

IFB # 1139761	<b>MONTGOMERY COUNTY, MARYLAND</b> <b>Landscaping and Grounds Maintenance Services</b> <b>SOLICITATION, BID AND AWARD SHEET</b>	RETURN BID TO: OFFICE OF PROCUREMENT 27 Courthouse Square, Suite 330, Rockville, MD 20850
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**PART I: SOLICITATION (Invitation for Bids ("IFB"))**

SEALED BIDS IN 1 (ONE) ORIGINAL AND 1 (ONE) HARD COPY AND 1 (ONE) E-COPY OF THE QUOTATION SHEETS IN AN USB FLASH DRIVE TO FURNISH THE SUPPLIES AND/OR SERVICES DESCRIBED ON THE ATTACHED QUOTATION SHEETS WILL BE RECEIVED UP TO **11:00 A.M.** LOCAL TIME ON **04/21/2022**. BIDS WILL BE PUBLICLY OPENED AT THE DATE AND TIME STATED VIRTUALLY [Click here to join the meeting](#) Or call in (audio only) 443-692-5768, Conference ID: 679 256 91#.

**BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED TO THE BIDDER.** 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](http://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 "1/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: <b>JRP MANAGEMENT RESOURCES INC.</b>	TELEPHONE NO.: <b>301-421-5912</b>
ADDRESS: <b>15808 PHILLIPS OAK DR. SPENCERVILLE MD 20868</b>	TOLL FREE NO.: —
REMITTANCE ADDRESS: (If Remittance Address is Different from Above Address) —	FAX NO.: —
BIDDER'S E-MAIL ADDRESS: <b>EPIND@JRP.MANAGEMENT.COM</b>	

<p><b>ACKNOWLEDGEMENT OF AMENDMENTS</b> The bidder acknowledges receipt of amendments to the solicitation for offers and related documents numbered and dated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Amendment No./Date</th> <th style="width:50%;">Amendment No./Date</th> </tr> </thead> <tbody> <tr> <td>#1 4/6 - #2 4/12</td> <td>#3 4/18 - #4 5/2</td> </tr> <tr> <td>#5 5/9</td> <td></td> </tr> </tbody> </table>	Amendment No./Date	Amendment No./Date	#1 4/6 - #2 4/12	#3 4/18 - #4 5/2	#5 5/9		<p style="text-align: center;"><b>JORGE PIND - PRESIDENT</b></p> <p>NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (TYPE OR PRINT)</p> <p style="text-align: center;"><i>Jorge Pind</i> : .</p> <p>SIGNATURE OF ABOVE PERSON</p> <p style="text-align: right;"><b>5/12/2022</b></p> <p style="text-align: right;">DATE:</p>
Amendment No./Date	Amendment No./Date						
#1 4/6 - #2 4/12	#3 4/18 - #4 5/2						
#5 5/9							

**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: <b>Group 5 (REC Facilities) - Contract effective date is 7/12/2022.</b>	YOUR CONTRACT NUMBER IS: <b>1144851</b>
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MONTGOMERY COUNTY, MARYLAND BY <b>Robert Norris</b>	<i>Robert Norris</i>	<b>Jul 8, 2022</b>
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**  
**INSTRUCTION**

The Quotation Sheet/Schedule of Unit Prices (pages E-2 through E-193) have been made available as a limited-access Microsoft Excel file along with the IFB package. This spreadsheet is formula-driven based on Bidder's Unit Price entries and will automatically complete the Aggregate Bid Total using formulas.

The final Excel Quotation Sheet document must be delivered on a USB thumb drive in an Excel format, in addition to a printed copy, with the Bid Package by the due date on the Invitation for Bids cover sheet. Otherwise, your bid will be considered non-responsive and rejected. The file is compatible with various spreadsheet programs, including Open Office and Google Documents, which do not require the purchase of a user license.

**Bidders must complete the Group spreadsheet in addition to the Group Summary spreadsheet for each Group you bid on.** Bidders must bid each item within a particular Group in order to be eligible for an award for the Group itself. Failure to bid each item will result in the bidder being non-responsive. Bidders may submit bids for each Group; however, a bidder may only be awarded up to two Groups. In the event that the Bidder submits the lowest responsive bid for more than one Group, the Bidder will be awarded the Group(s) in the order of preference listed below AND lowest bids submitted per Group by ALL Bidders. A Bidder may only be awarded up to two Groups.

Example: Company A submitted the lowest responsive bid for Group 1, 2 and 3. Its Preference lists Group 2 as its first preference, Group 3 as its second preference and Group 1 as its third preference. Therefore, Company A will be awarded Groups 2 and 3, and Group 1 will be awarded to the next lowest responsive bidder.

Note: The County may award outside of a Bidder's Preference order if a Bidder is considered to be non-responsive or a bid number is determined to be excessive.

**PREFERENCE:**

Group 1: 5  
Group 2: 2  
Group 3: 4  
Group 4: 3  
Group 5: 1

\* Each Asset listed in the Quotation sheet has a Greenscape Map, but bidders are encouraged to visit each facility in order to become familiar with actual site conditions. (See Provision C. 43 Site Inspection).

Map files for Group 1 (21 MB): <https://app.box.com/shared/static/4gzxpvvelo1lhal2xaj70yp7vrb63.zip>

Map files for Group 2 (98.7 MB): <https://app.box.com/shared/static/pajnilf8uo66wbt18u8cz5gxdixr4n60.zip>

Map files for Group 3 (23.8 MB): <https://app.box.com/shared/static/rwqbvo0kye3exu6k7aa555z707sdq3wb.zip>

Map files for Group 4 (46.3 MB): <https://app.box.com/shared/static/hbsi09uisi12xufzeb6dkwgu18k459vg.zip>

Map files for Group 5 (95 MB): <https://app.box.com/shared/static/5if9dn6cc10dnrzueqkbrga99z47rkk9.zip>

**\*\* Exception Note for Groups 2, 3 & 4**

Invoices for facilities identified with an asterisk (\*) next to the facility address on the Quotation Sheet are to be sent to Dept. of Fire and Rescue Services.

Fire and Rescue Services (MCFRS)

Attn: Captain Mike Weimer

Email to: [Fire.BLDGMaintAdmin@montgomerycountymd.gov](mailto:Fire.BLDGMaintAdmin@montgomerycountymd.gov)

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

<b>Item</b>	<b>Asset No.</b>	<b>Facility Address</b>
1	<a href="#">7109</a>	Good Hope Neighborhood Recreation Center 14715 Good Hope Road, Silver Spring
2	<a href="#">7109</a>	Good Hope Neighborhood Recreation Center Baseball Field 14715 Good Hope Road, Silver Spring
3	<a href="#">7104</a>	Bauer Drive Community Recreation Center 14625 Bauer Drive, Rockville
4	<a href="#">7104</a>	Bauer Drive Community Recreation Center Soccer Field 14625 Bauer Drive, Rockville
5	<a href="#">3718A</a>	Clara Barton Neighborhood Recreation Center 7425 MacArthur Blvd., Cabin John
6	<a href="#">7112</a>	Gwendolyn E. Coffield Community Recreation Center 2450 Laytonsville Road, Silver Spring
7	<a href="#">7136</a>	Damascus Community Recreation Center 25520 Oak Drive, Damascus
8	<a href="#">7136A</a>	Damascus Community Recreation Center Ball Fields 25520 Oak Drive, Damascus
9	<a href="#">7128</a>	East county Community Recreation Center 3310 Gateshead Manor Way, Silver Spring
10	<a href="#">7101</a>	Margaret Schweinhaut Senior Center 1000 Forest Glen Road, Silver Spring
11	<a href="#">7216</a>	Germantown Indoor Swim Center 18000 Central Park Circle, Boyds
12	<a href="#">7127A</a>	Germantown Outdoor Pool 18905 Kingsview Road, Germantown
13	<a href="#">7127</a>	Germantown Community Recreation Center 18905 Kingsview Road, Germantown
14	<a href="#">7105</a>	Longwood Community Recreation Center 19300 Georgia Avenue, Brookeville
15	<a href="#">7111</a>	Plum Gar Neighborhood Recreation Center 19561 Scenery Road, Germantown
16	<a href="#">7111A</a>	Plum Gar Neighborhood Recreation Center Baseball Field 19561 Scenery Road, Germantown
17	<a href="#">7114</a>	Potomac Community Recreation Center 11315 Falls Road Potomac
18	<a href="#">7114</a>	Potomac Community Recreation Center Ball Fields 11315 Falls Road Potomac
19	<a href="#">7209</a>	KSAC indoor Pool 5900 Executive Blvd. Bethesda
20	<a href="#">7113</a>	Ross Body Neighborhood Recreation Center 18529 Brooke Road, Sandy Spring

IFB #1139761

21	<a href="#"><u>7113</u></a>	Ross Body Neighborhood Recreation Center Ball Field 18529 Brooke Road, Sandy Spring
22	<a href="#"><u>7201</u></a>	Wheaton/Glenmont Pool 12621 Dalewood Drive, Wheaton
23	<a href="#"><u>7106</u></a>	Scotland Neighborhood Recreation Center 7700 Scotland Drive, Potomac
24	<a href="#"><u>7208</u></a>	Upper County Outdoor Pool 8211 Emory Grove Road, Gaithersburg
25	<a href="#"><u>7107</u></a>	Upper County Community Recreation Center 8201 Emory Grove Road, Gaithersburg
26	<a href="#"><u>7210</u></a>	Western County Outdoor Pool 20151 Fisher Avenue, Poolesville
27	<a href="#"><u>7119</u></a>	Wheaton Neighborhood Recreation Center 11711 Georgia Avenue, Wheaton
28	<a href="#"><u>7206</u></a>	Bethesda Pool 6300 Little Falls Parkway & Hillandale Road, Bethesda
29	<a href="#"><u>7207</u></a>	MLK Swim Center & Outdoor Pool 1201 Jackson Road Silver Spring
30	<a href="#"><u>7130</u></a>	Praisner Community Recreation Center 14906 Old Columbia Pike, Burtonsville
31	<a href="#"><u>7118A</u></a>	Long Branch Pool 8700 Piney Branch Road, Silver Spring
32	<a href="#"><u>7118</u></a>	Long Branch Community Recreation Center 8700 Piney Branch Road, Silver Spring
33	<a href="#"><u>7139</u></a>	Mid County Community Recreation Center 2004 Queensguard Road, Silver Spring
34	<a href="#"><u>7139</u></a>	Mid County Community Recreation Center Ball Fields 2004 Queensguard Road, Silver Spring
35	<a href="#"><u>7110</u></a>	Kengar Community Center 4111 Plyers Mill Road Kensington
36	<a href="#"><u>7211</u></a>	Olney Indoor Pool 16601 Georgia Avenue, Olney
37	<a href="#"><u>7140</u></a>	White Oak Community Center 1700 April Lane Silver Spring
38	<a href="#"><u>7140A</u></a>	White Oak Community Center Ball Fields 1700 April Lane Silver Spring
39	<a href="#"><u>7137</u></a>	North Potomac Recreation Center 13850 Travilah Road Rockville
40	<a href="#"><u>7115</u></a>	Leland/ Jane E Lawton Community Center 4301 Willow Lane Chevy Chase
41	<a href="#"><u>7108</u></a>	Holiday Park Senior Center, 3950 Ferrara Drive, Wheaton
42	<a href="#"><u>N/A</u></a>	Dalewood Playground Dalewood Dr. & Blihill Road, Wheaton

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

**Asset No.**  
7109

**Facility Address**  
Good Hope Neighborhood Recreation Center  
14715 Good Hope Road, Silver Spring

<b>A. Routine Work</b>					
<b>Maintenance Task</b>	<b>Unit Price</b>	<b>x</b>	<b>Est. # of Times per Year</b>	<b>=</b>	<b>Estimated Yearly Price</b>
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$60.00	x	2	=	\$120.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$50.00	x	16	=	\$800.00
<b>Subtotal Group 5 - 1 Price</b>					<b>\$3,250.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

**Asset No.**  
7109

**Facility Address**  
Good Hope Neighborhood Recreation Center Baseball Field  
14715 Good Hope Road, Silver Spring

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$60.00	x	2	=	\$120.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$80.00	x	16	=	\$1,280.00
<b>Subtotal Group 5 - 2 Price</b>					<b>\$3,730.00</b>

**B. Optional Work**

Infield Maintenance and Field Lining Services	\$600.00	x	16	=	\$9,600.00
Infield Leveling	\$600.00	x	1	=	\$600.00
Soccer/Football Field Line Painting	\$300.00	x	16	=	\$4,800.00
Soccer Goal Inspection and Maintenance	\$200.00	x	8	=	\$1,600.00
Infield Mix	\$10,500.00	x	1	=	\$10,500.00

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

**Asset No.**

7104

**Facility Address**

Bauer Drive Community Recreation Center  
 14625 Bauer Drive, Rockville

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$40.00	x	16	=	\$640.00
<b>Subtotal Group 5 - 3 Price</b>					<b>\$3,070.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7104

Facility Address

Bauer Drive Community Recreation Center Soccer Field  
 14625 Bauer Drive, Rockville

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$100.00	x	16	=	\$1,600.00
<b>Subtotal Group 5 - 4 Price</b>					<b>\$4,030.00</b>
<b>B. Optional Work</b>					
Infield Maintenance and Field Lining Services	\$600.00	x	16	=	\$9,600.00
Infield Leveling	\$600.00	x	1	=	\$600.00
Soccer/Football Field Line Painting	\$300.00	x	16	=	\$4,800.00
Soccer Goal Inspection and Maintenance	\$200.00	x	8	=	\$1,600.00
Infield Mix	\$10,500.00	x	1	=	\$10,500.00

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

**Asset No.**  
3718A

**Facility Address**  
Clara Barton Neighborhood Recreation Center  
7425 MacArthur Blvd., Cabin John

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$60.00	x	16	=	\$960.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 5 Price</b>					<b>\$3,490.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7112

Facility Address

Gwendolyn E. Coffield Community Recreation Center  
 2450 Laytonville Road, Silver Spring

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$100.00	x	4	=	\$400.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$80.00	x	16	=	\$1,280.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 6 Price</b>					<b>\$4,010.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

**Asset No.**

7136

**Facility Address**

Damascus Community Recreation Center  
 25520 Oak Drive, Damascus

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$20.00	x	16	=	\$320.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$20.00	x	16	=	\$320.00
Weeding	\$20.00	x	16	=	\$320.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$25.00	x	4	=	\$100.00
Mowing	\$120.00	x	16	=	\$1,920.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 7 Price</b>					<b>\$4,890.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7136A

Facility Address

Damascus Community Recreation Center Ball Fields  
 25520 Oak Drive, Damascus

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$20.00	x	16	=	\$320.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$20.00	x	16	=	\$320.00
Weeding	\$20.00	x	16	=	\$320.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$100.00	x	16	=	\$1,600.00
<b>Subtotal Group 5 - 8 Price</b>					<b>\$4,510.00</b>
<b>B. Optional Work</b>					
Infield Maintenance and Field Lining Services	\$600.00	x	16	=	\$9,600.00
Infield Leveling	\$600.00	x	1	=	\$600.00
Soccer/Football Field Line Painting	\$300.00	x	16	=	\$4,800.00
Soccer Goal Inspection and Maintenance	\$200.00	x	8	=	\$1,600.00
Infield Mix	\$10,500.00	x	1	=	\$10,500.00

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

**Asset No.**

7128

**Facility Address**

East county Community Recreation Center  
 3310 Gateshead Manor Way, Silver Spring

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$50.00	x	16	=	\$800.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 9 Price</b>					<b>\$3,330.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

**Asset No.**

7101

**Facility Address**

Margaret Schweinhaut Senior Center  
 1000 Forest Glen Road, Silver Spring

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$80.00	x	16	=	\$1,280.00
<b>Subtotal Group 5 - 10 Price</b>					<b>\$3,810.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7216

Facility Address

Germantown Indoor Swim Center  
 18000 Central Park Circle, Boyds

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$100.00	x	4	=	\$400.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$20.00	x	16	=	\$320.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$20.00	x	16	=	\$320.00
Weeding	\$20.00	x	16	=	\$320.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$25.00	x	4	=	\$100.00
Mowing	\$120.00	x	16	=	\$1,920.00
<b>Subtotal Group 5 - 11 Price</b>					<b>\$5,190.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7127A

Facility Address

Germantown Outdoor Pool  
 18905 Kingsview Road, Germantown

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$100.00	x	16	=	\$1,600.00
<b>Subtotal Group 5 - 12 Price</b>					<b>\$4,030.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7127

Facility Address

Germantown Community Recreation Center  
 18905 Kingsview Road, Germantown

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$20.00	x	16	=	\$320.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$20.00	x	16	=	\$320.00
Weeding	\$20.00	x	16	=	\$320.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$110.00	x	16	=	\$1,760.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 13 Price</b>					<b>\$4,770.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7105

Facility Address

Longwood Community Recreation Center  
 19300 Georgia Avenue, Brookeville

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$100.00	x	4	=	\$400.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$60.00	x	16	=	\$960.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 14 Price</b>					<b>\$3,690.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7111

Facility Address

Plum Gar Neighborhood Recreation Center  
 19561 Scenery Road, Germantown

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$70.00	x	16	=	\$1,120.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 15 Price</b>					<b>\$3,650.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.  
7111A

Facility Address  
Plum Gar Neighborhood Recreation Center Baseball Field  
19561 Scenery Road, Germantown

<b>A. Routine Work</b>					
Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$70.00	x	16	=	\$1,120.00
<b>Subtotal Group 5 - 16 Price</b>					<b>\$3,650.00</b>
<b>B. Optional Work</b>					
Infield Maintenance and Field Lining Services	\$600.00	x	16	=	\$9,600.00
Infield Leveling	\$600.00	x	1	=	\$600.00
Soccer/Football Field Line Painting	\$200.00	x	16	=	\$3,200.00
Soccer Goal Inspection and Maintenance	\$300.00	x	8	=	\$2,400.00
Infield Mix	\$10,500.00	x	1	=	\$10,500.00

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7114

Facility Address

Potomac Community Recreation Center  
 11315 Falls Road Potomac

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$100.00	x	4	=	\$400.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$100.00	x	16	=	\$1,600.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 17 Price</b>					<b>\$4,230.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7114

Facility Address

Potomac Community Recreation Center Ball Fields  
 11315 Falls Road Potomac

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$80.00	x	16	=	\$1,280.00
<b>Subtotal Group 5 - 18 Price</b>					<b>\$3,710.00</b>

**B. Optional Work**

Infield Maintenance and Field Lining Services	\$600.00	x	16	=	\$9,600.00
Infield Leveling	\$600.00	x	1	=	\$600.00
Soccer/Football Field Line Painting	\$300.00	x	16	=	\$4,800.00
Soccer Goal Inspection and Maintenance	\$200.00	x	8	=	\$1,600.00
Infield Mix	\$10,500.00	x	1	=	\$10,500.00

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7209

Facility Address

KSAC indoor Pool  
 5900 Executive Blvd. Bethesda

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$100.00	x	4	=	\$400.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$200.00	x	2	=	\$400.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$80.00	x	16	=	\$1,280.00
<b>Subtotal Group 5 - 19 Price</b>					<b>\$4,210.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors. Note 2: Greenscape map is not available for this facility, prospective bidder is responsible for visiting the facility to adequately assess the extent of services to be provided.*

Asset No.

7113

Facility Address

Ross Body Neighborhood Recreation Center  
 18529 Brooke Road, Sandy Spring

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$70.00	x	16	=	\$1,120.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 20 Price</b>					<b>\$3,650.00</b>

**B. Optional Work**

Infield Maintenance and Field Lining Services	\$600.00	x	16	=	\$9,600.00
Infield Leveling	\$600.00	x	1	=	\$600.00
Soccer/Football Field Line Painting	\$300.00	x	16	=	\$4,800.00
Soccer Goal Inspection and Maintenance	\$200.00	x	8	=	\$1,600.00
Infield Mix	\$10,500.00	x	1	=	\$10,500.00

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors. Note 2: Greenscape map is not available for this facility, prospective bidder is responsible for visiting the facility to adequately assess the extent of services to be provided.*

Asset No.

7113

Facility Address

Ross Body Neighborhood Recreation Center Ball Field  
 18529 Brooke Road, Sandy Spring

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$90.00	x	16	=	\$1,440.00
<b>Subtotal Group 5 - 21 Price</b>					<b>\$3,870.00</b>
<b>B. Optional Work</b>					
Infield Maintenance and Field Lining Services	\$600.00	x	16	=	\$9,600.00
Infield Leveling	\$600.00	x	1	=	\$600.00
Soccer/Football Field Line Painting	\$300.00	x	16	=	\$4,800.00
Soccer Goal Inspection and Maintenance	\$200.00	x	8	=	\$1,600.00
Infield Mix	\$10,500.00	x	1	=	\$10,500.00

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors. Note 2: Greenscape map is not available for this facility, prospective bidder is responsible for visiting the facility to adequately assess the extent of services to be provided.*

Asset No.

7201

Facility Address

Wheaton/Glenmont Pool  
 12621 Dalewood Drive, Wheaton

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$70.00	x	16	=	\$1,120.00
<b>Subtotal Group 5 - 22 Price</b>					<b>\$3,650.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7106

Facility Address

Scotland Neighborhood Recreation Center  
 7700 Scotland Drive, Potomac

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$70.00	x	16	=	\$1,120.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 23 Price</b>					<b>\$3,650.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

**Asset No.**

7208

**Facility Address**

Upper County Outdoor Pool  
 8211 Emory Grove Road, Gaithersburg

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$100.00	x	4	=	\$400.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$200.00	x	2	=	\$400.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$120.00	x	16	=	\$1,920.00
<b>Subtotal Group 5 - 24 Price</b>					<b>\$4,850.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7107

Facility Address

Upper County Community Recreation Center  
8201 Emory Grove Road, Gaithersburg

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$100.00	x	4	=	\$400.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$100.00	x	16	=	\$1,600.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 25 Price</b>					<b>\$4,330.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

**Asset No.**

7210

**Facility Address**

Western County Outdoor Pool  
 20151 Fisher Avenue, Poolesville

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$100.00	x	4	=	\$400.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$150.00	x	16	=	\$2,400.00
<b>Subtotal Group 5 - 26 Price</b>					<b>\$5,130.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7119

Facility Address

Wheaton Neighborhood Recreation Center  
 11711 Georgia Avenue, Wheaton

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$100.00	x	4	=	\$400.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$60.00	x	16	=	\$960.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 27 Price</b>					<b>\$3,690.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7206

Facility Address

Bethesda Pool  
6300 Little Falls Parkway & Hillandale Road, Bethesda**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$100.00	x	4	=	\$400.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$90.00	x	16	=	\$1,440.00
<b>Subtotal Group 5 - 28 Price</b>					<b>\$4,070.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

**Asset No.**

7207

**Facility Address**

MLK Swim Center & Outdoor Pool  
 1201 Jackson Road Silver Spring

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$25.00	x	4	=	\$100.00
Mowing	\$120.00	x	16	=	\$1,920.00
<b>Subtotal Group 5 - 29 Price</b>					<b>\$4,510.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

**Asset No.**

7130

**Facility Address**

Praisner Community Recreation Center  
 14906 Old Columbia Pike, Burtonsville

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$80.00	x	16	=	\$1,280.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 30 Price</b>					<b>\$3,810.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7118A

Facility Address

Long Branch Pool  
8700 Piney Branch Road, Silver Spring

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$80.00	x	16	=	\$1,280.00
<b>Subtotal Group 5 - 31 Price</b>					<b>\$3,810.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7118

Facility Address

Long Branch Community Recreation Center  
8700 Piney Branch Road, Silver Spring

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$70.00	x	16	=	\$1,120.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 32 Price</b>					<b>\$3,650.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

**Asset No.**  
7139

**Facility Address**  
Mid County Community Recreation Center  
2004 Queensguard Road, Silver Spring

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$110.00	x	16	=	\$1,760.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 33 Price</b>					<b>\$4,190.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7139

Facility Address

Mid County Community Recreation Center Ball Fields  
 2004 Queensguard Road, Silver Spring

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$120.00	x	16	=	\$1,920.00
<b>Subtotal Group 5 - 34 Price</b>					<b>\$4,450.00</b>

**B. Optional Work**

Infield Maintenance and Field Lining Services	\$600.00	x	16	=	\$9,600.00
Infield Leveling	\$600.00	x	1	=	\$600.00
Soccer/Football Field Line Painting	\$300.00	x	16	=	\$4,800.00
Soccer Goal Inspection and Maintenance	\$200.00	x	8	=	\$1,600.00
Infield Mix	\$10,500.00	x	1	=	\$10,500.00

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

**Asset No.**

7110

**Facility Address**

Kengar Community Center  
 4111 Plyers Mill Road Kensington

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$50.00	x	16	=	\$800.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 35 Price</b>					<b>\$3,230.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7211

Facility Address

Olney Indoor Pool  
 16601 Georgia Avenue, Olney

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$100.00	x	16	=	\$1,600.00
<b>Subtotal Group 5 - 36 Price</b>					<b>\$4,030.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7140

Facility Address

White Oak Community Center  
 1700 April Lane Silver Spring

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$100.00	x	2	=	\$200.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$100.00	x	16	=	\$1,600.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 37 Price</b>					<b>\$4,130.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

**Asset No.**  
7140A

**Facility Address**  
White Oak Community Center Ball Fields  
1700 April Lane Silver Spring

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$70.00	x	16	=	\$1,120.00
<b>Subtotal Group 5 -38 Price</b>					<b>\$3,550.00</b>

**B. Optional Work**

Infield Maintenance and Field Lining Services	\$600.00	x	16	=	\$9,600.00
Infield Leveling	\$600.00	x	1	=	\$600.00
Soccer/Football Field Line Painting	\$300.00	x	16	=	\$4,800.00
Soccer Goal Inspection and Maintenance	\$200.00	x	8	=	\$1,600.00
Infield Mix	\$10,500.00	x	1	=	\$10,500.00

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors. Note 2: Greenscape map is not available for this facility, prospective bidder is responsible for visiting the facility to adequately assess the extent of services to be provided.*

Asset No.

7137

Facility Address

North Potomac Recreation Center  
 13850 Travilah Road Rockville

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$50.00	x	4	=	\$200.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$100.00	x	16	=	\$1,600.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 39 Price</b>					<b>\$4,030.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

7115

Facility Address

Leland/ Jane E Lawton Community Center  
 4301 Willow Lane Chevy Chase

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal	\$100.00	x	4	=	\$400.00
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	\$10.00	x	16	=	\$160.00
Pruning/Trimming	\$50.00	x	2	=	\$100.00
Edging	\$10.00	x	16	=	\$160.00
Weeding	\$10.00	x	16	=	\$160.00
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	\$50.00	x	1	=	\$50.00
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00
Mowing	\$90.00	x	16	=	\$1,440.00
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 40 Price</b>					<b>\$4,070.00</b>

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.  
7108

Facility Address  
Holiday Park Senior Center, 3950 Ferrara Drive, Wheaton

<b>A. Routine Work</b>						
Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price	
Leaf Removal	\$50.00	x	4	=	\$200.00	
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00	
Removal of Grass Clippings	\$10.00	x	14	=	\$140.00	
Pruning/Trimming	\$50.00	x	2	=	\$100.00	
Edging	\$10.00	x	14	=	\$140.00	
Weeding	\$10.00	x	14	=	\$140.00	
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00	
Sweep Parking Lot	\$50.00	x	1	=	\$50.00	
Exterior Drain Cleaning	\$10.00	x	4	=	\$40.00	
Mowing	\$100.00	x	14	=	\$1,400.00	
<b>Subtotal Group 5 - 41 Price</b>					<b>\$3,770.00</b>	

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.	Facility Address				
N/A	Dalewood Playground, Dalewood Drive & Bluehill Rd, Wheaton				
A. Routine Work					
Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Removal/Sweeping of Litter	\$20.00	x	52	=	\$1,040.00
Removal of Grass Clippings	N/A	x	14	=	N/A
Pruning/Trimming	N/A	x	2	=	N/A
Edging	N/A	x	14	=	N/A
Weeding	N/A	x	14	=	N/A
Empty Trash Receptacles	\$10.00	x	52	=	\$520.00
Sweep Parking Lot	N/A	x	1	=	N/A
Exterior Drain Cleaning	N/A	x	4	=	N/A
Mowing	N/A	x	14	=	N/A
Wood Chips (Play Area)	N/A	x	2	=	N/A
Play Sand (Sand Box)	N/A	x	2	=	N/A
<b>Subtotal Group 5 - 42 Price</b>					<b>\$1,560.00</b>

**Total Grounds Maintenance / Scheduled Maintenance Work - Group 5**  
**(5-1 through 5-42) \$164,930.00**

**UNSCHEDULED WORK/GROUNDS MAINTENANCE  
QUOTATION SHEET FOR Group 5 (Recreational Facilities)**

1	Labor Classification	Regular Hourly Rate*	X	Award Factor	=	Subtotal	Overtime/Holiday Hourly Rate*	X	Award Factor	=	Subtotal
	Grounds Supervisor	\$24.00	X	130	=	\$3,120.00	\$24.00	X	48	=	\$1,152.00
	Equipment Operator	\$16.00	X	150	=	\$2,400.00	\$16.00	X	48	=	\$768.00
	Grounds Worker	\$20.00	X	520	=	\$10,400.00	\$20.00	X	150	=	\$3,000.00
	Tree Climber	\$16.00	X	80	=	\$1,280.00	\$16.00	X	40	=	\$640.00
	Helper	\$20.00	X	80	=	\$1,600.00	\$20.00	X	40	=	\$800.00
	Enter hourly rate, multiply by award factor to yield subtotals A through J (Section 1). Add subtotals A through J to yield Total #1										
											\$25,160.00

2	Labor Classification with Equipment	Regular Hourly Rate*	X	Award Factor	=	Subtotal	Overtime/Holiday Hourly Rate*	X	Award Factor	=	Subtotal
	Parking Lot Sweeper with Operator	\$16.00	X	60	=	\$960.00	\$16.00	X	20	=	\$320.00
	Truck Operator	\$16.00	X	20	=	\$320.00	\$16.00	X	50	=	\$800.00
	Enter hourly rate, multiply by award factor to yield subtotals A through D (Section 2). Add subtotals A through D to yield Total #2.										
											\$2,400.00

3 Scheduled Maintenance Work: Add Subtotals Group 5-1 through Group 5-42 to yield Total #3.

											\$164,930.00
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4 Optional Work

Task	Per Unit Cost (\$/sq.)	X	Award Factor	=	Subtotal
Mulching ( \$/per Cubic Yard)	\$28.00	X	400	=	A. \$11,200.00
Chemical Weed Control	\$0.15	X	400	=	B. \$60.00
Irrigation	\$0.15	X	400	=	C. \$60.00
Aeration	\$0.15	X	400	=	D. \$60.00
Fertilization	\$0.15	X	400	=	E. \$60.00
Overseeding	\$0.15	X	400	=	F. \$60.00
Enter per unit cost, multiply by award factor to yield subtotals A through F (Section 4). Add subtotals A through F to yield Total #4					\$11,500.00

5 Add Totals 1 through 4 to yield Grand Total for Group 5. This is the basis for award.

\$203,990.00

**\* The hourly rates (Regular and Overtime/Holiday) must be fully burdened to include all costs for overhead, benefit, profit, etc., and in accordance with the County's Wage Requirements Law (WRL).**  
<https://montgomerycountymd.gov/PRO/DBRC/wage-requirements-law.html>

**b. AWARD SUBMISSIONS:**

The following checked (XX) items (each of which is described in detail in Section A, B, C, or D) and any related attachments to this solicitation, must be submitted within ten (10) working days after the date of the County's written notification of Intent to Award a Contract:

- A statement that the bidder has been regularly and actively engaged in the commercial lawn business (see Provision C.51.b on page 12)
  - A statement listing the Field Supervisor (See Provision C.51.b on page 12)
  - A copy of the certified Commercial Pesticide Applicator's License (See Provision C.51.b on page 12)
  - Minority, Female, Disabled Person Subcontractor Performance Plan. (Attachment B), If requested in the Intent to Award notice. Certificate of Insurance (See page 6, paragraph #21) and Mandatory Insurance Requirements contained in Appendix to Section B.
  - Awardee must provide the applicable insurance coverage and all costs for this coverage must be calculated into your bid price.
  - Wage Requirements Certification of Posting Notice
- Failure to submit information in a timely manner as indicated may cause to consider the Bidder non responsible.**

**OPTIONAL SUBMISSIONS**

The following checked (XX) items (each of which is described in detail in Section A, B, C, or D) and any related attachments to this solicitation), are **requested to be submitted with your bid reply:**

- Minority, Female, Disabled Person Subcontractor Performance Plan (See Attachment B)  
(To ensure a contract can move forward as a result of this solicitation, the plan needs be submitted with your bid.)
- Mid-Atlantic Purchasing Team Rider Clause (See Page D)
- References (See Page C and Provision C.51)
- Minority Business Program & Offeror's Representation (See Attachment A)
- Company Background (See Attachment J)
- A statement that the bidder has been regularly and actively engaged in the commercial lawn business (See Provision C.51.b on page 12)
- A statement listing the Field Supervisor (See Provision C.51.b on page 12)
- A copy of the certified Commercial Pesticide Applicator's License (See Provision C.51.b on page 12)

**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: MONTGOMERY COUNTY GOVERNMENT  
 Address: 1301 SEVEN LOCKS RD City: Rockville ST: MD Zip: 20898  
 Contact Person: WILLIAM N BARKS Phone: 240-882-0106  
 Email Address: WILLIAM.BARKS@MONTGOMERYCOUNTYMD.GOV

2. Name of Firm: MONTGOMERY COUNTY GOVERNMENT - cell: 240-882-0139  
 Address: 1301 SEVEN LOCKS RD City: Rockville ST: MD Zip: 20898

IFB #1139761

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email Address: \_\_\_\_\_

3. Name of Firm: MONTGOMERY COUNTY GOV.  
Address: 1301 SEVEN LODES RD. City: ROCKVILLE ST: MD Zip: 20898  
Contact Person: LESLIE CLARK Phone: 240-447-0558  
Email Address: LESLIE.CLARK@MONTGOMERYCOUNTYMD.GOV.

IFB #1139761  
**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 part 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>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alexandria, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Howard County Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alexandria Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Herndon, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alexandria Sanitation Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leesburg, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annapolis City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loudoun County, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anne Arundel County	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loudoun County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anne Arundel Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loudoun County Water Authority
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arlington County, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manassas, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arlington County Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	City of Manassas Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Baltimore City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manassas Park, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Baltimore County Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MD-National Capital Park & Planning Comm.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bladensburg, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Metropolitan Washington Airports Authority
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bowie, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Metropolitan Washington Council of Governments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BRCPC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Montgomery College
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carroll County	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Montgomery County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carroll County Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince George's County, Maryland
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Charles County Government	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince George's Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Charles County Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince William County, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	City of Fredericksburg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince William County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	College Park, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince William County Service Authority
<input checked="" type="checkbox"/>	<input type="checkbox"/>	District of Columbia Government	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rockville, Maryland
<input checked="" type="checkbox"/>	<input type="checkbox"/>	District of Columbia Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spotsylvania County Govt. & Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	District of Columbia Water & Sewer Auth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stafford County, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fairfax County, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Takoma Park, Maryland
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fairfax County Water Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper Occoquan Sewage Authority
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Falls Church, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	University of the District of Columbia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fauquier County Schools & Govt., Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vienna, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frederick, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Washington Metropolitan Area Transit Auth.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gaithersburg, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Washington Suburban Sanitary Commission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Greenbelt, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Winchester, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Harford County	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Winchester Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Harford County Schools			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Howard County			

JRP MANAGEMENT RESOURCES INC.  
 Vendor's Name

Attachment I

Company Background

Landscaping and Grounds Maintenance Services

Each bidder shall be required to submit the following information within ten (10) working days of notification by the County (See provision C. 50). Failure to submit this documentation as required may be cause for the bidder to be considered non-responsible.

Company Background, Overview, Qualification and Experience:

JRP Management Resources Inc. was founded in 2001 to provide high quality, affordable commercial lawn and grounds maintenance. The company has experienced exceptional growth since its inception and provides all inclusive services for its customers ranging from basic grass mowing to snow related services. JRP has worked with Montgomery County for over 20 years. In working with Montgomery County JRP has provided landscaping and grounds maintenance services at: libraries, police and fire stations, recreational areas, parks and pools, and day-care facilities. The company performs hand mowing, leaf removals, pruning, trimming, edging, weeding, litter pick up, and mulching. Additionally the company has a snow removal contract with DOT of Montgomery County ride on.

The company has 20 employees with the capacity to scale up very quickly if necessary. JRP is a certified MDOT minority small business as well as obtaining a MDA- Maryland Dep. of agriculture license. The company is also Landscaping Contractors Association (LCA) certified. Furthermore, JRP is a Department Environmental Protection (DEP) storm water facility maintenance contractors. In providing these services exceptionally for many years has given JRP a reputation in Lawn and Grounds Maintenance for going the extra mile.

or on separate sheet



**JRP MANAGEMENT RESOURCES, INC.**  
**15808 Phillips Oak Dr.**  
**Spencerville MD 20868**  
**PHONE: 301-421-5917**

**epino@jrpmanagement.com**

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May 12, 2022

Montgomery County  
Department of General Services  
Facilities Management Services  
1301 Seven Locks Road  
Potomac, MD 20854

RE: IFB # 1139761 -  
Landscaping and Grounds Maintenance

Dear Gus Montes De Oca:

Our primary business is specialized with providing you the best and most quality performance in Landscaping and Grounds Maintenance Services; we are in business for more than 20 years, performing Local, State, and Federal Contracts as well Commercial and Institutional Jobs. Also, our project Manager POC Jorge Pino is regularly and actively engaged in the Lawn/Grounds Maintenance in the last 25 years. Here is the list of Supervisors from the County than can give faith of the above mentioned, William Banks, Chris Moore, Will Kaarid, Leslie Clark, Denise Wade, Keith Powers, Jim Sawyer, Eric Rasch, etc.

We have the necessary labor and management on line for the performance of this contract. Our Project Manager POC will be Jorge Pino 240 388 2352 and our second POC will be Javier Pino 301 760 9549 and our third POC will be Jorge Espinola 240 848 0666 and David Yoo 301 395 4813.

If you have any questions o need anything from us. Please do not hesitate to let us know. We look forward to work with you soon.

Sincerely,

  
Jorge Pino  
President



OFFICE OF PROCUREMENT

Marc Erlich  
County Executive

Avinash G. Shetty  
Director

SOLICITATION AMENDMENT #5  
IFB #1139761  
May 9, 2022

PAGE 1 of 5 FOR THE PROCURMENT OF: **Landscaping and Grounds Maintenance**

\*\*\*\*\*

ALL SOLICITATION AMENDMENTS MUST BE ACKNOWLEDGED BY THE OFFEROR PRIOR TO THE HOUR AND DATE SPECIFIED IN THE SOLICITATION (AS AMENDED) FOR RECEIPT OF OFFERS. FAILURE TO ACKNOWLEDGE AN AMENDMENT MAY BE CAUSE TO REJECT THE PROPOSAL.

\*\*\*\*\*

DESCRIPTION OF AMENDMENT: THE FOLLOWING INFORMATION IS APPLICABLE TO THE SOLICITATION.

**CHANGE 1:** The Bid Opening has been postponed from May 12, 2022, at 10:00 AM to May 17, 2022, at 10:00AM.

**CHANGE 2:** Replace entire Excel Quotation Sheet with **Revised Excel Quotation Sheet.** See details on next page, vendor Q&A.

**CHANGE 3:** Add clarification language regarding the Hourly Rates for Unscheduled Work/Ground Maintenance (for each Group Summary) of the Excel Quotation. **"\* The hourly rates (Regular and Overtime/Holiday) must be fully burdened to include all costs for overhead, benefit, profit, etc., and in accordance with the County's Wage Requirements Law (WRL). <https://montgomerycountymd.gov/PRO/DBRC/wage-requirements-law.html>"**

- Revised Excel Quotation Sheet is attached.
- The vendor Q&A is attached.
- New map files for Group 1 Asset 3032, Group 4 Asset 3023, and Group 2 Asset 3019 are attached.

THERE ARE NO OTHER CHANGES.

\*\*\*\*\*

THE SOLICITATION PROVISION ENTITLED "SOLICITATION AMENDMENT" IS APPLICABLE TO THIS AMENDMENT. THE CHANGES SET FORTH BELOW ARE HEREBY INCORPORATED INTO THE ABOVE-CITED SOLICITATION. THE DATE SPECIFIED FOR RECEIPT OF OFFERS HAS BEEN EXTENDED NO LATER THAN **10:00AM, ON MAY 17, 2022.**

ISSUEDBY:

*Rohit Noor*

for

Avinash G. Shetty, Director  
Office of Procurement

NAME OF OFFEROR:

JRP Management Resources INC.  
(Type or print)

NAME AND TITLE OF PERSON  
AUTHORIZED TO SIGN PROPOSAL:

Jorge Pino - President  
(Type or print)

OFFEROR'S SIGNATURE:

*Jorge Pino* . DATE: 5.9.22

Office of Procurement



IFB 1139761  
Amendment 5

IFB 1139761 Landscaping and Grounds Maintenance  
Questions & Answers

Q1. Asset #3032 “Group Home 15309” appears in both Group 1 and Group 4. Please advise.

A2. There was a typo in Group 4. The correct asset number for Group Home, located at 15309 Layhill Road, Wheaton should be **3023**, not 3032. The map file has been corrected to 3023 and there are no other changes to the map other than the asset number (Green area: 88,297 sq ft). The Excel Quotation Sheet (page E-121) has been updated.

In Group 1, the address for Asset 3032, County Facility, 107 Fleet Street, Rockville is listed correctly on the Quotation Sheet. However, there was no map file for this location. Please use the attached map file for Asset 3032, 107 Fleet Street to bid Group 1, item 12 on page E-14 (Green area: 5,356 sq ft).

Q2. Asset #7303A “Broome Center” in Group 1, the two courtyards aren’t included in the greenscape routine maintenance. Is this intentional, or will it be a JAF?

A2. Routine maintenance work for Broome School is as is on the map. Tasks for the two courtyards will be assigned as an unscheduled work/JAF if needed.

Q3. On Group 2 PSTA, the quote sheets ask for bi-weekly, monthly, and biannual cuts but the green space says weekly, biweekly and monthly. Which one is correct?

A3. It should be Routine (Bi-weekly, 14 times per year), Monthly (7 times per year), and **Weekly (28 times per year, not 2)**. Page E-67 has been corrected for Asset 1005, PSTA. Please use the revised Excel Quotation Sheet.

Q4. Homeless men’s shelter on Gude drive has two asset numbers (3017 and 3017A) but they both have same green space. I know they are different areas.

A4. Group 2 item 40, Asset 3017A on page E-68 has been removed from the quotation sheet. Please use the revised Excel Quotation Sheet.

Q5. On Avery Road, Detox and Halfway house for women have the same green space map.

A5. Please use the new map file for Group 2 Asset 3019 Detox & Intermediate Care at 14703 Avery Road. (Green area 53,075 sq ft)

Map file for Asset 3020 Halfway House for Women, 14705 Avery Road (green area 61,206 sq ft) is correct.



OFFICE OF PROCUREMENT

Marc Elrich  
County Executive

Avinash G. Shetty  
Director

SOLICITATION AMENDMENT #4  
IFB #1139761  
May 2, 2022

PAGE 1 of 3 FOR THE PROCURMENT OF: **Landscaping and Grounds Maintenance**

\*\*\*\*\*

ALL SOLICITATION AMENDMENTS MUST BE ACKNOWLEDGED BY THE OFFEROR PRIOR TO THE HOUR AND DATE SPECIFIED IN THE SOLICITATION (AS AMENDED) FOR RECEIPT OF OFFERS. FAILURE TO ACKNOWLEDGE AN AMENDMENT MAY BE CAUSE TO REJECT THE PROPOSAL.

\*\*\*\*\*

DESCRIPTION OF AMENDMENT: THE FOLLOWING INFORMATION IS APPLICABLE TO THE SOLICITATION.

**CHANGE 1:** The Bid Opening has been postponed from May 5, 2022, at 11:00 AM to May 12, 2022, at 10:00AM.

**CHANGE 2:** Replace entire Excel Quotation Sheet with Revised Excel Quotation Sheet to update the following in Group 2:  
Page E-76, Update estimated # times per year on Asset #4126 \*Fire Station #26 6700 Democracy Blvd, Bethesda, item 48,  
Page E-80, Assign Asset No. 4131 and add address to \*Fire Station #31 Closed Lot 12100 Darnestown Road, item 52,  
Page E-81, Assign Asset No. 4110 to \*Fire Station #10 8001 River Road, Bethesda, item 53.

- Revised Excel Quotation Sheet is attached.
- The vendor Q&A is attached.
- New map files with the green space information for Volunteer Fire Stations in Groups 2, 3 and 4 and 1005 PSTA. (See A1 & A4 for links to the new maps)

THERE ARE NO OTHER CHANGES.

\*\*\*\*\*

THE SOLICITATION PROVISION ENTITLED "SOLICITATION AMENDMENT" IS APPLICABLE TO THIS AMENDMENT. THE CHANGES SET FORTH BELOW ARE HEREBY INCORPORATED INTO THE ABOVE-CITED SOLICITATION. THE DATE SPECIFIED FOR RECEIPT OF OFFERS HAS BEEN EXTENDED NO LATER THAN 10:00AM, ON MAY 12, 2022.

ISSUED BY: Robert Norris for  
Avinash G. Shetty, Director  
Office of Procurement

NAME OF OFFEROR: IRP MANAGEMENT RESOURCES INC.  
(Type or print)

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN PROPOSAL: JORGE PINO - PRESIDENT  
(Type or print)

OFFEROR'S SIGNATURE: [Signature] DATE: 5.12.2022  
Office of Procurement

IFB 1139761  
Amendment 4

IFB 1139761 Landscaping and Grounds Maintenance  
Questions & Answers

Following questions are for Group 2.

Q1. The fire stations that are highlighted and are to have invoices sent to a different place than all the rest of the properties don't seem to have any areas on the greenspace marked as to where to cut. There is a map for each but no greenspace.

A1. The Fire Stations that are highlighted in Green within Groups 2, 3 and 4 are the volunteer house. New map files with the green space information are being provided for the volunteer fire stations (VFS).

Links to the updated maps for Volunteer Fire Stations in Groups 2, 3 and 4:

Group 2: Assets 4105, 4106, 4107, 4108, 4109, 4110, 4113, 4120, 4126, 4128, 4130, 4131, and 4133  
<https://app.box.com/s/7pv2q6e2wpgstqsk7qr0oyjezn2c3cim>

Group 3: Asset 4111  
<https://app.box.com/s/in5sml46kjpgvhbtgvtq7gl2mdlqx5xs>

Group 4: Assets 4103, 4104, 4112, 4116, 4119, 4121, 4123, 4123, 4140, and 4202  
<https://app.box.com/s/rjq5a1px3r107mp5nvys9otqs8tcu4o>

Q2. Many daycares several years back changed to wood fiber playground chips; some did not do this. In the quote sheet or in the body of the contract it does not specify which type. It is important to know 1) Are they all getting the same chips and 2) What kind of chip is that going to be? What's the plan for the new contract?

A2. The normal clean wood chips for Day Cares are needed, as specified on page 19, Section D. 3. 1. Wood Chips (At Child Care Centers). When the Centers have Fiber type, we've specified for no fill. There's no change from the previous contract.

Q3. Also pertaining to day cares, under weeding, it states beds and landscaped areas but no day care play areas where the wood chips are. Is this a time and material job to keep playground clean?

A3. If the playgrounds are under the green scape, then they would be weeded. But most will be on a time and material basis.

Q4. PSTA has 3 price levels but on green space only one greenspace map.

A4. There are 3 updated maps for Asset 1005 Public Safety Training Academy – Routine, Weekly & Monthly. Please refer to the new maps, the different levels are specified under the map.

Link to the updated maps for Asset 1005, PSTA Routine, Weekly & Monthly:  
<https://app.box.com/s/mduv8td7deah198w8bbev2a612nupid4>

IFB 1139761  
Amendment 4

Q5. In Group 2 (areas 2, 2A & 3), Asset #4126 - the Est. # of Times per year is listed as 14 for edging, weeding, empty trash, and others. I believe it needs to be revised.

A4. The frequencies listed on quotation sheet for Asset #4126 is incorrect. It should be the same as other assets. The quotation sheet has been corrected.

Bidders should use a **Revised Excel Quotation Sheet** issued with this Solicitation Amendment no. 4.



OFFICE OF PROCUREMENT

Marc Elrich  
County Executive

Avinash G. Shetty  
Director

SOLICITATION AMENDMENT #3  
IFB #1139761  
April 18, 2022

PAGE 1 of 1 FOR THE PROCURMENT OF: **Landscaping and Grounds Maintenance**

\*\*\*\*\*  
ALL SOLICITATION AMENDMENTS MUST BE ACKNOWLEDGED BY THE OFFEROR PRIOR TO THE HOUR AND DATE SPECIFIED IN THE SOLICITATION (AS AMENDED) FOR RECEIPT OF OFFERS. FAILURE TO ACKNOWLEDGE AN AMENDMENT MAY BE CAUSE TO REJECT THE PROPOSAL.  
\*\*\*\*\*

DESCRIPTION OF AMENDMENT: THE FOLLOWING INFORMATION IS APPLICABLE TO THE SOLICITATION.

**CHANGE 1:** The Bid Opening has been postponed from April 21, 2022 at 11:00 AM to May 5, 2022 at 11:00 AM.

**CHANGE 2:** Replace entire Excel Quotation Sheet with **Revised Excel Quotation Sheet** to remove Wood Chips and Play Sand from Asset 3719 Woodlin Day Care, Group 4, Item 20 on page E-132.

- Revised Excel Quotation Sheet is attached.
- The County received additional questions and will provide the Q&A via a subsequent amendment at a later date and time.

THERE ARE NO OTHER CHANGES.

\*\*\*\*\*  
THE SOLICITATION PROVISION ENTITLED "SOLICITATION AMENDMENT" IS APPLICABLE TO THIS AMENDMENT. THE CHANGES SET FORTH BELOW ARE HEREBY INCORPORATED INTO THE ABOVE-CITED SOLICITATION. THE DATE SPECIFIED FOR RECEIPT OF OFFERS HAS BEEN EXTENDED NO LATER THAN 11:00 AM, MAY 5, 2022.

ISSUEDBY: Robert Norris for  
Avinash G. Shetty, Director  
Office of Procurement

NAME OF OFFEROR: JRP Management Resources INC.  
(Type or print)

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN PROPOSAL: Jorge Pino - President  
(Type or print)

OFFEROR'S SIGNATURE: Jorge Pino DATE: 5.12.2022



OFFICE OF PROCUREMENT

Marc Elrich  
County Executive

Avinash G. Shetty  
Director

SOLICITATION AMENDMENT #2  
IFB #1139761  
April 12, 2022

PAGE 1 of 3 FOR THE PROCURMENT OF: **Landscaping and Grounds Maintenance**

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ALL SOLICITATION AMENDMENTS MUST BE ACKNOWLEDGED BY THE OFFEROR PRIOR TO THE HOUR AND DATE SPECIFIED IN THE SOLICITATION (AS AMENDED) FOR RECEIPT OF OFFERS. FAILURE TO ACKNOWLEDGE AN AMENDMENT MAY BE CAUSE TO REJECT THE PROPOSAL.

\*\*\*\*\*

DESCRIPTION OF AMENDMENT: THE FOLLOWING INFORMATION IS APPLICABLE TO THE SOLICITATION.

**CHANGE #1: Replace entire Excel Quotation Sheet with Revised Excel Quotation Sheet. A list of specific changes on Group 5 is listed on the vendor Q&A.**

- The vendor Q&A is attached.
- Revised Excel Quotation Sheet is attached.

THERE ARE NO OTHER CHANGES.

\*\*\*\*\*

THE SOLICITATION PROVISION ENTITLED "SOLICITATION AMENDMENT" IS APPLICABLE TO THIS AMENDMENT. THE CHANGES SET FORTH BELOW ARE HEREBY INCORPORATED INTO THE ABOVE-CITED SOLICITATION. THE DATE SPECIFIED FOR RECEIPT OF OFFERS HAS NOT BEEN EXTENDED.

ISSUED BY:

Rohit Nouris for

Avinash G. Shetty, Director  
Office of Procurement

NAME OF OFFEROR:

JRP Management Resources INC  
(Type or print)

NAME AND TITLE OF PERSON  
AUTHORIZED TO SIGN PROPOSAL:

Jorge Pino - President  
(Type or print)

OFFEROR'S SIGNATURE:

Jorge Pino :: DATE: 5.12.2022

Office of Procurement

27 Courthouse Square, Suite 330 • Rockville, Maryland 20850 • 240-777-9900 • 240-777-9956 TTY • 240-777-9952 FAX  
[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)

IFB 1139761  
Amendment 2

IFB 1139761 Landscaping and Grounds Maintenance  
Question & Answer

Q1: We've identified some issues on Group 5 – Recreational facilities have about 16 facilities that is requesting in the **QUOTATION SHEET for Wood Chips (Play Area) and Play Sand (Sand Box)**, but there are no playgrounds on those assets or Parks and Recreation takes care that. Could you please review the following assets and verify?

Asset 7112 Gwendolyn Comm. Rec.  
Asset 7136 Damascus Comm. Rec.  
Asset 7128 East County Comm. Rec.  
Asset 7127 Germantown Comm. Rec.  
Asset 7105 Longwood Comm. Rec.  
Asset 7111 Plum Gar Rec.  
Asset 7113 Ross Body Rec.  
Asset 7106 Scotland Rec.  
Asset 7107 Upper County Rec.  
Asset 7119 Wheaton Rec.  
Asset 7130 Praisner Rec.  
Asset 7118 Long Branch Rec.  
Asset 7139 Mid County Rec.  
Asset 7110 Kengar Comm.  
Asset 7140 White Oak Comm.  
Asset 7137 North Potomac Rec.

A1: Recreation Centers listed below **should not have Play Sand and Wood Chips** to quote on normal scheduled work. Both Wood Chips and Play Sand were removed from the 19 assets listed below.

Pages

E-154 Clara Barton Neighborhood Recreation Center (Asset 3718A)  
E-155 Gwendolyn E. Coffield Community Recreation Center (Asset 7112)  
E-156 Damascus Community Recreation Center (Asset 7136)  
E-158 East County Community Recreation Center (Asset 7128)  
E-162 Germantown Community Recreation Center (Asset 7127)  
E-163 Longwood Community Recreation Center (Asset 7105)  
E-164 Plum Gar Neighborhood Recreation Center (Asset 7111)  
E-166 Potomac Community Recreation Center (Asset 7114)  
E-169 Ross Body Neighborhood Recreation Center (Asset 7113)  
E-172 Scotland Neighborhood Recreation Center (Asset 7106)  
E-174 Upper County Community Recreation Center (Asset 7107)  
E-176 Wheaton Neighborhood Recreation Center (Asset 7119)  
E-179 Praisner Community Recreation Center (Asset 7130)  
E-181 Long Branch Community Recreation Center (Asset 7118)  
E-182 Mid County Community Recreation Center (Asset 7139)  
E-184 Kengar Community Recreation Center (Asset 7110)  
E-186 White Oak Community Center (Asset 7140)  
E-188 North Potomac Recreation Center (Asset 7137)  
E-189 Leland/ Jane E Lawton Community Center (Asset 7115)

Bidders should use a **Revised Excel Quotation Sheet** issued with this Solicitation Amendment no. 2.

IFB 1139761  
Amendment 2

Q2: On Group 5, Asset 7139 Mid County Rec. Page E-182 // Asset 7139 Mid county Rec. Page E-183 // Asset 7139 Mid County Rec. Ball Field Page E-187. So, there are **three Quotation Sheets of Asset 7139.**

A2: Pages E-182 and E-183 for Asset 7139 are correct, the County is asking two separate quotes. Page E-182 is intended for the main building areas, and Page E-183 is for the ball fields. There are other assets listed twice on Group 5, if the asset has a baseball/soccer field.

Page E-187 should have been Asset 7140A, White Oak Community Center Ball Fields, not Asset 7139. The Quotation Sheet has been corrected.

Bidders should use a **Revised Excel Quotation Sheet** issued with this Solicitation Amendment no. 2.



OFFICE OF PROCUREMENT

Marc Elrich  
County Executive

Avinash G. Shetty  
Director

SOLICITATION AMENDMENT #1  
IFB #1139761  
April 6, 2022

PAGE 1 of 3 FOR THE PROCURMENT OF: **Landscaping and Grounds Maintenance**

\*\*\*\*\*  
ALL SOLICITATION AMENDMENTS MUST BE ACKNOWLEDGED BY THE OFFEROR PRIOR TO THE HOUR AND DATE SPECIFIED IN THE SOLICITATION (AS AMENDED) FOR RECEIPT OF OFFERS. FAILURE TO ACKNOWLEDGE AN AMENDMENT MAY BE CAUSE TO REJECT THE PROPOSAL.  
\*\*\*\*\*

DESCRIPTION OF AMENDMENT: THE FOLLOWING INFORMATION IS APPLICABLE TO THE SOLICITATION.

- The Pre-Bid Conference Sign-In Information is attached.
- The vendor Q&A is attached.

THERE ARE NO OTHER CHANGES.

\*\*\*\*\*  
THE SOLICITATION PROVISION ENTITLED "SOLICITATION AMENDMENT" IS APPLICABLE TO THIS AMENDMENT. THE CHANGES SET FORTH BELOW ARE HEREBY INCORPORATED INTO THE ABOVE-CITED SOLICITATION. THE DATE SPECIFIED FOR RECEIPT OF OFFERS HAS NOT BEEN EXTENDED.

ISSUEDBY: Robert Novis for  
Avinash G. Shetty, Director  
Office of Procurement

NAME OF OFFEROR: JRP Management Resources INC.  
(Type or print)

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN PROPOSAL: Jorge Pino - Resident  
(Type or print)

OFFEROR'S SIGNATURE: Jorge Pino :. DATE: 5.12.2022

Office of Procurement

27 Courthouse Square, Suite 330 • Rockville, Maryland 20850 • 240-777-9900 • 240-777-9956 TTY • 240-777-9952 FAX  
[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)

IFB 1139761  
Amendment 1

Pre-Bid Conference  
Montgomery County Government  
IFB 1139761 Landscaping and Grounds Maintenance  
March 30, 2022, at 1:00 PM  
Microsoft TEAMS Meeting

SIGN-IN SHEET

<b>Name</b>	<b>Company</b>	<b>Contact</b>
Gus MontesDeOca	MCG DGS	Gus.MontesDeOca@montgomerycountymd.gov
Segyung Yaeger	MCG PRO	Segyung.Yaeger@montgomerycountymd.gov
Michael C. Brown	MCG PRO	Michael.Brown@montgomerycountymd.gov
Lola Ijelu	MCG DGS	Lola.Ijelu@montgomerycountymd.gov
Keith Powers	MCG DGS	Keith.Powers@montgomerycountymd.gov
Sunil Pandya	MCG DGS	Sunil.Pandya@montgomerycountymd.gov
James Sawyer	MCG DGS	James.Sawyer@montgomerycountymd.gov
Maria O'Donell	SunRay Lawn and Landscape LLC	Maria@SunRayMD.com
Chris Moore	MCG DGS	Chris.Moore@montgomerycountymd.gov
Gregory Boykin	MCG DGS	Gregory.Boykin@montgomerycountymd.gov
Harrison Long	JB Kline Landscaping	harrison@jbklinelandscaping.com
William Banks	MCG DGS	William.Banks@montgomerycountymd.gov
Tony Mumford	Mumford's Landscaping	tonymumford338@msn.com, 240-601-3620
Chris Retzos	CER Lawns	cerlawns@yahoo.com
Kerri Albright	MCG PRO	Kerri.Albright@montgomerycountymd.gov
Alvin Boss	MCG PRO	alvin.boss@montgomerycountymd.gov
David Yoo	JRP Management Resources, Inc.	davidyoo@jrpmanagement.com, 301-395-4813
Andrew Navarro	EARN Contractors, Inc.	navarroam@earncontractors.com

IFB 1139761  
Amendment 1

IFB 1139761 Landscaping and Grounds Maintenance  
Question & Answer

1. Could you please provide the last contract price itemized per location and type of service?

Answer: The current Landscaping and Grounds Maintenance Services contracts are a result of an IFB (IFB No. 1064643), and the information is open to the public. The County currently has 4 contracts, 1064643, 1078288, 1083334, and 1083335.

A bidder can search and download the current contracts and amendments from the County's Open Data Portal (Data Montgomery).

<https://data.montgomerycountymd.gov/Government/Contracts/vmu2-pnrc/data>

Or click the links below.

Contract 1064643 (Group 1):

[https://apps2.montgomerycountymd.gov/ESBExtApi/api/download-files?req.searchQuery=SolNumber=1064643|Contract\\_Number=1064643|isReleasable=true&req.condition=AND&req.catalog=TjVkvaoNXX](https://apps2.montgomerycountymd.gov/ESBExtApi/api/download-files?req.searchQuery=SolNumber=1064643|Contract_Number=1064643|isReleasable=true&req.condition=AND&req.catalog=TjVkvaoNXX)

Contract 1078288 (Group 5):

[https://apps2.montgomerycountymd.gov/ESBExtApi/api/download-files?req.searchQuery=SolNumber=1064643|Contract\\_Number=1078288|isReleasable=true&req.condition=AND&req.catalog=TjVkvaoNXX](https://apps2.montgomerycountymd.gov/ESBExtApi/api/download-files?req.searchQuery=SolNumber=1064643|Contract_Number=1078288|isReleasable=true&req.condition=AND&req.catalog=TjVkvaoNXX)

Contract 1083334 (Groups 2 and 3):

[https://apps2.montgomerycountymd.gov/ESBExtApi/api/download-files?req.searchQuery=SolNumber=1064643|Contract\\_Number=1083334|isReleasable=true&req.condition=AND&req.catalog=TjVkvaoNXX](https://apps2.montgomerycountymd.gov/ESBExtApi/api/download-files?req.searchQuery=SolNumber=1064643|Contract_Number=1083334|isReleasable=true&req.condition=AND&req.catalog=TjVkvaoNXX)

Contract 1083335 (Group 4):

[https://apps2.montgomerycountymd.gov/ESBExtApi/api/download-files?req.searchQuery=SolNumber=1064643|Contract\\_Number=1083335|isReleasable=true&req.condition=AND&req.catalog=TjVkvaoNXX](https://apps2.montgomerycountymd.gov/ESBExtApi/api/download-files?req.searchQuery=SolNumber=1064643|Contract_Number=1083335|isReleasable=true&req.condition=AND&req.catalog=TjVkvaoNXX)

2. Do we need to bid all 5 groups to be considered at all? Or may we just bid 1 group? I understand that each group must be bid in its entirety, just confused if we must bid all 5 groups to qualify.

Answer: A bidder can bid just one Group or all 5 Groups but may only be awarded up to 2 Groups. Please make sure to bid each line items within the Group (both Group and Group Summary spreadsheets) and complete the vendor preference on Page E-1.

## Local Small Business Reserve Program (LSBRP) Notice

INVITATION FOR BID #1139761

### Landscaping and Grounds Maintenance

This solicitation is reserved for only **application submitted/certified** local small businesses timely registered with the County's LSBRP. This solicitation thus comes under County Code, sections 11B-17A; 11B-65; 11B-70 and Executive Regulation 21-05AM. These documents can be accessed through the LSBRP web site at ([www.montgomerycountymd.gov/LSBRP](http://www.montgomerycountymd.gov/LSBRP)).

LSBRP criteria are based on a firm's location, ownership status, number of employees and annual revenue amount. Submitting a bid/proposal constitutes willfully stating your firm is an **application submitted/certified** Local Small Business. Therefore, if you wish to submit a bid/proposal for this solicitation adhering to the LSBRP, you must:

1. Submit an application as a LSBRP firm prior to the bid's/proposals due date. If your LSBRP status is not **application submitted/certified** in our database prior to the bids/proposal's due date and time, then your bid will be deemed non-responsive and rejected or your proposal will be deemed unacceptable and removed from consideration. Go to the LSBRP web site ([www.montgomerycountymd.gov/LSBRP](http://www.montgomerycountymd.gov/LSBRP)) and follow the instructions under "Register."
2. After the IFB opens or the RFP closes and upon notification by the County, you must provide within three (3) business days the LSBRP documentation of:
  - all of its business location(s) (if more than one),
  - number of employees by location
  - annual gross revenue of the business for the past three fiscal years.

(The preferred documents are a copy of a lease, Maryland Unemployment Insurance Contribution Report (summary or quarterly), and Financial Statement/Tax Returns. At the discretion of the LSBRP, an alternative type of documents might be accepted.)

If, after receipt of these documents, the LSBRP finds that your firm does not meet the LSBRP requirements, then your bid will be deemed non-responsive and rejected or your proposal will be deemed unacceptable and removed from further consideration. For questions, contact the LSBRP (240-777-9913).

# **Notice to Bidders**

## **LSBRP Invitation for Bids #1139761 for**

### **Landscaping and Grounds Maintenance**

**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 quarterly (January, April, July, and October for the prior quarter) 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 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](http://www.montgomerycountymd.gov/WRL)).**

**MONTGOMERY COUNTY, MARYLAND**  
**INVITATION FOR BIDS**  
**GENERAL INFORMATION**

**NOTE TO POTENTIAL BIDDERS:**

Your bid is to be returned in a sealed envelope that should be at least 9-1/2" x 12-1/2" in size, and is to be clearly marked with the IFB number, the Opening Date, and the Opening Time. The County will not be responsible for premature or late opening of a bid that is improperly addressed or identified. Bids must be received at the Office of Procurement, 27 Courthouse Square, Suite 330, Rockville, MD 20850 prior to the date and time specified in the attached solicitation.

The County will not accept bids it receives by fax or email. All faxed or emailed 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, MD 2085

IFB#:	1139761	OPENING DATE:	April 21, 2022 *Opening Virtually. See Page E for details	OPENING TIME:	11:00 A.M.
FOR:	Landscaping and Grounds Maintenance			ISSUE DATE:	March 21, 2022

<b>SECTION A – INSTRUCTIONS, CONDITIONS AND NOTICES</b>	
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"/> <b>METHOD OF AWARD</b> A. _____ B. _____ C. _____ D. _____ E. <input checked="" type="checkbox"/> (other) 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. If all items in a group are not bid, then your bid will be declared non-responsive and rejected. Bidders may submit bids for each Group; however, a bidder may only be awarded up to two Groups. In the event that a Bidder submits the lowest responsive bid for more than one Group, the Bidder will be awarded the Group(s) in the order of preference AND lowest bids submitted per Group by ALL Bidders. If a bidder submits the lowest responsive and responsible bid for more than two Groups, the County will decide which two Groups the bidder will be awarded based on what is in the best interest of the County.
4	<input checked="" type="checkbox"/> <b>OPTIONAL PRE-BID CONFERENCE</b> Date: <u>03/30/2022</u> Time: <u>1:00 P.M.</u> Location: Microsoft Teams Meeting <a href="#">Click here to join the meeting</a> Or call in (audio only) 443-692-5768 Conference ID: 517 034 490#
5	<input checked="" type="checkbox"/> OR EQUAL INTERPRETATION
6	<input checked="" type="checkbox"/> <b>QUESTIONS:</b> Technical Contact: Gus MontesDeOca 240-777-6175 <a href="mailto:Gus.MontesDeOca@montgomerycountymd.gov">Gus.MontesDeOca@montgomerycountymd.gov</a> Non-Technical Contact: Segyung Yaeger 240-777-9944 <a href="mailto:segyung.yaeger@montgomerycountymd.gov">segyung.yaeger@montgomerycountymd.gov</a>

7	<input type="checkbox"/>	SAMPLES
27	<input checked="" type="checkbox"/>	<b>SERVICES CONTRACT</b> (see "NOTICE TO BIDDERS" for website of the current wage rate)
28	<input type="checkbox"/>	<b>CONSTRUCTION CONTRACT</b> (see Attachment D)
29	<input type="checkbox"/>	<b>N/A-LOCAL BUSINESS PREFERENCE (LBP)</b> <a href="https://www.montgomerycountymd.gov/pro/dbrc/LBPP.html">https://www.montgomerycountymd.gov/pro/dbrc/LBPP.html</a>
30	<input checked="" type="checkbox"/>	Tie Bids
<b>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.</b>		
<b>SECTION B – GENERAL CONDITIONS OF CONTRACT BETWEEN COUNTY &amp; CONTRACTOR</b> 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)		
<b>SECTION C – SPECIAL TERMS AND CONDITIONS</b> 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"/>	<b>ANNUAL PRICE ADJUSTMENT</b> A. _____ Commodity/Service Group: B. <input checked="" type="checkbox"/> All Items
3	<input type="checkbox"/>	CATALOG DISCOUNT PRICES
4	<input type="checkbox"/>	CATALOG/PRICE LIST REQUIREMENTS
5	<input type="checkbox"/>	CERTIFICATE OF ORIGIN
6	<input type="checkbox"/>	CLEANING OF SITE
7	<input checked="" type="checkbox"/>	<b>CONTRACT ADMINISTRATOR</b>
8	<input checked="" type="checkbox"/>	<b>CONTRACT TERM</b> <input checked="" type="checkbox"/> A. _____ B. Other: _____
9	<input checked="" type="checkbox"/>	CONTRACT VALUE
10	<input type="checkbox"/>	CONTRACTOR RESPONSE
11	<input checked="" type="checkbox"/>	CORRECTION OF WORK AFTER FINAL PAYMENT
12	<input type="checkbox"/>	CORRECTION OF WORK BEFORE FINAL PAYMENT
13	<input type="checkbox"/>	DAMAGE/SHORTAGE

14		DEALER STATUS
15	<input checked="" type="checkbox"/>	DELAYS AND EXTENSION OF TIME
16		DELIVERY INSTRUCTIONS
17	<input checked="" type="checkbox"/>	DEPARTMENTS AUTHORIZED TO USE CONTRACT(S) Department of General Services – Division of Facilities Management
18		EQUIPMENT PREPARATION
19		ESTIMATES
20	<input checked="" type="checkbox"/>	FAILURE TO PERFORM/DELIVER
21		HEAVY DUTY
22	<input checked="" type="checkbox"/>	INVOICES – Dept. of General Services, Division of Facilities Management Attn: Alvin Crutcher Emailed to: <a href="mailto:DFMinvoices@montgomerycountymd.gov">DFMinvoices@montgomerycountymd.gov</a> Fire and Rescue Service (MCFRS) (Locations with an asterisk (*) next to the facility address on the Quotation Sheet, within Groups 2, 3 & 4) Attn: Captain Mike Weimer Emailed to: <a href="mailto:Fire.BLDGMaintAdmin@montgomerycountymd.gov">Fire.BLDGMaintAdmin@montgomerycountymd.gov</a> All true and correct 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	<input checked="" type="checkbox"/>	MATERIALS
27	<input checked="" type="checkbox"/>	METHOD OF ORDERING
28	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	QUANTITIES
41		SAFETY STANDARDS
42		SERVICE
43	<input checked="" type="checkbox"/>	SITE INSPECTION Site inspections may be scheduled by contacting: Group 1 – Area 1 Jim Sawyer- 240-777-5346  Group 2 – Areas 2 & 3 Keith Powers- 240-777-6082  Group 3 - Area 2A Denise Wade (240) 777-5393  Group 3 - Areas 4 & 5 Leslie Clark (240) 777-6049  Group 4 – Areas 6 & 7 William Banks (240) 777-6176  Group 5 – Recreational Facilities Chris Moore- 240-777-5377 William Kaarid-240-777-6869
44		TRAVEL TIME
45		WARRANTY
46	<input checked="" type="checkbox"/>	ADD OR DELETE
47	<input checked="" type="checkbox"/>	ESTIMATES FOR UNSCHEDULED WORK
48	<input checked="" type="checkbox"/>	FAILURE TO PERFORM
49	<input checked="" type="checkbox"/>	FREQUENCIES OF SERVICES
50	<input checked="" type="checkbox"/>	PERSONNEL STANDARDS
51	<input checked="" type="checkbox"/>	QUALIFICATION OF BIDDERS
52	<input checked="" type="checkbox"/>	SUSPENSION OF WORK BY COUNTY

**MANDATORY SUBMISSIONS:**

a. **BID SUBMISSIONS:**

The following checked (XX) items (each of which is described in detail in Section A, B, C, or D) and any related attachments to this solicitation must be submitted with your bid reply:

**One original and one hard copy of “SOLICITATION, BID AND AWARD SHEET” (including page E, E-1 (Preference) and E-2 through E-193 (Excel Quotation Sheets), and one e-copy of Excel Quotation Sheets in a USB thumb drive.**

**The Quotation Sheet is available as an Excel spreadsheet and MUST be submitted to the County on a thumb drive in addition to a paper copy.**

**XX Wage Requirements Certification (See “NOTICE TO BIDDERS” for website providing the current wage rate) and (See Attachment C)**

**Failure to submit the mandatory bid submissions may be cause for your bid to be deemed nonresponsive.**

(Bidders Must Complete the **NAME & SIGNATURE REQUIREMENTS** in Part II on the Solicitation, Bid and Award Sheet, Page E)

**b. AWARD SUBMISSIONS:**

The following checked (XX) items (each of which is described in detail in Section A, B, C, or D) and any related attachments to this solicitation, must be submitted within ten (10) working days after the date of the County's written notification of Intent to Award a Contract:

- XX A statement that the bidder has been regularly and actively engaged in the commercial lawn business (see Provision C.51.b on page 12)
  - XX A statement listing the Field Supervisor (See Provision C.51.b on page 12)
  - XX A copy of the certified Commercial Pesticide Applicator's License (See Provision C.51.b on page 12)
  - XX Minority, Female, Disabled Person Subcontractor Performance Plan. (Attachment B), If requested in the Intent to Award notice. Certificate of Insurance (See page 6, paragraph #21) and Mandatory Insurance Requirements contained in Appendix to Section B.
  - XX Awardee must provide the applicable insurance coverage and all costs for this coverage must be calculated into your bid price.
  - XX Wage Requirements Certification of Posting Notice
- Failure to submit information in a timely manner as indicated may be cause to consider the Bidder non responsible.**

**OPTIONAL SUBMISSIONS**

The following checked (XX) items (each of which is described in detail in Section A, B, C, or D) and any related attachments to this solicitation), are **requested to be submitted with your bid reply:**

- XX Minority, Female, Disabled Person Subcontractor Performance Plan (See Attachment B)  
**(To ensure a contract can move forward as a result of this solicitation, the plan needs be submitted with your bid.)**
- XX Mid-Atlantic Purchasing Team Rider Clause (See Page D)
- XX References (See Page C and Provision C.51)
- XX Minority Business Program & Offeror's Representation (See Attachment A)
- XX Company Background (See Attachment J)  
A statement that the bidder has been regularly and actively engaged in the commercial lawn business (See Provision C.51.b on page 12)
- XX A statement listing the Field Supervisor (See Provision C.51.b on page 12)
- XX A copy of the certified Commercial Pesticide Applicator's License (See Provision C.51.b on page 12)

**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: \_\_\_\_\_

IFB #1139761

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 Contractors(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 # 1139761	<b>MONTGOMERY COUNTY, MARYLAND</b> <b>Landscaping and Grounds Maintenance Services</b> <b>SOLICITATION, BID AND AWARD SHEET</b>	RETURN BID TO: OFFICE OF PROCUREMENT 27 Courthouse Square, Suite 330, Rockville, MD 20850
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**PART I: SOLICITATION (Invitation for Bids (“IFB”))**

SEALED BIDS IN **1 (ONE) ORIGINAL AND 1 (ONE) HARD COPY AND 1 (ONE) E-COPY** OF THE QUOTATION SHEETS IN AN USB FLASH DRIVE TO FURNISH THE SUPPLIES AND/OR SERVICES DESCRIBED ON THE ATTACHED QUOTATION SHEETS WILL BE RECEIVED UP TO **11:00 A.M.** LOCAL TIME ON **04/21/2022**. BIDS WILL BE PUBLICLY OPENED AT THE DATE AND TIME STATED VIRTUALLY [Click here to join the meeting](#) Or call in (audio only) 443-692-5768, Conference ID: 679 256 91#.

**BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED TO THE BIDDER.** 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](http://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:	<b>YOUR CONTRACT NUMBER IS:</b>

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**  
**INSTRUCTION**

The Quotation Sheet/Schedule of Unit Prices (pages E-2 through E-193) have been made available as a limited-access Microsoft Excel file along with the IFB package. This spreadsheet is formula-driven based on Bidder’s Unit Price entries and will automatically complete the Aggregate Bid Total using formulas.

The final Excel Quotation Sheet document must be delivered on a USB thumb drive in an Excel format, in addition to a printed copy, with the Bid Package by the due date on the Invitation for Bids cover sheet. Otherwise, your bid will be considered non-responsive and rejected. The file is compatible with various spreadsheet programs, including Open Office and Google Documents, which do not require the purchase of a user license.

**Bidders must complete the Group spreadsheet in addition to the Group Summary spreadsheet for each Group you bid on.** Bidders must bid each item within a particular Group in order to be eligible for an award for the Group itself. Failure to bid each item will result in the bidder being non-responsive. Bidders may submit bids for each Group; however, a bidder may only be awarded up to two Groups. In the event that the Bidder submits the lowest responsive bid for more than one Group, the Bidder will be awarded the Group(s) in the order of preference listed below AND lowest bids submitted per Group by ALL Bidders. A Bidder may only be awarded up to two Groups.

Example: Company A submitted the lowest responsive bid for Group 1, 2 and 3. Its Preference lists Group 2 as its first preference, Group 3 as its second preference and Group 1 as its third preference. Therefore, Company A will be awarded Groups 2 and 3, and Group 1 will be awarded to the next lowest responsive bidder.

Note: The County may award outside of a Bidder’s Preference order if a Bidder is considered to be non-responsive or a bid number is determined to be excessive.

**PREFERENCE:**

Group 1: \_\_\_\_\_

Group 2: \_\_\_\_\_

Group 3: \_\_\_\_\_

Group 4: \_\_\_\_\_

Group 5: \_\_\_\_\_

\* Each Asset listed in the Quotation sheet has a Greenscape Map, but bidders are encouraged to visit each facility in order to become familiar with actual site conditions. (See Provision C. 43 Site Inspection).

Map files for Group 1 (21 MB) <https://app.box.com/shared/static/fd4gzsxpvvclol1hal2xaj70yp7vr63.zip>

Map files for Group 2 (98.7 MB): <https://app.box.com/shared/static/pajnilf8uo66wbt18u8cz5gxdixr4n60.zip>

Map files for Group 3 (23.8 MB): <https://app.box.com/shared/static/rwqvbvo0kye3gxu6k7aa555z707sdq3wb.zip>

Map files for Group 4 (46.3 MB): <https://app.box.com/shared/static/hbsi09gisif2xufzeb6dkwgul8k459vg.zip>

Map files for Group 5 (95 MB): <https://app.box.com/shared/static/5if9dn6cccl0dnrzuqkbrga99z47rkk9.zip>

**\*\* Exception Note for Groups 2, 3 & 4**

Invoices for facilities identified with an asterisk (\*) next to the facility address on the Quotation Sheet are to be sent to Dept. of Fire and Rescue Services.

Fire and Rescue Services (MCFRS)

Attn: Captain Mike Weimer

Email to: Fire.BLDGMaintAdmin@montgomerycountymd.gov

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**GROUP 1**  
**AREA 1**

Item	Asset No.	Facility Address
1	<a href="#">1001</a>	Stella B. Werner (COB) 100 Maryland Avenue, Rockville
2	<a href="#">1002</a>	Grey Courthouse, 27 Courthouse Square, Rockville
3	<a href="#">1003</a>	Red Brick Courthouse, 29 Courthouse Square, Rockville
4	<a href="#">1008</a>	Executive Office Building, 101 Monroe Street, Rockville
5	<a href="#">1009</a>	Judicial Center, 50 Maryland Avenue, Rockville
6	<a href="#">1014</a>	Hungerford Office Building, 401 Hungerford Drive, Rockville
7	<a href="#">1015</a>	DGS Facility, 120 Maryland Avenue, Rockville
8	<a href="#">3010</a>	HHS - 1 Lawrence Court, Rockville
9	<a href="#">3029</a>	TASC, 150 Maryland Avenue, Rockville
10	<a href="#">3030</a>	County Facility, 103 Fleet Street, Rockville
11	<a href="#">3031</a>	County Facility, 105 Fleet Street, Rockville
12	<a href="#">3032</a>	County Facility, 107 Fleet Street, Rockville
13	<a href="#">4505</a>	Alternative Community Service, 101 Fleet Street, Rockville
14	<a href="#">5403A</a>	COB Garage, 255 East Jefferson Street, Rockville
15	<a href="#">5505</a>	Jurors Parking Lot, 301 East Jefferson Street, Rockville
16	<a href="#">9049B</a>	Lone Oak Daycare, 1010 Grandin Ave., Rockville
17	<a href="#">3007</a>	DGS Facility, 175 Watts Branch Pkwy, Rockville
18	<a href="#">1027</a>	DGS Facility, 260 East Jefferson Street, Rockville
19	<a href="#">2013</a>	Twinbrook Library, 202 Meadow Hall Road, Rockville
20	<a href="#">7303A</a>	Broome Center, 751 Twinbrook Parkway, Rockville

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**GROUP 1**  
**(Area 1)**

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

Asset No.

Facility Address

1001

Stella B. Werner (COB) 100 Maryland Avenue, Rockville

**A. Routine Work**

Maintenance Task	Unit Price	x	Est. # of Times per Year	=	Estimated Yearly Price
Leaf Removal		x	4	=	\$0.00
Removal/Sweeping of Litter		x	52	=	\$0.00
Removal of Grass Clippings			14	=	\$0.00
Pruning/Trimming		x	2	=	\$0.00
Edging		x	14	=	\$0.00
Weeding		x	14	=	\$0.00
Empty Trash Receptacles		x	52	=	\$0.00
Sweep Parking Lot		x	1	=	\$0.00
Exterior Drain Cleaning		x	4	=	\$0.00
Mowing		x	14	=	\$0.00
<b>Subtotal Group 1 – 1 Price</b>					<b>\$0.00</b>

Please Use Attached Excel Spreadsheet. For Reference Purposes Only.

**UNSCHEDULED WORK/GROUNDS MAINTENANCE  
QUOTATION SHEET FOR GROUP 1 (AREA 1)**

1	Labor Classification	Regular Hourly Rate	Award Factor	=	Subtotal	Overtime/Holiday Hourly Rate	X	Award Factor	=	Subtotal	
	Grounds Supervisor		130	=	A.	\$0.00	X	48	=	F.	\$0.00
	Equipment Operator		150	=	B.	\$0.00	X	48	=	G.	\$0.00
	Grounds Worker		20	=	C.	\$0.00	X	150	=	H.	\$0.00
	Tree Climber		80	=	D.	\$0.00	X	40	=	I.	\$0.00
	Helper		80	=		\$0.00	X	40	=	J.	\$0.00
	Enter hourly rate, multiply by award factor to yield subtotals A through J (Section 1). Add subtotals A through J to yield Total #1										

2	Labor Classification with Equipment	Regular Hourly Rate	Award Factor	=	Subtotal	Overtime/Holiday Hourly Rate	X	Award Factor	=	Subtotal	
	Parking Lot Sweeper with Operator		60	=	A.	\$0.00	X	20	=	C.	\$0.00
	Truck Operator		20	=	B.	\$0.00	X	50	=	D.	\$0.00
	Enter hourly rate, multiply by award factor to yield subtotals A through D (Section 2). Add subtotals A through D to yield Total #2.										

3 Scheduled Maintenance Work: Add Subtotals Group 1-1 through Group 1-20 to yield Total #3.



4 Optional Work

Task	Per Unit Cost (\$/sq.)	X	Award Factor	=	Subtotal
Mulching ( \$/per Cubic Yd)		X	400	=	A. \$0.00
Chemical Weed Control		X	400	=	B. \$0.00
Irrigation		X	400	=	C. \$0.00
Aeration		X	400	=	D. \$0.00
Fertilization		X	400	=	E. \$0.00
Overseeding		X	400	=	F. \$0.00
Enter per unit cost, multiply by award factor to yield subtotals A through F (Section 4). Add subtotals A through F to yield Total #4					\$0.00
5 Add Totals 1 through 4 to yield Grand Total for Group 1. This is the basis for award.					\$0.00

Please Use Attached Excel Spreadsheet. For Reference Purpose Only.

**QUOTATION SHEET****Grounds Maintenance/ Scheduled Maintenance Work****Group 2****AREAS 2, 2A & 3**

<b>Item</b>	<b>Asset No.</b>	<b>Facility Address</b>
1	<a href="#">1016</a>	Upper County Service Center, 12900 Middlebrook Rd., Germantown
2	<a href="#">2019</a>	Gaithersburg Library, 18330 Montgomery Village Ave., Gaithersburg
3	<a href="#">2020</a>	Olney Library, 3500 Olney/Laytonsville Road, Olney
4	<a href="#">2023</a>	Damascus Library/Senior Center, 9701 Main St., Damascus
5	<a href="#">2024</a>	Quince Orchard Library, 15831 Quince Orchard Road, North Potomac
6	<a href="#">2027</a>	Germantown Library, 19840 Century Blvd., Germantown
7	<a href="#">3006</a>	Second Genesis, 14701 Avery Road, Rockville
8	<a href="#">3710</a>	Brook Grove Child Care Center, 18303 Brook Grove Road, Olney
9	<a href="#">3017</a>	Homeless Men's Shelter, 600 East Gude Dr., Rockville
10	<a href="#">3019</a>	Detox & intermediate Care, 14703 Avery Road, Rockville
11	<a href="#">3020</a>	Halfway House for Women, 14705 Avery Road, Rockville
12	<a href="#">3036</a>	HHS Home, 6316 Munbaster Mill Road, Derwood
13	<a href="#">3043</a>	Group Home, 5839 Riggs Rd., Laytonsville
14	<a href="#">3044</a>	Group Home, 5834 Riggs Rd., Laytonsville
15	<a href="#">3046</a>	HHS, 1301 Piccard Drive, Rockville
16	<a href="#">3047</a>	HHS Shelter, 20201 Watkins Mill Road, Gaithersburg
17	<a href="#">3048</a>	DGS Facility, 14810 Broschart Dr., Rockville
18	<a href="#">3702</a>	Shady Grove Child Care, 14910 Broschart Drive, Rockville
19	<a href="#">3705</a>	Gaithersburg Child Care, 112 west Diamond Ave., Gaithersburg
20	<a href="#">3708</a>	Hadley Child Care Center, 7301 Hadley Farms Drive, Gaithersburg
21	<a href="#">3709</a>	Waring Station Child Care, 18815 Waring Station Road, Germantown
22	<a href="#">3711</a>	Damascus Child Care Center, 9625 Main Street, Damascus
23	<a href="#">3712</a>	Stonemill Daycare, 14323 Stonebridge Drive, Rockville
24	<a href="#">4005</a>	Germantown Police Station, 20000 Aircraft Drive, Germantown
25	<a href="#">4010</a>	Police Vehicle Recovery, 305 Metropolitan Grove Road, Gaithersburg
26A	<a href="#">4011</a>	DGS Facility (Police Cost 1), 16600 Elmer School Road, Poolesville
26B	<a href="#">4011</a>	DGS Facility (Facility Cost), 16600 Elmer School Road, Poolesville
26C	<a href="#">4011</a>	DGS Facility (Police Cost 2), 16600 Elmer School Road, Poolesville
27	<a href="#">4036</a>	DGS Facility, 1300 Quince Orchard Blvd., Gaithersburg

IFB #1139761

28	<a href="#">4122</a>	Fire Station #22, 18910 Germantown Road, Germantown
29	<a href="#">4129</a>	Fire Station # 29, 20001 Crystal Rock Drive, Germantown
30	<a href="#">4131</a>	Fire Station #31, 12100 Darnestown Road, North Potomac
31	<a href="#">4134</a>	Fire Station #34, 20633 Boland Farm Road, Germantown
32	<a href="#">5243</a>	Communications Repair Shop, 16647 Crabbs Branch Way, Derwood
33	<a href="#">5416</a>	EMTOC, 16700 Crabbs Branch Way, Derwood
34	<a href="#">6512</a>	DFRS Apparatus Repair Center, 14935 Southlawn Lane, Rockville
35	<a href="#">7309</a>	Black Rock Arts Ctr., 12901 Town Commons Drive, Germantown
36	<a href="#">9413</a>	Barnesville Rail Station, 21590 Beallsville Road, Barnesville
37	<a href="#">4017</a>	Animal Shelter, 7315 Muncaster Mill Road, Derwood
38	<a href="#">3061</a>	Men's Overflow Shelter, 16911 Crabbs Branch Way, Derwood
39	<a href="#">1005</a>	PSTA, 8751 Snouffer Road, Gaithersburg
40	<a href="#">3017A</a>	Men's Shelter, 600 East Gude Drive, Rockville
41	<a href="#">4105</a>	* Fire Station #5 10620 Connecticut Avenue, Kensington
42	<a href="#">4106</a>	* Fire Station #6 660 Wisconsin Avenue, Bethesda
43	<a href="#">4107</a>	* Fire Station #7 8001 Connecticut Avenue, Chevy Chase
44	<a href="#">4108</a>	* Fire Station #8 891 Russell Avenue, Gaithersburg
45	<a href="#">4109</a>	* Fire Station #9 25801 Frederick Road, Clarksburg
46	<a href="#">4113</a>	* Fire Station #13 26334 Ridge Road, Damascus
47	<a href="#">4120</a>	* Fire Station #20 9041 Old Georgetown Road, Bethesda
48	<a href="#">4126</a>	* Fire Station #26 6700 Democracy Blvd., Bethesda
49	<a href="#">4128</a>	* Fire Station #28 7272 Muncaster Mill Road, Gaithersburg
50	<a href="#">4130</a>	* Fire Station #30 9404 Falls Road, Potomac
51	<a href="#">4133</a>	* Fire Station #33 11430 Falls Road, Potomac
52	<a href="#">N/A</a>	* Fire Station #31, Closed Lot
53	<a href="#">N/A</a>	* Fire Station #10 8001 River Road, Bethesda
54	<a href="#">3715</a>	Kid Stop Day Care 15910 Sommerville Dr., Rockville
55	<a href="#">4132</a>	Fire Station #32, 9615 Darnestown Road, Rockville
56	<a href="#">9217</a>	Moneysworth House 22990 Whelan Lane, Boyds
57	<a href="#">4508</a>	MCCF Solar Fields 22880 Whelan Lane, Boyds
58	<a href="#">1025</a>	National Cybersecurity Center of Excellence, 9700 Great Seneca Hwy, Rockville

**\* Exception Note:** Invoices for facilities identified with an asterisk (\*) next to facilities address are to be sent to Fire and Rescue Services (MCFRS) Attn: Capt. Mike Weimer, Fire.BLDGMaintAdmin@montgomerycountymd.gov

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 3**  
**(AREAS 2A, 4 & 5)**

Item	Asset No.	Facility Address
1	<a href="#">2003</a>	Chevy Chase Library, 8005 Connecticut Ave., Chevy Chase
2	<a href="#">2004</a>	Davis Library, 6400 Democracy Blvd., Bethesda
3	<a href="#">2007</a>	Kensington Library, 4201 Knowles Avenue, Kensington
4	<a href="#">2008</a>	Little Falls Library, 5501 Massachusetts Ave., Bethesda
5	<a href="#">2016</a>	Bethesda Library, 7400 Arlington Road, Bethesda
6	<a href="#">2021</a>	Potomac Library, 10101 Glenolden Drive, Potomac
7	<a href="#">4001</a>	MC Office Building, 1451 Seven Locks Road, Potomac
8	<a href="#">4002</a>	Bethesda Police Station, 4002 Rugby Avenue, Bethesda
9	<a href="#">5101B</a>	Bethesda Maintenance Depot, 1283 Seven Locks Road, Potomac
10	<a href="#">2001</a>	Aspen Hill Library, 4407 Aspen Hill Road, Rockville
11	<a href="#">5508</a>	St. Elmo Street Parking Lot, 4823 St. Elmo Street Bethesda
12	<a href="#">6507</a>	DFM, 1301 Seven Locks Road, Potomac
13	<a href="#">9030</a>	Georgetown Hill School, 11614 Seven Locks Rd, Potomac (Athletic Field only)
14	<a href="#">9031</a>	Montgomery Hills School, 2010 Linden lane, Silver Spring (Athletic field only)
15	<a href="#">5108</a>	Gaithersburg Depot, 17000 Crabbs Branch Way, Rockville
16	<a href="#">3018</a>	HHS Shelter, 5320 Marinelli Road, Rockville
17	<a href="#">5499</a>	Bus Transit Facility, 4915-4943 Nicholson Court, Kensington
18	<a href="#">4171</a>	* Fire Station #11 5920 Massachusetts Avenue, Bethesda
19	<a href="#">3063</a>	Nebel Street Homeless Center 11600 Nebel Street, Rockville

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**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 4**  
**AREAS 6 & 7**

<b>Item</b>	<b>Asset No.</b>	<b>Facility Address</b>
1	<a href="#">1013</a>	Silver Spring Health Center, 8818 Georgia Avenue, Silver Spring
2	<a href="#">1020</a>	East County Services Center & Fountain Area, 3300 Briggs Chaney Rd., Silver Spring
3	<a href="#">2012</a>	Friends of Libraries Store, 8901 Colesville Road, Silver Spring
4	<a href="#">2015</a>	White Oak Library, 11701 New Hampshire Avenue, Silver Spring
5	<a href="#">2018</a>	Long branch Library, 8800 Garland Avenue, Silver Spring
6	<a href="#">2022</a>	Fairland Library, 14910 Old Columbia Pike, Burtonsville
7	<a href="#">3015</a>	Colesville Health Center, 14015 New Hampshire Ave., Silver Spring
8	<a href="#">3016</a>	Dennis Avenue Health Center, 2000 Dennis Avenue, Silver Spring
9	<a href="#">3032</a>	Group Home, 15309 Layhill Road, Wheaton
10	<a href="#">3042</a>	CASA Labor Services, 734 University Blvd., Silver Spring
11	<a href="#">4004</a>	Wheaton/Olenmont Police Station, 2300 Randolph Road, Wheaton
12	<a href="#">4101</a>	Fire Station #1, 8110 Georgia Avenue, Silver Spring
13	<a href="#">4115</a>	Fire Station #15, 13900 Old Columbia Pike, Burtonsville
14	<a href="#">4118</a>	Fire Station #18, 12210 Georgia Avenue, Silver Spring
15	<a href="#">4125</a>	Fire Station #25, 14401 Connecticut Avenue, Aspen Hill
16	<a href="#">5106</a>	Silver Spring Depot, 8710 Brookville Road, Silver Spring
17	<a href="#">5507</a>	DOT Employee Parking Lot G, 8710 Brookville Road, Silver Spring
18	<a href="#">7128</a>	East County Comm. Ctr., 3310 Gateshead Manor Way, Silver Spring
19	<a href="#">9027</a>	Randolph School, 11710 Hunters Lane, Rockville (Athletic Field Only)
20	<a href="#">3719</a>	Woodlin Day Care 9500 Brunette Avenue, Silver Spring
21	<a href="#">1024</a>	Silver Spring Civic Center 1 Veterans Plaza, Silver Spring
22	<a href="#">2011</a>	900 Wayne Avenue, Silver Spring

IFB #1139761

23	<a href="#">4013</a>	3rd District Police Station 1002 Milestone Drive, Silver Spring
24	<a href="#">4103</a>	* Fire Station #3 380 Hungerford Drive
25	<a href="#">4104</a>	* Fire Station #4 17921 Brooke Road, Sandy Spring
26	<a href="#">4112</a>	* Fire Station #12 10617 New Hampshire Ave, Silver Spring
27	<a href="#">4116</a>	* Fire Station #16 111 University Blvd, Silver Spring
28	<a href="#">4119</a>	* Fire Station #19 1945 Seminary Road, Silver Spring
29	<a href="#">4121</a>	* Fire Station #21 12500 Veirs Mills Road, Rockville
30	<a href="#">4123</a>	* Fire Station #23 121 Rollins Avenue, Rockville
31	<a href="#">4124</a>	* Fire Station #24 13216 New Hampshire Ave, Silver Spring
32	<a href="#">4140</a>	* Fire Station #40 16911 Georgia Avenue, Olney
33	<a href="#">4202</a>	* Rescue Squad R2 2400 Arcola Avenue, Wheaton

\* **Exception Note:** Invoices for facilities identified with an asterisk (\*) next to facilities address are to be sent to Fire and Rescue Services (MCFRS) Attn: Capt. Mike Weimer, Fire.BLDGMaintAdmin@montgomerycountymd.gov

For Reference Purpose Only.  
Please Use Attached Excel Spreadsheet.

**QUOTATION SHEET**  
**Grounds Maintenance/ Scheduled Maintenance Work**  
**Group 5**  
**(Recreational Facilities)**

Item	Asset No.	Facility Address
1	<a href="#">7109</a>	Good Hope Neighborhood Recreation Center 14715 Good Hope Road, Silver Spring
2	<a href="#">7109</a>	Good Hope Neighborhood Recreation Center Baseball Field 14715 Good Hope Road, Silver Spring
3	<a href="#">7104</a>	Bauer Drive Community Recreation Center 14625 Bauer Drive, Rockville
4	<a href="#">7104</a>	Bauer Drive Community Recreation Center Soccer Field 14625 Bauer Drive, Rockville
5	<a href="#">3718A</a>	Clara Barton Neighborhood Recreation Center 7425 MacArthur Blvd., Cabin John
6	<a href="#">7112</a>	Gwendolyn E. Coffield Community Recreation Center 2450 Laytonsville Road, Silver Spring
7	<a href="#">7136</a>	Damascus Community Recreation Center 25520 Oak Drive, Damascus
8	<a href="#">7136A</a>	Damascus Community Recreation Center Ball Fields 25520 Oak Drive, Damascus
9	<a href="#">7128</a>	East county Community Recreation Center 3310 Gateshead Manor Way, Silver Spring
10	<a href="#">7101</a>	Margaret Schweinhaut Senior Center 1000 Forest Glen Road, Silver Spring
11	<a href="#">7216</a>	Germantown Indoor Swim Center 18000 Central Park Circle, Boyds
12	<a href="#">7127A</a>	Germantown Outdoor Pool 18905 Kingsview Road, Germantown
13	<a href="#">7127</a>	Germantown Community Recreation Center 18905 Kingsview Road, Germantown
14	<a href="#">7105</a>	Longwood Community Recreation Center 19300 Georgia Avenue, Brookeville
15	<a href="#">7111</a>	Plum Gar Neighborhood Recreation Center 19561 Scenery Road, Germantown
16	<a href="#">7111A</a>	Plum Gar Neighborhood Recreation Center Baseball Field 19561 Scenery Road, Germantown
17	<a href="#">7114</a>	Potomac Community Recreation Center 11315 Falls Road Potomac
18	<a href="#">7114</a>	Potomac Community Recreation Center Ball Fields 11315 Falls Road Potomac
19	<a href="#">7209</a>	KSAC indoor Pool 5900 Executive Blvd. Bethesda
20	<a href="#">7113</a>	Ross Body Neighborhood Recreation Center 18529 Brooke Road, Sandy Spring

IFB #1139761

21	<a href="#">7113</a>	Ross Body Neighborhood Recreation Center Ball Field 18529 Brooke Road, Sandy Spring
22	<a href="#">7201</a>	Wheaton/Glenmont Pool 12621 Dalewood Drive, Wheaton
23	<a href="#">7106</a>	Scotland Neighborhood Recreation Center 7700 Scotland Drive, Potomac
24	<a href="#">7208</a>	Upper County Outdoor Pool 8211 Emory Grove Road, Gaithersburg
25	<a href="#">7107</a>	Upper County Community Recreation Center 8201 Emory Grove Road, Gaithersburg
26	<a href="#">7210</a>	Western County Outdoor Pool 20151 Fisher Avenue, Poolesville
27	<a href="#">7119</a>	Wheaton Neighborhood Recreation Center 11711 Georgia Avenue, Wheaton
28	<a href="#">7206</a>	Bethesda Pool 6300 Little Falls Parkway & Hillandale Road, Bethesda
29	<a href="#">7207</a>	MLK Swim Center & Outdoor Pool 1201 Jackson Road Silver Spring
30	<a href="#">7130</a>	Praisner Community Recreation Center 14906 Old Columbia Pike, Burtonsville
31	<a href="#">7118A</a>	Long Branch Pool 8700 Piney Branch Road, Silver Spring
32	<a href="#">7118</a>	Long Branch Community Recreation Center 8700 Piney Branch Road, Silver Spring
33	<a href="#">7139</a>	Mid County Community Recreation Center 2004 Queensguard Road, Silver Spring
34	<a href="#">7139</a>	Mid County Community Recreation Center Ball Fields 2004 Queensguard Road, Silver Spring
35	<a href="#">7110</a>	Kengar Community Center 4111 Plyers Mill Road Kensington
36	<a href="#">7211</a>	Olney Indoor Pool 16601 Georgia Avenue, Olney
37	<a href="#">7140</a>	White Oak Community Center 1700 April Lane Silver Spring
38	<a href="#">7140A</a>	White Oak Community Center Ball Fields 1700 April Lane Silver Spring
39	<a href="#">7137</a>	North Potomac Recreation Center 13850 Travilah Road Rockville
40	<a href="#">7115</a>	Leland/ Jane E Lawton Community Center 4301 Willow Lane Chevy Chase
41	<a href="#">7108</a>	Holiday Park Senior Center, 3950 Ferrara Drive, Wheaton
42	<a href="#">N/A</a>	Dalewood Playground Dalewood Dr. & Blihill Road, Wheaton

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, Certified or Treasurer's Check, or Irrevocable Letter of Credit), must be enclosed and accompany each Bid and be duly executed by the Bidder as a principle, and made payable to Montgomery County. See the Bid Cover Sheet for the amount required for the Bid Guarantee for this particular bid. Bid Guarantees, other than Bid Bonds, will be returned to all except the three (3) lowest bidders within 15 days after the formal opening of Bids, and the remaining Guarantees will be returned to the three lowest bidders within 5 days after the County and the accepted Bidder(s) have executed the contract(s). If no contract has been executed within the time specified herein, the Bidder may request the return of the Bid Guarantee. 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 authorize 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.

Bidders are hereby notified that the Montgomery County Code Sections 11B-1 and 11B-9, are amended by the Reciprocal Local Preference and is applicable to this solicitation:  
[https://www.montgomerycountymd.gov/council/resources/files/lims/bill/2014/Signed/pdf/1386\\_934\\_Signed\\_04062017.pdf](https://www.montgomerycountymd.gov/council/resources/files/lims/bill/2014/Signed/pdf/1386_934_Signed_04062017.pdf)

**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), sees the Bid Cover Sheet.

**5. OR EQUAL INTERPRETATION**

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 enclose and submit requested data, surety, or other documents in the sealed bid return envelope 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**

Bids may be withdrawn or modified upon receipt of a written request received before the time specified for bid opening date and time. Requests to withdraw or modify a bid received after a bid opening date and time will not be

considered.

**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**

Sealed Bids are hereby solicited, to be opened in 27 Courthouse Square, Suite 330, Rockville, MD 20850, for the purchase of Supplies, Material, Equipment, and/or Services in accordance with the Instructions, Terms, Conditions and Specifications and/or scope of work set forth in this Invitation. Bids are to be returned in a sealed envelope which should be at least 9 1/2" X 12 1/2" in size, and be clearly marked with the IFB number, opening date, and the opening time. Bids received after the time specified will not be considered and will be returned unopened to the bidder. The County will not be responsible for premature or late opening of bids improperly addressed or identified.

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:

<http://www.montgomerycountymd.gov/PRO/Awardee.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 jurisdiction above will be solely responsible for and contract directly with the bidder under the jurisdictions 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 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.

No bids will be accepted unless submitted in ink or typewritten. Changes made to the prices bid prior to the opening must be done legibly and initialed by the offeror making the changes.

**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, MD 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:

<http://www.montgomerycountymd.gov/PRO/Awardee.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 <http://www.montgomerycountymd.gov/PRO/solicitations.html> periodically to remain informed of any solicitation amendments.

**OFFERORS 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, OFFERORS THAT DO NOT**

**TIMELY ACKNOWLEDGE RECEIPT OF SOLICITATION AMENDMENTS BY ONE OF THE FOLLOWING METHODS WILL BE REJECTED:**

- (a) by sending the amendment separately to the Office of Procurement prior to the due date and time.
- (b) by acknowledging receipt of the amendment on the Solicitation, Bid, and Award sheet submitted.
- (c) 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 offeror states in writing that the offeror will be bound by any substantive changes made by the amendment to the terms of the

solicitation. If an offeror desires to change an offer that has already been submitted, the change may be made by a signed letter that refers to the solicitation and amendment numbers, and which is received at the place designated, and prior to the hour and date specified in the solicitation (as amended) for receipt of offers.

26. VERBAL EXPLANATIONS

Verbal explanations or instructions given by a Montgomery County employee to an offeror in regard to this solicitation will not be binding on the County. Any information given to an offeror, in response to a request, will be furnished to all offerors 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 offerors. Such amendments only, 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 Wage Law applies to all construction contracts. Under County law, a County financed construction contract is 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. 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 09/2020)

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. 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 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 <u>50</u>	Up To <u>100</u>	Up To <u>1,000</u>	Over <u>1,000</u>
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, MD 20850  
\*Professional services contracts only

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

	Up To <u>50</u>	Up To <u>100</u>	Up To <u>1,000</u>	Over <u>1,000</u>
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.

Certificate Holder  
Montgomery County Maryland (Contract #)  
Office of Procurement  
27 Courthouse Square, Suite 330, Rockville, MD 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. 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 3/1/2018

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 shall 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 is Gregory Boykin at [Gregory.Boykin@montgomerycountymd.gov](mailto:Gregory.Boykin@montgomerycountymd.gov) 240-777-5360. 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 1 (one) 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 3 (three) 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 there-from, 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**

The Contractor will prepare and submit a Job Authorization Form (JAF), (Attachment "I", page1) to the Contract Administrator or designee for approval prior to performing work in accordance with contract prices, which will contain 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
- e. Contract number
- f. Signature verifying estimate

No request will be considered for compensation in addition to the price submitted in the "Job Authorization Form" unless modified in writing by the Contract Administrator or designee.

If the Job Authorization Form (Attachment "G"), Not-To-Exceed (NTE) estimates are determined to be excessive in cost or completion date, the County may solicit proposals as per the Montgomery County Procurement Regulations.

**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:  
Dept. of General Services, Division of Facilities Management  
Attn: Alvin Crutcher  
[DFMinvoices@montgomerycountymd.gov](mailto:DFMinvoices@montgomerycountymd.gov)

Or

Fire and Rescue (MCFRS), for the locations with an asterisk (\*) next to the facility address on the Quotation Sheet.

Attn: Captain Mike Weimer

[Fire.BL.DGMaintAdmin@montgomerycountymd.gov](mailto:Fire.BL.DGMaintAdmin@montgomerycountymd.gov)

**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.

**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 to DGS DFM: [DFMINVOICES@MONTGOMERYCOUNTYMD.GOV](mailto:DFMINVOICES@MONTGOMERYCOUNTYMD.GOV) or FRS: [Fire.BLDGMaintAdmin@montgomerycountymd.gov](mailto:Fire.BLDGMaintAdmin@montgomerycountymd.gov) (for the locations with an asterisk (\*) next to the facility address on the Quotation Sheet.)

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 Certified or Treasurers Check 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;

Group 1 – Area 1  
Jim Sawyer- 240-777-5346

Group 2 – Areas 2 & 3  
Keith Powers- 240-777-6082

Group 3 - Area 2A  
Denise Wade (240) 777-5393

Group 3 - Areas 4 & 5  
Leslie Clark (240) 777-6049

Group 4 – Areas 6 & 7  
William Banks (240) 777-6176

Group 5 – Recreational Facilities  
Chris Moore- 240-777-5377  
William Kaarid-240-777-6869

**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. ADD OR DELETE**

The County may ADD or Delete a facility for service under this contract. The County may change the contract requirements relative to the number of tasks required and frequency of tasks required. The County may effect such changes unilaterally and without incurring any liability for the change. Contractor must accept ADDED facilities in "As Is" condition.

**Addition of a Facility** – In the event the County wishes to add a facility in whole or in part, for Landscaping and Grounds Maintenance Services under the contract resulting from this solicitation, the Contractor awarded that group in which the facility will be added, must provide the County with a price for the additional facility that is based upon the current unit costs per task for work performed at existing County facilities of similar condition and size served by the contract resulting from this solicitation. The price for Landscaping and Grounds Maintenance Services for any added facility is subject to and contingent on final approval and acceptance by the County. If an agreement relating to the pricing for work to be performed at an additional facility cannot be reached between the County and the contractor, then the work at the facility will be offered to the contractors awarded other areas as a result of this solicitation and the contractor with the lowest bid will be awarded that facility as part of its group of facilities to maintain. The winning contractor for that additional facility will be monitored by the Property Manager in charge of overseeing and monitoring that contractor's contract with the County. Upon the County approving a contractor's proposed price for work at an additional facility, the additional facility will be added to the contractor's contract with the County via a contract amendment.

**Deletion of a Facility** - The County will endeavor to notify the Contractor ten (10) days prior to deletion of a facility from the contract. No payment for service to a deleted facility will be made.

**47. ESTIMATES FOR UNSCHEDULED WORK**

Prior to commencement of work on any requirements, the Contract Administrator or his/her designee and the Contractor shall prepare a Not-To-Exceed estimate to complete, containing the following:

- a. A brief description of work to be performed.
- b. Number of labor hours and types of labor and hourly rates listed on the Quotation sheets.
- c. Material cost estimate. (See Provision C.26)
- d. Estimated completion date.

All estimates for unscheduled work will be provided by a Montgomery County issued Job Authorization Form (JAF). The JAF must be signed and dated by the Contract Administrator and Contractor and reference the contract number. If a Not-To-Exceed estimate to complete is determined to be excessive in cost, the County may solicit proposals from additional firms to acquire a reasonable proposal. No work under a PDF is to be performed until a Purchase Order has been executed by the Office of Procurement, and a Notice to Proceed has been issued by the Department.

**48. FAILURE TO PERFORM**

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.

**49. FREQUENCIES OF SERVICES**

The frequencies of the various services listed on the Quotation Sheets may decrease or increase due to weather conditions, appropriation of funding by Montgomery County Government or other factors. The unit price per time submitted by the Contractor on the Quotation Sheets will stay in effect regardless of a decrease or increase in the frequencies of services.

**50. PERSONNEL STANDARDS**

Grounds Maintenance Services as required by this contract shall be performed by personnel employed by the primary Contractor who must be qualified and trained in all facets of landscape maintenance.

Contractor's employees while performing work on County property must wear uniforms identifying the company they are employed for. Contractor's crew leader(s), supervisor(s) and manager(s) assigned work under this contract must be able to communicate clearly with the County.

Contractor shall use all reasonable care, consistent with his/her rights to manage and control their operation, not to employ any person or use any labor, or cause or be conducive to any labor complaint, troubles, disputes or controversies on County Property or which interfere or are likely to interfere with the operation of business. Should any of these conditions exist the Contractor shall correct them immediately.

Contractor shall oversee, obey, and compel his/her employees and others doing business with him/her while on County property to observe the rules and regulations of the County.

**51. QUALIFICATION OF BIDDERS**

- a. The Contractor will possess or have made arrangements to acquire or lease for the term of this contract, the following types and quantities of equipment for each Area Bid.
  - 1) A minimum of four (4) 36" or larger walk behind mowers with bagging attachments.
  - 2) Two (2) riding lawn tractor/mowers with a 48" minimum cutting swath.
  - 3) Four (4) gas powered string trimmers.
  - 4) Two (2) gas powered lawn edgers.
  - 5) Two (2) gas powered lawn blowers.
  - 6) One (1) gas powered sidewalk vacuum.
  - 7) One (1) aeration device (coring machine or vertical cut slicer)
  - 8) One (1) chain saw (20") cutting bar or larger.
  - 9) One (1) verticut overseeding machine.
  - 10) Four (4) rotary type fertilizer spreaders.
  - 11) One (1) parking lot/garage sweeper (Tenant or equivalent)
  - 12) One 2500 P.S.I. portable power washer.
  - 13) Assorted hand tools including but not limited to: leaf rakes, hedge shears, lopping shears, pole pruners, hand pruners, shovels, brooms, ladders and any other tool required to perform the assigned task.
- b. Each bidder shall be required to submit the following information within ten (10) working days of notification by the County. Failure to submit this documentation as required may be cause for the bidder to be considered non-responsible.
  - 1) A statement acceptable to the County that the bidder has been regularly and actively engaged in the commercial lawn maintenance business performing the type and scale of work described herein for a minimum of two years in the last five years.
  - 2) A list of three (3) satisfactory references, including the name and phone numbers of a contact person for each. These references must be for projects that are similar in scope to the work as described in this solicitation.
  - 3) A statement acceptable to the County, listing field supervisors that will be in charge of work performed under this contract. The supervisor listed shall have been regularly and actively engaged in the supervision of lawn/grounds maintenance personnel performing the type of work described herein for a

minimum of one year in the last five years. The statement shall include a list of three (3) persons to contact for confirmation that the supervisor(s) have completed projects that are similar in scope to the work described in this contract.

- 4) A current copy of the bidder's CERTIFIED COMMERCIAL PESTICIDE APPLICATORS LICENSE, as issued by the State of Maryland Department of Agriculture.

52. SUSPENSION OF WORK BY COUNTY

Suspension for Cause – The County reserves the right to suspend for an indefinite period of time the performance of service by the Contractor for any/all Grounds Maintenance Services at any facility for reasons which include, but may not be limited to the following:

- a. A facility remaining vacant or unoccupied immediately by virtue of the County relocating the occupants to another facility.
- b. Notice of Suspension of Work – The County will give the Contractor notice at least ten calendar (10) days in advance prior to the effective date of suspension.
- c. Reduction in Payment – Contractor shall not receive payment during a suspension period. Reduction in payment during a suspension period will be calculated on the basis of unit price for the facility not requiring Grounds Maintenance Services.

Appendix to Section B

MANDATORY MINIMUM INSURANCE REQUIREMENTS

**LANDSCAPING AND GROUNDS MAINTENANCE SERVICES**

Prior to the execution of the contract by the County, the proposed awardee/contractor and their contractors (if requested by County) 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. 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.

Commercial General Liability

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

- Contractual Liability
- Premises and Operations
- Independent Contractors
- Products and Completed Operations

Automobile Liability Coverage

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

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**

Additional Insured

Montgomery County, Maryland, its elected and appointed officials, officers, consultants, agents and employees, must be included as an additional insured on Contractor's commercial general, automobile insurance, and contractor's excess/umbrella insurance 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 to Customer and failure to request evidence of this insurance shall in no way be construed as a waiver of Contractor's obligation to provide the minimum insurance coverage specified.

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  
DGS / Facilities / Lola Ijelu  
101 Orchard Ridge Drive, 2<sup>nd</sup> Floor  
Gaithersburg, Maryland 20878

**SECTION D – SPECIFICATIONS/SCOPE OF WORK****LANDSCAPING AND GROUNDS MAINTENANCE****1. SCOPE OF WORK**

This Contract is to provide for all the management, supervision, labor, equipment, materials, supplies and tools necessary to perform the landscaping and grounds maintenance services in accordance with the scope of work as outlined herein. Locations to be serviced are geographic areas designated as Group 1 (Area 1), Group 2 (Areas 2, 2A & 3), Group 3 (Areas 2A, 4 & 5), Group 4 (Areas 6 & 7) and Group 5 (Recreational Facilities). The locations to be serviced are listed on the Facility Listing, located on the Quotation Sheet for each respective Group and each have a corresponding Greenscape map for your reference, located in the links below. Each area map indicates the approximate area of each facility to be included in this IFB, but bidders are encouraged to visit each facility in order to become familiar with actual site conditions. (See Provision C. 43 Site Inspection).

Maps for Group 1 (21 MB): <https://app.box.com/shared/static/fd4gzsxpvvclol1hal2xaj70yp7vr63.zip>

Maps for Group 2 (98.7 MB): <https://app.box.com/shared/static/pajnilf8uo66wbt18u8cz5gxdixr4n60.zip>

Maps for Group 3 (23.8 MB): <https://app.box.com/shared/static/rwqbvo0kye3gxu6k7aa555z707sdq3wb.zip>

Maps for Group 4 (46.3 MB): <https://app.box.com/shared/static/hbsi09gisif2xufzeb6dkwgul8k459vg.zip>

Maps for Group 5 (95 MB): <https://app.box.com/shared/static/5if9dn6cc10dnrzueqkbrga99z47rkk9.zip>

The County may request work under this Contract at County locations other than those specified as County locations or facilities in the Facility Listing. The addition of a facility will be accomplished by a contract amendment (See provision C. 46). The deletion of a facility will be accomplished by a unilateral contract modification (See provision C.46). Services that are not listed on the Quotation Sheet, but need to be performed at a facility, will be ordered as “Unscheduled Work” (See provision C. 47 and D. 4). A price will be negotiated and a JAF will be completed for each job (See Attachment G). The Contract will be awarded to the lowest responsive and responsible bidder per group. A bidder may be awarded up to two Groups.

Routine landscaping and grounds maintenance services include, but are not be limited to: Mowing of turf; general maintenance of fitness trails, tracks, driving courses, child care play areas, parking garages, turf areas, exterior drainage systems, landscape vegetation, fertilization, aeration, mulching, removal of litter and debris, emptying litter receptacles, weed control, pruning and trimming, edging of walks, curbs, flower beds and trees, removal of grass clippings, sweeping parking lot, irrigation, leaf removal and overseeding.

The Contractor shall not commence any scheduled service until a purchase order has been executed by the Office of Procurement and a Notice to Proceed has been issued by the Using Department.

**2. GENERAL****A. Work Schedule**

After execution of the Contract, the Contract Administrator or his/her designee, will advise the Contractor of the Maintenance Tasks to be performed. The Contractor must provide the Contract Administrator with a written proposed schedule of those Maintenance Tasks, for the monthly work cycle. The schedule for each consecutive month must be provided to the Contract Administrator or his/her designee by the Contractor five (5) working days prior to commencement of the following month’s work. The schedule prepared by the Contractor must list every location wherein they are required to perform scheduled work and must detail each maintenance task and the date(s) it will to be performed. Receipt and acceptance by the County of the proceeding months schedule will be a prerequisite for payment of prior months completed work.

An oral notice of at least one (1) day in advance must be given by the Contractor to the Contract Administrator or designee prior to any change in scheduled services being performed under this contact with the exception of weather-related delays. The notice must include the reason for the change in schedule. The Contractor shall notify the Contract Administrator, or his/her designee, within 24 hours after weather related delays, of the proposed makeup of scheduled services.

Between June 1 and August 31st, during a period of forecasted CODE RED ozone alert, the County reserves the right to postpone all lawn mowing services or any task that requires the use of gas-powered equipment at any facility covered under this Contract. On days when CODE RED alert is in effect, the County will have no obligation to compensate the Contractor for lost wages due to curtailment of these operations.

**B. Days and Hours of Services**

All scheduled services will be performed between the hours of 7:30 a.m. and 5:00 p.m. EST, Monday through Saturday with the exception of County holidays. Contractor must obey all noise ordinance regulations as required by County, City, or Municipal jurisdiction in which they are performing work under this Contract agreement while on County Property. The above referenced times will be considered normal working hours under this Contract. Overtime hours are any hours between 5:00 p.m. and 7:30 a.m. EST, Monday through Saturday; any hours on Sundays; and County holidays. Current County holidays are as follows:

- |                   |                                      |                    |
|-------------------|--------------------------------------|--------------------|
| 1. New Year's Day | 2. Dr. Martin Luther King's Birthday | 3. President's Day |
| 4. Memorial Day   | 5. Independence Day                  | 6. Labor Day       |
| 7. Veteran's Day  | 8. Thanksgiving Day                  | 9. Christmas Day   |

No overtime, Sunday, or County holiday work is authorized without prior approval of the Contract Administrator or his/her designee.

**C. Safety Precautions**

It is the Contractor's responsibility to implement all necessary safety precautions for preventing injury to persons or damage to County Property and equipment. If at any time the Contract Administrator or his/her designee determines improper safety measures are being implemented, the Contractor will be stopped from working and may resume work only at such time as the condition is corrected to the satisfaction of the Contract Administrator or his/her designee.

Contractor shall note that many of the County's facilities are operated 24 hours a day. Contractor shall keep the entranceways, sidewalks, and roadways clear of their vehicles, equipment, and debris at all times.

The Contractor, and his/her employees, while on County property, must comply with the Maryland Occupational Safety and Health Act (MOSHA) of 1973 and any amendments thereof.

**D. Inspections**

It is the Contractor's responsibility to notify the Contract Administrator, or his/her designee, of the completion of work within 48 hours of completion. The Contract Administrator, or his/her designee, will inspect all work, with the exception of weed and pest control, within the next two County workdays. The Contract Administrator, or his/her designee, shall note unacceptable or incomplete work and inform the Contractor by phone within 48 hours and will follow up in writing. Rejected work must be corrected by the Contractor within two (2) days of receipt of oral notice. Re-inspection of corrected work will be performed within 24 hours or the next working day after notice of correction is received. Weed and pest control inspection will be performed between four (4) and seven (7) calendar days after receipt of payment request invoice to permit time for the chemical agent or habitat modification to take effect.

**E. Communication**

The Contractor must provide a cell phone to its field supervisor(s) for communication between the County and Contractor's personnel for the purpose of scheduling, inspecting, and reporting work activities. The Contractor must have daily, direct access to a cell phone and email.

**F. Storage**

Contractor's materials or equipment will not be stored at any of the County facilities, or on County property, unless authorized by the Contract Administrator or his/her designee.

G. Many of the County facilities rely on the use of green storm water management systems. The Contractor must be able to provide services while ensuring storm water management areas are not affected. The Contractor must

provide the Contract Administrator evidence of attending the training provided by Montgomery County Department of Environmental Protection regarding storm water landscapes and facilities system maintenance. (Stormwater Management Facilities, <https://www.montgomerycountymd.gov/water/stormwater/practices.html>) This evidence (i.e. training certificate or attendance letter issued by DEP) must be provided within the first ninety (90) days of contract execution. Training must be attended by at least one (1) company representative to be designated by the Contractor. The Contractor must ensure that it has at least one (1) trained employee as part of his workforce to maintain its certification. The Contractor must ensure that all its employees follow the maintenance guidelines specified during the training.

The Contractor may be asked to submit Attachment I “Invoice Submission Checklist” as a transmittal letter with every invoice sent for payment. Attachment I is a guidance to each vendor to prepare invoices and supporting materials in a manner that allows for an expeditious review and approval by the County. Contract Administrator may require submission with each invoice.

- H. The Contractor must comply with the *Montgomery County Lawn Care Law*, contained in Chapter 33B of the Montgomery County Code, and any associated regulations adopted to implement this chapter. Information about the law can be found at <http://www.montgomerycountymd.gov/lawns/>.

### 3. SCHEDULED SERVICES

The quantities listed on the Quotation Sheet for each facility, is an estimate of the number of times that the maintenance task will be performed per year. The Contract is considered a “requirements-type” contract, and the County does not guarantee how often a maintenance task will perform per year; the number of maintenance tasks per facility that will be performed per year; or total dollar amount for any facility per year. The ordering of all services is contingent upon the appropriation and encumbrance of fiscal funds. Scheduled Services include the following maintenance tasks:

- a. Mowing** – It is estimated this maintenance task will be performed fourteen (14) times per year for Groups 1-4 and sixteen (16) times per year for Group 5.
1. For Groups 1-4 all turf areas will be mowed once every two weeks during the growing season (April – October) at a height of 3 to 3-½ inches unless otherwise directed by the Contract Administrator or his/her designee. During periods of drought, the Contract Administrator or his/her designee has the option to suspend all mowing operations. For Group 5 the growing season is defined as extending from April 1 – November 1 and the mowing height will be 3 inches unless otherwise directed by the Contract Administrator or its designee. Prior to each mowing, all litter is to be removed.
  2. Concurrent with mowing, all turf out of reach from the mower blades found growing against buildings, signs, guard rail posts, picnic tables, trash receptacles and any other obstacles must be trimmed so as to maintain a height consistent with mowed turf in adjacent areas.
  3. During mowing operations, the Contractor must instruct their employees not to discharge clippings in the direction of mulched, paved parking, or building areas. Any such discharge will be cleaned up and removed by the Contractor in accordance with Section D.3.b at no charge to the County.
  4. Immediately prior to annual aeration, fertilization, and over seeding, turf areas will be mowed to a minimum height of one- and one-half inches and a maximum height of two inches. All clippings will be bagged, cut, and disposed of in accordance with Section D.3.b.
- b. Removal of Grass Clippings** – It is estimated this maintenance task will be performed fourteen (14) times per year for Groups 1-4 and sixteen (16) times per year for Group 5.
1. As directed by the Contract Administrator or his/her designee, visible accumulation of turf clippings must be collected/raked by the Contractor and removed from the site and disposed of off-site at a legal recycling disposal facility used by the Contractor. Only upon the request of the Contract Administrator, or his/her

designee, must the Contractor provide the weight figures in writing for all turf and brush material removed by him/her from County Property for the date of service. Receipt of this record will be a pre-requisite for payment for this scheduled maintenance task.

2. Contractor must ensure grass clippings are not blown or left inside any component of the storm water management systems, trench drains, or storm drain inlets.

c. Edging – It is estimated this maintenance task will be performed fourteen (14) times per year for Groups 1-4 and sixteen (16) times per year for Group 5.

All sidewalks, curb lines, and other hard surface areas where turf meets concrete/asphalt will be edged with a gas-powered edger. Plant beds and mulched areas will be edged and refreshed to maintain a neat crisp well defined appearance. Edging will be performed every month during the growing season (Groups 1-4: April – October; Group 5: April 1 -November 1) unless otherwise directed by the Contract Administrator or his/her designee. During periods of drought, the Contract Administrator or his/her designee has the option to suspend all edging operations.

d. Exterior Drain Cleaning – It is estimated this maintenance task will be performed four (4) times per year for all Groups.

Entrance, stairwell, window well and storm drains are to be inspected and cleared of all trash/debris and any other obstructions to assure an unobstructed and continuous flow of water. It is estimated that this service will be scheduled once every three months.

e. Removal/Sweeping of Litter – It is estimated this maintenance task will be performed once (1) a week for all Groups.

1. Removal/sweeping of litter and refuse removal of all areas of the property including emptying all litter receptacles. All cigarette butts and debris on sidewalks and in plant beds around entrances and within the boundaries of the property must be removed. Should funds be appropriated, the County may schedule additional days for removal/sweeping of litter and refuse removal.
2. All locations are to be policed to remove all litter and debris. Litter and debris will be removed from all areas, plant beds, parking lots, parking garages, window wells, stairwells and areas around dumpsters. This includes removal of all cigarette butts in all the above referenced areas and anywhere within the boundaries of the property.
3. All exterior sidewalks, steps, entrances gutters and garage stairways will be swept free of all visible grit, sand, dirt and litter.

f. Empty Trash Receptacles – It is estimated this maintenance task will be performed once (1) per week for all Groups.

1. All exterior litter/trash receptacles are to be emptied. Litter/trash receptacles will not exceed 55 gallons in capacity.

Note: The Contractor must replace plastic liners each time the receptacle is emptied and ensure that liquid waste does not spill and stain adjacent sidewalks. Should this occur, the Contractor shall be responsible for immediate clean-up at the Contractor's expense.

2. All litter removed from the site may be deposited in the on-site dumpster if it is not already full. In the event the dumpster is full, the Contractor must assume responsibility for disposal of all collected litter in a lawful location off site; the Contractor may dispose of litter at the next County facility's dumpster.
3. All refuse receptacles are to be thoroughly cleaned using soap and water. This service will be performed once (1) a month. The cost for this service must be included in the Unit Price to Empty Trash Receptacles.

g. Leaf Removal – It is estimated this maintenance task will be performed four (4) times during October, November and December for all Groups.

1. During leaf season (October – December) all grounds including plant beds, sidewalks and parking lots are to be cleared of all fallen leaves. Upon completion of leaf season all remaining leaves will be removed.
  2. During leaf season (October – December) Stairwells/ Sidewalks, drains and storm drains at each location will be cleared of leaves and debris.
  3. All leaves collected will be disposed of off-site at a legal disposal/recycling site used by the Contractor. Only upon the request of the Contract Administrator or his/her designee, the Contractor must provide the weight figures in writing for all leaves and brush material removed by him/her from County property for the date of service. Receipt of this record will be a pre-requisite for payment for this scheduled maintenance task.
- h. Weeding – It is estimated this maintenance task will be performed fourteen (14) times per year for Groups 1-4 and sixteen (16) times per year for Group 5.
1. All plant beds, grounds coverings, tree rings, shrub areas and any other mulched areas will be weeded monthly unless otherwise directed by the Contract Administrator or his/her designee. Weeding is to be done April through November and areas will be weed free after service is performed. Contractor’s method of weed removal will be by hand.
  2. Hard surface areas (parking lots, sidewalks etc.) will have weeds/grasses removed from cracks or other areas in the surface. Cracks and other areas of weed penetration are to be chemically treated to prevent re-growth .
  3. Fence lines will be trimmed of weeds and undergrowth and may be chemically treated when directed by the Contract Administrator.
- i. Sweep Parking Garages – It is estimated this maintenance task will be performed once (1) every three (3) months for all Groups.
1. All parking garages will be swept free of all visible grit, sand, dirt and litter using a brush/vacuum type parking lot sweeper (Tenant or equal). Concurrently, all curbs, walks and ramps will be broom cleaned.
- j. Parking Lots/Driveway and Circle – It is estimated this maintenance task will be performed once (1) a year for all Groups.
1. Contractor must perform parking lot sweeping and the work may be initiated at any time of the year by a request from the Contract Administrator or his/her designee. Contractor is required to complete sweeping within 2 weeks receipt of a request from the Contract Administrator or his/her designee. All curbs and ramps are to be broom swept concurrently. All trash, debris, residue and other accumulations are to be removed from the site and disposed of at a legal disposal site on the same day by the Contractor.
- k. Play Sand (at Child Care Centers)
1. White Play Sand will be replenished during March and August in sand boxes at Child Care Centers and/or as directed by the Contract Administrator or his/her designee. Contractor shall use only pre-packaged sand identified for use in child play areas or PGA golf sand traps. Masons mortar grade sand will not be accepted. Contractor will fill sand box(es) from the base to within eight inches of top of containment structure and uniformly level over the entire sand surface.
- l. Wood Chips (At Child Care Centers)
1. Clean wood chips will be replenished during March and August in play areas at Child Care Centers and/or as directed by the Contract Administrator or his/her designee. Contractor shall provide clean dry wood chips free of sticks, brush and leaves and any other foreign debris that could cause injury or harm. Contractor shall replenish wood chips in a uniform manner at a minimum depth of seven (7) inches throughout those play areas designated by the Contract Administrator or his/her designee. A sample of the wood chips to be used is to be provided by the Contractor to the Contract Administrator or his/her designee for approval prior to Contractor initiating replenishment activity.
- m. Wood Chips and Play Sand Replenishment Services (At Child Care Centers) - Reporting

1. The contractor shall submit, no later than 24 hours after services have been completed at the Child Care center (s) under Contractors designated contract, a pictorial report documenting all work completed for wood chip and sand replenishment. This report shall include photographs of work in progress as well as the finished work product along with a brief narrative that includes date/time of service and site name. This report shall be provided to the Contract Administrator or assigned designee electronically via email.

n. Pruning/Trimming – All pruning to be done in accordance with the ANSI Standards for Professional Arborist – ANSI A300 (Part 1) – 2017 Pruning, or most recent version. All pruning is to be done in landscaped areas and excludes trees and shrubs in natural areas.

The Contractor will invoice for work performed through the year in two installments: one in July (for work performed from January thru June) and one in January (for work performed from July thru December).

1. Shrubbery – All shrubbery must be trimmed as per the above stated standard or as directed by the Contract Administrator or its designee. Shrubs will be trimmed in such a manner to maintain their size and natural form and to promote plant health and flower production. Shrubs with showy flowers (i.e., *Viburnum* spp.) should be pruned after the flowering period and at a time that maximizes leaf and flower production. Shrubs without showy flowers and evergreens (i.e., *Ilex glabra*, *Vaccinium*) must be pruned after flowering but not after June 30<sup>th</sup> of each calendar year. Diseased and damaged branches will be pruned as soon as feasible. All trimmings generated by the Contractor’s work will be removed the same day from the site and disposed of at a legal disposal site by the Contractor.
2. Trees – All medium to large sized species of deciduous trees will be pruned to a height of eight (8) feet above ground level or as directed by the Contract Administrator or his/her designee. All dead, diseased, damaged branches, epicormic branches, and suckers will be removed. All trimmings generated by the Contractor’s work will be removed the same day from the site and disposed of at a legal disposal site by the Contractor.
3. Fitness trails tracks and driving courses will be patrolled to assure they are free of downed trees and overhanging and obstructing foliage/branches. Any such items will be trimmed and removed.
4. Perennial beds – Herbaceous perennials will be pruned to remove dead vegetation for appearances by November 30<sup>th</sup>; some perennials with winter interest should remain unpruned until after March 1. No perennial and clumping grasses shall be pruned below 24 inches until after March 1.

o. Chemical Weed Control

1. Chemical weed control will be subject to prior Contract Administrator’s approval and will only be authorized for those situations permitted under Montgomery County Code Chapter 33B and associated regulations. The Contractor will request authorization from the Contract Administrator or its designee to apply chemical weed control at which point the contractor must substantiate the reasons that support the need for the use of this method and will provide specific details as to the pesticide type, quantity to be used and proposed application dates. All work performed must be in compliance with Montgomery County Code Chapter 33B and associated regulations. The Contractor will send the Contract Administrator or its designee a written notification within forty-eight (48) hours of the application including as a minimum the following information: name of the facility, asset number, date of the application, registered and listed pesticide used, quantity applied, name of the technician who performed the application.
2. This service will be quoted on a per unit, per Group basis. A minimum service request of 400 sq. ft. is established per service event. The Contractor will detail on its invoice the area covered at the contract per unit price for the Group being serviced.

p. Irrigation

1. Irrigation will be performed at the direction of the Contract Administrator or his/her designee, on an as needed basis during periods of drought, or when new plants are planted and need to be watered until plants

mature. The Contractor will be allowed to use water from the building to water flower beds and building landscaping. Where building water is not feasible for irrigation a water truck is to be used.

2. This service will be quoted on a per unit, per Group basis. A minimum service request of 400 sq. ft. is established per service event. The Contractor will detail on its invoice the area covered at the contract per unit price for the Group being serviced.

q. Mulching

1. Mulching must be performed once a year and/or as directed by the Contract Administrator or his/her designee. Prior to placing mulch, Contractor shall remove all weeds, leaves, trash and debris from areas to be mulched and maintain a clean, crisp distinctive edge along plant beds and around trees or other mulched areas. Areas that were previously mulched will be re-mulched with a minimum of two (2) inches of fresh, undyed, double shredded hardwood bark mulch; total mulch including old and new mulch should never exceed three inches.
2. This service will be quoted on a per unit, per Group basis. A minimum service request of 400 cubic sq. ft. is established per service event. The Contractor will detail on its invoice the area covered at the contract per unit price for the Group being serviced.

r. Lawn Revitalization

To be performed in September, only at facilities designated by the Contract Administrator or his/her designee. The Contract Administrator or his/her designee will provide a list of designated facilities to the Contractor thirty (30) days in advance of performing any revitalization services. Prior to aeration, turf area will be mowed to a height of not less than one- and one-half inches and no greater than two (2) inches. All clippings will be bagged as cut and disposed of in accordance with Section D.3.b. Turf area will not be mowed for fifteen (15) days following completion of lawn revitalization.

1. Aeration - Turf area will be aerated using a vertical slicer or a coring machine. If a coring machine is used the area will be dragged so no visible cores remain.
2. Overseeding - All mechanical overseeding will be performed using a verticut overseeder, where applicable mechanical overseeding will be performed at a rate of three (3) pounds of seed per 1,000 sq. ft. to strengthen weak areas and to incorporate new varieties of grass into existing turf. The seed shall consist of a certified blend of Tall Fescue type species approved by the Contract Administrator or his/her designee.
3. Fertilization - All turf areas will be fertilized with a 10-6-4 fertilizer containing slow-release nitrogen at a rate not to exceed the State of Maryland's fertilizer restrictions of 0.9-pound total nitrogen per 1,000 sq. ft. which can include no more than 0.7 pound of soluble nitrogen per 1,000 sq. ft. <http://mda.maryland.gov/pages/fertilizer.aspx>
4. Watering - All reseeded areas will be watered by the Contractor to ensure establishment of new turf.
5. This service will be quoted on a per unit, per Group basis. A minimum service request of 400 sq. ft. is established per service event. The Contractor will detail on its invoice the area covered at the contract per unit price for the Group being serviced.

s. Infield Maintenance and Field Lining Service Standards

Infield maintenance is done to keep the skinned portion of baseball and softball fields smooth, firm and rock free. This gives the athlete a safe as well as a true surface to play on. The infield season shall be from April 1 to November 1, each year of the contract. It is estimated this maintenance task will be performed sixteen (16) times per year.

1. Scarifying - The top ½" to 1" to loosen this portion of the "dirt". This can be done with a "nail drag" and should be done in alternating directions every other week, clockwise then counterclockwise. When scarifying the operator should stay 6" away from the grass edge with the machine drag, so as not to build up a "lip" of infield dirt along the edge. This 6" area is to be done by hand with a rake.

2. Mat/Fine dragging – This is to be done immediately after scarification. This must be done with a drag designed for fine dragging of infields. This is also to be done in alternating directions every other week. The combination of scarifying and fine dragging will enable the smoothing of the infield to within ½” over 10’.
3. Mound and home plate repair – The mound and home plate areas will show signs of wear, with holes as much as several inches deep. These areas are to be scarified and re-filled with soil supplied by the contractor and then tamped firm.
4. Chalking foul (fair) lines – Foul (fair) lines area to be line after dragging. The portion of the foul/fair line extending into the outfield can be either chalked or painted either method is acceptable. These lines shall be no less than 2” but no greater than 3” wide and within ½” over 10’ length of being true (straight). Lines are to extend a minimum of 100’ into the grass outfield area.
5. Weeding – Weeding of the skinned area is to be done as needed to maintain a weed free condition. With regular dragging, it is inevitable that some grass and/or weeds will germinate in the infield area. They will be removed either manually or with an approved rapid drying non-selective herbicide as per Montgomery County Code Chapter 33B. Spraying must comply with the MCPS Integrated Pest Management Program. <http://www.montgomeryschoolsmd.org/departments/policy/pdf/ecfrb.pdf> Copies of spraying records are to be forwarded to the Contract Administrator.

t. Infield Leveling – It is estimated that this maintenance task will be performed once (1) a year.

1. Over time the infield can and will develop undulations due to water erosion, wind erosion and improper dragging techniques. Proper equipment will be brought in to re-distribute the infield mix to correct these fluctuations in the surface of the infield. THIS CANNOT BE ACCOMPLISHED WITH A NAIL DRAG AND DRAG MAT. Some type of grading box or blade will be needed. Some fields will require more attention than others.

u. Soccer/Football Field Line Painting - It is estimated that this maintenance task will be performed sixteen (16) times per year.

1. The painting of soccer/football fields is to occur with each mowing from April through November.
2. Lines – The lines are to be 4” wide and within ½” over 10’ of being straight or true. The field sizes vary from site to site.
3. Paint – Acceptable paints to be used are Sherwin William Low VOC Athletic Field Marking Paint, Duron Athletic Field Marking Paint, McCormack Athletic Field Marking Paint (or equal, approved by the CA or his/her designee). The paint is to be applied with a professional striper. Upside down aerosol cans are not acceptable.

v. Soccer Goal Inspection and Maintenance - It is estimated that this maintenance task will be performed eight (8) times per year.

1. Soccer goals are to be inspected monthly for damages, graffiti, loose and missing parts. Loose parts, ex; top bar, back bar and anchors are to be tightened at the time of the inspection. Missing parts, damages and graffiti are to be reported to the Contract Administrator within 48 hours.
2. Inspection Reports are to be submitted to the Contract Administrator monthly April through November.
3. From time to time it may be necessary to move the soccer goals from one location to another, this would include loading, hauling and un-loading the goals.

w. Sand Volleyball Court Maintenance

1. Sand replenishment – White play sand will be replenished during March and/or as directed by the Contract Administrator or its designee. Contractor shall use only sand identified for use in child play areas or PGA golf sand traps. Masons mortar grade sand shall not be accepted. Contractor shall fill volleyball courts to a

depth even with the grass area immediately adjacent to the courts and uniformly level over the entire sand surface.

2. Leveling – visible sand that has displaced out of the playing area shall be returned. All visible debris in the sand playing area shall be removed and the sand will be raked to a uniform level over the entire sand surface. It is estimated that this maintenance task will be performed 16 times per year from April 1- November 1.

3. Weeding – weeding of the sand area is to be done as needed to maintain a weed free condition. Weeds will be removed either manually or with an approved rapid drying non-selective herbicide as per Montgomery County Code Chapter 33B. Spraying must comply with the MCPS Integrated Pest Management Program, <http://www.montgomeryschoolsmd.org/departments/policy/pdf/ecfrb.pdf>.

Copies of spraying records are to be forwarded to the Contract Administrator. The sand will be raked to a uniform level over the entire surface.

**x. Seed Specification**

1. Athletic Turf – all seed varieties must be selected from the list of recommended cultivars of turf-type tall fescues as indicated by the University of Maryland Agronomy Mimeo #HG 63 (Revised April 2003) or most current edition. Seed mix shall consist of a three-way blend (34%, 33% and 33%) of dwarf turf type tall fescues from the above University of Maryland list or recommended cultivars.

Variety of Certified Turf-Type Tall Fescue				
Purity Minimum	Germination Minimum	Other Crop Maximum*	Weed Seed Maximum**	Weeds Noxious***
98%	85%	0.1%	0.1%	None

\* Must be free of ryegrass, timothy, orchardgrass, bentgrass, Canada bluegrass, clover, or any other contaminant that shall be unsightly and uncontrollable.

\*\* Must be free of dock, cheat, chickweed, crabgrass, plantain, and black medic.

\*\*\* Must be free of all Maryland prohibited and restricted noxious weeds.

1. Lawn Mix No. 1:

90% Tall turf type fescue (three-way blend)

10% Kentucky Bluegrass

100%

y. **Infield Mix Specifications** – At the direction of the engineer, baseball infield soil will be delivered to the sites and spread on the infield as needed. The entire infield will then be smoothed and dragged by the contractor. This specification describes the minimum acceptable standards for infield mix to be supplied and spread by the Contractor.

Sand (2.0-0.05 mm) 50% - 65%

Silt (0.05-0.002 mm) 25% - 40%

Clay (less than 0.002 mm) 5% - 15%

Premium Diamond Tex is the recommended product and is currently supplied by Martin Limestone Inc. The contact is Jeff Hall 717-354-1303. Other product may be used with prior approval of the Contract Administrator. The Contract Administrator may require that a sample of the product be supplied to the County, in order to determine if the product is equal to the above product.

**4. UNSCHEDULED WORK**

a. During the term of the contract there may be times that unscheduled work activities by the Contractor shall be required. Examples of such activities include, but are not strictly limited to:

1. Removal and replacement of trees, plants, and shrubs. All new plant material provided by the Contractor shall be maintained by the Contractor until the Contract Administrator or his/her designee determines the new material has become established.
2. Tree maintenance and service, including topping, dead limb removal, take down and stump removal.
3. New landscape constructions.
4. Construction of retaining walls, lawn drainage systems.
5. Special lawn tree and shrub treatment for disease and insects.
6. Special grounds clean ups and enhancements for special events.
7. Removal and installation of signs, posts, benches and tables, including setting in concrete where required.
8. Installation of recreational equipment.
9. Removal and/or installation of exterior trash receptacles.
10. Special heavy trash removal from County property.
11. Temporary repairs to asphalt surfaces and replacement of gravel-on-gravel drive and drains.
12. Special parking lot clean-ups.
13. Power washing of sidewalks, parking garages, etc.
14. Irrigation will be performed at the direction of the Contract Administrator or his/her designee, on an as needed basis during periods of drought. The County requires the Contractor to use "GATOR BAGS" when the irrigation of trees is necessary. Contractor is required to provide "GATOR BAGS" at no additional cost to the County. Gator Bags are to be filled once a week by the Contractor.
15. Stormwater management ponds/facilities perimeter fencing will be maintained free of any tree limbs, plant growth and trash/debris at ground level.
16. Disease and Insect Control - This service will include disease and insect control in trees, shrubs, groundcovers and lawn grasses. This task will be performed by the Contractor as requested or directed by the Contract Administrator or designee.
  - A. The principles of Integrated Pest Management (IPM) are required to be followed exclusively. The Contractor while in the performance of their work on County property shall adhere strictly to the Division of Facilities Management's Integrated Pest Management Plan (Attachment H) of this IFB. The pest management program shall introduce the least amount of toxic chemicals into the landscape environment as are necessary to achieve acceptable levels of control of pest populations.
  - B. **An employee of the Contractor registered as a current State of Maryland licensed pesticide applicator** and versed in the recognition, diagnosis and treatment of disease and insect pests shall at all times be on the alert for an outbreak of such pests at locations included in this contract. The Contract Administrator or his/her designee shall be notified immediately by the Contractor of an outbreak and directed as to the recommended appropriate action to be taken.
  - C. All chemicals utilized by the Contractor shall be approved by the Contract Administrator or his/her designee prior to application and must meet all federal and local regulations. The Contractor must provide the Contract Administrator or his/her designee with the appropriate Material Safety Data Sheet (MSDS) for each chemical to be applied. Contractor shall provide and post warning notices at time of pesticide application and accepts total responsibility for any injury or damage that may result from any and all chemical applications.
  - D. Contractor personnel shall wear protective clothing and safety devices during all chemical operations as required by law or manufacturer's directions.

- E. All chemicals to be used require prior approval from the Contract Administrator or its designee and must comply with Montgomery County Code Chapter 33B and associated regulations.
  - F. Contractor must provide and maintain a written record of pesticide usage on County Property serviced under the terms of this Contract. The pesticide record created by the Contractor shall include for each application: The location(name of site and street address), date of application, name of the pesticide and quantity applied and full name of the individual(s) who performed the application. The Contractor is required to have this record of pesticide usage available for inspection by the Contract Administrator or his/her designee at their request.
  - G. Contractor must comply be and maintain licenses and certification as required by State laws to apply pesticides or fertilizers.
- b. When the Contract Administrator determines that unscheduled work by the Contractor is needed, a Job Authorization Form (JAF, Attachment G) defining the scope of unscheduled work shall be required. The Contractor will provide a "Not-To-Exceed" estimate for the defined unscheduled work using the hourly rates as defined in the unscheduled work section of the Quotation Sheet. The costs for materials, including the rental of equipment, will be in accordance with Provision C.26. The Contract Administrator will then review the estimate, and if, considered fair and reasonable, issue a Notice to Proceed. In the case of an emergency work this process will be done orally with an email confirmation, followed up within 24 hours by a JAF. Payment for unscheduled work will be for actual hours worked and approved materials. **NO INVOICE FOR UNSCHEDULED WORK WILL BE PROCESSED WITHOUT AN ACCOMPANYING JAF.** The Contractor shall not commence service under any unscheduled service until a purchase order has been executed by the Office of Procurement and a Notice to Proceed has been issued by the Department.

#### 5. CONTRACTOR'S QUALIFICATIONS

- a. Contractor shall be an established grounds keeping, and landscape maintenance service Contractor experienced in providing the types and to the extent outlined in these specifications. Contractor's experience must have been as a primary contractor.
- b. The Contractor must be an established entity with experience in providing grounds keeping and landscaping services of the types and to the extent as defined in these specification and evidence that the Contractor has successfully conducted such operations for at least five (5) years prior to this solicitation.
- c. The Contractor must have established office(s) to provide the services herewith specified. The County reserves the right to coordinate an inspection and interview prior to the recommendation for award of this IFB.
- d. The Contractor shall be able to provide experience and qualified personnel to perform the duties required in accordance with the scope of work of this solicitation. Qualifications include but are not limited to demonstration of interpersonal skills while performing any duties relating to the Contract.
- e. All personnel working at a County Facility must be identified as Contractor's employees by means of uniform or ID badge. While working on County Facilities, Contractor's personnel must conduct duties in a professional, courteous, cooperative and cordial manner, without causing disturbances or interfering with work being conducted. The County (Contract Administrator - CA) shall request the Contractor or Sub Contractor employee that does not meet the requirements of this Contract no longer be permitted to perform any work under this Contract.
- f. The Bidder will provide evidence of experience in providing general commercial grounds keeping and landscaping services of similar extent to those outlined in these specifications. The Contractor must complete Attachment J, detailing Contractor's profile, including but not limited to: company's structure, ownership, services description and facilities description.
- g. The County reserves the right to request a background investigation, based on the facility being serviced, from the Contractor for any or all of the Contractor's employees or sub-contractors under this Contract, at any time while the contract is in place. Background investigation should be performed by the County only and the standard is a criminal background investigation that bars entry for parties with criminal convictions pertaining violent crimes, felonies, terrorism etc.

- h. Contractor shall be responsible for the proper conduct of all Contractor personnel while on the premises. Contractor shall not employ any person or persons in or about the premises who shall use improper language or act in a loud or boisterous manner. Contractor agrees to dispense with the services of any employee whose conduct the Contract Administrator confirms is detrimental to the best interest of the County. Smoking of any type is strictly prohibited in County facilities.

**END SECTION D – SPECIFICATIONS/SCOPE OF WORK**

Web-links for Documents and Forms:

1. Central Vendor Registration System ([www.mcipcc.net](http://www.mcipcc.net))
2. Frequently Asked Questions, Procurement (<https://www.montgomerycountymd.gov/pro/help.html>)
3. MD-SDAT (<https://dat.maryland.gov/businesses/Pages/default1.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/PMMD-193.pdf>)
5. **Attachment A:** Minority Business Program & Offeror's Representation ([www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-90.pdf](http://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](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf)) ([www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-97.pdf](http://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](http://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](http://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](http://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](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-192.pdf))



**ATTACHMENT H**

**Department of General Services  
Division of Facilities Management**

**Integrated Pest Management Plan to be used on property maintained by the Division of Facilities Management**

The Division of Facilities Management (DFM) intends to establish a landscape pest control program that is responsible in relation to the environment and human society. Thus, DFM recognizes that Integrated Pest Management (IPM) provides a safer method of pest management that minimizes the use of pesticides in the landscape.

For this reason, DFM shall adopt IPM as its pest management strategy. DFM will work toward implementing all proper management strategies to deter pest problems from occurring and strive to minimize the use of chemical pesticides whenever a more environmentally sensitive method of control is available.

DFM therefore adopts the principles of landscape IPM as follows:

- I. First DFM will take all reasonable measures to select and maintain healthy plants. This will be accomplished as follows:
  - A. Selecting plants that are pest resistant. Native plants are preferred.
  - B. Choosing plants that will do well in locations they are selected for, considering the site, soil conditions climate, exposure, amount of sun or shade, and other pertinent factors.
  - C. Preparing the site correctly and installing plants properly.
- II. The maintenance program will also be designed so as to limit exposure of the landscape to pest problems. The program will include:
  - A. Practicing appropriate and correct cultural methods of plant maintenance, such as proper pruning, raking, irrigating, mulching, destruction of heavily infected plants, fertilization, composting, etc.
  - B. Removing plants with recurring pest problems and replacing them using Part I as a guide for plant selection.
  - C. Identifying natural enemies of pests and maximizing their use to reduce pests.
- III. DFM will accurately identify pest induced problems in the landscape. Factors associated with this process are as follows:
  - A. Monitoring plants for the presence and/or level of infestation of pests.
  - B. Recognizing that the mere presence of a pest is not a reason in itself to initiate control action and establishing thresholds below which pests and related aesthetic problems can be tolerated.
  - C. Tolerating damage that will not have long term effects on the plant.

- D. Focusing management activities on the parts of the landscape that are most prone to pest problems.
- E. Considering ALL factors associated with damage so as to identify damage that may have occurred after the plant was weakened and not as a result of injury sustained by pest.
- F. Being certain to identify the pest, its host, and the life cycle of both.

**IV.** DFM will make an educated and environmentally sensitive decision on how to deal with pest induced problems using these principles:

- A. Weighing the benefits of control action against other factors such as potential hazards to the property and the environment, employee and public health and safety, efficacy and economics.
- B. Acquiring all relevant knowledge in regard to the pest life cycle and the host growth cycle in order to determine control method/action.
- C. When control is necessary, considering the options in the following order –
  - 1) physical/mechanical control
  - 2) biological control
  - 3) soft chemicals (i.e. pesticidal soaps, oils)
  - 4) organic and synthetic pesticides.
- D. In case pesticide application is required, evaluating selection based on a pesticide's environmental fate and ecological impact.
- E. NOT using pesticides on a scheduled or preventative basis.
- F. Applying materials at the time they will be most efficacious against the target pest and have minimal impact on beneficials.
- G. Targeted spraying for confirmed pest problems and NOT cover spraying.
- H. Reading and following the labels of all pesticides and taking every precaution in their use.

**V.** To implement, DFM shall:

- A. Provide landscape Integrated Pest Management training to all property managers and inspectors.
- B. Select Contractors for landscape/grounds work that are experienced in IPM and assure that they are familiar with key pests, key plants, and key locations within the DFM inventory of plants.
- C. Insist that all DFM property services employees and the landscape contractor, whenever in doubt, seek help or assistance in dealing with a pest problem.
- D. Maintain a written record, indicating the names and quantities of pesticides used in the previous year.

**ATTACHMENT I**

**INVOICE SUBMISSION CHECKLIST**

Contract # \_\_\_\_\_ - Landscaping and Grounds Maintenance Services

Invoice # \_\_\_\_\_

Instructions to Contractor: Attachment I is a guidance to each vendor to prepare invoice and supporting materials in a manner that allows for an expeditious review and approval. Contract Administrator may require submission with each invoice.

	<b>Item</b>	<b>Contractor Initials</b>	<b>County Initials</b>
1.	Is the invoice number included?		
2.	Is the service period included?		
3.	Is a copy of the approved Job Authorization Form included?		
4.	Is the Job Site address listed?		
5.	Are the materials used for the project detailed? Quantity and type?		
6.	Is the total labor detailed? Hours and type of service?		
7.	Are the unit prices consistent with contract provisions?		
8.	Have Monthly reports been submitted?		
9.	Is a copy of the service tickets included?		
10.	Are all calculations correct?		

Contractor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County's Representative: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

