LED, and dimming lighting systems				
Lighting Fixtures in classroom, lecture hall, high-bay, roadway, walkway, corridor, stadium, step, recessed, surface mount, exit lighting fixtures				
Feeder panels, distribution panels, branch circuit panels, switch boards and switchgear				
Motors, motor starters, motor control centers, motor control drive equipment				
Automatic Transfer Switches, Emergency Generators, UPS				
Overhead feeders, temporary power, and wiring				
Splice boxes, pull boxes, and hand boxes				
Medium voltage switchgear installation				
Substation/Switchgear replacement and maintenance.				

**RFP FOR THE ON CALL ELECTRICAL SERVICES AT UMB  
RFP 91099 WG  
KEY PERSONNEL FORM – REVISED 1/08/2024**

**Proposing Firm:** \_\_\_\_\_

**1. PERSON'S NAME:** \_\_\_\_\_

**2. POSITION TO BE ASSIGNED:**

\_\_\_\_\_ PROJECT MANAGER (1)

\_\_\_\_\_ FIELD SUPERINTENDENT/FOREMAN (3)

**PM'S MINIMUM PERCENT (%) OF TIME COMMITMENT** \_\_\_\_\_%

**3. EDUCATIONAL BACKGROUND:**

Institution

Degree/Diploma/  
Certificates (If  
Applicable)

Major (if any)  
or H.S. Diploma

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. EMPLOYMENT HISTORY\*:** (\*NOTE: If a person has more than three (3) employers in his/her employment history, please provide complete employment history via supplemental page(s) attached to this form.)

**4.1 CURRENT EMPLOYER'S NAME:** \_\_\_\_\_

**DATES OF EMPLOYMENT:** \_\_\_\_\_

**POSITION HELD**

**DURATION BY DATE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4.2 PRIOR EMPLOYER'S NAME:** \_\_\_\_\_

**DATES OF EMPLOYMENT:** \_\_\_\_\_

**POSITION HELD**

**DURATION BY DATE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.3 PRIOR EMPLOYER'S NAME: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_

POSITION HELD

DURATION BY DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. SIMILAR RELEVANT PROJECT EXPERIENCE/REFERENCES:**

On the following pages provide a **full** description of Key Person's project experience. (Note: As indicated in the solicitation document, references are to be **project references not employment references**; that is, the University is interested in speaking to a Project Owner (preferably) or the GC or DB or CM regarding the person's performance on a particular project.)

**PROJECT REFERENCE CONTACT PERSON & TITLE:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_ **Extension No (if applicable)** \_\_\_\_\_

**EMAIL Address:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**DESCRIPTION OF CONTRACT/PROJECT DONE:** (Be as detailed as possible so that the University can understand the full scope. UMB is looking for experience in electrical services.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ROLE OF PERSON (Describe tasks that were this person's responsibility):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONSTRUCTION DOLLAR SIZE:** \$ \_\_\_\_\_

**SQUARE FOOTAGE OF PROJECT:** \_\_\_\_\_

**CONTRACT METHOD:** \_\_\_ GC \_\_\_ DB \_\_\_ CM \_\_\_ TRADE CONTRACTOR/SUBCONTRACTOR

**SETTING:** \_\_\_\_\_ **OCCUPIED** \_\_\_\_\_ **HIGHER EDUCATION** \_\_\_\_\_ **HISTORIC BUILDING**  
\_\_\_\_\_ **URBAN**

**SCHEDULE OF PROJECT (START AND END DATES):** \_\_\_\_\_

**DURATION KEY PERSON WAS ON THE PROJECT:** \_\_\_\_\_

Note: If key person not assigned for the full duration of the project, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Why is this project similar/relevant to the University's project? (Refer to page 00300 for criteria.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. PROJECT REFERENCE CONTACT PERSON & TITLE: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ EXTENSION # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

**DESCRIPTION OF CONTRACT/PROJECT DONE:** (Be as detailed as possible so that the University can understand the full scope. UMB is looking for experience in electrical services.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ROLE OF PERSON (Describe tasks that were this person's responsibility):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONSTRUCTION DOLLAR SIZE:** \$ \_\_\_\_\_

**SQUARE FOOTAGE OF PROJECT:** \_\_\_\_\_

**CONTRACT METHOD:** \_\_\_ GC \_\_\_ DB \_\_\_ CM \_\_\_ TRADE CONTRACTOR/SUBCONTRACTOR

**SETTING:** \_\_\_ OCCUPIED \_\_\_ HIGHER EDUCATION \_\_\_ URBAN

**SCHEDULE OF PROJECT (START AND END DATES):** \_\_\_\_\_

**DURATION KEY PERSON WAS ON THE PROJECT:** \_\_\_\_\_

Note: If key person not assigned for the full duration of the project, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why is this project similar/relevant to the University's project? (Refer to page 00300 for criteria.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



7. **PROJECT REFERENCE CONTACT PERSON & TITLE:** \_\_\_\_\_

\_\_\_\_\_  
**TELEPHONE #:** \_\_\_\_\_ **EXTENSION #** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**DESCRIPTION OF CONTRACT/PROJECT DONE:** (Be as detailed as possible so that the University can understand the full scope. UMB is looking for experience in electrical services.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ROLE OF PERSON (Describe tasks that were this person's responsibility):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONSTRUCTION DOLLAR SIZE:** \$ \_\_\_\_\_

**SQUARE FOOTAGE OF PROJECT:** \_\_\_\_\_

**CONTRACT METHOD:** \_\_\_ GC \_\_\_ CM \_\_\_ DB \_\_\_ **TRADE CONTRACTOR/SUBCONTRACTOR**

**SETTING:** \_\_\_\_\_ **OCCUPIED** \_\_\_\_\_ **HIGHER EDUCATION** \_\_\_\_\_ **HISTORIC BUILDING**  
\_\_\_\_\_ **URBAN**

**SCHEDULE OF PROJECT (START AND END DATES):** \_\_\_\_\_

**DURATION KEY PERSON WAS ON THE PROJECT:** \_\_\_\_\_

Note: If key person not assigned for the full duration of the project, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Why is this project similar/relevant** to the University's project? (Refer to page 00300 for criteria.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: For each Key Person, the Proposing Firm may attach other relevant similar project experience to this form.

**8 ACHIEVEMENTS/OTHER NOTATIONS (NOT REQUIRED):**

---

---

---

NOTE: If a Proposer finds the space provided to be insufficient, he can attach additional pages to this form as he finds appropriate and just indicate on this form to see attached pages.

Indicate each category of work by the Key Personnel project(s) on the contract by inserting an “x” in the applicable space. Work that was self-performed should be indicated in **bold**.

**Project Name:** \_\_\_\_\_

<b>Description of Work</b>	<b>Repair</b>	<b>Maintenance</b>	<b>Replacement</b>	<b>Installation</b>
<i>Low voltage (&lt;600 volts)</i>				
120v, 208v, 240v, 277v, 480v electrical systems in single and three phase				
Transformers (wet and dry)				
Feeder and branch circuits				
EMT, PVC, Rigid Metal, IMC, Flexible Metal, Seal-tight, and Wiremold conduit systems				
Fluorescent, HID, incandescent, LED, and dimming lighting systems				
Lighting Fixtures in classroom, lecture hall, high-bay, roadway, walkway, corridor, stadium, step, recessed, surface mount, exit lighting fixtures				
Feeder panels, distribution panels, branch circuit panels, switch boards and switchgear				
Motors, motor starters, motor control centers, motor control drive equipment				
Automatic Transfer Switches, Emergency Generators, UPS				
Overhead feeders, temporary power, and wiring				
Splice boxes, pull boxes, and hand boxes				
Medium voltage switchgear installation				
Substation/Switchgear replacement and maintenance.				

## RFP FOR THE ON CALL ELECTRICAL SERVICES AT UMB

**RFP 91099 WG**

## APPROACH

- (a) Proposers are to provide a narrative that describes how the Proposer intends to approach the task order process. How does the Proposer plan to respond to task order requests from UMB, both on a competitive basis and a rotation basis? How quickly can the firm respond to such requests as well as staff the task order if awarded it?
- (b) Provide detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the “Scope of Work” Section.

**Bid/Proposal Affidavit. – October 21, 2022**

**BID/PROPOSAL AFFIDAVIT**

**A. Authority**

**I HEREBY AFFIRM THAT:**

I (print name)\_\_\_\_\_ possess the legal authority to make this Affidavit.

**B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION**

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in ☐ discrimination ☐ as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. ☐ Discrimination ☐ means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, sexual identity, genetic information or an individual's refusal to submit to a genetic test or make available the results of a genetic test, disability, or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. ☐ Discrimination ☐ also includes retaliating against any person or other entity for reporting any incident of ☐ discrimination ☐. Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

**B-1. Certification Regarding Minority Business Enterprises.**

The undersigned bidder hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, §14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

- (1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;
- (2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or proposal;
- (3) Fail to use the certified minority business enterprise in the performance of the contract; or
- (4) Pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid.

**B-2. Certification Regarding Veteran-Owned Small Business Enterprises.** The undersigned bidder hereby certifies and agrees that it has fully complied with the State veteran-owned small business enterprise law, State Finance and Procurement Article, §14-605, Annotated Code of Maryland, which provides that a person may not:

- (1) Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person in fraudulently obtaining or attempting to obtain public money, procurement contracts, or funds expended under a procurement contract to which the person is not entitled under this title;
- (2) Knowingly and with intent to defraud, fraudulently represent participation of a veteran-owned small business enterprise in order to obtain or retain a bid preference or a procurement contract;

(3) Willfully and knowingly make or subscribe to any statement, declaration, or other document that is fraudulent or false as to any material matter, whether or not that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;

(4) Willfully and knowingly aid, assist in, procure, counsel, or advise the preparation or presentation of a declaration, statement, or other document that is fraudulent or false as to any material matter, regardless of whether that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;

(5) Willfully and knowingly fail to file any declaration or notice with the unit that is required by COMAR 21.11.12; or

(6) Establish, knowingly aid in the establishment of, or exercise control over a business found to have violated a provision of §B-2(1)□(5) of this regulation.

#### C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

##### I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is 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, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

---

---

---

#### D. AFFIRMATION REGARDING OTHER CONVICTIONS

##### 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, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of:

(a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract;  
or

(b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;

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

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

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

(5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)□(5) above;

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

(8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract;

(9) Been convicted of a violation of one or more of the following provisions of the Internal Revenue Code:

- (a) §7201, Attempt to Evade or Defeat Tax;
- (b) §7203, Willful Failure to File Return, Supply Information, or Pay Tax,
- (c) §7205, Fraudulent Withholding Exemption Certificate or Failure to Supply Information,
- (d) §7206, Fraud and False Statements, or
- (e) §7207 Fraudulent Returns, Statements, or Other Documents;

(10) Been convicted of a violation of 18 U.S.C. §286 Conspiracy to Defraud the Government with Respect to Claims, 18 U.S.C. §287, False, Fictitious, or Fraudulent Claims, or 18 U.S.C. §371, Conspiracy to Defraud the United States;

(11) Been convicted of a violation of the Tax-General Article, Title 13, Subtitle 7 or Subtitle 10, Annotated Code of Maryland;

(12) Been found to have willfully or knowingly violated State Prevailing Wage Laws as provided in the State Finance and Procurement Article, Title 17, Subtitle 2, Annotated Code of Maryland, if:

- (a) A court:
  - (i) Made the finding; and
  - (ii) Decision became final; or
- (b) The finding was:
  - (i) Made in a contested case under the Maryland Administrative Procedure Act; and
  - (ii) Not overturned on judicial review;

(13) Been found to have willfully or knowingly violated State Living Wage Laws as provided in the State Finance and Procurement Article, Title 18, Annotated Code of Maryland, if:

- (a) A court:
  - (i) Made the finding; and
  - (ii) Decision became final; or
- (b) The finding was:
  - (i) Made in a contested case under the Maryland Administrative Procedure Act; and
  - (ii) Not overturned on judicial review;

(14) Been found to have willfully or knowingly violated the Labor and Employment Article, Title 3, Subtitles 3, 4, or 5, or Title 5, Annotated Code of Maryland, if:

- (a) A court:
  - (i) Made the finding; and
  - (ii) Decision became final; or
- (b) The finding was:
  - (i) Made in a contested case under the Maryland Administrative Procedure Act; and

(ii) Not overturned on judicial review; or

(15) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)–(14) of this regulation, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

---

---

---

#### E. AFFIRMATION REGARDING DEBARMENT

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, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including 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).

---

---

---

#### F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

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

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

---

---

---

#### G. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

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

#### H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:



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

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

#### I. CERTIFICATION OF TAX PAYMENT

I FURTHER AFFIRM THAT: Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Maryland Department of Labor, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

#### J. CONTINGENT FEES

I FURTHER AFFIRM THAT:

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

#### K. CERTIFICATION REGARDING INVESTMENTS IN IRAN

(1) The undersigned certifies that, in accordance with State Finance and Procurement Article, §17-705, Annotated Code of Maryland:

(a) It is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland; and

(b) It is not engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland.

2. The undersigned is unable to make the above certification regarding its investment activities in Iran due to the following activities: \_\_\_\_\_

#### L. CONFLICT MINERALS ORIGINATED IN THE DEMOCRATIC REPUBLIC OF CONGO (FOR SUPPLIES AND SERVICES CONTRACTS)

I FURTHER AFFIRM THAT:

The business has complied with the provisions of State Finance and Procurement Article, §14-413, Annotated Code of Maryland governing proper disclosure of certain information regarding conflict minerals originating in the Democratic Republic of Congo or its neighboring countries as required by federal law.

#### M. I FURTHER AFFIRM THAT:

Any claims of environmental attributes made relating to a product or service included in the bid or proposal are consistent with the Federal Trade Commission's Guides for the Use of Environmental Marketing Claims as provided in 16 CFR §260, that apply to claims about the environmental attributes of a product, package, or service in connection with the marketing, offering for sale, or sale of such item or service.

#### N. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any

violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

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

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

By: \_\_\_\_\_ (print name of Authorized Representative and Affiant)

\_\_\_\_\_ (signature of Authorized Representative and Affiant)

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

FEIN: \_\_\_\_\_

**RFP NO.: 91099 WG**

**RFP FOR: ON CALL ELELCTRICAL SERVICES**

**TECHNICAL PROPOSAL DUE DATE: Tuesday, January 30, 2024, on or before 5:00 p.m.**

**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_