



LOWER SHORE WORKFORCE ALLIANCE DIVISION  
31901 TRI-COUNTY WAY  
SUITE 215  
SALISBURY, MARYLAND 21804  
PHONE: 410-341-3835  
FAX: 410-341-3735  
WWW.LSWA.ORG

## Request for Proposal

Program Year 2019

American Job Center Mobile Unit Replacement

Number: LSWA2019-2003

Sealed proposal, plainly marked as such will be received at:

Tri-County Council for the Lower Eastern Shore of MD

Attention: Procurement Officer

31901 Tri County Way, Ste. 201

Salisbury, Maryland 21804

On or before **June 7, 2019** at **4:00 PM**, after this time bid/proposals  
will no longer be accepted for:

Funded by the Workforce Innovation and Opportunity Act through the  
Lower Shore Workforce Alliance, a division of the  
Tri-County Council for the Lower Eastern Shore of Maryland

It is the policy of Tri-County Council not to discriminate on the basis of age,  
gender, race, color, religion, national origin, marital status, sexual orientation,  
genetic information or disability in the admission and treatment of participants,  
access to educational programs and activities, and terms and conditions of  
employment.



Serving Somerset, Wicomico and Worcester Counties



## Introduction

The Lower Shore is a designated Local Workforce Development Area (LWDA) under the Workforce Innovation and Opportunity Act (WIOA) of 2014. The Lower Shore Workforce Alliance (LSWA), a division of the Tri-County Council (TCC) for the Lower Eastern Shore of Maryland, has assumed the primary obligation for implementing and coordinating WIOA funded training and employment programs for Somerset, Worcester, and Wicomico counties. LSWA, under the leadership of the Local Workforce Development Board (LWDB), is committed to building and sustaining a successful workforce for the lower shore of Maryland and providing policy and oversight of WIOA funds and programs.

## Purpose

Tri-County Council for the Lower Eastern Shore of Maryland (TCC) is accepting proposals for replacement of the American Job Center (One-Stop Job Market) Mobile Unit. This unit is considered a specialty vehicle which will be customized and built in a “classroom” configuration. It will be used to deliver American Job Center services to remote locations.

The purpose of this RFP is to solicit proposals for the selection, purchase, and delivery of a gasoline powered medium duty specialty vehicle. The product furnished shall be of first class quality and the workmanship shall be the best grade and shall conform in all respects to the best practice in the industry. No omission of any parts or details that make the vehicle fully serviceable or operational even if not mentioned in these specifications will be accepted. Vehicles shall provide features essential for safe, efficient and comfortable operation. Driver shall have optimum road and traffic visibility under all driving conditions. All vehicles in accordance with this specification must meet all the requirements of the Americans with Disabilities Act (ADA), state and federal laws, regulations and standards. Whenever possible, the Contractor shall use standard parts and components. Custom design items shall be avoided when standardized parts and components are available.

A general overview of the specifications for this vehicle is outlined in this RFP.

## Specifications

All proposals should meet the following specifications at a minimum. Please use the space on the enclosed response form (Schedule A) to describe both the specifications you will provide and any innovations or exceptions you will make beyond the minimum specifications.

### **Basic Specifications and Dimensions**

- Overall length: 18 ft. minimum
- Exterior width: 96 in. minimum
- Overall height: 12 ft. maximum
- Interior width: 72 in. minimum
- Interior headroom: 78 to 84 in.

Any dimensions which do not meet the minimum requirements must be listed as exceptions to the specifications on form Schedule A.

### **Chassis Specifications**

**Chassis Type:** Gasoline powered chassis which will adequately handle the weight and load of the vehicle.

**Engine:** A gasoline powered engine shall be located in the front of the chassis. The engine shall provide power to cruise at 70 miles per hour.

**Transmission:** Transmission shall be an overdrive automatic type. Size and capacity ratings of unit shall be fully compatible with maximum engine horsepower and torque ratings.

**Suspension:** Suspension designed to provide maximum ride quality and vehicle control.

**Cooling System:** Heavy duty radiator, with coach fully loaded to maximum G.V.W.R. while climbing a seven-mile-long, seven percent grade at a minimum speed of 35 mph, cooling system furnished shall be capable of adequately cooling both the engine and transmission at an ambient temperature of 115 degrees F.

**Alternator:** 12-volt, 130 amp. minimum

**GVWR:** No less than 12,000 lbs. and no more than 20,000 lbs.

**Batteries:** One chassis 12 volt rated, 750 CCA each minimum to be provided for engine and additional battery(s) to be provided for auxiliary use and generator. Battery cases shall be constructed of a high strength, durable type material. Emergency start jump switch between batteries to be provided.

**Brakes:** Hydraulic anti-lock brakes rated to the GVWR of the vehicle

**Fuel Tank:** Steel tank with a minimum 35 (U.S.) gallon capacity. Generator fuel pickup tube installed by fuel tank manufacturer, set at depth not to empty tank. Fuel fill door with twist lock.

**Instrumentation:** Speedometer, odometer, tachometer, alternator, oil pressure, coolant temperature, and fuel gauges; directional signal and high beam indicators, warning lights.

**Horns:** Dual electric. An electronic type audible backup alarm shall be furnished, designed to automatically activate when the transmission is placed in reverse gear.

**Steering:** Heavy duty power system designed for vehicle weight and application. An adjustable tilt steering wheel shall be furnished.

**Tires/Wheels:** All tires (7) furnished shall comply with FMVSS 119. Tires shall be all season radial, tubeless, 18” minimum. Seven (7) wheels shall be furnished. Provide stainless steel wheel liners and valve extenders.

**Bumpers:** Bumpers shall be steel, reinforced to provide maximum protection in a collision.

### **Body Specifications**

**Construction:** Body framework shall be aluminum or steel, designed to be durable, and adequately reinforced at all points where road shock and vibration stress concentration occurs. Flat sidewalls, not curved are preferred to provide maximum interior storage. Cab to have a sound control package. Exterior side paneling shall be aluminum or fiberglass and be designed to contribute to the overall structural integrity of the body. All glass furnished shall be Automotive Approved Safety.

**Vehicle Winterization:** This vehicle shall be winterized to protect the water systems from freezing and the LCD monitors from falling outside of their operating environment.

**Windshield:** Wipers shall provide intermittent feature with single motor and pantograph arms. All glass furnished shall be automotive approved laminated safety type. Glass to be tinted.

**Driver’s Compartment:** Automotive features shall include; intermittent windshield wipers, cruise control, auxiliary start circuit, multi-adjustable sun visors, map light, automotive air conditioning, auxiliary start circuit. AM/FM/CD and GPS stereo with digital clock, seek and scan feature to be located in the dash easily accessed by driver. Include roof mounted radio antenna, main auxiliary radio power switch, cab area speakers.

**Doors:** Body shall have two sedan-type entrance doors. One for the driver’s side and one for the passenger side. Body shall have a driver’s door with steel recessed step well and assist bar mounted vertically aft of doors to aid in entering and exiting. Both sedan-type doors to have power windows. A customer entrance door with fixed window and steps on the curbside front. Common key lock system for doors. One wheelchair access door shall be located on either the right side rear or rear of the vehicle.

**Steps:** Right side entrance door to have one dual electric step, equipped with permanent magnet motor and control unit, door activated with ignition override. Steps equipped with power switch to allow steps to be locked in the down position when entrance door is open. Steps wired to engine battery, finished black with yellow stripe with textured skid surface.

**Step wells:** Sufficient interior steps at customer entrance door.

**Exterior Mirrors:** Heated remote control exterior mirrors. Each mirror to have a minimum of 30 sq. in. viewing area, flat glass and 20 inch viewing area, convex glass.

**Lights:** Provide LED or halogen front headlights and necessary tail lights to meet Federal guidelines.

**Insulation:** Polyurethane block foam sheet insulation bonded and routed to incorporate framework. Sound adding insulation to be installed in the walls.

**Floor Covering:** Commercial grade non-skid commercial grade vinyl flooring run front to rear, no seams. Color to be selected at the award of the RFP. Driver cab area and engine area to have commercial finish.

**Ceiling & Walls:** Finished ceiling and walls to be sound absorbing and flame retardant. Color selection to be made after award of bid.

**Windows:** Window in entrance door. Driver and passenger windows with locks. One emergency exit window to be provided on driver side.

**Seating:** Cab driver and passenger seats, all fabric, shall be high back, with arm rests, headrests contoured design, dual density foam and high-line fabric.

### **Corrosion Protection**

Vehicle will be treated with an anti-corrosion application to prevent premature undercarriage rusting. This application will be done prior to vehicle delivery.

### **Interior Design: Classroom Configuration**

The interior design will include the following equipment and furniture:

**Computer workstations:** Seven workstations to be angled to side walls. Counter tops to be standard grade. A minimum of one workstation shall be constructed to meet ADA requirements for people with disabilities. Each work station shall have a hole with color coordinated grommet in counter to provide access for wiring leads from multi-channel raceway. Each work station to include a slide out tray for the keyboard and mouse. Each workstation shall include a mechanism to secure the chair. Pencil storage to be provided at each workstation. Color selections to be made after award of bid.

**Cabinets:** Overhead cabinets provided on at least one side of vehicle. Cabinets to be of standard grade with no particle or fiber board materials and installed to commercial standards. All overhead cabinet doors to be hinged at top with "hands free" retainer. All cabinet doors to have appropriate latches to prevent opening while vehicle is in motion. Color and hardware selections to be made after award of bid.

**Office Chairs:** Provide seven (7) adjustable ergonomic office-type chairs, with pneumatic height control, swivel pedestal and five (5) caster wheels for each workstation. All chairs to have protective plastic edge on rear corners to prohibit damage from countertop edges.

## **Exterior Finish**

Where painted, the final finish must be of commercial truck standards and conform to paint manufacturer's instructions.

A full exterior wrap is required. The wrap shall be high quality using 3M cast film or better with laminate overlay to prevent fading. The wrap shall be durable with minimal shrinking and have at least a five-year warranty. Color and design will be finalized after award of bid.

## **Rearview Camera System**

Rearview camera system with dash mounted monitor with audio to be provided to assist in backing up vehicle. Monitor should be a minimum of seven inches measured diagonally and automatically turn on when vehicle gear lever is set in reverse. Camera to provide field of view of one hundred degrees horizontally and eighty degrees vertically.

## **Wheel Chair Lift**

Install ADA approved wheel chair lift, fully automatic with 1,000-pound lift minimum to accommodate a motorized wheel chair. Door should be located on curb side or rear of vehicle.

## **Electrical**

All wiring shall meet or exceed applicable standards. The electrical systems and wiring shall be of a quality, quantity and standard for optimum use of the vehicle in the manner described in this RFP.

## **Lighting**

Lighting fixtures shall be flush mounted in ceiling. Two dimmer switches to be wall mounted in addition to a main switch to control all lights at the electric panel.

Provide 12V exterior scene lights on right side of vehicle. Scene lights should be designed to provide sufficient lighting near customer door.

## **Computer Network**

Tri County Council (TCC) will provide the following equipment for installation:

1. Dell computer model OptiPlex 7060 Micro or size equivalent and power cord – Quantity 7
2. Dell monitor model 20 Monitor E2016H or equivalent; power cord and HDMI/DVA cord – Quantity 7
3. Dell All-in-One Mount for E Series Monitors – Quantity 7
4. Logitech Keyboard K120 – Quantity 7
5. Dell optical mouse MS116 – Quantity 7

6. Verizon MiFi model Cradlepoint IBR600LE-VZ or equivalent; optional external antenna, antenna mount, antenna cable – Quantity 1 (uses Cradelpoint COR Power Adapter)
7. Ubiquiti US-16-150W (16 port, gigabit, 150W PoE switch, fan-less) – Quantity 1
8. Ubiquiti UAP-AC-PRO (802.11ac Access Point) – Quantity 1
9. Ubiquiti UC-CK (Embedded Cloud Key for switch and AP management) – Quantity 1
10. HP LaserJet Enterprise M607dn printer – (Not connected to UPS battery power)
11. APC Smart-UPS 2200VA or equivalent – vender to determine standing or rack configuration

Specifications for each item are included as Attachment 1.

Selected bidder will mount all equipment in a professional manner that keeps the equipment stable during transportation and allows the equipment to be used by end-users or accessed by maintenance personnel with minimal effort.

All cords and cabling will be dressed and enclosed where possible to enhance appearance, reduce the risk of damage and minimize any trip/catch hazards to people. Cable enclosures will be accessible to maintenance personnel for additions, repairs or future upgrades to cabling.

All equipment will be installed in such a manner as to allow proper operation including air-flow as well as to the equipment manufacturers installation and operational specifications.

Selected bidder will notify TCC if additional cabling such as USB extension cables are needed and TCC will provide them in a timely manner.

Due to the custom length and run requirements of the network cabling TCC requires the selected bidder to fabricate or procure and install the appropriate length CAT-5e network cabling.

Computers will be mounted, connected to power and wired with CAT-5e network cabling to the Network Switch.

Monitors will be mounted, connected to power and wired via HDMI/DVI provided cord to the computer.

Keyboard will be contained/restrained during transport and wired via USB cable to the computer.

Mouse will be contained/restrained during transport and wired via USB cable to the computer.

The Network Switch will be mounted in a discrete location with a locked cover reducing access to un-authorized personnel, connected to power and wired as per Computers and MiFi specifications above.

The MiFi acts as a cellular device and a network access point. MiFi will be located in a central exposed location to allow for proper signal penetration, connected to power and wired with CAT-5e network cabling to the Network Switch. The MiFi may use an external antenna and specifications will be provided when exact equipment selection is made. The selected bidder will

mount the external antenna and properly run the antenna cable as to ensure a waterproof entrance to the vehicle, and ability to remove/repair/replace as needed.

Battery power for equipment. TCC requires a centralized battery/UPS for all network and computer equipment to keep the system up for 20 – 30 minutes. The TCC-provided UPS must be mounted in an appropriately ventilated space and the requirement for centralized power distribution.

### **Generator**

One (1) 7KW AC minimum, water cooled, power generator shall be furnished to provide electrical power to the coach electrical system. Gasoline powered generator shall be sufficient to power all AC and DC requirements. Include vibration isolation, radio suppression to commercial standards, fan and belt guards, running time meter, and battery charging alternator. Controller to include high engine temperature safety shut down and low oil pressure safety shutdown. Generator shall be plumbed to draw fuel from the chassis fuel tank. Insulation package shall include full heat insulation kit and sound deadening insulation. Entire unit shall be mounted so as to dampen vibration and reduce engine noise. AC power generator furnished shall be designed for heavy duty commercial type application and be capable of operating properly either when the coach is stationary or when traveling on the road. Operator shall be able to select between shore line (minimum 25-foot cord provided) use or generator.

### **Heat / Air Conditioning**

Electric heat and air conditioning to be sufficient to maintain 68 degrees cooling in the summer and 68 degrees heating in the winter throughout the inside of the vehicle for 8 continuous hours. Heating and air conditioning thermostat to control the temperature at a comfortable level inside the vehicle.

### **Safety**

Include one (1) 5 lb. fire extinguisher located near exit.

Include one (1) ceiling mounted smoke alarm.

Include one (1) carbon monoxide detector/alarm.

Driver and passenger three-point seat belts.

Sign on dash with vehicle height listed.

Payload sticker in cab area with vehicle axle loads and available axle payload as built.

Provide leveling and stabilizing system sized for the vehicle.



One (1) exterior vertical hand rail at entrance door. A minimum of one (1) handrail, stainless steel shall be provided on one side of the customer entrance door step wells.

### **Exterior Storage**

One (1) exterior storage compartment minimum will be required to handle equipment and supplies. All doors shall be locking with gas strut hold-ups, full length hinges with a single paddle latch type system.

### **Warranty**

Chassis, motor and drivetrain shall be warranted by the manufacturer for a minimum of three years. All body and interior upfitting warranted for at least one year. Wiring warranted by the manufacturer for three years on the vehicle site.

## **Delivery**

### **Inspection**

The Contractor shall assume all responsibility for maintaining quality of the components and equipment supplied on these vehicles.

- A. TCC shall have the right to inspect the vehicles during production and at the final point of assembly, prior to delivery.
- B. TCC reserves the right to carry out a quality assurance inspection upon delivery prior to acceptance of the vehicle and may refuse delivery should defects be found as determined by TCC.

### **Manuals**

The following shall be provided:

- Two (2) operator's manuals;
- One (1) illustrated parts manual, both chassis and body;
- One (1) Printed maintenance manual set, both chassis and body, including electrical schematics showing location of fuses and components;
- One (1) copy of all utilized vendor parts and maintenance manuals;
- One (1) set of as-built drawings;
- One (1) electronic copy of all of the manuals and parts lists.

### **Final Delivery**

Delivery is to be made to 31855 Tri-County Way, Salisbury MD, 21804 by a vendor driver who will make any minor adjustment to the vehicle as well as explain complete operation of vehicle and any miscellaneous components which may be part of the final build specification. Provide a scheduled date for the start of construction, final inspection and delivery of the vehicle.

## Evaluation Criteria

The Bidder may be required to make a presentation. Each Bidder will be evaluated against the following criteria to determine their capabilities of meeting the requirements of this proposal in a manner most advantageous to the needs of Workforce Board:

- Overall quality of the proposal including adherence to specifications.
- The Bidder’s qualifications and prior experience. Provide a minimum of three (3) references with contact name and phone number of clients.
- Ability to comply with the requirements and specifications of this RFP.
- Delivery Schedule.
- Total cost of the vehicle.
- Quality of warranties and expected response time for warranty work to be completed.
- The Bidder’s presentation if requested.

Bids which met the minimum requirements will be evaluated. Sections A, B and C of Schedule A will each be scored based on the following scoring method:

Scoring Method	
Score	Description
5	The response to the section is superior in most features.
4	<ul style="list-style-type: none"> <li>• The proposal has some superior features.</li> <li>• Information provided is generally clear, and demonstrates an acceptable ability to accomplish the requirements, with the possibility of more than adequate performance.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Meets the specifications and requirements.</li> <li>• The bidder could perform &amp; meet the minimum requirements.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Information is incomplete, unclear, or indicates an inadequate approach to/understanding of the request.</li> <li>• There is a question about the bidder’s ability to perform satisfactorily.</li> </ul>
1	<ul style="list-style-type: none"> <li>• There are deficiencies or weaknesses that can be corrected only by significant changes to the proposal.</li> <li>• The section is addressed so minimally or vaguely that there are widespread information gaps.</li> <li>• The reviewer has serious concerns about the bidder’s ability to perform the required work.</li> </ul>
0	The section is not addressed, or is addressed in a way that is totally deficient and without merit.

## Proposal Preparation and Submission

### Eligible Respondents

Who can respond: All businesses who have a demonstrated experience in supplying similar specialty vehicles. Each Bidder is advised that TCC shall hold the contractor totally responsible and accountable for effectively and efficiently providing a specialty vehicle described in this RFP.

Who cannot respond: An organization shall not be considered if:

- It has been debarred, suspended, or otherwise excluded from or ineligible to apply for Federal funds.
- At the discretion of TCC, there is good and just cause.

### **Terms and Conditions**

- TCC is a tax exempt organization. Maryland Sales and Use Tax Exemption Certificate #30200002.
- This RFP does not commit TCC to award a contract. TCC will not pay any costs incurred by the Bidder in the preparation of this proposal. TCC may accept or reject any or all proposals received as a result of this RFP, or cancel in part or in its entirety this RFP if it is in the best interest of TCC to do so.
- TCC reserves the right not to select the Bidder with either the lowest cost or the highest score on the proposal.
- TCC may request additional information or a personal interview in support of the written proposals. Each bidder must be able to provide an on-site inspection of a vehicle completed by the bidder. The model vehicle must be of the same general body style as specified.
- TCC may award a contract under this RFP without discussion with the Bidder. Therefore, proposals should be submitted on the most favorable terms from both the technical and cost standpoint.
- TCC may require the selected Bidder to participate in negotiations and submit price, technical or other revisions to the proposal as a result of the negotiations.
- The contract award is subject to the availability of federal or state funds and the execution of a contract acceptable to both the selected Bidder and TCC. TCC reserves the right to reject the proposal of any Bidder based on any misrepresentation.
- All proposals must be signed by the authorized consultant submitting the proposal.
- All proposals must be valid through August 15, 2019.
- Interested bidders are strictly prohibited from contacting members of the Lower Shore Workforce Development Board and staff of the Lower Shore Workforce Alliance regarding this RFP.

### **Timeline**

<b>RFP Timeline</b>	
May 24, 2019	Release of RFP
May 31, 2019 by 12pm	Deadline to submit questions via website
June 3, 2019	Question responses posted on website
June 7, 2019 by 4pm	Proposal deadline
June 17, 2019	Estimated Award Date

### **Questions**

To ensure a fair competitive process, all questions related to this RFP must be submitted electronically to [procurement@tcclesmd.org](mailto:procurement@tcclesmd.org). Written questions will be accepted through April

26, 2019. Written responses to questions will be posted on the website [www.lowershore.org](http://www.lowershore.org). It is the respondent's responsibility to check the website on a regular basis for updates.

### **Format**

Respondents should ensure that proposals are prepared in compliance with the following requirements:

A response is required for each section of the proposal unless otherwise noted. Proposals should be prepared in a professional manner, providing a complete and detailed description of the proposed program. Emphasis should be placed on clarity of content and completeness.

All attachments identified in the RFP must be included.

Proposal(s) must be submitted to:  
Tri-County Council – Attention: Procurement Officer  
31901 Tri-County Way, Suite 201  
Salisbury, Maryland 21804  
procurement@tcclesmd.org

Proposals may be submitted electronically or via mail.

### **Checklist**

Be sure that the following items are included in your response:

- ✓ Schedule A (Proposal Outline)
- ✓ Schedule B (Conflict of Interest Statement)
- ✓ A minimum of three (3) references with contact name and phone number of clients

**SCHEDULE A**

**CONTACT INFORMATION**

Company Name:

Address:

Contact Person:

Title:

Phone:

Email:

**I hereby certify that to the best of my knowledge all information contained in this proposal is accurate and complete, that this is a valid proposal and that I am legally authorized to sign and to represent this organization.**

Signature:

Date:

**SECTION A**

**Describe your company's qualifications and prior experience.**

**State why your company should be selected over others.**

**Describe how the proposed vehicle meets the requirements that "the product furnished shall be of first class quality and the workmanship shall be the best grade and shall conform in all respects to the best practice in the industry".**

**Briefly describe how the proposed vehicle provides features which are essential for safe, efficient and comfortable operation.**

**Describe how the proposed vehicle meets the requirements of the Americans with Disabilities Act (ADA).**

**SECTION B**

*Provide a detailed description of the vehicle specifications that are being proposed. Use this form to describe both the specifications you will provide and any innovations or exceptions you will make beyond the minimum specifications outlined in the RFP. Each section must be addressed.*

**Basic Specifications and Dimensions**

<b>Overall length</b>	
<b>Exterior width</b>	
<b>Overall height</b>	
<b>Interior width</b>	
<b>Interior headroom</b>	

**Chassis Specifications: Chassis Type**

**Chassis Specifications: Engine**

<b>Chassis Specifications: Transmission</b>
<b>Chassis Specifications: Suspension</b>
<b>Chassis Specifications: Cooling System</b>
<b>Chassis Specifications: Alternator</b>
<b>Chassis Specifications: GVWR</b>
<b>Chassis Specifications: Batteries</b>
<b>Chassis Specifications: Brakes</b>
<b>Chassis Specifications: Fuel Tank</b>
<b>Chassis Specifications: Instrumentation</b>
<b>Chassis Specifications: Horns</b>
<b>Chassis Specifications: Steering</b>
<b>Chassis Specifications: Tires/Wheels</b>
<b>Chassis Specifications: Bumpers</b>
<b>Body Specifications: Construction</b>
<b>Body Specifications: Vehicle Winterization</b>
<b>Body Specifications: Windshield</b>
<b>Body Specifications: Driver's Compartment</b>
<b>Body Specifications: Doors</b>

<b>Body Specifications: Steps</b>
<b>Body Specifications: Step Wells</b>
<b>Body Specifications: Exterior Mirrors</b>
<b>Body Specifications: Lights</b>
<b>Body Specifications: Insulation</b>
<b>Body Specifications: Floor Covering</b>
<b>Body Specifications: Ceiling and Walls</b>
<b>Body Specifications: Windows</b>
<b>Body Specifications: Seating</b>
<b>Corrosion Protection</b>
<b>Interior Design: Classroom Configuration Computer Workstations</b>
<b>Interior Design: Classroom Configuration Cabinets</b>
<b>Interior Design: Classroom Configuration Office Chairs</b>
<b>Exterior Finish</b>
<b>Rearview Camera System</b>
<b>Wheel Chair Lift</b>
<b>Electrical</b>

<b>Lighting</b>
<b>Computer Network</b>
<b>Generator</b>
<b>Heat / Air Conditioning</b>
<b>Safety</b>
<b>Exterior Storage</b>
<b>List any non-standard items and explain why the custom part/component is needed.</b>
<b>Provide additional vehicle details, if any.</b>

<b>SECTION C</b>
<b>List warranty information.</b>
<b>Describe the process for addressing warranty-related issues, including expected resolution timelines.</b>
<b>Provide an acquisition timeline: scheduled date for the start of construction, final inspection, and delivery of the vehicle.</b>
<b>Provide the cost of the vehicle and payment terms.</b>
<b>Provide any additional proposal details, if any.</b>



**SCHEDULE B**

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Tri-County Council, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. Activities are defined as board membership, employment or a vendor in any capacity. Relationships are defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B (64) and includes a bidder, offer or, Contractor, consultant, or subcontractor or sub consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder of offer or warrants that, except as disclosed in D below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explains in detail--attach sheets if necessary):

---

---

---

---

E. The bidder or offer or agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offer or will immediately make a full disclosure in writing to the Administrative Office of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offer or has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the Executive Director of any contrary action to be taken.

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.**

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

Printed Name of Authorized Representative and Affiant: \_\_\_\_\_

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