



GARRETT COUNTY
HEALTH DEPARTMENT

GARRETT COUNTY HEALTH DEPARTMENT

**NON-EMERGENCY MEDICARE TRANSPORTATION
INVITATION FOR BIDS**

IFB: #25-0825

ISSUE DATE: July 25, 2025

BID CLOSING DATE: August 25, 2025 9:00 AM EST



NO BID NOTICE/VENDOR FEEDBACK FORM

To help us improve the quality of County solicitations, and to make our procurement process more responsive and business-friendly, please provide comments and suggestions regarding this solicitation. Please return your comments with your response. If you have chosen not to respond to this solicitation, please email or fax this completed form to the attention of the Procurement Officer (see Key Information Summary Sheet below for contact information).

Title: Non-Emergency Medicare Transportation
Solicitation No: 2025-0825

1. If you have chosen not to respond to this solicitation, please indicate the reason(s) below:
 - Other commitments preclude our participation at this time
 - The subject of the solicitation is not something we ordinarily provide
 - We are inexperienced in the work/commodities required
 - Specifications are unclear, too restrictive, etc. (Explain in REMARKS section)
 - The scope of work is beyond our present capacity
 - Doing business with the State is simply too complicated. (Explain in REMARKS section)
 - We cannot be competitive. (Explain in REMARKS section)
 - Time allotted for completion of the Bid/Proposal is insufficient
 - Start-up time is insufficient
 - Bonding/Insurance requirements are restrictive (Explain in REMARKS section)
 - Bid/Proposal requirements (other than specifications) are unreasonable or too risky (Explain in REMARKS section)
 - Prior State of Maryland contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section)
 - Payment schedule too slow
 - Other: _____

2. If you have submitted a response to this solicitation, but wish to offer suggestions or express concerns, please use the REMARKS section below. (Attach additional pages as needed.)

REMARKS:

Vendor Name: _____

Date: _____

Contact Person: _____

Phone: _____

Address: _____

Email Address: _____

KEY INFORMATION SUMMARY SHEET

Invitation for Bids	Non-Emergency Medicare Transportation
Solicitation Number:	25-0825
IFB Issue Date:	07/25/2025
IFB Issuing Office:	Garrett County Health Department
Procurement Officer: E-mail: Office Phone:	Martin Kraska martin.kraska@maryland.gov (301) 501-2806
Bids are to be sent to:	Garrett County Health Department 1025 Memorial Drive Oakland, MD 21550 ATTN: Martin Kraska
No Bid Notice Feedback Form	If you are not submitting a bid for this solicitation, submit the No Bid Notice Feedback Form with your reasons why.
Questions Due Date and Time	August 15, 2025 by 9:00 AM EST
Bid Due (Closing) Date and Time:	August 25, 2025 9:00 AM EST
Public Bid Opening Date and Time:	August 25, 2025 9:00 AM EST
Procurement Method:	A Contract will be awarded in accordance with the Competitive Sealed Bidding method.
Multiple or Alternate Bids:	Multiple or alternate Bids will not be accepted.
Contract Type:	The Contract that results for this Invitation For Bid (IFB) shall be an indefinite quantity contract with fixed unit price.
Contract Duration:	For a term of 10 months beginning September 1, 2025 and ending on June 30, 2026 with an option for up to two (2) one (1) year renewal terms. Start date pending vendor capabilities.
Primary Place of Performance:	Garrett County
Federal Funding:	No

INVITATION FOR BIDS

NON-EMERGENCY MEDICARE TRANSPORTATION

IFB #25-0825

The Garrett County Health Department (GCHD) will accept sealed Bids from Bidders to provide transportation services for all Garrett County residents 65 and older who are actively enrolled in Medicare requiring transportation to medical and specialty appointments. The Bidder must be able to provide transportation services for all Garrett County residents who are eligible and qualified for Medicare transportation, and for wheelchair trips, either by the vendor or through a GCHD approved sub-contractor. Services are required for non-emergency transports to sites including physician offices, laboratories, outpatient clinics, hospitals, pharmacies, dental clinics and other medical facilities or destinations for the purpose of accessing a Medicare covered service.

Bid documents may be obtained in person from the Garrett County Health Department, Administration Department, 1025 Memorial Drive, Oakland, MD 21550. A copy of the bid documents can also be downloaded from the GCHD website at: <https://garrethhealth.org/requestforproposals/>. Inquiries may be made by calling (301) 501-2806.

All Bids must be sealed and clearly marked on the outside of the envelope, "Invitation for Bids - Non-Emergency Medicare Transportation" and be submitted to the Garrett County Health Department, Administration Department, 1025 Memorial Drive, Oakland, Maryland 21550 on or before Monday, August 25, 2025, at 9:00 AM (local time). Public Bid Opening will be Monday, August 25, 2025 at 9:00 AM EST. Submission may be made via mail, or in person. Bidders are required to submit an original and three (3) copies of their Bid at the time of submission.

GCHD reserves the right to not consider any Bids received after the time due. All Bids shall be retained as documentation for the procurement file.

Nothing herein is intended to exclude any responsible Bidder or in any way restrain or restrict competition. On the contrary, all responsible Bidders are encouraged to submit Bids. GCHD reserves the right to accept or reject any or all Bids and to waive technicalities in any part thereof deemed to be in the best interest of the GCHD. GCHD also reserves the right to reject the Bid from a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a Bid from any Bidder, which investigation shows is not in a position to perform the contract.

Any Bid submitted must be signed by the Bidder submitting the Bid. All Bids submitted without such signature shall be deemed non-responsive and shall not be considered.

As is more fully explained throughout this Invitation for Bid ("IFB"), an award, if made, shall be made to the responsible Bidder, whose Bid is most advantageous to the GCHD, taking into consideration cost and evaluation factors.

It is the GCHD's intention to obtain services as specified in this IFB, from a Contract between the selected Bidder and the GCHD. The anticipated duration of services to be provided under this Contract is ten (10) months with two (2) one (1) year renewal options. Bidders shall be operational and able to provide services effective 9/1/2025, pending vendor capabilities.

1. Minimum Qualifications

1.1 Bidder Minimum Qualifications

The Bidder shall document in its Bid that it satisfies the following Minimum Qualifications:

1. The Bidder shall identify the location(s) from which it proposes to provide services, including, any current facilities that they operate. They shall provide documentation that they maintain a permanent place of business and have had at least two (2) successful years of experience in providing transportation services.
2. The Bidder shall provide documentation to the number of clients/customers and geographic locations that the Bidder currently serves.
3. The Bidder shall provide documentation as to the capacity for the number of rides they are able to complete per week and the number of days per week they plan to make rides available.

2. Contractor Requirements - Scope of Work

2.1 Wheelchair Transportation Service definitions:

1. Wheelchair transportation shall mean the transportation of clients who require a wheelchair to move from place to place, whether independently or with assistance, and is a curb to curb transport.
2. Transport services for participants may include an adult attendant/aide; additional fees may be applicable.
3. The definition of a trip, for the purposes of this document, is a loaded leg trip. Costs should be submitted for both one-way trips (per leg of the trip) and full trips (to and from the specified location). This pricing structure accommodates various scenarios, including, but not limited to, transporting a patient to the hospital for admittance with no return transport provided, or transporting a patient from the hospital with no initial transport provided.

2.2 Summary

1. GCHD seeks to contract for Medicare medical transportation services to begin on September 1, 2025 through June 30, 2026, start date pending vendor capabilities. The GCHD plans to award at least one contract resulting from this Bid. Contractor pricing must include a flat fee for each trip segment (to accommodate appointment drop-offs), billed per segment. If an attendant or aide is billable, their rate per trip segment must also be included in the bid.
2. Wheelchair and ambulatory transportation services shall be provided from curb of origin, if required by client, to curb of receiving facility. However, due to inclement weather or unusual circumstances, such as a broken elevator, the driver shall assist the client to the curb, or to the client residence. In transporting the client to the medical provider, the driver shall make certain that it is the correct address and that the establishment is open before dropping off the client.
3. The Contractor shall guarantee adequate staff and equipment available in Garrett County to handle the transportation needs of the Medicare transportation clients. This includes all client calls and scheduling of rides. It is crucial that the Contractor be able to maintain a timely schedule for the clients' medical appointments. Late pickups and returns will not be tolerated under this contract.
4. A Contractor, either directly or through its GCHD approved sub-contractor(s), must be able to provide all goods and services and meet all of the requirements requested in this solicitation and the successful Bidder (the Contractor) shall remain responsible for Contract performance whether operated by the Contractor or with the assistance of GCHD approved sub-contractor participation in the work.
5. A Contract award does not ensure a Contractor will receive all or any GCHD business under the Contract.

2.3 Funding

Funding for this project will come from the Maryland Community Health Resources Commission for a term of three (3) years.

2.4 Contractor requirements:

The Contractor shall:

1. Provide ambulatory and wheelchair service transportation for clients found by the Contractor to be eligible and qualified for this program, not in need of ambulance level of care during transport, and who do not need to be transported in a supine position.

2. Provide vehicles either sedan, van or wheelchair accessible depending on condition of client and staffing to provide scheduled services for eligible participants.
3. Arrive on time according to scheduled pick up time for pre-scheduled transport service (schedule made by Contractor).
 - a. In the event the Contractor is late or misses a pre-scheduled transport causing the cancellation of a scheduled appointment, the Contractor will be deemed deficient/non-responsive, payment will be withheld.
4. Permit one attendant, who can be either a staff member of the facility or a family member of the client, to accompany the client during transport. This accompaniment will be provided at the request of the client.
5. Prohibit smoking or tobacco use by employees and shall have a policy against any abusive, rude, threatening, obscene or vulgar behavior or any activity on the part of the employee, which might be considered injurious to an individual's person or self-respect.
6. Have a policy in place for infection control and contaminated materials disposal. These policies are to be strictly enforced at all times.
7. Complete all transports to and from Medicare providers for medically necessary care. These transports are limited to **non-emergency** transports to sites including physician offices, laboratories, outpatient clinics, hospitals, pharmacies, dental clinics and other medical facilities or destinations for the purpose of accessing a Medicare covered service.
8. Maintain accurate financial records in compliance with accounting standards and all applicable laws, reflecting all contract-related costs. Records must be available for inspection. If funds are misused, restitution to MDH is required. All records must be retained for 6 years or until audited by MDH, whichever is later.
9. Acknowledge that the GCHD **does not** guarantee a minimum or maximum quantity of transport during any term of the contract.

2.5 Scheduling of Transports:

1. The Contractor shall schedule all appointments for transports notifying the client of the pickup time and any other pertinent information.
2. **Contractor has the option to sub-contract with other Ambulatory or Wheelchair companies to provide services if the vendor cannot provide the service due to an unusually heavy demand or due to his/her equipment being in use, being repaired, or otherwise being unavailable.**
 - a. In this event, the vendor shall notify the GCHD approved sub-contractor, schedule the transport, and pay the GCHD approved sub-contractor for the service.
 - b. GCHD will not be responsible for the administrative function or communication with the GCHD approved sub-contractor. All questions, etc. from the GCHD approved sub-contractor are to be directed to the vendor.
3. Transports shall be performed at the most cost-effective trip type possible and in accordance with the provisions contained herein. The contractor should make every effort to provide shared ride transports to the same location or vicinity. Transportation shall be provided as a shared ride when it would not require the client to remain in the vehicle more than 60 minutes longer than if they were to be transported separately.
4. Failure by the Contractor to provide any scheduled daily transports in a timely manner shall be grounds for immediate termination of the contract by the GCHD.

2.6 Unallowable Costs:

GCHD will not cover no-shows, wait time, commuting miles, duplicate miles, loaded or unloaded miles, gratuities, transportation to receive non-medical services or non-covered medical services, transportation of non-Medicare recipients, transportation to/and from correctional facilities/institutions, transportation to/and from State facilities while the recipient is a resident of that facility, and emergency transportation services.

2.7 Response Time:

1. The response time under this contract shall be scheduled by the appointment time and the Contractor shall be responsible for pickup to assure arrival to that appointment time.
2. In the event the wheelchair/sedan is late (due to the Contractor) for a transport, and the health care provider cannot serve the client, **the GCHD shall not be liable for the payment of the transport to or from the medical provider.** The expense incurred will be solely the Contractor's responsibility and not the responsibility of the GCHD.
3. In the event the wheelchair/sedan arrives at the scheduled destination to make a pick-up and the client cannot be located and does not appear, or appears and declines to go, this situation will be called a **NO SHOW**. If a client is a **NO SHOW**, the Contractor is required to wait ten (10) minutes from the scheduled pick-up time before leaving the pick-up location.
4. The Contractor shall provide room in the ambulatory or wheelchair vehicle, for one (1) attendant in addition to the client. The attendant must be age eighteen (18) or older and not necessarily a family member. The contractor is permitted to bill an additional base rate for one (1) attendant.
5. The response time for wheelchair/sedan transports during normal weekday business shall be scheduled in accordance with the medical appointment time. The Contractor shall be responsible to schedule the pick-up time so that the client arrives at his/her medical appointment at the appropriate time.

2.8 Workforce/Personnel Requirements:

The Contractor shall:

1. Provide transportation in compliance with all applicable City, County, Maryland Department of Health (MDH), State and federal regulations regarding licensing and certification of personnel and vehicles, including insurance coverage and safety inspections. The driver of the vehicle must meet all requirements for the operation of a transport vehicle.
2. Establish whatever contracts or arrangements are necessary to accommodate the transports. Contractor shall employ appropriate staffing to complete the Contract throughout the term of the Contract.
3. Designate a Contract Monitor responsible for overseeing all aspects of the Contract. The Contractor will notify the GCHD which staff member has been designated for this position and their contact information. The Contractor will also notify GCHD of any personnel changes to this position during the term of the Contract.
4. Provide documentation of the number of staff to be used in providing transportation services and they shall retain appropriate staffing throughout the term of the Contract. Contractors shall be able to provide services effective 9/1/25, pending vendor capabilities.
5. Ensure that all personnel providing service under this Contract shall have completed Red Cross Standard First Aid Training or its equivalent and Cardiopulmonary Resuscitation (CPR) Training.
6. Obtain from all personnel assigned to work on the Contract a signed statement permitting a criminal background check. A criminal background check for any Contractor Personnel shall be completed prior to each Contractor Personnel providing any services under the Contract. The Contractor shall obtain at its own expense a Criminal Justice Information System (CJIS) State and federal criminal background check, including fingerprinting, for all Contractor Personnel. At a minimum, these checks must contain

convictions and probation before judgment (PBJ) pleadings within the State of Maryland. The Contractor shall provide certification to the GCHD that the Contractor has completed the required criminal background check described in this IFB for each required Contractor Personnel prior to assignment, and that the Contractor Personnel have successfully passed this check. Criminal Background Affidavit (Attachment L) is provided at the end of this IFB. The Contractor may not assign an individual whose background check reflects any criminal activity to work under this Contract. The Contractor shall have a policy in place, shared with the GCHD, which allows for the review and continuous monitoring of their active employees. The policy shall include the procedure for handling any identified project individual who obtains a new violation during the term of the contract and the disciplinary steps that may ultimately end in a termination of employment.

7. Provide an organizational chart outlining Personnel and their related duties to assist the Contract Monitor. The Contractor shall provide a draft Problem Escalation Procedure (PEP) that includes, at a minimum, titles of individuals to be contacted by the Contract Monitor should problems arise under the Contract and explains how problems with work under the Contract will be escalated in order to resolve any issues in a timely manner.

2.9 Equipment Requirements:

1. All transport vehicles shall meet all applicable Federal, State, City and Local regulations governing the operation of like vehicles. The transport equipment and all equipment carried will be operable and regularly maintained to ensure its operability; upon request, the successful Contractor shall submit evidence of copies of current licensure or documentation. All equipment shall be in good repair and appearance.
2. All drivers and vehicles are in compliance with the Motor Vehicle Code of the State of Maryland and provide proof that each has a current driver's license suitable and approved for the specific type of transportation to be performed for each and every driver to be used on this contract. GCHD shall have the right to inspect maintenance records under this Contract at any time.
3. All Contractors shall provide evidence of insurance consistent with the type of transportation provided to include a listing of all vehicles, by vehicle identification number (VIN) and all drivers, covered by the insurance policy.
4. All Contractors assure that their vehicles shall be appropriately registered in Maryland, are in good and dependable working condition as recommended by the manufacturer and including but not limited to: a high level of adequacy of vehicles for passenger safety, comfort, sufficiency of equipment accessibility and compliance with Federal and State motor vehicle safety standards. Vehicles shall be kept clean (interior and exterior) at all times. All systems and equipment must be maintained in proper working order to include the climate control system (heating and air conditioning), and have a functioning fire extinguisher and first aid kit.
5. All Contractors assure that their wheelchair vehicles have sufficient headroom clearance for wheelchair clients, safety restraints to independently immobilize both the client and the chair, exterior identification of the vehicle as a carrier of invalid persons, a working hydraulic lift tailgate or side gate labeled with the maximum weight capacity, and such other equipment as shall be required by the Maryland Public Service Commission (PSC) from time to time.
6. All Contractor vehicles shall be equipped with two-way radios to communicate directly with the dispatcher and such other radio equipment as may be required by the licensing authority.

2.10 Reporting Requirements:

The Contractor shall:

1. Check all databases required by the grantor on a quarterly basis to ensure that none of said employees or entities have been excluded from Federally funded health care programs due to fraudulent activity. The Contractor will complete an Attestation form based on this information and send it to GCHD, who will then provide the information to the grantor each month (General Provider Transmittal No. 73 and

42 CFR 455.104 through CFR 455.106). This attestation shall be received by the 1st business day of the quarter.

2. Provide a quarterly report by mode and mileage quarterly as well as any other reports or information on an as needed basis.
3. Provide a copy of each year's independent audit as soon as it is available, if applicable.

2.11 Legal Requirements:

The Contractor shall:

1. Comply with all the terms of the Federal Wage and Hour Act, all local and Federal laws, rules, and regulations, and specifically, rules applying to employment of minors, the Executive Order 11246 (Equal Opportunity) and the Occupational Safety and Health Act of 1970. The Contractor shall be responsible for all administration costs, payroll, Federal and Maryland taxes, unemployment compensation costs and insurance.
2. Comply with all applicable laws required by Medicare. The Contractor shall provide documentation of compliance upon the request of the GCHD.
3. Be licensed to do business in the State of Maryland, be in good standing with the State Department of Assessments and Taxation (SDAT) and have an SDAT number.
4. Provide proof of all current licenses required by federal or State laws.
5. Provide evidence of adequate insurance coverage based on industry and GCHD standards.
6. Provide written policies and procedures, which describe all aspects of the operations and address all operational requirements by state or federal law.

3. Standard Terms and Conditions

3.1 Contractor Initiation Requirements

Once all approvals have been obtained and the Contract is fully executed, the Contract Monitor may schedule a kickoff meeting to be held prior to commencement of the Contract.

3.2 End of Contract Transition

The Contractor shall cooperate in the orderly transition of services from it to a subsequent contractor at the end of the contract term or upon receipt of a Notice of Termination from the GCHD. Transition shall be provided in a prompt and timely manner and shall proceed in accordance with the schedule provided to the Contractor by the GCHD in the Notice of Transition. Additional instructions regarding transition services may be provided in the event of a Notice of Termination issued by the GCHD.

3.3 Invoicing

1. Submission of an invoice constitutes the Contractor's verification that the information in the invoice is accurate as of the time of submission. All invoices shall be signed by the Contractor and submitted to the Contract Monitor. An invoice not satisfying the requirements of a Proper Invoice will not be processed for payment. To be considered a Proper Invoice, invoices must include the following information, without error:
 - a. Contractor name and address;
 - b. Remittance address;
 - c. Federal taxpayer identification (FEIN) number, social security number, as appropriate;
 - d. Invoice period (i.e. time period during which services covered by invoice were performed);
 - e. Invoice date;
 - f. Invoice number;
 - g. Detailed listing of goods or services provided;
 - h. Amount due; and
 - i. Any additional documentation required by regulation or the Contract.
2. GCHD reserves the right to reduce or withhold Contract payment in the event the **Contractor** does not provide all required deliverables within the time frame specified in the Contract otherwise breaches the terms and conditions of the Contract until such time as the Contractor brings itself into full compliance with the Contract.
3. The State/County is generally exempt from federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes. The **Contractor**; however, is not exempt from such sales and use taxes and may be liable for the same.

3.4 Invoice Submission Schedule

1. The **Contractor** shall submit invoices in accordance with the following schedule:

The Contractor shall bill the GCHD at a minimum bi-monthly (twice a month), certifying thereto that the work and services have been performed, that payment for said work has not been received, and that the amount specified is due and owing.

For the purposes of the Contract an amount shall not be deemed due and payable if:

- a. The amount invoiced is inconsistent with the Contract;

- b. The invoice has not been received by the party or office specified in the Contract;
- c. The invoice or performance is in dispute, or the Contractor has failed to otherwise comply with the provisions of the Contract;
- d. The item or services have not been accepted;
- e. The items or services do not meet the quality requirements of the Contract;
- f. The Contractor has not submitted satisfactory documentation or other evidence reasonably required by the Procurement Officer concerning performance under the Contract and compliance with its provisions.

3.5 Problem Escalation Procedure

1. No later than ten (10) Business Days after notice of recommended award or after the date of the Notice to Proceed, whichever is earlier, the Contractor must provide, and thereafter, maintain a Problem Escalation Procedure (PEP) for both routine and emergency situations. The PEP must state how the Contractor will address problem situations as they occur during the performance of the Contract, especially problems that are not resolved to the satisfaction of the GCHD within appropriate timeframes and must include:
 - a. Contact information
 - b. The process for establishing the existence of a problem;
 - c. Names, titles, and contact information for progressively higher levels of personnel in the Contractor's organization who would become involved in resolving a problem;
 - d. For each individual listed in the Contractor's PEP, the maximum amount of time a problem will remain unresolved with that individual before the problem escalates to the next contact person listed in the Contractor's PEP;
 - e. Expedited escalation procedures and any circumstances that would trigger expediting them;
 - f. The method of providing feedback on resolution progress, including the frequency of feedback to be provided to the GCHD;
 - g. Contact information for persons responsible for resolving issues after normal business hours (e.g., evenings, weekends, holidays) and on an emergency basis; and
 - h. A process for updating and notifying the Contract Monitor of any changes to the PEP.
 - i. The PEP must be updated within ten (10) Business Days after any change in circumstance which changes the PEP but not less than annually within ten (10) Business Days after the start of each Contract year.
2. Nothing in this section shall be construed to limit any rights of the Contract Monitor or the GCHD which may be allowed by the Contract or applicable law.

3.6 Payments by Electronic Funds Transfer

By submitting a Bid in response to this solicitation, the Bidder, if selected for award:

1. Agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller's Office grants an exemption. Payment by EFT is mandatory for contracts exceeding \$200,000. The successful Bidder shall register using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form.
2. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form, must include the business identification information as stated on the form, and must include the reason for the exemption. The COT/GAD X-10 form may be downloaded from the Comptroller's website at:

3.7 Conflict of Interest Affidavit and Disclosure

1. The Bidder shall complete and sign the Conflict of Interest Affidavit and Disclosure (**Attachment F**) and submit it with its Bid.
2. By submitting a Conflict of Interest Affidavit and Disclosure, the Contractor shall be construed as certifying all Contractor Personnel and GCHD approved sub-contractors are also without a conflict of interest.
3. Additionally, a Contractor has an ongoing obligation to ensure that all Contractor Personnel are without conflicts of interest prior to providing services under the Contract.
4. Participation in Drafting of Specifications: Disqualifying Event: Bidders are advised that Md. Code Ann. State Finance and Procurement Article §13-212.1(a) provides generally that “an individual who assists an executive unit in the drafting of specifications, an invitation for bids, a request for proposals for a procurement, or the selection or award made in response to an invitation for bids or a request for proposals, or a person that employs the individual, may not:
 - (1) submit a bid or proposal for that procurement; or
 - (2) assist or represent another person, directly or indirectly, who is submitting a bid or proposal for that procurement.” Any Bidder submitting a Bid in violation of this provision shall be classified as “not responsible.”

3.8 Non-Disclosure Agreement (Contractor)

This solicitation and any Contract(s) are subject to the terms of the Non-Disclosure Agreement (NDA) contained in this solicitation as **Attachment G**. This Agreement must be provided within five (5) Business Days of notification of recommended award; however, to expedite processing, it is suggested that this document be completed and submitted with the Bid.

3.9 Maryland Healthy Working Families Act Requirements

On February 11, 2018, the Maryland Healthy Working Families Act went into effect. All Bidders should be aware of how this Act could affect your potential contract award with the State of Maryland. See the Department of Labor, Licensing and Regulations website for Maryland Healthy Working Families Act Information: <https://dllr.state.md.us/paidleave/>.

3.10 Insurance Requirements

1. The Contractor shall maintain, at a minimum, the insurance coverages outlined below, or any minimum requirements established by law if higher, for the duration of the Contract, including option periods, if exercised:

The following type(s) of insurance and minimum amount(s) of coverage are required:

- Commercial General Liability - One million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, property damage, and personal and advertising injury and two million dollars (\$2,000,000) annual aggregate. The minimum limits required herein may be satisfied through any combination of primary and umbrella/excess liability policies.
- Errors and Omissions/Professional Liability - One million dollars (\$1,000,000) per combined single limit per claim and two million (\$2,000,000) annual aggregate.
- Worker’s Compensation - The Contractor shall maintain such insurance as necessary or as required under Workers’ Compensation Acts, the Longshore and Harbor Workers’ Compensation Act, and the Federal Employers’ Liability Act, to not be less than five hundred thousand dollars (\$500,000)

per occurrence (unless a state's law requires a greater amount of coverage). Coverage must be valid in all states where work is performed.

- Automobile or Commercial Truck Insurance - The Contractor shall maintain Automobile or Commercial Truck Insurance (including owned, leased, hired, and non-owned vehicles) as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland.
2. The successful Contractor will be required to provide a Certificate of Insurance for General Liability Insurance, Errors and Omissions/Professional Liability, Workers Compensation and Automobile in the amounts outlined in the Insurance Table. The GCHD shall be listed as an additional insured on all applicable policies. These certificates are required at the Kickoff Meeting, and will be retained by:

Beth Brenneman, Grant Manager
Garrett County Health Department
1025 Memorial Drive
Oakland, MD 21550
 3. All insurance policies shall be endorsed to include a clause requiring the insurance carrier to provide the Procurement Officer, by certified mail, not less than 30 days' advance notice of any non-renewal, cancellation, or expiration. The Contractor shall notify the Procurement Officer in writing, if policies are canceled or not reviewed within five (5) days of learning of such cancellation or nonrenewal. The Contractor shall provide evidence of replacement insurance coverage to the Procurement Officer at least 15 days prior to the expiration of the insurance policy then in effect.
 4. Any insurance furnished as a condition of the Contract shall be issued by a company authorized to do business in the State.
 5. The recommended awardee must provide current certificate(s) of insurance with the prescribed coverages, limits and requirements set forth in this section within five (5) Business Days from notice of recommended award. During the period of performance for multi-year contracts, the Contractor shall provide certificates of insurance annually, or as otherwise directed by the Contract Monitor.
 6. The Contractor shall require any GCHD approved sub-contractors to obtain and maintain comparable levels of coverage and shall provide the Contract Monitor with the same documentation as is required of the Contractor.

3.11 Criminal Background Check

1. A criminal background check for any Contractor Personnel shall be completed prior to each Contractor Personnel providing any services under the Contract.
2. The Contractor shall obtain at its own expense a Criminal Justice Information System (CJIS) State and federal criminal background check, including fingerprinting, for all Contractor Personnel. At a minimum, these checks must contain convictions and probation before judgment (PBJ) pleadings within the State of Maryland. This check may be performed by a public or private entity.
3. The Contractor shall provide certification to the GCHD that the Contractor has completed the required criminal background check described in this IFB for each required Contractor Personnel prior to assignment, and that the Contractor Personnel have successfully passed this check.
4. Criminal Background Affidavit (Attachment L) is provided at the end of this IFB.
5. The Contractor may not assign an individual whose background check reflects any criminal activity to work under this Contract. The Contractor shall have a policy in place which allows for the review and continuous monitoring of their active employees. The policy shall include the procedure for handling any identified project individual who obtains a new violation during the term of the contract and the disciplinary steps that may ultimately end in a termination of employment.

4.0 Bid Submission Information and Instructions

4.1 Questions:

1. All questions relating to the IFB shall be submitted in writing via e-mail to the Procurement Officer no later than the date and time specified on the Key Information Summary Sheet. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Bid due date.

Procurement Officer
Martin Kraska
martin.kraska@maryland.gov
(301) 501-2806

2. Answers to all questions that are not clearly specific only to the requestor will be distributed via the same mechanism as for IFB amendments.
3. The statements and interpretations contained in responses to any questions, whether responded to verbally or in writing, are not binding on the GCHD unless it issues an amendment to the solicitation in writing.

4.2 Bid Timeline (also referred to in the Key Information Summary Sheet)

<u>STEPS TO COMPLETION</u>	<u>COMPLETION DATE</u>
IFB Issued	July 25, 2025
Question Deadline	August 15, 2025 at 9:00 AM
Bid Submission Deadline	August 25, 2025 at 9:00 AM
Public Bid Opening	August 25, 2025 at 9:00 AM
Complete Evaluation of Bids	August 29, 2025
Letter of Award Disbursed	August 29, 2025
Work to Begin, pending vendor capabilities	September 1, 2025

1. Bids must be received by the Procurement Officer no later than the Bid due date and time indicated on the **Key Information Summary Sheet** to be considered. Bids received after that date will not be considered. Requests for extension of this date or time shall not be granted.
2. Bids may not be submitted by e-mail or facsimile. Bids will be opened publicly at the date and time indicated on the **Key Information Summary Sheet**.
3. Bids may be modified or withdrawn by written notice received by the Procurement Officer before the time and date set forth in the **Key Information Summary Sheet** for receipt of Bids.

4. Potential Bidders not responding to this solicitation are requested to submit the “No Bid Notice/Vendor Feedback” form, which includes company information and the reason for not responding (e.g., too busy, cannot meet mandatory requirements).

4.3 Receipt, Opening and Recording of Bids

1. Upon receipt, each Bid and any timely modification(s) to a Bid shall be stored in a secure place until the time and date set for bid opening. Before Bid opening, the GCHD may not disclose the identity of any Bidder.
2. Bids shall be opened publicly, at the time, date and place designated in the IFB Key Information Summary Sheet. The name of each Bidder, the unit cost by line item Bid Price, and such other information as is deemed appropriate shall be read aloud or otherwise made available and recorded at the time of bid opening.

4.4 Duration of Bids

Bids submitted in response to this IFB are irrevocable for the latest of the following: 120 days following the Bid due date and time or the date any protest concerning this IFB is finally resolved. This period may be extended at the Procurement Officer’s request only with the Bidder’s written agreement.

4.5 Revisions to the IFB

1. All revision to the IFB before the due date for Bids will be published in an addendum to the IFB and reasonable effort will be made to provide such addenda to all prospective Bidders that were sent this IFB or are otherwise known by the Procurement Officer to have obtained this IFB. It is the responsibility of all prospective Bidders to check for any addenda issued prior to the submission of Bids.
2. Bidders shall acknowledge in the Bid the receipt of all addenda to this IFB issued before the Bid due date.
3. Failure to acknowledge receipt of an addendum does not relieve the Bidder from complying with the terms, additions, deletions, or corrections set forth in the addendum, and may cause the Bid to be deemed not responsive..

4.6 Cancellations

The GCHD reserves the right to cancel this IFB, accept or reject any and all Bids, in whole or in part, received in response to this IFB and to waive or permit the cure of minor irregularities.

4.7 Award or Rejection of Bids:

1. In determining responsibility, the following other qualifications, in addition to price, will be considered by the GCHD.
 - a. The ability, capacity and skill of the Bidder to perform the service required.
 - b. The character, integrity, reputation, judgment, experience and efficiency of the Bidder.
 - c. The quality of performance of previous Contracts or services.
 - d. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or service.
 - e. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service.
 - f. The quality, availability and adaptability of the supplies, or services, to the particular use required.

- g. The ability of the Bidder to provide future maintenance and service for the use of the subject of the Contract.
- h. Whether the Bidder is in arrears to the State of Maryland, Garrett County, or the GCHD on a debt or Contract or is a defaulter on surety to the State, Garrett County or GCHD.

4.8 Incurred Expense

The GCHD will not be responsible for any costs incurred by any Bidder in preparing and submitting a Bid or performing any other activities related to submitting a Bid in response to this solicitation.

4.9 Bid Protest

1. For the purpose of this Section, the following words have the meanings indicated:
 - a. Interested party means an actual or prospective Bidder, Offeror, or Contractor that may be aggrieved by the solicitation or Award of a Contract, or by the protest.
 - b. Protestor means any actual or prospective Bidder, Offeror, or Contractor who is aggrieved in connection with the solicitation or the Award of a Contract and who files the protest.
 - c. Filed means receipt in the GCHD Office of Procurement.
2. An Interested Party may protest to the GCHD Office of Procurement the Award or the Proposed Award of a Contract for supplies, services or construction. The protest shall be in writing and addressed to the GCHD Office of Procurement. Protests based upon alleged improprieties of any type in solicitations which are apparent before Bid opening or the closing date for receipt of initial bids shall be filed prior to said closing date, all other cases Bid protests shall be filed no later than seven (7) calendar days after the basis for protest is known or should have been known, whichever is earlier. Any protest filed after the time limit prescribed above shall not be considered.
 - a. The written protest shall include as a minimum the following:
 - 1). The name and address of the Protestor.
 - 2). Appropriate identification of the procurement, and if Contract had been awarded, its number, if known.
 - 3). A statement of reasons for the protest.
 - 4). Supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time in which case the expected availability date shall be indicated.
3. The GCHD Office of Procurement shall submit a copy of the protest to the Health Officer upon receipt of the protest.
 - a. Any additional information requested of the Protestor by the GCHD shall be submitted within five (5) days after receipt of notification in order to expedite consideration of the protest. Failure to comply with the request for information by the GCHD may result in a resolution of the protest without consideration of any information, which is untimely filed pursuant to such request.
4. Upon written request, the GCHD shall make available to any interested party information submitted that bears on the substance of the protest except when information is proprietary or otherwise permitted or required to be withheld by law or regulation.
5. A decision on a protest shall be made by the Health Officer in writing as expeditiously as possible after receiving all relevant, requested information. Before issuance, the decision of the Health Officer shall be reviewed by the Garrett County Department of General Services.

- a. Should the Protestor disapprove of the Health Officer's decision, they may appeal the decision to the County Commissioners within seven (7) days after receipt of the decision. All information used to support the protest and the decision of the Health Officer shall be made available to the County Commissioners.
6. A written decision on the protest shall be made expeditiously by the Garrett County Commissioners and deemed the final action on the protest.

4.10 Bidder Responsibilities

1. A Bidder, either directly or through its GCHD approved sub-contractor, must be able to provide all goods and services and meet all of the requirements requested in this solicitation and the successful Bidder (the Contractor) shall be responsible for Contract performance including any GCHD approved sub-contractor participation in the work.
2. All GCHD approved sub-contractors shall be identified and a complete description of their role relative to the Bid shall be included in the Bid.

4.11 Acceptance of Terms and Conditions

By submitting a Bid in response to this IFB, the Bidder, if selected for award, shall be deemed to have accepted the terms and conditions of this IFB and the Contract. Any exceptions to this IFB or the Contract must be submitted by the "Questions Due Date and Time" prior to Bid submission. Changes to the solicitation, including the Bid Form or Contract, made by the Bidder may result in Bid rejection.

4.12 Compliance with Laws/Arrearages

By submitting a Bid in response to this IFB, the Bidder, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Contract.

By submitting a response to this solicitation, each Bidder represents that it is not in arrears in the payment of any obligations due and owing the State or County, including the payment of taxes and employee benefits, and shall not become so in arrears during the term of the Contract if selected for Contract award.

4.13 Verification of Registration and Tax Payment

Before a business entity can do business in the State/County, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, MD 21201. For registration information, visit <https://egov.maryland.gov/BusinessExpress/>.

It is strongly recommended that any potential Bidder complete registration prior to the Bid due date and time. The Bidder's failure to complete registration with SDAT may disqualify an otherwise responsive successful Bidder from final consideration and recommendation for Contract award.

4.14 False Statements

1. In connection with a procurement contract a person may not willfully:
 - a. Falsify, conceal, or suppress a material fact by any scheme or device.
 - b. Make a false or fraudulent statement or representation of a material fact.
 - c. Use a false writing or document that contains a false or fraudulent statement or entry of a material fact.
2. A person may not aid or conspire with another person to commit an act under this section.
3. A person who violates any provision of this section is guilty of a felony and on conviction is subject to a fine not exceeding \$20,000 or imprisonment not exceeding five (5) years or both.

4.15 Confidentiality of Bids / Public Information Act Notice

1. The Bidder should give specific attention to the clear identification of those portions of its Bid that it considers to contain confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the GCHD under the Public Information Act, Md. Code Ann., General Provisions Article, Title 4. This information should be identified by page number and placed in the Transmittal Letter with the Bid.
2. The Bids shall be tabulated or a Bid abstract made. The opened Bids shall be available for public inspection at a reasonable time after Bid opening, but in any case before contract award, except to the extent the Bidder designates trade secrets or other proprietary data to be confidential as set forth in this solicitation. Material so designated as confidential shall accompany the Bid and shall be readily separable from the Bid to facilitate public inspection of the non-confidential portion of the Bid, including the Total Bid Price.
3. For requests for information made under the PIA, the Procurement Officer shall examine the Bids to determine the validity of any requests for nondisclosure. Nondisclosure is permissible only if approved by the Office of the Attorney General.

4.16 Use of Bidder’s Form Not Binding on State

The Bidder may not substitute, modify, or provide any other document in lieu of the documents provided with this Bid. Only those forms and documents provided with this solicitation and by the Procurement Officer will be considered acceptable as bid submission.

4.17 Attachments and Documents Required with the Bid (Table A)

A Bidder shall include the following Attachments with its Bid as a single sealed Bid Package:

Attachments B & C = Bid will be rejected if the required Attachment is not submitted or is incomplete.

Attachments D, F, H, and N-P = Bid may be rejected if the required Attachment is not submitted or is incomplete.

Attachment B-1 = May be submitted by the Bidder but is not a requirement.

TABLE A - Required Attachments and Documents to be Submitted with the Bid (Available via Website Links at <https://garretthealth.org/requestforproposals/>)

TABLE A - Required Attachments and Documents to be Submitted with the Bid (Available via Website Links at https://garretthealth.org/requestforproposals/)	
Attachment	Attachment Name
B	<u>Bid Price Form</u> <u>Do not alter this Bid Price Form</u> (see page 23-24) or the Bid may be determined to be not responsive. The Bid Price Form must be signed and dated, where requested, by an individual who is authorized to bind the Bidder to the prices entered on the Bid Form. (See Appendix 1 for specific Bid Price Form Instructions .)
C	<u>Bid/Proposal Affidavit</u> A Bid submitted by the Bidder must be accompanied by a completed Bid/Proposal Affidavit.
D	<u>Maryland Living Wage Requirements Affidavit of Agreement</u>

TABLE A - Required Attachments and Documents to be Submitted with the Bid (Available via Website Links at https://garretthealth.org/requestforproposals/)	
Attachment	Attachment Name
	(for Services and Facilities Maintenance Contracts - See Appendix 2 for Details)
F	<u>Conflict of Interest Affidavit and Disclosure</u> <i>Note: If this solicitation will result in the “selection of a contractor who will assist a unit in the formation, evaluation, selection, award, or execution of another State contract” the Bidder shall provide this Affidavit and other times as requested by the Procurement Officer.</i>
H	<u>Bidder Information Sheet</u>
N	<u>Reference Checks</u> (Each reference shall be from a customer for whom the Bidder has provided goods or services within the most recent past 3 years)
O	<u>List of Current or Prior State Contracts</u>
P	<u>Legal Action Summary</u>
B-1	<u>Purchasing Preference Affidavit</u>
Additional Required Documents with the Bid	
Financial Capability. The Bidder must include in its Bid a commonly-accepted method to prove its fiscal integrity. The Bidder must include in its Bid a commonly-accepted method to prove its fiscal integrity. If available, the Bidder shall include Financial Statements, preferably a Profit and Loss (P&L) statement and a Balance Sheet, for the last two (2) years (independently audited preferred).	
Minimum Qualifications Documentation. The Bidder shall submit any Minimum Qualifications documentation that may be required, as set forth in IFB Section 1.	
Acknowledgement of all addenda to this IFB.	

4.18 Bid Delivery Instructions

1. Bidders may either mail or hand-deliver Bids.
2. For U.S. Postal Service deliveries, any bid that has been received at the appropriate mailroom, or typical place of mail receipt for the respective procuring unit by the time and date listed in the IFB will be deemed to be timely. If a Bidder chooses to use the U.S. Postal Service for delivery, the GCHD recommends that it use Express Mail, Priority Mail, or Certified Mail or another form for which both the date and time of receipt can be independently verified by the GCHD.
3. Hand-delivery includes delivery by commercial carrier acting for the Bidder. For any type of direct (non-mail) delivery, a Bidder is advised to secure a dated, signed, and time-stamped (or otherwise indicated) receipt of delivery.

4.19 Bid Evaluation Criteria, Award Basis and Assignment of Work

1. The Bids will be evaluated based on the lowest unit cost by line item bid price. All Bids will be ranked from the lowest (most favorable) to the highest (least favorable) price based on the cost per line item as submitted in its Bid.
2. A Contract shall be awarded to the responsible Bidder(s) submitting a responsive Bid with the most favorable Bid Price or most favorable evaluated Bid Price for providing the goods and services as specified in this IFB.
3. The GCHD reserves the right to make the award by item, or groups of items, or Total Bid Price if it is in the best interest of the GCHD to do so unless the Bidder specifies in its bid that a partial or progressive award is not acceptable.
4. Award of this contract will not be final and complete until after:
 - a. The Contractor submits complete and satisfactory documentation required under the Contract and/or documentation required by the Procurement Officer; and
 - b. The Contract is signed by the GCHD following any approvals of the Contract required by law or regulation.

4.20 Tie Bids

If two or more Bidders submit identical Bids and are equally qualified, the decision of the GCHD to make an award to one or more of such Bidders shall be final. Selection may be made by drawing lots.

4.21 Local Preference Program

The Board of County Commissioners have duly adopted Resolution No. 2006-11 establishing a local preference program. If the State or political subdivision in which a nonresident firm is located gives an advantage to its resident businesses, the County Commissioners may give an identical advantage to the lowest responsive and responsible bid from a local firm over that of the nonresident firm. An advantage may include a percentage preference, an employee residency requirement, or any other provision that favors a local firm over a nonresident firm. All nonresident firms are required to complete and submit the Purchasing Preference Affidavit as part of its bid submission (See Attachment B-1 Purchasing Preference Affidavit above). The provisions of this Resolution are intended to repeal Resolution No. 5-4-99.

4.23 Documents Required upon Notice of Recommendation for Contract Award (Table B)

Upon receipt of a notification of recommendation for contract award, along with submitting the signed **Contract (see Exhibit 1 - Sample Contract)**, the following documents shall be completed and submitted by the recommended awardee within ten (10) business days, unless otherwise directed by the Procurement Officer.

Required Attachments in **Table B** are available at our website link below.

TABLE B - Documents Required upon Notice of Recommendation for Contract Award (Available via Website Links at https://garretthealth.org/requestforproposals/)	
Attachment	Attachment Name
G	<u>Non-Disclosure Agreement (Contractor)</u>
J	<u>Contract Affidavit</u>
L	<u>Criminal Background Check Affidavit</u>

5.0 Appendices and Exhibits

The Appendices and Exhibits listed below in Tables C and D are reference documents as needed to assist the bidders in preparing their bids in response to this solicitation.

5.1 Appendices (Table C)

Documents available via Website Links at <https://garretthealth.org/requestforproposals/>

TABLE C - APPENDICES	
Appendix #	Appendix Name
1	Bid/Proposal Price Form Instructions
2	Living Wage Requirement Instructions

5.2 Exhibits (Table D)

Document available via Website Links at <https://garretthealth.org/requestforproposals/>

TABLE D - Exhibits	
Exhibit #	Exhibit Name
1	Sample Contract

6.0 Bid Documentation Submittal Format Summarization

6.1 Labeling

Each Bidder is required to label the sealed Bid with the IFB title and number, name and address of the Bidder, and closing date and time for receipt of the Bids on the outside of the package.

6.2 Required Bid Submission

A Bidder shall include the following with its Bid:

- 1. Bid Price Form (Attachment B, page 23-24).**
- 2. Bid/Proposal Affidavit (Attachment C).**
- 3. MD Living Wage Requirement Affidavit of Agreement (Attachment D).**
- 4. Conflict of Interest Affidavit & Disclosure (Attachment F).**
- 5. Bidder Information Sheet (Attachment H).**
- 6. Reference Checks (Attachment N).**
- 7. List of Current or Prior State Contracts (Attachment O).**
- 8. Legal Action Summary (Attachment P).**
- 9. Financial Capability** proving a commonly-accepted method to prove its fiscal integrity.
- 10. Minimum Qualifications Documentation.** The Bidder shall submit any Minimum Qualifications as set forth in IFB Section 2.
- 11. Acknowledgement** of all addenda to this IFB.

6.3 Documents Required upon Notice of Recommendation for Contract Award

- 1. Non Disclosure Agreement - Contractor (Attachment G).**
- 2. Contract Affidavit (Attachment (J)).**
- 3. Criminal Background Check Affidavit (Attachment L).**
- 4. Certificates of Insurance** - Refer to Section 3.10, the following Insurances are required for the contract: Commercial General Liability, Workman's Compensation & Auto. The insurance table is also provided on page 25.
- 5. Policy & Procedure Plan** - refer to Section 2.4 & 2.8, 3.11.
- 6. Problem Escalation Procedure** - refer to Sections 2.8.7 & 3.5.
- 7. Proof of all current required licenses** - refer to Sections 2.9 & 2.11
- 8. Form W-9 Request for Taxpayer Identification & Certification**
- 9. GCHD approved Sub-contractors.**

The Bidder shall provide a complete list of all GCHD approved sub-contractors that will work on the Contract if the Bidder receives an award. This list shall include a full description of the duties each GCHD approved sub-contractor will perform and why/how each GCHD approved sub-contractor was deemed the most qualified for this project.

Invitation for Bids
NON-EMERGENCY MEDICARE TRANSPORTATION
IFB #2025-0825
Attachment B - Bid Price Form

Item No.	Trip Type	Unit Cost for FY25	Unit Cost for FY26	Unit Cost for FY27
1	Wheelchair –mileage rate	\$ _____ in county flat fee per round trip \$ _____ out of county flat fee per round trip \$ _____ attendant/aide fee per round trip	\$ _____ in county flat fee per round trip \$ _____ out of county flat fee per round trip \$ _____ attendant/aide fee per round trip	\$ _____ in county flat fee per round trip \$ _____ out of county flat fee per round trip \$ _____ attendant/aide fee per round trip
2	Wheelchair –mileage rate	\$ _____ in county flat fee per single (one way) trip \$ _____ out of county flat fee per single (one way) trip \$ _____ attendant/aide fee per single (one way) trip	\$ _____ in county flat fee per single (one way) trip \$ _____ out of county flat fee per single (one way) trip \$ _____ attendant/aide fee per single (one way) trip	\$ _____ in county flat fee per single (one way) trip \$ _____ out of county flat fee per single (one way) trip \$ _____ attendant/aide fee per single (one way) trip
3	Ambulatory – mileage rate	\$ _____ in county flat fee per round trip \$ _____ out of county flat fee per round trip \$ _____ attendant/aide fee per round trip	\$ _____ in county flat fee per round trip \$ _____ out of county flat fee per round trip \$ _____ attendant/aide fee per round trip	\$ _____ in county flat fee per round trip \$ _____ out of county flat fee per round trip \$ _____ attendant/aide fee per round trip
4	Ambulatory –mileage rate	\$ _____ in county flat fee per single (one way) trip \$ _____ out of county flat fee per single (one way) trip \$ _____ attendant/aide fee per single (one way) trip	\$ _____ in county flat fee per single (one way) trip \$ _____ out of county flat fee per single (one way) trip \$ _____ attendant/aide fee per single (one way) trip	\$ _____ in county flat fee per single (one way) trip \$ _____ out of county flat fee per single (one way) trip \$ _____ attendant/aide fee per single (one way) trip

My signature certifies that the Bid as submitted complies with all Terms and Conditions set forth in this IFB.

My signature also certifies that the accompanying Bid is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest to the GCHD, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to GCHD, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with GCHD.

I hereby certify that I am authorized to sign as representative for the Contractor:

Name of Company: _____

Address: _____

Fed ID No. _____

Signature: _____ Title: _____

Telephone: _____ Fax Number: _____

Date: _____ Email: _____

Insurance Requirements for the Garrett County Health Department

General Liability Insurance: Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations and, if necessary, **Commercial Umbrella Insurance** .

Minimum Limits

\$1,000,000	Each Occurrence
\$1,000,000	Products & Completed Operations
\$1,000,000	Personal Injury and Advertising Injury
\$2,000,000	Annual Aggregate
\$1,000,000	Fire Damage
\$5,000	Medical Expense Each Person
\$100,000	Medical Expense Each Occurrence

Automobile Liability Insurance: Coverage sufficient to cover owned, hired and non-owned coverage, including bodily injury, per person and occurrence and property damage per occurrence.*

Minimum Limits

\$1,000,000	Combined Single Limit
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**Required ONLY for Contractors that travel during the course of their contract utilizing their own vehicle while conducting business for the Department.*

Statutory Workers Compensation and Employer's Liability Insurance: Workers Compensation Coverage shall meet statutory limits as required by the State of Maryland or other applicable laws and Employers' Liability Insurance as follows.*

Minimum Limits

\$500,000	Each accident for bodily injury by accident
\$500,000	Policy limit for bodily injury by disease and
\$500,000	Each employee for bodily injury by disease

**Workers' Compensation and Employer's Liability Insurance is required for all contracts who has employees or subcontractors.*

Professional Liability Insurance: Coverage for errors, omissions, and negligent acts per claim and aggregate, with one year discovery period.*

Minimum Limits

\$1,000,000	Each Occurrence
\$5,000	Deductible

**Required for all Professional Service Contracts ONLY including but not limited to architectural design, review and/or engineering services.*

Pollution Liability Insurance: Coverage for bodily injury, property damage, defense, and cleanup as a result of pollution conditions.*

Minimum Limits

\$1,000,000	Each Occurrence
\$1,000,000	Aggregate

**Required for contracts with remedial hazardous material operations.*

Builders Risk Insurance: Coverage equal to the full value of project*

**Required for all property construction projects*