

SECTION D – SPECIFICATIONS/SCOPE OF WORK**1. Background and Intent**

The scope of this solicitation is to fulfill the requirements of the Department of Health and Human Services (DHHS), Facilities and Logistics Division (FLD), and other authorized Montgomery County Government Departments. The DHHS/FLD is responsible for maintenance 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 appliances as stated on the Quotation Sheet. This is to include installation of the new appliance, removal of the 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 point of contacts to provide pick-up and delivery instructions within the parameters listed below.

**3. Appliances**

All appliances provided to the County must meet the following criteria:

- 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 requirements
- Appliances must be energy efficient with an energy star rating/symbol

**4. Installation, Disposal and Delivery**

Upon issuance of a Purchase order the Contractor must provide delivery and professional installation of the appliance(s) to multiple County worksites as listed below in item 9. The Contractor must complete the delivery, installation, removal and disposal of appliance within the same day. If the Contractor is unable to complete the installation on the 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 its own expense, any damaged 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 date of 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 County request. Repair services must be offered during normal business hours from 9:00 AM to 5:00 PM, Monday through Friday, and during non-business hours for emergencies. Repair services must be offered on an hourly basis that are fully burdened, inclusive of all costs to provide the services. The Contractor must not charge for travel time to or from the County’s facilities. The

Contractor must provide a minimum 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 and continue during non-business hours, the normal business hourly rate prevails.

The Contractor must use only new parts and materials, approved by the original equipment manufacturer (OEM), and must not install parts that have been rebuilt, used, or removed from another unit without prior written County approval. Parts and any additional materials for repairs must not include any additional mark-up.

## 7. Scheduling and Ordering

### *New Appliance*

The County designated Program Manager will call or email the Contractor's designated sale point of contact (POC) to order new appliances. The Contractor must respond back to the County within 24 hours and provide the County with a written quote. Once a purchase order has been issued the Contractor will schedule delivery, installation and if required disposal of old appliance.

### *Normal Repair*

The County will make repair requests to the Contractor's POC, unless indicated by the Contractor. The Contractor must respond to the County within 24 hours of the call to schedule a time to arrive on-site to provide initial diagnostic appointment. For normal repairs, the County expects the Contractor to be on-site within two business days to provide initial diagnostic and provide a quote for repair services prior to leaving the diagnostic appointment

### *Emergency Repair*

For emergency repairs, the County will notify the Contractor. The Contractor must respond within an hour and to schedule a time to be on-site to provide initial diagnostic appointment. The County expects Contractor to arrive on-site within two-hours of the initial call. The County expects the Contractor to repair appliance the same day or as soon as possible. The Contractor must provide quote after initial diagnostic appointment.

## 8. Work Hours

Normal Business Hours – 9:00 AM to 5:00 PM, Monday through Friday.

Non-Business Hours – 5:01 PM to 8:59 AM, Monday through Friday. This also applies to County observed holidays and weekend hours on Saturdays and Sundays.

## 9. Locations

The County has the right to remove or add or remove locations. Below are the locations that the County anticipates delivery, installation, and repairs of 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 101, 103, 105, 107 Fleet Street, Rockville MD- Respite Housing

- (11) 7-1 Metropolitan Court, Gaithersburg MD- Dental clinic/ Mercy Health
- (12) 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](http://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](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-90.pdf))
6. **Attachment B:** Minority, Female, Disabled Person Subcontractor Performance Plan and Sample MFD Report of Payments Received ([www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf)) ([www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-97.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-97.pdf))
7. **Attachment C:** Wage Requirements for Services Contracts Addendum and Wage Requirements Certification Form and 501(c)(3) Nonprofit Organization's Employee's Wage and Health Insurance Form ([www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf))
8. **Attachment D:** Prevailing Wage Requirements for Construction Contract Addendum ([www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-185.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-185.pdf))
9. **Attachment E:** Minority-Owned Business Addendum to General Conditions of Contract Between County and Contractor ([www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-91.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-91.pdf))
10. **Attachment F:** Local Business Subcontracting Performance Plan ([www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-192.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-192.pdf))
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>)