



REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION

Company Name: _____

Address: _____

Contact Name: _____

Contact Title: _____

E-mail: _____

NOTES:

1. Quoted prices are to be net thirty (30) calendar days: all discounts are to be deducted and reflected in net prices.
2. The County reserves the right to reject any and/or all quotes, to waive any technicalities in the quote, and to take whatever action is in the best interest of Washington County.
3. The County is exempt from State of Maryland Sales Tax. The County's Maryland Sales Tax Exemption Number is 3000129 2.

RETURN QUOTATIONS TO:

WASHINGTON COUNTY PURCHASING DEPARTMENT
Washington County Administration Complex
100 West Washington Street, Third Floor, Room 3200
Hagerstown, Maryland 21740

Attention: *Brandi Naugle, CPPB -Buyer*

Telephone Number: 240-313-2330

**REQUEST FOR QUOTATION
THIS IS NOT
AN ORDER**

DATE ISSUED

2/27/2018

**DELIVERY
WANTED**

See Attachment

DESCRIPTION

**FIRE ALARM & HEAT DETECTOR TESTING & INSPECTION
WASHINGTON COUNTY FACILITIES
Q-18-652**

(See Attached Instructions & Specifications)

QUOTATION DUE: Wednesday, March 28 2018, no later than 3:00 P.M. (EDST) and must be time-stamped in the Purchasing Department. Opening of quotations will follow. Interested parties are invited to attend.

QUOTATIONS TO BE ADDRESSED TO: Washington County Purchasing Department, Attn: Brandi Naugle, CPPB, Buyer, Washington County Administration Complex, 100 W. Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740 and enclosed in a sealed opaque envelope marked "**QUOTATION – (Q-18-652) FIRE ALARM & HEAT DETECTOR TESTING & INSPECTION**" and bearing the vendor's name. Having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposed to furnish all labor, materials and equipment called for by said specifications and instructions for the costs as specified on the attached Specifications/Proposal Form.

NOTE: This page is to be returned with the Form of Proposal.

We quote you as above - F.O.B. _____

Acknowledge Addenda # _____ Date _____

Official Signature _____

_____ Date _____, # _____ Date _____

Name Printed _____

Delivery/Service can be performed no later than _____
calendar days from receipt of order.

Telephone Number _____

Date _____

**FIRE ALARM & HEAT DETECTOR TESTING & INSPECTIONS
WASHINGTON COUNTY FACILITIES**

INSTRUCTIONS

1. **QUOTATION SUBMISSION:** Quotations are to be enclosed in a sealed opaque envelope bearing the name of the Quoter and marked “**QUOTATION – (Q-18-652) FIRE ALARM & HEAT DETECTOR TESTING & INSPECTIONS.**” Quotations are to be addressed to Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740. **Please direct all inquiries to Brandi Naugle, CPPB at 240-313-2330 or fax 240-313-2331.**

NOTE: All Bidders must enter the Washington County Administrative 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 Administrative 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

2. **QUOTATION OPENING:** Quotations must be received and time-stamped in the Purchasing Department no later than **Wednesday, March 28, 2018 at 3:00 P.M. (EDST).** Quotations will be opened at that time in the Washington County Administration Complex, Third Floor Conference Room 3000, 100 West Washington Street, Hagerstown, MD. All interested parties are invited to attend.
3. **PRE-QUOTATION CONFERENCE:** A Pre-Quotation Conference is scheduled at **2:00 P.M. (EDST), Wednesday, March 7, 2018** in the Washington County Administration Complex, Third Floor Conference Room 3000, 100 West Washington Street, Hagerstown, Maryland at which time County personnel will be present to answer any questions. Attendance at this meeting is not mandatory, but it is strongly encouraged.
4. **AWARD OF CONTRACT:** A lump sum price is being requested for services and the quotation shall be awarded to the responsible, responsive, low Quoter for all locations. Separate prices are requested for budgetary purposes only. The successful Quoter shall be notified of the award within thirty (30) calendar days from the date of the quotation opening. Carelessness in quoting prices, or in preparation of quotation otherwise, shall not relieve the Quoter. Erasures or changes in quotations must be initialed. When an error is made in extending total prices, the written unit bid price will govern.

5. **CONTRACT TERM:** The successful bidder shall promptly enter into a contract with the Owner in a form approved by the Owner within ten (10) calendar days after notification of award. The contract will be for a one (1) year period, tentatively commencing July 1, 2018 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 Owner's Representative 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 that the bidder may request. All other terms and conditions shall remain unchanged. If the contractor fails to comply with the specifications, the Owner reserves the right to terminate the Contract upon thirty (30) calendar days notice in writing if, in the opinion of the Owner, the services are not satisfactory or in the best interest of the County.
6. **DISCOUNTS:** Quoted prices are to be net thirty (30) days; all discounts are to be deducted and reflected in net prices.
7. **DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the County Commissioners or authorized representative shall be final and binding on both parties. The County Purchasing Director may request in writing, the recommendation of the head of the County department/agency using the item or materials, or other objective sources.
8. **EQUAL OPPORTUNITY:** Washington County shall make positive efforts to utilize Disadvantaged Business Enterprises for its supplies and services and shall allow these sources the maximum feasible opportunity to compete for contracts. The Board of County Commissioners of Washington County 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 Purchasing Department at 240- 313-2330 Voice, TTY Dial 711 to make arrangements no later than five (5) calendar days prior to the Pre-Quotation Conference and/or Quotation Opening.
9. **EXCEPTIONS:** The submission of a quotation shall be considered an agreement to all items, conditions, and specifications provided herein and in the various quotation documents unless specifically noted otherwise in the proposal.
10. **GENERAL:** This Request for Quotation, The Notice to Quoters & Instructions, the Scope of work/Specifications, Equipment List and the Form of Proposal, bound herewith, shall be deemed a part of the Contract documents for any and all divisions of the work and shall be referred to in interpreting said contract.
11. **INSURANCE:** Upon request and prior to execution of contract, the successful bidder must show evidence of insurance as outlined in the copy of *Insurance Requirements for Independent Contractors*. (Attachment No. 1).
12. **INTERPRETATION, DISCREPANCIES, OMISSIONS:** Should any Quoter find discrepancies in, or omissions from the documents, or be in doubt of their meaning, or feel that the

specifications are discriminatory, he/she should at once request in writing, an interpretation from Rick Curry, CPPO - Purchasing Director, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Room 3200, Hagerstown, MD 21740-4748, Fax: 240-313-2331. All necessary interpretations will be issued to all Quoters by the Washington County 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 Quoter to receive any such addendum or interpretation shall not relieve such Quoter from any obligation under his/her bid as submitted. The County will assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY.** **Requests received after 4:00 P.M. (EDST), Wednesday, March 14, 2018 may not be considered.** All official correspondence in regard to the specifications should be directed to and will be issued by the Washington County Purchasing Department.

13. **LIQUIDATED DAMAGES:** Liquidated damages shall be applied at the rate of fifty dollars (\$50.00) dollars per calendar day for each day that the successful Quoter fails to complete delivery/installation/training after receipt of order.
14. **PAYMENT:** Payment will be made within thirty (30) calendar days after satisfactory testing and inspections are completed and approved by each Washington County Using Agency/Department, upon invoices submitted in duplicate to each appropriate agency/department. A completed NFPA – 72 inspection form for each piece of equipment shall be submitted with the Bidder's invoice.
15. **PAYMENT OF COUNTY AND MUNICIPAL TAXES:** Effective October 1, 1993, in compliance with Section 1-106(b)(3) of the Code of the Public Local Laws of Washington County, Maryland, "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."
16. **POLITICAL CONTRIBUTION DISCLOSURE:** The Bidder shall comply with Article 33, Sections 14-101 through 14-104 of the Annotated Code of Maryland, 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.
17. **QUALIFICATIONS:** The County may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidders shall furnish to the Owner all such information and data for this purpose as the County may request. The County reserves the right to reject any quotation 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 quotations will not be accepted. A Quoter, if requested, shall submit evidence that he/she maintains a permanent place

of business, has had appropriate experience, has available or can obtain personnel, equipment and financial resources to undertake and perform the contract properly and expeditiously if the contract is awarded to him/her. The qualified person or business shall have a minimum of five (5) years continuous verifiable experience in the installation, repair or testing of similar systems. Upon request, the Quoter will provide a list of five (5) customers with similar systems that they have serviced, installed or tested in the past three (3) years.

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

19. **RESPONSIBILITY OF PROPOSER:**

a. Each proposer submitting a quotation for this work shall first examine the sites 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 proposer 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 proposer 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 Maryland Department of Assessments and Taxation is dat.maryland.gov/Pages/default.aspx, email address is charterhelp@helpdat.state.md.us, and the phone number for the Maryland Department of Assessments and Taxation are: (410) 767- 1340 or (888) 264-5941

20. **SALES TAX:** The County will provide a sales tax exemption certificate for services which are determined to be tax exempt and provided under this contract.

21. **SHIPPING:** Cost of inside delivery of equipment and supplies must be included in the prices provided in the vendor's quotation.

22. **WORK FORCE:** The successful Quoter shall provide a list of all employees of the Contractor who will service the specified equipment. Provide copies of all certificates of training for each employee currently maintained in the installation, repair, testing, and inspection of similar systems.

**FIRE ALARM & HEAT DETECTOR TESTING & INSPECTIONS
WASHINGTON COUNTY FACILITIES**

SCOPE OF WORK/SPECIFICATIONS

1. INTRODUCTION -

Washington County is seeking a lump sum price for annual testing and inspections of fire alarm and heat detector systems at the following Hagerstown, Maryland (unless stated otherwise) locations:

- A. Administration Complex
100 West Washington Street
Hagerstown, MD
- B. Administrative Annex Building
80 West Baltimore Street
Hagerstown, MD
- C. Agricultural Education Center
7313 Sharpsburg Pike
Boonsboro, MD
- D. Black Rock Golf Course Club House
20025 Mt. Aetna Road
Hagerstown, MD
- E. Boonsboro Library
401 Potomac Street
Boonsboro, MD
- F. Washington County Transit
1000 West Washington Street
Hagerstown, MD
- G. County Office Building
33/35 West Washington Street
Hagerstown, MD
- H. Court House
95 West Washington Street
Hagerstown, MD

- I. Detention Center
500 Western Maryland Parkway
Hagerstown, MD
- J. Hagerstown Regional Airport – Richard A. Henson Field
Furgo/Earth Data Aviation Building
18227 Airpark Road (Bldg #31)
Hagerstown, MD
- K. Hagerstown Regional Airport – Richard A. Henson Field
Airport Fire Station
18440 Showalter Road
Hagerstown, MD
- L. Hagerstown Regional Airport – Richard A. Henson Field
Snow Removal Equipment Building
18430 Henson Boulevard
Hagerstown, MD
- M. Hagerstown Regional Airport – Richard A. Henson Field
Terminal Building
18434 Showalter Road
Hagerstown, MD
- N. L. P. Snyder Library
12624 Broadfording Road,
Clear Spring, MD
- O. Martin Luther King Center
131 West North Ave.
Hagerstown, MD
- P. Sheriff's Patrol Division
500 Western Maryland Parkway
Hagerstown, MD
- Q. Public Annex Facility
101 Tandy Drive
Hagerstown, MD
- R. Day Reporting Center
101 Tandy Drive
Hagerstown, MD
- S. Smithsburg Library
Veterans Park
66 Water Street
Smithsburg, MD

- T. Solid Waste Department
Administration Building
12630 Earth Care Road
Hagerstown, MD

- U. Solid Waste Department
Maintenance Building
12630 Earth Care Road
Hagerstown, MD

- V. Solid Waste Department
Scale House
12630 Earth Care Road
Hagerstown, MD

- W. Water Quality Department – Conococheague Wastewater Treatment Plant
Administration Building
16232 Elliott Parkway
Williamsport, MD

- X. Water Quality Department – Conococheague Wastewater Treatment Plant
Operations Control Building
16232 Elliott Parkway
Williamsport, MD

- Y. William J. Dwyer Memorial Center
112 West Baltimore Street
Hagerstown, MD

- AA. Washington County Health Department
1302 Pennsylvania Avenue
Hagerstown, MD

- BB. Washington County Health Department
5980 Cullen Drive
Sabillasville, MD

- CC. Washington County Health Department
5980 Cullen Drive
Sabillasville, MD

2. **GENERAL SCOPE** -

Provide all labor, materials and equipment for functional testing of all control panels, notifiers, pull stations, smoke and heat detectors in County buildings, including elevators as specified. Washington County shall not provide any equipment. Smoke test performed on elevators shall be coordinated with the County's Elevator Maintenance Contractor.

3. **VERIFICATIONS** -

It shall be the Contractor's responsibility to verify all styles of control panels and equipment to be tested. A walk-thru inspection should be scheduled with the appropriate County representatives:

Detention Center	Terry Hill - 240-313-2142
Sheriff's Patrol Division	“
Day Reporting Center	“
Public Annex Facility	“
Hagerstown Regional Airport	Danny Shirley - 240-313-2777
Administration Building	Gene Wolfe - 240-313-2290
Court House	“
County Office Building	“
Boonsboro Library	“
Martin Luther King Center	“
Administrative Annex Building	“
L. P. Snyder Library	“
Agricultural Education Center	“
William J. Dwyer Memorial Center	“
Smithsburg Library	“
Washington County Health Department	Brenda Cole - 240-313-3216
Washington County Transit	Shawn Harbaugh - 240-313-2749
Black Rock Golf Course Club House	Darrell Whittington - 240-313-2818
Water Quality Department	Rocky Bishop - 240-313-2608 or Sara Deal 240-313-2617
Solid Waste Department	Dave Mason - 240-313-2792 or Cathy Mills - 240-313-2799

4. INSPECTION SCHEDULE -

All testing will be performed during hours specified. No testing will be performed during regular building operation hours unless otherwise authorized and scheduled by the designated representative in Section 3 of the Specifications.

- A. Administration Complex
100 West Washington Street
Hagerstown, MD
6:00 a.m. - 2:00 p.m. – Monday thru Friday

- B. Administrative Annex Building
80 West Baltimore Street
Hagerstown, MD
6:00 a.m. – 2:00 p.m. – Monday thru Friday

- C. Agricultural Education Center – Extension Service/Museum
7313 Sharpsburg Pike
Boonsboro, MD
6:00 a.m. – 3:00 p.m., Monday thru Friday

- D. Black Rock Golf Course Club House
20137 Mt. Aetna Road
Hagerstown, MD
8:00 a.m. – 2:00 p.m., Monday thru Friday

- E. Boonsboro Library
401 Potomac Street
Boonsboro, MD
10:00 a.m. – 7:00 p.m., Monday thru Saturday

- F. Washington County Transit Building
1000 West Washington Street
Hagerstown, MD
8:00 a.m. – 2:00 p.m., Monday thru Friday

- G. County Office Building
33/35 West Washington Street
Hagerstown, MD
6:00 a.m. - 2:00 p.m., Monday thru Friday

- H. Court House
95 West Washington Street
Hagerstown, MD
6:00 a.m. - 2:00 p.m., Monday thru Friday

- I. Detention Center
500 Western Maryland Parkway
Hagerstown, MD
7:30 a.m. – 3:00 p.m., Monday thru Friday

- J. Hagerstown Regional Airport – Richard A. Henson Field
Furgo/Earth Data Aviation Building
Hagerstown, MD
9:00 a.m. – 2:00 p.m., Monday thru Friday

- K. Hagerstown Regional Airport – Richard A. Henson Field
Airport Fire Station
18440 Showalter Road
Hagerstown, MD
7:00 a.m. – 3:30 p.m., Monday thru Friday

- L. Hagerstown Regional Airport – Richard A. Henson Field
Snow Removal Equipment Building
18430 Henson Blvd.
Hagerstown, MD
7:00 a.m. – 3:30 p.m., Monday thru Friday

- M. Hagerstown Regional Airport – Richard A. Henson Field
Terminal Building
18434 Showalter Road
Hagerstown, MD
7:00 a.m. - 9:00 a.m. - Monday thru Friday

- N. L.P. Snyder Library
12624 Broadfording Road,
Clear Spring, MD
6:00 a.m. – 3:00 p.m. – Monday thru Friday

- O. Martin Luther King Center
131 West North Ave.
Hagerstown, MD
6:00 a.m. - 9:00 a.m. - Monday thru Friday

- P. Sheriff's Patrol Division
500 Western Maryland Parkway
Hagerstown, MD
7:30 a.m. – 3:00 p.m. - Monday thru Friday

- Q. Public Annex Facility
101 Tandy Drive
Hagerstown, MD
7:30 a. m. – 3:00 p. m. – Monday thru Friday

- R. Day Reporting Center
101 Tandy Drive
Hagerstown, MD
7:30 a. m. – 3:00 p. m. – Monday thru Friday

- S. Smithsburg Library
Veterans Park – Water Street
Smithsburg, MD
10:00 a.m. – 7:00 p.m. - Monday thru Friday
10:00 a. m. – 2:00 p. m. - Saturday
Closed Sunday

- T.U & V. Solid Waste Department
Administration Building, Maintenance Building, & Scale House
12530 Earth Care Road
Hagerstown, MD
8:00 a.m. – 2:00 p.m. – Monday thru Friday

- W. & X. Water Quality Department – Conococheague Wastewater Treatment Plant
Administration Building & Operations Control Building
Hagerstown, MD
6:00 a.m. – 2:30 a.m. – Monday thru Friday with 24-hour notice

- Y. William J. Dwyer Memorial Center
112 West Baltimore Street
Hagerstown, MD
6:00 a.m. - 9:00 a.m. - Monday thru Friday

- AA. Washington County Health Department
1302 Pennsylvania Avenue
Hagerstown, MD
8:00 a.m. – 2:00 p.m. – Monday thru Friday

- BB. Washington County Health Department
5980 Cullen Drive
Sabillasville, MD
8:00 a.m. – 2:00 p.m. – Monday thru Friday

- CC. Washington County Health Department
5989 Cullen Drive
Sabillasville, MD
8:00 a.m. – 2:00 p.m. – Monday thru Friday

5. TESTING REQUIREMENTS -

- A. Notify 911 or Central Alarm of test in progress.

- B. Activate one (1) alarm at random to transmit to Central Alarm.

- C. Disarm or bypass notifier.
- D. Functional test all pull stations, smoke detectors, heat detectors, smoke sensing device in elevators and verify all audio visual signals. The contractor shall perform a functional test on battery back-up systems. The contractor shall recommend battery replacement if batteries fail or are beyond manufacturer's replacement date in accordance with Scope of Work/Specifications, Section 7. Faulty Equipment.
- E. All testing and inspections shall be completed no later than October 31 of each contract year.
- F. Perform a trouble test on all fire zones.
- G. Visual Inspections and Testing Frequencies will be performed in accordance with NFPA 72 (2016 ed.) Table 14.4.3.2
- H. Elevator smoke testing shall be coordinated with the County's Elevator Maintenance contractor.

6. QUALITY ASSURANCE -

Upon successful testing of each transmitting device, the contractor shall place an inspection sticker on each device with the date of the inspection and the inspector's initials. See Exhibit "A" attached. After completion of each equipment inspection, the successful Bidder shall submit a separate National Fire Alarm Code (NFPA – 72) form to the appropriate representative. All inspections shall be in accordance with (NFPA – 72) codes 14.6.2 through 14.6.4. Additional sample forms are in 7.8.2.

7. FAULTY EQUIPMENT -

The contractor shall notify the Owner of all deficient equipment found during the inspection and provide a separate price for repair and replacement.

8. ADDITIONAL PRICE -

The contractor shall provide on the Form of Proposal a separate price per hour for a qualified technician for replacement of faulty equipment and services as needed. No additional work shall be required unless authorized by the Owner. The County does not guarantee a minimum or maximum number of hours.

9. CONTRACTOR'S QUALIFICATIONS -

The person or business shall have a minimum of five (5) years continuous verifiable experience in the installation, repair or testing of similar systems. Upon request, the bidder shall provide a list of five (5) customers with similar systems that they have serviced, installed or tested in the past three (3) years.

10. MATERIALS AND MARK-UP -

Repair parts and materials billed at cost plus twenty-five (25%) percent as verified by original invoice.

Q-18-652

FIRE ALARM TESTING & INSPECTIONS
WASHINGTON COUNTY FACILITIES

EQUIPMENT LIST

This Equipment List is for informational purposes only and should not be considered as an “all inclusive” list for all areas.

- A. ADMINISTRATION COMPLEX
100 West Washington Street
Hagerstown, MD

EQUIPMENT 134 Devices:

<u>Quantity</u>	<u>Model #</u>	<u>Description</u>
2	Fire Warden -100Z Notifier-NFW2-100	Control Unites Annuciator Battery Communication Line
3		Expander Panel
18		Power Supply
4		Voice Activation
2		Horn
3		Duct Detector
2		Heat Detector
4		Initiating Device
7		Pull Station
9		Smoke Detector
3		Fan Shutdown
30		Tamper Switch
26		Waterflow Switch
4		Horn Strobe

B. ADMINISTRATIVE ANNEX BUILDING
80 West Baltimore Street
Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
1	Honeywell Vista 100
2	Edward Heat Detectors
3	Honeywell Pull Stations
10	System Sensor Smoke Detectors

C. AGRICULTURAL EDUCATION CENTER – EXTENSION SERVICE / MUSEUM
7313 Sharpsburg Pike
Boonsboro, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
18	Smoke Detectors
5	Pull Stations
2	HVAC Duct Detectors
1	Heat Detector with 6 zones

D. BLACK ROCK GOLF COURSE CLUB HOUSE
20025 Mt. Aetna Road
Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
1	Napco 850
2	Sprinkler System Monitoring

E. BOONSBORO LIBRARY
401 Potomac Street
Boonsboro, MD

EQUIPMENT – 22 Devices

<u>Quantity</u>	<u>Model #</u>	<u>Description</u>
1	Silent Knight IFP100	Control Unit
2		Smoke Detector
5		Pull Station
1		Initiating Device
1		Heat Detector
2		Duct Detector
1		Strobe
1		Horn Strobe

<u>Quantity</u>	<u>Model #</u>	<u>Description</u>
1		Disconnect
1		Control Panel
2		Communication Line
2		Battery
1		Annunciator
2		Fan Shutdown

F. WASHINGTON COUNTY TRANSIT BUILDING

1000 West Washington Street

Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Model #</u>	<u>Description</u>
1	Kidde KAS-200	Control Panel
3	no P/N	Pull Station
4	no P/N	Audible Alarm

G. COUNTY OFFICE BUILDING

33/35 West Washington Street

Hagerstown, MD

SYSTEM DESCRIPTION

Fire Alarm Control Panel Surface mounted.

Simplex Grinnell 4005 – Approximately 38 Devices

<u>Quantity</u>	<u>Description</u>
8	Alarm Initiating Circuits/Class B
6	Indicating Appliance Circuits/Class B
3	Auxiliary Relays (2 Alarm, 1 Trouble)
	Expansion Power Supply
	City Connection Capability
2 each	Battery Standby (24hrs/5mins) using: 2081-9275/18AH Batteries

EQUIPMENT

<u>Quantity</u>	<u>Model #</u>	<u>Description</u>
1	4002-8001	Fire Alarm Control Panel consisting of:
1	4002-7001	Class B CPU
1	4002-4101	Indicating Appliance Circuits
1	4002-0110	Exp. Power Supply
1	4002-3002	4 Unit Package
2	2081-9275	18 AMP Hour Battery Set

PERIPHERALS

<u>Quantity</u>	<u>Model #</u>	<u>Description</u>
44	4903-9501	Audio/Visual Base Assembly
44	4904-9105	100 Candela Strobe for A/V Base
44	2901-9840	Horn (mounts to front of A/V unit)
44	2975-9145	Surface Box for A/V
44	4905-9903	Adapter Plate for A/V
8	4904-9501	Visual Only Base Assembly
8	4904-9105	100 Candela Strobe for Visual Base

H. COURT HOUSE/ANNEX

24 Summit Avenue
Hagerstown, MD

EQUIPMENT – Approximately 129 Devices

<u>Quantity</u>	<u>Description</u>
5000	Control Panel with:
(1) CAB-B2	Cabinet
(1) CPU-5000	Central Processing Unit
(2)	Alarm Indicating Circuits
(1) MPS-24	Main Power Supply
(3) IZM-8	(8) Initiating Circuit Module
(1) CRM-4	Control Relay Module
(4) GC-690	Battery
AFM-32A	Annunciator
ABF-1	Flush Box
2451	Photoelectric Smoke Detector
B401B	Smoke Detector Base
621	Heat Detector
MA/SS-24	Horn Strobe
SS-24	Strobe Light
N-BG-	Manual Station
FM-998	Door Holder
	Fire Alarm Zones
FA-1	Fire Alarm Riser
FA-2	Typical Initiating & Signal Circuits

FIRE ALARM ZONES

<u>Quantity</u>	<u>Location</u>	<u>Description</u>
1	Basement	Manual Station
2	Basement	Elevator Smoke Detector
3	Basement	Elevator Machine Room - Heat Detector
6	First Floor	Manual Station
7	First Floor	Smoke Detector Elevator Smoke Detector
8	First Floor	Elevator Smoke Detector
9	First Floor	Elevator Smoke Detector
12	Second Floor	Manual Station
13	Second Floor	Smoke Detector
14	Second Floor	Elevator Smoke Detector

<u>Quantity</u>	<u>Location</u>	<u>Description</u>
15	Second Floor	Elevator Smoke Detector
18	Third Floor	Manual Station
19	Third Floor	Smoke Detector
20	Third Floor	Elevator Smoke Detector
21	Third Floor	Elevator Smoke Detector
24	Spare	

COUNTY COURT HOUSE
95 West Washington Street
Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Model #</u>	<u>Description</u>
2	LCD 80	LCD Annunciator
8	BRG-1	Manual Pull Stations
16	FSP-851	Smoke Detectors
3	FST-851	Heat Detectors
4	FSD-751P	Duct Smoke Detectors
1	FCPS-24SB	Control Panel
23	AS-24MCW-FR	Strobe Candelas
2	AS-24CC-FW	Strobe Candelas
35	RSS-24MCW-FR	Strobe Candelas
2	24VDC26AH-PS12260	Battery
2	24VDC7AHINACP-PS1270	Battery
1	CPU-5000	Processor
1	MPS-24A	Power Supply
20	2451	Smoke Detecto
4	DH100ACD	Duct Smoke Detectors

I. DETENTION CENTER
500 Western Maryland Parkway
Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
1	4100 Mini-Plex
27	Duct Detectors
24	Pull Stations
138	Smoke Detectors
45	Heat Detectors
48	Horn and Strobe units
16	Strobe units

- J. DETENTION CENTER - MINIMUM SECURITY WING
500 Western Maryland Parkway
Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
Equipment for Detention Center – Minimum Security Wing is included in the Equipment package with the Detention Center (I).	

- K. HAGERSTOWN REGIONAL AIRPORT - Furgo/Earth Data Aviation Building
18227 Airpark Road
Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
1	1500 BMB ESL 1500 Series Fire Alarm Control Box
5	Pull Stations
5	Horn/Strobes

- L. HAGERSTOWN REGIONAL AIRPORT - Fire Station
18440 Showalter Road
Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Model #</u>	<u>Description</u>
1	NFW-50	Fire Alarm Control Panel
1	N-ANN-8	80 Character LCD Serial Annunciator
1	N-ANN-S/PG	Serial/Parallel Printer Interface Module
1	NFV-25/50	Fire Voice-25/50 Voice Evac Control Panel
1	PRN-6	Printer (Dot Matrix)
8	NOT-BG12LX	Manual Pull Station
9	NP-100P	Smoke Detector Photo Electric
4	DNR	Duct Smoke Detector - InnovairFlex
4	RA400Z	Remote Indicator (for Duct smoke Detector)
7	STR	Strobe Multi-candela: (Exceder Series)
10	E50-24MCW-FR	Speaker Strobe Multi-candela (Wall Mount)
4	NC-100R	Relay Module: for (AHU Shutdown)
10	NI-100	Smoke Detector Head Ionization

- M. HAGERSTOWN REGIONAL AIRPORT - Snow Removal Equipment Building
18430 Henson Blvd.
Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Model #</u>	<u>Description</u>
1	MS-5024UD	Fire Alarm Control Panel
4	BG-10L	Manual Pull Station
2	PS-1270	12 volt 7Ah batteries
2	2151	Photoelectric Smoke Detectors
2	RSS-2415W-FR	15cd Strobes
11	MT-24-WM-VFR	117cd Horn/Strobe

- N. HAGERSTOWN REGIONAL AIRPORT - Terminal Building
18434 Showalter Road
Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Model #</u>	<u>Description</u>
1	NFW-100	Notifier Fire Warden 100 FACP
7	NOT-BG12LX	Manual Pull Station Analog Addressable
3	NP-100A	Addressable Photo Smoke Detector
10	ND-100R	Duct Smoke Detector
10	ST-5	Sampling Tube
10	RA400Z	Remote LED
10	AS-24MCW-DR	Strobe Multi Candela Wall Mount
1	AS-24MCC-FW	Strobe Multi Candela Ceiling Mount
3	RSS-24MCW-FR	Strobe Multi Candela Wall Mount
2	PS-12180	12VDC, 18Ah, batteries
4	NMM-100	Addressable Monitor Module (Two Flow Switches, Two, Tamper Switches)

- O. L. P. SNYDER (CLEAR SPRING) LIBRARY
12624 Broadfording Road
Clear Spring, MD

EQUIPMENT – 35 Devices – Control Unit – Silver Knight – SK-6324

<u>Quantity</u>	<u>Description</u>
16	Smoke Detectors
5	Pull Stations
1	Initiating Device
1	Heat Detector
1	Duct Detector
1	Disconnect

<u>Quantity</u>	<u>Description</u>
1	Control Panel
1	Communicator
2	Communication Line
2	Battery
1	Annunciator
1	Fan Shutdown
1	Horn Strobe

P. MARTIN LUTHER KING CENTER
131 West North Ave.
Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
1	Simplex 4010
2	Heat Detectors
13	Pull Stations
3	Smoke Detectors
17	A/V's
15	Strobes

Q. SHERIFF'S PATROL DIVISION
500 Western Maryland Parkway
Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
1	Simplex 4010
2	Heat Detectors
29	Smoke Detectors
6	Pull Stations
3	Duct Detectors
13	A/V's
10	Strobes

R. PUBLIC ANNEX FACILITY
101 Tandy Drive
Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
21	Silent Knight Control Panel
21	Audio Visual Alarms
21	Pull Stations

S. DAY REPORTING CENTER
 101 Tandy Drive
 Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
	Equipment for Day Reporting Center – is included in the Equipment package with the Public Annex (R).

S. SMITHSBURG LIBRARY
 Veterans Park
 66 Water Street
 Smithsburg, MD

EQUIPMENT – 36 Devices – Control Unit – Firelite – MSIOU-01/0/G

<u>Quantity</u>	<u>Model #</u>	<u>Description</u>
13		Smoke Detectors
6		Pull Stations
2		2 Initiating Devices
1		Heat Detector
2		Duct Detector
1		Strobe
1		Horn Strobe
1		Control Panel
1		Communicator
2		Communication Line
3		Battery
1		Annunciator
2		Fan Shutdown

U. SOLID WASTE DEPARTMENT - Administration Building
 12630 Earth Care Road
 Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
1	Cerberus SCL-EX
2	Pull Stations
1	Smoke Detector
2	A/V'S
3	Strobes

- V. SOLID WASTE DEPARTMENT - Maintenance Building
 12630 Earth Care Road
 Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
1	Silent Knight
1	Smoke Detector
6	Pull Stations
7	A/V's
3	Strobes

- W. SOLID WASTE DEPARTMENT – Scale House
 12630 Earth Care Road
 Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
1	Honeywell V10P
1	Smoke Detector
1	A/V

- X. WATER QUALITY DEPARTMENT - Conococheague Wastewater Treatment Plant
 Administration Building
 16232 Elliott Parkway
 Williamsport, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
1	FBI 4600XL
12	Smoke Detectors
6	Pull Stations
10	A/V's

- Y. WATER QUALITY DEPARTMENT - Conococheague Wastewater Treatment Plant
 Operations Control Building
 16232 Elliott Parkway
 Williamsport, MD

EQUIPMENT

<u>Quantity</u>	<u>Description</u>
1	FBI 4600XL
4	Pull Stations
5	Smoke Detectors

Z. WILLIAM J. DWYER MEMORIAL CENTER
 112 West Baltimore Street
 Hagerstown, MD

EQUIPMENT – Approximately 31 Devices

<u>Quantity</u>	<u>Description</u>
1	Fire-lite MS-5UD Control Unit
6	Pull Stations
15	Smoke Detectors
8	A/V's

AA. HEALTH DEPARTMENT
 1302 Pennsylvania Avenue
 Hagerstown, MD

EQUIPMENT

<u>Quantity</u>	<u>Model #</u>	<u>Description</u>
12	no P/N	Heat Detectors
3	no P/N	Smoke Detectors
14	no P/N	Pull Stations sprinklers in some supply rooms

BB. HEALTH DEPARTMENT
 5980 Cullen Drive
 Sabillasville, MD

EQUIPMENT

<u>Quantity</u>	<u>Model #</u>	<u>Description</u>
10	no P/N	Heat Detectors
4	no P/N	Pull Stations sprinklers in some supply rooms

CC. HEALTH DEPARTMENT
 5989 Cullen Drive
 Sabillasville, MD

EQUIPMENT

<u>Quantity</u>	<u>Model #</u>	<u>Description</u>
15	no P/N	Heat Detectors
39	no P/N	Smoke Detectors
11	no P/N	Pull Stations sprinklers in some supply rooms

**FORM OF PROPOSAL
Q-18-652**

TO:

**Brandi Naugle, CPPB, Buyer
Washington County Purchasing Department
Washington County Administration Complex.
100 West Washington Street, Rm. 3200
Hagerstown, MD 21740**

FROM:

DATE: _____

QUOTATION DUE: Wednesday, March 28, 2018 - 3:00 P.M., (EDST)

Ladies/Gentlemen:

We hereby submit our proposal for:

**FIRE ALARM & HEAT DETECTOR TESTING & INSPECTIONS
AT WASHINGTON COUNTY FACILITIES**

Having examined the sites and being familiar with pertinent local conditions affecting the work and having carefully examined the contents of this Quotation, bearing the project title, and dated February 26, 2018 hereinafter listed, and

Addenda (if any): ADDENDUM NO. _____ Dated _____
 ADDENDUM NO. _____ Dated _____

and having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to furnish all labor, materials and equipment called for by the said documents for the entire work, in strict accordance with the Contract Documents, for the stipulated sum of:

Separate Prices for Individual Buildings (Annual Price):

Location	Total Price
A. Administration Complex _____ Dollars <i>(Written Unit Price)</i> _____ Cents <i>(Written Unit Price)</i>	\$ _____* <i>(Figures)</i>

Location	Total Price
B. Administrative Annex Building _____ Dollars <i>(Written Unit Price)</i> _____ Cents <i>(Written Unit Price)</i>	\$ _____* <i>(Figures)</i>
C. Agricultural Education Center – Extension Service / Museum _____ Dollars <i>(Written Unit Price)</i> _____ Cents <i>(Written Unit Price)</i>	\$ _____* <i>(Figures)</i>
D. Black Rock Golf Course Club House _____ Dollars <i>(Written Unit Price)</i> _____ Cents <i>(Written Unit Price)</i>	\$ _____* <i>(Figures)</i>
E. Boonsboro Library _____ Dollars <i>(Written Unit Price)</i> _____ Cents <i>(Written Unit Price)</i>	\$ _____* <i>(Figures)</i>
F. Washington County Transit Building _____ Dollars <i>(Written Unit Price)</i> _____ Cents <i>(Written Unit Price)</i>	\$ _____* <i>(Figures)</i>
G. County Office Building _____ Dollars <i>(Written Unit Price)</i> _____ Cents <i>(Written Unit Price)</i>	\$ _____* <i>(Figures)</i>

Location	Total Price
<p>H. Court House</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____* <i>(Figures)</i></p>
<p>I. Detention Center</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____* <i>(Figures)</i></p>
<p>J. Hagerstown Regional Airport – Furgo/Earth Data Aviation Building</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____* <i>(Figures)</i></p>
<p>K. Hagerstown Regional Airport – Fire Station</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____* <i>(Figures)</i></p>
<p>L. Hagerstown Regional Airport – Snow Removal Equipment Building</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____* <i>(Figures)</i></p>
<p>M. Hagerstown Regional Airport – Terminal Building</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____* <i>(Figures)</i></p>

Location	Total Price
<p>N. L. P. Snyder (Clear Spring) Library</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____ * <i>(Figures)</i></p>
<p>O. Martin Luther King Center</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____ * <i>(Figures)</i></p>
<p>P. Sheriff's Patrol Division</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____ * <i>(Figures)</i></p>
<p>Q. Public Annex Facility</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____ * <i>(Figures)</i></p>
<p>R. Day Reporting Center</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____ * <i>(Figures)</i></p>
<p>S. Smithsburg Library</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____ * <i>(Figures)</i></p>

Location	Total Price
<p>T. Solid Waste Department – Administration Building</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____ * <i>(Figures)</i></p>
<p>U. Solid Waste Department – Maintenance Building</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____ * <i>(Figures)</i></p>
<p>V. Solid Waste Department – Scale House</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____ * <i>(Figures)</i></p>
<p>W. Water Quality Department – Administration Building</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____ * <i>(Figures)</i></p>
<p>X. Water Quality Department – Operations Control Building</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____ * <i>(Figures)</i></p>
<p>Y. William J. Dwyer Memorial Center</p> <p>_____ Dollars <i>(Written Unit Price)</i></p> <p>_____ Cents <i>(Written Unit Price)</i></p>	<p>\$ _____ * <i>(Figures)</i></p>

Location	Total Price
AA. Washington County Health Department - 1302 Pennsylvania Ave. _____ Dollars <i>(Written Unit Price)</i> _____ Cents <i>(Written Unit Price)</i>	\$ _____* <i>(Figures)</i>
BB. Washington County Health Department – 5980 Cullen Drive _____ Dollars <i>(Written Unit Price)</i> _____ Cents <i>(Written Unit Price)</i>	\$ _____* <i>(Figures)</i>
CC. Washington County Health Department – 5989 Cullen Drive _____ Dollars <i>(Written Unit Price)</i> _____ Cents <i>(Written Unit Price)</i>	\$ _____* <i>(Figures)</i>

HOURLY RATE FOR TECHNICIAN _____ Dollars <i>(Written Unit Price)</i> _____ Cents <i>(Written Unit Price)</i>	X 40 Hours =

Total Hourly Rate X 40 Hours: _____ Dollars <i>(Written Unit Price)</i> _____ Cents <i>(Written Unit Price)</i>	\$ _____* <i>(Figures)</i>

Location	Total Price
<p>TOTAL LUMP SUM (of All * Items Above):</p> <p>_____ Dollars</p> <p style="text-align: center;"><i>(Written Unit Price)</i></p> <p>_____ Cents</p> <p style="text-align: center;"><i>(Written Unit Price)</i></p>	<p>\$ _____*</p> <p style="text-align: center;"><i>(Figures)</i></p>

Hourly Rates:

Evenings and Saturdays _____ Dollars <i>(Written Unit Price)</i> _____ Cents <i>(Written Unit Price)</i>	\$ _____* <i>(Figures)</i>
Sundays and Holidays _____ Dollars <i>(Written Unit Price)</i> _____ Cents <i>(Written Unit Price)</i>	\$ _____* <i>(Figures)</i>

The Board has the right to reject any or all proposals without explanation, to waive any informalities, and to withhold final award to the contract for a period of sixty (60) calendar days from the date of quotation opening. No bidder may withdraw his/her proposal for a period of ninety (90) calendar days from date of quotation opening.

The undersigned is aware that his failure to properly and completely fill in all blanks on this proposal may be due cause for its rejection.

Firm Name and Address: _____

By (Signature): _____

Name and Title Printed: _____

Telephone No. / Fax No.: _____

E-Mail Address: _____

Employer's Federal Identification No. _____

Remarks/Exceptions: _____

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 _____

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

Exhibit A

