



**STATE OF MARYLAND**

**CAROLINE COUNTY HEALTH DEPARTMENT:  
BEHAVIORAL HEALTH (CCHD:BHU)  
INVITATION FOR BIDS (IFB)**

**FULL GRAPHIC VINYL WRAP  
OF MOBILE TREATMENT UNIT (RV)**

**IFB NUMBER: MTU2019-1**

**ISSUE DATE: JANUARY 22, 2019**

**NOTICE**

A Prospective Bidder that has received this document from a source other than eMarylandMarketplace (eMM) <https://emaryland.buyspeed.com/bs/> should register on eMM. See **Section 3.2**.

**MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION.**

**NO BID NOTICE/VENDOR FEEDBACK FORM**

To help us improve the quality of State solicitations, and to make our procurement process more responsive and business friendly, please provide comments and suggestions regarding this solicitation. Please return your comments with your response.

If you have chosen not to respond to this solicitation, please email or fax this completed form to the attention of the Procurement Officer (see Key Information Summary Sheet below for contact information).

**Title: Full Vinyl Wrap of Mobile Treatment Unit (RV)**  
**Solicitation No: MTU2019-1**

1. If you have chosen not to respond to this solicitation, please indicate the reason(s) below:
  - Other commitments preclude our participation at this time
  - The subject of the solicitation is not something we ordinarily provide
  - We are inexperienced in the work/commodities required
  - Specifications are unclear, too restrictive, etc. (Explain in REMARKS section)
  - The scope of work is beyond our present capacity
  - Doing business with the State is simply too complicated. (Explain in REMARKS section)
  - We cannot be competitive. (Explain in REMARKS section)
  - Time allotted for completion of the Bid is insufficient
  - Start-up time is insufficient
  - Bonding/Insurance requirements are restrictive (Explain in REMARKS section)
  - Bid requirements (other than specifications) are unreasonable or too risky (Explain in REMARKS section)
  - MBE or VSBE requirements (Explain in REMARKS section)
  - Prior State of Maryland contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section)
  - Payment schedule too slow
  - Other: \_\_\_\_\_
  
2. If you have submitted a response to this solicitation, but wish to offer suggestions or express concerns, please use the REMARKS section below. (Attach additional pages as needed.)

**REMARKS:**

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

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

**STATE OF MARYLAND**  
**CAROLINE COUNTY HEALTH DEPARTMENT:**  
**BEHAVIORAL HEALTH (CCHD:BHU)**  
**KEY INFORMATION SUMMARY SHEET**

<b>Invitation for Bids</b>	Service - Full Graphic Vinyl Wrap of Mobile Treatment Unit (RV)
<b>Solicitation Number:</b>	MTU2019-1
<b>IFB Issue Date:</b>	January 22, 2019
<b>IFB Issuing Office:</b>	Caroline County Health Department: Behavioral Health (CCHD:BHU or the "Department")
<b>Procurement Officer:</b>  <b>e-mail:</b> <b>Office Phone:</b>	Attilio J Zarrella 403 S. 7th Street Denton, MD 21629 attilio.zarrella@maryland.gov 410-479-8035
<b>Bids are to be sent to:</b>	Caroline County Health Dept. 403 S. 7th Street Denton, MD 21629 Attention: Attilio J Zarrella
<b>Pre-Bid Conference:</b>	<i>There is no Pre-Bid Conference</i>
<b>Questions Due Date and Time</b>	<i>Prior to 2pm 2/1/2019 Local Time</i>
<b>Bid Due (Closing) Date and Time:</b>	<i>Postmarked before 11:59pm 2/2/2019 Local Time (EST)</i> Bidders are reminded that a completed Feedback Form is requested if a no-bid decision is made (see <b>page ii</b> ).
<b>Public Bid Opening Date, Time and Location</b>	<i>10:00AM 2/6/2019 Local Time</i> Caroline County Health Dept., 403 S. 7th Street Denton, MD 21629, Room 214
<b>MBE Subcontracting Goal:</b>	There are no MBE subcontracting goals
<b>VSBE Subcontracting Goal:</b>	There are no VSBE subcontracting goals
<b>Contract Type:</b>	This is an all-inclusive, fixed price contract
<b>Contract Duration:</b>	No more than 30 calendar days after the award of the contract
<b>Primary Place of Performance:</b>	As proposed by the bidder
<b>SBR Designation:</b>	This is not a SBR designated contract
<b>Federal Funding:</b>	No Federal Funding is associated with this contract

## 1 Minimum Qualifications

### 1.1 Bidder Minimum Qualifications

To be considered reasonably susceptible of being selected for award, the Bidder must document in its Bid that it satisfies the following Minimum Qualifications:

- 1.1.1 The Bidder shall have registered in eMaryland Marketplace as a vendor eligible to do business with the State of Maryland. **The web address is: <https://emaryland.buyspeed.com/bs/>**
- 1.1.2 The Bidder shall be a legal business, within their State of business, that focuses on the designing and placement of vinyl wraps for various vehicles.
- 1.1.3 The Bidder/Business is “In Good Standing” with the State of Maryland and is not barred from doing business with the State as will be verified by the Procurement Officer.

## 2 Contractor Requirements: Scope of Work

### 2.1 Summary Statement

2.1.1 The Caroline County Health Department (or the "Department") is issuing this Invitation for Bids (IFB) in order to procure the following service:

- *The full wrapping of a 2019 Thor Motor Coach Outlaw. Full pictures of the vehicle and specs can be found at the following web address: <https://www.rvusa.com/thor-motor-coach-outlaw-29j-toy-hauler-rv-for-sale-wloft-drop-down-bed-2019-toy-hauler-alvarado-tx-2321257>*

2.1.2 It is the State's intention to obtain goods and services, as specified in this IFB, from a Contract between the selected Bidder and the State.

2.1.3 The Department intends to make a single award for the work under this IFB.

2.1.4 A Bidder, either directly or through its subcontractor(s), must be able to provide all goods and services and meet all of the requirements requested in this solicitation and the successful Bidder (the Contractor) shall remain responsible for Contract performance regardless of subcontractor participation in the work.

### 3 Contractor Requirements: General

#### 3.1 Invoicing

##### 3.1.1 General

a) The Contractor shall submit the original invoice to the Contract Monitor:

Terri Ross at 403 S. 7<sup>th</sup> Street Denton, MD 21629.

All invoices for services shall be verified by the Contractor as accurate at the time of submission.

An invoice not satisfying the requirements of a Proper Invoice (as defined in COMAR 21.06.09) cannot be processed for payment. To be considered a Proper Invoice, invoices must include the following information, without error:

- 1) Contractor name and address;
- 2) Remittance address;
- 3) Federal taxpayer identification (FEIN) number, social security number, as appropriate;
- 4) Invoice period (i.e. time period during which services covered by invoice were performed);
- 5) Invoice date;
- 6) Invoice number;
- 7) State assigned Contract number; (*MTU2019-1*)
- 8) State assigned Purchase Order number(s);
- 9) A detailed listing of all Goods or services provided;
- 10) Amount due; and
- 11) Any additional documentation required by regulation or the Contract.

The Department reserves the right to reduce or withhold Contract payment in the event the Contractor does not provide the Department with all required deliverables within the time frame specified in the Contract or otherwise breaches the terms and conditions of the Contract until such time as the Contractor brings itself into full compliance with the Contract.

Any action on the part of the Department, or dispute of action by the Contractor, shall be in accordance with the provisions of Md. Code Ann., State Finance and Procurement Article §§ 15-215 through 15-223 and with COMAR 21.10.04.

The State is generally exempt from federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes. The Contractor, however, is not exempt from such sales and use taxes and may be liable for the same.

Invoices for final payment shall be clearly marked as “FINAL” and submitted when all work requirements have been completed and no further charges are to be incurred.

In no event shall any invoice be submitted later than 10 calendar days from the service completion date.

**3.1.2 For the purposes of the IFB/Invoice, an amount will not be deemed due and payable if:**

- a) The amount invoiced is inconsistent with the submitted Bid amount;
- b) The proper invoice has not been received by the party or office specified in the IFB;
- c) The invoice or performance is in dispute or the Contractor has failed to otherwise comply with the provisions of the IFB;
- d) The item or services have not been accepted;
- e) The quantity of items delivered is less than the quantity ordered;
- f) The items or services do not meet the quality requirements of the IFB;
- g) The Contractor has not submitted satisfactory documentation or other evidence reasonably required by the Procurement Officer or by the IFB.

**3.2 eMaryland Marketplace (eMM)**

- 3.2.1 eMM is the electronic commerce system for the State of Maryland. The IFB, Conference summary and attendance sheet, Bidders' questions and the Procurement Officer's responses, addenda, and other solicitation-related information will be made available via eMM.
- 3.2.2 In order to receive a contract award, a vendor must be registered on eMM. Registration is free. Go to <https://emaryland.buyspeed.com/bsol/login.jsp>, click on "Register" to begin the process, and then follow the prompts.

**3.3 Questions**

- 3.3.1 All questions, shall identify in the subject line the Solicitation Number and Title (*MTU2019-1 - Full Vinyl Wrap of Mobile Treatment Unit (RV)*), and shall be submitted in writing via e-mail to the Procurement Officer at least one (1) day prior to the Bid due date. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Bid due date.
- 3.3.2 Answers to all questions that are not clearly specific only to the requestor will be distributed via the same mechanism as for IFB amendments, and posted on eMM.
- 3.3.3 The statements and interpretations contained in responses to any questions, whether responded to verbally or in writing, are not binding on the Department unless it issues an amendment in writing.

**3.4 Procurement Method**

Award will be made in accordance with the Competitive *Sealed Bidding method* under COMAR 21.05.02.

**3.5 Bid Due (Closing) Date and Time**

- 3.5.1 Bids must be received by the Procurement Officer no later than the Bid due date and time indicated on the Key Information Summary Sheet in order to be considered.
- 3.5.2 Requests for extension of this date or time shall not be granted.
- 3.5.3 Bidders submitting Bids should allow sufficient delivery time to ensure timely receipt by the Procurement Officer. Except as provided in COMAR 21.05.02.10, Bids received after the due date and time listed in the Key Information Summary Sheet will not be considered.

- 3.5.4 Bids may be modified or withdrawn by written notice received by the Procurement Officer before the time and date set forth in the Key Information Summary Sheet for receipt of Bids.
- 3.5.5 Bids **may not** be submitted by e-mail or facsimile. Bids will be opened publicly at the date and time indicated on the Key Information Summary Sheet.
- 3.5.6 Potential Bidders not responding to this solicitation are requested to submit the “No Bid Notice/Vendor Feedback” form, which includes company information and the reason for not responding (e.g., too busy, cannot meet mandatory requirements).

### **3.6 Multiple or Alternate Bids**

Multiple or alternate Bids will not be accepted.

### **3.7 Receipt, Opening and Recording of Bids**

- 3.7.1 Upon receipt, each Bid and any timely modification(s) to a Bid shall be stored in a secure place until the time and date set for bid opening. Before Bid opening, the State may not disclose the identity of any Bidder.
- 3.7.2 Bids shall be opened publicly, at the time, date and place designated in the IFB Key Information Summary Sheet. The name of each Bidder, the Total Bid Price, and such other information as is deemed appropriate shall be read aloud or otherwise made available and recorded at the time of bid opening.

### **3.8 Confidentiality of Bids / Public Information Act Notice**

- 3.8.1 The Bidder should give specific attention to the clear identification of those portions of its Bid that it considers confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Md. Code Ann., General Provisions Article, Title 4. This information should be identified by page number and placed in the Transmittal Letter with the Bid.
- 3.8.2 The Bids shall be tabulated or a Bid abstract made. The opened Bids shall be available for public inspection at a reasonable time after Bid opening, but in any case before contract award, except to the extent the Bidder designates trade secrets or other proprietary data to be confidential as set forth in this solicitation. Material so designated as confidential shall accompany the Bid and shall be readily separable from the Bid in order to facilitate public inspection of the non-confidential portion of the Bid, including the Total Bid Price.
- 3.8.3 For requests for information made under the PIA, the Procurement Officer shall examine the Bids to determine the validity of any requests for nondisclosure of trade secrets and other proprietary data identified in writing. Nondisclosure is permissible only if approved by the Office of the Attorney General.

### **3.9 Award Basis**

- 3.9.1 The project shall be awarded to the responsible Bidder(s) submitting a responsive Bid with the most favorable bid price or most favorable evaluated bid price (as referenced in COMAR 21.05.02.13) for providing the goods and services as specified in this IFB. Bidders must detail all supply items. Partial or incomplete bids will be rejected unless otherwise stated in the solicitation.
- 3.9.2 Award of this contract will not be final and complete until after: (1) the Contractor submits complete and satisfactory documentation required under the IFB and/or documentation required by



the Procurement Officer; and (2) the Service Contract is signed by the Department following any required approvals of the Service Contract, if such approval is required.

### **3.10 Tie Bids**

Tie Bids will be decided pursuant to COMAR 21.05.02.14.

### **3.11 Revisions to the IFB**

- 3.11.1 If the IFB is revised before the due date for Bids, the Department shall post any addenda to the IFB on eMM and shall endeavor to provide such addenda to all prospective Bidders that were sent this IFB or are otherwise known by the Procurement Officer to have obtained this IFB. It remains the responsibility of all prospective Bidders to check eMM for any addenda issued prior to the submission of Bids.
- 3.11.2 Bidders shall acknowledge the receipt of all addenda to this IFB issued before the Bid due date.
- 3.11.3 Failure to acknowledge receipt of an addendum does not relieve the Bidder from complying with the terms, additions, deletions, or corrections set forth in the addendum, and may cause the Bid to be deemed not responsive.

### **3.12 Cancellations**

- 3.12.1 The State reserves the right to cancel this IFB, accept or reject any and all Bids, in whole or in part, received in response to this IFB and to waive or permit the cure of minor irregularities.
- 3.12.2 In the event a government entity proposes and receives the recommendation for award, the procurement may be cancelled and the award processed in accordance with COMAR 21.01.03.01.A(4).
- 3.12.3 If the services that are the subject of the IFB are currently being provided under an interagency agreement with a public institution of higher education and the State determines that the services can be provided more cost effectively by the public institution of higher education, then the IFB may be cancelled in accordance with Md. Code Ann., State Finance and Procurement Art., § 3-207(b)(2).

### **3.13 Bidder Responsibilities**

Bidders must be able to provide all goods and services and meet all of the requirements requested in this solicitation and the successful Bidder shall be responsible for deliverables & performance including any subcontractor participation.

### **3.14 Acceptance of Terms and Conditions**

By submitting a Bid in response to this IFB, the Bidder, if selected for award, shall be deemed to have accepted the terms and conditions of this IFB. Any exceptions to this IFB must be raised prior to Bid submission. Changes to the solicitation made by the Bidder may result in Bid rejection.

### **3.15 Compliance with Laws/Arrearages**

By submitting a Bid in response to this IFB, the Bidder, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the agreement.

By submitting a response to this solicitation, each Bidder represents that it is not in arrears in the payment of any obligations due and owing the State, including the payment of taxes and employee benefits, and shall not become so in arrears during the term of service.

### **3.16 Verification of Registration and Tax Payment**

Before a business entity can do business in the State, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. For registration information, visit <https://www.egov.maryland.gov/businessexpress>.

It is strongly recommended that any potential Bidder complete registration prior to the Bid due date and time. The Bidder's failure to complete registration with SDAT may disqualify an otherwise successful Bidder from final consideration and recommendation for Contract award.

## 4 Bid Format

### 4.1 One Part Submission

Each Bidder shall submit its Bid with all Required Bid Submissions in a single sealed package.

### 4.2 Labeling

Each Bidder is required to label the sealed Bid with the IFB title and number, name and address of the Bidder, and closing date and time for receipt of the Bids.

### 4.3 Bid Sheet (Bidder's choice of format)

The Bid Sheet shall be in a format as determined by the Bidder, but must be in a readable and standard format, in English, and contain all price information in detail. The Bidder shall complete their Bid Form only as provided in the Bid Instruction & Form Guidance as provided below.

Failure to adhere to any of these instructions may result in the Bid being determined to be non-responsive and rejected by the Department.

### 4.4 Required Bid Submission

A Bidder shall include the following with its Bid (original signatures required):

**Bidder Information Sheet** (see below)

### 4.5 Delivery

Bidders may either mail or hand-deliver Bids.

For U.S. Postal Service deliveries, any bid that has been received at the appropriate mail room, or typical place of mail receipt for the respective procuring unit by the time and date listed in the IFB will be deemed to be timely. If a Bidder chooses to use the U.S. Postal Service for delivery, the Department recommends that it use Express Mail, Priority Mail, or Certified Mail or another form for which both the date and time of receipt can be independently verified by the Department. It could take several days for an item sent by first class mail to make its way by normal internal mail to the procuring unit and a Bidder using first class mail will not be able to prove a timely delivery at the mailroom.

Hand-delivery includes delivery by commercial carrier acting for the Bidder. For any type of direct (non-mail) delivery, a Bidder is advised to secure a dated, signed, and time-stamped (or otherwise indicated) receipt of delivery.

## 5 Bid Evaluation and Award

### 5.1 Bid Evaluation Criteria

The Bids will be evaluated based on the factors as listed in section 5.2 and as per COMAR 21.02.13. All responsible Bidders will be ranked from the lowest (most advantageous) to the highest (least advantageous) price based on the Total Bid Price as submitted on the Bid Form.

### 5.2 Award Determination

Award will be made to the responsible Bidder who submits to the State the responsive Bid that has a majority of the following qualifiers:

1. The lowest Total Bid Price
2. Closest worksite location
3. The use of high quality materials
4. The quickest completion and deliverable time

The Department reserves the right to make the award by item, or groups of items, along with Total Bid Price if it is in the best interest of the State/Department to do so.

Documents Required upon Notice of Recommendation for Contract Award.

Upon receipt of a Notification of Recommendation for Contract award, the apparent awardee shall complete and furnish any and all documents requested by the Department, if applicable.

**It should also be noted that even though the funds are currently available at the time of this posting, and are set aside for the payment thereof, and it is the Department's full intention to pay for completed services as per the award of this project up-to-and-until the delivery of said services and vehicle, the Department reserves the right to modify payment as per the availability of awarded funds.**

**Payment will be made through Purchase Order (PO) and within 30days of the date of the Invoice Sheet which shall be dated the date in which the vehicle (MTU) was delivered/arrived on-site at the Department.**

## Bid Instructions & Form Guidance

### Bid Instructions

In order to assist each Bidder in the preparation of its Bid and to comply with the requirements of this solicitation, Bid Instructions have been provided.

Each Bidder shall submit its Bid in a standard business format with standard font use throughout the entire bid form.

The official Bid is to be signed and dated, by an individual who is authorized to bind the Bidder to the prices entered on the Bid.

Follow these instructions carefully when completing your Bid Form:

- A) All Unit and Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15. Make your decimal points clear and distinct.
- B) All Unit Prices must be the actual price per unit the State will pay for the specific item or service identified in this IFB and may not be contingent on any other factor or condition in any manner.
- C) All calculations shall be rounded to the nearest cent, e.g., .344 shall be .34 and .345 shall be .35.
- D) Any goods or services proposed by the vendor at **No Cost to the State** must be clearly entered in the Unit Price, if appropriate, and Extended Price with **\$0.00**.
- E) It is imperative that the prices included on the Bid Form have been entered correctly and calculated accurately by the Bidder. Any incorrect entries or inaccurate calculations by the Bidder will be treated as provided in COMAR 21.05.03.03.F, and may cause the Bid to be rejected.
- H) All Bid prices submitted are to be fully loaded prices that include all costs/expenses associated with the provision of services as required by the IFB. The Bid price shall include, but is not limited to, all: labor, profit/overhead, general operating, administrative, and all other expenses and costs necessary to perform the work set forth in the solicitation. No other amounts will be paid to the Contractor. If labor rates are requested, those amounts shall be fully-loaded rates; no overtime amounts will be paid.
- I) Bids may be submitted in any standard business “Quote” or “Estimate sheet” as long as all required information is present on the submission.
- J) Failure to adhere to any of these instructions may result in the Bid being determined not reasonably susceptible of being selected for award.
- K) The following sheet must be completed and attached to the official bid:

### Bidder Information Sheet

See link at [http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/Appendix2-Bidder\\_OfferorInformationSheet.pdf](http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/Appendix2-Bidder_OfferorInformationSheet.pdf).

**Details & Specifications:**

**Vehicle**

Length: 31.08 ft. (373in)

Width: 8.25 ft. (99in)

Height: 7 ft. (84in)

Sidewall material: Fiberglass

Body Material: Aluminum

**Theme color:** Shades of purple

**Cab area** – one color to match main body of purple

**Sides:** the Health Department logo and tag line as found on CCHD.org (Logo files will be provided)

Near doors: “No medication stored on vehicle” & “No money or cash on vehicle” & “Call for an appointment 410-479-8000”

**Program title** :“The Eastern Shore Treatment Collaborative at the Caroline County Health Department” (large format)

“MID SHORE BEHAVIORAL HEALTH 24hr HEALTH CRISIS HOTLINE 1-888-407-9018” (large format)

**Rear:** Program title, CCHD logo, & 24hr crisis info. (lg but not over powering).

The CCHD logo will be made available to the Contractor by the Department or a designated agent.

All other graphic design(s) is/are expected to be provided by the Contractor.

**This end the specifications for the IFB Number: MTU-2019-1**