

ORIGINAL

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

FALL ATHLETIC SPORTS REFEREE OFFICIALS SERVICES
(Field Hockey, Football, Soccer, Volleyball)
BID #040.17.B4

REVISED - BID PRICE SHEET

Bidder: Maryland Select Officials Association (MSOA)

Date: June 4, 2017

Sport Category (Check only ONE (1) Single Sport Category per Price Sheet):

- | | |
|--|-------------------------------------|
| <input checked="" type="checkbox"/> Field Hockey | <input type="checkbox"/> Football |
| <input type="checkbox"/> Soccer | <input type="checkbox"/> Volleyball |

Mr. Robert B. Gill
Howard County Public School System, Purchasing
10910 Clarksville Pike (Route 108)
Ellicott City, MD 21042

The undersigned hereby submits a bid price to furnish and deliver the Athletic Referee Official Services for the above single checked sports category as set forth in Bid #040.17.B4. The entire bid document including The General and Special Terms and Conditions, Specifications, any addenda, drawings, and the bid price will be part of any resulting contract. Having received clarification on all matters upon which any doubt arose, the undersigned proposes to furnish and deliver the specified sports category Athletic Referee Officials Services for the guaranteed pricing below, inclusive of overhead, profit and other costs possible in providing the service required in this solicitation:

I. PRICE BY SPORT CATEGORIES

Contractors wishing to bid on more than one sports category must submit a separate Bid Price Sheet and all the required forms and documentation in separate envelopes for each sport category they are wishing to bid on. Only those prices for the particular sport category that matches the single category checked above should be completed below. All other unchecked sports categories should be left blank. If a price is mistakenly entered into a sports category that was not checked above, it will be ignored. If an item below is left blank under the sports category that is checked above, that item will be considered no cost. All item prices should be for each Official Per game. Please be sure to review your entries to confirm they are correct prior to submission.

A. Field Hockey

Scrimmage (JV & V contest) Official	\$ <u>\$35/\$40</u>	each official per game	(See below)
Scrimmage (1 Contest)	\$ <u>\$35/\$40</u>	each official per game	(See below)
JV Game (2 Officials)	\$ <u>\$70</u>	each official per game**	
JV Game (1 Official)	\$ <u>\$101.50</u>	each official per game	
Varsity Game (2 Officials)	\$ <u>\$80</u>	each official per game**	
Varsity Game (1 Official)	\$ <u>\$116</u>	each official per game	

**** Price should be for each Official per game. In other words If it calls for 2 or more Officials then price should reflect the price breakdown of one (1) of those several Officials that will be officiating the game.**

List any Additional Costs or Fees involved in the providing the services required in this solicitation:

1. No additional Administration or Assigning fee during regular season

2. Pre-season Howard County Playday - free of charge, plus 1 scrimmage per school free of charge

3. Tournament fees are the same as season fees

4. Playoff games billed according to MPSSAA plus 10% Administration fee

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Scrimmage JV & V contest - JV - \$35 each official per game and V Scrimmage - \$40 each official per game
Scrimmage (1 contest) JV scrimmage - \$35 each official per game and V scrimmage - \$40 each official per game.

B. Football

Scrimmage after 5:00 PM and Saturday	\$ _____	each official per game
Scrimmage before 5:00 PM	\$ _____	each official per game
JV Game (3 Officials)	\$ _____	each official per game **
Varsity Game (6 Officials)	\$ _____	each official per game **
Clock Operator	\$ _____	each operator per game

**** Price should be for each Official per game. In other words If it calls for 2 or more Officials then price should reflect the price breakdown of one (1) of those several Officials that will be officiating the game.**

List any Additional Costs or Fees involved in the providing the services required in this solicitation: _____

C. Soccer

	<u>Single Game</u>	<u>Double Header</u>
Varsity (40-minute halves) - 1 Official	\$ _____ ea.	\$ _____ ea.
Varsity (40-minute halves) - 2 Officials	\$ _____ **	\$ _____ **
Junior Varsity (35-minute halves) - 1 Official	\$ _____ ea.	\$ _____ ea.
Junior Varsity (35-minute halves) - 2 Officials	\$ _____ **	\$ _____ **

**** Price should be for each Official per game. In other words If it calls for 2 or more Officials then price should reflect the price breakdown of one (1) of those several Officials that will be officiating the game.**

List any Additional Costs or Fees involved in the providing the services required in this solicitation: _____

D. Volleyball

Scrimmage (Varsity Match – 2 Officials)	\$ _____	each official per game **
Scrimmage (Junior Varsity Match – 2 Officials)	\$ _____	each official per game **
Scrimmage (Freshman Match – 2 Officials)	\$ _____	each official per game **
Varsity Match (2 Officials)	\$ _____	each official per game **
Junior Varsity (2 Officials)	\$ _____	each official per game **
Freshman Match (2 Officials)	\$ _____	each official per game **

**** Price should be for each Official per game. In other words If it calls for 2 or more Officials then price should reflect the price breakdown of one (1) of those several Officials that will be officiating the game.**

FORM CONTINUES ON NEXT PAGE

List any Additional Costs or Fees involved in the providing the services required in this solicitation: _____

II. ORGANIZATION INFORMATION

Maryland Select Officials Association (MSOA)		39 years
Name of Organization		years in business
1950 Running Brook Drive		
Street Address		
Westminster	Maryland	21158
City	State	Zip
410-458-8153		www.mdselectofficialsassoc.weebly.com
Telephone#	Fax #	Web Page

III. CONTACT FOR INSIDE CONTRACT ADMINISTRATION

In the event your Organization receives a contract as a result of this Invitation for Bid, please designate an inside person whom we may contact during the period of the contract for prompt contract administration:

Name	Carol Mercer	Title	Field Hockey Chair
Address	743 Fannie Dorsey Rd	Phone	410-795-7292
	Sykesville, MD 21784	Fax	
e-mail	cmercerc@bcps.org	Pager/cellular	443-487-3932

IV. RECEIPT OF ADDENDA

Addendum:	1	Dated:	June 12, 2017	Received:	<input checked="" type="checkbox"/>
Addendum:	_____	Dated:	_____	Received:	<input type="checkbox"/>
Addendum:	_____	Dated:	_____	Received:	<input type="checkbox"/>
Addendum:	_____	Dated:	_____	Received:	<input type="checkbox"/>
Addendum:	_____	Dated:	_____	Received:	<input type="checkbox"/>

V. SURVEY

For information purposes, please advise by what methods you were informed of this solicitation. Your response would be very much appreciated.

E- Maryland Marketplace (Y/N)	_____	Contractor:	_____
Ad House: Name of Ad House	_____	Other:	email sent by Robert Gill

FORM CONTINUES ON NEXT PAGE

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

BID SIGNATURE SHEET

A. Bidder's Certification

1. I/we hereby propose to furnish and deliver supplies and or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. I/we certify that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same supplies, materials, or Lumber and is in all respects fair and without collusion or fraud.
2. I/we certify that this bid is made without having contacted any employee within The Howard County Public School System unless such contacts were previously authorized by the Purchasing Officer.
3. I/we certify that this bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in said proposal or bid are true.
4. I affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.
5. I hereby certify that I am authorized to sign for the bidder.

B. Vendor/Contractor Disqualification - Bribery

A person convicted for bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a contract with any county or other subdivision of the state. Every business entity upon submitting a bid or otherwise applying for a contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government.

Submitted by:

Maryland Select Officials Association (MSOA)

(company name)

1950 Running Brook Dr

(street address)

Westminster, MD 21158

(city, state and zip)

410-458-8153

(telephone number)

Carol Mercer

(person authorized to sign bids)

Field Hockey Chair

(title of authorized representative)

Carol J. Mercer 6-14-17

(signature and date of authorized representative)

cmerc@bcps.org

(E-mail Address for authorized representative)

End of Form

EXPERIENCE/REFERENCE FORM

A total of three (3) Experience/Reference Forms must be provided for each sport category (Field Hockey, Football, Soccer, Volleyball) that you are submitting a bid for service.

Bidder: Maryland Select Officials Association (MSOA)

Sport Category: Field Hockey

1. Customer Name: [REDACTED]
2. Customer Address: [REDACTED]
3. Contact Name and Title: [REDACTED]
4. Contact Person Phone #: work: [REDACTED] cell: [REDACTED]
5. Contract Persons E-mail Address: [REDACTED]
6. How many year of service: [REDACTED]
7. Commencement Date: [REDACTED] Termination date: [REDACTED]
8. Is this contract renewable? [REDACTED]
9. If yes to the above, was the contract renewed? And if not, why not?
[REDACTED]
10. Annual Dollar amount of contract: [REDACTED]
11. What was the nature of your service and list any similarities to HCPSS requirements:

[REDACTED]

EXPERIENCE/REFERENCE FORM

A total of three (3) Experience/Reference Forms must be provided for each sport category (Field Hockey, Football, Soccer, Volleyball) that you are submitting a bid for service.

Bidder: Maryland Select Officials Association (MSOA)

Sport Category: Field Hockey

1. Customer Name: [REDACTED]
2. Customer Address: [REDACTED]
3. Contact Name and Title: [REDACTED]
4. Contact Person Phone #: [REDACTED] [REDACTED]
5. Contract Persons E-mail Address: [REDACTED]
6. How many year of service: [REDACTED]
7. Commencement Date: [REDACTED] Termination date: [REDACTED]
8. Is this contract renewable? [REDACTED]
9. If yes to the above, was the contract renewed? And if not, why not?
[REDACTED]
10. Annual Dollar amount of contract: [REDACTED]
11. What was the nature of your service and list any similarities to HCPSS requirements:

[REDACTED]

Cited references must be able to confirm, without reservation, your company's ability to provide the level of service mandated in this solicitation. Contact information is to be accurate. The Owner will not be responsible for errors, non-working numbers or persons that are no longer employed by the firm or do not respond. Howards County Board of Education reserves the right to reject any bid based on an unsatisfactory reference. The Board of Education also reserves the right to request additional references as needed.

EXPERIENCE/REFERENCE FORM

A total of three (3) Experience/Reference Forms must be provided for each sport category (Field Hockey, Football, Soccer, Volleyball) that you are submitting a bid for service.

Bidder: Maryland Select Officials Assoc

Sport Category: Field Hockey

1. Customer Name: [REDACTED]

2. Customer Address: [REDACTED]

3. Contact Name and Title: [REDACTED]

4. Contact Person Phone #: [REDACTED] [REDACTED]

5. Contract Persons E-mail Address: [REDACTED]

6. How many year of service: [REDACTED]

7. Commencement Date: [REDACTED]

Termination date: [REDACTED]

8. Is this contract renewable? [REDACTED]

9. If yes to the above, was the contract renewed? And if not, why not? [REDACTED]

10. Annual Dollar amount of contract: [REDACTED]

11. What was the nature of your service and list any similarities to HCPSS requirements:

[REDACTED]

Cited references must be able to confirm, without reservation, your company's ability to provide the level of service mandated in this solicitation. Contact information is to be accurate. The Owner will not be responsible for errors, non-working numbers or persons that are no longer employed by the firm or do not respond. Howards County Board of Education reserves the right to reject any bid based

PROFILE OF COMPANY FORM

Comprehensive Description of Organization

Complete for local office which will be performing The Howard County Public School System Service

Company Name: Maryland Select Officials Association (MSOA)

Phone #: 410-458-8153

Company Address: 1 950 Running Brook Dr

Fax #: 410-2 903777

Westminster, MD 21158

E-mail: lhodiak@hotmail.com

Web Page: www.mdselectofficialsassoc.weebly.com

Date of Incorporation: 2005

State of Incorporation: Maryland

Number of Years in business under present name: 5

Number of Years working in a School System: 39

Other or former names under which your organization has operated: Howard/Carroll Officials Association (HCOA)

Percent (%) of Work Performing:

Field Hockey Referee Official Services	<u>100 %</u>	Football Referee Official Services	<u> % </u>
Soccer Referee Official Services	<u> % </u>	Volleyball Referee Official Services	<u> % </u>
(list) _____ Other service	<u> % </u>		

Name of Principal(s) and Title(s):

Carol Mercer - Field Hockey Chair

History of Firm (attach additional sheets as necessary): Maryland Select Officials Association (MSOA), formerly operating as Howard/Carroll Officials Association (HCOA) was founded in 1978 for the purpose of providing Howard and Carroll County high schools with trained, certified, dedicated, reliable and highly qualified officials for field hockey. It was on a request from the Baltimore Board that a new board of officials be formed to service field hockey for high schools in Howard and

Total Number of Employees: _____

Number of Office Personnel: _____

Number of Field Employees: _____

Number of Other: _____

74

Has your Organization in the last five years, ever had a contract terminated for any reason? Yes ☐ No ☒

If Yes, Explain: _____

Total Company Annual Dollar Volume for Athletic Referee Official Services Contractor work:

2014 2015 2016

Please attach a brief, but informative overview of the programs your organization has in place to provide continuing education and training opportunities for your Referee Officials to maintain up to date knowledge and skills in the sport areas they serve. Please also describe the process that your organization utilizes to evaluate and retain good Athletic Sports Referee Officials. (Attach Sheets to this form)

APPENDIX E

AFFIDAVIT

Special Instructions: An authorized representative of the offeror needs to complete the following affidavit and insert an answer to paragraphs 1 and 3.

Statutory Affidavit and Non-Collusion Certification

I, Carol Mercer, being duly sworn, depose and state:

1. I am the Field Hockey Chair (officer) and duly authorized representative of the firm (the "Firm") Maryland Select Officials Association (MSOA) whose address is 743 Fannie Dorsey Rd. Sykesville, MD 21784 and that I possess the authority to make this affidavit and certification on behalf of myself and the firm for which I am acting.
2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above Firm, nor any of its officers, directors, or partners, or any of its employees who are directly involved in obtaining or performing contracts with any public bodies has:
 - (a) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;
 - (b) been convicted under the laws of the state, another state, or the United States of: a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
 - (c) been convicted of a criminal violation of an antitrust statute of the State of Maryland, another state, or the United States;
 - (d) been convicted of a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract;
 - (e) been convicted of any felony offenses connected with obtaining, holding, or maintaining a minority business enterprise certification, as prohibited by Section 14-308 of the State Finance ~ Procurement Article;
 - (f) been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described in paragraph (a) through (e) above; or
 - (g) been found civilly liable under an antitrust statute of this State, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.
3. The only conviction, plea, or admission by any officer, director, partner, or employee of this Firm to involvement in any of the conduct described in paragraph 2 above is as follows:

If none, write "None" below. If involvement, list the date, count, or charge, official or administrative body, the individuals involved, their position with the firm, and the sentence or disposition of the charge.

None

(You may attach any explanation necessary.)

4. I affirm that this firm will not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Maryland State Finance and Procurement Title 16, subtitle 3, Annotated Code of Maryland, as amended, will provide, directly or indirectly, supplies, services, architectural services, construction-related services, leases of real property, or construction.
5. I affirm that this proposal or bid to the Board of Education of Howard County is genuine and not collusive or a sham; that said offeror has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or proposal or to refrain from bidding or making a proposal and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the prices of the affidavit or any other person, or to fix any overhead, profit or cost element of said price, or that if any person, or to secure an advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in the proposal or bid are true. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Board of Education of Howard County may terminate any contract awarded and take any other appropriate action.
6. I affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.

The statements contained in this affidavit shall be incorporated into the awarded contract as material provisions and shall be effective throughout the life of the contract. The firm has a continuing obligation through the life of the contract to submit a revised affidavit should the firm discover information, or events occur, which render the contents of this affidavit erroneous or incomplete or which would result in the firm providing a different response. The firm's failure to submit a revised affidavit within three (3) working days of either its awareness of any error, change of circumstances, incompleteness, etc., or request by the owner shall constitute breach of contract. Upon submission of a revised affidavit, the owner has the right to take such actions as may be necessary, in the judgment of the owner, to maintain and enforce the provisions of the affidavit, including termination of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM under the penalties of perjury that the contents of these affidavits (Statutory and Non-Collusion) are true and correct, that I am executing this Affidavit in compliance with Section 16-311 of the State Finance and Procurement Article, Annotated Code of Maryland, and the Non-Collusion Certification in compliance with

requirements of the Howard County Board of Education, and that I am executing and submitting this Form of Proposal on behalf of and as authorized by the bidder named below.

Maryland Select Officials Association (MSOA)
(Legal Name of Company)

1950 Running Brook Dr
(Address)

Westminster Maryland 21158
(City) (State) (Zip)

410-458-8153 410-290-3777
(Telephone) (Fax)

Contractor's No. N/A

Carol J. Mercer Field Hockey Chair 6-14-17
(Signature) (Title) (Date)

Carol Mercer
(Printed)

In the presence of Helen S. Moody 6/14/2017
(Witness) (Date)

OR:

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

We are/I am licensed to do business in the State of Maryland as a:

☒ Corporation ☐ Partnership ☐ Individual ☐ Other