

Charles County Sheriff's Office

Charles County, Maryland

REQUEST FOR PROPOSALS



Uniform and Related Equipment

Request for Proposal (RFP) #25-004

Release date: June 13, 2025

The Sheriff reserves the right to accept or reject any bid or any item listed herein. The Sheriff further reserves the right to waive any formalities in the bids received.

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GENERAL PROPOSAL INFORMATION

This Request for Proposal (RFP) seeks multiple vendors to provide Uniforms and related equipment for the Charles County Sheriff's Office, located in La Plata, Maryland.

OBJECTIVE

The offeror shall provide and deliver uniform items and related equipment for the Charles County Sheriff's Office.

Completed proposals must be submitted by UPS, FedEx, hand delivered or via email to the Charles County Sheriff's Office, 6915 Crain Highway, La Plata, Maryland 20646 to the attention of: Susan Auth, Procurement Specialist, auths@ccso.us. The bid should be sealed in an envelope marked "Sheriff's Bid No. CCSO-25-004 DO NOT OPEN". All bids will be stamped with date and time of receipt and will be kept secure in a locked drawer until the bid opening. If emailing bids please ensure that the subject line of the email is clearly marked with "Sheriff's Bid No. CCSO-25-004", all emails will be moved to a folder until bid opening. **The bids are due by 11:00 a.m., August 1, 2025.** LATE BIDS WILL NOT BE ACCEPTED.

No verbal requests for clarification or interpretations will be accepted. Offerors must submit any questions or deviation requests in writing to Charles County Sheriff's Office Procurement Specialist, Attention: Susan Auth, Procurement Specialist, email: auths@ccso.us. All requests/questions must be received no later than July 18, 2025, at 3:00 pm Eastern Time, no exceptions.

INSTRUCTIONS and FORMS

- (a) All proposals are to be submitted on and in accordance with the attached excel formatted pricing file for this purpose, which are included as 3 separate tabs named "lots". The price file will need to be saved on a thumb drive and submitted with the final bid proposals. The enclosed Charles County Sheriff's Office Affidavit form must be completed and submitted. "If" applicable, the MBE (minority business enterprises) and SLBE (small, local business enterprises) affidavits should be completed and submitted. *Pricing will be all inclusive and will include delivery and any oversize charges.*
- (b) Attached will be an excel pricing file, separated into 3 tabs "lots" for a total of 125 items. The pricing data submitted on the thumb drive will need to be Unlocked and available to easily review by the Procurement Specialist, Susan Auth. Please **DO NOT** edit the original excel price file. If an alternative product needs to be submitted there will be an addition tab called "ALTERNATIVES" where you can submit product description, product #, UOM, and pricing. Attached are 3 different detailed specification sheets. **You may submit pricing on as many or as few items as you wish.**
- (c) Contract awards will be made to the lowest responsive and responsible bidder based on a "per item" basis and/or the best interest of the agency to utilize similar styles from the same Supplier from the submitted excel formatted pricing file. All participants that submit pricing will receive their portion of the bid tally with a notification letter, prior to the contract start date of September 1, 2025.

- (d) All proposals are to be submitted in sealed envelopes or via email by the prospective vendors and marked "Sheriff's Bid No. CCSO-25-004 Uniform and Related Equipment DO NOT OPEN".
- (e) Additional information or clarification of any of the instructions or information contained herein may be obtained and directed to Susan Auth, Procurement Specialist via email at auths@ccso.us.
- (f) Any prospective vendor finding any discrepancy in or omission from the technical specifications, in doubt as to their meaning, or feeling that the technical specifications as discriminatory, shall notify, at once, Susan Auth at: auths@ccso.us in writing not less than five (5) days prior to the scheduled bid opening.
- (g) Any questions regarding this RFP must be submitted in writing to Susan Auth, Procurement Specialist at: auths@ccso.us. Cutoff date for questions will be July 18, 2025, at 3:00 p.m.
- (h) If it becomes necessary to revise any part of this solicitation, or if additional information is necessary to enable the Offeror to make an adequate interpretation of this solicitation, a supplement to the solicitation will be issued. The Offeror shall acknowledge in their proposal, the receipt of all addenda, supplements, amendments, or changes to the solicitation that were issued by the Charles County Sheriff's Office. Oral statements made by Charles County Sheriff's Office personnel shall not bind the Charles County Sheriff's Office in any manner whatsoever and cannot be used to protest or otherwise challenge any aspect of this solicitation or subsequent agreement.
- (i) Any interpretation, correction, or changes to the solicitation will be made only by addendum duly issued and will be posted on the Charles County Sheriff's Office Bid Board found at www.CharlesCountyMD.gov. Click on "Procurement" and then "Bid Board". Any and all addenda issued prior to the proposal due date/time shall become a part of the contract documents and shall be covered in the proposal prices unless an alternate schedule is presented by addendum. It is the responsibility of the Offeror to check the Charles County Sheriff's Office Bid Board as frequently as necessary to obtain all updates and addenda to the solicitation.

VENDOR SELECTION

- (a) Selection of the vendor(s) will be made on a "per item" basis and/or the best interest of the agency to utilize similar styles from the same Supplier. Vendors may offer pricing on as few or as many items as desired.
- (b) The Sheriff will select the vendor who meets quality and delivery requirements as determined by the specifications. All uniform and related items shall be of superior quality to assure the professional appearance of Charles County Sheriff's Office employees.
- (c) Any other considerations by the prospective vendor will be stated on their proposal.
- (d) All bids will be reviewed by a committee of three (3) members and the contract will be awarded within 30 days following the bid opening. Contract award will be made to the lowest responsive eligible bidder complying with all bid provisions.
- (e) Notice of award will be made to the lowest bidder complying with all provisions of the bid, consistent with these instructions.

- (f) The contract contains no guarantee of any minimum or specific quantity and obligates Charles County Sheriff's Office to procure only such quantities as are required.
- (g) Vendor selections will be made, and **awards will be effective: September 1, 2025.**

SOLICITATION SCHEDULE

This schedule may be subject to change. Offerors shall monitor the "EMaryland Marketplace" accordingly for addendums.

NOTE: Times and dates are subject to change due to extenuating circumstances, including inclement weather. Offerors may obtain Charles County Sheriff's Office operating status by calling 301-609-6241 (meeting times cannot be verified at this number).

Milestone	Date
RFP Published	June 13, 2025
Last Day for Questions and Sample Submittals	July 18, 2025, before 3:00 p.m. (Eastern Time)
Proposals Due to Charles County Sheriff's Office*	August 1, 2025, before 11:00 a.m. (Eastern Time)

*If the Charles County Sheriff's Office is closed for business at the due date and time scheduled, for whatever reasons, sealed proposals will be accepted on the next business day of the Charles County Sheriff's Office, at the originally scheduled time. Offerors shall monitor the Bid Board for schedule changes issued via addendum.

LITERATURE and SAMPLES

- (a) The name of any manufacturer, trade name or manufacturer, vendor catalogue number mentioned in technical specifications is for the purpose of designating a standard of quality and characteristics of products that will be satisfactory and for no other. All such proposals shall indicate clear comparison to be made with the particular brand or manufacturer specified. Catalogue cuts and descriptive data shall be attached to the original copy of the proposal where applicable. Failure to submit the above information may be sufficient grounds for rejection.
- (b) At the request of the Sheriff, samples may be requested for any item. The vendor shall provide an adequate quantity of sample products to determine value. Submitted samples shall be considered an expressed warranty as to the quality of subsequent product purchases.
- (c) All proposals must be accompanied by descriptive literature giving full description or details as to type of materials and equipment that is to be furnished.
- (d) Bid samples for any alternatives or equal quality are **required at no charge.**
- (e) Samples may be delivered to the Charles County Sheriff's Office, "Quartermaster" at 10435 Audie Lane, La Plata, Maryland 20646, shipping UPS or FedEx only, 2 weeks before the bid

opening. All packages shall be marked "SAMPLES FOR QUARTERMASTER", and each sample shall bear the name of vendor and item number. All deliveries under the proposal shall conform in all respects with samples, catalogue cuts, etc., as submitted and accepted as a basis for vendor selection.

- (f) Upon notification by the Quartermaster that a sample is available for return, it shall be removed within thirty (30) days, or the Quartermaster will not be responsible for its disposition.
- (g) The Sheriff's Office will be free from any redress or claim in the part of the vendor if any articles or materials are lost or destroyed.

RESERVATIONS

- (a) The Sheriff reserves the right to reject any or all proposals or parts of proposals when, in his judgment, the best interest of public safety will be served thereby.
- (b) The Sheriff reserves the right to waive formalities in proposals as the best interest of public safety.
- (c) The Sheriff may waive minor differences in specifications, provided these differences do not violate the intent nor materially affect the operation for which the item or items that are being purchased nor increase cost to the Sheriff's Office.

GUARANTEE and WARRANTY

The vendor warrants those materials, supplies and equipment furnished by them to be of the highest quality, complying with specifications and free from all defects whatsoever, in workmanship and materials. Any materials, supplies or equipment showing defects or failure due to either or both of the above causes shall be immediately replaced free of cost to the Sheriff's Office.

DELIVERIES

- (a) Inside deliveries shall be made to: **Charles County Sheriff's Office; attention: Quartermaster, 10435 Audie Lane, La Plata, Maryland 20646, using FedEx, UPS or Freight carrier only are preferred and expected. NO DELIVERIES ARE ACCEPTED AFTER 3:00 p.m. All proposals shall include shipping to the Quartermaster's Office.**
- (b) All uniform shirts shall be shipped with each shirt in a plastic shirt bag.
- (c) All uniform jackets, dress blouses shall be shipped with hangers and individual plastic protective covering.

DELIVERY TICKETS or PACKING SLIPS

All deliveries shall be accompanied by a delivery ticket or packing slip. They shall contain the following information for each item delivered:

Purchase order number.

Brand name of the article and type

Item number

Quantity

Name of vendor or manufacturer

INSPECTION

All materials, supplies and equipment delivered to the Sheriff's Office shall be subject to final inspection by the Sheriff. If inspection indicates that any part of the materials or supplies are deficient in any respect, the Sheriff, in his absolute discretion, may reject all or any part of the materials and supplies to be provided under this proposal. Variances in materials and supplies may be waived upon arrival by the Sheriff.

DISPUTES

In case of disputes as to whether any item quoted or delivered meets the specifications, the decision of the Sheriff shall be final.

TERMINATION PROCESS

Termination for Convenience

The Sheriff's Office may terminate this proposal, in whole or in part, without showing cause by giving written notice to the vendor stating when the termination shall become effective. The vendor will not be reimbursed for any anticipatory profits which have not been earned to the date of termination.

Termination for Default

When the vendor has not met the conditions of the proposal, payment shall be withheld at the discretion of the Sheriff. Failure on the part of the vendor to fulfill obligations shall be considered just cause for termination of the proposal and the vendor is not entitled to any costs incurred by the vendor up to the date of termination.

TERMS

This pricing and agreement shall be in effect and hold pricing firm for 3 years from September 1, 2025 – August 31, 2028.

AMENDMENTS

This Agreement may be amended at any time by mutual agreement of the Parties without additional consideration, provided such amendment is reduced to writing and signed by authorized agents of both Parties.

TAXES

The Sheriff's Office is a State and local tax-exempt organization. Appropriate tax-exempt certificate/numbers will be furnished to the successful vendors. Therefore, the vendor is responsible for and agrees to pay all applicable taxes. (Our State of Maryland Tax Exempt number is 30001169 with no expiration date).

PAYMENT TERMS

The Office of the Sheriff for Charles County, Maryland will pay the vendor thirty (30) days from the date of invoice and final acceptance, net 30 days.

PRICING

- 1 Prices quoted from this offering shall be guaranteed from September 1, 2025 – August 31, 2028, for 3 years and remain unchanged. There shall be no exceptions. Failure to deliver specified items at the time and price prescribed may result in cancellation of this and future vendor selection. **The cost of inside delivery via FedEx, UPS or Freight carrier, no US Postal Service, shall be included in the bid price or at the expense of the vendor.**
- 2 Cooperative Purchase: Charles County Sheriff's Office reserves the right to extend all terms, conditions, specifications and unit or other prices of any contract resulting from this bid to any and all public bodies, subdivisions, school districts, community colleges, colleges, universities including non-public schools. This is conditioned upon mutual agreement of all parties pursuant to special requirements which may be appended thereto. The contractor agrees to notify Charles County Sheriff's Office of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. Charles County Sheriff's Office assumes no authority, liability, or obligation, on behalf of another public or non-public entity that may use this contract resulting from this bid. All purchases and payment transactions will be made directly between the contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the bid/proposal response.
Charles County Sheriff's Office participates with Cooperative Contracts. If the contractor currently has a Cooperative Contract in place, the Cooperative Contract pricing will need to be utilized for the bid/proposal response. The contractor will need to provide the specific Cooperative Contract, name, and terms in which the pricing will be utilized from.
- 3 Economic Adjustment Clause: In the event the cost of the base of a product should increase during the period in which the Contract is in effect, the vendor may submit written proof of such increase to Charles County Sheriff's Office and request increase. Upon approval by Charles County Sheriff's Office, the Supplier shall be entitled to adjust the price by the amount sufficient to compensate the Supplier for such increase.
The claim for the adjustment must include a written notification from the manufacturer verifying the Supplier's cost at the time of the contract award or last increase and at the time of the requested increase. The increase will only be allowed on the increase in cost of base product to the Supplier. The Charles County Sheriff's Office reserves the right to ask for invoices, published price lists, or any other evidence establishing Supplier's cost to support the increase.
In all cases, the Supplier must file a claim and receive approval for such adjustments prior to accepting a purchase order for delivery of the effected product. In any event, the claim for such adjustment will not apply to orders dated prior to the date the Quartermaster's representative received the required documentation necessary to justify the increase.
In the event the cost of the product should decrease during the period of the time in which the Contract is in effect, the Charles County Sheriff's Office reserves the right to adjust the price

equitably downward. It is the Supplier's responsibility to notify the Charles County Sheriff's Office of any such decreases.

PURCHASES

The agreement set forth is essentially a price agreement and the execution of the agreement does not authorize the vendor to deliver or release any materials to any unauthorized personnel in the Charles County Sheriff's Office. Authorization for materials to be delivered shall be by **PURCHASE ORDER** only. These purchase orders will be issued by the Sheriff's Office procurement specialist and forwarded to the vendor. If you deliver items without authorization in the form of a purchase order, you run the risk of nonpayment.

BID/AWARD PROTESTS

All protests made pursuant to this solicitation must be in writing and delivered to the Procurement Specialist/Quarter Master: (a) within ten (10) calendar days after the Purchasing Division has publicly posted the proposed contract award, if an Offeror seeks as a remedy the award of the contract, or (b) before the submission date for proposals, if an Offeror seeks as a remedy the cancellation or amendment of the solicitation. **Each protest must contain a protest filing fee in the amount of \$500 (US currency); if the fee is paid by check, then the check must be made out to "Charles County Sheriff's Office"**. The Procurement Specialist/Quarter Master, may, at his sole election, return the filing fee to the protesting Offeror, if the protest is sustained. Filing fees for unsustained protests shall not be returned. The Procurement Specialist must dismiss any protest not timely received.

Only an Offeror that is "aggrieved" is eligible to file a protest. Aggrieved means that the Offeror who is filing the protest is susceptible for an award of the contract if the protest is sustained (e.g., a fourth ranked Offeror is not aggrieved unless the grounds for a protest, if sustained, would disqualify the top three ranked Offerors, or would require that the solicitation be reissued). Each protest must contain the following: identification of the solicitation; the name, address and telephone number of the protesting Offeror; a statement supporting that the Offeror is aggrieved; and specification of all grounds for the protest, including submission of detailed facts and all relevant documents, citation to relevant language in the solicitation, regulations, or law relied upon; and, all other matters which the Offeror contends supports the protest. The burden of production of all relevant evidence, data and documents, and the burden of persuasive argument to support the protest is on the Offeror making the protest.

The Procurement Specialist shall forward to the Charles County Sheriff's Office General Counsel Attorney, all protests timely received and appropriate information addressing the circumstances of the protest. The Procurement Specialist shall also forward for the Charles County Sheriff's Office General Counsel Attorney's information, all protests not timely received and/or otherwise ineligible, that was dismissed by the Procurement Specialist.

The Procurement Specialist, after consultation with the Charles County Sheriff's Office General Counsel Attorney, shall determine whether to sustain or reject the protest, and shall provide written notice of his determination to the Offeror making the protest, and to the Charles County Sheriff's Office General Counsel Attorney. In the case of a sustained protest, the Procurement

Specialist, after consultation with the Charles County Sheriff's Office General Counsel Attorney, shall determine what remedy shall be taken to redress the protest. All decisions of the Procurement Specialist shall be final, and not subject to appeal.

REJECTION OF BIDS/PROPOSALS

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be sufficient for the disqualification of an offeror and the rejection of this proposal:

- a. Evidence of collusion among offerors.
- b. Lack of competency revealed by financial statements, experience, equipment statements, or other factors.
- c. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted or from previous experience with the offeror.
- d. Default on a previous similar contract for failure to perform.
- e. Being delinquent in payments due to Charles County Government.
- f. Exceptions or exclusions to the requirements of the solicitation.
- g. Failure to be in "Good Standing" with the State of Maryland.
- h. Previous substandard performance on a Charles County Sheriff's Office contract.
- i. Failure to perform properly or to complete, in a timely manner, contracts of a similar nature, or if investigation shows the offeror unable or unlikely to perform the requirements.
- j. Failure to furnish information requested by the Charles County Sheriff's Office.

The Charles County Sheriff's Office reserves the right to reject any/all proposals, to waive irregularities and/or informalities in any proposal, and to make award in any manner, consistent with law, deemed in the best interest of the Charles County Sheriff's Office.

ARITHMETICAL ERRORS

Any errors in computations may be corrected during the Charles County Sheriff's Office's review of the proposals. The Charles County Sheriff's Office shall not be responsible for Offeror computation errors contained on the **Financial Proposal**. All values contained on the **Financial Proposal** remain the responsibility of the Offeror. Where the unit price and the extension price are at variance, the unit price will prevail. In the event that the unit price is not provided, the unit price shall be the extended price divided by the quantity.

ELIGIBILITY FOR AWARD

To be eligible for award, Offerors shall meet the following conditions:

- a. By submitting a proposal in response to this solicitation, the Offeror certifies that their firm is not debarred, suspended, or otherwise ineligible for participation in government procurement by the federal government, the State of Maryland, or any other state, county, or municipal government.
- b. The Offeror certifies that it is not delinquent in any payments due to Charles County Government. The Charles County Sheriff's Office reserves the right to refuse proposals and/or not contract with Offerors in a delinquent payment status with Charles County Government.
- c. Offerors' status shall be verified with the State of Maryland Department of Assessments and Taxation (SDAT). The Charles County Sheriff's Office may require the successful Offeror to

submit a "Certificate of Status," issued by the Maryland Department of Assessments and Taxation's Charter Division, and State of Organization identifying the Offeror is in "good standing" with the State of Maryland.

OFFEROR'S INVESTIGATIONS

Prior to submitting a proposal, each Offeror shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the Charles County Sheriff's Office that the Offeror will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful Offeror from this obligation to comply in every detail with all provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the successful Offeror.

NOTIFICATIONS

Legal notice given by the Charles County Sheriff's Office to the Offeror shall be sent to the address provided in the Offeror's ***Financial Proposal***. Notice given by the Charles County Sheriff's Office will be by electronic communication.

NEGOTIATIONS

The Charles County Sheriff's Office may negotiate contract terms, price, statement of work, or other conditions that results in the most advantageous outcome for the Charles County Sheriff's Office. In the event an agreement satisfactory to the Charles County Sheriff's Office cannot be negotiated, the Charles County Sheriff's Office may terminate negotiation and move to another Offeror.

GOVERNING LAW

This Contract shall be governed by and construed in accordance with the laws of the State of Maryland applicable to agreements made and to be performed wholly within that state, irrespective of such state's choice-of-law principles.

JURISDICTION AND VENUE

The parties submit to the jurisdiction of the courts of the State of Maryland. Any action brought hereunder must be brought in a court of competent jurisdiction in the State of Maryland.

INDEMNIFICATION CLAUSE

The Contractor shall protect, hold free and harmless, defend and indemnify Charles County Sheriff's Office and Charles County Government, including its elected officials, officers, agents, and employees from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees, resulting from injury to, or death of, any person or damage to property of any kind, which injury, death or damage arises out of, or is any way connected with the performance of the work under this contract. This agreement shall apply to any acts or omissions,

negligent conduct, whether active or passive, including acts or omissions of contractor's agents or employees; except that this agreement shall not be applicable to injury, death or damage to the property arising from the sole negligence of Charles County Sheriff's Office and Charles County Government, it's elected officials, officers, agents, and employees.

MARYLAND PUBLIC INFORMATION ACT

Bidder recognizes that Charles County Sheriff's Office is subject to the Maryland Public Information Act, Title 4 of the General Provisions Act of the Annotated Code of Maryland. Bidder agrees that it will provide any justification as to why any material, in whole or part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act.

*****THIS SPACE INTENTIONALLY LEFT BLANK*****

SOCIO-ECONOMIC PROGRAMS

Minority Business Enterprise (MBE) program: Offerors are advised that Charles County Government has established an MBE Program which applies to all formal solicitations. There is an aspirational minimum goal of 25% MBE participation for each project. The use of MBEs is strongly encouraged.

The Charles County Sheriff's Office recognizes, as Minorities, the following groups: African Americans; American Indians/Native Americans; Asians; Hispanics; Women; Physically or Mentally Disabled persons and Disabled American Veterans. The Charles County Sheriff's Office will automatically recognize MBE status for any Offeror certified by the Maryland Department of Transportation (MDOT), Federal 8-A registration and Charles County Government. Information concerning the Charles County MBE Registration Process may be obtained by contacting the Charles County Economic Development Division, at (301) 885-1340 x2202.

The solicitation documents included herein contain a form entitled "Minority Business Enterprise Utilization Affidavit". This document indicates the MBE certification status of the Offeror, as well as the level of participation of any MBE sub-contractor(s) or supplier(s). Offerors are required to complete this form and submit it with their proposal. The awarded Offeror(s) shall be required to report MBE Utilization to the Charles County Sheriff's Office post award on the Charles County Sheriff's Office's "MBE Utilization – Post Award" form, if they have proposed any MBE usage.

The Charles County Government maintains a list of registered MBE Offerors on the Economic Development website located <http://www.meetcharlescounty.com/local-minority-business-programs/>.

Small Local Business Enterprise (SLBE) program: Offerors are advised that Charles County Government has established a Small Local Business Enterprise (SLBE) Program, which registered Charles County SLBE Offerors responding to this solicitation may receive a preference in accordance with the provisions of the Program that may apply to a formal solicitation resulting in an award of less than \$500,000 if they:

- a. Are registered in the Charles County SLBE Program and eligible in all other respects, at the time the Offeror's proposal is submitted.
- b. Complete the attached SLBE forms and indicate their SLBE status.
- c. Are susceptible for award for a contract valued less than \$500,000.

Registered Charles County SLBEs must meet all the same requirements on non-SLBE Offerors. Offerors must have completed the registration process and have achieved full SLBE status by the due Information concerning the Charles County SLBE Registration Process may be obtained by contacting the Charles County Economic Development Division, at (301)885-1340 x2202. The Charles County Sheriff's Office maintains a list of registered SLBE Offerors on the Economic Development website located at <http://www.meetcharlescounty.com/local-minority-business-programs/>.

CHARLES COUNTY Minority Business Enterprise (MBE) AFFIDAVIT**For Charles County Sheriff's Office****BID#** _____

Name of Bidder: _____

Please respond to the following questions:

Check One

	<u>Yes</u>	<u>No</u>
1. Certified Minority Business Enterprise?	_____	_____
a. Certified by State of Maryland?	_____	_____
b. Federal 8-A Registration?	_____	_____
c. Charles County Local Government?	_____	_____
d. Other (please list) _____		

Principle Owner's Minority Class (please check):

African American _____ Asian American _____ Hispanic America _____
Native American _____ Women _____ Other (please list) _____
Or N/A if not applicable _____

Signature_____
Printed name_____
Title_____
Date***"If applicable", all bidders are required to complete this form and submit it with their proposal.******Please note N/A if Not Applicable.***

CHARLES COUNTY Small Local Business Enterprise (SLBE) AFFIDAVIT**For Charles County Sheriff's Office****BID#** _____

Name: _____

Please respond to the following question:

Check One

YesNo

1. Is your business a Registered SLBE with the County Government? _____

If, Yes, record the Bidder SLBE Registration number: _____

Or N/A if not applicable _____

By signing below, the Bidder certifies that it has complied with SLBE program requirements and during the course of the project will maintain all terms and conditions set forth in the SLBE forms. The County Government shall be granted access to inspect any relevant matter related to SLBE program compliance, including records and the business location.

Signature_____
Printed name_____
Title_____
Date

"If applicable", all bidders are required to complete this form and submit it with their proposal.

Please note N/A if Not Applicable.

CCSO AFFIDAVIT

I do solemnly declare and affirm under the penalties of perjury the following:

1. That neither I, nor to the best of my knowledge, information, and belief, the Supplier/Offeror, nor any officer, director, partner, member, associate or employee of the Supplier/Offeror, nor any person in his behalf, has in any way agreed, connived or colluded with anyone for and on behalf of the Supplier/Offeror, to obtain information that would give the Supplier/Offeror an unfair advantage over others, nor to gain any favoritism in the supplier selection, nor in any way to produce a deceptive show of competition in the matter of supplier selection for this designated acquisition period.

2. That neither I, nor to the best of my knowledge, information, and belief, the Supplier/Offeror, nor any officer, director, partner, member or associate of the Supplier/Offeror, nor any of its employees directly involved in obtaining contracts with the State of Maryland or any other County or any Subdivision of the State has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any local State or Federal Government.

Company: _____

Mailing
Address: _____

Name of individual submitting price list:

(Please type or print)

(Signature)

(Date)

Telephone number where the above individual may be reached:

Area Code _____ Number _____

NO BID FORM – RFP # _____**Attention: Bidders Who Are Not Bidding On This Proposal**

As part of our efforts to improve our procurement practices, we would appreciate feedback from vendors who are not bidding on our RFP, Request for Proposal. If you are not offering a bid, please take a moment to indicate on this form, which of the following best describes the reason(s) you have not bid. Your company will be retained on our bid list, unless you check Reason #1, requesting removal. **Please complete and return this form to: CCSO, P.O. Box 189, La Plata, MD 20646 attention: Lisa Estes.**

(Check one)

- _____ 1. Remove our company _____ from your bid list.
- _____ 2. The specifications were unclear. (Please explain)
- _____ 3. The solicitation submission date did not allow us adequate time to prepare and submit a bid.
- _____ 4. My company is not in a position, for business reasons, to handle the order at this time.
- _____ 5. The general terms and conditions for this proposal are not acceptable to my company. (Please explain)
- _____ 6. Our experience on previous proposals was not satisfactory. (Please explain)
- _____ 7. Other (Please explain)

Company Name & Address:

Contact Name & Phone #:
