REVENUE AUTHORITY

OF

PRINCE GEORGE'S COUNTY

REQUEST FOR PROPOSALS

NO. RVA-SEC-08-2026

Remote Security Guard Services for CRMC Parking Garage and Fringe Parking Lots

ISSUE DATE: October 2, 2026

PRE-PROPOSAL CONFERENCE: October 23, 2026

PROPOSAL CLOSING: November 9, 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 remote security guard services for the Revenue Authority of Prince George's County ("Revenue Authority" or "RVAPGC"). These services shall include, but are not limited to, 24/7 remote monitoring of parking garages and surface parking lots, live video surveillance, remote customer assistance, incident detection and response, audio intervention, monitoring of access control systems, and coordination with RVAPGC staff and local emergency responders when necessary.

The goal is to enhance the safety, security, and operational efficiency of RVAPGC parking facilities by providing continuous remote monitoring and rapid response to security incidents, safety concerns, equipment malfunctions, and customer service requests. The selected Contractor must demonstrate the capability to provide uninterrupted monitoring through a professionally staffed security operations center, utilize advanced surveillance technologies, and respond promptly to incidents in accordance with established service level standards. This contract will support RVAPGC's commitment to providing a safe, secure, and welcoming environment for its patrons, tenants, employees, and the public while leveraging innovative technology to improve operational effectiveness and reduce security risks.

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-SEC-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 10:00 a.m. on October 23, 2026, both virtually and in person at 1300 Mercantile Lane, Suite 108, Largo, Maryland 20774. If interested, please advise the Revenue Authority of your intent to attend, in person or virtually, and the number of attendees by emailing kporter1@co.pg.md.us by 12:00 p.m. on October 22, 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.

RVAPGC is seeking a qualified Contractor to provide comprehensive remote security guard services for its parking garage and surface parking lots during fiscal years 2027 and 2028.

2.2 SCOPE

The Revenue Authority of Prince George's County (RVAPGC) is soliciting proposals from qualified contractors to provide remote security monitoring and response services for its CRMC parking garage and fringe surface parking lots. The selected contractor will deliver real-time surveillance, incident detection, customer assistance, and coordination with on-site personnel and emergency responders.

The goal is to enhance safety, reduce incidents, improve customer experience, and optimize operational efficiency through technology-driven remote guarding solutions.

1. Tasks & Activities

A. Remote Monitoring

The Contractor shall:

- Provide 24/7/365 live video monitoring of all designated camera feeds
- Monitor for suspicious activity, safety hazards, and operational issues
- Utilize AI-assisted analytics (if available) for motion detection, loitering, and anomaly alerts
- Maintain continuous situational awareness across all facilities

B. Incident Detection and Response

The Contractor shall:

- Identify and respond to incidents including, but not limited to:
    - Unauthorized access or trespassing
    - Theft, vandalism, or suspicious behavior
    - Loitering or unauthorized overnight parking
    - Safety hazards
- Initiate real-time intervention, including:
    - Live voice-down announcements via installed speakers

- Escalation to on-site staff or security personnel
- Notification of local law enforcement or emergency services, as appropriate

- Document all incidents in a centralized reporting system

C. Virtual Customer Assistance

The Contractor shall:

- Provide remote customer support via intercom systems located at:
  - Entry/exit gates
  - Pay stations
  - Elevators and stairwells
- Assist customers with:
  - Payment issues and equipment troubleshooting
  - Lost tickets or access issues
  - General directions and safety concerns
- Maintain a professional and courteous demeanor consistent with customer service standards

D. Access Control Monitoring

The Contractor shall provide continuous 24 hours per day, 7 days per week, 365 days per year (24/7/365) remote monitoring of all designated access control systems, including vehicle entry and exit gates, pedestrian access points, doors, intercoms, parking equipment, and other security devices identified by the Revenue Authority.
The Contractor shall:

- Continuously monitor access control systems for unauthorized access attempts, forced entry, tailgating, gate malfunctions, equipment failures, and other security or operational issues.
- Acknowledge and assess all alarms, system alerts, and intercom calls within 30 seconds and initiate the appropriate response in accordance with Revenue Authority-approved escalation procedures.
- Provide live remote assistance to customers experiencing access issues, gate malfunctions, payment equipment problems, or other operational concerns.

- Immediately notify designated Revenue Authority personnel of any critical security incidents, equipment failures, or system outages that may affect the safety or operation of the facility. Contact local law enforcement or emergency responders when warranted.
- Maintain detailed electronic logs of all access control events, alarms, customer interactions, incidents, and actions taken, including the date, time, operator, and resolution.
- Perform routine checks of all monitored access control devices at least once per shift to verify connectivity and operational status, and promptly report any deficiencies.
- Submit monthly reports summarizing access control activity, alarms, equipment issues, response times, recurring trends, and recommendations for improving security and operational performance.

E. System Preventive Maintenance and Support

The Contractor shall be responsible for the routine inspection, preventive maintenance, testing, and operational support of the Revenue Authority's video surveillance system to ensure all cameras remain fully functional and capable of providing clear, uninterrupted video for security monitoring and investigations.

The Contractor shall maintain and support the following surveillance equipment:

Capital Regional Medical Center (CRMC) Parking Garage

- 67 fixed and PTZ security cameras

Fringe Parking Lots

- Bowie Fringe Lot – 14 cameras
- Laurel Fringe Lot – 9 cameras
- Oxon Hill Fringe Lot – 8 cameras
- Fort Washington Fringe Lot – 10 cameras
- Clinton Fringe Lot – 7 cameras
- Upper Marlboro West Parking Lot – 6 cameras

The Contractor shall:

- Perform preventive maintenance and inspections not less than quarterly.
- Clean camera lenses and housings and verify proper operation, image quality, recording capability, and network connectivity.
- Test all CCTV cameras to ensure they are functioning properly.
- Report any damaged or malfunctioning cameras to RVAPGC within two (2) hours of discovery and coordinate repairs as needed.

- Maintain a 99% camera uptime and submit a quarterly preventive maintenance report documenting inspections, deficiencies, and corrective actions.

Code Blue Emergency Phone System and Maintenance Requirements

The Contractor shall support the ongoing operation, preventive maintenance, and reliability of all Code Blue emergency communication phones located within the CRMC Garage. The Contractor shall ensure that emergency phones remain accessible, operational, and in good working condition throughout the contract term.

At a minimum, the Contractor shall:

- Conduct routine visual inspections of each Code Blue emergency phone for physical damage, vandalism, cleanliness, accessibility, and other conditions that may affect operation.
- Perform quarterly functional testing of each emergency phone to verify call initiation, clear two-way communication, and connection to the designated monitoring or emergency response location.
- Perform manufacturer-recommended preventive maintenance, including cleaning, inspection of components, connections, power supplies, batteries, and communication equipment, as applicable.
- Verify that signage, emergency instructions, speaker/microphone components, buttons, and indicators are clearly visible and operational.
- Promptly troubleshoot and correct minor maintenance issues and coordinate repairs or replacement of defective equipment with RVAPGC or authorized service providers.
- Maintain inspection, testing, maintenance, and repair records for each emergency phone and provide such records to RVAPGC upon request.
- Immediately notify RVAPGC of any Code Blue emergency phone that is damaged, malfunctioning, or out of service and provide status updates until the unit is restored to normal operation.

F. Reporting and Documentation

The Contractor shall maintain accurate electronic records of all monitored activities, incidents, customer interactions, and security events occurring at Revenue Authority facilities. All reports shall be complete, timely, and submitted in a format approved by the Revenue Authority of Prince George's County (RVAPGC).

The Contractor shall provide a Daily Operations Report summarizing all incidents, alarms, customer assistance requests, access control activities, courtesy exits, employee access issues, vehicle damage reports, Code Blue emergency calls, and any other notable events from the previous 24-hour period.

The Contractor shall maintain the following logs and documentation:

Courtesy Exit Log
When a courtesy exit is issued, the Contractor shall document:

- License plate number
- Vehicle make and model
- Date and time
- Exit location
- Reason for the courtesy exit

Duplicate courtesy exits for the same vehicle shall be clearly identified. A daily Courtesy Exit Log shall be submitted to RVAPGC.

Employee Access Log
When remote access is granted to an employee, the Contractor shall record:

- Employee name
- License plate number
- Date and time
- Entry or exit location
- Reason remote access was granted

A daily Employee Access Log shall be submitted to RVAPGC.

Emergency and Incident Log
The Contractor shall document all emergencies, suspicious activity, safety hazards, equipment malfunctions, customer complaints, and security incidents, including:

- Date and time
- Location
- License plate number (if applicable)
- Description of the incident
- Actions taken
- Notifications made to RVAPGC, law enforcement, or emergency responders

All incidents shall be included in the Daily Operations Report.

Vehicle Damage Reports

The Contractor shall immediately document any reported or observed vehicle damage occurring at monitored facilities and notify RVAPGC. Reports shall include the date, time, location, vehicle information (if available), photographs or video references (when available), a description of the damage, and actions taken.

Code Blue Emergency Phone System

The Contractor shall continuously monitor and promptly answer all Code Blue Emergency Phone calls received from any of the designated emergency call boxes.

Upon receiving a Code Blue emergency call:

- Medical Emergency: Immediately contact Hospital Security and call 911.
- Security Threat or Criminal Activity: Immediately call 911 and notify Hospital Security, when applicable.

All Code Blue activations, test results, and emergency responses shall be documented in the Daily Operations Report.

The Contractor shall retain all logs, reports, recordings, and supporting documentation for a minimum of three (3) years, or longer if required by law or requested by RVAPGC, and make such records available upon request.

G. Coordination with On-Site Personnel

The Contractor shall:

- Coordinate with:
    - Parking operations staff
    - Maintenance teams
    - Security personnel
- Follow established escalation protocols
- Support emergency response procedures

H. System Integration and Compatibility

The Contractor shall demonstrate the ability to integrate with and remotely monitor the Revenue Authority's existing parking and security systems without disrupting current operations. The selected Contractor shall be capable of operating and supporting the following systems:

- **FlashParking System:** Monitor parking operations, including vehicle entry and exit gates, payment kiosks, and points of sale (POFs), and provide remote customer assistance related to parking access and payment issues.
- **Avigilon CCTV System:** Utilize the existing Avigilon video management system to provide continuous live video monitoring, incident detection, and real-time response.
- **Intercom System:** Respond to calls received from intercoms located at all entry and exit gates, payment kiosks, and POFs. Remote security operators shall be able to communicate with customers through two-way audio while simultaneously viewing live integrated camera feeds to verify conditions and provide assistance.
- **Code Blue Emergency Phone System:** Receive and respond to emergency calls from all Code Blue emergency phones, and coordinate with RVAPGC staff, Hospital Security, law enforcement, fire, or emergency medical services as appropriate.
- **Comcast Fiber-Optic Network:** Utilize the Revenue Authority's existing fiber-optic communications network to support reliable connectivity between all integrated parking, security, and communications systems.

  The selected Contractor shall provide seamless remote monitoring of all integrated systems, deliver real-time customer assistance, respond promptly to security and emergency events, and notify RVAPGC immediately of any system failures, communication interruptions, or equipment malfunctions that may impact operations.

2. Implementation & Transition

The Contractor shall:

- Provide a detailed implementation plan, including:
  - System integration timeline for all systems, including: Flash Parking System, Avigilon CCTV System, Intercom System, Code Blue Phone System, Comcast Fiber Optic Network.
  - Testing and commissioning
  - Staff training
- Ensure minimal disruption to ongoing operations
- Conduct a pilot phase, if requested

3. Resources

A. Personnel

- The Contractor must have a minimum of three (3) years of experience providing remote security guard services, including live video monitoring, incident detection and response, remote customer assistance, and security operations for commercial, municipal, or parking facilities.
- All remote security operators and supervisors assigned to the Revenue Authority account must be proficient in English to ensure effective communication with RVAPGC staff, customers, emergency responders, and law enforcement agencies.
- The Contractor shall designate an account manager or supervisor who will oversee service delivery, ensure compliance with contract requirements, monitor operator performance, serve as the primary point of contact for RVAPGC, and be available to respond to operational issues and escalations on a 24/7 basis.
- All remote security operators assigned to this contract shall successfully pass a criminal background check prior to assignment. Individuals convicted of a felony, crimes involving violence, theft, fraud, or offenses that would compromise the safety or security of RVAPGC facilities, as determined by RVAPGC, shall be ineligible to perform services under this contract. The Contractor shall ensure all personnel comply with applicable federal, state, and local laws and maintain any licenses, registrations, certifications, or security guard credentials required by the jurisdiction in which the services are performed.

B. Equipment/Technology Requirements

The Contractor shall provide or support:

- Secure remote monitoring center with redundancy
- High-availability network connectivity
- Industry standard appropriate Cybersecurity protections for all systems
- Ability to scale services as needed
- Optional features:
    - AI analytics
    - Automated alerts

- Mobile access for agency staff

4. Assumptions & Constraints

A. Assumptions

- The Contractor shall provide continuous 24/7/365 remote monitoring of designated parking garages and surface parking lots through a professionally staffed Security Operations Center (SOC).
- The Contractor shall maintain sufficient staffing and operational capacity to respond immediately to security incidents, customer assistance requests, equipment alarms, and service calls. Remote security operators shall acknowledge and initiate response to alarms and intercom calls within the response times established in the Service Level Agreement (SLA).
- All remote security personnel assigned to this contract shall be properly trained in video surveillance, incident detection and reporting, emergency response procedures, customer service, de-escalation techniques, and the operation of all security technologies utilized in support of RVAPGC facilities, including video management systems, access control systems, intercoms, and remote audio intervention.

B. Constraints

- The Contractor shall not disable, obstruct, or interfere with the operation of RVAPGC's security cameras, access control systems, intercoms, license plate recognition (LPR) systems, or other security technologies without prior written authorization from RVAPGC.
- All security incidents, equipment malfunctions, suspicious activity, safety hazards, and potential property damage identified through remote monitoring shall be reported to RVAPGC immediately in accordance with the established escalation procedures. Critical incidents requiring emergency response shall be promptly communicated to local law enforcement, fire, or emergency medical services, as appropriate.
- The Contractor shall maintain continuous monitoring throughout the contract period. Any service interruption, system outage, staffing shortage, or technology failure that affects monitoring capabilities must be reported to RVAPGC immediately. Downtime resulting from the Contractor's equipment, software, connectivity, or staffing deficiencies shall not relieve the Contractor of its contractual obligations and shall not be billable to RVAPGC.

5. Contractor Liability for Damage

The Contractor shall be fully responsible for any damage caused by its personnel, equipment, technology, or subcontractors while performing services under this contract. This includes, but is not limited to, damage to:

- Vehicles
- Cameras and security equipment
- Gates, kiosks, intercoms, and access control equipment
- Structures, signage, and other property
- Pavement, curbs, sidewalks, or other infrastructure

All damage shall be immediately reported to RVAPGC and documented in accordance with the contract's reporting requirements. The Contractor shall repair or reimburse RVAPGC for damage caused by the Contractor at no cost to RVAPGC.

Failure to report or address damage may result in financial penalties or termination of the contract.

6. Success Metrics

Performance will be evaluated based on the following criteria:

- 100% Continuous Monitoring: Maintain uninterrupted 24/7/365 remote monitoring coverage of all designated parking garages, surface parking lots, pedestrian walkways, stairwells, elevators, entrances, exits, and other identified security areas.
- Response Time Compliance: Achieve a 100% response rate to security alarms, intercom calls, and customer assistance requests within the response times established in the Service Level Agreement (SLA), with critical incidents acknowledged immediately and escalated without delay.
- Incident Detection and Reporting: Successfully identify, document, and report all security incidents, suspicious activity, safety hazards, equipment malfunctions, and emergency events in accordance with RVAPGC's reporting and escalation procedures.
- Timely Incident Reporting: Submit complete incident reports for all reportable events within 24 hours of the incident, unless otherwise directed by RVAPGC. Monthly operational and performance reports shall be submitted by the fifth (5th) business day of the following month.
- System Reliability: Maintain a minimum 99% monitoring system uptime, ensuring uninterrupted operation of remote monitoring services and prompt notification to RVAPGC of any service disruptions.
- Customer Service Performance: Achieve a 95% or greater customer satisfaction rating for remote customer assistance provided through intercoms and other communication systems, based on RVAPGC evaluations, customer feedback, and complaint resolution.
- Compliance and Quality Assurance: Achieve a 95% or higher compliance score during RVAPGC performance audits, demonstrating adherence to contract requirements, response protocols, reporting standards, and established security procedures.

- Reduction in Security Incidents: Demonstrate measurable improvements in the safety and security of RVAPGC facilities through proactive monitoring, timely intervention, and a reduction in recurring security incidents, vandalism, unauthorized access, and other preventable events over the term of the contract.

2.3 MINIMUM QUALIFICATIONS

Contractors shall comply with all Revenue Authority requirements and applicable federal, state, and local laws governing remote security guard services. Contractors shall submit a summary of at least three (3) similar projects completed within the past five (5) years, including the type of facilities monitored, services provided, technologies utilized, and project outcomes. Contractors must be licensed to conduct business in the State of Maryland, maintain all required certifications and permits, and carry insurance that meets the Revenue Authority's 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:

Commercial General Liability*

☒ $1,000,000.00 per occurrence and $3,000,000.00 aggregate

Revenue Authority is to be named an additional insured
- Primary and Non-Contributory
- Waiver of subrogation in favor of Revenue Authority

☒ Automobile Liability*
- $1,000,000.00 combined single limit
- Owned, hired and non-owned vehicles
- Revenue Authority is to be named an additional insured
- Primary and Non-Contributory
- Waiver of subrogation in favor of Revenue Authority

Worker's Compensation and Employer's Liability*

☒ The statutory requirements in the State of Maryland for workers compensation and at minimum the amounts below for Employer's Liability)

- $100,000 each accident
- $500,000 disease - policy limit
- $100,000 disease - each employee

Waiver of subrogation in favor of Revenue Authority

☒ Umbrella/Excess Liability –
- with minimum limits of $2,000,000

☒ Cyber and Privacy Liability –
- with minimum limits of $2,000,000

☒ Security Services Professional Liability
- with minimum limits of $2,000,000

☒ Technology Professional Liability – if the contractor is responsible for system integration, software, network connectivity or technology services beyond simple monitoring.
- with minimum limits of $1,000,000

☒ Crime/Employee Dishonesty
- with minimum limits of $1,000,000

*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.

2.5 LOCATION INFORMATION

The Contractor shall provide services for the following locations:

Name	Location	Number of Spaces
Capital Region Medical Center Garage	9400 Healthcare Way, Largo, MD 20774	1124
Bowie Fringe Parking Lot	4400 Collington Rd. Bowie, MD 20716	657

Clinton Fringe Parking Lot	9000 Stuart Ln, Clinton, MD 20735	424
Fort Washington Fringe Parking Lot	850 East Swan Creek Rd. Fort Washington, MD 20744	412
Laurel Fringe Parking Lot	13701 Laurel-Bowie Rd. Laurel, MD 20708	684
Oxon Hill Fringe Parking Lot	6600 Oxon Hill Rd. Oxon Hill, MD 20745	649
Upper Marlboro West Fringe Parking Lot	5312 Water St. Upper Marlboro, MD 20772	111

Each location may include:

- Entry/exit points
- Parking decks/levels
- Stairwells and elevators
- Payment kiosks/pay stations
- Pedestrian walkways
- Perimeter areas
- Code Blue Phone Monitoring

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 RVA-SEC-RFP@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 kporter1@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:

Business Type	Where the prime Contractor is a certified firm, discount the following as applicable
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: "On-Call Remote Security Guard Services for CRMC Garage and Fringe Parking Lots", Request for Proposals No. RA-SEC-08-2026". 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 20 Points
- Implementation Approach 10 Points
- Cost 40 Points
- References and Past Performance 10 Points
- Technology Capabilities 20 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

FORM NO. 1

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			
NCB	Non- Certified Business	**MBE**	Minority Business Enterprise
CBB	County-based Business	**CBMBE**	County-based Minority Business Enterprise
CBSB	County-based Small Business	**CLB**	County-located Business
DBE	Disadvantaged Business Enterprise		

FORM NO. 1 (continued)

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

REVENUE AUTHORITY OF PRINCE GEORGE'S COUNTY
Remote Security Guard Services for CRMC Garage and Fringe Parking Lots

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

Subcontractor Name	Certification Type (if any)	Certification Number (if applicable)	Subcontractor's % of Work	Description of Work

LIST ADDITIONAL SUBCONTRACTORS ON A COPY OF THIS SHEET AND SUBMIT <u>WITH PROJECT PROPOSAL</u>

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-SNO-09-2025 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 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	**SUBCONTRACTOR**
By: _____	**By:**_____
Name:_____	**Name:**_____
Title:_____	**Title:**_____
Date:_____	**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

Certification Types	Certification #(if applicable)	% Self Performed	$ Self Performed
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

CONTRACTOR'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: _____

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: _____

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	Office	Residence Business/Address	Date Office Assumed

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	Office	Residence 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

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-SNO-09-2025.

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)

REVENUE AUTHORITY OF PRINCE GEORGE'S COUNTY
Remote Security Guard Services for CRMC Garage and Fringe Parking Lots

ACKNOWLEDGMENT (Corporate)

I, _____ certify
(Print Name)

that I am the _____ of _____ and
(Title) (Business Entity)

that _____ who signed the above Affidavit
(Print Name)

Is the _____ of said entity; that I know his/her
(Title)

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)

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

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

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.

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

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 uncopyrighted 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.

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 requester, 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 " Contractors's Oath and Certification" which is attached hereto apply to any Contract entered into by the Revenue Authority.

20. **CONTRACTOR QUALIFICATION STATEMENT:** Contractors hereunder are advised that prior to the contract award, the Revenue Authority will require a statement regarding the Contractor'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.

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):

_____
_____
_____
_____

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

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 CERTIFIY 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:_____