



OFFICE OF PROCUREMENT

Marc Elrich
County Executive

Avinash G. Shetty
Director

SOLICITATION AMENDMENT #1
IFB #1127786
September 16, 2021

PAGE 1 of 2 FOR THE PROCUREMENT OF: **AP1-10 Custodial Cleaning Services – Vocational**

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

DESCRIPTION OF AMENDMENT:

This IFB is cancelled.

There are no other changes.

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

ISSUED BY: Andrew McDermott
Avinash G. Shetty, Director
Office of Procurement

NAME OF BIDDER: _____
(Type or Print)

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN PROPOSAL: _____
(Type or Print)

BIDDER'S SIGNATURE: _____ DATE: _____

Signature: 
Andrew McDermott (Sep 16, 2021 23:33 EDT)

Email: andrew.mcdermott@montgomerycountymd.gov

Local Small Business Reserve Program (LSBRP) Notice

INVITATION FOR BID #1127786

AP1-10 Custodial Cleaning Services – Vocational

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 #1127786 for AP1-10 Custodial Cleaning Services - Vocational

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, Rockville Center, 27 Courthouse Square, Suite 330, Rockville, MD 20850 prior to the date and time specified in the attached solicitation.

The County will not accept bids it receives by fax or email. All faxed or emailed bids will be returned to the bidder.

Please note:

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

BID COVER SHEET

MONTGOMERY COUNTY OFFICE OF PROCUREMENT
 ROCKVILLE CENTER, 27 Courthouse Square, SUITE 330
 ROCKVILLE, MARYLAND 20850-4166

IFB#:	1127786	OPENING DATE:	September 20, 2021 *Virtual See Page E for Details	OPENING TIME:	11:00 am
FOR:	API-10 Custodial Cleaning Services – Vocational			ISSUE DATE:	August 17, 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	<input type="checkbox"/> BID GUARANTEE: A bid guarantee of N/A is required for this bid.
2	<input checked="" type="checkbox"/> INTENT: A. <input checked="" type="checkbox"/> B. _____
3	<input checked="" type="checkbox"/> METHOD OF AWARD A. <input checked="" type="checkbox"/> B. _____ C. _____ D. _____ E. _____ (other) Price preference of N/A percent.
4	<input checked="" type="checkbox"/> OPTIONAL PRE-BID CONFERENCE August 30, Date: 2021 Time: 10:00 am Location: Virtual Or call in (audio only)+1 443-692-5768, 366017985# United States, Baltimore Phone Conference ID: 366 017 985#
5	<input type="checkbox"/> OR EQUAL INTERPRETATION
6	<input checked="" type="checkbox"/> QUESTIONS: Technical Contact: Kevin Patterson - (240) 777-5366 Kevin.Patterson@montgomerycountymd.gov Non-Technical Contact: Penny Karakaya - (240) 777-9925
7	<input type="checkbox"/> SAMPLES
27	<input checked="" type="checkbox"/> SERVICES CONTRACT (see “NOTICE TO BIDDERS” for website of the current wage rate)
28	<input type="checkbox"/> CONSTRUCTION CONTRACT (see Attachment D)
29	<input type="checkbox"/> 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	<input checked="" type="checkbox"/> ADD OR DELETE
2	<input checked="" type="checkbox"/> ANNUAL PRICE ADJUSTMENT A. _____ Commodity/Service Group: B. <input checked="" type="checkbox"/> All Items
3	<input type="checkbox"/> CATALOG DISCOUNT PRICES
4	<input type="checkbox"/> CATALOG/PRICE LIST REQUIREMENTS
5	<input type="checkbox"/> CERTIFICATE OF ORIGIN
6	<input checked="" type="checkbox"/> CLEANING OF SITE
7	<input checked="" type="checkbox"/> CONTRACT ADMINISTRATOR Gregory Boykin – 240-777-5359
8	<input checked="" type="checkbox"/> CONTRACT TERM <input checked="" type="checkbox"/> A. _____ B. Other: _____
9	<input type="checkbox"/> CONTRACT VALUE
10	<input checked="" type="checkbox"/> CONTRACTOR RESPONSE
11	<input checked="" type="checkbox"/> CORRECTION OF WORK AFTER FINAL PAYMENT
12	<input type="checkbox"/> CORRECTION OF WORK BEFORE FINAL PAYMENT
13	<input type="checkbox"/> DAMAGE/SHORTAGE
14	<input type="checkbox"/> DEALER STATUS
15	<input checked="" type="checkbox"/> DELAYS AND EXTENSION OF TIME
16	<input checked="" type="checkbox"/> DELIVERY INSTRUCTIONS
17	<input checked="" type="checkbox"/> DEPARTMENTS AUTHORIZED TO USE CONTRACT(S)
18	<input type="checkbox"/> EQUIPMENT PREPARATION

19		ESTIMATES
20	<input checked="" type="checkbox"/>	FAILURE TO PERFORM/DELIVER
21		HEAVY DUTY
22	<input checked="" type="checkbox"/>	INVOICES ATTN: Kevin Patterson Emailed to DFMINVOICES@MONTGOMERYCONTYMD.GOV All true and correct copies of invoices and all inquiries regarding payment must be directed to the above address. Failure to comply with this requirement may delay payment.
23	<input checked="" type="checkbox"/>	LABOR COSTS
24		MANUALS
25	<input checked="" type="checkbox"/>	MATERIAL AND WORKMANSHIP
26		MATERIALS
27	<input checked="" type="checkbox"/>	METHOD OF ORDERING
28		MULTIPLE AWARDS
29	<input checked="" type="checkbox"/>	NET PRICES
30		NEW MATERIALS
31		OPTION TO INCREASE QUANTITIES
32	<input checked="" type="checkbox"/>	ORDERING TERMS
33		PARTS/SERVICE
34		PAYMENTS
35		PERFORMANCE BOND: In the amount of ___ is required.
36		(this provision has been intentionally left blank)
37	<input checked="" type="checkbox"/>	PROTECTION OF EXISTING FACILITIES
38	<input checked="" type="checkbox"/>	PURCHASE OF GOODS BY NON-PROFIT ORGANIZATIONS
39		PURCHASE ORDERS/JOB RELEASES

40	<input checked="" type="checkbox"/>	QUANTITIES
41	<input checked="" type="checkbox"/>	SAFETY STANDARDS
42		SERVICE
43	<input checked="" type="checkbox"/>	SITE INSPECTION PSTA – Denise Wade (240-777-5393) Potomac Library – Leslie Clark (240-777-6049) Rockville Library- Art Marchand (240-777-6173) Library Materials Management Unit - Leslie Clark Denise Wade (240-777-5393)
44	<input checked="" type="checkbox"/>	TRAVEL TIME
45		WARRANTY
46	<input checked="" type="checkbox"/>	ACCESS CONTROL
47	<input checked="" type="checkbox"/>	ADD OR DELETE
48	<input checked="" type="checkbox"/>	BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN
49	<input checked="" type="checkbox"/>	CLEANING EQUIPMENT
50	<input checked="" type="checkbox"/>	CLEANING SUPPLIES AND MATERIALS
51	<input checked="" type="checkbox"/>	CONTRACTORS FACILITY
52	<input checked="" type="checkbox"/>	FAILURE TO PERFORM DELIVER
53	<input checked="" type="checkbox"/>	INVOICES
54	<input checked="" type="checkbox"/>	LIQUIDATED DAMAGES
55	<input checked="" type="checkbox"/>	PAYMENTS
56	<input checked="" type="checkbox"/>	PERSONNEL AND SUPERVISION OF WORK
57	<input checked="" type="checkbox"/>	PRICES
58	<input checked="" type="checkbox"/>	RIGHT OF REFUSAL
59	<input checked="" type="checkbox"/>	SAFETY TO PERSONS AND PROPERTY
60	<input checked="" type="checkbox"/>	SUPPLIES SPACE AND CLOSETS
61	<input checked="" type="checkbox"/>	SUSPENSION OF WORK BY COUNTY

MANDATORY SUBMISSIONS:

a. **BID SUBMISSIONS:**

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

XX “SOLICITATION, BID AND AWARD SHEET” (including page E and pages E-1 thru E-2 Quotation Sheet(s))

_____ Descriptive Literature _____ Other:
 Bid Guarantee (see pages A & 1)
**License by the State of Maryland,
 Department of Health, Office of
 Health Care Quality for Vocational
 Training Programs for Developmental
 Disabilities**

_____ Price List(s) _____ Delivery Schedule **XX** Disabilities

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

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

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

b. AWARD SUBMISSIONS:

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

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

XX List of All Cleaning Equipment (See Section C #49)

_____ Personnel Data

XX Blood Borne Pathogens Exposure Control Plan (See Sect C 48) _____

XX Certificate of Insurance (see page 6, paragraph #21) and Mandatory Insurance Requirements contained in Appendix to Section B . Awardee must provide the applicable insurance coverage and all costs for this coverage must be calculated into your bid price.

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.)**

XX Mid-Atlantic Purchasing Team Rider Clause (See Page D)

XX References (See Below)

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

Local Business Subcontract Plan (Attachment F)

XX Descriptive Literature (See Provision 53 on Page 11)

REFERENCES (at least three are requested to be submitted)

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

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

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

2. Name of Firm: _____
Address: _____ City: _____ ST: _____ Zip: _____

IFB #1127786

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.

Notification and Reporting

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

MID-ATLANTIC PURCHASING TEAM:

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

Vendor's Name

<p>IFB #1127786</p>	<p>MONTGOMERY COUNTY, MARYLAND AP1-10 Custodial Cleaning Services - Vocational SOLICITATION, BID AND AWARD SHEET</p>	<p>RETURN BID TO: OFFICE OF PROCUREMENT 27 COURTHOUSE SQUARE, STE. 330 ROCKVILLE, MD 20850-4166</p>
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PART I: SOLICITATION (Invitation for Bids (“IFB”))

SEALED BIDS IN ORIGINAL AND ONE (1) USB Drive 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 **SEPTEMBER 20, 2021**. BIDS WILL BE PUBLICLY OPENED VIRTUALLY **Call in +1 443-692-5768, Phone Conference ID,854352908#** 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.

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:	

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

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MONTGOMERY COUNTY, MARYLAND

BY _____

PRINTED NAME OF CONTRACTING OFFICER	SIGNATURE OF CONTRACTING OFFICER	AWARD DATE
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THIS FORM HAS BEEN APPROVED AS TO FORM AND LEGALITY BY THE OFFICE OF THE COUNTY ATTORNEY

QUOTATION SHEET

Part A – Routine Cleaning

	<i>Asset Number</i>	<i>Facility Name</i>	<i>Address</i>	<i>Monthly Price (\$)</i>
1)	2026	Rockville Library	21 Maryland Avenue Rockville	\$ _____
2)	2021	Potomac Library	10101 Glenolden Drive Potomac	\$ _____
3)	1005	PSTA	8751 Snuffer School Road Gaithersburg	\$ _____
4)	2028	Library Materials Management	2 Metropolitan Court Suite 4 Gaithersburg	\$ _____
Sub-Total Part A (Monthly)				\$ _____

Part A-1 - Per Hour Price (fully-burdened) for Additional Routine Cleaning Services

			Estimated Number of Hours Per Year		Total
Standard Rate (fully-burdened) per Custodial employee	\$ _____ / hour	X	50	=	\$ _____
Overtime Rate (fully-burdened) per Custodial employee	\$ _____ / hour	X	50	=	\$ _____
(Sub-Total Part A-1 Additional Routine Cleaning)					\$ _____

Part B – Unscheduled Projects

			Estimated Square Footage per Year		Total
Carpet Cleaning Per Square Foot	\$ _____ /SF	X	100	=	\$ _____
Strip and Wax	\$ _____ /SF	X	100	=	\$ _____
Sub-Total Part B - Unscheduled Cleaning					\$ _____

METHOD OF AWARD

Routine Cleaning (Sub-Total Part A)	\$ _____
Additional Routine Cleaning Services (Sub-Total Part A-1)	\$ _____
Unscheduled Cleaning (Sub-Total Part B)	\$ _____
(Add Sub-Total Part A + Sub-Total Part A-1 + Sub-total Part B) Grand Total	\$ _____

A unit price must be bid on all items within the Quotation Sheets or the bid will be declared non-responsive and rejected. If there are discrepancies in the arithmetic calculation, the unit price will prevail and the County reserves the right to recalculate the extended price. The Yearly Estimated Hours is no guarantee of annual usage.

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), see 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/Awardec.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 330, Rockville, Maryland 20850.

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

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

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

24. QUALIFICATION OF BIDDERS

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

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

25. SOLICITATION AMENDMENTS

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

OFFERORS MUST ACKNOWLEDGE RECEIPT OF SUCH SOLICITATION AMENDMENTS, to the place designated, and prior to the hour and date specified in the solicitation (as amended) for receipt of Bids. UNLESS A WAIVER IS GRANTED, OFFERORS THAT DO NOT

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

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

A waiver may be granted by the Director, Office of Procurement, if

it is deemed to be in the County's best interest. No waiver may be granted, however, until the offeror states in writing that the offeror will be bound by any substantive changes made by the amendment to the terms of the solicitation. If an offeror desires to change an offer that has already been submitted, the change may be made by a signed letter that refers to the solicitation and amendment numbers, and which is received at the **place designated, and prior to the hour and date specified in the solicitation (as amended) for receipt of offers.**

26. VERBAL EXPLANATIONS

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

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

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

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

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

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

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

30. TIE BIDS

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

(Section A: Items 1 - 30, Revision Date 09/2020)

SECTION B - GENERAL CONDITIONS OF CONTRACT BETWEEN COUNTY & CONTRACTOR

1. ACCOUNTING SYSTEM AND AUDIT, ACCURATE INFORMATION

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

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

2. AMERICANS WITH DISABILITIES ACT

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

3. APPLICABLE LAWS

This contract must be construed in accordance with the laws and regulations of Maryland and Montgomery County. The Montgomery County Procurement Regulations are incorporated by reference into, and made a part of, this contract. In the case of any inconsistency between this contract and the Procurement Regulations, the Procurement Regulations govern. The contractor must, without additional cost to the County, pay any necessary fees and charges, obtain any necessary licenses and permits, and comply with applicable federal, state and local laws, codes and regulations. For purposes of litigation involving this contract, except for contract Disputes discussed in paragraph 8 below, exclusive venue and jurisdiction must be in the Circuit Court for Montgomery County, Maryland or in the District Court of Maryland for Montgomery County.

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

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

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

The contractor agrees to comply with the requirements of the Displaced Service Workers Protection Act, which appears in County Code, Chapter 27, Human Rights and Civil Liberties, Article X, Displaced Service Workers Protection Act, §§ 27-64 through 27-66.

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

4. ASSIGNMENTS AND SUBCONTRACTS

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

5. CHANGES

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

6. CONTRACT ADMINISTRATION

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

7. COST & PRICING DATA

Chapter 11B of the County Code and the Montgomery County Procurement Regulations require that cost & pricing data be obtained from proposed

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

8. DISPUTES

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

9. DOCUMENTS, MATERIALS, AND DATA

All documents materials or data developed as a result of this contract are the County's property. The County has the right to use and reproduce any documents, materials, and data, including confidential information, used in the performance of, or developed as a result of, this contract. The County may use this information for its own purposes, including reporting to state and federal agencies. The contractor warrants that it has title to or right of use of all documents, materials or data used or developed in connection with this contract. The contractor must keep confidential all documents, materials, and data prepared or developed by the contractor or supplied by the County.

10. DURATION OF OBLIGATION

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

11. ENTIRE AGREEMENT

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

12. ETHICS REQUIREMENTS/POLITICAL CONTRIBUTIONS

The contractor must comply with the ethics provisions contained in Chapters 11B and 19A, Montgomery County Code, which include the following:

- (a) a prohibition against making or offering to make certain gifts. Section 11B-51(a).
- (b) a prohibition against kickbacks. Section 11B-51(b).
- (c) a prohibition against a person engaged in a procurement from employing or offering to employ a public employee. Section 11B-52 (a).

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

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

13. GUARANTEE

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

14. HAZARDOUS AND TOXIC SUBSTANCES

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

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

In addition to the provisions stated above in Section 3. "Applicable Laws," contractor must comply with all requirements in the federal Health Insurance Portability and Accountability Act (HIPAA), to the extent that HIPAA is applicable to this contract. Furthermore, contractor must enter into the County’s standard Business Associate Agreement or Qualified Service Organization Agreement when contractor or the County, as part of this contract, may use or disclose to one another, to the individual whose health information is at issue, or to a third-party, any protected health information

that is obtained from, provided to, made available to, or created by, or for, the contractor or the County.

16. IMMIGRATION REFORM AND CONTROL ACT

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

17. INCONSISTENT PROVISIONS

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

18. INDEMNIFICATION

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

19. INDEPENDENT CONTRACTOR

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

20. INSPECTIONS

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

21. INSURANCE

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

named as an additional insured on all liability policies. Contractor must provide to the County at least 30 days written notice of a cancellation of, or a material change to, an insurance policy. In no event may the insurance coverage be less than that shown on the applicable table, attachment, or contract provision for required insurance. After consultation with the Department of Finance, Division of Risk Management, the Director, Office of Procurement, may waive the requirements of this section, in whole or in part.

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

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

CONTRACT DOLLAR VALUES (IN \$1,000's)

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

Certificate Holder
Montgomery County Maryland (Contract #)
Office of Procurement
27 Courthouse Square, Suite 330
Rockville, Maryland 20850 4166

*Professional services contracts only

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

	Up To <u>50</u>	Up To <u>100</u>	Up To <u>1,000</u>	Over <u>1,000</u>
Commercial General Liability minimum combined single limit for bodily injury and property	300	500	1,000	See Attach.

damage per occurrence, including contractual liability, premises and operations, independent contractors, and product liability

Certificate Holder
Montgomery County Maryland (Contract #)
Office of Procurement
27 Courthouse Square, Suite 330
Rockville, Maryland 20850 4166

22. INTELLECTUAL PROPERTY APPROVAL AND INDEMNIFICATION - INFRINGEMENT

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

23. INFORMATION SECURITY

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

B. Payment Card Industry Compliance:

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

24. NON-CONVICTION OF BRIBERY

The contractor hereby declares and affirms that, to its best knowledge, none of its officers, directors, or partners or employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery, or conspiracy to bribe under any federal, state, or local law.

25. NON-DISCRIMINATION IN EMPLOYMENT

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

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

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

26. PAYMENT AUTHORITY

No payment by the County may be made, or is due, under this contract, unless funds for the payment have been appropriated and encumbered by the County. Under no circumstances will the County pay the contractor for legal fees.

The contractor must not proceed to perform any work (provide goods, services, or construction) prior to receiving written confirmation that the County has appropriated and encumbered funds for that work. If the contractor fails to obtain this verification from the Office of Procurement prior to performing work, the County has no obligation to pay the contractor for the work.

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

27. P-CARD OR SUA PAYMENT METHODS

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

28. PERSONAL PROPERTY

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

29. TERMINATION FOR DEFAULT

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

- (a) defaulting in performance or is not complying with any provision of this contract;
- (b) failing to make satisfactory progress in the prosecution of the contract; or
- (c) endangering the performance of this contract.

The Director, Office of Procurement, will provide the contractor with a written notice to cure the default. The termination for default is effective on

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

30. TERMINATION FOR CONVENIENCE

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

31. TIME

Time is of the essence.

32. WORK UNDER THE CONTRACT

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

33. WORKPLACE SAFETY

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

PMMD-45. REVISED 3/1/2018

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

SECTION C - SPECIAL TERMS AND CONDITIONS

(Subject to selection on Bid Cover Sheet)

1. ADD OR DELETE

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

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

2. ANNUAL PRICE ADJUSTMENT

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

- ◆ Approval or rejection by the Director, Office of Procurement or designee.
- ◆ **Must be submitted in writing to the Director, Office of Procurement, and accompanied by supporting documentation justifying the Contractor’s request.** A request for any price adjustment may not be approved unless the contractor submits to the County sufficient justification to support that the Contractor’s request is based on its net increase in costs in delivering the goods/services to the County under the contract terms.
- ◆ Must be submitted sixty (60) days prior to the contract expiration date, if the contract is being amended.

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

3. CATALOG DISCOUNT PRICES

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

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

4. CATALOGS/PRICE LIST REQUIREMENTS

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

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

5. CERTIFICATE OF ORIGIN

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

6. CLEANING OF SITE

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

7. CONTRACT ADMINISTRATOR

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

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

The designated Contract Administrator for the Department of General Services is Gregory Boykin at 240-777-5360. The Contract Administrator for any other department will be listed on the Purchase Order or the Contract Amendment.

8. CONTRACT TERM

- A. The term of the contract is for **1 (one)** year from the date of signature by the Director, Office of Procurement. Before the contract term ends, the Director may (but is not required to) renew this contract, if the Director determines that renewal is in the best interests of the County. The Contractor's satisfactory performance does not guarantee renewal of this Contract. The Director may exercise this option to renew for **3 (three)** additional one-year periods.
- B. The contract term shall be for the period of time as stated on the Bid Cover Sheet.

9. CONTRACT VALUE

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

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

10. CONTRACTOR RESPONSE

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

11. CORRECTION OF WORK AFTER FINAL PAYMENT

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

12. CORRECTION OF WORK BEFORE FINAL PAYMENT

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

13. DAMAGE/SHORTAGE

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

14. DEALER STATUS

Bidders, by offering quotations herein, certify that they are current authorized dealers in good status for all quoted manufacturers. Manufacturer's written certification of dealer status must be provided within ten (10) working days prior to award of the Contract, if so requested by the County at any time during the contract period. Should the Contractor lose dealer status at any time during the contract period for any contracted items, that portion of the contract will automatically be cancelled with no further obligation by the County.

15. DELAYS AND EXTENSION OF TIME

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

16. DELIVERY INSTRUCTIONS

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

17. DEPARTMENTS AUTHORIZED TO USE CONTRACT(S)

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

18. EQUIPMENT PREPARATION

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

19. ESTIMATES

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 _____. **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 _____ at _____.

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. ACCESS CONTROL

Access to the facilities will be as directed by the Contract Administrator, Division of Operations.

Keys and Locks - The Contractor must establish and implement methods of ensuring that all keys issued to the Contractor by the County are not lost or misplaced and are not used by unauthorized persons. No key issued to the Contractor by the County is to be duplicated. The Contractor must immediately report the loss or duplication of keys to the Contractor Administrator.

In the event keys, other than master keys, are lost or duplicated, the County will provide new keys and charge the Contractor for re-keying or replacing the affected lock(s) or keys. In the event a master key is lost or duplicated, all locks and keys for that system will be replaced by the County.

The cost for replacing the locks and keys will be at the Contractor's expense. It is the responsibility of the Contractor to prohibit the use of keys issued by the County to any persons other than the Contractor's employees. It is also the responsibility of the Contractor to prohibit the opening of locked areas by the Contractor's employees to work in those areas. All keys must be returned to the County upon termination of service. Should the Contractor fail to return any keys, the County will replace the keys and new locks at the Contractor's expense.

Lock Combination and Alarm Systems Codes - The Contractor must establish and implement methods ensuring that all lock combinations and alarm codes are not revealed to unauthorized persons.

47. ADD OR DELETE

The County may ADD or DELETE a facility for service under this contract. The County may change the contract requirements relative to the type of service, square footage (sf), and number of days required for service to a facility. The County may effect such changes commensurate with execution of the contract or any time during the term of the contract. Additions/Deletions or reductions in quantities of service may be performed by the County unilaterally and without incurring any liability for the change.

Addition of a Facility – In the event the County adds a facility for servicing under this contract, the unit price for services as listed on the applicable quotation sheet will be applied. The Contractor will be notified in writing of the effected change by an amendment.

Deletion of a Facility – The County will endeavor to notify the Contractor ten (10) working days prior to deletion of a facility from the contract. After completion of the final day of service to a deleted facility, the Contractor shall return any and all County property provided under this contract. No further payments for service to the deleted facility will be made. The contractor will be notified in writing of the effected change by an amendment.

Unit Changes - In the event the County changes the requirements of service relative to square footage of a facility, days of routine cleaning or unscheduled projects at a facility, the unit price listed on the applicable bid quotation sheet(s) will be used to determine the service cost for the facility.

48. BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

The Contractor must adhere to all Federal, State and Local regulations for "House Keeping" of Contaminated Body Substance. These include: (Federal) Standard 29CFR 1910.1030: Blood Borne Pathogens; (State) Annotated Code of Maryland – Title 26, Department of Environment, Subtitle 13- Disposal of Controlled Hazardous Substances – Chapter 11: Special Medical Wastes; (State) Annotated Code of Maryland – Title 26, Department of Environment, Subtitle 13 – Disposal of Controlled Hazardous Substances – Chapter 12: Standards Applicable to Generators of Special Medical Waste; (State) Labor & Annotated Code of Maryland – Title 5, Occupational Safety & Health, Subtitle 3 – Part II: (5-308.1) – Health Care Worker's Safety; (Federal) 2929 CFR 1904.7 General Recording Criteria; Authorization and Procedures for Reviewing Medical Records; etc.

The Contractor must provide a written "Exposure Control Plan" to the County, within ten (10) days after the date of the County's written notification of intent to Award a Contract. The Contractor's "Exposure Control Plan," must be modeled in strict accordance with 29 cfr 1910.1030(bloodborne Pathogens) and 29dfr 1910.1200 (Hazard Communication). The Contractor needs to ensure that their plan is in compliance. Intended Awardee(s) that fail to submit an acceptable "Exposure Control Plan" within the required time as stated, will be considered non-responsive and subject to disqualification of their bid.

Contractor's employees assigned work under the provisions of this contract agreement must have successfully completed the "Blood Borne Pathogens Training" prior to initiating any work on a County job site. The Contractor shall provide a list of those employees who have completed this training to the Contract Administrator.

49. CLEANING EQUIPMENT

All necessary cleaning equipment including power driven floor scrubbing machines, waxing and polishing machines, industrial floor and upholstery vacuum cleaner and all necessary appliances, etc, needed for the performance of the work of this contract will be furnished by the Contractor.

Such commercial-type equipment will be used in this contract and no equipment will be used which is harmful to the building or their contents.

The Contractor must submit a list of all equipment that they propose to use in the performance of the work within ten (10) working days after the date of the County's written notification of Intent to Award a Contract. The equipment must be of sufficient quality to meet or exceed requirements for cleaning as outlined in this contract. All equipment must be in good condition and properly maintained throughout the term of the contract.

50. CLEANING SUPPLIES AND MATERIALS

The County will furnish all supplies and materials necessary to properly perform under this agreement.

51. CONTRACTOR'S FACILITY

The Contractor shall own or have leased at the time of bid submission, a business facility within the Washington D.C. Metropolitan Area, with a local business telephone, that does not constitute a toll call on the part of the County, and where the County may call or visit between 7:00 a.m. and 4:00 p.m., Monday through Friday.

52. FAILURE TO PERFORM/DELIVER

In the event of a Contractor's failure to comply with the established performance 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. The County will conduct random inspection of areas within facilities covered by the Contract on a daily basis. No payment will be allowed to the Contractor for work furnished on any job assigned under the following conditions: The Contractor's employee does not have the necessary or properly operating equipment, supplies, or materials to perform the scheduled work as determined by the County; the job assignment is not performed in accordance with the specifications as determined by the County. The County reserves the right to require correction of non-performance within 24 hours or sooner, depending upon urgency. Recurring non-performance will be a basis for considering termination of the contract.

53. INVOICES

All true and corrected invoices are to be sent to:

Attention Kevin Patterson

Emailed to

DFMINVOICES@MONTGOMERYCONTYMD.GOV

The Contractor will submit an invoice for the previous month's work to the Facilities Maintenance and Operations Section, Division of Operations. All invoices must be itemized by facility and in accordance with the Contract's unit price as listed on the Quotation Sheet. The invoices must list the Contract number. Failure of the Contractor to list the Contract number may cause delay in the payment of the invoices. The County will pay the Contractor within thirty (30) days from receipt of an acceptable invoice. Those invoices not acceptable to the County will be returned to the Contractor for correction and will be paid within thirty (30) days from the resubmission day and receipt of true and correct invoice. Verification of completion of all cleaning and service operations will be pre-requisite for a monthly payment to the Contractor.

54. LIQUIDATED DAMAGES

The County may inspect a facility on a daily basis to determine whether the Contractor has performed in accordance with the Contract. Whenever the County determines that the Contractor has not performed in accordance with the Contract, a liquidated damage will be assessed, using the attached Attachments A and B, Daily/Weekly Inspection Reports. The reports illustrate the percentage amount to be liquidated from the Contractor's invoices. There are percentages for each service required as part of this

contact. If the Contractor provides no service at all, the liquidated damage assessment will be 100% of the rate for each service. A copy of the Daily/Weekly Inspection Reports will be mailed to the Contractor for a follow-up and to ensure that corrective action has been taken.

55. PAYMENTS

- A. Routine Cleaning: Verification of completion of all routine cleaning tasks will be prerequisite for a monthly payment to the Contractor. The County may inspect routine cleaning on the day of its performance at locations where it is required, to determine whether the Contractor has performed in accordance with the Contract. Whenever the County determines that the Contractor has not performed in accordance with the Contract and the Contractor fails to correct the non-performance (e.g. employee does not show within twenty-four (24) hours, liquidated damages will be assessed using the Routine Cleaning Inspection Reports (Attachments A and B). A completed copy of the Routine Cleaning Inspection Report will be faxed to the Contractor for his/her follow-up and to ensure that corrective action has been taken the next cleaning shift.
- B. Unscheduled Projects: The Contractor will indicate on the invoices those cleaning and service activities performed by the Contractor only when instructed by the Contract Administrator. The invoice must list the Contract number and facility address, which is listed on the applicable quotation sheet. Failure of the Contractor to list the Contract number may cause delay in payment of the invoices. The Contractor will submit a separate invoice per facility to FMOS upon satisfactory completion of all unscheduled projects at each facility. All invoices must be in accordance with the Contract unit price as listed on the Quotation Sheet. Those invoices not acceptable to the County will be returned to the Contractor for correction. Verification of completion of all unscheduled project work will be a prerequisite for payment to the Contractor.

56. PERSONNEL AND SUPERVISION OF WORK

All work performed by the Contractor will be done in a manner satisfactory to the County. The Contractor will provide adequate supervision, and on-the-job training to ensure competent performance of the work and the Contractor or the authorized agent will make sufficient daily inspections to ensure that the work is done as required by the contract.

The Contractor's Supervisor must be knowledgeable of the contract and fluent in the English language.

The Contractor will provide a Custodial Supervisor who must have at least two (2) years of recent experience (within the past five (5) years) in directing cleaning operations in a supervisory capacity for buildings comparable to those in this Solicitation. The supervisor will be responsible for the competent performance exclusively for all work under this Solicitation and will make daily routine inspections to ensure that the work is performed as specified.

The Contractor must provide sufficient personnel to accomplish all required services on planned/approved schedules. The Contractor will be responsible for proper conduct of all contract personnel while on County premises. The Contractor will not employ any person in or about the premises who will use improper language or act in an unprofessional manner. The Contractor agrees to dispense from assignment with the County the services of any employee whose conduct the County feels is detrimental to the County's best interests.

The Contractor must at all times, while work is being performed herein, have a sufficient number of active, qualified, competent, and experienced supervisors, satisfactory to the County, on site to supervise the custodial services provided herein, and they will be authorized to represent and act for the Contractor. If the County determines that the level of direct supervision is inadequate at any site, the Contractor will increase the number of direct supervisors as directed by the County at no additional cost to the County. Unless otherwise identified in these specifications, the work invoiced in this

Contract must be accomplished by personnel regularly employed by the Contractor. The Contractor must prohibit the employees from disturbing property on desks or any areas on County premises, from opening drawers of desks, tables, cabinets, etc., including using the telephone or any type of equipment that is not authorized.

If the County receives an unsuitable report on any Contractor employee or if the County finds a prospective employee unsuitable for assigned duties, the Contractor will be advised immediately that such employee cannot continue to work or be assigned under the contract.

57. PRICES

Prices must include all cleaning equipment, cleaning tools, appliances, training, and labor, etc. in the performance of all Routine Cleaning and Unscheduled Projects work.

58. RIGHT OF REFUSAL

The County may refuse to permit the Contractor to use any employee on the job, if it's deemed that the individual is unfit or unqualified to work at County facilities in any or all capacities.

59. SAFETY TO PERSONS AND PROPERTY

The Contractor will be responsible for all damages to persons or property which occurs as a result of negligence in connection with the prosecution of the work. Any damaged property will be completely replaced by the Contractor or their agent at no cost to the County.

The Contractor must provide all necessary equipment for the protection of the facility, equipment, and occupants while performing any phase of the work. The Contractor will also train personnel to practice all safety precautions while performing any phase of the cleaning work to prevent injury to themselves, the occupants of the facility, or any damages to the facility or the equipment therein.

All the applicable safety, health, and fire regulations must be complied with and adhered to during the full term of this contract.

For all operations requiring the placing and movement of the Contractor's equipment, the Contractor will observe the exercise, and compel employees to observe and exercise all necessary caution and discretion so as to avoid injury to persons, damage to property of any and all kinds, and annoyances to our undue interference with the public and personnel.

All ladders or other devices used to reach the surface of objects not otherwise accessible for the required cleaning operations must be of solid construction, firm and stable and will be maintained in good condition. All such equipment will be moved into all areas where it is required, placed, shifted when necessary, and removed from the areas in such a manner as to provide maximum safety to persons and property, and cause the least possible interference with the normal usage of such areas by the public or personnel.

The Contractor will be responsible for providing the public and County personnel with notice of and protection from certain hazards; this will include placement of signs, stanchions, ropes, or other barriers around all areas where the Contractor's activities make the area unsafe for normal use or where there have been leaks, spills, etc., that make the area unsafe.

The Contractor will ensure that employees wear proper footwear and vinyl or rubber gloves while performing custodial tasks on County premises.

A chart illustrating all universal warning symbols pertaining to hazardous substances and waste must be posted in each custodial closet and storage space. The County will supply the charts for the Contractor to place in these areas.

60. SUPPLIES SPACE AND CLOSETS

The Contractor will store all supplies, materials and equipment in the storage areas and custodial closets or lockers designated by the County, on the County premises.

The Contractor agrees to keep these areas neat and clean at all times in accordance with all applicable fire regulations and to the satisfaction of the County. Cleaning materials must be stored and labeled in accordance with federal, state and local regulation. A chart illustrating all universal warning symbols pertaining to hazardous substances and waste must be posted in each custodial closet and storage space. The County will supply the posters for the Contractor to place in these areas. The Contractor will assume all risk of loss or damage to equipment stored in County space.

61. SUSPENSION OF WORK BY COUNTY

- A. Suspension For Cause - The County reserves the right to suspend for an indefinite period of time the performance of service by the Contractor of routine cleaning work in any facility or any part thereof for reasons which may include, but not be limited to, the following:
 - 1. Fire or other casualty which renders the facility or any part thereof unfit for occupancy or use immediately.
 - 2. Interruption of facility services or systems, such as utilities, elevator, plumbing, electrical, heating/cooling systems, which render the facility or any part thereof unfit for occupancy or use immediately.
 - 3. A Facility or any part thereof remaining vacant or unoccupied immediately by virtue of the County relocating the occupants to another facility; or performing remodeling, renovation, and /or construction with a facility or part thereof.
- B. Notice of Suspension of Work - The County will give notice of suspension of work and effective date as follows:
 - 1. If work suspension is due to either 53.A.1 or 53.A.2, oral notice will be given within twenty-four (24) hours of the effective date; written confirmation will follow.
 - 2. If suspension is due to 53.A.3 above, written notice at least two (2) weeks in advance will be given prior to the effective date.
- C. Reduction In Payment - Contractor will not receive payment during a suspension period. Reduction in payment during a suspension period will be calculated on the basis of the proportion of floor area covered in the work suspension of the services to that of the entire facility, multiplied by the cost per square foot as listed on the Quotation Sheet.

MANDATORY MINIMUM INSURANCE REQUIREMENTS

MANDATORY INSURANCE REQUIREMENTS

Custodial Cleaning Services - Vocational

Prior to the execution of the contract by the County, the proposed awardee/contractor and their contractors (if requested by County) must obtain, at their own cost and expense, the following *minimum* (not maximum) insurance coverage with an insurance company/companies licensed to conduct business in the State of Maryland and acceptable to the Division of Risk Management. This insurance must be kept in full force and effect during the term of this contract, including all extensions. The insurance must be evidenced by a certificate of insurance, and if requested by the County, the proposed awardee/contractor shall provide a copy of the insurance policies and additional insured endorsements. The minimum limits of coverage listed below shall not be construed as the maximum as required by contract or as a limitation of any potential liability on the part of the proposed awardee/contractor to the County nor shall failure to request evidence of this insurance in any way be construed as a waiver of proposed awardee / contractor's obligation to provide the insurance coverage specified. The Contractor's insurance shall be primary. Coverage pursuant to this Section shall not include any provision that would bar, restrict, or preclude coverage for claims by Montgomery County against Contractor, including but not limited to "cross-liability" or "insured vs insured" exclusion provisions.

Commercial General Liability

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

- Contractual Liability
- Premises and Operations
- Independent Contractors & Subcontractors
- Products and Completed Operations
- Fire Liability

Commercial Automobile Liability Coverage

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

- owned automobiles
- hired automobiles
- non-owned automobiles
- loading and unloading

Worker's Compensation/Employer's Liability

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

- Bodily Injury by Accident - \$100,000 each accident***
- Bodily Injury by Disease - \$500,000 policy limits***
- Bodily Injury by Disease - \$100,000 each employee***

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.

Fidelity Bond

A Fidelity Bond (also known as a faithful performance bond or an honesty bond) in the ***amount of \$20,000***. Bond must cover all employees performing within the scope of services described herein. The bond shall cover loss due to dishonest acts of employees and/or failure to faithfully perform duties. The bond must not carry a deductible. Employee theft coverage evidenced under another crime policy will be accepted in lieu of this bond requirement. The fidelity bond shall be maintained in full force and effect until termination of the contract with the County.

Additional Insured

Montgomery County, Maryland, its elected and appointed officials, officers, consultants, agents and employees, must be included as an additional insured on Contractor's Commercial and Excess/Umbrella Insurance for liability arising out of contractor's products, goods and services provided under this contract. The Additional Insured endorsements shall have no added exclusions or limitations of coverage to limits of liability contractually required; or percentage of negligence attributed to the named insured. The stipulated limits of coverage above shall not be construed as a limitation of any potential liability to Customer and failure to request evidence of this insurance shall in no way be construed as a waiver of Contractor's obligation to provide the insurance coverage specified.

Policy Cancellation

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

Certificate Holder

Montgomery County, Maryland
DGS - Facilities & Management / Stewart Whisman
101 Orchard Ridge Drive, 2nd Floor
Gaithersburg, Maryland 20878

SECTION D – SPECIFICATIONS/SCOPE OF WORK

I. SCOPE

A. BACKGROUND/INTENT

Historically, the County has contracted with agencies providing rehabilitation training programs to provide certain essential public services, successfully training individuals with severe disabilities to perform those functions.

The County's intent is to provide persons with developmental disabilities with the opportunities to develop skills, confidence and the motivation necessary to become employed in the community. The trainees are providing essential public services and at the same time are involved in a supportive, success oriented training program.

B. General Requirements

The Contractor will provide Custodial Services at all County-owned and County-leased facilities listed in Section IV. Services will be provided under the following conditions:

- a. The Contractor will be responsible for furnishing all cleaning equipment, cleaning tools, appliances and labor in performing all custodial tasks as stated in this solicitation.
- b. The costs detailed on the Quotation Sheet shall be inclusive of all costs; that is, but not limited to, direct labor, supervision, general and administrative overhead, taxes, insurance, transportation, profit and the cost of equipment that is normal and customary.
- c. The Contractor shall provide all management, supervision, labor, materials, tools, parts, equipment, reporting and transportation necessary to perform all services as described herein at all times.
- d. The Contractor shall provide all its employees with Company clean, neat appearing uniforms shirts and/or blouses. The uniforms must visibly secure the company identification.
- e. The Contractor shall ensure that its employees are uniformed while providing services under this solicitation.
- f. The Contractor will ensure that its employees wear appropriate/safe footwear while working on County premises.
- g. The Contractor shall provide to its employees and ensure that they wear an identification badge, with a minimum size of 2" x 3.5", on the outside of the garment in a manner easily visible to the public while working on County facilities. Lettering on the badge should be at minimum 0.25" in size and all its contents should be in English.
- h. The Contractor shall assign a Representative that will coordinate the work with the Contract Administrator or its designee. The Contractor's Representative shall be responsible for the supervision of Contractor's employees. The Contractor's Representative shall be available, as requested, to accompany the Contract Administrator or its designee to perform inspections.

- i. The Contractor shall prepare and maintain a Quality Control Plan to ensure that services provided meet the requirements set forth in this solicitation. Each facility must be inspected at least monthly and inspection reports must be submitted to the Contract Administrator.
- j. The Contractor shall submit with its invoices time sheet support documentation for each facility.
- k. The Contractor shall store all County supplied supplies, materials and equipment in the storage areas and custodial closets designated by the County. The County will supply all cleaning supplies and materials.
- l. The Contractor must submit Attachment J – 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. 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.
- m. The Contractor shall ensure that County supplied storage spaces, lockers and closets remain neat and orderly at all times.
- n. The Contractor will assume all risk of loss or damage to its equipment stored in County supplied storage spaces, lockers and/or closets.
- o. The Contractor shall not remove from County facilities, walk-off mats provided by the County.
- p. The Contractor shall ensure that all its employees are properly trained under existing federal, state and local regulations to provide the services included in this solicitation.
- q. The Contractor shall assume all costs related to employee training.
- r. The Contractor shall not commence any service under the contract until a purchase order has been executed by the Office of Procurement, and a Notice to Proceed has been issued by the Contract Administrator or its designee.
- s. Contractor must accept each facility as is, upon commencement of the contract.
- t. The Contractor will not be required to provide service on County Holidays.
 - i. The County Holidays are
 - 1. New Year’s Day
 - 2. Martin Luther King Day
 - 3. President’s Day
 - 4. Memorial Day
 - 5. Independence Day
 - 6. Labor Day
 - 7. Veteran’s Day
 - 8. Thanksgiving Day
 - 9. Christmas Day

- u. The County will notify the Contractor if facilities are to be closed due to any special or emergency situation.
- v. . Should there be a work stoppage which involves the participation of the Contractor's personnel, such as, but not limited to, third party actions involving informational or organizational picketing, the Contractor agrees to take appropriate and prompt action to provide qualified personnel to perform the work.
- w. The Contractor must prohibit its employees from disturbing any and all property on desks or any areas on County premises, opening drawers of desks, tables, cabinets, etc., or using the telephone or any type of equipment that is not authorized.
- x. The Contractor must require its employees to comply with the rules pertaining to conduct and other regulations called to the Contractor's attention by the County.
- y. The Contractor will be responsible for providing its employees all the necessary Personal Protection equipment to perform the scope of work under this solicitation.
- z. Invoices must follow calendar months (e.g. January 1-January 31), cross over is not acceptable.

II. Contractor Qualifications

- a. The Contractor must be licensed by the State of Maryland as a provider of vocational training programs for individuals with developmental disabilities, and must maintain an office in Montgomery County to be eligible for an award under this solicitation.
- b. The Contractor must provide capable trainees and adequate supervision to perform the scope of work included in this solicitation.
- c. The Contractor must provide transportation for the trainees to and from the work sites, must develop work plans for each trainee, monitor and evaluate their job performance, provide on-going instruction in job skills and safety, and follow-up support in job placement as appropriate.
- d. The Contractor will provide a quarterly report to the Contract Administrator detailing the progress of all trainees in the program.
- e. The Contractor's supervisors and trainees must not be accompanied in work training areas by an acquaintance, family member or assistance of any other person who is not a participant in the rehabilitation program.
- f. The Contractor must not permit any employee or trainee on the work site, if it is deemed by the Contract Administrator, that the individual is unfit to work at a County facility in part or in all capacities. In addition, access to the training sites will be directed by the Contract Administrator or designee.
- g. The Contractor must insure that all trainees are residents of Montgomery County.

III. Scope of Services

A. Routine Cleaning

1. *Definition* – Routine cleaning is defined a general, day-to-day cleaning of areas and fixtures, to ensure that they are free of litter, dust, dirt and/or any other matter that results in an unclean and/or unsanitary area.
2. *Areas Covered* – for all facilities listed as part of this solicitation, areas to be serviced within each facility include but are not limited to:
 - a. entrances
 - b. elevators
 - c. escalators
 - d. lobbies
 - e. corridors
 - f. stairs
 - g. sidewalks
 - h. parking lots
 - i. courtyards
 - j. conference rooms
 - k. meeting rooms
 - l. auditoriums
 - m. offices
 - n. workrooms
 - o. reading rooms
 - p. open stack areas
 - q. classrooms
 - r. processing areas
 - s. lounges
 - t. courtrooms
 - u. shower/locker rooms
 - v. physical education areas
 - w. dressing rooms
 - x. restrooms
 - y. vending areas
 - z. recreational areas
 - aa. shops
 - bb. storage areas
 - cc. loading docks
 - dd. kitchens
 - ee. any other area that conforms the facility
3. *Service days*-
 - a. Please refer to facility listing included in section IV.
4. *Frequency of Tasks* – As part of the Routine Cleaning, the following tasks must be completed in the established frequency:

		<i>Frequency</i>
<i>A. All Areas</i>		
1.	Clean all water fountains using a cloth with germicidal solution, wiped dry and streak free.	Daily

2. Mirrors are to be cleaned free of smudges, smears, and soil with cloth and glass cleaner. Glass in interior partitions and entrance areas must be cleaned from floor to height of eight feet (8') with glass cleaner.	Daily
3. Wipe clean all phone sets, table and counter tops with germicidal disinfectant. Replace furniture in original location upon completion of the task being performed.	Daily
4. Clean area around vending machines. Sweep and wet mop areas under machines, using a germicidal solution. Vending machines do not have to be moved for cleaning.	Daily
5. Glass surfaces shall be cleaned, including but not limited to: windows, mirrors, sliding glass doors, glass surfaces on escalators and moving walk ways. Surfaces shall be free of spots, finger prints, smudges and lint.	Daily
6. With damp cloth and neutral detergent, spot clean walls, metal surfaces, door kick plates, handrails and all vertical surfaces, from floor to height of eight feet (8'). This shall include removal of graffiti.	Weekly
7. With duster and/or damp cloth wipe clean all window blinds.	Weekly
8. Vacuum all fabric covered furnishings at least once a week.	Weekly
9. Vacuum corners, vents, grates, crevices and ceiling diffusers.	Weekly
10. Dust desk tops, sills, ledges, shelves, bookshelves, furniture, and all horizontal and vertical surfaces including elevators. The Contractor will only be responsible for those areas free of obstacles covering the surface to be dusted. The Contractor's maximum height of areas to be dusted will be 8 feet.	Weekly
11. Clean all door tracks and crevices by vacuuming followed by scraping, brushing, or washing to remove all dust and soil	Weekly
<i>B. Floors</i>	
1. All carpeted areas are to be vacuumed, are to be free of all dirt, dust, paper clips, staples, small pieces of paper and other visible trash.	Daily
2. Dust mop all non-carpeted floors with a treated dust mop; sweep floor if soil is wet or heavy.	Daily
3. Using a wet mop, a neutral detergent solution and clean water; mop non-carpeted floor areas clean of obvious soil; remove gum. Contractor shall mop no more than 25 square feet of area without rinsing the mop	Daily
4. Vacuum all walk-off mats, clean surfaces underneath.	Daily
5. Spot clean carpet to remove stains, gum and soil. "Spots" shall be defined as soiled areas no larger than twenty-four inches (24") in diameter. Carpet is to be free of stains, spots or marks of any kind which can be removed by commercial carpet cleaning products and/or equipment.	Weekly
6. Spray buff hard floors to restore finish; dust mop after buffing, (Wood and concrete floors are excluded from this task)	Weekly
7. Spray buffing of tile floors	Weekly

C. Restrooms/Shower Rooms	
1. Apply disinfectant solution to all basins and counter top surfaces, hardware is to be rinsed.	Daily
2. All metal or hardware, and countertops are to be wiped dry and streak free.	Daily
3. Apply germicidal detergent solution to basins, face bowls, lab sinks, urinals and commodes, inside and out; and wall areas around the fixtures.	Daily
4. A bowl mop is to be used to clean inside the commodes and urinals. Following application of germicidal, the units are to be rinsed.	Daily
5. Wipe all exterior surfaces dry.	Daily
6. Fill all paper and soap dispensers, (if no soap dispenser is present, bar soap or small pump type soap dispensers are to be used). All dispensers for soap, toilet tissue, paper towels and toilet seat covers are to be kept filled at all times	Daily
7. Clean stall partitions and both sides of the restroom entrance/exit door with a damp cloth with a germicidal solution.	Daily
8. Remove all debris (including graffiti) attached to the ceiling and walls. Scrub pad or brush is to be used to clean along walls or hard-to reach areas.	Daily
9. Use additional germicidal detergent solution to mop the floors, particularly around the urinals. Re-mop to pick up the solution.	Daily
10. Pour germicidal solution into floor drains to prevent odors.	Daily
11. Wipe all benches and other furniture surfaces with cloth and germicidal solution. Replace furniture in original location upon completion of the task being performed	Daily
12. Clean pieces of soap from floors of showers	Daily
13. Apply germicidal solution to shower walls and tubs and rinse/wipe down.	Daily
14. Use germicidal solution and wet mop shower floor, clean away gummed debris and rinse.	Daily
15. Clean hardware with lotion cleaner and wipe dry.	Daily
16. Scrub shower floors with germicidal detergent solution, using a scrub brush.	Daily
D. Waste Management	
1. Empty all designated containers inside the facility used in the collection of recycled paper and commingled materials.	Daily
2. Keeping like materials separated, transport the collected recyclables to the outdoor collection containers, and deposit the specific recyclable material as labeled on the outdoor container(s)	Daily
3. Return all emptied recycling containers to the original location.	Daily
4. Clean recycling containers inside the facility; odorous containers shall be damp wiped clean inside and out with a germicidal solution.	Daily
5. Loose corrugated cardboard inside the facility, identified for disposal shall be broken down, if in box form, and transported outside of the facility, then deposited in the outdoor container labeled CARDBOARD. Should the facility not have available an outdoor CARDBOARD container, then the cardboard shall be deposited into the outdoor "MIXED PAPER" container.	Daily
6. All outdoor Recycling Containers are to be kept upright, lids secured, doors closed/locked and the collection area kept clean of debris.	Daily

7. All trash receptacles within the facility (inside and outside within 50ft of facility’s exterior but not beyond the property boundaries) are to be emptied, and receptacles for trash/cigarette butts outside the entrance of any facility are to be emptied	Daily
8. Collect and remove all litter in the facility areas shall be free of visible litter and trash build-up.	Daily
9. Diaper disposal containers in Childcare areas shall be considered as trash receptacles and are to be emptied.	Daily
10. Replace receptacle liners that are missing, torn, soiled or odorous; and damp wipe with a germicidal solution, the soiled or odorous receptacles in and out.	Daily
11. All refuse from the facility is to be bagged and deposited at a location on the premises designated by the County.	Daily
12. Refuse containers are to be kept upright, lids secured, doors closed/locked; and the refuse collection area is to be kept clean of debris.	Daily
<i>E. Exterior Cleaning-</i> within 30ft of the facility’s exterior, but not beyond the boundary of the property	
1. Remove litter including cigarette butts, at all entrances	Daily
2. Sweep and pick-up litter from all walks, walkways, steps, stairways and loading dock platforms, areas shall be free of visible litter	Daily
3. Upon completion of collecting litter, dispose of the collected litter in a location on the premises as directed by the County	Daily

5. *Equipment*

- a. The Contractor shall provide all equipment necessary, of commercial grade and in good operating condition, to perform the services described in this solicitation in compliance with the requirements herewith set forth.
- b. No delay or diminution of service will be permitted due to lack of equipment.
- c. The Contract must provide equipment that is in good working condition and adequate for the work to be performed.
- d. The Contractor shall ensure that vacuum cleaners used to provide services under this solicitation have HEPA filtration 99.97% efficient at 0.3 microns.

6. *Janitorial Supplies*

- a. The County will provide all janitorial supplies.

7. *Quality Requirements*

- a. All surfaces shall be free of streaks, dirt, stains, spots, finger prints, smears, smudges, dust, lint, spider webs and soil at all times.

8. *Security Considerations*

- a. The Contractor shall notify the Division of Facilities Management Customer Service at (240) 777-7777 any irregularities in any of the facilities serviced, including but not limited to: lighting, broken doors or windows, dispensing equipment in restroom, or any other condition that may require attention for repair, adjustment, replacement, or correction.

9. *Special Conditions*

- a. While servicing restrooms, doors are to be propped with a door stop and a sign indicating “Caution Wet Floor”.

- b. Rags, mops and cleaning equipment used in restroom areas and/or for the cleaning of bodily fluids shall not be used in other areas.

10. *Non-Performance*

- a. The Contractor will be determined to be in non-performance when:
 - i. it fails to perform any of the tasks included in this solicitation and/or
 - ii. it fails to perform any of the tasks included in the solicitation at the required frequency and/or
 - iii. it fails to meet the quality requirements for the tasks included in this solicitation
- b. Instances of non-performance will be determined on a per facility, per occurrence basis.
- c. The County will apply a deduction, in a per occurrence/per facility basis, to the Contractor’s invoice for services not provided in accordance with the requirements set forth in this solicitation. . Deductions will be applied in accordance with the following pre-established rates:

Failure to:	Deduction
1. Clean bathrooms	\$25.00
2. Clean floors	\$25.00
3. Empty trash containers	\$25.00
4. Clean exterior areas	\$25.00
5. Supply dispensers	\$25.00

- d. The County will assess compliance with contract requirements by using the inspection form included in Attachment G.

11. *Price*

- a. The Contractor shall provide its bid by means of the Quotation Sheet included as part of this solicitation.
- b. The Contractor shall provide a monthly price to perform all the tasks included in the Routine Cleaning for each facility.
- c. The County will require that all tasks are completed at each facility at their stated frequency.
- d. The Contractor will provide a per hour fully burdened rate for additional routine cleaning services that may be requested under contract in accordance with provisions of section of this solicitation.

B. Unscheduled Cleaning

- 1. *Definition* – Unscheduled cleaning comprises cleaning tasks that are not included within the scope of Routine Cleaning.
- 2. *Areas Covered* – as specified for Section A -Routine Cleaning.
- 3. *Service Days* – due to its nature, the Contract Administrator or its designee will notify the Contractor of the days/times when the tasks are to be performed.
- 4. *Frequency of Tasks* – tasks performed under this specification are on a per County need basis. The Contract Administrator or its designee will request services from the Contractor under this section by means of the Job Authorization Form included in Attachment G. The Contractor shall complete all request for Unscheduled Cleaning within fifteen (15) days after receipt of the Job Authorization Form.
- 5. *Equipment*- as specified under III, Scope of Services, A- Routine Cleaning.
- 6. *Janitorial Supplies* – as specified under III, Scope of Services, A- Routine Cleaning.

7. *Security Considerations* – as specified under III, Scope of Services, - Routine Cleaning.

8. *Technical Specifications*

a. *Carpet Cleaning*- this task shall include the following scope:

- i. The Contractor shall clean carpeting by use of water extraction method. Any other method will be deemed not acceptable.
- ii. The Contractor shall remove movable furniture including movable partitions from area to be cleaned, so carpeting underneath can be cleaned.
- iii. The Contractor shall vacuum all carpeting to be cleaned.
- iv. By using a hand sprayer with concentrated carpet shampoo, the Contractor shall spray traffic areas and heavily soiled areas.
- v. The extraction machine is to be filled with carpet cleaning solution.
- vi. The Contractor shall exercise care so that baseboards, walls, doors and furniture are not sprayed or soiled.
- vii. The Contractor shall not flood carpet with excessive amount of water.
- viii. The Contractor shall pick up solution with suction motion and repeat throughout the area to be cleaned, including areas where furniture rested.
- ix. Replace furniture to original location. Should carpet be damp, the Contractor will provide and place paper coasters under furniture legs.

b. *Floor Stripping and Waxing* - includes the cleaning and applying of finish to asphalt, rubber, vinyl, terrazzo, marble, brick, quarry tile and linoleum floor surfaces. (Finishing of wood and concrete floors is not required in this specification.)

- i. The Contractor shall remove movable furniture including movable partitions from the area necessary to perform the work.
- ii. The Contractor shall sweep floor thoroughly and remove all gum, tar, and soil.
- iii. The Contractor shall remove all old finish or wax from floors using a floor stripper. Stripper is to be applied with a mop, scrubbed with an electrical polishing machine with scrub brush or a medium grade stripping pad. Stubborn soil such as gum, rust, burns, etc., shall be removed using hand tools. Corners and other areas that the polishing machine cannot reach will be cleaned by hand. Baseboards, walls, doors and furniture will be protected while performing this task. Stripping solution will be taken up and the floor rinsed twice with clean water to remove all traces of stripper and old wax.
- iv. The Contractor shall not flood floor with water; only the amount of water needed for a good rinse shall be used.
- v. The Contractor shall allow the floor to dry thoroughly before applying finish.
- vi. The Contractor shall finish all floors stripped of wax must the same day.
- vii. The Contractor shall apply a minimum of three coats of undiluted, non-slip floor finish, allowing sufficient drying time between each coat. The last coat should be applied up to, but not touching, the baseboard. All other coats should be applied to within four inches of baseboard.
- viii. After thorough drying of floor finish, the Contractor shall replace furniture to original location.

9. *Non-Performance*

- a. The Contractor will be determined to be in non-performance when:
 - i. it fails to perform any of the tasks included in this solicitation and/or

- ii. it fails to perform any of the tasks included in the solicitation at the required frequency and/or
 - iii. it fails to meet the quality requirements for the tasks included in this solicitation and/or
 - iv. it fails to meet the required quality standards for cleaning supplies required under this solicitation.
- b. Instances of non-performance will be determined on a per facility, per occurrence basis.
 - c. The County will apply a deduction, in a per occurrence/per facility basis, to the Contractor’s invoice for services not provided in accordance with the requirements set forth in this solicitation. Deductions will be based on the per hour rate for this services as included on the Quotation Sheet.

10. Price

- a. The Contractor shall provide its bid by means of the Quotation Sheet included as part of this solicitation.
- b. The Contractor shall provide a per square foot price for services provided under Unscheduled Cleaning.

IV. Facility List

1. *Site Visit* –

- a. Although not required, bidders are strongly encouraged to schedule site visits with the technical contact specified on the bid cover prior to submitting a bid.
- b. Site visits will serve the purpose of providing an opportunity to the Contract to familiarize with each facility.
- c. If the Contractor requests to perform a site visit, the County will notify the Contractor the time and date for the visit.
- d. The Contractor visit shall be orderly so to avoid any disturbances to facility’s operations during his visit.
- e. The Contractor shall direct any and all questions arising from its visits to the contacts specified on the bid cover. Answer provided outside the bid process shall not alter the specifications contained in this solicitation and will not bind in anyway the County.
- f. The details hereby provided for each facility represent the best information available to the County and are provided in good faith to help the Contractor in the bidding process. However, it is the Contractor’s responsibility to visit the facilities and assess the integral impact of the specifications of this solicitation. The County will not recognize any claim that results from to deviations from the approximate values hereby provided for each facility’s area.
- g. It will be assumed that when a Contractor presents a bid under this solicitation it has performed its due-diligence to adequately quote the services required therefore, the Contractor assumes all responsibility as to the adequateness of its bid.

<i>Asset Number</i>	<i>Facility Name</i>	<i>Service Days & Hours</i>	<i>Estimated Area (sq.ft.)</i>	<i>Special Notes</i>
2026	Rockville Library 21 Maryland Avenue Rockville	Monday through Friday 6:00 PM – 10:00 PM	32,500	Third Floor and the two stairwells from 2 nd to 3 rd floor
2021	Potomac Library 10101 Glenolden Drive Potomac	Monday through Friday 6:00AM – 10:00 AM	16,000	

<i>Asset Number</i>	<i>Facility Name</i>	<i>Service Days & Hours</i>	<i>Estimated Area (sq.ft.)</i>	<i>Special Notes</i>
1005	PSTA 8751 Snouffer School Road Gaithersburg	Monday through Friday 6:00 A.M. - 2:00 P.M.	41,500	Building A (Academic Building) - Lower level: MCPD classrooms and associated corridors, public restrooms, meeting room/lunch room Building A – entire second floor
2028	Library Materials Management 2 Metropolitan Court Suite 4 Gaithersburg	Monday through Friday 6:00 PM – 10:00 PM	12,600	

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/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 F

CUSTODIAL AND CLEANING SERVICES
DAILY/WEEKLY SERVICE INSPECTION REPORT FORM

FACILITY: _____ DATE: _____ TIME: _____
CONTRACTOR: _____ INSPECTOR: _____

Should the Contractor fail to perform these services, in part or in total, the County will deduct as chargebacks an amount equal to the market-based price of what would cost the County to perform those services.

<i>Recycling Materials Collection and Removal</i>			
<i>Task</i>	<i>Frequency</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>
Empty all designated containers inside the facility.	Daily		
Transport the collected recyclables to the outdoor collection containers	Daily		
Return all emptied recycling containers to the original location.	Daily		
Clean recycling containers inside the facility	Daily		
Disposal of loose corrugated cardboard inside the facility	Daily		
Outdoor collection area clean and secured	Daily		
<i>Facility's Exterior (within 50ft)</i>			
Remove litter including cigarette butts, at all entrances	Daily		
Sweep and pick-up litter from all walks, walkways, steps, stairways and loading dock platforms, areas shall be free of visible litter	Daily		
Disposal of the collected litter	Daily		
<i>Trash Receptacles</i>			
All trash receptacles within the facility emptied	Daily		
Collection and removal all litter in the facility	Daily		
Diaper disposal containers emptied	Daily		
Receptacle liners replaced	Daily		
Refuse disposed of	Daily		
Refuse containers clean and secured	Daily		
<i>Carpeted Areas</i>			
Areas vacuumed and free of dirt	Daily		
Spot clean performed	Weekly		
<i>Restrooms</i>			
Surfaces disinfected	Daily		
All metal, hardware and countertops wiped clean	Daily		
Germicidal detergent applied	Daily		
Inside the commodes and urinals mopped	Daily		
Exterior surfaces wiped dry	Daily		
Paper and soap dispensers filled	Daily		
Stall partitions and both sides of the restroom entrance/exit door cleaned	Daily		
Debris removed	Daily		
Floors mopped	Daily		

Germicidal solution poured into floor drains	Daily		
<i>Non Carpeted Floors</i>			
Dust mop all non-carpeted floors	Daily		
Wet mop all non-carpeted floors	Daily		
Spray buff hard floors	Weekly		
<i>All areas</i>			
Cleaning/disinfection of: Bodily Substance, vomit, excrement, urine spills and blood spills	Daily on as-needed basis		
Cleaned all water fountains	Daily		
Cleaned mirrors	Daily		
Wiped clean all phone sets, table and counter tops	Daily		
Cleaned area around vending machines	Daily		
Cleaned glass surfaces	Daily		
Spot cleaned walls	Weekly		
Dusted window blinds	Weekly		
Vacuumed all fabric covered furnishings	Weekly		
Vacuumed corners, vents, grates, crevices and ceiling diffusers	Weekly		
Dusted desk tops, sills, ledges, shelves, bookshelves, furniture, and all horizontal and vertical surfaces.	Weekly		
Cleaned all door tracks and crevices	Weekly		

ATTACHMENT G

**Department of General Services
Division of Facilities Management
Job Authorization Form**

All work to be performed in accordance with terms and conditions of:

Contract Number: 1127786	Contractor:
Contract Administrator:	Gregory Boykin, Division Chief

Job Number:	Asset #:	Location:
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Description of Work/Job Requirements:

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Labor (Category)	Hourly	Overtime	Hours	Total Labor
Custodial Person				

Unscheduled Cleaning	Quantity	\$/sq.ft	Total
Carpet Cleaning			
Strip and Wax			

Labor: \$	Material: \$	Subcontract:	Total Cost NTE: \$
Estimated Completion Date: (MM/DD/YY)		Days After Receipt of Notice to Proceed:	

Contractor's Signature: _____ Date: _____

FOR COUNTY-USE ONLY

Fund:	Cost Center:	Accounting Code:
CIP Project Number:	Department:	
Requester:	Initials:	Date:

Administrator's Signature: _____ Date: _____

IFB #1127786