



Blanket Contract
Anne Arundel County, Md.

Heritage Office Complex
2660 Riva Road, 3rd Floor
Annapolis, Md. 21401
(410) 222-7620
Fax (410) 222-7624

Page -

BLANKET CONTRACT NUMBER

5064 - 000 - OB

P.O. No. C.O. No.
(If Any)

TO: MID STATES OIL REFINING LLC
7201 STANDARD DRIVE
HANOVER MD 21076

Vendor Number
497964

Date 04/29/16	Date Required 03/24/16	See Account Charged Below	Branch Plant/Project 9992	Originator PHGAGN00	Buyer 480352
Req. No.	Blanket Contract #	Transportation Prepaid	Terms NET 30		

DELIVERED

T
O

AS PER BLANKET ORDER RELEASE

Item No.	Quantity	UM	Description	Price Per Unit
1.000	250	EA	OIL & ANTIFREEZE, SALE OF USED OIL & ANTIFREEZE, SALE OF USED *** TO PROVIDE SERVICES REFERENCED ABOVE IN ACCORDANCE WITH TERMS AND CONDITIONS OF BID SPECIFICATIONS 16-017, YOUR PROPOSAL SUBMITTED, AGREEMENT #5064 AND THIS PURCHASE ORDER. *** TERM OF CONTRACT: APRIL 1, 2016 THROUGH MARCH 31, 2017. *** VENDOR: MICHAEL O'HARA 410-354-9500 - OFC 410-355-0641 - FAX *** BUYER: CRYSTAL VANCE 410-222-7638 410-222-7624	70.0000

The terms and conditions on the reverse side hereof shall constitute a part of this offer to purchase to the same extent as if set out on the face hereof, and any acceptance of this order shall be deemed to be given subject to each and all of said terms and conditions.

TAXES: No State or Federal Taxes apply. Maryland Sales and Use Tax Exemption Certificate #3000110-2 applicable.
No Federal Excise Taxes apply per Chapter 32 Int. Rev. Code. Federal Tax ID #52-6000-878

By

Authorized Signature

Date



Blanket Contract
Anne Arundel County, Md.

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TO: MID STATES OIL REFINING LLC
7201 STANDARD DRIVE
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Vendor Number
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Date	Date Required	See Account Charged Below	Branch Plant/Project	Originator	Buyer
04/29/16	03/24/16		9992	PHGAGN00	480352
Req. No.	Blanket Contract #	Transportation Prepaid	Terms		
			NET 30		
Item			Price		
No.	Quantity	UM	Description Per Unit		

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No Federal Excise Taxes apply per Chapter 32 Int. Rev. Code. Federal Tax ID #52-6000-878

By

Authorized Signature

Date

CV

AGREEMENT FOR SERVICES #5064

THIS AGREEMENT, made this 27th day of April, 2016, by and between Anne Arundel County, Maryland (the "County"), and Mid States Oil Refining LLC (the "Contractor").

WHEREAS, the County issued IFB No. 16-017, entitled " Oil and Antifreeze, Sale of Used", a copy of which is attached hereto as Attachment A and is incorporated herein and made a part hereof;

WHEREAS, copies of the Contractor's technical proposal, if any, and cost proposal are attached hereto as Attachment B;

WHEREAS, having completed the Procurement process in accordance with Attachment A and the Anne Arundel County Code, the County is awarding the resulting contract to the Contractor; and

WHEREAS, it is the purpose of this Agreement to describe the formal rights and obligations of the parties;

NOW, THEREFORE, WITNESSETH that, for the consideration herein indicated, and in consideration of the mutual promises and covenants set forth in this Agreement, the Contractor and the County agree as follows:

1. The Contractor shall perform services described and outlined in Attachments A and B to this Agreement, which are incorporated herein and are made a part hereof (the "Work").
2. The County and the Contractor shall have all rights and obligations set forth in Attachments A and B. If any term of this Agreement conflicts with any term of Attachments A or B to this Agreement, then the term of this Agreement shall control. If any term of Attachment A to this Agreement conflicts with any term of Attachment B to this Agreement, then the term of Attachment A shall control.
3. The County shall pay the Contractor in accordance with the fee schedule set forth in Attachment B to this Agreement. Services under this Agreement shall be performed pursuant to Blanket Order Release Purchase Orders issued by the Purchasing Agent. The Finance Officer shall certify availability and encumbrance of funds for each Blanket Order Release Purchase Order issued pursuant to this Agreement, and no payment shall be made to the Contractor absent such certification. Payment shall be made electronically via ACH Transfer. The County reserves the right to deduct the total amount of any debts owed to the County from any payments issued pursuant to this Agreement.
4. If the term of this Agreement extends beyond the County's current fiscal year, this Agreement is conditioned upon and subject to appropriation and availability of funds for that part of the term of this Agreement that extends beyond the County's current fiscal year.

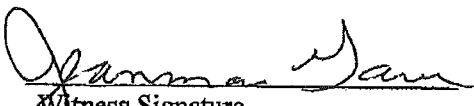
5. The Contractor certifies that this Agreement has been duly authorized and approved by all required organizational action of the Contractor.

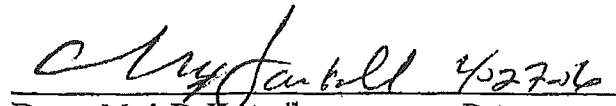
6. The person executing this Agreement on behalf of the Contractor certifies that he or she has the legal and organizational authority to do so.


IN WITNESS THEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

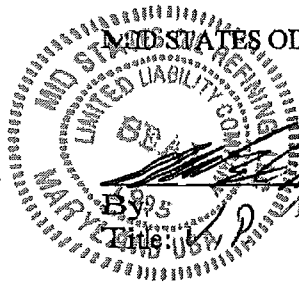

ATTEST:

ANNE ARUNDEL COUNTY, MARYLAND

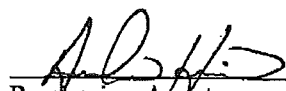

Witness Signature


By: Mark D. Hartzell Date 4/27/16
Title: Chief Administrative Officer


Witness Signature

MID STATES OIL REFINING LLC


Michael O'Keefe Date 4-15-16

Approved.


Purchasing Agent 5/4/16
Date

Approved as to form and legal sufficiency.


Office of Law Jason Fetterman 4/27/16
Date

Vendor/Contractor Information Form

Bidding Firm Name: Mid States Oil Refining LLC
 Business Name (e.g., Corp., Inc., Co., T/A, DBA, etc.)

Federal Tax Identification No./SS#: 5219 49825

Street Address: 5501 Pennington Ave

City and State: Baltimore, Md Zip Code 21226

Business Phone: (Toll Free #, if applicable) 410 354-9500 Date: _____

Fax Number: 410 - 355-0641 Terms of Payment: _____

Contact Name and Title: ☒ Mr. ☐ Mrs. ☐ Ms Michael O'Hara

Email Address: mohara@midstates-oil.com

Website Address, if available: _____

Registration # Issued by the MD Dept. of Assessment and Taxation*: 521949825

(*See Section 1.13 Corporation Registration)

Name and address of any affiliated company providing goods or services under the agreement: _____

None

In accordance with the County Code, Article 8-2-120, please list any affiliation with a County employee(s) or official(s). Include name and type of affiliation (i.e., relative, business associate, etc.). (Write "none" if there are no affiliations.):

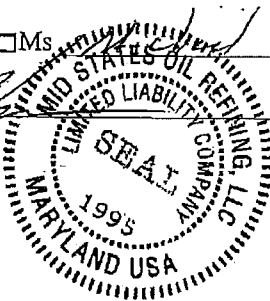
- Name: None Affiliation: _____
 County Agency or Company Name Where Employed _____
- Name: None Affiliation: _____
 County Agency or Company Name Where Employed _____
- Name: None Affiliation: _____
 County Agency or Company Name Where Employed _____

Does your firm qualify as a Minority Business Enterprise? Y or N

MBE Designations ☐ Black Male ☐ Black Woman ☐ Women ☐ Asian ☐ Hispanic ☐ None

Printed Name and Title of Agent: ☒ Mr. ☐ Mrs. ☐ Ms Michael O'Hara

Signature of Agent*: [Signature] DATE: _____



AFFIDAVIT

On behalf of Mid States Oil Refining LLC, I do solemnly declare
(Contractor/Bidder/Officer)

and affirm, under penalty of perjury, that to the best of my knowledge, information, and belief:

1. Neither Mid States Oil Refining LLC, nor any of its
(Contractor/Bidder/Officer)

officers, directors, or partners, or any of its employees who are directly involved in obtaining or performing contracts with the State of Maryland, a unit of the State (as defined in '16-101 of the State Finance and Procurement Article of the Maryland Annotated Code), or a local governmental entity in the State, has:

(a) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any State or of the Federal Government;

(b) been convicted under a State or Federal law or Statute of any offense enumerated in '16-203 of the State Finance and Procurement Article of the Maryland Annotated Code; or

(c) been found civilly liable under a State or Federal Antitrust Statute as provided in '16-203 of the State Finance and Procurement Article of the Maryland Annotated Code.

2. Mid States Oil Refining LLC shall not knowingly
(Contractor/Bidder/Officer)

enter into a contract with a public body under which a person or business debarred or suspended under Title 16, Subtitle 3 of the State Finance and Procurement Article of the Maryland Annotated Code will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

3. Neither Mid States Oil Refining LLC, nor any
(Contractor/Bidder/Officer)

employee or representative of Mid States Oil Refining LLC:
(Contractor/Bidder/Officer)

(a) agreed, conspired, connived, or colluded to produce a deceptive show of competition in the preparation of the bid or offer being submitted; or

(b) has in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the price of the bid or proposal of any Bidder or offer of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted;

4. The Contractor/Bidder/Officer:

(a) Is not currently identified on the list created by the Maryland State Board of Public works as a person engaging in investment activities in Iran as described in Section 17-702 of the Maryland State Finance and Procurement Article; and

Anne Arundel County, Maryland
INVITATION FOR BID
IFB NO. 16-017
OIL AND ANTIFREEZE, COLLECTION OF USED

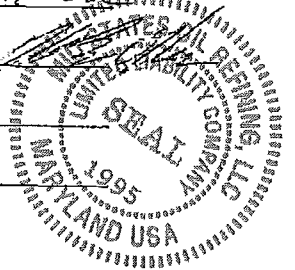
If the person is unable to make the certification, it will provide the County, under penalty of perjury, a detailed description of the Contractor/Bidder/Offeror's investment activities in Iran.

Contractor/Bidder/Offeror: Mid States Oil LLC

By: Michael D'Herr

Title: VP

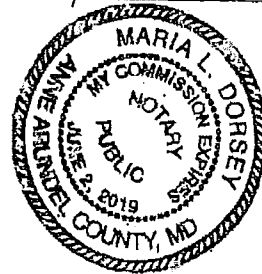
Date: 2-22-2016



Subscribed and sworn to before me, a Notary Public of the State of Maryland,
County or City of Anne Arundel, this 22nd day of February, 2016.

Maria L. Dorsey
(Notary Public)

My Commission Expires: June 2, 2019



Anne Arundel County, Maryland
INVITATION FOR BID
IFB NO. 16-017
OIL AND ANTIFREEZE, COLLECTION OF USED

ATTACHMENT B

BID RESPONSE FORM
(Submit Original and One Duplicate Copy)

Purchasing Agent
The Heritage Office Complex
2660 Riva Road, 3rd Floor
Annapolis, Maryland 21401

In accordance with your Announcement, the Bid Response and Specifications contained herein and dated February 23, 2016, and your General Information and Notice to Bidders bearing the same date, we wish to quote the following:

Item #	Description	Annual Estimated Pick-Ups	Unit Price
Item #1:	Oil, Used Motor, Collection of, per Specifications	250	\$ <u>70⁰⁰/₁₀₀</u>

NOTE: All antifreeze shall be properly picked up, transported and disposed of at no additional cost to the County.

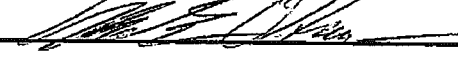
☒ Yes ☐ No Bidder confirms it is willing to meet the above requirement. Bidder shall check one box. Failure to confirm acceptance of this requirement may result in rejection of the Bid Response.

Award shall be based on the lowest unit price.

The person signing the Bid Response shall initial any alterations in figures on this form in ink.

The Bidder certifies that this Bid Response has been duly authorized and approved by all required organizational action of the Bidder.

The person executing this Bid Response on behalf of the Bidder certifies that he or she has the legal and organizational authority to do so.

Signature 
Title V.P.
Business Mid States Oil

Anne Arundel County, Maryland
INVITATION FOR BID
IFB NO. 16-017
OIL AND ANTIFREEZE, COLLECTION OF USED

Vendor Information Form

It is further agreed by the undersigned that upon our receipt of your written advice of the acceptance of our Bid, the necessary contract will be executed within ten (10) calendar days after such notice.

Bidding Firm Name: Mid States Oil LLC
Business Name (e.g., Corp., Inc., Co., T/A, DBA, etc.)
Federal Tax Identification No./SS#: 5219 48825
Street Address: 5501 Pennington Ave
City and State: Baltimore, Md Zip Code 21226
Business Phone: (Toll Free #, if applicable) 410-354-9500 Date: _____
Fax Number: 410-355-0641 Terms of Payment: _____
Contact Name and Title: ☒ Mr. ☐ Mrs. ☐ Ms. Michael O'Hara V.P.
Email Address: mohara1254 mohara@midstates-oil.com
Website Address, if available: www.midstatesoil.com
Registration # Issued by the MD Dept. of Assessment and Taxation*: _____
(*See Section 1.13 Corporation Registration)
Name and address of any affiliated company providing goods or services under the agreement: _____

In accordance with the County Code, Article 8-2-120, please list any affiliation with a County employee(s) or official(s). **Include name and type of affiliation** (i.e., relative, business associate, etc.).
(Write "none" if there are no affiliations.):

- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____
- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____
- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____

Does your firm qualify as a Minority Business Enterprise? Y or ☒ N
MBE Designations ☐ Black Male ☐ Black Woman ☐ Women ☐ Asian ☐ Hispanic ☐ None

Printed Name and Title of Agent: ☐ Mr. ☐ Mrs. ☐ Ms. _____

Signature of Agent*: _____
(*See Section 1.25 – Signatures Required for Legal Entities)

The person signing the Bid Response shall initial any alterations in figures on this form in ink.

☐ We wish to submit a "No Bid" at this time, but request that our company remain on your Bidders list for this commodity/service.

Anne Arundel County, Maryland
INVITATION FOR BID
IFB NO. 16-017
OIL AND ANTIFREEZE, COLLECTION OF USED

RELATED EXPERIENCES AND REFERENCES

This section of the Bid shall establish the ability of the Bidder to satisfactorily provide the required work by demonstrating competence in the performance of services to be provided; the nature and relevance of recently completed work; record of satisfactory performance on similar projects; and supportive client references. Provide no less than 1 example of similar projects that Bidder has undertaken (indicating current status of the project) within the last 5 years. For each reference cited as related experience, furnish the name, title, address, and telephone number of the person(s) at the purchaser's organization who is the most knowledgeable about the work performed. Note: Bidder shall have at least 3 years of successful experience in the last 5 years.

REFERENCE #1:

Company Name: MTA
Contact Name/Title: Robert Frazier
Address: Baltimore Md
Telephone Number: 410-454-7317 email address R.Frazier@mta.maryland.gov
Nature of Work: Waste Oil Pick Up
Current Status of Project: Current Contract
Start and End Date: 12-31-2016

REFERENCE #2:

Company Name: Anne Arundel County
Contact Name/Title: Ria Franklin
Address: Burns Crossy Rd
Telephone Number: _____ email address _____
Nature of Work: Waste Oil & AF Pickup
Current Status of Project: _____
Start and End Date: _____

REFERENCE #3:

Company Name: _____
Contact Name/Title: _____
Address: _____
Telephone Number: _____ email address _____
Nature of Work: _____
Current Status of Project: _____
Start and End Date: _____

Bidder's Company Name _____

Anne Arundel County, Maryland
INVITATION FOR BID
IFB NO. 16-017
OIL AND ANTIFREEZE, COLLECTION OF USED

AFFIDAVIT

On behalf of Mid States Oil LLC, I do solemnly declare and affirm, under penalty of perjury,
(Contractor/Bidder/Officer)
that to the best of my knowledge, information, and belief:

1. Neither Mid States Oil LLC, nor any of its officers, directors, or partners, or any
(Contractor/Bidder/Officer)
of its employees who are directly involved in obtaining or performing contracts with the State of Maryland, a unit of the State (as defined in '16-101 of the State Finance and Procurement Article of the Maryland Annotated Code), or a local governmental entity in the State, has:

(a) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any State or of the Federal Government;

(b) been convicted under a State or Federal law or Statute of any offense enumerated in '16-203 of the State Finance and Procurement Article of the Maryland Annotated Code; or

(c) been found civilly liable under a State or Federal Antitrust Statute as provided in '16-203 of the State Finance and Procurement Article of the Maryland Annotated Code.

2. Mid States Oil LLC shall not knowingly enter into a contract with a public
(Contractor/Bidder/Officer)
body under which a person or business debarred or suspended under Title 16, Subtitle 3 of the State Finance and Procurement Article of the Maryland Annotated Code will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

3. Neither Mid States Oil LLC, nor any employee or representative of
(Contractor/Bidder/Officer)
Mid States Oil LLC:
(Contractor/Bidder/Officer)

(a) agreed, conspired, connived, or colluded to produce a deceptive show of competition in the preparation of the bid or offer being submitted; or

(b) has in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the price of the bid or proposal of any Bidder or offer of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted;

4. The Contractor/Bidder/Officer:

(a) Is not currently identified on the list created by the Maryland State Board of Public works as a person engaging in investment activities in Iran as described in Section 17-702 of the *Maryland State Finance and Procurement Article*; and

(b) Is not currently engaging in investment activities in Iran as described in Section 17-702 of the *Maryland State Finance and Procurement Article*.

Anne Arundel County, Maryland
INVITATION FOR BID
IFB NO. 16-017
OIL AND ANTIFREEZE, COLLECTION OF USED

If the person is unable to make the certification, it will provide the County, under penalty of perjury, a detailed description of the Contractor/Bidder/Offeror's investment activities in Iran.

Contractor/Bidder/Offeror: Mid States Oil LLC

By: Michael O'Hara

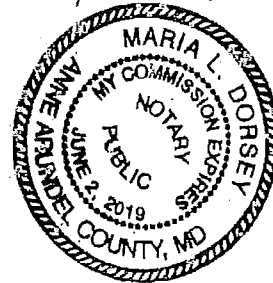
Title: VP

Date: 2-22-2016

Subscribed and sworn to before me, a Notary Public of the State of Maryland,
County or City of Anne Arundel, this 22nd day of February, 2016.

Maria L. Dorsey
(Notary Public)

My Commission Expires: June 2, 2019



Total No. of Bidders: 1

Anne Arundel County, Maryland

Tabulation of Bids:

IFB NO. 16-017

TITLE: OIL AND ANTIFREEZE, SALE OF USED

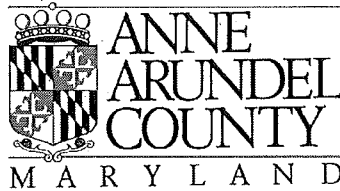
OPENING DATE: 02/23/2016

BID BOND REQUIREMENT: NO

BUYER: CRYSTAL VANCE/AL

Mid States Oil,
LLC

Brief Description	ANNUAL EST PICK UPS	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
ITEM #1 OIL, USED MOTOR, COLLECTION OF, PER SPECIFICATIONS	250	70					



County Executive Steven R. Schuh

**ANNOUNCEMENT
ANNE ARUNDEL COUNTY, MARYLAND
Annapolis, Maryland**

**INVITATION FOR BID
OIL AND ANTIFREEZE, COLLECTION OF USED
IFB NO. 16-017
NOTICE TO BIDDERS**

Specifications and Bid Responses for providing the subject items/services are available at the Anne Arundel County Purchasing Division, The Heritage Office Complex, 2660 Riva Road, Third Floor, Annapolis, Maryland, 21401, and will be received until **1:30 pm**, local time, **TUESDAY, FEBRUARY 23, 2016**, at the same location after which they will be publicly opened and read in the Patuxent Room on the same floor. **Bids received after the above-referenced time set for opening will be rejected and returned unopened. No recording of any kind by the public will be allowed at any pre-bid conference or bid opening.**

To all Bidders: Anne Arundel County Purchasing Division will no longer automatically mail complete bid packages. Instead, we encourage anyone receiving this Notice to review and download a bid package from either the County website at www.aacounty.org or <https://emaryland.buyspeed.com/bso/>. A copy of the bid package may also be picked up at the above address during normal business hours.

****IMPORTANT NOTICE:** Addenda to solicitations often occur, sometimes within as little as 48 hours, prior to bid opening. It is the potential Bidder's responsibility to frequently visit the Purchasing Division's website <http://www.aacounty.org/CentServ/Purchasing/index.cfm> to obtain Addenda once they have received a copy or downloaded a solicitation. No other notification will occur. In order to receive any addenda issued less than 48 hours prior to bid opening, all Bidders shall register for this Invitation for Bid with the County Purchasing Division by calling 410-222-7620. A Bid may be rejected if any addendum is not signed and submitted with the Bid**

A Pre-Bid Conference has been scheduled for February 9th, 2016, at 10:00 a.m., local time, at Anne Arundel County Purchasing Division, 2660 Riva Road, 3rd Floor, Annapolis, Maryland, 21401. All Bidders are strongly encouraged to attend. This IFB will be discussed, and Bidders questions will be answered, if possible. Bidders should register for the Pre-Bid Conference at least 48 hours in advance of the meeting date and time by contacting the Buyer listed below. If no Bidders register, the meeting may be canceled without further notice to the Bidders.

Note: Questions concerning this Specification and Bid Response shall be directed to Crystal Vance, Buyer, phone (410) 222-7638, email phvanc00@aacounty.org.

William Schull, C.P.M., CPPB
Purchasing Agent
January 22, 2016

Anne Arundel County, Maryland
INVITATION FOR BID
IFB NO. 16-017
OIL AND ANTIFREEZE, COLLECTION OF USED

Solicitation Check List

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

- ☐ Bid Response shall be delivered to the County Purchasing Division no later than the date and time shown in the Solicitation. Did you visit our website at (<http://www.aacounty.org/CentServ/Purchasing/index.cfm>) for any addenda?
- ☐ Did an authorized company representative (reference Section 1.25) sign the Bid Response Form?
- ☐ Did an authorized company representative sign and notarize the Affidavit form?
- ☐ Did you include the required signature authority documents, if required?
- ☐ Did you include a signed copy of the completed Vendor Information Form?
- ☐ If you are an entity (limited liability partnerships, corporations, limited partnerships, limited liability companies, limited liability limited partnerships, business trusts, real estate investment trust and trade name filings), is the legal name of your company listed with the State of Maryland Department of Assessments and Taxation and in good standing? You may check by going to <http://sdat.resiusa.org/ucc-charter/Pages/CharterSearch/default.aspx>
- ☐ If this Solicitation requires a Bid deposit, did you include one?
- ☐ Did you provide one original and one copy of your response?
- ☐ Is the outside of the submittal envelope marked with the Bid Number, the title, the due date, your company name, and your company address?
- ☐ Did you check the County's web site for any Addenda and include a signed copy of each with your Bid Response?

MANDATORY REQUIREMENTS

The following item(s) are **MANDATORY** and shall be submitted with Bid Response in order to be considered for an award. If the following item(s) is required by this Solicitation and is not submitted with the Bid Response, the Bid Response shall be considered null and void, and therefore, will be rejected.

County's Bid Response Form (original + one copy)

Anne Arundel County, Maryland
INVITATION FOR BID
IFB NO. 16-017
OIL AND ANTIFREEZE, COLLECTION OF USED

Sealed bids or proposals addressed to the County Purchasing Agent will be received in the Office of the Purchasing Agent, Anne Arundel County, Maryland, until 1:30 p.m., local time, February 23, 2016, and will be publicly opened at 1:30 p.m., local time, on that date.

BID SPECIFICATIONS

SECTION ONE – GENERAL INSTRUCTIONS

- 1.1 INSTRUCTIONS** – Instructions, forms, and specifications may be obtained in person from the Anne Arundel County Office of the Purchasing Agent, The Heritage Office Complex, 2660 Riva Road, Third Floor, Annapolis, Maryland, 21401, or may be downloaded from the County's website at www.aacounty.org.
- 1.1.1 All Bids shall be submitted in duplicate, (one original and one copy), on and in accordance with forms for this purpose, which are available at the Office of the Purchasing Agent.
 - 1.1.2 All Bids are to be submitted in a sealed envelope.
 - 1.1.3 Each Bid shall be accompanied by a notarized affidavit (non-collusion oath/anti-bribery) executed by the Bidder or, if the Bidder is a business entity, by a duly authorized representative of the business entity. The form for this oath is provided in this IFB and can also be obtained by the Office of the Purchasing Agent.
 - 1.1.4 Additional information or clarification of any of the instructions or information contained herein may be obtained from the Office of the Purchasing Agent. The deadline for submitting a written request for clarification of requirements is **February 12, at 4:30 p.m.**, local time. The County Purchasing Agent will respond by notifying all Bidders by written addendum.
 - 1.1.5 Any Bidder finding any discrepancy in or omission from the Specifications resulting in doubt as to their meaning, or feeling that the Specifications are discriminatory, shall notify the County Purchasing Agent in writing no later than **February 12, 2016, at 4:30 p.m.**, local time. These exceptions in no way obligate the County to change its Specifications. The County Purchasing Agent will respond by notifying all Bidders by written addendum of any interpretations made of the Specifications.
 - 1.1.6 The County shall assume no responsibility for oral communications. All official correspondence in regard to the Specifications shall be directed to and shall be issued by the County Purchasing Agent in writing.
 - 1.1.7 To better ensure fair competition and to permit a determination of the lowest Bidder, Bid Responses may be rejected if they show any omission, irregularity, alteration of form, addition, condition, unresponsiveness, or unbalance.
 - 1.1.8 Specifications provided are based on County needs and uses, estimated costs of operation and maintenance, and other significant or limiting factors to meet County requirements and consistent with County policies. Minimum and maximum specifications, where included, are not established arbitrarily to limit competition or to exclude competitive Bidders.
 - 1.1.9 In the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.

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1.2 TAXES: RESPONSIBILITY FOR PAYMENT, EXEMPTIONS, FORMS TO BE FILED, ETC.

- 1.2.1 The Successful Bidder is responsible for paying and, by submitting a Bid, agrees to pay all retail sales, income, real estate, sales and use, transportation, special, and any other taxes applicable to and assessable against any goods, processes, and operations incident to or related to this Invitation for Bid. The Successful Bidder is responsible for ascertaining applicable taxes and making all necessary arrangements to pay same.
- 1.2.2 All prices quoted shall be exclusive of any State, Federal, or other applicable taxes, including Federal Excise Tax on trucks or any other goods or accessories.

1.3 RESERVATIONS

- 1.3.1 The Purchasing Agent may reject all Bids and cancel the IFB, may reject parts of all Bids, or may reject all Bids for any one or more Goods or Services if, in the Purchasing Agent's judgment, it is in the County's best interest and the public interest will be served thereby. A written record explaining the reasons for such rejection shall be maintained with the records related to the Procurement.
- 1.3.2 The County Purchasing Agent reserves the right to waive formalities or technicalities in Bids as the interest of the County may require.
- 1.3.3 The quantities appearing in this IFB are approximate only and are prepared for the canvassing of bids. Payment to the Successful Bidder will be made only for the actual quantities of goods or services provided in accordance with the resulting Contract, and it is understood that the scheduled quantities of goods or services to be furnished may be increased, decreased, or omitted without invalidating the Bid.
- 1.3.4 The County Purchasing Agent reserves the right to award contracts or place orders on a lump sum or individual item basis, or in such combination as shall, in his or her judgment, be in the best interest of the County.
- 1.3.5 The County Purchasing Agent may waive minor differences in Specifications provided these differences neither violate the Specification intent nor materially affect the operation for which goods or services are being purchased and do not increase estimated maintenance and repair costs to the County.

1.4 SUBSTITUTES

- 1.4.1 When an item is designated as "no substitutes", only that brand/manufacturer and stock number shall be accepted, except goods manufactured by the same manufacturer and sold under a competitive brand name.
- 1.4.2 For all items not designated "no substitutes", the County will consider a "County-approved equivalent." Equivalent items will be considered provided descriptive literature and specifications accompany the Bid. Each Bidder shall indicate on the Bid Response Form "As Specified", or the equivalent manufacturer and model number. The County, in its sole discretion, will evaluate and award each item. The Bidder shall indicate clearly the goods on which it is bidding, and shall supply a sample or sufficient data enabling a meaningful comparison to be made with the particular brand or manufacturer specified. Catalog cuts and descriptive data shall be attached to the original copy of the Bid where applicable. Failure to submit the above information may be sufficient grounds for rejection of the Bid.

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1.4.3 No Bidder shall be allowed to offer more than one price on each item even though the Bidder may believe that two or more types or styles will meet specifications. Bidders shall determine for themselves which to offer. If a Bidder submits more than one price on any item, all prices for that item may be rejected at the discretion of the Purchasing Agent.

1.5 MATERIAL SAFETY DATA SHEETS

If goods provided to the County contain any ingredients that could be hazardous or injurious to a person's health, a Material Safety Data Sheet ("MSDS") shall be provided to the Purchasing Agent by the Successful Bidder. This requirement also applies to any goods used by the Successful Bidder when providing a service to the County.

1.6 INSPECTION

All goods delivered to and services performed for the County shall be subject to final inspection by the County and tests by the testing facilities of the County and other independent testing laboratories as may be designated by the Purchasing Agent. If the result of tests indicates that any part of the goods or services are deficient in any respect, the Purchasing Agent, in his or her absolute discretion, may reject all or any part of the goods or services provided to the County. Variances in goods and services may be waived upon approval by the Purchasing Agent, in his or her absolute discretion.

1.7 DISPUTES

In cases of disputes as to whether the goods or services quoted or delivered meet Specifications, the decision of the County Purchasing Agent shall be final and binding on both parties. The County Purchasing Agent may request the recommendation in writing of the head of the County Agency using the goods or service, the Standards and Specifications Committee, or other sources.

1.8 LAW AND REGULATIONS

The Successful Bidder shall comply with all applicable Federal, State, and local laws and ordinances. The Successful Bidder shall protect and indemnify Anne Arundel County, Maryland, and its agents or employees against any claim or liability arising from or based on the violation of any laws, ordinances, or regulations by the Successful Bidder and by any subcontractors, agents, or employees.

1.9 EQUAL OPPORTUNITY

1.9.1 It is the policy of Anne Arundel County, Maryland, to ensure Equal Employment Opportunity for all persons, and to ensure that Minority and Women-Owned Business Enterprises have the maximum opportunity to participate in the performance of all County contracts for supplies and services.

1.9.2 Every Contractor doing business with the County shall agree not to discriminate in any manner against any employee or applicant for employment because of race, age, creed, color, national origin, or gender, and shall be obligated to include a similar requirement in any and all subcontracts. The Successful Bidder shall also agree to comply with all Federal, State, and local laws and Executive Orders and Regulations relating to Equal Employment Opportunity and Minority Business Enterprises.

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1.10 INDEMNIFICATION

If a Contract is awarded, the Successful Bidder shall be required to indemnify, defend, and hold the County, its employees, and agents harmless from and against any and all claims, loss, liability, cost, and expenses, including attorney fees, howsoever arising or incurred, alleging personal injury, bodily injury, including death, or property damage arising out of or attributable to the Successful Bidder's performance of the Contract awarded.

1.11 TERMINATION PROCESS

1.11.1 Termination for Convenience:

Notwithstanding anything contained herein, the County may terminate this Agreement anytime, in whole or in part, without showing cause by providing thirty (30) days written notice to the Successful Bidder. The County shall pay all reasonable costs incurred by the Successful Bidder up to the date of termination. The Successful Bidder shall not be reimbursed for any anticipatory profits, which have not been earned to the date of termination.

1.11.2 The Successful Bidder shall be provided 30 days notice of any termination not for cause and shall only perform such work during the 30-day notice period that is authorized in writing by the County's Purchasing Agent.

1.11.3 This Agreement may be terminated by the County upon at least seven (7) days notice to the Successful Bidder in the event that: (1) the Work is permanently abandoned by the County; (2) continued Work is deemed by the County, in its sole discretion, not to be in the best interests of the County; or (3) monies are no longer available or are not appropriated to fund the Work being performed or to be performed under this Agreement.

1.11.4 Termination for Cause:

Notwithstanding anything contained herein, if the Successful Bidder fails to fulfill its obligation under this Agreement properly and on time or otherwise violates any provision of this Agreement, the County may terminate this Agreement by written notice to the Successful Bidder. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished goods or services provided by the Successful Bidder shall, at the County's option, become the County's property. The County shall pay the Successful Bidder fair and equitable compensation for satisfactory performance prior to receipt of notice of termination less the amount of damages caused by the Successful Bidder's breach. If the damages are more than the compensation payable to the Successful Bidder, the Successful Bidder shall remain liable after termination, and the County may take all steps necessary to collect damages.

1.12 OPTIONAL USE OF CONTRACT

1.12.1 The Successful Bidder reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any contract resulting from this Bid to any and all public bodies, subdivisions, school districts, community colleges, colleges, and universities, including non-public schools. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The Successful Bidder agrees to notify the issuing body of those entities that wish to use any contract resulting from this IFB and shall also provide usage information, which may be requested.

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1.12.2 The County assumes no authority, liability, or obligation on behalf of any other public or non-public entity that may use any contract resulting from this IFB. All purchases and payment transactions shall be made directly between the Successful Bidder and the requesting entity. Any exceptions to this requirement shall be specifically noted in the Bid Response.

1.13 CORPORATION REGISTRATION

1.13.1 Whenever required by law, business entities not organized under the laws of the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 W. Preston Street, Baltimore, Maryland, 21201 ("SDAT") before doing any business in this State.

1.13.2 All Bidders that are business entities shall be and present evidence that they are in good standing with SDAT.

1.14 REFERENCES TO ALTERNATE TERMS

Any reference which may appear on any price list or literature to any terms and conditions, such as F.O.B. Shipping Point or Prices Subject to Change shall not be part of any Contract with a Successful Bidder and shall be disregarded by the County.

1.15 PAYMENT TERMS

Invoice(s) shall contain the following information: Purchase Order Number, Item Number, description of goods or services, quantities, unit prices, and extended totals. Payment terms, unless otherwise noted, shall be net thirty (30) days. The County is not subject to retail sales, income, real estate, sales, use, transportation, or special taxes. The final payment shall be based upon acceptance of goods or services from the Successful Bidder and a final invoice submitted by the Successful Bidder and approved by the County. To receive payment for services rendered, the Successful Bidder shall submit an invoice to:

Anne Arundel County, Maryland
Office of Finance
P. O. Box 2700
Annapolis, MD 21404

Payment shall be made electronically via ACH Transfer. The County reserves the right to deduct the total amount of any debts owed to the County from any payments issued pursuant to any resulting agreement for this IFB.

1.16 ASSIGNMENT

The Contract resulting from this IFB and the compensation, which may become due thereunder are not assignable except with prior written approval of the County.

1.17 AVAILABILITY OF FUNDS

The obligations of the County under any Contract awarded pursuant to this IFB are subject to the availability of funds appropriated by the County Council of Anne Arundel County, Maryland, and to receipt and availability of appropriated funds.

1.18 INTERPRETATION

The Contract resulting from this Solicitation shall be construed under the laws of the State of Maryland.

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1.19 INTEGRATION

The IFB, the Successful Bidder's Bid, and the County's Purchase Order contain the entire understanding between the parties, and any additions or modifications hereto may only be made in writing executed by both parties hereon.

1.20 FAIR LABOR STANDARDS

The Successful Bidder shall comply with all applicable provisions of the Federal Labor Standard Act (FLSA) and shall indemnify, defend, and hold harmless the County, its officers, employees, and agents from any and all liability, including but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorney's fees arising under any wage and hours law, including but not limited to, FLSA for work performed by the Successful Bidder's employees for which the County may be found jointly or solely liable.

1.21 CHANGES

1.21.1 The County reserves the right to add items to this Contract at the County's sole discretion if the items meet the following criteria:

1.21.1.1 The items added are, in the County's sole opinion, within the general scope of work established for this Contract and/or are ancillary to the successful completion of Work under the resulting Contract.

1.21.1.2 The price for each item as offered by the Successful Bidder is, in the County's sole opinion, fair and reasonable and consistent with the pricing for the balance of the resulting Contract.

1.21.1.3 The items added are relatively insignificant to the overall value and services under the agreement.

1.22 MOST FAVORED PUBLIC ENTITY

The Successful Bidder agrees that the prices charged the County under this Contract do not exceed existing selling prices to its other customers for the same or substantially similar items or services for comparable quantities under similar terms and conditions.

1.23 DAMAGE TO COUNTY FACILITIES, BUILDINGS, OR GROUNDS

The Successful Bidder shall repair, or cause to be repaired, at its own cost any and all damage to County facilities, buildings, grounds, equipment, vehicles, or property caused by the Successful Bidder or employees, subcontractors, or agents of the Successful Bidder. Such repairs shall be made immediately after awareness of damage, or notice by County, but in no event more than thirty (30) days after the occurrence.

1.24 CONDITIONS FOR PURCHASING ELSEWHERE

1.24.1 Time is of the essence. Should the Successful Bidder fail to perform as specified, in accordance with the terms and conditions specified herein, the Purchasing Agent shall then have the right to procure goods and services in the open market or by contract, in which event the additional costs of such goods or services above the Contract price shall be charged against the Successful Bidder, and may be deducted from any funds payable or which may become payable to the Successful Bidder.

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1.24.2 The Purchasing Agent may reject, at his or her sole discretion, any goods or services ordered from the Successful Bidder if they are delivered or performed subsequent to the placement of orders elsewhere.

1.25 SIGNATURES REQUIRED FOR LEGAL ENTITIES (FOR CONTRACTS EXCEEDING \$150,000)

The chart below indicates which persons are authorized by law to sign documents. If documents submitted in response to this Solicitation are signed by other persons, then the Interested Party shall provide documents establishing that the persons have the legal authority to sign on behalf of and bind the Interested Party.

TYPE OF LEGAL ENTITY:

Company/Corporation or Professional Service Corporation (<i>"Inc.," "Co.," "Corp.," "Ltd.," "P.C.," "Chartered," "Chtd.," "Professional Association," "P.A."</i>)	NO PROOF NEEDED IF SIGNED BY: President or Vice President	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: By-Laws, Articles of Incorporation, or a Corporate Resolution
Partnerships	NO PROOF NEEDED IF SIGNED BY: Partner	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: Statement of Partnership Authority
Limited Partnerships (<i>"L.P."</i>)	NO PROOF NEEDED IF SIGNED BY: General Partner	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: Certificate of Limited Partnership
Limited Liability Company / Corporation (<i>"LLC" or "LC"</i>)	NO PROOF NEEDED IF SIGNED BY: Member	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: Operating Agreement or Articles of Organization of the LLC
Religious Corporations and Churches	PROOF ALWAYS NEEDED	ENTITY SHALL PROVIDE: By-Laws, Articles of Incorporation, or Corporate Resolution
Limited Liability Partnerships and Limited Liability Limited Partnerships (<i>"LLP" or "LLLP"</i>)	PROOF ALWAYS NEEDED	ENTITY SHALL PROVIDE: Certificate of Limited Liability Partnership and Partnership Agreement or Statement of Partnership Authority

Note: this chart does not cover unincorporated associations.

1.26 CHANGES/ERASURES TO BID RESPONSE

To be considered, all erasures, interpolations and other changes in the Bid Response shall be signed or initialed by the Bidder.

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1.27 BIDDER'S UNDERSTANDING OF THE SCOPE OF IFB AND DUE DILIGENCE

By submitting a Bid in response to this IFB, the Bidder represents that it has read and understands this IFB, including any Addenda, and has familiarized itself with Federal, State, and local laws, ordinances, rules, and regulations that may affect the cost or performance under this IFB or any resulting Contract. The failure or omission of any Bidder to receive or examine any form, instrument, addenda, or other document or to acquaint itself with conditions existing at any site shall in no way relieve that Bidder from any obligations with respect to its Bid Response or to any resulting Contract.

1.28 BID RESPONSE MODIFICATIONS OR WITHDRAWAL

1.28.1 A Bid Response may be modified or withdrawn by the Bidder anytime before the time and date set for the receipt of Bid Responses upon notice to the Purchasing Division in writing.

1.28.2 Modified and withdrawn Bids, clearly marked and dated, may be resubmitted to the Purchasing Division up to the time and date set for the receipt of Bid Responses.

1.28.3 No Bid Response may be unilaterally modified or withdrawn after the time set for the receipt of Bid Response and for ninety (90) calendar days thereafter.

1.29 ADDENDA TO IFB - CHANGE IN ISSUING ADDENDA

****IMPORTANT NOTICE**:** The Purchasing Division no longer provides written notification of addenda to solicitations. The Purchasing Agent will notify Bidders of any changes, additions, or deletions to the Specifications by addenda posted on the Anne Arundel County, Maryland, Purchasing Division's website. As of July 1, 2008, it is the potential Bidder's responsibility to frequently visit the Purchasing Division's website at <http://www.aacounty.org/CentServ/Purchasing/index.cfm> to obtain Addenda once they have received a copy or downloaded a copy of a solicitation. No other notification will occur. In order to receive any addenda issued less than 48 hours prior to bid opening, all Bidders shall register for this IFB with the County Purchasing Division by calling 410-222-7620. A Bid may be rejected if any addendum is not signed and submitted with the Bid.**

1.30 CONTENT

The contents of the Bid Response of the Successful Bidder may become contractual obligations. Failure of the Successful Bidder to accept these obligations in a Contract may result in cancellation of the award, and the Successful Bidder may not be eligible for future solicitations.

1.31 CONFLICT OF INTEREST

1.31.1 By submission of a Bid Response, Bidder agrees that it has no direct or indirect interest that would conflict in any manner or degree with performance by this IFB or any resulting contract of its services. The Bidder shall further covenant that, in the performance of any contract, the Bidder shall not employ any person or entity having any such known conflict.

1.31.2 Failure of the Bidder to provide any information requested in the IFB may result in disqualification of the Bid Response.

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1.32 HEADINGS

The words and phrases used in the heading of various sections and parts of this IFB are for convenience only and shall not affect the interpretation of any of the terms, conditions and requirements contained anywhere in the IFB.

1.33 IFB TEXT EMPHASIS

Throughout this IFB, there may be occasional use of underlining, bolding, outsized characters or other methods of text emphasis. No remarkable difference in emphasis or relative importance of text content is intended by the use of any one method in place of another.

1.34 PARENT COMPANY

If a Bidder is owned or controlled by a parent company, the name, main office address, and tax identification number of the parent company shall be provided in the Bid Response.

1.35 ASSIGNMENT AND DELEGATION

Except for assignment of antitrust claim, a party to any Contract resulting from this IFB may neither assign nor delegate any portion of the Contract without the prior written consent of the other party.

1.36 ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a Bid Response to this IFB, the Successful Bidder accepts the terms and conditions set forth herein.

1.37 EXECUTIVE ORDER #24

Pursuant to Executive Order 24, Bidders are required to comply with all applicable laws and regulations relating to the employment of aliens. If a Bidder fails to comply with applicable laws and regulations relating to employment of aliens, such failure shall constitute a material breach of the Bidder's contractual relationship with the County and shall be grounds for termination of the contractual relationship. By submitting a Response to this IFB, the Bidder certifies that it is aware of its obligations under Executive Order 24 and that it complies with all applicable laws and regulations relating to the employment of aliens.

1.38 CONFIDENTIAL AND PROPRIETARY INFORMATION

1.38.1 All information contained in the Bid is subject to production under the Maryland Public Information Act. Each Bidder shall be responsible for identifying all information in its Bid that it considers confidential and proprietary and not subject to release to the general public for any reason by including with its Bid a separate list entitled "Confidential and Proprietary Information". The list shall identify all such information and shall include the location of such information in the Bid, including page numbers, as well as an explanation as to why each piece of information is considered to be confidential and proprietary. All information not included on the list, even if marked as confidential or "proprietary, shall be considered public information and is subject to release on request under the Maryland Public Information Act.

1.38.2 Reasons given for considering information within a Bid Response confidential or proprietary shall be legally justifiable, which is within the sole discretion of the County. Indicating that a Bid Response in its entirety is confidential and proprietary is not legally

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justifiable, is not acceptable, and may be grounds for the County rejecting the Bid Response on the grounds that the Bid Response is not responsive.

1.38.3 Limitations to Liability: Anne Arundel County assumes no responsibility and no liability for costs incurred by Successful Bidder in responding to the IFB, including requests for additional information. The County assumes no responsibility and shall not be liable in any way for the release to the public of information that is contained in the Bid Response.

1.38.4 Contractor agrees to promptly provide any non-confidential information or materials required by the County to respond to such requests, to the extent required by law.

1.39 INDEPENDENT CONTRACTOR

In the performance of this Agreement, the Contractor, including its employees, agents, and subcontractors, shall act solely as an independent contractor, and nothing contained in or implied by this Agreement shall be construed at any time to create any other relationship between the County and the Contractor, including employer and employee, partnership, principal and agent, or joint venturer.

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SECTION TWO – GENERAL SPECIFICATIONS

2.1 SCOPE

These Specifications are intended to cover the collection of used, post-consumer oil and antifreeze from various locations within Anne Arundel County, Maryland and for the Department of Public Works, Waste Management Services as listed in Section Three and in the attached Bid Response Form. All County Agencies may, upon request to the Successful Bidder, use this Contract under the same terms and conditions.

2.2 PRE-BID CONFERENCE

2.2.1 A Pre-Bid Conference has been scheduled for **Tuesday, February 9, 2016, at 10:00 a.m.**, local time, in the Patuxent Room, 2660 Riva Rd., 3rd floor, Annapolis, Maryland 21401, to answer questions about this IFB and the products or services to be provided hereunder. While attendance is not mandatory, all Bidders are strongly encouraged to attend. While every effort will be made to answer any questions concerning this IFB raised by potential Bidders at the Pre-Bid Conference, such answers shall be considered unofficial until affirmed in writing by the Purchasing Agent in the form of an addendum.

2.2.2 Bidders are strongly encouraged to bring any issues regarding this IFB or the equipment/services to be provided to the Pre-Bid Conference or to the attention of the County Buyer prior to the deadline as detailed in clauses 1.1.4 and 1.1.5 above.

2.2.3 Any modifications, additions, or deletions to the Specifications that result from this meeting shall be in the form of an addendum to be posted on the County's website.

2.2.4 Bidders should register for the Pre-Bid Meeting at least 48-hours in advance of the meeting date and time by contacting the Buyer, Crystal Vance at 410-222-7638 or . If no Bidders register, the meeting may be canceled without further notice to the Bidders.

2.2.5 No recording of any kind by the public will be allowed at any pre-bid conference or bid opening.

2.3 BLANKET ORDER RELEASE

2.3.1 The agreement set forth is essentially a price agreement and the execution of the agreement or the receipt of a Purchase Order does not authorize the Successful Bidder to deliver or release any material to any department in the County. Authorization for materials to be delivered shall be by Blanket Order Release issued by the Purchasing Agent.

2.3.2 Non-Exclusivity: Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict the County from acquiring similar, equal, or like goods and/or services from other entities or sources.

2.4 TERM OF CONTRACT

This Contract shall be in effect for one (1) year beginning April 1, 2016 and ending March 31, 2017.

2.5 WARRANTY AND SERVICE

The Successful Bidder warrants any services provided shall be of the highest quality, and shall comply with the Specifications. Any services provided not meeting these specifications shall be immediately corrected free of cost to the County.

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2.6 PICK UP/ACCEPTANCE OF GOODS

- 2.6.1 Successful Bidder shall guarantee removal of goods or services at designated County locations in accordance with these Specifications and Bid Response.
- 2.6.2 Successful Bidder shall state the number of calendar days required to begin the removal of goods or to provide services to the County following notification of an award.
- 2.6.3 Successful Bidder shall provide a collection ticket for each quantity of used oil and antifreeze removed from the designated County locations, marked clearly with the contract number issued by the County for the service. Separate collection tickets shall be provided for each location/account.
- 2.6.4 All items shall be removed F.O.B. Origin and all freight costs and charges shall be included in the Bid Response. Unit prices quoted shall include all services and transportation costs, all charges prepaid, and shall be exclusive of all taxes. No transportation, shipping, or handling charges shall be deducted.
- 2.6.5 The County Purchasing Agent reserves the right to charge the Successful Bidder fifty dollars (\$50.00) per working day for each day the services are not delivered in accordance with the delivery schedule. The per-diem charge may be invoked at the discretion of the County Purchasing Agent, shall be considered liquidated damages, and shall be deducted from the Bid Deposit or final payment, or charged back to the Successful Bidder.

2.7 TRADE-INS

This clause is deleted from this IFB.

2.8 PROCUREMENT CARD

- 2.8.1 The County retains the option to use the County procurement card for the purchase of supplies or services listed in the Contract in lieu of issuing a purchase order. No procurement card transaction shall take place without the authorization of the cardholder and shall not exceed the limit placed on the cardholder's procurement card. The Successful Bidder may receive orders by phone, facsimile, or other forms of notification from authorized County employees. The Successful Bidder may process a payment in the credit card network ONLY upon shipment of supplies or performance of the services ordered by the County agency. For partial shipments or performance, the Successful Bidder may process a payment only for the amount shipped or completed and NOT for the entire amount ordered by the County agency. Upon shipment or completion of the remaining order, the Successful Bidder may process a payment request to the credit card network for the remainder of the order. The Successful Bidder may not charge the County for any fees related to the use of a procurement card.
- 2.8.2 For all transactions, the Successful Bidder shall have a valid W-9 form on file with the Anne Arundel County, Maryland, Office of Finance.

2.9 REGULAR DEALER

Quotes shall be considered only from Bidders that qualify as a "regular dealer." A "regular dealer" means a person or entity that owns, operates, or maintains a store, warehouse, or other establishment in which the goods/services required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. To be a

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regular dealer, the Bidder shall engage in, as its principal business and in its own name, the purchase and sale of the goods/services that are the subject of this IFB.

2.10 BID DEPOSIT

This clause is deleted from this IFB.

2.11 AWARD OF CONTRACT

2.11.1 The County Purchasing Agent shall award this Contract to the lowest responsible, responsive Bidder, as determined by the County Purchasing Agent, not earlier than seven (7) days after the public opening of bids. The decision of the Purchasing Agent is final.

2.11.2 Any other considerations for the award shall be stated in the Specifications and Bid Response.

2.11.3 Anne Arundel County, Maryland, reserves the right to accept or reject any bid and to procure no or any quantity of goods or services that are the subject of this IFB, as deemed in its best interest of the County by the Purchasing Agent. After all other proper evaluation, an award shall be made on an individual item basis, or may be awarded on an aggregate item basis if an additional discount is offered for an aggregate award to the lowest responsive, responsible Bidder meeting or exceeding the requirements of this IFB.

2.12 LITERATURE AND SAMPLES

2.12.1 If requested, the Bidder shall provide three (3) copies of complete, current, and up-to-date manufacturer-published descriptive literature and specifications for the proposed services within five (5) days of the request, giving full details as to type of services to be provided under a Contract.

2.12.2 Samples, when requested by the County, shall be delivered to the Purchasing Division, Heritage Office Complex, 2660 Riva Road, 3rd Floor, Annapolis, Maryland, 21401, within five (5) days of the request, unless otherwise specified. All packages shall be marked "SAMPLES FOR BID NO. 16-017". Each sample shall bear the name of Bidder and item number, and shall be carefully tagged or marked in a clear and conspicuous manner. Failure of the Bidder to deliver required samples or to clearly identify samples may be considered sufficient reason for rejection of the Bid. All deliveries under a resulting Contract shall conform in all respects with samples as submitted and accepted as a basis for the award.

2.12.3 The Purchasing Agent reserves the right to retain or destroy samples and will be free from any redress or claim on the part of a Bidder if any samples are lost or destroyed. Upon notification by the Purchasing Agent that a sample is available for return, it shall be removed by the Bidder within thirty (30) days, or the Purchasing Agent may dispose of it at the Purchasing Agent's discretion.

2.13 INSURANCE REQUIREMENTS

Unless otherwise required by Special Conditions of this Invitation for Bids, if a Contract is awarded, the Successful Bidder shall be required to purchase and maintain during the life of the Contract Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers' Compensation Insurance with limits of not less than set forth below:

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2.13.1 COMMERCIAL GENERAL LIABILITY INSURANCE

At least \$1,000,000 combined single limit coverage on an occurrence basis covering all premises and operations and including Personal Injury, Independent Contractor, Contractual Liability and Products and Completed Operations.

2.13.2 BUSINESS AUTOMOBILE LIABILITY INSURANCE

At least \$1,000,000 Combined Single Limit to include owned, non-owned, and hired vehicles.

2.13.3 WORKERS' COMPENSATION INSURANCE

Statutory benefits as required by Maryland law and, when required, the U. S. Longshoremen's and Harbor Workers' Compensation Act, including standard Other States coverage; Employers' Liability coverage with limits of at least \$100,000 each accident/\$100,000 each employee disease/\$500,000 disease policy limit.

2.13.4 On all Commercial General Liability and Business Automobile Liability Insurance policies, Anne Arundel County, Maryland, its agents, servants, and employees shall be named as an additional insureds, which shall be shown on the insurance certificates furnished to the County under this Section.

2.13.5 The Successful Bidder shall provide the County with Certificates of Insurance evidencing the coverage required above. The Successful Bidder shall provide certificates of insurance before commencing work in connection with the Contract.

2.13.6 Providing any insurance required herein does not relieve the Successful Bidder of any of the responsibilities or obligations assumed by the Successful Bidder in any resulting Contract or for which the Successful Bidder may be liable by law or otherwise.

2.13.7 Failure to provide and continue in force insurance as required herein shall be deemed a material breach of any resulting Contract and shall operate as an immediate termination thereof.

2.13.8 Contractor shall advise the County at fax # 410-222-7624 and by first-class, certified mail within two (2) business days of any cancellation, non-renewal, or other termination of, or any substantive change to any insurance policy providing or represented as providing the coverages mandated herein. Failure to do so shall be construed as a material breach of this Agreement.

2.14 RETURN GOODS POLICY

This clause is deleted from this IFB.

2.15 PRICE ADJUSTMENTS

All prices offered herein shall be firm against any adjustment for one (1) year from the effective date of the Contract.

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2.16 AGREEMENT

Successful Bidder shall review the attached sample agreement and note any issues it may have with the agreement. Upon notifications of intent to award, the Successful Bidder shall have an authorized person (as shown under Section 1.25) sign a similar agreement tailored to meet this IFB as part of the Contract.

2.17 PERFORMANCE, LABOR & MATERIAL BONDS

This clause is deleted from this IFB.

2.18 UNBALANCED BIDS

A Bid shall be mathematically unbalanced if the Bid contains unit pricing that does not reflect reasonable costs (including actual labor and material cost, overhead and profit) for the performance of the bid item(s) in question. A Bid shall be materially unbalanced if there is a reasonable doubt that award of the mathematically unbalanced Bid will result in the lowest ultimate cost to the County. A Bid that is, in the sole discretion of the County Purchasing Agent both mathematically and materially unbalanced, may be rejected as non-responsive.

(An example would be bidding overhead labor rates below regular time rates, or bidding laborer rates above Supervisor or Foreman rates. Another example is bidding a 1 gallon container of a product higher than a 5-gallon container of the same product.)

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SECTION THREE – TECHNICAL SPECIFICATIONS

3.1 GENERAL

- 3.1.1 For Waste Management Services (WMS) locations, residents of the County bring their used oil and antifreeze to designated County collection sites and pour the liquid into separate holding tanks ranging from 275-gallon to 385-gallon capacity. Due to the limited capacity and popularity of this program, regular and timely removal of the accumulated material is critical to the success of the recycling program.
- 3.1.2 For County Fleet Maintenance locations, oil and antifreeze are collected from County vehicles only.
- 3.1.3 Additional locations may be added by the County if needed.

3.2 LOCATIONS

The following are pick-up locations for the County:

- 3.2.1 WMS Northern Recycling Center (NRC) – 100 Dover Rd., Glen Burnie, MD 21061. Open Monday through Saturday from 8 a.m. to 4 p.m.
- 3.2.2 WMS Central Recycling Center (CRC) – 389 Burns Crossing Rd., Severn, MD 21144. Open Monday through Saturday from 8 a.m. to 4 p.m.
- 3.2.3 WMS– Southern Recycling Center (SRC) 5400 Nutwell-Sudley Rd, Deale, MD 20751. Open Monday through Saturday 8 a.m. to 4 p.m.
- 3.2.4 WMS Millersville Landfill Maintenance Shop (MLF) – 389 Burns Crossing Rd., Severn, Md. 21144. Open Monday through Saturday 8 a.m. to 4 p.m.
- 3.2.5 Fleet, MG Millersville Garage – 8435 Maxwell Frye Rd., Millersville, MD 21108
- 3.2.6 Fleet, DG Davidsonville Garage - 350 W. Central Ave., Davidsonville, MD 21035
- 3.2.7 Fleet, GBG Glen Burnie Garage – 7409-B Baltimore & Annapolis Blvd., Glen Burnie, MD 21061
- 3.2.8 The County reserves the right to add and/or delete locations within the borders of Anne Arundel County, Maryland, during the duration of this Contract. County will advise the Successful Bidder of any changes. These changes shall be confirmed in an addendum to the contract.
- 3.2.9 One-time or occasional pick up locations and dates/times shall be arranged with the Successful Bidder by any County Agency wishing to use this Contract.

3.3 QUANTITIES

It is estimated that approximately 80,100 gallons of used oil and 7,450 gallons of used antifreeze will be available for collection on an annual basis under this Contract. Quantities shall not be guaranteed. Estimates by location are as follows:

- 3.3.1 WMS NRC: 26,400 gallons of oil collected in two (2) 385-gallon tanks and 2,400 gallons of antifreeze collected in one (1) 385-gallon tank; 90 annual pick-ups.
- 3.3.2 WMS CRC: 28,300 gallons of oil collected in five (5) 275-gallon tanks and 2,900 gallons of antifreeze collected in one (1) 275-gallon tank; 75 annual pick-ups.

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- 3.3.3 WMS SRC: 12,400 gallons of oil collected in two (2) 275-gallon tanks and 1,000 gallons of antifreeze collected in one (1) 275-gallon tank; 35 annual pick-ups.
- 3.3.4 WMS MLF: 2,000 gallons of oil collected in one (1) 10,000 UST; 1-2 annual pick-ups.
- 3.3.5 Fleet, MG: 5,000 gallons of oil collected in two (2) 250-gallon tanks (picked up twice per month) and 600 gallons of antifreeze collected in one (1) 250 gallon tank (picked up every three (3) months); 24 annual pick-ups.
- 3.3.6 Fleet, DG: 3,500 gallons of oil collected in one (1) 500-gallon tank (picked up once per month) and 200 gallons of antifreeze collected in one (1) 200 gallon tank (picked up every six (6) months); 12 annual pick-ups.
- 3.3.7 Fleet, GBG: 2,500 gallons of oil collected in one (1) 250-gallon tank (picked up once per month) and 350 gallons of antifreeze collected in one (1) 250 gallon tank (picked up once per month); 12 annual pick-ups.

3.4 OWNERSHIP OF COLLECTED PRODUCTS

Ownership of used oil and/or antifreeze shall transfer to the Successful Bidder upon removal from the collection tank(s) at the designated County locations.

3.5 DETERMINATION OF VOLUME AND PAYMENT

- 3.5.1 For Waste Management Services locations, the Successful Bidder shall provide a collection ticket that indicated the number of gallons removed and location of removal. The conversion factor used to convert from oil weight to volume shall be seven (7) pounds of oil equals one (1) gallon of oil, and nine and 8/10 (9.8) pounds of antifreeze equals one (1) gallon of antifreeze. A copy of each collection ticket shall be delivered to the County prior to leaving the facility after each pick up.
- 3.5.2 For Fleet Maintenance locations, the Successful Bidders collection vehicle shall have provisions for determining the gallons of oil or antifreeze pumped from the tank, or quantities may be determined using a dipstick method, observed by a County employee prior to pumping.
- 3.5.3 The vendor shall invoice the County for each service location every thirty (30) days and the County shall pay the vendor via credit card or electronic (ACH) payment within thirty (30) days of receipt of invoice.

3.6 PICK UP SCHEDULE

- 3.6.1 For Waste Management Services locations: Due to the heavy volume of product received over the weekend, the Successful Bidder shall service each location on Friday afternoons and Monday mornings. In the event the facility is closed due to weather, holiday, etc., on Friday, the collection shall occur on Thursday. When the facility is closed on Monday, the collection shall occur on Tuesday of the same week.
- 3.6.2 For Fleet Maintenance locations: Pick up on a regular schedule as outlined in 3.3 above, or as arranged with the Successful Bidder and acceptable to the County.
- 3.6.3 The Successful Bidder may propose a change in the collection schedule based on the volume of product collected. The County reserves the right to accept or reject the request for a change in the collection schedule.

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- 3.6.4 The County reserves the right to request additional product removal services as required (for example, if a collection tank is full or leaking). When additional services are requested, the Successful Bidder shall service the requested location within 24 hours of receipt of the request during County operating hours.

3.7 PRODUCT SPILLS

Any spills that occur while the Successful Bidder is removing, loading, or transporting the product shall be the full responsibility of the Successful Bidder to immediately clean up in compliance with all applicable laws and regulations.

3.8 SPECIFICATION OF USED MOTOR OIL

- 3.8.1 The Successful Bidder shall provide details of the monitoring plan to determine the specification of used motor oil to the County. The oil collected shall meet the following Specifications:

Tox < 1000 ppm, PCB – none detected, Pb < 100 ppm, Cd < 2 ppm, Cr < 10 ppm,

As < 5 ppm, Flash Point > 140 degrees F

- 3.8.2 The Successful Bidder shall be required to test the product prior to removal from the tank for any obvious contaminants. Product not meeting the Product Specification as detailed in 3.8.1 shall be left in place until the County Contract Manager is notified and a joint decision is reached on how to dispose of the contaminated product.

- 3.8.3 The cost of handling and disposing of contaminated product shall be paid by the County. Such cost shall be determined and approved by the County Contract Manager in advance of any work being performed by the Successful Bidder. Contaminated product shall not be left by the Successful Bidder in the County's collection tank, but shall be transferred to drums or other suitable containers of the County's choice prior to the Successful Bidder leaving the pick-up site.

- 3.8.4 The Successful Bidder shall note on each load receipt that the load had been tested and found acceptable for recycling.

3.9 REPORTS

A monthly report shall be provided to the County no later than the 15th of each month providing a detailed accounting of the volume of product picked up by location by date. The report shall encompass the previous month in its entirety.

3.10 BID RESPONSE FORM

- 3.10.1 The Bid price for used motor oil shall be based on a price per pick up.

- 3.10.2 Antifreeze shall be collected at no charge to the County.

3.11 BIDDER REQUIREMENTS

- 3.11.1 Successful Bidder shall have at least three, (3), years of successful related experience providing these same services in the last five (5) years.

- 3.11.2 Successful Bidder shall complete the attached Related Experiences and References Page and provide at least one, (1) relevant reference meeting the requirements of Section 3.11.1 of this IFB..

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****IMPORTANT NOTICE:** Addenda to solicitations often occur, sometimes within as little as 48 hours, prior to bid opening. It is the potential Bidder's responsibility to frequently visit the Purchasing Division's website (<http://www.aacounty.org/CentServ/Purchasing/index.cfm>) to obtain Addenda once they have received a copy or downloaded a solicitation. No other notification will occur. In order to receive any addenda issued less than 48 hours prior to bid opening, all Bidders shall register for this IFB with the County Purchasing Division by calling 410-222-7620. A Bid may be rejected if any addendum is not signed and submitted with the Bid. *

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BID RESPONSE FORM

(Submit Original and One Duplicate Copy)

Purchasing Agent
The Heritage Office Complex
2660 Riva Road, 3rd Floor
Annapolis, Maryland 21401

In accordance with your Announcement, the Bid Response and Specifications contained herein and dated February 23, 2016, and your General Information and Notice to Bidders bearing the same date, we wish to quote the following:

Item #	Description	Annual Estimated Pick-Ups	Unit Price
Item #1:	Oil, Used Motor, Collection of, per Specifications	250	\$ _____

NOTE: All antifreeze shall be properly picked up, transported and disposed of at no additional cost to the County.

☐ Yes ☐ No Bidder confirms it is willing to meet the above requirement. Bidder shall check one box. Failure to confirm acceptance of this requirement may result in rejection of the Bid Response.

Award shall be based on the lowest unit price.

The person signing the Bid Response shall initial any alterations in figures on this form in ink.

The Bidder certifies that this Bid Response has been duly authorized and approved by all required organizational action of the Bidder.

The person executing this Bid Response on behalf of the Bidder certifies that he or she has the legal and organizational authority to do so.

Signature _____

Title _____

Business _____

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Vendor Information Form

It is further agreed by the undersigned that upon our receipt of your written advice of the acceptance of our Bid, the necessary contract will be executed within ten (10) calendar days after such notice.

Bidding Firm Name: _____
Business Name (e.g., Corp., Inc., Co., T/A, DBA, etc.)

Federal Tax Identification No./SS#: _____

Street Address: _____

City and State: _____ Zip Code _____

Business Phone: (Toll Free #, if applicable) _____ Date: _____

Fax Number: _____ Terms of Payment: _____

Contact Name and Title: ☐ Mr. ☐ Mrs. ☐ Ms. _____

Email Address: _____

Website Address, if available: _____

Registration # Issued by the MD Dept. of Assessment and Taxation*: _____
(*See Section 1.13 Corporation Registration)

Name and address of any affiliated company providing goods or services under the agreement: _____

In accordance with the County Code, Article 8-2-120, please list any affiliation with a County employee(s) or official(s). **Include name and type of affiliation** (i.e., relative, business associate, etc.).
(Write "none" if there are no affiliations.):

- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____
- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____
- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____

Does your firm qualify as a Minority Business Enterprise? Y or N
MBE Designations ☐ Black Male ☐ Black Woman ☐ Women ☐ Asian ☐ Hispanic ☐ None

Printed Name and Title of Agent: ☐ Mr. : ☐ Mrs. : ☐ Ms. _____

Signature of Agent*: _____
(*See Section 1.25 – Signatures Required for Legal Entities)

The person signing the Bid Response shall initial any alterations in figures on this form in ink.

☐ We wish to submit a "No Bid" at this time, but request that our company remain on your Bidders list for this commodity/service.

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RELATED EXPERIENCES AND REFERENCES

This section of the Bid shall establish the ability of the Bidder to satisfactorily provide the required work by demonstrating competence in the performance of services to be provided; the nature and relevance of recently completed work; record of satisfactory performance on similar projects; and supportive client references. Provide no less than 1 example of similar projects that Bidder has undertaken (indicating current status of the project) within the last 5 years. For each reference cited as related experience, furnish the name, title, address, and telephone number of the person(s) at the purchaser's organization who is the most knowledgeable about the work performed. Note: Bidder shall have at least 3 years of successful experience in the last 5 years.

REFERENCE #1:

Company Name: _____
Contact Name/Title: _____
Address: _____
Telephone Number: _____ email address _____
Nature of Work: _____
Current Status of Project: _____
Start and End Date: _____

REFERENCE #2:

Company Name: _____
Contact Name/Title: _____
Address: _____
Telephone Number: _____ email address _____
Nature of Work: _____
Current Status of Project: _____
Start and End Date: _____

REFERENCE #3:

Company Name: _____
Contact Name/Title: _____
Address: _____
Telephone Number: _____ email address _____
Nature of Work: _____
Current Status of Project: _____
Start and End Date: _____

Bidder's Company Name _____

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AFFIDAVIT

On behalf of _____, I do solemnly declare and affirm, under penalty of perjury,
(Contractor/Bidder/Offeree)
that to the best of my knowledge, information, and belief:

1. Neither _____, nor any of its officers, directors, or partners, or any
(Contractor/Bidder/Offeree)
of its employees who are directly involved in obtaining or performing contracts with the State of Maryland, a unit of the State (as defined in '16-101 of the State Finance and Procurement Article of the Maryland Annotated Code), or a local governmental entity in the State, has:

(a) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any State or of the Federal Government;

(b) been convicted under a State or Federal law or Statute of any offense enumerated in '16-203 of the State Finance and Procurement Article of the Maryland Annotated Code; or

(c) been found civilly liable under a State or Federal Antitrust Statute as provided in '16-203 of the State Finance and Procurement Article of the Maryland Annotated Code.

2. _____ shall not knowingly enter into a contract with a public
(Contractor/Bidder/Offeree)
body under which a person or business debarred or suspended under Title 16, Subtitle 3 of the State Finance and Procurement Article of the Maryland Annotated Code will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

3. Neither _____, nor any employee or representative of
(Contractor/Bidder/Offeree)

(Contractor/Bidder/Offeree):

(a) agreed, conspired, connived, or colluded to produce a deceptive show of competition in the preparation of the bid or offer being submitted; or

(b) has in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the price of the bid or proposal of any Bidder or offer of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted;

4. The Contractor/Bidder/Offeree:

(a) Is not currently identified on the list created by the Maryland State Board of Public works as a person engaging in investment activities in Iran as described in Section 17-702 of the *Maryland State Finance and Procurement Article*; and

(b) Is not currently engaging in investment activities in Iran as described in Section 17-702 of the *Maryland State Finance and Procurement Article*.

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If the person is unable to make the certification, it will provide the County, under penalty of perjury, a detailed description of the Contractor/Bidder/Offeror's investment activities in Iran.

Contractor/Bidder/Offeror: _____

By: _____

Title: _____

Date: _____

Subscribed and sworn to before me, a Notary Public of the State of _____,
County or City of _____, this ____ day of _____, 2016.

(Notary Public)

My Commission Expires: _____

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AGREEMENT FOR SERVICES

THIS AGREEMENT, made this _____ day of _____, 2016, by and between Anne Arundel County, Maryland (the "County"), and _____ (the "Contractor").

WHEREAS, the County issued IFB 16-017, a copy of which is attached hereto as Attachment A and is incorporated herein and made a part hereof;

WHEREAS, copies of the Contractor's technical proposal, if any, and cost proposal are attached hereto as Attachment B;

WHEREAS, having completed the Procurement process in accordance with Attachment A and the Anne Arundel County Code, the County is awarding the resulting contract to the Contractor; and

WHEREAS, it is the purpose of this Agreement to describe the formal rights and obligations of the parties;

NOW, THEREFORE, WITNESSETH that, for the consideration herein indicated, and in consideration of the mutual promises and covenants set forth in this Agreement, the Contractor and the County agree as follows:

1. The Contractor shall perform services described and outlined in Attachments A and B to this Agreement, which are incorporated herein and are made a part hereof (the "Work").
2. The County and the Contractor shall have all rights and obligations set forth in Attachments A and B.
3. The Contractor shall pay the County in accordance with the fee schedule set forth in Attachment B to this Agreement.
4. The Contractor certifies that this Agreement has been duly authorized and approved by all required organizational action of the Contractor.
5. The person executing this Agreement on behalf of the contractor certifies that he or she has the legal and organizational authority to do so.

IN WITNESS THEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

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ATTEST: _____ ANNE ARUNDEL COUNTY, MARYLAND

Witness

By: Mark D. Hartzell Date
Title: Chief Administrative Officer

[Contractor's Name]

Witness

By: Date
Title:
(Please legibly print name and title above.)

Approved as to form.

Purchasing Agent Date

Approved as to form and legal sufficiency.

Office of Law Date

Approved as to sufficiency of funds.

Controller Date