



**REQUEST FOR PROPOSALS  
RFP # COUNCIL-20190823**

**CONTRACT FOR SERVICES  
GENERAL MUNICIPAL LEGAL SERVICES (CITY ATTORNEY)**

**RFP Issuance Date: July 15, 2019**

**Proposal Submission Deadline: August 23, 2019 – 12:00 noon**

For technical information and other inquiries, please contact:

Jason Damweber, Deputy City Manager  
City of Takoma Park

7500 Maple Avenue, Takoma Park, MD 20912

Phone: 301-891-7202

E-mail: [jasonD@takomaparkmd.gov](mailto:jasonD@takomaparkmd.gov)

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**TABLE OF CONTENTS**

Notice to Potential Respondents . . . . .	3
Purpose and Scope of Work . . . . .	4
Submission Requirements . . . . .	6
Evaluation and Selection Process . . . . .	8
General Conditions . . . . .	8
Submission Forms	
Certification of Non-Involvement in the Nuclear Weapons Industry . . . . .	13
Living Wage Requirements Certification . . . . .	14
Qualification and Certification Statement . . . . .	16



## **NOTICE TO POTENTIAL RESPONDENTS**

**REQUEST FOR PROPOSALS  
RFP # COUNCIL-20190823**

**CONTRACT FOR SERVICES  
GENERAL MUNICIPAL LEGAL SERVICES (CITY ATTORNEY)**

- Proposals For:** Contract for General Municipal Legal Services to the City of Takoma Park ("City Attorney").
- Publication Date:** Request for Proposal documents will be available beginning July 15, 2019. Bid packages may be obtained via e-mail, mail, or from the City of Takoma Park web site at [www.takomaparkmd.gov](http://www.takomaparkmd.gov).
- Deadline:** Proposals are due no later than 12:00 p.m. on Friday, August 23, 2019.
- Scope of Work:** The City of Takoma Park is soliciting proposals from qualified law firms to represent the City in many facets of municipal legal work ("legal services" or "City Attorney"). The specific services the firm will be asked to provide are outlined in the Scope of Work section of this Request for Proposals.
- Contact:** Jason Damweber, Deputy City Manager  
City of Takoma Park, Maryland  
7500 Maple Avenue, Takoma Park, MD 20912  
Phone: 301-891-7202  
Email: [jasonD@takomaparkmd.gov](mailto:jasonD@takomaparkmd.gov)

## **PURPOSE AND SCOPE OF WORK**

### **PURPOSE**

The City of Takoma Park is a municipality of approximately 17,900 persons in Montgomery County, Maryland, adjacent to Prince George's County and the District of Columbia. The City provides services through its departments of Police, Housing and Community Development, Recreation, Public Works, Library, Communications and General Government. Planning and zoning authority rests with the Maryland-National Capital Park and Planning Commission but the municipal staff provides most planning and economic development services within the City.

The City Council has the final review and approval authority regarding many contracts, payments, plans, improvements, policies, and other business of the City. The City Council is composed of an elected mayor and six elected ward representatives and is the policy-making body of the City. The Mayor and Council Members are elected to two-year terms. The City Council has the responsibility to hire the City Attorney and the City Attorney serves at its pleasure.

The City Manager is the only other position appointed by the City Council. The City Manager supervises the day-to-day operations of all City departments and staff and has administrative and operational responsibility for the City.

Takoma Park legal services have been provided primarily by the Law Offices of Susan Silber and its successor firms, now Silber, Perlman, Sigman & Tilev for over 30 years. Specialized counsel has been used in recent years for legal services in the areas of labor and employment, development matters, telecommunications, Police pension, and certain insurance related matters (the latter is provided through the Local Government Insurance Trust (LGIT), of which the City is a member). This solicitation includes legal services in all of these areas with the exception of insurance related matters through LGIT. In other words, the City seeks a legal services firm that is able to provide services in all or as many of these areas as possible, although the City reserves the right to hire specialized Council for any legal services it deems necessary.

The number of hours of legal services required by the City can vary greatly from year-to-year depending on legal issues that arise, both expected and unexpected. If recent years are a good indication, the City would likely require somewhere in the range of 600-1,000 hours in legal services.

The City is seeking proposals from qualified law firms to represent the City in many facets of municipal legal work as noted above and outlined below in more detail in the Scope of Services section. Preference will be given to those submittals demonstrating experience in the area of municipal law. The successful applicant will possess sufficient resources to ensure that the demands for the City's legal needs will be met on a timely basis. The relationship will be on a contractual basis, as opposed to the City Attorney being on City staff/payroll.

The City is interested in entering into a five-year contract for these services with the option to renew the contract up to five additional one-year extensions.

## **SCOPE OF SERVICES**

The law firm/attorney(s) are required to be knowledgeable in a variety of legal areas, including but not limited to:

- General municipal law
- General state and federal laws relating to municipal government
- Contract and procurement law
- Ordinance and resolution interpretation
- Trial/Litigation activity
- Labor and employment matters (including negotiations with collective bargaining units)
- Real property and development matters
- Planning, zoning, housing

The services that may be required for Takoma Park legal services include, but are not limited to, the areas listed below:

- Implement a Legal Project Management (LPM) system or plan so that legal requests and performance can be tracked
- Attendance at City Council meetings and work sessions as requested and at any other City board, commission or committee meeting as required by City Council or City Manager. (Attendance at every City Council meeting is not required.)
- Drafting of ordinances, resolutions, agreements, and correspondence as requested, including assistance in maintenance of the City Code.
- Meetings and/or communications with and advising Mayor, Council Members, City Manager, and City staff on general legal matters.
- Drafting and/or review of municipal contracts, including franchise agreements.
- Timely drafting and/or review of documentation related to personnel matters.
- Support for Council-appointed bodies including but not limited to the Takoma Park Tree Commission, Commission on Landlord-Tenant Affairs (COLTA), Noise Control Board, Board of Elections, Ethic Commission, and Police Pension Board.
- Representation of the City in acquisition of property matters for public improvements, special assessment appeals, easements, parks, and the like.
- Research and submission of legal opinions on municipal or other legal matters requested by City staff or City Manager and availability to answer staff questions by telephone or email.
- Provision of written status reports on current litigation and unresolved matters as requested.
- Written updates on new County, State or Federal legislation or judicial decisions impacting the municipality and suggested actions or changes in operations or

procedures to assure compliance.

- Legal work pertaining to land use issues including property disposals, public improvements, easements, dedications and rights-of-way and property vacations.
- Advice on municipal codes, zoning regulations and building standards.
- Defending the City in litigation, except in those cases where insurance companies are required to exclusively provide defense, or where the City chooses to hire specialized or other legal services.
- Working cooperatively with insurance companies as needed on litigation cases and other matters.
- Reviewing bonds, deeds, securities and insurance requirements required by or for the City contracts and activities.
- Review franchise agreements with cable and telecommunications companies; provide legal work and advice related to telecommunications.
- Conduct legal training for staff and elected officials.
- Working on any other ad hoc legal services needed.

The City understands that a single law firm or individual may not have the expertise on staff to handle the array of legal services listed above. As noted in the section below, proposals should include an explanation for how such matters would be handled.

The City reserves the right to utilize the services of other legal service providers as it deems necessary.

### **SUBMISSION REQUIREMENTS**

The respondent shall submit one original proposal. All proposals submitted must provide complete information as indicated in this request. The submission may also include any other information that the proposer wishes to include for evaluation and consideration by the City as part of the proposal.

Questions regarding this request for proposals should be directed to Jason Damweber, Deputy City Manager.

Proposals shall be emailed to Jason Damweber at [Jasond@takomaparkmd.gov](mailto:Jasond@takomaparkmd.gov). The email subject line shall read "RFP #Council-20190823, Legal Services." The proposal document shall be a PDF attachment. (A confirmation email will be sent within 24 hours of the receipt of a proposal email. If no confirmation is received within that time frame or before the deadline date and time, please contact Jason Damweber at [Jasond@takomaparkmd.gov](mailto:Jasond@takomaparkmd.gov) to confirm that the proposal was received.)

All submissions must include the following information to be considered complete. The City reserves the right to disregard any incomplete bid responses.

1. Cover Letter. A transmittal letter from a principal officer of the firm offering the proposal and certifying that the proposal and fee schedule will remain in effect for

one hundred twenty (120) calendar days after the due date. The letter should include the RFP number, and provide the name and address of the firm, and contact information for the officer.

2. Personnel. Provide brief background history of the firm, number of attorneys employed including organizational chart. Designate primary contact, and identify those who would be working in specialized areas. Describe current principal responsibilities for the individual designated as lead attorney. Include current resume of each attorney who will be primarily assigned to City of Takoma Park business. Include any other information or experience which may be helpful in evaluating personnel in your proposal. Indicate the location of the primary office and attorney(s) assigned to service this account. Provide an address, phone number, email address and fax number for the firm.
3. General Information. Provide estimate of percentage of the firm's billable hours spent in municipal law areas or the general practice of municipal law during the preceding five years. Provide an assessment of the availability of the City Attorney and other professional staff to be assigned to a contract with the City of Takoma Park. This includes availability of back-up attorneys in case of illness, turnover, or other loss of personnel. Provide a statement of how the workload of the City of Takoma Park would be accommodated and what kind of priority it would be given. Be sure to address items outlined in the Scope of Services section. The proposal should expand upon each item and set forth the firm's approach/ability to carry out each activity. Include a description of the proposed allocation of work between the attorneys. Describe the firm's capability to maintain a proposed response time for legal reports and memos.
4. Experience. Describe any municipal litigation handled in the last five years and the type of case tried. Demonstrate knowledge of police authority issues. Demonstrate knowledge of any areas of specialty that may relate to municipal law for Takoma Park. Of the legal services needs listed in the Scope of Services section above, explain where you or the firm may not have the requisite expertise to handle such matters and how you would go about subcontracting such work or otherwise providing advice to the City.
5. References. Provide a reference list of three recent (within five years) municipal clients. If municipal clients are not available, other major clients may be submitted.
6. Capacity.
  - a) Provide assurance that the firm is capable of providing the described services to the City of Takoma Park in addition to the other responsibilities or commitments of the firm. Firms should have adequate staff capacity to handle the demands of the work.
  - b) Provide assurance that the firm will be able to represent the City of Takoma Park

on issues of importance to the City without significant conflicts of interest related to the firm's other clients. Describe how conflicts of interest will be resolved if such matters arise.

7. Fees. Provide an estimate of the cost of services for the initial five-year contract term. The cost estimate should also include any back up or supporting information needed by the City to understand the cost build up including but not limited to hourly billing rates, number of hours anticipated based on experience providing services to municipal governments, and services for fixed fee costs, if applicable.

Provide the rates for work performed by various staff members of the firm including partner, associate, paralegal, administrative assistant, etc., as appropriate.

8. Certification of Non-Involvement in the Nuclear Weapons Industry – Form Attached
9. Living Wage Requirements Certification – Form Attached
10. Qualification and Certification Statement – Form Attached

Prior to the execution of the anticipated Contract for Services, the selected organization shall provide a Certificate of Insurance naming the City of Takoma Park, Maryland as additionally insured. Failure to provide such certification will result in the cancellation of any contract.

### **EVALUATION AND SELECTION PROCESS**

The recommendations of an evaluation panel will be forwarded to the full Takoma Park City Council for formal consideration. The City Council may request in-person interviews before making their final contract award decision.

### **GENERAL CONDITIONS**

The General Conditions set out below apply to all formal solicitations for the City of Takoma Park, Maryland. Proposers are responsible for informing themselves of these requirements prior to submission of proposals. The term "bid" and "bidder" as used in these General Conditions shall include the term "proposal" and "offeror" or "respondent."

#### Receipt of Proposals

Proposals or amendments received after the time specified below for Opening will not be considered.

Properly marked proposals attached as a PDF that are received prior to the specified time of the Opening will be kept unopened until the bid Opening date and time.

No liability shall be attached to the City or appointed City representatives for the premature opening of an improperly addressed or improperly identified bid.



## Opening of Proposals

The City Manager's Office will issue the RFP on July 15, 2019 with a deadline of noon on August 23, 2019 for submission of proposals.

Unless otherwise specified by the City, all proposals submitted shall be binding for City acceptance for 120 calendar days from the date of the opening of proposals.

## Award or Rejection of Proposals

- a. A contract shall be awarded to a responsive and responsible bidder. The City reserves the right, in its sole discretion, to: 1) accept a proposal in part or as a whole; 2) reject any or all proposals; 3) re-advertise the Request for Proposals; 4) waive any required information or any technical or formal defect in a proposal; 5) select a proposal and make a contract award which best serves the most effective and efficient performance of the contract services and the interests of the City; 6) reject any and all proposals that comply with the Request for Proposals specifications; 7) elect not to proceed with the process set forth in the Request for Proposals; or 8) accept a higher proposal that complies with the Request for Proposals specifications, provided that, in the judgment of the City, the services or items offered under the higher proposal have additional values or functions justifying the difference in price.
- b. The City reserves the right to independently investigate or request clarification of the contents of any proposal, including requesting that the bidder provide additional information or make one or more presentations. The City also has the right to personally interview bidders and to inspect the bidder's place of business, inventory, supplies and equipment prior to making a contract award.
- c. The City also reserves the right, in its sole discretion, to reject the proposal of a bidder who has previously failed to satisfactorily perform or to timely complete a contract of a similar nature (whether for the City or for a different jurisdiction or entity) or a proposal of a bidder who, upon investigation, is not in position to perform the contract.
- d. A written notice of the contract award (or acceptance of the bid) will be provided to the successful bidder within the specified acceptance period. The successful bidder will be expected to sign the City's contract.
- e. Specific requirements as to bid bonds shall be incorporated in individual proposal specifications, if required. Although performance and/or payment bonds may be directly addressed in the specifications, the City reserves the right to require a performance and/or payment bond if the City deems it to be in the City's best interests to require a performance and/or payment bond at the time of award or upon execution of the City contract.

## Changes in Specifications

The City may, during the proposal period, advise prospective respondents by bulletin or addenda of changes in information contained in the Request for Proposals. All such

changes shall be deemed a part of the RFP, and shall become part of the information contained in the RFP as originally issued.

### Subcontractors

Bidders may not assign or sublet the contract services or any part thereof without the prior written consent of the City Manager, or his or her duly appointed representative. Bidders must request approval in writing for any such assignment or subcontracting, including the name of such assignee or subcontractor(s) he or she intends to use, the specific services or materials to be furnished by such assignee or subcontractor, the assignee or subcontractor's place of business, and other information as the City Manager may require.

### Compliance with Specifications

Bidders shall abide by and comply with the true intent of the Scope of Service detailed in the Request for Proposals and not take advantage of any unintentional error or omission.

### Payment

Invoice for payment shall be forwarded to the City, payment for which will be made only upon acceptance of the services or items represented by the invoice. Payment terms are net 30 unless special arrangements have been established.

Bidders shall not legally or equitably assign any of the monies payable under the contract, or its claim thereto, unless by and with the written consent of the City Manager.

### Indemnification and Insurance

The bidder is responsible for any loss, personal injury, death, property damages, and any other damages of every name and description that may be done or suffered by reason of bidder's negligence or failure to perform any contractual obligations. The bidder shall indemnify and save harmless the City of Takoma Park, its employees, officials, and agents, from and against all losses, liabilities, claims, demands, damages, suits, costs and expenses of any kind, including attorney's fees and litigation expenses, suffered or incurred due to the bidder's negligence, tortuous act or omission, or failure to perform any of its contractual obligations.

The bidder must obtain at its own cost and expense, and keep in force and effect during the term of the contract with the City for the contract work, including all extensions and renewals, the insurance specified below, with an insurance company licensed or qualified to do business in the state of Maryland. A certificate of insurance must be submitted to the City prior to the commencement of any work under the contract and prior to any contract modification extending the term of the contract, as evidence of

compliance with this provision. The City of Takoma Park must be named as an additional insured on all liability policies. A minimum of thirty (30) days written notice to the City of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than that shown below, unless the requirements of this section are waived, in whole or in part, in writing by the City Manager.

<u>Coverage</u>	<u>Up to \$100,000</u>	<u>Up to \$1,000,000</u>
Workers Compensation (for bidders with employees)		
Bodily injury by		
Accident (each)	\$100,000	\$100,000
Disease (policy limits)	\$500,000	\$500,000
Disease (each employee)	\$100,000	\$100,000
Commercial General Liability		
	\$500,000	\$1,000,000
(Minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors.)		
Minimum Automobile Liability (Including owned, hired and non-owned automobiles.)		
Bodily injury, each person	\$250,000	\$500,000
Bodily injury, each occurrence	\$500,000	\$1,000,000
Property damage, each occurrence	\$300,000	\$300,000
Professional Liability (for professional services contracts only)		
For errors, omissions, and negligent acts, per claim and		
Aggregate, with one year discovery period and maximum		
Deductible of \$25,000.00	\$500,000	\$1,000,000

**Bidder’s Certification of Noninvolvement in the Nuclear Weapons Industry**

In order to comply with the provisions of Takoma Park Code Chapter 14.04, Nuclear-Free Zone, section 14.04.060.C, bidders must certify, by a notarized statement, that the bidder is not knowingly or intentionally a nuclear weapons producer.

**Living Wage Requirement**

This Request for Proposals is subject to the City of Takoma Park’s living wage requirement for service contracts. The “Living Wage Requirements Certification” must be completed and submitted with your proposal. If you fail to submit and complete the required material information on the Living Wage Requirements Certification, then your proposal is unacceptable under City of Takoma Park law and will be rejected.

The current mandatory living wage rate, payable by a contractor to employees under the City’s living wage law, is \$15.05 per hour through June 30, 2020. The living wage rate is adjusted as of July 1 of each year to reflect the most current Montgomery County living wage rate and shall be applicable to any contract awarded thereafter until the

date of the next adjustment. Notice of adjustments to the living wage rate can be found on the City's website ([www.takomaparkmd.gov](http://www.takomaparkmd.gov)). Also, the City's living wage law—Takoma Park Code § 7.08.180 et. seq. (Ordinance No. 2013-26) is available at the same website.

### Rejection of Proposals

The City of Takoma Park has the right, in its sole and absolute discretion, to reject any and all proposals in the best interests of the City, to accept or reject any part of any proposal, to waive any technical or formal defect therein, and to elect not to proceed with the process set forth in this Request for Proposals.

### Conflict of Interest

No employee or officer of the City, or his or her immediate family member, shall be permitted to any share or part of this contract or to any benefit that may arise from this contract.

**CITY OF TAKOMA PARK, MARYLAND  
CERTIFICATION OF NON-INVOLVEMENT IN THE  
NUCLEAR WEAPONS INDUSTRY**

KNOW ALL PERSONS BY THESE PRESENTS:

Pursuant to the requirements of Chapter 14.04 of the Takoma Park Code, the Takoma Park Nuclear Free Zone Act, the undersigned person, firm, corporation or entity hereby certifies that he/she/it is not knowingly or intentionally a nuclear weapons producer.

Note: The following definitions apply to this certification per Section 14.04.090:

“Nuclear weapons producer” is any person, firm, corporation, facility, parent or subsidiary thereof or agency of the federal government engaged in the production of nuclear weapons or its components.

“Production of nuclear weapons” includes the knowing or intentional research, design, development, testing, manufacture, evaluation, maintenance, storage, transportation or disposal of nuclear weapons or their components.

“Nuclear weapon” is any device the sole purpose of which is the destruction of human life and property by an explosion resulting from the energy released by a fission or fusion reaction involving atomic nuclei.

“Component of a nuclear weapon” is any device, radioactive substance or nonradioactive substance designed, knowingly and intentionally, to contribute to the operation, launch, guidance, delivery or detonation of a nuclear weapon.

IN WITNESS WHEREOF, the undersigned has signed this Certification this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

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

By: \_\_\_\_\_ (SEAL)  
Signature

\_\_\_\_\_  
Print Name & Title

State of \_\_\_\_\_, County of \_\_\_\_\_:

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**LIVING WAGE REQUIREMENTS CERTIFICATION**  
**(Takoma Park Code, section 7.08.200.B)**

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Please specify the contact name and information of the individual designated by your business to monitor your compliance with the City's living wage requirements, unless exempt under Section 7.08.190 (*see* item B below):

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

CHECK ALL APPROPRIATE LINES BELOW THAT APPLY IN THE EVENT THAT YOU ARE AWARDED THE CONTRACT AND BECOME A "CONTRACTOR."

A. Living Wage Requirements Compliance

\_\_\_\_\_ This Contractor as a "covered employer" will comply with the requirements of the City of Takoma Park Living Wage Law (*Takoma Park Code, Section 7.08.180 et. seq.*). Contractor and its subcontractors will pay all employees who are not exempt from the wage requirements and who perform measurable work for the City related to any contract for services with the City, the living wage requirements in effect at the time of the City contract. The bid price submitted under this procurement solicitation includes sufficient funds to meet the living wage requirements.

**Effective July 1, 2019, the Living Wage Rate is \$15.05 per hour through June 30, 2020.**

B. Exemption Status (if applicable)

This Contractor is exempt from the living wage requirements because it is:

\_\_\_\_\_ The total value of the contract for services (based on the bid or proposal being submitted under this procurement solicitation) is less than \$20,000.00.

\_\_\_\_\_ A public entity.

\_\_\_\_\_ A nonprofit organization that has qualified for an exemption from federal income taxes under Section 501c(3) of the Internal Revenue Code.

\_\_\_\_\_ A contract procured through an emergency procurement, sole source procurement, or cooperative procurement.

\_\_\_\_\_ A contract for electricity, telephone, cable television, water, sewer or similar service delivered by a regulated public utility.

\_\_\_\_\_ A contract for the purchase or lease of goods, equipment or vehicles.

\_\_\_\_\_ A contractor who is prohibited from complying with the City’s living wage requirements by the terms of an applicable federal or state program, contract, or grant requirement. **(Must specify the law and/or furnish a copy of the contract or grant.)**

C. Living Wage Requirements Reduction.

\_\_\_\_\_ This Contractor provides health insurance to the employees who will provide services to the City under the City contract and it desires to reduce its hourly rate paid under the living wage requirements by an amount equal to, or less than, the per employee hourly cost of the employer’s share of the health insurance premium. This Contractor certifies that the per employee hourly cost of the employer’s share of the premium for that health insurance is \$\_\_\_\_\_.

**(Must submit supporting documentation showing the employee labor category of all employee(s) who will perform measurable work under the City contract, the hourly wage the Contractor pays for that employee labor category, the name of the health insurance provider and plan name, and the employer’s share of the monthly health insurance premium.)**

**Contractor Certification and Signature**

Contractor submits this certification in accordance with *Takoma Park Code* section 7.08.200.B. Contractor certifies, under penalties of perjury, that all of the statements and representations made in this Living Wage Requirements Certification are true and correct. Contractor and any of its subcontractors that perform services under the resultant contract with the City of Takoma Park, will comply with all applicable requirements of the City’s living wage law.

Authorized signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title of authorized person: \_\_\_\_\_

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

**QUALIFICATION AND CERTIFICATION STATEMENT**

**NAME OF ENTITY** \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Web Site: \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

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

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

Telephone Number (office and cell): \_\_\_\_\_

E-Mail: \_\_\_\_\_

**ORGANIZATIONAL STRUCTURE**

Identify the legal structure of the entity responding to the Request for Proposals and include requested information with this submission.

\_\_\_\_\_ A.1. A corporation incorporated under the laws of the State of Maryland, and in good standing to do business in the State of Maryland.

\_\_\_\_\_ A.2. List the name of the corporation and the names and titles of the corporation's directors and officers:

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

\_\_\_\_\_ B.1. A foreign corporation incorporated under the laws (insert jurisdiction)

\_\_\_\_\_ B.2. The foreign corporation is registered or qualified and in good standing to do business in the State of Maryland.

\_\_\_\_\_ B.3. List the name of the corporation and the names and titles of the corporation's directors and officers:

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

\_\_\_\_\_ C. A sole proprietor doing business under his/her individual name. Individual name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ D. A sole proprietor doing business under a trade or business name (for example, John Doe t/a Doe Masonry). List individual name and the trade or business name:

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

\_\_\_\_\_ E. A partnership. List the type of partnership and the names of all general partners:

\_\_\_\_\_



\_\_\_\_\_ F.1. A limited liability company organized under the laws of the State of Maryland and authorized and in good standing to do business in the State of Maryland.

\_\_\_\_\_ F.2 List the limited liability company name and the names of all members:\_\_\_\_\_

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

\_\_\_\_\_ G.1 A foreign limited liability company organized under the laws of \_\_\_\_\_ (insert jurisdiction name).

\_\_\_\_\_ G.2. The foreign limited liability company is authorized and in good standing to do business in the State of Maryland.

\_\_\_\_\_ G.3. List the foreign limited liability company name and the names of all members:

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

\_\_\_\_\_ H. Other (explain):

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

### **CERTIFICATION**

The undersigned proposes to furnish and deliver all labor, supplies, material, equipment, or services in accordance with specifications and stipulations contained in the Invitation for Bids or the Request for Proposals for the prices listed on the enclosed Price Proposal Sheet, if any, and/or upon the terms and conditions set forth in the proposal.

The undersigned certifies that this bid/proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation submitting a bid or proposal for the same labor, supplies, material, equipment, or services and is, in all respects fair and without collusion or fraud. The undersigned further certifies that he/she is authorized to sign for the Respondent.

Respondent Name (print): \_\_\_\_\_

By: \_\_\_\_\_  
(Signature) (Date)

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

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