

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

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

BID PRICE SHEET

Bidder: WASHINGTON DISTRICT

Date: 06/12/2017

FOOTBALL OFFICIALS ASSOCIATION

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

- Field Hockey
- Football
- Soccer
- 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. Please be sure to review your entries to confirm they are correct prior to submission.

A. Field Hockey

Scrimmage (JV & V contest) Official	\$ _____	each
Scrimmage (1 Contest)	\$ _____	each
JV Game Official	\$ _____	each
JV Game (1 Official)	\$ _____	each
Varsity Game Official	\$ _____	each
Varsity Game (1 Official)	\$ _____	each

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

B. Football

Scrimmage after 5:00 PM and Saturday (Per Official)	\$ <u>22.00</u> each
Scrimmage before 5:00 PM (Per Official)	\$ <u>40.00</u> each
JV Game (3 Officials)	\$ <u>57.00</u> each
Varsity Game (6 Officials)	\$ <u>66.00</u> each
Clock Operator	\$ <u>49.00</u> each

List any Additional Costs or Fees involved in the providing the services required in this solicitation: IF A GAME IS CANCELLED BY HCPSS LESS THAN 3 HOURS BEFORE GAME TIME, ANY OFFICIAL WHO SHOWS UP AT THE SITE SHALL BE PAID A GAME FEE.

C. Soccer

	<u>Single Game</u>	<u>Double Header</u>
Varsity (40-minute halves) - 1 Referee	\$ _____ ea.	\$ _____ ea.
Varsity (40-minute halves) - 2 Referees	\$ _____ ea.	\$ _____ ea.
Varsity (40-minute halves) - 3 Referees	\$ _____ ea.	\$ _____ ea.
Junior Varsity (35-minute halves) - 1 Referee	\$ _____ ea.	\$ _____ ea.
Junior Varsity (35-minute halves) - 2 Referees	\$ _____ ea.	\$ _____ ea.

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

D. Volleyball

	<u>One (1) Official</u>	<u>Two (2) Officials</u>
Scrimmage (Varsity Match)	\$ _____ ea.	\$ _____ ea.
Scrimmage (Junior Varsity Match)	\$ _____ ea.	\$ _____ ea.
Scrimmage (Freshman Match)	\$ _____ ea.	\$ _____ ea.
Regular Season (Varsity Match)	\$ _____ ea.	\$ _____ ea.
Regular Season (Junior Varsity Match)	\$ _____ ea.	\$ _____ ea.
Regular Season (Freshman Match)	\$ _____ ea.	\$ _____ ea.

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

II. ORGANIZATION INFORMATION

WASHINGTON DISTRICT FOOTBALL OFFICIALS ASSOC _____ years in business
 Name of Organization
 14614 DEERHURST TERRACE
 Street Address
 SILVER SPRING MD 20906
 City State Zip
 301-384-4562 NONE WDFOA.ORG
 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 ALAN J. FERRARO Title COMMISSIONER
 Address 14614 DEERHURST TERRACE Phone 301-384-4562
 SILVER SPRING, MD 20906 Fax NONE
 e-mail AMROWL@VERIZON.NET Pager/cellular NONE

IV. RECEIPT OF ADDENDA

Addendum: _____	Dated: _____	Received: <input 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: HCPSS
 Ad House: Name of Ad House _____ Other: _____

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:

WASHINGTON DISTRICT FOOTBALL OFFICIALS ASSOCIATION
(company name)

14614 DEERHURST TERRACE
(street address)

SILVER SPRING, MD 20906
(city, state and zip)

301-384-4562
(telephone number)

ALAN J. FERRARO
(person authorized to sign bids)

COMMISSIONER
(title of authorized representative)

Alan J. Ferraro 6/10/2017
(signature and date of authorized representative)

AMROWL@VERIZON.NET
(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: WASHINGTON DISTRICT FOOTBALL OFFICIALS ASSOC
Sport Category: FOOTBALL

1. Customer Name: HOWARD COUNTY PUBLIC SCHOOLS
2. Customer Address: 10910 CLARKSVILLE PIKE, ELLICOTT CITY, MD
3. Contact Name and Title: JOHN DAVIS, ATHLETIC DIRECTOR 21042
4. Contact Person Phone #: 410-313-6630
5. Contract Persons E-mail Address: JACK-DAVIS@HCPSS.ORG
6. How many year of service: 60
7. Commencement Date: 09/01/1957 Termination date: NONE
8. Is this contract renewable? yes no
9. If yes to the above, was the contract renewed? And if not, why not?
NEW PROCEDURE IN HOWARD COUNTY
10. Annual Dollar amount of contract: \$ 40,732
11. What was the nature of your service and list any similarities to HCPSS requirements:
FOOTBALL OFFICIATING
SAME REQUIREMENTS

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: WASHINGTON DISTRICT FOOTBALL OFFICIALS ASSOC
Sport Category: FOOTBALL

- 1. Customer Name: PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
- 2. Customer Address: 14201 SCHOOL LANE, UPPER MARLBORO MD
- 3. Contact Name and Title: EARL HAWKINS, ATHLETIC DIRECTOR 20772
- 4. Contact Person Phone #: 301-669-6050
- 5. Contract Persons E-mail Address: E.HAWKINS@PGCPS.ORG
- 6. How many year of service: 72
- 7. Commencement Date: 09/01/1945 Termination date: NONE
- 8. Is this contract renewable? yes no
- 9. If yes to the above, was the contract renewed? And if not, why not? YES

- 10. Annual Dollar amount of contract: \$ 65,860
- 11. What was the nature of your service and list any similarities to HCPSS requirements:
FOOTBALL OFFICIATING
ALL SERVICES PROVIDED ARE THE SAME
AS REQUIRED BY HCPSS

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: WASHINGTON DISTRICT FOOTBALL OFFICIALS ASSOC
Sport Category: FOOTBALL

1. Customer Name: MONTGOMERY COUNTY PUBLIC SCHOOLS
 2. Customer Address: 850 HUNGERFORD DR ROCKVILLE MD 20850
 3. Contact Name and Title: WILLIAM BEATTIE, ATHLETIC DIRECTOR
 4. Contact Person Phone #: 301-279-3144
 5. Contract Persons E-mail Address: WILLIAM_BEATTIE@MCPSMD.ORG
 6. How many year of service: 72
 7. Commencement Date: 09/01/1945 Termination date: NONE
 8. Is this contract renewable? yes no
 9. If yes to the above, was the contract renewed? And if not, why not? YES
-
10. Annual Dollar amount of contract: \$ 71,520
 11. What was the nature of your service and list any similarities to HCPSS requirements:
FOOTBALL OFFICIATING
ALL SERVICES PROVIDED ARE THE SAME
AS REQUIRED BY HCPSS

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.

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: WASHINGTON DISTRICT FOOTBALL OFFICIALS ASSOC Phone #: 301-384-4562

Company Address: 14614 DEERHURST TERRACE Fax #: NONE

SILVER SPRING MD 20906 E-mail: AMROWL@VERIZON.NET

Web Page: WDFOA.ORG

Date of Incorporation: 06/22/1990 State of Incorporation: MARYLAND
#D03037926

Number of Years in business under present name: 93

Number of Years working in a School System: 93

Other or former names under which your organization has operated: NONE

Percent (%) of Work Performing:

Field Hockey Referee Official Services % Football Referee Official Services 100 %

Soccer Referee Official Services % Volleyball Referee Official Services %

(list) Other service %

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

GEO-DI TOLBERT PRESIDENT
ALAN J. FERRARO COMMISSIONER

History of Firm (attach additional sheets as necessary):

Total Number of Employees: 282

Number of Office Personnel: 1

Number of Field Employees: 281

Number of Other:

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)

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
FALL ATHLETIC SPORTS REFEREE OFFICIALS SERVICES

BID #040.17.B4

ATTACHMENT

PROFILE OF COMPANY

T.1.

The Washington District Football Officials Association (WDFOA) has been in business since 1924, and has operated as the WDFOA for 93 years. The WDFOA was Incorporated in 1990. It's first client was The District of Columbia Public Schools in 1924. In 2016, we serviced 98 schools in this area, both Public and Private. The WDFOA has serviced Howard County for over 60 years.

T.2.

To service the large area of Northern Virginia, Southern Maryland, Prince George's County, Montgomery County, and Howard County, the Washington District Football Officials Association (WDFOA) holds training sessions throughout the area. Probation training is offered in 3 locations, and hold continuing education classes for each position, plus rules interpretation sessions 3 times a year. As a member of Hudl, we are able to provide individual film review of each official, as needed. In addition, we provide a background check for each official.

We have had in-service training with Terry McCauley (NFL), Adrian Hill (NFL), and Dave Perry, Commissioner of the ACC. In addition, Mr. Bill Witte, Maryland State Rules Interpreter, holds the National Federation Rules Clinic for our members. Mr. Witte is also a member of the WDFOA.

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, ALAN J. FERRARO, being duly sworn, depose and state:

1. I am the COMMISSIONER (officer) and duly authorized representative of the firm (the "Firm") WASHINGTON DISTRICT FOOTBALL OFFICIALS ASS. whose address is 14614 DEERHURST TERRACE SILVER SPRING and that I possess the authority to make this affidavit and certification on behalf of myself and the firm for which I am acting. 20906
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.

WASHINGTON DISTRICT FOOTBALL OFFICIALS ASSOCIATION, INC.
(Legal Name of Company)

14614 DEERHURST TERRACE
(Address)

SILVER SPRING MD 20906
(City) (State) (Zip)

301-384-4562 NONE
(Telephone) (Fax)

Contractor's No. D03037926

[Signature] Commissioner 6/10/2017
(Signature) (Title) (Date)

ALEX J FERRARO
(Printed)

In the presence of _____
(Witness) (Date)

OR:

SUBSCRIBED AND SWORN to before me on this 10 day of June, 2017.

Doreen Walsh NOTARY PUBLIC
DOREEN WALSH
NOTARY PUBLIC STATE OF MARYLAND
My Commission Expires: 12/16/19 My Commission Expires December 16, 2019

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

- Corporation Partnership Individual Other