Local Small Business Reserve Program (LSBRP) Notice

INVITATION FOR BID #1116561

Snow Removal at County Facilities

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).

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) 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
#1116561
for

Snow Removal at County Facilities

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).

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.

IFB #1116561

BID COVER SHEET

MONTGOMERY COUNTY OFFICE OF PROCUREMENT
27 COURTHOUSE SQUARE, SUITE 330, ROCKVILLE, MD 20850

IFB#:	1116561	OPENING DATE:	August 23, 2021 * Virtual See Page E for Details	OPENING TIME:	11:00 AM
FOR:	Snow Removal at County Facilities			ISSUE DATE:	July 23, 2021

SECTION A – INSTRUCTIONS, CONDITIONS AND NOTICES

The following checked (X) provisions in Section A are applicable to this solicitation and any resulting contract.

1		BID GUARANTEE: A bid guarantee of N/A is required for this bid.
2	X	INTENT: A. X B. _____
3	X	METHOD OF AWARD A. _____ B. X C. _____ D. _____ E. _____ (other) Price preference of N/A percent.
4	X	OPTIONAL PRE-BID CONFERENCE Date: Aug 2, 2021 Time: 10:30 AM Location : Virtual Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 443-692-5768, Phone Conference ID: 976 705 71#
5		OR EQUAL INTERPRETATION
6	X	QUESTIONS: Technical Contact: Denise Wade (240) 777-5393 denise.wade@montgomerycountymd.gov Non-Technical Contact: Segyung Yaeger (240) 777-9944 segyung.yaeger@montgomerycountymd.gov
7		SAMPLES
27	X	**SERVICES CONTRACT** (see "NOTICE TO BIDDERS" for website of the current wage rate)
28		**CONSTRUCTION CONTRACT** (see Attachment D)
29		**N/A-LOCAL BUSINESS PREFERENCE (LBP)** https://www.montgomerycountymd.gov/pro/dbrc/LBPP.html)

All provisions in the solicitation, including Section A, numbers 8 through 26 and 30, shall be applicable to any contract awarded as a result of this solicitation.

SECTION B – GENERAL CONDITIONS OF CONTRACT BETWEEN COUNTY & CONTRACTOR

All provisions in this section shall be applicable to any contract awarded as a result of this solicitation. The correct insurance requirements for this solicitation are listed (in Table___ of Provision 21) or in Appendix to Section B. These requirements supersede those listed in Provision 21 of the General Conditions between County and Contractor)

SECTION C – SPECIAL TERMS AND CONDITIONS

The following checked (X) provisions shall be applicable to any contract awarded as a result of this solicitation.

1	X	ADD OR DELETE
2	X	ANNUAL PRICE ADJUSTMENT A. _____ Commodity/Service Group: _____ B. X All Items
3		CATALOG DISCOUNT PRICES
4		CATALOG/PRICE LIST REQUIREMENTS
5		CERTIFICATE OF ORIGIN
6		CLEANING OF SITE
7	X	CONTRACT ADMINISTRATOR
8	X	CONTRACT TERM X A. _____ B. Other: _____
9		CONTRACT VALUE
10		CONTRACTOR RESPONSE
11	X	CORRECTION OF WORK AFTER FINAL PAYMENT
12		CORRECTION OF WORK BEFORE FINAL PAYMENT
13		DAMAGE/SHORTAGE
14		DEALER STATUS
15	X	DELAYS AND EXTENSION OF TIME
16		DELIVERY INSTRUCTIONS
17	X	DEPARTMENTS AUTHORIZED TO USE CONTRACT(S)
18		EQUIPMENT PREPARATION
19		ESTIMATES
20	X	FAILURE TO PERFORM/DELIVER

21		HEAVY DUTY
22	X	INVOICES
23		LABOR COSTS
24		MANUALS
25	X	MATERIAL AND WORKMANSHIP
26		MATERIALS
27	X	METHOD OF ORDERING
28	X	MULTIPLE AWARDS
29	X	NET PRICES
30	X	NEW MATERIALS
31		OPTION TO INCREASE QUANTITIES
32	X	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	X	PROTECTION OF EXISTING FACILITIES

38	X	PURCHASE OF GOODS BY NON-PROFIT ORGANIZATIONS
39	X	PURCHASE ORDERS/JOB RELEASES
40	X	QUANTITIES
41	X	SAFETY STANDARDS
42		SERVICE
43	X	SITE INSPECTION
44	X	TRAVEL TIME
45		WARRANTY
46	X	INSPECTIONS
47	X	INVESTIGATIONS
48	X	SERVICES FACILITY
49	X	TAX EXEMPTION
50	X	TOOLS AND EQUIPMENT

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 three hard copies of "SOLICITATION, BID AND AWARD SHEET" (including page E and pages E-1 through E-30 Quotation Sheets)
Quotation Sheets (Pages E-1 through E-28) are available as a separate Excel file. Please submit four hard copies (one original, three copies), and one electronic copy of Quotation Sheets. Electronic copy may be provided in USB Thumb
XX Drive, CD or DVD in an Excel format (Do not convert to PDF.)

_____ Current Manufacturer catalog(s) _____ Descriptive Literature **XX Other: Company Profile (See Section D 1.2.1.1)**

XX References (See Page C) _____ Delivery Schedule _____ Bid Guarantee (see pages A & 1)

XX Wage Requirements Certification (see "NOTICE TO BIDDERS" for website providing the current wage rate) and (See
_____ Attachment C)
XX Preference Sheet (See Attachment G)

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 Minority, Female, Disabled Person Subcontractor Performance Plan. (Attachment B), if requested in the Intent to Award notice.

_____ Local Business Subcontract Plan (Attachment F), if requested in the Intent to Award notice.

_____ Financial Data _____ Personnel Data

_____ Installation Schedules _____ Plans or Drawings

_____ Other: as follows: _____ _____ Performance Bond (See Pages B & 10)

____

XX Certificate of Insurance (see page 6, paragraph #21) and Mandatory Insurance Requirements contained in Appendix to Section B or Insurance Table ___. 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**:

Minority, Female, Disabled Person Subcontractor Performance Plan (See Attachment B)

XX **(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 Below)

XX Minority Business Program & Offeror's Representation (Attachment A)

____ Local Business Subcontract Plan (Attachment F)

REFERENCES (at least three are requested to be submitted)

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

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

1. Name of Firm: _____

   Address: _____ City: _____ ST: ____ Zip: _____

   Contact Person: _____ Phone: _____

   Email Address: _____

2. Name of Firm: _____

   Address: _____ City: _____ ST: ____ Zip: _____

   Contact Person: _____ Phone: _____

   _____ Email Address: _____

3. Name of Firm: _____

   Address: _____ City: _____ ST: ____ Zip: _____

   Contact Person: _____ Phone: _____

   Email Address: _____

MID-ATLANTIC PURCHASING TEAM RIDER CLAUSE

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

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

B. **Contract Agreement**
Any jurisdiction or entity using the resultant contract(s) may enter into its own contract with the successful 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:

YES	NO	JURISDICTION	YES	NO	JURISDICTION
		Alexandria, Virginia			Howard County Schools
		Alexandria Public Schools			Herndon, Virginia
		Alexandria Sanitation Authority			Leesburg, Virginia
		Annapolis City			Loudoun County, Virginia
		Anne Arundel County			Loudoun County Public Schools
		Anne Arundel Schools			Loudoun County Water Authority
		Arlington County, Virginia			Manassas, Virginia
		Arlington County Public Schools			City of Manassas Public Schools
		Baltimore City			Manassas Park, Virginia
		Baltimore County Schools			MD-National Capital Park & Planning Comm.
		Bladensburg, Maryland			Metropolitan Washington Airports Authority
		Bowie, Maryland			Metropolitan Washington Council of Governments
		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 #1116561	**MONTGOMERY COUNTY, MARYLAND** **Snow Removal at County Facilities** SOLICITATION, BID AND AWARD SHEET	RETURN BID TO: OFFICE OF PROCUREMENT 27 COURTHOUSE SQUARE, SUITE 330, ROCKVILLE, MD 20850

PART I: SOLICITATION (Invitation for Bids ("IFB"))

SEALED BIDS IN **ONE (1)** ORIGINAL AND **THREE (3)** HARD COPIES, AND **ONE (1)** ELECTRONIC COPY OF EXCEL QUOTATION SHEETS IN USB THUMB DRIVE, CD OR DVD TO FURNISH THE SUPPLIES AND/OR SERVICES DESCRIBED ON THE ATTACHED QUOTATION SHEET(S) WILL BE RECEIVED UP TO **11:00 AM** LOCAL TIME ON **8/23/2021**. BIDS WILL BE PUBLICLY OPENED VIRTUALLY CALL IN +1 443-692-5768 Phone Conference ID: 143 113 599# Or Click here to join the meeting AT THE DATE AND TIME STATED.

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

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

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

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

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

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

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

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

MONTGOMERY COUNTY, MARYLAND

BY _____ _____ _____

PRINTED NAME OF CONTRACTING OFFICER SIGNATURE OF CONTRACTING OFFICER AWARD DATE

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

QUOTATION SHEETS

(Facility List by Priority & Exception Notes)

Bidders MUST submit pricing on at least six (6) areas to be considered responsive. Bidders must bid each item (A1 through G2) within a particular area in order to be eligible for an award for the area itself. Optional Materials and Services are not part of the method of award but are highly recommended to be completed.

Click Here to Download Hardscape Maps for All Areas

HOURLY LABOR RATES

The hourly rates for Snow Removal Services must be in accordance with the following:

1) Inclusive of all costs, that is, but not limited to, direct labor, supervision, general and administrative overhead, taxes, insurance, profit and the cost of equipment that is normal and customary (truck, fuel, dispensing units, etc.).
2) Applicable on an *"on site"* basis and not *"portal to portal"* for each item bid.
3) In accordance with the County's Living Wage Law (see Attachment C).

MATERIAL RATES

The material rates for Snow Removal Services must be in accordance with the following:

1) Inclusive of all costs, that is, but not limited to, actual invoiced cost delivery from the supplier to the Contractor. Prices are less Federal, State, and Local taxes.
2) Per unit price for each type of material bid.

PRIORITY RANKING: Refer to Part Two, 2.4.2 of the Scope of Work for requirements.

EXCEPTION LIST

Exception Note 1	Special Requirements Site – Must use rubber tipped blade per Part Three of the Scope of Work and no salt or sand is to be used unless directed by the Contract Monitor.
Exception Note 2	Special treatment required for Pervious Parking Area. Refer to Part Three of the Scope of Work for requirements.
Exception Note 3	Rubber tip blade only for plowing, no salt to be applied to top deck surface (sand only).
Exception Note 4	Regular plow blade can be used for plowing, no salt to be applied to top deck surface (sand only).
Exception Note 5	Only MAG to be used

*** Invoices for faclilities identified with an asterisk (*) next to the asset number on the Facility List (Quotation Sheets) are to be sent to: Dept. of Fire and Rescue Services**

Attn: Support Services
Public Safety Headquarters
101 Edison Park Drive Floor 2
Gaithersburg, MD 20872
Fire.BLDGMaintAdmin@montgomerycountymd.gov
240-777-2287

AREA 1

A.	Salting and/or Sanding of Lots				
Line	**Asset #**	**Facility**	**Fixed Cost per Treatment per Facility**	**Priorty**	**Exception**
1	1001	Council Office Bldg. (COB) 100 Maryland Avenue, Rockville		1	
2	1002	Grey Courthouse 27 Courthouse Square, Rockville		1	
3	1003	Red Brick Courthouse 29 Courthouse Square, Rockville		1	
4	1008	Executive Office Bldg. (EOB) 101 Monroe Street, Rockville		1	
5	1009	Judicial Center 50 Maryland Avenue, Rockville		1	
6	1009A	Judicial Center Annex 50 Maryland Avenue, Rockville		1	
7	1014	HOB 401 Hungerford Drive, Rockville		1	Note 2 & 3
8	1015	AECC 120 Maryland Avenue, Rockville		1	
9	2026	Rockville Library 21 Maryland Avenue, Rockville		2	
10	3010	HHS Alcohol Rehab Center 1 Lawrence Court, Rockville		2	
11	3029	County Facility 150 Maryland Avenue, Rockville		2	
12	3030	County Facility 103 Fleet Street, Rockville		2	
13	3031	County Facility 105 Fleet Street, Rockville		2	
14	3032	County Facility 107 Fleet Street, Rockville		2	
15	3033	County Facility 209,211,213,215 Monroe Street, Rockville		2	
16	4103*	Fire Station #3 380 Hungerford Drive, Rockville		1	
17	4505	Vacant House 101 Fleet Street Rockville		2	
18	5403	COB Parking Garage 255 E. Jefferson Street, Rockville		1	Note 4
19	5403A	COB Fueling Station 255 E. Jefferson Street, Rockville		1	
20	5505	Jurors Parking Lot 301 E. Jefferson Street, Rockville		1	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

21	9049	Loneoak (Day Care and Complete Facility) 1010 Grandin Avenue, Rockville		1	
22	8756	Rockville (Downtown) Liquor Store 300 N. Washington Street Rockville MD		3	

B.	Plowing of Lots	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Snow Plowing of Lots per CREW		70	$ -
2	Snow Plowing of Lots per CREW standby rate		70	$ -

C.	Snow and Ice Removal for Sidewalks and Stairs	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Sidewalk and Stairs CREW		100	$ -
2	Sidewalk and Stairs CREW standby rate		100	$ -

D.	Loading and Hauling Snow	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Truck – Minimum One (1) Ton G.V.W. with Operator		20	$ -
2	Loader – Minimum Full Size, Equipped with Rubber Tires and Two (2) Cubic Yard Bucket with Operator		20	$ -
3	Loader – Minimum Skid Steer Design with 0.75 Cubic Yard Bucket and Operator		20	$ -

E.	Salting/Sanding Materials	Unit Price Per Pound	Estimated Annual Quantity	Extended Price
1	Salt (30%) and Sand (70%) Mixture		50,000	$ -
2	Flake Calcium Chloride (100%)		30,000	$ -
3	Sand 100% Mortar Grade		20,000	$ -
4	Salt 100% (Sodium Chloride)		50,000	$ -

F.	Pickup of County Materials	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Pickup County provided bulk deicing material at assigned County Dome location		70	$ -

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

G.	Snow Stakes and Markers	Price Per Event	Estimated Annual Quantity	Extended Price
1	Installation (lump sum for installation at all facilities in the Area)		1	$ -
2	Removal (lump sum for removal at all facilities in the Area)		1	$ -
AGGREGATE AMOUNT OF THE FIXED AND UNIT PRICES EXTENDED BY THE ESTIMATED ANNUAL QUANTITIES LISTED ABOVE FOR AREA 1 (Items A1 through G2)			$ -	

OPTIONAL MATERIAL AND SERVICES FOR AREA 1

Optional Work – Additional CREWS for Snow/Ice Removal Sidewalks and Stairs (Pg. 14, 1.2.1.4 Item 3)

	Items	Unit Price	Estimated Annual Quantity	Extended price
1	Sidewalk and Stairs per Supervisor		100	$ -
2	Sidewalk and Stairs per Laborer		500	$ -
Total Aggregate Amount Items 1&2			$ -	

Optional Equipment – Additional Snow Plowing/Hauling Equipment

Please list any additional snow plowing and/or hauling equipment that is not included in specifications of this solicitation and that your company may be able to provide in the event that the County requests additional equipment on any given site. Note that costs per hour must be inclusive of all associated costs, that is, but not limited to, operator for the equipment, direct labor, supervision, general and administrative overhead, taxes, insurance, profit, the cost of equipment that is normal and customary (truck, fuel, dispensing units, etc.). If your company does not provide additional equipment, please write "Not applicable" in the spaces provided below.

Equipment Description	Equipment Cost Per Hour ($)	Qty Available
Total Aggregate Amount (Items 1-5)	$ -	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

AREA 2

A.	Salting and/or Sanding of Lots				
Line	**Asset #**	**Facility**	**Fixed Cost per Treatment per Facility**	**Priorty**	**Exception**
1	1016	Sidney Kramer/Up County Regional Services Center 12900 Middlebrook Road, Germantown		3	
2	2019	Gaithersburg Library 18330 Montgomery Village Avenue, Gaithersburg		2	Note 1
3	2027	Germantown Library 19840 Century Blvd., Germantown		2	
4	3036	HHS Boys/Girls 6316 Muncaster Mill Road, Rockville		3	
5	3043	Riggs Road House #1 (HHS Residence) 5830 Riggs Road, Gaithersburg		3	
6	3044	Riggs Road House #2 (HHS Residence) 5834 Riggs Road, Gaithersburg		3	
7	3046	Health and Human Services 1301 Piccard Drive, Rockville		2	
8	3048	DGS Facility 14900 Broschart Drive, Rockville		2	
9	3702	Shady Grove Day Care 14910 Broschart Drive, Rockville		2	
10	3705	Gaithersburg Day Care 112 W. Diamond Avenue, Gaithersburg		2	
11	3708	Judith Resnick Day Care (Hadley Farms) 7305 Hadley Farms Drive, Gaithersburg		2	
12	4005	5th District Germantown Police Station 20000 Aircraft Drive, Germantown		1	
13	4108*	Fire Station #8 801 Russell Avenue, Gaithersburg		1	
14	4117*	Fire Station #17 21400 Laytonsville Road, Laytonsville		1	
15	4129	Fire Station #29 20001 Crystal Rock Drive, Germantown		1	
16	5115	Germantown Fuel Site 20000 Aircraft Drive, Germantown		3	
17	7107	Upper County Community Ctr. 8201 Emory Grove Road, Gaithersburg		3	
18	7309	Black Rock Art Center 12901 Town Commons Drive, Germantown		3	
19	5416	EMTOC 16700 Crabbs Branch Way, Derwood		1	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

20	5243	Radio Repair Shop 16647 Crabbs Branch Way, Derwood		3	
21	3061	HHS Mens Overflow Shelter 16911 Crabbs Branch, Derwood		2	

B.	Plowing of Lots	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Snow Plowing of Lots per CREW		70	$ -
2	Snow Plowing of Lots per CREW standby rate		70	$ -

C.	Snow and Ice Removal for Sidewalks and Stairs	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Sidewalk and Stairs CREW		100	$ -
2	Sidewalk and Stairs CREW standby rate		100	$ -

D.	Loading and Hauling Snow	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Truck – Minimum One (1) Ton G.V.W. with Operator		20	$ -
2	Loader – Minimum Full Size, Equipped with Rubber Tires and Two (2) Cubic Yard Bucket with Operator		20	$ -
3	Loader – Minimum Skid Steer Design with 0.75 Cubic Yard Bucket and Operator		20	$ -

E.	Salting/Sanding Materials	Unit Price Per Pound	Estimated Annual Quantity	Extended Price
1	Salt (30%) and Sand (70%) Mixture		50,000	$ -
2	Flake Calcium Chloride (100%)		30,000	$ -
3	Sand 100% Mortar Grade		20,000	$ -
4	Salt 100% (Sodium Chloride)		50,000	$ -

F.	Pickup of County Materials	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Pickup County provided bulk deicing material at assigned County Dome location		70	$ -

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

G.	Snow Stakes and Markers	Price Per Event	Estimated Annual Quantity	Extended Price
1	Installation (lump sum for installation at all facilities in the Area)		1	$ -
2	Removal (lump sum for removal at all facilities in the Area)		1	$ -
AGGREGATE AMOUNT OF THE FIXED AND UNIT PRICES EXTENDED BY THE ESTIMATED ANNUAL QUANTITIES LISTED ABOVE FOR AREA 2 (Items A1 through G2)			$ -	

OPTIONAL MATERIAL AND SERVICES FOR AREA 2

Optional Work – Additional CREWS for Snow/Ice Removal Sidewalks and Stairs (Pg. 14, 1.2.1.4 Item 3)

	Items	Unit Price	Estimated Annual Quantity	Extended price
1	Sidewalk and Stairs per Supervisor		100	$ -
2	Sidewalk and Stairs per Laborer		500	$ -
Total Aggregate Amount Items 1&2			$ -	

Optional Equipment – Additional Snow Plowing/Hauling Equipment

Please list any additional snow plowing and/or hauling equipment that is not included in specifications of this solicitation and that your company may be able to provide in the event that the County requests additional equipment on any given site. Note that costs per hour must be inclusive of all associated costs, that is, but not limited to, operator for the equipment, direct labor, supervision, general and administrative overhead, taxes, insurance, profit, the cost of equipment that is normal and customary (truck, fuel, dispensing units, etc.). If your company does not provide additional equipment, please write "Not applicable" in the spaces provided below.

Equipment Description	Equipment Cost Per Hour ($)	Qty Available
Total Aggregate Amount (Items 1-5)	$ -	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

AREA 3

A.	Salting and/or Sanding of Lots				
Line	**Asset #**	**Facility**	**Fixed Cost per Treatment per Facility**	**Priorty**	**Exception**
1	1567	Clarksburg Community Building 23201 Stringtown Road, Clarksburg		3	
2	1571	Board of Elections 18753 Frederick Avenue, Gaithersburg		3	
3	2023	Damascus Library nad Senior Center 9701 Main Street, Damascus		2	
4	2025	Poolesville/ Maggie Nightingale Library 19633 Fisher Avenue, Poolesville		3	
5	3047	HHS Watkins Mill Shelter 20201 Watkins Mill Road, Gaithersburg		2	
6	3709	Waring Station Day Care 18815 Waring Station Road, Germantown		2	
7	3711	Damascus Day Care 9625 Main Street, Damascus		2	
8	4011	DGS Facility 16600 Elmer School Road, Poolesville		1	
9	4109*	Fire Station #9 25801 Frederick Road, Clarksburg		1	
10	4113*	Fire Station #13 26334 Ridge Road, Damascus		1	
11	4114*	Fire Station #14 19801 Beallsville Road, Beallsville		1	
12	4122	Fire Station #22 18910 Germantown Road, Germantown		1	
13	4134	Fire Station #34 20633 Boland Farm Road, Germantown		1	
14	4135	Fire Station #35 22610 Gateway Center Drive, Clarksburg		1	
15	4508	Montgomery County Correctional Facility Senneca Correctional 22880 Whelan Lane, Boyds		1	
16	5103	Damascus Highway Depot 26149 Ridge Road, Damascus		3	
17	5118	Damascus Fuel Site 26149 Ridge Road, Damascus		3	
18	7111	Plum Gar Community Center 19561 Scenery Drive, Germantown		3	
19	7127	Germantown Recreation Facility 18905 Kingsview Road, Germantown		3	
20	7136	Damascus Recreation Center 25520 Oak Drive, Damascus		3	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

21	7204	Germantown Outdoor Pool 18905 Kingsview Road, Germantown		3	
22	7216	Germantown Indoor Swim 18000 Central Park Circle, Germantown		2	
23	9217	Moneysworth Farm House 22900 Whelan Lane, Boyds		3	

B.	Plowing of Lots	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Snow Plowing of Lots per CREW		70	$ -
2	Snow Plowing of Lots per CREW standby rate		70	$ -

C.	Snow and Ice Removal for Sidewalks and Stairs	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Sidewalk and Stairs CREW		100	$ -
2	Sidewalk and Stairs CREW standby rate		100	$ -

D.	Loading and Hauling Snow	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Truck – Minimum One (1) Ton G.V.W. with Operator		20	$ -
2	Loader – Minimum Full Size, Equipped with Rubber Tires and Two (2) Cubic Yard Bucket with Operator		20	$ -
3	Loader – Minimum Skid Steer Design with 0.75 Cubic Yard Bucket and Operator		20	$ -

E.	Salting/Sanding Materials	Unit Price Per Pound	Estimated Annual Quantity	Extended Price
1	Salt (30%) and Sand (70%) Mixture		50,000	$ -
2	Flake Calcium Chloride (100%)		30,000	$ -
3	Sand 100% Mortar Grade		20,000	$ -
4	Salt 100% (Sodium Chloride)		50,000	$ -

F.	Pickup of County Materials	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Pickup County provided bulk deicing material at assigned County Dome location		70	$ -

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

G.	Snow Stakes and Markers	Price Per Event	Estimated Annual Quantity	Extended Price
1	Installation (lump sum for installation at all facilities in the Area)		1	$ -
2	Removal (lump sum for removal at all facilities in the Area)		1	$ -
AGGREGATE AMOUNT OF THE FIXED AND UNIT PRICES EXTENDED BY THE ESTIMATED ANNUAL QUANTITIES LISTED ABOVE FOR AREA 3 (Items A1 through G2)			$ -	

OPTIONAL MATERIAL AND SERVICES FOR AREA 3

Optional Work – Additional CREWS for Snow/Ice Removal Sidewalks and Stairs (Pg. 14, 1.2.1.4 Item 3)

	Items	Unit Price	Estimated Annual Quantity	Extended price
1	Sidewalk and Stairs per Supervisor		100	$ -
2	Sidewalk and Stairs per Laborer		500	$ -
Total Aggregate Amount Items 1&2			$ -	

Optional Equipment – Additional Snow Plowing/Hauling Equipment

Please list any additional snow plowing and/or hauling equipment that is not included in specifications of this solicitation and that your company may be able to provide in the event that the County requests additional equipment on any given site. Note that costs per hour must be inclusive of all associated costs, that is, but not limited to, operator for the equipment, direct labor, supervision, general and administrative overhead, taxes, insurance, profit, the cost of equipment that is normal and customary (truck, fuel, dispensing units, etc.). If your company does not provide additional equipment, please write "Not applicable" in the spaces provided below.

Equipment Description	Equipment Cost Per Hour ($)	Qty Available
Total Aggregate Amount (Items 1-5)	$ -	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

AREA 4

A.	Salting and/or Sanding of Lots				
Line	**Asset #**	**Facility**	**Fixed Cost per Treatment per Facility**	**Priorty**	**Exception**
1	2003	Chevy Chase Library 8005 Connecticut Avenue, Chevy Chase		2	
2	2004	Davis Library 6400 Democracy Boulevard, Bethesda		2	
3	2008	Little Falls Library 5501 Massachusetts Avenue, Bethesda		2	
4	2016	Bethesda/Connie Morella Regional Library 7400 Arlington Road, Bethesda		2	
5	2021	Potomac Library 10101 Glenolden Drive, Potomac		3	
6	3718	Clara Barton Recreation Center 7425 MacArthur Blvd., Cabin John		3	
7	3718A	Clara Barton Day Care Center 7425 MacArthur Blvd., Cabin John		2	
8	4012	2nd District Police Station 4823 Rugby Avenue, Bethesda		1	
9	4110	Cabin John Fire Station #10 8001 River Road, Bethesda		1	
10	4106*	Fire Station #6 6600 Wisconsin Avenue, Bethesda		1	
11	4107*	Fire Station #7 8001 Connecticut Avenue, Chevy Chase		1	
12	4111*	Fire Station #11 5920 Massachusetts Avenue, Bethesda		1	
13	4121*	Fire Station #21 12500 Veirs Mills Road, Rockville		1	
14	4123*	Fire Station #23 121 Rollins Avenue, Rockville		1	
15	4126*	Fire Station #26 6700 Democracy Blvd, Bethesda		1	
16	4130*	Fire Station #30 9404 Falls Road, Potomac		1	
17	4133*	Fire Station #33 11430 Falls Road, Potomac		1	
18	4201*	Bethesda/Chevy Chase Rescue Squad 5020 Battery Ln, Bethesda MD 20814		1	
19	7106	Scotland Community Center 7700 Scotland Drive, Potomac		3	
20	7114	Potomac Recreation Center 11315 Falls Road, Potomac		3	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

21	7114A	Potomac Day Care Center 11315 Falls Road, Potomac		2	
22	7115	Leland/Jane E Lawland Community Center 4301 Willow Lane, Chevy Chase		3	
23	7115A	Leland/Jane E Lawton Day Care 4301 Willow Lane, Chevy Chase		2	
24	7115B	Town of Chevy Chase Offices 4301 Willow Lane, Chevy Chase		3	
25	7308	Glen Echo Park 7400 MacArthur Boulevard, Bethesda		3	

B.	Plowing of Lots	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Snow Plowing of Lots per CREW		70	$ -
2	Snow Plowing of Lots per CREW standby rate		70	$ -

C.	Snow and Ice Removal for Sidewalks and Stairs	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Sidewalk and Stairs CREW		100	$ -
2	Sidewalk and Stairs CREW standby rate		100	$ -

D.	Loading and Hauling Snow	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Truck – Minimum One (1) Ton G.V.W. with Operator		20	$ -
2	Loader – Minimum Full Size, Equipped with Rubber Tires and Two (2) Cubic Yard Bucket with Operator		20	$ -
3	Loader – Minimum Skid Steer Design with 0.75 Cubic Yard Bucket and Operator		20	$ -

E.	Salting/Sanding Materials	Unit Price Per Pound	Estimated Annual Quantity	Extended Price
1	Salt (30%) and Sand (70%) Mixture		50,000	$ -
2	Flake Calcium Chloride (100%)		30,000	$ -
3	Sand 100% Mortar Grade		20,000	$ -
4	Salt 100% (Sodium Chloride)		50,000	$ -

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

F.	Pickup of County Materials	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Pickup County provided bulk deicing material at assigned County Dome location		70	$ -

G.	Snow Stakes and Markers	Price Per Event	Estimated Annual Quantity	Extended Price
1	Installation (lump sum for installation at all facilities in the Area)		1	$ -
2	Removal (lump sum for removal at all facilities in the Area)		1	$ -

AGGREGATE AMOUNT OF THE FIXED AND UNIT PRICES EXTENDED BY THE ESTIMATED ANNUAL QUANTITIES LISTED ABOVE FOR AREA 4 (Items A1 through G2)	$ -

OPTIONAL MATERIAL AND SERVICES FOR AREA 4

Optional Work – Additional CREWS for Snow/Ice Removal Sidewalks and Stairs (Pg. 14, 1.2.1.4 Item 3)

	Items	Unit Price	Estimated Annual Quantity	Extended price
1	Sidewalk and Stairs per Supervisor		100	$ -
2	Sidewalk and Stairs per Laborer		500	$ -
Total Aggregate Amount Items 1&2			$ -	

Optional Equipment – Additional Snow Plowing/Hauling Equipment

Please list any additional snow plowing and/or hauling equipment that is not included in specifications of this solicitation and that your company may be able to provide in the event that the County requests additional equipment on any given site. Note that costs per hour must be inclusive of all associated costs, that is, but not limited to, operator for the equipment, direct labor, supervision, general and administrative overhead, taxes, insurance, profit, the cost of equipment that is normal and customary (truck, fuel, dispensing units, etc.). If your company does not provide additional equipment, please write "Not applicable" in the spaces provided below.

Equipment Description	Equipment Cost Per Hour ($)	Qty Available
Total Aggregate Amount (Items 1-5)	$ -	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

AREA 5

A.	Salting and/or Sanding of Lots				
Line	**Asset #**	**Facility**	**Fixed Cost per Treatment per Facility**	**Priorty**	**Exception**
1	2007	Kensington Library 4201 Knowles Avenue, Kensington		2	
2	2009	Noyes Library 10237 Carroll Place, Kensington		2	
3	4105*	Fire Station # 5 10620 Connecticut Avenue, Kensington		1	
4	4120*	Fire Station #20 9041 Old Georgetown Road, Bethesda		1	
5	7108	Holiday Park Senior Center 3950 Ferrara Drive, Wheaton		3	
6	7110	Ken Gar/Lenord D Jackson Community Center 4111 Plyers Mill Road, Kensington		3	
7	7209	Kennedy Shriver/ Montgomery Aquatics Center Indoor Pool 5900 Executive Blvd., Rockville		3	
8	7302	Mansion at Strathmore 10701 Rockville Pike, Kensington		3	
9	7305	Recreation Headquarters 12210 Bushey Drive, Wheaton		3	
10	7307	Strathmore Music Center 5301 Tuckerman Lane, Bethesda		3	
11	4503	Pre Release Center 11651 Nebel Street, Rockville		1	
12	3018	HHS Shelter 5320 Marinelli Road, Rockville		2	
13	5499	Bus Transit Facility (Ride-On) 4915-4943 Nicholson Court, Kensington		1	Note 5
14	3063	HHS Facility 11600 Nebel St., Rockville		2	

B.	Plowing of Lots	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Snow Plowing of Lots per CREW		70	$ -
2	Snow Plowing of Lots per CREW standby rate		70	$ -

C.	Snow and Ice Removal for Sidewalks and Stairs	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Sidewalk and Stairs CREW		100	$ -

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

2	Sidewalk and Stairs CREW standby rate		100	$ -
D.	**Loading and Hauling Snow**	**Unit Price Per Hour**	**Estimated Annual Quantity**	**Extended Price**
1	Truck – Minimum One (1) Ton G.V.W. with Operator		20	$ -
2	Loader – Minimum Full Size, Equipped with Rubber Tires and Two (2) Cubic Yard Bucket with Operator		20	$ -
3	Loader – Minimum Skid Steer Design with 0.75 Cubic Yard Bucket and Operator		20	$ -
E.	**Salting/Sanding Materials**	**Unit Price Per Pound**	**Estimated Annual Quantity**	**Extended Price**
1	Salt (30%) and Sand (70%) Mixture		50,000	$ -
2	Flake Calcium Chloride (100%)		30,000	$ -
3	Sand 100% Mortar Grade		20,000	$ -
4	Salt 100% (Sodium Chloride)		50,000	$ -
F.	**Pickup of County Materials**	**Unit Price Per Hour**	**Estimated Annual Quantity**	**Extended Price**
1	Pickup County provided bulk deicing material at assigned County Dome location		70	$ -
G.	**Snow Stakes and Markers**	**Price Per Event**	**Estimated Annual Quantity**	**Extended Price**
1	Installation (lump sum for installation at all facilities in the Area)		1	$ -
2	Removal (lump sum for removal at all facilities in the Area)		1	$ -
AGGREGATE AMOUNT OF THE FIXED AND UNIT PRICES EXTENDED BY THE ESTIMATED ANNUAL QUANTITIES LISTED ABOVE FOR AREA 5 (Items A1 through G2)			$ -	

OPTIONAL MATERIAL AND SERVICES FOR AREA 5

Optional Work – Additional CREWS for Snow/Ice Removal Sidewalks and Stairs (Pg. 14, 1.2.1.4 Item 3)

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

	Items	Unit Price	Estimated Annual Quantity	Extended price
1	Sidewalk and Stairs per Supervisor		100	$ -
2	Sidewalk and Stairs per Laborer		500	$ -
Total Aggregate Amount Items 1&2			$ -	

Optional Equipment – Additional Snow Plowing/Hauling Equipment

Please list any additional snow plowing and/or hauling equipment that is not included in specifications of this solicitation and that your company may be able to provide in the event that the County requests additional equipment on any given site. Note that costs per hour must be inclusive of all associated costs, that is, but not limited to, operator for the equipment, direct labor, supervision, general and administrative overhead, taxes, insurance, profit, the cost of equipment that is normal and customary (truck, fuel, dispensing units, etc.). If your company does not provide additional equipment, please write "Not applicable" in the spaces provided below.

Equipment Description	Equipment Cost Per Hour ($)	Qty Available
Total Aggregate Amount (Items 1-5)	$ -	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

AREA 6

A.	Salting and/or Sanding of Lots				
Line	**Asset #**	**Facility**	**Fixed Cost per Treatment per Facility**	**Priorty**	**Exception**
1	1013	DHHS Silver Spring Center 8118 Georgia Avenue, Silver Spring		3	
2	2011	New Silver Spring Library 900 Wayne Avenue Silver Spring		2	
3	2012	Friends of the Silver Spring Library 8901 Colesville Road, Silver Spring		2	
4	2018	Long Branch Library 8800 Garland Avenue, Silver Spring		2	
5	3016	Dennis Avenue Health Center 2000 Dennis Avenue, Silver Spring		1	
6	3024	HHS Adrienne House 8915 Colesville Road, Silver Spring		3	
7	3042	CASA Silver Spring 734 University Blvd., Silver Spring		3	
8	3707	Woodlin Day Care 2103 Luzerne Avenue, Silver Spring		2	
9	4101	Fire Station #1 8110 Georgia Avenue, Silver Spring		1	
10	4102	Fire Station #2 7201 Carrol Avenue		1	
11	5106	Silver Spring Complex 8710 Brookeville Road		2	
12	5106A	Silver Spring Highway Depot Building A 8710 Brookville Road, Silver Spring		2	
13	5106D	Silver Spring Fleet and Bus Maintenance Duilding D 8710 Brookville Road, Silver Spring		2	
14	5106E	Silver Spring FMS Bus Wash Building E 8710 Brookville Road, Silver Spring		2	
15	5106F	Silver Spring Ride On Building F 8710 Brookville Road, Silver Spring		2	
16	5106H	Silver Spring Ride On Operations Building H 8710 Brookville Road, Silver Spring		2	
17	5119	Silver Spring Fuel Site 8710 Brookeville Road		2	
18	5125	Forrest Glen Pedestrian Bridge Georgia Avenue at 495 Exit, Silver Spring		3	
19	5507	Employee Parking Lot 8711 Brookeville Road		2	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

20	7101	Margaret Schweinhaut Senior Center 1000 Forest Glen Road, Silver Spring		3	
21	7112	Gwendolyn Coffield Recreation Center 2450 Lyttonsville Road, Silver Spring		3	
22	7118	Long Branch Recreation Center 8700 Piney Branch Road, Silver Spring		3	
23	7202	Long Branch Outdoor Pool 8700 Piney Branch Road, Silver Spring		3	
24	7301	Silver/Blackbox Theater 8633-8641 Colesville Road, Silver Spring		3	
25	3001	Progress Place 8106 Georgia Avenue, Silver Spring		3	
26	1508	TESS Community Service Center 8513 Piney Branch Road, Silver Spring		3	
27	1024	Silver Spring Civic Center 1 Veterans Plaza, Silver Spring		2	

B.	Plowing of Lots	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Snow Plowing of Lots per CREW		70	$ -
2	Snow Plowing of Lots per CREW standby rate		70	$ -

C.	Snow and Ice Removal for Sidewalks and Stairs	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Sidewalk and Stairs CREW		100	$ -
2	Sidewalk and Stairs CREW standby rate		100	$ -

D.	Loading and Hauling Snow	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Truck – Minimum One (1) Ton G.V.W. with Operator		20	$ -
2	Loader – Minimum Full Size, Equipped with Rubber Tires and Two (2) Cubic Yard Bucket with Operator		20	$ -
3	Loader – Minimum Skid Steer Design with 0.75 Cubic Yard Bucket and Operator		20	$ -

E.	Salting/Sanding Materials	Unit Price Per Pound	Estimated Annual Quantity	Extended Price
1	Salt (30%) and Sand (70%) Mixture		50,000	$ -
2	Flake Calcium Chloride (100%)		30,000	$ -

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

3	Sand 100% Mortar Grade		20,000	$ -
4	Salt 100% (Sodium Chloride)		50,000	$ -

F.	Pickup of County Materials	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Pickup County provided bulk deicing material at assigned County Dome location		70	$ -

G.	Snow Stakes and Markers	Price Per Event	Estimated Annual Quantity	Extended Price
1	Installation (lump sum for installation at all facilities in the Area)		1	$ -
2	Removal (lump sum for removal at all facilities in the Area)		1	$ -

AGGREGATE AMOUNT OF THE FIXED AND UNIT PRICES EXTENDED BY THE ESTIMATED ANNUAL QUANTITIES LISTED ABOVE FOR AREA 6 (Items A1 through G2)	$ -

OPTIONAL MATERIAL AND SERVICES FOR AREA 6

Optional Work – Additional CREWS for Snow/Ice Removal Sidewalks and Stairs (Pg. 14, 1.2.1.4 Item 3)

	Items	Unit Price	Estimated Annual Quantity	Extended price
1	Sidewalk and Stairs per Supervisor		100	$ -
2	Sidewalk and Stairs per Laborer		500	$ -
Total Aggregate Amount Items 1&2			$ -	

Optional Equipment – Additional Snow Plowing/Hauling Equipment

Please list any additional snow plowing and/or hauling equipment that is not included in specifications of this solicitation and that your company may be able to provide in the event that the County requests additional equipment on any given site. Note that costs per hour must be inclusive of all associated costs, that is, but not limited to, operator for the equipment, direct labor, supervision, general and administrative overhead, taxes, insurance, profit, the cost of equipment that is normal and customary (truck, fuel, dispensing units, etc.). If your company does not provide additional equipment, please write "Not applicable" in the spaces provided below.

Equipment Description	Equipment Cost Per Hour ($)	Qty Available
Total Aggregate Amount (Items 1-5)	$ -	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

AREA 7

A.	Salting and/or Sanding of Lots				
Line	**Asset #**	**Facility**	**Fixed Cost per Treatment per Facility**	**Priorty**	**Exception**
1	1020	East County Service Center 3300 Briggs Chaney Road, Colesville		3	
2	1006	Mid County Regional Services Center 2424 Reedie Drive, Wheaton		3	
3	1026	Wheaton Library/Recreation Center 11701 Georgia Avenue, Wheaton		2	
4	2001	Aspen Hill Library 4407 Aspen Hill Road, Rockville		2	
5	2015	White Oak Library 11701 New Hampshire Avenue, Silver Spring		2	
6	2020	Olney Library 3500 Olney-Laytonsville Road, Olney		2	Note 1
7	2022	Fairland/Praisner Library 14800 Old Columbia Pike, Fairland		2	
8	3015	Colesville Health Center 14015 New Hampshire Avenue, Silver Spring		2	
9	3023	HHS Group Home 15039 Layhill Road, Colesville		3	
10	3027	Fire Safety/Kensington VFD 14111 Georgia Avenue, Wheaton		2	
11	3704	MLK Daycare 1100 Jackson Road		2	
12	3710	Brooke Grove Day Care 18303 Brooke Grove Road, Silver Spring		2	
13	4004	4th District Wheaton Police Station 2300 Randolph Road, Wheaton		1	
14	4013	3rd District Silver Spring Police Station 1002 Milestone Drive Silver Spring		1	Note 1 & 2
15	4027	Olney Police Sub Station 17821 Georgia Avenue, Olney		2	
16	4104*	Fire Station #4 816 Olney Sandy Spring Road, Sandy Spring		1	
17	4115	Fire Station #15 2825 Briggs Chaney Road		1	
18	4116*	Fire Station #16 111 University Avenue, Silver Spring		1	
19	4118	Fire Station #18 12210 Georgia Avenue, Silver Spring		1	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

20	4119*	Fire Station #19 1945 Seminary Road, Silver Spring		1	
21	4124*	Fire Station #24 13216 New Hampshire Avenue, Silver Spring		1	
22	4140*	Fire Station #40 16911 Georgia Avenue Olney		1	
23	7109	Good Hope Community Center 14715 Good Hope Road, Silver Spring		3	
24	7128	East County Community Center 3300 Briggs Chaney Road, Burtonsville		3	
25	7130	Fairland/Marilyn J Praisner Recreation Center 14800 Old Columbia Pike, Fairland		3	
26	7139	Mid County Recreation Center 2004 Queensguard Road Silver Spring		3	
27	7140	White Oak Recreation Center 1700 April Lane, Silver Spring		3	Note 2
28	7207	MLK Indoor Pool 1201 Jackson Road, Colesville		3	
29	7105	Longwood Recreation Center 19300 Georgia Avenue, Olney		3	
30	7211	Olney Indoor Pool 16601 Georgia Avenue, Olney		3	
31	7113	Ross Body Community Center 18529 Brooke Road, Sandy Spring		2	
32	4125	Fire Station #25 -Price Request Only 11401 Connecticut Avenue, Silver Spring		1	
33	4112*	Fire Station #12 10617 New Hampshire Avenue, Silver Spring		1	
34	4202*	Wheaton Rescue Squad 2400 Arcola Ave. Wheaton		1	

B.	Plowing of Lots	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Snow Plowing of Lots per CREW		70	$ -
2	Snow Plowing of Lots per CREW standby rate		70	$ -

C.	Snow and Ice Removal for Sidewalks and Stairs	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Sidewalk and Stairs CREW		100	$ -

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

2	Sidewalk and Stairs CREW standby rate		100	$ -
D.	**Loading and Hauling Snow**	**Unit Price Per Hour**	**Estimated Annual Quantity**	**Extended Price**
1	Truck – Minimum One (1) Ton G.V.W. with Operator		20	$ -
2	Loader – Minimum Full Size, Equipped with Rubber Tires and Two (2) Cubic Yard Bucket with Operator		20	$ -
3	Loader – Minimum Skid Steer Design with 0.75 Cubic Yard Bucket and Operator		20	$ -
E.	**Salting/Sanding Materials**	**Unit Price Per Pound**	**Estimated Annual Quantity**	**Extended Price**
1	Salt (30%) and Sand (70%) Mixture		50,000	$ -
2	Flake Calcium Chloride (100%)		30,000	$ -
3	Sand 100% Mortar Grade		20,000	$ -
4	Salt 100% (Sodium Chloride)		50,000	$ -
F.	**Pickup of County Materials**	**Unit Price Per Hour**	**Estimated Annual Quantity**	**Extended Price**
1	Pickup County provided bulk deicing material at assigned County Dome location		70	$ -
G.	**Snow Stakes and Markers**	**Price Per Event**	**Estimated Annual Quantity**	**Extended Price**
1	Installation (lump sum for installation at all facilities in the Area)		1	$ -
2	Removal (lump sum for removal at all facilities in the Area)		1	$ -
AGGREGATE AMOUNT OF THE FIXED AND UNIT PRICES EXTENDED BY THE ESTIMATED ANNUAL QUANTITIES LISTED ABOVE FOR AREA 7 (Items A1 through G2)			$ -	

OPTIONAL MATERIAL AND SERVICES FOR AREA 7

Optional Work – Additional CREWS for Snow/Ice Removal Sidewalks and Stairs (Pg. 14, 1.2.1.4 Item 3)

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

	Items	Unit Price	Estimated Annual Quantity	Extended price
1	Sidewalk and Stairs per Supervisor		100	$ -
2	Sidewalk and Stairs per Laborer		500	$ -
Total Aggregate Amount Items 1&2			$ -	

Optional Equipment – Additional Snow Plowing/Hauling Equipment

Please list any additional snow plowing and/or hauling equipment that is not included in specifications of this solicitation and that your company may be able to provide in the event that the County requests additional equipment on any given site. Note that costs per hour must be inclusive of all associated costs, that is, but not limited to, operator for the equipment, direct labor, supervision, general and administrative overhead, taxes, insurance, profit, the cost of equipment that is normal and customary (truck, fuel, dispensing units, etc.). If your company does not provide additional equipment, please write "Not applicable" in the spaces provided below.

Equipment Description	Equipment Cost Per Hour ($)	Qty Available
Total Aggregate Amount (Items 1-5)	$ -	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

AREA 8

A.	Salting and/or Sanding of Lots				
Line	**Asset #**	**Facility**	**Fixed Cost per Treatment per Facility**	**Priorty**	**Exception**
1	2024	Quince Orchard Library 15831 Quince Orchard Road, Gaithersburg		2	
2	2013	Twinbrook Library 202 Meadow Hall Drive, Rockville		2	
3	3003	Taft CT 6 Taft CT, Rockville		2	
4	3006	Second Genesis 14701 Avery Road, Rockville		3	
5	3017/3017A	DGS Facility 600 E Guide Dr, Rockville		3	
6	3019	Avery Road Detox Center 14703 Avery Road, Rockville		3	
7	3020	Halfway House for Women (Avery Road) 14705 Avery Road, Rockville		3	
8	3715	Shady Grove Kids Stop 15910 Sommerville Drive, Rockville		2	
9	3712	Stonemill Daycare 14323 Stonebridge View Drive, Rockville		2	
10	4001	Montgomery County Office Building 1451 Seven Locks Road, Potomac		1	
11	4010	Police Vehicle Recovery 305 Metropolitan Grove Road, Gaithersburg		1	
12	4017	Animal Services and Adoption Center 7315 Muncaster Mill Road, Derwood		1	Note 1
13	4018	DGS Facility 1455 Seven Locks Rockville		1	
14	4036	DGS Facility 1300 Quince Orchard Drive, Gaithersburg		1	
15	4128*	Fire Station #28 7272 Muncaster Mill Road, Rockville		1	
16	4131	Fire Station #31 12100 Darnestown Road, Gaithersburg		1	
17	4132	Travilah Fire Station 32 9615 Darnestown Road, Rockville		1	
18	4207	Collapse Rescue Unit 12100 A Darnestown Road, Gaithersburg		1	
19	4211	Fire Rescue Warehouse 701-C Dover Road, Rockville		1	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

20	5101C	Bethesda Signal Shop 1283 Seven Locks, Potomac		3	
21	5117	Bethesda Fuel Site 1283 Seven Locks Road, Potomac		1	
22	5235	Fire Station 31 Tower 12100 Darnestown Road, Gaithersburg		1	
23	7303	Broome School 751 Twinbrook Parkway, Rockville		3	
24	6507	DFM Maintenance Shop 1301 Seven Locks Road, Rockville		1	
25	6512B	DGS Facility 14935 Southlawn Lane, Rockville		1	
26	6512A	DGS Facility 14935 Southlawn Lane, Rockville		1	
27	7104	Bauer Drive Recreation Center 14625 Bauer Drive, Rockville		3	
28	7137	North Potomac Recreation Center 13860 Travilah Road, Rockville		3	
29	1005 AGR	PSTA Academy Buidling 8751 Snouffer School Road, Gaithersburg		1	
30	1005 CDEF	PSTA 8751 Snouffer School Road, Gaithersburg		1	
31	1005 KMNOPQ	PSTA Cityscape and DOT 8751 Snouffer School Road, Gaithersburg		1	
32	5101E	Bethesda Sign Complex 1283 Seven Locks Rd, Potomac		3	
33	1025	National Cyber Security Center 9710 Great Seneca highway, Potomac		1	
34	4501	MCDC 1307 Seven Locks Road, Potomac		1	

B.	Plowing of Lots	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Snow Plowing of Lots per CREW		70	
2	Snow Plowing of Lots per CREW standby rate		70	

C.	Snow and Ice Removal for Sidewalks and Stairs	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Sidewalk and Stairs CREW		100	
2	Sidewalk and Stairs CREW standby rate		100	

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

D.	Loading and Hauling Snow	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Truck – Minimum One (1) Ton G.V.W. with Operator		20	
2	Loader – Minimum Full Size, Equipped with Rubber Tires and Two (2) Cubic Yard Bucket with Operator		20	
3	Loader – Minimum Skid Steer Design with 0.75 Cubic Yard Bucket and Operator		20	

E.	Salting/Sanding Materials	Unit Price Per Pound	Estimated Annual Quantity	Extended Price
1	Salt (30%) and Sand (70%) Mixture		50,000	
2	Flake Calcium Chloride (100%)		30,000	
3	Sand 100% Mortar Grade		20,000	
4	Salt 100% (Sodium Chloride)		50,000	

F.	Pickup of County Materials	Unit Price Per Hour	Estimated Annual Quantity	Extended Price
1	Pickup County provided bulk deicing material at assigned County Dome location		70	

G.	Snow Stakes and Markers	Price Per Event	Estimated Annual Quantity	Extended Price
1	Installation (lump sum for installation at all facilities in the Area)		1	
2	Removal (lump sum for removal at all facilities in the Area)		1	

AGGREGATE AMOUNT OF THE FIXED AND UNIT PRICES EXTENDED BY THE ESTIMATED ANNUAL QUANTITIES LISTED ABOVE FOR AREA 8 (Items A1 through G2)	$ -

OPTIONAL MATERIAL AND SERVICES FOR AREA 8

Optional Work – Additional CREWS for Snow/Ice Removal Sidewalks and Stairs (Pg. 14, 1.2.1.4 Item 3)

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

	Items	Unit Price	Estimated Annual Quantity	Extended price
1	Sidewalk and Stairs per Supervisor		100	
2	Sidewalk and Stairs per Laborer		500	
Total Aggregate Amount Items 1&2			$	-

Optional Equipment – Additional Snow Plowing/Hauling Equipment

Please list any additional snow plowing and/or hauling equipment that is not included in specifications of this solicitation and that your company may be able to provide in the event that the County requests additional equipment on any given site. Note that costs per hour must be inclusive of all associated costs, that is, but not limited to, operator for the equipment, direct labor, supervision, general and administrative overhead, taxes, insurance, profit, the cost of equipment that is normal and customary (truck, fuel, dispensing units, etc.). If your company does not provide additional equipment, please write "Not applicable" in the spaces provided below.

Equipment Description	Equipment Cost Per Hour ($)	Qty Available
Total Aggregate Amount (Items 1-5)	$	-

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

Summary of Total Bid
(Excluding Optional Materials and Services)

Bidder's Name:	

Area	Total Aggregate Amount
1	$ -
2	$ -
3	$ -
4	$ -
5	$ -
6	$ -
7	$ -
8	$ -

For Reference Purpose Only.
Please See Attached Excel Spreadsheet.

CONTACT PERSONS

Contact Person for Questions Concerning Your Bid: _____

Land Line # _____

Cell # _____

Fax # _____

Email Address: _____

Contact Person for Placing Service Orders: _____

Land Line # _____

Cell # _____

Fax # _____

Email Address: _____

LOCATION OF SERVICE FACILITY

Name of Location: _____

Address: _____

_____

Telephone Number: _____

SUBCONTRACTING

If you will be using a subcontractor to perform any of the work listed herein, please list below the firm's name and the portion of the work that will be provided by the subcontractor. No work is to be performed by a subcontractor not listed without Contract Administrator approval:

Portion of Work: _____

_____

Name of Subcontractor : _____

Address: _____

_____

Telephone #: _____

QUOTATION SHEET (continued)

REQUIRED DELIVERY SCHEDULE

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

DELIVERY SCHEDULE

(number of calendar days after receipt of a purchase order or release against a blanket purchase order)

ITEM NO.	QTY	DELIVERY REQUIRED BY COUNTY	BIDDER'S PROPOSED DELIVERY
		Two (2) Hours after notice of Activation	Hours after notice of Activation

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

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 Suite 330, 27 Courthouse Square, 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 50	Up To 100	Up To 1,000	Over 1,000
Workers Compensation (for contractors with employees)				
Bodily Injury by				
Accident (each)	100	100	100	See
Disease (policy limits)	500	500	500	Attach.
Disease (each employee)	100	100	100	
Commercial General Liability for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors	300	500	1,000	See Attach.
Minimum Automobile Liability (including owned, hired and non owned automobiles)				
Bodily Injury				
each person	100	250	500	See
each occurrence	300	500	1,000	Attach.
Property Damage				
each occurrence	300	300	300	
Professional Liability* for errors, omissions and negligent acts, per claim and aggregate, with one year discovery period and maximum deductible of $25,000	250	500	1,000	See Attach.

Certificate Holder
Montgomery County Maryland (Contract #)
Office of Procurement
27 Courthouse Square, Suite 330
Rockville, 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 50	Up To 100	Up To 1,000	Over 1,000
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 contact 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 nonresponsible 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 Greg Boykin, 1301 Seven Locks Rd Rockville, MD 20854, gregory.boykin@montgomerycountymd.gov, and 240-777-5359. The Contract Administrator for any other department will be listed on the Purchase Order or the Contract Amendment.

8. CONTRACT TERM

A. The term of the contract is for **one (1)** year from the date of signature by the Director, Office of Procurement. Before the contract term ends, the Director may (but is not required to) renew this contract, if the Director determines that renewal is in the best interests of the County. The Contractor's satisfactory performance does not guarantee renewal of this Contract. The Director may exercise this option to renew for **three (3)** 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
Prior to the commencement of work on any requirements, the Contract Administrator and the Contractor will prepare an "Estimate to Complete" containing the following:

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

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

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

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

22. INVOICES
All true and corrected invoices and all inquiries regarding payment are to be sent to the Contract Administrator listed above or to

Division of Facilities Management
Department of General Services
1301 Seven Locks Road
Rockville, Maryland 20854

Invoices for facilities identified with an asterisk (*) next to the asset number on the Facility Listing are to be sent to:
Fire and Rescue Services
Attn: Support Services
Public Safety Headquarters
101 Edison Park Drive Floor 2
Gaithersburg, MD 20872
Fire.BLDGMaintAdmin@montgomerycountymd.gov
240-777-2287.
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 in four (4) copies on a monthly basis, by the first day of the month, for all work performed during the previous month. Invoices are to be supported by records of "Time and Material", with the approval signature of the Contract Administrator (or designee). Material prices shall be subject to verification. A copy of paid receipts for material/equipment used or installed for each job performed shall be submitted with invoice only when material purchased for a specific job is of a major cost and when such record is requested by the Director, Office of Procurement.

35. PERFORMANCE BOND
No contract shall exist until the County receives a duly executed Performance Bond (or 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 Gus Montes de Oca at (240)-777-6175.

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. INSPECTIONS
All work and materials supplied under these specifications will be subject to inspection by the Contract Administrator or designee. All work must be accessible to the Contract Administrator or designee. The Contractor must correct, in its entirety, any work that is defective under these specifications, to the satisfaction of the Contract Administrator or designee at no additional cost to the County.

47. INVESTIGATIONS
After bid opening, the County may make any investigation, as it deems necessary to determine the ability of the bidder to perform the work under the Contract. The bidder must furnish the County all such information and data for this purpose as the County may request.

48. SERVICE FACILITY

The Contractor must demonstrate evidence of a service facility, as well as an adequate supply of parts and supplies to provide Snow Removal Services as described in the specifications. The facility shall be owned or leased by the Contractor and such ownership or lease shall be effective during the entire term of the Contract. The facility may be inspected prior to award of the Contract or any time during the Contract period.

The Contractor shall own, or have in their possession a signed lease agreement for all Snow Removal equipment necessary for performing Snow Removal Services as specified by the County.

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

50. TOOLS AND EQUIPMENT
All vehicles, tools and equipment, considered to be normal and customary to the trade and utilized in the performance of the work will be furnished by the Contractor, at no additional cost to the County. The equipment used must be of sufficient type, capacity and quality to safely and efficiently perform the work as specified.

All equipment is subject to inspection and approval by the Contract Administrator. Such approval may require on-site demonstration of the capability of any proposed equipment at no cost to the County. The Contractor must maintain the same control, procedures and quality throughout the life of the contract.

MANDATORY MINIMUM INSURANCE REQUIREMENTS
Snow Removal at County Facilities *Salting, Sanding, Plowing Lots, Snow and Ice Removal from Sidewalks and Stairs*

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
In an amount of not less than ***one million dollars ($ 1,000,000) per occurrence and three million dollars (3,000,000) 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
In an amount of not less than ***one million dollars ($ 1,000,000) per occurrence and three million dollars ($3,000,000) aggregate***, 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 an endorsement to Contractor's commercial general, automobile insurance, and contractor's excess/umbrella insurance policies if used to satisfy the Contractor's minimum insurance requirements under this contract, for liability arising out of contractor's products, goods and services provided under this contract. The stipulated limits of coverage above shall not be construed as a limitation of any potential liability of the contractor.

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
Central Svs. / Stewart Whisman
101 Monroe St., 9th floor
Rockville, MD 20850

SECTION D – SPECIFICATIONS/SCOPE OF WORK

PART ONE - GENERAL

1.1 DESCRIPTION

1.1.1 It is the County's intent to enter into a contract with multiple Contractors who can provide all necessary management, supervision, personnel, labor, equipment, tools and material for snow/ice removal from parking lots, entries, sidewalks, and stairs at County facilities as reflected on the Facility/Location list. Hardscape maps are provided for each listed facility as a reference of approximate areas to be covered by the services hereby requested. Each hardscape area map indicates the approximate area of each facility to be included in this IFB and not the actual area, which should be determined by site visit to each location. Services are to be provided on an "as needed" basis upon request of the Contract Administrator or designee in the defined geographic area awarded.
*** Click Here to Download Hardscape Maps**

1.2 QUALITY ASSURANCE

1.2.1 Qualification of Contractor:

1.2.1.1 The Contractor must have at least three (3) years of experience from the date of this solicitation providing services of the same nature and similar in scope to the ones herewith specified. It should be noted that, inherent to its nature, the services to be provided under this solicitation are to be carried out during inclement and adverse weather conditions therefore, the Contractor must provide evidence that supports its experience in responding during adverse weather situations. The Contractor must provide evidence that it has the capability to timely respond to a service request and to maintain the required personnel and equipment mobilized during the length of the activation. As part of the offer the Contractor must include at least three (3) references (i.e. name, company, email and phone number) that can attest to the Contractor's experience in providing services of the same nature and similar in scope to the ones herewith specified (see page C). As part of the offer the Contractor must provide a copy of its company profile in company letterhead.

1.2.1.2 The Contractor must be able to provide adequate supervision and qualified personnel to insure competent performance of the work. All such personnel must be skilled in the various tasks assigned to them. Contractor must be responsible for the proper conduct of all its employees while on the premises. Contractor must not employ any person(s) in or about the premises who shall use improper language or act in a loud or boisterous manner. Contractor agrees to remove any employee(s) whose conduct the Contract Administrator confirms is detrimental to the best interest of the County.

1.2.1.3 For the purpose of this contract, the following four (4) CREW classifications shall exist:

SALTING AND/OR SANDING OF LOTS CREW: Consisting of one (1) fully equipped truck capable of mechanically spreading salt and/or sand, with operator.

SNOW PLOWING OF LOTS CREW: Consisting of one (1) fully equipped snow plowing truck, with operator. Upon request, rubber bladed plows may be required to meet specific sustainability requirements. Properties requiring the rubber bladed plows will be identified in the property asset list provided in the IFB.

SNOW AND ICE REMOVAL FOR SIDEWALK AND STAIRS CREW: Consisting of one (1) working supervisor and five (5) laborers.

LOADING AND HAULING SNOW CREW - LOTS: Consisting of two (2) dump trucks with operator and one (1) full size loader with operator or one (1) Skid Steer loader with operator.

1.2.1.4 Once the Contractor receives a request from the Contract Administrator or its designee to mobilize (i.e. "activate") a given CREW type, the following are the minimum requirements to be provided by the Contractor per AREA:

SALTING AND/OR SANDING OF LOTS CREW:

- AREA 1, 2, 3, 4, 5, 6, 7 and 8: three (3) CREWS required **per AREA**

SNOW PLOWING OF LOTS CREW:

- AREAS 1, 2, 3, 4, 5, 6, 7 and 8: three (3) CREWS required **per AREA**

SNOW AND ICE REMOVAL FOR SIDEWALK AND STAIRS CREW:

- AREA 1: two (2) CREWS required **per AREA**
- AREA 2, 3, 4, 5, 6, 7 and 8: three (3) CREWS required **per AREA**

LOADING AND HAULING SNOW CREW - LOTS:

- AREAS 1, 2, 3, 4, 5, 6, 7 and 8: one (1) CREW required **per AREA**

If available and after receiving written approval by the Contractor Administrator or its designee, the Contractor could provide additional CREW(s) at any given area. Additional CREW(s) are to be invoiced as follows:

1. Salting and/or Sanding of Lots Crew → as per the corresponding site rate as quoted under the Quotation Sheet for the corresponding area. In order for an additional CREW to be authorized it must be constituted as per the CREW classifications on section 1.2.1.3.

2. Snow Plowing of Lots Crew → as per the corresponding hourly rate as quoted under the Quotation Sheet for the corresponding area. In order for an additional CREW to be authorized it must be constituted as per the CREW classifications on section 1.2.1.3.

3. Snow and Ice Removal for Sidewalks and Stairs → as per the corresponding hourly rate as quoted under the optional work section of the Quotation Sheet for the corresponding area. For additional services provided under this CREW classification the Contract Administrator or its designee can authorize a CREW configurations different from the one specified on section 1.2.1.3 as long as each CREW a minimum of one (1) supervisor and three (3) laborers.

1.2.1.5 The Contractor must have adequate resources to provide the required CREW(s) for any AREA awarded (see Facility Listings). The CREW and equipment requirements are based on the County's past experience for similar type work.

1.2.1.6 Bidder may be required to demonstrate ability to meet the CREW requirements within fourteen (14) calendar days after bid opening. For the bidder to be considered responsible, the CREW requirements must be met at the time of bid.

1.2.1.7 Supervisor(s) must be present at all times during the execution of the work, must be thoroughly familiar with the specified requirements, must direct all work performed, and must be able to demonstrate such knowledge. The supervisor(s) must be able to communicate clearly in the English language. The supervisor(s) must have the ability to communicate with County on-site personnel during the execution of the work. One supervisor can only be tasked with overseeing one crew.

1.2.1.8 After execution of the Contract, the Contractor must submit the name(s), experience level and contact information of the supervisor(s) to the Contract Administrator. No changes in Contractor's supervisory personnel will be made without prior notification to the Contract Administrator.

1.2.2 Equipment

1.2.2.1 The equipment used must be of sufficient type, capacity and quantity to safely and efficiently perform the work as specified. Specifications for required mechanical and/or electrical equipment are provided in section 1.2.2.4. Manual tools (e.g. shovels, etc.) must be available in sufficient quantity and good quality to ensure that all laborers within a CREW are able to perform their work.

1.2.2.2 All equipment is subject to inspection and approval by the Contract Administrator. Such inspection and approval may require on-site demonstration of the size and capability of any proposed equipment at no cost to the County.

The Contractor must maintain the same controls, procedures, and quality throughout the contract period as during the investigation and demonstration.

1.2.2.3 If any equipment breaks down during the operation, the contract supervisor must notify the Contract Administrator or designee immediately. Contractor must replace the equipment within one hour.

1.2.2.4 Bidder(s) will be required to demonstrate ability to meet equipment requirements within fourteen (14) calendar days after bid opening. The bidder must show evidence that they possess or have made arrangements to acquire or lease required equipment for the term of the Contract. The minimum equipment requirements and specifications per CREW classification follows:

1. Salting and/or Sanding of Lots: one (1) ton truck, equipped with mechanical spreader, Model FSP-8 with two (2) ton capacity manufactured by Henderson Chief, Inc., or County-approved equivalent.

2. Snow Plowing of Lots**:** one **(**1) ton truck

3. Snow and Ice Removal of Sidewalks and Stairs: Two (2) gas powered 30 inch (minimum) wide snow blower and one (1) snow gator with minimum blade width of thirty (30) inches.

4. Loader/Truck, Lots: one (1) ton dump trucks and one (1) loader equipped with rubber tires and two (2) cubic yard bucket or one (1) Skid Steer loader equipped with three quarter (.75) cubic yard bucket

THE ABOVE EQUIPMENT MUST NOT BE USED ON OTHER COUNTY SNOW SERVICE CONTRACTS UNLESS APPROVED BY THE CONTRACT ADMINISTRATOR. OPTIONAL EQUIPMENT SHALL BE DEPLOYED UPON REQUEST PER EVENT BY THE COUNTY CONTRACT ADMINISTRATOR OR THEIR DESIGNEE.

1.2.2.5 The County requires the Contractor to supply each CREW with a cellular phone with Global Positioning System (GPS) capability and Telenav service. When snow removal operations are in progress, it will be incumbent upon the Contractor to have the communication equipment in working order and operational from the time snow removal operations begin until they are completed (per each snow removal event). Contractor may use any cellular provider as long as it is capable of supporting Telenav.

Effective for the period of November 1 through March 31, during the term of the contract, the Contractor must provide a supervisor password (reporting only) to the Contract Administrator or designee for the Telenav.

Additionally, when snow removal operations are in progress, the Contract Administrator or designee shall be able to utilize a cellular phone to contact any of the Contractor's working CREW supervisors directly and receive an immediate response from that supervisor.

1.2.2.6 The Contractor must provide a base of operations and 24 hour telephone access and email access for all communications.

1.2.3 MATERIALS

1.2.3.1 The Contractor will be required to use County provided bulk deicing materials and to obtain those materials from County Appointed locations. Currently, the County appointed locations for material pickup are:

1. Seven Locks DOT Depot
   1283 Seven Locks Road Potomac

2. Gaithersburg Highway Depot
   17000 Crabbs Branchway Derwood

3. Damascus Depot
   26149 Ridge Road Damascus

4. WSSC Depot
   2201 Tech Road Silver Spring

The County reserves the right to eliminate depots, designate new ones and to notify the Contractor which depot should be used for material pickup. The Contractor must furnish all materials necessary to properly perform the work defined in the Contract for those tasks not covered by the County-provided bulk materials or when, faced with the infeasibility of supplying the materials, the County has authorized the Contractor to supply the materials. Pickup of materials at County Appointed locations will be authorized by a designated County employee on site. The Contractor must include with its invoice a copy of the pickup ticket for each material pickup performed; the ticket must be signed by the designated County employee. The Contract Administrator or designee reserves the right to reject use of objectionable products that harm the surface and require substitute materials as needed. The Contractor will be compensated at the agreed upon contract per site cost as per the Quotation Sheet. The Contractor will not be paid for travel time to and from the depots, compensation will be based on a treatment/per facility basis.

1.2.4 SERVICE FACILITY

1.2.4.1 The Contractor may be called upon to demonstrate evidence of a service facility to insure scheduled routine maintenance and a sufficient supply of replacement parts to insure continuous operations. The facility may be inspected prior to execution of the Contract or at any time during the Contract period. Details of the location of the service facility must be included as part of the company profile that is part of the offer.

1.2.5 INSPECTIONS

1.2.5.1 All work under these specifications may be subject to inspection by the Contract Administrator or designee. The Contractor must correct, in its entirety, any work that is defective under these specifications, to the satisfaction of the Contract Administrator or designee.

1.2.5.2 The Contract Administrator or designee may conduct site inspections to confirm crew quantities and quality of work. Such inspections will be used as verification during invoice approvals and any conflicts in crew or material quantities may require additional documentation from contractor such as "time sheet, Telenav or materials original receipts".

1.2.6 STORAGE

1.2.6.1 No equipment or materials shall be stored on any of the County parking lots unless approved in writing by the Contract Administrator.

1.2.7 HOURS OF WORK

1.2.7.1 Services may be required at any time (day or night) and on any given day (Monday thru Sunday), including holidays.

PART TWO - EXECUTION

2.1 SITE PREPARATION

Historically, the snow season runs approximately from November 1st to March 31st. Not precluding any changes that might result due to varying weather conditions, it is the County's aim to have all snow-response operations set by the beginning of the season.

In light of the above, by October 15 of each year the Contractor must have installed at each facility snow stakes/driveway markers, to clearly delineate the areas to be serviced. The Contractor must remove all snow stakes/driveway markers by April 15 of each year. Installation and removal of the snow stakes/driveway markers

is to be coordinated with the Contract Administrator or its designee. The Contractor will be responsible for the appropriate disposal of the snow stakes/ driveway markers once they are removed. The Contractor will be responsible for cleaning the serviced area after installation/disposal, no debris to be allowed on site at the facility.

2.2 ACTIVATION

Once the Contract Administrator or its designee knows that there is a potential for a required activation (i.e. mobilization), he/she will proceed to contact the Contractor via email and telephone to notify:

1. that an activation is possible and
2. the approximate time when it is expected that a final decision to activate is to be made

This initial notification constitutes a "Pre-Activation" notification and serves the purpose of alerting the Contractor of a possible activation. Contractor must acknowledge receipt of the "pre-activation" notification via the same means the notification was received (i.e. email and phone).

When the Contract Administrator or its designee determines that activation is warranted, he/she will proceed to contact the Contractor via email and telephone to notify:

1. the activation time
2. the assigned County appointed facility for material pickup
3. Classification of crews to be activated

The County will notify the Contractor of the activation time at least two (2) hours in advance. The Contractor will be required to begin work at the established activation time. Please note, under this activation procedure a Contractor may receive different activation times for each of the four (4) Crew classifications as detailed on Section D 1.2.1.3 above.

2.3 SALTING AND/OR SANDING LOTS

2.3.1 When notified by the Contract Administrator or designee, the Contractor must begin salting and/or sanding the lots, as directed by the Contract Administrator or designee, at the established activation time. Within one (1) hour of the start of snow removal operations and following every hour until the completion of the snow removal operations, the Contractor must email a report of all the completed work locations (include assets number and facility name) to the Contract Administrator's designee at the email address corresponding with the appropriate AREA. Reports are to be provided irrespective of the time (i.e. day or night) or the day (i.e. weekend, holidays, etc.). The Contract Administrator reserves the right to notify the Contractor to stop the salting and/or sanding services at any time deemed necessary, at which time Contractor's billable services will stop.

2.3.2 The required deicing material is 100% in purity. If requested, the salt/sand mixture is 30% salt and 70% mortar grade sand. A list of facilities with exceptions to this required mixture is provided with the facility list and the appropriate materials provided for said facility will be listed. This list is subject to change during the term of the contract by written notification to the Contractor by the Contract Administrator.

2.3.3 Salting and/or sanding services will be provided on a per treatment/per facility basis. The contractor must provide a fixed cost for salting and/or sanding the entire area of the lot for a given facility (as identified on the hardscape maps provided). The Contractor will bill the County for every occurrence of complete treatment at any given facility.

2.4 PLOWING, LOTS

2.4.1 When notified by the Contract Administrator, the Contractor must begin plowing the lots, as directed by the Contract Administrator or designee, at the established activation time. Within one (1) hour of the start of snow removal operations and following every hour until the completion of the snow removal operations, the Contractor must email a report of all the completed work locations to the Contract Administrator's designee at the email address

corresponding with the appropriate AREA. Reports are to be provided irrespective of the time (i.e. day or night) or the day (i.e. weekend, holidays, etc.) The Contract Administrator reserves the right to notify the Contractor to stop the plowing at any time as deemed necessary, at which time Contractor's billable time and materials will stop. The Contractor is expected to clear the parking bays, driving aisles and driveway aisles and driveway entrances of the parking lots curb to curb and to within one-half (1/2) inch of all paved surfaces. The Contract Administrator or designee may direct the Contractor where to pile snow in each parking lot. Once the snowfall stops, lots are to be cleared in their entirety, no partial plowing will be accepted.

2.4.2 The Contractor must follow as closely as possible the plowing priority as directed by the Contract Administrator or designee at time of notification. The snow removal priority for each facility is designated by 1, 2 or 3 on the Snow Removal Facility Listing (Excel Quotation Sheets). Facilities listed as a 1 must be considered as a first priority for snow removal. Facilities listed as a 2 must be considered as the second priority. All other facilities are listed as a 3 and should be considered the next priority.

2.4.3 All snow must be plowed in such a manner to reasonably avoid excessive loss of parking space(s) and entrapping parked vehicles. No snow will be plowed or stacked in front of entrances, doorways, dumpsters, handicap ramps, handicap parking spaces, sidewalks, electrical generator accesses, mechanical equipment, fuel tanks and/or other access areas. No snow is to be piled against fences. No snow is to be piled in front of curbs.

2.4.4 Contractor is responsible for placement of snow marking stakes where contractor deems it necessary to protect curbing, hydrants and other obstacles from accidental damage, as per the requirements set forth in section 2.1 above.

2.5 PLOWING TOP DECKS/PARKING GARAGES

2.5.1 When plowing top decks at any given facility and/or parking garages the Contractor must pay special attention to safety considerations in regards to the possibility of pushing snow over the top wall.

2.6 SNOW AND ICE REMOVAL, SIDEWALKS/STAIRS

2.6.1 When notified by the Contract Administrator or designee, the Contractor must begin removing snow/ice and salting/sanding of all sidewalks and stairs as directed by the Contract Administrator or designee, at the established activation time. Within one (1) hour of the start of snow removal operations and following every hour until the completion of the snow removal operations, the Contractor must email a report of all the completed work locations to the Contract Administrator's designee at the email address corresponding with the appropriate AREA. Reports are to be provided irrespective of the time (i.e. day or night) or the day (i.e. weekend, holidays, etc.). The Contract Administrator reserves the right to call the Contractor to stop the services at any time as deemed necessary, at which time Contractor's billable time and materials will stop. During periods of continuous snowfall, snow will be removed from designated primary sidewalks and must accommodate ADA accessibility. Curbs must be clear and accessible. A minimum width of thirty-six (36) inches is required for all sidewalks cleared. Once snowfall has abated, all remaining sidewalks on premises will be cleared as per Section D 2.6.2 of this IFB. Other designated sidewalks, not directly associated with a facility but indicated on the Snow Removal Facility Listing (Excel Quotation Sheets) or Facility Hardscape Map will be cleared once snowfall has abated as per Section D 2.4.2.

2.6.2 Snow and ice is to be completely removed, down to the walking surface of the entire width of all sidewalks, unless otherwise directed by the Contract Administrator or designee. A walk behind snow blower shall not be used to remove ice of sidewalks.

2.6.3 All snow and ice removed must not be placed as to block pedestrian or vehicle access.

2.6.4 All snow and ice removed must not be placed within any landscaped planter areas whether or not owned by the County.

2.6.5 All snow and ice removed must not be placed within any driveway aprons.

2.6.6 All services directly associated with a facility must be completed within 12 hours after the snow or ice storm has stopped, unless the Contract Administrator or designee stops the operation earlier. Other designated sidewalks,

not directly associated with a facility but indicated on the Snow Removal Facility Listing (Excel Quotation Sheets) or Facility Hardscape Map must be cleared within 24 hours after the snow or ice storm has stopped, unless the Contract Administrator or designee stops the operation earlier.

2.7 LOADING/HAULING SNOW

2.7.1 When notified by the Contract Administrator or designee, the Contractor must begin loading/hauling snow as directed by the Contract Administrator or designee, at the established activation time. Contractor must notify the Contract Administrator or designee upon arrival at the first parking facility. The Contract Administrator reserves the right to notify the contractor to stop the loading/hauling services at any time as deemed necessary, at which time Contractor's billable time and material will stop.

2.7.2 The County will establish the snow site(s) for the disposal of the loaded/hauled snow. If the Contractor has a site for disposal they would like to submit for Contract Administrator's consideration, he/she should do so in writing and obtain prior written approval for its use. When proposing an alternate site for disposal, the Contractor represents and warrantees that it has all the necessary permits, approvals, and/or insurances for the use of said site. By doing so, the Contractor releases the County for any future claim that may arise in association with use of said alternate site.

2.7.3 The Contractor must comply with all applicable state and local laws and ordinances related to hauling, handling, and disposing of the loaded/hauled snow.

2.8 DAMAGE REPAIR

2.8.1 The Contractor will be responsible for repairing, at his sole cost, any damage to County's property that emerges as a result of the Contractor's operations while providing the services herewith specified, including but not limited to: damaged curbs, fencing, hydrants, and signs. The Contractor will not be allowed to request reimbursement and/or additional compensation from the County for the costs associated to the repair of damaged property.

2.8.2 The Contractor shall perform the repairs referenced in Section D 2.8.1 within fifteen (15) calendar days after closure of the storm event in which the damage occurred.

2.8.3 All repairs are to be performed with equal or better quality materials, in accordance with applicable codes and regulations and following industry's best practices.

2.8.4 Should the Contractor not perform the repairs required under this section, the County reserves the right to deduct from the Contractor's invoice for the corresponding facility, the total cost of what the County would have to pay to perform the repairs.

2.8.5 The County will not issue payment for services provided at any facility under these specifications while there are repairs pending at the facility unless a deduction in accordance with Section D 2.8.4 is applied.

2.9 REPORTS

2.9.1 Within seventy-two (72) hours after closure of a storm event, the Contractor must submit to the Contract Administrator, or its designee, a written report to include at minimum the following: asset number, building name, clearly labeled before/during/after pictures, and start/end date/time.

2.10 INVOICING

2.10.1 The Contractor must submit invoices for approved work of services provided under these specifications within ten (10) days upon completion of services performed during the month.

2.10.2 All invoices must be in accordance with Contract terms and conditions.

2.10.3 The Contractor must group invoices by occurrence of snow event.

2.10.4 The Contractor must submit two (2) copies of each invoice supported by the following documents:

1. Labor usage by day, including timesheets for each laborer in the CREWS being billed, clearly identifying "start" and "stop" time per an "on-site" basis
2. Material usage by day, including a copy of pickup tickets for County supplied material and paid receipts for Contractor's supplied material
3. A copy of the report specified in Section D 2.9.1
4. The GPS tracking report for all CREWS in all AREAS for work performed by occurrence of snow event
5. A copy of paid receipts for subcontractors used for each job
6. Copy of any additional rental equipment manifests that were brought in as optional equipment (prior approval from Contract Administrator required) or as replacement equipment
7. The contractor must use the forms included in Attachment J to track time and labor usage for each crew. All completed forms must be submitted with the invoices and the hours billed must coincide with the hours detailed in the time and labor forms

2.10.7 The Contractor must submit Attachment I – Invoice Submission Checklist – as a transmittal letter with every invoice sent for payment. The Contractor must initial each box under "Contractor Initials" to acknowledge that the invoice includes the required information as established in this solicitation. This form must be completed using blue ink. Upon receipt of the invoice the Contract Administrator or its designee will evaluate the invoice and initial under the County's column to confirm that the required information has been provided. Incomplete invoices will be returned to the Contractor for revision.

2.10.8 Supporting documents for time must clearly state:

1. Each employee complete name and position (i.e. laborer, supervisor, etc.)
2. Facility name as per contract provisions or by asset number, incomplete and/or incorrect names will not be accepted thus reducing the billable amount
3. Hourly services are to be provided and billed in five (5) minutes increments

2.11 <u>ADDITIONAL EQUIPMENT/RESOURCES</u>

2.11.1 When facing an event, the County may deem necessary to bring in additional resources to ensure continuity of operations (typically during what may be considered major inclement weather or emergency events). In the case the Contract Administrator concludes additional equipment is warranted, it will proceed to notify the Contractor of the required activation time for the equipment listed on the Quotation Sheet for the corresponding AREA. The County will issue the activation time notification for additional equipment in accordance with the process set for in Section D 2.2; no "pre-activation" notification will be provided for additional equipment. If the Contractor is unable to provide the additional equipment (in accordance with the type, quantity, and time requirements established), the County reserves the right to request the additional equipment from third parties and to assign same, as a complementary resource, to facilities being served by the Contractor.

2.11.2 When the Contract Administrator deems necessary to request additional CREWS for any given facility at any given AREA, he/she or his/her designee will contact the Contractor and indicate the activation time (as per the procedure set forth in Section D 2.2) for the additional CREWS. Additional CREWS will be billed in accordance with all items in sections A, B, and C of the corresponding Quotation Sheet for each AREA. Additional CREWS for Snow/Ice Removal from Sidewalks/Stairs will be billed in accordance with the rates set forth in the optional section of the corresponding Quotation Sheet for each AREA, based on the final composition of the CREW. The County will issue the activation time notification for additional CREWS in accordance with the process set for in Section D 2.2; no "pre-activation" notification will be provided for additional CREWS. If the Contractor is unable to provide the additional CREWS indicated, the County reserves the right to request those additional services from third parties and to assign those additional resources to complement the effort being carried out facilities served by the Contractor.

2.11 NON-PERFORMANCE

2.11.1 Not precluding any statutory provision that will require contract termination by the County, the following will constitute technical non-performances that would warrant contract termination by the County:

1. Contractor fails to respond on time to an activation notification
2. Contractor fails to provide the necessary crews, equipment, and labor as required in these specifications
3. Contractor fails to provide the services in accordance with the established requirements

2.11.2 In events of non-performance by the Contractor, the County reserves the right to request those services from a third party.

PART THREE – SPECIFICATIONS FOR PERVIOUS PARKING AREAS (as designated on the Snow Removal Facility Listing)

3.1.1 Do not use sand or any deicing mixtures including sand – this will clog the porous concrete. The use of other de-icing chemicals should be avoided whenever possible. These chemicals are less necessary on porous concrete than traditional pavements because the snow will melt through and prevent black ice.
3.1.2 Do not use sand in adjacent areas, such as sidewalks, that may drain onto the porous concrete.
3.1.3 Use a rubber tipped plow.
3.1.4 Keep the plow blade ½" – 1" above the porous concrete surface. Depending on the site, this distance may not be necessary if using a rubber tipped plow blade but is required if using a metal plow blade. Consider using a blade with rollers to help with this. The remaining snow will melt through the porous concrete.
3.1.5 Do not pile the snow on top of the porous concrete or on top of bio-retention facilities.
3.1.6 Use as small of a truck as possible, to prevent any damage from tires.

PART FOUR– FACILITY LISTING

4.0 Section D 4.2 details the facilities included in each AREA **by priority** and their associated exceptions.

4.1 Periodically, in response with its operational needs, the County may close and/or relocate an existing facility. The County may also lease or own a new facility. In any of the cases mentioned, the County reserves the right to add and/or delete any given facility from any given area. For facility deletion, the Contract Administrator, or its designee, will issue a written notification to the Contractor indicating that the facility is no longer to be serviced. If the facility is relocated, the Contract Administrator, or its designee, will notify the Contractor of the new facility address and provide the Contractor a copy of the hardscape map for the new location. In the event of the addition of a new facility, the Contract Administrator, or its designee, will notify the Contractor of the new facility address and provide the Contractor a copy of the hardscape map for the location. The County shall make all notifications thirty (30) days in advance of the date in which the Contractor is require to initiate, modify, or terminate the provision of services to a facility.

4.2 Facility Listing

SEE QUOTATION SHEETS --- for Facility List by Priority & Exception Notes

Web-links for Documents and Forms:

1. Central Vendor Registration System (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/SolForm/PMMD-193.pdf)
5. **Attachment A:** Minority Business Program & Offeror's Representation (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-90.pdf)
6. **Attachment B:** Minority, Female, Disabled Person Subcontractor Performance Plan and Sample MFD Report of Payments Received (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf) (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-97.pdf)
7. **Attachment C:** Wage Requirements for Services Contracts Addendum and Wage Requirements Certification Form and 501(c)(3) Nonprofit Organization's Employee's Wage and Health Insurance Form (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf)
8. **Attachment D:** Prevailing Wage Requirements for Construction Contract Addendum (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-185.pdf)
9. **Attachment E:** Minority-Owned Business Addendum to General Conditions of Contract Between County and Contractor (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-91.pdf)
10. **Attachment F:** Local Business Subcontracting Performance Plan (www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-192.pdf)

ATTACHMENT G

PREFERENCE SHEET

Bidders MUST submit pricing on at least six (6) areas to be considered responsive. In the event that the Bidder submits the lowest responsive bid for more than one Snow Removal Services Area, the Bidder will be awarded the Snow Removal Services Area (s) in the order of preference listed below AND lowest bids submitted per Area by ALL Bidders. Bidders must select a first and second preference only. Bidders may only be awarded up to two Areas.

Example: Company A submitted the lowest responsive bid for Snow Removal Services Areas 1, 2, 3, 4, 5, and 6. Its Snow Removal Services Preference Sheet lists Area 2 as its first preference, Snow Removal Services Area 1 as its second preference. Therefore, Company A will be awarded Snow Removal Services Areas 1 and 2. Company B submits the next lowest responsive bid for Snow Removal Services Areas 1, 2, 3, 4, 5, and 6. Company C submits the third lowest bid for Areas 1, 2, 3, 4, 5, and 6. Company B's Snow Removal Services Preference Sheet lists Snow Removal Services Area 2 as its first preference, Area 3 as its second preference. Since the bidder that submitted the lowest responsive bid (Company A) selected Snow Removal Services Areas 1 and 2, Company B will be Snow Removal Services Area 3 and the remaining area where Company B had the next lowest bid, area 5. This means Company C will receive the award for Snow Removal Areas 4 and 6.

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.

Snow Removal Services Area 1: _____

Snow Removal Services Area 2: _____

Snow Removal Services Area 3: _____

Snow Removal Services Area 4: _____

Snow Removal Services Area 5: _____

Snow Removal Services Area 6: _____

Snow Removal Services Area 7: _____

Snow Removal Services Area 8: _____

ATTACHMENT H

Mandatory Invoice Information and Sample Invoice

INVOICE INFORMATION

Each invoice MUST contain the following information:

Copy of Telenav GPS linked by date and facility to said invoice

Name of each Telenav GPS phone (as listed on Contractor Telenav account) associated with each invoice

Number of times each asset is plowed/Total hours plowing

Number of times each asset is treated/

Number of times sidewalks are cleared at each asset

Total number of sidewalk crews per clearing per asset and designation as to hand labor clearing or machine/Total hours by labor or equipment type

Type of equipment used at each facility

Total amount of Contractor supplied materials (by material type)

Start time and stop time of each day's event

Total materials quantify and cost per asset

Total Labor cost per asset

Total plow/salt/sanding cost per asset

Total of all materials quantity and cost per invoice

Total of all Labor per invoice

Total of all plow/salt/sanding per invoice

Area Number

PO Number

Contractor Address and Contact Information

Invoice Date

Invoice Number

Asset Number

Asset Name

Asset Address

IFB #1116561

ATTACHMENT I

INVOICE SUBMISSION CHECKLIST

Contract # _____ - Snow Removal at County Facilities

Invoice # _____

Instructions to Contractor: Please complete one *Invoice Submission Checklist* per invoice to be submitted. All required items must be included in each invoice. Initial with blue ink the corresponding box for each item to acknowledge compliance with the requirements.

	Item	**Contractor Initials**	**County Initials**
1.	Is the invoice number included?		
2.	Is the service period included?		
3.	Are the facilities/services grouped by event?		
4.	Are all facilities identified by asset number, name and address?		
5.	Are all facilities being invoiced included in the contract?		
6.	Are Telenav reports included for each Crew?		
7.	Is a copy of the hourly reports included for each activation event?		
8.	Are the time sheets and material logs for the invoiced services included?		
9.	Is a signed pick up ticket for County supplied materials included for each service invoiced?		
10.	Has the event closure report been submitted? (72 hours after end of event)		
11.	If a subcontractor was used, is a copy of the paid invoice included?		
12.	If the contractor supplied material, is a copy of the paid material supplier's invoices included?		
13.	If additional equipment adequately detailed?		
14.	Are prices consistent with contract provisions?		
15.	Are all calculations correct?		

Contractor's Name: _____ Signature:_____ Date:_____

County's Representative: _____ Signature:_____ Date:_____

ATTACHMENT J

TIME AND LABOR USAGE: SALTING/SANDING CREW

Contract #:_____ Contractor:_____

Telenav Number:_____ Date:_____

Operator Name:_____

ASSET#	FACILITY NAME	START TIME	FINISH TIME

NOTE: No payment for travel time to or from a job site shall be charged.

ATTACHMENT J

TIME AND LABOR USAGE: PLOWING CREW

Contract #:_____ Contractor:_____

Telenav Number:_____ Date:_____

Operator Name:_____

ASSET#	FACILITY NAME	START TIME	FINISH TIME

NOTE: No payment for travel time to or from a job site shall be charged.

ATTACHMENT J

TIME AND LABOR USAGE: SIDEWALK/STAIRS CREW

Contract #:_____ Contractor:_____

Telenav Number:_____ Date:_____

Operator Name:_____

Laborers Names:_____

_____

_____

_____

_____

ASSET#	FACILITY NAME	START TIME	FINISH TIME

NOTE: No payment for travel time to or from a job site shall be charged.

ATTACHMENT J

TIME AND LABOR USAGE: LOADING/HAULING CREW

Contract #:_____ Contractor:_____

Telenav Number:_____ Date:_____

Operator Name:_____

Dump Truck #1 Operator Name:_____

Dump Truck #2 Operator Name:_____

Loader/Skid Steer Operator Name:_____

ASSET#	FACILITY NAME	START TIME	FINISH TIME

NOTE: No payment for travel time to or from a job site shall be charged.