

PUR-1344
INVITATION TO BID

Contract No.: HK-HK-243-28

The Board of County Commissioners of Washington County, Maryland, (hereinafter the "Owner") will accept sealed bids for the New **Hancock Library in Hancock, Maryland**. Bids will be received and time-stamped in the **Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room #3200, Hagerstown, MD 21740**, until no later than **2:00 P.M. (EDST/Local Time) on Wednesday, May 31, 2017**, after which time they will be publicly opened in the Second Floor Conference Room #2001 of the County Administration Complex. Bids received after this time will be returned unopened.

NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible, and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include, but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

Qualified Contractors may obtain drawings and specifications on CD with loose bid forms provided from the **Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room #3200 Hagerstown, MD 21740-4748**, (Telephone 240-313-2330), for a **NON-REFUNDABLE** fee of **\$30.00** for each complete set. For mail requests, which must be made in writing, companies who provide a FedEx or UPS account number will receive the documents next or second day at their expense. If a FedEx or UPS account number is not provided, the document will be sent via U.S. mail. Mail requests must include a full mailing address, contact person with e-mail address, and phone / fax number. All checks for bidding documents shall be made payable to the **Washington County Treasurer and sent to the Washington County Purchasing Department at the above address**. Payment must be received before the documents can be mailed. The Owner will provide successful bidder up to **Fifteen (15) sets** of plans and specifications at no cost. Additional copies, or portions thereof, may be charged at established printing costs.

Bid security in the form of a cashier's check, certified check, or bid bond in the amount of five percent (5%) of the bid amount shall be submitted with Contractor's bid. The

successful bidder will be required to furnish satisfactory Payment and Performance Bonds for the full amount of the Contract. Bids shall be executed on bid forms provided with the bidding documents in accordance with the Instructions to Bidders.

The Owner may make such investigations as he deems necessary to determine the ability of the bidder to perform the work, and prospective bidders shall be required to furnish to the Owner's representative all such information as may be requested. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligation of the Contract and to complete the work contemplated therein.

A Pre-Bid Conference for the project will be held on **Thursday, April 27, 2017 at 10:00 AM, (EDST/Local Time), at the Washington County Administration Complex, 100 West Washington Street, Second Floor, Room 2100 Hagerstown, MD.** All prospective Bidders are requested to attend. Attendance is not mandatory but is strongly encouraged. A site tour will be held immediately following the Pre-Bid Conference.

Washington County shall make positive efforts to utilize Disadvantaged Business Enterprises for its supplies and services and shall allow these sources the maximum feasible opportunity to compete for contracts. The Board of County Commissioners does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services. Individuals requiring special accommodations are requested to contact the Washington County Purchasing Department at 240-313-2330 Voice, 711 Voice/TDD to make arrangements no later than seven (7) calendar days prior to the Pre-Bid Conference and/or Bid Opening.

The Board of County Commissioners of Washington County, Maryland, reserves the right to accept or reject any or all bids, to waive formalities, informalities and technicalities therein. The Board reserves the right to contact a Bidder for clarifications and may, at its sole discretion, allow a Bidder to correct any and all formalities, informalities and technicalities in the best interest of Washington County.

By Authority of:



Karen R. Luther, CPPO
Director of Purchasing

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND