



**Chesapeake College
P.O. Box 8
Wye Mills, Maryland 21679**

Request for Proposals:

**Athletic Transportation Services Fiscal Year 2027
Wye Mills, Campus**

For Specific Information Regarding this Request for Proposals:

Mrs. Christy Reid
Chesapeake College
P.O. Box 8, Wye Mills, Maryland 21679
creid@chesapeake.edu

July 13, 2026

Request for Proposals

OWNER:

Chesapeake College

REQUEST FOR PROPOSALS:

Athletic Transportation Services FY2027

TYPE OF BID:

Bids shall be on a lump sum basis with per trip detail

BID SUBMISSION:

All bids must be emailed to Mrs. Christy Reid, Chesapeake College, creid@chesapeake.edu.

Email with bid name must be clearly marked **ELECTRONIC BID PROPOSAL FOR FY2026 Athletic Transportation Services, ATTN: Mrs. Christy Reid.** All bids must be received via email by **3:00 P.M. on August 4, 2026.**

A public bid opening will held in D233 Dorchester Board Room at 3:00 PM 8/4/2026.

WITHDRAWAL PERIOD:

Bids may not be modified, withdrawn or canceled by Bidder within forty-five **(45) days** of bid opening.

Timetable for Athletic Transportation Services RFP FY 2027	
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ACTION	DUE DATE
Public Advertisement of Request for Proposals EMMA, Chesapeake College website	July 13, 2026
Cut off for Questions July 27, 2026 4:00 PM	July 27, 2026
Questions and College Responses posted to college procurement page on or before 4 pm	July 28, 2026
Proposals due to: Christy Reid creid@chesapeake.edu Proposal submissions due no later than 3:00 PM. E.S.T. Tuesday August 4, 2026. Public bid opening D233 Dorchester Admin. Bldg.	August 4, 2026
College Board Finance/Facilities Committee meeting Recommendation due to committee August 13, 2026	August 19, 2026
Anticipated Award of Contract by Board of Trustees.	August 27, 2026

Project Identification: Athletic Team Transportation Services

Scope of Work

Chesapeake College is seeking qualified bidders to provide motor coach bus services to transport athletic teams for the College's fiscal year 2027.

All motor coaches employed under this contract will be no more than 15 model years old and in good working condition and equipped with the following amenities as a minimum:

- a. Over-head and under-vehicle luggage/ equipment storage
- b. Working air conditioning/heating/temperature control
- c. Night time individual lighting for reading

For trips exceeding 2 hours one way the additional amenities (in addition to the items listed above) are required at a minimum:

- a. Working bathroom facilities
- b. Functioning Video/DVD systems
- c. Reclining seats

Bid prices are to include all expenses (fuel, tolls, parking, etc.).

All questions relating to this bid should be directed to:

Christy Reid creid@chesapeake.edu.

Schedule of Events

Bidders should refer to the Schedule of Events (Attachment A) for the list of team events.

It is the intention of the College to award the contract for the entire RFP schedule to one contractor. In the event of a scheduled event cancellation the College reserves the right to reduce the contract by the amount of the listed flat rate price for that event. The College will provide the successful contractor with as much advance notice as possible of a cancellation. Events sometimes get cancelled on very short notice due to severe weather etc.

General Conditions

A. The contractor shall supply all labor, materials, tools, and equipment necessary to complete the Scope of Work, as stated herein, in compliance with these specifications.

B. It is anticipated the contractor shall perform all work with their employees. The contractor shall not subcontract work without the prior written permission of Chesapeake College. For any work to be completed by subcontractors the Contractor agrees to furnish a complete list of all proposed subcontractors to be employed on this project.

C. All motor coaches will, as a minimum, meet existing local, state and federal regulations, requirements and standards. If requested the Contractor shall provide a copy of the most recent inspection certificate for each coach proposed for service.

D. The College reserves the right to cancel the contract for cause with twenty-four (24) hours written notice.

E. The College reserves the right to reject any or all bids, or to waive any informalities and/or irregularities in the bid proposals, when in their judgment, the public will be better served.

F. The Contractor shall be responsible for complete compliance with Federal, State, & County safety regulations including but not limited to current MOSH & OSHA Standards.

G. The Contractor is responsible for safekeeping of all college/athlete belongings in the bus from departure time until the return to Chesapeake College.

H. Supplier will warrant that digital content created, produced, or otherwise provided under this agreement shall conform to WCAG 2.1 AA guidelines as required by the Americans with Disabilities Act and other State and Federal requirements. In addition, the supplier shall provide a written statement on the organization's policy surrounding digital content accessibility and its testing processes. Chesapeake College reserves the right to perform accessibility testing on the content created, produced, or otherwise provided by the supplier to ensure compliance with applicable State and Federal requirements.

The supplier shall ensure that all digital content is provided in a comprehensively accessible manner that meets or exceeds the requirements set forth in WCAG 2.1 AA. In the event of a complaint surrounding lack of compliance with these standards, the supplier shall promptly resolve the complaint and hold Chesapeake College harmless from any claims or damages resulting from the supplier's lack of compliance with these standards.

Driver Requirements

A. The College reserves the right to approve/disapprove all drivers, request copies of driving records for any driver provided and/or refuse any drivers proposed or provided by the contractor.

B. Motor coach drivers will be fully trained, qualified and have at a minimum two years' experience in driving similar motor coaches.

C. All drivers will be properly licensed for the equipment being utilized.

D. All drivers will be familiar with the rules and laws pertaining to the equipment being operated.

- E. Motor coach operators will have written instructions on the relative actions to be taken during an emergency or roadside breakdown. These instructions will include the handling of passengers and stowed equipment. These instructions will contain an emergency phone number list for obtaining emergency service as well a substitute bus if needed. The bidder shall provide a copy of these instructions with the bid.
- F. All drivers will have a cell phone or similar device for emergency calls.
- G. Drivers will be fully briefed relative to destination and the most direct routing to this destination. Drivers will be aware of the needs of the College prior to arriving to load passengers. Driver's failure to know where he/she is destined and the best way to get there will not be tolerated.
- H. Contractor will be responsible for driver's accommodation costs. The driver must remain in close contact and proximity to the group to ensure the motor coach is available to the College person-in-charge at all times in the event of changes in schedule, pickups, etc.
- I. The drivers and equipment provided will be evaluated by the College person-in-charge at the end of each round trip. The Contractor will be provided a copy of the evaluation.

Liaison

All communications shall be made between Chesapeake College's Director of Athletics and the Contractors Designated Representative (Name to be provided with Contractor's proposal) Both parties shall not permit unauthorized communications. Contractors must be able to communicate via email with the College. Email correspondence is the preferred method of communication between the parties.

Extras and Change Orders

It is anticipated that the aforementioned work shall be inclusive and that there will not be extras or changes. The approval for extra work or any deviation from the specifications will be the sole responsibility and determination of Chesapeake College and will be issued as an additional purchase order to the Contractor. No extra work will be done or changes made in the work as specified without a written purchase order from the college.

Indemnity

The successful offeror shall indemnify and save and hold harmless Chesapeake College, its Board of Trustees, employees, agents and officials, against any or all loss, cost, damage, claim, expense or liability whatsoever, related to the acts or omissions of the successful offeror with respect to the contract. The indemnification obligation of the successful offeror shall include but not be limited to injuries to individuals and the property of individuals who are not parties to the contract. In addition, the indemnification obligation of the successful offeror shall cover the acts or omissions of any subcontractors hired by the successful offeror. Furthermore, the indemnification obligation of the successful offeror shall survive termination of the contract for any reason.

The successful offeror shall secure, pay the premiums for, and keep in force until the expiration of this contract, and any renewal thereof, adequate insurance as provided below, such insurance to specifically include liability assumed by the contractor under this contract.

The following information is requested by the College in order to determine whether a proposed contractor is capable of providing the services specified under the Statement of College Requirements:

- * Proof of insurance (Refer to Attachment C Insurance Requirements): Contractors will be required to supply a letter from their insurance company or a copy(s) of current (up to date) certificate(s) of insurance which includes the policy number, the name(s) of the insurance company(s) and insurance agent(s), effective

date(s) and coverage amounts and details as specified in the statement of college requirements. Contractor shall procure and maintain throughout the term of the contract policies of insurance from a carrier with an A.M. Best rating of “A-” or better.

The successful offeror shall not allow any liens filed against Chesapeake College or the property of Chesapeake College by a person or firm for any reason arising out of the furnishing of services or materials by the contractor. Any lien filed against Chesapeake College or its property shall be disposed of within 30 days of its filing. Failure of the contractor to dispose of such liens within the 30-day period shall constitute default.

The actions of a contractor with third parties are not binding upon Chesapeake College. The contractor is not a division of Chesapeake College.

Payment Schedule

Upon completion of all work, the contractor will submit an invoice to the College Director of Athletics. All payments will be made within thirty (30) days of acceptance of a college approved invoice.

Payment Terms

Chesapeake College agrees to provide full payment within 30 days following acceptance of an approved invoice.

Bid Requirements

In order to be considered all bid proposals must include

1. One electronic copy of the bid form (including trip price and proposed vehicle type) including acknowledgement of any addenda

2. One electronic copy of Per Trip bid form (Attachment A)
3. A copy of a current business license or certificate of good standing with State of Maryland
4. Three company references (include name, address and phone #)
5. Insurance certification covering liability, property damage and Worker's Compensation (Refer to Insurance Requirements Attachment C)
6. Signed Bid Affidavit. The Bid Affidavit must be signed by the principal officer of the company making the offer. (Attachment B)
7. Sample of written emergency instructions.
8. Contractor Designated Representative
9. Cancellation policy
10. Description and photos of proposed bus types

Award of Bid

Contract award will be made on the best overall value to the college based on proposal responsiveness and overall price. The intent of the college is to award this contract at the August 27, 2026 board meeting.

Acceptable and Unacceptable Bid Proposals

The College reserves the right to reject any or all bids, or to waive any informalities and/or irregularities in the bid proposals, when in their judgment, the public will be better served.

BID FORM
Athletic Team Transportation Services FY2027

Chesapeake College
P.O. Box 8
Wye Mills, Maryland

The undersigned proposes to furnish all labor, materials, equipment and services necessary to complete the above-named project at Chesapeake College, Wye Mills, Maryland.

Firm
Name_____

The undersigned having examined the bidding requirements, contract conditions, as well as all pertinent specifications as prepared by Chesapeake College and having received clarification of all items of conflict or questions, submits a BASE BID.

BASE BID: Furnish transportation services for Chesapeake Athletic teams for FY2027 as specified in the Scope of Work and identified in the schedule of events. Price to include all parking, fuel, tolls, bus fees, labor and other incidentals costs related to scheduled trip. This price is the total price for base bid from page 11, Attachment A.

BASE BID _____ (\$ _____)
(Words) (Numbers)

Firm
Name_____

Address_____

Phone_____ **Fax**_____

Signature_____

Printed
Signature_____

Title_____

Attachment A

Chesapeake College Athletic Team Transportation Schedule FY2027

Team Type	Date	Opponent	Game Time	Depart	Return	Max # of People	Price	Proposed Bus Type
Volleyball	8/15/26	Hagerstown-Play Day	TBD	8am	8pm	40		
Volleyball	8/27/26	Del Tech-Newark	6pm	330pm	10pm	40		
Volleyball	9/3/26	Westmoreland	6pm	11am	Overnight	40		
Volleyball	9/4/26	Penn Highlands	3pm		10pm	40		
Volleyball	9/12/26	Allegany MD	12pm & 2pm	730am	8pm	40		
Baseball	9/25/26	Dundalk	1pm	9am	9pm	50		
Volleyball	9/26/26	Carroll	11am & 1pm	8am	6pm	40		
Volleyball	9/29/26	Cecil	6pm	3pm	10pm	40		
Baseball	10/2/26	Del Tech - Georgetown	3pm	12pm	9pm	50		
Volleyball	10/6/26	College of Southern MD	6pm	3pm	1030pm	40		
Baseball	10/11/26	Wilmington University	12pm	9am	8pm	50		
MBB	11/4/26	Harcum	7pm	3pm	1130pm	40		
Basketballs	11/7/26	AACC	11am/1pm	9am	6pm	40		

Basketballs	11/8/26	AACC	11am/1pm	9am	6pm	40		
Basketballs	11/12/25	Raritan Valley	5/7pm	12pm	12am	40		
Basketballs	11/14/26	Tidewater, VA Beach	2/4pm	8am	11pm	40		
Basketballs	11/18/26	Hagerstown	5/7pm	1pm	1130pm	40		
MBB	11/22/26	Paul D Camp	3pm	830am	1030pm	40		
MBB	11/24/26	Dundalk	6pm	3pm	10pm	40		
Basketballs	12/2/26	Frederick	5/7pm	130pm	11pm	40		
MBB	12/15/26	Montgomery County PA	7pm	230pm	1130pm	40		
Basketballs	1/9/27	Beaver	5/7pm	9am	Overnight	40		
Basketballs	1/10/27	Penn Highlands	1/3pm		1030pm	40		
Basketballs	1/16/27	Potomac State	1/3pm	8am	10pm	40		
Basketballs	2/6/27	AACC	1/3pm	11am	7pm	40		
Basketballs	2/19/27	Howard	5/7pm	1pm	11pm	40		
Baseball	2/25/27	BWI	Drop off	6am		50		
Baseball	3/1/27	BWI	Pick Up	11pm		50		
WBB Playoffs	3/3/27	PG	TBD			40		
MBB Playoffs	3/4/27	PG	TBD			40		
Baseball	3/4/27	CSM	12pm DH	8am	9pm	50		

WBB Playoffs	3/5/27	PG	TBD			40		
MBB Playoffs	3/5/27	PG	TBD			40		
WBB Playoffs	3/6/27	PG	TBD			40		
MBB Playoffs	3/6/27	PG	TBD			40		
Softball	3/6/27	Catonsville	12/2p m	8am	6pm	40		
Baseball	3/13/27	Montgomery	12pm DH	8am	8pm	50		
Baseball	3/17/27	Del Tech - Georgetown	3pm	12pm	8pm	50		
Softball	3/17/27	Potomac State	2/4pm	9am	10pm	40		
Softball	3/20/27	Westmoreland	1/3pm	7am	11pm	40		
Baseball	3/20/27	Westmoreland	1/3pm	7am	Overnig ht	50		
Baseball	3/21/27	Garrett	12pm DH		11pm	50		
Softball	3/24/27	Hagerstown	3/5pm	11am	9pm	40		
Softball	3/31/27	Cecil	3/5pm	11am	9pm	40		
Softball	4/7/27	Allegany	2/4pm	8am	10pm	40		
Baseball	4/10/27	Dundalk	12pm DH	8am	9pm	50		
Softball	4/10/27	Harford	12/2p m	8am	7pm	40		

Softball	4/14/27	AACC	3/5pm	12pm	8pm	40		
Baseball	4/17/27	CCBC Essex	12pm DH	8am	8pm	50		
Softball	4/17/27	Howard	12/2p m	8am	7pm	40		
Baseball	4/24/27	Cecil	12pm DH	8am	8pm	50		
Baseball	4/25/27	Catonsville	12pm DH	8am	8pm	50		
Softball Playoffs	5/8/27	Higher Seed	TBD			40		
Softball Playoffs	5/9/27	Higher Seed	TBD			40		
Softball Playoffs	5/13/27	Cecil	TBD			40		
Softball Playoffs	5/14/27	Cecil	TBD			40		
Baseball Playoffs	5/14/27	TBD	TBD			50		
Softball Playoffs	5/15/27	Cecil	TBD			40		
Baseball Playoffs	5/15/27	TBD	TBD			50		
Baseball Playoffs	5/16/27	TBD	TBD			50		
Baseball Playoffs	5/21/27	TBD	TBD			50		
Baseball Playoffs	5/22/27	TBD	TBD			50		

Baseball Playoffs	5/23/27	TBD	TBD			50		
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All times listed above are PM unless noted otherwise.

Total price for all games listed above \$_____

The times listed above are approximate times based on the best information available at the time. Times are subject to change. The college is asking for a per trip price for each game.

Attachment B
BID/PROPOSAL AFFIDAVIT

NAME OF RFP _____

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT: _____ I am the (title) and the duly authorized representative of (business) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

B. AFFIRMATION REGARDING BRIBERY CONDITIONS

I FURTHER AFFIRM THAT:

Neither I, nor the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101 (b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, director, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of persons(s) involved, and their current positions and responsibilities with the business) (use attachments as necessary): _____

C. AFFIRMATION REGARDING OTHER CONVICTION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, director, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies has:

- (a) Been convicted under state or federal statute of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
- (b) Been convicted of any criminal violation of a state or federal antitrust statute
- © Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. 1961, et. Seq., or the Mail Fraud Act, 18 U.S.C. 1341, et. Seq., for acts arising out of the submission of bids or proposals for a public or private contract;
- (d) Been convicted of a violation of the State Minority Business Enterprise Law,
- (e) Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (f) Been found civilly liable under a state or federal antitrust for acts or omissions in connection with the submission of bids or proposals for a public or private contract;
- (g) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the names(s)

of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment) (use attachment as necessary):

D. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the names(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the fronds of the debarment or suspension) (use attachments as necessary):

E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

- (1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to section Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Codes of Maryland; and
- (2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification) (use attachments as necessary).

F. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural service, construction related service leases of real property, or construction.

G. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

- (1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;
- (2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

H. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

I. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of Article 33, Sections 30-1 through 30-4 of the Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the

State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall, file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

J. DRUG AND ALCOHOL-FREE WORKPLACE

(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)

I CERTIFY THAT:

- (1) Terms defined in COMAR 21.11.08 shall have the same meaning when used in this certification.
- (2) By submission of its bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:
 - (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract:
 - (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions:
 - (c) Prohibit its employees from working under the influence of drugs or alcohol:
 - (d) Not hire or assign to work on the contract anyone whom the business knows. Or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program:
 - (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred:
 - (f) Establish drug and alcohol abuse awareness programs to inform its employees about:
 - (i) The dangers of drug and alcohol abuse in the workplace:
 - (ii) The business' policy of maintaining a drug and alcohol free workplace:
 - (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;
 - (g) Provide all employees engaged in the performance of the contract with a copy of the statement required by J (2)(b), above:
 - (h) Notify its employees in the statement required by J (2)(b), above, that as a condition of continued employment on the contract, the employee shall:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction:
 - (i) Notify the procurement officer within 10 days after receiving notice under J (2)(h)(ii), above, or otherwise receiving actual notice of a conviction:
 - (j) Within 30 days after receiving notice under J (2)(h)(ii) above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:
 - (i) Take appropriate personnel action against an employee, up to and including termination; or
 - (ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse

- assistance or rehabilitation program; and
 - (k) Make a good faith effort to maintain a drug and alcohol-free workplace through implementation of J (2)(a)-(j) above.
- (3) If the business is an individual, the individual shall certify and agree as set forth in J (4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.
- (4) I acknowledge and agree that:
 - (a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification:
 - (b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and
 - (c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.06.

K. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT
I FURTHER AFFIRM THAT:

- (1) Except as validly contested, the business had paid, or has arranged for payment of, all taxes due to the State of Maryland and had filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final payment under any contract relating to this bid/proposal affidavit.
- (2) The business named above is a ____ sole proprietorship, ____ partnership, or ____ corporation formed under the laws of the State of Maryland
- (3) For entities not formed under the laws of Maryland,) I further affirm that the business named above is registered in accordance with the Corporation and Associations Article, annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its current resident agent filed with the State Department of assessments and Taxation is:

NAME: _____

ADDRESS: _____

L. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the contract.

M. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland: (2) counties or other subdivisions of the State of Maryland: (3) other states: and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of the accompanying bid or proposal shall be construed to supersede, amend, modify or waive, on

behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) the Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____ EIN or SS# _____

By: _____ Solicitation: Athletic Transportation Service FY2027
(Authorized Representative and Affiant)

Attachment C

Insurance Requirements

Contractor shall procure and maintain throughout the term of the contract policies of insurance from a carrier with an A.M. Best rating of “A-“ or better. Contractors shall furnish Chesapeake College with a Certificate of Insurance prior to commencing work to include coverage and minimum limits as follows:

Commercial General Liability

Form:	Commercial General Liability including premises, ongoing & completed operations, personal injury & contractual liability.
Minimum Limits:	\$1,000,000 per occurrence / \$2,000,000 aggregate
Endorsements:	General aggregate applies per project/location Waiver of subrogation in favor of Chesapeake College Chesapeake College named as additional insured including premises/operations and completed operations – ISO endorsements CG 20 10 07 04 and CG 20 37 07 04 are acceptable (or their equivalent). Coverage to be primary and non-contributory in favor of additional insured. 30 days written notice by certified mail of reduction in coverage, cancellation or non-renewal in favor of Chesapeake College There shall be no exclusion endorsement or modification of the Commercial General Liability form arising from pollution, explosion, collapse, underground property damage, completed operations, contractual liability, residential construction work or work performed by contractors.

Automobile Liability

Form:	Commercial Automobile Liability providing liability coverage for owned, non-owned or hired automobiles
Minimum Limits:	\$1,000,000 combined limit
Endorsements:	30 days written notice by certified mail of reduction in coverage, cancellation, or non-renewal in favor of Chesapeake College

Worker's Compensation & Employers' Liability

Form:	Standard Policy naming Maryland as a covered State
Minimum Limits:	Statutory worker's compensation benefits Employers' Liability limits of \$500,000 / \$500,000 / \$500,000
Endorsements:	Waiver of Subrogation in favor of Chesapeake College 30 days written notice by certified mail of reduction in coverage, cancellation or non-renewal in favor of Chesapeake College Where applicable, U.S. Longshore & Harborworkers Compensation Act endorsement

Insurance Requirements

Umbrella

Form:	Umbrella
Minimum Limits:	\$1,000,000 per occurrence / \$1,000,000 Aggregate
Endorsements: cancellation	30 days written notice by certified mail of reduction in coverage, or non-renewal in favor of Chesapeake College
Other:	Policy term to be concurrent with Commercial General Liability Policy and Automobile Liability Policy. Umbrella coverage must include as insureds all entities that are additional insureds on the Commercial General Liability (CGL)

Additional Coverages

Builder's Risk/Installation Floater (When required by contract)

Form:	Special form causes of loss including collapse and testing. No theft limitations should apply.
Minimum Limits:	On site limit no less than 100% of contractor's contract price Off site/transit limit no less than 10% of on-site limit
Endorsements:	30 days written notice by certified mail of reduction in coverage, cancellation or non-renewal in favor of Chesapeake College Chesapeake College to be a Named Insured on policy
Other:	Coverage to terminate only upon final completion and acceptance of work by Chesapeake College

Environmental Liability/Pollution (When required by contract)

Form:	Pollution liability for on-site exposures. Coverage to include site clean-up.
Minimum Limits:	\$1,000,000 per occurrence / \$1,000,000 aggregate
Endorsements:	Chesapeake College to be additional insured Inclusion of lead, asbestos, mold and fungi as covered causes of loss 30 days written notice by certified mail of reduction in coverage, cancellation or non-renewal in favor of Chesapeake College