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# U.S. COMMUNITIES™

## GOVERNMENT PURCHASING ALLIANCE



**Harford County Public Schools  
102 South Hickory Avenue  
Bel Air, Maryland 21014**

**Purchasing Department  
410-809-6044**

**RFP #12-JLH-011**

## **REQUEST FOR PROPOSALS**

**FOR**

### **FACILITIES SOLUTIONS:**

**INCLUDING THE RENTAL AND SERVICE OF UNIFORMS, MATS, MOPS AND TOWELS AND  
OTHER RELATED PRODUCTS AND SOLUTIONS**

**Proposals Due: February 16, 2012, 2:30 pm EDT**

**THIS SOLICITATION IS MADE ON BEHALF OF HARFORD COUNTY PUBLIC SCHOOLS,  
MARYLAND AND OTHER GOVERNMENTAL AGENCIES AND MADE AVAILABLE  
THROUGH THE U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE.**

**See Information on Page 7, Paragraph P. regarding the date/time of the  
Pre-Proposal Conference**

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**REQUEST FOR PROPOSAL**

**FACILITIES SOLUTIONS:  
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AND OTHER RELATED PRODUCTS AND SOLUTIONS**

**Section I - General Information**

**A. Introduction**

It is the intent of this RFP to solicit sealed proposals from qualified business entities to provide a comprehensive solution of a broad scope of facilities solutions on a national level, including the rental and service of uniforms, mats, mops, and towels and other related products and facilities solutions.

The method of procurement will be a competitive negotiation via a Request for Proposal (RFP) which may include the submission of best and final offers.

Price will not be the sole determinant for the award. As defined by the American Bar Association Model Procurement Code, Competitive Sealed Proposals (RFP) will be evaluated based upon criteria formulated around best value which may include among other criteria: price, quality, performance references, financial information and the ability to successfully supply public entities throughout the United States.

**B. Background**

This solicitation is on behalf of Harford County Public Schools and those public entities that elect to access the Master Agreement through the U.S. Communities Government Purchasing Alliance.

The Harford County Public Schools System (HCPS) is the seventh largest of the 24 Maryland School Systems. HCPS has 54 schools and a total enrollment of approximately 40,000 students. We invite you to learn more about our district by visiting our website at <http://www.hcps.org>.

**C. Procurement Administrator**

Jeff LaPorta, CPPB, Supervisor of Purchasing, will administer the solicitation process and will be the point of contact for purposes of this Request for Proposal. All questions and inquiries should be emailed to [jeff.laporta@hcps.org](mailto:jeff.laporta@hcps.org). All questions should be received by the close of business on January 27, 2012 at 4:00 pm EDT. Responses will not be made to telephone, faxed or mailed inquiries.

**D. Proposal Submission**

One (1) original and eight (8) copies including four (4) CD's or flash drives of the Technical Proposal are required, as well as two (2) Price Proposals. Proposals shall be submitted to, or hand delivered to,

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Harford County Public Schools, 102 S. Hickory Avenue, Bel Air, Maryland 21014 to the attention of the Purchasing Department no later than February 16, 2012 at 2:30 pm EDT.

Technical and Cost Proposals shall be in separate sealed envelopes/containers. Cost Proposals must be submitted on the Bid Form/Price Sheet provided. Proposals must be clearly labeled showing the RFP number, firm's name and address, and the proposal due date on the outside. Late proposals will not be accepted and will be returned unopened. A Register of Proposals will be prepared at the closing time. The Register of Proposals shall be open for inspection after award of the contract.

**E. Proposal Acceptance**

Proposals including price must remain valid for a period of not less than ninety (90) days to allow for evaluation, School Board approval and contract execution. Harford County Public Schools reserves the right to accept or reject any or all proposals, waive informalities and select the most favorable proposal that will serve its best interest as well as the best interest of those participating governmental entities.

**F. Calendar of Events (Subject to Change)**

| <b>Event</b>                                | <b>Date</b>                               |
|---|---|
| Issue RFP                                   | January 12, 2012                          |
| Pre-Proposal Conference (not mandatory)     | January 19, 2012 - 10:30am to 12:00pm EDT |
| Deadline for receipt of questions via email | January 27, 2012 by 4:00pm EDT            |
| Issue Addendum/s (if required)              | February 3, 2012                          |
| Proposal due date                           | February 16, 2012 by 2:30pm EDT           |
| Finalist firms notified/interviewed         | on or about March 1, 2012                 |
| Negotiation of Best & Final Offer           | on or about March 2, 2012                 |
| Approval-Board of Education                 | March 26, 2012                            |
| Contract Effective Date                     | April 1, 2012                             |

**G. Incurring RFP Preparation Cost**

Harford County Public Schools accepts no responsibility for any expense incurred in the proposal preparation, on-site presentation, mailings, etc.

**H. Insurance Requirements**

Insurance requirements are contained in General Requirements, attached herewith. The Contractor must have in force and will maintain insurance, including workers compensation, not less than the amounts specified. These insurance requirement are only specific to purchases made to HCPS and does not apply to other entities who use this agreement. Individual public entities will have their own specific insurance requirements.

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**I. Confidential Information**

Trade secrets or proprietary information submitted in response to this solicitation must be clearly labeled as “Confidential” and may not be disclosed unless required under the appropriate freedom of information statute. Proposers must clearly identify the data or other materials to be protected and state the reasons why protection is necessary. If awarded, the RFP and all related documents and proposal submissions will become part of the contract award.

**J. Contract Term**

The term of the contract will be for three (3) years following the contract award date with the option to renew for three (3) additional one (1) year periods. There may be annual negotiations of price, terms and discounts with any changes taking effect on the anniversary date of the contract. All requests for price changes must be justified and based upon verifiable criteria which may include the Bureau of Labor Statistics Consumer Price Index (CPI-U) U.S. City Average, Baltimore Region (Washington-Baltimore).

**K. Termination for Cause/Convenience**

If the Contractor fails to fulfill its obligations under this contract properly and on time, or otherwise violates any provision of the contract, Harford County Public Schools may terminate the contract by 30 day written notice to the Contractor. HCPS can affirmatively collect damages which may result from the Contractor’s breach.

Harford County Public Schools may terminate all or any part of the Contract for the convenience of the Harford County Public Schools with 30 day written notice. The Contractor will be paid for reasonable costs incurred to the date of termination, if applicable.

**L. Disputes**

Except as otherwise provided in these contractual documents, any claim, dispute, or other matter in question shall be referred to the Harford County Public Schools Supervisor of Purchasing, who shall decide the issue and provide a written response to the Contractor. The decision of the Supervisor of Purchasing shall be final and conclusive.

The Contract shall be governed by the laws of the State of Maryland and nothing in this contract shall be interpreted to preclude the parties seeking any and all remedies provided by law. All protests must be in writing and submitted to the Supervisor of Purchasing. Prior to dispute resolution through the appropriate legal means, i.e. adjudicated by the appropriate Courts, the parties will participate in Alternative Dispute Resolution (ADR), in an attempt to resolve the dispute in accordance with the commercial Rules of the American Arbitration Association in effect at the time. All disputes shall be decided by a single arbitrator. All costs associated with ADR will be borne by the Awarded Contractor.

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**M. Billing and Payment**

Specific to HCPS, unless otherwise instructed, the preferred method of payment is by US Bank Visa credit card. If this is not possible, invoices must be submitted to the Accounts Payable Office, 102 S. Hickory Ave., Bel Air, Maryland, 21014. Purchase order numbers or contract numbers must appear on the invoice.

Please advise in your Technical Proposal if payment via VISA credit card is not acceptable.

Specific to other entities that may access this contract via the Master Agreement payment methods will be entity specific and may include, credit card payment, payment by invoice, or other options including electronic payment. Any unacceptable payment options must be clearly articulated in the technical submission.

**N. Multi-Agency Procurement**

Harford County Public Schools assumes no authority, liability, or obligation, on behalf of any other public or non-public entity that may use any contract resulting from this Request for Proposal. All purchases and payment transactions will be made directly between the Contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the proposal response.

**O. About This Document**

This document is a Request for Proposal (RFP). It differs from a Request for Bid/Quotation in that Harford County Public Schools is seeking a solution, as described in the cover page and in the following sections, not a bid/quotation meeting firm specifications for the lowest price. As such, the lowest prices proposed may not guarantee an award recommendation. As defined in the American Bar Association Model Procurement Code, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, and availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a contractor(s) approach meets the desired requirements and needs of Harford County Public Schools. Those criteria that will be used and considered in evaluation for award are set forth in this document.

No negotiations, decisions, or actions shall be initiated by any proposers as a result of any verbal discussion with any Harford County Public Schools member or U.S. Communities staff prior to the opening of proposals in responses to this document. RFP Offerors shall make no contacts – either written or verbal – with any individual other than the individual identified herein during the period beginning with the issuance of this RFP through approval of award. Any attempt by a supplier/proposer to influence a member or members of the aforementioned may be grounds to disqualify the proposal from the proposer from further consideration.

As applicable to the service identified in this solicitation, trade secrets or proprietary information submitted by a supplier/proposer in connection with this solicitation may not be subject to disclosure.

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Proposers must clearly identify the materials to be protected and state the reasons why protection is necessary.

If awarded, this RFP document in its entirety including attachments, appendices and addendums will become part of the Contract. Harford County Public Schools reserves the right to reject any or all proposals at any time and make necessary arrangements to contract for the services or work described and proposed in the manner most feasible and applicable when in its best interest to do so.

**P. Pre-Proposal Conference**

A pre-proposal conference will be held on January 19, 2012 beginning at 10:30 am EDT. The location will be at the Harford County Public Schools Administration Building, 102 S. Hickory Avenue, Bel Air, MD 21014, 2<sup>nd</sup> Floor, Room 234.

The conference is not mandatory. Interested proposers are strongly encouraged to attend.

**Q. Multiple Awards**

It is the intent of HCPS to make a single award, but reserves the right to make multiple awards at its discretion.

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**Section II – Performance Work Statement**

**Outcome**

The expected outcome of this proposal is to enter into a contractual relationship with a business partner who will provide commodities and services incidental to providing K-12 school districts, community colleges, higher education institutions, municipalities, counties, state agencies and other participating public agencies throughout the United States with the service of rental of uniforms, mops, mats and towels and other products and solutions and the most extensive and comprehensive array of facilities solutions at the lowest possible cost. Products must meet the highest quality control standards and be durable and reliable.

The primary focus of this RFP is to award a national contract(s), to those supplier(s) that offer the most comprehensive solutions to the above outcome statement.

Proposer must demonstrate that they have comprehensive solutions to provide the rental of uniforms, mops, mats and towels and other products and facility solutions in a fast and effective manner.

Proposers are encouraged to detail in their Technical Proposal any related value added services that will benefit contracting agencies.

**Proposal Submission**

This RFP requires a two-part submission process. Separate Technical and Price Proposals are to be submitted in sealed envelopes on the date and time stipulated. One (1) original and eight (8) copies (total of 9) and four (4) CD's or flash drives of the Technical Proposal are required. Two (2) copies of the Cost Proposal are required. The proposal due date is February 16, 2012 at 2:30 pm, EDT. Late proposals will not be accepted and will be returned unopened. A Register of Proposals will be prepared at the closing time and will be available for inspection after award of the Contract.

**Definitions**

Definitions as used herein:

- A. The term "solicitation" used in this document means this Request for Proposal (RFP).
- B. The term "offer and "proposal" are used synonymously and mean a response to this solicitation.
- C. The terms "offeror" and "proposer" are synonymous and refer to the entity/business/individual that submits a response to this solicitation.
- D. Harford County Public Schools, Maryland may be referred to as "HCPS".
- E. Rental of garments includes cleaning and laundering.
- F. Lease of garments excludes cleaning and laundering.

**Specific Information Requested From All Proposal Submitters**

Harford County Public Schools may make such investigations deemed necessary to determine the ability of the Offeror to furnish the necessary requirements described herein. The Offeror shall furnish, to



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Harford County Public Schools, all data and information requested in order to determine the Offerors ability to perform under this RFP. Harford County Public Schools reserves the right to reject any offer if the evidence submitted by, or investigation of, such Offeror fails to satisfy Harford County Public Schools that such Offeror is qualified to carry out the obligations of the contract.

The following is a checklist of required information:

| #  | Item   | Complete |
|----|--|----------|
| 1  | 1 Original Technical Proposal and 8 Copies and 4 CD's or flash drives (pg 3 & 8)       |          |
| 2  | 2 Price Proposals (pg 3 & 8)   |          |
| 3  | Acceptance of procurement cards? (pg 5-6)  |          |
| 4  | Technical Proposal Criteria – Specific Requirements A-O (pg 11)                        |          |
| 5  | Technical Proposal Criteria – Specific Conditions (pg 12-13)                           |          |
| 6  | Price Proposal Criteria (pg 13-14)   |          |
| 7  | Supplier Qualification Worksheet (pg 24)   |          |
| 8  | Supplier Information (pg 27-30)  |          |
| 9  | Attachment A – Technical Proposal Signature Sheet (pg 31)                              |          |
| 10 | Attachment C – U.S. Communities Administration Agreement, signed unaltered, (pg 34-44) |          |
| 11 | Attachment G - General Requirements – specific to HCPS (pg 84-90)                      |          |
| 12 | Attachment H - Insurance Requirements – specific to HCPS (pg 91-94)                    |          |
| 13 | Anti-Bribery Statement (pg 95)   |          |
| 14 | Bid Form/Price Sheet (pg 96-101)   |          |
| 15 | Price Proposal Signature Sheet (pg 101)  |          |

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**Section III – Evaluation and Selection Process**

The evaluation criteria are set forth below and are intended to be the basis by which each proposal shall be evaluated. This is a two-step evaluation process. Technical Proposals and Price Proposals shall be submitted separately and labeled accordingly. Technical Proposals will be evaluated first. Each proposal will be assigned an adjectival rating as described below. A short list will be prepared of the top two highest ranking technical proposals. These two finalist firms may be invited to provide an oral presentation either on-site or via teleconference and to negotiate best and final offers, both in terms of Technical and Price Proposals. Based on a final evaluation of both Technical and Price Proposals from the two finalist firms, a selection will be made. The highest ranking firm shall be given first rights for finalization of a contract agreement.

**Evaluation Criteria Definitions:**

- A. Discussion: Written or oral communications including negotiations between the Harford County Public Schools and an Offeror that involves information essential for determining the acceptability of the Proposal or to cure identified defects in the Proposal.
- B. Clarification: Communication with an Offeror for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the Proposal. Unlike discussion, clarification does not give the Offeror an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in revision.
- C. Deficiencies: Any defects in the proposal which preclude acceptance. Involves any part of the Offeror's Proposal which would not satisfy the minimum requirements established in this solicitation. It may also include failure to provide information and questionable technical or management approaches.
- D. Weakness: Aspect of or omission from an Offeror's proposal that includes ambiguities and conflicts within the Proposal, lack of complete descriptions, errors in interpretation, omissions of essential information, inadequate information that prevent the evaluators from knowing the intent of the Proposal.
- E. Strengths: Elements of the Proposal that meet or exceed the outcomes identified and may provide additional benefits beyond what is specified.

**Adjectival Ratings:**

- A. Outstanding (90-100): Exceeds evaluation standards in a beneficial way and meets the outcomes identified, and contains strengths and no weaknesses or deficiencies. The Proposal submitted is innovative, comprehensive and complete in all details and meets or exceeds performance standards.
- B. Excellent (80-89): Exceeds evaluation standards in a beneficial way and meets the outcomes identified. Comprehensive and complete and has no significant weaknesses. May be lacking some of the strengths but generally meets performance standards.
- C. Acceptable (70-79): Meets outcomes and performance standards and may contain weaknesses which are not significant and may be correctable.
- D. Marginal (60-69): Fails to meet evaluation standards. Lacks essential information to support the Proposal. Does not contain the outcomes and contains significant weaknesses.

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- E. Unacceptable (59 or less): Fails to meet minimum evaluation standards and the deficiencies and weaknesses are uncorrectable. Demonstrated a lack of understanding of requirements or omissions of major areas.

## **TECHNICAL PROPOSAL CRITERIA:**

### **Qualifications, Technical Ability and Management Approach**

Technical Proposals should be bound and organized with a table of contents.  
Your Technical Proposal must answer and address the following:

#### **Specific Requirements**

- A. Name of firm, address, telephone number, fax number, primary contact with email address and website address.
- B. Is your organization a subsidiary, parent or affiliate of any other firm?
- C. Include a brief history and description of your company.
- D. Provide three references for clients to which you are providing similar service. List the names, email addresses and telephone numbers in order to contact the references provided.
- E. Discuss your ability to meet the outcomes and standards identified.
- F. Explain past performance of related experiences with regards to contracts of similar scale, scope and complexity.
- G. A detailed narrative that describes the strengths of the company, its understanding of the Performance Work Statement, and includes all of the information requested.
- H. Describe the firm's approach to meeting the overall requirements and deliverables stated herein. Include a narrative describing how your company can meet the outcome of providing the most comprehensive facilities solutions including but not limited to uniforms, mops, mats and towels.
- I. Describe how your company can meet the criteria noted in the Specific Conditions section (pg. 12)
- J. U.S. Communities Administration Agreement, signed unaltered – Attachment C, must be included with the Technical Proposal.
- K. Complete the Supplier Qualification Worksheet and include with the Technical Proposal.
- L. Complete the Supplier Information and include with the Technical Proposal.
- M. Provide a Diversity Statement which states your corporate commitment to engage, utilize and partner with Minority and Women owned business and other business entities identified as Disadvantaged Business Enterprises (DBE).
- N. Include your business statement covering your position relative to sustainable business practices. Please indicate if you can provide an annual report that identifies the "Green Products" carried in your catalog or otherwise provided under this agreement. Also address whether your company will use and/or supply "Green Products" for all cleaning jobs such as bathroom and carpet cleaning. What is your process if you do not have "Green Products" for the assigned task?
- O. List any and all additional fees/charges your company has that are not reflected on the Bid Form. Charges such as restocking fees, cost for premium uniform sizes (XXL etc), fuel surcharges, etc.

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**Specific Conditions**

- A. All Offerors shall be primarily engaged in facilities solutions and shall be actively engaged in this field for over 3 years.
- B. **SAMPLES ARE REQUIRED PRIOR TO BID OPENING. Samples will be received in the Purchasing Office no later than the Proposal due date and time.** Samples shall be plainly marked with the name of the Offeror and the manufacturer of the item. All samples shall be addressed to the Purchasing Department, Harford County Public Schools, 102 S. Hickory Ave., Bel Air, MD 21014, Attn: Jeff LaPorta. Samples submitted may be subject to examination and test and Harford County Public Schools shall reserve the right to use all samples in any manner which may best serve in final determination of the successful Offeror, even if said examination and test results in damage to or destruction of sample. All samples shall be furnished at no cost to Harford County Public Schools. Samples should include one (1) of each of the following:

**Men's Clothing**

Shirts, Long Sleeve (Poly/Cotton blend)  
Shirts, Long Sleeve (cotton)  
Shirts, Short Sleeve Polo Style (poly/cotton blend)  
Trousers (poly/cotton blend)  
Trousers (cotton)  
Jackets, Lightweight  
Jackets, Heavyweight

**Other**

Smocks  
Coveralls ( poly/cotton blend)  
Coveralls (Fire Retardant)

**C. Method of Ordering and Delivery**

1. Rental service (with laundering) of uniforms shall include weekly pick-up of soiled clothing and deliver of equivalent clothing, cleaned and laundered. Upon delivery/pick-up at each location, the route driver shall submit documentation of what is being delivered and what is being picked-up by employee.
2. Lease service (without laundering) of uniforms shall include weekly visits to each location. The route driver shall check with the Lead Custodian, or designee, for any items in need of repair or replacement. The route driver shall submit documentation of what is being delivered and what is being picked-up by employee.
3. Uniforms for new/additional employees shall be supplied within 10 business days.
4. Harford County Public Schools shall inspect items upon delivery. The route driver shall log any inadequacies.

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5. Uniforms shall be delivered on coat hangers to approximately sixty (60) locations throughout Harford County. Delivery and pick up shall be made Monday thru Friday, between the hours of 8:00AM and 3:30PM. The established delivery day for a given location shall remain the same throughout the Contract. Any change in delivery day shall require advance written notification. Exact delivery locations and addresses shall be provided to the Successful Vendor. ALL delivery locations MUST be visited once per week unless otherwise established in writing.
6. Delivery drivers are required to hand count uniforms coming in and going out and confirm such count with the Head Custodian or other designee in charge.

**D. Invoicing**

1. Invoices and any related billing documents must be guaranteed to be accurate and only reflect charges actually incurred by Owner. Repeated instances of inaccurate, or over-billing may result in contract termination.

**E. Warranty and Replacement**

1. All garments furnished at initial contract inception shall be guaranteed by the Successful Offeror to be like new and free from any defects. Garments showing defects shall immediately be replaced at no cost to the Participating Public Agency. Frayed or badly worn garments shall be replaced as requested, at no cost during the term of the Contract. Stained clothing shall be cleaned to the Participating Public Agency's satisfaction or replaced as requested.
2. All alterations, repairs (zippers, buttons, tears, split seams, etc.) and replacement of defective garments shall be the responsibility of the successful Offeror. The maintenance of garments in presentable condition shall be the responsibility of the Successful Offeror. The Successful Offeror shall make repairs as necessary, within ten (10) days of notification. The driver shall leave service request forms with each department.
3. Failure to repair garments, or to replace worn-out garments with new garments within ten (10) days from initial notification, will be considered unsatisfactory performance and may result in termination.

**F. Uniforms and Measurements**

The Successful Offeror shall supply services to measure individual employees, at the job site, to insure proper fit of garments. All garments shall be delivered within thirty (30) days from the award date of the Contract. The Successful Offeror shall be prepared to start measuring for uniforms upon contract award.

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**PRICE PROPOSAL CRITERIA:**

The Price Proposal must be submitted separately from the Technical Proposal.

- a. Offerors shall quote pricing for weekly rental with cleaning per employee, based on a weekly allotment of eleven (11) shirts and eleven (11) trousers
- b. Offerors shall quote pricing for weekly lease (no cleaning), based on a weekly allotment of ten (10) shirts and five (5) trousers.
- c. Offerors shall quote pricing for weekly rental of coveralls based on a weekly allotment of three (3) coveralls
- d. The Bid Form lists products and services that a pricing response is solicited for. Be aware that all pricing **submitted must be inclusive of all fees and service charges.**

In addition please provide an excel spread sheet that provides pricing for any products that you offer that were not included on the Bid/Pricing Form.

Please also provide your pricing for special order garments, and define what is a special order garment.

**Selection and Contract Finalization**

Harford County Public Schools reserves the right to terminate negotiation when, in its judgment, negotiations have reached an impasse. The Successful Offeror will be required to execute a contract with Harford County Public Schools and the Contract will include all of the provisions of this RFP, including conditions, attachments and addenda issued. Unsuccessful Offerors may request a debriefing meeting concerning the selection process. The debriefing will occur after contract award.

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**Section IV – Overview of U.S. Communities Supplier Qualifications**

**1. MASTER AGREEMENT**

Harford County Public Schools (herein “Lead Public Agency”) on behalf of itself and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and nonprofit organizations (herein “Participating Public Agencies”) is soliciting proposals from qualified suppliers to enter into a Master Agreement for a Comprehensive facilities solution including rental of uniforms, mops, mats and towels (herein “Products and Services”).

ALL PRODUCTS OFFERED MUST BE LIKE NEW AND FREE FROM ANY DEFECTS.

**2. OBJECTIVES**

- A. Provide a comprehensive competitively solicited Master Agreement offering Products and Services to Participating Public Agencies;
- B. Establish the Master Agreement as a Supplier’s primary offering to Participating Public Agencies;
- C. Achieve cost savings for Suppliers and Participating Public Agencies through a single competitive solicitation process that eliminates the need for multiple bids or proposals;
- D. Combine the volumes of Participating Public Agencies to achieve cost effective pricing;
- E. Reduce the administrative and overhead costs of Suppliers and Participating Public Agencies through state of the art ordering and delivery systems;
- F. Provide Participating Public Agencies with environmentally responsible products and services.

**3. GENERAL DEFINITION OF PRODUCTS AND/OR SERVICES**

The intent of the RFP is to enter into contract(s) which will allow schools, higher education institutions, municipalities, counties, state agencies and certain not for profit organizations to provide the rental of uniforms, mops, mats and towels and other products and solutions.

The successful suppliers must be capable of providing complete and comprehensive solutions to provide the rental of uniforms, mops, mats and towels and other products and solutions to participating public agencies. The primary focus of this RFP is to award a national contract(s), to those suppliers that offer the most comprehensive solutions to provide the rental of uniforms, mops, mats and towels and other products and solutions to the target market above.

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#### 4. U.S. COMMUNITIES

U.S. Communities Government Purchasing Alliance (herein “U.S. Communities”) assists Participating Public Agencies reduce the cost of purchased goods through strategic sourcing that combines the volumes and the purchasing power of public agencies nationwide. This is accomplished through an award of competitively solicited contracts for high quality products and services by large and well recognized public agencies (herein “Lead Public Agencies”). The Contracts provide for use by not only the respective Lead Public Agency, but also by other Participating Public Agencies.

##### **National Sponsors**

U.S. Communities is jointly sponsored by the National Institute of Governmental Purchasing (NIGP), the National Association of Counties (NACo), the National League of Cities (NLC), the Association of School Business Officials International (ASBO) and the United States Conference of Mayors (USCM) (herein “National Sponsors”).

##### **Advisory Board**

The U.S. Communities Advisory Board is made up of key government purchasing officials from across the United States.

Each Advisory Board Member is expected to actively participate in product bids and selection, participate in policy direction, and share expertise and purchasing innovations.

##### *Current U.S. Communities Advisory Board Members*

|                                     |                                       |
|-------------------------------------|---------------------------------------|
| City of Los Angeles, CA             | Hillsborough Schools, FL              |
| Fairfax County, VA                  | City of Houston, TX                   |
| Cobb County, GA                     | Los Angeles County, CA                |
| North Carolina State University, NC | Maricopa County, AZ                   |
| Fresno Unified School District, CA  | Miami-Dade County, FL                 |
| City and County of Denver, CO       | Salem-Keizer School District, OR      |
| Hennepin County, MN                 | City of San Antonio, TX               |
| Emory University, GA                | San Diego Unified School District, CA |
| Denver Public Schools, CO           | City of Seattle, WA                   |
| Harford County Public Schools, MD   | Great Valley School District, PA      |

##### **Participating Public Agencies**

Today more than 47,000 public agencies utilize U.S. Communities contracts and suppliers to procure over \$1.6 Billion Dollars in products and services annually. Each month more than 400 new public agencies register to participate. The continuing rapid growth of public agency participation is fueled by the program’s proven track record of providing public agencies unparalleled value.

The Supplier(s) must communicate directly with any Participating Public Agency concerning the placement of orders, issuance of the purchase order, contractual disputes, invoicing, and payment. Harford County Public



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Schools is acting as "Contracting Agent" for the Participating Public Agencies and shall **not** be held liable for any costs, damages, expenses, fees, liabilities, etc. incurred by any other Participating Public Agency.

Each Participating Public Agency enters into a Master Intergovernmental Cooperative Purchasing Agreement (MICPA) outlining the Terms and Conditions that allow access to the Lead Public Agencies' Master Agreements. Under the terms of the MICPA, the procurement by the Participating Public Agency shall be construed to be in accordance with, and governed by, the laws of the state in which the Participating Public Agency resides. A copy of the MICPA is attached as Attachment B.

### **Estimated Volume**

The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is \$100 Million Dollars annually. This estimate is based on the anticipated volume of the Lead Public Agency, the U.S. Communities Advisory Board members, and current sales within the U.S. Communities program. While there is no minimum quantity of products required to be purchased under the proposed Master Agreement Harford County Public Schools and the U.S. Communities Advisory Board Members are committed to utilizing the Master Agreement. The Advisory Board members shall determine if the Master Agreement is of value to their agency, and will promote the Master Agreement among other public agencies nationwide and internationally. The Advisory Board in 2010 purchased more than \$138 Million Dollars of products and services from existing U.S. Communities contracts.

### **Marketing Support**

U. S. Communities provides marketing support for each Supplier's products through the following:

- National Sponsors as referenced above.
- State Associations of Counties, Schools and Municipal Leagues.
- Administrative and marketing personnel that directly promote the U.S. Communities Suppliers to Participating Public Agencies through public agency meetings, direct mail, national publications, annual meetings and a network of K-12, City, County, Higher Education and State Associations.
- U.S. Communities provides Suppliers government sales training, and a host of online marketing and sales management tools to effectively increase sales through U.S. Communities.

### **Marketplace**

U.S. Communities has developed an online Marketplace, which gives Participating Public Agencies the ability to purchase from many U.S. Communities contracts directly from our website. The Marketplace makes it easier for Participating Public Agencies to access many contracts through a single login and place orders using a procurement card, credit card or purchase order. Suppliers have the ability to add their products to the Marketplace at no cost.

### **Multiple Awards**

Multiple awards may be issued as a result of the solicitation. Multiple Awards will ensure that any ensuing Master Agreements fulfill current and future requirements of the diverse and large number of Participating Public Agencies.

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**Evaluation of Proposals**

Proposals will be evaluated by the Lead Public Agency in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices.

U.S. Communities Advisory Board members and other Participating Public Agencies will assist the Lead Public Agency in evaluating proposals. The Supplier(s) that respond(s) affirmatively meets the requirements of this Request for Proposal and provides the best overall value will be eligible for a contract award. U.S. Communities reserves the right to make available or not make available Master Agreements awarded by a Lead Public Agency to Participating Public Agencies.

***Suppliers Qualifications/Information:***

**Commitments**

U.S. Communities views the relationship with an awarded Supplier as an opportunity to provide maximum benefit to both the Participating Public Agencies and to the Supplier.

The successful foundation of the partnership requires commitments from both U.S. Communities and the Supplier. U.S. Communities requires the Supplier to make the four commitments set forth below (Corporate, Pricing, Economy, Sales) to ensure that Supplier is providing the highest level of public benefit to Participating Public Agencies:

(a) **Corporate Commitment**

- (i) The pricing, terms and conditions of the Master Agreement shall, at all times, be Supplier's primary contractual offering of Products and Services to Public Agencies. All of Supplier's direct and indirect marketing and sales efforts to Public Agencies shall demonstrate that the Master Agreement is Supplier's primary offering and not just one of Supplier's contract options.
- (ii) Supplier's sales force (including inside, direct and/or authorized dealers, distributors and representatives) shall always solely present the Master Agreement when marketing Products or Services to Public Agencies.
- (iii) Supplier shall advise all Public Agencies that are existing customers of Supplier as to the pricing and other value offered through the Master Agreement.
- (iv) Upon authorization by a Public Agency, Supplier shall transition such Public Agency to the pricing, terms and conditions of the Master Agreement.
- (v) Supplier shall ensure that the U.S. Communities program and the Master Agreement are actively supported by Supplier's senior executive management.
- (vi) Supplier shall provide a national/senior management level representative with the authority and responsibility to ensure that the Supplier's Commitments are maintained at all times. Supplier shall also designate a lead referral contact person who shall be responsible for receiving communications from U.S. Communities concerning new Participating Public Agency registrations and for ensuring timely follow-up by Supplier's staff to requests for contact from Participating Public Agencies. Supplier shall also

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provide the personnel necessary to implement and support a supplier-based internet web page dedicated to Supplier's U.S. Communities program and linked to U.S. Communities' website and shall implement and support such web page.

(vii) Supplier shall demonstrate in its request for proposal ("RFP") or invitation to bid ("ITB") response and throughout the term of the Master Agreement that national/senior management fully supports the U.S. Communities program and its commitments and requirements. National/Senior management is defined as the executive(s) with companywide authority.

(viii) Where Supplier has an existing contract for Products and Services with a state, Supplier shall notify the state of the Master Agreement and transition the state to the pricing, terms and conditions of the Master Agreement upon the state's request. Regardless of whether the state decides to transition to the Master Agreement, Supplier shall primarily offer the Master Agreement to all Public Agencies located within the state.

(b) **Pricing Commitment.**

(i) Supplier represents to U.S. Communities that the pricing offered under the Master Agreement is the lowest overall available pricing (net to purchaser) on Products and Services that it offers to Public Agencies. Supplier's pricing shall be evaluated on either an overall project basis or the Public Agency's actual usage for more frequently purchased Products and Services.

(ii) Contracts Offering Lower Prices. If a pre-existing contract and/or a Public Agency's unique buying pattern provide one or more Public Agencies a lower price than that offered under the Master Agreement, Supplier shall match that lower pricing under the Master Agreement and inform the eligible Public Agencies that the lower pricing is available under the Master Agreement. If an eligible Public Agency requests to be transitioned to the Master Agreement, Supplier shall do so and report the Public Agency's purchases made under the Master Agreement going forward. The price match only applies to the eligible Public Agencies. Below are three examples of Supplier's obligation to match the pricing under Supplier's contracts offering lower prices.

(A) Supplier holds a state contract with lower pricing that is available to all Public Agencies within the state. Supplier would be required to match the lower state pricing under the Master Agreement and make it available to all Public Agencies within the state.

(B) Supplier holds a regional cooperative contract with lower pricing that is available only to the ten cooperative members. Supplier would be required to match the lower cooperative pricing under the Master Agreement and make it available to the ten cooperative members.

(C) Supplier holds a contract with an individual Public Agency. The Public Agency contract does not contain any cooperative language and therefore other Public Agencies are not eligible to utilize the contract. Supplier would be required to match the lower pricing under the Master Agreement and make it available only to the individual Public Agency.

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(iii) Deviating Buying Patterns. Occasionally U.S. Communities and Supplier may interact with a Public Agency that has a buying pattern or terms and conditions that considerably deviate from the normal Public Agency buying pattern and terms and conditions, and causes Supplier's pricing under the Master Agreement to be higher than an alternative contract held by Supplier. This could be created by a unique end-user preference or requirements. In the event that this situation occurs, Supplier may address the issue by lowering the price under the Master Agreement on the item(s) causing the large deviation for that Public Agency. Supplier would not be required to lower the price for other Public Agencies.

(iv) Supplier's Options in Responding to a Third Party RFP or ITB. While it is the objective of U.S. Communities to encourage Public Agencies to piggyback on to the Master Agreement rather than issue their own RFPs and ITBs, U.S. Communities recognizes that for various reasons some Public Agencies will issue their own solicitations. The following options are available to Supplier when responding to a Public Agency solicitation:

(A) Supplier may opt not to respond to the RFP or ITB. Supplier may make the Master Agreement available to the Public Agency as a comparison to its solicitation responses.

(B) Supplier may respond with the pricing, terms and conditions of the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement.

(C) If competitive conditions require pricing lower than the standard Master Agreement pricing, Supplier may submit lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement. Supplier would not be required to extend the lower price to other Public Agencies.

(D) Supplier may respond to the RFP or ITB with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement. If awarded a contract, Supplier shall still be bound by all obligations set forth in this Section 3.3, including, without limitation, the requirement to continue to advise the awarding Public Agency of the pricing, terms and conditions of the Master Agreement.

(E) Supplier may respond to the RFP or ITB with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement and if an alternative response is permitted, Supplier may offer the pricing under the Master Agreement as an alternative for consideration.

(c) Economy Commitment. Supplier shall demonstrate the benefits, including the pricing advantage, of the Master Agreement over alternative options, including competitive solicitation pricing and shall proactively offer the terms and pricing under the Master Agreement to Public Agencies as a more effective alternative to the cost and time associated with such alternate bids and solicitations.

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(d) **Sales Commitment.** Supplier shall market the Master Agreement through Supplier's sales force or dealer network that is properly trained, engaged and committed to offering the Master Agreement as Supplier's primary offering to Public Agencies. Supplier's sales force compensation and incentives shall be greater than or equal to the compensation and incentives earned under other contracts to Public Agencies.

(i) **Supplier Sales.** Supplier shall be responsible for proactive direct sales of Supplier's Products and Services to Public Agencies and the timely follow-up to sales leads identified by U.S. Communities. Use of product catalogs, targeted advertising, direct mail and other sales initiatives are encouraged. All of Supplier's sales materials targeted towards Public Agencies shall include the U.S. Communities logo. U.S. Communities hereby grants to Supplier, during the term of this Agreement, a non-exclusive, revocable, non-transferable, license to use the U.S. Communities name, trademark, and logo solely to perform its obligations under this Agreement, and for no other purpose. Any goodwill, rights, or benefits derived from Supplier's use of the U.S. Communities name, trademark, or logo shall inure to the benefit of U.S. Communities. U.S. Communities shall provide Supplier with its logo and the standards to be employed in the use of the logo. During the term of the Agreement, Supplier grants to U.S. Communities an express license to reproduce and use Supplier's name and logo in connection with the advertising, marketing and promotion of the Master Agreement to Public Agencies. Supplier shall assist U.S. Communities by providing camera-ready logos and by participating in related trade shows and conferences. At a minimum, Supplier's sales initiatives shall communicate that (i) the Master Agreement was competitively solicited by the Lead Public Agency, (ii) the Master Agreement provides the best government pricing, (iii) there is no cost to Participating Public Agencies, and (iv) the Master Agreement is a non-exclusive contract.

(ii) **Branding and Logo Compliance.** Supplier shall be responsible for complying with the U.S. Communities branding and logo standards and guidelines. Prior to use by Supplier, all U.S. Communities related marketing material must be submitted to U.S. Communities for review and approval.

(iii) **Sales Force Training.** Supplier shall train its national sales force on the Master Agreement and U.S. Communities program. U.S. Communities shall be available to train regional or district managers and generally assist with the education of sales personnel.

(iv) **Participating Public Agency Access.** Supplier shall establish the following communication links to facilitate customer access and communication:

(A) A dedicated U.S. Communities internet web-based homepage containing:

- (1) U.S. Communities standard logo with Founding Co-Sponsors logos;
- (2) Copy of original RFP or ITB;
- (3) Copy of Master Agreement including any amendments;
- (4) Summary of Products and Services pricing;
- (5) Electronic link to U.S. Communities' online registration page; and
- (6) Other promotional material as requested by U.S. Communities.

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- (B) A dedicated toll-free national hotline for inquiries regarding U.S. Communities.
  - (C) A dedicated email address for general inquiries in the following format: uscommunities@(name of supplier).com.
- (v) Electronic Registration. Supplier shall be responsible for ensuring that each Public Agency has completed U.S. Communities' online registration process prior to processing the Public Agency's first sales order.
- (vi) Supplier's Performance Review. Upon request by U.S. Communities, Supplier shall participate in a performance review meeting with U.S. Communities to evaluate Supplier's performance of the covenants set forth in this Agreement.
- (vii) Supplier Content. Supplier may, from time to time, provide certain graphics, media, and other content to U.S. Communities (collectively "Supplier Content") for use on U.S. Communities websites and for general marketing and publicity purposes. Supplier hereby grants to U.S. Communities and its affiliates a non-exclusive, worldwide, perpetual, free, transferrable, license to reproduce, modify, distribute, publically perform, publically display, and use Supplier Content in connection with U.S. Communities websites and for general marketing and publicity purposes, with the right to sublicense each and every such right. Supplier warrants that: (a) Supplier is the owner of or otherwise has the unrestricted right to grant the rights in and to Supplier Content as contemplated hereunder; and (b) the use of Supplier Content and any other materials or services provided to U.S. Communities as contemplated hereunder will not violate, infringe, or misappropriate the intellectual property rights or other rights of any third party.

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**U.S. Communities Administration Agreement**

The Supplier is required to execute, unaltered, the U.S. Communities Administration Agreement (attached hereto as Attachment C) prior to the award of the U.S. Communities contract. The Agreement outlines the Supplier's general duties and responsibilities in implementing the U.S. Communities contract.

**The executed U.S. Communities Administration Agreement is required to be submitted with the supplier's proposal without exception or alteration. Failure to do so will result in disqualification.**

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**SUPPLIER QUALIFICATION WORKSHEET**  
**(Must be included with Technical Proposal)**

Suppliers are required to meet specific qualifications. Please respond in the spaces provided after each qualification statement below:

- A. State if pricing for all Products/Services offered will be the most competitive pricing offered by your organization to Participating Public Agencies nationally.  
YES\_\_\_\_ NO\_\_\_\_
- B. Does your company have the ability to provide service to any Participating Public Agencies in the contiguous 48 states, and the ability to provide service in Alaska and Hawaii?  
YES\_\_\_\_ NO\_\_\_\_
- C. Does your company have a national sales force, dealer network or distributor with the ability to call on Participating Public Agencies in all 50 U.S. states?  
YES\_\_\_\_ NO\_\_\_\_
- D. Did your company have sales greater than \$50 million last year in the United States?  
YES\_\_\_\_ NO\_\_\_\_
- E. Does your company have existing capacity to provide toll-free telephone and state of the art electronic, facsimile and internet ordering and billing?  
YES\_\_\_\_ NO\_\_\_\_
- F. Will your company assign a dedicated Senior Management level Account Manager to support the resulting U.S. Communities program contract?  
YES\_\_\_\_ NO\_\_\_\_
- G. Does your company agree to respond to all agency referrals from U.S. Communities within 2 business days?  
YES\_\_\_\_ NO\_\_\_\_
- H. Does your company maintain records of your overall Participating Public Agencies' sales that you can and will share with U.S. Communities to monitor program implementation progress?  
YES\_\_\_\_ NO\_\_\_\_
- I. Will your company commit to the following program implementation schedule?  
YES\_\_\_\_ NO\_\_\_\_
- J. Will the U.S. Communities program contract be your lead public offering to Participating Public Agencies?  
YES\_\_\_\_ NO\_\_\_\_

Submitted by:

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)



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| New Supplier Implementation Checklist  |  | Target Completion After Award |
|--|--|-------------------------------|
| <b>1. First Conference Call</b>  |  | <b>One Week</b>               |
| Discuss expectations<br>Establish initial contact people & roles<br>Outline kickoff plan<br>Establish WebEx training date  |  |                               |
| <b>2. Administration Agreement Signed</b>  |  | <b>One Week</b>               |
| Lead Public Agency agreement signed  |  |                               |
| <b>3. Supplier Login Established</b>   |  | <b>One Week</b>               |
| Complete Supplier initiation form<br>Complete Supplier product template<br>Create user account & user ID - Communicate to Supplier   |  |                               |
| <b>4. Initial Sr. Management Meeting</b>   |  | <b>Two Weeks</b>              |
| Review commitments<br>Discuss National Account Manager (NAM) role & staff requirements<br>Discuss reporting process & requirements<br>Review kickoff plan<br>Determine field sales introductory communication plan   |  |                               |
| <b>5. Initial NAM &amp; Staff Training Meetings</b>  |  | <b>Two Weeks</b>              |
| Discuss expectations, roles & responsibilities<br>Introduce and review web-based tools<br>Discuss sales organization & define roles<br>Review with NAM<br>Review process & expectations with NAM and lead referral person<br>Discuss marketing plan and customer communication strategy<br>Discuss Admin process/expectations & provide admin support training |  |                               |
| <b>6. Review Top 10 Local Government Contracts</b>   |  | <b>Two Weeks</b>              |
| Determine strategies with NAM  |  |                               |
| <b>7. Program Contact Requirements</b>   |  | <b>Two Weeks</b>              |
| Supplier contacts communicated to U.S. Communities Staff<br>Dedicated email<br>Dedicated toll free number<br>Dedicated fax number  |  |                               |
| <b>8. Web Development</b>  |  |                               |
| Initiate IT contact  |  | <b>Two Weeks</b>              |
| Website construction   |  | <b>Three Weeks</b>            |
| Website final edit   |  | <b>Four Weeks</b>             |
| Product upload to U.S. Communities site  |  | <b>Four Weeks</b>             |

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|   |                   |
|---|-------------------|
| <b>9. Sales Training &amp; Roll Out</b>                           |                   |
| Regional Manager (RM) briefing - Coordinate with NAM              | <b>One Week</b>   |
| Initial remote WebEx training for all sales - Coordinate with NAM | <b>Two Weeks</b>  |
| Top 10 metro areas - Coordinate with NAM & RM                     | <b>Four Weeks</b> |
| Initiate contact with Advisory Board (AB) members                 | <b>Four Weeks</b> |
| Training plan for other metros                                    |                   |
| <b>10. Marketing</b>  |                   |
| General announcement  |                   |
| 1 Page Summary with Supplier contacts                             |                   |
| Branding of program   |                   |
| Supplier handbook   |                   |
| Announcement to AB and Sponsors                                   |                   |
| <b>11. Green Initiative</b>                                       |                   |
| Identify Green Products   | <b>Two Weeks</b>  |
| - Certifications  |                   |
| - New product identification                                      |                   |
| Identify green expert   |                   |
| Green reporting   | <b>Six Weeks</b>  |
| Upload product to U.S. Communities website                        | <b>Four Weeks</b> |
| - Product description   |                   |
| - Picture   |                   |
| - SKU   |                   |
| Green marketing material  | <b>Six Weeks</b>  |
| - Approved by U.S. Communities                                    |                   |
| - Printed/ Images   |                   |
| - Articles/ Best Practices/ Supplier internal green practices     |                   |
| - Workshops   |                   |
| - Green tradeshow   |                   |
| - 3rd Party green vendors   |                   |

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**SUPPLIER INFORMATION**  
(To be submitted in the Technical Proposal)

**Company**

1. Total number and location of sales persons employed by your company in the United States;  
Example:

| NUMBER OF SALES REPRESENTATIVES | CITY          | STATE |
|---------------------------------|---------------|-------|
| 13                              | Phoenix       | AZ    |
| 6                               | Tucson        | AZ    |
| 10                              | Los Angeles   | CA    |
| 12                              | San Francisco | CA    |
| 6                               | San Diego     | CA    |
| 5                               | Sacramento    | CA    |
| 3                               | Fresno        | CA    |
|                                 | Etc.          | Etc.  |
| <b>Total: 366</b>               |               |       |

2. Number and location of distribution outlets in the United States (if applicable);
3. Number and location of support centers (if applicable);
4. Annual sales for 2009, 2010 and 2011 in the United States; Sales reporting should be segmented into the following categories:

| <b>SUPPLIER ANNUAL SALES IN THE UNITED STATES FOR 2009, 2010, AND 2011</b> |            |            |            |
|--|------------|------------|------------|
| Segment  | 2009 Sales | 2010 Sales | 2011 Sales |
| Cities   |            |            |            |
| Counties   |            |            |            |
| K-12 (Public/Private)  |            |            |            |
| Higher Education (Public/Private)  |            |            |            |
| States   |            |            |            |
| Other Public Sector and Nonprofits   |            |            |            |
| Federal  |            |            |            |
| Private Sector   |            |            |            |
| <b>Total Supplier Sales</b>  |            |            |            |

5. Submit your current Federal Identification Number and latest Dun & Bradstreet report.
6. Provide a list with contact information of your company's ten largest public agency customers. Provide a list with contact information of five public agency customers that your company has lost in the last twelve months.

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#### **Distribution**

Describe how your company proposes to distribute the Products nationwide.

1. Identify all other companies that will be involved in servicing, processing, handling or shipping the Product/Service to the end user.
2. State the effectiveness of the proposed distribution in providing the lowest cost to the end user.
3. Provide the number, size and location of your company's distribution facilities and warehouses.
4. State the company's standard delivery time and any options, including desktop delivery costs, for expediting delivery and return policies.

#### **Marketing**

1. Outline your company's plan for marketing the Products to state and local government agencies nationwide.
2. Explain how your company will educate its national sales force about the Master Agreement.
3. Explain how your company will market and transition the Master Agreement into the primary offering to Participating Public Agencies.
4. Explain how your company plans to market the Master Agreement to existing government customers and transition these customers to the Master Agreement. Please provide the amount of purchases of existing public agency clients that your company will transition to the U.S. Communities Contract for the initial three years of the contract in the following format within your proposal.
  - a. \$\_\_\_\_\_.00 will be transitioned in year one.
  - b. \$\_\_\_\_\_.00 will be transitioned in year two.
  - c. \$\_\_\_\_\_.00 will be transitioned in year three.
5. Explain how your company proposes to resolve any complaints, issues or challenges.
6. Please submit the resume of the person your company proposes to serve as the National Accounts Manager. Also provide the resume for each person that will be dedicated full time to U.S. Communities account management.

#### **Products and Services**

1. Provide a description of the Products and Services to be provided by the major product category set forth in Section I, A of the RFP. The primary objective is for each Supplier to provide its complete product and service offerings so that Participating Public Agencies may order a range of product as appropriate for their needs.
2. Describe any special programs that your company offers that will improve customers' ability to access Products, on-time delivery or other innovative strategies.
3. State your fill rate (delivery of product within one day of order) for products, Section III.

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4. Describe the capacity of your company to broaden the scope of the contract and keep the product offerings current and ensure that latest products, standards and technology for additional facilities solutions.

#### **Administration**

1. Describe your company's capacity to employ EDI, telephone, ecommerce, with a specific proposal for processing orders under the Master Agreement. State which forms of ordering allow the use of a procurement card and the accepted banking (credit card) affiliation.
2. Describe your company's internal management system for processing orders from point of customer contact through delivery and billing. Please state if you use a single system or platform for all phases of ordering, processing, delivery and billing.
3. Describe your company's ecommerce capabilities, including details about your ability to create punch out sites and accept orders electronically (cXML, OCI, etc.). Please detail where you have integrated with a public agency's ERP (PeopleSoft, Lawson, Oracle, SAP, etc.) system in the past and include some details about the resources you have in place to support these integrations. List, by ERP provider, the following information: name of public agency, ERP system used, "go live" date, net sales per calendar year since "go live", and percentage of agency sales being processed through this connection.
4. Describe your company's implementation and success with existing multi-state cooperative purchasing programs, if any, and provide the entity's name(s), contact person(s) and contact information as reference(s).
5. Describe the capacity of your company to report monthly sales under the Master Agreement by Participating Public Agency within each U.S. state.
6. Describe the capacity of your company to provide management reports, i.e. commodity histories, procurement card histories, green spend, etc. for each Participating Public Agency.
7. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies.

#### **Financial Statements**

The Supplier shall include an audited income statement and balance sheet from the most recent reporting period in its proposal.

#### **Staffing Plan**

A staffing plan is required which describes the Supplier's proposed staff distribution to accomplish this work. The staffing plan should indicate a chart that partitions the time commitment of each professional staff member across the proposed tasks and a timeline for the project. It is mandatory that this section identify the key personnel who are to work on the project, their relationship to the contracting organization, and amount of time to be devoted to the project.

#### **Environmental**

1. Provide a brief description of any company environmental initiatives, including any green products and certifications to be available through your company.

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2. What is your company's environmental strategy?
3. What is your investment in being an environmentally preferable product leader?
4. Do you have any resources dedicated to your environmental strategy? Please describe.
5. What percentage of your offering is environmentally preferable and what are your plans to improve this offering?

**Additional Information**

Please use this opportunity to describe any/all other features, advantages and benefits of your organization that you feel will provide additional value and benefit to a Participating Public Agency.

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**ATTACHMENT A**

**Attachment A - Signature Sheet, which must be completed and included in the Technical Proposal submission.**

**SIGNATURE SHEET**

I/We agree to provide the services in accordance with the accompanying specifications and all conditions, provisions, attachments and any addenda to this RFP.

|  |  |
|--|--|
| _____<br>Company                               | _____<br>Authorized Representative (please print)          |
| _____<br>Address                               | _____<br>Signature   |
| _____<br>Address, continued                    | _____<br>Title   |
| _____<br>Payment Terms                         | _____<br>Telephone Number                                  |
| _____<br>Federal I.D. Number                   | _____<br>Fax Number  |
| _____<br>Name of Firm's Contract Administrator | _____<br>Telephone Number of Firm's Contract Administrator |
|  | _____<br>E-Mail Address of Firm's Contract Administrator   |

**Acknowledgement of Addenda**

I/We acknowledge receipt of the following Addenda:

No. \_\_\_\_\_, Dated \_\_\_\_\_

No. \_\_\_\_\_, Dated \_\_\_\_\_

No. \_\_\_\_\_, Dated \_\_\_\_\_

**PLEASE CHECK APPROPRIATE BOXES:**

|  |   |
|--|---|
| <input type="checkbox"/> Small Business                                | <input type="checkbox"/> Partnership          |
| <input type="checkbox"/> Individual Proprietorship                     | <input type="checkbox"/> Non-incorporated     |
| <input type="checkbox"/> Corporation                                   | <input type="checkbox"/> Woman Owned Business |
| <input type="checkbox"/> Minority Business,    Approved Minority DOT # |   |

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**ATTACHMENT B**

**MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT**

This Master Intergovernmental Cooperative Purchasing Agreement (“Agreement”) is made between certain government agencies that execute a Lead Public Agency Certificate (collectively, “Lead Public Agencies”) to be appended and made a part hereof and other government agencies (“Participating Public Agencies”) that agree to the terms and conditions hereof through the U.S. Communities registration process and made a part hereof.

**RECITALS**

WHEREAS, after a competitive solicitation and selection process by Lead Public Agencies, in compliance with their own policies, procedures, rules and regulations, a number of suppliers (each, a “Contract Supplier”) have entered into Master Agreements with Lead Public Agencies to provide a variety of goods, products and services based on national and international volumes (herein “Products and Services”);

WHEREAS, Master Agreements are made available by Lead Public Agencies through U.S. Communities and provide that Participating Public Agencies may purchase Products and Services on the same terms, conditions and pricing as the Lead Public Agency, subject to any applicable local purchasing ordinances and the laws of the State of purchase;

WHEREAS, the parties desire to comply with the requirements and formalities of the Intergovernmental Cooperation Act as may be applicable to the laws of the State of purchase;

WHEREAS, the parties hereto desire to conserve resources and reduce procurement cost;

WHEREAS, the parties hereto desire to improve the efficiency, effectiveness and economy of the procurement of necessary Products and Services;

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties agree as follows:

1. That each party will facilitate the cooperative procurement of Products and Services.
2. That the procurement of Products and Services subject to this Agreement shall be conducted in accordance with and subject to the relevant statutes, ordinances, rules and regulations that govern each party’s procurement practices.
3. That the cooperative use of solicitations obtained by a party to this Agreement shall be in accordance with the Terms and Conditions of the Solicitation, except as modification of those terms and conditions is otherwise allowed or required by applicable law.
4. That the Lead Public Agencies will make available, upon reasonable request and subject to convenience, information which may assist in improving the effectiveness, efficiency and economy of Participating Public Agencies’ procurement of Products and Services.
5. That the Participating Public Agency will make timely payments to the Contract Supplier for Products and Services received in accordance with the Terms and Conditions of the procurement. Payment, inspections and acceptance of Products and Services ordered by the Participating Public Agency shall be the exclusive obligation of such Participating Public Agency. Disputes between the Participating Public Agency and Contract Supplier are to be resolved in accord with the law and venue rules of the State of purchase.
6. The Participating Public Agency shall not use this Agreement as a method for obtaining additional concessions or reduced prices for similar products or services.



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7. The Participating Public Agency shall be responsible for the ordering of Products and Services under this Agreement. A Lead Public Agency shall not be liable in any fashion for any violation by a Participating Public Agency, and the Participating Public Agency shall hold the Lead Public Agency harmless from any liability that may arise from action or inaction of the Participating Public Agency.
8. The exercise of any rights or remedies by the Participating Public Agency shall be the exclusive obligation of such Participating Public Agency.
9. This Agreement shall remain in effect until termination by a party giving thirty (30) days prior written notice to U.S. Communities at 2033 N. Main Street, Suite 700, Walnut Creek, CA 94596.
10. This Agreement shall become effective after execution of the Lead Public Agency Certificate or Participating Public Agency registration, as applicable.

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**ATTACHMENT C**  
**ADMINISTRATION AGREEMENT**

This ADMINISTRATION AGREEMENT (“Agreement”) is made as of \_\_\_\_\_, by and between U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE (“U.S. Communities”) and \_\_\_\_\_ (“Supplier”).

**RECITALS**

WHEREAS, \_\_\_\_\_ (“Lead Public Agency”) has entered into a certain Master Agreement dated as of \_\_\_\_\_, referenced as Agreement No. \_\_\_\_\_, by and between Lead Public Agency and Supplier (as amended from time to time in accordance with the terms thereof, the “Master Agreement”) for the purchase of \_\_\_\_\_ (the “Products and Services”);

WHEREAS, the Master Agreement provides that any state, county, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), other government agency or nonprofit organization (each a “Public Agency” and collectively, “Public Agencies”) may purchase Products and Services at the prices indicated in the Master Agreement upon prior registration with U.S. Communities, in which case the Public Agency becomes a “Participating Public Agency”;

WHEREAS, U.S. Communities has the administrative and legal capacity to administer purchases under the Master Agreement to Participating Public Agencies;

WHEREAS, U.S. Communities serves as the administrative agent for Lead Public Agency and other lead public agencies in connection with other master agreements offered by U.S. Communities;

WHEREAS, Lead Public Agency desires U.S. Communities to proceed with administration of the Master Agreement on the same basis as other master agreements;

WHEREAS, “U.S. Communities Government Purchasing Alliance” is a trade name licensed by U.S. Communities Purchasing & Finance Agency; and

WHEREAS, U.S. Communities and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies.

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, U.S. Communities and Supplier hereby agree as follows:

**ARTICLE I**

**GENERAL TERMS AND CONDITIONS**

1.1 The Master Agreement, attached hereto as Exhibit A and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.

1.2 U.S. Communities shall be afforded all of the rights, privileges and indemnifications afforded to Lead Public Agency under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to U.S. Communities under this Agreement including, without limitation, Supplier’s obligation to provide insurance and certain indemnifications to Lead Public Agency.

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1.3 Supplier shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.

1.4 U.S. Communities shall perform all of its duties, responsibilities and obligations as administrator of purchases under the Master Agreement as set forth herein, and Supplier acknowledges that U.S. Communities shall act in the capacity of administrator of purchases under the Master Agreement.

1.5 With respect to any purchases made by Lead Public Agency or any Participating Public Agency pursuant to the Master Agreement, U.S. Communities (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Supplier, Lead Public Agency or such Participating Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Lead Public Agency, any Participating Public Agency or any employee of Lead Public Agency or a Participating Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by a Participating Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. U.S. Communities makes no representations or guaranties with respect to any minimum purchases required to be made by Lead Public Agency, any Participating Public Agency, or any employee of Lead Public Agency or a Participating Public Agency under this Agreement or the Master Agreement.

**ARTICLE II**

**TERM OF AGREEMENT**

2.1 This Agreement is effective as of \_\_\_\_\_ and shall terminate upon termination of the Master Agreement or any earlier termination in accordance with the terms of this Agreement, provided, however, that the obligation to pay all amounts owed by Supplier to U.S. Communities through the termination of this Agreement and all indemnifications afforded by Supplier to U.S. Communities shall survive the term of this Agreement.

**ARTICLE III**

**REPRESENTATIONS AND COVENANTS**

3.1 U.S. Communities views the relationship with Supplier as an opportunity to provide benefits to both Public Agencies and Supplier. The successful foundation of the relationship requires certain representations and covenants from both U.S. Communities and Supplier.

3.2 U.S. Communities' Representations and Covenants.

(a) Marketing. U.S. Communities shall proactively market the Master Agreement to Public Agencies using resources such as a network of major sponsors including the National League of Cities (NLC), National Association of Counties (NACo), United States Conference of Mayors (USCM), Association of School Business Officials (ASBO) and National Institute of Governmental Purchasing (NIGP) (collectively, the "Founding Co-Sponsors") and individual state-level sponsors. In addition, the U.S. Communities staff shall enhance Supplier's marketing efforts through meetings with Public Agencies, participation in key events and tradeshows and by providing online tools to Supplier's sales force.

(b) Training and Knowledge Management Support. U.S. Communities shall provide support for the education, training and engagement of Supplier's sales force as provided herein. Through its staff (each, a "Program Manager" and collectively, the "Program Managers"), U.S. Communities shall conduct training sessions with Supplier and shall conduct calls jointly with Supplier to Public Agencies. U.S. Communities shall also

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provide Supplier with access to U.S. Communities' private intranet website which provides presentations, documents and information to assist Supplier's sales force in effectively promoting the Master Agreement.

3.3 **Supplier's Representations and Covenants.** Supplier hereby represents and covenants as follows in order to ensure that Supplier is providing the highest level of public benefit to Participating Public Agencies (such representations and covenants are sometimes referred to as "**Supplier's Commitments**") and are comprised of the Corporate Commitment, Pricing Commitment, Economy Commitment and Sales Commitment):

(a) **Corporate Commitment.**

(i) The pricing, terms and conditions of the Master Agreement shall, at all times, be Supplier's primary contractual offering of Products and Services to Public Agencies. All of Supplier's direct and indirect marketing and sales efforts to Public Agencies shall demonstrate that the Master Agreement is Supplier's primary offering and not just one of Supplier's contract options.

(ii) Supplier's sales force (including inside, direct and/or authorized dealers, distributors and representatives) shall always solely present the Master Agreement when marketing Products or Services to Public Agencies.

(iii) Supplier shall advise all Public Agencies that are existing customers of Supplier as to the pricing and other value offered through the Master Agreement.

(vi) Upon authorization by a Public Agency, Supplier shall transition such Public Agency to the pricing, terms and conditions of the Master Agreement.

(v) Supplier shall ensure that the U.S. Communities program and the Master Agreement are actively supported by Supplier's senior executive management.

(vi) Supplier shall provide a national/senior management level representative with the authority and responsibility to ensure that the Supplier's Commitments are maintained at all times. Supplier shall also designate a lead referral contact person who shall be responsible for receiving communications from U.S. Communities concerning new Participating Public Agency registrations and for ensuring timely follow-up by Supplier's staff to requests for contact from Participating Public Agencies. Supplier shall also provide the personnel necessary to implement and support a supplier-based internet web page dedicated to Supplier's U.S. Communities program and linked to U.S. Communities' website and shall implement and support such web page.

(vi) Supplier shall demonstrate in its request for proposal ("**RFP**") or invitation to bid ("**ITB**") response and throughout the term of the Master Agreement that national/senior management fully supports the U.S. Communities program and its commitments and requirements. National/Senior management is defined as the executive(s) with companywide authority.

(viii) Where Supplier has an existing contract for Products and Services with a state, Supplier shall notify the state of the Master Agreement and transition the state to the pricing, terms and conditions of the Master Agreement upon the state's request. Regardless of whether the state decides to transition to the Master Agreement, Supplier shall primarily offer the Master Agreement to all Public Agencies located within the state.

(b) **Pricing Commitment.**

(i) Supplier represents to U.S. Communities that the pricing offered under the Master Agreement is the lowest overall available pricing (net to purchaser) on Products and Services that it offers to Public

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Agencies. Supplier's pricing shall be evaluated on either an overall project basis or the Public Agency's actual usage for more frequently purchased Products and Services.

(ii) Contracts Offering Lower Prices. If a pre-existing contract and/or a Public Agency's unique buying pattern provide one or more Public Agencies a lower price than that offered under the Master Agreement, Supplier shall match that lower pricing under the Master Agreement and inform the eligible Public Agencies that the lower pricing is available under the Master Agreement. If an eligible Public Agency requests to be transitioned to the Master Agreement, Supplier shall do so and report the Public Agency's purchases made under the Master Agreement going forward. The price match only applies to the eligible Public Agencies. Below are three examples of Supplier's obligation to match the pricing under Supplier's contracts offering lower prices.

(A) Supplier holds a state contract with lower pricing that is available to all Public Agencies within the state. Supplier would be required to match the lower state pricing under the Master Agreement and make it available to all Public Agencies within the state.

(B) Supplier holds a regional cooperative contract with lower pricing that is available only to the ten cooperative members. Supplier would be required to match the lower cooperative pricing under the Master Agreement and make it available to the ten cooperative members.

(C) Supplier holds a contract with an individual Public Agency. The Public Agency contract does not contain any cooperative language and therefore other Public Agencies are not eligible to utilize the contract. Supplier would be required to match the lower pricing under the Master Agreement and make it available only to the individual Public Agency.

(iii) Deviating Buying Patterns. Occasionally U.S. Communities and Supplier may interact with a Public Agency that has a buying pattern or terms and conditions that considerably deviate from the normal Public Agency buying pattern and terms and conditions, and causes Supplier's pricing under the Master Agreement to be higher than an alternative contract held by Supplier. This could be created by a unique end-user preference or requirements. In the event that this situation occurs, Supplier may address the issue by lowering the price under the Master Agreement on the item(s) causing the large deviation for that Public Agency. Supplier would not be required to lower the price for other Public Agencies.

(iv) Supplier's Options in Responding to a Third Party RFP or ITB. While it is the objective of U.S. Communities to encourage Public Agencies to piggyback on to the Master Agreement rather than issue their own RFPs and ITBs, U.S. Communities recognizes that for various reasons some Public Agencies will issue their own solicitations. The following options are available to Supplier when responding to a Public Agency solicitation:

(A) Supplier may opt not to respond to the RFP or ITB. Supplier may make the Master Agreement available to the Public Agency as a comparison to its solicitation responses.

(B) Supplier may respond with the pricing, terms and conditions of the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement.

(C) If competitive conditions require pricing lower than the standard Master Agreement pricing, Supplier may submit lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement. Supplier would not be required to extend the lower price to other Public Agencies.

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(D) Supplier may respond to the RFP or ITB with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement. If awarded a contract, Supplier shall still be bound by all obligations set forth in this Section 3.3, including, without limitation, the requirement to continue to advise the awarding Public Agency of the pricing, terms and conditions of the Master Agreement.

(E) Supplier may respond to the RFP or ITB with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement and if an alternative response is permitted, Supplier may offer the pricing under the Master Agreement as an alternative for consideration.

(c) **Economy Commitment.** Supplier shall demonstrate the benefits, including the pricing advantage, of the Master Agreement over alternative options, including competitive solicitation pricing and shall proactively offer the terms and pricing under the Master Agreement to Public Agencies as a more effective alternative to the cost and time associated with such alternate bids and solicitations.

(d) **Sales Commitment.** Supplier shall market the Master Agreement through Supplier's sales force or dealer network that is properly trained, engaged and committed to offering the Master Agreement as Supplier's primary offering to Public Agencies. Supplier's sales force compensation and incentives shall be greater than or equal to the compensation and incentives earned under other contracts to Public Agencies.

(i) **Supplier Sales.** Supplier shall be responsible for proactive direct sales of Supplier's Products and Services to Public Agencies and the timely follow-up to sales leads identified by U.S. Communities. Use of product catalogs, targeted advertising, direct mail and other sales initiatives are encouraged. All of Supplier's sales materials targeted towards Public Agencies shall include the U.S. Communities logo. U.S. Communities hereby grants to Supplier, during the term of this Agreement, a non-exclusive, revocable, non-transferable, license to use the U.S. Communities name, trademark, and logo solely to perform its obligations under this Agreement, and for no other purpose. Any goodwill, rights, or benefits derived from Supplier's use of the U.S. Communities name, trademark, or logo shall inure to the benefit of U.S. Communities. U.S. Communities shall provide Supplier with its logo and the standards to be employed in the use of the logo. During the term of the Agreement, Supplier grants to U.S. Communities an express license to reproduce and use Supplier's name and logo in connection with the advertising, marketing and promotion of the Master Agreement to Public Agencies. Supplier shall assist U.S. Communities by providing camera-ready logos and by participating in related trade shows and conferences. At a minimum, Supplier's sales initiatives shall communicate that (i) the Master Agreement was competitively solicited by the Lead Public Agency, (ii) the Master Agreement provides the best government pricing, (iii) there is no cost to Participating Public Agencies, and (iv) the Master Agreement is a non-exclusive contract.

(ii) **Branding and Logo Compliance.** Supplier shall be responsible for complying with the U.S. Communities branding and logo standards and guidelines. Prior to use by Supplier, all U.S. Communities related marketing material must be submitted to U.S. Communities for review and approval.

(iii) **Sales Force Training.** Supplier shall train its national sales force on the Master Agreement and U.S. Communities program. U.S. Communities shall be available to train regional or district managers and generally assist with the education of sales personnel.

(iv) **Participating Public Agency Access.** Supplier shall establish the following communication links to facilitate customer access and communication:

(A) A dedicated U.S. Communities internet web-based homepage containing:

(1) U.S. Communities standard logo with Founding Co-Sponsors logos;

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- (2) Copy of original RFP or ITB;
- (3) Copy of Master Agreement including any amendments;
- (4) Summary of Products and Services pricing;
- (5) Electronic link to U.S. Communities' online registration page; and
- (6) Other promotional material as requested by U.S. Communities.

(B) A dedicated toll-free national hotline for inquiries regarding U.S. Communities.

(C) A dedicated email address for general inquiries in the following format:  
uscommunities@(name of supplier).com.

(v) Electronic Registration. Supplier shall be responsible for ensuring that each Public Agency has completed U.S. Communities' online registration process prior to processing the Public Agency's first sales order.

(vi) Supplier's Performance Review. Upon request by U.S. Communities, Supplier shall participate in a performance review meeting with U.S. Communities to evaluate Supplier's performance of the covenants set forth in this Agreement.

(vii) Supplier Content. Supplier may, from time to time, provide certain graphics, media, and other content to U.S. Communities (collectively "Supplier Content") for use on U.S. Communities websites and for general marketing and publicity purposes. Supplier hereby grants to U.S. Communities and its affiliates a non-exclusive, worldwide, perpetual, free, transferrable, license to reproduce, modify, distribute, publically perform, publically display, and use Supplier Content in connection with U.S. Communities websites and for general marketing and publicity purposes, with the right to sublicense each and every such right. Supplier warrants that: (a) Supplier is the owner of or otherwise has the unrestricted right to grant the rights in and to Supplier Content as contemplated hereunder; and (b) the use of Supplier Content and any other materials or services provided to U.S. Communities as contemplated hereunder will not violate, infringe, or misappropriate the intellectual property rights or other rights of any third party.

3.4 Breach of Supplier's Representations and Covenants. The representations and covenants set forth in this Agreement are the foundation of the relationship between U.S. Communities and Supplier. If Supplier is found to be in violation of, or non-compliance with, one or more of the representations and covenants set forth in this Agreement, Supplier shall have ninety (90) days from the notice of default to cure such violation or non-compliance and, if Supplier fails to cure such violation or non-compliance within such notice period, it shall be deemed a cause for immediate termination of the Master Agreement at Lead Public Agency's sole discretion or this Agreement at U.S. Communities' sole discretion.

3.5 Indemnity. Supplier hereby agrees to indemnify and defend U.S. Communities, and its parent companies, subsidiaries, affiliates, shareholders, member, manager, officers, directors, employees, agents, and representatives from and against any and all claims, costs, proceedings, demands, losses, damages, and expenses (including, without limitation, reasonable attorney's fees and legal costs) of any kind or nature, arising from or relating to, any actual or alleged breach of any of Supplier's representations, warranties, or covenants in this Agreement.

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**ARTICLE IV**

**PRICING AUDITS**

4.1 Supplier shall, at Supplier's sole expense, maintain an accounting of all purchases made by Lead Public Agency and Participating Public Agencies under the Master Agreement. U.S. Communities and Lead Public Agency each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. U.S. Communities shall have the authority to conduct random audits of Supplier's pricing that is offered to Participating Public Agencies at U.S. Communities' sole cost and expense. Notwithstanding the foregoing, in the event that U.S. Communities is made aware of any pricing being offered to Participating Public Agencies that is materially inconsistent with the pricing under the Master Agreement, U.S. Communities shall have the ability to conduct an extensive audit of Supplier's pricing at Supplier's sole cost and expense. U.S. Communities may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Lead Public Agency or U.S. Communities.

**ARTICLE V**

**FEES & REPORTING**

5.1 Administrative Fees. Supplier shall pay to U.S. Communities a monthly administrative fee based upon the total sales price of all purchases shipped and billed pursuant to the Master Agreement, excluding taxes, in the amount of two percent (2%) of aggregate purchases made during each calendar month (individually and collectively, "Administrative Fees"). Supplier's annual sales shall be measured on a calendar year basis. All Administrative Fees shall be payable in U.S. Dollars and shall be made by wire to U.S. Communities, or its designee or trustee as may be directed in writing by U.S. Communities. Administrative Fees shall be due and payable within thirty (30) days of the end of each calendar month for purchases shipped and billed during such calendar month.

5.2 Sales Reports. Within thirty (30) days of the end of each calendar month, Supplier shall deliver to U.S. Communities an electronic accounting report, in the format prescribed by Exhibit B, attached hereto, summarizing all purchases made under the Master Agreement during such calendar month ("Sales Report"). All purchases indicated in the Sales Report shall be denominated in U.S. Dollars. All purchases shipped and billed pursuant to the Master Agreement for the applicable calendar month shall be included in the Sales Report. U.S. Communities reserves the right upon reasonable advance notice to Supplier to change the prescribed report format to accommodate the distribution of the Administrative Fees to its program sponsors and state associations.

(a) Monthly Sales Reports shall include all sales reporting under the Master Agreement, and a breakout of Environmental Preferable (Green) sales reporting. Supplier must make reasonable attempts at filling in all required information and contact U.S. Communities with a plan to correct any deficiencies of data field population.

(b) Submitted reports shall be verified by U.S. Communities against its registration database. Any data that is inconsistent with the registration database shall be changed prior to processing.

5.3 Exception Reporting/Sales Reports Audits. U.S. Communities or its designee may, at its sole discretion, compare Supplier's Sales Reports with Participating Public Agency records or other sales analysis performed by Participating Public Agencies, sponsors, advisory board members or U.S. Communities staff. If there is a material discrepancy between the Sales Report and such records or sales analysis as determined by U.S. Communities, U.S. Communities shall notify Supplier in writing and Supplier shall have thirty (30) days from the date of such notice to resolve the discrepancy to U.S. Communities' reasonable satisfaction. Upon resolution of the



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discrepancy, Supplier shall remit payment to U.S. Communities' trustee within fifteen (15) calendar days. Any questions regarding an exception report should be directed to U.S. Communities in writing to [reporting@uscommunities.org](mailto:reporting@uscommunities.org). If Supplier does not resolve the discrepancy to U.S. Communities' reasonable satisfaction within thirty (30) days, U.S. Communities shall have the right to engage outside services to conduct an independent audit of Supplier's reports and Supplier shall be obligated to reimburse U.S. Communities for any and all costs and expenses incurred in connection with such audit.

5.4 Online Reporting. Within sixty (60) days of the end of each calendar quarter, U.S. Communities shall provide online reporting to Supplier containing Supplier's sales reporting for such calendar quarter. Supplier shall contact U.S. Communities within fifteen (15) days of receiving notification of the online reporting and report to U.S. Communities any concerns or disputes regarding the reports, including but not limited to concerns regarding the following:

| Report Name                            | Follow up with U.S. Communities |
|--|---------------------------------|
| 5 Qtr Drop Sales Analysis              | Financial & Reporting Manager   |
| Zero States Sales Report               | Program Manager                 |
| Registered Agency Without Sales Report | Program Manager                 |

Supplier shall have access to the above reports through the U.S. Communities intranet website. The following additional reports are also available to Supplier and are useful in resolving reporting issues and enabling Supplier to better manage its Master Agreement:

- (i) Agency Sales by Population/Enrollment Report
- (ii) Hot Prospect Sales Report
- (iii) New Lead Sales Report
- (iv) State Comparison Sales Report
- (v) Advisory Board Usage Report
- (vi) Various Agency Type Comparison Reports
- (vii) Sales Report Builder

5.5 Supplier's Failure to Provide Reports or Pay Administrative Fees. Failure to provide a Sales Report or pay Administrative Fees within the time and in the manner specified herein shall be regarded as a material breach under this Agreement and if not cured within thirty (30) days of written notice to Supplier, shall be deemed a cause for termination of the Master Agreement at Lead Public Agency's sole discretion or this Agreement at U.S. Communities' sole discretion. All Administrative Fees not paid within thirty (30) days of the end of the previous calendar month shall bear interest at the rate of one and one-half percent (1.5%) per month until paid in full.

**ARTICLE VI**

**MISCELLANEOUS**

6.1 Entire Agreement. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.

6.2 Attorney's Fees. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.

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6.3 Assignment.

(a) Supplier. Neither this Agreement nor any rights or obligations hereunder shall be assignable by Supplier without prior written consent of U.S. Communities, and any assignment without such consent shall be void.

(b) U.S. Communities. This Agreement and any rights or obligations hereunder may be assigned by U.S. Communities in U.S. Communities' sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform U.S. Communities' obligations hereunder.

6.4 Notices. All reports, notices or other communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery requiring signature on receipt to the addresses as set forth below. U.S. Communities may, by written notice delivered to Supplier, designate any different address to which subsequent reports, notices or other communications shall be sent.

U.S. Communities:

U.S. Communities  
2033 N. Main Street, Suite 700  
Walnut Creek, California 94596  
Attn: Program Manager Administration

Supplier:

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

Attn: U.S. Communities Program Manager

6.5 Severability. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatever.

6.6 Waiver. Any failure of a party to enforce, for any period of time, any of the provisions under this Agreement shall not be construed as a waiver of such provisions or of the right of said party thereafter to enforce each and every provision under this Agreement.

6.7 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

6.8 Modifications. This Agreement may not be effectively amended, changed, modified, altered or terminated without the prior written consent of the parties hereto.

6.9 Governing Law; Arbitration. This Agreement will be governed by and interpreted in accordance with the laws of the State of California without regard to any conflict of laws principles. Any dispute, claim, or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this dispute resolution clause, shall be determined by arbitration in Walnut Creek, California, before one (1) arbitrator. The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures. Judgment on the award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. The prevailing party will be entitled to recover its reasonable attorneys' fees and arbitration costs from the other party. The arbitration award shall be final and binding. Each party commits that prior to commencement of arbitration proceedings, the parties shall submit the dispute to JAMS for mediation. The parties will cooperate with JAMS and with one another in selecting a

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mediator from JAMS panel of neutrals, and in promptly scheduling the mediation proceedings. The parties covenant that they will participate in the mediation in good faith, and that they will share equally in its costs. The mediation will be conducted by each party designating a duly authorized officer or other representative to represent the party with the authority to bind the party, and that the parties agree to exchange informally such information as is reasonably necessary and relevant to the issues being mediated. All offers, promises, conduct, and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts, and attorneys, and by the mediator or any JAMS employees, are confidential, privileged, and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation. If the dispute is not resolved within thirty (30) days from the date of the submission of the dispute to mediation (or such later date as the parties may mutually agree in writing), the administration of the arbitration shall proceed. The mediation may continue, if the parties so agree, after the appointment of the arbitrator. Unless otherwise agreed by the parties, the mediator shall be disqualified from serving as arbitrator in the case. The pendency of a mediation shall not preclude a party from seeking provisional remedies in aid of the arbitration from a court of appropriate jurisdiction, and the parties agree not to defend against any application for provisional relief on the ground that a mediation is pending.

6.10 Successors and Assigns. This Agreement shall inure to the benefit of and shall be binding upon U.S. Communities, Supplier and any successor and assign thereto; subject, however, to the limitations contained herein.

*[Remainder of Page Intentionally Left Blank – Signatures Follow]*

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IN WITNESS WHEREOF, U.S. Communities has caused this Agreement to be executed in its name and Supplier has caused this Agreement to be executed in its name, all as of the date first written above.

U.S. Communities:

U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE

By \_\_\_\_\_

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

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

Supplier:

\_\_\_\_\_

By \_\_\_\_\_

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

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

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EXHIBIT A

MASTER AGREEMENT

(To Be Attached Once Award Has Been Made)

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### EXHIBIT B

### SALES REPORT FORMAT

| Exhibit B - US (Data Format) |                              |              |                                       |   |                           |             |       |       |             |      |       |          |
|------------------------------|------------------------------|--------------|---------------------------------------|---|---------------------------|-------------|-------|-------|-------------|------|-------|----------|
| Sales Report Template        |                              |              |                                       |   |                           |             |       |       |             |      |       |          |
| TIN                          | Supplier ID                  | Account No.  | Agency Name                           | Dept Name   | Address                   | City        | State | Zip   | Agency Type | Year | Month | Amount   |
| 956000735                    | 144                          | 89518997     | CITY OF LA/MGMT EMPL SVCS             | Purchasing  | 555 RAMIREZ ST STE 312    | LOS ANGELES | CA    | 90012 | 20          | 2008 | 4     | 1525.50  |
| 956000222                    | 144                          | 34868035     | LOS ANGELES COUNTY                    | Facilities  | 350 S FIGUEROA ST STE 700 | LOS ANGELES | CA    | 90071 | 30          | 2008 | 4     | 1603.64  |
| 956000735                    | 144                          | 89496461     | CITY OF LA/ENVIRON AFFAIR             | Purchasing  | 555 RAMIREZ ST STE 312    | LOS ANGELES | CA    | 90012 | 20          | 2008 | 4     | 1625.05  |
| 956000735                    | 144                          | 89374835     | CITY OF LA/COMMUNITY DEV              | Purchasing  | 555 RAMIREZ ST STE 312    | LOS ANGELES | CA    | 90012 | 20          | 2008 | 4     | 45090.79 |
| 066002010                    | 144                          | 328NA0001053 | GROTON TOWN OF PUBLIC WORKS           | Water   | 123 A St.                 | GROTON      | CT    | 06340 | 20          | 2008 | 4     | 318.00   |
| 066001854                    | 144                          | 328NA0001051 | GROTON CITY OF                        | Administration                                    | 123 A St.                 | GROTON      | CT    | 06340 | 20          | 2008 | 4     | 212.00   |
| SALES REPORT DATA FORMAT     |                              |              |                                       |   |                           |             |       |       |             |      |       |          |
| Column Name                  | Data Type                    | Length       | Example                               | Comment   |                           |             |       |       |             |      |       |          |
| TIN                          | Text                         | 9            | 956000735, 066001854                  | No Dash, Do not omit leading zero.                |                           |             |       |       |             |      |       |          |
| Supplier ID                  | Number                       | 3            | 111, 110, 116                         | See Supplier ID Table Below                       |                           |             |       |       |             |      |       |          |
| Account No.                  | Text                         | 25 max       | Depends on supplier account no.       |   |                           |             |       |       |             |      |       |          |
| Agency Name                  | Text                         | 255 max      | City of Groton, Los Angeles County    |   |                           |             |       |       |             |      |       |          |
| Dept Name                    | Text                         | 255 max      | Purchasing Dept, Finance Dept         |   |                           |             |       |       |             |      |       |          |
| Address                      | Text                         | 255 max      |                                       |   |                           |             |       |       |             |      |       |          |
| City                         | Text                         | 255 max      | Pittsburgh, Los Angeles               | Must be a valid City name                         |                           |             |       |       |             |      |       |          |
| State                        | Text                         | 2            | PA, CA, IL                            |   |                           |             |       |       |             |      |       |          |
| Zip                          | Text                         | 5            | 90071, 06340                          | No Dash, Do not omit leading zero, Valid zip code |                           |             |       |       |             |      |       |          |
| Agency Type                  | Number                       | 2            | 20, 30, 31                            | See Agency Type Table Below                       |                           |             |       |       |             |      |       |          |
| Year                         | Number                       | 4            | 2005                                  |   |                           |             |       |       |             |      |       |          |
| Month                        | Number                       | 1            | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 |   |                           |             |       |       |             |      |       |          |
| Amount                       | Number                       | variable     | 45090.79                              | Two digit decimal point, no \$ sign or commas     |                           |             |       |       |             |      |       |          |
| Agency Type Table            |                              |              |                                       |   |                           |             |       |       |             |      |       |          |
| Agency Type ID               | Agency Type Description      |              |                                       |   |                           |             |       |       |             |      |       |          |
| 10                           | K-12                         |              |                                       |   |                           |             |       |       |             |      |       |          |
| 11                           | Community College            |              |                                       |   |                           |             |       |       |             |      |       |          |
| 12                           | College and University       |              |                                       |   |                           |             |       |       |             |      |       |          |
| 20                           | City                         |              |                                       |   |                           |             |       |       |             |      |       |          |
| 21                           | City Special District        |              |                                       |   |                           |             |       |       |             |      |       |          |
| 22                           | Consolidated City/County     |              |                                       |   |                           |             |       |       |             |      |       |          |
| 30                           | County                       |              |                                       |   |                           |             |       |       |             |      |       |          |
| 31                           | County Special District      |              |                                       |   |                           |             |       |       |             |      |       |          |
| 80                           | State Agency                 |              |                                       |   |                           |             |       |       |             |      |       |          |
| 81                           | Independent Special District |              |                                       |   |                           |             |       |       |             |      |       |          |
| 82                           | Non-Profit                   |              |                                       |   |                           |             |       |       |             |      |       |          |
| 84                           | Other                        |              |                                       |   |                           |             |       |       |             |      |       |          |
| 99                           | Unknown                      |              |                                       |   |                           |             |       |       |             |      |       |          |

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**ATTACHMENT D**  
**STATE NOTICE ADDENDUM**

Pursuant to certain state notice provisions the following public agencies and political subdivisions of the referenced public agencies are eligible to access the contract award made pursuant to this solicitation. Public agencies and political subdivisions are hereby given notice of the foregoing request for proposal for purposes of complying with the procedural requirements of said statutes:

**Nationwide:**

**[http://www.usa.gov/Agencies/Local\\_Government/Cities.shtml](http://www.usa.gov/Agencies/Local_Government/Cities.shtml)**

**Other states:**

**State of Oregon, State of Hawaii, State of Louisiana**

| Registered Cities, Towns, Villages and Boroughs in OR |   |
|---|---|
| 1   | Boardman Rural Fire Protection District |
| 2   | CEDAR MILL COMMUNITY LIBRARY            |
| 3   | CITY COUNTY INSURANCE SERVICES          |
| 4   | CITY OF ADAIR VILLAGE                   |
| 5   | CITY OF ALBANY                          |
| 6   | CITY OF ASHLAND                         |
| 7   | CITY OF ASTORIA OREGON                  |
| 8   | CITY OF AUMSVILLE                       |
| 9   | CITY OF AURORA                          |
| 10  | City of Baker City                      |
| 11  | CITY OF BEAVERTON                       |
| 12  | CITY OF BOARDMAN                        |
| 13  | CITY OF BURNS                           |
| 14  | CITY OF CANBY                           |
| 15  | CITY OF CANNON BEACH OR                 |
| 16  | CITY OF CANYONVILLE                     |
| 17  | CITY OF CENTRAL POINT POLICE DEPARTMENT |
| 18  | CITY OF CLATSKANIE                      |
| 19  | CITY OF COBURG                          |
| 20  | CITY OF CONDON                          |
| 21  | CITY OF COOS BAY                        |
| 22  | CITY OF CORVALLIS                       |
| 23  | CITY OF COTTAGE GROVE                   |
| 24  | CITY OF CRESWELL                        |
| 25  | CITY OF DALLAS                          |
| 26  | CITY OF DAMASCUS                        |
| 27  | CITY OF DUNDEE                          |
| 28  | CITY OF EAGLE POINT                     |
| 29  | CITY OF ECHO                            |
| 30  | CITY OF ESTACADA                        |

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|    |                       |
|----|-----------------------|
| 31 | CITY OF EUGENE        |
| 32 | CITY OF FAIRVIEW      |
| 33 | CITY OF FALLS CITY    |
| 34 | CITY OF GATES         |
| 35 | CITY OF GEARHART      |
| 36 | CITY OF GERVAIS       |
| 37 | CITY OF GOLD HILL     |
| 38 | CITY OF GRANTS PASS   |
| 39 | CITY OF GRANTS PASS   |
| 40 | CITY OF GRESHAM       |
| 41 | CITY OF HALSEY        |
| 42 | CITY OF HAPPY VALLEY  |
| 43 | CITY OF HILLSBORO     |
| 44 | CITY OF HOOD RIVER    |
| 45 | City of Independence  |
| 46 | CITY OF JOHN DAY      |
| 47 | CITY OF KLAMATH FALLS |
| 48 | CITY OF LA GRANDE     |
| 49 | City of Lake Oswego   |
| 50 | CITY OF LAKE OSWEGO   |
| 51 | CITY OF LAKESIDE      |
| 52 | CITY OF LEBANON       |
| 53 | CITY OF LINCOLN CITY  |
| 54 | CITY OF MALIN         |
| 55 | CITY OF MCMINNVILLE   |
| 56 | CITY OF MEDFORD       |
| 57 | CITY OF MILL CITY     |
| 58 | CITY OF MILLERSBURG   |
| 59 | CITY OF MILWAUKIE     |
| 60 | City of Monmouth      |
| 61 | CITY OF MORO          |
| 62 | CITY OF MOSIER        |
| 63 | CITY OF NEWBERG       |
| 64 | CITY OF NORTH PLAINS  |
| 65 | City of Ontario       |
| 66 | CITY OF OREGON CITY   |
| 67 | CITY OF PHOENIX       |
| 68 | CITY OF PILOT ROCK    |
| 69 | CITY OF PORT ORFORD   |
| 70 | CITY OF PORTLAND      |
| 71 | CITY OF POWERS        |
| 72 | CITY OF PRAIRIE CITY  |
| 73 | CITY OF REDMOND       |
| 74 | CITY OF REEDSPORT     |
| 75 | CITY OF RIDDLE        |



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|     |  |
|-----|--|
| 76  | CITY OF SALEM                                |
| 77  | CITY OF SANDY                                |
| 78  | CITY OF SANDY                                |
| 79  | CITY OF SCAPPOOSE                            |
| 80  | CITY OF SEASIDE                              |
| 81  | CITY OF SHADY COVE                           |
| 82  | CITY OF SHERWOOD                             |
| 83  | CITY OF SILVERTON                            |
| 84  | CITY OF SPRINGFIELD                          |
| 85  | City of St. Helens                           |
| 86  | CITY OF ST. PAUL                             |
| 87  | CITY OF STAYTON                              |
| 88  | CITY OF TIGARD, OREGON                       |
| 89  | City of Troutdale                            |
| 90  | CITY OF TUALATIN, OREGON                     |
| 91  | City of Veneta                               |
| 92  | CITY OF WARRENTON                            |
| 93  | CITY OF WEST LINN/PARKS                      |
| 94  | CITY OF WILSONVILLE                          |
| 95  | CITY OF WINSTON                              |
| 96  | CITY OF WOOD VILLAGE                         |
| 97  | CITY OF WOODBURN                             |
| 98  | CITY OF YACHATS                              |
| 99  | EUGENE WATER & ELECTRIC BOARD                |
| 100 | FLORENCE AREA CHAMBER OF COMMERCE            |
| 101 | GASTON RURAL FIRE DEPARTMENT                 |
| 102 | GLADSTONE POLICE DEPARTMENT                  |
| 103 | Hermiston Fire & Emergency Svcs              |
| 104 | HOUSING AUTHORITY OF THE CITY OF SALEM       |
| 105 | KEIZER POLICE DEPARTMENT                     |
| 106 | LEAGUE OF OREGON CITIES                      |
| 107 | MALIN COMMUNITY PARK AND RECREATION DISTRICT |
| 108 | METRO  |
| 109 | MONMOUTH - INDEPENDENCE NETWORK              |
| 110 | North Lincoln Fire & Rescue #1               |
| 111 | PORTLAND DEVELOPMENT COMMISSION              |
| 112 | RAINIER POLICE DEPARTMENT                    |
| 113 | RIVERGROVE WATER DISTRICT                    |
| 114 | St. Helens, City of                          |
| 115 | SUNSET EMPIRE PARK AND RECREATION            |
| 116 | THE CITY OF NEWPORT                          |
| 117 | THE NEWPORT PARK AND RECREATION CENTER       |
| 118 | TILLAMOOK PEOPLES UTILITY DISTRICT           |
| 119 | Tillamook Urban Renewal Agency               |
| 120 | Toledo Police Department                     |

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|   |   |
|---|---|
| 121   | TUALATIN VALLEY FIRE & RESCUE                   |
| 122   | WEST VALLEY HOUSING AUTHORITY                   |
| <b>Registered Counties and Parishes in OR</b> |   |
| 1   | ASSOCIATION OF OREGON COUNTIES                  |
| 2   | BAY AREA HOSPITAL DISTRICT                      |
| 3   | BENTON COUNTY                                   |
| 4   | Benton Soil & Water Conservation District       |
| 5   | CENTRAL OREGON IRRIGATION DISTRICT              |
| 6   | CLACKAMAS COUNTY DEPT OF TRANSPORTATION         |
| 7   | CLATSOP COUNTY                                  |
| 8   | CLEAN WATER SERVICES                            |
| 9   | COLUMBIA COUNTY, OREGON                         |
| 10  | COLUMBIA RIVER PUD                              |
| 11  | COOS COUNTY HIGHWAY DEPARTMENT                  |
| 12  | CROOK COUNTY ROAD DEPARTMENT                    |
| 13  | CURRY COUNTY OREGON                             |
| 14  | DESCHUTES COUNTY                                |
| 15  | DESCHUTES COUNTY RFPD NO.2                      |
| 16  | DESCHUTES PUBLIC LIBRARY SYSTEM                 |
| 17  | DOUGLAS COUNTY                                  |
| 18  | EAST MULTNOMAH SOIL AND WATER CONSERVANCY       |
| 19  | GILLIAM COUNTY                                  |
| 20  | GILLIAM COUNTY OREGON                           |
| 21  | GRANT COUNTY, OREGON                            |
| 22  | HARNEY COUNTY SHERIFFS OFFICE                   |
| 23  | HOOD RIVER COUNTY                               |
| 24  | HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY |
| 25  | HOUSING AUTHORITY OF CLACKAMAS COUNTY           |
| 26  | JACKSON COUNTY HEALTH AND HUMAN SERVICES        |
| 27  | JEFFERSON COUNTY                                |
| 28  | Josephine County Sheriff                        |
| 29  | KLAMATH COUNTY VETERANS SERVICE OFFICE          |
| 30  | LAKE COUNTY                                     |
| 31  | LANE COUNTY                                     |
| 32  | LINCOLN COUNTY                                  |
| 33  | LINN COUNTY                                     |
| 34  | MARION COUNTY , SALEM, OREGON                   |
| 35  | MARION COUNTY FIRE DISTRICT #1                  |
| 36  | MORROW COUNTY                                   |
| 37  | MULTNOMAH COUNTY                                |
| 38  | MULTNOMAH LAW LIBRARY                           |
| 39  | MULTONAH COUNTY DRAINAGE DISTRICT #1            |
| 40  | NAMI LANE COUNTY                                |
| 41  | NEAH KAH NIE WATER DISTRICT                     |
| 42  | OR INT'L PORT OF COOS BAY                       |

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|  |   |
|--|---|
| 43                                       | POLK COUNTY                                 |
| 44                                       | PORT OF BANDON                              |
| 45                                       | PORT OF UMPQUA                              |
| 46                                       | SANDY FIRE DISTRICT NO. 72                  |
| 47                                       | SHERMAN COUNTY                              |
| 48                                       | Southern Coos Hospital                      |
| 49                                       | UMATILLA COUNTY, OREGON                     |
| 50                                       | UNION COUNTY                                |
| 51                                       | WALLOWA COUNTY                              |
| 52                                       | WASCO COUNTY                                |
| 53                                       | WASHINGTON COUNTY                           |
| 54                                       | YAMHILL COUNTY                              |
| 55                                       | YOUNGS RIVER LEWIS AND CLARK WATER DISTRICT |
| <b>Registered Higher Education in OR</b> |   |
| 1  | BIRTHINGWAY COLLEGE OF MIDWIFERY            |
| 2  | BLUE MOUNTAIN COMMUNITY COLLEGE             |
| 3  | CENTRAL OREGON COMMUNITY COLLEGE            |
| 4  | CHEMEKETA COMMUNITY COLLEGE                 |
| 5  | CLACKAMAS COMMUNITY COLLEGE                 |
| 6  | COLUMBIA GORGE COMMUNITY COLLEGE            |
| 7  | GEORGE FOX UNIVERSITY                       |
| 8  | KLAMATH COMMUNITY COLLEGE DISTRICT          |
| 9  | LANE COMMUNITY COLLEGE                      |
| 10                                       | LEWIS AND CLARK COLLEGE                     |
| 11                                       | LINFIELD COLLEGE                            |
| 12                                       | LINN-BENTON COMMUNITY COLLEGE               |
| 13                                       | MARYLHURST UNIVERSITY                       |
| 14                                       | MT. HOOD COMMUNITY COLLEGE                  |
| 15                                       | MULTNOMAH BIBLE COLLEGE                     |
| 16                                       | NATIONAL COLLEGE OF NATURAL MEDICINE        |
| 17                                       | NORTHWEST CHRISTIAN COLLEGE                 |
| 18                                       | OREGON HEALTH AND SCIENCE UNIVERSITY        |
| 19                                       | OREGON UNIVERSITY SYSTEM                    |
| 20                                       | PACIFIC UNIVERSITY                          |
| 21                                       | PORTLAND COMMUNITY COLLEGE                  |
| 22                                       | PORTLAND STATE UNIV.                        |
| 23                                       | REED COLLEGE                                |
| 24                                       | ROGUE COMMUNITY COLLEGE                     |
| 25                                       | SOUTHWESTERN OREGON COMMUNITY COLLEGE       |
| 26                                       | TILLAMOOK BAY COMMUNITY COLLEGE             |
| 27                                       | UMPQUA COMMUNITY COLLEGE                    |
| 28                                       | WESTERN STATES CHIROPRACTIC COLLEGE         |
| 29                                       | WILLAMETTE UNIVERSITY                       |
| <b>Registered K-12 in OR</b>             |   |
| 1  | Amity School District 4-J                   |

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|    |   |
|----|---|
| 2  | ARCHBISHOP FRANCIS NORBERT BLANCHET SCHOOL  |
| 3  | ARLINGTON SCHOOL DISTRICT NO. 3             |
| 4  | ASTORIA SCHOOL DISTRICT 1C                  |
| 5  | BAKER COUNTY SCHOOL DIST. 16J - MALHEUR ESD |
| 6  | BAKER SCHOOL DISTRICT 5-J                   |
| 7  | BANDON SCHOOL DISTRICT                      |
| 8  | BANKS SCHOOL DISTRICT                       |
| 9  | BEAVERTON SCHOOL DISTRICT                   |
| 10 | BEND-LA PINE SCHOOL DISTRICT                |
| 11 | BROOKING HARBOR SCHOOL DISTRICT NO.17-C     |
| 12 | CANBY SCHOOL DISTRICT                       |
| 13 | CANYONVILLE CHRISTIAN ACADEMY               |
| 14 | CASCADE SCHOOL DISTRICT                     |
| 15 | CASCADES ACADEMY OF CENTRAL OREGON          |
| 16 | CENTENNIAL SCHOOL DISTRICT                  |
| 17 | CENTRAL CATHOLIC HIGH SCHOOL                |
| 18 | CENTRAL POINT SCHOOL DISTRICT NO. 6         |
| 19 | CENTRAL SCHOOL DISTRICT 13J                 |
| 20 | CHILDPEACE MONTESSORI                       |
| 21 | CLACKAMAS EDUCATION SERVICE DISTRICT        |
| 22 | COOS BAY SCHOOL DISTRICT                    |
| 23 | COOS BAY SCHOOL DISTRICT NO.9               |
| 24 | COQUILLE SCHOOL DISTRICT 8                  |
| 25 | Corvallis School District 509J              |
| 26 | COUNTY OF YAMHILL SCHOOL DISTRICT 29        |
| 27 | CRESWELL SCHOOL DISTRICT                    |
| 28 | CROSSROADS CHRISTIAN SCHOOL                 |
| 29 | CULVER SCHOOL DISTRICT NO.                  |
| 30 | DALLAS SCHOOL DISTRICT NO. 2                |
| 31 | DAVID DOUGLAS SCHOOL DISTRICT               |
| 32 | DAYTON SCHOOL DISTRICT NO.8                 |
| 33 | DE LA SALLE N CATHOLIC HS                   |
| 34 | DESCHUTES COUNTY SD NO.6 - SISTERS SD       |
| 35 | DOUGLAS COUNTY SCHOOL DISTRICT 116          |
| 36 | DOUGLAS EDUCATION SERVICE DISTRICT          |
| 37 | DUFUR SCHOOL DISTRICT NO.29                 |
| 38 | ELKTON SCHOOL DISTRICT NO.34                |
| 39 | ESTACADA SCHOOL DISTRICT NO.108             |
| 40 | Falls City School District #57              |
| 41 | FOREST GROVE SCHOOL DISTRICT                |
| 42 | GASTON SCHOOL DISTRICT 511J                 |
| 43 | GEN CONF OF SDA CHURCH WESTERN OR           |
| 44 | GERVAIS SCHOOL DIST. #1                     |
| 45 | GLADSTONE SCHOOL DISTRICT                   |
| 46 | GLENDALE SCHOOL DISTRICT                    |

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|    |   |
|----|---|
| 47 | GLIDE SCHOOL DISTRICT NO.12                       |
| 48 | GRANTS PASS SCHOOL DISTRICT 7                     |
| 49 | GREATER ALBANY PUBLIC SCHOOL DISTRICT             |
| 50 | GRESHAM-BARLOW SCHOOL DISTRICT                    |
| 51 | HARNEY COUNTY SCHOOL DIST. NO.3                   |
| 52 | HARNEY EDUCATION SERVICE DISTRICT                 |
| 53 | HEAD START OF LANE COUNTY                         |
| 54 | HERITAGE CHRISTIAN SCHOOL                         |
| 55 | HIGH DESERT EDUCATION SERVICE DISTRICT            |
| 56 | hillsboro school district                         |
| 57 | HOOD RIVER COUNTY SCHOOL DISTRICT                 |
| 58 | Imbler School District #11                        |
| 59 | INTER MOUNTAIN ESD                                |
| 60 | JACKSON CO SCHOOL DIST NO.9                       |
| 61 | JEFFERSON COUNTY SCHOOL DISTRICT 509-J            |
| 62 | JEFFERSON SCHOOL DISTRICT                         |
| 63 | KLAMATH FALLS CITY SCHOOLS                        |
| 64 | LA GRANDE SCHOOL DISTRICT                         |
| 65 | LAKE OSWEGO SCHOOL DISTRICT 7J                    |
| 66 | LANE COUNTY SCHOOL DISTRICT 4J                    |
| 67 | LANE COUNTY SCHOOL DISTRICT 69                    |
| 68 | LEBANON COMMUNITY SCHOOLS NO.9                    |
| 69 | LINCOLN COUNTY SCHOOL DISTRICT                    |
| 70 | LINN CO. SCHOOL DIST. 95C - SCIO SD               |
| 71 | LIVINGSTONE ADVENTIST ACADEMY                     |
| 72 | LOST RIVER JR/SR HIGH SCHOOL                      |
| 73 | LOWELL SCHOOL DISTRICT NO.71                      |
| 74 | MARION COUNTY SCHOOL DISTRICT 103 - WASHINGTON ES |
| 75 | MCMINNVILLE SCHOOL DISTRICT NO.40                 |
| 76 | MEDFORD SCHOOL DISTRICT 549C                      |
| 77 | MITCH CHARTER SCHOOL                              |
| 78 | MOLALLA RIVER ACADEMY                             |
| 79 | MOLALLA RIVER SCHOOL DISTRICT NO.35               |
| 80 | MONROE SCHOOL DISTRICT NO.1J                      |
| 81 | monument school                                   |
| 82 | MORROW COUNTY SCHOOL DISTRICT                     |
| 83 | MT. ANGEL SCHOOL DISTRICT NO.91                   |
| 84 | MT.SCOTT LEARNING CENTERS                         |
| 85 | MULTISENSORY LEARNING ACADEMY                     |
| 86 | MULTNOMAH EDUCATION SERVICE DISTRICT              |
| 87 | MYRTLE POINT SCHOOL DISTRICT NO.41                |
| 88 | NEAH-KAH-NIE DISTRICT NO.56                       |
| 89 | NESTUCCA VALLEY SCHOOL DISTRICT NO.101            |
| 90 | NOBEL LEARNING COMMUNITIES                        |
| 91 | NORTH BEND SCHOOL DISTRICT 13                     |

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|     |  |
|-----|--|
| 92  | NORTH CLACKAMAS SCHOOL DISTRICT                |
| 93  | North Lake School District 14                  |
| 94  | NORTH SANTIAM SCHOOL DISTRICT 29J              |
| 95  | NORTH WASCO CTY SCHOOL DISTRICT 21 - CHENOWITH |
| 96  | NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT  |
| 97  | NYSSA SCHOOL DISTRICT NO. 26                   |
| 98  | ONTARIO MIDDLE SCHOOL                          |
| 99  | OREGON TRAIL SCHOOL DISTRICT NO.46             |
| 100 | OUR LADY OF THE LAKE SCHOOL                    |
| 101 | PHILOMATH SCHOOL DISTRICT                      |
| 102 | PHOENIX-TALENT SCHOOL DISTRICT NO.4            |
| 103 | PORTLAND ADVENTIST ACADEMY                     |
| 104 | Portland Christian Schools                     |
| 105 | PORTLAND PUBLIC SCHOOLS                        |
| 106 | RAINIER SCHOOL DISTRICT                        |
| 107 | REALMS CHARTER SCHOOL                          |
| 108 | REDMOND SCHOOL DISTRICT                        |
| 109 | REEDSPORT SCHOOL DISTRICT                      |
| 110 | REYNOLDS SCHOOL DISTRICT                       |
| 111 | ROGUE RIVER SCHOOL DISTRICT NO.35              |
| 112 | ROSEBURG PUBLIC SCHOOLS                        |
| 113 | SALEM-KEIZER PUBLIC SCHOOLS                    |
| 114 | Santiam Canyon SD 129J                         |
| 115 | SCAPPOOSE SCHOOL DISTRICT 1J                   |
| 116 | SEASIDE SCHOOL DISTRICT 10                     |
| 117 | SEVEN PEAKS SCHOOL                             |
| 118 | Sheridan School District 48J                   |
| 119 | SHERWOOD SCHOOL DISTRICT 88J                   |
| 120 | SILVER FALLS SCHOOL DISTRICT                   |
| 121 | SIUSLAW SCHOOL DISTRICT                        |
| 122 | SOUTH COAST EDUCATION SERVICE DISTRICT         |
| 123 | SOUTH LANE SCHOOL DISTRICT 45J3                |
| 124 | SOUTH UMPQUA SCHOOL DISTRICT #19               |
| 125 | SOUTHERN OREGON EDUCATION SERVICE DISTRICT     |
| 126 | SOUTHWEST CHARTER SCHOOL                       |
| 127 | SPRINGFIELD SCHOOL DISTRICT NO.19              |
| 128 | ST. ANTHONY SCHOOL                             |
| 129 | St. Mary Catholic School                       |
| 130 | St. Paul School District                       |
| 131 | STANFIELD SCHOOL DISTRICT                      |
| 132 | SWEET HOME SCHOOL DISTRICT NO.55               |
| 133 | THE CATLIN GABEL SCHOOL                        |
| 134 | Three Rivers School District                   |
| 135 | TIGARD-TUALATIN SCHOOL DISTRICT                |
| 136 | Ukiah School District 80R                      |

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|   |  |
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| 137   | VERNONIA SCHOOL DISTRICT 47J                             |
| 138   | WEST HILLS COMMUNITY CHURCH                              |
| 139   | WEST LINN WILSONVILLE SCHOOL DISTRICT                    |
| 140   | WHITEAKER MONTESSORI SCHOOL                              |
| 141   | WILLAMETTE EDUCATION SERVICE DISTRICT                    |
| 142   | WILLAMINA SCHOOL DISTRICT                                |
| 143   | Yamhill Carlton School District                          |
| 144   | YONCALLA SCHOOL DISTRICT NO.32                           |
| <b>Registered NonProfit and Other in OR</b> |  |
| 1   | 1000 FRIENDS OF OREGON                                   |
| 2   | 211INFO  |
| 3   | ACUMENTRA HEALTH   |
| 4   | ADDICTIONS RECOVERY CENTER, INC                          |
| 5   | Albany Partnership for Housing and Community Development |
| 6   | Albertina Kerr Centers                                   |
| 7   | All God's Children International                         |
| 8   | ALLFOURONE/CRESTVIEW CONFERENCE CTR.                     |
| 9   | ALVORD-TAYLOR INDEPENDENT LIVING SERVICES                |
| 10  | ALZHEIMERS NETWORK OF OREGON                             |
| 11  | Apostolic Church of Jesus Christ                         |
| 12  | Ashland Art Center                                       |
| 13  | ASHLAND COMMUNITY HOSPITAL                               |
| 14  | ATHENA LIBRARY FRIENDS ASSOCIATION                       |
| 15  | Baker Elks   |
| 16  | BARLOW YOUTH FOOTBALL                                    |
| 17  | BAY AREA FIRST STEP, INC.                                |
| 18  | BENTON HOSPICE SERVICE                                   |
| 19  | BETHEL CHURCH OF GOD                                     |
| 20  | BIRCH COMMUNITY SERVICES, INC.                           |
| 21  | BLACHLY LANE ELECTRIC COOPERATIVE                        |
| 22  | BLIND ENTERPRISES OF OREGON                              |
| 23  | Bob Belloni Ranch, Inc.                                  |
| 24  | BONNEVILLE ENVIRONMENTAL FOUNDATION                      |
| 25  | BOYS AND GIRLS CLUBS OF PORTLAND METROPOLITAN AREA       |
| 26  | BROAD BASE PROGRAMS INC.                                 |
| 27  | Camelto Theatre Company                                  |
| 28  | Camp Fire Columbia                                       |
| 29  | CANBY FOURSQUARE CHURCH                                  |
| 30  | CANCER CARE RESOURCES                                    |
| 31  | Cascade Health Solutions                                 |
| 32  | CASCADIA BEHAVIORAL HEALTHCARE                           |
| 33  | CASCADIA REGION GREEN BUILDING COUNCIL                   |
| 34  | CATHOLIC CHARITIES                                       |
| 35  | CATHOLIC COMMUNITY SERVICES                              |
| 36  | CENTER FOR COMMUNITY CHANGE                              |

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| 37 | CENTER FOR RESEARCH TO PRACTICE                |
| 38 | CENTRAL BIBLE CHURCH                           |
| 39 | CENTRAL CITY CONCERN                           |
| 40 | CENTRAL DOUGLAS COUNTY FAMILY YMCA             |
| 41 | CENTRAL OREGON COMMUNITY ACTION AGENCY NETWORK |
| 42 | Children's Relief Nursery                      |
| 43 | CITY BIBLE CHURCH                              |
| 44 | CLACKAMAS RIVER WATER                          |
| 45 | CLASSROOM LAW PROJECT                          |
| 46 | Clatskanie People's Utility District           |
| 47 | COAST REHABILITATION SERVICES                  |
| 48 | Coastal Family Health Center                   |
| 49 | COLLEGE HOUSING NORTHWEST                      |
| 50 | College United Methodist Church                |
| 51 | COLUMBIA COMMUNITY MENTAL HEALTH               |
| 52 | COMMUNITY ACTION ORGANIZATION                  |
| 53 | COMMUNITY ACTION TEAM, INC.                    |
| 54 | COMMUNITY CANCER CENTER                        |
| 55 | COMMUNITY HEALTH CENTER, INC                   |
| 56 | Community in Action                            |
| 57 | COMMUNITY VETERINARY CENTER                    |
| 58 | CONFEDERATED TRIBES OF GRAND RONDE             |
| 59 | CONSERVATION BIOLOGY INSTITUTE                 |
| 60 | CONTEMPORARY CRAFTS MUSEUM AND GALLERY         |
| 61 | CORVALLIS MOUNTAIN RESCUE UNIT                 |
| 62 | COVENANT CHRISTIAN HOOD RIVER                  |
| 63 | COVENANT RETIREMENT COMMUNITIES                |
| 64 | DECISION SCIENCE RESEARCH INSTITUTE, INC.      |
| 65 | DELIGHT VALLEY CHURCH OF CHRIST                |
| 66 | DOGS FOR THE DEAF, INC.                        |
| 67 | DOUGLAS ELECTRIC COOPERATIVE, INC.             |
| 68 | DOUGLAS FOREST PROTECTIVE                      |
| 69 | EAST HILL CHURCH                               |
| 70 | EAST SIDE FOURSQUARE CHURCH                    |
| 71 | EAST WEST MINISTRIES INTERNATIONAL             |
| 72 | Eastern Oregon Alcoholism Foundation           |
| 73 | Ecotrust                                       |
| 74 | EDUCATIONAL POLICY IMPROVEMENT CENTER          |
| 75 | ELMIRA CHURCH OF CHRIST                        |
| 76 | EMERALD PUD                                    |
| 77 | EMMAUS CHRISTIAN SCHOOL                        |
| 78 | EN AVANT, INC.                                 |
| 79 | Energy Trust of Oregon                         |
| 80 | ENTERPRISE FOR EMPLOYMENT AND EDUCATION        |
| 81 | environmental law alliance worldwide           |



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| 82  | EUGENE BALLET COMPANY                                |
| 83  | EUGENE SYMPHONY ASSOCIATION, INC.                    |
| 84  | EVERGREEN AVIATION MUSEUM AND CAP. MICHAEL KING.     |
| 85  | FAIR SHARE RESEARCH AND EDUCATION FUND               |
| 86  | FAITH CENTER   |
| 87  | FAITHFUL SAVIOR MINISTRIES                           |
| 88  | FAMILIES FIRST OF GRANT COUNTY, INC.                 |
| 89  | FANCONI ANEMIA RESEARCH FUND INC.                    |
| 90  | FARMWORKER HOUSING DEV CORP                          |
| 91  | First Baptist Church                                 |
| 92  | First Baptist Church of Enterprise                   |
| 93  | FIRST CHURCH OF THE NAZARENE                         |
| 94  | FIRST UNITARIAN CHURCH                               |
| 95  | FORD FAMILY FOUNDATION                               |
| 96  | FOUNDATIONS FOR A BETTER OREGON                      |
| 97  | FRIENDS OF THE CHILDREN                              |
| 98  | GATEWAY TO COLLEGE NATIONAL NETWORK                  |
| 99  | GOAL ONE COALITION                                   |
| 100 | GOLD BEACH POLICE DEPARTMENT                         |
| 101 | GOOD SHEPHERD COMMUNITIES                            |
| 102 | Good Shepherd Medical Center                         |
| 103 | GOODWILL INDUSTRIES OF LANE AND SOUTH COAST COUNTIES |
| 104 | GRACE BAPTIST CHURCH                                 |
| 105 | GRANT PARK CHURCH                                    |
| 106 | Grantmakers for Education                            |
| 107 | GRANTS PASS MANAGEMENT SERVICES, DBA                 |
| 108 | GREATER HILLSBORO AREA CHAMBER OF COMMERCE           |
| 109 | Greater Portland INC                                 |
| 110 | HALFWAY HOUSE SERVICES, INC.                         |
| 111 | HEARING AND SPEECH INSTITUTE INC                     |
| 112 | HELP NOW! ADVOCACY CENTER                            |
| 113 | HIGHLAND HAVEN                                       |
| 114 | HIGHLAND UNITED CHURCH OF CHRIST                     |
| 115 | HIV ALLIANCE, INC                                    |
| 116 | HOUSING AUTHORITY OF LINCOLN COUNTY                  |
| 117 | HOUSING NORTHWEST                                    |
| 118 | Human Solutions, Inc.                                |
| 119 | Independent Development Enterprise Alliance          |
| 120 | INDEPENDENT INSURANCE AGENTS AND BROKERS OF OREGON   |
| 121 | INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION    |
| 122 | INTERNATIONAL SUSTAINABLE DEVELOPMENT FOUNDATION     |
| 123 | InventSuccess  |
| 124 | IRCO   |
| 125 | JASPER MOUNTAIN                                      |
| 126 | JUNIOR ACHIEVEMENT                                   |

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|     |  |
|-----|--|
| 127 | KLAMATH HOUSING AUTHORITY                                |
| 128 | LA CLINICA DEL CARINO FAMILY HEALTH CARE CENTER          |
| 129 | LA GRANDE UNITED METHODIST CHURCH                        |
| 130 | Lane Council of Governments                              |
| 131 | LANE ELECTRIC COOPERATIVE                                |
| 132 | LANE MEMORIAL BLOOD BANK                                 |
| 133 | LANECO FEDERAL CREDIT UNION                              |
| 134 | LAUREL HILL CENTER                                       |
| 135 | Life Flight Network LLC                                  |
| 136 | LIFEWORKS NW   |
| 137 | LIVING WAY FELLOWSHIP                                    |
| 138 | LOAVES & FISHES CENTERS, INC.                            |
| 139 | LOCAL GOVERNMENT PERSONNEL INSTITUTE                     |
| 140 | LOOKING GLASS YOUTH AND FAMILY SERVICES                  |
| 141 | MACDONALD CENTER   |
| 142 | MAKING MEMORIES BREAST CANCER FOUNDATION, INC.           |
| 143 | Mental Health for Children, Inc.                         |
| 144 | METRO HOME SAFETY REPAIR PROGRAM                         |
| 145 | METROPOLITAN FAMILY SERVICE                              |
| 146 | MID COLUMBIA COUNCIL OF GOVERNMENTS                      |
| 147 | MID COLUMBIA MEDICAL CENTER-GREAT 'N SMALL               |
| 148 | MID-COLUMBIA CENTER FOR LIVING                           |
| 149 | MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY, INC       |
| 150 | MORNING STAR MISSIONARY BAPTIST CHURCH                   |
| 151 | MORRISON CHILD AND FAMILY SERVICES                       |
| 152 | MOSAIC CHURCH  |
| 153 | NAMI of Washington County                                |
| 154 | NAMI OREGON  |
| 155 | NATIONAL PSORIASIS FOUNDATION                            |
| 156 | NATIONAL WILD TURKEY FEDERATION                          |
| 157 | NEW AVENUES FOR YOUTH INC                                |
| 158 | NEW BEGINNINGS CHRISTIAN CENTER                          |
| 159 | NEW HOPE COMMUNITY CHURCH                                |
| 160 | NEWBERG FRIENDS CHURCH                                   |
| 161 | NORTH BEND CITY- COOS/URRY HOUSING AUTHORITY             |
| 162 | North Pacific District of Foursquare Churches            |
| 163 | NORTHWEST ENERGY EFFICIENCY ALLIANCE                     |
| 164 | NORTHWEST FOOD PROCESSORS ASSOCIATION                    |
| 165 | NORTHWEST LINE JOINT APPRENTICESHIP & TRAINING COMMITTEE |
| 166 | NORTHWEST REGIONAL EDUCATIONAL LABORATORY                |
| 167 | NORTHWEST YOUTH CORPS                                    |
| 168 | OCHIN  |
| 169 | OHSU FOUNDATION  |
| 170 | OLIVET BAPTIST CHURCH                                    |
| 171 | OMNIMEDIX INSTITUTE                                      |

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|     |   |
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| 172 | OPEN MEADOW ALTERNATIVE SCHOOLS, INC.             |
| 173 | OREGON BALLET THEATRE                             |
| 174 | OREGON CITY CHURCH OF THE NAZARENE                |
| 175 | OREGON COAST COMMUNITY ACTION                     |
| 176 | OREGON DEATH WITH DIGNITY                         |
| 177 | OREGON DONOR PROGRAM                              |
| 178 | OREGON EDUCATION ASSOCIATION                      |
| 179 | OREGON ENVIRONMENTAL COUNCIL                      |
| 180 | OREGON LIONS SIGHT & HEARING FOUNDATION           |
| 181 | Oregon Lyme Disease Network                       |
| 182 | OREGON MUSUEM OF SCIENCE AND INDUSTRY             |
| 183 | Oregon Nikkei Endowment                           |
| 184 | OREGON PROGRESS FORUM                             |
| 185 | Oregon Psychoanalytic Center                      |
| 186 | Oregon Public Broadcasting                        |
| 187 | OREGON REPERTORY SINGERS                          |
| 188 | Oregon Research Institute                         |
| 189 | Oregon Social Learning Center                     |
| 190 | OREGON STATE UNIVERSITY ALUMNI ASSOCIATION        |
| 191 | OREGON SUPPORTED LIVING PROGRAM                   |
| 192 | OSLC COMMUNITY PROGRAMS                           |
| 193 | OUTSIDE IN  |
| 194 | OUTSIDE IN  |
| 195 | PACIFIC CASCADE FEDERAL CREDIT UNION              |
| 196 | PACIFIC FISHERY MANAGEMENT COUNCIL                |
| 197 | PACIFIC INSTITUTES FOR RESEARCH                   |
| 198 | PACIFIC STATES MARINE FISHERIES COMMISSION        |
| 199 | PARALYZED VETERANS OF AMERICA                     |
| 200 | PARTNERSHIPS IN COMMUNITY LIVING, INC.            |
| 201 | PENDLETON ACADEMIES                               |
| 202 | PENTAGON FEDERAL CREDIT UNION                     |
| 203 | PLANNED PARENTHOOD OF SOUTHWESTERN OREGON         |
| 204 | Polk Soil and Water Conservation District         |
| 205 | PORT CITY DEVELOPMENT CENTER                      |
| 206 | PORTLAND ART MUSEUM                               |
| 207 | PORTLAND BUSINESS ALLIANCE                        |
| 208 | Portland Community Reinvestment Initiatives, Inc. |
| 209 | PORTLAND HABILITATION CENTER, INC.                |
| 210 | PORTLAND JEWISH ACADEMY                           |
| 211 | Portland Oregon Visitors Association              |
| 212 | PORTLAND SCHOOLS FOUNDATION                       |
| 213 | PORTLAND WOMENS CRISIS LINE                       |
| 214 | PREGNANCY RESOUCCE CENTERS OF GRETER PORTLAND     |
| 215 | PRINGLE CREEK SUSTAINABLE LIVING CENTER           |
| 216 | PROVIDENCE HOOD RIVER MEMORIAL HOSPITAL           |

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| 217 | PUBLIC DEFENDER SERVICES OF LANE COUNTY, INC.     |
| 218 | QUADRIPLIGICS UNITED AGAINST DEPENDENCY, INC.     |
| 219 | REBUILDING TOGETHER - PORTLAND INC.               |
| 220 | REDMOND PROFICIENCY ACADEMY                       |
| 221 | REGIONAL ARTS AND CULTURE COUNCIL                 |
| 222 | RELEVANT LIFE CHURCH                              |
| 223 | RENEWABLE NORTHWEST PROJECT                       |
| 224 | River Network                                     |
| 225 | ROGUE FEDERAL CREDIT UNION                        |
| 226 | Rolling Hills Baptist Church                      |
| 227 | ROSE VILLA, INC.                                  |
| 228 | SACRED HEART CATHOLIC DAUGHTERS                   |
| 229 | Safe Harbors                                      |
| 230 | SAIF CORPORATION                                  |
| 231 | SAINT ANDREW NATIVITY SCHOOL                      |
| 232 | SAINT CATHERINE OF SIENA CHURCH                   |
| 233 | SAINT JAMES CATHOLIC CHURCH                       |
| 234 | Salem Academy                                     |
| 235 | SALEM ALLIANCE CHURCH                             |
| 236 | SALEM ELECTRIC                                    |
| 237 | SALMON-SAFE INC.                                  |
| 238 | Sandy Seventh-day Adventist Church                |
| 239 | SCIENCEWORKS                                      |
| 240 | Scottish Rite                                     |
| 241 | SE WORKS  |
| 242 | SECURITY FIRST CHILD DEVELOPMENT CENTER           |
| 243 | SELF ENHANCEMENT INC.                             |
| 244 | SERENITY LANE                                     |
| 245 | SEXUAL ASSAULT RESOURCE CENTER                    |
| 246 | SHELTERCARE                                       |
| 247 | SHERIDAN JAPANESE SCHOOL FOUNDATION               |
| 248 | SHERMAN DEVELOPMENT LEAGUE, INC.                  |
| 249 | SILVERTON AREA COMMUNITY AID                      |
| 250 | SISKIYOU INITIATIVE                               |
| 251 | SMART   |
| 252 | SOCIAL VENTURE PARTNERS PORTLAND                  |
| 253 | SONRISE CHURCH                                    |
| 254 | SOUTH COAST HOSPICE, INC.                         |
| 255 | SOUTH LANE FAMILY NURSERY DBA FAMILY RELIEF NURSE |
| 256 | SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.    |
| 257 | SOUTHERN OREGON HUMANE SOCIETY                    |
| 258 | SPARC ENTERPRISES                                 |
| 259 | SPECIAL MOBILITY SERVICES                         |
| 260 | SPIRIT WIRELESS                                   |
| 261 | SPONSORS, INC.                                    |

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| 262 | SPOTLIGHT THEATRE OF PLEASANT HILL                         |
| 263 | SPRINGFIELD UTILITY BOARD                                  |
| 264 | ST VINCENT DE PAUL   |
| 265 | ST. ANTHONY CHURCH   |
| 266 | St. Katherine's Catholic Church                            |
| 267 | ST. MARYS OF MEDFORD, INC.                                 |
| 268 | St. Matthew Catholic School                                |
| 269 | St. Pius X School  |
| 270 | ST. VINCENT DEPAUL OF LANE COUNTY                          |
| 271 | STAND FOR CHILDREN   |
| 272 | STAR OF HOPE ACTIVITY CENTER INC.                          |
| 273 | Store to Door  |
| 274 | Street Ministry  |
| 275 | SUMMIT VIEW COVENANT CHURCH                                |
| 276 | SUNNYSIDE FOURSQUARE CHURCH                                |
| 277 | SUNRISE ENTERPRISES  |
| 278 | SUSTAINABLE NORTHWEST                                      |
| 279 | TAKE III OUTREACH  |
| 280 | Temple Beth Israel   |
| 281 | TENAS ILLAHEE CHILDCARE CENTER                             |
| 282 | The ALS Association Oregon and SW Washington Chapter       |
| 283 | The Dreaming Zebra Foundation                              |
| 284 | THE EARLY EDUCATION PROGRAM, INC.                          |
| 285 | The International School                                   |
| 286 | THE NATIONAL ASSOCIATION OF CREDIT MANAGEMENT-OREGON, INC. |
| 287 | THE NEXT DOOR  |
| 288 | THE OREGON COMMUNITY FOUNDATION                            |
| 289 | The Ross Ragland Theater and Cultural Center               |
| 290 | THE SALVATION ARMY - CASCADE DIVISION                      |
| 291 | The Wallace Medical Concern                                |
| 292 | TILLAMOOK CNTY WOMENS CRISIS CENTER                        |
| 293 | TILLAMOOK ESTUARIES PARTNERSHIP                            |
| 294 | TOUCHSTONE PARENT ORGANIZATION                             |
| 295 | TRAILS CLUB  |
| 296 | TRAINING EMPLOYMENT CONSORTIUM                             |
| 297 | Transition Projects, Inc                                   |
| 298 | TRI-COUNTY HEALTH CARE SAFETY NET ENTERPRISE               |
| 299 | TRILLIUM FAMILY SERVICES, INC.                             |
| 300 | UMPQUA COMMUNITY DEVELOPMENT CORPORATION                   |
| 301 | Umpqua Community Health Center                             |
| 302 | Union County Economic Development Corp.                    |
| 303 | UNION GOSPEL MISSION                                       |
| 304 | UNITED CEREBRAL PALSY OF OR AND SW WA                      |
| 305 | UNITED WAY OF THE COLUMBIA WILLAMETTE                      |

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| 306   | US CONFERENCE OF MENONNITE BRETHREN CHURCHES  |
| 307   | USAGENCIES CREDIT UNION                       |
| 308   | VERMONT HILLS FAMILY LIFE CENTER              |
| 309   | Viking Sal Senior Center                      |
| 310   | VIRGINIA GARCIA MEMORIAL HEALTH CENTER        |
| 311   | VOLUNTEERS OF AMERICA OREGON                  |
| 312   | WE CARE OREGON                                |
| 313   | Western Mennonite School                      |
| 314   | WESTERN RIVERS CONSERVANCY                    |
| 315   | WESTERN STATES CENTER                         |
| 316   | WESTSIDE BAPTIST CHURCH                       |
| 317   | WHITE BIRD CLINIC                             |
| 318   | WILD SALMON CENTER                            |
| 319   | WILLAMETTE FAMILY                             |
| 320   | WILLAMETTE LUTHERAN HOMES, INC                |
| 321   | WILLAMETTE VIEW INC.                          |
| 322   | Women's Safety & Resource Center              |
| 323   | WOODBURN AREA CHAMBER OF COMMERCE             |
| 324   | WORD OF LIFE COMMUNITY CHURCH                 |
| 325   | WORKSYSTEMS INC                               |
| 326   | YOUTH GUIDANCE ASSOC.                         |
| 327   | YWCA SALEM                                    |
| <b>Registered Special/Independent in OR</b> |   |
| 1   | Banks Fire District #13                       |
| 2   | CENTRAL OREGON INTERGOVERNMENTAL COUNCIL      |
| 3   | CHEHALEM PARK AND RECREATION DISTRICT         |
| 4   | COLUMBIA 911 COMMUNICATIONS DISTRICT          |
| 5   | Columbia River Fire & Rescue                  |
| 6   | GLENDALE RURAL FIRE DISTRICT                  |
| 7   | HOODLAND FIRE DISTRICT NO.74                  |
| 8   | Jefferson Park and Recreation                 |
| 9   | KLAMATH COUNTY 9-1-1                          |
| 10  | La Pine Park & Recreation District            |
| 11  | LANE EDUCATION SERVICE DISTRICT               |
| 12  | LANE TRANSIT DISTRICT                         |
| 13  | METROPOLITAN EXPOSITION-RECREATION COMMISSION |
| 14  | NW POWER POOL                                 |
| 15  | OAK LODGE WATER DISTRICT                      |
| 16  | PORT OF SIUSLAW                               |
| 17  | PORT OF ST HELENS                             |
| 18  | REGIONAL AUTOMATED INFORMATION NETWORK        |
| 19  | SALEM AREA MASS TRANSIT DISTRICT              |
| 20  | Seal Rock Water District                      |
| 21  | Siuslaw Public Library District               |
| 22  | THE PORT OF PORTLAND                          |

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| 23  | Tillamook Fire District                             |
| 24  | TriMet Transit                                      |
| 25  | TUALATIN HILLS PARK AND RECREATION DISTRICT         |
| 26  | TUALATIN VALLEY WATER DISTRICT                      |
| 27  | UNION SOIL & WATER CONSERVATION DISTRICT            |
| 28  | WEST MULTNOMAH SOIL AND WATER CONSERVATION DISTRICT |
| 29  | WILLAMALANE PARK AND RECREATION DISTRICT            |
| <b>Registered State Agencies in OR</b>        |   |
| 1   | BOARD OF MEDICAL EXAMINERS                          |
| 2   | OFFICE OF MEDICAL ASSISTANCE PROGRAMS               |
| 3   | Office of the Ong Term Care Ombudsman               |
| 4   | OFFICE OF THE STATE TREASURER                       |
| 5   | OREGON BOARD OF ARCHITECTS                          |
| 6   | OREGON CHILD DEVELOPMENT COALITION                  |
| 7   | OREGON DEPARTMENT OF EDUCATION                      |
| 8   | OREGON DEPARTMENT OF FORESTRY                       |
| 9   | OREGON DEPT OF TRANSPORTATION                       |
| 10  | OREGON DEPT. OF EDUCATION                           |
| 11  | OREGON LOTTERY                                      |
| 12  | OREGON OFFICE OF ENERGY                             |
| 13  | OREGON STATE BOARD OF NURSING                       |
| 14  | OREGON STATE DEPT OF CORRECTIONS                    |
| 15  | OREGON STATE POLICE                                 |
| 16  | OREGON TOURISM COMMISSION                           |
| 17  | OREGON TRAVEL INFORMATION COUNCIL                   |
| 18  | SANTIAM CANYON COMMUNICATION CENTER                 |
| 19  | SEIU LOCAL 503, OPEU                                |
| 20  | State of Oregon                                     |
| <b>Registered Counties and Parishes in HI</b> |   |
|   | City and County of Honolulu                         |
| 1   | BOARD OF WATER SUPPLY                               |
| 2   | COUNTY OF HAWAII                                    |
| 3   | MAUI COUNTY COUNCIL                                 |
| <b>Registered Higher Education in HI</b>      |   |
| 1   | ARGOSY UNIVERSITY                                   |
| 2   | BRIGHAM YOUNG UNIVERSITY - HAWAII                   |
| 3   | CHAMINADE UNIVERSITY OF HONOLULU                    |
| 4   | COLLEGE OF THE MARSHALL ISLANDS                     |
| 5   | HAWAII PACIFIC UNIVERSITY                           |
| 6   | RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII    |
| 7   | UNIVERSITY OF HAWAII AT MANOA                       |
| <b>Registered K-12 in HI</b>                  |   |
| 1   | CONGREGATION OF CHRISTIAN BROTHERS OF HAWAII, INC.  |
| 2   | EMMANUAL LUTHERAN SCHOOL                            |
| 3   | HANAHAU`OLI SCHOOL                                  |

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|---|--|
| 4   | HAWAII TECHNOLOGY ACADEMY                              |
| 5   | ISLAND SCHOOL  |
| 6   | KAMEHAMEHA SCHOOLS                                     |
| 7   | KE KULA O S. M. KAMAKAU                                |
| 8   | MARYKNOLL SCHOOL                                       |
| 9   | PACIFIC BUDDHIST ACADEMY                               |
| <b>Registered NonProfit and Other in HI</b> |  |
| 1   | ALOHOLIC REHABILITATION SVS OF HI INC DBA HINA MAUKA   |
| 2   | ALOHACARE  |
| 3   | AMERICAN LUNG ASSOCIATION                              |
| 4   | AOAO Royal Capitol Plaza                               |
| 5   | ASSOCIATION OF OWNERS OF KUKUI PLAZA                   |
| 6   | BISHOP MUSEUM  |
| 7   | BUILDING INDUSTRY ASSOCIATION OF HAWAII                |
| 8   | CTR FOR CULTURAL AND TECH INTERCHNG BETW EAST AND WEST |
| 9   | EAH, INC.  |
| 10  | EASTER SEALS HAWAII                                    |
| 11  | First United Methodist Church                          |
| 12  | GOODWILL INDUSTRIES OF HAWAII, INC.                    |
| 13  | HABITAT FOR HUMANITY MAUI                              |
| 14  | HALE MAHAOLU   |
| 15  | HAROLD K.L. CASTLE FOUNDATION                          |
| 16  | Hawaii Carpenters Market Recovery Program Fund         |
| 17  | HAWAII EMPLOYERS COUNCIL                               |
| 18  | HAWAII FAMILY LAW CLINIC DBA ALA KUOLA                 |
| 19  | Hawaii Information Consortium                          |
| 20  | Hawaii Island Humane Society                           |
| 21  | Hawaii Peace and Justice                               |
| 22  | HAWAII STATE FCU                                       |
| 23  | HONOLULU HABITAT FOR HUMANITY                          |
| 24  | IUPAT, DISTRICT COUNCIL 50                             |
| 25  | Kauai Youth Basketball Association                     |
| 26  | LANAKILA REHABILITATION CENTER INC.                    |
| 27  | Leeward Community Church                               |
| 28  | LEEWARD HABITAT FOR HUMANITY                           |
| 29  | MAUI COUNTY FCU  |
| 30  | MAUI ECONOMIC DEVELOPMENT BOARD                        |
| 31  | MAUI ECONOMIC OPPORTUNITY, INC.                        |
| 32  | MAUI FAMILY YMCA                                       |
| 33  | NA HALE O MAUI   |
| 34  | NA LEI ALOHA FOUNDATION                                |
| 35  | NETWORK ENTERPRISES, INC.                              |
| 36  | ORI ANUENUE HALE, INC.                                 |
| 37  | PARTNERS IN DEVELOPMENT FOUNDATION                     |
| 38  | POLYNESIAN CULTURAL CENTER                             |



HARFORD COUNTY PUBLIC SCHOOLS, MARYLAND

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| 39   | PUNAHOU SCHOOL                                   |
| 40   | Saint Louis School                               |
| 41   | ST. THERESA CHURCH                               |
| 42   | St. Theresa School                               |
| 43   | UNIVERSITY OF HAWAII FEDERAL CREDIT UNION        |
| 44   | W. M. KECK OBSERVATORY                           |
| 45   | WAIANAE COMMUNITY OUTREACH                       |
| 46   | WAILUKU FEDERAL CREDIT UNION                     |
| 47   | YMCA OF HONOLULU                                 |
| <b>Registered State Agencies in HI</b>                       |  |
| 1  | ADMIN. SERVICES OFFICE                           |
| 2  | DOT Airports Division Hilo International Airport |
| 3  | HAWAII AGRICULTURE RESEARCH CENTER               |
| 4  | HAWAII CHILD SUPPORT ENFORCEMENT AGENCY          |
| 5  | HAWAII HEALTH SYSTEMS CORPORATION                |
| 6  | SOH- JUDICIARY CONTRACTS AND PURCH               |
| 7  | STATE DEPARTMENT OF DEFENSE                      |
| 8  | STATE OF HAWAII                                  |
| 9  | STATE OF HAWAII, DEPT. OF EDUCATION              |
| <b>Registered Cities, Towns, Villages and Boroughs in LA</b> |  |
| 1  | ASCENSION PARISH LIBRARY                         |
| 2  | BALL POLICE DEPARTMENT                           |
| 3  | BREAUX BRIDGE HOUSING AUTHORITY                  |
| 4  | BUNKIE FIRE DEPT                                 |
| 5  | CADDO PARISH CLERK OF COURT                      |
| 6  | CAPITAL CITY PRESS                               |
| 7  | CITY OF ALEXANDRIA                               |
| 8  | CITY OF BAKER POLICE DEPARTMENT                  |
| 9  | CITY OF BOSSIER                                  |
| 10   | CITY OF COVINGTON                                |
| 11   | city of gretna                                   |
| 12   | CITY OF HAMMOND                                  |
| 13   | City of Harahan                                  |
| 14   | CITY OF KENNER                                   |
| 15   | CITY OF LAKE CHARLES FIRE DEPT                   |
| 16   | CITY OF LEESVILLE                                |
| 17   | CITY OF MINDEN                                   |
| 18   | CITY OF MONROE                                   |
| 19   | CITY OF NEW ROADS                                |
| 20   | CITY OF PLAQUEMINE                               |
| 21   | CITY OF PORT ALLEN                               |
| 22   | City Of Rayne                                    |
| 23   | CITY OF RUSTON                                   |
| 24   | CITY OF SHREVEPORT                               |
| 25   | CITY OF SLIDELL                                  |

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| 26  | CITY OF VILLE PLATTE   |
| 27  | CITY OF WEST MONROE  |
| 28  | CITY OF WESTLAKE   |
| 29  | City of Westwego Parks & Recreation                                    |
| 30  | CITY OF WINNFELD   |
| 31  | CITY OF WINNSBORO  |
| 32  | DENHAM SPRINGS CITY MARSHAL  |
| 33  | EVANGELINE PARISH SHERIFF DEPT.  |
| 34  | FIRE PROTECTION DIST. NO. 5  |
| 35  | GREATER NEW ORLEANS EXPRESSWAY COMMISSION                              |
| 36  | GREATER NEW ORLEANS FOUNDATION   |
| 37  | LOUISIANA PUBLIC EMPLOYEES COUNCIL 17 AFSCME AFL- CIO<br>BUILDING CORP |
| 38  | MONROE CITY  |
| 39  | Pelican State Credit Union   |
| 40  | PONCHATOULA POLICE DEPT.   |
| 41  | RAYNE HOUSING AUTHORITY  |
| 42  | Sewerage and Water Board of New Orleans                                |
| 43  | St John Sheriff Office   |
| 44  | ST LANDRY PARISH SHERIFF DEPT  |
| 45  | ST. BERNARD PARISH GOVERNMENT  |
| 46  | TOWN OF ARCADIA  |
| 47  | TOWN OF BENTON   |
| 48  | TOWN OF CHURCH POINT   |
| 49  | TOWN OF FARMERVILLE  |
| 50  | TOWN OF GRAND ISLE   |
| 51  | TOWN OF HAYNESVILLE  |
| 52  | TOWN OF HOMER  |
| 53  | TOWN OF JONESBORO  |
| 54  | TOWN OF JONESVILLE   |
| 55  | TOWN OF LEONVILLE  |
| 56  | TOWN OF OLLA   |
| 57  | TOWN OF PEARL RIVER  |
| 58  | TOWN OF RAYVILLE   |
| 59  | TOWN OF ROSEPINE   |
| 60  | TOWN OF STERLINGTON  |
| 61  | TOWN OF WATERPROOF   |
| 62  | TOWN OF WHITE CASTLE   |
| 63  | VILLAGE OF FENTON  |
| 64  | VILLAGE OF FOREST HILL   |
| 65  | VILLAGE OF PALMETTO  |
| <b>Registered Counties and Parishes in LA</b> |  |
| 1   | 15TH JUDICIAL DISTRICT COURT   |
| 2   | Acadia Parish Clerk of Court   |
| 3   | ASSUMPTION PARISH LIBRARY  |

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| 4  | BIENVILLE PARISH POLICE JURY                         |
| 5  | BOSSIER LEVEE DISTRICT                               |
| 6  | BOSSIER PARISH ASSESSOR                              |
| 7  | BOSSIER PARISH CLERK OF CT                           |
| 8  | BOSSIER SHERIFFS DEPARTMENT                          |
| 9  | CADDO PARISH COMMISSION                              |
| 10 | CADDO PARISH TAX ASSESSOR                            |
| 11 | CALDWELL PARISH CLERK OF COURT                       |
| 12 | CALDWELL PARISH HOUSING AUTHORITY                    |
| 13 | CATAHOULA PARISH POLICE JURY                         |
| 14 | CITY OF OPELOUSAS                                    |
| 15 | CLAIBORNE PARISH POLICE JURY                         |
| 16 | CONCORDIA PARISH POLICE JURY                         |
| 17 | DESOTO PARISH EMS                                    |
| 18 | DESOTO PARISH POLICE JURY                            |
| 19 | DESOTO PARISH TAX ASSESSOR                           |
| 20 | EAST BATON ROUGE PARISH CLERK OF COURT               |
| 21 | East Baton Rouge Parish Drug Court Treatment Center  |
| 22 | East Baton Rouge Parish Family Court                 |
| 23 | EAST CENTRAL BOSSIER PARISH FIRE DISTRICT #1         |
| 24 | EAST FELICIANA PARISH SHERIFF OFFICE                 |
| 25 | FIRE PROTECTION DISTRICT NO 1 OF TENSAS PARISH       |
| 26 | FRANKLIN ECONOMIC DEVELOPMENT FOUNDATION             |
| 27 | GRANT PARISH POLICE JURY                             |
| 28 | GRANT PARISH POLICE JURY GAS DEPT.                   |
| 29 | GRANT PARISH SHERIFF                                 |
| 30 | IBERIA PARISH GOVERNMENT                             |
| 31 | IBERVILLE PARISH COUNCIL                             |
| 32 | JACKSON PARISH POLICE JURY                           |
| 33 | JEFFERSON PARISH DISTRICT ATTORNEY                   |
| 34 | JEFFERSON PARISH GOVERNMENT                          |
| 35 | LA SALLE PARISH POLICE JURY                          |
| 36 | LINCOLN PARISH LIBRARY                               |
| 37 | Livingston Council On Aging                          |
| 38 | MOREHOUSE PARISH POLICE JURY                         |
| 39 | ORLEANS PARISH CRIMINAL SHERIFFS OFFICE              |
| 40 | OUACHITA MULTI-PURPOSE COMMUNITY ACTION PROGRAM, INC |
| 41 | OUACHITA PARISH POLICE JURY                          |
| 42 | OUACHITA PARISH POLICE JURY                          |
| 43 | PLAQUEMINES PARISH GOVERNMENT                        |
| 44 | POINTE COUPEE PARISH POLICE JURY                     |
| 45 | RAPIDES PARISH LIBRARY                               |
| 46 | RAPIDES PARISH POLICE JURY                           |
| 47 | RICHLAND PARISH LIBRARY                              |
| 48 | RICHLAND PARISH SHERIFF DEPARTMENT                   |

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| 49                                       | SOUTH CENTRAL PLANNING AND DEVELOPMENT COMMISSION |
| 50                                       | ST JOHNS THE BAPTIST PARISH                       |
| 51                                       | ST TAMMANY FIRE DISTRICT 4                        |
| 52                                       | ST. BERNARD PARISH ADULT DRUG COURT               |
| 53                                       | ST. CHARLES PARISH                                |
| 54                                       | St. Landry Parish Tourist Commission              |
| 55                                       | ST. MARY PARISH GOVERNMENT                        |
| 56                                       | St. Mary Parish Recreation District #3            |
| 57                                       | St. Tammany Parish Assessor                       |
| 58                                       | SULPHUR PARKS AND RECREATION                      |
| 59                                       | TANGIPAHOA MOSQUITO ABATEMENT DISTRICT            |
| 60                                       | TENSAS PARISH POLICE JURY                         |
| 61                                       | THIRD JUDICIAL DISTRICT COURT                     |
| 62                                       | UNION PARISH HOMELAND SECURITY                    |
| 63                                       | WEBSTER PARISH POLICE JURY                        |
| 64                                       | WEST CARROLL PARISH SHERIFFS DEPT.                |
| 65                                       | WEST FELICIANA COMMUNICATIONS DISTRICT            |
| 66                                       | WINN PARISH DISTRICT ATTORNEY                     |
| 67                                       | WINN PARISH POLICE JURY                           |
| <b>Registered Higher Education in LA</b> |   |
| 1  | Acadiana Technical College                        |
| 2  | CAMERON COLLEGE                                   |
| 3  | CENTENARY COLLEGE OF LOUISIANA                    |
| 4  | COMPASS CAREER COLLEGE                            |
| 5  | DELGADO COMMUNITY COLLEGE                         |
| 6  | DILLARD UNIVERSITY                                |
| 7  | GRETN CAREER COLLEGE                              |
| 8  | Kappa Kappa Gamma                                 |
| 9  | LOUISIANA STATE UNIVERSITY                        |
| 10                                       | LOUISIANA TECHNICAL COLLEGE                       |
| 11                                       | LOYOLA UNIVERSITY OF NEW ORLEANS                  |
| 12                                       | LSUHSC - SHREVEPORT                               |
| 13                                       | NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY          |
| 14                                       | NOTRE DAME SEMINARY                               |
| 15                                       | OUR LADY OF HOLY CROSS COLLEGE                    |
| 16                                       | SOUTH LA COMMUNITY COLLEGE                        |
| 17                                       | SOUTHEASTERN LOUISIANA UNIVERSITY                 |
| 18                                       | SOUTHERN UNIVERSITY                               |
| 19                                       | sowela tech comm college                          |
| 20                                       | THE ADMINISTRATORS OF THE TULANE EDUCATIONAL FUND |
| 21                                       | THE ART STATION                                   |
| <b>Registered K-12 in LA</b>             |   |
| 1  | ACADEMY OF THE SACRED HEART                       |
| 2  | ACADIA PARISH SCHOOL BOARD                        |
| 3  | Advocacy for the Arts & Technology                |

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| 4  | Alexandria Country Day School                    |
| 5  | ARCHBISHOP RUMMEL HIGH SCHOOL                    |
| 6  | Archbishop Shaw High School                      |
| 7  | AVOYELLES PARISH SCHOOL BOARD                    |
| 8  | BEAUREGARD PARISH SCHOOL BOARD                   |
| 9  | Bogalusa School Board                            |
| 10 | BOSSIER PARISH SCHOOL BOARD                      |
| 11 | Bossier Parish School Board (BPSB)               |
| 12 | Brother Martin High School                       |
| 13 | CADDO PARISH MAGNET HIGH SCHOOL                  |
| 14 | CADDO PARISH SCHOOLS                             |
| 15 | CALCASIEU PARISH SCHOOL SYSTEM                   |
| 16 | CATAHOULA PARISH SCHOOL BOARD                    |
| 17 | CATHOLIC HIGH SCHOOL                             |
| 18 | CATHOLIC OF POINTE COUPEE SCHOOL                 |
| 19 | Cedar Creek School                               |
| 20 | CENTRAL PRIVATE SCHOOL                           |
| 21 | CENTRAL SCHOOL CORP.                             |
| 22 | CHILDREN'S CHARTER MIDDLE SCHOOL                 |
| 23 | CLAIBORNE PARISH SCHOOL BOARD                    |
| 24 | DARBONNE WOODS CHARTER SCHOOL, INC.              |
| 25 | DELHI CHARTER SCHOOL                             |
| 26 | DeSoto Parish School Board                       |
| 27 | DIOCESE OF LAFAYETTE                             |
| 28 | E.D. WHITE CATHOLIC HIGH                         |
| 29 | EAST CARROLL PARISH SCHOOL BOARD                 |
| 30 | EPISCOPAL HIGH SCHOOL OF BATON ROUGE             |
| 31 | EXCELSIOR CHRISTIAN SCHOOL                       |
| 32 | GRACE LUTHERAN CHURCH AND EARLY CHILDHOOD CENTER |
| 33 | HOLY TRINITY LUTHERAN CHURCH AND SCHOOL          |
| 34 | HOSANNA FIRST ASSEMBLY OF GOD                    |
| 35 | IBERVILLE PARISH SCHOOL BOARD                    |
| 36 | JACKSON PARISH SCHOOL BOARD                      |
| 37 | JEFFERSON DAVIS PARISH SCHOOL BOARD              |
| 38 | JEFFERSON PARISH SCHOOL BOARD                    |
| 39 | JESUS THE GOOD SHEPHERD SCHOOL                   |
| 40 | LAFAYETTE PARISH SCHOOL SYSTEM                   |
| 41 | LaSalle Parish School District                   |
| 42 | LINCOLN PARISH SCHOOL BOARD                      |
| 43 | LITTLE ANGELS SCHOOL AND DAY CARE                |
| 44 | LIVINGSTON PARISH PUBLIC SCHOOLS                 |
| 45 | LORANGER HIGH SCHOOL FOOTBALL                    |
| 46 | LSMSA  |
| 47 | MADISON PARISH SCHOOL BOARD                      |
| 48 | MENTORSHIP ACADEMY                               |

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| 49 | MONROE CITY SCHOOLS                       |
| 50 | MOREHOUSE PARISH SCHOOL BOARD             |
| 51 | Morris Jeff Community School              |
| 52 | NEWELLTON ELEMENTARY SCHOOL               |
| 53 | NORTHEAST BAPTIST SCHOOL                  |
| 54 | OAK FOREST ACADEMY                        |
| 55 | OPELOUSAS CATHOLIC SCHOOL                 |
| 56 | Orleans Parish School Board               |
| 57 | OUACHITA PARISH SCHOOL BOARD              |
| 58 | Parkview Baptist                          |
| 59 | Parkview Baptist School                   |
| 60 | Parkview Elementary PTO                   |
| 61 | RAPIDES PARISH SCHOOL BOARD               |
| 62 | Recovery School District                  |
| 63 | RICHLAND PARISH SCHOOL BOARD              |
| 64 | RIVERSIDE ACADEMY                         |
| 65 | ST JOSEPH THE WORKER                      |
| 66 | ST LANDRY PARISH SCHOOL BOARD             |
| 67 | ST MARY'S DOMINICAN HS                    |
| 68 | ST. AMANT HIGH SCHOOL                     |
| 69 | ST. AUGUSTINE HIGH SCHOOL                 |
| 70 | ST. BERNARD PARISH PUBLIC SCHOOL DISTRICT |
| 71 | St. Charles Parish Public Schools         |
| 72 | ST. CLETUS SCHOOL                         |
| 73 | ST. DOMINIC SCHOOL                        |
| 74 | St. Edward School                         |
| 75 | ST. JOAN OF ARC SCHOOL                    |
| 76 | ST. JOHN ELEMENTARY/MIDDLE SCHOOL         |
| 77 | ST. MARIA GORETTI CHURCH                  |
| 78 | ST. PIUS X SCHOOL                         |
| 79 | St.Mary Parish School Board               |
| 80 | STATE DEPARTMENT OF EDUCATION             |
| 81 | TANGIPAHOA PARISH SCHOOL SYSTEM           |
| 82 | THE DUNHAM SCHOOL                         |
| 83 | UNION PARISH SCHOOL BOARD                 |
| 84 | Ursuline Academy of New Orleans           |
| 85 | VERMILION PARISH SCHOOL BOARD             |
| 86 | VERNON PARISH SCHOOL BOARD                |
| 87 | VIDALIA JUNIOR HIGH SCHOOL                |
| 88 | VISITATION OF OUR LADY CATHOLIC SCHOOL    |
| 89 | WEST BATON ROUGE PARISH SCHOOL BOARD      |
| 90 | WEST CARROLL PARISH SCHOOL BOARD          |
| 91 | WESTMINSTER CHRISTIAN ACADEMY             |
| 92 | WINN PARISH SCHOOL BOARD                  |

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| Registered NonProfit and Other in LA |  |
|--------------------------------------|--|
| 1                                    | A AND B NOTARY                                     |
| 2                                    | ACI ST JOHN LLC                                    |
| 3                                    | ADVOCACY CENTER FOR THE ELDERLY AND DISABLED, INC. |
| 4                                    | AGAPE LOVE   |
| 5                                    | ALLEGIANCE HEALTH MANAGEMENT                       |
| 6                                    | AMERICAN CHILD DAY CARE CENTER                     |
| 7                                    | ANTIOCH BAPTIST CHURCH                             |
| 8                                    | APOSTOLIC DELIVERANCE U.P.C. INC.                  |
| 9                                    | ARCHDIOCESE OF NEW ORLEANS                         |
| 10                                   | ASSOCIATED PROFESSIONAL EDUCATORS OF LOUISIANA     |
| 11                                   | AVOYELLES PROGRESS ACTION COMMITTEE, INC           |
| 12                                   | BARKSDALE FEDERAL CREDIT UNION                     |
| 13                                   | BARKSDALE UNITED METHODIST CHURCH                  |
| 14                                   | Baton Rouge Children's Advocacy Center             |
| 15                                   | Baton Rouge Soccer Association                     |
| 16                                   | Beginners Mind Inc                                 |
| 17                                   | BENTON UNITED METHODIST CHURCH                     |
| 18                                   | Berean Church                                      |
| 19                                   | BONITA ROAD BAPTIST CHURCH                         |
| 20                                   | BOOST FOUNDATION, INC.                             |
| 21                                   | BOSSIER CHAMBER OF COMMERCE                        |
| 22                                   | BOSSIER PARISH MAXIMUM SECURITY JAIL               |
| 23                                   | BOY SCOUTS OF AMERICA                              |
| 24                                   | BROADMOOR CHRISTIAN CHURCH                         |
| 25                                   | Broadmoor Improvement Association                  |
| 26                                   | BROADMOOR PRESBYTERIAN CHURCH                      |
| 27                                   | BROADMOOR UNITED METHODIST PRESCHOOL               |
| 28                                   | CAJUNDOME  |
| 29                                   | CALLAWAY ENTERPRISES                               |
| 30                                   | CALVARY BAPTIST CHURCH                             |
| 31                                   | Capital Area Alliance for Homeless                 |
| 32                                   | CENLA AREA AGENCY ON AGING, INC.                   |
| 33                                   | CENLA COMMUNITY ACTION COMMITTEE, INC.             |
| 34                                   | CENTRAL ASSEMBLY OG GOD                            |
| 35                                   | CENTRAL CITY EOC                                   |
| 36                                   | CHILDREN'S HOSPITAL                                |
| 37                                   | CHITIMACHA TRIBE OF LOUISIANA                      |
| 38                                   | CHRISTVIEW CHRISTIAN CHURCH                        |
| 39                                   | Church United for Community Development            |
| 40                                   | CITY OF FAITH PRISON MINISTRIES, INC.              |
| 41                                   | COMITE BAPTIST CHURCH                              |
| 42                                   | COMMITTEE FOR PLAQUEMINES RECOVERY                 |
| 43                                   | COMMUNITY SUPPORT PROGRAMS, INC.                   |
| 44                                   | congregation temple sinai                          |

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| 45 | COOK BAPTIST CHURCH                       |
| 46 | Cornerstone Church of Zachary Inc         |
| 47 | CROSSPOINT BAPTIST CHURCH                 |
| 48 | CROSSROADS CHURCH                         |
| 49 | DEMCO                                     |
| 50 | DESOTO PARISH LIBRARY                     |
| 51 | DISABLED VETERNS OF LA CHAPTER 4          |
| 52 | Divine Touch Community development Center |
| 53 | EASTER SEALS LOUISIANA                    |
| 54 | ELDERCARE SUPPORT SERVICES                |
| 55 | ELIZABETH BAPTIST CHURCH                  |
| 56 | EMMANUEL BAPTIST CHURCH                   |
| 57 | EMMANUEL BAPTIST CHURCH                   |
| 58 | EMMANUEL BAPTIST CHURCH                   |
| 59 | EMMANUEL MISSIONARY BAPTIST CHURCH        |
| 60 | EVANGELINE BAPTIST CHURCH                 |
| 61 | FAITH TABERNACLE CHURCH                   |
| 62 | FAMILY MEDICAL CLINIC OF MER ROUGE        |
| 63 | FAMILY RESOURCES OF NEW ORLEANS           |
| 64 | FAMILY WORSHIP CENTER CHURCH INC          |
| 65 | FIRST APOSTOLIC CHURCH                    |
| 66 | FIRST BAPTIST CHURCH                      |
| 67 | FIRST BAPTIST CHURCH                      |
| 68 | FIRST BAPTIST CHURCH                      |
| 69 | First Baptist Church                      |
| 70 | FIRST BAPTIST CHURCH COVINGTON            |
| 71 | FIRST BAPTIST CHURCH RUSTON               |
| 72 | FIRST CHURCH OF GOD IN OAK GROVE, INC.    |
| 73 | FIRST UNITED METHODIST CHURCH             |
| 74 | First United Methodist Church             |
| 75 | First United Methodist Church of Slidell  |
| 76 | FRANKLIN MEDICAL CENTER                   |
| 77 | FROM BONDAGE TO FREEDOM                   |
| 78 | Full Gospel Church                        |
| 79 | G B COOLEY SERVICES                       |
| 80 | Galilee Baptist Academy                   |
| 81 | Galvez Football Club Inc                  |
| 82 | GIBSON AREA HOSPITAL                      |
| 83 | GIRL SCOUTS OF LA - PINES TO GULF         |
| 84 | Girls Scouts Louisiana East               |
| 85 | Go Care                                   |
| 86 | GOOD SAMARITANS OF FRANKLIN               |
| 87 | Goodwill Industries                       |
| 88 | GRACE COMMUNITY CHURCH                    |
| 89 | GRACE EPISCOPAL CHURCH                    |



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| 90  | GRACE LIFE FELLOWSHIP                             |
| 91  | GREATER ELIZABETH BAPTIST CHURCH                  |
| 92  | GREATER HOPE BAPTIST CHURCH                       |
| 93  | greater mount calvary baptist church              |
| 94  | GREATER OUACHITA WATER COMPANY                    |
| 95  | GULF COAST HOUSING PARTNERSHIP                    |
| 96  | Habitat for Humanity St. Tammany West             |
| 97  | HANDS ON NETWORK                                  |
| 98  | HARVEST CHURCH                                    |
| 99  | HAVEN NURSING CENTER, INC.                        |
| 100 | HAVEN REHABILITATION CENTER, INC.                 |
| 101 | HEALING PLACE CHURCH                              |
| 102 | Health Care Centers In Schools                    |
| 103 | HEBRON BAPTIST CHURCH                             |
| 104 | HOPEWELL BAPTIST CHURCH                           |
| 105 | HOSANNA LUTHERAN CHURCH                           |
| 106 | HOSPITAL SERVICE DISTRICT NO.1, D/B/A TRI-WARD    |
| 107 | HOUSE OF RUTH, INC.                               |
| 108 | IBERIA MEDICAL CENTER                             |
| 109 | IBTS  |
| 110 | IFA CHURCH  |
| 111 | Ingleside United Methodist Church                 |
| 112 | ISTROUMA AREA COUNCIL OF BOY SCOUTS               |
| 113 | JACKSON PARISH HOSPITAL                           |
| 114 | Jefferson Chamber of Commerce                     |
| 115 | jerico road episcopal housing initiative          |
| 116 | JEWISH FEDERATION OF GREATER BATON ROUGE          |
| 117 | K AND S CHILDHOOD DEVELOPMENT CENTER              |
| 118 | KING OF KINGS EVANGELICAL LUTHERAN CHURCH         |
| 119 | KIWANIS INTERNATIOINAL                            |
| 120 | LA ASSEMBLY OF THE CHURCH OF GOD                  |
| 121 | LA ASSOCIATION COMMUNITY ACTION PARTNERSHIPS      |
| 122 | LA ONE CALL                                       |
| 123 | Lafayette Habitat for Humanity                    |
| 124 | LAFAYETTE PARISH CONVENTION & VISITORS COMMISSION |
| 125 | LAFAYETTE TEEN COURT, INC                         |
| 126 | LAKE BETHLEHEM BAPTIST CHURCH                     |
| 127 | LAKESIDE BAPTIST CHURCH                           |
| 128 | LAKESIDE DAY CARE                                 |
| 129 | LANE CHAPEL CME                                   |
| 130 | LEWIS CME   |
| 131 | LINCOLN GENERAL HOSPITAL                          |
| 132 | lisamaye fighting lupus and raising awareness     |
| 133 | LITTLE THEATRE OF MONROE, INC.                    |
| 134 | LITTLE UNION BAPTIST CHURCH                       |

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| 135 | LIVINGSTON PARISH CHAMBER OF COMMERCE              |
| 136 | LIVINGSTON PARISH PRESIDENT-COUNCIL                |
| 137 | LOD AND CAROL COOK CONFERENCE CENTER AND HOTEL     |
| 138 | LOUIS INFANT CRISIS CENTER                         |
| 139 | LOUISIANA ASSOCIATION OF HEALTH PLANS              |
| 140 | LOUISIANA DISTRICT ATTORNEYS ASSOCIATION           |
| 141 | LOUISIANA FAMILY FORUM                             |
| 142 | LOUISIANA HEALTH CARE QUALITY FORUM                |
| 143 | Louisiana Hemopheilia Foundation Inc               |
| 144 | LOUISIANA REALTORS ASSOCIATION                     |
| 145 | LOUISIANA SPCA                                     |
| 146 | Louisiana Workforce LLC                            |
| 147 | LOUISISANA HIGH SCHOOL ATHLETIC ASSOCIATION        |
| 148 | MACEDONIA MISSIONS, INC.                           |
| 149 | MACON ECONOMIC OPPORTUNITY                         |
| 150 | MARION BAPTIST CHURCH                              |
| 151 | MARY BIRD CANCER CENTER                            |
| 152 | MCIO HEAD START                                    |
| 153 | METRO/REGIONAL BUSINESS INCUBATOR                  |
| 154 | MEYERS MEMORIAL CHAPEL                             |
| 155 | MIRACLE PLACE CHURCH                               |
| 156 | MOREHOUSE GENERAL HOSPITAL                         |
| 157 | MORING STAR BAPTIST CHURCH                         |
| 158 | MOUNT CANAAN MISSIONARY BAPTIST CHURCH             |
| 159 | MOUNT HERMON BAPTIST CHURCH                        |
| 160 | MT. PLEASANT COMMUNITY DEVELOPMENT CORP. INC.      |
| 161 | MT. SINAI MBC                                      |
| 162 | MT. VERNON BAPTIST CHURCH                          |
| 163 | MT. ZION CME CHURCH                                |
| 164 | MW PRINCE HALL MASONIC HALL TEMPLE                 |
| 165 | NALC BRANCH 136                                    |
| 166 | NATIONAL SAFETY COUNCIL                            |
| 167 | Nativity of Our Lady Church                        |
| 168 | NEW BEGINNINGS CDC                                 |
| 169 | NEW CHAPEL HILL BAPTIST CHURCH                     |
| 170 | NEW DAUGHTERS OF ZION MISSIONARY BAPTIST CHURCH IN |
| 171 | NEW GENERATIONS CHURCH OF MONROE, INC              |
| 172 | NEW GREENWOOD BAPTIST CHURCH                       |
| 173 | new home ministries                                |
| 174 | NEW HORIZONS                                       |
| 175 | New Orleans BioInnovation Center                   |
| 176 | NEW TABERNACLE BAPTIST CHURCH                      |
| 177 | NEW TESTAMENT UNITED PENTECOSTAL CHURCH            |
| 178 | NORTH CADDO MEDICAL CENTER                         |
| 179 | NORTHWEST LOUISIANA LIONS EYE BANK                 |

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| 180 | NSU CHILD AND FAMILY NETWORK                        |
| 181 | NWL TECHNICAL COLLEGE                               |
| 182 | ODYSSEY HOUSE LOUISIANA, INC.                       |
| 183 | OLIVE BRANCH BAPTIST CHURCH                         |
| 184 | OPEN DOOR BAPTIST CHURCH                            |
| 185 | Ouachita Baptist Church                             |
| 186 | Our Lady of Perpetual Help Catholic Church          |
| 187 | OUR LADY OF PROMPT SUCCOR CHURCH                    |
| 188 | Our Lady of Victory                                 |
| 189 | PARKVIEW BAPTIST CHURCH                             |
| 190 | PCPFHF  |
| 191 | PCSS  |
| 192 | PEACEFUL REST BAPTIST CHURCH                        |
| 193 | PENIEL BAPTIST CHURCH                               |
| 194 | PHILADELPHIA BAPTIST CHURCH                         |
| 195 | PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY     |
| 196 | Plaquemines Community C.A.R.E. Center               |
| 197 | PLEASANT VALLEY UNC                                 |
| 198 | PLEASEAN HILL BAPTIST CHURCH                        |
| 199 | POLICE JURY ASSOCIATION OF LOUISIANA                |
| 200 | PONCHATOULA AREA RECREATION DISTRICT NO.1           |
| 201 | PRESBYTERIAN CHURCH OF RUSTON                       |
| 202 | Presbytery of South Louisiana - Project Homecoming  |
| 203 | PRIDE COMMUNITY ASSOCIATION                         |
| 204 | RAPIDES PRIMARY HEALTH CARE CENTER                  |
| 205 | REPUBLICAN PARTY OF LA                              |
| 206 | RIDGE AVENUE BAPTIST CHURCH                         |
| 207 | ROMAN CATHOLIC CHURCH OF THE DIOCESE OF BATON ROUGE |
| 208 | SEEKER SPRINGS MINISTRY CENTER                      |
| 209 | Shell Robert Training & Conference Center           |
| 210 | SHOWERS OF BLESSING MINISTRIES                      |
| 211 | SHREVEPORT ELECTRICAL HEALTH AND WELFARE FUND       |
| 212 | SHREVEPORT REGIONAL ARTS COUNCIL                    |
| 213 | SOLOMON TEMPLE BAPTIST CHURCH                       |
| 214 | South Central Laborers                              |
| 215 | Southern Financial Exchange                         |
| 216 | Southern United Neighborhoods                       |
| 217 | SOUTHSIDE ECONOMIC DEVELOPMENT                      |
| 218 | ST PATRICK CHURCH                                   |
| 219 | ST THOMAS AQUINAS CATHOLIC CHURCH                   |
| 220 | St. Agnes Catholic Church                           |
| 221 | ST. ALBAN'S CHAPEL                                  |
| 222 | ST. ALOYSIUS CATHOLIC SCHOOL                        |
| 223 | ST. ANDREW PRESBYTERIAN CHURCH                      |
| 224 | ST. BERNARD PROJECT                                 |

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| 225 | ST. FRANCES XAVIER CABRINI CATHOLIC CHURCH        |
| 226 | ST. FRANCIS DINER                                 |
| 227 | ST. GEORGE CHURCH                                 |
| 228 | ST. JEAN VIANNEY CHURCH                           |
| 229 | ST. JOHN THE BAPTIST CATHOLIC CHURCH              |
| 230 | ST. JOHN THE BAPTIST CATHOLIC CHURCH              |
| 231 | St. John the Baptist Parish Library               |
| 232 | ST. MARY CAA, INC.                                |
| 233 | ST. MARY PARISH TOURIST COMMISSION                |
| 234 | ST. MARYS BAPTIST CHURCH                          |
| 235 | ST. MICHAEL SPECIAL SCHOOL                        |
| 236 | ST. PAUL BAPTIST CHURCH                           |
| 237 | ST. PAULS UNITED METHODIST CHURCH                 |
| 238 | St. Peter Catholic Church                         |
| 239 | ST. REST BAPTIST CHURCH                           |
| 240 | ST.ANSELM CATHOLIC CHURCH                         |
| 241 | ST.MARY PARISH LIBRARY                            |
| 242 | STARLIGHT BAPTIST CHURCH                          |
| 243 | STEEPLE CHASE BAPTIST CHURCH                      |
| 244 | STERLINGTON HOLINESS TABERNACLE                   |
| 245 | SUMMER GROVE BAPTIST ACADEMY                      |
| 246 | SUMMER GROVE BAPTIST CHURCH                       |
| 247 | SWEETWATER BAPTIST CHURCH                         |
| 248 | The Arc Of Iberia                                 |
| 249 | THE CELL COMMUNITY SCHOOL & RESOURCE CENTER       |
| 250 | THE CHURCH OF THE LIVING GOD                      |
| 251 | THE FULLER CENTER FOR HOUSING OF NWLA             |
| 252 | THE HARVEST                                       |
| 253 | THE HOUSE OF FAITH HOPE AND CHARITY               |
| 254 | THE SALVATION ARMY                                |
| 255 | THE SHREVEPORT-BOSSIER KOREAN PRESBYTERIAN CHURCH |
| 256 | THE SPIRIT OF FREEDOM MINISTRIES                  |
| 257 | THE WAY OF HOLINESS APOSTOLIC CHURCH              |
| 258 | TOTAL COMMUNITY ACTION, INC.                      |
| 259 | TRAILBLAZER RESOURCE AND CONSERVATION AREA, INC.  |
| 260 | TRINITY BAPTIST CHURCH                            |
| 261 | Trinity Episcopal Church                          |
| 262 | TRINITY LUTHERAN CHURCH                           |
| 263 | TRINITY WORSHIP CENTER                            |
| 264 | Tulane Hillel                                     |
| 265 | Union Community Action, Association               |
| 266 | UNION COUNCIL ON AGING                            |
| 267 | UNION SPRINGS MBC                                 |
| 268 | UNITECH TRAINING ACADEMY                          |
| 269 | UNITED AUTO WORKERS UNION                         |

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| 270   | UNITED CEREBAL PALSY OF GREATER NEW ORLEANS, INC                       |
| 271   | UNITED METHODIST HOPE MINISTRIES                                       |
| 272   | UNITED WAY OF NORTHEAST LOUISIANA, INC.                                |
| 273   | UNITED WAY OF NW LOUISIANA   |
| 274   | UNITY FOR THE HOMELESS, INC.   |
| 275   | UNIVERSITY CHURCH OF CHRIST  |
| 276   | UPWARD BOUND MINISTRIES, INC.  |
| 277   | URBAN IMPACT MINISTRIES  |
| 278   | VERMILION PARISH WATERWORKS DISTRICT NO.1                              |
| 279   | VERNON COMMUNITY ACTION COUNCIL, INC.                                  |
| 280   | Volunteers of America Greater Baton Rouge, Inc.                        |
| 281   | VOLUNTEERS OF AMERICA OF GREATER NEW ORLEANS                           |
| 282   | Volunteers of America of North Louisiana                               |
| 283   | WEST BATON ROUGE CHAMBER OF COMMERCE                                   |
| 284   | WEST BATON ROUGE PARISH POLICE JURY                                    |
| 285   | WEST BATON ROUGE S/O WORK RELEASE                                      |
| 286   | WEST JEFFERSON MEDICAL CENTER  |
| 287   | WILLIAMS MEMORIAL CME  |
| 288   | WILLIS-KNIGHTON FEDERAL CREDIT UNION                                   |
| 289   | Wisner Foundation  |
| 290   | WORD OF LIFE MINISTRIES  |
| 291   | WORKFORCE INVESTMENT BOARD SDA-83                                      |
| 292   | YMCA OF SHREVEPORT, LA   |
| <b>Registered Special/Independent in LA</b> |  |
| 1   | BOARD OF COMMISSIONERS OF THE PORT OF NEW ORLEANS                      |
| 2   | BOSSIER PARISH COMMUNICATIONS DISTRICT NO. 1                           |
| 3   | CAPITAL AREA LEGAL SERVICES CORP                                       |
| 4   | LAFAYETTE AIRPORT COMMISSION   |
| 5   | NEW ORLEANS REGIONAL BUSINESS PARK                                     |
| 6   | POVERTY POINT RESERVOIR DISTRICT                                       |
| 7   | ST. GEORGE FIRE PROTECTION DISTRICT NO.2                               |
| 8   | ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 3                      |
| 9   | UNIVERSITY HOUSE@ACADIANA  |
| <b>Registered State Agencies in LA</b>      |  |
| 1   | 18TH JDC-ALVIN BATISTE, JR JUDGE                                       |
| 2   | 26 TH JUDICIAL COURT   |
| 3   | 26TH JUDICIAL DISTRICT PUBLIC DEFENDER                                 |
| 4   | C.A.S.S.E.   |
| 5   | COLUMBIA DEVELOPMENT CENTER  |
| 6   | CONCEALED HANDGUN PERMIT UNIT  |
| 7   | Covington Housing Authority  |
| 8   | DCFS/CW/WEST JEFFERSON   |
| 9   | Department of Children and Family Services/Child Welfare/West Jefferso |
| 10  | DEPARTMENT OF REVENUE/LOUISIANA  |
| 11  | DEPT OF CULTURE RECREATION AND TOURISM                                 |

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| 12 | DHH-OFFICE OF PUBLIC HEALTH                        |
| 13 | ELAYN HUNT CORRECTIONAL CENTER                     |
| 14 | FLETCHER TECHNICAL COMMUNITY COLLEGE               |
| 15 | HAMMOND DEVELOPMENTAL CENTER                       |
| 16 | HOUMA-TERREBONNE HOUSING AUTHORITY                 |
| 17 | LA DEPT OF WILDLIFE AND FISHERIES                  |
| 18 | LA OFFICE OF STATE PARKS                           |
| 19 | LA RESEARCH PARK CORPORATION                       |
| 20 | LA SHERIFFS PENSION AND RELIEF FUND                |
| 21 | LA State Board Of Medical Examiners                |
| 22 | LA. DIVISION OF ADMINISTRATION                     |
| 23 | Leonard J Chabert Medical Center                   |
| 24 | LINCOLN COUNCIL ON THE AGING                       |
| 25 | Louisiana Board of Barbers Examiners               |
| 26 | LOUISIANA BOARD OF CHIROPRACTIC EXAMINERS          |
| 27 | LOUISIANA DEPARTMENT OF STATE                      |
| 28 | LOUISIANA HOUSING FINANCE AGENCY                   |
| 29 | LOUISIANA STATE GOV. BIDS                          |
| 30 | LOUISIANA TECH UNIVERSITY                          |
| 31 | LSU AGCENTER EXTENSION SERVICE OFFICE              |
| 32 | LSU Bogalusa Medical                               |
| 33 | lsu health systems                                 |
| 34 | LSUHSC/E.A. CONWAY MEDICAL CENTER                  |
| 35 | METROPOLITAN DEVELOPMENTAL CENTER                  |
| 36 | MHSD/CHARTRES-PONTCHARTRAIN BEHAVIOR HEALTH CENTER |
| 37 | Orleans Parish Communication District              |
| 38 | Richland Parish Tax Assessors office               |
| 39 | Ruston Housing Authority                           |
| 40 | SPECIAL EDUCATION DISTRICT NO.1 OF LAFOURCHE       |
| 41 | State of Louisiana Office of Legislative Auditor   |
| 42 | Tahgipahoa Parish Sheriff's Office                 |
| 43 | THE SPRINGS OF RECOVERY ADOLESCENT PROGRAM         |
| 44 | VERNON WORKFORCE CENTER                            |

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**ATTACHMENT E**  
**ARRA STANDARD TERMS AND CONDITIONS ADDENDUM**  
**FOR CONTRACTS AND GRANTS**

*If a contract or grant involves the use of funds from the federal American Recovery and Reinvestment Act of 2009, Pub. L. 111-5 ("Recovery Act"), the following terms and conditions apply. As used in this Section, "Contractor/Grantee" means the contractor or grantee receiving Recovery Act funds from Harford County Public Schools ("School District") under this agreement.*

- 1. The Contractor/Grantee specifically agrees to comply with each of the terms and conditions contained herein.*
- 2. Contractor/Grantee understands and acknowledges that the federal stimulus funding process is still evolving and that new requirements for Recovery Act compliance may still be forthcoming from federal government, State of Maryland, and the School District. Accordingly, Contractor/Grantee specifically agrees that both it and subcontractors/subgrantees will comply with all such requirements during the contract period.*

**AVAILABILITY OF FUNDING**

Contractor/Grantee agrees that programs supported with temporary federal funds made available from the Recovery Act may not be continued with School District financed appropriations once the temporary federal funds are expended.

**BUY AMERICA REQUIREMENT**

Contractor/Grantee agrees that pursuant to Section 1605 of Title XV of the Recovery Act, neither Contractor/Grantee or its subcontractors/subgrantees will use Recovery Act funds for a project for the construction, alternation, maintenance, or repair of a public building or public work unless all of the iron, steel and manufactured goods used in the project are produced in the United States in a manner consistent with United States obligations under international agreements. This requirement shall be applied unless the use of alternative materials has been approved by a federal agency pursuant to Section 1605.

**CONFLICTING REQUIREMENTS**

Contractor/Grantee agrees that, to the extent Recovery Act requirements conflict with School District requirements, the Recovery Act requirements shall control.

**FALSE CLAIMS ACT**

Contractor/Grantee agrees that it shall promptly refer to an appropriate federal inspector general any credible evidence that a principal, employee, agent, subgrantee, subcontractor or other person has submitted a claim under the federal False Claims Act, as amended, 31 U.S.C. §§3729-3733, or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds.

**ENFORCEABILITY**

Contractor/Grantee agrees that if Contractor/Grantee or one of its subcontractors/subgrantees fails to comply with all applicable federal and state requirements governing the use of Recovery Act funds, School District may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies available to School District under all applicable state and federal laws.

**INSPECTION OF RECORDS**

Contractor/Grantee agrees that it shall permit the United States Comptroller General or his representative or the appropriate inspector general appointed under section 3 or 8G of the federal Inspector General Act of 1978, as amended, 5 U.S. App. §§3 and 8(g), or his representative to: (1) examine any records that directly pertain to, and involve transactions relating to, this contract; and (2) interview any officer or employee of Contractor/Grantee or

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any of its subcontractors/subgrantees regarding the activities funded with funds appropriated or otherwise made available by the Recovery Act.

**JOB POSTING REQUIREMENTS**

Section 1512 of the Recovery Act requires states receiving stimulus funds to report on jobs created and retained as a result of the stimulus funds. Contractors/Grantees who receive Recovery Act funded contracts are required to post jobs created and retained as a result of stimulus funds on the State of Maryland

(<http://www.statestat.maryland.gov/recovery.asp>).

**PROHIBITION ON USE OF RECOVERY ACT FUNDS**

Contractor/Grantee agrees that none of the funds made available under this contract may be used for any casino or other gambling establishment, aquarium, zoo, golf course, swimming pools, or similar projects.

**REPORTING REQUIREMENTS**

Pursuant to Section 1512 of Title XV of the Recovery Act, entities receiving Recovery Act funds must submit a report to the federal government no later than ten (10) calendar days after the end of each calendar quarter. This report must contain the information outlined below. Accordingly, Contractor/Grantee agrees to provide the County with the following information in a timely manner:

- a. The total amount of Recovery Act funds received by Contractor/Grantee during the Reporting Period;
- b. The amount of Recovery Act funds that were expended or obligated during the Reporting Period;
- c. A detailed list of all projects or activities for which Recovery Act funds were expending or obligated, including:
  - i. the name of the project or activity;
  - ii. a description of the project or activity;
  - iii. an evaluation of the completion status of the project or activity; and
  - iv. an estimate of the number of jobs created and the number of jobs retained by the project or activity;
- d. For any subcontracts or subgrants equal to or greater than \$25,000:
  - i. The name of the entity receiving the subaward;
  - ii. The amount of the subaward;
  - iii. The transaction type;
  - iv. The North American Industry Classification System (NAICS) code or Catalog of Federal Domestic Assistance (CFDA) number;
  - v. Program source;
  - vi. An award title descriptive of the purpose of each funding action;
  - vii. The location of the entity receiving the subaward;
  - viii. The primary location of the subaward, including the city, state, congressional district and country; and
  - ix. A unique identifier of the entity receiving the sub-award and the parent entity of Contractor/Grantee, should the entity be owned by another.
  - x. The names and total compensation of the five most highly compensated officers of the company if it received: 1) 80% or more of its annual gross revenues in Federal awards; and 2) \$25M or more in annual gross revenue from Federal awards.
- e. For any subcontracts or subgrants of less than \$25,000 or to individuals, the information required in d may be reported in the aggregate and requires the certification of an authorized officer of Contractor/Grantee that the information contained in the report is accurate.



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f. Any other information reasonably requested by the County or required by state or federal law or regulation. Standard data elements and federal instructions for use in complying with reporting requirements under Section 1512 of the Recovery Act, are pending review by the federal government, and were published in the Federal Register, 74 Federal Register, 14824 (April 1, 2009), and are to be provided online at [www.FederalReporting.gov](http://www.FederalReporting.gov).

### **SEGREGATION OF FUNDS**

Contractor/Grantee agrees that it shall segregate obligations and expenditures of Recovery Act funds from other funding. No part of funds made available under the Recovery Act may be comingled with any other funds or used for a purpose other than that of making payments for costs specifically allowable under the Recovery Act.

### **SUBCONTRACTOR REQUIREMENTS**

Contractor/Grantee agrees that it shall include these standard terms and conditions, including this requirement, in any of its subcontracts or subgrants in connection with projects funded in whole or in part with funds available under the Recovery Act.

### **WAGE REQUIREMENTS**

Contractor/Grantee agrees that, in accordance with Section 1606 of Title XVI of the Recovery Act, both it and its subcontractors shall fully comply with this section in that, notwithstanding any other provision of law, and in a manner consistent with the other provisions of the Recovery Act, all laborers and mechanics employed by contractors and subcontractors on projects funded in whole or in part with funds available under the Recovery Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality, as determined by the United States Secretary of Labor in accordance with Subchapter IV of Chapter 31 of Title 40 of the United States Code. The Secretary of Labor's determination regarding the prevailing wages applicable in the State of Maryland are located at: <http://www.gpo.gov/davisbacon/MD.html>.

### **WHISTLEBLOWER PROTECTION**

Contractor/Grantee agrees that both it and its subcontractors/subgrantees shall comply with Section 1553 of the Recovery Act, which prohibits all non-federal Contractor/Grantees of Recovery Act funds, including School District, and all contractors and grantees of School District, from discharging, demoting or otherwise discriminating against an employee for disclosures by the employee that the employee reasonably believes are evidence of (1) gross mismanagement of a contract or grant relating to Recovery Act funds; (2) a gross waste of Recovery Act funds; (3) a substantial and specific danger to public health or safety related to the implementation or use of Recovery Act funds; (4) an abuse of authority related to implementation or use of Recovery Act funds; or (5) a violation of law, rule, or regulation related to an agency contract (including the competition for or negotiation of a contract) or grant, awarded or issued relating to Recovery Act funds. In addition, Contractor/Grantee agrees that it and its subcontractors/subgrantees shall post notice of the rights and remedies available to employees under Section 1553 of Title XV of the Recovery Act.

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**ATTACHMENT F**  
**FEMA STANDARD TERMS AND CONDITIONS ADDENDUM**  
**FOR CONTRACTS AND GRANTS**

If any purchase made under the Master Agreement is funded in whole or in part by Federal Emergency Management Agency (“FEMA”) grants, Contractor shall comply with all federal laws and regulations applicable to the receipt of FEMA grants, including, but not limited to the contractual procedures set forth in Title 44 of the Code of Federal Regulations, Part 13 (“44 CFR 13”).

In addition, Contractor agrees to the following specific provisions:

1. Pursuant to 44 CFR 13.36(i)(1), University is entitled to exercise all administrative, contractual, or other remedies permitted by law to enforce Contractor’s compliance with the terms of this Master Agreement, including but not limited to those remedies set forth at 44 CFR 13.43.
2. Pursuant to 44 CFR 13.36(i)(2), University may terminate the Master Agreement for cause or convenience in accordance with the procedures set forth in the Master Agreement and those provided by 44 CFR 13.44.
3. Pursuant to 44 CFR 13.36(i)(3)-(6)(12), and (13), Contractor shall comply with the following federal laws:
  - a. Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor (“DOL”) regulations (41 CFR Ch. 60);
  - b. Copeland “Anti-Kickback” Act (18 U.S.C. 874), as supplemented in DOL regulations (29 CFR Part 3);
  - c. Davis-Bacon Act (40 U.S.C. 276a-276a-7) as supplemented by DOL regulations (29 CFR Part 5);
  - d. Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by DOL regulations (29 CFR Part 5);
  - e. Section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15); and
  - f. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
4. Pursuant to 44 CFR 13.36(i)(7), Contractor shall comply with FEMA requirements and regulations pertaining to reporting, including but not limited to those set forth at 44 CFR 40 and 41.
5. Pursuant to 44 CFR 13.36(i)(8), Contractor agrees to the following provisions regarding patents:
  - a. All rights to inventions and/or discoveries that arise or are developed, in the course of or under this Agreement, shall belong to the University and be disposed of in accordance with University policy. The University, at its own discretion, may file for patents in connection with all rights to any such inventions and/or discoveries.
6. Pursuant to 44 CFR 13.36(i)(9), Contractor agrees to the following provisions, regarding copyrights:

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a. If this Agreement results in any copyrightable material or inventions, in accordance with 44 CFR 13.34, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, for Federal Government purposes:

- (1) The copyright in any work developed under a grant or contract; and
- (2) Any rights of copyright to which a grantee or a contractor purchases ownership with grant support.

7. Pursuant to 44 CFR 13.36(i)(10), Contractor shall maintain any books, documents, papers, and records of the Contractor which are directly pertinent to this Master Agreement. At any time during normal business hours and as often as University deems necessary, Contractor shall permit University, FEMA, the Comptroller General of United States, or any of their duly authorized representatives to inspect and photocopy such records for the purpose of making audit, examination, excerpts, and transcriptions.

8. Pursuant to 44 CFR 13.36(i)(11), Contractor shall retain all required records for three years after FEMA or University makes final payments and all other pending matters are closed. In addition, Contractor shall comply with record retention requirements set forth in 44 CFR 13.42.

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**ATTACHMENT G**

**HARFORD COUNTY PUBLIC SCHOOLS, MARYLAND  
GENERAL REQUIREMENTS  
(SPECIFIC ONLY TO HARFORD COUNTY PUBLIC SCHOOLS)**

**I. CONTRACT AWARD**

Any award to furnish services, supplies and equipment to The Harford County Public Schools (referred to as "HCPS") shall include, in whole or in part, either attached or incorporated by reference, binding in all respects, these provisions. The words Offeror, Offeror, Consultant, Proposer and Contractor may be used interchangeably.

**II. PUBLIC INFORMATION ACT NOTICE**

Offerors should give specific attention to the identification of those portions of their proposals that 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 HCPS. Blanket requests for the entire proposal to be held confidential will not be accepted.

HCPS shall determine, in its sole discretion, which (if any) portions of the Offeror's proposals shall be confidential. It is the responsibility of the Proposer to clearly mark such information (pages) as "Confidential".

**III. INITIATION OF WORK**

The Offeror/Offeror shall not commence performance of the services until it receives a formal written notice to proceed from HCPS, in the form of a contract/purchase order or request.

**IV. RESPONSIBILITY FOR CLAIMS AND LIABILITY**

The Contractor shall be responsible for any personnel injury, loss of life, and damage to or loss of property arising from or related to Contractor's activities or those of its subcontractors, agents, or employees in connection with this agreement. The Contractor shall indemnify and save harmless HCPS, its elected officials, officers, agents and employees from and against all claims, suits, demands, judgments, expenses, actions, damages and costs of every name and description, including but not limited to attorneys fees arising out of or resulting from its negligent or wrongful performance or failure of performance of the Contractor under this agreement or the activities conducted or required to be conducted by the Contractor under this agreement, including its subcontractors, agents, or employees.

**V. PERFORMANCE: SAVE HARMLESS: INSURANCE**

- A. The Contractor shall take proper safety and health precautions and to protect their work, their employees, the public and the property of others from any damage or injury resulting solely from the performance of the work described herein.
- B. HCPS shall not be liable for any injuries to the employees, agents, or assignees of the Contractor arising out of or during the course of employment relating to this agreement.
- C. The Contractor has in force, or shall obtain, and will maintain insurance in not less than the amounts specified and accordance with the requirements contained in the attached insurance

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requirements.

**VI. SUBCONTRACTING OR ASSIGNMENT**

The benefits and obligations hereunder shall inure to and be binding upon the parties hereto and their respective successors and assigns, provided any such General Provisions for Professional Services successor to the contractor, whether such successor or assign be an individual, a partnership, or a corporation, is acceptable to HCPS, and neither this agreement or the services to be performed thereunder shall be subcontracted, or assigned, or otherwise disposed of, either in whole or in part, except with the prior written consent of HCPS.

**VII. CHANGES, ALTERATIONS, OR MODIFICATIONS IN THE DELIVERY OF GOODS AND SERVICES**

HCPS shall have the right, at its discretion, to change, alter, or modify the requirements provided for in this agreement and such changes, alterations, or modifications may be made even though it will result in an increase or decrease in the services of the Contractor or in the contract cost thereof.

If such changes cause an increase or decrease in the Contractor's cost of, or time required for, performance of any provision under this Contract, whether or not changed by an order, an equitable adjustment shall be made and the Contract shall be modified in writing accordingly. Any claim of the Contractor for adjustment under this clause must be asserted in writing with 30 days from the date of receipt by the Contractor of the notification of change unless the project manager or his duly authorized representative grants a further period of time before the date of final payment under the Contract.

No services or equipment for which an additional cost or fee will be charged by the Contractor shall be furnished without prior written authorization of HCPS.

**VIII. REMEDIES AND TERMINATION**

- A. ***Correction of Errors, Defects, and Omissions*** - The Contractor agrees to perform work as may be necessary to correct errors, defects, and omissions in the services required under this agreement without undue delays and without cost to HCPS. The acceptance of the work set forth herein by HCPS shall not relieve the Contractor of the responsibility.
- B. ***Set-Off*** - HCPS may deduct from and set-off against any amounts due and payable to the Contractor any back-charges or damages sustained by HCPS by virtue of any breach of this agreement by the Contractor to perform the services or any part of the services in a satisfactory manner. Nothing herein shall limit the liability of the Contractor for damages and HCPS may affirmatively collect damages from the Contractor.
- C. ***Termination for Default*** - If the Contractor fails to fulfill its obligations under this contract properly and on time, or otherwise violates any provision of the Contract, HCPS may terminate the Contract by written notice to the Contractor. The notice shall specify the acts of omissions relied on as cause for termination.

All finished or unfinished supplies, equipment and services provided by the Contractor, shall at HCPS option, become HCPS property. HCPS shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by Contractor's breach.

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If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and HCPS can affirmatively collect damages.

- D. ***Termination for Convenience of HCPS*** - HCPS may terminate all or any part of the requirement under this Contract for the convenience of HCPS. In the event of such termination, the Contract Manager shall determine the costs the Contractor has incurred to the date of termination and such reasonable costs associated with the termination. HCPS shall pay such costs as determined by the Contract Manager to the Contractor together with reasonable profit reasonably earned by the Contractor to the time of termination but not to include any profit not earned as of the date of termination.
- E. ***Obligations of Contractor upon Termination*** - Upon notice of termination as provided in Paragraphs C and D above, the Contractor shall:
1. Take immediate action to orderly discontinue its work and demobilize its work force to minimize the occurrence of costs.
  2. Take such action as may be necessary to protect the property of HCPS, place no further orders or subcontract, assign to HCPS in the manner and to the extent directed by HCPS all of the right, title and if ordered by HCPS possession and interest of Contractor under the orders or subcontracts terminated.
- F. ***Remedies Not Exclusive*** - The rights and remedies contained in this general condition are in addition to any other right or remedy provided by law, and the exercise of any of them is not a waiver of any other right or remedy provided by law.

**IX. RESPONSIBILITY OF CONTRACTOR**

- A. The Contractor shall perform the requirement with that standard of care, skill, and diligence normally provided by a contractor in the performance of similar services.
- B. Notwithstanding any review, approval, acceptance, or payment for the services by HCPS, the Contractor shall be responsible for professional and technical accuracy of its work furnished by the Contractor under this agreement.
- C. HCPS review, approval, or acceptance of, nor payment for, any of the services required under this Contract shall be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and the Contractor shall be and remain liable to HCPS in accordance with applicable law for all damages to HCPS caused by the Contractor's negligent performance of any or the services furnished under this Contract.
- D. The rights and remedies of HCPS provided for under this Contract are in addition to any rights and remedies provided by law.

**X. EXAMINATION OF RECORDS**

The Contractor agrees that the auditor of HCPS or any of its duly authorized representatives shall, until expiration of three years after final payment under this contract, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to this Contract.

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**XI. NON-HIRING OF EMPLOYEES**

No employee of the Board of Education of Harford County, or any department, commission, or agency or branch thereof, whose duties as such employee include matters relating to or affecting the subject matter of this Contract, shall, while such employee, become or be an employee of the party or parties hereby contracting with said HCPS, or any department, commission, agency or branch thereof.

**XII. CONTINGENT FEE PROHIBITION**

- A. The Contractor warrants that they have not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Contractor, to solicit or secure this agreement, and that they have not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this agreement.
- B. For breach or violation of this warranty, HCPS shall have the right to terminate this agreement without liability, or, at its discretion, to deduct from the contract price or consideration, or percentage, brokerage fee, gift or contingent fee.

**XIII. COMPLIANCE WITH LAW**

The Contractor hereby represents and warrants:

- A. That it is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified.
- B. That it is not in arrears with respect to the payment of any monies due and owing the county or state, of any department or agency thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this agreement.
- C. That it shall comply with all federal, state, and local law, ordinances and legally enforceable rules and regulations applicable to its activities and obligations under this agreement.
- D. That it shall procure, at its expense, all licenses, permits, insurance, and governmental approval, if any, necessary to the performance of its obligations under this agreement.
- E. That the facts and matters set forth hereafter in the "Contract Affidavit" which is attached to this agreement and made a part hereof are true and correct.

**XIV. RECEIPT AND OPENING OF BIDS/PROPOSALS**

Sealed bids/proposals for the requirements identified in the attached statement of work and detailed specifications, as required by the Board of Education of Harford County will be opened at the time and date so specified. Unless otherwise indicated, bids and proposals will be opened in the Purchasing Department, 102 South Hickory Avenue, Third Floor, Room 310, Bel Air, MD 21014. Offerors/Offerors must submit their bids/offers in a sealed envelope to the attention of the Purchasing Department. The Board of Education reserves the right to reject any or all bids/proposals, and/or waive technical defects if, in its judgment the interests of the Board shall so require. Bids/Proposals may be withdrawn before the scheduled time of opening. Withdrawal is not permitted after the bids/proposals are opened.

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**XV. AWARD OR REJECTION OF BIDS/PROPOSALS**

The Board of Education also reserves the right to reject the bid/proposal of firms who have demonstrated performance deficiencies or who have previously failed to perform properly or complete on time other Board contracts.

The Board of Education also reserves the right to reject the bid/proposal of Offerors/offers pursuant to Section 5-112 of the Education Article of the Annotated Code of Maryland.

The Board reserves the right to award a contract within ninety (90) days from the date of opening and all pricing must remain firm during that period and until the time of award. Tabulations and bid abstracts will not be provided.

**XVI. INTERPRETATION**

Should any Offeror/offeror be in doubt as to the meaning of the statement of work, or anything contained within the solicitation documents, the Offeror/offer will contact the Supervisor of Purchasing in writing and request a clarification or additional information. This clarification may result in the issuing of an addendum.

**XVII. DEVIATIONS**

Any deviations to the Specifications or statement of work, must be clearly noted in detail by the Offeror/offeror, in writing at the time of submittal of the formal bid/proposal. Any deviations from the Specifications as written is ground for rejection of the material, equipment and or services when delivered and performed.

**XVIII. WAIVER OF TECHNICALITIES**

Minor differences in the Specifications or other minor technicalities may be waived at the discretion of Supervisor of Purchasing or upon recommendation to the Board of Education.

**XIX. PERMITS AND LICENSES**

The Contractor awarded this Contract must, at its expense, obtain any and all permits required by local, state, federal authorities. The Contractor at the time of bid opening must be fully licensed in all trades or special areas that require a license by local, state, federal authorities. It is the Contractor's responsibility to notify the HCPS of lapses in, suspension of or termination of special permits and licenses required under the Contract.

**XX. MULTI-AGENCY PROCUREMENT**

HCPS reserves the right to extend the Terms and Conditions of this Contract to any and all other public agencies and school districts. This is conditioned upon the Contractor's approval and all purchase and payment transactions will be made directly between the Contractor and the requesting public agency. HCPS assumes no obligation on behalf of any other agency.

**XXI. POLITICAL CONTRIBUTION DISCLOSURE**

Contractor shall comply with the provisions of Article 33, Section 30-1 through 30-4 of the Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including agencies or political subdivisions of the State, during the calendar



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year under which the person receives in the aggregate \$10,000 or more, shall, on or before February 1 of the following year, file with the Secretary of State of Maryland certain specified information to include disclosure of political contributions in excess of \$100 to a candidate of elective office in any primary or general election.

**XXII. NONDISCRIMINATION**

The Contractor shall not discriminate against any person on the basis of race, creed, color, national origin, religion, sex, age, marital status, or mental or physical handicap in connection with performance of this Contract. The Contractor shall comply fully with all provisions of Executive Order 11246, as amended; the Rehabilitation Act of 1973; and the Vietnam Veteran's Readjustment Act of 1974. For assistance or questions regarding compliance contact: U.S. department of Labor at 410-962-3572.

**XXIII. GOVERNING LAW**

Any contract resulting from this solicitation is subject to and will be construed and interpreted under the laws of the State of Maryland.

**XXIV. DRUG, TOBACCO, ALCOHOL**

All HCPS properties are "drug, tobacco and alcohol free zones" as designated by local and state laws. Neither the Contractor or their employees or subcontractors are permitted to have any drugs, tobacco, or alcohol product on HCPS property. Use or possession of such items on HCPS property will result in immediate termination of the Contract.

**XXV. CONTRACT**

The request for proposal with respect to all items accepted, addenda, agreements and all papers and documents accompanying the same, including these general and special conditions shall constitute the formal contract between the Offeror/offer and the HCPS.

**XXVI. INSURANCE**

Please review in detail the Insurance Requirements contained in the attached document. These requirements are recommended by the Maryland Association of Boards of Education Group Insurance Pool. Please have your insurance agent/company review these insurance requirements prior to submitting a bid or offer. Failure to comply with these Insurance Requirements may render the Bid/Offer as non-responsive.

**XXVII. MINORITY BUSINESS ENTERPRISE PARTICIPATION**

Minority participation is encouraged on all contracts and non-minority prime contractors are encouraged to use minority subcontractors.

**XXVIII. EMPLOYMENT OF CHILD SEX OFFENDERS**

Maryland Law requires certain child sex offenders to register with the State and with the local law enforcement agency in the county in which they will reside, work and/or attend school. Section 11-722 & of the Criminal Procedure Article of the Annotated code of Maryland states, "*A person who enters into a contract with a County Board of Education or a non-public school may not knowingly employ an individual to work at a school if the individual is a registrant. A person who violates this section is guilty of a*

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*misdeemeanor and on conviction is subject to imprisonment not exceeding five years or a fine not exceeding \$5,000 or both.”*

**If a child sex offender, as determined by the definitions contained in the Criminal Law Article of the Annotated Code of Maryland, is employed by the Contractor, the Contractor is prohibited from assigning that employee to perform management, delivery, installation, repair, construction or any other type of services on any Harford County Public School property, including the project property. Violation of this provision may result in Termination for Cause.**

**XXIX. USE OF ILLEGAL IMMIGRANT LABOR**

The use of illegal immigrant labor to fulfill contracts solicited by Harford County Public School is in violation of the law and is strictly prohibited. Contractors and subcontractors must verify employment eligibility of workers in order to assure that they are not violating Federal/State/Local laws regarding illegal immigration. A compliance audit may be conducted.

**XXX. LANGUAGE**

All customer service operations must be based and housed within the continental United States and staffed by English speaking individuals who are fluent in the English language. A 1-800 toll free service line must be provided.

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**ATTACHMENT H**

**Harford County Public School System – Maryland  
Insurance Requirements**

**(SPECIFIC ONLY TO HARFORD COUNTY PUBLIC SCHOOLS)**

**1. General Insurance Requirements**

- 1.1 The Contractor shall not commence any operations or services on behalf of the Board of Education of Harford County (the Board) under this Contract until the Contractor has obtained at the Contractor's own expense all of the insurance as required hereunder and such insurance has been approved by the Board. Approval of insurance required of the Contractor will be granted only after submission to the Board of original certificates of insurance signed by authorized representatives of the insurers or, at the Board's request, certified copies of the required insurance policies.
- 1.2 Insurance as required hereunder shall be in force throughout the term of the Contract . Original certificates signed by authorized representatives of the insurers or, at the Board's request, certified copies of insurance policies, evidencing that the required insurance is in effect, shall be maintained with the Board throughout the term of the Contract.
- 1.3 The Contractor shall require all Subcontractors to maintain during the term of the Contract insurance to the same extent required of the Contractor herein unless any such requirement is expressly waived or amended by the Board in writing. The Contractor shall furnish Subcontractors' certificates of insurance to the Board immediately upon request.
- 1.4 All insurance policies required hereunder shall be endorsed to provide that the policy is not subject to cancellation, non-renewal or material reduction in coverage until sixty (60) days prior written notice has been given to the Board.  
  
Therefore, the phrases "endeavor to" and "... but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" are to be eliminated from the cancellation provision of standard ACORD certificates of insurance.
- 1.5 No acceptance and/or approval of any insurance by the Board shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon the Contractor by the provisions of this Contract.
- 1.6 If the Contractor does not meet the insurance requirements of this Contract, the Contractor shall forward a written request to the Director of Purchasing for a waiver in writing of the insurance requirement(s) not met or approval in writing of alternate insurance coverage, self-insurance, or group self-insurance arrangements. If the Director of Purchasing denies the request, the Contractor must comply with the insurance requirements as specified in this Contract.
- 1.7 All required insurance coverage must be underwritten by insurers allowed to do business in the State of Maryland and acceptable to the Board. The Board hereby grants specific approval for the acquisition of workers compensation and employers liability insurance from the Injured Workers Insurance Fund of Maryland.

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- 1.8 Any deductibles or retentions in excess of \$10,000 shall be disclosed by the Contractor, and are subject to Board's written approval. Any deductible or retention amounts elected by the Contractor or imposed by the Contractor's insurer(s) shall be the sole responsibility of the Contractor.
- 1.9 If the Board is damaged by the failure or neglect of the Contractor to purchase and maintain insurance as described and required herein, without so notifying the Board, then the Contractor shall bear all reasonable costs properly attributable thereto.

2. **Contractor's Insurance**

- 2.1 The Contractor shall purchase and maintain the following insurance coverages at not less than the limits specified below or required by law, whichever is greater:

- 2.1.1 Commercial general liability insurance or its equivalent for bodily injury, personal injury and property damage including loss of use, with minimum limits of:

|             |   |
|-------------|---|
| \$1,000,000 | Each Occurrence;                        |
| \$1,000,000 | Personal and Adv Injury;                |
| \$2,000,000 | General Aggregate; and                  |
| \$2,000,000 | Products/Completed Operations Aggregate |

This insurance shall include coverage for all of the following:

- i. Liability arising from premises and operations;
  - ii. Liability arising from the actions of independent contractors;
  - iii. Contractual liability protection for the Contractor from bodily injury and property damage claims arising out of liability assumed under this Contract.
- 2.1.2 Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:
- i. Liability arising out of the ownership, maintenance or use of any auto (if no owned autos, then hired and non-owned autos only); and
  - ii. Automobile contractual liability.
- 2.1.3 If the Contractor has any employees, workers compensation insurance or its equivalent with statutory benefits as required by any state or Federal law, including standard "other states" coverage; employers liability insurance or its equivalent with minimum limits of:
- |           |   |
|-----------|---|
| \$100,000 | Each accident for bodily injury by accident;    |
| \$100,000 | Each employee for bodily injury by disease; and |
| \$500,000 | Policy limit for bodily injury by disease.      |
- 2.1.4 If the Contractor is an individual or sole proprietor operating without workers compensation coverage, personal health insurance or its equivalent is required
- 2.1.5 Professional liability (or errors or omissions liability) insurance or its equivalent with minimum limits of:

|             |                                 |
|-------------|---------------------------------|
| \$1,000,000 | Each Claim or Wrongful Act; and |
|-------------|---------------------------------|

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\$2,000,000 Annual Aggregate

- 2.1.6 The Board of Education of Harford County and its elected and appointed officials, officers, employees and authorized volunteers shall be named as additional insureds on the Contractor's commercial general liability insurance with respect to liability arising out of the services provided under this Contract by Contractor.

**Special Notes:** ISO forms CG 2009 and CG 2010 entitled "Additional Insured – Owners, Lessees or Contractors – Scheduled Person or Organization" (previously Forms A and B respectively) are **NOT ACCEPTABLE**. ISO form CG 2026 entitle "Additional Insured – Designated Person or Organization" **or a manuscript endorsement with the above wording is required.**

"The Board of Education of Harford County and its elected and appointed officials, officers, employees and authorized volunteers are named as additional insureds on this commercial general liability insurance with respect to liability arising out of the services provided by the Named Insured under Contract:

\_\_\_\_\_. (Enter specific identifying information such as project name, Board's contract number and/or date of contract)."

- 2.3 Insurance or self-insurance provided to the Board of Education of Harford County and its elected and appointed officials, officers, employees and authorized volunteers under any Contractor's liability insurance of self-insurance required herein, including, but not limited to, umbrella and excess liability or excess liability policies, shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of insurance or self-insurance. (Any cross suits or cross liability exclusion shall be deleted from Contractor's liability insurance policies required herein.)
- 2.4 Insurance or self-insurance provided to the Board of Education of Harford County and its elected and appointed officials, officers, employees and authorized volunteers as specified herein shall be primary, and any other insurance, self-insurance, coverage or indemnity available to the Board and its elected and appointed officials, officers, employees and authorized volunteers shall be excess of and non-contributory with insurance of self-insurance provided to the Board and its elected and appointed officials, officers, employees and authorized volunteers as specified herein.
- 2.5 If any liability insurance purchased by the Contractor has been issued on a "claims made" basis, the Contractor must comply with the following additional conditions:
- 2.5.1 The Contractor shall agree to provide certificates of insurance evidencing the above coverages for a period of two years after final payment by the Board under this Contract. Such certificates shall evidence a retroactive date no later than the inception date of this Contract; or
- 2.5.2 The Contractor shall purchase an extended (minimum two years) reporting period endorsement for each such "claims made" policy in force as of the expiration or termination date of this Contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself. Such certificate or copy of the endorsement shall evidence a retroactive date no later than the inception date of this Contract.

### 3. Indemnification

To the fullest extent permitted by law, Contractor agrees to defend, indemnify, pay on behalf of and save harmless the Board of Education of Harford County, its elected and appointed officials, agents, employees and

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authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other costs connected therewith, arising out of or connected to the services provided by Contractor under this Contract.

**4. Waiver of Subrogation**

To the fullest extent permitted by law, the Contractor and its invitees, employees, officials, volunteers, agents and representatives waive any right of recovery against the Board of Education of Harford County for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the services provided by Contractor under this Contract. Contractor specifically waives any right of recovery against the Board and its elected and appointed officials, officers, volunteers, agents and employees for personal injury (and any resulting loss of income) suffered while working on behalf of the Board as an independent contractor. Such waiver shall apply regardless of the cause of origin of the injury, loss or damage, including the negligence of the Board and its elected and appointed officials, officers, volunteers, agents and employees. The Contractor shall advise its insurers of the foregoing.

**5. Acknowledgment of Contractor's Independent Contractor Status and no Coverage For Contractor Under Board's Workers Compensation Coverage**

Contractor hereby acknowledges its status as an independent contractor while performing services on behalf of the Board and that the Board's workers compensation coverage or self-insurance is not intended to and will not respond to cover any medical or indemnity loss arising out of injury to the Contractor or its employees during the Contractor's performance of services for the Board. To the fullest extent permitted by law, the Contractor specifically waives any right of recovery against the Board and its elected and appointed officials, officers, volunteers, agents and employees for personal injury (and any resulting loss of income) suffered during the performance of services as an independent contractor for the Board. Such waiver shall apply regardless of the cause of original of the injury, loss or damage, including the negligence of the Board and its elected and appointed officials, officers, volunteers, agents and employees. The Contractor shall advise its insurers of the foregoing.

**6. Damage To Property of The Contractor And Its Invitees**

To the fullest extent permitted by law, the Contractor shall be solely responsible for any loss or damage to property of the Contractor or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Board.

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**ATTACHMENT I**

**HARFORD COUNTY PUBLIC SCHOOLS**

Robert Tomback, Superintendent

102 S. Hickory Ave, Bel Air, Maryland 21014

**CERTIFICATION REGARDING U.S. GOVERNMENT  
DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR, part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

- (1) The prospective participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Name and Title of Authorized Agency/Organization Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency/Organization

Above certification instituted by the U. S. Department of Education for all grantees and subgrantees as of fiscal year 1990.

**ANTI-BRIBERY AFFIDAVIT**

I HEREBY CERTIFY that:

1. I am the \_\_\_\_\_ and the duly authorized representative of the firm of  
whose address is \_\_\_\_\_, and that I possess the legal authority to make this affidavit on  
behalf of myself and the firm for which I am acting.
2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors or partners, or  
any of its employees directly involved in obtaining contracts with the state or any county, bi-county, or multi-county agency, or subdivision of the  
State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other  
proceeding admitted in writing or under oath acts or omissions committed after July 1, 1977, which constitute bribery, attempted bribery, or  
conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government.
3. (State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date; court, official, or  
administrative body; and the sentence or disposition, if any. \_\_\_\_\_)

I acknowledge that this affidavit is to be furnished to the requesting agency, to the Secretary of Budget and Fiscal Planning of Maryland, and where appropriate, to the Board of Public Works and the Attorney General under §16-202, S.F. of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the State may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with §16-203, S.F. of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**LEASE AND RENTAL ITEMS**

**SECTION A**

| <b>Item</b>                      | <b>Description</b> | <b>Item #</b> | <b>Lease<br/>(no cleaning)<br/>Pricing Per<br/>Week</b> | <b>Rental<br/>(w/cleaning)<br/>Pricing Per<br/>Week</b> | <b>Lost -<br/>Replacement<br/>Charge (EA)</b> |
|----------------------------------|--------------------|---------------|---|---|---|
| Men's Long Sleeve Shirt          | Poly Cotton Blend  |               |   |   |   |
| Men's Short Sleeve Shirt         | Poly Cotton Blend  |               |   |   |   |
| Men's Long Sleeve Shirt          | 100% Cotton        |               |   |   |   |
| Men's Short Sleeve Shirt         | 100% Cotton        |               |   |   |   |
| Men's Long Sleeve Shirt Oxford   | 100% Cotton        |               |   |   |   |
| Men's Short Sleeve Shirt Oxford  | 100% Cotton        |               |   |   |   |
| Men's Polo Shirt                 | Poly Cotton Blend  |               |   |   |   |
| Men's Pants                      | Poly Cotton Blend  |               |   |   |   |
| Men's Pants                      | 100% Cotton        |               |   |   |   |
| Men's Pants-Elastic Waist        | Poly Cotton Blend  |               |   |   |   |
| Men's Pants-Jeans                | 100% Cotton        |               |   |   |   |
| Men's Cargo Pants                |                    |               |   |   |   |
| Women's Long Sleeve Shirt        | Poly Cotton Blend  |               |   |   |   |
| Women's Short Sleeve Shirt       | Poly Cotton Blend  |               |   |   |   |
| Women's Long Sleeve Shirt        | 100% Cotton        |               |   |   |   |
| Women's Short Sleeve Shirt       | 100% Cotton        |               |   |   |   |
| Women's Long Sleeve Shirt Oxford | 100% Cotton        |               |   |   |   |



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| Item                              | Description                 | Item # | Lease<br>(no cleaning)<br>Pricing Per<br>Week | Rental<br>(w/cleaning)<br>Pricing Per<br>Week | Lost -<br>Replacement<br>Charge (EA) |
|-----------------------------------|-----------------------------|--------|---|---|--------------------------------------|
| Women's Short Sleeve Shirt Oxford | 100% Cotton                 |        |   |   |                                      |
| Women's Polo Shirt                | Poly Cotton<br>Blend        |        |   |   |                                      |
| Women's Pants                     | Poly Cotton<br>Blend        |        |   |   |                                      |
| Women's Pants                     | 100% Cotton                 |        |   |   |                                      |
| Women's Elastic Waist             | Poly Cotton<br>Blend        |        |   |   |                                      |
| Women's Pants-Jeans               | 100% Cotton                 |        |   |   |                                      |
| Chef Coats                        |                             |        |   |   |                                      |
| Chef Pants                        |                             |        |   |   |                                      |
| Aprons                            |                             |        |   |   |                                      |
| T-Shirt                           |                             |        |   |   |                                      |
| Jacket                            | Lightweight                 |        |   |   |                                      |
| Jacket                            | Heavyweight                 |        |   |   |                                      |
| Jacket                            | Hi-Visibility               |        |   |   |                                      |
| Jacket                            | Enhanced<br>Visibility      |        |   |   |                                      |
| Jacket                            | Hi-Visibility<br>With Liner |        |   |   |                                      |
| Coveralls                         | Poly Cotton<br>Blend        |        |   |   |                                      |
| Coveralls                         | 100% Cotton                 |        |   |   |                                      |
| Coveralls                         | Insulated                   |        |   |   |                                      |
| Coveralls                         | Fire Retardant              |        |   |   |                                      |

HARFORD COUNTY PUBLIC SCHOOLS, MARYLAND

RFP - Facilities Solutions

#12-JLH-011

| Item                             | Description            | Item # | Lease<br>(no cleaning)<br>Pricing Per<br>Week | Rental<br>(w/cleaning)<br>Pricing Per<br>Week | Lost -<br>Replacement<br>Charge (EA) |
|----------------------------------|------------------------|--------|---|---|--------------------------------------|
| Coveralls                        | Enhanced<br>Visibility |        |   |   |                                      |
| Fire Retardant Shirts            |                        |        |   |   |                                      |
| Fire Retardant Pants             |                        |        |   |   |                                      |
| Lab Coats                        | Poly Cotton<br>Blend   |        |   |   |                                      |
| Smocks                           | Poly Cotton<br>Blend   |        |   |   |                                      |
| Automotive Parts Washer          |                        |        |   |   |                                      |
| Soiled Hamper                    |                        |        |   |   |                                      |
| Organization Emblem Tag          |                        |        |   |   |                                      |
| Make Up Charges (additional emp) |                        |        |   |   |                                      |
| Delivery Fee                     |                        |        |   |   |                                      |
| Personalization of Name Tag      |                        |        |   |   |                                      |
| Size Change of Uniform           |                        |        |   |   |                                      |
| <b>SECTION B</b>                 |                        |        |   |   |                                      |
| Cotton Towels                    | Shop                   |        |   |   |                                      |
| Microfiber Towels                |                        |        |   |   |                                      |
| 3x5 Carpet Mat                   | Carpet                 |        |   |   |                                      |
| 4x6 Carpet Mat                   | Carpet                 |        |   |   |                                      |
| 3x10 Carpet Mat                  | Carpet                 |        |   |   |                                      |

HARFORD COUNTY PUBLIC SCHOOLS, MARYLAND

RFP - Facilities Solutions

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| Item                      | Description | Item # | Lease<br>(no cleaning)<br>Pricing Per<br>Week | Rental<br>(w/cleaning)<br>Pricing Per<br>Week | Lost -<br>Replacement<br>Charge (EA) |
|---------------------------|-------------|--------|---|---|--------------------------------------|
| 3x5 Scraper Mat           | Scraper     |        |   |   |                                      |
| 2x3 Spring Step           |             |        |   |   |                                      |
| 3x5 Duralite Mat          |             |        |   |   |                                      |
| 3x5 Logo Mat              |             |        |   |   |                                      |
| 24" Dust Mop              |             |        |   |   |                                      |
| 24" Dust Mop Frame        |             |        |   |   |                                      |
| 36" Dust Mop              |             |        |   |   |                                      |
| 36" Dust Mop Frame        |             |        |   |   |                                      |
| 48" Dust Mop              |             |        |   |   |                                      |
| 48" Dust Mop Frame        |             |        |   |   |                                      |
| 60" Dust Mop              |             |        |   |   |                                      |
| 60" Dust Mop Frame        |             |        |   |   |                                      |
| Wet Mop                   |             |        |   |   |                                      |
| 11" Microfiber Mop        |             |        |   |   |                                      |
| 11" Microfiber Mop Handle |             |        |   |   |                                      |
| 20" Microfiber Mop        |             |        |   |   |                                      |
| 20" Microfiber Mop Handle |             |        |   |   |                                      |

HARFORD COUNTY PUBLIC SCHOOLS, MARYLAND

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| SECTION C                           |               |                 |   |
|-------------------------------------|---------------|-----------------|---|
| Item                                | Description   | Pricing Cost \$ | Pricing Detail/Structure (hourly, per unit, etc?) |
| Deep Restroom Cleaning              |               |                 |   |
| Carpet Cleaning-Deep Clean          |               |                 |   |
| Carpet Cleaning-Maintenance Clean   |               |                 |   |
| Ceramic Tile Cleaning               |               |                 |   |
| Floor Cleaner-Chemical              |               |                 |   |
| Glass Cleaner-Chemical              |               |                 |   |
| Multi-Purpose Disinfectant-Chemical |               |                 |   |
| Lockers                             |               |                 |   |
| DIRECT SALE ITEMS                   |               |                 |   |
| SECTION D                           |               |                 |   |
| Item                                | Description   | Item #          | Purchase Price                                    |
| Work Boots                          | Steel Toe     |                 |   |
| Work Boots                          | Non Steel Toe |                 |   |
| Hard Hats                           |               |                 |   |
| Protective Eye-Wear                 |               |                 |   |
| Comfort Hat                         | Wool          |                 |   |
| Baseball Caps                       |               |                 |   |
| Belts                               | Black/Brown   |                 |   |
| Gloves                              | Leather       |                 |   |

HARFORD COUNTY PUBLIC SCHOOLS, MARYLAND

RFP - Facilities Solutions

#12-JLH-011

**OTHER PRODUCT SOLUTIONS**

Provide on a separate sheet detailed pricing of any other rental, lease, sale or other items you offer that will be available for public agencies.

**OTHER FACILITIES SOLUTIONS**

Provide on a separate sheet any other solutions you offer along with the prices for those solutions

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Name (Print or Type)