

BID COVER SHEET

MONTGOMERY COUNTY OFFICE OF PROCUREMENT
 27 COURTHOUSE SQUARE, SUITE 330
 ROCKVILLE, MARYLAND 20850-4166

IFB#:	1177496	OPENING DATE:	February 19, 2025 ** Opening virtually; see Pg. E	OPENING TIME:	11:00 AM
FOR:	Heavy and Automotive Original Equipment Manufacturer (OEM) Parts and Service - Ford	ISSUE DATE:	January 14, 2025		

SECTION A – INSTRUCTIONS, CONDITIONS AND NOTICES	
The following checked (X) provisions in Section A are applicable to this solicitation and any resulting contract.	
1	<input type="checkbox"/> BID GUARANTEE: A bid guarantee of _____ is required for this bid. N/A
2	<input checked="" type="checkbox"/> INTENT: A. _____ X B. _____
3	<input checked="" type="checkbox"/> METHOD OF AWARD A. _____ B. _____ C. _____ D. _____ E. <u>X</u> (other) See Pg. E-1 Method of Award.
4	OPTIONAL PRE-BID CONFERENCE Date: _____ Time: _____ Location: _____
5	OR EQUAL INTERPRETATION
6	<input checked="" type="checkbox"/> QUESTIONS: Technical Contact: Bradley Weatherly, Bradley.Weatherly@montgomerycountymd.gov Non-Technical Contact: Ben Comer Benjamin.Comer@montgomerycountymd.gov
7	SAMPLES
27	<input checked="" type="checkbox"/> SERVICES CONTRACT (see "NOTICE TO BIDDERS" for website of the current wage rate)
28	CONSTRUCTION CONTRACT (see Attachment D)
29	<input checked="" type="checkbox"/> LOCAL BUSINESS PREFERENCE (LBP) https://www.montgomerycountymd.gov/PRO/DBRC/local-business-preference.html
All provisions in the solicitation, including Section A, numbers 8 through 26 and 30, shall be applicable to any contract awarded as a result of this solicitation.	

SECTION B – GENERAL CONDITIONS OF CONTRACT BETWEEN COUNTY & CONTRACTOR	
All provisions in this section shall be applicable to any contract awarded as a result of this solicitation. The correct insurance requirements for this solicitation are listed (in Table ___ of Provision 21) or in Appendix to Section B. These requirements supersede those listed in Provision 21 of the <i>General Conditions between County and Contractor</i> .	
SECTION C – SPECIAL TERMS AND CONDITIONS	
The following checked (X) provisions shall be applicable to any contract awarded as a result of this solicitation.	
1	ADD OR DELETE
2	<input checked="" type="checkbox"/> ANNUAL PRICE ADJUSTMENT A. <u>X</u> Commodity/Service Group: Labor Rate at Contractor's Facility B. _____ All Items
3	CATALOG DISCOUNT PRICES
4	CATALOG/PRICE LIST REQUIREMENTS
5	CERTIFICATE OF ORIGIN
6	CLEANING OF SITE
7	<input checked="" type="checkbox"/> CONTRACT ADMINISTRATOR: Bradley Weatherly, Bradley.weatherly@montgomerycountymd.gov
8	<input checked="" type="checkbox"/> CONTRACT TERM <u>X</u> A. B. Other: _____
9	CONTRACT VALUE
10	CONTRACTOR RESPONSE
11	<input checked="" type="checkbox"/> CORRECTION OF WORK AFTER FINAL PAYMENT
12	CORRECTION OF WORK BEFORE FINAL PAYMENT
13	DAMAGE/SHORTAGE
14	<input checked="" type="checkbox"/> DEALER STATUS
15	<input checked="" type="checkbox"/> DELAYS AND EXTENSION OF TIME

16	<input checked="" type="checkbox"/>	DELIVERY INSTRUCTIONS Equip. Mgmt. & Transit Operations Center (EMTOC) 16700 Crabbs Branch Way Rockville, Maryland 20855 Greg Chomicz (240) 777- 5741 - Parts Bus Maintenance Facility (BMF) 8710 Brookville Road Silver Spring, Maryland 20910 Damian Johnson (301) 565-7409 - Parts
17	<input checked="" type="checkbox"/>	DEPARTMENTS AUTHORIZED TO USE CONTRACT(S)
18		EQUIPMENT PREPARATION
19		ESTIMATES
20	<input checked="" type="checkbox"/>	FAILURE TO PERFORM/DELIVER
21	<input checked="" type="checkbox"/>	HEAVY DUTY
22	<input checked="" type="checkbox"/>	INVOICES Division of Fleet Management Services Accounts Payable - 2 nd Floor 16700 Crabbs Branch Way Rockville, Maryland 20855 PH (240) 777-5730, FAX (240) 777-5652 All copies of invoices and all inquiries regarding payment must be directed to the above address. Failure to comply with this requirement may delay payment.
23		LABOR COSTS
24		MANUALS
25	<input checked="" type="checkbox"/>	MATERIAL AND WORKMANSHIP
26		MATERIALS
27	<input checked="" type="checkbox"/>	METHOD OF ORDERING
28		MULTIPLE AWARDS
29	<input checked="" type="checkbox"/>	NET PRICES
30	<input checked="" type="checkbox"/>	NEW MATERIALS
31		OPTION TO INCREASE QUANTITIES
32	<input checked="" type="checkbox"/>	ORDERING TERMS
33		PARTS/SERVICE
34		PAYMENTS
35		PERFORMANCE BOND: In the amount of ___ is required.
36		(this provision has been intentionally left blank)
37	<input checked="" type="checkbox"/>	PROTECTION OF EXISTING FACILITIES
38	<input checked="" type="checkbox"/>	PURCHASE OF GOODS BY NON-PROFIT ORGANIZATIONS
39		PURCHASE ORDERS/JOB RELEASES

40		QUANTITIES
41	<input checked="" type="checkbox"/>	SAFETY STANDARDS
42		SERVICE
43		SITE INSPECTION
44	<input checked="" type="checkbox"/>	TRAVEL TIME
45		WARRANTY
46		PRIMARY AND SECONDARY AWARDS
47	<input checked="" type="checkbox"/>	REQUIREMENTS CONTRACTS
48	<input checked="" type="checkbox"/>	PERCENTAGE DISCOUNTS (For Parts Only)
49	<input checked="" type="checkbox"/>	PRICE ADJUSTMENT
50	<input checked="" type="checkbox"/>	JOB RELEASES (For Repairs Only)
51	<input checked="" type="checkbox"/>	REPAIR SERVICE (JOB) SCHEDULE (For Repairs Only)
52	<input checked="" type="checkbox"/>	LIQUIDATED DAMAGES FOR REPAIR SCHEDULE
53	<input checked="" type="checkbox"/>	MANUFACTURER AUTHORIZED DEALER
54	<input checked="" type="checkbox"/>	QUALIFICATIONS
55	<input checked="" type="checkbox"/>	ADDITIONAL LOCATIONS
56	<input checked="" type="checkbox"/>	NEW PRODUCTS
57	<input checked="" type="checkbox"/>	WARRANTY SUBMISSION
58	<input checked="" type="checkbox"/>	WARRANTY REPAIRS
59	<input checked="" type="checkbox"/>	WARRANTY FOR PARTS
60	<input checked="" type="checkbox"/>	LIQUIDATED DAMAGES FOR WARRANTY REPAIRS
61	<input checked="" type="checkbox"/>	ITEMS RETURNED FOR CREDIT
62	<input checked="" type="checkbox"/>	UNUSED ITEMS
63	<input checked="" type="checkbox"/>	PRODUCT QUALITY/SPECIFICATIONS
64	<input checked="" type="checkbox"/>	ACCEPTANCE EVALUATION
65	<input checked="" type="checkbox"/>	REPAIR SERVICE PARTS DELIVERY REQUIREMENTS
66	<input checked="" type="checkbox"/>	AUTHORIZED CONTRACT ADMINISTRATOR DESIGNEES
67	<input checked="" type="checkbox"/>	ACCELERATED DELIVERY FEE
68	<input checked="" type="checkbox"/>	EXPRESS AUTHORITY
69	<input checked="" type="checkbox"/>	EMERGENCY/EMERGENCY PREPARATION
70	<input checked="" type="checkbox"/>	TAX EXEMPTION
71	<input checked="" type="checkbox"/>	NAME CHANGE
72	<input checked="" type="checkbox"/>	CONTRACTOR'S REPAIR FACILITY REQUIREMENT (For Repair Services Only)
73	<input checked="" type="checkbox"/>	VEHICLE/EQUIPMENT INSPECTION
74	<input checked="" type="checkbox"/>	AUTHORIZATION OF USE OF CONTRACT

IFB # 1177496	MONTGOMERY COUNTY, MARYLAND Heavy and Automotive Original Equipment Manufacturer (OEM) Parts and Service - Ford SOLICITATION, BID AND AWARD SHEET	Bidder must electronically submit their bid through www.bidnetdirect.com/maryland/montgomerycounty
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PART I: SOLICITATION (Invitation for Bids ("IFB"))

ELECTRONIC BIDS SUBMITTED TO FURNISH THE SUPPLIES AND/OR SERVICES DESCRIBED ON THE ATTACHED QUOTATION SHEET(S), WILL BE RECEIVED UP TO **11:00 AM LOCAL TIME ON 2/19/2025**. BIDS WILL BE PUBLICLY OPENED AT THE DATE AND TIME STATED. BIDS WILL BE OPENED VIRTUALLY VIA MICROSOFT TEAMS: [Join the meeting now](#); OR Meeting ID: 232 919 487 122. Passcode: vV7Zr64Q; OR By Dialing In: +1 443-692-5768-112976888# BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL NOT BE CONSIDERED AND WILL BE DENIED BY THE BIDNET APPLICATION. THE FOLLOWING DOCUMENTS ARE HEREBY INCORPORATED BY REFERENCE INTO AND MADE PART OF ANY CONTRACT AWARDED. In the event of any conflict among the provisions of the bid documents, or those documents comprising the resultant Contract, the conflict must be resolved by giving precedence to the below documents in the following order:

1. The "General Conditions of Contract between County and Contractor", and the "Special Terms and Conditions" shown in Sections B and C of this document.
2. The "Instructions, Conditions and Notices" shown in Section A of this IFB.
3. The specifications/scope of work shown in Section D of this document.
4. All solicitation amendments that change Section D will supersede in the event of a conflict.
5. All representations and certifications listed in this document.
6. This "Solicitation, Bid and Award Sheet" and the attached solicitation Quotation Sheet(s).

PART II-BID

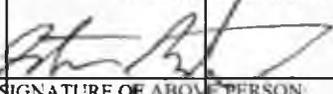
The Bidder, by signing this solicitation, agrees that the County has 120 calendar days from the bid opening date in which to make an award of this solicitation. The Bidder agrees that its prices and/or discounts for all desired goods and/or services shall remain firm for the above time period prior to contract award. Also, the Bidder agrees that all instructions, terms, conditions, specifications, and amendments of this solicitation shall remain firm for the above time period prior to contract award. The County's Standard Payment Terms are Net Thirty (30) Days. This does not preclude an offeror from offering a prompt payment discount for payment of proper invoices in less than (30) days. An optional prompt payment term is not required, but may be offered conditioned on the following basis: Only a prompt payment discount, conditioned on a thirty-day or greater payment basis, will be utilized to recalculate prices for purposes of the Method of Award process for price/cost only. Prompt payment discounts may be offered on a shorter payment basis and adopted by the County at time of award, but will not be considered during the Method of Award process. Only a bid from a Certified Small Business with Health Insurance that submits a certificate issued by Montgomery County Department of Health and Human Services at the time of bid submission will receive a % price preference that will be utilized to recalculate prices for purpose of the Method of Award process in accordance with the criteria stated under Procurement Regulation 11B.77.01.06; See Procurement Regulations at www.montgomerycountymd.gov/PRO/Laws.html

NAME AND SIGNATURE REQUIREMENTS FOR BIDS AND CONTRACTS: The correct and full legal business name of the bidder must be used in bids received and on all contracts issued as a result of this solicitation. A trade name (i.e., a shortened or different name under which the firm does business) must not be used when the full legal name is different. Corporations must have names that comply with State Law, which requires a suffix indicating the corporate status of the business (e.g. Inc., Incorporated, etc.). Trade names may be indicated by individuals or corporations with the individual or corporate name followed by "f/a" (trading as) or "d/b/a" (doing business as) respectively. The offeror's signature on the proposal, contract, amendment(s), or related correspondence, must conform to the following:

All signatures must be made by an authorized officer, partner, manager, member, or employee. The signing of an offer or a contract is a representation by the person signing that the person signing is authorized to do so on behalf of the offeror or contractor.

BIDDER'S CORRECT AND FULL LEGAL BUSINESS NAME: <u>Capital Fleet Services LLC</u>	TELEPHONE NO.: <u>240-455-1800</u>
ADDRESS: <u>8400B Westholme Rd Upper Marlboro MD 20774</u>	TOLL FREE NO.:
REMITTANCE ADDRESS: (If Remittance Address is Different from Above Address) <u>P.O. Box 69529 Baltimore MD 21264</u>	FAX NO.: <u>240 788 7589</u>
BIDDER'S E-MAIL ADDRESS: <u>sburneston@allroadstrucks.com</u>	

ACKNOWLEDGEMENT OF AMENDMENTS	
The bidder acknowledges receipt of amendments to the solicitation for offers and related documents numbered and dated as follows:	
Amendment No./Date	Amendment No./Date

<u>Steve Burneston</u> Parts Manager NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (TYPE OR PRINT):	
 SIGNATURE OF ABOVE PERSON:	<u>2/17/25</u> DATE

PART III: AWARD (TO BE MADE BY THE COUNTY'S CONTRACTING OFFICER (OFFICE USE ONLY))

YOUR BID IS ACCEPTED AS TO THE FOLLOWING AND/OR AS ATTACHED TO THIS DOCUMENT:	YOUR CONTRACT NUMBER IS
After competitive negotiations, revised Labor Rate per Hour for Repairs at Contractor's facility is \$180.00 / hr.	1177496
MONTGOMERY COUNTY, MARYLAND	
BY <u>Robert Norris</u>	<u>4/21/2025</u>
PRINTED NAME OF CONTRACTING OFFICER	AWARD DATE
<u>Robert Norris</u>	
SIGNATURE OF CONTRACTING OFFICER	

THIS FORM HAS BEEN APPROVED AS TO FORM AND LEGALITY BY THE OFFICE OF THE COUNTY ATTORNEY

QUOTATION SHEET**Method of Award**

Contract will be awarded to the responsible bidder offering the lowest responsive bid, as determined by the Director, Office of Procurement.

Heavy and Automotive Original Equipment Manufacturer Service and Parts – Ford

- ◆ The lowest bid will be determined by a point system (see below) that will be applied to the Percentage Discount from Current Price List and Labor Rate per Hour for Repairs at Contractor's Facility. The County reserves the right to cancel or not to award an item, at its sole discretion.
- ◆ The lowest bid will be based on the highest percentage discount from the most current Manufacturer Published Price List for parts; and the lowest labor rate per hour bid. No price list other than the Manufacturer's Published Price List for parts will be accepted, unless the manufacturer does not have a price list. **In that case, a manufacturer's recognized price list of the bidder will be accepted, provided the bidder submits documentation from the manufacturer stating that it does not have a published price list, and that it accepts the bidder's own price list. An item with a price list other than the manufacturer's published price list; or the manufacturer's recognized price list of the bidder will be ruled non-responsive. Documentation and Statement of Price List(s) must be submitted as noted below, only if there is not a Manufacturer's Published Price List and the Manufacturer has recognized another price List.**
- ◆ It is requested that bidders submit the Manufacturer's Published Price List(s), which is most advantageous to the County from which percentage discounts are quoted, with their bids.
- ◆ Bidders must submit the Manufacturer's Published Price List(s) or MSRP List(s), which is most advantageous to the County from which percentage discounts are quoted, within ten (*10) working days from request by the County. **If there is no available Manufacturer's Published Price List(s) or MSRP List(s) for manufacturer(s) bid, the Bidder must submit a letter from the manufacturer(s) certifying that there are no published Manufacturer's Published Price List(s) or MSRP List(s).** Bidders failing to provide the Manufacturer's most current published Price List or certified letter from the manufacturer within ten (*10) business days from request by the County will not be considered for award. Bidder's Manufacturer's Published Price List(s) or MSRP List(s), from which percentage discounts are quoted, must be provided at any time after bid opening date through contract termination, at the request of the County.
- ◆ Bidder's Manufacturer's Published Price List(s), from which percentage discounts are quoted, must be provided at any time after bid opening date through contract termination, at the request of the County.
- ◆ A point system (see below) will be applied to the parts percentage discount and labor rate to determine the award. **The responsible bidder submitting a responsive bid with the highest combined point score will be awarded the contract. The bidder must submit a percentage discount for parts, and an hourly rate, to be eligible for an award for Repair Services at Contractor's Facility.**
- ◆ Percentage discounts for parts apply to parts delivered to the County, as well as parts utilized in the execution of an authorized repair order.
- ◆ If a bidder offers a 0% percentage discount, no points will be awarded for Percentage Discount from Current Price List.
- ◆ If there are no bids received for Repair Service (Labor Rate per Hour), an award for Parts Only (Percentage Discount from Current Published Price List) will be made to the responsible bidder offering the lowest responsive bid, as determined by the Director, Office of Procurement. The lowest bid will be determined by a point system (see below) that will be applied to the parts percentage discount. The responsible bidder, offering the lowest responsive bid (highest point score), will be awarded the contract.
- ◆ Bidders must submit their Online Access and In-Person Training rates, but this will not be factored into the scoring. Bidders failing to provide these rates will be deemed non-responsive and will not be considered for award.
- ◆ Additional expenses other than straight time (i.e., fuel surcharge, travel time, meals, lodging, etc.) will not be compensated by the County.

QUOTATION SHEET cont'd

Award Evaluation Example

Points will be awarded for the most advantageous price to the County for parts at a Percentage Discount from Current Published Price List; and the Labor Rate per Hour for Repairs at the Contractor's Facility.

Each percentage discount point from the Current Manufacturer's Published Price List will be a point awarded to the bidder, **Example: (37% off current Published Price List equates to 37 points).**

Each Labor Rate dollar per hour below \$230.00 per hour will receive one point, **Example: (A bid of \$219.00 per hour equates to 11 points).**

In the example above, a bidder with a percentage discount of 37% for parts, and labor rate of \$219.00 per hour would receive a combined score of 48 points.

The labor rate per hour offered must be at or below \$230.00 per hour or the bid will be rejected as non-responsive.

Additional expenditures (fuel surcharge, freight, overhead, shop supplies, EPA compliance, bid insurance requirements, travel time, etc.) must be included in the Percentage Discount from Current Published List Price and Labor Rate per Hour bid.

NOTE: Bidders bidding on Parts Only are exempt from compliance with Section A, Provision #27 of the solicitation.

NOTE: It is estimated that yearly expenditures under this contract will approximate the quantities listed on the Quotation Sheet. Under the terms of this Invitation for Bids, however, the resultant contract shall be considered a "requirements-type" contract only. No guarantee of purchases/repairs of any specific yearly quantity or total dollar amount is made. In addition, all purchases/repairs are contingent upon the appropriation and encumbrance of fiscal funding.

QUOTATION SHEET cont'd

Note: The Contractor must comply with all applicable Federal, State, and Local Department of Transportation Laws and Requirements.

Item No.	Manufacturer/Description	Manufacturer's Current Published Price List Identification Number and Publication Date	Percentage Discount from Current Price List Identified	Labor Rate per Hour for Repairs at Contractor's Facility	Annual Estimated value including parts and labor (not guaranteed)
				152.95 / hr	15,000 AWR
1	Ford	FPS-3642 1/1/25	25%	\$ 180.00 / per hour	\$550,000.00 SB 4/21
				129.95 / hr	15,000 AWR

Accelerated Delivery Fee: \$ 15% of part cost /per order (See Section C, provision 67)

The County requires that the contractor provide Original Equipment Manufacturer certified trained technicians to perform requested service repairs. The contractor must have the ability to provide online access for OEM diagnostic software for technical manuals, recall information, service bulletins, and online training for all manufacturers on this IFB.

Service associated including but not limited to all OEM diagnostic software, technical manuals and technician training.

Online Access Fees

The Contractor shall provide comprehensive online technical support, including access to service manuals, Technical Service Bulletins (TSBs), and related resources.

- o Annual Access Fee: \$ No Cost
- o Monthly Access Fee: \$ —
- o One-Time Access Fee: \$ —

CLASSROOM TRAINING/INSTRUCTION

To ensure proper utilization of the services provide, indicate the nature of the training/instruction available through your dealership/manufacturer for instruction in the preventive maintenance/component failure repair/parts research/diagnostic testing/warranty claims processing, etc. for quoted items (manufacturers). Describe the types of training available and the prices, whether held at the dealership, manufacturer or preferably at County repair facilities.

Brakes, Gas, Diesel, Air Conditioning, Diesel After treatment
FDPS Operation, Networks & High Voltage EV Systems,
Transmission & 4WD/AWD Operations

<input checked="" type="checkbox"/>	At County's Facility	\$ <u>12.00</u> Per Hour	<u>3</u> Minimum Hours	<u>1/50</u> Min/Max Students
<input type="checkbox"/>	At Contractor's Facility	\$ <u>12.00</u> Per Hour	<u>3</u> Minimum Hours	<u>1/50</u> Min/Max Students
<input type="checkbox"/>	At Manufacturer's Facility	\$ _____ Per Hour	_____ Minimum Hours	_____ Min/Max Students

Travel Expenses: Travel expenses including travel time, meals, lodging, etc., must be included in the training fees bid.

- The Contractor must submit detailed invoices upon completion of services.

QUOTATION SHEET (continued)

REQUIRED WARRANTY PERIOD

The County requires the warranty period for the service and/or parts to be one hundred twenty calendar days from acceptance of the service and/or parts. The County will evaluate equally, regarding time of warranty, bids that propose warranty for service and/or parts within the required warranty period specified below. **Bids that indicate a warranty period less than the "Required" Warranty Period specified will be declared non-responsive and rejected.** The County may elect to award under the Bidder's Proposed Warranty Period, only if it offers a warranty in the same or greater time than the required Warranty Period. If the Bidder does not indicate its own Warranty Period, then the Bidder shall accept the required Warranty Period and it will apply to the award.

WARRANTY PERIOD		
<u>ITEM NO.</u>	<u>WARRANTY PERIOD REQUIRED BY COUNTY</u>	<u>BIDDER'S PROPOSED WARRANTY PERIOD</u>
ALL	120 Calendar Days	730 Calendar Days

REQUIRED DELIVERY SCHEDULE (for parts delivered to the County)

The County requires delivery of the parts to be made according to the schedule below. The County will evaluate equally, regarding time of delivery, bids that propose delivery of each quantity of the parts within the required delivery period specified below. **Bids that indicate a delivery schedule exceeding the "Required" delivery time period specified will be declared non-responsive and rejected.** The County may elect to award under the Bidder's proposed delivery schedule only if it offers delivery in the same or less time than the required delivery schedule. If the Bidder does not indicate its own delivery schedule, then the Bidder shall accept the required delivery schedule and it will apply to the award.

DELIVERY SCHEDULE		
<u>(number of hours after receipt of a purchase order or release against a blanket purchase order, i.e., facsimile, email, or telephone order.)</u>		
<u>ITEM NO.</u>	<u>DELIVERY REQUIRED BY COUNTY</u>	<u>BIDDER'S PROPOSED DELIVERY</u>
ALL	48 Hours	24 Hours

OPTIONAL ITEMS

A. LABOR RATE PER HOUR FOR ON-SITE REPAIRS

On-site repair will be performed at the County locations identified in Section C – Provision 66 Authorized Contract Administrator Designees. Please Note: Section C – Provision 44 Travel Time is applicable.

Labor Rate per Hour for On-Site Repairs: \$ 179.95 per hour.

CONTACT PERSONS

Contact Person for Questions Concerning Your Bid: Steve Burneston

Land Line # 240-455-1861

Cell # 443 786 9503

Fax # 240 788 7589

Email Address: Sburneston@allroads trucks.com

Contact Person for Placing of Parts Orders: Paul Burneston

Land Line # 240 455 1895

Cell # 240 455 1900

Fax # 240 788 7589

Email Address: pburneston@cap:tol trucks.com

Contact Person for Placing Service/Repair Orders: Rob Whorl

Land Line # 240 455 1805

Cell # N/A

Fax # 240 788 7589

Email Address: rwhorl@cap:tol trucks.com

OPERATING HOURS

Normal Operating Hours - Weekdays: From: 7 AM To: 6 PM

Normal Operating Hours - Saturdays: From: 7 AM To: 2 PM

CREDIT CARD

Please check if your company accepts MasterCard®

SUBCONTRACTING

If you will be using a subcontractor to perform any of the work listed herein, please list below the firm's name and the portion of the work that will be provided by the subcontractor:

Portion of the work: _____

Name of Subcontractor: _____

Address: _____

Telephone #: _____

MID-ATLANTIC PURCHASING TEAM RIDER CLAUSE

USE OF CONTRACT(S) BY MEMBERS COMPRISING MID-ATLANTIC PURCHASING TEAM COMMITTEE

- A. Extension to Other Jurisdictions**
The [issuing jurisdiction] extends the resultant contracts(s), including pricing, terms and conditions to the members of the Mid-Atlantic Purchasing Team, as well as all other public entities under the jurisdiction of the United States and its territories.
- B. Contract Agreement**
Any jurisdiction or entity using the resultant contract(s) may enter into its own contract with the successful Contractor(s). There shall be no obligation on the party of any participating jurisdiction to use the resultant contract(s). Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to the jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue.
- C.** A negative reply will not adversely affect consideration of your bid.
- D.** It is the awarded offeror's responsibility to notify the members shown below of the availability of the Contract(s)
- E.** The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to the jurisdiction by the awardee.
- F. Inclusion of Governmental and Nonprofit Participants (Optional Clause)**
This shall include but not be limited to private schools, Parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government and/or state community and/or private colleges/universities that require these goods, commodities and/or services.
- G. Notification and Reporting**
The Contractor agrees to notify if requested by the issuing jurisdiction of those entities that wish to use any contract resulting from this solicitation and will also provide usage information, which may be requested. The Contractor will provide the copy of the solicitation and resultant contract documents to any requesting jurisdiction or entity.

MID-ATLANTIC PURCHASING TEAM:

YES	NO	JURISDICTION	YES	NO	JURISDICTION
/		Alexandria, Virginia	/		Howard County Schools
/		Alexandria Public Schools	/		Herndon, Virginia
/		Alexandria Sanitation Authority	/		Leesburg, Virginia
/		Annapolis City	/		Loudoun County, Virginia
/		Anne Arundel County	/		Loudoun County Public Schools
/		Anne Arundel Schools	/		Loudoun County Water Authority
/		Arlington County, Virginia	/		Manassas, Virginia
/		Arlington County Public Schools	/		City of Manassas Public Schools
/		Baltimore City	/		Manassas Park, Virginia
/		Baltimore County Schools	/		MD-National Capital Park & Planning Comm.
/		Bladensburg, Maryland	/		Metropolitan Washington Airports Authority
/		Bowie, Maryland	/		Metropolitan Washington Council of Governments
/		BRPC	/		Montgomery College
/		Carroll County	/		Montgomery County Public Schools
/		Carroll County Schools	/		Prince George's County, Maryland
/		Charles County Government	/		Prince George's Public Schools
/		Charles County Schools	/		Prince William County, Virginia
/		City of Fredericksburg	/		Prince William County Public Schools
/		College Park, Maryland	/		Prince William County Service Authority
/		District of Columbia Government	/		Rockville, Maryland
/		District of Columbia Schools	/		Spotsylvania County Govt. & Schools
/		District of Columbia Water & Sewer Auth.	/		Stafford County, Virginia
/		Fairfax County, Virginia	/		Takoma Park, Maryland
/		Fairfax County Water Authority	/		Upper Occoquan Sewage Authority
/		Falls Church, Virginia	/		University of the District of Columbia
/		Fauquier County Schools & Govt., Virginia	/		Vienna, Virginia
/		Frederick, Maryland	/		Washington Metropolitan Area Transit Auth.
/		Gaithersburg, Maryland	/		Washington Suburban Sanitary Commission
/		Greenbelt, Maryland	/		Winchester, Virginia
/		Harford County	/		Winchester Public Schools
/		Harford County Schools			
/		Howard County			

Capitol Fleet Service LLC
Vendor's Name

Notice to Bidders

Invitation for Bids

1177496

for

**Heavy and Automotive Original Equipment Manufacturer (OEM)
Parts and Service - Ford**

This solicitation may be subject to the County's Wage Requirements law for service contracts. If this solicitation is subject to this law, then Item #27, under Section A, "Services Contract", on page 4, and "Wage Requirements Certification", under "Mandatory Submissions: (a) Bid Submissions," on page B, will be marked. And, in this event, the "Requirements for Services Contract Addendum" should be attached.

If this solicitation is subject to the Wage Requirements law, then the "Wage Requirements Certification" and, if applicable, the "501(c)(3) Non-profit Organization's Employee's Wage and Health Insurance Form" (see forms near the end of this document), must be completed and submitted with your bid. If you fail to submit and complete the required material information on the form(s), your bid may be unacceptable under County law and may be rejected for nonresponsiveness.

As noted in Attachment "C" (Section A on Page C2, Wage Requirements Compliance), a contractor required to comply with the Wage Requirements Law must submit certified payroll records for all employees and all subcontractor's employees governed by the Wage Requirements Law, for each payroll period, to the Office of Business Relations and Compliance, Attn: Wage Program Manager. These payroll records must be submitted quarterly (January, April, July, and October for the prior quarter) and must include the following for each employee and each subcontractor's employee: name; address; position/title; daily straight time hours worked; daily overtime hours worked; straight time hourly pay rate; overtime hourly pay rate; any deduction for health insurance; total gross wages paid for each period; and total net wages paid after any additions and deductions for each pay period.

Please note the information pertaining to the Wage Requirements law that is contained in Attachment C. Note that for services contracts, you can find the current mandatory per-hour wage rate payable to employees under Section 11B-33A of the County Code, by going to the website (www.montgomerycountymd.gov/WRL).

MONTGOMERY COUNTY, MARYLAND
INVITATION FOR BIDS
GENERAL INFORMATION

NOTE TO POTENTIAL BIDDERS:

Bidder must electronically submit their bid through www.bidnetdirect.com/maryland/montgomerycounty no later than the due date and time as indicated on Page A and Page E. Bidders must register with BidNet Direct in order to view and respond to this solicitation. Visit www.bidnetdirect.com and click on the link to register at no charge. Follow the registration path and select the "Limited Access" option which will provide you with an automatic e-mail notification at no charge. If you need help registering, please call BidNet Direct's Support Department at 800-835- 4603, Option 2. It is the bidder's responsibility to follow all steps in BidNet to completion in order to ensure submission of the proposal. The County will not accept bids submitted after the due date and time as indicated on Page A and Page E.

The County will not accept bids it receives by fax, email, mail, or personal delivery. All faxed, emailed, mailed, or personally delivered bids will be returned to the bidder.

Please note:

- The **Name and Signature Requirements** sections located on the Solicitation, Bid, and Award Sheet. **Failure to sign your bid as required may be cause for your bid to be deemed nonresponsive.**
- The **Mandatory Bid Submissions** on Page B. The checked items must be submitted with your bid. **Failure to submit the mandatory bid submissions may be cause for your bid to be deemed nonresponsive.**
- The **Method of Award** stated in this solicitation on Page A and Page 1, in Section A, Item #3.

BID COVER SHEET

MONTGOMERY COUNTY OFFICE OF PROCUREMENT
 27 COURTHOUSE SQUARE, SUITE 330
 ROCKVILLE, MARYLAND 20850-4166

IFB#:	1177496	OPENING DATE:	February 19, 2025 ** Opening virtually; see Pg. E	OPENING TIME:	11:00 AM
FOR:	Heavy and Automotive Original Equipment Manufacturer (OEM) Parts and Service - Ford		ISSUE DATE:	January 14, 2025	

SECTION A – INSTRUCTIONS, CONDITIONS AND NOTICES	
The following checked (X) provisions in Section A are applicable to this solicitation and any resulting contract.	
1	<input type="checkbox"/> BID GUARANTEE: A bid guarantee of N/A is required for this bid.
2	<input checked="" type="checkbox"/> INTENT: A. <input checked="" type="checkbox"/> B. _____
3	<input checked="" type="checkbox"/> METHOD OF AWARD A. _____ B. _____ C. _____ D. _____ E. <input checked="" type="checkbox"/> (other) See Pg. E-1 Method of Award.
4	OPTIONAL PRE-BID CONFERENCE Date: _____ Time: _____ Location: _____
5	OR EQUAL INTERPRETATION
6	<input checked="" type="checkbox"/> QUESTIONS: Technical Contact: Bradley Weatherly, Bradley.Weatherly@montgomerycountymd.gov Non-Technical Contact: Ben Comer Benjamin.Comer@montgomerycountymd.gov
7	SAMPLES
27	<input checked="" type="checkbox"/> SERVICES CONTRACT (see “NOTICE TO BIDDERS” for website of the current wage rate)
28	CONSTRUCTION CONTRACT (see Attachment D)
29	<input checked="" type="checkbox"/> LOCAL BUSINESS PREFERENCE (LBP) https://www.montgomerycountymd.gov/PRO/DBRC/local-business-preference.html
All provisions in the solicitation, including Section A, numbers 8 through 26 and 30, shall be applicable to any contract awarded as a result of this solicitation.	

SECTION B – GENERAL CONDITIONS OF CONTRACT BETWEEN COUNTY & CONTRACTOR	
All provisions in this section shall be applicable to any contract awarded as a result of this solicitation. The correct insurance requirements for this solicitation are listed (in Table ___ of Provision 21) or in Appendix to Section B. These requirements supersede those listed in Provision 21 of the General Conditions between County and Contractor.	
SECTION C – SPECIAL TERMS AND CONDITIONS	
The following checked (X) provisions shall be applicable to any contract awarded as a result of this solicitation.	
1	<input type="checkbox"/> ADD OR DELETE
2	<input checked="" type="checkbox"/> ANNUAL PRICE ADJUSTMENT A. <input checked="" type="checkbox"/> Commodity/Service Group: Labor Rate at Contractor’s Facility B. _____ All Items
3	CATALOG DISCOUNT PRICES
4	CATALOG/PRICE LIST REQUIREMENTS
5	CERTIFICATE OF ORIGIN
6	CLEANING OF SITE
7	<input checked="" type="checkbox"/> CONTRACT ADMINISTRATOR: Bradley Weatherly, Bradley.weatherly@montgomerycountymd.gov ;
8	<input checked="" type="checkbox"/> CONTRACT TERM <input checked="" type="checkbox"/> A. _____ B Other: _____
9	CONTRACT VALUE
10	CONTRACTOR RESPONSE
11	<input checked="" type="checkbox"/> CORRECTION OF WORK AFTER FINAL PAYMENT
12	CORRECTION OF WORK BEFORE FINAL PAYMENT
13	DAMAGE/SHORTAGE
14	<input checked="" type="checkbox"/> DEALER STATUS
15	<input checked="" type="checkbox"/> DELAYS AND EXTENSION OF TIME

16	<input checked="" type="checkbox"/>	DELIVERY INSTRUCTIONS Equip. Mgmt. & Transit Operations Center (EMTOC) 16700 Crabbs Branch Way Rockville, Maryland 20855 Greg Chomicz (240) 777- 5741 - Parts Bus Maintenance Facility (BMF) 8710 Brookville Road Silver Spring, Maryland 20910 Damian Johnson (301) 565-7409 - Parts
17	<input checked="" type="checkbox"/>	DEPARTMENTS AUTHORIZED TO USE CONTRACT(S)
18		EQUIPMENT PREPARATION
19		ESTIMATES
20	<input checked="" type="checkbox"/>	FAILURE TO PERFORM/DELIVER
21	<input checked="" type="checkbox"/>	HEAVY DUTY
22	<input checked="" type="checkbox"/>	INVOICES Division of Fleet Management Services Accounts Payable – 2 nd Floor 16700 Crabbs Branch Way Rockville, Maryland 20855 PH (240) 777-5730, FAX (240) 777-5652 All copies of invoices and all inquiries regarding payment must be directed to the above address. Failure to comply with this requirement may delay payment.
23		LABOR COSTS
24		MANUALS
25	<input checked="" type="checkbox"/>	MATERIAL AND WORKMANSHIP
26		MATERIALS
27	<input checked="" type="checkbox"/>	METHOD OF ORDERING
28		MULTIPLE AWARDS
29	<input checked="" type="checkbox"/>	NET PRICES
30	<input checked="" type="checkbox"/>	NEW MATERIALS
31		OPTION TO INCREASE QUANTITIES
32	<input checked="" type="checkbox"/>	ORDERING TERMS
33		PARTS/SERVICE
34		PAYMENTS
35		<u>PERFORMANCE BOND</u> : In the amount of ___ is required.
36		(this provision has been intentionally left blank)
37	<input checked="" type="checkbox"/>	PROTECTION OF EXISTING FACILITIES
38	<input checked="" type="checkbox"/>	PURCHASE OF GOODS BY NON-PROFIT ORGANIZATIONS
39		PURCHASE ORDERS/JOB RELEASES

40		QUANTITIES
41	<input checked="" type="checkbox"/>	SAFETY STANDARDS
42		SERVICE
43		SITE INSPECTION
44	<input checked="" type="checkbox"/>	TRAVEL TIME
45		WARRANTY
46		PRIMARY AND SECONDARY AWARDS
47	<input checked="" type="checkbox"/>	REQUIREMENTS CONTRACTS
48	<input checked="" type="checkbox"/>	PERCENTAGE DISCOUNTS (For Parts Only)
49	<input checked="" type="checkbox"/>	PRICE ADJUSTMENT
50	<input checked="" type="checkbox"/>	JOB RELEASES (For Repairs Only)
51	<input checked="" type="checkbox"/>	REPAIR SERVICE (JOB) SCHEDULE (For Repairs Only)
52	<input checked="" type="checkbox"/>	LIQUIDATED DAMAGES FOR REPAIR SCHEDULE
53	<input checked="" type="checkbox"/>	MANUFACTURER AUTHORIZED DEALER
54	<input checked="" type="checkbox"/>	QUALIFICATIONS
55	<input checked="" type="checkbox"/>	ADDITIONAL LOCATIONS
56	<input checked="" type="checkbox"/>	NEW PRODUCTS
57	<input checked="" type="checkbox"/>	WARRANTY SUBMISSION
58	<input checked="" type="checkbox"/>	WARRANTY REPAIRS
59	<input checked="" type="checkbox"/>	WARRANTY FOR PARTS
60	<input checked="" type="checkbox"/>	LIQUIDATED DAMAGES FOR WARRANTY REPAIRS
61	<input checked="" type="checkbox"/>	ITEMS RETURNED FOR CREDIT
62	<input checked="" type="checkbox"/>	UNUSED ITEMS
63	<input checked="" type="checkbox"/>	PRODUCT QUALITY/SPECIFICATIONS
64	<input checked="" type="checkbox"/>	ACCEPTANCE EVALUATION
65	<input checked="" type="checkbox"/>	REPAIR SERVICE PARTS DELIVERY REQUIREMENTS
66	<input checked="" type="checkbox"/>	AUTHORIZED CONTRACT ADMINISTRATOR DESIGNEES
67	<input checked="" type="checkbox"/>	ACCELERATED DELIVERY FEE
68	<input checked="" type="checkbox"/>	EXPRESS AUTHORITY
69	<input checked="" type="checkbox"/>	EMERGENCY/EMERGENCY PREPARATION
70	<input checked="" type="checkbox"/>	TAX EXEMPTION
71	<input checked="" type="checkbox"/>	NAME CHANGE
72	<input checked="" type="checkbox"/>	CONTRACTOR'S REPAIR FACILITY REQUIREMENT (For Repair Services Only)
73	<input checked="" type="checkbox"/>	VEHICLE/EQUIPMENT INSPECTION
74	<input checked="" type="checkbox"/>	AUTHORIZATION OF USE OF CONTRACT

REFERENCES (at least three are requested to be submitted)

If references are required (see Optional Submissions section) for this solicitation, please provide them to the County with your bid. The three references must be from individuals or firms currently being serviced or supplied under similar contracts, or for whom work of a similar scope has been performed within the last year. Names for references shall be of individuals who directly supervised or had direct knowledge of the services or goods provided.

If you do not include them with your bid submission, and you are one of the three low bidders, you may be required to submit references within ten (10) days notice from the County. Failure to provide the County with references within that time frame may result in the Bidder being ruled nonresponsible or nonresponsive by the Director, Office of Procurement, or his/her designee and the forfeiture of your bid guarantee (if applicable).

1. Name of Firm: _____
Address: _____ City: _____ ST: _____ Zip: _____
Contact Person: _____ Phone: _____
Email Address: _____

2. Name of Firm: _____
Address: _____ City: _____ ST: _____ Zip: _____
Contact Person: _____ Phone: _____
Email Address: _____

3. Name of Firm: _____
Address: _____ City: _____ ST: _____ Zip: _____
Contact Person: _____ Phone: _____
Email Address: _____

MID-ATLANTIC PURCHASING TEAM RIDER CLAUSE

USE OF CONTRACT(S) BY MEMBERS COMPRISING MID-ATLANTIC PURCHASING TEAM COMMITTEE

A. Extension to Other Jurisdictions

The [issuing jurisdiction] extends the resultant contracts(s), including pricing, terms and conditions to the members of the Mid-Atlantic Purchasing Team, as well as all other public entities under the jurisdiction of the United States and its territories.

B. Contract Agreement

Any jurisdiction or entity using the resultant contract(s) may enter into its own contract with the successful Contractor(s). There shall be no obligation on the party of any participating jurisdiction to use the resultant contract(s). Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to the jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue.

C. A negative reply will not adversely affect consideration of your bid.

D. It is the awarded offeror's responsibility to notify the members shown below of the availability of the Contract(s)

E. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to the jurisdiction by the awardee.

F. Inclusion of Governmental and Nonprofit Participants (Optional Clause)

This shall include but not be limited to private schools, Parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government and/or state community and/or private colleges/universities that require these goods, commodities and/or services.

G. Notification and Reporting

The Contractor agrees to notify if requested by the issuing jurisdiction of those entities that wish to use any contract resulting from this solicitation and will also provide usage information, which may be requested. The Contractor will provide the copy of the solicitation and resultant contract documents to any requesting jurisdiction or entity.

MID-ATLANTIC PURCHASING TEAM:

<u>YES</u>	<u>NO</u>	<u>JURISDICTION</u>	<u>YES</u>	<u>NO</u>	<u>JURISDICTION</u>
_____	_____	Alexandria, Virginia	_____	_____	Howard County Schools
_____	_____	Alexandria Public Schools	_____	_____	Herndon, Virginia
_____	_____	Alexandria Sanitation Authority	_____	_____	Leesburg, Virginia
_____	_____	Annapolis City	_____	_____	Loudoun County, Virginia
_____	_____	Anne Arundel County	_____	_____	Loudoun County Public Schools
_____	_____	Anne Arundel Schools	_____	_____	Loudoun County Water Authority
_____	_____	Arlington County, Virginia	_____	_____	Manassas, Virginia
_____	_____	Arlington County Public Schools	_____	_____	City of Manassas Public Schools
_____	_____	Baltimore City	_____	_____	Manassas Park, Virginia
_____	_____	Baltimore County Schools	_____	_____	MD-National Capital Park & Planning Comm.
_____	_____	Bladensburg, Maryland	_____	_____	Metropolitan Washington Airports Authority
_____	_____	Bowie, Maryland	_____	_____	Metropolitan Washington Council of Governments
_____	_____	BRCPC	_____	_____	Montgomery College
_____	_____	Carroll County	_____	_____	Montgomery County Public Schools
_____	_____	Carroll County Schools	_____	_____	Prince George's County, Maryland
_____	_____	Charles County Government	_____	_____	Prince George's Public Schools
_____	_____	Charles County Schools	_____	_____	Prince William County, Virginia
_____	_____	City of Fredericksburg	_____	_____	Prince William County Public Schools
_____	_____	College Park, Maryland	_____	_____	Prince William County Service Authority
_____	_____	District of Columbia Government	_____	_____	Rockville, Maryland
_____	_____	District of Columbia Schools	_____	_____	Spotsylvania County Govt. & Schools
_____	_____	District of Columbia Water & Sewer Auth.	_____	_____	Stafford County, Virginia
_____	_____	Fairfax County, Virginia	_____	_____	Takoma Park, Maryland
_____	_____	Fairfax County Water Authority	_____	_____	Upper Occoquan Sewage Authority
_____	_____	Falls Church, Virginia	_____	_____	University of the District of Columbia
_____	_____	Fauquier County Schools & Govt., Virginia	_____	_____	Vienna, Virginia
_____	_____	Frederick, Maryland	_____	_____	Washington Metropolitan Area Transit Auth.
_____	_____	Gaithersburg, Maryland	_____	_____	Washington Suburban Sanitary Commission
_____	_____	Greenbelt, Maryland	_____	_____	Winchester, Virginia
_____	_____	Harford County	_____	_____	Winchester Public Schools
_____	_____	Harford County Schools	_____	_____	
_____	_____	Howard County	_____	_____	

Vendor's Name

IFB # 1177496	MONTGOMERY COUNTY, MARYLAND Heavy and Automotive Original Equipment Manufacturer (OEM) Parts and Service - Ford SOLICITATION, BID AND AWARD SHEET	Bidder must electronically submit their bid through www.bidnetdirect.com/maryland/montgomerycounty
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PART I: SOLICITATION (Invitation for Bids (“IFB”))

ELECTRONIC BIDS SUBMITTED TO FURNISH THE SUPPLIES AND/OR SERVICES DESCRIBED ON THE ATTACHED QUOTATION SHEET(S), WILL BE RECEIVED UP TO **11:00 AM** LOCAL TIME ON **2 / 19 / 2025**. BIDS WILL BE PUBLICLY OPENED AT THE DATE AND TIME STATED. BIDS WILL BE OPENED VIRTUALLY VIA MICROSOFT TEAMS: [Join the meeting now](#); OR Meeting ID: 232 919 487 122, Passcode: vV7Zr64Q; OR By Dialing In: [+1 443-692-5768.112976888#](tel:+14436925768112976888) **BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL NOT BE CONSIDERED AND WILL BE DENIED BY THE BIDNET APPLICATION.** THE FOLLOWING DOCUMENTS ARE HEREBY INCORPORATED BY REFERENCE INTO AND MADE PART OF ANY CONTRACT AWARDED. In the event of any conflict among the provisions of the bid documents, or those documents comprising the resultant Contract, the conflict must be resolved by giving precedence to the below documents in the following order:

1. The “General Conditions of Contract between County and Contractor”, and the “Special Terms and Conditions” shown in Sections B and C of this document.
2. The “Instructions, Conditions and Notices” shown in Section A of this IFB.
3. The specifications/scope of work shown in Section D of this document.
4. All solicitation amendments that change Section D will supersede in the event of a conflict.
5. All representations and certifications listed in this document.
6. This “Solicitation, Bid and Award Sheet” and the attached solicitation Quotation Sheet(s).

PART II-BID

The Bidder, by signing this solicitation, agrees that the County has 120 calendar days from the bid opening date in which to make an award of this solicitation. The Bidder agrees that its prices and/or discounts for all desired goods and/or services shall remain firm for the above time period prior to contract award. Also, the Bidder agrees that all instructions, terms, conditions, specifications, and amendments of this solicitation shall remain firm for the above time period prior to contract award. The County’s Standard Payment Terms are Net Thirty (30) Days. This does not preclude an offeror from offering a prompt payment discount for payment of proper invoices in less than (30) days. An optional prompt payment term is not required, but may be offered conditioned on the following basis: Only a prompt payment discount, conditioned on a thirty-day or greater payment basis, will be utilized to recalculate prices for purposes of the Method of Award process for price/cost only. Prompt payment discounts may be offered on a shorter payment basis and adopted by the County at time of award, but will not be considered during the Method of Award process. Only a bid from a Certified Small Business with Health Insurance that submits a certificate issued by Montgomery County Department of Health and Human Services at the time of bid submission will receive a % price preference that will be utilized to recalculate prices for purpose of the Method of Award process in accordance with the criteria stated under Procurement Regulation 11B.77.01.06; See Procurement Regulations at: www.montgomerycountymd.gov/PRO/Laws.html

NAME AND SIGNATURE REQUIREMENTS FOR BIDS AND CONTRACTS: The correct and full legal business name of the bidder must be used in bids received and on all contracts issued as a result of this solicitation. A trade name (i.e., a shortened or different name under which the firm does business) must not be used when the full legal name is different. Corporations must have names that comply with State Law, which requires a suffix indicating the corporate status of the business (e.g. Inc., Incorporated, etc.). Trade names may be indicated by individuals or corporations with the individual or corporate name followed by “t/a” (trading as) or “d/b/a” (doing business as) respectively. The offeror’s signature on the proposal, contract, amendment(s), or related correspondence, must conform to the following:

All signatures must be made by an authorized officer, partner, manager, member, or employee. The signing of an offer or a contract is a representation by the person signing that the person signing is authorized to do so on behalf of the offeror or contractor.

BIDDER'S CORRECT AND FULL LEGAL BUSINESS NAME:	TELEPHONE NO.:
ADDRESS:	TOLL FREE NO.:
REMITTANCE ADDRESS: (If Remittance Address is Different from Above Address)	FAX NO.:
BIDDER'S E-MAIL ADDRESS:	

ACKNOWLEDGEMENT OF AMENDMENTS
 The bidder acknowledges receipt of amendments to the solicitation for offers and related documents numbered and dated as follows:

Amendment No./Date	Amendment No./Date

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (TYPE OR PRINT):	
SIGNATURE OF ABOVE PERSON:	DATE:

PART III: AWARD (TO BE MADE BY THE COUNTY’S CONTRACTING OFFICER (OFFICE USE ONLY))

YOUR BID IS ACCEPTED AS TO THE FOLLOWING AND/OR AS ATTACHED TO THIS DOCUMENT: **YOUR CONTRACT NUMBER IS:**

--	--

MONTGOMERY COUNTY, MARYLAND

BY _____
 PRINTED NAME OF CONTRACTING OFFICER SIGNATURE OF CONTRACTING OFFICER AWARD DATE

THIS FORM HAS BEEN APPROVED AS TO FORM AND LEGALITY BY THE OFFICE OF THE COUNTY ATTORNEY

QUOTATION SHEET

Method of Award

Contract will be awarded to the responsible bidder offering the lowest responsive bid, as determined by the Director, Office of Procurement.

Heavy and Automotive Original Equipment Manufacturer Service and Parts -- Ford

- ◆ The lowest bid will be determined by a point system (see below) that will be applied to the Percentage Discount from Current Price List and Labor Rate per Hour for Repairs at Contractor's Facility. The County reserves the right to cancel or not to award an item, at its sole discretion.
- ◆ The lowest bid will be based on the highest percentage discount from the most current Manufacturer Published Price List for parts; and the lowest labor rate per hour bid. No price list other than the Manufacturer's Published Price List for parts will be accepted, unless the manufacturer does not have a price list. **In that case, a manufacturer's recognized price list of the bidder will be accepted, provided the bidder submits documentation from the manufacturer stating that it does not have a published price list, and that it accepts the bidder's own price list. An item with a price list other than the manufacturer's published price list; or the manufacturer's recognized price list of the bidder will be ruled non-responsive. Documentation and Statement of Price List(s) must be submitted as noted below, only if there is not a Manufacturer's Published Price List and the Manufacturer has recognized another price List.**
- ◆ It is requested that bidders submit the **Manufacturer's Published Price List(s), which is most advantageous to the County** from which percentage discounts are quoted, with their bids.
- ◆ Bidders must submit the Manufacturer's Published Price List(s) or MSRP List(s), which is most advantageous to the County from which percentage discounts are quoted, within ten (*10) working days from request by the County. **If there is no available Manufacturer's Published Price List(s) or MSRP List(s) for manufacturer(s) bid, the Bidder must submit a letter from the manufacturer(s) certifying that there are no published Manufacturer's Published Price List(s) or MSRP List(s).** Bidders failing to provide the Manufacturer's most current published Price List or certified letter from the manufacturer within ten (*10) business days from request by the County will not be considered for award. Bidder's Manufacturer's Published Price List(s) or MSRP List(s), from which percentage discounts are quoted, must be provided at any time after bid opening date through contract termination, at the request of the County.
- ◆ Bidder's **Manufacturer's Published Price List(s)**, from which percentage discounts are quoted, must be provided at any time after bid opening date through contract termination, at the request of the County.
- ◆ A point system (see below) will be applied to the parts percentage discount and labor rate to determine the award. **The responsible bidder submitting a responsive bid with the highest combined point score will be awarded the contract. The bidder must submit a percentage discount for parts, and an hourly rate, to be eligible for an award for Repair Services at Contractor's Facility.**
- ◆ Percentage discounts for parts apply to parts delivered to the County, as well as parts utilized in the execution of an authorized repair order.
- ◆ If a bidder offers a 0% percentage discount, no points will be awarded for Percentage Discount from Current Price List.
- ◆ If there are no bids received for Repair Service (Labor Rate per Hour), an award for Parts Only (Percentage Discount from Current Published Price List) will be made to the responsible bidder offering the lowest responsive bid, as determined by the Director, Office of Procurement. The lowest bid will be determined by a point system (see below) that will be applied to the parts percentage discount. The responsible bidder, offering the lowest responsive bid (highest point score), will be awarded the contract.
- ◆ Bidders must submit their Online Access and In-Person Training rates, but this will not be factored into the scoring. Bidders failing to provide these rates will be deemed non-responsive and will not be considered for award.
- ◆ Additional expenses other than straight time (i.e., fuel surcharge, travel time, meals, lodging, etc.) will not be compensated by the County.

QUOTATION SHEET cont'd

Award Evaluation Example

Points will be awarded for the most advantageous price to the County for parts at a Percentage Discount from Current Published Price List; and the Labor Rate per Hour for Repairs at the Contractor's Facility.

Each percentage discount point from the Current Manufacturer's Published Price List will be a point awarded to the bidder, **Example: (37% off current Published Price List equates to 37 points).**

Each Labor Rate dollar per hour below \$230.00 per hour will receive one point, **Example: (A bid of \$219.00 per hour equates to 11 points).**

In the example above, a bidder with a percentage discount of 37% for parts, and labor rate of \$219.00 per hour would receive a combined score of 48 points.

The labor rate per hour offered must be at or below \$230.00 per hour or the bid will be rejected as non-responsive.

Additional expenditures (fuel surcharge, freight, overhead, shop supplies, EPA compliance, bid insurance requirements, travel time, etc.) must be included in the Percentage Discount from Current Published List Price and Labor Rate per Hour bid.

NOTE: Bidders bidding on Parts Only are exempt from compliance with Section A, Provision #27 of the solicitation,

NOTE: It is estimated that yearly expenditures under this contract will approximate the quantities listed on the Quotation Sheet. Under the terms of this Invitation for Bids, however, the resultant contract shall be considered a "requirements-type" contract only. No guarantee of purchases/repairs of any specific yearly quantity or total dollar amount is made. In addition, all purchases/repairs are contingent upon the appropriation and encumbrance of fiscal funding.

QUOTATION SHEET cont'd

Note: The Contractor must comply with all applicable Federal, State, and Local Department of Transportation Laws and Requirements.

Item No.	Manufacturer/Description	Manufacturer's Current Published Price List Identification Number and Publication Date	Percentage Discount from Current Price List Identified	Labor Rate per Hour for Repairs at Contractor's Facility	Annual Estimated value including parts and labor (not guaranteed)
1	Ford		____%	\$_____/per hour	\$550,000.00

Accelerated Delivery Fee: \$_____/per order (See Section C, provision 67)

The County requires that the contractor provide Original Equipment Manufacturer certified trained technicians to perform requested service repairs. The contractor must have the ability to provide online access for OEM diagnostic software for technical manuals, recall information, service bulletins, and online training for all manufacturers on this IFB.

Service associated including but not limited to all OEM diagnostic software, technical manuals and technician training.

Online Access Fees

The Contractor shall provide comprehensive online technical support, including access to service manuals, Technical Service Bulletins (TSBs), and related resources.

- o Annual Access Fee: \$_____
- o Monthly Access Fee: \$_____
- o One-Time Access Fee: \$_____

CLASSROOM TRAINING/INSTRUCTION

To ensure proper utilization of the services provide, indicate the nature of the training/instruction available through your dealership/manufacturer for instruction in the preventive maintenance/component failure repair/parts research/diagnostic testing/warranty claims processing, etc. for quoted items (manufacturers). Describe the types of training available and the prices, whether held at the dealership, manufacturer or preferably at County repair facilities.

____ At County's Facility \$_____ Per Hour _____ Minimum Hours _____ Min/Max Students
 ____ At Contractor's Facility \$_____ Per Hour _____ Minimum Hours _____ Min/Max Students
 ____ At Manufacturer's Facility \$_____ Per Hour _____ Minimum Hours _____ Min/Max Students

Travel Expenses: Travel expenses including travel time, meals, lodging, etc., must be included in the training fees bid.

- The Contractor must submit detailed invoices upon completion of services.

QUOTATION SHEET (continued)

REQUIRED WARRANTY PERIOD

The County requires the warranty period for the service and/or parts to be one hundred twenty calendar days from acceptance of the service and/or parts. The County will evaluate equally, regarding time of warranty, bids that propose warranty for service and/or parts within the required warranty period specified below. **Bids that indicate a warranty period less than the "Required" Warranty Period specified will be declared non-responsive and rejected.** The County may elect to award under the Bidder's Proposed Warranty Period, only if it offers a warranty in the same or greater time than the required Warranty Period. If the Bidder does not indicate its own Warranty Period, then the Bidder shall accept the required Warranty Period and it will apply to the award.

WARRANTY PERIOD		
<u>ITEM NO.</u>	<u>WARRANTY PERIOD REQUIRED BY COUNTY</u>	<u>BIDDER'S PROPOSED WARRANTY PERIOD</u>
ALL	120 Calendar Days	_____ Calendar Days

REQUIRED DELIVERY SCHEDULE (for parts delivered to the County)

The County requires delivery of the parts to be made according to the schedule below. The County will evaluate equally, regarding time of delivery, bids that propose delivery of each quantity of the parts within the required delivery period specified below. **Bids that indicate a delivery schedule exceeding the "Required" delivery time period specified will be declared non-responsive and rejected.** The County may elect to award under the Bidder's proposed delivery schedule only if it offers delivery in the same or less time than the required delivery schedule. If the Bidder does not indicate its own delivery schedule, then the Bidder shall accept the required delivery schedule and it will apply to the award.

DELIVERY SCHEDULE

(number of hours after receipt of a purchase order or release against a blanket purchase order, i.e., facsimile, email, or telephone order.)

<u>ITEM NO.</u>	<u>DELIVERY REQUIRED BY COUNTY</u>	<u>BIDDER'S PROPOSED DELIVERY</u>
ALL	48 Hours	_____ Hours

OPTIONAL ITEMS

A. **LABOR RATE PER HOUR FOR ON-SITE REPAIRS**

On-site repair will be performed at the County locations identified in Section C – Provision 66 Authorized Contract Administrator Designees. Please Note: Section C – Provision 44 Travel Time is applicable.

Labor Rate per Hour for On-Site Repairs: \$ _____ per hour.

CONTACT PERSONS

Contact Person for Questions Concerning Your Bid: _____

Land Line # _____

Cell # _____

Fax # _____

Email Address: _____

Contact Person for Placing of Parts Orders: _____

Land Line # _____

Cell # _____

Fax # _____

Email Address: _____

Contact Person for Placing Service/Repair Orders: _____

Land Line # _____

Cell # _____

Fax # _____

Email Address: _____

OPERATING HOURS

Normal Operating Hours - Weekdays: From: _____ AM To: _____ PM

Normal Operating Hours - Saturdays: From: _____ AM To: _____ PM

CREDIT CARD

Please check if your company accepts MasterCard®

SUBCONTRACTING

If you will be using a subcontractor to perform any of the work listed herein, please list below the firm's name and the portion of the work that will be provided by the subcontractor:

Portion of the work: _____

Name of Subcontractor: _____

Address: _____

Telephone #: _____

MONTGOMERY COUNTY, MARYLAND
OFFICE OF PROCUREMENT

SECTION A - INSTRUCTIONS, CONDITIONS AND NOTICES

(Numbers 1-7, 27, 28 and 29 are subject to selection on Bid Cover Sheet)

1. BID GUARANTEE

A Bid Guarantee (Bid Bond or Irrevocable Letter of Credit), must accompany each Bid and be duly executed by the Bidder as a principal, and made payable to Montgomery County. See the Bid Cover Sheet for the amount required for the Bid Guarantee for this particular bid. A copy of the Bid Guarantee must be submitted electronically, in PDF format, with your Bid. Prior to award, the successful Bidder(s) must present an original copy of the Bid Bond or Irrevocable Letter of Credit to the Office of Procurement, 27 Courthouse Square, Suite 330, Rockville, MD 20850. The County reserves the right of approval of any instrument offered as Bid Guarantee.

2. INTENT

- A. The Intent of this Invitation for Bids is to establish a Fixed Price or Rate of Discount Contract for the purchase of goods/services for Montgomery County, Maryland, as per the Terms, Conditions, Specifications, and/or Scope of Work, and Quotation Sheet contained herein.
- B. The Intent of the Invitation for Bids is to establish a Time and Materials Contract(s) with a responsible Contractor(s) to complement County forces at various County facilities, as may be required and as may be directed by the Director, Office of Procurement, and as called for in the SCOPE OF WORK statement(s) attached. All work shall be performed by a Specialty Contractor of established reputation who is regularly engaged in the performance of the specified work and who maintains, and makes available for this purpose, a regular force of skilled workmen.

3. METHOD OF AWARD

- A. The contract will be awarded to the responsible bidder submitting the lowest responsive bid, as determined by the Director, Office of Procurement. The lowest bidder is determined by the aggregate amount of the unit prices extended by the quantities set forth on the Quotation Sheet. Bidders must bid each item in order to be eligible for an award.
- B. The contract will be awarded by group to the responsible bidder submitting the lowest responsive bid, as determined by the Director, Office of Procurement. The lowest bid is determined by the aggregate amount of the unit prices extended by the quantities set forth in each group on the Quotation Sheet. Bidders must bid each item within a particular group in order to be eligible for an award for the group itself.
- C. The contract will be awarded to the responsible bidder submitting the lowest responsive bid, as determined by the Director, Office of Procurement. The lowest bidder is determined by the lowest unit price bid.
- D. The contract will be awarded by line item to the responsible bidder submitting the lowest responsive bid, as determined by the Director, Office of Procurement.
- E. The contract will be awarded by any other Method of Award as stated on the Bid Cover Sheet.

Regardless of which Method of Award is selected for this bid (Items A-E), THE DIRECTOR, OFFICE OF PROCUREMENT, reserves the right to award a contract by individual items, in the aggregate, or in any combination thereof, or to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the best interest of the County. Additionally, bidders are hereby notified that the Montgomery County Code, Section 11B-56 concerning the procurement of recycled materials and supplies is applicable to this solicitation. The Code requires, where practicable, procurement by the County of materials and supplies recycled from solid waste, and authorizes the use of a percentage price preference.

The percentage price preference for this solicitation is stated on the Bid Cover Sheet of this particular bid.

Recycled Material as defined by Section 11B-56 means "material recovered from or otherwise diverted from the waste stream, including recycled paper. It includes post-consumer waste, industrial scrap material and obsolete inventories..." A percentage price preference means "the percentage by which a responsive bid from a responsible bidder whose product contains recycled materials (or a greater use of recycled materials) may exceed the lowest responsive bid submitted by a responsible bidder whose product does not contain recycled materials (or a lesser use of recycled materials)."

Bidders offering recycled products as defined by the County Code are cautioned that in order to be eligible for the price preference, the County must be aware at bid opening that the product being offered is recycled. Failure to provide specifications and/or other documentation at bid opening indicating that the product being offered is recycled may result in the bidder not receiving the price preference.

Bidders are also advised that a decision on use of a specification for a good containing recycled materials or a percentage price preference is within the sole discretion of the County and may not be appealed.

4. OPTIONAL PRE-BID CONFERENCE(S)

One or more optional Pre-Bid Conference(s) will be held. It is optional, though highly recommended that prospective bidders attend the pre-bid conference(s). For information regarding the date, time, and place of the conference(s), see the Bid Cover Sheet.

5. OR EQUAL INTERPRETATION

Unless stated otherwise in the Scope of Services, identification of an item by manufacturer's name, trade name, catalog number, or reference is intended to be descriptive but not restrictive in that it is used for the purpose of describing the type, style, quality, performance and minimum specifications of the product desired, and shall not be interpreted to mean the only acceptable product. Bids on other makes and/or models will be considered provided the bidder clearly states in the spaces provided in the Quotation Sheet what is being proposed and forwards with the bid complete descriptive literature indicating the character of the article being offered and addressing all specifications of this solicitation.

The County reserves the right to accept or reject, in its sole discretion, items offered as an "equal".

6. QUESTIONS

All technical and non-technical questions pertaining to this Invitation for Bids should be directed to the individuals whose names are indicated on the Bid Cover Sheet.

7. SAMPLES

When samples are required it will be so indicated. Samples must be submitted so as to arrive at the designated location prior to the opening of bids and must be identified with the NAME OF BIDDER, BID NUMBER AND BID ITEM NUMBER. Failure to properly identify samples may cause bid to be considered nonresponsive. Samples shall be free of charge and delivered at the bidder's expense. The County will have the right to destroy, alter, or mutilate samples in examination for specification or performance compliance without charge from bidder. Samples may be removed within ten (10) days after award. Samples may at the County's option be retained for the life of any subsequent contract period.

8. ACCEPTANCE TIME

By submission of an offer under this solicitation, the offeror agrees that the County has 120 days after the opening date in order to issue an award. The County reserves the right to reject, as nonresponsive, any offer that specifies less than 120 days of acceptance time. Upon mutual agreement between the County and the Offeror, the acceptance time for the Offeror's bid may be extended.

9. ALTERNATE OFFERS

Bidders must bid only one (1) product and one (1) price per bid item even though they feel they can offer more than one item that will meet the specifications. Bidders must determine for themselves which to offer. If a bidder submits more than one (1) product and/or more than one (1) price for a given bid item or items, it may be cause for the item or items bid upon to be considered non-responsive and rejected.

10. AWARD OR REJECTION OF BID

- A. Failure to submit requested data, surety, or other documents in the electronic bid submission as may be required herein may be cause for rejection of the bid.
- B. The County reserves the right to accept or reject any or all bids, or portion thereof, to give an offeror an opportunity to cure any deficiency resulting from a minor irregularity in a bid or to waive the deficiency, whichever is to the advantage of the County, and to award the Contract in the best interest of the County. The decision of the Director with respect to whether a defect is a minor informality is made in the sole discretion of the Director and is not subject to review and may not be challenged by a bidder.
- C. Conditional or qualified bids are subject to rejection.
- D. The County reserves the right to reject the bid of a bidder who has previously failed to perform properly or to complete in a timely manner, contracts of a similar nature, or if investigation shows the bidder unable to perform the requirements of the contract.

11. BID PREPARATION EXPENSES

All costs incurred in the preparation and submission of bids will be borne by the bidder and shall not be incurred in anticipation of receiving reimbursement from the County.

12. BID PROTESTS

All protests made pursuant to this solicitation must be in writing and delivered to the Director, Office of Procurement: (a) within ten (10) calendar days after the Director, Office of Procurement, publicly posts the proposed contract award, if the bidder seeks as a remedy the award of the contract or costs under Section 11B-36(h) of the Montgomery County Code, or (b) before the submission date for bids, if the bidder seeks as a remedy the cancellation or amendment of the solicitation. **Each protest must contain a protest filing fee in the amount of \$500 (US currency); if the fee is paid by check, then the check must be made out to "Montgomery County Government". The Director, Office of Procurement, may return the filing fee to the protesting bidder, if the protest is sustained.** The Director, Office of Procurement, must dismiss any protest not timely received.

Only an "aggrieved" bidder may file a protest. Aggrieved means that the bidder who is filing the protest may be eligible for an award of the contract if the protest is sustained (e.g., a fourth ranked bidder is not aggrieved unless the grounds for a protest, if sustained, would disqualify the top three ranked bidders or would require that the solicitation be reissued).

Each protest must contain the following: identification of the solicitation; the name, address, email address, fax and telephone numbers of the protesting offeror; a statement supporting that the bidder is aggrieved; and specification of all grounds for the protest, including submission of detailed facts and all relevant documents, citation to relevant language in the solicitation, regulations, or law relied upon; and, all other matters which the bidder contends supports the protest. The burden of production of all relevant evidence, data, and documents, and the burden of persuasion, to support the protest is on the bidder making the protest.

13. BID WITHDRAWAL/MODIFICATION

Vendor can withdraw and make edits to a bid before a solicitation's closing date and time. To withdraw your bid, log into www.bidnetdirect.com/maryland/montgomerycounty and click "Solicitations" then "Bid Management" and follow the withdrawal process. If you need help withdrawing your bid, please call BidNet Direct's Support Department at 800-835-4603, Option 2. The bidder's withdrawal and resubmission must occur before the closing date and time.

14. BIDDER'S PAYMENT TERMS

The County will reject as nonresponsive a bid under this solicitation, which is conditioned on payment of proper invoices in less than thirty (30) days. The County's Standard Payment Terms are Net Thirty (30) Days. This does not preclude an offeror from offering a prompt payment discount for payment of proper invoices in less than thirty (30) days. An optional prompt payment term is not required, but may be offered conditioned on the following basis: Only a prompt payment discount conditioned on a thirty-day or greater payment basis will be utilized to recalculate prices for purposes of the Method of Award process for price only. Prompt payment discounts may be offered on a shorter payment basis and adopted by the County at time of award, but will not be considered during the Method of Award process.

15. BIDS

Bidder must electronically submit their bid through www.bidnetdirect.com/maryland/montgomerycounty no later than the due date and time as indicated on Page A and Page E. Bidders must register with BidNet Direct in order to view and respond to this solicitation. Visit www.bidnetdirect.com and click on the link to register at no charge. Follow the registration path and select the "Limited Access" option which will provide you with an automatic e-mail notification at no charge. If you need help registering, please call BidNet Direct's Support Department at 800-835-4603, Option 2.

Information regarding the bid results (apparent low bidder) for this bid or any bid issued by the Montgomery County Office of Procurement, will be posted on Montgomery County's website at:

<https://www.montgomerycountymd.gov/PRO/solicitations/proposed-awardees.html>

16. ERRORS IN BIDS

- A. Failure of the bidder to thoroughly understand all aspects of the Invitation for Bids before submitting the bid will not act as an excuse to permit withdrawal of the bid nor secure relief on pleas of error.
- B. The unit price will govern in the event of a discrepancy between the unit price bid and the extended price.
- C. The sum of the extended prices will govern in the event of a discrepancy between the aggregate total bid and the extended prices.
- D. The written words will govern in the event of a discrepancy between the prices written in words and the prices written in figures.

17. JOINT PROCUREMENT (Optional Use of the Contract)

The following entities within Montgomery County must be able to purchase directly from contracts resulting from this solicitation:

- Maryland-National Capital Park & Planning Commission (M-NCPPC)
- Montgomery College (MC)
- Montgomery County Public Schools (MCPS)
- Montgomery County Revenue Authority
- Montgomery County Housing Opportunities Commission (HOC)
- Washington Suburban Sanitary Commission (WSSC)
- Municipalities & Special Tax Districts in Montgomery County.

While this IFB is prepared on behalf of Montgomery County, it is intended to apply for the benefit of the above-named entities as though they were expressly named throughout the document. Each of these entities may purchase from the successful vendor under the same prices and goods and/or services of the contract with Montgomery County, in accordance with each entity's respective laws and regulations, or an entity may choose not to procure from the successful bidder at the entity's sole discretion. If one of the

above-named entities elects to purchase under the contract, the price shall be determined by using unit costs and other pertinent costs that are provided in the bid. Montgomery County shall not be held liable for any costs, payments, invoices, or damages incurred by the above jurisdictions. Each entity above will be solely responsible for and contract directly with the bidder under the entity's own procurement laws and regulations. ANY SPECIAL DISCOUNTS UNIQUE TO A PARTICULAR ENTITY (e.g. Montgomery County Public Schools educational discounts) SHOULD BE OFFERED TO THAT ENTITY.

18. MINORITY, FEMALE, DISABLED PERSON PROGRAM COMPLIANCE

Under County law, this solicitation is subject to the Montgomery County Code and the Montgomery County Procurement Regulations regarding participation in the Minority, Female, Disabled Person (MFD) Procurement Program. Further information regarding the County's MFD program is contained within this solicitation (see the provision entitled "Minority-Owned Business Addendum to the General Conditions of Contract between County and Contractor" and its companion document entitled "Minority, Female, and Disabled-Person Subcontractor Performance Plan").

19. MONTGOMERY COUNTY CODE AND PROCUREMENT REGULATIONS

The Montgomery County Code and Procurement Regulations are applicable to this solicitation and any contract awarded pursuant to this solicitation.

20. NAME AND SIGNATURE REQUIREMENTS FOR BIDS AND CONTRACTS

The correct and full legal business name of the entity involved must be used on bids received and on contract(s) issued as a result of this solicitation. A trade name, i.e., a shortened or different name under which the firm does business, must not be used when the full legal name is different. Corporations must have names that comply with State law, which requires a suffix indicating the corporate status of that business (e.g., Inc., Incorporated, etc.). Trade names may be indicated by individuals or corporations with the individual or corporate name followed by "t/a" (trading as) or "d/b/a" (doing business as), respectively. The signature on the bid, contract, amendment, or related correspondence must conform to the following:
All signatures must be made by an authorized officer, partner, manager, member, or employee. The signing of an offer or a contract is a representation by the person signing that the person signing is authorized to do so on behalf of the offeror or contractor.

21. PROMPT PAYMENT DISCOUNT TERMS

Bidders please note: Prompt payment discounts will be considered in the evaluation of your bid if the discount on payments is not conditioned on payment being made in less than thirty (30) days from receipt of invoice.

22. PROPRIETARY & CONFIDENTIAL INFORMATION

This is to notify prospective bidders that the County has unlimited data rights regarding bids submitted in response to its solicitations. Unlimited data rights means that Montgomery County has the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, or perform publicly and display publicly any information submitted by offerors in response to this or any solicitation issued by the County. However, information that is deemed to be confidential commercial or financial information as defined by the Maryland Information Act, State Government Article §10-617, will be exempted from disclosure if the submitter can show that release of such information would cause substantial competitive harm to the submitter.

It is the responsibility of the bidder to clearly identify each part of his/her offer that it believes is confidential commercial or financial information by stamping the bottom right hand corner of each pertinent page with one inch bold face letters stating the words "confidential" or "proprietary". The bidder agrees, with regard to any portion of the bid that is not stamped "proprietary" or "confidential" that it believes, and expressly permits, the County to deem it not to be proprietary or confidential.

23. PUBLIC POSTING

Of particular importance is the fact that the notice of a decision to make an award will be accomplished by a posting of the proposed contract awardee on

a public list located in the Office of Procurement, 27 Courthouse Square, Suite 330, Rockville, Maryland 20850.

The time period for appeal contained in Section 11B-36 commences THE DAY FOLLOWING the date of the posting.

It is the responsibility of the offerors to keep informed of the current status of any proposed awardees for contracts in which they are interested, as per Section 3.2.2 of the Procurement Regulations.

Information regarding the proposed awardee(s) under this bid or any bid issued by the Montgomery County Office of Procurement will be posted on Montgomery County's website at:
<https://www.montgomerycountymd.gov/PRO/solicitations/proposed-awardees.html>

24. QUALIFICATION OF BIDDERS

Bidders may be required to furnish satisfactory evidence that they are qualified dealers or manufacturers of the items listed, or are regularly engaged in performing the services on which they are submitting a bid, and in both cases maintain a regularly established place of business. An authorized representative of the County may visit and inspect any prospective Contractor's plant, manufacturing facility or place of business, etc. where the goods, services or construction are performed to determine ability, capacity, reliability, financial stability, and other factors necessary to perform the contract. The County may visit and inspect any prospective Contractor's use of a Subcontractor's plant, manufacturing facility or place of business, etc. where the goods, services or construction are performed to determine ability, capacity, reliability, financial stability, and other factors necessary to perform the contract. In both instances above, the information gathered on the visit and inspection on the Contractor or its Subcontractor(s) may be used by the County to determine the responsibility of a Bidder.

If so requested, a bidder may be required to submit information about its reputation, past performance, business, and financial capability, and other factors that demonstrate that the bidder is capable of satisfying the County's needs and requirements for this solicitation.

25. SOLICITATION AMENDMENTS

In the event that an amendment to this solicitation is issued, all solicitation terms and conditions will remain in effect unless they are specifically changed by the amendment. Bidders are responsible for checking the website at <https://www.montgomerycountymd.gov/PRO/solicitations/formal-solicitations.html> periodically to remain informed of any solicitation amendments.

BIDDERS MUST ACKNOWLEDGE RECEIPT OF SUCH SOLICITATION AMENDMENTS, to the place designated, and prior to the hour and date specified in the solicitation (as amended) for receipt of Bids. UNLESS A WAIVER IS GRANTED, BIDDERS THAT DO NOT TIMELY ACKNOWLEDGE RECEIPT OF SOLICITATION AMENDMENTS BY ONE OF THE FOLLOWING METHODS WILL BE REJECTED:

- (a) by acknowledging receipt of the amendment on the Solicitation, Bid, and Award sheet submitted.
- (b) by a signed statement that the amendment is acknowledged which indicates the solicitation and amendment numbers, and is submitted with the bid or prior to the bid due date and time.

A waiver may be granted by the Director, Office of Procurement, if it is deemed to be in the County's best interest. No waiver may be granted, however, until the bidder states in writing that the bidder will be bound by any substantive changes made by the amendment to the terms of the solicitation. If a bidder desires to change a bid that has already been submitted, the bidder can withdraw and make edits to a bid before a solicitation's closing date and time. To withdraw your bid, log into www.bidnetdirect.com/maryland/montgomerycounty and click "Solicitations" then "Bid Management" and follow the withdrawal process. If you need help withdrawing your bid, please call BidNet Direct's Support Department at 800-

835- 4603, Option 2. The bidder's withdrawal and resubmission must occur before the closing date and time.

26. VERBAL EXPLANATIONS

Verbal explanations or instructions given by a Montgomery County employee to an offeror in regard to this solicitation are not binding on the County. Any information given to a bidder, in response to a request, will be furnished to all bidders as an amendment to this solicitation, if such information is deemed necessary for the preparation of bids, or if the lack of such information would be detrimental to the uninformed bidders. Only such amendments, when issued by the Director, Office of Procurement, will be considered as being binding on the County.

27. SERVICES CONTRACT (County Code 11B-33A)

Under County law, a solicitation for a contractor to provide services is subject to the Montgomery County Code regarding compliance with certain wage requirements payable to the Contractor's employees. Additional information regarding the County's wage requirements is contained within this solicitation (see the provision entitled "Wage Requirements for Services Contracts Addendum to the General Conditions of Contract between County and Contractor" and its companion documents entitled "Wage Requirements Certification" and "501(a)(3) Non-profit organization/s Employee's Wage and Health Insurance Form). If a bidder fails to submit and complete the required material information on the Wage Requirements Certification form, its bid may be deemed unacceptable under County law and may be rejected for nonresponsiveness.

28. PREVAILING WAGE (County Code §§11B-33C, and 20-75)

The Prevailing Wage Law applies to all construction contracts and to mechanical systems services contracts that meet minimum threshold contract values. Unless otherwise excluded by County law, a County-financed construction contract and a mechanical systems service contract that meet minimum threshold contract values are subject to the Montgomery County Code regarding compliance with the prevailing wage paid to construction workers, as established for the County by the Maryland State Commissioner of Labor and Industry. Additional information regarding the County's prevailing wage requirements is contained within this solicitation/contract (see the provision entitled "Prevailing Wage Requirements for Construction Contract Addendum to the General Conditions of Contract between County and Contractor").

An aggrieved employee is a third-party beneficiary of this Contract and the employee may, by civil action, recover the difference between the prevailing wage for the type of work performed and the amount actually received, with interest and a reasonable attorney's fee.

29. LOCAL BUSINESS PREFERENCE (LBP)

Only a Bidder who: (1) has a valid local business certification when the business submits a timely proposal; or (2) has applied for local business certification prior to the due date/time to submit a proposal, will receive a 10 percent price preference with a ceiling of \$200,000, in accordance with Executive Regulations 13-20. Also, refer to: <https://www.montgomerycountymd.gov/pro/dbrc/LBPP.html>.

30. TIE BIDS

In conjunction with the bid's selected method of award (Section A.3.), tie bids will be resolved by making a proposed award of the contract(s) to the bidder who has its principal place of business in Montgomery County, Maryland. If bids are still tied, then the tie will be resolved in accordance with the criteria in the order stated under Procurement Regulation 4.1.1.4(e).

(Section A: Items 1 - 30, Revision Date 07/2022)

SECTION B - GENERAL CONDITIONS OF CONTRACT BETWEEN COUNTY & CONTRACTOR

1. ACCOUNTING SYSTEM AND AUDIT, ACCURATE INFORMATION

The contractor certifies that all information the contractor has provided or will provide to the County is true and correct and can be relied upon by the County

in awarding, modifying, making payments, or taking any other action with respect to this contract including resolving claims and disputes. Any false or misleading information is a ground for the County to terminate this contract for cause and to pursue any other appropriate remedy. The contractor certifies that the contractor's accounting system conforms with generally accepted accounting principles, is sufficient to comply with the contract's budgetary and financial obligations, and is sufficient to produce reliable financial information.

The County may examine the contractor's and any first tier subcontractor's records to determine and verify compliance with the contract and to resolve or decide any claim or dispute arising under this contract. The contractor and any first tier subcontractor must grant the County access to these records at all reasonable times during the contract term and for 3 years after final payment. If the contract is supported to any extent with federal or state funds, the appropriate federal or state authorities may also examine these records. The Contractor must include the preceding language of this paragraph in all first tier subcontracts.

2. AMERICANS WITH DISABILITIES ACT

The contractor agrees to comply with the nondiscrimination requirements of Titles II and III, and other provisions, of the Americans with Disabilities Act of 1990, Pub. Law 101-336, and ADA Amendments Act of 2008, Pub. Law 110-325, as amended, currently found at 42 U.S.C., § 12101, et seq., and 47 U.S.C., ch. 5.

3. APPLICABLE LAWS

This contract must be construed in accordance with the laws and regulations of Maryland and Montgomery County. The Montgomery County Procurement Regulations are incorporated by reference into, and made a part of, this contract. In the case of any inconsistency between this contract and the Procurement Regulations, the Procurement Regulations govern. The contractor must, without additional cost to the County, pay any necessary fees and charges, obtain any necessary licenses and permits, and comply with applicable federal, state and local laws, codes and regulations. Through signature of this contract, the contractor certifies that the contractor has filed an initial statement with the Maryland State Board of Elections in compliance with MD Code Ann., Election Law, §14-104(b)(1), or is not required to file an initial statement as per MD Code Ann., Election Law, §14-104(c)(2).

For purposes of litigation involving this contract, except for contract Disputes discussed in paragraph 8 below, exclusive venue and jurisdiction must be in the Circuit Court for Montgomery County, Maryland or in the District Court of Maryland for Montgomery County.

The County's prevailing wage law, as found at §11B-33C of the County Code, applies to certain construction and mechanical systems service contracts. To the extent applicable, the County's prevailing wage requirements are enumerated within this solicitation/contract in the "Prevailing Wage Requirements for Construction Contract Addendum to the General Conditions of Contract between County and Contractor." If applicable to this contract, the Addendum will be attached to the contract, and will be incorporated herein by reference, and made a part thereof.

Furthermore, certain non-profit and governmental entities may purchase supplies and services, similar in scope of work and compensation amounts provided for in a County contract, using their own contract and procurement laws and regulations, pursuant to the Md. State Finance and Procurement Article, Section 13-101, et. seq.

Contractor and all of its subcontractors must comply with the provisions of County Code §11B-35A and must not retaliate against a covered employee who discloses an illegal or improper action described in §11B-35A. Furthermore, an aggrieved covered employee under §11B-35A is a third-party beneficiary under this Contract, who may by civil action recover compensatory damages including interest and reasonable attorney's fees, against the contractor or one of its subcontractors for retaliation in violation of that Section.

The contractor agrees to comply with the requirements of the Displaced Service Workers Protection Act, which appears in County Code, Chapter 27,

Human Rights and Civil Liberties, Article X, Displaced Service Workers Protection Act, §§ 27-64 through 27-66.

Montgomery County's Earned Sick and Safe Leave Law, found at Sections 27-76 through 27-82 of the County Code, became effective October 1, 2016. An employer doing business in the County, as defined under the statute, must comply with this law. This includes an employer vendor awarded a County contract. A vendor may obtain information regarding this law at <http://www.montgomerycountymd.gov/humanrights/>

4. ASSIGNMENTS AND SUBCONTRACTS

The contractor must not assign or transfer this contract, any interest herein or any claim hereunder, except as expressly authorized in writing by the Director, Office of Procurement. Unless performance is separately and expressly waived in writing by the Director, Office of Procurement, an assignment does not release the contractor from responsibility for performance of this contract. Unless otherwise provided in the contract, the contractor may not contract with any other party for furnishing any of the materials or services herein contracted for without the written approval of the Director, Office of Procurement. Any subcontract for any work hereunder must comport with the terms of this Contract and County law, and must include any other terms and conditions that the County deems necessary to protect its interests. The contractor must not employ any subcontractor that is a debarred or suspended person under County Code §11B-37. The contractor is fully responsible to the County for the acts and omissions of itself, its subcontractors and any persons either directly or indirectly employed by them. Nothing contained in the contract documents shall create any contractual relation between any subcontractor and the County, and nothing in the contract documents is intended to make any subcontractor a beneficiary of the contract between the County and the contractor.

5. CHANGES

The Director, Office of Procurement, may unilaterally change the work, materials and services to be performed. The change must be in writing and within the general scope of the contract. The contract will be modified to reflect any time or money adjustment the contractor is entitled to receive. Contractor must bring to the Contract Administrator, in writing, any claim about an adjustment in time or money resulting from a change, within 30 days from the date the Director, Office of Procurement, issued the change in work, or the claim is waived. Any failure to agree upon a time or money adjustment must be resolved under the "Disputes" clause of this contract. The contractor must proceed with the prosecution of the work as changed, even if there is an unresolved claim. No charge for any extra work, time or material will be allowed, except as provided in this section.

6. CONTRACT ADMINISTRATION

- A. The contract administrator, subject to paragraph B below, is the Department representative designated by the Director, Office of Procurement, in writing and is authorized to:
 - (1) serve as liaison between the County and the contractor;
 - (2) give direction to the contractor to ensure satisfactory and complete performance;
 - (3) monitor and inspect the contractor's performance to ensure acceptable timeliness and quality;
 - (4) serve as records custodian for this contract, including wage and prevailing wage requirements;
 - (5) accept or reject the contractor's performance;
 - (6) furnish timely written notice of the contractor's performance failures to the Director, Office of Procurement, and to the County Attorney, as appropriate;
 - (7) prepare required reports;
 - (8) approve or reject invoices for payment;
 - (9) recommend contract modifications or terminations to the Director, Office of Procurement;
 - (10) issue notices to proceed; and
 - (11) monitor and verify compliance with any MFD Performance Plan.
- B. The contract administrator is NOT authorized to make determinations (as opposed to recommendations) that alter, modify, terminate or cancel the contract, interpret ambiguities in contract language, or waive the County's contractual rights.

7. COST & PRICING DATA

Chapter 11B of the County Code and the Montgomery County Procurement Regulations require that cost & pricing data be obtained from proposed awardees/contractors in certain situations. The contractor guarantees that any cost & pricing data provided to the County will be accurate and complete. The contractor grants the Director, Office of Procurement, access to all books, records, documents, and other supporting data in order to permit adequate evaluation of the contractor's proposed price(s). The contractor also agrees that the price to the County, including profit or fee, may, at the option of the County, be reduced to the extent that the price was based on inaccurate, incomplete, or noncurrent data supplied by the contractor.

8. DISPUTES

Any dispute arising under this contract that is not disposed of by agreement must be decided under the Montgomery County Code and the Montgomery County Procurement Regulations. Pending final resolution of a dispute, the Contractor must proceed diligently with contract performance. Subject to subsequent revocation or alteration by the Director, Office of Procurement, the head of the County department, office or agency ("Department Head") of the contract administrator is the designee of the Director, Office of Procurement, for the purpose of dispute resolution. The Department Head, or his/her designee, must forward to the Director, Office of Procurement, a copy of any written resolution of a dispute. The Department Head may delegate this responsibility to another person (other than the contract administrator). A contractor must notify the contract administrator of a claim in writing, and must attempt to resolve a claim with the contract administrator prior to filing a dispute with the Director, Office of Procurement or designee. The contractor waives any dispute or claim not made in writing and received by the Director, Office of Procurement, within 30 days of the event giving rise to the dispute or claim, whether or not the contract administrator has responded to a written notice of claim or resolved the claim. The Director, Office of Procurement, must dismiss a dispute that is not timely filed. A dispute must be in writing, for specific relief, and any requested relief must be fully supported by affidavit of all relevant calculations, including cost and pricing information, records, and other information. At the County's option, the contractor agrees to be made a party to any related dispute involving another contractor.

9. DOCUMENTS, MATERIALS, AND DATA

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 the performance of, or developed as a result of, this contract. The County may use this information for its own purposes, including reporting to state and federal agencies. The contractor 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 contractor must keep confidential all documents, materials, and data prepared or developed by the contractor or supplied by the County.

10. DURATION OF OBLIGATION

The contractor agrees that all of contractor's obligations and warranties, including all requirements imposed by the Minority Owned Business Addendum to these General Conditions, if any, which directly or indirectly are intended by their nature or by implication to survive contractor performance, do survive the completion of performance, termination for default, termination for convenience, or termination by mutual consent of the contract.

11. ENTIRE AGREEMENT

There are no promises, terms, conditions, or obligations other than those contained in this contract. This contract supersedes all communications, representations, or agreements, either verbal or written, between the parties hereto, with the exception of express warranties given to induce the County to enter into the contract.

12. ETHICS REQUIREMENTS/POLITICAL CONTRIBUTIONS

- The contractor must comply with the ethics provisions contained in Chapters 11B and 19A, Montgomery County Code, which include the following:
- (a) a prohibition against making or offering to make certain gifts. Section 11B-51(a).
 - (b) a prohibition against kickbacks. Section 11B-51(b).

- (c) a prohibition against a person engaged in a procurement from employing or offering to employ a public employee. Section 11B-52 (a).
- (d) a prohibition against a contractor that is providing a recommendation to the County from assisting another party or seeking to obtain an economic benefit beyond payment under the contract. Section 11B-52 (b).
- (e) a restriction on the use of confidential information obtained in performing a contract. Section 11B-52 (c).
- (f) a prohibition against contingent fees. Section 11B-53.

Furthermore, the contractor specifically agrees to comply with Sections 11B-51, 11B-52, 11B-53, 19A-12, and/or 19A-13 of the Montgomery County Code. In addition, the contractor must comply with the political contribution reporting requirements currently codified under the Election Law at Md. Code Ann., Title 14.

13. GUARANTEE

- A. Contractor guarantees for one year from acceptance, or for a longer period that is otherwise expressly stated in the County's written solicitation, all goods, services, and construction offered, including those used in the course of providing the goods, services, and/or construction. This includes a guarantee that all products offered (or used in the installation of those products) carry a guarantee against any and all defects for a minimum period of one year from acceptance, or for a longer period stated in the County's written solicitation. The contractor must correct any and all defects in material and/or workmanship that may appear during the guarantee period, or any defects that occur within one (1) year of acceptance even if discovered more than one (1) year after acceptance, by repairing, (or replacing with new items or new materials, if necessary) any such defect at no cost to the County and to the County's satisfaction.
- B. Should a manufacturer's or service provider's warranty or guarantee exceed the requirements stated above, that guarantee or warranty will be the primary one used in the case of defect. Copies of manufacturer's or service provider's warranties must be provided upon request.
- C. All warranties and guarantees must be in effect from the date of acceptance by the County of the goods, services, or construction.
- D. The contractor guarantees that all work shall be accomplished in a workmanlike manner, and the contractor must observe and comply with all Federal, State, County and local laws, ordinances and regulations in providing the goods, and performing the services or construction.
- E. Goods and materials provided under this contract must be of first quality, latest model and of current manufacture, and must not be of such age or so deteriorated as to impair their usefulness or safety. Items that are used, rebuilt, or demonstrator models are unacceptable, unless specifically requested by the County in the Specifications.

14. HAZARDOUS AND TOXIC SUBSTANCES

Manufacturers and distributors are required by federal "Hazard Communication" provisions (29 CFR 1910.1200), and the Maryland "Access to Information About Hazardous and Toxic Substances" Law, to label each hazardous material or chemical container, and to provide Material Safety Data Sheets to the purchaser. The contractor must comply with these laws and must provide the County with copies of all relevant documents, including Material Safety Data Sheets, prior to performance of work or contemporaneous with delivery of goods.

15. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) COMPLIANCE

In addition to the provisions stated above in Section 3. "Applicable Laws," contractor must comply with all requirements in the federal Health Insurance Portability and Accountability Act (HIPAA), to the extent that HIPAA is applicable to this contract. Furthermore, contractor must enter into the County's standard Business Associate Agreement or Qualified Service

Organization Agreement when contractor or the County, as part of this contract, may use or disclose to one another, to the individual whose health information is at issue, or to a third-party, any protected health information that is obtained from, provided to, made available to, or created by, or for, the contractor or the County.

16. IMMIGRATION REFORM AND CONTROL ACT

The contractor warrants that both the contractor and its subcontractors do not, and shall not, hire, recruit or refer for a fee, for employment under this contract or any subcontract, an alien while knowing the alien is an unauthorized alien, or any individual without complying with the requirements of the federal Immigration and Nationality laws, including any verification and record keeping requirements. The contractor further assures the County that, in accordance with those laws, it does not, and will not, discriminate against an individual with respect to hiring, recruitment, or referral for a fee, of an individual for employment or the discharge of an individual from employment, because of the individual's national origin or, in the case of a citizen or prospective citizen, because of the individual's citizenship status.

17. INCONSISTENT PROVISIONS

Notwithstanding any provisions to the contrary in any contract terms or conditions supplied by the contractor, this General Conditions of Contract document supersedes the contractor's terms and conditions, in the event of any inconsistency.

18. INDEMNIFICATION

The contractor is responsible for any loss, personal injury, death and any other damage (including incidental and consequential) that may be done or suffered by reason of the contractor's negligence or failure to perform any contractual obligations. The contractor must indemnify and save the County harmless from any loss, cost, damage and other expenses, including attorney's fees and litigation expenses, suffered or incurred due to the contractor's negligence or failure to perform any of its contractual obligations. If requested by the County, the contractor must defend the County in any action or suit brought against the County arising out of the contractor's negligence, errors, acts or omissions under this contract. The negligence of any agent, subcontractor or employee of the contractor is deemed to be the negligence of the contractor. For the purposes of this paragraph, County includes its boards, agencies, agents, officials and employees.

19. INDEPENDENT CONTRACTOR

The contractor is an independent contractor. The contractor and the contractor's employees or agents are not agents of the County.

20. INSPECTIONS

The County has the right to monitor, inspect and evaluate or test all supplies, goods, services, or construction called for by the contract at all reasonable places (including the contractor's place of business) and times (including the period of preparation or manufacture).

21. INSURANCE

Prior to contract execution by the County, the proposed awardee/contractor must obtain at its own cost and expense the minimum insurance specified in the applicable table (See Tables A and B) or attachment to these General Conditions, with one or more insurance company(s) licensed or qualified to do business in the State of Maryland and acceptable to the County's Division of Risk Management. The minimum limits of coverage listed shall not be construed as the maximum as required by contract or as a limitation of any potential liability on the part of the proposed awardee/contractor to the County, nor shall failure by the County to request evidence of this insurance in any way be construed as a waiver of proposed awardee/contractor's obligation to provide the insurance coverage specified. Contractor must keep this insurance in full force and effect during the term of this contract, including all extensions. Unless expressly provided otherwise, Table A is applicable to this contract. The insurance must be evidenced by one or more Certificate(s) of Insurance and, if requested by the County, the proposed awardee/contractor must provide a copy of any and all insurance policies to the County. At a minimum, the proposed awardee/contractor must submit to the Director, Office of Procurement, one or more Certificate(s) of Insurance prior to award of this contract, and prior to any contract modification

extending the term of the contract, as evidence of compliance with this provision. The contractor's insurance must be primary. Montgomery County, MD, including its officials, employees, agents, boards, and agencies, must be named as an additional insured on all liability policies. Contractor must provide to the County at least 30 days written notice of a cancellation of, or a material change to, an insurance policy. In no event may the insurance coverage be less than that shown on the applicable table, attachment, or contract provision for required insurance. After consultation with the Department of Finance, Division of Risk Management, the Director, Office of Procurement, may waive the requirements of this section, in whole or in part.

Please disregard TABLE A. and TABLE B., if they are replaced by the insurance requirements as stated in an attachment to these General Conditions of Contract between County and Contractor.

TABLE A. INSURANCE REQUIREMENTS
(See Paragraph #21 under the General Conditions of Contract between County and Contractor)

	CONTRACT DOLLAR VALUES (IN \$1,000's)			
	Up To 50	Up To 100	Up To 1,000	Over 1,000
Workers Compensation (for contractors with employees)				
Bodily Injury by				
Accident (each)	100	100	100	See
Disease (policy limits)	500	500	500	Attach.
Disease (each employee)	100	100	100	
Commercial General Liability for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors	300	500	1,000	See Attach.
Minimum Automobile Liability (including owned, hired and non owned automobiles)				
Bodily Injury				
each person	100	250	500	See
each occurrence	300	500	1,000	Attach.
Property Damage				
each occurrence	300	300	300	
Professional Liability* for errors, omissions and negligent acts, per claim and aggregate, with one year discovery period and maximum deductible of \$25,000	250	500	1,000	See Attach.

Certificate Holder
Montgomery County Maryland (Contract #)
Office of Procurement
27 Courthouse Square, Suite 330
Rockville, Maryland 20850

*Professional services contracts only

TABLE B. INSURANCE REQUIREMENTS
(See Paragraph #21 under the General Conditions of Contract between County and Contractor)

	Up To 50	Up To 100	Up To 1,000	Over 1,000
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Commercial General Liability minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, independent contractors, and product liability	300	500	1,000	See Attach.
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Certificate Holder
Montgomery County Maryland (Contract #)
Office of Procurement
27 Courthouse Square, Suite 330
Rockville, Maryland 20850

22. INTELLECTUAL PROPERTY APPROVAL AND INDEMNIFICATION - INFRINGEMENT

If contractor will be preparing, displaying, publicly performing, reproducing, or otherwise using, in any manner or form, any information, document, or material that is subject to a copyright, trademark, patent, or other property or privacy right, then contractor must: obtain all necessary licenses, authorizations, and approvals related to its use; include the County in any approval, authorization, or license related to its use; and indemnify and hold harmless the County related to contractor's alleged infringing or otherwise improper or unauthorized use. Accordingly, the contractor must protect, indemnify, and hold harmless the County from and against all liabilities, actions, damages, claims, demands, judgments, losses, costs, expenses, suits, or actions, and attorneys' fees and the costs of the defense of the County, in any suit, including appeals, based upon or arising out of any allegation of infringement, violation, unauthorized use, or conversion of any patent, copyright, trademark or trade name, license, proprietary right, or other related property or privacy interest in connection with, or as a result of, this contract or the performance by the contractor of any of its activities or obligations under this contract.

23. INFORMATION SECURITY

A. Protection of Personal Information by Government Agencies:
In any contract under which Contractor is to perform services and the County may disclose to Contractor personal information about an individual, as defined by State law, Contractor must implement and maintain reasonable security procedures and practices that: (a) are appropriate to the nature of the personal information disclosed to the Contractor; and (b) are reasonably designed to help protect the personal information from unauthorized access, use, modification, disclosure, or destruction. Contractor's requirement to implement and maintain reasonable security practices and procedures must include requiring any third-party to whom it discloses personal information that was originally disclosed to Contractor by the County to also implement and maintain reasonable security practices and procedures related to protecting the personal information. Contractor must notify the County of a breach of the security of a system if the unauthorized acquisition of an individual's personal information has occurred or is reasonably likely to occur, and also must share with the County all information related to the breach. Contractor must provide the above notification to the County as soon as reasonably practicable after Contractor discovers or is notified of the breach of the security of a system. Md. Code Ann., State Gov't. § 10-1301 through 10-1308 (2013).

B. Payment Card Industry Compliance:

In any contract where the Contractor provides a system or service that involves processing credit card payments (a "Payment Solution"), the Payment Solution must be Payment Card Industry Data Security Standard Compliant ("PCI-DSS Compliant"), as determined and verified by the Department of Finance, and must (1) process credit card payments through the use of a Merchant ID ("MID") obtained by the County's Department of Finance by and in the name of the County as merchant of record, or (2) use a MID obtained by and in the name of the Contractor as merchant of record.

24. NON-CONVICTION OF BRIBERY

The contractor hereby declares and affirms that, to its best knowledge, none of its officers, directors, or partners or employees directly involved in obtaining

contracts has been convicted of bribery, attempted bribery, or conspiracy to bribe under any federal, state, or local law.

25. NON-DISCRIMINATION IN EMPLOYMENT

The contractor agrees to comply with the non-discrimination in employment policies and/ or provisions prohibiting unlawful employment practices in County contracts as required by Section 11B 33 and Section 27 19 of the Montgomery County Code, as well as all other applicable state and federal laws and regulations regarding employment discrimination.

The contractor assures the County that, in accordance with applicable law, it does not, and agrees that it will not, discriminate in any manner on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, disability, or sexual orientation.

The contractor must bind its subcontractors to the provisions of this section.

26. PAYMENT AUTHORITY

No payment by the County may be made, or is due, under this contract, unless funds for the payment have been appropriated and encumbered by the County. Under no circumstances will the County pay the contractor for legal fees, late fees, or shipping fees that are not provided for in the contract. The contractor must not proceed to perform any work (provide goods, services, or construction) prior to receiving written confirmation that the County has appropriated and encumbered funds for that work. If the contractor fails to obtain this verification from the Office of Procurement prior to performing work, the County has no obligation to pay the contractor for the work.

If this contract provides for an additional contract term for contractor performance beyond its initial term, continuation of contractor’s performance under this contract beyond the initial term is contingent upon, and subject to, the appropriation of funds and encumbrance of those appropriated funds for payments under this contract. If funds are not appropriated and encumbered to support continued contractor performance in a subsequent fiscal period, contractor’s performance must end without further notice from, or cost to, the County. The contractor acknowledges that the County Executive has no obligation to recommend, and the County Council has no obligation to appropriate, funds for this contract in subsequent fiscal years. Furthermore, the County has no obligation to encumber funds to this contract in subsequent fiscal years, even if appropriated funds may be available. Accordingly, for each subsequent contract term, the contractor must not undertake any performance under this contract until the contractor receives a purchase order or contract amendment from the County that authorizes the contractor to perform work for the next contract term.

27. P-CARD OR SUA PAYMENT METHODS

The County is expressly permitted to pay the vendor for any or all goods, services, or construction under the contract through either a procurement card (“p-card”) or a Single Use Account (“SUA”) method of payment, if the contractor accepts the noted payment method from any other person. In that event, the County reserves the right to pay any or all amounts due under the contract by using either a p-card (except when a purchase order is required) or a SUA method of payment, and the contractor must accept the County’s p-card or a SUA method of payment, as applicable. Under this paragraph, contractor is prohibited from charging or requiring the County to pay any fee, charge, price, or other obligation for any reason related to or associated with the County’s use of either a p-card or a SUA method of payment.

28. PERSONAL PROPERTY

All furniture, office equipment, equipment, vehicles, and other similar types of personal property specified in the contract, and purchased with funds provided under the contract, become the property of the County upon the end of the contract term, or upon termination or expiration of this contract, unless expressly stated otherwise.

29. TERMINATION FOR DEFAULT

The Director, Office of Procurement, may terminate the contract in whole or in part, and from time to time, whenever the Director, Office of Procurement, determines that the contractor is:

(a) defaulting in performance or is not complying with any provision of this contract;

(b) failing to make satisfactory progress in the prosecution of the contract; or
(c) endangering the performance of this contract.

The Director, Office of Procurement, will provide the contractor with a written notice to cure the default. The termination for default is effective on the date specified in the County’s written notice. However, if the County determines that default contributes to the curtailment of an essential service or poses an immediate threat to life, health, or property, the County may terminate the contract immediately upon issuing oral or written notice to the contractor without any prior notice or opportunity to cure. In addition to any other remedies provided by law or the contract, the contractor must compensate the County for additional costs that foreseeably would be incurred by the County, whether the costs are actually incurred or not, to obtain substitute performance. A termination for default is a termination for convenience if the termination for default is later found to be without justification.

30. TERMINATION FOR CONVENIENCE

This contract may be terminated by the County, in whole or in part, upon written notice to the contractor, when the County determines this to be in its best interest. The termination for convenience is effective on the date specified in the County’s written notice. Termination for convenience may entitle the contractor to payment for reasonable costs allocable to the contract for work or costs incurred by the contractor up to the date of termination. The contractor must not be paid compensation as a result of a termination for convenience that exceeds the amount encumbered to pay for work to be performed under the contract.

31. TIME

Time is of the essence.

32. WORK UNDER THE CONTRACT

Contractor must not commence work under this contract until all conditions for commencement are met, including execution of the contract by both parties, compliance with insurance requirements, encumbrance of funds, and issuance of any required notice to proceed.

33. WORKPLACE SAFETY

The contractor must ensure adequate health and safety training and/or certification, and must comply with applicable federal, state and local Occupational Safety and Health laws and regulations.

PMMD-45. REVISED 07/2022

THIS PMMD-45 MUST NOT BE MODIFIED WITHOUT THE PRIOR APPROVAL OF THE OFFICE OF THE COUNTY ATTORNEY.

SECTION C - SPECIAL TERMS AND CONDITIONS

(Subject to selection on Bid Cover Sheet)

1. ADD OR DELETE

During the contract term, the County shall have the right to add or delete facilities to be served as may be considered necessary or desirable.

In the event the facilities are added, (except as provided herein) a mutually acceptable price for the routine service will be negotiated in a manner consistent with the contract terms. No payment will be made for facilities deleted.

2. ANNUAL PRICE ADJUSTMENT

Prices quoted are firm for a period of one year after execution of the contract. Any request for a price adjustment after this one-year period, is subject to the following:

- ◆ Approval or rejection by the Director, Office of Procurement or designee.
- ◆ **Must be submitted in writing to the Director, Office of Procurement, and accompanied by supporting documentation justifying the Contractor’s request.** A request for any price adjustment may not be approved unless the contractor submits to the County sufficient justification to support that the Contractor’s request

is based on its net increase in costs in delivering the goods/services to the County under the contract terms.

- ◆ Must be submitted sixty (60) days prior to the contract expiration date, if the contract is being amended.
- ◆ May not be approved in an amount that exceeds the annual percentage change of the Consumer Price Index (CPI) for the twelve-month period immediately prior to the date of the request. **The request must not exceed the CPI for all urban consumers issued for the Washington-Arlington-Alexandria, DC-VA-MD-WV Metropolitan area by the United States Department of Labor, Bureau of Labor Statistics for ALL ITEMS, unless a commodity or service group is specifically stated on the Bid Cover Sheet.**
- ◆ The County will approve only one price adjustment for each contract term, if a price adjustment is approved. Should be effective sixty (60) days from the date of receipt of the contractor's request.
- ◆ Must be executed by written contract amendment.

3. CATALOG DISCOUNT PRICES

Prices are to be quoted in terms of Percentage Discount from a Current Price List, inclusive of all charges for delivery as specified herein. "List" shall be manufacturer's published catalogs and price lists and/or Contractor's own published catalogs and price lists. Sources of "List Prices" are to be clearly described on the Quotation Sheet.

Price increases as may be reflected in newly published price lists will be honored upon notification in writing and approval of the Director, Office of Procurement or the designee. The discount quoted must remain firm for the entire contract period.

4. CATALOGS/PRICE LIST REQUIREMENTS

It will be the responsibility of the successful Contractor to provide current, complete manufacturer's catalogs including current styles, models, numbers, and latest published price lists within ten (10) working days of written notification of the County's intent to award a contract. Such material must be provided before finalization of any documents.

Should the vendor fail to provide such materials, the County may consider the bidder as nonresponsive and proceed with award of contract to next lowest responsive bidder.

5. CERTIFICATE OF ORIGIN

Certificate of origin must be submitted with delivery of units. Units delivered without Certificate of Origin and Owner Warranty will not be accepted.

6. CLEANING OF SITE

The Contractor shall at all times, keep the premises free from accumulation of waste materials or rubbish caused by the work performed. Upon completion of the work, waste materials, rubbish, and tools, equipment, machinery and surplus materials shall be removed from and about the project (job). All building surfaces and work areas are to be left "broom clean."

7. CONTRACT ADMINISTRATOR

A Contract Administrator shall be designated by the Director, Office of Procurement or authorized representative. Along with the duties and responsibilities outlined in Provision 6 – Contract Administration of the General Conditions for Contract between County and Contractor, the Contract Administrator shall be responsible for:

- A. Instructing the Contractor of the details of work required including the labor and the material/equipment to be used;
- B. Approving the Contractor's maintained record of time and material used for the job. The Administrator must sign and date these records;
- C. Approving the rental of equipment and/or tools that may be considered "not customary" to the trade;
- D. Inspecting all work performed and authorizes payment upon acceptance.

The designated Contract Administrator for the Department of General Services, Division of Fleet Management Services is listed on the bid

coversheet. The Contract Administrator for any other department will be listed on the Purchase Order or the Contract Amendment

8. CONTRACT TERM

- A. The term of the contract is for ONE (1) year from the date of signature by the Director, Office of Procurement. Before the contract term ends, the Director may (but is not required to) renew this contract, if the Director determines that renewal is in the best interests of the County. The Contractor's satisfactory performance does not guarantee renewal of this Contract. The Director may exercise this option to renew for TWO (2) additional one-year periods.
- B. The contract term shall be for the period of time as stated on the Bid Cover Sheet.

9. CONTRACT VALUE

This is a Requirements Contract for providing a readily available source to serve at the County's discretion for the services specified. The estimated annual expenditure for such requirements as stated on the Quotation Sheet, represents only the County's best estimates, and is not to be taken as a guarantee of any specific dollar expenditure.

In addition, any jobs estimated to exceed \$15,000.00 will not normally be performed under this contract and, instead, may be subjected individually to competitive bidding procedures. Such determination will be made by the Director, Office of Procurement, when determined to be in the County's best interest.

10. CONTRACTOR RESPONSE

In an emergency situation, the Director, Office of Procurement or a designated representative may place a call, day or night, against this contract and the Contractor shall respond within a two (2) hour period to affect repairs/replacement as required. This provision will be used only during a declared Federal, State of Maryland, and/or local Maryland jurisdiction emergency or when any of the County's vital services are impaired, such as those of the Fire, Police, or Health Departments, or Detention Center. The County will have a representative on the project that will be responsible for advising the Contractor of the problem and signing off on the Contractor's record of time and materials. The Contractor shall provide a phone number for emergency use outside normal business hours. In other than an emergency situation as described above, the Contractor is expected to respond within a twenty-four (24) hour period to calls for service.

11. CORRECTION OF WORK AFTER FINAL PAYMENT

The Contractor shall remedy any defects due to faulty material or workmanship and pay for any damage to other work resulting therefrom, which shall appear or occur within the guarantee period beginning with the date of final payment, or from the date of the County's substantial usage of the project, whichever is earlier. The County shall give notice of observed defects with reasonable promptness.

12. CORRECTION OF WORK BEFORE FINAL PAYMENT

The Contractor shall promptly remove from the premises all work condemned by the County as failing to conform to the contract, whether incorporated or not, and the Contractor shall promptly replace and re-execute condemned work in accordance with the contract and without expense to the County and shall bear the expense of making good all work of other Contractors destroyed or damaged by such removal or replacement.

13. DAMAGE/SHORTAGE

The County will not accept any new units until all damage has been repaired and factory shortages have been received. The County shall not be liable for any equipment delivered which is damaged, short components, or is not fully prepared for service.

14. DEALER STATUS

Bidders, by offering quotations herein, certify that they are current authorized dealers in good status for all quoted manufacturers. Manufacturer's written certification of dealer status must be provided within ten (10) working days prior to award of the Contract, if so requested by the County at any time during the contract period. Should the Contractor lose dealer status at any

time during the contract period for any contracted items, that portion of the contract will automatically be cancelled with no further obligation by the County.

15. DELAYS AND EXTENSION OF TIME

If the Contractor is delayed at any time in the delivery of Supplies, Material, Equipment and/or Services by any act or neglect of any separate Contractor employed by the County, or by changes ordered in the Supplies, Materials, Equipment and Services, or by strikes, lockouts, fires, unusual delay in transportation, unavoidable casualties or any causes beyond the Contractor's control, or by delay authorized by the County, the County shall decide the extent of such delay or the justification of any other delay, then the time of completion shall be extended for such reasonable time as the County may decide.

16. DELIVERY INSTRUCTIONS

All deliveries are to be made to the locations identified and listed in the bid and are to be coordinated and scheduled with the individuals as indicated.

17. DEPARTMENTS AUTHORIZED TO USE CONTRACT(S)

The primary user of this contract will be the Department named on the Bid Cover Sheet. This agency is authorized to use its own internal Job Release System and Financial Department methods. All other users of this contract must route their usage through THE CONTRACTING OFFICER, or designee. Contractors are cautioned not to perform work for any other than the primary user without written authorization from the Director, Office of Procurement.

18. EQUIPMENT PREPARATION

New vehicles/equipment service and preparation, as recommended by the manufacturer, shall be completed by the successful Contractor prior to delivery. Equipment delivered shall be prepared and ready for the designed and intended service use. No dealer identification is to be affixed to any new units.

19. ESTIMATES

Prior to the commencement of work on any requirements, the Contract Administrator and the Contractor will prepare an "Estimate to Complete" containing the following:

- A. Brief description of the work to be performed.
- B. Number of labor hours and types of labor.
- C. Material cost estimate.
- D. Estimated completion date.

All estimates must be signed and dated by the Contract Administrator and the Contractor, and reference the contract number. A copy of the estimate must be sent to THE DIRECTOR, OFFICE OF PROCUREMENT; labeled "File with Contract."

20. FAILURE TO PERFORM/DELIVER

In the event of a Contractor's failure to comply with the established delivery schedule, the County reserves the right to make an open market purchase of the required materials and/or services, and to charge as damages, the difference between the established price and the actual cost incurred by the County and to collect such charges from the Contractor, from any money due under this contract, or any other contract with the County. Alternatively, the County may assess liquidated damages at the rate of 1% per day of the cost of such item or service for each day of delay beyond the established delivery date.

21. HEAVY DUTY

The term "heavy duty" shall be interpreted to mean, "the item shall be designed for unusual strain and/or severe service."

22. INVOICES

All true and corrected invoices and all inquiries regarding payment are to be sent to the Contract Administrator listed above or to Division of Fleet Management Services:

Accounts Payable – 2nd Floor

16700 Crabbs Branch Way
Rockville, Maryland 20855
PH (240) 777-5730, FAX (240) 777-5652

Failure to promptly comply with this requirement must delay payment.

23. LABOR COSTS

The labor costs for other than normal straight time shall be billed to the County in accordance with labor agreements or the effective company policy. Said labor costs shall be adjusted to reflect only those actual costs paid or accrued by the Contractor and shall include the same rate percent (%) of profit as is included in the straight time labor rate.

24. MANUALS

The Contractor shall provide a minimum of two (2) copies of Operator's Manuals and one (1) copy each of Shop Manual and Parts Manual to be furnished upon delivery of the units.

25. MATERIAL AND WORKMANSHIP

The work shall be under the general direction of the Contractor but subject to the inspection of the Contract Administrator, or the authorized representative, who may require the Contractor to correct defective workmanship and materials without cost to the County.

All material and practices which are necessary, or which are normally provided and performed in order to accomplish the desired results, shall be furnished by the Contractor at the bid price and shall conform in strength, quality of material, appearance, and workmanship to that usually provided by the trade.

26. MATERIALS

The County reserves the right to furnish any or all materials for work under this contract. Normally, the Contractor will furnish required materials. Materials supplied by the Contractor shall be at Contractor's Cost including, if appropriate, material handling costs as part of material costs, shall include only costs clearly excluded from the Labor Hour rate. Material handling cost may include all appropriate indirect costs allocated to direct materials in accordance with the Contractor's usual accounting procedures. Contractor's charges for materials shall be based on established Catalog or List Price in effect when material is furnished, less all applicable discounts and in no event shall the price exceed the Contractor's sales price to its most favored customer for the same item in like quantity, or the current market price, whichever is lower.

27. METHOD OF ORDERING

It is the intention of the County to issue written purchase orders or blanket purchase order(s) to the contractor(s). If blanket purchase order(s) is/are issued, written individual releases against such blanket order(s) will be made by the using agency as required. Issuance of all purchase orders will be contingent upon appropriation of funds by the Montgomery County Council and encumbrance of such funds after July 1, of each year, as provided by the Montgomery County Code.

28. MULTIPLE AWARDS

In the event of multiple awards resulting from this solicitation, the contract period will approximate one (1) year, as it is the County's intent that all contracts awarded under this solicitation terminate on the same date.

29. NET PRICES

Prices are net, inclusive of all charges for transportation FOB Destination, freight prepaid and allowed, and inside delivery, and all other charges necessary for performance under the Contract. Prices are less Federal, State, and Local taxes. The County will not pay gross receipts or heavy equipment taxes.

30. NEW MATERIALS

Unless this contract specifies otherwise, the Contractor represents that the supplies and components are new and are not of such age or so deteriorated as to impair their usefulness or safety.

31. OPTION TO INCREASE QUANTITIES

Montgomery County reserves the right, at its option, to increase the quantities for any item awarded, not to exceed 100% of the quantities shown on the Quotation Sheet(s). The County reserves the right to purchase additional units within the date shown by the bidder on the Quotation Sheet(s), or within six (6) months of the date that the initial award is made, whichever is later. The Contractor agrees to accept such increases at the same unit prices as provided in the initial contract for the initial quantities. No guarantee of purchases of any specific quantity or total dollar amount is made. In addition, all purchases are contingent upon the appropriate fiscal funding.

32. ORDERING TERMS

Orders for goods/services that are placed before the expiration of the contract term and are to be started and/or completed before the expiration of the contract are to be honored with all terms, conditions, and prices of the Contract in effect until the final delivery of goods and/or completion of the work is made and accepted by the County.

33. PARTS/SERVICE

To best serve the needs and interests of Montgomery County, it is the intention of these specifications to secure bids only on units which can be efficiently maintained and serviced without the necessity of the County stocking expensive parts, or being subject to the inconvenience of frequent and/or long periods of interrupted service due to non-availability of parts. Bidders shall specify nearest location of parts depots from which parts may be obtained at any time during the day or night.

34. PAYMENTS

Payment shall be made upon submission of invoices in four (4) copies on a monthly basis, by the first day of the month, for all work performed during the previous month. Invoices are to be supported by records of "Time and Material", with the approval signature of the Contract Administrator (or designee). Material prices shall be subject to verification. A copy of paid receipts for material/equipment used or installed for each job performed shall be submitted with invoice only when material purchased for a specific job is of a major cost and when such record is requested by the Director, Office of Procurement.

35. PERFORMANCE BOND

No contract shall exist until the County receives a duly executed Performance Bond or Irrevocable Letter of Credit prepared on an approved form in the amount indicated on the Bid Cover Sheet. The bond must be made payable to Montgomery County, as security for the faithful performance of the contract and having as surety thereon such surety company or companies as are acceptable to the County and as are authorized to transact business in the State of Maryland. In the event the Performance Bond is not delivered within ten (10) days of Notice of Award then the offer may be ruled null and void and the award made to the next lowest responsive bidder. The County reserves the right of approval of any instrument offered as a Performance Bond.

The Performance Security will provide assurance of faithful performance and discharge of all duties and responsibilities attendant thereto required by law or as provided herein by the Contractor of all ASPECTS, TERMS AND CONDITIONS of the contract and shall be maintained in full force and effect until the termination of this agreement.

36. (This provision has been intentionally left blank)

37. PROTECTION OF EXISTING FACILITIES

The Contractor shall take all necessary precautions during the period of service to protect existing County facilities from damage by the Contractor, Contractor's employees, subcontractor or subcontractor's employees and shall repair or replace, at the Contractor's own expense, any damaged property caused by the Contractor, Contractor's employees, subcontractor or subcontractor's employees.

38. PURCHASE OF GOODS BY NON-PROFIT ORGANIZATIONS

Pursuant to the requirements set forth in the Montgomery County Code, Chapter 11B-49, the Contractor agrees to extend the same terms, conditions, and prices for the goods provided by the Contractor pursuant to this contract to those Non-Profit organizations which may need the goods in order to perform a contract with the County. Non-Profit Organizations are defined as

those organizations that are exempt from taxation under Section 501(c) (3) of the Internal Revenue Code but are not defined as a "public entity" under subsection (n) of Chapter 11B-1 of the Montgomery County Code.

39. PURCHASE ORDERS/JOB RELEASES

Prior to the commencement of work, THE DIRECTOR, OFFICE OF PROCUREMENT or authorized representative, shall authorize each project (job). Such authorization shall be in the form of a Purchase Order or Agency Job Release Number, as appropriate. The authorization shall include a general description of the required work, special instructions, estimated value (from Estimate to Complete), and the name of the individual designated as the Contract Administrator.

40. QUANTITIES

It is estimated that yearly expenditures under this contract will approximate the quantities listed on the Quotation Sheet. Under the terms of this Invitation for Bids, however, the resultant contract shall be considered a "requirements-type" contract only. No guarantee of purchases of any specific yearly quantity or total dollar amount is made. In addition, all purchases are contingent upon the appropriation and encumbrance of fiscal funding.

41. SAFETY STANDARDS

The vehicles/equipment, to include components, furnished under these specifications shall comply with all applicable Federal and Maryland State Standards.

42. SERVICE

The Contractor must be able to provide a qualified local service facility offering a fixed cost annual maintenance agreement (parts and labor) for on-site repairs. The cost of such Annual Maintenance, the location of the service facility, average response time, and contact person is to be included in the appropriate spaces on the Solicitation, Bid, and Award Sheets.

43. SITE INSPECTION

Each bidder is encouraged to visit each facility in order to become familiar with actual site conditions. Failure to visit each facility and to become completely knowledgeable of the requirement of work shall in no way relieve them of all provisions contained in the Invitation for Bids. Site inspections may be arranged by calling Bradley Weatherly at 240-777-5774.

44. TRAVEL TIME

No payment for travel time to or from a job site shall be charged. Charges begin when the Contractor arrives at each job site and end when the Contractor leaves each job site. The Project Coordinator or Contract Administrator will verify time records.

45. WARRANTY

The manufacturer shall provide, with the bid submission, a detailed listing of items that will be covered under the provision of warranty. The terms of warranty shall include period of warranty both in mileage and time. In addition, the manufacturer is to provide a list of the number of dealers as indicated on the Bid Cover Sheet, other than the selling dealer, within the stated miles radius of Rockville, Maryland that will provide priority warranty repair.

46. PRIMARY AND SECONDARY AWARDS

The intent of this solicitation is to make multiple awards (primary and secondary). The Secondary Contractor will be used only when service/parts is required and cannot be provided by the Primary Contractor. Secondary Contractors agree that they may or may not receive purchase orders from the resultant contract depending on the availability of service and or parts from the Primary Contractors. However, all secondary contractors for the entire contract period must honor their contracts with the County as a backup with all terms, conditions, specifications and contract pricing remaining in full force and effect.

47. REQUIREMENTS CONTRACT

Under the terms of this Invitation for Bids, the resultant contract(s) will be considered "requirements" contract(s) only. Total quantities required cannot be definitely fixed and total dollar expenditures cannot be guaranteed. In addition, all purchases are contingent upon the appropriate fiscal funding.

The contractor(s) must be able to supply parts and service as required and upon request of the Department of General Services, Division of Fleet Management Services.

48. PERCENTAGE DISCOUNTS (For Parts Only)

Prices are to be quoted in terms of Percentage Discount from a Current Manufacturer's Published Price List inclusive of all charges for transportation; FOB destination; freight prepaid and allowed; inside delivery as specified herein; and all other charges necessary for performance of work as outlined herein. Percentage Discounts are less Federal, State and Local Taxes. The percentage discount quoted shall remain firm for the entire contract period. Upon request of the County, the Contractor must submit current Manufacturer's Published Catalogs and/or Price Lists.

49. PRICE ADJUSTMENTS

The price list shall remain firm for a one-year period after the date of execution of the contract by the County. After the one-year period, price increases as may be reflected in newly manufacturer's published price lists will be honored upon notification in writing and will become effective on the date of approval by the Contract Administrator, or designee. This request must be given in writing at least fifteen (15) working days in advance of such change and only one request per year will be permitted. It is the responsibility of the Contractor to inform the County of any and all price changes. Should an order be placed before such notification, the Contractor will be obligated to honor either the ordered price or the changed price, whichever is less.

50. JOB RELEASES (For Repairs Only)

Prior to commencement of work, the Contract Administrator or designee will authorize each project (job). Such authorization will be in the form of a purchase order; or a release against a blanket purchase order such as a facsimile, email, or telephone order. The authorization may include a general description of the required work, special instructions, estimated value (from Estimate to Complete), and the name of the individual designated by the Contract Administrator and the Contractor's representative.

51. REPAIR SERVICE (JOB) SCHEDULE (For Repairs Only)

Upon receipt of the job authorization, and delivery of vehicle for repair, an itemized estimate of required work to be performed (from Estimate to Complete) will be made available within two (2) business days to the County Representative. Estimate must include parts, labor, lead times for parts not in stock, and an estimated completion date. Repairs must commence within 48 hours of approval of the estimate and be completed within the time period outlined in the estimate. The Contractor may request an extension of up three (3) business days in order to perform disassembly and diagnosis. This extension must be approved by an authorized County representative. The County reserves the right to approve or disapprove an extension of the completion time. If the Contractor anticipates that the vehicle will not be completed by the estimated completion date, the Contractor must notify the authorized County representative via phone or email on or before the estimated completion date. The Contractor must provide a new estimated completion date and notify the Fleet Services Coordinator of the reasons for delay. The County reserves the right to approve or disapprove a new extension of the completion time.

52. LIQUIDATED DAMAGES FOR REPAIR SCHEDULE

In the event that the Contractor does not provide the itemized estimate within two business days; or has not completed the estimate of an approved extension by the fifth business day, the County will begin assessing liquidated damages in the amount of \$50.00 per vehicle per business day from the business day following the day that the estimate was due, up to and including the business day that the estimate is submitted.

If the Contractor fails to complete repairs by the completion date or the approved extension, the County will begin assessing liquidated damages in the amount of \$50.00 per business day from the business day after the most recent approved completion date, up to and including the day that the County is notified that work is complete and the vehicle is available for pickup.

53. MANUFACTURER AUTHORIZED DEALER

The bidder, by offering a quotation herein certifies that it is a current manufacturer's authorized dealer in good status for the Item(s) quoted on the

Quotation Sheet. **Manufacturer's written certification of dealer status is to be submitted with the bid, or within five (5) working days if so requested by the County (at any time after award opening date or at any time during the contract term).** Should the Contractor lose manufacturer dealer status or certification at any time during the contract term for any contracted items, the County must be notified within five (5) working days; and that portion of the contract will automatically be cancelled with no further obligation by the County.

54. QUALIFICATIONS

The resulting contract(s) will provide a ready "as required" source for heavy and automotive original equipment manufacturer service and/or parts. A ready "as required" source must meet the following criteria: (a) a Contractor who maintains an adequate inventory and workforce to provide for the repair service, and/or parts for manufacturer(s) listed on the Quotation Sheet; (b) a source that does not require minimum order quantities, or dollar amounts; and, (c) a source that provides service and/or parts on demand in accordance to required delivery schedule.

55. ADDITIONAL LOCATIONS

Montgomery County reserves the right to add new delivery and service locations and/or delete any locations within the County, if the need should arise during the contract period without changing the percentage discounts and/or prices. The percentage discounts and/or prices listed on the Quotation Sheet will be used for any locations added.

56. NEW PRODUCTS

After the one year period stipulated in Provision C.49, introduction of new parts, etc. to a manufacturer's line may be added during the contract term provided that the percentage discount for all such additions is the same as the quoted percentage discount.

57. WARRANTY SUBMISSION

The Contractor must provide within ten (10) working days after receipt of award; and at any time upon request, and a detailed listing of items covered under the provision of warranty. The minimum acceptable warranty period for repair service and/or parts is 120 calendar days; and is to cover one hundred percent (100%) parts and labor. The bidder may offer, on the Quotation Sheet, a warranty period which exceeds the County's required warranty period. The warranty will include the shipping of replacement parts and assemblies to the original delivery location. In addition, when the County elects to have the work performed by the Contractor, the cost of the labor involved in the replacement of the defective parts or assemblies will be borne by the Contractor.

58. WARRANTY REPAIRS

In the event of failure of replacement parts and/or equipment repairs, within the warranty period defined on the Quotation Sheet, it is the sole responsibility of the Contractor to retrieve, transport, and return subject parts and/or equipment involved with warranty component failures. The Contractor will assume all expenses incurred in the transportation of parts and/or equipment with failed components. All warranty repairs and inventory replacement is to be completed by the Contractor within five (5) working days after notification of an authorized County representative. A working day is defined as Monday through Friday, excluding County holidays. No expense will be incurred by or charged to the County for warranty related repairs.

59. WARRANTY FOR PARTS

The Contractor will guarantee the parts furnished during the contract period for defects in quality, material and workmanship for a minimum of one hundred and twenty (120) calendar days. At the County's option, any item found deficient or imperfect, the Contractor will: 1) replace the item(s) without charge to the County; 2) will refund monies paid for faulty, sub-standard materials or relinquish the right to receive monies payable to them for the equivalent amount; or, 3) provide credit for the returned item(s).

60. LIQUIDATED DAMAGES FOR WARRANTY REPAIRS

If the Contractor fails to retrieve, repair and deliver vehicles equipped with Contractor parts subject to Provisions 58 or 59 as appropriate, or any extension thereof, the actual damages to the County will be difficult or impossible to determine. Therefore, in lieu of actual damages, the Contractor

will pay to the County a fixed and agreed liquidated damage for each calendar day of delay, the amount of one hundred dollars (\$100.00) per vehicle. Coincident, the County may move to terminate a contract resultant from this Invitation for Bids, in whole or in part, as provided for elsewhere in this solicitation for non-performance, and in such event, the Contractor will be liable for, and in addition to liquidated damages, re-procurement costs. The Contractor will not be charged with liquidated damages when the delay arises out of causes beyond the control and without the fault or negligence of the Contractor, and in such events, subject to "Disputes" clause, the Director, Office of Procurement will extend time for performance of the contract when in his/her judgment the findings of written fact justify an extension.

61. ITEMS RETURNED FOR CREDIT (For Parts Only)

The Contractor will provide credit for return of damaged-upon-delivery or substandard parts during the contract period at a price equal to the original purchase price. The County will not accept restocking and/or handling fees or any other charges tied to the return of parts for credit. The contractor will be responsible for all costs associated for the pickup and return of such items.

62. UNUSED ITEMS

The Contractor agrees to accept the return of all unused, unopened items upon contract termination and shall reimburse the full price as a credit against the final invoice. The County will deliver, or pay for the shipment of the items.

63. PRODUCT QUALITY/SPECIFICATIONS

Parts must meet or exceed all normal Industrial Engineering and/or Performance Standards for equipment or equipment parts intended purpose. The County reserves the right to test for adherence to the Industry Standards on any or all items at any time during the contract term. Failure of any item to meet the industry specifications will require the Contractor to rectify the problem immediately, including but not limited to replacing defective and/or sub-standard items with new items meeting the standards, at no additional cost to the County.

64. ACCEPTANCE EVALUATION

The County reserves the right, at any time after bid opening, or contract execution, to inspect the Contractor's place of business to evaluate adherence to the specifications/scope of service of this solicitation. This may include, but not be limited to, certification of dealer status and/or proof of ability to provide for the requirements of the Invitation for Bids. The County also reserves the right to inspect invoices and job orders for verification of experience and ability to perform the heavy and automotive original equipment manufacturer service for quoted manufacturers.

65. REPAIR SERVICE AND PARTS DELIVERY REQUIREMENTS

The heavy and automotive original equipment manufacturer repair service labor rate quoted and the percentage discount for parts delivery quoted must be inclusive of all necessary labor, shop materials, environmental disposal charges, delivery fees, specialized equipment, fuel surcharges, hazmat transportation charges, etc. to execute the authorized service repair of County-owned equipment, as required upon request of the County. Contractor employees performing the repair service requirement of the contract will be at a minimum Journeyman Level Mechanics. Documentation of skill level will be provided upon request of the County and subject to acceptance by the Contract Administrator. The Contractor will provide employees experienced, bonded and licensed (CDL, including endorsements, when required) to transport vehicles to and from the Contractor's work areas while in the Contractor's control. Montgomery County reserves the right to demand return of parts, assemblies and sub-assemblies removed and as would be otherwise discarded or rebuilt in the execution of an authorized repair. In the event the County requires the return of an assembly subject to a core charge, the County will assume the burden of the core charge. The County will honor no additional charges to a Contractor's invoice. Inclusion of additional charges will delay payment to Contractor.

66. AUTHORIZED CONTRACT ADMINISTRATOR DESIGNEES

Telephone, facsimile, or e-mail orders will be placed for the majority of the requirements of the contract. The following are the Contract Administrator designees authorized to place orders for service:

DESIGNEES FOR PARTS PURCHASES

Greg Chomicz, Senior Supply Technician
Equipment Management and Transit Operation Center
16630 Crabbs Branch Way
Rockville, Maryland 20855
(240) 777-5741

Damian Johnson, Senior Supply Technician
Brookville Maintenance Facility
8710 Brookville Road
Silver Spring, Maryland 20910
(301) 565-7409

Greg Mooradian, Program Manager II
All Shops
16700 Crabbs Branch Way
Rockville, Maryland 20855
(240)777-5773

DESIGNEES FOR SERVICE REQUIREMENTS PURCHASES

Shann Fanwar-Shop Superintendent
Equipment Management and Transit Operations Center
16700 Crabbs Branch Way
Rockville, Maryland 20855
(240) 777-5734

Keith Stickley, Section Chief Maintenance
All Shops
16630 Crabbs Branch Way
Rockville, Maryland 20855
(240) 777-5774

67. ACCELERATED DELIVERY FEE

In the event the County requires parts sooner than the Required Delivery Schedule listed on the Quotation Sheet, and the Contractor has the means to provide parts, but must burden the County for additional shipping and handling charges due to this accelerated time, the Contractor may add a fixed "Accelerated Delivery Fee". The Contractor must indicate the fixed Accelerated Delivery Fee per order, regardless of the quantity of items ordered, on the Quotation Sheet. An authorized County designee must grant permission in order to proceed with an Accelerated Delivery order under the requirements of this Contract. The County will not pay any unauthorized and/or disputed Accelerated Delivery Fee. This Accelerated Delivery Fee must be separated out on the invoice and clearly marked "Accelerated Delivery Fee" or the invoice will be rejected. The Accelerated Delivery will be specified at the time the order is placed.

68. EXPRESS AUTHORITY

The employees listed below have the EXPRESS AUTHORITY to place telephone, facsimile or email orders for parts and service, against a blanket purchase order of \$4,999.99 or less. Orders for engine and transmission repair service and/or parts that are \$5,000.00 or more, the County will submit a hard copy of a purchase order, duly executed by the Director, Department of General, to the contractor prior to the release of the repair service and/or parts.

Damian Johnson, Senior Supply Technician (301) 565-7409
Greg Chomicz, Senior Supply Technician (240) 777-5741

Bradley Weatherly (240) 777-5774
Greg Mooradian (240) 777- 5773
Shann Fanwar (240) 777-5734

Note: In a State of Emergency, the following personnel are authorized to override the Express Authority provision.

Bradley Weatherly (240) 777-5774
Greg Mooradian (240) 777 5773

69. EMERGENCY/EMERGENCY PREPARATION

During a State of Emergency, the Director, Office of Procurement, or designee may authorize an emergency procurement from an alternative source for the requirements of this solicitation. An emergency procurement will be pursued in the event the Contractor cannot provide an immediate response to meet the County's requirements. An emergency procurement is defined as a Contractor's inability to provide an immediate response, and an alternative source is capable of providing an immediate response for the County's requirements. Examples of a State of Emergency include but are not limited to; declaration by the Montgomery County, Maryland, Office of the County Executive, Federal Emergency Management Agency and/or National Weather Service and the Montgomery County Homeland Security Department. During a State of Emergency, the Contractor indemnifies the County, and the County indemnifies the Contractor harmless of Section C - Provision 20.

70. TAX EXEMPTION

Montgomery County is exempt from the State of Maryland Retail Sales Tax, Exemption Certificate Number 30001235, and Federal Excise Tax, Exemption Certificate Number 52-6000980.

71. NAME CHANGE

In the event the Contractor undergoes a name change from the Correct Legal Business Name recorded on page F of the solicitation, the Contract Administrator identified in Section C, Provision 7 must be notified, in writing within ten business days from the effective date of the name change. Failure to provide such notice, may delay orders and payment to the Contractor.

72. CONTRACTOR'S REPAIR FACILITY REQUIREMENT (For Repair Service Only)

As the County will be delivering vehicles to the Contractor's location for repair service, it is in the County's best interest that the Contractor's repair facility be located within fifty (50) mile of 16700 Crabbs Branch Way, Derwood, Maryland via Google maps mileage calculation, and must not exceed 45 minutes one-way travel time. If a bidder's repair facility is located more than fifty miles from 16700 Crabbs Branch Way via Google Maps calculation, and exceeds 45 minutes one-way travel time, the bid will be ruled non-responsive.

73. EQUIPMENT INSPECTION

Each bidder is encouraged to visit the County's facilities and inspect the equipment in order to become familiar with actual equipment conditions. Failure to visit each facility and to become completely knowledgeable of the requirement of work shall in no way relieve them of all provisions contained in the solicitation. equipment inspections, by appointment only, may be arranged by contacting:

Shann Fanwar-Shop Superintendent
Equipment Management and Transit Operations Center
(240) 777-5734

Keith Stickley-Section Chief Maintenance
All Shops
(240) 777-5774

74. AUTHORIZATION OF USE OF CONTRACT

Montgomery County reserves the right to add new Department/Division accounts/locations if the need should arise by additional user agencies during the contract term without changing the contract price. The primary user of this contract will be the Department of General Services, Division of Fleet Management Services. This agency is solely authorized to use its internal Purchase Order System and Financial Department methods. All other users of this contract must route their usage through the Contract Administrator/designee or establish a separate and unique account, differentiating itself from the Division of Fleet Management Services for invoicing purposes. Delivery locations and Invoicing locations of other users will be specified on a Purchase Order or Blanket Purchase Order.

Contractors are cautioned not to perform work for any Department/Division other than the primary user without written authorization from the Director, Office of Procurement.

Appendix to Section B

MANDATORY MINIMUM INSURANCE REQUIREMENTS – Heavy and Automotive Original Equipment Manufacturer OEM Parts and Service – Ford

Prior to the execution of the contract by the County, the proposed awardee/contractor must obtain, at their own cost and expense, the following *minimum* (not maximum) insurance coverage with an insurance company/companies licensed to conduct business in the State of Maryland and acceptable to the Division of Risk Management. This insurance must be kept in full force and effect during the term of this contract, including all extensions. The insurance must be evidenced by a certificate of insurance, and if requested by the County, the proposed awardee/contractor shall provide a copy of the insurance policies and additional insured endorsements. The minimum limits of coverage listed below shall not be construed as the maximum as required by contract or as a limitation of any potential liability on the part of the proposed awardee/contractor to the County nor shall failure to request evidence of this insurance in any way be construed as a waiver of proposed awardee / contractor's obligation to provide the insurance coverage specified. The Contractor's insurance shall be primary with the County's being non-contributory.

Commercial General Liability

A minimum limit of liability of ***one million dollars (\$1,000,000), per occurrence, and two million (\$2,000,000) in the aggregate***, for bodily injury, personal injury and property damage coverage per occurrence including the following coverages:

Contractual Liability

Premises and Operations

Independent Contractors & Subcontractors

Products and Completed Operations

Business Automobile Liability

A minimum limit of liability of ***one million dollars (\$1,000,000)***, combined single limit, for bodily injury and property damage coverage per occurrence including the following:

Owned automobiles

Hired automobiles

Non-owned automobiles

Loading and unloading

Worker's Compensation/Employer's Liability

Meeting all statutory requirements of the State of Maryland Law and with the following minimum Employers' Liability limits:

Bodily Injury by Accident - \$100,000 each accident

Bodily Injury by Disease - \$500,000 policy limits

Bodily Injury by Disease - \$100,000 each employee

Subcontractor Requirements

Unless otherwise stated below the proposed awardee/contractor shall require all subcontractors to obtain, and maintain, insurance with limits equal to, or greater, than those limits required within the contract.

Additional Insured

Montgomery County, Maryland, its elected and appointed officials, officers, consultants, agents and employees, must be included as an additional insured on an endorsement to Contractor's commercial general, automobile insurance, and contractor's excess/umbrella insurance policies, if used to satisfy the Contractor's minimum insurance requirements under this contract, for liability arising out of contractor's products, goods and services provided under this contract. The stipulated limits of coverage above shall not be construed as a limitation of any potential liability of the contractor. Coverage pursuant to this Section shall not include any provision that would bar, restrict, or preclude coverage for claims by Montgomery County against Contractor, including but not limited to "cross-liability" or "insured vs insured" exclusion provisions.

Policy Cancellation

Should any of the above policies be cancelled before the expiration date thereof, written notice must be delivered to the County in accordance with the policy provisions.

Certificate Holder

Montgomery County, Maryland
Dept of General Services / Gulshan Babra
101 Monroe St., 9th Floor
Rockville, MD 20850

SECTION D – SPECIFICATIONS/SCOPE OF WORK

The intent is for the County to enter a contract for the service repairs and parts from Automotive and Heavy Original Equipment Manufacturer certified dealers. Service repair requests will be performed both at the County facilities and/or the contractor's facility. The County requires that the contractor provide Original Equipment Manufacturer certified trained technicians to perform requested service repairs. The contractor must have the ability to provide online access for OEM diagnostic software for technical manuals, recall information, service bulletins, and online training for all manufacturers on this IFB. The County also requires that all ordered or installed parts be of Original Equipment Manufacturer specifications. All service repairs and parts need to be covered by Original Equipment Manufacturer warranty.

The County will be supplied with a quote on all service repairs and County's approval given before any repairs are started. Any additional repairs not included in the original quote need to be identified, submitted, and approved by the County before being performed. All repairs will be invoiced by line item and match all supplied quotes for labor hours and parts.

The contractor is required to maintain a safe and environmentally controlled workspace while at all county facilities. The contractor is responsible for any cleanup required after service repairs and proper disposal of materials.

The procurement of Original Equipment Manufacturer service repairs and parts is intended to maintain operations of all equipment as factory new. It is also the intent not to jeopardize any factory warranty with the replacement of non-Original Equipment Manufacturer parts. Any non-Original Equipment Manufacturer part needs to be supported by the original manufacture as an approved replacement part.

Web-links for Documents and Forms:

1. Central Vendor Registration System (www.mcipcc.net)
2. Frequently Asked Questions, Procurement (<https://www.montgomerycountymd.gov/PRO/vendor-resources/faq.html>)
3. MD-SDAT (<https://dat.maryland.gov/Pages/default.aspx>) and (<http://dat.maryland.gov/businesses/Pages/Frequently-Asked-Forfeiture-Questions.aspx>).
4. Wage Requirements Law, Independent Contractor Certification (<https://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-193.pdf>)
5. **Attachment A:** Minority Business Program & Offeror's Representation (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-90.pdf)
6. **Attachment B:** Minority, Female, Disabled Person Subcontractor Performance Plan and Sample MFD Report of Payments Received (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf) (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-97.pdf)
7. **Attachment C:** Wage Requirements for Services Contracts Addendum and Wage Requirements Certification Form and 501(c)(3) Nonprofit Organization's Employee's Wage and Health Insurance Form (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf)
8. **Attachment D:** Prevailing Wage Requirements for Construction Contract Addendum (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-185.pdf)
9. **Attachment E:** Minority-Owned Business Addendum to General Conditions of Contract Between County and Contractor (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-91.pdf)
10. **Attachment F:** Local Business Subcontracting Performance Plan (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-192.pdf)
11. **Attachment G:** Prevailing Wage Local Hiring Report: (<http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-195.pdf>)
12. **Attachment H:** Prevailing Wage Law Local Hiring Attestation (<http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-196.pdf>)