

**REVENUE AUTHORITY  
OF  
PRINCE GEORGE'S COUNTY  
REQUEST FOR PROPOSALS  
NO. RA-LAN-1-2026**

*Landscaping and Grounds Maintenance Services*

**ISSUE DATE: January 23, 2026**

**PRE-PROPOSAL INFORMATION SESSION: February 9, 2026**

**PROPOSAL CLOSING: February 25, 2026**

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## **SECTION I: INTRODUCTION**

### **1.1 SUMMARY STATEMENT**

The objective of this Request for Proposals (“RFP”) is to solicit proposals from qualified and experienced Contractors to provide comprehensive on-call landscaping services for the Revenue Authority of Prince George’s County (“Revenue Authority” or “RAPGC”). These services will include, but are not limited to, lawn care, mowing, trimming, pruning, mulching, planting, seasonal clean-up, and the general maintenance of grounds across parking lots, garages, facility perimeters, walkways, and other designated areas.

#### **Landscape and Grounds Maintenance**

- Lawn care, mowing, trimming, pruning, mulching, planting,
- Seasonal clean-up, and the general maintenance of grounds across parking lots, garages, facility perimeters, walkways, and other designated areas.

The goal is to ensure that all RAPGC properties remain safe, accessible, and fully operational and remain clean, attractive, well-maintained, and welcoming throughout the year. The selected Contractor must demonstrate the capability to respond promptly, with a strong emphasis on safety, timeliness, and effectively respond to routine and special landscaping needs, with a strong emphasis on quality, safety, timeliness, and adherence to the RAPGC’s standards for service delivery. This contract will support the RAPGC’s commitment to maintaining the highest level of service to its patrons, tenants, and the public through consistent and professional landscaping and grounds maintenance.

The Contractor selected through this RFP will be awarded a three (3)-year contract, with the option for the Revenue Authority to renew for up to two (2) additional one-year terms. RAPGC reserves the right to terminate the contract at any time for inadequate performance, with a thirty (30)-day written notice to the Contractor.

### **1.2 PROPOSAL CLOSING DATE**

Proposals may be submitted either electronically or in hard copy. If submitted in hard copy, six copies are required. RAPGC reserves the right to reject any or all proposals, waive proposal deficiencies, accept any proposal that it may deem to be in the Revenue Authority’s best interests, and negotiate the terms and conditions of any proposal leading to the execution of a contract. The Revenue Authority will not open the bids publicly. Contractors should send their proposals to the Revenue Authority as follows:

Hard Copies:  
Revenue Authority of Prince George’s County  
1300 Mercantile Lane, Ste. 108  
Largo, MD 20774  
301-772-2060  
Attention: Keesha Porter

Via E-mail:  
[RVA-LAN-RFP@co.pg.md.us](mailto:RVA-LAN-RFP@co.pg.md.us)

Proposals must be received and time-stamped by 2:00 p.m. on the closing date. Hard copy submittals must be sealed, and the outside envelope must be marked as outlined above for both mailed and hand-delivered submissions. The Revenue Authority will only consider timely submissions. Contractors shall prepay any shipping/delivery charges, as applicable, for all documents submitted.

### **1.3 PRE-PROPOSAL CONFERENCE**

A pre-proposal conference will be held at 11:00 a.m. on February 9, 2026, virtually. If interested, please advise the Revenue Authority of your intent to attend, in person or virtually, and the number of attendees by emailing [RVA-LAN-RFP@co.pg.md.usby](mailto:RVA-LAN-RFP@co.pg.md.usby) 12:00 p.m. on February 6, 2026.

### **1.4 PROPOSAL ACCEPTANCE**

The Revenue Authority reserves the right to accept or reject any proposals, in whole or in part, and to waive minor irregularities.

### **1.5 AWARDS**

The Revenue Authority, in its sole discretion, reserves the right to make no award, one or multiple awards, whichever is in the Revenue Authority's best interest.

### **1.6 DURATION OF PROPOSAL OFFER**

Proposals shall be valid for 180 calendar days following the closing date of this RFP. This period may be extended by mutual agreement between the Contractor and the Revenue Authority.

### **1.7 NOTICE TO CONTRACTORS**

Contractors are expected to familiarize themselves completely with the requirements of this RFP. Failure to do so will **not** relieve the Contractor of responsibility to fully perform in accordance therewith. No consideration will be granted for any alleged misunderstanding of the material to be furnished or work to be done, it being understood that the submission of a proposal is an agreement with the terms and conditions referred to herein.

## **SECTION II: SCOPE AND REQUIREMENTS**

### **2.1 BACKGROUND**

The Revenue Authority is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other county agencies. The Revenue Authority generates trade, industry, and economic growth for the public good through the acquisition, development and financing of real

estate projects and the operation and management of facilities that stimulate employment for county residents and revenue for the county and its businesses.

## **2.2 SCOPE**

### **Landscaping and Grounds Maintenance**

The Revenue Authority of Prince George's County (RAPGC) is soliciting proposals from qualified landscaping firms to provide comprehensive grounds maintenance services across its facilities in Prince George's County. The intent is to ensure safe, clean, and visually appealing exterior environments through consistent, professional landscaping services.

#### **1. Requirements**

- The Contractor shall be a well-established landscaping services firm with extensive experience in grounds maintenance.
- The Contractor shall maintain sufficient staffing, equipment, and financial resources to support the full scope of services.
- All labor, equipment, materials, supervision, and insurance required for performance shall be furnished by the Contractor.
- All work must comply with recognized industry standards for landscape maintenance and with the specifications outlined in this Scope of Work.

#### **2. Oversight and Performance Standards**

- The Maintenance Manager will serve as RAPGC's designated representative for contract oversight. In cases of procedural discrepancy, the Maintenance Manager shall determine the method or procedure to be used.
- The Contractor shall perform all work in a professional manner using quality equipment, materials, and methods maintained at the highest standards.
- The Contractor shall comply with all state and local laws regarding waste disposal, noise reduction, environmental protection, and emissions.
- The Contractor shall proactively maintain facilities within scope and promptly report, in writing, any conditions caused by RAPGC or its personnel that hinder proper performance.
- The Contractor must remove all materials and equipment at the close of each workday. On-site storage will not be provided.
- Grass clippings, leaves, and debris must be composted, recycled, or properly disposed of daily as directed by the Maintenance Manager.

#### **3. Supervision and Staffing**

- A full-time, uniformed, English-speaking supervisor must be present on-site during all work.
- The supervisor must carry a cell phone and be immediately available to the Maintenance Manager.
- The Contractor is responsible for ensuring all personnel are trained in appropriate safety measures and compliant with OSHA and MOSH requirements.
- All drivers must maintain a valid Maryland State driver's license (or equivalent).

## 4. Tasks & Activities

### A. Spring Cleanup & Lot Clearing

- Remove debris from parking lots using leaf blowers.
- Clear all mulch beds of leaves, weeds, and debris.
- Properly remove and dispose of all debris off RAPGC property.

### B. Mulching & Bed Maintenance

- Apply fine hardwood mulch at a uniform depth of 2–3 inches, twice per season. The first application shall occur no later than June 1.
- Maintain all beds free of weeds and debris throughout the season.
- Spade-edge all beds twice per season (March/April and prior to first mulching).
- Apply pre-emergent herbicide in spring and post-emergent herbicide in fall.
- Manually weed all beds twice per year (June and August).

### C. Lawn & Turf Management

- Mow all common areas every 7–14 days to maintain a neat appearance. The mowing season will include approximately 17 cuts, with adjustments based on conditions.
- Prior to each mowing, remove trash and debris.
- Services shall include string trimming around beds, foundations, and obstacles.
- Collect excess clippings and blow walkways clear after mowing.
- Edge sidewalks and curbs at each visit.

### D. Tree & Shrub Maintenance

- Trim and shear shrubs/evergreens once per season.
- Prune trees up to 8 feet to remove shoot growth.
- For trees requiring work above ground level, the Contractor shall submit a work plan for approval.

### E. Paved Surfaces

- Apply pre-emergent herbicide to curbs, sidewalks, and parking lot cracks twice annually (April and July).
- Sweep paved areas clean of clippings, litter, glass, and debris after mowing.
- Remove debris from site and leave grounds in presentable condition.

### F. Leaf Removal

- Perform fall cleanup and leaf removal twice annually between late October and early December.
- Collect, contain, and properly dispose of all fallen leaves.

### G. Weed Control

- Perform herbicide/fertilizer application only under the following conditions:
- No rainfall anticipated within 24 hours of application.
- Wind velocity not exceeding 8 mph.

- Minimum daytime temperature of 55°F.
- Applications must be scheduled for weekends or evenings and approved in advance by the Maintenance Manager.
- All work must comply with Maryland laws and regulations.

## 5. Safety & Environmental Compliance

- The Contractor shall provide personnel training in safety practices and compliance with all applicable OSHA and MOSH standards.
- The Contractor shall follow all environmental regulations regarding herbicide application, waste management, and noise/emission standards.

## 6. Exclusions

- RAPGC will not provide storage facilities for equipment or materials.
- Any services outside this Scope of Work must be pre-approved in writing by the Maintenance Manager.

## 7. Scope of work may vary by location:

Name	Location	Mow	Mulch	Leaf	Tree/ Shrub	Spring Clean-up	Weed Control
Bowie Fringe Lot	4400 Collington Rd. Bowie, MD 20716	Yes	Yes	Yes	Yes	Yes	Yes
Clinton Fringe Lot	9000 Stuart Ln, Clinton, MD 20735	Yes	Yes	Yes	Yes	Yes	Yes
Fort Washington Fringe Lot	850 East Swan Creek Rd. Fort Washington, MD 20744	Yes	Yes	Yes	Yes	Yes	Yes
South Laurel Fringe Lot	13701 Laurel-Bowie Rd. Laurel, MD 20708	Yes	Yes	Yes	Yes	Yes	Yes
Oxon Hill Fringe Lot	6600 Oxon Hill Rd. Oxon Hill, MD 20745	Yes	Yes	Yes	Yes	Yes	Yes
Hyattsville Justice Center	5000 Rhode Island Avenue, Hyattsville, MD 20781	No	Yes	Yes	Yes	Yes	Yes
Creative Suitland	4719 Silver Hill Rd. Suitland, MD 20746	Yes	No	Yes	No	Yes	Yes

## **2.3 MINIMUM QUALIFICATIONS**

Contractors shall comply with all Revenue Authority requirements and applicable laws, regulations, and ordinances. Contractors must submit a narrative description of similar projects completed within the last five years, including square footage, number of parking spaces, number and type of units' systems, process, and approach utilized for those projects. Contractors must be licensed to do business in the State of Maryland and insured in accordance with the Revenue Authority requirements.

The Contractor shall purchase insurance from a company or companies lawfully authorized to do business in Maryland, and such insurance as will protect the Contractor and the Revenue Authority from all claims including, but not limited to, those that may arise out of or result from operations of the Contractor under the agreement and for which the Contractor may be legally liable whether such operations be by the Contractor or by a subcontractor or by anyone directly or indirectly employed by either of them, or by anyone for whose acts any of them may be liable.

## **2.4 INSURANCE REQUIREMENTS**

The selected Contractor will be required to agree to the following insurance provision:

Insurance Coverage to be provided shall include but not be limited to: 1. Comprehensive General Liability; 2. Worker's Compensation and Employers' Liability; and 3. Automobile Liability. Coverage written on an occurrence basis, in the amounts as follows:

### **Commercial General Liability\***

- \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate
  - Commercial General Liability coverage should be Primary and Non-Contributory.
  - Worker's Compensation and Employer's Liability\*
- (The greater of the statutory requirements in the State of Maryland or the amounts as written below)
  - \$100,000 each accident
  - \$500,000 disease - policy limit
  - \$100,000 disease - each employee
- Automobile Liability\*
  - \$1,000,000.00 combined single limit

\*Check the required amounts. If nothing is checked, the maximum insurance requirements apply.

The selected Contractor shall, concurrently with the execution of an agreement, deliver to the Revenue Authority certificates of insurance in a form acceptable to the Revenue Authority evidencing the coverage set forth in the agreement. The certificates of insurance will name the Revenue Authority of Prince George's County and the property owner, where applicable, as additional insureds. In no circumstance shall the Contractor commence any work without the insurance policies for all the insurance coverage specified in this section. The certificates of insurance and insurance policies shall

contain a provision that coverage under the insurance policy will not be canceled, non-renewed, or reduced in coverage until 30 days after prior written notice has been given to the Revenue Authority.

## **SECTION III: GENERAL INFORMATION**

### **3.1 ECONOMY OF PREPARATION/INCURRED EXPENSES**

Proposals should be prepared economically, offering a clear and concise description of the Contractor's capabilities and ability to meet the requirements of this RFP. The Revenue Authority is not responsible for any costs incurred by any Contractor in preparing and submitting a response to this RFP or in participating in the solicitation process.

### **3.2 QUESTIONS OR MODIFICATIONS**

All questions regarding this RFP must be submitted via e-mail to Keesha Porter at [kporter1@co.pg.md.us](mailto:kporter1@co.pg.md.us). Contractors must only direct questions to Keesha Porter. The Revenue Authority will aggregate and post Contractor's questions on the Revenue Authority's webpage at <https://www.princegeorgescountymd.gov/departments-offices/revenue-authority> on a rolling basis. The Revenue Authority will also post notices or information regarding cancellations, withdrawals, and modifications to this RFP on its webpage. Contractors must regularly check the webpage for any such notices and information, and the Revenue Authority shall have no duty to provide direct notice to Contractors. A contractor's failure to request additional information or clarification shall preclude the Contractor from subsequently claiming any ambiguity, inconsistency, or error.

### **3.3 TAX CERTIFICATION AND CERTIFICATE OF STATUS**

The successful Contractor(s) shall be compliant with applicable tax filings and licensing requirements and must be in "Good Standing" with the Maryland State Department of Assessment and Taxation. The successful Contractor(s) shall truthfully execute the Tax Certification Affidavit (See Form 1) and submit this form, together with a copy of its Certificate of Status, as applicable, within seven calendar days of the Revenue Authority's issuance of a Notice of Intent to Award.

### **3.4 CONFIDENTIALITY/PROPRIETARY INFORMATION**

Contractors shall specifically identify those portions of their proposals, if any, which they deem to contain confidential, proprietary information or trade secrets and must provide justification on why such material should not, upon request, be disclosed by the Revenue Authority in accordance with the Maryland Public Information Act, 4-101 et. seq., General Provisions Article of Maryland Annotated Code. Contractors shall clearly indicate every page deemed confidential/proprietary or a trade secret (it IS NOT sufficient to preface your proposal with a proprietary statement). Because of the specialized, private, and confidential nature of the evaluative process associated with this RFP, there are significant limitations and exceptions to the Revenue Authority's obligation to produce documents in response to a Public Information Act request, which limitations are set forth in the Revenue Authority's Procurement Policies and Procedures. By submitting a proposal in response to this RFP,

Contractors understand, agree, and accept the stated limitations on any potential Public Information Act request that they make in the future, and agree to abide by the limitations stated therein.

### **3.5 ALLOWANCE OF IN-HOUSEWORK**

No section or portion of this RFP or the contract shall be construed or interpreted to preclude the Revenue Authority from accomplishing any task or undertaking any operation or project utilizing its workforce.

### **3.6 WITHDRAWAL OF PROPOSAL**

Proposals may be withdrawn upon written request from the Contractor to Keesha Porter at [RVA-LAN-RFP@co.pg.md.us](mailto:RVA-LAN-RFP@co.pg.md.us) before the closing date. Negligence on the part of the Contractor in preparing the proposal confers no right of withdrawal after the time fixed for the closing of the proposals.

### **3.7 SUPPLIER DIVERSITY AND PARTICIPATION REQUIREMENTS**

The Revenue Authority requires that the selected Contractor comply with the participation requirements of Section 10A-161, et seq. of the County Code, and all other applicable County requirements. Implementation of these requirements as applicable is a contractual obligation, and failure to comply with such terms shall be treated as a material breach of the terms of this RFP and the resulting contract may result in suspension, debarment, or cancellation of the agreement. When looking at supplier diversity and participation, the Contractor should address its project team, contracting and subcontracting, and local hiring.

Subject to any applicable waiver, this RFP has a supplier participation of 20% County-Based Minority Business Enterprises (MBE) and 30% County-Based Small Businesses. Each business used to meet the participation requirement must be certified by the Prince George's County Supplier Development & Diversity Division.

County-Based Small Business Enterprise ("CBSB") and Minority Business Enterprises ("MBE") Preference Percentage Points: CBSBs and MBEs have the maximum opportunity to participate as prime Contractors or Subcontractors. The following preference point system is designed to meet the preceding policy.

### **3.8 BUSINESS PREFERENCES AND SUPPLIER PARTICIPATION**

- a. The Revenue Authority will increase the total evaluated score of the Contractors that include participation in their proposal by CBSB(s) certified by the Prince George's County Supplier Development and Diversity Division ("SDDD"). The following preference points will be applied to the Contractor's total score:

<b>Business Type</b>	<b>Where the prime Contractor is a certified firm, discount the following as applicable</b>
County-Based Small Business	15%
County-Based Minority Business Enterprise	15%
County-Based Business	10%
Minority Business Enterprise or Disadvantaged Business Enterprise	5%
County-Located Business	3%

- b. Cumulative preference points: The same firm that is a prime Contractor will not be counted for a preference for more than one of the certified business categories above and shall receive a preference for the highest scoring certified business category for which it qualifies. No single certified firm can receive more than 15% percentage points in any one proposal. Supplier participation must be evidenced by submitting the Supplier Participation Utilization Plan attached as Form 1.
- c. Audit: At the discretion of the Revenue Authority, any Contractor given preference points or that is subject to participation requirements shall be subject to an audit of documents or other information deemed necessary by the Revenue Authority.

### **3.9 WAIVERS**

If the Contractor is unable to find appropriate suppliers to achieve the participation requirements, the Contractor may request a waiver of the participation requirements. On a case-by-case basis, such a waiver request may be granted, if the “best efforts” to comply have been demonstrated by the Contractor as prescribed in Appendix B.

### **3.10 SUBCONTRACTING**

Any person undertaking a part of the project work under the terms of the agreement, by virtue of any agreement with the selected Contractor(s), must, if requested by the Revenue Authority, receive approval of the Revenue Authority prior to any such undertaking. In the event the Contractor desires to subcontract some part of the work specified herein, the selected Contractor(s) shall furnish with their proposal the names, qualifications, and experience of their proposed subcontractors. Subcontractors shall conform, in all respects, to the provisions specified for the selected Contractor(s). The selected Contractor(s) shall, however, remain fully liable and responsible for the work done by their subcontractors. The Revenue Authority may terminate the agreement if the subcontracting is done without the Revenue Authority’s prior approval, if the Revenue Authority requested such approval.

#### **A. Contractor Prompt Payment.**

The selected Contractor(s) shall pay each of its subcontractors (including a material supplier) for satisfactory performance under the respective subcontract within seven calendar days after receipt of

such amounts that are paid to the selected contractor(s) by the Revenue Authority for such work performed under the agreement. If there is a good faith dispute over all or any portion of the amount due on a payment from the selected Contractor(s) to a subcontractor, the selected Contractor(s) may withhold the disputed amount but shall pay the undisputed amount. A subcontractor who further subcontracts work on procurement projects is responsible for the exact requirements and interest penalties for payment to its subcontractors (lower-tier subcontractors) after receiving payment as applicable to the selected contractor(s).

**B. Subcontract Clause Requirements.**

The selected Contractor(s) shall include in each of its subcontracts: (A) a payment clause which obligates the selected Contractor(s) to pay the subcontractor for satisfactory performance under its subcontract within seven days out of such amounts as are paid to the selected Contractor(s) by the Revenue Authority for such work performed under such contract; (B) an interest penalty clause which obligates the selected Contractor(s) to pay to the subcontractor in the case of each payment not made by the payment clause included in the subcontract (i) for the period beginning on the day after the required payment date and ending on the date on which payment of the amount due is made, and (ii) computed at a rate of one and a half percent (1.5%) of the amount due per month for every month (or such other percentage as identified in County Code Section 10A-153); and (C) a clause in its subcontracts requiring the subcontractor to (i) include a payment clause and an interest penalty of one and a half percent (1.5%) (or such other percentage as identified in County Code Section 10A-153) of the amount due per month for every month in each of its subcontracts, and (ii) requiring each of its subcontractors to include such clauses in their subcontracts with each lower-tier subcontractor or supplier.

**3.11 EVIDENCE OF SUBCONTRACTING**

If requested by the Revenue Authority, the selected Contractor must submit copies of executed subcontracts to the Revenue Authority. Copies of executed subcontracts are not required with the proposal; however, intent to subcontract must be disclosed in the proposal.

**3.12 RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall be responsible for the professional quality and project accuracy of their advice and other services furnished by them. The Contractor shall perform services with the degree of skill recognized professionals normally exercise with respect to services of a similar nature. Neither the Revenue Authority's review, approval or acceptance of, nor payment for, any of the services required under the agreement shall be construed to operate as a waiver of any rights under the agreement or of any cause of action arising out of the performance of the agreement, and the Contractor shall be and remain liable to the Revenue Authority in accordance with applicable law for all damages to the Revenue Authority caused by the Contractor's negligent performance of any of the services furnished under the agreement. The rights of the Revenue Authority provided under the agreement are in addition to any rights and remedies provided by law.

### **3.13 PERMITTING**

The selected Contractor(s) will be responsible for ensuring compliance with all tasks related to obtaining any necessary permits or licenses to achieve the objectives of this solicitation.

### **3.14 FORMATION OF CONTRACT WITH SUCCESSFUL CONTRACTOR**

If applicable, any resulting agreement shall be by and between the Contractor and the Revenue Authority. By submitting a proposal in response to the RFP, the Contractor accepts the terms and conditions set forth herein.

### **3.15 AFFIDAVITS, CERTIFICATIONS, AND FORMS**

Contractors are required to submit the required certifications, forms, and affidavits with their proposal.

### **3.16 GIFTS**

Contractors must not make or offer gifts to members of the evaluation committee, Revenue Authority employees and/or its board members who are prohibited from accepting gifts.

### **3.17 KICKBACKS**

(1) A kickback means any money, fee, commission, credit, gift, or compensation of any kind that is provided directly or indirectly to a Contractor, a Contractor's employee, a subcontractor, a subcontractor employee, a public employee, or other person for the purpose of obtaining or rewarding favorable treatment in the award of a prime contract or a subcontractor in connection with a contract awarded by the Revenue Authority.

(2) A person must not:

- a) Provide, attempt to provide, or offer to provide a kickback.
- b) Solicit, accept, or attempt to accept a kickback.
- c) Include, directly or indirectly, the amount of a kickback in the price charged by the subcontractor to the Contractor, or by the prime Contractor in the price charged by the prime Contractor, to the Revenue Authority or its agent; or
- d) Claim that the unlawfully induced contract or subcontract fulfills any legal, regulatory, or contractual requirement.

### **3.18 ETHICS AND CONFLICTS OF INTEREST**

Contractors are subject to the ethics law in public contracting, including but not limited to, all applicable provisions of the Code. Contractors and members of its Project team are prohibited from contacting any Revenue Authority board member, evaluation committee member, employee, or agent of the Revenue Authority or the County (other than as instructed in this RFP) regarding this solicitation to avoid actual conflicts, the appearance of conflicts, or undue influence over the process. A Contractor, or anyone acting on its behalf, who contacts any individual or organization for the purpose of influencing the outcome of the solicitation process, shall result in the disqualification of said Contractor and its proposal.

By proffering a proposal, each Contractor warrants that to the best of its knowledge and belief except as otherwise disclosed, it does not have a conflict of interest. Conflict of interest is defined as a situation in which the nature of work pursuant to this RFP and the Contractor's organizational, financial, contractual, or other interests are such that:

- i. Award of the contract may result in an unfair competitive advantage.
- ii. The Contractor's objectivity in performing the contract work may be impaired. In the event the Contractor has an organizational conflict of interest, the Contractor shall fully disclose such conflict in its submission.
- iii. The successful Contractor agrees that if, after the award, the Contractor discovers a conflict of interest with respect to the contract, the Contractor will immediately disclose, in writing, the conflict of interest to the Revenue Authority's Executive Director. The disclosure shall include a description of the action that the Contractor has taken or intends to take to eliminate or mitigate the conflict. The Revenue Authority may, however, terminate the contract if it determines, in its sole discretion, that the proposed solution is insufficient.
- iv. In the event the Contractor was aware of a conflict of interest before the award of the contract and intentionally did not disclose the conflict to the Revenue Authority's Executive Director, the Revenue Authority may terminate the contract.

## **SECTION IV: PROPOSAL SUBMITTALS**

### **4.1 PROJECT PROPOSAL FORMAT OUTLINE**

Each Project proposal shall have the following sections prominently displayed:

1. Title Page
2. Transmittal Letter
3. Table of Contents
4. Statement of Qualifications
5. Proposal Responses

6. Cost Proposal
7. References
8. Legal Action Summary
9. Affidavits, Addenda, Appendices, Certifications and Forms

## **4.2 FORMAT DESCRIPTION**

Each proposal shall conform to the following order and format:

- **Title Page:** Each proposal shall begin with a Title Page. It shall display the following title: “Landscaping and Grounds Maintenance Services”, Request for Proposals No. RA-LAN-1-2026”. It shall also have the name of the company and the name, title, business address and telephone number of the point of contact for the proposal.
- **Transmittal Letter:** The proposal shall include a transmittal letter. The purpose is to transmit the proposal; therefore, it should be brief. The letter must be signed by an individual who is authorized to bind the Contractor to all statements, including services and prices contained in the proposal.
- **Table of Contents:** The proposal shall contain a “Table of Contents” with page numbers indicated.
- **Statement of Qualifications:** The Contractor shall provide a detailed description of its qualifications to deliver the services described in Section II of this RFP, including how the Contractor meets the minimum qualifications of this RFP.
- **Proposal Responses:** The Proposal shall address the following specific issues in the order set forth below:
  1. A written narrative description of the Contractor’s plan for performing the services, including tasks to be performed by subcontractors. The narrative should detail the Contractor’s approach to the services.
  2. Identification of key management team personnel, their experience, roles within the management team, and the Project’s primary point of contact.
  3. A written narrative discussion detailing the Contractor’s capacity to deliver the Project on time.
- **Cost Proposal:** The Cost Proposal must be clearly marked and include a detailed list of all costs and fees associated with the services detailed in this RFP.
- **References:** The Contractor must provide a minimum of two references for projects similar in size and scope to this RFP. Each reference must include the contact details for each reference including the reference’s address, phone number, and the length of time of contractual relationship as well as the services provided.
- **Legal Action Summary:**
  1. A statement as to whether there are any outstanding material legal actions, potential claims or

debarment actions against the Contractor and a brief description.

2. A brief description of any settled or closed material legal actions or material claims against the Contractor over the past five years.
3. A description of any material judgments against the Contractor within the past five years, including the case name, court name, and a description of the judgment.

- **Affidavits, Addenda, Appendices, Certifications and Forms:** The Contractor must include all required certifications, forms, addenda, and appendices with their proposal, as specified in this RFP. All such documents must be fully completed and submitted by each Contractor as part of their proposal.

## **SECTION V: EVALUATION AND SELECTION PROCESS**

### **5.1 SELECTION PROCESS**

An evaluation and selection committee, referred to as the Proposal Analysis Group (“PAG”) will evaluate responsive proposals. Failure to comply with any provisions of this RFP may disqualify a Contractor’s proposal.

### **5.2 EVALUATION AND SELECTION COMMITTEE**

The PAG will review all responsive submissions and interview top-scoring Contractors, at which time the PAG may invite Contractors to present and explain the significant characteristics of their proposal and respond to the PAG’s questions. The PAG’s scoring of each proposal will be final. The PAG will make a recommendation to the RAPGC’s Executive Director for award of the contract to the most responsive/responsible Contractor whose proposal is determined to be the “Best Value” and most advantageous to the Revenue Authority. The Revenue Authority’s Executive Director will select the successful Contractor.

### **5.3 PROJECT EVALUATION CRITERIA**

Each proposal will be evaluated based on its completeness and thoroughness. The PAG will evaluate each Proposal using the evaluation criteria set forth in this RFP and in accordance with the criteria listed below:

• Experience & References	30 Points
• Service Approach & Methodology	20 Points
• Cost	40 Points
• Compliance & Responsiveness	10 Points

#### **5.4 BEST AND FINAL OFFER SUBMISSIONS AND ORAL PRESENTATIONS**

The Revenue Authority and/or the PAG may, in its sole and absolute discretion, conduct discussions with all, or some, of the Contractors via Best and Final Offer (“BAFO”) submissions. If Contractors are asked to submit a BAFO, Contractors must adhere to the additional guidance provided by the Revenue Authority and submit a final revised proposal for final consideration. Upon receiving the BAFO, the Revenue Authority reserves the right to request additional information and conduct further discussions and negotiations if the BAFO lacks adequate information to reach a final selection. Based on the PAG’s initial evaluation of the proposals, the Revenue Authority may invite, without cost to itself, finalists to make oral presentations of their proposal and their capabilities as a further consideration in the selection process. The RAPGC reserves the right to waive a requirement and/or minor irregularities. The Revenue Authority, in its sole and absolute discretion, may terminate this RFP for its convenience.

#### **5.5 PROPOSALS ARE PROPERTY OF THE REVENUE AUTHORITY**

All proposals submitted in response to this RFP will become the property of the Revenue Authority.

#### **5.6 SOLICITATION AND AWARD PROTESTS**

An actual or prospective Contractor may protest the solicitation or award of a contract for serious violations of the principles of the Revenue Authority’s Procurement Policy and Procedures. Any protest against this RFP must be received before the due date for receipt of proposals, and any protests against the award of a contract must be received within five (5) business days after receipt of notification of contract award, or the protest will not be considered. All protests shall be in writing and submitted to the Chief Financial Officer, who shall issue a written decision on the matter. In the case of a solicitation protest, the Chief Financial Officer may, at his or her sole discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented. Any protests associated with or arising in connection with this RFP shall be conducted in strict accordance with the procedures set forth in the Revenue Authority’s Procurement Policies and Procedures.

#### **5.7 APPLICABLE REGULATIONS**

This RFP and any award of the subject Project is governed by and subject to the current version of the Procurement Policies and Procedures of the Revenue Authority, which is available to Contractors upon request.

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# **SECTION VI**

# **REQUIRED FORMS**

**SUPPLIER UTILIZATION PLAN FOR PROJECT PROPOSAL**

**PART 1**

**INSTRUCTIONS: SUBMIT ONE FORM FOR CONTRACTOR**

Contractor Entity Name:

---

Contractor's Authorized Person's Name:

---

Contractor's Authorized Person's

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

---

Total Percentage of CBSB Participation: \_\_\_\_\_ % Total Percentage of MBE  
Participation: \_\_\_\_\_ %

Certification Type			
<b>NCB</b>	Non-Certified Business	<b>MBE</b>	Minority Business Enterprise
<b>CBB</b>	County-based Business	<b>CBMBE</b>	County-based Minority Business Enterprise
<b>CBSB</b>	County-based Small Business	<b>CLB</b>	County-located Business
<b>DBE</b>	Disadvantaged Business Enterprise		

**FORM NO. 1 (continued)**

<b>PERCENTAGE OF WORK TO BE PERFORMED BY CONTRACTOR</b>			
<b>Contractor (Prime Contractor) Name</b>	<b>Certification Type (if any)</b>	<b>Certification Number (if applicable)</b>	<b>% of Work to be Performed by Contractor as Prime Contractor</b>

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**FORM NO. 1 (continued)**

## SUPPLIER UTILIZATION PLAN FOR PROJECT PROPOSAL

## PART 2

**INSTRUCTIONS: LIST ALL BUSINESS ENTITIES OTHER THAN CONTRACTOR THAT WILL PERFORM WORK FOR THE PROJECT, INCLUDING SUBCONTRACTORS**

**LIST ADDITIONAL SUBCONTRACTORS ON A COPY OF THIS SHEET AND SUBMIT WITH PROJECT PROPOSAL**

**FORM NO. 1 (continued)**

**SUPPLIER UTILIZATION PLAN FOR PROJECT PROPOSAL**

**PART 3**

**INSTRUCTIONS: SUBMIT ONE FORM FOR EACH BUSINESS LISTED IN PART 2 OF THIS SUPPLIER UTILIZATION PLAN**

We certify that in the event \_\_\_\_\_ ("Contractor") is awarded a  
(Insert Contractor's Name)

contract under RFP No.RA-LAN-1-2026 for \_\_\_\_\_,

Contractor and \_\_\_\_\_ ("Subcontractor") intend to enter  
(Insert Subcontractor Name)

into a contract by which Subcontractor will perform the work identified in Part 2 of this

Supplier Utilization Plan with respect to its identification of the Subcontractor.

Contractor hereby represents and warrants that it shall pay its subcontractors (including a material supplier) for satisfactory performance under the respective subcontract within seven calendar days after receipt of such amounts that are paid to the Contractor by the County for such work performed under the contract. In the event that there is a good faith dispute over all or any portion of the amount due on a payment from Contractor to a subcontractor, Contractor may withhold the disputed amount but shall pay the undisputed amount. A subcontractor who further subcontracts work on procurement projects is responsible for the same requirements and interest penalties for payment to its subcontractors (lower tier subcontractors) after receiving payment as applicable to a prime Contractor.

Interest penalties. In the event Contractor violates the provision of the Paragraph above, Contractor shall pay to the subcontractor a penalty of 1.5% of the amount due per month for every month to the subcontractor owed payment or portion thereof that payment is not made. Interest penalties shall accrue daily beginning 8 calendar days after payment is received by Contractor (or higher tier subcontractor) and ending on, but excluding, the payment date, using the rate established in this Paragraph calculated on a monthly (30-day) basis. Subcontractors may enforce this requirement in the Circuit Court of Prince George's County. Willful violations of this requirement may also result in Contractor being suspended or debarred.

**CONTRACTOR**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**SUBCONTRACTOR**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**FORM NO. 1 (continued)**

**SUPPLIER UTILIZATION PLAN FOR PROJECT PROPOSAL**

**PART 4**

**INSTRUCTIONS: COMPLETE AND SUBMIT THIS SECTION FOR THE CONTRACTOR.**

**WORK TO BE PERFORMED BY CONTRACTOR**

<b>Certification Types</b>	<b>Certification #(if applicable)</b>	<b>% Self Performed</b>	<b>\$ Self Performed</b>
NCB			
CBB			
CBSB			
MBE			
CBMBE			
CLB			
DBE			

**FORM NO. 2**

**TAX CERTIFICATION AFFIDAVIT**

**Part I: I HEREBY CERTIFY THAT:**

The business named below is a (Maryland   ) (foreign   ) \_\_\_\_\_ (type of entity) registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and addresses of its resident agent filed with the State Department of Assessments and Taxation is:

Name:

Address:

[If not applicable, so state]

Except as validly contested, the business has paid, or has arranged for payment of, all taxes due to the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the Maryland Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due to the State of Maryland prior to final settlement.

**Part II: I FURTHER CERTIFY THAT:**

1. I have complied with the applicable tax filing and licensing requirements of Prince George's County and the State of Maryland.
2. The filing information is true and correct concerning tax compliance for the past \_\_\_\_\_ years. Personal Property Current    Not Current

The Revenue Authority reserves the right to verify the above information with the appropriate government authorities.

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.

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

By: \_\_\_\_\_  
(Authorized Representative and Affiant)

\_\_\_\_\_  
(Printed or Typed Name)

**FORM NO. 3**

**VENDOR'S OATH AND CERTIFICATION**

Receipt of this certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

“I (We) hereby declare and affirm under oath and the penalty of making a false statement that if the contract is awarded to our company, partnership or corporation that no officer or employee of the Revenue Authority of Prince George’s County or Prince George’s County whether elected or appointed, is in any manner whatsoever interested in, or will receive or has been promised any benefit from, the profits or emoluments of this contract, unless such interest, ownership or benefit has been specifically authorized by resolution of the Board of Ethics pursuant to Section 1002 of the Charter of Prince George’s County, Maryland; and

I (We) hereby declare and affirm or under oath and the penalty of making a false statement that if the contract is awarded to our company, partnership or corporation that no member of the elected governing body of Prince George’s County, Maryland, or members of his or her immediate family, including spouse, parents or children, or any person representing or purporting to represent any member or members of the elected governing body has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder’s fee, political contribution, or any other similar form of remuneration and/or on account of the acts of awarding and/or executing this contract, unless such officer or employee has been exempted by Section 1002 of the Charter of Prince George’s County, Maryland.

Handwritten Signature of Authorized Principal(s):

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

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

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**FORM NO. 4**

**CERTIFICATION OF ASSURANCE OF COMPLIANCE REGARDING FAIR LABOR  
STANDARDS ACT**

In accordance with the Fair Labor Standards Act of 1938 (29 USCS, Sections 201-216, 217-219, 557), the implementing rules and regulations thereof, a Certificate of Compliance with the Fair Labor Standards Act of 1938 is required of Contractors or prospective Contractors receiving a contract or award from the Revenue Authority of Prince George's County. Receipt of such certification shall be a prerequisite to the award of contract and payment thereof.

**Certification of Contractor**

I (We) hereby certify that our company, as producer of the services to be acquired by the Revenue Authority of Prince George's County, has complied with all applicable requirements of the Fair Labor Standards Act of 1938 (29 USCS, Sections 201-216, 217-219, 557).

Handwritten Signature of Authorized Principal(s):

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

**Name of Contractor:** \_\_\_\_\_

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

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**FORM NO. 5**

**STATEMENT OF OWNERSHIP AND CONTRACTOR QUALIFICATION AFFIDAVIT**

Part A below requires a business entity, when responding to a bid or proposal solicitation, to provide a statement of ownership as a condition of eligibility to receive a contract from the Revenue Authority of Prince George's County.

Part B is an affidavit of "No Conviction" for bribery, attempted bribery, or conspiracy to bribe, and is required under Section 16-311 of the Maryland State Finance and Procurement Article.

**NOTE:** Submission of completed document is prerequisite to award.

**PART "A" – OWNERSHIP**

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

1. Full name and address of business: \_\_\_\_\_  
\_\_\_\_\_

City and State Zip Code Bus. Phone w/area code

2. Is the business incorporated? \_\_\_\_\_ Yes \_\_\_\_\_ No

3. Other names used by business i.e., T/A: \_\_\_\_\_  
\_\_\_\_\_

**Non-Corporate Business**

If response to Item #2 above is No, list the name and business and residence address of each individual having a 10% or greater financial interest in the business.

Name Business Address Residence Address

**Corporate Business Entities**

Is the corporation listed on a National Securities Exchange? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. List the names of all officers of the corporation, their business and residence addresses and the date they assumed their respective offices.

Name	Residence Office	Business/Address	Date Office Assumed
------	------------------	------------------	---------------------

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**FORM NO. 5 (continued)**

5. List the names of all members of the current Board of Directors, their business and residence addresses, the date each member assumed office and the date his/her term as a Director shall expire (if any).

Name	Residence Office	Business/Address	Date Office Expired
------	------------------	------------------	---------------------

6. List the names and residence addresses of all individuals owning at least ten percent (10%) of the shares of any class of corporate security, including but not limited to stocks of any type or class and serial maturity bonds of any type or class.

Name	Residence Address
------	-------------------

This Financial Disclosure Statement has been prepared by \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signed by Preparer

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**FORM NO. 5 (continued)**

**PART "B" - AFFIDAVIT (CONTRACTOR'S'S QUALIFICATION STATEMENT)**

1. I am the \_\_\_\_\_ of \_\_\_\_\_ a party interested in obtaining a contract with the Revenue Authority of Prince George's County under conditions set forth in documents for RFP No. RA-LAN-1-2026.

2. Upon examination of relevant records and to the best of my knowledge, no officer, director, partner or employees of the aforementioned business entity has on the basis of acts committed after July 1, 1977, been convicted of, or entered a plea of nolo contendere to, a charge of bribery, attempted bribery or conspiracy to bribe under the laws of the State of Maryland, any other state, or the federal government other than those listed on the attachment to this affidavit (attachment should list name, title, offense, place and date of conviction or plea);

3. I have been authorized to make this statement on behalf of the aforementioned party.

---

(Signature)

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**FORM NO.6**

**Cost Bid Form – Landscaping Services**

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

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

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Pricing Structure**

**A. Routine Maintenance**

Service Description	Unit	Cost per Unit
Lawn Mowing & Edging	Per visit	
Trimming & Weeding	Per visit	
Trash & Debris Removal	Per visit	
Blowing/Hardscape Cleaning	Per visit	

**B. Seasonal Services**

Service Description	Unit	Cost per Unit
Spring Cleanup	Per service	
Fall Cleanup	Per service	
Mulching Installation	Per cubic yard	
Leaf Removal	Per visit	

**C. Planting & Enhancements**

Service Description	Unit	Cost per Unit
Tree/Shrub Planting	Per plant/unit	
Flower Bed Installation	Per square foot	
Fertilization Program	Per treatment	
Aeration & Overseeding	Per square foot	

**D. Irrigation Services**

Service Description	Unit	Cost per Unit
System Start-Up	Per service	
System Winterization	Per service	
Repairs	Per hour	

**Optional Yearly Contract Pricing**

Option	Rate	Notes
Full-Season Maintenance Package		Includes mowing, trimming, etc.
Monthly Fixed Rate		

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**Required Additional Information**

- Crew size per visit: \_\_\_\_\_
- Equipment list: \_\_\_\_\_
- Subcontractors used (if any): \_\_\_\_\_
- Insurance certificate included: Yes / No

**Authorized Signature**

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

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

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**ACKNOWLEDGMENT (Corporate)**

I \_\_\_\_\_

(Print Name)

certify that I am the

(Title) \_\_\_\_\_ of \_\_\_\_\_ (Business Entity)  
and

that \_\_\_\_\_ who signed the  
(Print Name)

above Affidavit

Is the \_\_\_\_\_ of said

(Title)

entity; that I know his/her

signature, and his/her/their signature thereto is genuine; and that the above Affidavit/Statement of Ownership was duly signed, sealed, and attested for on behalf of said entity by authority of its governing body. Further, under penalty of perjury I solemnly affirm that the contents of the foregoing Affidavit and Statement of Ownership are true to the best of my knowledge, information and belief.

(SEAL)

(Name Printed)

(SEAL)

(Signature)

(SEAL)

Corporate Seal (as applicable)

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## **SECTION VII**

## **APPENDICES**

## APPENDIX A

### GENERAL TERMS AND CONDITIONS

If applicable, the successful Contractor shall execute a contract acceptable to the Revenue Authority of Prince George's County ("Revenue Authority"). The contract to be negotiated as a result of this RFP (the "Contract") shall be by and between the Contractor and the RAPGC and shall contain provisions included in this RFP. By submitting a proposal in response to this Request for Proposals ("RFP"), the Contractor accepts the terms and conditions set forth herein. Capitalized terms not defined in these General Terms and Conditions shall, unless otherwise indicated herein, have the meanings ascribed to such terms in this RFP.

1. **AVAILABILITY OF FUNDS:** A Contract is subject to the availability of Revenue Authority funds. The Revenue Authority's extended obligation of those contracts which envision extended funding through successive fiscal periods shall be contingent upon actual availability of funds for the following fiscal year. The Revenue Authority shall notify the Contractor as soon as it obtains knowledge that funds may not be available for continuance of the Contract for each succeeding fiscal year beyond the first year.
2. **PREVAILING LAW:** The RFP and any resulting Contract shall be governed by the laws of Prince George's County and the State of Maryland. By submitting a proposal in response to this RFP, the Contractor, if selected for award, agrees that it will comply with all federal, state, and local laws applicable to its activities and obligations under the Contract.
3. **CONTINGENCY FEE PROHIBITION:** The Contractor hereby represents that they have not retained anyone to solicit or secure this contract from the Revenue Authority upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for bona fide employees of bona fide established commercial selling agencies maintained by the person so representing for the purpose of securing business, or any attorney rendering professional legal service consistent with applicable canons of ethics.
4. **REVENUE AUTHORITY HELD HARMLESS:** It is agreed that the Contractor shall be responsible for any loss, personal injury, deaths and/or damages that may be done or suffered by any persons solely by reasons of the Contractor's negligence or failure to perform any of the obligations which this Contract obligates them to perform, and the Contractor hereby agrees to indemnify defend and hold the Revenue Authority and the property owner harmless from any loss, cost damages, and other expenses suffered or incurred by the Revenue Authority or the property owner solely by reason of the Contractor's negligence or failure to perform any of the said obligations. The Contractor shall take proper safety and health precautions to protect their work, their employees, the public and the property of others from any damages or injury resulting solely from the performance of their work described herein.
5. **MARYLAND STATE DISCLOSURE:** The Contractor shall comply with the provisions of Article 33, Sections 14-101 through 14-104 of the Annotated Code of Maryland, entitled "Disclosure By Persons Doing Public Business" which requires that every person that enters into contracts, leases, or other agreements with the County, including its agencies, or a political subdivision of the State of Maryland, under which the person receives in the aggregate either during the two years preceding or

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after the completion of said contract, lease or agreement, \$100,000 or more, shall file with the State Board certain specified information to include disclosure of political contributions in excess of \$500 to a candidate for elective office.

6. **CONTRACT DISPUTE RESOLUTION:** All claims and disputes arising under the Contract shall be governed by the Revenue Authority of Prince George's County's Procurement Policy and Procedures.
7. **TERMINATION FOR DEFAULT:** If the Contractor fails to fulfill its obligations under the Contract properly and on time or otherwise violates any provision of the contract, the Revenue Authority may terminate the contract by written notice to the Contractor. The written notice shall specify the acts or omissions relied on as cause for termination. All furnished services provided by the Contractor shall at the Revenue Authority's option become the Revenue Authority's property. The Revenue Authority shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the Revenue Authority can affirmatively collect damages or deduct from monies due the Contractor on this or other Revenue Authority contracts. Damages may include excess re-procurement costs.
8. **TERMINATION FOR CONVENIENCE:** The performance of work under the Contract may be terminated by the Revenue Authority with 30 calendar days advance written notice, or such time as mutually agreeable to the parties not to exceed 30 calendar days, in accordance with this clause in whole, or from time-to-time in part, whenever the Revenue Authority shall determine that such termination is in the best interest of the Revenue Authority. Subject to the terms of the Contract, the Revenue Authority will compensate Contractor for all monies earned up to the date of termination. However, the Contractor shall not be paid any damages or reimbursed for any anticipatory profits that have not been earned up to the date of termination.
9. **ASSIGNMENT OF CONTRACT:** All covenants and agreements herein contained shall extend and be obligatory on any successor and assigns of the Contractor. It is mutually understood and agreed that Contractor shall not assign, transfer, convey, sublet or otherwise dispose of this contract or its right, title or interest herein, or its power to execute such Contract, to any other person, Contractor or corporation, without the previous written consent of the Revenue Authority and in no case shall such consent relieve the Contractor from the obligations, or change the terms of the Contract.
10. **NON-DISCRIMINATION:** A Contractor who is the recipient of Revenue Authority funds, or who proposes to perform any work or furnish any goods under this Contract shall not discriminate against any worker, employee or applicant, or any member of the public because of religion, race, sex, age, physical or mental disability, or perceived disability. Discriminatory practices based upon the foregoing are declared to be contrary to the public policy of the Revenue Authority. Contractor agrees to be in full compliance with the Americans with Disabilities Act. Contractor shall incorporate the provisions of this Section 10 in all contracts entered into with suppliers of materials or services; and Contractor's subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor services in connection with this Contract. Contractor

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and subcontractors shall post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

The Revenue Authority is committed to a policy of nondiscrimination in all Revenue Authority programs, services, and activities and will provide reasonable accommodations upon request. Contractors requesting special accommodations should contact the Keesha Porter at 301-772-2060 or at [kporter1@co.pg.md.us](mailto:kporter1@co.pg.md.us).

11. **EMPLOYMENT OF AUTHORITY PERSONNEL:** The Contractor may not engage on a full-time, part-time or other basis, during the period of the Contract, any professional or Project personnel in the employ of Prince George's County or the Revenue Authority.
12. **SEXUAL HARASSMENT:** The Revenue Authority is committed to providing a work environment that is free from discrimination, insults, intimidation and other forms for harassment. The Revenue Authority prohibits sexual harassment. Sexual harassment may cause others unjustifiable offense, anxiety and injury. Unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment by Contractor or subcontractor employees is prohibited. Sexual harassment may also constitute violations of criminal and civil laws of Prince George's County, the State of Maryland and the United States. Any violation of sexual harassment constitutes a breach of contract, and thus the Contractor will be required to remove the offender from the jobsite.
13. **RELEASE OF INFORMATION:** During the term of the Contract, the Contractor may not release any information related to the services or performance of services under the Contract, nor publish any reports or documents relating to the Revenue Authority, the account, or performance of services under the contract, without prior written consent of the Revenue Authority; and the Contractor shall indemnify and hold harmless the Revenue Authority, its officers, board of directors, agents, and employees from all liability which may be incurred by reason of dissemination, publication, distribution, or circulation, in any manner whatsoever, of any information, data, documents, or material pertaining in any way to the Revenue Authority, the account, or the contract by the Contractor or its agents or employees.
14. **ARREARAGES:** By submitting a response to this solicitation a Contractor shall be deemed to represent that it is not in arrears in the payment of any obligations due and owing the County and State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Contract.
15. **TAX EXEMPTIONS:** The Revenue Authority is exempt from the following taxes: (a) State of Maryland by Certificate No. 3000-124-3.
16. **CONTRACT ALTERATIONS:** No alterations or variables in the terms of a contract shall be valid or binding upon the County unless made in writing and signed by an authorized signatory of the Revenue Authority.
17. **DEFAULT REMEDIES:** The Contract may be canceled or annulled by the Revenue Authority in whole or in part by written notice of default to the Contractor for any of the following reasons: failure

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to perform in accordance with Contract specifications, failure to make timely delivery of supplies or services as stipulated in the solicitation or proposal, violation of any Contract term, suspension or debarment for reasons of civil or criminal indictment or conviction, failure to prosecute the work or any separable part thereof with such diligence as to insure its completion within the time specified in the Contract, or any extension thereof, fraud or misrepresentation on a Revenue Authority contract, or failure to make timely replacement or correction of rejected articles or services. In the event of partial termination for default, the Contractor shall continue the performance of the Contract to the extent not terminated.

In the event of default by the Contractor, the Revenue Authority may procure similar articles or services in such a manner as to facilitate the most expeditious delivery or performance. The Contractor agrees by virtue of submitting a bid or proposal in response to this solicitation, that the Contractor is obligated to the Revenue Authority for any excess re-procurement costs incurred by the Revenue Authority as a result of the Contractor's default. Excess re-procurement costs shall be defined as the difference between the defaulting Contractor's contract price and the price paid by the Revenue Authority for similar goods or services, plus any additional costs incidental by accelerating delivery, and any reasonable administrative expenses incurred by the Revenue Authority in making the re-procurement.

The Contractor agrees by submitting a proposal that such excess re-procurement costs may be recovered by the Revenue Authority by: 1) deduction of such amount from monies owed the Contractor on this or any other contract(s) the Contractor may have with the Revenue Authority, 2) direct payment by the Contractor to the Revenue Authority or 3) legal action against the Contractor.

**18. GENERAL GUARANTY:**

Contractor agrees to:

- a. Save the Revenue Authority, its agents, board of directors, and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopied composition, secret process, patented or unpatented, invention, article or appliance furnished or used in the performance of the Contract which the Contractor is not the patentee, assignee, licensee or owner.
- b. Protect the Revenue Authority against latent defective material or workmanship and repair or replace any damage or marring occasioned in transit or delivery.
- c. Furnish adequate protection against damage to all work and to repair damage of any kind, to the building or equipment, to his own work or to the work of other Contractors, for which Contractor or its project team is responsible.
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County and State of Maryland.

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19. **CONFLICT OF INTEREST:** As a prerequisite for the payment pursuant to the terms of the contract, there shall be furnished to the Revenue Authority a statement, under oath that no employee, agent or board of director of the Revenue Authority and no member of the elected governing body of Prince George's County, or members of his or her immediate family, including spouse, parents, or children, or any person representing or purporting to represent any member or members of the elected governing body has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution, or any other similar form of remuneration and/or on account of the acts of awarding and/or executing the contract and that upon request by the Revenue Authority, as a prerequisite to payment pursuant to the terms of this contract, there will be furnished to the requestor, under oath, answers to any interrogatories related to a possible conflict of interest as herein embodied. Any contract made or entered into where it is discovered that the violation of the intent of this provision exists shall be declared null and void and all monies received by the Contractor shall be returned to the Revenue Authority. Whenever any person shall be convicted of falsely executing a statement under oath, as required above, such person shall be deemed guilty of a misdemeanor and upon conviction shall be subject to a fine not exceeding \$1,000 or imprisonment not exceeding six months, or both such fine and imprisonment. The provisions of the "Vendor's Oath and Certification" which is attached hereto apply to any Contract entered into by the Revenue Authority.
20. **VENDOR QUALIFICATION STATEMENT:** Contractors hereunder are advised that prior to the contract award, the Revenue Authority will require a statement regarding the vendor's qualifications pursuant to the provisions of Section 16-311 of the State Finance and Procurement Article, Annotated Code of Maryland, as pertains to conviction for bribery.
21. **COLLUSIVE BIDDING:** Contractor certifies that its proposal is made without any previous understanding, agreement of connection with any person, Contractor, or corporation making a bid for the same project without prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
22. **IDENTICAL BIDDING – EXECUTIVE ORDER NO. 10946:** All identical proposals submitted to the Revenue Authority as a result of advertised procurement for materials, supplies, equipment or services exceeding \$1,000 in total amount shall, at the discretion of the Revenue Authority, be reported to the Attorney General of the United States in accordance with Form DJ-1510 and the Presidential Order dated April 24, 1961, for possible violation and enforcement of antitrust laws.

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**APPENDIX B**

**CERTIFICATION OF CONTRACTOR'S BEST EFFORTS TO MEET THE  
COUNTY-BASED SMALL BUSINESS (CBSB) AND MINORITY BUSINESS ENTERPRISE (MBE) REQUIREMENTS**

**General**

If, for any reason, during the term of the Contract awarded under this RFP, the Contractor is unable to achieve the County-Based Small Business (CBSB) and/or Minority Business Enterprise (MBE) participation requirements of this RFP, the Contractor may request, in writing, a waiver of one or both requirements with justification to include the following:

1. A detailed statement of the efforts made to select portions of the work proposed to be performed by MBEs or CBSBs in order to increase the likelihood of achieving the stated requirement;
2. A detailed statement of the efforts made to contact and negotiate with MBEs and/or CBSBs including:
  - a. The names, addresses, and telephone numbers of MBEs and/or CBSBs and the dates such Contractors were contacted, and
  - b. A description of the information provided to MBEs and/or CBSBs regarding the plans, specifications, and anticipated time schedule for portions of the work to be performed;
3. As to each MBEs and/or CBSBs that placed a subcontract quotation or offer that the Contractor considered not to be acceptable, a detailed statement of the reasons for this conclusion; and
4. A list of MBE and/or CBSB subcontractors found to be unavailable to perform under the Contract.

The Revenue Authority may grant the waiver only upon a reasonable demonstration by the Contractor that the MBEs and/or CBSBs participation requirement cannot be achieved at a reasonable price and if the Revenue Authority determines that the public interest will be served.

**Definition**

“Best Efforts” means efforts to the maximum extent practicable have been made to meet the requirement. (County Code Sections 10A-136(l) and 10A-164(e)).

**I. Statement of Best Efforts to Select Minority Business Enterprises**

Set forth in detail below are efforts made by Contractor to select portions of the work proposed to be performed by MBEs and/or CBSBs in order to increase the likelihood of achieving the stated requirement are as follows (additional sheets of paper may be attached if necessary):

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**II. Statement of Best Efforts to Contact and Negotiate with MBEs and/or CBSBs**

Set forth in detail below are efforts made by Contractor to contact and negotiate with MBEs and/or CBSBs including: **(a)** a table containing the names, addresses, and telephone numbers of MBEs and/or CBSBs and the dates such Contractors were contacted; and **(b)** an attachment containing a description of the information provided to MBEs and/or CBSBs regarding the plans, specifications, and anticipated time schedule for portions of the work to be performed.

(A) Table of names, addresses, telephone numbers and dates

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**APPENDIX B (continued)**

Name	Address	Telephone Number	Date

(B) Please attach a description of the information provided regarding the plans, specifications, and anticipated time schedule for portions of the work to be performed.

**III. Detailed Statement of the Reasons MBEs and/or CBSBs Were Not Acceptable**

As to each MBEs and/or CBSBs that placed a subcontract quotation or offer which the Contractor considered not to be acceptable, please attach a detailed statement of the reasons for this conclusion.

**IV. List of Unavailable MBEs and/or CBSBs**

Please attach a list of MBEs and/or CBSBs subcontractors found to be unavailable to perform under the contract.

**Sworn Affidavit of Contractor**

The Affidavit shall be signed by an authorized signatory of the Contractor and shall be notarized.

The undersigned, (Name) \_\_\_\_\_, having been first duly sworn, solemnly affirm under the penalties of perjury that the contents of the foregoing Certification of Contractor's Best Efforts to Meet the MBE and/or CBSB participation requirements are true and that he/she has personal knowledge of the statements and representations herein.

\_\_\_\_\_  
Signature:  
Contractor Authorized Representative

STATE OF MARYLAND COUNTY  
OF ( \_\_\_\_\_)

I HEREBY CERTIFY THAT on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

before the undersigned Notary Public, personally appeared \_\_\_\_\_,

(Print Name)

and signed this Certification as a true act and deed of \_\_\_\_\_.

(Contractor Name)

[Affix notary seal here]

Notary Public

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