



May 27, 2025

Mr. Barry Statler  
Russell Standard, Inc.  
1514 Black Gap Road  
Fayetteville, PA 17222

Re: Notice of Award  
Pavement Maintenance & Rehabilitation Program FY'25  
Chip Seal Applications  
County Contract No: MS-PMP-314-28

Dear Mr. Statler:

**In accordance with the General Conditions of the referenced bid document, I am writing you to inform you that the Board of County Commissioners of Washington County, Maryland at their regularly scheduled meeting held on April 15, 2025, approved the conditional award of the Pavement Maintenance and Rehabilitation Program FY'25 – Chip Seal Applications contract to your firm based upon your bid amount of \$1,362,145.30. The contract award is based upon your bid as submitted for the work as outline and detailed in the Bid Document for the subject project. This contract includes a unit price schedule for adjustment of quantities.**

Two (2) sets of the following Contract Documents are enclosed herewith for your execution and return to this office:

- Contract Agreement
- Contract Affidavit
- Performance Bond Form
- Labor and Material Payment Bond Form

Also, please provide the appropriate Certificate of Insurance as required by the contract. The Certificate of Liability Insurance **must list** the Board of County Commissioners of Washington County, Maryland, 100 West Washington Street, Room 226, Hagerstown, Maryland 21740 as the certificate holder **and** as the additional insured. A copy of the County's Policy stating the insurance requirements is included herein for your use and information. In addition, a sample of how the Certificate of Insurance should be completed is also attached for your use and reference.

747 Northern Avenue | Hagerstown, MD 21742-2723 | P: 240.313.2460 | TDD: 711

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Upon receipt of the above documents, the County will proceed with the execution of the contract agreement and the issuance of the Notice to Proceed (NTP).

**Prior to the start of work, Russell Standard, Inc. must provide the following for review, acceptance and approval by the County:**

- The Contractor shall submit an "Order of Work" by road name in lieu of a detailed project schedule as stated General Conditions, Section 8.04, Page GC-76, for review and acceptance by the County prior to the start of work. The "Order of Work" shall include the number of days for each discipline of work, to include at minimum Chip Seal Placement, Curing, Sweeping, and Pavement Marking Placement.
- In accordance with Special Provisions, Item No. 101 .03, C. The Contractor shall assign and designate a certified Traffic Control Manager (TCM) for each crew/location of work. Current certifications of the assigned TCM must be submitted to and approved by the County prior to the start of work. **The responsibilities of the TCM may not be subcontracted to another company and the position must be held by an employee of the Contractor.**
- Current certifications of flagger personnel must be submitted to and approved by the County prior to the start of work.
- Temporary Traffic Control Typical Application details are included in the Section - Standard Plates. Should the said details not be appropriate for the Contractor's means and methods of construction, then a predetermined Traffic Control Plan (TCP) shall be submitted, for each road, seven (7) calendar days prior to the commencement of the operation. The TCP shall be submitted to the County for review and verification of conformance with the latest edition of the Maryland Manual on Uniform Traffic Control Devices (MMUTCD). The TCP shall address the type, size, and placement of signs, job location and personnel to be used. The TCP developed by the Contractor may not be employed until the County approves the plan.
- Provide a list of equipment that will be used in all chip seal applications including calibration record for the County's review and approval prior to the start of work.
- Provide the proposed emulsified asphalt and aggregate application rates for each treatment application (single chip seal, double chip seal and chip seal bar patch) that will be used on the project.
- Provide the various aggregate gradations as specified, as well as the wash test results for each aggregate. All aggregates specified for chip seal shall not exceed 1.0% of the material passing through the No. 200 washed sieve in accordance with test method MSMT T-11.
- All materials shall meet all quality requirements of the contract. In order to expedite the inspection and testing of materials, the Contractor shall notify the County in writing of the materials and the sources from which he/she proposes to obtain all materials requiring approval, testing, inspection or certification prior to incorporation into the work. This submittal shall be made within ten (10) calendar days after receipt of the Notice to Proceed.

- Five (5) calendar days after receipt of Notice to Proceed, the Contractor shall submit in writing for the County's approval the location and ownership of those plants or fabricating shops at which materials for the project will be processed.
- Provide documentation (catalog cut sheets are acceptable) denoting that the temporary traffic control devices and signs required for the project conform to the Maryland Manual on Uniform Traffic Control Devices (MMUTCD), latest edition.

At any time during the period of the contract, the County may increase, delete, or substitute asphalt or sealant tonnage, milling area or patching quantities, at the discretion of the County. The County may also change the limits of the work by adding or deleting roads.

Prior to beginning of the project, a Pre-Construction Conference for this project will be held at 747 Northern Avenue, Hagerstown, Maryland.

On behalf of Washington County, I look forward to working with your firm on this project. If you have any questions concerning the above information, please do not hesitate to contact me at 240-313-2420, or by e-mail at [breynolds@washco-md.net](mailto:breynolds@washco-md.net).

Sincerely,



Blair Reynolds  
Chief Project Manager  
Division of Engineering