

**BID NO. PUR-1418
INVITATION TO BID
ISSUED ON BEHALF OF
THE BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND
BY
THE WASHINGTON COUNTY PURCHASING DEPARTMENT
100 WEST WASHINGTON STREET, ROOM 3200
HAGERSTOWN, MD 21740
PHONE: 240-313-2330
FAX: 240-313-2331**

DATE ISSUED: Friday, March 29, 2019

**MAINTENANCE SERVICES FOR
HEATING, VENTILATING, AIR CONDITIONING AND
AUTOMATIC TEMPERATURE CONTROLS**

**PRE-BID CONFERENCE DATE/
TIME AND LOCATION:**

Wednesday, April 10, 2019 at 10:00 A.M., (EDST)
Washington County Administration Complex
Conference Room 3000
Third Floor, 100 West Washington Street
Hagerstown, MD 21740

WALK-THRU INSPECTION DATE: Wednesday, April 10, 2019 at 8:00 A.M., (EDST)

DEADLINE FOR QUESTIONS: No later than 4:00 P.M., (EDST) Wednesday, April 17, 2019

SUBMIT BIDS TO:

Washington County Purchasing Department
Washington County Administration Complex
100 West Washington Street
Third Floor, Room 3200
Hagerstown, MD 21740

**BID SUBMISSION DEADLINE
AND BID OPENING TIME:**

No later than 2:00 P.M., (EDST) Wednesday, May 1, 2019

BID OPENING LOCATION:

Washington County Administration Complex
Conference Room 3000
Third Floor, 100 West Washington Street
Hagerstown, MD 21740

If indicated below (√) and not waived by the County, Bidders shall be required to provide the following:

A Bid Bond, in the amount of five (5%) percent of the bid on a bid of \$100,000 or more for construction contracts and on a bid of \$50,000 or more for contracts for services, supplies, or construction related services. See "Bid Bonds – Section 2" of the General Conditions and Instructions to Bidders.

A Performance Bond for a bid award of \$100,000 or more on construction contracts and on contracts for services, supplies, or construction related services. See "Bid Bonds – Section 2" of the General Conditions and Instructions to Bidders.

A Labor and Material Bond for a bid award of \$100,000 or more on construction contracts and on contracts for services, supplies, or construction related services. See "Bid Bonds – Section 2" of the General Conditions and Instructions to Bidders.



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

100 West Washington Street, Room 3200 | Hagerstown, MD 21740 | P: 240.313.2330 | F: 240.313.2331
www.washco-md.net

PUR-1418
Heating, Ventilating, Air Conditioning and
Automatic Temperature Controls

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PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

PUR-1418
INVITATION TO BID
MAINTENANCE SERVICES FOR HVAC & ATC
AT COUNTY FACILITIES

The Board of County Commissioners of Washington County, Maryland will accept sealed bids for **Maintenance Services for Heating, Ventilating, Air Conditioning and Automatic Temperature Controls** at specified County Facilities. Bid documents are available immediately from the Washington County website by accessing <https://www.washco-md.net> the “**Division & Departments/Purchasing Department/Open Bid Invitations**” or may be obtained in the Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, MD 21740. **Direct all inquiries to Brandi Naugle, CPPB, Buyer, at telephone 240-313-2330 or fax 240-313-2331.**

All bids must be enclosed in a sealed opaque envelope marked “**SEALED BID – MAINTENANCE SERVICES FOR HVAC & ATC AT COUNTY FACILITIES**” and be received and time stamped by the Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740, no later than **2:00 P.M., (EDST), Wednesday, May 1, 2019** after which time they will be publicly opened in the Conference Room mentioned below. All interested parties are invited to be present.

A Pre-Bid Conference will be held on **Wednesday, April 10, 2019 at 10:00 A.M., (EDST)** in the Washington County Administration Complex Third Floor Conference Room 3000, 100 West Washington Street, Hagerstown, Maryland. All interested bidders are requested to be present. Attendance is not mandatory but is strongly encouraged.

NOTE: All Proposers 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.

Washington County shall make positive efforts to utilize Disadvantaged Business Enterprises for its supplies and services and shall allow these sources to 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 undersigned at 240-313-2330 Voice, TTY Dial 711 to make arrangements no later than five (5) 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 and 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:



Rick Curry, CPPO
Purchasing Director

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS
Supply and Service Contracts

INTRODUCTION

The general rules and conditions which follow, along with all other documents consisting of this "Bid Document," apply to all purchases and become a definite part of each formal invitation to bid, purchase order, contract, or other award issued by the Washington County's Purchasing Director (hereinafter "Purchasing Director"), unless otherwise specified. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the Bidder's own risk and they cannot secure relief on the plea of error. Bidders are advised that all costs related to preparing and/or submitting a Bid or Proposal shall be borne by the Bidder.

Satisfactory evidence of authority to bind the firm by the person signing the Bid when submitted by partnerships or corporations may be requested by the County prior to making any award. Anyone signing a Bid as an agent shall include evidence of his/her authority to do so.

Subject to Maryland State and Washington County, Maryland (hereinafter "County") laws and all rules, regulations and limitations imposed by legislation of the Federal Government, bids on all advertisements and invitations issued by the Washington County Purchasing Department shall bind bidders to applicable conditions and requirements set forth herein unless otherwise specified in the Invitation to Bid. Should there be a conflict in laws between states, State of Maryland law shall prevail.

Should there be a conflict between the general bid conditions and the supplemental bid conditions (if any), the supplemental bid conditions shall prevail.

GENERAL CONDITIONS OF BIDDING

1. **Bids Binding for Ninety (90) Days:** Unless otherwise specified all formal bids submitted shall be binding for ninety (90) calendar days following bid opening date, unless the bidder, upon request of the Purchasing Director, agrees to an extension.
2. **Bids for All or Part:** Unless otherwise specified by the County or by the Bidder, the County reserves the right to make award on all items, or on any of the items according to the best interests of the County. Bidder may restrict his/her bid to consideration in the aggregate by so stating but should name a unit price on each item bid upon; any bid in which the bidder names a total price for all the articles without quoting a price on each and every separate item, may be rejected at the option of the County.
3. **Catalogs:** Each Bidder shall submit where necessary or when requested by the Purchasing Director, catalogs, descriptive literature, and detailed drawings, fully detailing features, designs, construction, finishes and the like necessary to fully describe the materials or work they propose to furnish.

4. **Collusive Bidding:** The Bidder certifies that his/her bid is made without any previous understanding, agreement or connection with any person firm, or corporation making a bid for the same project, without unlawful prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
5. **Competency of Bidder:** No proposal shall be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to Washington County upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said County, or had failed to perform faithfully any previous contract with the County. The Bidder, if requested, must present within forty-eight (48) hours evidence satisfactory to the Purchasing Director of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

The successful Bidder shall actively cooperate in all matters pertaining to the proper compliance of this contract and shall come to the office of the Purchasing Director whenever requested in connection with the performance of this contract.

The successful Bidder shall inform the Purchasing Director of any and all circumstances which may impede the progress of the work or inhibit the performance of the contract including, but not limited to: bankruptcy, dissolution or liquidation, merger, sale of business, assignment, etc.

The County may examine the Bidder's and any first-tier subcontractor's records to determine and verify compliance with the contract. The Bidder and any first-tier subcontractor must grant the County access to these records at all reasonable times during the contract term and for three (3) years after final payment. If the contract is supported to any extent by Federal or State funds, the appropriate Federal or State authorities may also examine these records. The Bidder must include the preceding language of this paragraph in all first-time subcontracts.

6. **Completeness:** All information required by Invitation to Bid must be supplied to constitute a proper bid. The County shall not be responsible for the premature opening of Bids if not properly addressed or identified.
7. **Conditional Bids:** Qualified bids are subject to rejection in whole or in part.
8. **Confidentiality:** Firms shall give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the County under the Access to Public Records Act, State Government Article, Title 10, Sections 10-611 to 10-628, Annotated Code of Maryland.
9. **Errors in Bids:** When an error is made in extending total prices, the written unit bid price shall govern. In the absence of written prices, the unit bid price shall govern. Carelessness in quoting prices, or in preparation of bid, otherwise, will not relieve the Bidder. *Erasures or changes in bids must be initialed.*

10. General Guaranty: Bidder agrees to:

- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented, invention, article or appliance furnished or used in the performance of the contract which the Bidder is not the patentee, assignee, licensee or owner.
- b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
- c. Furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, to their own work or to the work of other contractors, for which their worker is responsible due to the negligence in the course and scope of the employment.
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County and State of Maryland.

11. Illegal Immigrants:

- a. The Bidder shall comply with the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, the Bidder may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The Bidder shall verify the identity and employment eligibility of anyone employed or to be employed, including completion of the Employment Eligibility Verification Form (I-9). The Bidder shall establish appropriate procedures and controls to ensure that no services under this Contract will be performed by any worker who is not legally eligible to perform such services or for employment.
- b. Failure by the Bidder or his/her Sub-Contractors to comply with the provisions of Section 11.a. herein will be grounds for termination of the Contract.

- 12. Insurance:** Liability insurance on all major divisions of coverage for each and every Bidder and subcontractor shall be required for the length of the contract. Bidder and subcontractor must supply evidence of insurance upon request. Each Bidder agrees to assist in every manner possible in the reporting and investigation of any accident, and upon request, agrees to cooperate with all interested insurance carriers in the handling of any claims by securing and giving evidence and obtaining the attendance of witnesses as required for any claim or suit. The Bidder shall be prepared to show evidence of insurance as required under Washington County's *Insurance Requirements for Independent Contractors Policy*, included herein, prior to the execution of any contract. The Bidder, if requested, shall provide the Certificate of Insurance to the Purchasing Department within ten (10) calendar days after receiving a request for it. Failure to provide an acceptable Certificate of Insurance within the time frame stated above shall be cause to terminate the contract(s). The certificate shall state that such insurance is in force and cannot be cancelled or released except upon thirty (30) days prior written notice to the County. If any of the stated coverages expire during the term of this contract, the Bidder shall deliver renewal certificates to the County at least ten (10) calendar days prior to the expiration.

13. **Interpretations, Discrepancies, Omissions:** Should any Bidder find discrepancies in, or omissions from the documents or be in doubt of their meaning, he/she should at once request, in writing, an interpretation from:

Brandi Naugle, CPPB – Buyer
Washington County Purchasing Department
Washington County Administration Complex
100 West Washington Street, Room 3200
Hagerstown, MD 21740
FAX: 240-313-2331; or send questions in Microsoft Word
platform via email to: purchasingquestions@washco-md.net

All necessary interpretations will be issued to all Bidders in the form of addenda to the specifications, and such addenda shall become part of the contract documents. Exceptions as taken in no way obligates the County to change the specifications. Failure of any Bidder to receive any such addendum or interpretation shall not relieve such Bidder from any obligation under his/her bid as submitted. The County shall assume no responsibility for oral instructions or suggestions. ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY. Requests received after 4:00 P.M. on the date included in the Supplemental Terms and Conditions may not be considered.

14. **Landfill Tipping Fees:** Disposal of items shall be at an approved sanitary landfill and any fees for same must be included in the Bidder's proposal.
15. **Late Bids:** Formal bids or amendments thereto received by the County after the time specified for bid opening will not be considered. Bids received after the time specified for bid opening will be returned unopened.
16. **Mailing of Bids:** The County assumes no responsibility for the timely deliverance of mailed bids. Ample time should be allowed for the transmittal of bids by mail, and postmarks indicating the date of mailing will not be considered as evidence of intent to submit bids in proper time for the opening.
17. **Maryland Buy American Steel Act:** In accordance with the Annotated Code of Maryland - State Finance and Procurement Article, Sections 17-301 – 17-306, Washington County is defined as a Public Body and as such shall require a Bidder or subcontractor to use or supply only American Steel products in the performance of a contract as stated in the above referenced Sections.
18. **Multiple Bids:** No Bidder shall be allowed to offer more than one (1) price on each item even though he/she may feel that there are two (2) or more types or styles that will meet specifications. Bidders must determine for themselves which to offer. If said Bidder should submit more than one (1) price on any item, all prices for that item may be rejected at the discretion of the Purchasing Director.
19. **Officers Not to Benefit:** No member of the elected governing body of Washington County, or members of his or her immediate family, including spouse, parents, or children, or any person representing, or purporting to represent any member or members of the elected governing body

shall receive or be promised directly or indirectly, any financial benefit, by way of fee, political contribution, or any other similar form of remuneration and/or on the account of awarding and/or executing the contract and that upon request of the County, as a prerequisite to payment pursuant to the terms of this contract, there will be furnished to the requester, under oath, answers to any interrogatories related to a possible conflict of interest as herein embodied. The Bidder, to the best of his/her knowledge, whether he/she be an officer, director, partner or any of its employees directly involved in obtaining contracts with the State, or any County or other subdivision of the State, has not been convicted of bribery or conspiracy to bribe under the laws of any State or Federal Government. Any contract made or entered into where it is discovered that violation of the intent of this provision exists shall be declared null and void and all monies received by the Bidder shall be returned to the County.

20. **Payment Terms:** Bid prices are to be net thirty (30) calendar days; all discounts are to be deducted and reflected in net prices. Term discounts of less than twenty (20) calendar days will not be considered in connection with any prompt payment discount offered, time will be computed from date of receipt of correct invoice or receipt and acceptance of shipment, whichever is later.
21. **Procurement Policy Manual:** This bid is administered according to Washington County's Procurement Policy Manual adopted by the Board of County Commissioners of Washington County, Maryland on June 25, 2013 and effective July 1, 2013. The contents of the aforementioned Manual may be requested from the Washington County Purchasing Department at 240-313-2330 or may be found on the web site at: <http://www.washco-md.net/purchasing/pdf/ProcurementPolicy.pdf>.
22. **Proposal Forms:** Bids shall be submitted only on the forms provided by the County. The Bidder shall submit one (1) original bid on the forms provided with original signature, sealed to the County for that purpose. All bids must be enclosed in a sealed, opaque envelope marked with the title of the bid and be received in the Washington County Purchasing Department promptly on or before, time, date, and place stipulated on the Invitation to Bid. **NO** bids received after such stipulated time and date will be considered by the County. ***Facsimile Bids will not be accepted.***
23. **Registration with Maryland Department of Assessments and Taxation:** Prior to contracting, private corporations must either be incorporated in the State of Maryland or registered with the Maryland Department of Assessments and Taxation as a foreign corporation and must be in good standing. Proof of such standing is required prior to the start of the contracting process and shall remain in good standing during the contract period. The website for the State Department of Assessments and Taxation is: <http://dat.maryland.gov/Pages/sdatforms.aspx#BNE>, email address is sdat.charterhelp@maryland.gov, and phone numbers are: (410) 767-1340 or (888) 246-5941.
24. **Reservations:** The County or its authorized agent reserves the right to reject any or all bids and to waive any informality or deficiency in bids received whenever such rejection or waiver is in the best interest of the County. The County also reserves the right to reject the bid of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or the Bid of a Bidder who investigation shows is not in a position to perform the contract. The County reserves the right to waive minor differences in specifications provided these differences do not violate the specifications intent nor affect the operation for which the items are being

purchased, nor increase estimated maintenance and repair cost to the County. The County reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination as shall, in its judgment, be in the best interest of the County.

25. **Response to Invitation:** In the event you cannot submit a bid on our requirements, as set forth in the "Invitation to Bid", please return the Bid with an explanation as to why you are unable to bid on these requirements. Because of the large number of firms listed on the County's lists of Bidders, it is necessary to delete from these lists the names of those persons, firms or corporations who fail to respond after having been invited to bid on a commodity or commodities for three (3) successive bid openings.
26. **Substitutions:** All equipment is to be supplied in exact accordance with the specifications. Any Bidder who contemplates offering a product that differs from that specified must obtain the County's written approval prior to bid opening. Substitution requests must be received in the Purchasing Department no later than the date/time specified in the Supplemental Terms and Conditions. Requests received after the specified date/time will not be considered. All such decisions will be considered final and not subject to further recourse.
27. **Taxes-Responsibility for Payment, Exemptions, Forms to be Filed, etc.:**
- a. The County is exempt from State of Maryland Sales Tax. The County's Maryland Sales Tax Exemption Number is 3000129 2. However, the Bidder is responsible for making any necessary inquiries and investigations with regulating state agencies to obtain a determination of tax exemptions in his/her bid.
 - b. The Bidder is responsible for and by submitting a Bid agrees to pay all retail sales, income, real estate, sales and use, transportation and special taxes applicable to and assessable against any materials, equipment, processes and operations incident to or involved in the Project. The Bidder is responsible for ascertaining and acquainting his/herself with such taxes and making all necessary arrangements to pay same.
 - c. The Successful Bidder shall complete a W-9 Vendor Information form (provided by the County) and return it to the Purchasing Director.
 - d. The County hereby reserves the right to withhold payment under this Contract until the Bidder and any subcontractor performing any duties under this Contract have furnished or caused to be furnished the Comptroller of the State of Maryland with all properly completed forms required by the said Comptroller and until all of said retail sales and/or use taxes due the State of Maryland by the Bidder have been paid and the Bidder exhibits a release or receipt from the Comptroller evidencing such payment.
 - e. The Bidder is hereby advised of Section 1-106(b)(3) of the Code of Public Local Laws of Washington County, MD: "If a bidder has not paid all taxes owed to the County or a municipal corporation in the County, the County Commissioners may reject the bidder's bid."
28. **Withdrawal of Bids:** A written request for the withdrawal of a bid or any part thereof may be granted if the request is received by the County prior to the specified time of opening.

BID BONDS

1. **Bid Deposit - Bid Bond, Certified or Cashier's Check:** When required, each bid shall be accompanied by a bid bond signed by a surety company licensed to do business in the State of Maryland, or by a cashier's check, certified check or Treasurer's check drawn on a responsible bank doing business in the United States in the amount of five (5%) percent of the total Bid and shall be made payable to the Board of County Commissioners of Washington County, Maryland. When computing the amount of Bid for Check purposes, DO NOT deduct for trade-ins. U.S. Postal Money Orders are acceptable in lieu of checks.

2. **Performance/Labor and Material Bonds:** The successful Bidder(s) on this bid must furnish the required bonds as indicated on the bid cover, made out to the Board of County Commissioners of Washington County, Maryland, prepared on forms contained herein, or in his/her absence, on an approved form, as security for the faithful performance of his/her contract, within ten (10) calendar days of his/her notification that his/her bid has been accepted. The surety thereon must be such surety company or companies as are authorized and licensed to transact business in the State of Maryland. Attorneys in fact who sign bonds must file with each bond a certified copy of his/her power of attorney to sign bonds. The successful Bidder or Bidders upon failure or refusal to furnish within ten (10) calendar days after his/her notification the required bonds shall forfeit to the County, as liquidated damages his/her bid deposit. The Performance Bond shall be in the amount of one hundred (100%) percent of the contract price covering faithful performance of the contract; and the Labor and Materials Payment Bond shall be in the amount of one hundred (100%) percent of the contract price as security for payment of all persons performing labor and furnishing materials in connection therewith.

SPECIFICATIONS REFERENCES

1. **Formal Specifications:** The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever mention is made herein, of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to meet or exceed specification requirements and current established noise levels for specific equipment, materials, and/or services being furnished under this contract. All deviations from the specifications must be noted in detail by the Bidder, in writing, at the time of submittal of the formal bid. The absence of a written list of specification deviations at the time of submittal of the bid will hold the Bidder strictly accountable to the County to the specifications as written. Any deviation from the specifications as written not previously submitted, as required by the above, will be grounds for rejection of the material and/or equipment when delivered.

2. **Samples:** The Purchasing Department reserves the right to retain or destroy the samples submitted for the purpose of evaluation and will be free from any redress or claim on the part of the Bidder if any samples are lost or destroyed. Bidders shall make all arrangements for delivery of samples to the place designated, as well as the removal of samples. Cost of delivery and removal of samples shall be borne by the Bidder. Upon notification by the Purchasing Department that a sample is available for pickup, it shall be removed within thirty (30) calendar days at the Bidder's expense or the Purchasing Director shall dispose of same at his/her

discretion. All sample packages shall be marked "Sample for Purchasing Department" and each sample shall bear the name of the Bidder, item number, bid number, and shall be carefully tagged or marked in a substantial manner. Failure of the Bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of bid.

3. **Trade Names/Substitutions:** In cases where an item is identified by a manufacturer's name, trade name, catalog number, or reference it is understood that the Bidder proposes to furnish the item so identified and does not propose to furnish an "equal/substitution" unless submission of an "equal/substitution" is stated otherwise as permissible. Any Bidder who contemplates offering a product that differs from that specified must obtain the County's written approval by submission of his/her request no later than the deadline for receipt of substitution requests as stated in the Supplemental Terms and Conditions. The reference to the above catalog is intended to be descriptive but not restrictive and only to indicate to the prospective Bidder articles that will be satisfactory. Bids on makes and catalogs will be considered, provided each Bidder clearly states on the face of his/her proposal exactly what he/she proposes to furnish, and forwards with his/her bid, a cut, illustration, or other descriptive matter which will clearly indicate the character of the article covered by his/her bid. The Purchasing Director hereby reserves the right to approve as an equal, or to reject as not being an equal, any article the Bidder proposes to furnish which contains major or minor variations from specification requirements but may comply substantially therewith. If no particular brand, model, or make is specified, and if no data are required to be submitted with the bid, and after award and before manufacture or shipment, the successful Bidder may be required to submit working drawings or detailed descriptive data sufficient to enable the Purchasing Director to judge if each requirement of the specifications is being complied with.

AWARD

1. **Award or Rejection of Bids:** For contracts of purchase, the contract shall be awarded to the lowest, responsive and responsible Bidder complying with all the provisions of the Invitation, provided the bid price is reasonable and it is to the best interest of the County to accept it. For contracts of sale, the contract shall be awarded to the highest, responsive and responsible Bidder complying with all the provisions of the Invitation, provided the bid price is to the best interest of the County to accept it.
2. **Notice of Award:** A written award (or Acceptance of Bid) mailed (or otherwise furnished) to the successful Bidder within the time for acceptance as specified herein shall be deemed to result in a binding contract without further action by either party. The bid with respect to all items accepted and all papers accompanying the same, the general conditions and instructions to Bidders, the specifications, and other papers and documents referred to in any of the foregoing shall constitute the formal contract, unless otherwise specified, between the Bidder and the County.
3. **Political Contribution Disclosure:** In accordance with Maryland Code, State Finance and Procurement Article, §17-402, the Bidder shall comply with Maryland Code, Election Law Article, Title 14, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or any incorporated municipality, or their agencies 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. The statement shall be filed with the State Administrative Board of Election Laws: (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality or their agencies, and shall cover the preceding two (2) calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.

4. **“Requirements” Contract Bid Quantities:** On “Requirements” bids, acceptance shall bind the County to pay for, at unit bid prices, only quantities ordered and satisfactorily delivered. All stated quantities are estimated requirements and do not constitute a minimum or maximum.

5. **Responsibility/Qualifications of Bidder:** The County may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligation of the contract and to complete the work contemplated therein. Conditional bids will not be accepted. In determining responsibility, the following qualifications, in addition to price, shall be considered by the Purchasing Director on contracts of purchase and on contracts of sale (if applicable):
 - 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 Bidder’s previous and present compliance 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 County on a debt or contract or is a defaulter on surety to the County.
 - i. Such other information as may be secured having a bearing on the decision to make the award.

In determining a Bidder's responsiveness, the Purchasing Director shall consider material deviations from the advertised specifications which materially affect price, quantity, quality or limit the Bidder's liability.

6. **Specific Bid Quantities:** Where quantities are specifically stated, acceptance will bind the County to order quantities specified and to pay for, at contract prices, all such supplies or services delivered that meet specifications and conditions of the contract. However, the County will not be required to accept delivery of any balances unordered, as of the contract expiration date; unless Bidder furnishes the Purchasing Director with a statement of unordered balances not later than ten (10) calendar days after the termination date of the contract.
7. **Tie Bids:** If two (2) or more Bidders shall be tied for the lowest bid on a purchase contract, quality and service being equal, the contract shall be awarded to a local Bidder. If there is no local Bidder, or more than one local Bidder, the County shall award the contract to one (1) of the Bidders by drawing lots in public.

CONTRACT PROVISIONS

1. **Availability of Funds:** A contract shall be deemed executory only to the extent of appropriations available to each County department/agency for the purchase of such articles. The County's extended obligation on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the succeeding fiscal year.
2. **Contract Alterations:** No alterations or variables in the terms of a contract shall be valid or binding upon the County unless made in writing and signed by the County or its authorized agent.
3. **Default:** The contract may be cancelled or annulled by the County in whole or in part by written notice of default to the Bidder upon non-performance or violation of contract terms. An award may be made to the next low Bidder, or, articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting Bidder (or their surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices: Provided, that the Bidder shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the Bidder to deliver materials or services within the time stipulated on his/her bid, unless extended in writing by the Purchasing Director, shall constitute contract default. In the event that a Bidder exempted from posting a Bid or Performance Guarantee fails to execute and perform any contract awarded to them, they shall forfeit the right to Bid on any future County contract for a period of time determined by the Purchasing Director and they shall be liable for any costs incurred by the County as a result of his/her default.
4. **Guarantee:** All work, supplies, and/or materials and requirements described in the specifications including any modifications thereto which may be made in accordance with the direction and/or approval of the County Purchasing Director shall be Guaranteed/Warranted for a period of one (1) year from the date of final acceptance by the County as follows, unless indicated otherwise in this contract:

- a. Against all faulty or imperfect materials and/or equipment and against all imperfect, careless and/or unskilled workmanship.
- b. Against injury or undue deterioration from proper and usual use of the goods and/or services.
- c. Removal and replacement with proper materials, equipment, and/or services and re-execute, correct or repair without cost to the County, any materials, equipment, and/or services found to be improper, imperfect, defective or fails to perform as specified.
- d. Make good all damage caused to other work, materials and/or equipment due to such required removal, replacement and/or re-execution.
- e. Shall comply with any and all guarantee/warranties of whatever nature referred to in other portions of the contract specifications.

Any warranties whether expressed or implied shall not reduce the risk of the seller's/ manufacturer's obligation to the County against latent defect which may be found during the rated life of the supplies and/or materials and requirements described in the specifications including any approved modifications.

5. **Intergovernmental Purchasing:** The following Agencies/Jurisdictions shall be able to purchase, if applicable, directly from contracts resulting from this Invitation to Bid (ITB): Washington County Board of Education and all of its public schools, Hagerstown Community College, Municipalities of Washington County, and public or quasi-public agencies that receive County money and are exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, i.e, Washington County Volunteer Fire and Rescue Companies. While this ITB is prepared on behalf of the County, it is intended to apply for the benefit of the above named agencies/jurisdictions as though they were expressly named throughout the document. Each of these agencies/ jurisdictions may purchase from the successful Bidder under the same terms and conditions of the contract with the County, in accordance with each agencies/jurisdictions respective laws and regulations, or an agency may choose not to procure from the successful Bidder at the agency's sole discretion. If one of the above named agencies/jurisdictions elects to purchase under the contract, the price shall be determined by using unit costs and other pertinent costs provided in the offer. Any special discounts unique to a particular agency/jurisdiction shall be stated. Bidder shall also submit the attached "Provisions for Other Agencies" form, if included in this bid.
6. **New Goods, Fresh Stock:** All contracts, unless otherwise specifically stated, shall produce new commodities, fresh stock, latest model, design or pack.
7. **Non-Discrimination:** No Bidder who is the recipient of County funds or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee or applicant or any member of the public because of religion, race, sex, color or national origin, age, marital status, physical or mental handicap, nor otherwise commit an unfair employment practice. Bidder further agrees that this article will be incorporated by Bidder in all contracts entered into with suppliers of materials or services, Bidders and

subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract.

8. **Non-Liability:** The Bidder shall not be liable in damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of government, act of an alien enemy or by any other circumstances which, in the Purchasing Director's opinion, is beyond the control of the Bidder. Under the circumstances, however, the County may in its discretion, cancel the contract.
9. **Placing of Orders:** Orders against contracts shall be placed with the Bidder on a Purchase Order executed and released by the Purchasing Director.
10. **Subletting of Contract:** It is mutually understood and agreed that the Bidder shall not assign, transfer, convey, sublet, or otherwise dispose of their contract or their rights, title or interest therein, or their power to execute such contract, to any other person, firm or corporation, without the previous written consent of the County Purchasing Director, but in no case shall such consent relieve the Bidder from his/her obligations, or change the terms of the contract.
11. **Termination of Contracts:** Contracts shall remain in force for full periods specified and until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:
 - a. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements.
 - b. Extended upon written authorization of the Purchasing Director and accepted by Bidder, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.
12. **Termination for Convenience:** The performance of work under this Contract may be terminated by the County in accordance with this clause in whole, or from time to time in part, whenever the County shall determine that such termination is in the best interest of the County. The County shall pay all reasonable expenses associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable expenses associated with termination of the Contract; provided, however, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

DELIVERY PROVISIONS

1. **Delivery:** Delivery shall be required to the place designated in the specifications or on the proposal form. All prices must be FOB Destination, Inside Delivery. The weight, count, measure, etc. shall be determined at the points of delivery. The Bidder shall be required to furnish proof of delivery in every instance. Bulk materials are to be placed on skids or pallets. No help for unloading shall be provided by the County. Suppliers shall notify their shippers accordingly.

2. **Delivery Failures:** Failure of a Bidder to deliver within the time specified, or within a reasonable time as interpreted by the Purchasing Director or failure to make replacements of rejected articles when so requested, immediately or as directed by the Purchasing Director shall constitute authority for the Purchasing Director to purchase in the open market articles of comparable grade to replace the articles rejected or not delivered. On all such purchases, the Bidder shall reimburse the County, within a reasonable time specified by the Purchasing Director, for any expense incurred in excess of contract prices or the County may deduct such amount from monies owed the defaulting Bidder. Such purchases shall be deducted from contract quantities.
3. **Inspections:** Inspection and acceptance of materials or supplies shall be made after delivery. Final inspection shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications. All delivered materials shall be accepted subject to inspection and physical count.
4. **Hazardous Safety Data Sheets:** Any hazardous substances as defined under the Department of Labor Occupational Safety and Health Standard for General Industry (29-CFR-1910.1200) and State of Maryland Law and Regulations on "Access to Information About Hazardous and Toxic Substances", MDSH Article 89, Section 28-49-D, being delivered to Washington County as a result of this Invitation to Bid shall be accompanied by a current "Hazardous Data Safety Sheet" or item may not be accepted.
5. **Packing Slips or Delivery Tickets:** All shipments or deliveries shall be accompanied by Packing Slips or Delivery Tickets, and shall contain the following information for each item delivered. Bidders are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

The Purchase Order Number
The Name of the Article and Stock Number (Supplier's)
The Quantity Ordered
The Quantity Back Ordered
The Name of the Contractor

6. **Responsibility for Materials Shipped:** The Bidder shall be responsible for the materials or supplies covered by this contract until they are delivered at the designated point and the Bidder shall bear all risk on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the Bidder promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. Upon failure of the Bidder to remove materials or supplies within ten (10) calendar days after date of notification, the County may return the rejected materials or supplies to the Bidder at the Bidder's risk and expense or dispose of them as its own property.

7. **Testing:** The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the County. However, if the order and shipment is rejected for failure to meet the requirements of the specifications or purchase description, the cost of testing shall be charged to the Bidder.

8. **Time of Delivery:** Deliveries shall be accepted between 8:00 A.M. and 3:00 P.M. on weekdays only, unless stated otherwise in the bid document. No deliveries shall be accepted on Saturdays, Sundays or County Holidays, unless otherwise arranged by an individual Department/Agency.

PUR-1418
HEATING, VENTILATING, AIR CONDITIONING AND
AUTOMATIC TEMPERATURE CONTROLS

SUPPLEMENTAL TERMS AND CONDITIONS

1. ACCESS TO SITES & SITE INSPECTION WALK THRU:

A. A one-time escorted walk-thru inspection will be performed for the following locations:

- Washington County Court House and Annex
- Washington County Administration Complex
- Washington County Administration Annex Building
- Washington County Office Building
- * Martin Luther King Center
- * Washington County Transportation (County Commuter)
- * William J. Dwyer Memorial Center
- * Washington County Free Library
- * Boonsboro Library
- * Smithsburg Library
- * Washington County Health Department
- Washington County Detention Center, Minimum Security Building and
Patrol Facility
- Public Annex Facility
- * Washington County Highway Department
- * Washington County Museum of Fine Arts
- * Hagerstown Regional Airport
- * Washington County Department of Water Quality
- University of Maryland Extension Service Office and Rural Heritage Museum
- Leonard P. Snyder Library
- Washington County Administrative II
- * Washington County Health Department's 24-hour Adolescent Facility

- * For site visits to the locations noted, Contractor shall contact each Building
Contact Person to arrange for an appointed time.

NO SITE INSPECTION WILL BE ALLOWED OTHER THAN PROVIDED FOR THOSE LOCATIONS. All other locations may be inspected at the Bidder's convenience by contacting that department or the Deputy Director John Pennesi (240-313-2703) of the Washington County Parks and Facilities Department.

B. Attendance at the walk-thru inspection is not mandatory, but is strongly encouraged.

Date: Wednesday, April 10, 2019

Time: 8:00 A.M., (EDST)

Approximate Inspection Time: 4 Hours

Meet with the Deputy Director of the Washington County Parks and Facilities at the Washington County Administration Complex, Second Floor Work Room 2001, 100 West Washington Street, Hagerstown, Maryland. The tour will begin promptly at 8:00 A.M.

2. **AWARD:**

The Base Proposal shall include the cost of any and all permits and/or fees, the cost of all applicable seals and other taxes required by local, state and federal laws, the cost of all required bonds and insurance, the cost of all material, labor, tools, equipment, transportation, landfill user fees, superintending and other services and facilities of every nature whatsoever or as may be necessary to complete the project as described in the specifications. All additional charges, i.e. truck expenses, parking fees, mileage, etc. shall be included in the Bidder's "Service Rates For Time Not Covered By Maintenance Contract" located on the Form of Proposal. Contract will be awarded on the basis of responsive, responsible low bidder based on the Total Base Bid Formula. Separate prices requested for each location on the Form of Proposal are for the County's budgetary information. The County does not guarantee any minimum or maximum hours to the Contractor for as-needed hourly services. The number of hours stated in the Bid Formula are estimated hours only. **IF A BIDDER SUBMITS A PRICE OF \$0.00 FOR HELPERS, THE BID WILL BE CONSIDERED NON-RESPONSIVE.**

Form of Proposal: All bids must be submitted on the forms provided

3. **BIDDER'S QUALIFICATIONS:**

- A Bidder, if requested, shall submit evidence that he/she maintains a permanent place of business, has had at least ten (10) successful years experience in providing services at similar facilities, has available or can obtain personnel, and has equipment and financial resources to undertake and perform the contract properly and expeditiously if the contract is awarded to him/her.
- B. Each firm submitting a proposal shall be licensed to operate in Washington County and must have adequate personnel and equipment available at all times for routine service and repairs and to handle emergencies. All service personnel shall provide proof of current certifications and licenses, including Mitsubishi Electric City Multi Systems, required to perform service and repair of County owned equipment.
- C. Prior to contracting, private corporations must either be incorporated in the State of Maryland or registered with the Maryland Department of Assessments and Taxation as a foreign corporation, and must be in good standing. Proof of such standing is required prior to the start of the contracting process and shall remain in good standing during the contract period. The website for the State Department of Assessments and Taxation email address is: <http://dat.maryland.gov/Pages/sdatforms.aspx#BNE> the phone numbers for the State Department of Assessments and taxation are: **(410) 767-1340** or **(888) 246-5941**.

4. **FORM OF CONTRACT:**

The successful Bidder shall promptly enter into a contract with the County in a form approved by the County within ten (10) calendar days after notification of award. The contract will be for a one (1) year period, tentatively commencing July 1, 2019 with an option by the County to renew for up to four (4) additional consecutive one (1) year periods, subject to written notice given by the County at least sixty (60) calendar days in advance of its expiration date. If the Bidder wishes to renew the contract, he/she must submit a letter of intent to the Purchasing Director at least ninety (90) calendar days prior to the expiration of the contract. The County reserves the right to accept

or reject any request for renewal and any increase in hourly service rates or annual costs for each specified building that the Bidder may request. All other terms and conditions shall remain unchanged.

5. INTERPRETATION, DISCREPANCIES, OMISSIONS:

Refer to General Conditions and Instructions to Bidders – General Conditions of Bidding, Section 13; requests received after **4:00 P.M., (EDST) Wednesday, April 17, 2019** may not be considered.

6. LAWS AND REGULATIONS:

All work described in the specifications shall be done in accordance with all applicable State or Local Codes, Regulations and Laws including any applicable Safety Codes, Regulations, and Laws.

7. MAJOR REPAIR/REPLACEMENT DESIGN FEE:

When major repairs or replacement of equipment is necessary, the County may utilize the Contractor's assistance in the preparation of specifications based on the Contractor's hourly rate provided in its proposal.

8. MATERIALS INVOICING VERIFICATION:

The County reserves the right at any time to audit/verify the Bidder's actual cost of materials invoiced to the County before the allowed material markup is applied.

9. PAYMENT:

- A. Payments shall be made within thirty (30) calendar days of receipt of separate invoices for each location. The County shall pay the Contractor for the performance of the work upon completion of the scheduled maintenance inspections, subject to additions and deductions by Change Order, in current funds. Other authorized work based on the hourly rates as stipulated on the Form of Proposal shall be paid on a monthly basis as invoiced for services satisfactorily rendered in the previous month and approved by each location's County representative.
- B. For "as-needed" services performed based on the hourly rates, hours of labor and material mark-up, the Contractor shall invoice the County for the labor hours at the job site performing the requested work. Drive/Travel time shall be the responsibility of the Contractor. Contractor shall report to the designated County representative upon arrival at each job location when performing any services.
- C. The Contractor shall issue separate invoices to each department for services performed at each location. Invoices shall reference the Purchase Order number and department/ location where the service was performed.

10. PRE-BID CONFERENCE:

Attendance at the Pre-Bid Conference on **Wednesday, April 10, 2019 at 10:00 A.M., (EDST)** in the Washington County Administration Complex, Conference Room 3000, Third Floor, 100 West Washington Street, Hagerstown, Maryland is requested. Attendance is not mandatory but is strongly encouraged.

11. REPAIR FAILURES:

Repetitive failure of repaired equipment causing emergency call-backs will be the financial responsibility of the Contractor.

12. RESPONSIBILITY OF BIDDER:

- a. Each Bidder submitting a proposal for this work shall first examine the sites, verify any dimensions pertinent to the work, and thoroughly satisfy himself/herself to the conditions under which he/she will operate or that will in any manner affect any work under his/her Contract. The Bidder shall accept the sites as he/she finds them. All proposals shall take into consideration all conditions that may affect the work. No allowance shall be made to any Bidder for negligence in this respect.
- b. Prior to contracting, private corporations must either be incorporated in the State of Maryland or registered with the Maryland Department of Assessments and Taxation as a foreign corporation, and must be in good standing. Proof of such standing is required prior to the start of the contracting process and shall remain in good standing during the contract period. The website for the State Department of Assessments and Taxation email address is: <http://dat.maryland.gov/Pages/sdatforms.aspx#BNE> the phone numbers for the State Department of Assessments and taxation are: **(410) 767-1340** or **(888) 246-5941**.

13. TERMS OF AGREEMENT:

- A. This agreement shall be effective for an original period of one (1) year unless written notice is given by either party thirty (30) calendar days prior to the date of this agreement.
- B. If the Contractor fails to comply with the specifications, he/she will be given seven (7) calendar days notice to render satisfactory service. If at the expiration of such seven (7) calendar days' notice, the unsatisfactory conditions have not been corrected, the County reserves the right to cancel the contract.

PUR-1418
HEATING, VENTILATING, AIR CONDITIONING AND
AUTOMATIC TEMPERATURE CONTROLS

GENERAL SPECIFICATIONS
FOR
FULL MAINTENANCE SERVICE AGREEMENT

1. SCOPE OF WORK:

A. The work to be performed under this proposal shall consist of performing quarterly inspections, furnishing all materials, labor, supervision, tools, equipment, permits and insurance necessary to service, all controls and equipment for the heating, ventilating and air conditioning systems for the following facilities:

1. Court House and Annex, Corner of West Washington Street and Summit Avenue
(95 West Washington Street and 24 Summit Avenue)
Hagerstown, MD 21740
Contact – John Pennesi (240-313-2703)
2. Washington County Administration Complex
100 West Washington Street
Hagerstown, MD 21740
Contact - John Pennesi (240-313-2703)
3. Washington County Office Building
33-35 West Washington Street
Hagerstown, MD 21740
Contact - John Pennesi (240-313-2703)
4. Martin Luther King Center
131 West North Street
Hagerstown, MD 21740
Contact - John Pennesi (240-313-2703)
5. Washington County Transit
Administration & Maintenance Building
1000 West Washington Street
Hagerstown, MD 21740
Contact - Shawn Harbaugh (240-313-2750)
6. Washington County Transit Transfer Center
123 West Franklin Street
Hagerstown, MD 21740
Contact – Shawn Harbaugh (240-313-2750)

7. William J. Dwyer Memorial Center
112 West Baltimore Street
Hagerstown, MD 21740
Contact - John Pennesi (240-313-2703)
8. Washington County Free Library
100 South Potomac Street
Hagerstown, MD 21740
Contact – Jim Wydmyer (301-739-3250 ext. 199) / (240-520-2339) cell
9. Boonsboro Library
401 Potomac Street
Boonsboro, MD 21713
Contact – John Pennesi (240-313-2703) / Gene Wolfe (240-313-2290)
10. Smithsburg Library
Veterans Park – Water Street
Smithsburg, MD 21783
Contact – John Pennesi (240-313-2703) / Gene Wolfe (240-313-2290)
11. Hancock Library
231 Park Road
Hancock, MD 21750
Contact – John Pennesi (240-313-2703) / Gene Wolfe (240-313-2290)
12. Washington County Health Department
1302 Pennsylvania Avenue
Hagerstown, MD 21742
Contact – Brenda Cole (240-313-3216)
13. Washington County Detention Center & Minimum Security Building
500 Western Maryland Parkway
Hagerstown, MD 21740
Terry Hill, office # (240-313-2142) / cell (301-331-6711) or
Dave Grabill/Craig Elwood - (240-313-2133)
14. Sheriff's Patrol Facility
500 Western Maryland Parkway
Hagerstown, MD 21740
Terry Hill, office # (240-313-2142) / cell (301-331-6711) or
Dave Grabill, Craig Elwood – (240-313-2133)
15. Washington County Day Reporting Center
101 Tandy Drive
Hagerstown, MD 21740
Terry Hill, office # (240-313-2142) / cell (301-331-6711) or
Dave Grabill, Craig Elwood – (240-313-2133)

16. Public Annex Facility
101 Tandy Drive
Hagerstown, MD 21740
Contact – John Pennesi (240-313-2703)
17. Washington County Highway Department - Central Section
601 Northern Avenue
Hagerstown, MD 21742
Contact – Alicia Heil (240-313-2717)
18. Washington County Highway - Eastern Section
13230 Greensburg Road
Smithsburg, MD 21783
Contact – Alicia Heil (240-313-2717)
19. Washington County Museum of Fine Arts City Park
91 Key Street
Hagerstown, MD 21740
Contact – Chris Shives (301-739-5727)
20. Hagerstown Regional Airport Terminal Building
18434 Showalter Road
Hagerstown, MD 21742
Contact – Jordan Leach (240) 313-2777
21. Hagerstown Regional Airport Fire Station
18440 Showalter Road
Hagerstown, MD 21742
Contact - Jordan Leach (240) 313-2777
22. Department of Water Quality
16232 Elliott Parkway
Williamsport, MD 21795
Contact – Rocky Bishop (240-313-2600)
23. University of Maryland Extension Service Office and Rural Heritage Museum
7313 Sharpsburg Pike
Boonsboro, MD 21713
Contact – John Pennesi (240-313-2703)
24. Leonard P. Snyder Library
12624 Broadfording Road
Clear Spring, MD 21722
Contact - John Pennesi (240-313-2703) / Gene Wolfe (240-313-2290)

25. Washington County Health Department's
24-Hour Adolescent Facility
5980 Cullen Drive
Sabillasville, MD 21780
Contact – Brenda Cole (240-313-3216)
26. Washington County Administrative Annex
80 West Baltimore Street
Hagerstown, MD 21740
Contact - John Pennesi (240-313-2703)
27. Washington County Commission on Aging
535 East Franklin Street
Hagerstown, MD 21740
Contact – John Pennesi (240-313-2703) / Gene Wolfe – (240-313-2290)
28. Sidling Hill Communication Shelter
2640 National Pike
Hancock, MD 21750
Contact – Mark Mades (301-331-6705)
29. Hancock Communication Shelter
Warfordsburg Road
Service Road across from Douglas Motors
Hancock, MD 21750
Contact – Mark Mades (301-331-6705)
30. Fairview Mountain and Maryland Public Television Communication Shelter
11668 National Pike
Clear Spring, MD 21722
Contact – Mark Mades (301-331-6705)
31. Elliott Parkway Communication Shelter
16232 Elliott Parkway
Williamsport, MD 21795
Contact – Mark Mades (301-331-6705)
32. Sharpsburg Water Tank Communication Shelter
126 High Street
Sharpsburg, MD 21713
Contact – Mark Mades (301-331-6705)
33. Site C Communication Shelter
High Rock Road
13400 Pen Mar/High Rock Road
Pen Mar, MD 21783
Contact – Mark Mades (301-331-6705)

34. State Highway Complex (Rte. 65/70) Communications Shelter
Col. Henry Douglas Drive
Hagerstown, MD 21740
Contact – Mark Mades (301-331-6705)
35. Lamb’s Knoll Communications Shelter
Lambs Knoll Road
Boonsboro, MD 21713
Contact – Mark Mades (301-331-6705)
36. Miller Avenue Communications Shelter
19005 Miller Avenue
Knoxville, MD 21758
Contact – Mark Mades (301-331-6705)

B. The following locations and any other locations the County wishes to add during any contract term shall also be included under this contract for services on an as-needed basis only:

1. Washington County Department of Special Operations
638 Frederick Street
Hagerstown, MD 21740
Contact – Sam Anderson (240-313-4371)
2. Washington County Solid Waste Department
12630 Earth Care Road
Hagerstown, MD 21740
Contact – Shirley Mills (240-313-2794)
 - a. Forty West Landfill
12630 Earth Care Road
Hagerstown, MD 21740
 - b. Resh Road Landfill
11112 Kemps Mill Road
Williamsport, MD 21795
 - c. Dargan Transfer Station
2201 Dargan School Road
Sharpsburg, MD 21782
 - d. Greensburg Transfer Station
13125 Bikle Road
Smithsburg, MD 21783
 - e. Kaetzel Transfer Station
2926 Kaetzel Road
Brownsville, MD 21715

- f. Hancock Transfer Station
6502 Hess Road
Hancock, MD 21750

- 3. Washington County Parks and Facilities
1307 South Potomac Street
Hagerstown, MD 21740
Contact – John Pennesi (240-313-2703)
 - a. Camp Harding County Park
13029 Pectonville Road
Big Pool, MD 21711

 - b. Chestnut Grove Park
3106 Chestnut Grove Road
Keedysville, MD 21756

 - c. Clear Spring Park
12424 Big Spring Road
Clear Spring, MD 21722

 - d. Devils Backbone Park
18934 Lappans Road
Boonsboro, MD 21713

 - e. Doub's Woods Park - Administration Building,
Wood Shop & Maintenance Building
1307 South Potomac Street
Hagerstown, MD 21740

 - f. Kemps Mill Road Girls Softball Park
11114 Kemps Mill Road
Williamsport, MD 21795

 - g. Martin L. “Marty” Snook Park
17901 Halfway Blvd.
Hagerstown, MD 21740

 - h. Mt. Briar Wetlands Park
19822 Millbrook Road
Keedysville, MD 21756

 - i. Pen Mar County Park (Museum and Dance Pavilion)
14600 Pen Mar-High Rock Road
Cascade, MD 21719

- j. Pinesburg Park (Softball Complex)
15323 Clear Spring Road
Williamsport, MD 21795
 - k. Pleasant Valley Park
3199 Gapland Road
Rohrersville, MD 21779
 - l. Woodland Way Park
108 Belview Avenue
Hagerstown, MD 21740
 - m. Wilson Bridge Park
15032 National Pike
Hagerstown, MD 21740
 - n. Washington County Regional Park
20025 Mt. Aetna Road
Hagerstown, MD 21740
4. Washington County Housing Authority
319 E. Antietam Street, 2nd Floor
Hagerstown, MD 21740
Contact – Corinne Guglielmini (301-791-3168 x207)
- a. Scattered Sites:
 - 1. 26 E. Frederick Street
Williamsport, MD 21795
 - 2. 126 Bethlehem Court
Funkstown, MD 21734
 - 3. 11303 Marbern Road
Hagerstown, MD 21740
 - 4. 13820 Countryside Drive
Maugansville, MD 21767
 - 5. 20 North Colonial Drive
Hagerstown, MD 21740
 - 6. 22 North Colonial Drive
Hagerstown, MD 21740
 - 7. 11228 Marbern Road
Hagerstown, MD 21740

8. 11337 Greenberry Road
Hagerstown, MD 21740
9. 13844 Countryside Drive
Maugansville, MD 21767
10. 114 Wabash Street
Hancock, MD 21750
11. 17930 Hickory Lane
Hagerstown, MD 21740
12. 17944 Hickory Lane
Hagerstown, MD 21740
13. 17839 Sherman Avenue
Hagerstown, MD 21740
14. 1846 Abbey Lane
Hagerstown, MD 21740
15. 13834 Village Mill Drive
Maugansville, MD 21767
16. 11313 Grouse Lane North
Hagerstown, MD 21742
17. 17524 Shepherdstown Pike
Sharpsburg, MD 21782
18. 11425 Englewood Road
Hagerstown, MD 21740
19. 1926 Abbey Lane
Hagerstown, MD 21740
20. 11708 Winterberry Road
Hagerstown, MD 21740
21. 12021 Mayfair Avenue
Hagerstown, MD 21742
22. 17324 Gay Street
Hagerstown, MD 21740
23. 11204 Cristin's Circle
Hagerstown, MD 21742

- 24. 11206 Robin's Glenn Drive
Hagerstown, MD 21742
- b. Blue Mountain Estates Unit Addresses – Smithsburg Elderly
 - 25. 1 – 28 Blue Mountain Estates,
Smithsburg, MD 21783
- c. Parkview Knoll Unit Addresses – Williamsport Elderly
 - 26. 2101-203-205-207-220-222-224-226-230-232-234-236-240-242-
244-246-250-251-252-254-256-241-243-245-247-257-253-255-257,
Community Building 215, Shop 219 --- all on
Otho Holland Drive
Williamsport, MD 21795
- d. Schoolhouse Manor Unit Addresses – Boonsboro Elderly
 - 27. 1–24, Community Building (no mailing address), and 26–33 all on
Schoolhouse Court
Boonsboro, MD 21713
- e. Monterey House Unit Addresses – Hancock Elderly (24 units, 4 stories)
 - 28. 6 West Main Street
Hancock, MD 21750
- f. Francis Murphy Senior Apartments (120 units, 3 stories)
 - 29. 20014 Rosebank Way
Hagerstown, MD 21742
- g. Springfield Manor , ConeFlower Drive, Williamsport, MD 21795
 - 30. Units 301-308, 310, 320, 322, 324, 326, 328, 331, 333, 335, 337,
340, 342, 344, 346, 348, 353, 355, 357, 359, 371, 373, 375, 377,
391, 393, 395, 397, 399
- 5. Washington County Highway Department
601 Northern Avenue
Hagerstown, MD 21742
Contact – Alicia Heil – 240-313-2717
 - a. Southern Section
6223 Cauffman Farm Road
Keedysville, MD 21756

- b. Western Section
9659 National Pike
Big Pool, MD 21711
- 6. Washington County Rental Properties
 - a. 10653 Bower Avenue – Marty Snook Park House
Williamsport, MD 21795
 - b. 13534 Spriggs Road - vacant
Hagerstown, MD 21742
- 7. Washington County Agricultural Education Center
7313 Sharpsburg Pike
Boonsboro, MD 21713
Contact - John Pennesi – 240-313-2703
 - a. Multi-Purpose Building
 - b. Kennel Building
 - c. Pavilions
- 8. Washington County Black Rock Golf Course – Club House
20025 Mt. Aetna Road
Hagerstown, MD 21742
Contact – John Easterday (240-313-2836)
- 9. Washington County Black Rock Golf Course – Maintenance Building
20317 Mt. Aetna Road
Hagerstown, MD 21742
Contact – John Easterday (240-313-2836)
- 10. Washington County Black Rock Golf Course –
Maintenance Superintendent’s Residence
20245 Mt. Aetna Road
Hagerstown, MD 21742
Contact – John Easterday (240-313-2836)
- 11. Hagerstown Regional Airport
Contact – Terry Stouffer (301-573-0940)
 - a. T-Hangar #1
18523 Henson Blvd.
Hagerstown, MD 21742
 - b. T-Hangar #2
18525 Henson Blvd.
Hagerstown, MD 21742

- c. T-Hangar #3
18527 Henson Blvd.
Hagerstown, MD 21742
- d. T-Hangar #4
18539 Henson Blvd.
Hagerstown, MD 21742
- e. T-Hangar #5
18537 Henson Blvd.
Hagerstown, MD 21742
- f. T-Hangar #6
18517 Henson Blvd.
Hagerstown, MD 21742
- g. T-Hangar #7
18515 Henson Blvd.
Hagerstown, MD 21742
- h. T-Hangar #8
18521 Henson Blvd.
Hagerstown, MD 21742
- i. T-Hangar #9
18529 Henson Blvd.
Hagerstown, MD 21742
- j. T-Hangar #10
18531 Henson Blvd.
Hagerstown, MD 21742
- k. T-Hangar #11
18535 Henson Blvd.
Hagerstown, MD 21742
- l. T-Hangar #12
18533 Henson Blvd.
Hagerstown, MD 21742
- m. T-Hangar#13
18513 Henson Blvd.
Hagerstown, MD 21742

- n. Hanger #14
18519 Henson Blvd.
Hagerstown, MD 21742
- o. Hanger #15
18625 Jarkey Drive
Hagerstown, MD 21742
- p. Hanger #16
18627 Jarkey Drive
Hagerstown, MD 21742
- q. Hanger #17
18631 Jarkey Drive
Hagerstown, MD 21742
- r. Hanger #18
18635 Jarkey Drive
Hagerstown, MD 21742
- s. Hagerstown Aircraft Service – West Bldg. #19
14235 Oak Springs Road
Hagerstown, MD 21742
- t. Hagerstown Aircraft Service – NE Bldg. #20
14235 Oak Springs Road
Hagerstown, MD 21742
- u. Hanger #21
18335 Airpark Road
Hagerstown, MD 21742
- v. Hanger #22
18333 Airpark Road
Hagerstown, MD 21742
- aa. Airport Terminal/Offices Bldg. #28
18434 Showalter Road
Hagerstown, MD 21742
- bb. Maintenance Building #29
18436 Henson Blvd.
Hagerstown, MD 21742
- cc. Hanger # 31
18227 Airpark Road
Hagerstown, MD 21742

- dd. Snow Removal Equipment Storage Facility Bldg. #30
18430 Henson Blvd.
Hagerstown, MD 21742
- ee. Building #41 (residence)
14225 Basore Drive
Hagerstown, MD 21742
- ff. Building #44 (residence)
14568 Pennsylvania Ave.
Hagerstown, MD 21742
- gg. Building #53 (residence)
14606 Pennsylvania Ave.
Hagerstown, MD 21742
- hh. Building #54 (residence)
14612 Pennsylvania Ave.
Hagerstown, MD 21742
- ii. Building #55 (residence)
17930 Reiff Church Road
Hagerstown, MD 21740
- jj. Building #63 (residence)
14219 Maugansville Road
Hagerstown, MD 21740
- kk. Building #77 (residence)
14216 Maugansville Road
Hagerstown, MD 21740
- ll. Building #85 (residence)
14221 Oak Springs Rd.
Hagerstown, MD 21742
- mm. Building #86 (residence)
14320 Pennsylvania Ave.
Hagerstown, MD 21742
- nn. Building #87 (residence)
14211 Basore Drive
Hagerstown, MD 21742

12. Washington County Emergency Air Unit
17756 York Road
Hagerstown, MD 21740
Contact – Ron Horn - 301-988-4270 (cell)

13. Washington County Department of Water Quality (DWQ)
16232 Elliott Parkway
Williamsport, MD 21795
Contact – Rocky Bishop (240-313-2600)
 - a. DWQ Administration Building
16232 Elliott Parkway
Williamsport, MD 21795
 - b. Maintenance Building
16232 Elliott Parkway
Williamsport, MD 21795
 - c. Airport Pump Station
14501 Byers Road
Hagerstown, MD 21742
 - d. Antietam WWTP
4435 Harpers Ferry Road
Sharpsburg, MD 21782
 - e. Carriage Hills Pump Station
10242 Stagecoach Dr.
Hagerstown, MD 21740
 - f. Cedar Springs Pump Station
11802 Newgate Blvd.
Williamsport, MD 21795
 - g. Cascade Well House
25407 Cascade Road
Cascade, MD 21719
 - h. Citicorp Pump Station
14704 Citicorp Drive
Hagerstown, MD 21742
 - i. Claggett's Mill Pump Station
18825 Poffenberger Road
Hagerstown, MD 21740

- j. Cloverton Pump Station
10712 Appletree Lane
Williamsport, MD 21795
- k. College Road Pump Station
9703 Morning Glory Lane
Hagerstown, MD 21740
- l. Conococheague WWTP
16232 Elliott Parkway
Williamsport, MD 21795
- m. Countryside Pump Station
13930 Green Mountain Drive
Maugansville, MD 21767
- n. Elk Ridge WTP
3728 Chestnut Grove Road
Keedysville, MD 21756
- o. Elk Ridge Water Tank
3922 Trego Mountain Road
Keedysville, MD 21756
- p. Farm Lane Pump Station
18800 Diller Drive
Hagerstown, MD 21740
- q. Fountain Head Pump Station
18611 Crestwood Drive
Hagerstown, MD 21742
- r. Freedom Hills Pump Station
13730 Patriot Way
Hagerstown, MD 21740
- s. Fuji Color Pump Station
11121 Elliott Place
Williamsport, MD 21795
- t. Garden Spot Pump Station
17705 Bluebell Drive
Hagerstown, MD 21740
- u. Greenlawn Pump Station
430 South Artizan Street
Williamsport, MD 21795

- v. Hickory Lane Pump Station
17974 Hickory Lane
Hagerstown, MD 21740
- w. Highfield Pump Station
14428 Macfee Hill Road
Cascade, MD 21719
- x. Highfield WTP
14407 Water Company Road
Cascade, MD 21719
- y. Keedysville Pump Station
19041 Shepherdstown Pike
Keedysville, MD 21756
- z. Kemps Mill Pump Station
11316 Rock Hill Road
Hagerstown, MD 21740
- aa. Leachate Pump Station
12824 Resh Road
Hagerstown, MD 21740
- bb. Maugans Meadows Pump Station
13500 Elaine's Way
Hagerstown, MD 21740
- cc. Maugansville Pump Station
13635 Maugansville Road
Hagerstown, MD 21740
- dd. Mt. Aetna WTP
10221 Crystal Falls Drive
Hagerstown, MD 21740
- ee. Northbrook Pump Station
19689 Marigold Drive
Hagerstown, MD 21742
- ff. Oak Ridge Pump Station
10810 Brentwood Terrace
Hagerstown, MD 21740
- gg. Outback Pump Station
240 Railway Lane
Hagerstown, MD 21740

- hh. Paradise Heights Pump Station
13852 Ideal Circle
Hagerstown, MD 21742
- ii. Paradise Manor #1 Pump Station
13811 Exeter Court
Hagerstown, MD 21742
- jj. Paradise Manor #2 Pump Station
13861 Emerson Drive
Hagerstown, MD 21742
- kk. Paramount Pump Station
19303 Longmeadow Road
Hagerstown, MD 21742
- ll. Pen Mar Pump Station
24807 Linden Avenue
Cascade, MD 21719
- mm. Pennersville Well House
14607 Pennersville Road
Cascade, MD 21719
- nn. Phoenix Color Pump Station
18237 Phoenix Drive
Hagerstown, MD 21740
- oo. Potomac Edison Pump Station
10635 Downsville Pike
Hagerstown, MD 21740
- pp. Presgraves Pump Station
14221 Maugansville Road
Hagerstown, MD 21740
- qq. PO #1 Pump Station
10436 Governor Lane Blvd.
Williamsport, MD 21795
- rr. PO #2 Pump Station
9932 Governor Lane Blvd.
Williamsport, MD 21795
- ss. PO #3 Pump Station
10847 Anderson Drive
Williamsport, MD 21795

- tt. PO #4 Pump Station
16404 Brookmeade Road
Williamsport, MD 21795
- uu. Route 11 Pump Station
13737 Pennsylvania Ave.
Hagerstown, MD 21742
- vv. Sabillasville Pump Station
17653B Old Sabillasville Road
Sabillasville, MD 21780
- ww. Sandy Hook WTP
19011 Sandy Hook Road
Knoxville, MD 21758
- xx. Sandy Hook WWTP
18954 Sandy Hook Road
Knoxville, MD 21758
- yy. Sharpsburg Pike Pump Station
10531 Sharpsburg Pike
Hagerstown, MD 21740
- zz. Sharpsburg Pump Station
High Street
Sharpsburg, MD 21782
- aaa. Sharpsburg WTP
17070 Shepherdstown Pike
Sharpsburg, MD 21782
- bbb. Sharpsburg Water Tower
High Street
Sharpsburg, MD 21782
- ccc. Smithsburg WWTP
22523 Leitersburg/Smithsburg Road
Smithsburg, MD 21783
- ddd. St. James Pump Station
9302 Sharpsburg Pike
Hagerstown, MD 21740
- eee. St. James School Pump Station
17641 College Road
Hagerstown, MD 21740

fff. Village Square Pump Station
22405 Jefferson Blvd.
Smithsburg, MD 21783

ggg. Westfields Pump Station
9442 Morning Dew Drive
Hagerstown, MD 21740

hhh. Winebrenner WWTP
25040 Pen Mar Road
Cascade, MD 21719

iii. Wright Road Pump Station
16211 Wright Road
Williamsport, MD 21795

jjj. Yogi Bear Pump Station
16525 Lappans Road
Williamsport, MD 21795

14. Washington County Children's Village
1546 Mt. Aetna Road
Hagerstown, MD 21740
Contact – Brenda Donaldson (301-733-4443)

- C. The contract will be for a one (1) year period, tentatively commencing July 1, 2019 with an option by the County to renew for up to four (4) additional consecutive one (1) year periods, subject to written notice given by the County at least sixty (60) calendar days in advance of its expiration date. If the Bidder wishes to renew the contract, he/she must submit a letter of intent to the Purchasing Agent at least ninety (90) calendar days prior to the expiration of the contract. The County reserves the right to accept or reject any request for renewal and any increase in annual costs for each specified building and hourly maintenance rates that the Bidder may request. All other terms and conditions shall remain unchanged.
- D. This service agreement shall include four (4) quarterly maintenance service inspections per year as determined by County, see paragraph E for specifications. The successful Contractor shall perform a start-up and shut-down of the cooling and heating systems at a time agreed to by the County Maintenance Staff and the Contractor.
- E. Perform all necessary inspections as indicated. All work includes, but is not limited to, the following:
1. Inspect equipment for refrigerant leaks.
 2. Repair all leaks in refrigerant systems and recharge as required.

3. Clean water-cooled condensers once yearly. Clean chilled water side, if applicable, every three (3) years.
4. Clean air-cooled condensers Semi-annually
5. Clean all strainers when necessary including strainers in blow-down joints.
6. Adjust tension on all belts.
7. Lubricate all moving parts, including motors.
8. Check operating pressure of condensing unit.
9. Inspect and adjust safety controls.
10. Inspect water regulating valves and repair as may be required.
11. Check air-cooling coils and clean at least once yearly.
12. Clean Hot Water air coils at least once yearly.
13. Clean steam traps where necessary.
14. Metal or vinyl frames with polyester pads shall be furnished and installed by Contractor unless permanent filters are already installed by the manufacturer. At least four (4) times annually new replaceable pads shall be installed or permanent filters cleaned. Independent area VAV unit filters will be re-cleaned or replaced two (2) times annually. The Contractor shall use the same types of filters as existing.
15. Clean drip pans.
16. Remove cylinder heads, when necessary, and check valves where required.
17. Inspect oil in compressors and replenish with oil if necessary.
18. Pump down and store refrigerant charge at end of cooling season, where possible.
19. Drain water from all parts of systems that are likely to freeze during winter season - the date as recommended by Contractor or County.
20. The following equipment shall also be checked, and repaired or replaced as may be required: pre-heaters, control valves and traps, heaters, refrigerant compressors, DX Freon coils, re-heaters and control valves and traps, general purpose heating coil in ducts, control valves and traps.
21. Air conditioning Contractor is responsible to maintain water level in cooling towers, so as not to lose water from overflow.

22. Clean and maintain water towers, and paint when required.
 23. Contractor shall set up standard log sheets for each system at each site with copy left with custodian and the Deputy Director of the Washington County Parks, Recreation and Facilities. Each call shall be dated and logged.
 24. The major inspection report shall be done after the shutdown of equipment and shall be filled entirely and given to the customer. The attached format shall be followed as applicable.
 25. The contractor shall provide upon request operation instruction and training of all County owned HVAC equipment.
- F. A semiannual inspection will be scheduled to cover the following items of automatic temperature control:
1. The supply air compressor will be completely inspected and all necessary cleaning will be performed. The air compressor will be checked for pressure settings belt tightness and wear, operating time, presence of moisture, safety valve operation, oil will be changed and all necessary repairs and adjustments will be made to maintain it in top working condition. The electrical motor will be lubricated in accordance with manufacturer's recommendations.
 2. A complete check of the air reducing station and air filter assembly will be performed. This includes any necessary moisture drainage, cleaning, filter replacement and setting of the air reducing valves.
 3. All room type humidistats and thermostats, valve top thermostats, remote bulb thermostats and electrical thermostats will be checked for calibration and proper setting, presence of moisture or oil, control port and seat alignment, response of capillaries and general operation. When found necessary, any of the above will be disassembled and repaired or replaced.
 4. All automatic temperature control valves will be inspected for leaks, sticking stems, air tightness, broken or weak springs, ruptured diaphragms, and will be cleaned, lubricated, repaired and adjusted when necessary. This includes repacking, rediscing and reseating when any leaky valves are found.
 5. All automatic temperature control damper operators will be checked, cleaned and lubricated. All damper bearings and linkage will be lubricated and adjusted.
 6. All dampers will be checked for tight closure and adjusted, if necessary. Also, they will be cleaned and lubricated to maintain them in top working condition.
 7. All other associated automatic temperature control equipment, such as air valves, electrical pressure switches, pressure electrical switches, static pressure controllers, transmission and receiving equipment will be inspected and maintained for proper system operation.

8. When found necessary, any control air piping or control electrical wiring which was originally furnished by the automatic temperature control company will be repaired to maintain proper system operation.
9. Inspection and calibration stickers shall be placed on all equipment when repaired, replaced, inspected or calibrated. The sticker will be dated and contain the initials of the performing technician.
10. A schedule of when work will be done shall be given to the Deputy Director of the Washington County Parks and Facilities before the acceptance of contract is signed; this schedule shall be adhered to by the Contractor.
11. All automatic temperature controls and operating controls shall be calibrated annually (area thermostats are excluded). Calibration stickers shall be used. (See above F.9)

2. **HEATING, VENTILATING AND EXHAUST EQUIPMENT:**

- A. Also included are the electrical systems between the equipment disconnect switch and the air conditioning equipment (disconnect switch excluded), all starters for compressor motors, all motors, starters and drives for pumps and fans, all pressure and temperature controls and thermometers (recording type excluded) and all gauges.
- B. This specification includes the maintenance and repair of all pumps on the air conditioning, heating, ventilating and exhaust systems. Pumps should be packed properly and free from excessive leaks at all times. New seals and packing shall be installed when needed.
- C. The Contractor shall submit to the Deputy Director of the Washington County Parks and Facilities a complete report of each inspection for each piece of equipment, i.e., lube, belt changes, filter changes, adjustments, etc. Inspections without such written reports will not be accepted for payment. Work sheets must be signed by person in charge of each building.
- D. The Contractor shall have available, emergency service on twenty-four (24) hour, seven (7) day-a-week basis; however, the Contractor shall only include in the proposal, regular service calls to be made during the normal working hours between 6:00 A.M. and 5:00 P.M., Monday thru Friday, with no limitation on the amount of emergency calls during this time period. On site response time during normal working hours shall be less than two hours. Service calls requested outside of normal working hours shall be invoiced at after-hours service rates on a time worked basis. On site response time after hours shall be less than two hours.
- F. The following Contractor's holidays shall be recognized by the County for invoicing purposes: New Year's Day, Labor Day, Memorial Day, Independence Day, Good Friday, Thanksgiving Day and Christmas Day

Any other Federal, State or County holidays observed by the County or Contractor shall not be considered a holiday for invoicing purposes.

3. **THE BOARD OF COUNTY COMMISSIONERS SHALL AGREE TO:**

Operate the subject equipment as per the Contractor's instructions. Promptly notify the Contractor of any unusual operating conditions of the equipment.

4. **ACCESS:**

It is agreed that the County shall, at any and all times, provide Contractor with access to all devices that are a part of this agreement. Contractor may, at reasonable times and as necessitated by maintenance procedures, regulate the primary equipment incidental to the operation of the mechanical systems.

5. **BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND RIGHTS OF INSPECTION AND TESTS:**

The County reserves the right to make or cause to be made, such inspections and tests, as deemed advisable to ascertain that the requirements of these specifications are being fulfilled. Should it be found that the standards herein specified are not being satisfactorily maintained, the County may immediately demand that the Contractor place equipment in a condition to meet those requirements. If the Contractor fails to comply with such demands, within seven (7) calendar days, the County may, by written notice to the Contractor, terminate his right to proceed further with this work. In such event, the County may take over the work and bring it to a completion, by contract or otherwise, and the Contractor and his sureties shall be liable to the County for any additional cost occasioned by the County. At this point, the Contractor may be considered in default and the contract terminated. All of the aforementioned work to be performed for a sum stated on the Form of Proposal.

6. **REFRIGERANT EMISSIONS:**

- A. The Contractor will at no time allow refrigerant to be deliberately vented or discharged into the atmosphere during any maintenance procedure, service or repair of refrigeration and air conditioning systems in accordance with Section 608 of the Clean Air Act of July 1, 1992.
- B. The Contractor will have on hand and ready an EPA approved and certified recovery system and trained personnel to recover and/or recycle refrigerants as required during servicing and repair of all refrigeration systems.
- C. The cost for labor, material and equipment for refrigerant recovery, recycle or reclaim shall be included in the base bid.

SIGNATURE TO BIDS

NOTE: Bidders shall use this page as a cover page when submitting his/her bid.

Each bid must show the full business address and telephone number of the Bidder and be signed by the person legally authorized to sign contracts. All correspondence concerning the bid and contract, including notice of award, copy of contract and purchase order, will be mailed or delivered to the address shown on the bid in the absence of written instructions from the Bidder to the contrary. Bids by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of the individuals composing the partnership. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When requested, satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the bid as agent shall file satisfactory evidence of his/her authority to do so.

All documents, materials, or data developed as a result of this contract are the County’s property. The County has the right to use and reproduce any documents, materials, and data, including confidential information, used in or developed as a result of this contract. The County may use this information for its own purposes or use it for reporting to Federal agencies. The Bidder warrants that it has title to or right of use of all documents, materials, or data used or developed in connection with this contract. The Bidder must keep confidential all documents, materials, and data prepared or developed by the Bidder or supplied by the County. All erasures and/or changes shall be initialed by the individual making modifications to the proposal.

BIDDER MUST SIGN HERE AND RETURN THIS PAGE AND THE PROPOSAL FORM IN ADDITION TO SUBMITTING ANY DOCUMENTS CALLED FOR BY THE GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, SPECIFICATIONS, AND ANY OTHER DOCUMENTS HEREIN CONTAINED.

By signing here, Bidder does hereby attest that he/she has read fully the general conditions and instructions, specifications, and any other documents herein contained, and does understand them and will furnish and deliver all labor and materials in accordance with the specifications for the price as listed on the proposal form.

Bidder acknowledges receipt of Addenda by initialing the following:

Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____
Addendum No. 4 _____ Addendum No. 5 _____ Addendum No. 6 _____

AFFIRMATION REGARDING COLLUSION

I AFFIRM THAT:

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

- (a) 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;
- (b) 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.

AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM:

Neither I nor, to the best of my knowledge, information, and belief, the below 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, directors, 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 Criminal Procedure Article, Section 6-220 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 person(s) involved, and their current positions and responsibilities with the business):

BIDDER'S COMPANY/FIRM: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

NAME AND TITLE PRINTED: _____

TELEPHONE & FAX NUMBER: _____

E-MAIL ADDRESS: _____

DATE: _____ FEDERAL EMPLOYER'S IDENTIFICATION NUMBER _____

For Informational Purposes Only: Has your company/firm been certified by the State of Maryland as a Minority Business Enterprise? (Please check below.)

_____ Yes _____ No

**PUR-1418
 MAINTENANCE SERVICES FOR
 HEATING, VENTILATING, AIR CONDITIONING AND
 AUTOMATIC TEMPERATURE CONTROLS**

FORM OF PROPOSAL

HOURLY LABOR RATES FOR SERVICE	
Regular Working Hours - Routine	
<p>*HVAC Technician (Hourly Rate):</p> <p>_____ Dollars (Written)</p> <p>_____ Cents Per Hour (Written)</p>	<p>(\$ _____) (Figures)</p>
<p>**Helper (Hourly Rate):</p> <p>_____ Dollars (Written)</p> <p>_____ Cents Per Hour (Written)</p>	<p>(\$ _____) (Figures)</p>
Evenings and Saturdays - Emergency	
<p>HVAC Technician (Hourly Rate):</p> <p>_____ Dollars (Written)</p> <p>_____ Cents Per Hour (Written)</p>	<p>(\$ _____) (Figures)</p>
<p>Helper (Hourly Rate):</p> <p>_____ Dollars (Written)</p> <p>_____ Cents Per Hour (Written)</p>	<p>(\$ _____) (Figures)</p>

HOURLY LABOR RATES FOR SERVICE

Sundays and Holidays - Emergency

HVAC Technician (Hourly Rate):

_____ Dollars
(Written)

(\$ _____)
(Figures)

_____ Cents **Per Hour**
(Written)

Helper (Hourly Rate):

_____ Dollars
(Written)

(\$ _____)
(Figures)

_____ Cents **Per Hour**
(Written)

CONSULTING AND DESIGN SERVICE (Hourly Rate):

_____ Dollars
(Written)

(\$ _____)
(Figures)

_____ Cents **Per Hour**
(Written)

TOTAL BASE BID FORMULA -

1,800 Hours x Hourly ***Regular HVAC Technician Labor Rate**

\$ _____ +

Plus 1,200 Hours x Hourly ****Regular Helper Labor Rate**

\$ _____ =

TOTAL BASE BID

_____ Dollars
(Written)

(\$ _____)
(Figures)

_____ Cents
(Written)

Repair parts and materials not included herein shall be billed at cost plus fifteen (15%) percent

Bid Bonds, except those of the three (3) low bidders, will be returned after the bid opening. Other bid bonds will be returned after the related contract has been executed. If no contract has been executed within ninety (90) calendar days after the bid opening, then any bond may be returned upon demand of the bidder.

Enclosed herewith is a Bid Bond issued by _____
in the amount of _____, equal to five (5%) percent of the Base Bid.

POLICY TITLE: Insurance Requirements for Independent Contractors

ADOPTION DATE: August 29, 1989

EFFECTIVE DATE: September 1, 1989

FILING INSTRUCTIONS: _____

I. PURPOSE

To protect Washington County against liability, loss or expense due to damaged property, injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work or service performed on behalf of Washington County.

II. ACTION

The following should be inserted in all Independent Contractor Contracts:

"The Contractor shall procure and maintain at his sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County."

1. **Workers Compensation:** The Contractor agrees to comply with Workers Compensation laws of the State of Maryland and to maintain a Workers Compensation and Employers Liability Policy.

Minimum Limits Required:

Workers Compensation -	Statutory
Employers' Liability -	\$100,000 (Each Accident)
	\$500,000 (Disease - Policy Limit)
	\$100,000 (Disease - Each Employee)

2. **Comprehensive General Liability Insurance:** The Contractor shall provide Comprehensive General Liability including Products and Completed Operations.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury and Property Damage.

Such insurance shall protect the County, its agents, elected and appointed officials, commission members and employees, and name Washington County on the policy as additional insured against liability, loss or expense due to damaged property (including loss of use), injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work of service performed on behalf of Washington County.

2. **Comprehensive General Liability Insurance** (continued)

The Contractor is ultimately responsible that Subcontractors, if subcontracting is authorized, procure and maintain at their sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County.

3. **Business Automobile Liability:** The Contractor shall provide Business Auto Liability including coverage for all leased, owned, non-owned and hired vehicles.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury or Property Damage.

Certificate(s) of Insurance: The Contractor shall provide certificates of insurance requiring a 30 day notice of cancellation to the Insurance Department, Board of County Commissioners of Washington County prior to the start of the applicable project.

Approval of the insurance by the County shall not in any way relieve or decrease the liability of the Contractor. It is expressly understood that the County does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

All responsibility for payment of any sums resulting from any deductible provisions, corridor, or self-insured retention conditions of the policy or policies shall remain with the Contractor.

General Indemnity: The Contractor shall indemnify, defend and save harmless the Board of County Commissioners of Washington County, its appointed or elected officials, commission members, employees and agents for any and all suits, legal actions, administrative proceedings, claims, demands, damages, liabilities, interest, attorneys fees, costs and expenses of whatsoever kind of nature, whether arising before or after final acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the Contractor, or any one acting under its direction, control or on its behalf in connection with or incident to its performance of the Contract.

Revision Date: August 27, 1991

Effective Date: August 27, 1991

Revision Date: March 4, 1997

Effective Date: March 4, 1997

Background and Applicability:

In conjunction with the Office of Management and Budget and other affected Federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, *Debarment and Suspension*, Executive Order 12689, *Debarment and Suspension*, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-355, 108 Stat. 3327).

The provisions of Part 29 apply to all grantee contracts and subcontracts at any level expected to equal or exceed \$25,000 as well as any contract or subcontract (at any level) for Federally required auditing services, 49 CFR 29.220(b). This represents a change from prior practice in that the dollar threshold for application of these rules has been lowered from \$100,000 to \$25,000. These are contracts and subcontracts referred to in the regulation as "covered transactions."

Grantees, Contractors, and Subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from prior practice in that certification is still acceptable but is no longer required, 49 CFR 29.300.

Grantees, Contractors, and Subcontractors who enter into covered transactions also must require the entities they contract with to comply with 49 CFR 29, Subpart C and include this requirement in their own subsequent covered transactions (i.e., the requirement flows down to subcontracts at all levels).

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The Contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the Bidder or proposer certifies as follows: The certification in this clause is a material representation of fact relied upon by the *County*. If it is later determined that the Bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the *County*, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The Bidder agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer.

The Bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Company Name _____

Signature of Contractor's Authorized Official _____

Printed Name of Contractor's Authorized Official _____

Printed Title of Contractor's Authorized Official _____

Date _____

**BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND
WASHINGTON COUNTY PURCHASING DEPARTMENT**

PROVISIONS FOR OTHER AGENCIES

All items, conditions and pricing shall be made available to the entities listed below if authorized by the Bidder. Authorization is to be indicated by a check mark in the appropriate column. A negative reply will not adversely affect consideration of the bid. Any jurisdiction using this contract shall place its own order with the successful Bidder(s). There is no obligation on the lead jurisdiction for agreements made with other jurisdictions.

<u>YES</u>	<u>NO</u>	<u>JURISDICTION</u>
_____	_____	WASHINGTON COUNTY PUBLIC SCHOOLS
_____	_____	WASHINGTON COUNTY HEALTH DEPARTMENT
_____	_____	OTHER WASHINGTON COUNTY MUNICIPALITIES
_____	_____	HAGERSTOWN COMMUNITY COLLEGE
_____	_____	CITY OF HAGERSTOWN
_____	_____	FREDERICK COUNTY COMMISSIONERS
_____	_____	OTHER FREDERICK COUNTY MUNICIPALITIES
_____	_____	ALLEGANY COUNTY COMMISSIONERS
_____	_____	BOARD OF EDUCATION OF ALLEGANY COUNTY
_____	_____	OTHER ALLEGANY COUNTY MUNICIPALITIES
_____	_____	ALLEGANY COMMUNITY COLLEGE
_____	_____	CITY OF FROSTBURG
_____	_____	CITY OF CUMBERLAND
_____	_____	GARRETT COUNTY - GENERAL SERVICES
_____	_____	BOARD OF EDUCATION OF GARRETT COUNTY
_____	_____	OTHER GARRETT COUNTY MUNICIPALITIES
_____	_____	GARRETT COUNTY COMMUNITY COLLEGE
_____	_____	WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE COMPANIES