

SECTION D – SPECIFICATIONS/SCOPE OF WORK**1. BACKGROUND AND INTENT**

The scope of this solicitation is for the requirements of the Department of Health and Human Services (DHHS), Facilities and Logistics Division (FLD), other authorized Montgomery County Government Departments. The DHHS/FLD is responsible for maintaining and upkeep of household appliances at various facilities throughout the County. The intent of this Invitation for Bids (IFB) is to establish a Requirements Contract to purchase various new Household Appliance as stated on page E-1, under the Quotation Sheet. This is to include installation of new appliance, removal of old appliance, service call/repairs, and disposal for Montgomery County, Maryland (hereinafter referred to as the “County”), as per the terms, conditions, specifications and Quotation Sheet contained herein.

2. Scope of work

The Contractor must provide the Contract Monitor or designee with contact information from Contractors to provide pick-up and delivery instructions within the parameters of the following Scopes of Work.

3. Appliances:

All appliances provided to the County must have the following:

- Must be brand new
- Model proposed must be listed with Underwriters Laboratories (UL) and meet current safety standards for the State of Maryland and Federal.
- Appliances must be energy efficient with an energy star rated

Appliances must be listed with Underwriters Laboratories (UL) and meet current safety standards. Appliances must be energy efficient with the energy star symbol

4. Installation:

The Contractor will be responsible for installing and delivery. The Contractor must complete the delivery, installation and the removal of appliance all within the same day. If the Contractor is unable to complete the installation on delivery day, the Contractor must notify the County designated contract manager immediately.

The Contractor must take all necessary precautions during the period of delivery to protect existing County facilities from damage by the Contractor, Contractor’s employees, subcontractors, or subcontractor’s employees. The Contractor must repair or replace, at their own expense, any damage property caused by the Contractor, Contractors employees, subcontractors, or subcontractor’s employees.

Upon completion the Contractor must leave the area clean and free of debris.

5. Warranty Period

All Appliances must have a warranty period of a minimum of one year from the time of delivery and installation. The warranty must cover all parts and labor at no additional cost to the County. If warranty work requires the unit to be removed from the facility, the Contractor must provide a loaner unit which is of equivalent capability at no additional cost to the County.

6. Repair Services:

The Contractor must provide repair services upon request of the County. Repair services must be offered during normal business hours - 9:00AM – 5:00PM from Monday through Friday and on a non-business hour - 5:01 PM to

8:59 AM from Monday through Friday for emergencies. Repair services must be offered on an hourly basis that are fully burden that is inclusive of all costs to provide services. The Contractor must not charge for travel time to the county's facilities. The Contractor will provide a 1-year warranty on all workmanship completed under repair. Emergency Repairs are considered repairs that begin after normal business hours. If repairs begin during normal business hours, then normal business hourly rate will prevail.

The Contractor will ensure that all part and materials used will be new and confirm to the original equipment manufacturer (OEM). The Contractor will use only new parts, approved by the OEM and is not to install parts that have been rebuilt, used or those removed from another unit without written approval from the County.

7. Scheduling and Ordering:

The County designated Program Manager will call or email the Contractor's designated sale point of contact (POC) to order new appliances. It is expected that the Contractor will respond back to the County within two hours to schedule delivery and installation of appliances.

The County will make repair requests to the same Contractor's POC or otherwise indicated by the Contractor. The Contractor shall respond back within 4 hours to the County to schedule a time to be on-site. For normal repairs it is expected that the Contractor shall schedule to be on-site within two business days.

For emergency repairs the County will notify the Contractor and the Contractor shall respond back within an hour and schedule a time to be on-site within two hours.

8. Delivery and Installation:

The Contractor must deliver and install (*same day) the Household Appliances to multiple work sites and provide professional installation at the designated work sites. Installation service must include the removal and disposal of the old appliances that are being replaced. See listing of locations on page below.

9. Work Hours:

Normal business Hours – 9:00 AM to 5:00 PM from Monday through Friday.

Non-business Hours – 5:01 PM to 8:59 AM from Monday through Friday. This also applies to County observed holidays and weekend hours Saturday to Sunday.

10. Locations:

The County has the right to remove or add or remove locations if it is in the best interest of the County. Below are the locations that the County anticipates repairs and delivery of new appliances.

a. Shelters/Housing Centers

- (1) Adult-Only Emergency Shelter – 16911 Crabbs Branch Way, Derwood, MD
- (2) Adult-Only Emergency Shelter – 2 Taft Court, Rockville, MD
- (3) Adult-Only Emergency Shelter – 11600 Nebel St., North Bethesda, MD
- (4) Adult-Only Emergency Shelter – 8106 Georgia Ave., Silver Spring, MD
- (5) Special Shelter (BAK) – Gaithersburg, MD
- (6) Avery Treatment Center – 14703 Avery Rd., Rockville, MD
- (7) Mobile Medical – 1500 E. Gude Drive, Rockville, MD
- (8) Dorothy's Day Place (Adult Only Shelter)- 5320 Marinelli Road, North Bethesda MD
- (9) 1 Lawrence Court, Rockville MD (Adult Alcohol Rehab)
- (10) 150 Maryland Avenue, Rockville MD- CWS Visitation House

- (11) 101, 103, 105, 107 Fleet Street, Rockville MD- Respite Housing
- (12) 7-1 Metropolitan Court, Gaithersburg MD- Dental clinic/ Mercy Health
- (13) 1010 Grandin Ave, Rockville MD- Safe Passages Center/ Family Discovery Center

b. Offices

- (1) 401 Hungerford Dr. Rockville, MD
- (2) 1301 Piccard Ave., Rockville, MD
- (3) 8818 Georgia Ave., Silver Spring, MD
- (4) 12900 Middlebrook Rd., Germantown, MD
- (5) 1401 Rockville Pike, Rockville, MD
- (6) 8630 Fenton St., Silver Spring, MD
- (7) 8703 Flower Ave., Silver Spring, MD
- (8) 7 Metropolitan Ct., Gaithersburg, MD
- (9) 7300 Calhoun Pl., Derwood, MD
- (10) 2000 Dennis Ave., Wheaton, MD

Web-links for Documents and Forms:

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