



City of Takoma Park, Maryland
Request for Proposals
RFP #HCD 2023-03-14
Contract for Services: Rental Licensing and Rent Reporting Software

- Publication Date:** Request for Proposals (“RFP”) documents will be available beginning March 14, 2023. Bid packages may be obtained from the City of Takoma Park’s website at <https://takomaparkmd.gov/services/bids-contracts/>.
- Deadline:** Proposals are due no later than 11:59 p.m. on **April 14, 2023**.
- Registration Information:** All prospective responders must register with the City of Takoma Park to submit a responsive Proposal and receive future RFP communications, including any Request for Information updates. To register for the RFP, complete the form at the following weblink: <https://takomapark.seamlessdocs.com/f/RFP20230314Registration>. Once completed, a confirmation of registration will be shared with the prospective Respondent.
- Information Meeting** **Wednesday, March 22 at 1 p.m. via Zoom**
Zoom link: [LINK](#) (NOTE: You must Register to attend this Zoom Meeting)
- Purpose:** The City of Takoma Park (“City”) invites qualified firms (“Firms”) to submit responses (“Proposals”) to this Request for Proposals in order to develop two deliverables: 1) the implementation of a new software solution for the City’s Licensing and Rent Reporting Programs, and 2) ongoing maintenance and support. The selected firm will work with City staff to implement the chosen software solution and address ongoing issue as the solution is used by the City to administer its rental licensing and rent reporting programs.
- Contact:** Devin McNally, Housing Manager, Housing and Community Development Department
City of Takoma Park
7500 Maple Avenue, Takoma Park, Maryland 20912
housing@takomaparkmd.gov
Telephone: 301-891-7222

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STATEMENT OF PURPOSE

The City of Takoma Park Maryland is seeking a software solution for the administration of the City's Rental Licensing and Rent Reporting programs.

BACKGROUND

The City of Takoma Park is located in the southern part of Montgomery County, MD and borders Washington, DC and Prince George's County, MD. The City, which is about 2.4 square miles in size, is primarily residential in character and has a population of 17,703. The City's population is diverse with a majority of residents being people of color: 36.06% Black or African American, 11.37% Hispanic or Latinx, 4.69% Asian, 43.85% White, and 4.03% identifying as something other. The City and its residents celebrate its diverse, progressive identity.

The City has a roughly even split between renters and homeowners and is known for strong tenant protections as well as for having one of the first rent stabilization programs in the United States. Currently the City licenses nearly 600 rental properties totaling over 3,300 units. These properties are required to either annually or biannually renew their license. A license is issued when a property is shown to be in compliance with the five statutory requirements set forth in the City's Code ([Section 6.08](#)). Of these, nearly 300 properties (1,500 units) are subject to the City's Rent Stabilization Ordinance, which requires the properties to submit annual reports to the City verifying their rent increases and fees comply with City law ([Section 6.20 of City Code](#)). This includes setting the maximum amount rent can rise annually based on the change in the consumer price index (CPI), limiting the types of fees and the amount of fees that can be charged, and allowing for increased rents through a fair return petition.

The City of Takoma Park is seeking a firm to provide software to internally manage its rental licensing and rent reporting program and to provide a streamlined and customer-friendly external facing portal for landlords and property managers to submit applications and manage their licenses online.

SCOPE OF SERVICES

The Firm shall provide services consisting of, but not limited to, the components listed below. Please also identify any other tasks that may be necessary to complete the scope of work.

1. The Firm will lead an initial meeting with various City representatives to discuss the required steps and processes and introduce key personnel dedicated to the City contract;
2. Development and implementation of a cloud-based licensing and rent reporting platform that can manage licenses, receive and provide baseline analysis of rent reports for compliance, serve as a database for all information related to licenses and rent reports, and allow for reporting and analysis of current licenses issued. This includes
 - a. Ability to store and keep documents/data
 - b. Ability to handle the application, discontinuation, transfer, and modification of licenses through an online system.
 - c. Ability to track the status/renewal of licenses and send/receive messages through the portal.
 - d. Ability to create automatic reminders for expiring licenses.
 - e. Compatibility with the City's existing finance software (TYLER Incode) that enables payment via the licensing and rent reporting software while also automatically capturing and recording the transaction in the City's finance software.
 - f. Ability to process annual rent reports and compare to the previous year rent report.
 - g. The capacity to calculate maximum rents allowed based on imputed data. This includes:
 - i. The annual rent allowed based on the increase in the consumer price index (CPI). This is based on the actual rent for the previous year and the allowed increase for the year.
 - ii. The ability to identify if the unit has a new tenant based on the move in date entered.
 - iii. The banked rent, which is the rent that the unit could be marketed for when a tenant leaves based on the maximum allowed increase for every year.
 - iv. These calculations should be compared to the imputed data from the annual rent reports submitted by landlords and any increases beyond the allowance should be flagged for review.
 - h. The system should also allow City staff users to review flagged items and approve items with comments/supporting documentation.
 - i. The system should allow for additional documentation to be uploaded upon the request of the City for any application.
 - j. The conversion of historical data from the City's current software system to the new system.
 - k. Ability to report on the number of licenses in process/issued, the number of units, average and median rents for rent-stabilized apartments and the ability to export data to excel for analysis.
3. Ongoing maintenance and support of the software for the City, including technical assistance and training for employees.

Written contract amendments will be issued for all additions or deletions. In the event of a failure to comply with the terms and conditions of the resultant contract, the City reserves the right to cancel such contract.

FINAL DELIVERABLE

The final deliverable shall be a complete software platform that manages rental licenses and rent reports for the City as well as ongoing support for the software.

PROPOSED PROJECT TIMELINE

March 14, 2023	Request for Proposals Opens
March 22, 2023	OPTIONAL Informational Meeting @ 1 PM EST (Please register for meeting here: https://us06web.zoom.us/webinar/register/WN_WeWKXes kT_unm-sUm_3fOQ)
April 3, 2023	Final Day for Questions/Communication with the City.
April 14, 2023 @ 11:59pm EST	Request for Proposals Closes
April 17 – April 28, 2023	Proposal Review
May 8 – May 19, 2023	Invitation to Demo Solution; Review of Demos
May 26, 2023	Anticipated Firm Selection
July 2023	Anticipated Initial Consultation to Begin Work
September 2023	Quality Assurance Testing/Final Review
November 2023	Software Goes Live

SUBMISSION REQUIREMENTS

Submissions must include the following information to be considered complete. Firms are encouraged to be thorough, yet concise, and include each of the following:

1. Letter of Interest
 - a. A general statement of the Firm's qualifications, with a brief narrative outlining how the proposed work would be performed. The description of services should include a brief description of the software and how the software can fulfill the requirements laid out in the Scope of Work. The letter should include certification that the proposal and price will remain in effect for ninety (90) days after the proposal date.
2. Description of the Software
 - a. A description of the software platform, that includes the services provided and ability of the software to meet the scope of services.
3. Qualifications and Experience
 - a. Years of experience and brief description of the work done for other clients.
4. References
 - a. Please provide at least three (3) references of clients for whom similar services were provided, including a description of work completed, dates of service, and contact information.
5. Price Proposal - Provide details of the cost for the proposal, including:
 - a. Annual Licensing Cost assuming eight (8) annual City staff users
 - b. Implementation Cost which includes a breakout of
 - Cost to include property data from County GIS database
 - Cost to integrate with TYLER Incode
 - Cost to migrate over historical data
 - Cost of Software Development, Quality Assurance, and Training for eight (8) staff members
 - c. A total not-to-exceed figure encompassing the entire scope of the Project for the first year of implementation and operations.
 - d. The total cost for the subsequent two years including any expected annual cost escalations.

For all pages containing pricing, insert at bottom of the page, in a distinguishable, red color font, the following terms **“PROPRIETARY INFORMATION - BUSINESS CONFIDENTIAL”**.

6. Required Certifications
The following certifications must be submitted with the proposal:
 - a. Form A: Qualification and Certification Statement;
 - b. Form B: Certification of Non-Involvement in the Nuclear Weapons Industry; and
 - c. Form C: Living Wage Requirements Certification.
 - d. Addendum with Answers

SUBMISSION INFORMATION AND DEADLINE

The Deadline for submission of proposal is: 11:59 PM EST on Friday, April 14 2023. Proposals must be submitted electronically to <https://takomapark.seamlessdocs.com/f/RFPLicenseSoftwareSubmit>. Only Complete Applications will be considered. All extension requests will be denied. All submittals received after the closing date and time will not be entered into the review and selection process.

A confirmation email will be sent to all applicants by April 17, 2023. If no confirmation is received within that time, please contact Devin McNally at 301-891-7222, or via email at housing@takomaparkmd.gov to confirm that the submission was received.

INFORMATIONAL ZOOM MEETING

The City of Takoma Park will host an optional informational Zoom webinar on Wednesday, March 22 at 1 p.m. EST. The presentation will include an overview of the RFP process, goals, and the expectations of the Firms. Participants will be given an opportunity to ask questions. The City will record the Zoom webinar and make it available for those who are unable to attend.

To attend the Zoom webinar, please register in advance at: https://us06web.zoom.us/webinar/register/WN_WeWKXeskT_unm-sUm_3fOQL. Attendance is not mandatory but is recommended.

EVALUATION AND SELECTION PROCESS

A contract award will be made on the basis of a recommendation made by an evaluation panel composed of City staff, and authorized by formal action of the Takoma Park City Council. The evaluation panel may request an interview with any or all responders to this RFP before making a recommendation.

Proposals will be evaluated and ranked based on the following criteria. Criteria are listed in order of importance:

- The software description's alignment with the scope of services set forth in the RFP
- Cost;
- Prior experience working with local governments;
- Experience and qualifications of the Firm; and
- Client references.

Rejection of Submissions

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 select the proposal deemed most advantageous to the City, to waive any technical or formal defect therein, and to elect not to proceed with the process set forth in this RFP.

Only submissions that comply with all the objectives, provisions, and requirements of this solicitation will be considered for review. The City will determine, in its sole discretion, whether an individual

submission is responsive. The decision of the City of Takoma Park is final. Submissions deemed “Non-Responsive” will not be considered for selection.

Firms shall make no contacts with any City employee, staff member, or Council member unless authorized by the Director of Housing and Community Development, and with the exception of questions made to the project lead, the Housing Manager. Any attempt by a Firm to contact or influence a member of staff regarding this RFP may result in the immediate disqualification of the Firm and the rejection of their proposal.

Requests for Information

RFP registrants may submit additional requests for information to the City until 3 PM on Monday, April 3, 2023. The City will compile all requests and transmit written responses to all registrants weekly. All questions and answers will be provided to all participating registrants by Addendum. The Addendum should be signed and included in the RFP submission.

Duration of Prices

The price proposal submitted is irrevocable for a period of ninety (90) days from the proposal due date.

Acceptance of Terms and Conditions

By submitting a proposal, Firms accept the terms and conditions set forth in this RFP.

Procurement Law

This RFP and any contract entered into as a result of this RFP are governed by the Takoma Park

GENERAL TERMS AND CONDITIONS

The accompanying General Conditions (Exhibit A) 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.

GENERAL CLARIFICATION AND QUESTIONS

General clarifications and questions related to this RFP may be submitted in writing and emailed to housing@takomaparkmd.gov. Please include “RFP – Rental Licensing Software” in the subject line of the email. All questions will be answered via email.

EXHIBIT A: SAMPLE CONTRACT

CONTRACT FOR _____

**[CONTRACTOR]
CITY OF TAKOMA PARK, MARYLAND**

THIS AGREEMENT, hereinafter referred to as “Agreement,” is made this ____ day of _____ 202__, by and between the **CITY OF TAKOMA PARK**, a municipal corporation of the State of Maryland, located at, 7500 Maple Avenue, Takoma Park, MD 20912, hereinafter referred to as “the City,” and **[CONTRACTOR]**, a [description of Contractor’s type of business] located at _____, hereinafter referred to as “Contractor,” and both collectively referred to hereinafter as “the Parties.”

RECITALS

WHEREAS, [Insert multiple **WHEREAS** clauses providing the factual background underlying the Agreement, including any City solicitation of bids/proposals].

WHEREAS, the City desires to retain Contractor to assist it in [insert a description of the activities required], hereinafter referred to as the “Project;” and

WHEREAS, the Mayor and City Council, by enacting Ordinance No. 202__, have authorized the City Manager to enter into this Agreement in pursuit of the Project. [This **WHEREAS** clause may be removed if the Council is not required to authorize the Agreement, under Chapter 7.04 of the Takoma Park Code.]

TERMS

NOW, THEREFORE, in consideration of the mutual promises of the Parties, and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Parties agree as follows:

SECTION 1. SCOPE OF SERVICES

1.1. During the term of this Agreement, Contractor agrees that it will have the following responsibilities with respect to the Project:

1.1.1. [Insert subsections concerning the activities required under the Project]

1.2. The Project shall also include all other work as reasonably and additionally required by the City and agreed to by Contractor. Any such work shall be reduced to written form and will require the Parties to execute a modification to this Agreement as set forth in Section 5 of this Agreement.

SECTION 2. PERIOD OF PERFORMANCE

2.1. The effective term for this Agreement is for _____, commencing upon the execution of this Agreement.

2.2. By agreement of the Parties, this Agreement may be renewed or extended for up to ___ (__) additional one-year terms following the expiration of the initial term of this Agreement. Continuation of Contractor's performance under this Agreement beyond the initial term is contingent upon, and subject to, the appropriation of funds and encumbrance of those appropriated funds for payments under this Agreement. If funds are not appropriated and encumbered to support continued Contractor's performance in a subsequent fiscal period, Contractor's performance must end, without further cost to the City, upon the receipt of notice from the City. Contractor acknowledges that the City Manager has no obligation to recommend, and the City Council has no obligation to appropriate, funds for this Agreement in subsequent fiscal years. Furthermore, the City has no obligation to encumber funds to this Agreement in subsequent fiscal years, even if appropriated funds may be available. Accordingly, for each subsequent contract term, Contractor must not undertake any performance under this Agreement until Contractor receives a purchase order or contract amendment from the City that authorizes Contractor to perform work for any subsequent term of this Agreement. **[Only retain this clause if renewal or extension is permitted.]**

2.3. Contractor agrees to perform all services required by this Agreement, including any modifications agreed to by the Parties, as expeditiously as is consistent with good professional skill and best industry practice.

2.4. Time is of the essence and a critical factor in the successful execution of the terms of this Agreement.

2.5. Contractor must not commence work under this Agreement until all conditions for commencement are met, including execution of this Agreement by the Parties, compliance with insurance requirements, and the issuance of any required notice to proceed.

SECTION 3. FEE FOR SERVICES

3.1. In exchange for these good and valuable services, Contractor will receive a fee not to exceed the amount of _____ (\$_____). The Parties may agree to an equitable adjustment of this fee as set forth in Section 5 of this Agreement.

3.2. The compensation due to Contractor under this Agreement shall not, in any event, exceed _____ Dollars (\$_____). **[Insert this provision if the Contract is not for a set amount or is for hourly or tasked-based compensation]**

3.3. The City agrees to pay the fee contemplated in Subsection 3.1 to Contractor in _____ monthly installments in the amount of _____ (\$_____) per installment. The first monthly installment shall be paid one (1) month after the execution of this Agreement. **[Omit this provision if the payment structure under the Agreement is for a lump sum or does not call for monthly installments.]**

3.4. The City agrees to pay the fee contemplated in Subsection 3.1 to Contractor in a lump sum, after receiving an invoice from Contractor, and to pay said invoice within ___ days of receipt. **[Remove if the pay structure of the Agreement is not for a lump sum]**

3.5. Contractor shall submit invoices to the City on a monthly basis. Invoices shall be based on time expended by Contractor to complete the tasks required under this Agreement. Invoices shall include the name of the assignment; a detailed description of the services provided; the results of the services; recommendations for future actions; the date; and the amount of time expended in providing the services. Payment will be made to Contractor within thirty (30) calendar days after the City's receipt of an invoice in a form deemed acceptable by the City. Payment will be contingent upon the City's verification that the work has been satisfactorily performed as determined by the City in its reasonable discretion. The City reserves the right to verify and approve the work represented by the invoice prior to payment of the invoice. **[Retain this provision if Section 3.3 will be utilized; omit it if an alternative payment structure is utilized.]**

3.6. No payment by the City may be made, or is due, under this Agreement, unless funds for the payment have been appropriated and encumbered by the City.

SECTION 4. PRIORITY OF DOCUMENTS

4.1. The terms and conditions of this Agreement supersede any prior proposals or agreements.

4.2. The following documents are incorporated herein by reference into and made a part of this Agreement and are enumerated herein in the order of their legal precedence in the event of a conflict in their terms: (i) _____; (ii) _____; (iii) _____; and (iv) _____. In the event of a conflict in language between this Agreement and any of said documents, the terms of this Agreement shall control.

SECTION 5. CHANGES

5.1. Within the general scope of services, the City may unilaterally change the work, materials and services to be performed. The change must be in writing and within the general scope of this Agreement. In such cases, this Agreement will be modified to reflect any time or money adjustment Contractor is entitled to receive. Contractor shall not proceed with these changes (either additions or deletions) without a change order or amendment being signed by both the City and Contractor and an order or amendment stating, as applicable, the change in the work and an estimate of the time and/or cost involved in the change.

5.2. Any claim of Contractor for an adjustment in time or money due to change must be made in writing within thirty (30) days from the date the City notified Contractor of the change, or the claim is waived. Any failure to agree upon a time or money adjustment must be resolved under Section 11 of this Agreement. Contractor must proceed with the prosecution of the work as changed, even if there is an unresolved claim. No charge for any extra work, time or material will be allowed, except as provided in this Section.

5.3. The amount of any adjustment to this Agreement under this Section shall be a negotiated cost and fee.

5.4. This Agreement may only be amended or modified by a writing signed by the Parties.

SECTION 6. NOTICES

6.1. Any required notices or other communications under this Agreement shall be in writing and personally delivered, mailed, delivered by a reputable overnight delivery service, or emailed. Notice via email may be considered official notice only if the receiving party acknowledges receipt via return email or email read receipt. Notices shall be addressed as follows:

If to Contractor: _____

Telephone: _____
E-Mail: _____

If to the City: _____

Telephone: _____
Email: _____

6.2. Either party may change the person or address for notices by written notice to the other party. Notices shall be deemed given when received or three business days after the notice is deposited, properly addressed and postage prepaid, in the United States mail or one business day after the notice is sent by a reputable overnight mail delivery service (such as, but not limited to, FedEx or UPS Next Day Delivery). For notices by email, the notice shall be deemed given on the day the recipient acknowledges receipt of the notice via return email or email read receipt. Rejection or other refusal to accept or inability to deliver because of changed address, of which no Notice has been given, shall constitute receipt of the Notice.

SECTION 7. CONTRACT ADMINISTRATION

7.1. For Contractor, _____ is Contractor's Authorized Representative for this Agreement. Contractor's Authorized Representative shall act on behalf of Contractor on all matters pertaining to this Agreement. All matters and correspondence to Contractor pertaining to this Agreement shall be directed to the attention of Contractor's

Authorized Representative. Contractor's Authorized Representative shall not be changed without prior written notice to and the agreement of the City.

7.2. For the City. _____, is the City Manager's designee for purposes of this Agreement and shall act as the Contract Administrator in connection with this Agreement. The City's Contract Administrator may be changed at any time or from time to time by written notice to Contractor. The City's Contract Administrator is not authorized to make determinations (as opposed to recommendations) that alter, modify, terminate or cancel the contract, interpret ambiguities in the language of this Agreement, or waive any of the City's rights hereunder. The City's Contract Administrator is authorized to:

7.2.1. Serve as liaison between the City and Contractor;

7.2.2. Give direction to Contractor to ensure satisfactory and complete performance;

7.2.3. Monitor and inspect Contractor's performance to ensure acceptable timeliness and quality;

7.2.4. Serve as records custodian for this Agreement, including wage and prevailing wage requirements;

7.2.5. Accept or reject Contractor's performance;

7.2.6. Furnish timely written notice of Contractor's performance failures to the City Council, City Manager, and/or City Attorney, as appropriate;

7.2.7. Approve or reject invoices for payment;

7.2.8. Recommend modifications or terminations of this Agreement; and

7.2.9. Issue notices to proceed and task and purchase orders.

SECTION 8. TERMINATION

8.1. This Agreement may be terminated by the City, in whole or in part, upon written notice to Contractor, when the City determines that such termination is in its best interest. A termination for convenience is effective on the date specified in the City's written notice or, if the notice does not specify an effective date, then five (5) days after notice of termination is given by the City. Termination for convenience may entitle Contractor to payment for reasonable costs allocable to this Agreement for work or costs incurred by Contractor up to the date of termination. Contractor must not be paid compensation as a result of a termination for convenience that exceeds the amount encumbered to pay for work to be performed under this Agreement.

8.2. In the event of any of the circumstances set forth below, hereinafter referred to as "Default," the City may terminate the Agreement, in whole or in part, and from time to time:

8.2.1. Any fraudulent representation in an invoice or other verification required to obtain payment under this Agreement or other dishonesty on a material matter relating to the performance of services under this Agreement; and

8.2.2. Non-performance, incomplete service or performance, failure to make satisfactory progress in the prosecution of this Agreement, failure to satisfactorily perform any part of the work required under this Agreement or to comply with any provision of this Agreement, as determined by the City's Contract Administrator in his or her sole discretion, including:

8.2.2.1. Failing to commence work when notified.

8.2.2.2. Abandoning the work. Visual inspection by the City's Contract Administrator will serve as evidence of abandonment.

8.2.2.3. Subcontracting any part of work without the City's prior approval.

8.2.2.4. Receiving two written warnings of unsatisfactory or incomplete work or any other violation of the terms of this Agreement.

8.2.2.5. Failing to adhere to the required specifications for the work required under this Agreement.

8.2.3 Contractor, or any partner, member, principal or officer of Contractor, being criminally charged with an offense involving fraud, dishonesty or moral turpitude.

8.2.4 Contractor being adjudged bankrupt or making a general assignment for the benefit of creditor or if a receiver shall be appointed on account of Contractor's insolvency.

8.2.5 Failure to adhere to the terms of applicable city, county, state, and federal laws, ordinances, regulations, or stated public policy pertaining to the subject matter and performance of this Agreement, including but not limited to the following: the payment of all applicable taxes and withholding, compliance with equal opportunity employment and labor laws, and/or failure to obtain and/or comply with the terms and conditions of any required permits.

8.3. In the event of a Default, the City shall provide Contractor with a written notice to cure the Default. The termination for Default is effective on the date specified in the City's written notice. However, if the City determines that Default contributes to the curtailment of an essential service or poses an immediate threat to life, health, or property, the City may terminate this Agreement immediately upon issuing oral or written notice to Contractor without any prior notice or opportunity to cure. In addition to any other remedies provided by law or this Agreement,

Contractor must compensate the City for additional costs that foreseeably would be incurred by the City, whether the costs are actually incurred or not, to obtain substitute performance.

8.4. Notice of any termination must be in writing, state the reason or reasons for the termination, and specify the effective date of the termination.

8.5. In the event of termination under Subsections 8.1 or 8.2, Contractor consents to the City's selection of another contractor of the City's choice to assist the City in any way in completing the Project. Contractor further agrees to cooperate and provide any information requested by the City in connection with the completion of the Project, including assignment of any contracting rights the City may require. Contractor consents to and authorizes the making of any reasonable changes to the design of the Project by the City and such other contractor as the City may desire.

8.6. Any termination of this Agreement for cause that is later deemed to be unjustified shall be deemed a termination for convenience under Subsection 8.1.

SECTION 9. CERTIFICATIONS OF CONSULTANT

6.1. Contractor, and the individual executing this Agreement on Contractor's behalf, warrants it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for it, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or other consideration contingent on making this Agreement.

6.2. Contractor and the City represent and warrant that: (a) they have the full right and authority to enter into, execute, and perform the obligations required under this Agreement and that no pending or threatened claim or litigation known by them would have a material adverse impact on their ability to perform as required under this Agreement; (b) they have accurately identified themselves and have not provided any inaccurate information about themselves or the Project; and (c) they are entities authorized under the laws of the State of Maryland to do business within the State.

6.3. Contractor certifies that it is not now, and shall not so long as this Agreement remains in effect, engage in the development, research, testing, evaluation, production, maintenance, storage, transportation, and/or disposal of nuclear weapons or their components, or the sale of merchandise produced by companies so involved. Contractor's Certification of Non-Involvement in the Nuclear Weapons Industry is attached hereto and incorporated herein as part of this Agreement.

6.4. This Agreement is subject to the living wage requirements under *The City of Takoma Park Code*, hereinafter referred to as the "Code," Sections 7.08.150–7.08.210. Contractor and any subcontractor retained or employed on Contractor's behalf agree to pay each employee assigned to perform services under this Agreement a living wage, subject to exemptions from coverage for particular contracts set forth in Code Section 7.08.160 and for particular employees as set forth in Code Section 7.08.180(F). The current living wage is Fifteen US Dollars and Forty

Cents (\$15.40) per hour through June 30, 2022. The living wage rate is adjusted on July 1st of each year to reflect the most current Montgomery County living wage rate and said adjustments shall be applicable to this Agreement unless otherwise exempt. Contractor's Living Wage Requirements Certification is attached hereto and incorporated herein as part of this Agreement.

6.5. Contractor warrants and represents: that it is the sole entity, directly or indirectly, interested in compensation for the delivery of the services and work product awarded, and to be performed under this Agreement; that any proposal upon which this Agreement was based was made without any connection with or common interest in the profits with any undisclosed persons or entity; that this Agreement is fair and made without collusion or fraud; that no employee or official of the City is directly or indirectly interested therein; that none of its officers, directors, or partners or employees directly involved in obtaining contracts or performing any part of the work required under this Agreement has been convicted of bribery, attempted bribery, or conspiracy to bribe under any federal, state, or local law.

6.6. Contractor agrees to comply with all applicable City, county, state, and federal laws and regulations regarding employment discrimination. Contractor assures the City that it does not, and agrees that it will not, discriminate in any manner on the basis of race, color, religion, ancestry, national origin, age, sex, marital status, disability, sexual orientation, and gender identity.

6.7. Contractor certifies that all information Contractor has provided or will provide to the City is true and correct and can be relied upon by the City in awarding, modifying, making payments, or taking any other action with respect to this Agreement including resolving claims and disputes. Any false or misleading information is a ground for the City to terminate this Agreement for cause and to pursue any other appropriate remedy. Contractor certifies that Contractor's accounting system conforms with generally accepted accounting principles, is sufficient to comply with Contractor's budgetary and financial obligations and is sufficient to produce reliable financial information.

SECTION 10. INDEMNIFICATION

3.1. Contractor is responsible for any loss, personal injury, death and any other damage (including incidental and consequential) arising out of, incident to, or caused by reason of Contractor's negligence, malfeasance or failure to perform any contractual obligations. Contractor must indemnify and hold the City harmless from any loss, cost, damage, and other expenses, including attorney's fees and litigation expenses, arising out of, incident to, or caused by Contractor's negligence, malfeasance or failure to perform any of its contractual obligations. If requested by the City, Contractor must defend the City in any action or suit brought against the City arising out of Contractor's negligence, errors, acts or omissions under this Agreement. The negligence or malfeasance of any agent, subcontractor or employee of Contractor is deemed to be the negligence or malfeasance of Contractor. For the purposes of this Subsection, City includes its commissions, departments, agencies, agents, officials, and employees.

3.2. If Contractor will be preparing, displaying, publicly performing, reproducing, or otherwise using, in any manner or form, any information, document, or material that is subject to a copyright, trademark, patent, or other property or privacy right, then Contractor must: obtain all

necessary licenses, authorizations, and approvals related to its use; include the City in any approval, authorization, or license related to its use; and indemnify and hold harmless the City related to Contractor's alleged infringing or otherwise improper or unauthorized use. Accordingly, Contractor must protect, indemnify, and hold harmless the City from and against all liabilities, actions, damages, claims, demands, judgments, losses, costs, expenses, suits, or actions, and attorneys' fees and the costs of the defense of the City, in any suit, including appeals, based upon or arising out of any allegation of infringement, violation, unauthorized use, or conversion of any patent, copyright, trademark or trade name, license, proprietary right, or other related property or privacy interest in connection with, or as a result of, this Agreement or the performance by Contractor of any of its activities or obligations under this Agreement.

3.3. Contractor further agrees to notify the City in writing within ten (10) days of receipt of any claim or notice of any claim made by third parties against Contractor or any subcontractor regarding the services and work provided to the City under this Agreement. Contractor shall provide the City copies of all claims, notices of claims, and all pleadings and motions filed therein as the matter progresses. This Section 10 shall survive termination of this Agreement for a period of three (3) years and six (6) months after the termination date.

SECTION 11. DISPUTES

11.1. Any dispute arising under this Agreement which is not resolved by an agreement between the Parties shall be decided by the City Manager, after reasonable opportunity is provided for the Parties to provide written documentation supporting their position. Pending final resolution of a dispute, except for a termination of this Agreement by the City, Contractor must proceed diligently with performance under this Agreement. A claim must be in writing, for specific relief, or for a sum certain if the claim is for money, and any requested money or other relief must be fully supported by all relevant calculations, including cost and pricing information, records, and other information.

11.2. A decision by the City Manager or his or her designee under the dispute procedure set forth in this Section shall be a condition precedent to suit being filed by any party. For purposes of any litigation involving this Agreement, exclusive venue and jurisdiction shall be in the Circuit Court for Montgomery County, Maryland or in the District Court of Maryland sitting in Montgomery County.

SECTION 12. INSURANCE

12.1. Contractor shall obtain and maintain liability insurance coverage at Contractor's own expense. Contractor shall, within thirty (30) days of the execution of this Agreement, file with the City Manager, the Certificate from an insurance company authorized to do business in the State of Maryland and satisfactory to the City showing issuance of liability insurance coverage as set forth more fully herein below with a deductible no greater than _____ Dollars (\$____), except as specified in Subsection 12.1.3. Contractor shall be fully and completely responsible to pay the deductible. Unless waived in writing by the City, the Certificate shall bear and endorsement in words exactly as follows:

The insurance company certifies that the insurance covered by this Certificate has been endorsed as follows: “The insurance company agrees that the coverage shall not be canceled, changed, allowed to lapse, or allowed to expire until thirty (30) days after notice to: ‘City Manager, City of Takoma Park, 7500 Maple Avenue, Takoma Park, MD 20912.’”

Contractor shall, throughout the term of this Agreement, maintain commercial general liability insurance, automobile liability insurance, professional liability insurance, and workers’ compensation insurance in the following amounts and shall submit an insurance certificate, as set forth above, as proof of coverage prior to the final approval of this Agreement:

12.1.1. Commercial general liability insurance with a minimum combined single limit of _____ Dollars (\$ _____) for bodily injury and property damage per occurrence including contractual liability, premises and operations, and independent contractors and products liability.

12.1.2. Automobile liability insurance with coverage for bodily injury of at least _____ Dollars (\$ _____) per person, at least _____ Dollars (\$ _____) per occurrence, and coverage for property damage of at least _____ Dollars (\$ _____) per occurrence.

12.1.3. Professional liability insurance with coverage for errors, omissions, and negligent acts, with a maximum deductible of _____ Dollars (\$ _____), of at least _____ Dollars (\$ _____) per claim in the aggregate within one year of such errors, omissions, or negligent acts being discovered. **[This provision may be omitted if the agreement is not for professional services.]**

12.1.4. Workers’ compensation insurance with coverage limits of at least _____ Dollars (\$ _____) per bodily injury by accident and coverage for disease of at least _____ Dollars (\$ _____) per employee and at least _____ Dollars (\$ _____) in the aggregate.

12.1.5. Cyber liability insurance in the amount of _____ Dollars (\$ _____) per claim and _____ Dollars (\$ _____) in the aggregate. **[This provision may be omitted, depending on the nature of services.]**

12.2. All policies of insurances shall be underwritten by companies licensed to do business in the State of Maryland.

12.3. The City is not responsible for any damage or loss of property or materials stored on or within facilities owned by the City. Contractor shall provide necessary insurance coverage for such losses or shall assume full risk for replacement cost for its own property or materials and that owned by its subcontractors.

12.4. Contractor shall assure that all subcontractors carry identical coverage as required by this Section 12, either individually or as an additional insured on Contractor's policies. Exceptions may be made only with the written approval of the City.

SECTION 13. SET OFF

13.1. In the event that Contractor shall owe an obligation of any type whatsoever to the City at any time during the term of this Agreement, or after the termination of the relationship created hereunder, the City shall have the right to offset any amount so owed to Contractor against any compensation due to Contractor for the provision of goods and services covered by the terms of this Agreement.

SECTION 14. APPLICABLE LAW

14.1. The laws of the State of Maryland, excluding conflicts of law rules, shall govern this Agreement as if this Agreement were made and performed entirely within the State of Maryland. Any suit to enforce the terms hereof or for damages or other relief as a consequence of the breach or alleged breach hereof shall be brought exclusively in the courts of the State of Maryland in Montgomery County, and the Parties expressly consent to the jurisdiction thereof and waive any right that they have or may have to bring such elsewhere.

SECTION 15. RECORD AND AUDIT

15.1. Contractor shall maintain books, records, documents, and other evidence directly pertinent to costs, estimates and performance under this Agreement or required under any federal, state, or local rule or regulation, in accordance with accepted professional practice, appropriate accounting procedures, and practices. The City, or any of its duly authorized representatives, shall have access to such books, records, documents, and other evidence for the purpose of inspection, audit and copying. Contractor will provide proper facilities for such access and inspection.

15.2. Records referred to under Subsection 15.1 shall be maintained and made available during performance under this Agreement and until six (6) years from the date of final completion of the Project. In addition, those records that relate to any dispute or litigation, to the settlement of claims arising out of such performance, or to costs or items to which an audit exception has been taken shall be maintained and available until six (6) years after the date upon which any such dispute, litigation, claim, or exception is resolved.

15.3. Contractor shall include the provisions of this Section 15 in every subcontract Contractor enters into relating to this Project.

15.4. All proprietary information furnished by Contractor in connection with this Agreement, but not developed as a result of work under this Agreement or under prior agreements between the City and Contractor, shall be held confidential by the City, and returned to Contractor within thirty (30) days of the completion of the services or the conclusion of litigation wherein Contractor's services were provided. All inventions, techniques, and improvements held by Contractor to be proprietary or trade secrets of Contractor prior to any use on behalf of the City,

as well as all inventions, techniques, and improvements developed by Contractor, independent of the services rendered to the City under this Agreement, remain the property of Contractor.

SECTION 16. MISCELLANEOUS

16.1. The recitals above are hereby incorporated into this Agreement.

16.2. If any term or provision of this Agreement or applications thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remaining terms and provisions of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

16.3. This Agreement and any rights or obligations under this Agreement may not be assigned or subcontracted by Contractor without the prior written consent of the City and any attempted assignment or subcontracting without such prior written consent shall be void.

16.4. All representations, warranties, covenants, conditions, and agreements contained herein which either are expressed as surviving the expiration and termination of this Agreement or, by their nature, are to be performed or observed, in whole or in part, after the termination or expiration of this Agreement shall survive the termination or expiration of this Agreement.

16.5. This Agreement represents the entire and integrated Agreement between the City and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. Notwithstanding any provisions to the contrary in any contract terms or conditions unilaterally supplied by Contractor, the terms of this Agreement supersede Contractor's terms and conditions, in the event of any inconsistency.

16.6. All section and paragraph captions, marginal references, and table of contents in this Agreement are inserted only as a matter of convenience, and in no way amplify, define, limit, construe, or describe the scope or intent of this Agreement nor in any way affect this Agreement.

16.7. Neither the City nor Contractor has made any representations or promises with respect to the Project except as expressly set forth herein.

16.8. The neuter, feminine, or masculine pronoun when used herein shall each include each of the other genders and the use of the singular shall include the plural.

16.9. This Agreement shall not be construed in favor or against either party on the basis that it was drafted by the City.

16.10. The waiver of any breach of this Agreement shall not be held to be a waiver of any other or subsequent breach. Any waiver by the City of a requirement of this Agreement, including without limitation, any requirement that a notice be made in writing or that a notice or submission be made within a certain time, shall not operate as a waiver of the same or any other requirement of this Agreement, in any other circumstance or at any other time.

16.11. This Agreement shall not confer any rights or remedies upon any person other than the Parties and their respective successors and permitted assigns.

16.12. Contractor agrees to perform its services under this Agreement in such manner and at such times that the City and/or any Contractor who has work to perform, or contracts to execute, can do so without unreasonable delay. Contractor further agrees to coordinate its work under this Agreement with any and all other contractors that may be deemed necessary by the City.

16.13. Contractor shall be considered, for all purposes relating to this Agreement, an independent Contractor. Contractor agrees that it is not an agent of the City and shall have no right or authority to enter into any agreements or otherwise bind the City or create any obligations on behalf of the City with any other parties. Nothing contained in this Agreement will be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any other fiduciary relationship between the City and Contractor.

16.14. This Agreement may be executed electronically and in counterparts. All such counterparts will constitute the same agreement and the signature of any party to any counterpart will be deemed a signature to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by email and, upon receipt, will be deemed originals and binding upon the Parties hereto, regardless of whether originals are delivered thereafter.

[The remainder of this page is intentionally left blank—signature page follows.]

IN WITNESS WHEREOF, the City and Contractor have executed this Agreement as of the date first written above.

Witness:

[Contractor]:

By: _____

By: _____

Date

Witness:

City of Takoma Park:

By: _____

By: _____

Date

Approved as to form and
legal sufficiency:

_____ day of _____, 2023

E.I. Cornbrooks, IV
City Attorney
City of Takoma Park

FORM A

QUALIFICATIONS 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 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 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: _____

**FORM B
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, limited liability company 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 _____, 20____.

Signature _____ Contractor Name: _____ By: _____ (SEAL)

Print Name & Title

State of _____, County of _____:

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public

My commission expires: _____

FORM C
LIVING WAGE REQUIREMENTS CERTIFICATION
(Takoma Park Code, section 7.08.170.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 7.08.160 (see item B below):

Contact Name: _____
Title: _____
Phone Number: _____ Fax Number: _____
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 7.08.150 *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.

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 7.08.170.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 corporate, partner,
member or proprietor signature: _____

Print name: _____

Title of authorized person: _____

Date: _____

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