

**UNIVERSITY OF MARYLAND, BALTIMORE**  
**INVITATION FOR BID IFB 24- 91119DM**  
**FOR**  
**SUPPLY AND MAINTENANCE OF AIR FILTERS**

**Issued:** **September 23, 2024**

**Pre-Bid Conference/  
Site Visit:** **Tuesday, October 8, 2024, at 9:00 AM**  
(Refer to Section I, Paragraph G for further information)

**Deadline for Questions:** **Tuesday, October 15, 2024, by 4:00 PM**  
(See Section I, Paragraph C)

**Bid Due Date:** **Thursday, October 24, 2024, at 2:00 PM**  
(Refer to Section I, Paragraph E)

**Procurement/  
Issuing Office:** UNIVERSITY OF MARYLAND, BALTIMORE  
CONSTRUCTION & FACILITIES STRATEGIC ACQUISITIONS  
The Saratoga Building  
Office Level 02, Room # 02-100  
220 Arch Street  
Baltimore, MD 21201-1531

**SPECIAL ACCESS:** Anyone requiring special assistance in obtaining a copy of the solicitation, in attending a pre-bid conference or in delivering a bid are Invited to contact the Buyer listed above at least 48 hours in advance.

## TABLE OF CONTENTS

<b>SECTION I: SUMMARY INFORMATION.....</b>	
A. <b><u>SUMMARY STATEMENT</u>.....</b>	
B. <b><u>ISSUING OFFICE</u>.....</b>	
C. <b><u>QUESTIONS AND INQUIRIES</u>.....</b>	
D. <b><u>DELIVERY OF BIDS</u>.....</b>	
E. <b><u>BID OPENING DATE</u>.....</b>	
F. <b><u>ACCESS TO ISSUING OFFICE</u>.....</b>	
G. <b><u>PRE-BID CONFERENCE</u>.....</b>	
H. <b><u>DURATION OF BID OFFER</u>.....</b>	
I. <b><u>BID AWARD</u>.....</b>	
J. <b><u>TERM OF CONTRACT</u>.....</b>	
K. <b><u>BID ACCEPTANCE</u>.....</b>	
L. <b><u>FORMATION OF AGREEMENT/CONTRACT OR</u></b>	
<b><u>ISSUANCE OF PURCHASE ORDER</u>.....</b>	
M. <b><u>BID AFFIDAVIT AND CERTIFICATIONS</u> .....</b>	
N. <b><u>EMARYLAND MARKETPLACE</u> .....</b>	
<b>SECTION II: GENERAL INFORMATION FOR VENDORS.....</b>	
A. <b><u>PURPOSE</u>.....</b>	
B. <b><u>GENERAL INFORMATION FOR VENDORS</u>.....</b>	
C. <b><u>ADDENDA TO THE IFB</u>.....</b>	
D. <b><u>ECONOMY OF PREPARATION</u>.....</b>	
E. <b><u>ACCEPTANCE OF TERMS AND CONDITIONS</u>.....</b>	
F. <b><u>PROCUREMENT REGULATIONS</u>.....</b>	
G. <b><u>CONTRACTOR RESPONSIBILITIES</u>.....</b>	
H. <b><u>TAXES</u>.....</b>	
I. <b><u>IFB RESPONSE MATERIALS</u>.....</b>	
J. <b><u>SMALL BUSINESS RESERVE</u> .....</b>	
K. <b><u>e-BUILDER PROJECT MANAGEMENT SOFTWARE</u>.....</b>	

**SECTION III: BID REQUIREMENTS & SPECIFICATIONS.....**

- A. BACKGROUND.....**
- B. SPECIFICATIONS.....**
- C. SCOPE OF WORK.....**
- D. FILTER SPECIFICATIONS/REQUIREMENTS .....**
- E. INSTALLATION.....**
- F. ADDITION/DELETION OF UNIT(S)/EQUIPMENT .....**
- G. BID SUBMITTALS DOCUMENTATION .....**
- H. AIR FILTER MAINTENANCE SCHEDULE .....**

**SECTION IV: APPENDICES AND ATTACHMENTS.....**

- A. BID AFFIDAVIT.....**
- B. BID PRICE FORMS .....**
- C. MAINTENANCE/SERVICE CONTRACT AND CONTRACT AFFIDAVIT .....**
- D. PROCUREMENT TERMS AND CONDITIONS.....**

**SECTION 00700 UMB STANDARD MAINTENANCE GENERAL CONDITIONS (Issued Separately)**

**SUPPLY AND MAINTENANCE OF AIR FILTERS**  
**SECTION I: SUMMARY INFORMATION**

**A. SUMMARY STATEMENT**

The objective of this Invitation for Bid is for the University of Maryland, Baltimore (herein referred to as the “University” or “UMB”) to select a qualified Contractor to furnish labor, materials, equipment, supplies, safety control devices, supervision, subcontracting and other necessary resources as required to provide SUPPLY AND MAINTENANCE OF AIR FILTERS at UMB in accordance with this bid document.

The Contractor agrees to offering the agreed-upon contract pricing and discounts to all offices with the University of Maryland, Baltimore.

**B. ISSUING OFFICE**

Daryl Moore  
University of Maryland, Baltimore  
Construction & Facilities Strategic Acquisitions  
The Saratoga Building  
Level 02, Room 02-100  
220 Arch Street  
Baltimore, Maryland 21201-1531  
410-706-5486  
[daryl.moore@umaryland.edu](mailto:daryl.moore@umaryland.edu)

The sole point of contact at the University for purposes of this IFB is the issuing office.

**Procurement Officer:**

Jack Mumma  
Executive Director, Procurement Officer  
University of Maryland, Baltimore  
Construction and Facilities Strategic Acquisitions  
The Saratoga Building  
220 Arch Street, Office Level 02, Rm., 02-100  
Baltimore, Maryland 21201  
O: (410) 706-7197  
Email: [jmumma@umaryland.edu](mailto:jmumma@umaryland.edu)

**C. QUESTIONS AND INQUIRIES**

Questions, request for clarification, additional information and inquiries must be submitted in writing and directed to the individual referenced with the Issuing Office above in writing, on or before **Tuesday, October 15, at 4:00 p.m.** Inquiries will receive a written reply. Copies

of replies will also be sent to all other offerors, but without identification of the inquirer. Questions may be emailed to [daryl.moore@umaryland.edu](mailto:daryl.moore@umaryland.edu)

Should a Proposer find discrepancies in the Solicitation documents or be in doubt as to the meaning or intent of any part thereof, the Proposer must, prior to the question deadline listed in the Solicitation Schedule, request clarification in writing from the Issuing Office, who will issue a written Addendum to the Solicitation. Failure to request such clarification is a waiver to any claim by the Proposer for expense made necessary by reason of later interpretation of the IFB documents by the University. Requests shall include the IFB number and name.

Oral explanations or instructions will not be binding; only written Addenda will be binding. Any Addenda resulting from these requests will be posted on the University's bid board <http://www.umaryland.edu/procurement/ebid-board/>. The Proposer shall acknowledge the receipt of all addenda in the Acknowledgement of Receipt of Addenda Form. This acknowledgement of the receipt must be included with your response.

#### **D. DELIVERY OF BIDS**

Responses must be submitted electronically via email to [proc-oncallbids@umaryland.edu](mailto:proc-oncallbids@umaryland.edu), clearly marked with the IFB 24- 91119DM number by the due date and time.

The subject line of your email: 10-24-2024, IFB 24-91119DM and your Company Name.

Late responses will not be considered. It is the responsibility of the vendor to confirm that their response was delivered to the correct location and received on time.

#### **E. BID OPENING DATE**

All responses must be emailed to [proc-oncallbids@umaryland.edu](mailto:proc-oncallbids@umaryland.edu) **Wednesday, October 24, 2024**, by 2:00 p.m. in order to be considered. Bids will not be accepted by mail, fax or drop off. Bids or unsolicited amendments to Bids arriving after the due date and time will not be considered. LATE BIDS CANNOT BE ACCEPTED.

1. Bids will be opened via Microsoft Teams.

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

**[Join the meeting now](#)**

Meeting ID: 218 979 297 511

Passcode: 8exR7o

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**Dial in by phone**

**[+1 443-409-5274,,960560774](tel:+14434095274960560774)** United States, Baltimore

[Find a local number](#)

Phone conference ID: 960 560 774#

**F. ACCESS TO ISSUING OFFICE**

The Saratoga Building, which houses the Strategic Sourcing and Acquisition Services, is accessible by the general public between the hours of 8:00 a.m. until 5:00 p.m. Monday through Friday with exception of legal holidays. There is a guard in the lobby area and vendors are required to sign in at the guard's desk and gain permission to enter the Office Levels of the building. Office Level 02 (13<sup>th</sup> floor), where the Strategic Sourcing and Acquisition Services is located is accessible to the public by two elevators located in the main lobby of the building. If you park in the Saratoga Street Garage and Office building; you must take the garage elevators down to ground level and then enter the Lobby where the guard's desk is located and utilize the elevators located in the Lobby in order to ascend to Office Level 02.

**G. PRE-BID CONFERENCE**

1. A Pre-Solicitation Meeting will be held on **Tuesday, October 8, 2024 at 10:00 AM** at the University of Maryland Baltimore, The Saratoga Building, 220 Arch Street, 13<sup>th</sup> Floor, Strategic Sourcing and Acquisition Services Conference Room 02-100, Baltimore, MD 21201.

Note: Parking is available in the Saratoga Street Garage.

2. A walk through of the site will be conducted immediately following the Pre-Solicitation Meeting. This is the only opportunity for a site inspection which will consist of seeing the actual locations and a sampling of the areas where work is to be performed. Please dress appropriately to access areas.
3. While attendance at the Pre-Solicitation Meeting is not mandatory, information presented may be very informative; therefore, all interested vendors are encouraged to attend in order to be able to better prepare acceptable pricing. We ask that a maximum of two (2) representatives from each company attend this meeting.

**UMB Campus Map:** <http://www.umaryland.edu/maps/>

4. Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon invitation. Please contact Daryl Moore at (410-706-5486) with specific invitations at least three (3) business days prior to meeting.

**H. DURATION OF BID OFFER**

Bids are to be held valid for 120 days following the closing date for this IFB. This period may be extended by mutual agreement between the vendor and the University.

**I. BID AWARD**

An award will be made to the lowest responsive and responsible bidder meeting the specifications and requirements set forth in the bid document.

**J. TERM OF CONTRACT**

The initial Contract is to be issued for a period of 12 months, beginning November 1, 2024 and ending October 31, 2025. The University to retain, at its unilateral discretion, the right to renew any resulting contract(s) for four (4) one-year unilateral renewal options.

Rates shall be firm during each contract year. The Contractor may submit a written request annually for price adjustment, ninety (90) days prior to the Contract anniversary date. All other terms and conditions shall remain the same. It will be UMB's sole option to approve, or not, any such price adjustment requests. Annual price adjustments, if approved, will take effect upon each renewal of the contract.

UMB will use the U.S. Bureau of Labor Statistics, Producer Price Index (PPI) Industry Data to monitor any such rate adjustment requests for reasonableness. Rate adjustments will be made in accordance with the preceding year percentage change of the U.S. Bureau of Labor Statistics Series Title: PPI Industry Data for Nonresidential building maintenance & repair, not seasonally adjusted Series Id: PCU2381MR2381MR, issued for Industry and Product: Nonresidential building maintenance & repair. UMB will use the **August 2024 index** as the benchmark.

All such price adjustment request will be calculated using a simple percentage method.

**The following example illustrates the computation of percentage change:**

<b>CPI for current period:</b>	<b>150.252</b>
<b>Less CPI for previous period:</b>	<b>147.362</b>
<b>Equals index point change:</b>	<b>2.89</b>
<b>Divided by previous period CPI:</b>	<b>147.362</b>
<b>Equals:</b>	<b>.0196</b>
<b>Results multiplied by 100:</b>	<b>.0196 x 100</b>
<b>Equals Percentage change:</b>	<b>1.96%</b>

**K. BID ACCEPTANCE**

The University reserves the right to accept or reject any and all Bids, in whole or in part, received as a result of this IFB and to waive minor irregularities.

**L. FORMATION OF AGREEMENT/CONTRACT OR ISSUANCE OF PURCHASE**

## **ORDER**

The Contract to be entered into as a result of this IFB (the “Contract”) shall be by and between the offeror as contractor and the University in the form of either a University Purchase Order and/or Contract and shall contain the provisions included herein as Appendix D (Procurement Terms and Conditions), Appendix C (Standard form of maintenance contract), (Contract Affidavit) and UMB Maintenance Standard General Conditions, Section 00700 dated December, 2020 of this contract in effect as of Notice to Proceed as well as any additional terms required by the University of Maryland, Baltimore or the State of Maryland. By submitting an offer, the Contractor warrants that they have reviewed Appendix C (Standard form of maintenance contract) and will execute a contract on that form upon Invitation by University of Maryland, Baltimore.

### **M. BID AFFIDAVIT AND CERTIFICATIONS**

State procurement regulations require that Bids contain certifications regarding non-collusion, debarment, cost and price, etc. The affidavit form, which should be completed by all respondents and returned with their respective responses, is included as Appendix A of the IFB.

### **N. MARYLAND MARKETPLACE ADVANTAGE**

The successful bidder under this solicitation must be registered on eMaryland Marketplace Advantage (eMMA) website, prior to receiving a contract award. The new eMaryland Marketplace (eMMA) Advantage website is at <https://emma.maryland.gov/>.



**SUPPLY AND MAINTENANCE OF AIR FILTERS**  
**SECTION II: GENERAL INFORMATION**  
**FOR VENDORS**

**A. PURPOSE**

The overall purpose of this IFB is to provide information to vendors interested in preparing and submitting Bids to meet the requirements to provide all labor, materials, supplies, equipment, travel, safety control devices, supervision and any other necessary resources as required to provide SUPPLY AND MAINTENANCE OF AIR FILTERS at UMB in accordance with this bid document.

**B. GENERAL INFORMATION FOR VENDORS**

1. Bids must be made in the official name of the firm or individual under whom business is conducted (showing official business address) and must be signed by a duly authorized person.
2. Each offeror must furnish all information required by the Bid Invitation. Erasures or other changes must be initialed by the person signing the Bid. Bids signed by an agent of the corporation must be accompanied by evidence of their authority.
3. At the Pre-Bid Conference, potential offerors will have an opportunity to: (1) ask and receive answers to all questions regarding the specifications and general conditions, (2) receive any additional information relating to this contract, and (3) inspect the areas involved.
4. This Invitation for Bid creates no obligation on the part of UMB to award the contract or to compensate offerors for Bid preparation expenses.
5. UMB reserves the right to award a contract based upon the Bids received.

**C. ADDENDA TO THE IFB**

1. If it becomes necessary to revise any part of the IFB, an amendment will be made and provided to all bidders who received the initial IFB. **An acknowledgement of the receipt of all amendments, addenda, and changes issued shall be required from all vendors submitting a Bid.**
2. Should a Bidder find discrepancies in the solicitation document, or should he/she be in doubt as to the meaning or intent of any part thereof, he/she must, on or before **Wednesday, September 25, 2024 at 4:00 PM** (Saturdays and

Sundays excluded) request clarification in writing from the UMB Issuing Office, who will issue a written addendum and/or amendment to the Bid document. Failure to request such clarification is a waiver to any claim by the Bidder for expense made necessary by reason of later interpretation of the Bid documents by the University. Request shall include the bid number and name.

3. Oral explanations or instructions will not be binding; only written addendum and/or amendments will be binding.

**D. ECONOMY OF PREPARATION**

Bids should be prepared simply and economically, providing a straightforward, concise description of the vendor's offer to meet the requirements of the IFB.

**E. ACCEPTANCE OF TERMS AND CONDITIONS**

By submitting a Bid in response to this IFB, the firm accepts the terms and conditions set forth in this IFB.

**F. PROCUREMENT REGULATIONS**

This IFB and any resulting contract shall be governed by the USM Procurement Policies and Procedures and the State Finance and Procurement Article of the Annotated Code of Maryland and by State Procurement Regulations, Code of Maryland Regulations Title 21, as applicable.

**G. CONTRACTOR RESPONSIBILITIES**

The University of Maryland, Baltimore shall enter into contractual agreement with the selected offering vendor only. The selected vendor shall be responsible for all products and/or services required by this IFB. Subcontractors, if any, shall be identified and a complete description of their role relative to the Bid shall be included. UMB's intent is not to direct the use of any particular vendor, however, the vendor will not contract with any such proposed person or entity to whom UMB has a reasonable objection. Notification of such objection will be made by UMB within 15 days of contract. The vendor shall be fully responsible for the acts and omissions of its subcontractors and of persons directly or indirectly employed by them.

**H. TAXES**

The University of Maryland, Baltimore is exempt from Federal Excise Taxes, Maryland Sales and Use Taxes, and the District of Columbia Sales Taxes and Transportation Taxes, except as noted in applicable sections of COMAR. Exemption Certificates shall be provided upon Invitation. Where a Contractor is required to furnish and install material in the construction or improvement of real property in performance of a contract, Contractor shall pay the Maryland Sales tax and the exemption does not apply.

**I. IFB RESPONSE MATERIALS**

All written materials submitted in response to this IFB become the property of UMB and may be appended to any formal documentation, which would further define or expand the contractual relationship between the UMB and the successful vendor(s).

**J. SMALL BUSINESS RESERVE**

Not Applicable

**K. e-BUILDER PROJECT MANAGEMENT SOFTWARE**

Not Applicable

**SUPPLY AND SERVICE OF AIR FILTERS**  
**SECTION III: BID REQUIREMENTS & SPECIFICATIONS**

**A. BACKGROUND**

The University of Maryland, Baltimore (UMB) is a public university that is a part of the University System of Maryland, a public corporation and an instrumentally of the State of Maryland. The 71-acre research and technology complex encompass 67 buildings located in West Baltimore; a city that has become a model for urban rebirth and vitality. The UMB complex has over 7,119 faculty members and staff and 6,329 students enrolled in six professional and graduate schools: School of Dentistry, School of Law, School of Medicine, School of Nursing, School of Pharmacy, School of Social Work and a Graduate School.

**B. SPECIFICATIONS**

1. All labor, materials, equipment, supplies and maintenance shall conform to all applicable Federal, State and Municipal laws and regulations and to the specifications contained in the bid.
2. Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The offeror may offer any brand, which meets or exceeds the specification for any item(s). If Bids are based on equivalent products, indicate in your Bid the manufacturer's name, model number and specifications.

The offeror shall submit with his bid cuts, sketches, and descriptive literature and/or complete specifications. Reference to literature submitted with a previous Bid shall not satisfy this provision. The offeror shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. The University reserves the right to determine acceptance of item(s) as an approved equivalent. Bids, which do not comply with these requirements, are subject to rejection.

3. The awarded Contractor is to coordinate all trade work with his forces and the other trade Contractors as well as any contractors separately assigned by the University.
4. The contracted work will be work done in an occupied building. The Awarded Contractor will be required to take special care when working in such environments.

**C. SCOPE OF WORK**

1. Contractor is responsible for removal and disposal of dirty filters at an offsite facility at no extra charge to the University. All filters are to be secured by clips.
2. Contractor must vacuum filter racks when changing final filters and is responsible for cleaning the area upon work completion.

3. Contractor must notify an UMB representative 48 hours prior to coming on campus to service filters.
4. Contractor's personnel shall wear uniforms which shall display the person's name and the name of the company. Contractors must wear UMB ID Badges for all building access.
5. Contractor shall meet UMB personnel at scheduled site for work area access. No keys will be issued.
6. Contractor must provide and install filter log labels on each air handler they service under the contract, Log labels must show the following:
  - a. Date filters were serviced.
  - b. Identify filters serviced.
  - c. Name of technician who serviced filters. Clearly printed.
7. Contractor must also have a detailed service ticket that shall be signed on a by an UMB Representative prior to leaving campus. Service tickets must have the following information:
  - a. Name and address of company.
  - b. Instructions/Reported Problems
  - c. Description of work performed in detail.
  - d. Resolution/Recommendations/ Actions Required
  - e. Material description in detail showing air handler number, quantity, size, and type of filter used.
  - f. Labor description in detail showing install price per unit/per on type of filter.
  - g. Signature and date of UMB Representative as well as signature and date of contractor's representative.
8. Contractor must provide filter change service for pleated pre filters four (4) times per year, and bag/rigid final filters once (1) per year.
9. Contractor shall provide a contact person who is totally responsible for the UMB filter project/contract.
10. Contractor shall perform filter service in accordance with an agreed upon schedule between UMB and Contractor.
11. Pleated Pre-Filters that are changed with service are to be changed four (4) times per year and bag or rigid final filters one (1) time per year, see H below for a current schedule.
12. The University reserves the right to cancel any resulting contract/agreement should services prove to be unsatisfactory with thirty (30) days of written notice.
13. The contractor shall notify University Personnel prior to stopping/starting any equipment.
14. The University reserves the right to adjust frequency/schedule as required. See H below for a current schedule.

**D. FILTER SPECIFICATIONS/REQUIREMENTS**

Contractor must be capable of meeting the filter specifications/requirements as listed below:

**1. Pleated Panel Filter- MERV 8 (P)**

The pleated air filter shall be of the extended surface pleated media type. The media incorporates 100% synthetic fibers. The fibers are thermally bonded and manufactured in an engineered gradient structure. An expanded metal reinforcement shall be laminated to the air leaving side of the media by a thermo-setting adhesive to maintain continuity of the radial pleats. The expanded metal shall be galvanized. to resist rust and corrosion. The media shall be pleated in a tapered radial configuration. The pleated cartridge shall be bonded to the peripheral interior of the outer frame. A heavy-duty, moisture resistant beverage board shall be utilized for an encasing frame. The frame shall be internally laminated to the pleated cartridge. apexes. The filters shall be rated Class 2 under the U.L. std. 900. The filters shall be rated to withstand temperatures up to 180 degrees Fahrenheit. The filters shall be rated MERV 8 when tested in accordance with the ASHRAE 52.2 Test Standard.

**Pleats Per Lineal Foot**

- 1"- 15 pleats
- 2"- 15 pleats
- 4"- 11 pleats

**Testing**

The filters shall be rated a MERV 8 when tested in accordance with the ASHRAE 52.2 Test Standard. A copy of the 52.2 Test Report from an independent certified lab must accompany the bid. Test reports for both the 24x24x2 and the 24x24x4 must be submitted. Filters must meet MERV 8 rating when tested at an airflow rate of 1968 CFM.

**2. Deep Pleated Rigid Box Filters (F)**

The frame shall be a rigid construction of 26-gauge galvanized steel. The media shall be a high-density synthetic fiber. The filter media pack shall be constructed by pleating a continuous sheet of media into uniform spaced pleats, which are separated by flame retardant, injection molded plastic media separators. A heavy duty expanded metal reinforcement shall be laminated to the air exit side of the media by a thermo-setting adhesive to maintain continuity of the radial pleats. The expanded metal shall be galvanized to resist rust and corrosion. Metal vertical brackets shall be utilized to stabilize the media pack and prevent air bypass. The air entry and air exit side shall be fitted with diagonal struts. The pleated media ends are adhered to the top and bottom of the metal frame with an adhesive sealant to prevent air bypass. The filters shall be rated to withstand temperatures up to 180 degrees Fahrenheit. The filters shall be rated Class 2 under U.L. std. 900.

### **Efficiency**

Filters shall have an efficiency of 90-95% with MERV (Minimum Efficiency Rating Value) 14.

### **Testing**

Filters shall be rated MERV 14 when tested in accordance with the ASHRAE 52.2 Test Standard. A copy of the 52.2 test report from an independent certified lab must accompany the bid. Filters must meet MERV 14 rating when tested at an airflow rate of 1968 CFM.

### **3. Extended Surface Bag Filter (F)**

The extended surface bag filter shall incorporate an ultra-fine, dual ply 100% synthetic media. Individual pockets shall be formed by span stitching down the length of the pockets to maximize the utilization of media. The stitching shall be coated with a thin line of hot metal adhesive to secure the thread to the media and seal any perforations in the media caused by sewing. The pockets shall be individually adhered to an internal aluminum tube header. Each individual pocket shall be fastened to the next by means of pocket support ribs, which are mechanically attached to the internal header. The entire assembly shall be encased in a galvanized steel header frame to prevent racking and possible bypass of unfiltered air. Filters shall be rated UL Class 2 under U.L. standard 900. Filters shall be rated to withstand temperatures up to 180 degrees Fahrenheit.

### **Number of Pockets Per Filter**

24x24- 8 Pockets  
12x24- 4 Pockets  
20x24- 6 Pockets  
20x20- 6 Pockets

### **Efficiency**

Filters shall have: 60-65% efficiency with a MERV 11 rating 90-95% efficiency with a MERV 14 rating.

### **Testing**

A copy of the 52.2 test report from an independent certified lab must accompany the bid. A test report for both the 24x24x30 65% and the 24x24x30 95% must be submitted. Filters must meet the required MERV rating when tested with an airflow rate of 1968 CFM.

### **4. Carbon Panel Specification (C)**

Each carbon panel hold 7 Yipounds of high quality activated carbon. The carbon panels are constructed of high heat medium impact polystyrene plastic to withstand corrosive environments. Special molded plastic wedges inside of the filter housing guide and hold panels for quick and easy slide in. The activated carbon shall have an activity rating of at least 50 minutes by the Standard Government Accelerated Chloropicrin Test.

**Polyester Ring Filter**  
Specification

The Polyester Ring Filter shall be constructed utilizing layers of 100% nonwoven polyester media. For optimum performance, the air leaving side of the Polyester Ring Filter shall be treated with a non-toxic, non-migratory adhesive. An internal wire frame shall be thermally sealed within the filter to maintain integrity. A thermal seal shall extend around the perimeter edge of the internal wire frame and on both sides of the center wire support strut, ensuring the permanent bond of all media plies. There shall be sufficient media overlap to ensure a positive seal between the filter and the holding frame, eliminating the possibility of air bypass and the need for supplemental gasketing. Filters must meet the required MERV 7 rating when tested at an airflow rate of 1180 CFM.

**E. INSTALLATION**

The successful contractor shall be responsible for any required assembly, equipment installation, demonstration and key operator training. The successful contractor is required to coordinate such assembly, installation and demonstration activity with the designated UMB Project Manager.

**F. ADDITION/DELETION OF UNIT(S)/EQUIPMENT**

The University reserves the right to add unit(s)/equipment and/or air filters to this contract as such units/equipment and/or air filters may be installed, or to delete unit(s)/equipment and/or air filters in the event they are no longer used, or removed at the location(s) specified in this contract. The University also reserves the right to add or delete locations from this contract. In such events, contract prices shall be adjusted as mutually agreed upon between the University and Contractor through a written contract amendment. Any adjustment(s) due to addition or deletion must be approved by the University's Department of Procurement Services through a written contract amendment.

**G. BID SUBMITTALS DOCUMENTATION**

The following submittals are required to be completed as indicated and included with your response to this Bid.

- a. Bid Cover Sheet (signed)
- b. Bid Price Tabulation Forms
- c. Copy of 52.2 Test Reports from an Independent Certified Lab for:
  - i) Pleated Panel Filter – Merv 8 (P)



- ii) Deep Pleated Rigid Box Filters (F)
  - iii) Extended Surface Bag Filter (F)
- d. Pleated Panel Filter – MERV 8 (P): Test Reports for both the 24x24x2 and 24x24x4
- e. Extended Surface Bag Filter (F): Test Reports for both the 24x24x30 65% and 24x24x30 90%
- f. Bid Affidavit
- g. Acknowledgement of Amendments (if any)
- h. Certification Regarding Investment Activities in IRAN
- i. Proof of Insurance (Certificate of Insurance)

**H. AIR FILTER MAINTENANCE SCHEDULE**

**FILTERS CHANGE OUT: CODES – P = PRE-FILTER, F = FINAL, C = CHARCOAL**

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out
BRB	1	24x24x2	240			24x24x30 65% Bag	40			Second Tuesday	
BRB	2	24x24x2	240			24x24x30 65% Bag	40			Second Tuesday	
BRB	3	24x24x2	240			24x24x30 65% Bag	40			Second Tuesday	
BRB	4	24x24x2	240			24x24x30 65% Bag	40			Second Tuesday	
BRB	5	24x24x2	240			24x24x30 65% Bag	40			Second Tuesday	
BRB	6	24x24x2	240			24x24x30 65% Bag	40			Second Tuesday	
BRB	7	24x24x2	240			24x24x30 65% Bag	40			Second Tuesday	
										<b>February, May (F), August, November</b>	
HSF 1	1	24x24x2	120			24x24x12 ARP95	30			Second Tuesday	
HSF 1	2	24x24x2	120			24x24x12 ARP95	30			Second Tuesday	
HSF 1	3	24x24x2	120			24x24x12 ARP95	30			Second Tuesday	
HSF 1	4	24x24x2	64			24x24x12 ARP95	16			Second Tuesday	
HSF 1	5	24x24x2	32			24x24x12 ARP95	8			Second Tuesday	
HSF 1	6	24x24x2	16			*	*	*	*	Second Tuesday	
HSF 1	7	20x24x2	64			*	*	*	*	Second Tuesday	
HSF 1	8	20x24x2	64			*	*	*	*	Second Tuesday	
HSF 1	9	20x24x2	48			*	*	*	*	Second Tuesday	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day February, May, August (F), November	Annual Filters Total Cost per Change Out
Howard Hall	2	24x24x4	84			*	*	*	*	Second Tuesday	
		12x24x4	28			*	*	*	*	Second Tuesday	
		24x24x2	112			24x24x12 Carbon Rigid	28			Second Tuesday	
Howard Hall #743	3 West	24x24x2	120			24x24x12 Carbon Cell Rigid Box	30			Second Tuesday	
Howard Hall	3 East	24x24x2	96			24x24x12 Carbon Cell Rigid Box	24			Second Tuesday	
Howard Hall	4	24x24x2	144			24x24x12 Carbon Cell Rigid Box	36			Second Tuesday	
Howard Hall	5A	24x24x2	80			24x24x12 Carbon Rigid Box Filter	20			Second Tuesday	
Howard Hall	5B	24x24x2	80			24x24x12 Carbon Rigid Box Filter	20			Second Tuesday	
Howard Hall 6 <sup>th</sup> Floor (A)	6A	24x24x2	80			24x24x12 Carbon Cell	20			Second Tuesday	
Howard Hall 6 <sup>th</sup> Floor (B)	6B	24x24x2	80			24x24x12 Carbon Cell	20			Second Tuesday	
Howard Hall Exhaust	RTU 1	24x24x4	160			*	*	*	*	*Semi Annual	
Howard Hall Exhaust	RTU 2	24x24x4	160			*	*	*	*	*Semi Annual	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day February, May, August (F), November	Annual Filters Total Cost per Change Out
Howard Hall	RTU3	24x24x4	160			*	*	*	*	*Semi Annual	
Howard Hall Rm. 129	AHU1A	16x20x2	32			*	*	*	*	*Semi Annual	
Howard Hall Rm. 129	AHU1A	16x24x2	8			*	*	*	*	*Semi Annual	
Howard Hall Room 055	AHU7	12x24x2 20x24x2 24x24x4	12			12x24x2 20x24x2 24x24x2	3				
										Month/Day March, June, September (F), December	
MSTF 0641	5	24x24x4	80			24x24x30 65% BAG				Second Tuesday	
MSTF 0657	6	24x24x2	32			24x24x29 65% BAG				Second Tuesday	
MSTF G49	7	(1) 20x25x2 (2) 16x25x2	4 8			20x25x4 16x25x4	1 2			Second Tuesday	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	February (F), May, August, November	Annual Filters Total Cost per Change Out
IHV	1	24x24x4	64			24x24x12 ARP95	16			Second Tuesday	
IHV	2	24x24x4	64			24x24x12 ARP95	16			Second Tuesday	
IHV	3	24x24x4	100			24x24x12 ARP95	25			Second Tuesday	
IHV	4	24x24x4	100			24x24x12 ARP95	25			Second Tuesday	
IHV (5A)	5	24x24x4	80			24x24x12 ARP95	20			Second Tuesday	
IHV (5B)	6	24x24x4	80			24x24x12 ARP95	20			Second Tuesday	
IHV (6A)	7	24x24x4	100			24x24x12 ARP95	25			Second Tuesday	
IHV (6B)	8	24x24x4	100			24x24x12 ARP95	25			Second Tuesday	
IHV Exhaust	EAHU 2	24x24x4	64			24x24x12 ARP95	16			*Semi Annual	
IHV Exhaust	EAHU 3	24x24x4	100			24x24x12 ARP95	25			*Semi Annual	
IHV Exhaust	EAHU 4	24x24x4	100			24x24x12 ARP95	25			*Semi Annual	
IHV Exhaust	EAHU 5	24x24x4	140			*	*	*	*	*Semi Annual	
IHV Exhaust	EAHU 6	24x24x4	140			24x24x12 APR95	35			*Semi Annual	
		24x12x4	20			12x24x12 APR95	5			*Semi Annual	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	March, June, September, December (F)	Annual Filters Total Cost per Change Out
School of Nursing	1	24x24x4	160			24x24x12 ARP95	40			Second Tuesday	
School of Nursing	2	24x24x4	160			24x24x12 ARP95	40			Second Tuesday	
School of Nursing	3	24x24x2	100			24x24x30 65% BAG	25			Second Tuesday	
New School of Nursing	Rm. 106	16x25x2	48			*	*	*	*	Second Tuesday	
New School of Nursing	Rm. 106 Supply Unit	24x24x2	48			*	*	*	*	Second Tuesday	
		12x24x2	16			*	*	*	*	Second Tuesday	
New School of Nursing	Stair #8 Roof	24x24x4	32			*	*	*	*	Second Tuesday	
										<b>March (F), June, September, December</b>	
Allied Health	1	24x24x2	80			24x24x12 ARP95	20			Second Tuesday	
Allied Health	2	24x24x2	80			24x24x12 ARP95	20			Second Tuesday	
Allied Health	3	24x24x2	80			24x24x12 ARP95	20			Second Tuesday	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day March, June, September, December (F)	Annual Filters Total Cost per Change Out
HS/HSL	1	20x24x2	84			20x24x22 95% BAG	21			Second Tuesday	
		20x20x2	56			20x20x22 95% BAG	14			Second Tuesday	
HS/HSL	2	20x24x2	84			20x24x22 95% BAG	21			Second Tuesday	
		20x20x2	56			20x20x22 95% BAG	14			Second Tuesday	
HS/HSL	3	20x24x2	84			20x24x22 95% BAG	21			Second Tuesday	
		20x20x2	56			20x20x22 95% BAG	14			Second Tuesday	
HS/HSL	4	20x24x2	84			20x24x22 95% BAG	21			Second Tuesday	
		20x20x2	56			20x20x22 95% BAG	14			Second Tuesday	
										<b>January, April, July, October (F)</b>	
Pharmacy School	1	24x24x4	112			24x24x12 ARP95	48			Second Tuesday	
		12x24x4	20			*	*	*	*	Second Tuesday	
Pharmacy School	2	24x24x4	112			24x24x12 ARP95	48			Second Tuesday	
		12x24x4	20			*	*	*	*	Second Tuesday	
Pharmacy School	AHU4	(3)12x24x2 (3) 24X24X2	24			(3) 12X24X4 (3)24X24X4	6	*	*	Second Tuesday	
Old Pharmacy	PH Exhaust #1	24x24x4	48			*	*	*	*	Second Tuesday	
		12x24x4	48			*	*	*	*	Second Tuesday	
Old Pharmacy	PH Exhaust #1	24x24x4	100			*	*	*	*	Second Tuesday	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day January, April, July (F), October	Annual Filters Total Cost per Change Out
HSF II	1	24x24x4	144			24x24x12 ARP95	36			Second Tuesday	
HSF II	2	24x24x4	144			24x24x12 ARP95	36			Second Tuesday	
HSF II	3	24x24x4	160			24x24x12 ARP95	40			Second Tuesday	
		12x24x4	40			12x24x12 ARP95	10			Second Tuesday	
HSF II	5	24x24x4	208			24x24x12 ARP95	52			Second Tuesday	
HSF II	4	24x24x4	160			24x24x12 ARP95	40			Second Tuesday	
		12x24x4	40			12x24x12 ARP95	10			Second Tuesday	
HSF II	EAHU 1	24x24x4	144			*	*	*	*	*Semi Annual	
HSF II	EAHU 2	24x24x4	144			*	*	*	*	*Semi Annual	
HSF II	EAHU 3	24x24x4	160			*	*	*	*	*Semi Annual	
		12x24x4	40			*	*	*	*	*Semi Annual	
HSF II	EAHU 4	24x24x4	160			*	*	*	*	*Semi Annual	
		12x24x4	40			*	*	*	*	*Semi Annual	



Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	January, April (F), July, October	Annual Filters Total Cost per Change Out
Law School (AHU 1)	L1	12X24X2	24			20x24x12 ARP95	6			Second Tuesday	
		24X24X2	96			24X24X12 apr95	24			Second Tuesday	
Law School (AHU 2)	L2	20x24x2	84			20x20x12 ARP95	21			Second Tuesday	
		20x20x2	16			20x20x12 APR95	4			Second Tuesday	
Law School (RTU 1)	L3	24x24x2	140			24x24x30 65% BAG	35			Second Tuesday	
Law School (RTU 2)	M1	20x24x2	48			20x24x12 65% BAG	12			Second Tuesday	
Law School Inside (A)	M2	20x20x2	32			20x20x12 65% BAG	8			Second Tuesday	
Law School Inside (B)	M3	12x24x2	28			12x24x30 65% ARP95	7			Second Tuesday	
		24x24x2	112			24x24x29 65% BAG	28			Second Tuesday	
Law School EAHU #4	4	24x24x4	160			*	*	*	*	Second Tuesday	
		12x24x4	40			*	*	*	*	Second Tuesday	
Law School EAHU #3	3	24x24x4	160			*	*	*	*	Second Tuesday	
		12x24x4	40			*	*	*	*	Second Tuesday	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day January, April, July, October (F)	Annual Filters Total Cost per Change Out
Biomedical Research Facility	1	(3)12x24x4 (15)24x24x4 Merv10	72			(3) 12x24x4 (15)24x24x4 Merv 13	18			Second Tuesday	
Biomedical Research Facility	2	(3)12x24x4 (15)24x24x4 Merv10	72			(3) 12x24x4 (15)24x24x4 Merv13	18			Second Tuesday	
Biomedical Research Facility	3	(3)12x24x2 (3) 24x24x2 Merv10	24			(3)12x24x12 (3) 24x24x12	6			Second Tuesday	
										<b>January (F+C), April, July, October</b>	
Dental Museum	1	20x24x2	32			20x24x12 ARP95	4			Second Tuesday	
		24x24x4	32			24x24x1 Carbon	96			Second Tuesday	
Dental Museum	2	24x24x2	16			24x24x2 ARP95	4			Second Tuesday	
		20x24x2	16			20x24x12 ARP95	4			Second Tuesday	
		24x24x4	32			24x24x1 Carbon	96			Second Tuesday	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day March, June September, December	Annual Filters Total Cost per Change Out
Bio-Park I	1	20x25x4	48			*	*	*	*	Second Tuesday	
Bio-Park I	2	20x20x4	72			*	*	*	*	Second Tuesday	
Bio-Park I	3	20x20x4	72			*	*	*	*	Second Tuesday	
Bio-Park I	4	20x20x4	72			*	*	*	*	Second Tuesday	
Bio-Park I	5	20x20x4	72			*	*	*	*	Second Tuesday	
Bio-Park I (RF1)	HE1	24x24x2	48			*	*	*	*	Second Tuesday	
Bio-Park I (RF2)	HE2	24x24x2	48			*	*	*	*	Second Tuesday	
Bio-Park I (RF3)	HE3	24x24x2	48			*	*	*	*	Second Tuesday	
Bio-Park I (RF4)	HE4	24x24x2	48			*	*	*	*	Second Tuesday	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day January, April, July, October (F)	Annual Filters Total Cost per Change Out
Dental School #5132	L1R	24x24x4	80			24x24x12 ARP95%	20			Second Tuesday	
Dental School #5132	L1L	24x24x4	80			24x24x12 ARP95%	20			Second Tuesday	
Dental School #5122	L2R	24x24x4	80			24x24x12 ARP95%	20			Second Tuesday	
Dental School #5127	L2L	24x24x4	80			24x24x12 ARP95%	20			Second Tuesday	
Dental School #5136	CL1	24x24x4	144			24x24x12 ARP95%	36			Second Tuesday	
Dental School #5137	CL2	24x24x4	144			24x24x12 ARP95%	36			Second Tuesday	
Dental School #5123	CL3	24x24x4	176			24x24x12 ARP95%	44			Second Tuesday	
Dental School #5128	CL4	24x24x4	176			24x24x12 ARP95%	44			Second Tuesday	
Dental School #5097	SACU 1	20x25x1	24			*	*	*	*	*Semi Annual	
Dental School #5116	SACU 2	20x25x1	24			*	*	*	*	*Semi Annual	
Dental School #5117	SACU 3	16x25x1	16			*	*	*	*	*Semi Annual	
Dental School #5220	SACU 4	16x25x1	16			*	*	*	*	*Semi Annual	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day January, April, July, October (F)	Annual Filters Total Cost per Change Out
Dental School #5112	G 1	20x20x4	60			20x20x15 ARP95	15			Second Tuesday	
		20x24x4	60			20x24x12 ARP95	15			Second Tuesday	
Dental School #5096	CMS 1	20x24x4	24			20x24x12 ARP95	6			Second Tuesday	
Dental School #5098	LL1	20x24x2	48			20x24x12 ARP95	12			Second Tuesday	
		20x20x2	12			20x20x12 ARP95	3			Second Tuesday	
Dental School #5134	V1	24x24x4	64			24x24x12 65% BAG	16			Second Tuesday	
Dental School #5135	V1-EAHU	24x24x2	64			*	*	*	*	Second Tuesday	
Dental School #5124	EAHU L2R	24x24x4	80			*	*	*	*	*Semi Annual	
Dental School #5126	EAHU L2L	24x24x4	80			*	*	*	*	*Semi Annual	
Dental School #5133	EAHU L1R	24x24x4	80			*	*	*	*	Second Tuesday	
Dental School #5133	EAHU L1L	24x24x4	80			*	*	*	*	Second Tuesday	
										January, April, July, October (F)	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day January, April, July, October (F)	Annual Filters Total Cost per Change Out
Campus Center	1	20x24x2	48			*	*	*	*	Second Tuesday	
		24x24x2	24			*	*	*	*	Second Tuesday	
		20x20x2	24			*	*	*	*	Second Tuesday	
Campus Center	2	20x25x2	36			*	*	*	*	Second Tuesday	
		16x25x2	12			*	*	*	*	Second Tuesday	
Campus Center	3	16x25x2	8			*	*	*	*	Second Tuesday	
		16x20x2	16			*	*	*	*	Second Tuesday	
Campus Center	AHU is unmarked	24x24x2	24			*	*	*	*	Second Tuesday	
Campus Center	5	20x20x2	16			*	*	*	*	Second Tuesday	
		16x20x2	16			*	*	*	*	Second Tuesday	
Campus Center	AHU is unmarked	20x25x2	48			*	*	*	*	Second Tuesday	
		16x20x2	12			*	*	*	*	Second Tuesday	
Campus Center	4	24x24x2	8			*	*	*	*	Second Tuesday	
		20x24x2	8			*	*	*	*	Second Tuesday	
		16x25x2	16			*	*	*	*	Second Tuesday	
Campus Center	6	16x25x2	8			*	*	*	*	Second Tuesday	
		16x20x2	16			*	*	*	*	Second Tuesday	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	February, May, August, November (F)	Annual Filters Total Cost per Change Out
										<b>February (F), May, August, November</b>	
Pharmacy Learning Center	1	20x24x2	24			20x24x12	6			Second Tuesday	
Pharmacy Learning Center	2	24x24x2	4			24x24x12	1			Second Tuesday	
		12x24x2	4			12x24x12	1			Second Tuesday	
		12x20x2	8			12x20x12	2			Second Tuesday	
		20x24x2	8			20x24x12	2			Second Tuesday	
										<b>Month/Day March, June (F), September, December</b>	
Social Work	1	24x24x2	32			24x24x30	8			Second Tuesday	
Social Work	2	24x24x2	20			24x24x30	5			Second Tuesday	
Social Work	3	24x24x2	20			24x24x30	5			Second Tuesday	
Social Work	4	24x24x2	20			24x24x30	5			Second Tuesday	
Social Work	5	24x24x2	20			24x24x30	5			Second Tuesday	
Social Work	6	16x20x2	8			24x24x30	2			Second Tuesday	
Social Work	7	20x25x2	8			*	*	*	*	Second Tuesday	
		20x20x2	8			*	*	*	*	Second Tuesday	
Old Social Work Catwalk Rm. 0W08		20x20x2	16			*	*	*	*	Second Tuesday	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	February, May, August, November (F)	Annual Filters Total Cost per Change Out
New Pharmacy	1	24x24x2	96			24x24x12 ARP95	24			Second Tuesday	
New Pharmacy	1	12x24x2	24			12x24x12 ARP95	6			Second Tuesday	
New Pharmacy	2A	24x24x2	60			24x24x12 ARP95	15			Second Tuesday	
New Pharmacy	2B	24x24x2	60			24x24x12 ARP95	15			Second Tuesday	
New Pharmacy	2B	24x24x2	48			*	*			Second Tuesday	
New Pharmacy	3A	24x24x2	72			24x24x12 ARP95	18			Second Tuesday	
New Pharmacy	3B	24x24x2	72			24x24x12 ARP95	18			Second Tuesday	
New Pharmacy	3A Top	24x24x2	48			*	*	*	*	Second Tuesday	
New Pharmacy	3A Top	12x24x2	24			*	*	*	*	Second Tuesday	
New Pharmacy	3B Top	24x24x2	48			*	*	*	*	Second Tuesday	
New Pharmacy	3B Top	12x24x2	24			*	*	*	*	Second Tuesday	
New Pharmacy	4	12x24x2	12			12x24x12 ARP95	3			Second Tuesday	
New Pharmacy	4	24x24x2	12			24x24x12 ARP95	3			Second Tuesday	
New Pharmacy	5	20x25x2	32			*	*	*	*	Second Tuesday	
New Pharmacy	5	20x20x2	16			*	*	*	*	Second Tuesday	



Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	February, May, August, November (F)	Annual Filters Total Cost per Change Out
New Pharmacy	6	16x25x2	16			*	*	*	*	Second Tuesday	
New Pharmacy	6	16x20x2	32			*	*	*	*	Second Tuesday	
New Pharmacy	7	20x25x2	16			*	*	*	*	Second Tuesday	
New Pharmacy	ACU 7	20x25x1	12			*	*	*	*	Second Tuesday	
New Pharmacy	Server Rm.	33x37x4	24			*	*	*	*	Second Tuesday	
New Pharmacy	ATS	20x32x1	4			*	*	*	*	Second Tuesday	
										February, May, August, November (F)	
120 Penn St.	1	15x20x2	16			*	*	*	*	Second Tuesday	
		20x24x2	48			*	*	*	*	Second Tuesday	
										February, May, August, November (F)	
GRB, 111 Penn St.	1	24x24x4	64			*	*	*	*	Second Tuesday	
		12x24x4	16			*	*	*	*	Second Tuesday	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day March, June (F), September, December	Annual Filters Total Cost per Change Out
MEIMSS	AHU 1A	24x24x2	80			*	*	*	*	Second Tuesday	
		18x24x2	16			*	*	*	*	Second Tuesday	
MEIMSS	AHU 1B	24x24x2	80			*	*	*	*	Second Tuesday	
		18x24x2	16			*	*	*	*	Second Tuesday	

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day January, April, July, October (F), Exhaust – January, July	Annual Filters Total Cost per Change Out
HSF III Upper PH	HRU-12-1 Exhaust	12x24x2	9			*	*	*	*		
HSF III Upper PH	HRU-12-1 Exhaust	24x24x2	27			*	*	*	*		
HSF III Upper PH	HRU-12-2 Exhaust	12x24x2	9			*	*	*	*		
HSF III Upper PH	HRU-12-2 Exhaust	24x24x2	27			*	*	*	*		
HSF III Upper PH	HRU-12-3 Exhaust	12x24x2	9			*	*	*	*		
HSF III Upper PH	HRU-12-3 Exhaust	24x24x2	27			*	*	*	*		
HSF III Upper PH	HRU-12-4 Exhaust	12x24x2	9			*	*	*	*		
HSF III Upper PH	HRU-12-4 Exhaust	24x24x2	27			*	*	*	*		
HSF III Upper PH	HRU-12-5 Exhaust	12x24x2	18			*	*	*	*		
HSF III Upper PH	HRU-12-5 Exhaust	24x24x2	36			*	*	*	*		
HSF III Upper PH	HRU-12-6 Exhaust	12x24x2	18			*	*	*	*		
HSF III Upper PH	HRU-12-6 Exhaust	24x24x2	36			*	*	*	*		
HSF III Upper PH	PAHU-12-1	16x25x2	24			*	*	*	*		
HSF III Upper PH	PAHU-12-1	20x20x2	12			*	*	*	*		
HSF III LB UB	FCU-R2	16x16x2	12			*	*	*	*		
HSF III LB UB	PAHU-B-3	16x25x2	24			*	*	*	*		
HSF III LB UB	PAHU-B-2	16x25x2	24			*	*	*	*		
HSF III LB UB	PAHU-B-1	16x25x2	24			*	*	*	*		

**Page 18 of 19**

<b>Building</b>	<b>AHU</b>	<b>Filter Size P</b>	<b>Estimated Annual Qty. Filter Change Out</b>	<b>Unit Cost Filter P Change Out</b>	<b>Total Cost (Qty. x Unit Cost) Filter P Change Out</b>	<b>Filter Size F/C</b>	<b>Estimated Annual Qty. Filter Change Out</b>	<b>Unit Cost Filter F/C Change Out</b>	<b>Total Cost (Qty. x Unit Cost) Filter F/C Change Out</b>	<b>Month/Day January, April, July, October (F), Exhaust – January, July</b>	<b>Annual Filters Total Cost per Change Out</b>
HSF III Upper PH	HRU-12-1 Exhaust	12x24x2	9			*	*	*	*		
HSF III Upper PH	HRU-12-1 Exhaust	24x24x2	27			*	*	*	*		
HSF III Upper PH	HRU-12-2 Exhaust	12x24x2	9			*	*	*	*		
HSF III Upper PH	HRU-12-2 Exhaust	24x24x2	27			*	*	*	*		
HSF III Upper PH	HRU-12-3 Exhaust	12x24x2	9			*	*	*	*		
HSF III Upper PH	HRU-12-3 Exhaust	24x24x2	27			*	*	*	*		
HSF III Upper PH	HRU-12-4 Exhaust	12x24x2	9			*	*	*	*		
HSF III Upper PH	HRU-12-4 Exhaust	24x24x2	27			*	*	*	*		
HSF III Upper PH	HRU-12-5 Exhaust	12x24x2	18			*	*	*	*		
HSF III Upper PH	HRU-12-5 Exhaust	24x24x2	36			*	*	*	*		
HSF III Upper PH	HRU-12-6 Exhaust	12x24x2	18			*	*	*	*		
HSF III Upper PH	HRU-12-6 Exhaust	24x24x2	36			*	*	*	*		
HSF III Upper PH	PAHU-12-1	16x25x2	24			*	*	*	*		
HSF III Upper PH	PAHU-12-1	20x20x2	12			*	*	*	*		
HSF III LB UB	FCU-R2	16x16x2	12			*	*	*	*		
HSF III LB UB	PAHU-B-3	16x25x2	24			*	*	*	*		
HSF III LB UB	PAHU-B-2	16x25x2	24			*	*	*	*		
HSF III LB UB	PAHU-B-1	16x25x2	24			*	*	*	*		

Building	AHU	Filter Size P	Estimated Annual Qty. Filter Change Out	Unit Cost Filter P Change Out	Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	Estimated Annual Qty. Filter Change Out	Unit Cost Filter F/C Change Out	Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day January, April, July, October (F), Exhaust – January, July	Annual Filters Total Cost per Change Out
HSF III Lower PH	AHU-11-8	12x24x2	8			12x24x12 ARP-SH-14	4				
HSF III Lower PH	AHU-11-8	24x24x2	40			24x24x12 ARP-SH-14	20				
HSF III Lower PH	PAHU-11-12	16x25x2	24			*	*	*	*		
HSF III Lower PH	AHU-11-4	24x24x2	72			24x24x12 ARP-SH-14	36				
HSF III Lower PH	FCU-EV-11-3	20x20x1	2			*	*	*	*		
HSF III Lower PH	FCU-EV-11-3	20x25x1	2			*	*	*	*		
HSF III Lower PH	AHU-11-3	24x24x2	72			24x24x12 ARP-SH-14	36				
HSF III Lower PH	AHU-11-2	24x24x2	72			24x24x12 ARP-SH-14	36				
HSF III Lower PH	AHU-11-1	24x24x2	72			24x24x12 ARP-SH-14	36				
HSF III Lower PH	AHU-11-6	24x24x2	72			24x24x12 ARP-SH-14	36				
HSF III Lower PH	AHU-11-5	24x24x2	72			24x24x12 ARP-SH-14	36				
HSF III Lower PH	PAHU-11-1	16x25x2	24			*	*	*	*		
HSF III Lower PH	PAHU-11-3	16x25x2	24			*	*	*	*		
HSF III Lower PH	AHU-11-7	12x24x2	8			12x24x12 ARP-SH-14	4				
HSF III Lower PH	AHU-11-7	24x24x2	40			24x24x12 ARP-SH-14	20				

\* = No Final or Charcoal Filters

#### **IV. APPENDICES AND ATTACHMENTS**

- APPENDIX A - Bid Affidavit
- APPENDIX B - Bid Price Forms
- APPENDIX C - Maintenance/Service Contract and Contract Affidavit
- APPENDIX D - Procurement Terms and Conditions

**APPENDIX A**

**BID/PROPOSAL AFFIDAVIT – July, 2020**

**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.

## IFB 24- 91119DM

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):

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**D. AFFIRMATION REGARDING OTHER CONVICTIONS**

**I FURTHER AFFIRM THAT:**

## IFB 24- 91119DM

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:

## IFB 24- 91119DM

- (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:

**IFB 24- 91119DM**

(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):

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**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).

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**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):

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**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**

## IFB 24- 91119DM

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:

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

I FURTHER AFFIRM THAT:

## IFB 24- 91119DM

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)



**IFB 24- 91119DM**

**APPENDIX B**  
**BID PRICE FORMS**

# BID PRICE FORMS

**Bid No.: IFB 24- 91119DM**

**Bid & Price Due: October 24, 2024, at 2:00 PM**

**Bid for: SUPPLY AND MAINTENANCE OF AIR FILTERS**

Name of Bidder: \_\_\_\_\_

Fid Number: \_\_\_\_\_

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

Daryl Moore  
University of Maryland, Baltimore  
Strategic Sourcing and Acquisition Services  
The Saratoga Building  
220 Arch St. Rm. 02-100  
Baltimore, MD 21201

Dear Mr. Moore:

The undersigned, hereby submits its Bid Price to provide all labor, materials, supplies, equipment, travel, safety control devices, supervision and any other necessary resources as required for the scope of work to supply and maintenance of air filters as set forth in Bid documents UMB, IFB24-91119DM dated Monday September 23, 2024.

Having received clarification on all matters upon which any doubts arose, the undersigned Bidders are to complete the work for the guaranteed pricing listed below. BIDDERS ARE NOT TO AMEND, ALTER, ADD TO, DELETE ANYTHING OR LEAVE BLANK ANY ITEMS FROM THE BID PRICE FORMS. Blank items in the Bid Price Forms may result in the Bid being regarded as non-responsive and may not be considered for award.

**BASIS OF AWARD** – An award will be made to the lowest total responsive and responsible bidder meeting the specifications and requirements set forth in the bid document.

1.	Pleated Filters	\$
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2.	Bag Filters	\$
3.	Deep Pleated Rigid Box	\$
4.	Poly Ring Panel	\$
5.	Filter Change Out	\$
	<b>TOTAL (1+2+3+4+5):</b>	<b>\$</b>

(Figures)

\_\_\_\_\_ / \_\_\_\_\_ Dollars

The Bidder understands that the University reserves the right to make the award for all, or any parts, thereof, to one or more contractors, as set forth in detail under the information furnished in the specification.

(signer's initial \_\_\_\_\_)

**1.) PLEATED FILTERS**

<b>Description</b>	<b>Estimated Qty</b>	<b>Unit Price</b>	<b>Total Price (A x B)</b>
1.- 24x24x2	2500		
2.- 20x25x2	300		
3.- 20x20x2	300		
4.- 20x24x2	100		
5.- 18x24x2	400		
6.- 12x24x2	200		
7.- 12x18x2	200		
8.- 16x20x2	148		
9.- 24x24x4	1500		
10.- 20x25x4	96		
11.- 20x20x4	72		
12.- 16x25x4	72		
13.- 16x20x4	60		
14.- 12x24x4	100		
15.- 18x24x4	100		
16.- 28x30x4	72		
17.- 20x24x4	100		
18.- 29-1/2x29-1/2x2	12		
19.- 18x27x4	36		
20.- 16x24x2	96		
21.- 18x20x2	100		
22.- 16x25x2	200		
23.- 14x25x2	100		
		<b>TOTAL PLEATED FILTERS</b>	

## 2.) BAG FILTERS

Description	Estimated Qty	Unit Price	Total Price (A x B)
1.- 24X24X30 65% 8Pkt	500		
2.- 12X24X30 65% 6Pkt	144		
3.- 20x20x30 95% 6Pkt	72		
4.- 24x24x30 95% 8Pkt	300		
5.- 20x24x30 95% 6Pkt	72		
		<b>TOTAL BAG FILTERS</b>	

## 3.) DEEP PLEATED RIGID BOX (SH = SINGLE HEADER)

Description	Estimated Qty	Unit Price	Total Price (A x B)
1.- 23-3/8x23-3/8x11-1/2, 95%	300		
2.- 11-3/8x23-3/8x11-1/2, 95%	40		
3.- 23-3/8x23-3/8x11-1/2, 95%, SH	350		
4.- 11-3/8x23-3/8x11-1/2, 95%, SH	40		
		<b>TOTAL DEEP PLEATED RIGID BOX</b>	

## 4.) POLY RING PANEL

Bid No.: IFB 24- 91119DM

Description	Estimated Qty	Unit Price	Total Price (A x B)
1.- 7-3/4x27-1/2x1	24		
2.- 7-1/2x19-1/2x1	36		
3.- 7-1/2x43x1	36		
4.- 8x21-1/2x1	24		
5.- 8x21-1/2x1	15		
6.- 8x28x1	16		
7.- 8x30x1	14		
8.- 8x33x1	16		
9.- 8x43x1	16		
10.- 8x54x1	14		
11.- 8-1/2x32-1/2x1	36		
12.- 8-1/2x34x1	24		
13.- 8-1/2x43x1	80		
14.- 8-1/2x54x1	36		
15.- 8-3/4x32x1	56		
16.- 9x21x1	60		
17.- 9x33x1	36		
18.- 9x39x1	24		
19.- 9x41x1	24		
20.- 9x45x1	20		
21.- 9x45-1/2x1	60		
22.- 9x56-1/2x1	60		
23.- 12x24x1	10		
24.- 12x20x1	12		
25.- 14-7/8x24x1	36		
26.- 14x20x1	48		
27.- 14x33x1	36		
28.- 14x43x1	42		
29.- 16x20x1	24		
30.- 16x25x1	16		
31.- 16x30x1	96		
32.- 18x30x1	12		
33.- 18x27x1	12		
34.- 19x37-1/2x1	48		

Bid No.: IFB 24- 91119DM

35.- 20x20x1	14		
36.- 20x25x1	20		
37.- 24x24x1	14		
38.- 25x30x1	36		
39.- 14x18x1	84		
40.- 11x18x1	68		
41.- 9x14x1	36		
42.- 18x18x1	8		
43.- 16x18x1	16		
		<b>TOTAL POLY RING PANEL</b>	

#### 5. FILTERS CHANGE OUT: CODES – P = PRE-FILTER, F = FINAL, C = CHARCOAL

#### FILTERS CHANGE OUT: CODES – P = PRE-FILTER, F = FINAL, C = CHARCOAL

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
BRB	1	24x24x2	240			24x24x30 65% Bag	40			Second Tuesday	
BRB	2	24x24x2	240			24x24x30 65% Bag	40			Second Tuesday	
BRB	3	24x24x2	240			24x24x30 65% Bag	40			Second Tuesday	
BRB	4	24x24x2	240			24x24x30 65% Bag	40			Second Tuesday	
BRB	5	24x24x2	240			24x24x30 65% Bag	40			Second Tuesday	

Bid No.: IFB 24- 91119DM

BRB	6	24x24x2	240			24x24x30 65% Bag	40			Second Tuesday	
BRB	7	24x24x2	240			24x24x30 65% Bag	40			Second Tuesday	
										<b>February, May (F), August, November</b>	
HSF 1	1	24x24x2	120			24x24x12 ARP95	30			Second Tuesday	
HSF 1	2	24x24x2	120			24x24x12 ARP95	30			Second Tuesday	
HSF 1	3	24x24x2	120			24x24x12 ARP95	30			Second Tuesday	
HSF 1	4	24x24x2	64			24x24x12 ARP95	16			Second Tuesday	
HSF 1	5	24x24x2	32			24x24x12 ARP95	8			Second Tuesday	
HSF 1	6	24x24x2	16			*	*	*	*	Second Tuesday	
HSF 1	7	20x24x2	64			*	*	*	*	Second Tuesday	
HSF 1	8	20x24x2	64			*	*	*	*	Second Tuesday	
HSF 1	9	20x24x2	48			*	*	*	*	Second Tuesday	



**5. FILTERS CHANGE OUT CONTINUED:**

Page 2 of 19

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (Qty. x Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (Qty. x Unit Cost) Filter F/C Change Out	Month/Day February, May, August November (F),	Annual Filters Total Cost per Change Out (C + F)
Howard Hall	2	24x24x4	84			*	*	*	*	Second Tuesday	
		12x24x4	28			*	*	*	*	Second Tuesday	
		24x24x2	112			24x24x12 Carbon Rigid	28			Second Tuesday	
Howard Hall #743	3 West	24x24x2	120			24x24x12 Carbon Cell Rigid Box	30			Second Tuesday	
Howard Hall	3 East	24x24x2	96			24x24x12 Carbon Cell Rigid Box	24			Second Tuesday	
Howard Hall	4	24x24x2	144			24x24x12 Carbon Cell Rigid Box	36			Second Tuesday	
Howard Hall	5A	24x24x2	80			24x24x12 Carbon Rigid Box Filter	20			Second Tuesday	
Howard Hall	5B	24x24x2	80			24x24x12 Carbon Rigid Box Filter	20			Second Tuesday	
Howard Hall 6 <sup>th</sup> Floor (A)	6A	24x24x2	80			24x24x12 Carbon Cell	20			Second Tuesday	
Howard Hall 6 <sup>th</sup> Floor (B)	6B	24x24x2	80			24x24x12 Carbon Cell	20			Second Tuesday	
Howard Hall Exhaust	RTU 1	24x24x4	160			*	*	*	*	*Semi Annual	

Howard Hall Exhaust	RTU 2	24x24x4	160			*	*	*	*	*Semi Annual	
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**5. FILTERS CHANGE OUT CONTINUED:**

**Page 3 of 19**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
Howard Hall	RTU3	24x24x4	160			*	*	*	*	*Semi Annual	
Howard Hall Rm. 129	AHU1A	16x20x2	32			*	*	*	*	*Semi Annual	
Howard Hall Rm. 129	AHU1A	16x24x2	8			*	*	*	*	*Semi Annual	
Howard Hall Room 055	AHU7	12x24x2 20x24x2 24x24x4	12			12x24x2 20x24x2 24x24x2	3				
										<b>Month/Day March, June, September (F), December</b>	
MSTF 0641	5	24x24x4	80			24x24x30 65% BAG				Second Tuesday	
MSTF 0657	6	24x24x2	32			24x24x29 65% BAG				Second Tuesday	
MSTF G49	7	(1) 20x25x2 (2) 16x25x2	4 8			20x25x4 16x25x4	1 2			Second Tuesday	

**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
IHV	1	24x24x4	64			24x24x12 ARP95	16			Second Tuesday	
IHV	2	24x24x4	64			24x24x12 ARP95	16			Second Tuesday	
IHV	3	24x24x4	100			24x24x12 ARP95	25			Second Tuesday	
IHV	4	24x24x4	100			24x24x12 ARP95	25			Second Tuesday	
IHV (5A)	5	24x24x4	80			24x24x12 ARP95	20			Second Tuesday	
IHV (5B)	6	24x24x4	80			24x24x12 ARP95	20			Second Tuesday	
IHV (6A)	7	24x24x4	100			24x24x12 ARP95	25			Second Tuesday	
IHV (6B)	8	24x24x4	100			24x24x12 ARP95	25			Second Tuesday	
IHV Exhaust	EAHU 2	24x24x4	64			24x24x12 ARP95	16			*Semi Annual	
IHV Exhaust	EAHU 3	24x24x4	100			24x24x12 ARP95	25			*Semi Annual	
IHV Exhaust	EAHU 4	24x24x4	100			24x24x12 ARP95	25			*Semi Annual	
IHV Exhaust	EAHU 5	24x24x4	140			*	*	*	*	*Semi Annual	
IHV Exhaust	EAHU 6	24x24x4	140			24x24x12 APR95	35			*Semi Annual	
		24x12x4	20			12x24x12 APR95	5			*Semi Annual	

**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
School of Nursing	1	24x24x4	160			24x24x12 ARP95	40			Second Tuesday	
School of Nursing	2	24x24x4	160			24x24x12 ARP95	40			Second Tuesday	
School of Nursing	3	24x24x2	100			24x24x30 65% BAG	25			Second Tuesday	
New School of Nursing	Rm. 106	16x25x2	48			*	*	*	*	Second Tuesday	
New School of Nursing	Rm. 106 Supply Unit	24x24x2	48			*	*	*	*	Second Tuesday	
		12x24x2	16			*	*	*	*	Second Tuesday	
New School of Nursing	Stair #8 Roof	24x24x4	32			*	*	*	*	Second Tuesday	
										<b>March (F), June, September, December</b>	
Allied Health	1	24x24x2	80			24x24x12 ARP95	20			Second Tuesday	
Allied Health	2	24x24x2	80			24x24x12 ARP95	20			Second Tuesday	
Allied Health	3	24x24x2	80			24x24x12 ARP95	20			Second Tuesday	

**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
HS/HSL	1	20x24x2	84			20x24x22 95% BAG	21			Second Tuesday	
		20x20x2	56			20x20x22 95% BAG	14			Second Tuesday	
HS/HSL	2	20x24x2	84			20x24x22 95% BAG	21			Second Tuesday	
		20x20x2	56			20x20x22 95% BAG	14			Second Tuesday	
HS/HSL	3	20x24x2	84			20x24x22 95% BAG	21			Second Tuesday	
		20x20x2	56			20x20x22 95% BAG	14			Second Tuesday	
HS/HSL	4	20x24x2	84			20x24x22 95% BAG	21			Second Tuesday	
		20x20x2	56			20x20x22 95% BAG	14			Second Tuesday	
										<b>January, April, July, October (F)</b>	
Pharmacy School	1	24x24x4	112			24x24x12 ARP95	48			Second Tuesday	
		12x24x4	20			*	*	*	*	Second Tuesday	
Pharmacy School	2	24x24x4	112			24x24x12 ARP95	48			Second Tuesday	
		12x24x4	20			*	*	*	*	Second Tuesday	
Pharmacy School	AHU4	(3)12x24x2	24			(3) 12X24X4 (3)24X24X4	6	*	*	Second Tuesday	

Bid No.: IFB 24- 91119DM

		(3) 24X24X2									
Old Pharmacy	PH Exhaust #1	24x24x4	48			*	*	*	*	Second Tuesday	
		12x24x4	48			*	*	*	*	Second Tuesday	
Old Pharmacy	PH Exhaust #1	24x24x4	100			*	*	*	*	Second Tuesday	

**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
HSF II	1	24x24x4	144			24x24x12 ARP95	36			Second Tuesday	
HSF II	2	24x24x4	144			24x24x12 ARP95	36			Second Tuesday	
HSF II	3	24x24x4	160			24x24x12 ARP95	40			Second Tuesday	
		12x24x4	40			12x24x12 ARP95	10			Second Tuesday	
HSF II	5	24x24x4	208			24x24x12 ARP95	52			Second Tuesday	
HSF II	4	24x24x4	160			24x24x12 ARP95	40			Second Tuesday	
		12x24x4	40			12x24x12 ARP95	10			Second Tuesday	
HSF II	EAHU 1	24x24x4	144			*	*	*	*	*Semi Annual	
HSF II	EAHU 2	24x24x4	144			*	*	*	*	*Semi Annual	
HSF II	EAHU 3	24x24x4	160			*	*	*	*	*Semi Annual	
		12x24x4	40			*	*	*	*	*Semi Annual	
HSF II	EAHU 4	24x24x4	160			*	*	*	*	*Semi Annual	
		12x24x4	40			*	*	*	*	*Semi Annual	



**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
Law School (AHU 1)	L1	12X24X2	24			20x24x12 ARP95	6			Second Tuesday	
		24X24X2	96			24X24X12 apr95	24			Second Tuesday	
Law School (AHU 2)	L2	20x24x2	84			20x20x12 ARP95	21			Second Tuesday	
		20x20x2	16			20x20x12 APR95	4			Second Tuesday	
Law School (RTU 1)	L3	24x24x2	140			24x24x30 65% BAG	35			Second Tuesday	
Law School (RTU 2)	M1	20x24x2	48			20x24x12 65% BAG	12			Second Tuesday	
Law School Inside (A)	M2	20x20x2	32			20x20x12 65% BAG	8			Second Tuesday	
Law School Inside (B)	M3	12x24x2	28			12x24x30 65% ARP95	7			Second Tuesday	
		24x24x2	112			24x24x29 65% BAG	28			Second Tuesday	
Law School EAHU #4	4	24x24x4	160			*	*	*	*	Second Tuesday	
		12x24x4	40			*	*	*	*	Second Tuesday	
Law School EAHU #3	3	24x24x4	160			*	*	*	*	Second Tuesday	
		12x24x4	40			*	*	*	*	Second Tuesday	

**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estim ated Annu al Qty. Filter Chan ge Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimat ed Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
Biomedical Research Facility	1	(3)12x24x4 (15)24x24x4 Merv10	72			(3) 12x24x4 (15)24x24x4 Merv 13	18			Second Tuesday	
Biomedical Research Facility	2	(3)12x24x4 (15)24x24x4 Merv10	72			(3) 12x24x4 (15)24x24x4 Merv13	18			Second Tuesday	
Biomedical Research Facility	3	(3)12x24x2 (3) 24x24x2 Merv10	24			(3)12x24x12 (3) 24x24x12	6			Second Tuesday	
										<b>January (F+C), April, July, October</b>	
Dental Museum	1	20x24x2	32			20x24x12 ARP95	4			Second Tuesday	
		24x24x4	32			24x24x1 Carbon	96			Second Tuesday	
Dental Museum	2	24x24x2	16			24x24x2 ARP95	4			Second Tuesday	
		20x24x2	16			20x24x12 ARP95	4			Second Tuesday	
		24x24x4	32			24x24x1 Carbon	96			Second Tuesday	

**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
Bio-Park I	1	20x25x4	48			*	*	*	*	Second Tuesday	
Bio-Park I	2	20x20x4	72			*	*	*	*	Second Tuesday	
Bio-Park I	3	20x20x4	72			*	*	*	*	Second Tuesday	
Bio-Park I	4	20x20x4	72			*	*	*	*	Second Tuesday	
Bio-Park I	5	20x20x4	72			*	*	*	*	Second Tuesday	
Bio-Park I (RF1)	HE1	24x24x2	48			*	*	*	*	Second Tuesday	
Bio-Park I (RF2)	HE2	24x24x2	48			*	*	*	*	Second Tuesday	
Bio-Park I (RF3)	HE3	24x24x2	48			*	*	*	*	Second Tuesday	
Bio-Park I (RF4)	HE4	24x24x2	48			*	*	*	*	Second Tuesday	

**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
Dental School #5132	L1R	24x24x4	80			24x24x12 ARP95%	20			Second Tuesday	
Dental School #5132	L1L	24x24x4	80			24x24x12 ARP95%	20			Second Tuesday	
Dental School #5122	L2R	24x24x4	80			24x24x12 ARP95%	20			Second Tuesday	
Dental School #5127	L2L	24x24x4	80			24x24x12 ARP95%	20			Second Tuesday	
Dental School #5136	CL1	24x24x4	144			24x24x12 ARP95%	36			Second Tuesday	
Dental School #5137	CL2	24x24x4	144			24x24x12 ARP95%	36			Second Tuesday	
Dental School #5123	CL3	24x24x4	176			24x24x12 ARP95%	44			Second Tuesday	
Dental School #5128	CL4	24x24x4	176			24x24x12 ARP95%	44			Second Tuesday	
Dental School #5097	SACU 1	20x25x1	24			*	*	*	*	*Semi Annual	
Dental School #5116	SACU 2	20x25x1	24			*	*	*	*	*Semi Annual	

Bid No.: IFB 24- 91119DM

Dental School #5117	SACU 3	16x25x1	16			*	*	*	*	*Semi Annual	
Dental School #5220	SACU 4	16x25x1	16			*	*	*	*	*Semi Annual	

## 5. FILTERS CHANGE OUT CONTINUED:

[illegible]

**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
Campus Center	1	20x24x2	48			*	*	*	*	Second Tuesday	
		24x24x2	24			*	*	*	*	Second Tuesday	
		20x20x2	24			*	*	*	*	Second Tuesday	
Campus Center	2	20x25x2	36			*	*	*	*	Second Tuesday	
		16x25x2	12			*	*	*	*	Second Tuesday	
Campus Center	3	16x25x2	8			*	*	*	*	Second Tuesday	
		16x20x2	16			*	*	*	*	Second Tuesday	
Campus Center	AHU is unmarked	24x24x2	24			*	*	*	*	Second Tuesday	
Campus Center	5	20x20x2	16			*	*	*	*	Second Tuesday	
		16x20x2	16			*	*	*	*	Second Tuesday	
Campus Center	AHU is unmarked	20x25x2	48			*	*	*	*	Second Tuesday	
		16x20x2	12			*	*	*	*	Second Tuesday	
Campus Center	4	24x24x2	8			*	*	*	*	Second Tuesday	
		20x24x2	8			*	*	*	*	Second Tuesday	
		16x25x2	16			*	*	*	*	Second Tuesday	
Campus Center	6	16x25x2	8			*	*	*	*	Second Tuesday	
		16x20x2	16			*	*	*	*	Second Tuesday	

**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
										<b>February (F), May, August, November</b>	
Pharmacy Learning Center	1	20x24x2	24			20x24x12	6			Second Tuesday	
Pharmacy Learning Center	2	24x24x2	4			24x24x12	1			Second Tuesday	
		12x24x2	4			12x24x12	1			Second Tuesday	
		12x20x2	8			12x20x12	2			Second Tuesday	
		20x24x2	8			20x24x12	2			Second Tuesday	
										<b>Month/Day March, June (F), September, December</b>	
Social Work	1	24x24x2	32			24x24x30	8			Second Tuesday	
Social Work	2	24x24x2	20			24x24x30	5			Second Tuesday	
Social Work	3	24x24x2	20			24x24x30	5			Second Tuesday	
Social Work	4	24x24x2	20			24x24x30	5			Second Tuesday	
Social Work	5	24x24x2	20			24x24x30	5			Second Tuesday	
Social Work	6	16x20x2	8			24x24x30	2			Second Tuesday	
Social Work	7	20x25x2	8			*	*	*	*	Second Tuesday	
		20x20x2	8			*	*	*	*	Second Tuesday	



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**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
New Pharmacy	1	24x24x2	96			24x24x12 ARP95	24			Second Tuesday	
New Pharmacy	1	12x24x2	24			12x24x12 ARP95	6			Second Tuesday	
New Pharmacy	2A	24x24x2	60			24x24x12 ARP95	15			Second Tuesday	
New Pharmacy	2B	24x24x2	60			24x24x12 ARP95	15			Second Tuesday	
New Pharmacy	2B	24x24x2	48			*	*			Second Tuesday	
New Pharmacy	3A	24x24x2	72			24x24x12 ARP95	18			Second Tuesday	
New Pharmacy	3B	24x24x2	72			24x24x12 ARP95	18			Second Tuesday	
New Pharmacy	3A Top	24x24x2	48			*	*	*	*	Second Tuesday	
New Pharmacy	3A Top	12x24x2	24			*	*	*	*	Second Tuesday	
New Pharmacy	3B Top	24x24x2	48			*	*	*	*	Second Tuesday	
New Pharmacy	3B Top	12x24x2	24			*	*	*	*	Second Tuesday	
New Pharmacy	4	12x24x2	12			12x24x12 ARP95	3			Second Tuesday	
New Pharmacy	4	24x24x2	12			24x24x12 ARP95	3			Second Tuesday	
New Pharmacy	5	20x25x2	32			*	*	*	*	Second Tuesday	

Bid No.: IFB 24- 91119DM

New Pharmacy	5	20x20x2	16			*	*	*	*	Second Tuesday	
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**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
New Pharmacy	6	16x25x2	16			*	*	*	*	Second Tuesday	
New Pharmacy	6	16x20x2	32			*	*	*	*	Second Tuesday	
New Pharmacy	7	20x25x2	16			*	*	*	*	Second Tuesday	
New Pharmacy	ACU 7	20x25x1	12			*	*	*	*	Second Tuesday	
New Pharmacy	Server Rm.	33x37x4	24			*	*	*	*	Second Tuesday	
New Pharmacy	ATS	20x32x1	4			*	*	*	*	Second Tuesday	
										February, May, August, November (F)	
120 Penn St.	1	15x20x2	16			*	*	*	*	Second Tuesday	
		20x24x2	48			*	*	*	*	Second Tuesday	
										February, May, August, November (F)	
GRB, 111 Penn St.	1	24x24x4	64			*	*	*	*	Second Tuesday	
		12x24x4	16			*	*	*	*	Second Tuesday	

**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
MEIMSS	AHU 1A	24x24x2	80			*	*	*	*	Second Tuesday	
		18x24x2	16			*	*	*	*	Second Tuesday	
MEIMSS	AHU 1B	24x24x2	80			*	*	*	*	Second Tuesday	
		18x24x2	16			*	*	*	*	Second Tuesday	

**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
HSF III Upper PH	HRU-12-1 Exhaust	12x24x2	9			*	*	*	*		
HSF III Upper PH	HRU-12-1 Exhaust	24x24x2	27			*	*	*	*		
HSF III Upper PH	HRU-12-2 Exhaust	12x24x2	9			*	*	*	*		
HSF III Upper PH	HRU-12-2 Exhaust	24x24x2	27			*	*	*	*		
HSF III Upper PH	HRU-12-3 Exhaust	12x24x2	9			*	*	*	*		
HSF III Upper PH	HRU-12-3 Exhaust	24x24x2	27			*	*	*	*		
HSF III Upper PH	HRU-12-4 Exhaust	12x24x2	9			*	*	*	*		
HSF III Upper PH	HRU-12-4 Exhaust	24x24x2	27			*	*	*	*		
HSF III Upper PH	HRU-12-5 Exhaust	12x24x2	18			*	*	*	*		
HSF III Upper PH	HRU-12-5 Exhaust	24x24x2	36			*	*	*	*		
HSF III Upper PH	HRU-12-6 Exhaust	12x24x2	18			*	*	*	*		
HSF III Upper PH	HRU-12-6 Exhaust	24x24x2	36			*	*	*	*		
HSF III Upper PH	PAHU-12-1	16x25x2	24			*	*	*	*		
HSF III Upper PH	PAHU-12-1	20x20x2	12			*	*	*	*		
HSF III LB UB	FCU-R2	16x16x2	12			*	*	*	*		
HSF III LB UB	PAHU-B-3	16x25x2	24			*	*	*	*		
HSF III	PAHU-B-2	16x25x2	24			*	*	*	*		

Bid No.: IFB 24- 91119DM

LB UB											
HSF III LB UB	PAHU-B-1	16x25x2	24			*	*	*	*		

**5. FILTERS CHANGE OUT CONTINUED:**

Building	AHU	Filter Size P	A. Estimated Annual Qty. Filter Change Out	B. Unit Cost Filter P Change Out	C. Total Cost (A. Qty. x B. Unit Cost) Filter P Change Out	Filter Size F/C	D. Estimated Annual Qty. Filter Change Out	E. Unit Cost Filter F/C Change Out	F. Total Cost (D. Qty. x E. Unit Cost) Filter F/C Change Out	Month/Day February, May, August, November (F)	Annual Filters Total Cost per Change Out (C + F)
HSF III Lower PH	AHU-11-8	12x24x2	8			12x24x12 ARP-SH-14	4				
HSF III Lower PH	AHU-11-8	24x24x2	40			24x24x12 ARP-SH-14	20				
HSF III Lower PH	PAHU-11-12	16x25x2	24			*	*	*	*		
HSF III Lower PH	AHU-11-4	24x24x2	72			24x24x12 ARP-SH-14	36				
HSF III Lower PH	FCU-EV-11-3	20x20x1	2			*	*	*	*		
HSF III Lower PH	FCU-EV-11-3	20x25x1	2			*	*	*	*		
HSF III Lower PH	AHU-11-3	24x24x2	72			24x24x12 ARP-SH-14	36				
HSF III Lower PH	AHU-11-2	24x24x2	72			24x24x12 ARP-SH-14	36				
HSF III Lower PH	AHU-11-1	24x24x2	72			24x24x12 ARP-SH-14	36				
HSF III Lower PH	AHU-11-6	24x24x2	72			24x24x12 ARP-SH-14	36				
HSF III Lower PH	AHU-11-5	24x24x2	72			24x24x12 ARP-SH-14	36				
HSF III Lower PH	PAHU-11-1	16x25x2	24			*	*	*	*		
HSF III Lower PH	PAHU-11-3	16x25x2	24			*	*	*	*		
HSF III Lower PH	AHU-11-7	12x24x2	8			12x24x12 ARP-SH-14	4				
HSF III Lower PH	AHU-11-7	24x24x2	40			24x24x12 ARP-SH-14	20				

\* = No Final or Charcoal



The offeror represents and it is a conditions precedent to acceptance of this bid, that the offeror has not been a party to any agreements to submit a fixed or uniform price. Sign where applicable below.

**A. INDIVIDUAL PRINCIPAL**

In Presence of Witness: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

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

TELEPHONE NO.: \_\_\_\_\_

SIGNED: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

**B. CO-PARTNERSHIP PRINCIPAL**

(Name of C-Partnership)

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ NO. \_\_\_\_\_

In Presence of Witness: \_\_\_\_\_ as to

BY \_\_\_\_\_ (Partner)

Printed Name: \_\_\_\_\_ as to

BY \_\_\_\_\_ (Partner)

Printed Name: \_\_\_\_\_ as to

BY \_\_\_\_\_ (Partner)

**C. CORPORATE PRINCIPAL**

\_\_\_\_\_  
(Name of Corporation)

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

\_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

\_\_\_\_\_  
[Printed Name of Corporate (or Assistant Corporate) Secretary]

\_\_\_\_\_  
[Corporate (or Assistant Corporate) Secretary Signature for Identification]

BY:

\_\_\_\_\_  
Signature or Officer and Title

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

\_\_\_\_\_  
Title

**APPENDIX C**  
**CONTRACT DOCUMENTS**

**NOTE:**      **These are provided for information ONLY. The successful Contractor will be required to complete these forms.**

**Standard Form of Maintenance Contract**  
**Contract Affidavit**

STANDARD FORM OF MAINTENANCE CONTRACT  
CONTRACT # C \_\_\_\_\_

This Standard Form of Maintenance Contract (SFMC) is made as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the University of Maryland at Baltimore ("University") and \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, Maryland \_\_\_\_\_, FID # \_\_\_\_\_ ("Contractor").

WITNESSETH:

1. The University has issued a procurement solicitation in connection with a certain project known as \_\_\_\_\_ at \_\_\_\_\_.

2. The Contractor has responded to that solicitation and has been awarded the contract to perform work in connection with that project.

Now therefore for good and valuable consideration the parties agree as follows:

1. The Contract consists of the following documents:

RFP/IFB # \_\_\_\_\_ Document dated \_\_\_\_/\_\_\_\_/\_\_\_\_;

RFP/IFB # \_\_\_\_\_ Addendum #1 dated

\_\_\_\_\_'s Technical Proposal dated \_\_\_\_/\_\_\_\_/\_\_\_\_; and,

\_\_\_\_\_'s Bid Price or Price Proposal dated \_\_\_\_/\_\_\_\_/\_\_\_\_.

all of which are collectively referred to as the Contract Documents all of which are incorporated into this SFMC as it is fully set forth.

2. The Contractor shall completely perform its obligations under the Contract in a timely manner.

3. The Contractor shall diligently prosecute the Work from and after the issuance of the Notice to Proceed and shall substantially complete the work not later than \_\_\_\_\_ (\_\_\_\_) months for the completion of the project.

4. Total monetary compensation to the Contractor under the Contract is \$ \_\_\_\_\_.

IN WITNESS WHEREOF the parties hereto have executed this Contract the day and year first above written

University of Maryland, Baltimore

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## CONTRACT AFFIDAVIT

### A. AUTHORITY

I HEREBY AFFIRM THAT:

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

### B. CERTIFICATION OF REGISTRATION OR QUALIFICATION WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION

I FURTHER AFFIRM THAT:

The business named above is a (check applicable items):

- (1) Corporation - \_\_\_\_ domestic or \_\_\_\_ foreign;
- (2) Limited Liability Company - \_\_\_\_ domestic or \_\_\_\_ foreign;
- (3) Partnership - \_\_\_\_ domestic or \_\_\_\_ foreign;
- (4) Statutory Trust - \_\_\_\_ domestic or \_\_\_\_ foreign;
- (5) \_\_\_\_ Sole Proprietorship

and is registered or qualified as required under Maryland Law.

I further affirm that the above business is in good standing both in Maryland and (IF APPLICABLE) in the jurisdiction where it is presently organized, and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation. The name and address of its resident agent (IF APPLICABLE) filed with the State Department of Assessments and Taxation is:

Name and Department ID

Number: \_\_\_\_\_ Address: \_\_\_\_\_

and that if it does business under a trade name, it has filed a certificate with the State Department of Assessments and Taxation that correctly identifies that true name and address of the principal or owner as:

Name and Department ID Number: \_\_\_\_\_

Address: \_\_\_\_\_.

### C. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of State Finance and Procurement Article, §13-221, Annotated Code of Maryland, which require the business to file with the Secretary of State of Maryland certain specified information, including disclosure of beneficial ownership of the business, within 30 days of the date the aggregate value of any contracts, leases, or other agreements that the business enters into with the State of Maryland or its agencies during a calendar year reaches \$200,000.

#### D. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, Title 14, Annotated Code of Maryland, which requires that every person that enters into a procurement contract with the State, a county, a municipal corporation, or other political subdivision of the State, during a calendar year in which the person receives a contract with a governmental entity in the amount of \$200,000 or more shall file with the State Board of Elections statements disclosing: (a) any contributions made during the reporting period to a candidate for elective office in any primary or general election; and (b) the name of each candidate to whom one or more contributions in a cumulative amount of \$500 or more were made during the reporting period. The statement shall be filed with the State Board of Elections: (a) before execution of a contract by the State, a county, a municipal corporation, or other political subdivision of the State, and shall cover the 24 months prior to when a contract was awarded; and (b) if the contribution is made after the execution of a contract, then twice a year, throughout the contract term, on: (i) May 31, to cover the six (6) month period ending April 30; and (ii) November 30, to cover the six (6) month period ending October 31.

#### E. DRUG AND ALCOHOL FREE WORKPLACE

(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)

I CERTIFY THAT:

- (1) Terms defined in COMAR 21.11.08 shall have the same meanings when used in this certification.
- (2) By submission of its bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:
  - (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;
  - (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing,

possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions;

(c) Prohibit its employees from working under the influence of drugs or alcohol;

(d) Not hire or assign to work on the contract anyone who the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;

(e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;

(f) Establish drug and alcohol abuse awareness programs to inform its employees about:

(i) The dangers of drug and alcohol abuse in the workplace;

(ii) The business's policy of maintaining a drug and alcohol free workplace;

(iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and

(iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;

(g) Provide all employees engaged in the performance of the contract with a copy of the statement required by §E(2)(b), of this regulation;

(h) Notify its employees in the statement required by §E(2)(b), of this regulation, that as a condition of continued employment on the contract, the employee shall:

(i) Abide by the terms of the statement; and

(ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;

(i) Notify the procurement officer within 10 days after receiving notice under §E(2)(h)(ii), of this regulation, or otherwise receiving actual notice of a conviction;

(j) Within 30 days after receiving notice under §E(2)(h)(ii), of this regulation, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:

(i) Take appropriate personnel action against an employee, up to and including termination; or

(ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and

(k) Make a good faith effort to maintain a drug and alcohol free workplace through implementation of §E(2)(a)-(j), of this regulation.

(3) If the business is an individual, the individual shall certify and agree as set forth in §E(4), of this regulation, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.

(4) I acknowledge and agree that:

(a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification;

(b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and

(c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.03.

#### F. CERTAIN AFFIRMATIONS VALID

#### I FURTHER AFFIRM THAT:

To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgements contained in that certain Bid/Proposal Affidavit dated \_\_\_\_\_, 20\_\_\_\_, and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

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: \_\_\_\_\_ (printed name of Authorized Representative and affiant)

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



## **APPENDIX D**

### **PROCUREMENT TERMS AND CONDITIONS**

## **ATTACHMENT E SOLICITATION TERMS AND CONDITIONS FOR CONSTRUCTION/MAINTENANCE PROJECTS**

### **1. Due Date and Time**

The Bid shall be submitted via email to the email address provided in the Solicitation schedule with the 'sent' email time log no later than the date and time indicated in the Solicitation Schedule.

Proposers shall allow sufficient time in submitting responses to the IFB to ensure timely receipt by the Issuing Office via the email site. **Due to file size constraints (25 MG), multiple files may need to be submitted by the Proposer.** Bids or unsolicited amendments to proposals arriving after the due date and time will not be considered.

Bids are to be held valid for 120 days following the closing date for this IFB. This period may be extended by mutual agreement between the vendor and the University.

### **2. Late Proposals**

Any proposal, request for modification, or request for withdrawal that is not received at the designated location, time, and date set forth in the Solicitation Schedule will be deemed late and will not be considered. Delivery of the proposal to the specified location at the prescribed time and date is the sole responsibility of the proposer.

### **3. Multiple/Alternative Proposals**

Proposers may not submit more than one (1) bid nor may proposers submit an alternate to this IFB. (Refer to Section I and Section III of the Solicitation for instructions on how to respond the scope of service categories.)

### **4. Modifications and Withdrawals of Bid**

Withdrawal of, or modifications to, proposals are effective only if written notice is filed to the Issuing Office prior to the time bids are due. A notice of withdrawal or modification to a bid must be signed by an officer with the authority to commit the company.

No withdrawal or modifications will be accepted after the time bids are due.

### **5. Pre-Bid Conference – Refer to Solicitation Section I**

### **6. Issuing Office and Questions during the Procurement – Refer to Solicitation Section I**

### **7. Questions, Inquiries, Clarifications, and Addenda**

Questions and inquiries shall be submitted to the Issuing Office no later than the date and time indicated in the Solicitation Schedule.

Should a Proposer find discrepancies in the IFB documents, or be in doubt as to the meaning or intent of any part thereof, the Proposer must, prior to the question deadline listed in the Solicitation Schedule, request clarification in writing from the Issuing Office, who will issue a written Addendum to the Contract. Failure to request such clarification is a waiver to any claim by the Proposer for expense made necessary by reason of later

interpretation of the IFB documents by the University. Requests shall include the IFB number and name.

Oral explanations or instructions will not be binding; only written Addenda will be binding. Any Addenda resulting from these requests will be posted on the University's bid board. The Proposer shall acknowledge the receipt of all addenda in the Acknowledgement of Receipt of Addenda Form.

#### **8. Site Investigation**

By submitting a proposal the Proposer acknowledges that the Proposer has investigated and been satisfied as to the conditions affecting the work, including but not restricted to those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, and electric power. Any failure by the Proposer to become acquainted with the available information will not relieve the Proposer from responsibility for estimating properly the cost of successfully performing the work. The University shall not be responsible for any conclusions or interpretations made by the Proposer of the information made available by the University.

#### **9. Right to Reject Bids and Waive Irregularities**

The University reserves the right to reject either all bids after the opening of the bids but before award, or any proposal, in whole or part, when it is in the best interest of the State of Maryland. For the same reason, the University reserves the right to waive any minor irregularity in a proposal.

#### **10. Cancellation of the IFB**

The University may cancel this IFB, in whole or in part, at any time before the opening of the bids.

#### **11. Bid Acceptance**

The University reserves the right to accept or reject any and all bids, in whole or in part, received as a result of this IFB; to waive minor irregularities; or to negotiate with all responsible proposers, in any manner necessary, to serve the best interest of the University. Further, the University reserves the right to make a whole award, multiple awards, a partial award, or no award at all.

#### **12. Confidential/Proprietary Information**

Proposers should give specific attention to the identification of those portions of their bids which they deem to be confidential, proprietary information or trade secrets, and provide any justification of why such materials, upon request, should not be disclosed by the State under the Public Information Act, General Provisions Article, Title 4 of the Annotated Code of Maryland. Proposals are not publicly opened. Proposers must clearly indicate each and every section that is deemed to be confidential, proprietary or a trade secret. It is not sufficient to preface the entire proposal with a proprietary statement.

#### **13. Financial Disclosure by Persons Doing Business with the State**

Proposers providing materials, equipment, supplies or services to the University must comply with Section 13-221 of the State Finance & Procurement Article of the Annotated Code of Maryland which requires that every business which enters into contracts, leases or other agreements with the University and receives in the aggregate \$200,000, or more, during a calendar year shall, within 30 days of the time when the \$200,000 is reached, file with the Secretary of State a list containing the names and address of its resident agent, each of its officers, and any individual who has beneficial ownership of the contracting business.

#### **14. Arrearages**

By submitting a response to this solicitation, a firm shall be deemed to represent that it is not in arrears

in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits and that it shall not become so in arrears during the term of the contract if selected for contract award.

#### **15. Incurred Expenses**

The University will not be responsible for any costs incurred by any firm in preparation and submittal of a proposal.

#### **16. Debriefing of Unsuccessful Proposers**

A debriefing of an unsuccessful proposer shall be conducted upon written request submitted to the procurement officer within 10 days after the proposer knew or should have known its bid was unsuccessful. The debriefing shall be limited to discussion of the unsuccessful proposer's bid only and shall not include a discussion of a competing proposer's bid. Debriefings shall be conducted at the earliest feasible time. A summarization of the procurement officer's rationale for the selection may be given.

#### **17. Maryland Public Ethics Law**

The Maryland Public Ethics Law prohibits, among other things: State employees or officials (and in some cases, former employees) and businesses in which such an individual is employed or holds a financial interest from (i) submitting a bid or proposal, (ii) negotiating a contract, and (iii) entering into a contract with the governmental unit with which the individual is affiliated per the Maryland Code, General Provisions Article, Title 5, Subtitle 5. If the proposer has any questions concerning application of the State Ethics Law to the proposer's participation in this procurement, it is incumbent upon the proposer to seek advice from the State Ethics Commission: Executive Director, State Ethics Commission, 45 Calvert Street, 3rd Floor, Annapolis, Maryland 21401, 410-260-7770, 877-669-6085.

The procurement officer may refer any issue raised by a bid or proposal to the State Ethics Commission. The procurement officer may require the proposer to obtain advice from the State Ethics Commission and may reject a bid or proposal that would result in a violation of the Ethics Law.

The resulting contract is cancelable in the event of a violation of the Maryland Public Ethics Law by the vendor or any State of Maryland employee in connection with this procurement.

#### **18. Use of Affiliates to Avoid Taxation on Income from State Contracts**

Contractor agrees that it will not reduce its income subject to tax by claiming a deduction for royalty or similar payments for trademarks, trade names, or intangible property that shift income from the contractor to an affiliated entity that does not file Maryland income tax returns. Contractor agrees that any affiliated entity receiving such payments is doing business in Maryland and is required to file Maryland income tax returns. Contractor agrees that during the course of this contract: (1) it shall not make any such royalty or similar payments to any affiliated company; but (2) if any such royalty or similar payments are made, contractor and the affiliated company shall file separate Maryland income tax returns and pay their respective Maryland income taxes in such a manner that contractor may claim a deduction against Maryland income tax for such payments only if the affiliated company receiving the royalty or similar payment files its Maryland income tax return and pays Maryland tax, under a formula that reasonably apportions the income of the affiliated company among the states, including Maryland, in which the contractor does business. Contractor agrees that it is authorized to bind its affiliated entities to the terms hereof.

**19. Payments to Contractors by Electronic Funds Transfer**

If the annual dollar value of this contract will exceed \$200,000.00, the Proposer is hereby advised that electronic funds transfer (EFT) will be used by the State to pay the Contractor for this Contract and any other State payments due Contractor unless the State Comptroller's Office grants the Contractor an exemption.

By submitting a response to this solicitation, the Proposer agrees to accept payments by EFT. The selected Proposer shall register using form COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reason for the exemption.

The form is available as a pdf file on the web site of the General Accounting Division of the Comptroller of Maryland:

[http://comptroller.marylandtaxes.gov/Vendor\\_Services/Accounting\\_Information/Static\\_Files/GADX10Form20150615.pdf](http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf)

**20. Minority Business Enterprise Notice**

Minority Business Enterprises are encouraged to respond to this solicitation. For more information on the State's MBE program or questions related to certification, please contact MDOT's Office of Minority Business Enterprise/Equal Opportunity, telephone 410-865-1269 or view the MDOT website

<https://mbe.mdod.maryland.gov/directory/>.

**21. Insurance Requirements – Refer to Sections 00700 Paragraph 6.04 and 6.05 of the Solicitation**

**22. Bid and Payment and Performance Bonds – Refer to Solicitation Sections II, Article M for information regarding Bid Bond requirements (if any) and Section 00700, Paragraph 2.03 for Payment and Performance Bond requirements.**