



**REQUEST FOR QUALIFICATIONS
FOR RED LIGHT AND SPEED CAMERAS
(with Parking Enforcement ALTERNATIVE)**

RFQ – FY 2024-004

Issued by:

**TOWN OF BLADENSBURG
4229 Edmonston Road
Bladensburg, Maryland 20710**

Tel: 301-927-7048

**Issue Date: December 20, 2023
Due Date: January 19, 2024, at 3:00 p.m.**

TOWN OF BLADENSBURG
REQUEST FOR QUALIFICATIONS –RED LIGHT & SPEED CAMERA PROGRAM
RFQ FY 2024-002

SECTION 1: SCOPE OF WORK AND TOWN BACKGROUND

1.1 Project Overview and Scope of Work

1.1 a Project Overview: The Town of Bladensburg is issuing a Request for Qualifications (RFQ) to companies that can provide an automated red light and speed enforcement system for town streets and signalized intersections, depending on the alternative approach the Town selects.

The Program includes the installation, implementation, training, and continuing performance of the hardware, software, and support services needed for the system to function properly. The proposals shall be for a complete “turnkey” operation. The program shall be developed and managed, and the Town and Company contract will be structured to support the Town’s goals.

Overall, the goals of the Town’s Red Light and Speed Camera Program are to reduce the number of fatalities, serious injuries, and property damage that result from traffic collisions at Town intersections, to improve the safety of motorists and pedestrians at locations where cameras are in place and to improve overall motorist and pedestrian safety and awareness Town-wide through a coordinated outreach and education effort.

To achieve these goals, the Town will work with the selected vendor to deploy a complete turnkey program for automated red light and speed enforcement as specified below in Sections 2 and 3 of this RFP.

There is an alternative for companies that can also provide Parking Enforcement Services for the Town.

1.1 b Work Included in Scope

1. Work includes furnishing and installing all ARLE equipment and related equipment for a complete system as specified herein.
2. Beyond providing the meters, certain activities are to be included.
3. Where ARLE are installed, prepare and install mounting devices for ARLE as needed and in coordination with the Town. The vendor will provide site design, installation, maintenance, and operation of automated camera systems at all selected intersections. The vendor will also have an annual camera certification process.
4. Provide public education materials for introducing the new system to the Town and will assist with developing a public information and community outreach campaign.
5. The Vendor shall apply for all permits as needed to implement the red-light and speed cameras.
6. The Vendor must be able to provide a robust, fully web-enabled, and fully secure citation processing system that includes data processing, initial screening of data, prompt delivery of data to police for violation review and citation authorization, citation mailing, bad address notification, and maintenance of secure Internet-based violation viewing capability.
7. The Vendor must be able to provide a notification system acceptable to the Town, including approval of all forms and procedures.
8. The Vendor will provide payment processing and collection functions using the vendor-provided system.

The vendor will conduct Initial mailings to violators and all follow-up mailings, including but not limited to: “determination of liability,” “final determination of liability,” “delinquent payment,” “insufficient payment,” “partial payment,” “notice to appear at an administrative hearing” and “findings, decision & order.”

9. The Vendor will be responsible for obtaining all registered owner information necessary to issue a citation. Furthermore, the vendor will process data before providing access to chargeable violations via a secure interface to the Town Police Department for review and authorization of citations by electronic signature for those events that meet specified criteria.

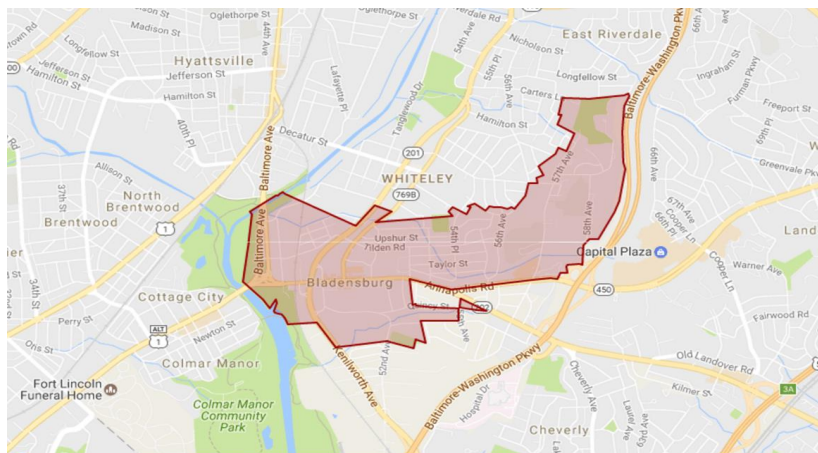
10. The vendor will have Call center support for citation status questions, payments, and in-person hearing scheduling (preferably Maryland-based).

11. The vendor will have a provision of expert testimony at contested court hearings until judicial notice is taken

The town anticipates the program will include red lights and speed enforcement at intersections and streets. The program's scale and scope depend on initial and ongoing data collection and analysis. The Town anticipates the program will include rotating or moving enforcement locations over time to support the program goals. The contract term is anticipated to be two (2) years, with up to three (3) with one (1) year renewal options.

1.2 Background– Town of Bladensburg

The Town of Bladensburg is located along the Anacostia River in Prince George’s County, Maryland. The Town is north and east of Washington, DC. Bladensburg's roots reach as far back as the 1720s. The Town has been a witness to and played a significant role in much of the history of colonial times and the United States. **Population 2020 US Census – 9,657**



SECTION 2: RFQ AND BID SUBMITTAL PROCESS

2.1 RFQ Issuance

Upon issuance, the RFQ will be posted to the Town’s website at <https://bladensburgmd.gov> as well as other RFQ distribution websites. The Town may send notification of the issuance of the on-call grant writing services RFQ to certain potential bidder(s). This notification does not in any way indicate prequalification of said bidders. No pre-bid meeting is scheduled. Potential bidders with questions

about the RFQ or its process may contact Kim Greene, Project Manager, no later than January 15, 2024, at 3:00 p.m. EST. Contact information is: 301-927-7048; e-mail: kgreene@bladensburgmd.gov.

2.2 Qualifications, Specifications, and Scope of Work

2.2 a Minimum Qualifications (MQs): The following are minimum requirements that the vendor must meet to be eligible to submit a proposal. Responses must clearly show compliance with these minimum qualifications. The Town will reject, without further consideration, those applications that are not clearly responsive to these minimum qualifications.

MQ 1: The vendor must be able to deploy automated photo red light and speed camera equipment in accordance with the following standards:

MQ 1.1 The system must utilize digital technology to capture a set of three (3) images of the violation event: the first image shall clearly show the scene, including the red signal and a clear view of the vehicle with its front tires in front of the stop bar, prior to committing a violation; and the second image shall clearly show the scene, including the red signal and a clear view of the vehicle inside the intersection while the traffic signal is still red; the third image shall clearly show a zoomed-in view of the rear license plate.

MQ 1.2 Vendors shall submit at least four example sets of violation photos in different lighting and weather conditions, including daytime – fair weather, daytime – rain or snow, nighttime - fair weather, and nighttime – rain or snow.

MQ 1.3 Vendors should be able to provide a contact person for at least three current references within the State of Maryland where their traffic camera system has worked effectively using the proposed technology.

MQ 1.4 The Vendor should be able to provide administrative adjudication software to support in-person hearings and contests by mail. Software must also include a hearing report(s) informing the administrative adjudicator of all scheduled hearing dates, the number of hearings scheduled, and a list of violations to be heard. A vendor must ensure that technical support (whether in-person or remote) is available for all adjudications.

MQ 1.5 The vendor should be able to provide full-service call center support to assist violators with identifying citation status, answering general citation questions, processing payments over the phone, and scheduling in-person hearings.

MQ 1.6 Vendor should be able to provide complete citation history tracking, available through a secure interface. Citation history should document all actions taken on a citation, from when it was captured through its lifespan. Citation history should also include a detailed record of all calls received in processing the citation.

MQ 1.7 From the point of data capture, all camera photos and accompanying video sequences must be capable of secure storage and transmission and capable of maintaining a secure chain of evidence. Vendors shall briefly describe their approach to maintaining the security of evidence.

MQ 1.8 The vendor shall specify all methods of detection and camera triggering that are utilized. Town strongly prefers a minimally invasive detection method with the highest capture accuracy.

MQ 1.9 The system must incorporate full motion video for each violation; the Video must be

integrated with the still images at the violation point.

MQ 1.10 The Vendor must be able to move cameras to new locations at NO COST to the Town if the camera in question reaches its desired safety goals or becomes uneconomical.

MQ 1.11 The system shall utilize lane-specific video cameras to capture multiple zoom-in plate images with the ability to rewind or fast forward for a greater chance of plate capture.

MQ 1.12 System must provide license-plate recognition capability out of the box, utilizing existing system hardware and software. Add-on capability is not desired.

MQ 1.13 System must provide optional video analytics capability for all fixed-view cameras. Video analytics must be AI-based and configurable to accommodate various user-defined scenarios.

MQ 2: The vendor must be able to provide a robust, fully web-enabled violation review interface and fully secure citation processing system that includes data processing, initial screening of data, prompt delivery of data to police for violation review and citation authorization, citation mailing, bad address notification, electronic transfer of data and image of citation to the department's records division, and maintenance of secure Internet-based violation viewing capability.

MQ 2.1 The vendor must be able to provide the Town Police Department with electronic violation data uploads. Vendors shall describe their approach to meeting this requirement.

MQ 2.2 The vendor must provide a secure, internet-based website viewing capability to members of the public who receive mailed citations and support Police and Court operations. Vendors shall be able to demonstrate their ability and experience to meet this requirement.

2.2 b Preferred Qualifications (PQ): The following preferred qualifications outline characteristics the Town would find desirable in a proposal submission. The intent here is to allow submitting vendors to briefly describe key technical and/or operating characteristics of their red light and speed photo enforcement systems.

PQ 1: Project Timeline. Vendors will supply a detailed project timeline showing sequential and concurrent activities to be undertaken to result in a fully operational system.

PQ 2: Two Lanes of Enforcement. Describe the system's ability to accurately capture violations at approaches of up to two lanes in one direction, including possible left and right turning lanes. The system must be able to capture turn lanes with independent signal timings.

PQ 3: Right Turn on Red. Describe the system's ability to capture violations for "rolling right" offenses accurately.

PQ 4: Photo Flash. The Town prefers infra-red systems that minimize the number of illuminators and extraneous illumination and flash effects. Please specify the number of flash units your system requires for a standard three-lane approach. Also, describe the wattage and associated flash characteristics of your system. Floodlights may not be used.

PQ 5: SHA Permits. The Contractor shall apply for an encroachment permit for, and before, installing any equipment or hardware within the right-of-way, modifying any Town or State-owned facility, or performing any sidewalk, shoulder, or lane closure. Please provide a detailed

list and description of all equipment deployed, together with physical dimensions for a single monitored approach of four traffic lanes. Attach photos of all required equipment from an existing active three-lane intersection approach. Photos must include all poles, cabinets, housings, and flash units that comprise the entire system.

2.2 c Other Specifications (OS) and Scope of Services: The following points provide guidance and/or request additional information from vendors wishing to submit proposals under this RFP. Vendors will indicate their ability to address these specifications, briefly describing their approach to each function.

OS 1: Site Survey. The successful vendor will work with the town to determine an initial list of candidate intersections, chosen in part based on a quantitative assessment of the frequency of red light and speed violations and collisions. Vendors will develop baseline data for each candidate intersection by monitoring the frequency of red-light violations for at least sixteen hours.

OS 2: Camera Site and Installation. From the intersections selected, the successful vendor will deploy red light and speed enforcement equipment meeting or exceeding the minimum standards specified above. Working with the Town Police Department and/or the Maryland State Highway Administration, the successful vendor will be responsible for all permit acquisition, site design, construction, installation, and maintenance of the equipment. The Town will provide access to power for the red light equipment. Telecommunications and all other equipment will be the responsibility of the vendor.

OS 3: Service and Maintenance. The servicing and maintenance of red-light camera enforcement equipment will be the exclusive responsibility of the vendor. Initial response to any equipment malfunctions will normally occur within 24 hours; repairs will normally be accomplished within 72 hours. Explain how you will ensure that these availability requirements will be achieved. Please provide details on the location of the nearest authorized technician/tech center, the number of technicians in our territory, the ability to provide prompt service, and how you will compensate for extended downtime.

OS 4: Violation Screening and Citation Development. The successful vendor will work with the Police Department to determine in detail the elements that will constitute evidence of a red-light violation and with the Court, Police, and Law Departments to determine the contents of the citation that will be mailed to registered vehicle owners.

OS 5: Citation Processing. The successful vendor must provide citation processing in compliance with applicable statutes per **MQ #2** above.

OS 6: Statistics. In support of the Town's project evaluation activities, the successful vendor will provide monthly a summary program matrix to the Town that will include, at a minimum, the following:

- # of events recorded by intersection approach and in total.
- # of events forwarded to police.
- # of citations authorized and mailed by month of issuance.
- # of citations returned as undeliverable.
- # of citations paid by location

OS 7: Other Services. Other services to be provided by the successful vendor will include:

- Assistance with the development of a public information and outreach campaign
- Training Town staff involved in the implementation of the project.
- Surveillance planning, installation, and maintenance

2.2 d Rates and Prices: Prospective vendors shall submit one (1) copy of their financial proposal in response to this RFP as a separate, electronic PDF in their submissions package. Pricing shall be firm and fixed throughout the program term unless a formal contract amendment changes the Scope of Work and necessitates a revision to the firm-fixed pricing.

2.2 e Cost Neutrality Guarantee: As noted above in **PQ #6**, the Town strongly prefers proposals that guarantee cost neutrality, i.e., that revenue from citations will at least match the cost of the vendor fees. Should citation revenue fall short of the cost of the fees, the vendor will absorb the difference in cost. The vendor must state in the proposal whether a cost-neutral guarantee is acceptable.

2.2 f ALTERNATIVE: Option to Provide Parking Technology & Enforcement: Upon request of the Town, the vendor shall agree to jointly create and mutually agree upon a parking enforcement plan that shall include the following:

- (a) propose and develop rates for parking at Parking Meters and parking spaces subject to Parking Payment Machines and
- (b) penalties for parking violations and grace periods for payment thereof (collectively the “Parking Payment Plan”).
- (c) collection and enforcement of outstanding citations owed to the Town of Bladensburg
- (d) consult on a system that will streamline and track all enforcement activities, from initiation to closure.
- (e) ensure regulatory compliance and adherence to industry standards and best practices.

2.3 Proposal Submittal Requirements: All interested parties shall submit proposals by the submittal deadline. Responses must include the following:

- a. **Cover letter:** The Consultant will provide an overview of the proposal. The cover letter must be signed by an individual having the authority to sign contracts on behalf of the organization. The Consultant will describe the services that they can provide to support RED LIGHT AND SPEED CAMERA PROGRAM;
- b. **Responsible Contract Personnel:** Indicate who the Project Manager is and other project team members that will support the program
- c. **Proposal Response:** Elements of this RFP will be scored and ranked by the Evaluation Committee as described in Section 3 below. Please note that brief, concise responses to the items listed in Section 3 of this RFP are strongly preferred. Proposals should not exceed 45 pages.
- d. **References:** Contact information for at least three (3) references where the Consultant provided similar services within the past five years, and descriptions of services provided;
- f. **Fee schedule/Financial Proposal.**

2.3 RFQ Addenda (if any)

If the Town must amend the RFQ, either in response to submitted bidder questions (see section 3.1 above) or to clarify provisions in the RFQ, any addenda issued will be posted on the Town's website. It is the bidder's responsibility to check whether any addenda has been issued and to comply with any provisions or changes contained in the addenda. Bidder will be asked to acknowledge receipt of any addenda on their bid submittal form.

2.4 Bid Submittal Requirements: Bidders may bid part or on the entire contract. Bid proposals should be submitted via email for Electronic Submission to the following clerk@bladensburgmd.gov no later than **January 19, 2024, at 3:00 p.m. EST**. Late submittals will not be accepted.

The submittal shall include the specified documents, organized in the following manner to facilitate review:

- a. RFQ Proposal Submittal and supplemental documents
- b. Information Regarding the Bidder
NOTE: The information requested on this form may be submitted in a separate document so long as all requested information is provided and numbered according to the form.
- c. Signed Affidavits

SECTION 3: RFQ EVALUATION

3.1 Evaluation Criteria: The Town will evaluate the responses received from each bidder. **Before** selecting the apparent successful bidder, bidders shall be available to meet with the Town to discuss their responses to the RFQ, inclusion of required criteria, and other items deemed appropriate by the Town. If an award is made **due to this solicitation**, it shall be awarded to the bidder whose proposal is most advantageous to the Town. In determining which proposal is best, the Town will consider the bid price and the experience, qualifications, references, responsibility, and currently available facilities of the Bidder to perform the work.

a. Minimum Qualifications and Responsiveness.

The successful bidder must demonstrate the ability to respond to the needs of the Town and be receptive to the Town's requests. Attention will be given to firms that demonstrate this with a concise, informative response to this request. Those proposals initially determined to be responsive and submitted by responsible proposers will proceed to Step B.

b. Proposal Evaluation

The Project Evaluation Team, comprised of members of the cooperating Town departments, will evaluate proposals.

c. Interviews

The Project Evaluation Team reserves the right to interview top-ranked firms considered most competitive. If interviews are conducted, rankings of firms shall be determined by combining the results of background checks, interviews, and proposal submittals.

d. Selection

The Town will select the vendors evaluated to be most qualified and economical for a single award, given equivalent assumptions applied to each bid. The Project Evaluation

Team will recommend the award of the contract to the vendor whose response is deemed to be in the best interests of the Town.

e. References

The Town will contact and review the references given by the bidder.

3.2 Right to Cancel: The Town reserves the right to change any aspect of, terminate, or delay this RFQ, the RFQ process, and/or the program outlined within this RFQ at any time, and notice shall be given promptly thereafter. The Town reserves the right to reject any or all proposals and to exercise its sole discretion to serve the interests of the Town best.

3.3 Other Provisions

- a. Responses to this RFQ will become the property of the Town and will form the basis of negotiations of an agreement between the Town and the apparent selected bidder.
- b. The Town is not liable and will not be responsible for any costs incurred by any bidder(s) for the preparation and delivery of the RFQ responses, nor will the Town be liable for any costs incurred before the execution of an agreement, including, but not limited to, presentations by RFQ finalists to the Town.
- c. The Town reserves the right, at its sole discretion, to waive minor administrative irregularities in any proposal.
- d. The Town reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially with the bidder's most favorable terms.
- e. Bidder may withdraw a proposal submitted at any time up to the RFQ closing date and time. To accomplish this, a written request signed by an authorized representative of the bidder must be submitted to the Project Manager. The bidder may submit another proposal at any time up to the RFQ closing date and time. Bidders will be held to the terms of the bid for 90 days.
- f. As a result of the selection of a bidder to supply products and/or services, the Town is neither endorsing nor suggesting that the bidder's product or services are the best or only solution. The bidder agrees to make no reference to the Town in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the Town.
- g. Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored.
- h. A bid bond is not required.
- i. A performance bond is not required.
- j. A payment bond is not required.
- k. Throughout this RFQ, associated documents, and sample consultant agreement, the title "bidder", "bidder" and/or "consultant" may be used interchangeably. Each of these terms refers to the individual or firm submitting a bid proposal to the Town of Bladensburg in response to this RFQ.
- l. The Town's payment terms are net 30 days. It is anticipated that progress payments under the contract will be made based on measurable milestones.

3.4 Contract Award: Following a staff recommendation, the Mayor and Council of the Town of Bladensburg will make a contract award at the earliest possible date after the date set for receipt

of proposals. It is anticipated that the contract will be awarded on a lump sum basis, in the best interest of the Town.

The successful bidder shall be required to execute a contract in a form satisfactory to the Town, in substantially the same form as attached hereto, within ten (10) days of the award of the contract. The Town reserves the right to cancel the award of the contract at any time before execution of the contract without liability on the part of the Town.

If the successful bidder fails to execute the contract as required, the award may be annulled, and the contract awarded to the second lowest responsible bidder. Such bidder shall fulfill every stipulation embraced herein as if he were the original party to whom the award was made, or the Town may reject all of the bids as its interest may require.

TO BE SUBMITTED WITH BID

**TOWN OF BLADENSBURG
RED LIGHT AND SPEED CAMERAS
Bid Proposal Form**

TOWN OF BLADENSBURG
4229 Edmonston Road
Bladensburg, MD 20710

BID DUE: Friday, January 19, 2024
TIME: 3:00 p.m. EST

(Name of Bidder)

hereby submits the following proposal for **RED LIGHT AND SPEED CAMERAS**. Having carefully examined the Request for Qualifications, related documentation, the proposed Consultant Agreement and **Addenda Numbered _____** (indicate numbers or N/A if none issued), and having received clarification on all items of conflict or upon which any doubt arose, and understanding that all prices bid will remain in effect throughout the term of the contract, whether completed at one time or in interrupted phases, the undersigned proposes to furnish all labor, equipment, materials, etc., required by the documents for the entire work, all in strict accordance with the contract documents.

Provide unit and hourly pricing for specific tasks and personnel.

SPECIAL TERMS AND CONDITIONS

- A. Failure to properly and completely fill in all blanks may be cause for rejection of this proposal.
- B. In addition to completing this Bid Proposal Form with the bid price, the Bidder should provide an estimate of the budget and resources required.
- C. It is understood that the proposal price will be firm for a period of 90 calendar days from the proposal opening date and that if the undersigned is notified of acceptance of this proposal within this time period, the Bidder shall execute a contract for the above-stated compensation.

Name of Bidder

Signature

Date

Name and Title of Individual Authorized to Bind Bidder

TO BE SUBMITTED WITH PROPOSAL

Non-Collusion Affidavit

_____, being duly sworn on oath, deposes and says:

That he/she is the

(Owner, Partner, Title if on behalf of a corporation)

of _____,
(Name of Business, Corporation or Partnership)

the party submitting the Proposal; that no officer of the said Corporation has nor has any person, firm, or corporation acting on its behalf; agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the Proposal being submitted herewith; and that the said Corporation has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Proposal Price of the Proposer herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the Proposal is submitted; that in making this Affidavit, the affiant represents that she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of her knowledge and information.

To be signed by a duly authorized Officer.

_____(SEAL)
Name

Title _____

Date: _____

TO BE SUBMITTED WITH PROPOSAL

AFFIDAVIT WITH RESPECT TO NON-CONVICTION, NON-SUSPENSION AND FALSE PRETENSES

I hereby affirm that:

1. I am the _____ (Title) and duly authorized representative of _____ (Name of Business Entity) whose address is _____ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.
2. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977, is not required to be reported); and
3. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and
4. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.
5. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have been debarred or suspended under this subtitle.
6. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, information, and belief, any officer, director, partner, member or associate thereof; nor any of its employees directly involved in obtaining contracts with

the Town, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.

7. State "none" below or, as appropriate, list any suspension, debarment, conviction, plea or admission described in Paragraph 2 - 6 above, with the circumstances, date, court, official or administrative body, the individuals involved, and their position with the firm, and the sentence or disposition, if any.

I acknowledge that this affidavit is to be furnished, where appropriate, to the Town of Bladensburg under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Town of Bladensburg may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Town.

I further affirm that the business entity is properly registered to do business in the State of Maryland, or is not required to be registered.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

Date

Signature

Printed Name

TO BE SUBMITTED WITH PROPOSAL

TOWN OF BLADENSBURG

RED LIGHT and SPEED CAMERAS

Information Regarding the Submitter

NOTE: The information requested on this form may be submitted in a separate document as long as all requested information is provided and numbered according to this form.

1. Name of Bidder: _____
(Individual/Firm/Corporation)

Business Address: _____

Telephone Number: (____) _____

E-mail address: _____

2. Is the business incorporated? _____ Yes _____ No

Non-Corporation Business

3. If the response to item #2 above is No, list the name, business, and residence address of each individual with a 10% or greater financial interest in the business.

<u>Name</u>	<u>Business Address</u>	<u>Residence Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Corporate Business Entities - Please answer items 4 and 5

4. List the names of all officers of the corporation, their business and residence addresses and the date on which they assumed their respective offices.

<u>Name</u>	<u>Office</u>	<u>Residence and Business Address</u>	<u>Date Office Assumed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. List the names of all members of the current Board of Directors, and their business and residence addresses.

<u>Name</u>	<u>Business Address</u>	<u>Residence Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Please provide the following information concerning work that you have done within the last five years which is similar to the Bid work.

FOR WHOM PERFORMED	CONTRACT AMOUNT	DATE COMPLETED	CONTACT'S NAME/ TELEPHONE NUMBER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Bidders will answer the following questions: (The word "you" refers to any individual, partnership, partner, and/or corporation and its officers.)

- a. Have you ever failed to complete any work awarded to you? _____
If yes, state where and why: _____

- b. Have you ever been affiliated with some other organization that failed to complete a contract? _____
If yes, state the name of the individual and reason therefor.

- c. With what other businesses are you affiliated? _____

- d. Please provide at least three (3) references, including any Maryland governmental units or agencies for which you have worked on a similar project. Include the name and telephone number of your contact with each.

Dated this _____ day of _____, 20__.

Name of Submitter

By: _____

Printed Name: _____

Title: _____