



**Public Health**  
Prevent. Promote. Protect.

**Harford County  
Health Department**

**INVITATION FOR BIDS**

**PROCUREMENT ID NUMBER:** HCHD 18-005 (IT20170922A)

**TITLE:** Microsoft Surface Book Bundle (Office of Administration - E801N)

**ISSUE DATE:** September 29, 2017

**BID DUE DATE:** October 27, 2017

**ISSUING OFFICE:** Harford County Health Department (HCHD)  
Office of Procurement  
1321 Woodbridge Station Way  
Edgewood, Maryland 21040

**PROCUREMENT SPECIALIST:** Madeline Kikola *MK*

**QUESTIONS:** Questions will be accepted by e-mail until October 13, 2017 (See 1.1.3 below)

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This Invitation for Bids is issued to procure hardware and accessories as listed on ATTACHMENT A – BID FORM.

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1. **BID SUBMISSION**

- 1.1 Bid is due October 27, 2017 NO LATER THAN 3:00:00 P.M. Bids received after the specified date and time will not be considered;
- 1.2 Bidder shall submit one bid only; and
- 1.3 Submissions will be accepted by e-mail:  
**E-mail to:** [madeline.kikola@maryland.gov](mailto:madeline.kikola@maryland.gov)
- 1.4 Subject line HCHD Bid No. 18-005 Bid Submission

2. **BASIS OF AWARD**

Award shall be made to the responsible and responsive Bidder submitting the lowest total bid cost.

3. **PAYMENT**

3.1 Invoice shall include the following information:

- a) Name and mailing address of vendor;
- b) Vendor's Federal Tax Identification Number (FEIN);
- c) PO No. HCHD 18-005;
- d) Invoice No.;
- e) Invoice Date;
- f) Description and quantity of goods delivered; and
- g) Amount owed to Vendor

3.2 Invoice shall be mailed to:  
Harford County Health Department  
P.O. Box 797  
Bel Air, Maryland 21014  
Attn: Accounts Payable

4. **ATTACHMENTS REQUIRING COMPLETION**

The following documents shall be completed in their entirety and shall include the signature of the Bidder's authorized representative:

- a) ATTACHMENT A: Bid Form
- b) ATTACHMENT B: Bid Affidavit

5. **TAX EXEMPTION**

The HCHD is exempt from all state tax, and no such tax will be allowed or included in the bid price. Maryland Tax No. 30002563. The Contractor will be required to pay the Maryland State Tax on all materials and supplies in accordance with Maryland State Law.

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## BID FORM

BID No. HCHD 18-005

The submission of this bid in response to Bid No. 18-005 evidences the Bidder's acceptance to provide all materials as specified. The undersigned hereby submits the following bid:

Hardware (No Alternates)	Unit Cost	Extended Amount
1. Microsoft Surface Book Part No. SW5-00001	\$ _____ x 18	= Total Cost: \$ _____
2. Microsoft Complete for Business – 3 Yr Part No. F9W-00083	\$ _____ x 18	= Total Cost: \$ _____
3. Microsoft Surface Dock Docking Station Part No. PF3-00005	\$ _____ x 18	= Total Cost: \$ _____
4. Logitech Wireless Combo MK520 Part No. 920-002553	\$ _____ x 18	= Total Cost: \$ _____
5. StarTech.com Travel A/V Adapter Part No. MDP2VGDVHD	\$ _____ x 18	= Total Cost: \$ _____
6. StarTech.com Travel A/V Adapter Part No. MDP2DPDVHD	\$ _____ x 18	= Total Cost: \$ _____

Add 1 through 6 = Total Bid Cost: \$ \_\_\_\_\_

**ORDER MUST SHIP COMPLETE**

**GENERAL STATEMENT**

1. The undersigned has checked all of the above figures, and understands that the Harford County Health Department will not be responsible for any errors or omissions on the part of the undersigned in preparing this bid.
2. In submitting this bid, it is understood that the Harford County Health Department reserves the right to cancel this bid at any time after issuance, to reject, in whole or in part, any and all bids when, in its judgment, determines that this action is fiscally advantageous or otherwise to serve its best interest.
3. The undersigned declares that the person or persons signing this bid is/are fully authorized to sign on behalf of the firm listed and to fully bind the firm to all of the bid's conditions and provisions thereof.

**SUBMITTED BY:**

_____ Name of Company (Must be entity named as registered with Maryland State Department of Assessment & Taxation)	_____ Authorized Representative (Signature)
_____ Address	_____ Authorized Representative Title (Print/Type)
_____ City, State, Zip	_____ FEIN
_____ Telephone Number	_____ E-mail Address
_____ Fax Number	_____ Date

All bidders must be registered to do business in the State of Maryland in accordance with the Annotated Code of Maryland Corporations and Associations Sec. 2-102 Formation generally, Sec. 7-202 Registration to do interstate and foreign\* business, and/or Sec. 7-203 Qualification to do intrastate. For information on registering or qualifying a corporation, LLC, LLP or LP call the Maryland Department of Assessments and Taxation (SDAT) at (410) 767-1340. Sole Proprietors and General Partnerships may call (410) 767-4991 or you may download the SDAT forms at: [www.dat.state.md.us/sdatweb/sdatforms.html](http://www.dat.state.md.us/sdatweb/sdatforms.html) - entity or by calling at (410) 767-1340 or Toll Free (888) 246-5941.

\*"a corporation, association, or joint-stock company organized under the laws of the United States, another state of the United States, a territory, possession, or district of the United States, or a foreign country."

Sec. 1-101 Annotated Code of Maryland Corporations and Associations.

All bidders must be in good standing with the State of Maryland and Harford County, Maryland. Bidders must meet any outstanding taxes, fees or accounts with the State of Maryland and Harford County.

**BID AFFIDAVIT**

**A. AUTHORIZED REPRESENTATIVE**

**I HEREBY AFFIRM THAT:**

I am the (title) \_\_\_\_\_ and the duly authorized representative of (name of business) \_\_\_\_\_ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

**B. AFFIRMATION REGARDING BRIBERY CONVICTIONS**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded *nolo contendere* to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows:

(Indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

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**C. AFFIRMATION REGARDING DEBARMENT**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows:

(List each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension)

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**D. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

**I FURTHER AFFIRM THAT:**

(1) The above business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows: (Indicate the reasons why the affirmation cannot be given without qualification):

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**E. AFFIRMATION REGARDING COLLUSION**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the agents, servants and/or employees of the above business have:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or contractor or of any competitor, or otherwise taken any action in restraint of free competition in connection with the contract for which the accompanying bid or offer is submitted.

**F. FINANCIAL DISCLOSURE AFFIRMATION**

**I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

**G. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION**

**I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with the provisions of Article 33, Sections 30-1 through 30-4 *et seq.* of the Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year under which the person receives in the aggregate \$100,000 or more shall, on or before February 1, of the following year, file with the Secretary

of State of Maryland certain specified information to include disclosure of political contributions in excess of \$500 to a candidate for elective office in any primary or general election.

**H. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT**

**I FURTHER AFFIRM THAT:**

(1) The business named above is a (Check one)  Maryland (domestic) corporation  
 foreign (non-Maryland) corporation

registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

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

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

(If not applicable, so state).

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

**I. CONTINGENT FEES**

**I FURTHER AFFIRM THAT:**

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the Contract.

**J. ACKNOWLEDGEMENT**

**I ACKNOWLEDGE THAT** this Affidavit is furnished to the Purchasing Agent and that nothing in this Affidavit or in any contract arising from this bid or proposal shall be construed to supersede, amend, modify or waive the exercise of any statutory right or remedy with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

**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)

Federal Employer Identification Number (FEIN): \_\_\_\_\_