



REQUEST FOR QUOTE  
FOR  
ANCIENT STUDIES STUDY TOUR TO TURKEY 2025

RFQ NUMBER: BC-20377-C  
ISSUED: April 24, 2024

**Procurement/Issuing Office:**

Department of Procurement & Strategic Sourcing  
University of Maryland, Baltimore County  
Administration Building, 7<sup>th</sup> Floor  
1000 Hilltop Circle  
Baltimore, MD 21250

## Key Information Sheet

Request for Quotes:	Coordination of Ancient Studies Department Study Tour to Turkey
Solicitation Number:	BC-21377-C
RFQ Issue Date:	Wednesday, April 24, 2024
Procurement Officer:	David Clurman clurman@umbc.edu
Quotes are to be sent to:	<a href="mailto:Submitt.zaql4ugwsjfmrln@u.box.com">Submitt.zaql4ugwsjfmrln@u.box.com</a>
Questions Due Date & Time:	Wednesday, May 1, 2024 at 4:00pm Submit Questions to: <a href="#">Solicitation Questions</a>
Quote Due Date & Time:	Thursday, May 9, 2024 at 11:59pm
Anticipated Award Date:	Thursday, May 16, 2024

# 1. Supplier Requirements: Scope of Work

## 1.1. Summary Statement

The University of Maryland, Baltimore County, a constituent institution of the University System of Maryland, an agency of the state of Maryland (herein referred to as the “University” or “UMBC”) requests quotes for the Ancient Studies Department Travel Program to Turkey in March 2025, per the included specifications, terms, and conditions.

## 1.2. General Specifications

1.2.1. Provide quotes for groups of 15, 20, 25, in four-star accommodations, as detailed in Attachment C.

1.2.2. Instructors serve as guides on this tour; however, the Turkish government requires a guide for groups visiting ancient sites and museums. Pricing shall include the cost for all required guides.

1.2.3. There will be two or three instructors accompanying the group. They will pay full fare. Do not quote free trips.

1.2.4. Tour should include visits to all sites and museums listed on the itinerary (Attachment A) in the order in which they are listed, if possible.

1.2.5. The preferred occupancy is double. Occasionally, because of travelers who request singles, the gender balance, and the number of travelers, UMBC will need to include a triple or two. This information will not be known until late 2024.

1.2.6. Quote must include:

1.2.6.1. All entrance fees (and other costs) to archaeological sites and museums listed on the itinerary in Attachment A. (The number of students and non-students traveling with the group will not be known until Nov. 2024).

1.2.6.2. All airport taxes and fees.

1.2.6.3. All hotel taxes and service charges.

1.2.6.4. Round-trip air transportation IAD-IST.

1.2.6.5. All air and ground transportation within Turkey, including transfers to and from airports and hotels.

1.2.6.6. Portage of one suitcase per person throughout the tour.

1.2.6.7. Contingency fee if tour escort must be provided by travel agent.

(Explanation: University counsel requires all participants to sign a liability release, the pertinent section of which, Section 3.2, states that participants agree to forfeit their money or “make an individual decision to continue on the trip individually” if the University withdraws sponsorship. In this circumstance, the University instructors will not be permitted to travel. Should this occur, the agency will provide a “tour leader” from departure to return to accompany the group to facilitate all aspects of the itinerary).

### 1.3. Tour Must Include:

- 1.3.1. Round-trip, non-stop air transportation IAD-IST (if possible). The Ancient Studies Department will arrange for a coach to take the group to and from UMBC and IAD.
  - 1.3.1.1. If a connecting flight is necessary (i.e. booking nonstop IAD-IST is not possible), round-trip, trans-Atlantic transportation must be on a regularly scheduled airline. A maximum of one change of plane is acceptable, and there must be a minimum of two hours between flights.
  - 1.3.1.2. Flights to/from DCA and BWI will be considered on a regularly scheduled airline, though what is cost effective is preferred, as is a nonstop flight.
- 1.3.2. Air travel in Turkey:
  - 1.3.2.1. Çanakkale (CKZ)-Ankara (ESB) (March 19).
  - 1.3.2.2. ESB-Izmir (ADB) (March 21).
  - 1.3.2.3. ADB-IST (March 23).
- 1.3.3. Four-star hotels, centrally located, including breakfast buffet and dinners, and Wi-Fi, for eight (8) nights in the following places:
  - 1.3.3.1. Istanbul: two (2) nights (March 15-16).
  - 1.3.3.2. Çanakkale: two (2) nights (March 17-18).
  - 1.3.3.3. Ankara: two (2) nights (March 19-20).
  - 1.3.3.4. Kuşadası: two (2) nights (March 21-22).
- 1.3.4. Two (2) pre-paid group dinners at restaurants within walking distance of the hotel (but not at the hotel):
  - 1.3.4.1. Saturday, March 15 (Istanbul).
  - 1.3.4.2. Friday, March 21 (Kuşadası).
- 1.3.5. One (1) pre-paid group lunch
  - 1.3.5.1. Thursday, March 20 (Vicinity of Yazılıkaya/Hattusa).
- 1.3.6. Private Motor Coach Service from:
  - 1.3.6.1. IST to Istanbul hotel (March 15).
  - 1.3.6.2. Istanbul hotel to Hippodrome; from Hippodrome/Blue Mosque to Istanbul hotel (March 16).
  - 1.3.6.3. Istanbul hotel to Çanakkale hotel via Gallipoli and 1915 Çanakkale Bridge (March 17).
  - 1.3.6.4. Hotel in Çanakkale to archeological site and museum of Troy and back to hotel (March 18).
  - 1.3.6.5. Hotel in Çanakkale to Çanakkale Airport; from Ankara Airport to hotel in Ankara; from hotel in Ankara to Museum of Anatolian Civilizations; from Museum of Anatolian Civilizations to hotel (March 19).
  - 1.3.6.6. Hotel in Ankara to Yazılıkaya, Hattusa, and Alaca Hüyük, stopping for lunch in the area of Yazılıkaya/Hattusa. Return to hotel in Ankara from Alaca Hüyük (March 20).
  - 1.3.6.7. Hotel in Ankara to Ankara Airport for flight to Izmir. Coach from Izmir Airport to archaeological site and museum of Ephesos. Coach from

Ephesos to hotel in Kuşadası (March 21).

1.3.6.8. Hotel in Kuşadası to Priene, from Priene to Miletos, from Miletos to Didyma, from Didyma to hotel in Kuşadası (March 22).

1.3.6.9. Hotel in Kuşadası to Izmir Airport for flight to Istanbul and return to IAD (March 23).

## 2. Procurement Instructions

### 2.1. Questions and Addenda

- 2.1.1. Questions and inquiries shall be submitted to the Issuing Office no later than the date and time indicated in the Solicitation Schedule. All questions on this Solicitation are to be submitted in an online form via [Solicitation Questions](#).
- 2.1.2. Should an Offeror find discrepancies in the RFQ documents or be in doubt as to the meaning or intent of any part thereof, the Offeror must, prior to the question deadline listed in the Solicitation Schedule, request clarification in writing from the Issuing Office, who will issue a written Addendum to the Solicitation. Failure to request such clarification is a waiver to any claim by the Offeror for expense made necessary by reason of later interpretation of the RFQ documents by the University.
- 2.1.3. Oral explanations or instructions will not be binding; only written Addenda will be binding. Any Addenda resulting from these requests will be posted on the University's bid board. The Offeror shall acknowledge the receipt of all addenda in the Acknowledgement of Receipt of Addenda Form (Attachment D).

### 2.2. Quote Due Date and Time

- 2.2.1. Quotes shall be submitted via email to the Box address provided in the Solicitation schedule with the email time log no later than the date and time indicated in the Solicitation Schedule.
- 2.2.2. Offerors shall allow sufficient time in submitting responses to the RFQ to ensure timely receipt by the Issuing Office via the Box site. Offerors should receive an automatically generated verification from Box when the file has successfully uploaded. Offerors that do not receive verification should immediately contact the Issuing Office to confirm that their response has been received.
- 2.2.3. Any quote, request for modification, or request for withdrawal that is not received at the designated location, time, and date set forth in the Solicitation Schedule will be deemed late and will not be considered. Delivery of the quote to the specified location at the prescribed time and date is the sole responsibility of the Offeror.

### 2.3. Multiple or Alternate Quotes

Offerors may not submit more than one (1) Proposal, nor may proposers submit an alternate to this RFQ.

#### 2.4. Duration of Quote

Quotes submitted in response to this RFQ are irrevocable for 45 days following the quote due date and time. This period may be extended at the Procurement Officer's request only with the Offeror's written agreement.

#### 2.5. Modifications and Withdrawals of Quotes

Withdrawal of, or modifications to, quotes are effective only if written notice is filed to the Issuing Office prior to the time quotes are due. A notice of withdrawal or modification to a quote must be signed by an officer with the authority to commit the company. No withdrawal or modifications will be accepted after the time quotes are due.

#### 2.6. Cancellations

The University may cancel this RFQ, in whole or in part, at any time before the award is made.

#### 2.7. Quote Acceptance

The University reserves the right to accept or reject any and all quotes, in whole or in part, received as a result of this RFQ. Further, the University reserves the right to make a whole award, multiple awards, a partial award, or no award at all.

#### 2.8. Confidential/Proprietary Information

Offerors should give specific attention to the identification of those portions of their proposal which they deem to be confidential, proprietary information or trade secrets, and provide any justification of why such materials, upon request, should not be disclosed by the State under the Public Information Act, General Provisions Article, Title 4 of the Annotated Code of Maryland. It is not sufficient to preface the entire proposal with a proprietary statement.

#### 2.9. Incurred Expenses

The University will not be responsible for any costs incurred by any firm in preparation and submittal of a Proposal.

#### 2.10. Acceptance of Terms and Conditions

By submitting a quote in response to this RFQ, the Offeror, if selected for award, shall be deemed to have accepted the terms and conditions of UMBC's Purchase Order Terms & Conditions, attached hereto as Attachment E. Any exceptions to this RFQ or the terms must be raised prior to quote submission. Changes to the solicitation, including the Price, made by the Offeror may result in Proposal rejection.

### 3. Bid Format

#### 3.1. One Part Submission

- 3.1.1. Each Offeror shall submit its quote with all required quote attachments in a single package to the Box address listed in the Key Information section of this RFQ.
- 3.1.2. The Price Form shall contain all price information in the format specified in Attachment C. The Offeror shall complete the Price Form only as provided in the instructions of the Price Form itself. Do not amend, alter, or leave blank any items on the Price Form or include additional clarifying or contingent language on or attached to the Price Form. Failure to adhere to any of these instructions may result in the Proposal being not reasonably susceptible of being selected for award and rejected by UMBC.

#### 3.2. Required Attachments

- 3.2.1. Offeror Information Sheet (Attachment B).
- 3.2.2. Claim of Confidentiality: Any information which is claimed to be confidential and/or proprietary information should be identified by page number. An explanation for each claim of confidentiality shall be included. The entire Proposal cannot be given a blanket confidentiality designation - any confidentiality designation must apply to specific sections, pages, or portions of pages of the Proposal and an explanation for each claim shall be included.
- 3.2.3. Acknowledgement of Receipt of Addenda: The Offeror must acknowledge receipt of solicitation addenda using the form found in Attachment D.

### 4. RFQ Attachments

Attachment A: Trip Itinerary

Attachment B: Offeror Information Sheet

Attachment C: Price Instructions and Form

Attachment D: Acknowledgement of Receipt of Addenda

Attachment E: UMBC Purchase Order Terms & Conditions

## Attachment A: Trip Itinerary

Study/Travel Tour to Turkey March 14-23, 2025 Itinerary			
Date(s)	Place(s) Visited	Travel	Lodging and Other
Friday, March 14  Saturday, March 15		Travel from IAD to IST. Coach from IST to Hotel.	Meeting with tour operator representative.  <i>Group dinner in Istanbul.</i>  Overnight in Istanbul.
Sunday, March 16	1. Hippodrome of Constantine 2. Topkapi Palace and Museum 3. Istanbul Archaeological Museum (Classical Antiquities) 4. Aghia Sophia and Museum 5. Blue Mosque	Coach to Hippodrome of Constantine.  The group will walk to sites and museums.  Coach from Blue Mosque to Hotel.	Overnight in Istanbul.
Monday, March 17	Gallipoli Memorial en route to hotel in Çanakkale via 1915 Çanakkale Bridge.	Hotel in Istanbul to hotel in Çanakkale	Overnight in Çanakkale.
Tuesday, March 18	Archaeological Site of Troy and Troy Museum.	Coach to Archaeological Site of Troy and Troy Museum. Return to hotel in Çanakkale.	Overnight in Çanakkale.
Wednesday, March 19	Museum of Anatolian Civilizations	Coach from hotel in Çanakkale to Çanakkale Airport for flight to Ankara. Coach from Ankara airport to Ankara hotel. Coach from hotel to Museum of Anatolian Civilizations and back.	Overnight in Ankara.



Date(s)	Place(s) Visited	Travel	Lodging and Other
Thursday, March 20	Archaeological sites: 1. Yazılıkaya 2. Hattusa 3. Alaca Höyük	Coach from Hotel to Yazılıkaya.  Lunch at local restaurant.  Coach to Hattusa and Alaca Höyük.  Return to hotel in Ankara.	<i>Lunch in the vicinity of Yazılıkaya/Hattusa</i>  Overnight in Ankara.
Friday, March 21	Archaeological site and museum of Ephesos (Selçuk).	Coach from hotel to Ankara airport.  Fly from Ankara to Izmir to arrive between 9:00 and 10:00 am.  Coach from Izmir airport to archaeological site and museum of Ephesos (Selçuk).  Coach from Ephesos to hotel in Kuşadası.	Overnight in Kuşadası.  Group dinner in Kuşadası.
Saturday, March 22	Archaeological sites and museums of Priene, Miletos, and Didyma	Coach from hotel in Kuşadası to Priene, from Priene to Miletos, from Miletos to Didyma, from Didyma to hotel in Kuşadası.	Overnight in Kuşadası.
Sunday, March 23	Return to IAD	Coach from hotel in Kuşadası to Izmir for flight to IST.  Fly from IST to IAD.	

**Attachment B: Offeror Information Sheet**

<b>Offeror Information</b>	
<b>Company Name</b>	
<b>Street Address</b>	
<b>City, State, Zip</b>	
<b>Federal Identification Number</b>	
<b>Primary Point of Contact (POC)</b>	
<b>Name</b>	
<b>Title</b>	
<b>Office Phone</b>	
<b>Cell Phone</b>	
<b>Email Address</b>	
<b>Authorized Signatory (if different than Primary POC)</b>	
<b>Name</b>	
<b>Title</b>	
<b>Office Phone</b>	
<b>Email Address</b>	

**SUBMIT THIS FORM WITH QUOTE/PROPOSAL**

### Attachment C: Price Instructions and Form

The Price Form shall contain all price information in the format specified on these pages. Do not amend, alter, or leave blank any items on the Price Form.

**Notes:**

- Quoted costs should include everything listed in section 1.2.6.
- There will be two or three (2-3) instructors accompanying the group who will pay full fare. Supplier to quote NO FREE TRIPS.
- Tips will be handled separately and are not to be included in the pricing.
- Note cost per person based on departure from Dulles on a regularly scheduled airline.

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

1. Payment Schedule:

Supplier must state the proposed payment schedule for this trip:

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Supplier must state cancellation/refund policy for this trip:

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Supplier must state any cost differences if proposing a flight to/from DCA or BWI (instead of IAD).

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Number of Persons	Total cost per person	
	Student	Non-Student
15 Persons (Minimum)	\$	\$
20 Persons	\$	\$
25 Persons	\$	\$
Additional cost for Single Supplement:	\$	\$
Contingency Escort Fee:	\$	\$

We understand that by submitting a proposal we are agreeing to all the terms and conditions included in RFQ documents.

The Proposer represents, and it is a condition precedent to acceptance of this proposal, that the Proposer has not been a party to any agreement to submit a fixed or uniform price and that the signatory is authorized to financially obligate the Proposer. Sign where applicable below.

Offeror: \_\_\_\_\_  
*Company Name*

By: \_\_\_\_\_  
*Signature*

Printed Name: \_\_\_\_\_  
*Printed Name*

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

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

**SUBMIT THIS FORM WITH QUOTE/PROPOSAL**

**Attachment D: Acknowledgement of Receipt of Addenda****RFQ NO.:** BC-21377-C**RFQ FOR:** Ancient Studies Department Study Tour to Turkey 2025**TECHNICAL PROPOSAL DUE DATE:** May 9, 2024**NAME OF PROPOSER:** \_\_\_\_\_**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

**Offeror:** \_\_\_\_\_  
*Company Name***By:** \_\_\_\_\_  
*Signature***Printed Name:** \_\_\_\_\_  
*Printed Name***Title:** \_\_\_\_\_  
*Title***Date:** \_\_\_\_\_  
*Date***SUBMIT THIS FORM WITH QUOTE/PROPOSAL**

## Attachment E: UMBC Purchase Order Terms & Conditions

### UNIVERSITY OF MARYLAND, BALTIMORE COUNTY PURCHASE ORDER TERMS & CONDITIONS (rev. 03/2019)

1. **Complete Agreement:** The purchase order and these terms and conditions, together with any other documents incorporated by reference, constitute the sole and entire agreement between the University and the Seller with respect to the subject matter, superseding completely any oral or written communication unless the terms are expressly incorporated into additional written documentation that has been accepted by the University as indicated by an authorized execution of the documentation. Where Seller's quotation is referenced in the purchase order, such quotation is incorporated into the purchase order only to the extent of specifying the nature or description of the goods or services ordered.
2. **Agreement Terms:** The performance of the purchase order shall be governed solely by the terms and conditions as set forth in this document, notwithstanding any language contained on any invoice, shipping order, bill of lading, or other document furnished by the Seller at any time. The acceptance by the University of any goods or services shall not be construed as acceptance by the University of any terms or conditions which are inconsistent with the terms and conditions stated herein. In the event that Seller enters into terms of use agreements or other agreements or understandings, whether electronic, click-through, verbal, or in writing, with University's employees or students, such agreements shall be null, void, and without effect, and the terms of this Agreement shall apply. Additionally, all terms and conditions in any University solicitation are made part of this Agreement, as applicable. Any contrary, inconsistent, or additional terms appearing in Seller's purchase orders, invoice, shipping order, bill of lading, acknowledgements, or other documents are not binding on the University.
3. A separate invoice for this purchase for each shipment thereon shall be rendered immediately following shipment. All copies of invoices must be forwarded directly to the University of Maryland, Baltimore County, Accounts Payable Department, Administration Building, 1000 Hilltop Circle, Baltimore, MD 21250 or emailed to: busserv@umbc.edu.
4. The Seller's Federal Identification Number or Social Security Number must be included on each invoice. Questions concerning invoices should be referred to (410) 455-3638.
5. The purchase order number must be shown on all related invoices, delivery memoranda, bills of lading, packages, and correspondence. **FAILURE TO INCLUDE THE PURCHASE ORDER NUMBER MAY RESULT IN THE INVOICE BEING RETURNED TO THE SELLER OR SHIPMENTS BEING REJECTED.**
6. **Tax Exemption.** The University, as an instrumentality and agency of the State of Maryland, is generally exempt from Federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes, and transportation taxes. Exemption certificates shall be provided upon request. Where a Seller is required to furnish and install material in the construction or improvement of real property in performance of a contract, the Seller shall pay the Maryland Sales Tax and the exemption does not apply.
7. **Payment of University Obligations.** Payments to the Seller pursuant to this Agreement shall be made no later than 45 days after the University's receipt of a proper invoice from the Seller. Charges of late payment of invoices are prohibited, other than as prescribed by the Maryland Code, State Finance and Procurement Article, §15-101 et seq., as amended.
8. **Specifications.** All goods or services shall conform to Federal and State laws and regulations, and to the specifications contained in the purchase order or solicitation, as applicable. The University assumes no obligation for goods shipped in excess of the quantity ordered. Any over shipments will be subject to rejection and will be returned at Seller's expense.
9. **Delivery and Packing.** All deliveries shall be FOB destination. All prices quoted must include delivery. All goods delivered under this purchase order shall be packaged in accordance with accepted trade practices. No charges may be made above a quoted price for packaging unless specified in the quote. No charge will be allowed for cartage unless by prior written agreement. Delivery shall be made in accordance with instructions on the purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost. **DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.**

10. **TIME IS OF THE ESSENCE.** Time is of the essence in performance of this purchase order. The University, in its sole discretion, may extend the time of performance for excusable delays due to unforeseeable causes beyond the Seller's control. No charges or claims for damages shall be made by Seller for any delays or hindrances from any cause whatsoever during the progress of any portion of Seller's obligations specified in this Agreement. Time extensions will be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of Seller, including but not limited to, acts of God, acts of public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Seller in the performance of an agreement with the State or the University, changes in law or regulation, action by government or other competent authority, fires, earthquakes, floods, epidemics, quarantine restrictions, strikes, freight embargoes, malicious or criminal acts of third parties, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of either Seller or the subcontractors or suppliers.
11. **Inspection and Acceptance.** No goods received by the University pursuant to the purchase order shall be deemed accepted until the University has had reasonable opportunity to inspect said goods for hidden damage or failure to meet specifications. Damaged/unacceptable goods shall be rejected and will be returned at Seller's expense for full credit or replacement at the University's sole option and discretion. The University reserves the right to test any goods, or effectiveness of services, delivered to determine if the specifications have been met. The University reserves the right to purchase replacement materials in the open market. Seller, failing to promptly replace materials lawfully rejected, shall be liable for any excess price paid for the replacement, plus applicable expenses, if any.
12. **Suspension of Performance.** The University's Procurement Officer unilaterally may order the Seller in writing to suspend, delay, or interrupt all or any part of its performance under this Agreement for such period of time as the Procurement Officer may determine to be appropriate for the convenience of the University. Seller agrees to prosecute its obligations under this Agreement continuously and diligently. Such suspension, delay, or interruption may be subject to applicable fees and expenses incurred by the Seller. Such fees and expenses, if any, will be subject to negotiation between the University and the Seller.
13. **Warranty.** Seller expressly warrants that all goods and services offered shall conform to each and every specification, drawing, sample, or other description which is furnished to or adopted by the University and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive this purchase Agreement and shall not be deemed waived either by the University's acceptance of said goods and services, in whole or in part, or by payment for them, in whole or in part. The Seller further warrants all goods and services performed for a period of one (1) year from date of acceptance of the items delivered and installed, unless a longer period is otherwise provided as a component of the purchase. All repairs, replacements, or adjustments during the warranty period shall be at Seller's expense.
14. **Responsibility for Technology Export Control.** The Seller shall comply with all applicable U.S. export control laws and regulations in the performance of this purchase order, and the distribution and use of resulting work products. Generally, U.S. export control laws and regulations apply to any shipment, transmission, transfer, or exposure to any foreign person, as defined in 22 CFR 120.16, of commodities (equipment, hardware, or material); technology (technical data, information, or assistance); and software (commercial or custom), regardless of where (inside or outside the United States) or whom it may occur. The Seller shall be responsible for obtaining the appropriate licenses or other approvals for exports of commodities, technology, and software, unless an exemption or exception applies. The Seller shall also be responsible for obtaining the appropriate licenses or other approvals before utilizing a foreign person or entity in the performance of this purchase order, including instances where the work is to be performed at the University, where the foreign person or entity will have access to any information, technology, or software subject to export control. The Seller shall be responsible for all regulatory record-keeping requirements associated with the use of license exemptions and exceptions. The Seller shall ensure that the provisions of this clause apply to its subcontractors. In the event that export controlled information is required to be provided by Seller to University, the seller will so inform the University in writing and mark all Proprietary Information, which is subject to U.S. Export Control Laws and Regulations, with the Export Control Classification Number (ECCN). Notice of such information will be directed to the University's Authorized Representative prior to any such disclosure, and the University shall not be forwarded or provided any export controlled information without the express written permission of the University.
15. **Non-Hiring of Employees.** No employee of the State, or any department, commission, agency, or branch thereof, whose duties include matters relating to or affecting the subject matter of this Agreement shall, while so employed, become or be an employee of the party or parties hereby contracting with the State or any unit

thereof, including the University. **Non-Discrimination.** During the performance of this purchase order, the Seller agrees as follows: (a) The Seller will not discriminate against any employee, applicant for employment, or individual because of race, color, religion, creed, age, sex, gender, pregnancy, ancestry, sexual orientation, gender identity or expression, marital status, national origin, veteran's status, genetic information, or physical or mental handicap. The Seller will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, creed, age, sex, sexual orientation, gender identity or expression, marital status, national origin, veteran's status, genetic information, or physical or mental handicap; (b) The Seller shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must, at minimum, contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined; (c) The Seller will post in conspicuous places, available to employees, applicants for employment, and representatives of each labor union with which the covered Seller has a collective bargaining agreement, notices setting forth the provisions of the nondiscrimination clause in subsection (a); (d) In the event of the Seller's noncompliance with the nondiscrimination clause, this purchase order may be cancelled, terminated, or suspended in whole or in part and the Seller may be declared ineligible for further agreements with the University; and (e) The Seller will include the provisions of paragraphs (a) through (d) in every subcontract so that such provisions will be binding upon each subcontractor.

16. **Financial Disclosure.** The Seller shall comply with the Maryland Code, State Finance and Procurement Article, §13-221, as amended, which requires that every business that enters into contracts, leases or other agreements with the State and receives in the aggregate \$200,000 or more during a calendar year shall, within 30 days of the time when the \$200,000 is reached, file with the Secretary of State certain specified information to include disclosure of beneficial ownership of the business.
17. **Political Contribution Disclosure.** The Seller shall comply with the provisions of the Maryland Code, Election Law Article, §§14-101 through 14-109, as amended, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, or a political subdivision of the State, including its agencies, during a calendar year under which the person receives in the aggregate \$200,000 or more, shall file with the State Administration Board of Election Laws, a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.
18. **Anti-Bribery.** The Seller warrants that neither it nor any of its officers, directors, or partners nor any of its employees who are directly involved in obtaining or performing contracts with any public body has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the federal government or has engaged in conduct since July 1, 1977, which would constitute bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the federal government.
19. **Ethics.** This purchase order is cancelable in the event of a violation of the Maryland Public Ethics Laws by Seller or any University employee in connection with this Agreement.
20. **Prohibition on Gifts and Gratuities.** Seller warrants that it has not offered or given, and will not offer or give, to any employee, or representative or family member of a University employee, a payment, gratuity, personal service, entertainment, or gift, other than novelty advertising items of a nominal value (e.g. pens, pencils, calendars, writing pads, clipboards, cups). Legitimate business-related activities (e.g. site inspections, business symposiums, business meals, and other Seller functions) are allowed. Any other offerings may be construed as Seller's attempt to improperly influence decisions at the University. Seller agrees that the University may, by written notice to Seller, terminate this purchase order if the University determines that Seller has violated this provision.
21. **Registration.** Pursuant to the Maryland Code, Corporations and Associations Article, §7-201 et seq., as amended, corporations not incorporated in the State shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201, before doing any interstate or foreign business in this State. Before doing any intrastate business in the State, a foreign corporation shall qualify with the Department of Assessments and Taxation.
22. **Contingent Fees.** The Seller warrants that it has not employed or retained any person, partnership, corporation, or other entity other than a bona fide employee or agent working for the Seller, to solicit or secure this Agreement, and that it 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 this Agreement.
23. **EPA Compliance.** Goods or services shall comply in all respects with the Federal Noise Control Act of 1972 where applicable.



24. **Occupational Safety and Health Act (O.S.H.A.).** All goods or services supplied as a result of this Agreement shall comply with the applicable U.S. and Maryland Occupational Safety and Health Act standards.
25. **Termination for Convenience.** Upon written notice to the Seller, the University may terminate this purchase order, in whole or in part, whenever the University shall determine that such termination is in the best interest of the University. The University shall pay all reasonable costs associated with the termination of the purchase order. However, the Seller may not be reimbursed for anticipatory profits. Termination hereunder, including the determination of rights and obligations of the parties, shall be governed by the provisions of the University System of Maryland (USM) Procurement Policies and Procedures.
26. **Termination for Default.** When the Seller has not performed, or has unsatisfactorily performed this Agreement, payment shall be withheld at the discretion of the University. Failure on the part of a Seller to fulfill contractual obligations shall be considered just cause for termination of the purchase order and the Seller is not entitled to recover any costs incurred by the Seller up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of the USM Procurement Policies and Procedures.
27. **Disputes.** This Agreement shall be subject to the USM Procurement Policies and Procedures. Pending resolution of the claim, the Seller shall proceed diligently with the performance of this Agreement in accordance with the Procurement Officer's decision.
28. **Changes.** This Agreement may be amended only with the written consent of both parties. Amendments may not change significantly the scope of the Agreement (including the price).
29. **Multi-Year Contracts Contingent upon Appropriations.** If the General Assembly or other funding source fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this Agreement succeeding the first fiscal period, this Agreement shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the University's rights or the Seller's rights under any termination clause in this Agreement. The effect of termination of the Agreement will be to discharge both the Seller and the University from future performance of the Agreement, but not from their rights and obligations existing at the time of termination. The Seller shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Agreement. The University shall notify the Seller as soon as it has knowledge that funds may not be available for the continuation of this Agreement for each succeeding fiscal period beyond the first.
30. **Intellectual Property.** Seller agrees to indemnify and save harmless the University, its officers, agents and employees with respect to any claim, action, cost, or judgment for patent infringement, or trademark or copyright violation arising out of purchase or use of goods or services covered by this purchase order.
31. **Maryland Public Information Act.** Seller recognizes that the University is subject to the Maryland Public Information Act, Maryland Code, General Provisions Article, Title 4, as amended. Seller agrees that it will provide any justification as to why any information, in whole or in part, is deemed to be confidential, proprietary information, or trade secrets, and provide any justification why such information should not be disclosed pursuant to the Maryland Public Information Act.
32. **Pre-Existing Regulations.** The regulations set forth in USM Procurement Policies and Procedures in effect on the date of the issuance of the purchase order are applicable to this Agreement.
33. **Indemnification.** The University shall not assume any obligation to indemnify, hold harmless, or pay attorneys' fees that may arise from, or in any way be associated with, the performance or operation of this agreement. The Seller shall be responsible for all damage to life and property due to its activities or those of its agents or employees, in connection with the services or goods required under the purchase order. The Seller shall defend and indemnify the University against, and shall hold the University harmless from, any claims made by any person or entity as a result of injuries, damages, expenses and losses incurred by such a person or entity, including without limitation such person's or entity's legal cost and attorney's fees (hereinafter collectively "Liabilities"), arising out of or relating to Seller's performance or failure to perform pursuant to the purchase order, except to the extent that the Liabilities are a result of the direct and sole negligence of the University. This provision shall survive the termination or completion of the work or expiration of the purchase order.
34. **Conflicting Terms.** Any proposal for terms in addition to or different from those set forth in this purchase order, or any attempt by the Seller to vary any of the terms of this offer by Seller's acceptance, shall not operate as a rejection of this offer, unless such variance is in the terms of the description, quantity, price, or delivery schedule, but shall be deemed a material alteration thereof, and this offer shall be deemed acceptable by the Seller without the additional or different terms. If this purchase order is an acceptance of a prior offer by the Seller, the acceptance is expressly conditioned upon Seller's assent to any additional or different terms

- contained herein. The Seller understands and agrees that the terms and conditions of this purchase order may not be waived.
35. **Drug and Alcohol Free Workplace.** The Seller warrants that the Seller shall comply with COMAR 21.11.08 Drug and Alcohol Free Workplace, and that the Seller shall remain in compliance throughout the term of this purchase order.
  36. **Civil Rights Act of 1964.** Sellers providing goods or services to the State under this Agreement represent and warrant that they are conforming to the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1988, and the Civil Rights Act of 1991, and Section 202 of Executive Order 11246 of the President of the United States of America as amended by Executive Order 11375, as applicable.
  37. **Affirmative Action.** The Seller and all subcontractors shall develop and maintain affirmative action plans directed at increasing the utilization of women and members of minority groups on State public works projects, pursuant to the Executive Order 11246 of the President of the United States of America and guidelines on Affirmative Action issued by the Equal Employment Opportunities Commission (EEOC) 29 C.F.R. part 1608 and the Governor of Maryland's Executive Order 01.01.1993.16.
  38. **Retention of Records.** The Seller shall retain and maintain all records and documents relating to this Agreement for three years after final payment by the University hereunder or any applicable statute of limitations, whichever is longer, and shall make them available for inspection and audit by authorized representatives of the University, including the Procurement Officer or designee, at all reasonable times. Upon demand of the University, Seller will deliver a copy of records related to this Agreement to the University.
  39. **Maryland Law Prevails.** This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland, without regard to its conflicts of law or choice of law principles. Any legal proceeding arising out of or relating to the Agreement shall be brought in and heard by the courts of the State of Maryland, and the parties voluntarily consent to the exclusive jurisdiction of the courts of this State for any such proceeding.
  40. **Software Contracts:** As specifically provided by the provisions of the Maryland Code, Commercial Law Article, §22- 104, the parties agree that this Agreement shall not be governed by the Maryland Uniform Computer Information Transaction Act ("UCITA"), Maryland Code, Commercial Law Article, §§ 22-101 through 22-816, as amended from time to time. This Agreement shall be governed by the common law of Maryland relating to written agreements, as well as other statutory provisions, other than UCITA, which may apply, and shall be interpreted and enforced as if UCITA had never been adopted in Maryland. Seller represents, warrants and agrees that, as delivered to the University, the software does not contain any program code, virus, worm, trap door, back door, timer, or clock that would erase data, or programming or otherwise cause the software to become inoperable, inaccessible, or incapable of being used in accordance with its user manuals, either automatically, upon the occurrence of Seller selected conditions, or manually on command of Seller. Additionally, the terms and conditions of the UMBC Software Addendum shall apply.
  41. **Reimbursable Expenses.** Any reimbursable expenses incurred by the Seller in the performance of the scope of work, as applicable, may be reimbursed in accordance with USM and UMBC policies and procedures, as pre-approved by the University.
  42. **Security Interest.** The University is not authorized to grant a security interest to Seller.
  43. **Insurance.** The University of Maryland, Baltimore County, as a constituent institution of the University System of Maryland, agency of the State of Maryland, is self-insured, pursuant to the Maryland Code, State Finance and Procurement Article, Title 9, as amended, through the State of Maryland under the Maryland Tort Claims Act. As a self-insured entity, the University is unable to insure any outside entities or name third parties as additional insured.
  44. **FERPA Obligations.** Seller acknowledges that the University is obligated to comply with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. §1232g) as amended ("FERPA"). Seller agrees that Seller is a "School Official" (as that term is used in FERPA) with a "legitimate educational interest" in any University Data or University Content that is protected by FERPA, and therefore, Seller agrees that with respect to all University Content and University Data that is protected by FERPA that Seller accesses, receives, stores, or controls, Seller will comply with all obligations that FERPA imposes on a "School Official". Notwithstanding anything in this Agreement to the contrary, Seller shall not use or disclose University Content or University Data, including education records as defined by FERPA, except as necessary (i) to provide the service offerings to University and any End Users in accordance with the Documentation, or (ii) to comply with applicable law (including subpoenas) or a binding order of a Governmental Authority. Seller will give the University reasonable notice of any such request of a governmental or regulatory body (including any subpoena) to allow the University to seek a protective or other appropriate remedy (except to the extent Seller's

compliance with the foregoing would cause it to violate a binding order of an Authority or applicable law). Notwithstanding anything in this Agreement to the contrary, nothing in this Agreement is intended to limit Seller's obligations under this Section. Seller shall indemnify and hold harmless the University from and against any and all claims, suits, proceedings, costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs, attorney's fees, and other reasonable expenses of litigation, which may arise out of, relate to, or be a consequence of, an unauthorized disclosure of education records. Seller will, upon discovery, or receipt of notice, of a potential, or actual, material unauthorized disclosure of education records, immediately report said occurrence to the University. Seller will work with the University to remediate the unauthorized disclosure (or anticipated unauthorized disclosure) at the expense of Seller. The terms of the remediation are the sole and exclusive determination of the University.

45. **Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191. ("HIPAA") and Maryland Confidentiality of Medical Records Act (Maryland Health – General Code Annotated §§4-301 et seq. ("the Act"))**. Seller agrees that Seller's access to and use of protected health information (as defined by HIPAA), if any, under this Agreement will be conducted in accordance with the requirements of the Act and HIPAA, including the terms of a HIPAA Business Associate Agreement if so required by the University. Seller shall also cause any subcontractor, agent, or party within Seller's direction or control that is participating in this Agreement to promptly execute a standard HIPAA Business Associate Agreement if so requested by the University.
46. **Certification regarding Investments in Iran**. The Seller certifies that, in accordance with the Maryland Code, State Finance & Procurement Article, §17-702 and §17-705, as amended, (i) it is not identified on the list created by the Maryland Board of Public Works as a person engaging in investment activities in Iran; and (ii) it is not engaging in investment activities in Iran. If Seller is unable to make the aforementioned certification regarding its investment activities in Iran, it shall immediately notify the University and provide the details of such activities.
47. **Insolvency**. If the University has reasonable cause to believe the Seller is insolvent, or if any petition in bankruptcy or under any law for the relief of debtors is filed by or in respect of Seller, then at the option of the University, this Agreement shall immediately terminate. In no event shall the Agreement become an asset in any such proceeding nor shall the University be bound hereby after any act of bankruptcy by Seller. Any delay by the University in the exercise of right to terminate under this section shall not diminish or waive that right.
48. **Compliance with University Policies**. While on the University's campus for the performance of work or any deliveries, the Seller agrees to comply with all applicable University policies. Seller understands that the University is an active higher education campus and that all delivery of services or work must be performed in a manner to minimize disruption of operations. Under no circumstance shall any driveway, access road, or walkway be blocked by Seller's vehicles to prohibit use of, or disruption to pedestrian or vehicular traffic to the buildings. Parking. If at any time Seller shall be on the premises of the University, then Seller is responsible for acquiring a valid University parking permit, obeying all parking regulations, and paying all fines assessed for violations of parking regulations. Seller is responsible for ensuring this clause is included in Seller's agreements with subcontractors. Smoke Free Campus. University is a smoke free environment. Fines may be assessed for violations. Seller is responsible for ensuring this clause is included in Seller's agreements with subcontractors.
49. **Insurance and Indemnification**. Seller shall defend, indemnify, and save harmless the University, University System of Maryland, its officers, employees, and agents, from any and all claims, liability, losses, and causes of actions which may arise out of the performance by the Seller, employees, subcontractors, or agents, of the work covered under this Agreement.

The Seller shall secure, pay the premiums for, and keep in force until the expiration of this Agreement, adequate insurance as provided below, such insurance to specifically include liability assumed by the Seller under this Agreement.

- i) Commercial General Liability Insurance including all extensions: \$2,000,000 each occurrence; \$2,000,000 personal injury; \$2,000,000 products/completed operations; \$2,000,000 general aggregated.
- ii) Workmen's Compensation Insurance and Unemployment Insurance as required by the laws of the State of Maryland.
- iii) Owner's Landlord's and Tenant's and Contractor's bodily injury liability insurance, with limits of not less than \$500,000 for each person and \$2,000,000 for each accident.
- iv) Property damage liability insurance with a limit of not less than \$2,000,000 for each accident.
- v) If automotive equipment is used in the performance of this Agreement, automobile bodily injury liability insurance with limits of not less than \$1,000,000 for each person and \$2,000,000 for each accident, and property damage liability insurance, with a limit of not less than \$2,000,000 for each accident.

vi) Food products liability insurance, if not included in the Comprehensive, with limits of not less than \$1,000,000 for each person and \$2,000,000 for each accident.

Limits of insurance may be achieved either singularly or by combination of applicable coverages. A policy which allows the costs associated with investigating, management, or defense of any claim, or any other cost incurred by the insured or the insurance carrier, to be deducted from the policy limits is not acceptable.

All policies for liability protection, bodily injury, or property damage and fiduciary bonding must specifically name on its face the University of Maryland, Baltimore County and the University System of Maryland as additional named insured with respect to operations under this Agreement, including but not limited to Seller's data center or other premises where the University's data is stored, provided, however, with respect to Seller's liability for bodily injury or property damages above, such insurance shall cover, and not exclude, Seller's liability for injury to the property of the University and to the persons or property of employees, students, faculty members, agents, officers, regents, invitees, or guests of the University.

Seller will take commercially reasonable and practical steps to ensure that each insurance policy contains endorsements, identical to, or nearly identical to, the following: "It is understood and agreed that the Insurance Company shall notify the UMBC Procurement Officer in writing forty-five days (45) in advance of the effective date of any reduction in or cancellation of this policy." Upon the request of the Procurement Officer, a certified true copy of each policy of insurance including the above endorsement manually countersigned by an authorized representative of the insurance company shall be furnished to the Procurement Officer. Notices of policy changes shall be furnished to the Procurement Officer. All required insurance coverages must be acquired from insurers allowed to do business in the State of Maryland. The insurers must have a policy holder's rating of "A- or better."

50. **Publicity/Use of Name and Logo.** Seller is authorized to identify the University as a party to this Agreement for the purpose of identifying the University as a customer to potential customers. However, any other use of the University's name promotionally or otherwise in connection with Seller's business or the subject matter of this Agreement is prohibited without the prior written consent of the University. This Agreement does not include a trademark license. Except as allowed by law for limited informational purposes, the University grants no rights to use any of its trademarks or service marks, for any purpose, without the prior and explicit written permission of the University. Under no circumstances does the University grant the right to use its logos or marks or any related products or services. Any violation of this Section will be considered a material breach of this Agreement and grounds for its immediate termination in the University's sole discretion.
51. **Set-Off.** The University and State of Maryland may deduct from and set-off any amounts due and payable to the Seller, including but not limited to, any back-charges or damages sustained by the University by virtue of any breach of this Agreement by the Seller or by virtue of the failure or refusal of the Seller to perform the Services or any part of the Services in a satisfactory manner. Nothing herein shall be construed to relieve the Seller of liability for additional costs resulting from a failure to satisfactorily perform the Services.
52. **Prohibition Against Shifting Maryland Income to Out-of-State Affiliates.** Seller may not, for any period during this Agreement term, seek to reduce the amount of Seller's income subject to Maryland income tax by payments made to an affiliated entity or an affiliate's agent for the right to use trademarks, trade names, or other tangible property associated with Seller. Seller agrees that during the course of this Agreement it shall not make any such royalty or similar payments to any affiliated company; and if any such royalty or similar payments are made, Seller and the affiliated company shall file separate Maryland income tax, under a formula that reasonably apportions the income of the affiliated company among the states, including Maryland, in which the Seller does business. Seller agrees that it is authorized to bind its affiliated entities to the terms hereof.
53. **Reporting of Suspected Child Abuse and Neglect.** Maryland law requires any person who suspect child abuse or neglect to report it. Contractors, including Seller, must comply with the University System of Maryland Board of Regents Policy VI-1.50 – Policy on the Reporting of Suspected Child Abuse & Neglect. This Policy is incorporated into this Agreement. The University reserves the right to terminate this Agreement if the Seller fails to comply with this Policy or if the University determines termination is necessary to protect a child's safety or welfare. Any required report must be made to the University Human Relations Office, and the Chief of University Police, and to the local department of social services or law enforcement agency.
54. **Remedies; Damages.** The University shall not waive or limit direct damages arising out of this Agreement and Seller's actions or omissions. The University does not assume any cost of servicing, repair, or correction of problems caused by Seller's acts or omissions, or by viruses or other harmful components. Any limitation of damages shall not apply to Seller's breach of any privacy or other law, or claim of intellectual property infringement. University reserves its right to protest and object to Injunctive Relief on the part of the Seller. The University does not waive any legal remedy, including participation in a class action.

55. **Statute of Limitations and Notice.** University does not waive any statutorily provided claim limitation period or statutorily required notice provision.
56. **Confidentiality.** Seller shall be responsible and liable for any breach of confidentiality by a sub-contractor or third party to which Seller discloses the University's confidential information or to which Seller engages to fulfill Seller's obligations under this Agreement.
57. **Responsibility of Seller.** The Seller shall perform the services with that standard of care, skill, and diligence normally provided by a Seller in the performance of services similar to the services hereunder. Notwithstanding any review, approval, acceptance, or payment for the services by the University, the Seller shall be responsible for professional and technical accuracy of Seller's work, design drawings, specifications and other materials or goods furnished by the Seller under this Agreement.
58. **Force Majeure.** If either party's performance is rendered impossible, hazardous, or is otherwise prevented or impaired due to sickness, inability to perform, accident, interruption or failure of a means of transportation, acts of god, riots, strikes, labor difficulties, epidemics, earthquakes, any act or order of any public authority, or any other cause or event, similar or dissimilar, beyond that party's control, then each party's obligations with respect to the affected performance shall be excused and neither party will have any other liability in connection to the performance.
59. **Waiver of Jury.** The University and Seller waive trial by jury in any action or proceeding to which they are parties arising out of or in any way pertaining to this Agreement. It is agreed and understood that this waiver constitutes a waiver of trial by jury of all claims against all parties who are not parties to this Agreement. This waiver is knowingly, willingly, and voluntarily made by the University and the Seller, who represent and warrant that no representations of fact or opinion have been made to an individual to induce this waiver of trial by jury or to in any way modify or nullify its effect.

#### MANDATORY BID TERMS AND CONDITIONS

1. **Confidentiality/Proprietary.** Bidders/Offerors should give specific attention to the identification of those portions of their bids/proposals that they deem to be confidential, proprietary information or trade secrets and provide justification why such materials, upon request, should not be disclosed by the University under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland. A statement in a header or footer on each page or contained in a preface or opening paragraph indicating that the entire bid or each page is deemed confidential is not adequate. Bidders/Proposers must clearly indicate each and every section that is deemed to be confidential, proprietary, or a trade secret. By submitting a response to this solicitation, the Bidder consents to release of all bid documents with the exception of those specific provisions that are noted confidential, proprietary or a trade secret as defined and set forth in the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.
2. **Bid Bond Notice.** A bid bond is required for all construction contracts reasonably expected to exceed \$100,000. All other solicitations on all University contracts in excess of \$100,000 shall require, if so noted, the submission of bid security in an amount equal to at least 5 percent of the total amount of bid, at the time bid is submitted. If a contractor fails to accompany its bid with the required bid security, the bid shall be determined non-responsive.
3. **Minority Business Enterprise Participation.** Minority Business Enterprises are encouraged to respond to this solicitation. If so noted in the specifications that an MBE subcontract participation goal has been established by this procurement, by submitting a response to this solicitation, the bidder agrees that the established amount of the contract will be performed by minority business enterprises.
4. **Arrearages.** By submitting a response to the solicitation, a vendor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the 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 if selected for contract award.
5. **Bid/Proposal Affidavit.** The attached Bid/Proposal Affidavit must be signed and returned with all bids. Bids returned without a signed affidavit shall be deemed non-responsive.
6. **Acknowledgments.** The Bidder must acknowledge in writing the receipt of all amendments, addenda, and changes issued concerning this solicitation.
7. **Reservations of Rights.** This solicitation implies no obligation on the part of the University. The University reserves the right to increase or decrease the quantities of any materials, equipment,

- supplies or services. The University reserves the right to award by item, groups or items, or total bid and to waive any technical or minor irregularities.
8. **Bid Validation and Rejection.** The unit price shall be considered as the price bid. Separate unit prices shall be submitted for each item: extensions shall be indicated where applicable and total bid price shown when requested. In the event of a discrepancy between unit price and total, unit price shall prevail. Bids may be modified or withdrawn by written notice prior to the time and date set for opening. The University reserves the right to accept or reject any and all bids in part. Unless otherwise provided in this solicitation, bid prices are irrevocable for a period of 90 days following bid opening.
  9. **Small Business Set-Aside.** In accordance with COMAR 21.11.01.01B, the University shall give 5% bid preference or a predetermined percentage preference to reflect different industry characteristics for a small business set-aside.
  10. **Terms.** Prompt payment discounts offered for payment within less than 30 calendar days will not be considered in evaluation offers for award. However, offered discounts of less than 30 days will be taken if payment is made within the discount period, even though not considered in the evaluation for award.
  11. **Discounts.** Discount time will be computed from the date of your delivery to the carrier when F.O.B. is shipping point or from the date of delivery at destination when F.O.B. point is destination, or from date corrected invoice is received in the Accounts Payable Office when such invoice was necessary. Payment is deemed to be made for the purposes of earning the discount, as of the date appearing on the check.
  12. **Sales and Use Tax License.** By submitting a response to this solicitation (if it involves the sale of personal property to the University), the Bidder/Offeror certifies that it possesses a valid sale and use tax license.
  13. **Routing.** All material must be forwarded by the route taking the lowest transportation rate or in accordance with special shipping instructions; otherwise the difference in freight rate and extra cost of cartage will be charged to your account.
  14. **Samples.** The University reserves the right to request and be furnished samples at no expense to the University, prior to or after the award, for the purpose of quality and specification evaluation. Samples shall be returned, upon request, at the Contractor's expense. The University does not guarantee that samples returned will be in the same condition as submitted.
  15. **Submittal of Terms and Conditions.** The Purchase Order issued by the University shall constitute the contract between the parties. Terms and conditions submitted by a bidder after solicitation closing date shall not be accepted. Any proposed terms and conditions, including any for contracts which the bidder proposes to use, shall be submitted by the solicitation closing date as a part of the bid. Any proposal for terms in addition to or different from those set forth in this bid or any attempt by the Contractor to vary any of the items of this bid by contractor's acceptance shall not operate as a rejection of this bid, unless such variance is in the terms of the description, quantity, price or delivery schedule but shall be deemed a material alteration thereof, and this bid shall be deemed acceptable by the Contractor without the additional or different terms.
  16. **Reciprocity.** A preference under this section shall be identical to the preference that the other state gives to its residents. When the State of Maryland uses competitive sealed bidding to award a procurement contract, the state may give a preference to the resident bidder who submits the lowest responsive bid if: 1) the resident bidder is a responsible bidder; 2) a responsible bidder whose principal office is in another state submits the lowest responsive bid.; 3) the other state gives a preference to its residents; and 4) a preference does not conflict with a federal law or grant affecting the procurement contract. A preference includes a percentage preference, an employee residency requirement or any other provision that favors a resident over a non-resident. A resident bidder is a bidder whose principal office is located in the state. In accordance with state law, state finance & procurement article 14.401. A non-resident bidder submitting a bid/proposal for a state project shall attach to the bid/proposal a copy of the current statute, resolution, policy, procedure, or executive order of the resident state of the non-resident bidder that pertains to that state's treatment of non-resident bidders.
  17. **Cancellation Policy.** The University may cancel this solicitation, in whole or in part, for any reason.