



Department of General Services
Office of Procurement
255 Rockville Pike, Suite 180
Rockville, Maryland 20850-4166

CONTRACT
#1003186

for

**Landscaping and Grounds Maintenance Services
(Group 1)**

May 10, 2012 to May 9, 2013
Dates

Julio A. Ortiz t/a Kiaras Landscaping Co.
Contractor

9440 Horizon Run Road

Gaithersburg, MD 20886
Address

Julio A. Ortiz
Contact Person

Telephone Number: (240) 848-1356

Facsimile Number: (301) 208-9201

E-Mail Address: kiaraslandscapinginc@gmail.com

Page iii

Page C

Pages E-25 to E-148

have been omitted from the attached contract because they deal only with the bid process and are not pertinent to the contract.

Local Small Business Reserve Program (LSBRP) Notice

Invitation For Bids

#1003186

for

Landscaping and Grounds Maintenance Services

This solicitation is reserved for only self-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, and the level of pre-existing contracts with the County. Submitting a bid constitutes willfully stating your firm is a self-certified Local Small Business. Therefore, if you wish to submit a bid for this solicitation adhering to the LSBRP, you must:

1. Self-certify as a LSBRP firm prior to the bid's due date. If your LSBRP self-certification is not registered prior to the bid's due date, then your bid will be deemed non-responsive and rejected and removed from consideration. Go to the LSBRP website (www.montgomerycountymd.gov/LSBRP) and follow the instructions under "Register."
2. After the IFB opens 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 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 and removed from further consideration. For questions, contact the LSBRP (240-777-9913).

Notice to Bidders

Invitation for Bids

#1003186

for

Landscaping and Grounds Maintenance Services

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 #26, under Section A, "Services Contract", on page A, 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) Nonprofit 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 non-responsiveness.

As noted in Attachment "D" (Section A on page D2, 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 any subcontractors, 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 any subcontractors: 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 attached. Please note for services contracts, you can find the current mandatory wage rate, per hour, payable to employees under Section 11B-33A of the County Code, by going to the website (www.montgomerycountymd.gov), and clicking on "Departments," "General Services," and then "Office of Procurement." Also, the Wage Requirements law ("Living Wage") is available at the same website.

IFB #1003186
 BID COVER SHEET
 MONTGOMERY COUNTY OFFICE OF PROCUREMENT
 ROCKVILLE CENTER, 255 ROCKVILLE PIKE, SUITE 180
 ROCKVILLE, MARYLAND 20850-4166

IFB#:	1003186	OPENING DATE:	03/17/2011	OPENING TIME:	11:00 A.M.
FOR:	Landscaping and Grounds Maintenance Services	ISSUE DATE:	02/25/2011		

SECTION A - INSTRUCTIONS, CONDITIONS AND NOTICES	
The following checked (X) provisions in Section A are applicable to this solicitation and any resulting contract.	
1	<u>BID GUARANTEE</u> : 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"/> <u>METHOD OF AWARD</u> A. _____ B. _____ C. _____ D. _____ E. <input checked="" type="checkbox"/> (other) This solicitation is issued to obtain the services from five (5) firms to provide landscaping and grounds maintenance services. The contracts will be awarded by Group to the lowest responsible bidder submitting a responsive bid as determined by the Director, Department of General Services. The lowest bidder for each group is determined by the Grand Total by Group as set forth on the Quotation Sheets. Bidders must bid each item and location within a particular Group in order to be eligible for an award for that Group. Bidders can bid on one or more of the Groups but a Bidder will be awarded only one Group. If a bidder is the low, responsible bidder submitting a responsive bid for more than one group, the bidder will be afforded the opportunity to choose which group listed in this solicitation it wishes to be awarded. The other groups will be awarded to the next lowest, responsible bidder submitting a responsive bid for that group. Price preference of N/A percent.
4	<input checked="" type="checkbox"/> <u>OPTIONAL PRE-BID CONFERENCE</u> Date: 3/07/2010 Time: 9:00 A.M. Location: 255 Rockville Pike, Suite 180, Rockville, MD 20850
5	<u>OR EQUAL INTERPRETATION</u>
6	<input checked="" type="checkbox"/> <u>QUESTIONS</u> : Technical Contact: David Heltemes (301) 279-1159 Non-Technical Contact: Janique Hudson (240) 777-9954

7	<u>SAMPLES</u>
26	<input checked="" type="checkbox"/> <u>SERVICES CONTRACT</u> (see "NOTICE TO BIDDERS" for website of the current wage rate)
27	<u>CONSTRUCTION CONTRACT</u> (see Attachment D)
All provisions in the solicitation, including Section A, numbers 8 through 25, shall be applicable to any contract awarded as 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 on Attachment A. These requirements supersede those listed in provision 21 of the General Conditions of Contract Between County & 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	<u>ADD OR DELETE</u>
2	<input checked="" type="checkbox"/> <u>ANNUAL PRICE ADJUSTMENT</u> A. _____ Commodity/Service Group: B. <input checked="" type="checkbox"/> All Items
3	<u>CATALOG DISCOUNT PRICES</u>
4	<u>CATALOG/PRICE LIST REQUIREMENTS</u>
5	<u>CERTIFICATE OF ORIGIN</u>
6	<u>CLEANING OF SITE</u>
7	<input checked="" type="checkbox"/> <u>CONTRACT ADMINISTRATOR</u> : The designated Contract Administrator for this contract is Richard Jackson (301) 279-1090, except that the designated Contract Administrator for Group 2 Items 49 to 54 and Group 3 Items 18 and 19 is Chuck Mentor (301) 565-7705.
8	<input checked="" type="checkbox"/> <u>CONTRACT TERM</u> <input checked="" type="checkbox"/> A. _____ B. Other: _____
9	<u>CONTRACT VALUE</u>
10	<u>CONTRACTOR RESPONSE</u>
11	<input checked="" type="checkbox"/> <u>CORRECTION OF WORK AFTER FINAL PAYMENT</u>

12		CORRECTION OF WORK BEFORE FINAL PAYMENT
13		DAMAGE/SHORTAGE
14		DEALER STATUS
15	<input checked="" type="checkbox"/>	DELAYS AND EXTENSION OF TIME
16		DELIVERY INSTRUCTIONS
17	<input checked="" type="checkbox"/>	DEPARTMENTS AUTHORIZED TO USE CONTRACT(S)
18		EQUIPMENT PREPARATION
19		ESTIMATES
20	<input checked="" type="checkbox"/>	FAILURE TO PERFORM/DELIVER
21		HEAVY DUTY
22	<input checked="" type="checkbox"/>	INVOICES – Division of Facilities Management 1307 Seven Locks Road Rockville, MD 20854 Group 1 – Area 1 Russell Moxley (240) 777-6049 Group 2 – Areas 2 & 3 Art Marchand (240) 777-6173 Items 49 to 54 in Group 2 will be invoiced below: Division of Parking Management Attn: Chuck Menter (301) 565-7705 1109 Spring St., Suite 407, Silver Spring, MD 20910 Group 2A – Public Safety Headquarters & New Liquor Warehouse Thea Harding (240) 882-0133 Group 3 – Areas 4 & 5 Bill Banks (240) 777-6158 Items 18 and 19 in Group 3 will be invoiced below: Division of Parking Management Attn: Chuck Menter (301) 565-7705 1109 Spring St., Suite 407, Silver Spring, MD 20910 Group 4 – Areas 6 & 7 Marc Riehl (240) 777-6176 All true and correct copies of invoices and all inquiries regarding payment must be directed to the above address. Failure to comply with this requirement may delay payment.
23		LABOR COSTS
24		MANUALS
25	<input checked="" type="checkbox"/>	MATERIAL AND WORKMANSHIP
26	<input checked="" type="checkbox"/>	MATERIALS FOR UNSCHEDULED WORK

27	<input checked="" type="checkbox"/>	METHOD OF ORDERING
28	<input checked="" type="checkbox"/>	MULTIPLE AWARDS
29	<input checked="" type="checkbox"/>	NET PRICES
30	<input checked="" type="checkbox"/>	NEW MATERIALS
31		OPTION TO INCREASE QUANTITIES
32	<input checked="" type="checkbox"/>	ORDERING TERMS
33		PARTS/SERVICE
34		PAYMENTS
35		PERFORMANCE BOND: In the amount of ___ is required.
36		(this provision has been intentionally left blank)
37	<input checked="" type="checkbox"/>	PROTECTION OF EXISTING FACILITIES
38	<input checked="" type="checkbox"/>	PURCHASE OF GOODS BY NON-PROFIT ORGANIZATIONS
39		PURCHASE ORDERS/JOB RELEASES
40	<input checked="" type="checkbox"/>	QUANTITIES
41		SAFETY STANDARDS
42		SERVICE
43	<input checked="" type="checkbox"/>	SITE INSPECTION – Site inspections may be scheduled by contacting: Group 1-Area 1-Russell Moxley (240) 777-6049 Group 2-Areas 2 & 3-Art Marchand (240) 777-6173 Items 49 to 54 in Group 2 – Tony Ravello (301) 565-7389 Group 2A-PSHQ/NLW – Thea Harding (240) 882-0133 Group 3 - Areas 4 & 5-Bill Banks (301) 777-6158 Items 18 and 19 in Group 3 – Tony Ravello (301) 565-7389 Group 4 - Areas 6 & 7-Marc Riehl (240) 777-6176
44		TRAVEL TIME
45		WARRANTY
46	<input checked="" type="checkbox"/>	ADD OR DELETE
47	<input checked="" type="checkbox"/>	ESTIMATES FOR UNSCHEDULED WORK
48	<input checked="" type="checkbox"/>	FREQUENCIES OF SERVICES
49	<input checked="" type="checkbox"/>	PERSONNEL STANDARDS
50	<input checked="" type="checkbox"/>	QUALIFICATION OF BIDDERS
51	<input checked="" type="checkbox"/>	SUSPENSION OF WORK BY COUNTY
52	<input checked="" type="checkbox"/>	FAILURE TO PERFORM

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

XX “SOLICITATION, BID AND AWARD SHEET” (including page E-1 and pages E-2 through E-24 For Group 1; page E-1 and pages E-25 through E-82 for Group 2; page E-1 and pages E-83 through E-86 for Group 2A; page E-1 and pages E-87 through E-106 for Group 3; page E-1 and pages E-107 through 148 for Group 4) Quotation Sheet(s),

Failure to submit the mandatory bid submissions may be cause for your bid to be deemed non-responsive.

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

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS RIDER CLAUSE
USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF
GOVERNMENTS PURCHASING OFFICERS' COMMITTEE.

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful Contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of your bid.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that 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. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. 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 that jurisdiction by the awardee.

In pricing section of contract:

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

YES	NO	JURISDICTION	YES	NO	JURISDICTION
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alexandria, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manassas Park, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alexandria Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maryland-National Capital Park & Planning Commission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alexandria Sanitation Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Metropolitan Washington Airports Authority
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arlington County, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Metropolitan Washington Council of Governments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arlington County Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Montgomery College
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bladensburg, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Montgomery County, Maryland
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bowie, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Montgomery County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Charles County Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Northern Virginia Community College
<input checked="" type="checkbox"/>	<input type="checkbox"/>	College Park, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OmniRide
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Culpeper County, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Potomac & Rappahannock Transportation Commission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	District of Columbia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince George's County, Maryland
<input checked="" type="checkbox"/>	<input type="checkbox"/>	District of Columbia Courts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince George's County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	District of Columbia Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince William County, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	District of Columbia Water & Sewer Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince William County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fairfax, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince William County Service Authority
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fairfax County, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rockville, Maryland
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fairfax County Water Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spotsylvania County Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Falls Church, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stafford County, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fauquier County Schools & Government, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Takoma Park, Maryland
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frederick, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper Occoquan Sewage Authority
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frederick County, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vienna, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gaithersburg, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Virginia Railway Express
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Greenbelt, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Washington Metropolitan Area Transit Authority
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Herndon, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Washington Suburban Sanitary Commission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leesburg, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Winchester, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loudoun County, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Winchester Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loudoun County Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loudoun County Sanitation Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manassas, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	City of Manassas Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

JULIO A. ORTIZ T/A KIARAS LANDSCAPING, CC
 Vendor's Name

IFB #1003186	MONTGOMERY COUNTY, MARYLAND Landscaping and Grounds Maintenance Services SOLICITATION, BID AND AWARD SHEET	RETURN BID TO: OFFICE OF PROCUREMENT 255 ROCKVILLE PIKE SUITE 180 ROCKVILLE, MD 20850-4166
--------------	---	--

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

SEALED BIDS IN ORIGINAL AND 1 (One) COPIES TO FURNISH THE SUPPLIES AND/OR SERVICES DESCRIBED ON THE ATTACHED QUOTATION SHEET(S) WILL BE RECEIVED UP TO 11:00 A.M. LOCAL TIME ON 03/17/2011. BIDS WILL BE PUBLICLY OPENED 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 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.
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 up to 120 calendar days from the bid opening date and time 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 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 30-day or greater payment basis will be utilized to recalculate bid prices for method of award purposes. 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 for method of award purposes.

Optional prompt payment terms: _____ % Net _____ Days (please insert, if any)

NAME AND SIGNATURE REQUIREMENTS FOR BIDS AND CONTRACTS

The correct legal business name of the bidder must be used. A trade name (i.e., a shortened or different name under which the firm does business) must not be used when the legal name is different. Corporations must have names that comply with State Law. The bidder's signature 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 and certification by the person signing that the person signing is authorized to do so on behalf of the offeror or contractor.**

BIDDER'S CORRECT LEGAL BUSINESS NAME: JULIO A. ORTIZ T/A KIARAS LANDSCAPING CO.	TELEPHONE NO.: 240-848-1356
ADDRESS: 9440 HORIZON RUN ROAD, GAITHERSBURG, MD 20886	TOLL FREE NO.:
REMITTANCE ADDRESS: (If Remittance Address is Different from Above Address)	FAX NO.: 301-208-9201
BIDDERS E-MAIL ADDRESS:	

ACKNOWLEDGEMENT OF AMENDMENTS	
The bidder acknowledges receipt of amendments to the solicitation for offers and related documents numbered and dated as follows:	
Amendment No./Date	Amendment No./Date
No.1 / 3-2-11	
No.2 / 3-7-11	

JULIO A. ORTIZ, OWNER	
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (TYPE OR PRINT):	
	3-16-11
SIGNATURE OF ABOVE PERSON	DATE:

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

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

MONTGOMERY COUNTY, MARYLAND

BY _____		5/10/12
PRINTED NAME OF CONTRACTING OFFICER	SIGNATURE OF CONTRACTING OFFICER	AWARD DATE

PMMD-56 Rev05/10

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

QUOTATION SHEET**FACILITY LISTING
GROUP 1
(AREA 1)**

Item	G No.	Facility Address	Estimated Acres
1.	1001	Stella B. Werner (COB) 100 Maryland Avenue, Rockville	1.5
2.	1002	Grey Courthouse, 27 Courthouse Square, Rockville	0.7
3.	1003	Red Brick Courthouse, 29 Courthouse Square, Rockville	0.2
4.	1008	Executive Office Building, 101 Monroe Street, Rockville	1.2
5.	1009	Judicial Center, 50 Maryland Avenue, Rockville	0.5
6.	1014	Hungerford Office Building, 401 Hungerford Drive, Rockville	0.2
7.	1015	Alt. Emer. Comm. Center, 120 Maryland Avenue, Rockville	0.3
8.	1019	County Facility, 211 Monroe Street, Rockville	0.5
9.	2026	Rockville Library, 21 Maryland Avenue, Rockville	0.2
10.	3010	HHS - 1 Lawrence Court, Rockville	0.8
11.	3029	TASC, 150 Maryland Avenue, Rockville	0.5
12.	3030	County Facility, 103 Fleet Street, Rockville	0.5
13.	3031	County Facility, 105 Fleet Street, Rockville	0.5
14.	3032	County Facility, 107 Fleet Street, Rockville	0.5
15.	3033	HHS – 209 Monroe Street, Rockville	0.5
16.	3034	County Facility, 213 Monroe Street, Rockville	0.5
17.	4505	Alternative Community Service, 101 Fleet Street, Rockville	0.5
18.	5403A	COB Fueling Station, 255 East Jefferson Street, Rockville	0.2
19.	5505	Jurors Parking Lot, 301 East Jefferson Street, Rockville	0.2
20.	9049B	Park St. Learning Center/Child Care, 1010 Grandin Ave., Rockville	2.0
21.	9201	County Facility, 215 Monroe Street, Rockville	0.5

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

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.**Facility Address****Estimated Acres**

1001

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

1.5

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>100.00</u>	x	4	=	\$ <u>400.00</u>
Removal/Sweeping of Litter	\$ <u>25.00</u>	x	52	=	\$ <u>1,300.00</u>
Removal of Grass Clippings	\$ <u>20.00</u>	x	14	=	\$ <u>280.00</u>
Mulching	\$ <u>200.00</u>	x	1	=	\$ <u>200.00</u>
Pruning/Trimming	\$ <u>70.00</u>	x	2	=	\$ <u>140.00</u>
Edging	\$ <u>15.00</u>	x	7	=	\$ <u>105.00</u>
Weeding	\$ <u>50.00</u>	x	7	=	\$ <u>350.00</u>
Chemical Weed Control	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Empty Trash Receptacles	\$ <u>25.00</u>	x	52	=	\$ <u>1,300.00</u>
Sweep Parking Lot	\$ <u>120.00</u>	x	1	=	\$ <u>120.00</u>
Irrigation	\$ <u>30.00</u>	x	1	=	\$ <u>30.00</u>
Aeration	\$ <u>30.00</u>	x	1	=	\$ <u>30.00</u>
Fertilization	\$ <u>30.00</u>	x	1	=	\$ <u>30.00</u>
Overseeding	\$ <u>30.00</u>	x	1	=	\$ <u>30.00</u>
Exterior Drain Cleaning	\$ <u>35.00</u>	x	4	=	\$ <u>140.00</u>
Mowing	\$ <u>150.00</u>	x	14	=	\$ <u>2,100.00</u>
			Subtotal Group 1 – 1 Price		\$ <u>6,570.00</u>

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

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.**Facility Address****Estimated Acres**

1002

Grey Courthouse, 27 Courthouse Square, Rockville

0.7

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>100.00</u>	x	4	=	\$ <u>400.00</u>
Removal/Sweeping of Litter	\$ <u>30.00</u>	x	52	=	\$ <u>1,560.00</u>
Removal of Grass Clippings	\$ <u>15.00</u>	x	14	=	\$ <u>210.00</u>
Mulching	\$ <u>150.00</u>	x	1	=	\$ <u>150.00</u>
Pruning/Trimming	\$ <u>80.00</u>	x	2	=	\$ <u>160.00</u>
Edging	\$ <u>10.00</u>	x	7	=	\$ <u>70.00</u>
Weeding	\$ <u>40.00</u>	x	7	=	\$ <u>280.00</u>
Chemical Weed Control	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Empty Trash Receptacles	\$ <u>20.00</u>	x	52	=	\$ <u>1,040.00</u>
Sweep Parking Lot	\$ <u>50.00</u>	x	1	=	\$ <u>50.00</u>
Irrigation	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Aeration	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Fertilization	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Overseeding	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Exterior Drain Cleaning	\$ <u>30.00</u>	x	4	=	\$ <u>120.00</u>
Mowing	\$ <u>35.00</u>	x	14	=	\$ <u>490.00</u>
			Subtotal Group 1 - 2. Price		\$ <u>4,590.00</u>

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

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.

Facility Address

Estimated Acres

1003

Red Brick Courthouse, 29 Courthouse Square, Rockville

0.2

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>50.00</u>	x	4	=	\$ <u>200.00</u>
Removal/Sweeping of Litter	\$ <u>15.00</u>	x	52	=	\$ <u>780.00</u>
Removal of Grass Clippings	\$ <u>10.00</u>	x	14	=	\$ <u>140.00</u>
Mulching	\$ <u>60.00</u>	x	1	=	\$ <u>60.00</u>
Pruning/Trimming	\$ <u>40.00</u>	x	2	=	\$ <u>80.00</u>
Edging	\$ <u>60.00</u>	x	7	=	\$ <u>420.00</u>
Weeding	\$ <u>15.00</u>	x	7	=	\$ <u>105.00</u>
Chemical Weed Control	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Empty Trash Receptacles	\$ <u>15.00</u>	x	52	=	\$ <u>780.00</u>
Sweep Parking Lot	\$ <u>80.00</u>	x	1	=	\$ <u>80.00</u>
Irrigation	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Aeration	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Fertilization	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Overseeding	\$ <u>5.00</u>	x	1	=	\$ <u>5.00</u>
Exterior Drain Cleaning	\$ <u>10.00</u>	x	4	=	\$ <u>40.00</u>
Mowing	\$ <u>40.00</u>	x	14	=	\$ <u>560.00</u>
			Subtotal Group 1 - 3 Price		\$ <u>3,295.00</u>

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

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.

Facility Address

Estimated Acres

1008

Executive Office Building, 101 Monroe Street, Rockville

1.2

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>110.00</u>	x	4	=	\$ <u>440.00</u>
Removal/Sweeping of Litter	\$ <u>30.00</u>	x	52	=	\$ <u>1,560.00</u>
Removal of Grass Clippings	\$ <u>20.00</u>	x	14	=	\$ <u>280.00</u>
Mulching	\$ <u>100.00</u>	x	1	=	\$ <u>100.00</u>
Pruning/Trimming	\$ <u>80.00</u>	x	2	=	\$ <u>160.00</u>
Edging	\$ <u>20.00</u>	x	7	=	\$ <u>140.00</u>
Weeding	\$ <u>60.00</u>	x	7	=	\$ <u>420.00</u>
Chemical Weed Control	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Empty Trash Receptacles	\$ <u>20.00</u>	x	52	=	\$ <u>1,040.00</u>
Sweep Driveway & Circle	\$ <u>50.00</u>	x	4	=	\$ <u>200.00</u>
Sweep Parking Garage	\$ <u>100.00</u>	x	4	=	\$ <u>400.00</u>
Irrigation	\$ <u>25.00</u>	x	1	=	\$ <u>25.00</u>
Aeration	\$ <u>30.00</u>	x	1	=	\$ <u>30.00</u>
Fertilization	\$ <u>25.00</u>	x	1	=	\$ <u>25.00</u>
Overseeding	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Exterior Drain Cleaning	\$ <u>20.00</u>	x	4	=	\$ <u>80.00</u>
Mowing	\$ <u>60.00</u>	x	14	=	\$ <u>840.00</u>
			Subtotal Group 1 - 4 Price		\$ <u>5,770.00</u> ✓

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

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.

Facility Address

Estimated Acres

1009

Judicial Center, 50 Maryland Avenue, Rockville

0.5

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>30.00</u>	x	4	=	\$ <u>200.00</u>
Removal/Sweeping of Litter	\$ <u>20.00</u>	x	52	=	\$ <u>1,040.00</u>
Removal of Grass Clippings	\$ <u>10.00</u>	x	14	=	\$ <u>140.00</u>
Mulching	\$ <u>100.00</u>	x	1	=	\$ <u>100.00</u>
Pruning/Trimming	\$ <u>60.00</u>	x	2	=	\$ <u>120.00</u>
Edging	\$ <u>10.00</u>	x	7	=	\$ <u>70.00</u>
Weeding	\$ <u>30.00</u>	x	7	=	\$ <u>210.00</u>
Chemical Weed Control	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Empty Trash Receptacles	\$ <u>20.00</u>	x	52	=	\$ <u>1,040.00</u>
Sweep Driveway & Circle	\$ <u>30.00</u>	x	4	=	\$ <u>120.00</u>
Sweep Parking Garage	\$ <u>130.00</u>	x	4	=	\$ <u>520.00</u>
Irrigation	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Aeration	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Fertilization	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Overseeding	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Exterior Drain Cleaning	\$ <u>10.00</u>	x	4	=	\$ <u>40.00</u>
Mowing	\$ <u>40.00</u>	x	14	=	\$ <u>560.00</u>
			Subtotal Group 1 - 5 Price		\$ <u>4,215.00</u> ✓

QUOTATION SHEET

Grounds Maintenance/ Scheduled Maintenance Work

GROUP 1

Area 1

Enter unit price per time for each task . Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.

Facility Address

Estimated Acres

1014

Hungerford Office Building, 401 Hungerford Drive,
Rockville

0.2

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>50.00</u>	x	4	=	\$ <u>200.00</u>
Removal/Sweeping of Litter	\$ <u>15.00</u>	x	52	=	\$ <u>780.00</u>
Removal of Grass Clippings	\$ <u>10.00</u>	x	14	=	\$ <u>140.00</u>
Mulching	\$ <u>60.00</u>	x	1	=	\$ <u>60.00</u>
Pruning/Trimming	\$ <u>40.00</u>	x	2	=	\$ <u>80.00</u>
Edging	\$ <u>60.00</u>	x	7	=	\$ <u>420.00</u>
Weeding	\$ <u>15.00</u>	x	7	=	\$ <u>105.00</u>
Chemical Weed Control	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Empty Trash Receptacles	\$ <u>15.00</u>	x	52	=	\$ <u>780.00</u>
Sweep Parking Lot	\$ <u>80.00</u>	x	4	=	\$ <u>320.00</u>
Sweep Parking Garages	\$ <u>100.00</u>	x	4	=	\$ <u>400.00</u>
Irrigation	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Aeration	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Fertilization	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Overseeding	\$ <u>5.00</u>	x	1	=	\$ <u>5.00</u>
Exterior Drain Cleaning	\$ <u>10.00</u>	x	4	=	\$ <u>40.00</u>
Mowing	\$ <u>40.00</u>	x	14	=	\$ <u>560.00</u>
			Subtotal Group 1 - 6 Price		\$ <u>3,935.00</u>

IFB #1003186

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

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No. 1015 **Facility Address** Alternate Emergency Communications Center, 120 Maryland Avenue, Rockville **Estimated Acres** 0.3

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ 50.00	x	4	=	\$ 200.00
Removal/Sweeping of Litter	\$ 10.00	x	52	=	\$ 520.00
Removal of Grass Clippings	\$ 10.00	x	14	=	\$ 140.00
Mulching	\$ 60.00	x	1	=	\$ 60.00
Pruning/Trimming	\$ 40.00	x	2	=	\$ 80.00
Edging	\$ 5.00	x	7	=	\$ 35.00
Weeding	\$ 25.00	x	7	=	\$ 175.00
Chemical Weed Control	\$ 10.00	x	1	=	\$ 10.00
Empty Trash Receptacles	\$ 10.00	x	52	=	\$ 520.00
Irrigation	\$ 10.00	x	1	=	\$ 10.00
Aeration	\$ 10.00	x	1	=	\$ 10.00
Fertilization	\$ 10.00	x	1	=	\$ 10.00
Overseeding	\$ 10.00	x	1	=	\$ 10.00
Exterior Drain Cleaning	\$ 10.00	x	4	=	\$ 40.00 *
Mowing	\$ 35.00	x	14	=	\$ 490.00
			Subtotal Group 1 - 7 Price		\$ 2,310.00 *

2,270.00

*Subtotal Group Price was corrected because the Maintenance Task was cancelled on 4/20/11.

So
4/11/12

IFB #1003186

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

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.**Facility Address****Estimated Acres**

1019

County Facility, 211 Monroe Street, Rockville

0.5

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>70.00</u>	x	4	=	\$ <u>280.00</u>
Removal/Sweeping of Litter	\$ <u>15.00</u>	x	52	=	\$ <u>780.00</u>
Removal of Grass Clippings	\$ <u>15.00</u>	x	14	=	\$ <u>210.00</u>
Mulching	\$ <u>100.00</u>	x	1	=	\$ <u>100.00</u>
Pruning/Trimming	\$ <u>40.00</u>	x	2	=	\$ <u>80.00</u>
Edging	\$ <u>10.00</u>	x	7	=	\$ <u>70.00</u>
Weeding	\$ <u>30.00</u>	x	7	=	\$ <u>210.00</u>
Chemical Weed Control	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Irrigation	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Aeration	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Fertilization	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Overseeding	\$ <u>5.00</u>	x	1	=	\$ <u>5.00</u>
Exterior Drain Cleaning	\$ <u>15.00</u>	x	4	=	\$ <u>60.00</u> *
Mowing	\$ <u>40.00</u>	x	14	=	\$ <u>560.00</u>
			Subtotal Group 1 - 8 Price		\$ <u>2,395.00</u> *

*Subtotal Group Price was corrected because Maintenance Task was cancelled on 4/20/11.

2,335.00

J O
4/11/12

IFB #1003186

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

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.

Facility Address

Estimated Acres

2026

Rockville Library, 21 Maryland Avenue, Rockville

0.2

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>60.00</u>	x	4	=	\$ <u>200</u>
Removal/Sweeping of Litter	\$ <u>15.00</u>	x	52	=	\$ <u>780</u>
Removal of Grass Clippings	\$ <u>10.00</u>	x	14	=	\$ <u>140</u>
Mulching	\$ <u>60.00</u>	x	1	=	\$ <u>60</u>
Pruning/Trimming	\$ <u>40.00</u>	x	2	=	\$ <u>80</u>
Edging	\$ <u>60.00</u>	x	7	=	\$ <u>420</u>
Weeding	\$ <u>15.00</u>	x	7	=	\$ <u>105</u>
Chemical Weed Control	\$ <u>15.00</u>	x	1	=	\$ <u>15</u>
Empty Trash Receptacles	\$ <u>15.00</u>	x	52	=	\$ <u>780</u>
Irrigation	\$ <u>5.00</u>	x	1	=	\$ <u>5</u>
Aeration	\$ <u>5.00</u>	x	1	=	\$ <u>5</u>
Fertilization	\$ <u>5.00</u>	x	1	=	\$ <u>5</u>
Overseeding	\$ <u>5.00</u>	x	1	=	\$ <u>5</u>
Exterior Drain Cleaning	\$ <u>10.00</u>	x	4	=	\$ <u>40</u>
Mowing	\$ <u>40.00</u>	x	14	=	\$ <u>560</u>
Subtotal Group 1 - 9 Price					\$ <u>3,200</u>

*This Item was cancelled on 4/20/11.

JO
4/11/12

QUOTATION SHEET

Grounds Maintenance/ Scheduled Maintenance Work

GROUP 1

Area 1

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.

Facility Address

Estimated Acres

3010

HHS - 1 Lawrence Court, Rockville

0.8

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>80.00</u>	x	4	=	\$ <u>320.00</u>
Removal/Sweeping of Litter	\$ <u>20.00</u>	x	52	=	\$ <u>1,040.00</u>
Removal of Grass Clippings	\$ <u>15.00</u>	x	14	=	\$ <u>210.00</u>
Mulching	\$ <u>100.00</u>	x	1	=	\$ <u>100.00</u>
Pruning/Trimming	\$ <u>35.00</u>	x	2	=	\$ <u>70.00</u>
Edging	\$ <u>10.00</u>	x	7	=	\$ <u>70.00</u>
Weeding	\$ <u>35.00</u>	x	7	=	\$ <u>245.00</u>
Chemical Weed Control	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Sweep Parking Lot	\$ <u>80.00</u>	x	1	=	\$ <u>80.00</u>
Irrigation	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Aeration	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Fertilization	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Overseeding	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Exterior Drain Cleaning	\$ <u>10.00</u>	x	4	=	\$ <u>40.00</u>
Mowing	\$ <u>50.00</u>	x	14	=	\$ <u>700.00</u>
			Subtotal Group 1 - 10 Price		\$ <u>2,935.00</u>

IFB #1003186
QUOTATION SHEET
Grounds Maintenance/ Scheduled Maintenance Work
GROUP 1
Area 1

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No. 3029 Facility Address TASC 150 Maryland Avenue, Rockville Estimated Acres 0.5

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>70.00</u>	x	4	=	\$ <u>280.00</u>
Removal/Sweeping of Litter	\$ <u>15.00</u>	x	52	=	\$ <u>780.00</u>
Removal of Grass Clippings	\$ <u>15.00</u>	x	14	=	\$ <u>210.00</u>
Mulching	\$ <u>100.00</u>	x	1	=	\$ <u>100.00</u>
Pruning/Trimming	\$ <u>40.00</u>	x	2	=	\$ <u>80.00</u>
Edging	\$ <u>10.00</u>	x	7	=	\$ <u>70.00</u>
Weeding	\$ <u>30.00</u>	x	7	=	\$ <u>210.00</u>
Chemical Weed Control	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Empty Trash Receptacles	\$ <u>20.00</u>	x	52	=	\$ <u>1,040.00</u>
Sweep Parking Lot	\$ <u>50.00</u>	x	1	=	\$ <u>50.00</u>
Irrigation	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Aeration	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Fertilization	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Overseeding	\$ <u>5.00</u>	x	1	=	\$ <u>5.00</u>
Exterior Drain Cleaning	\$ <u>15.00</u>	x	4	=	\$ <u>60.00</u> **
Mowing	\$ <u>40.00</u>	x	14	=	\$ <u>560.00</u>
			Subtotal Group 1 - 11 Price		\$ <u>3,485.00</u> **

3,425.00

* There is no guarantee as to the use of these services

**Subtotal Group Price was corrected because the Maintenance Task was cancelled on 4/20/11.

50
4/11/12

IFB #1003186
QUOTATION SHEET
 Grounds Maintenance/ Scheduled Maintenance Work
GROUP 1
 Area 1

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No. 3030 Facility Address County Facility, 103 Fleet Street, Rockville Estimated Acres 0.5

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>70.00</u>	x	4	=	\$ <u>280.00</u>
Removal/Sweeping of Litter	\$ <u>15.00</u>	x	52	=	\$ <u>780.00</u>
Removal of Grass Clippings	\$ <u>10.00</u>	x	14	=	\$ <u>140.00</u>
Mulching	\$ <u>100.00</u>	x	1	=	\$ <u>100.00</u>
Pruning/Trimming	\$ <u>50.00</u>	x	2	=	\$ <u>100.00</u>
Edging	\$ <u>10.00</u>	x	7	=	\$ <u>70.00</u>
Weeding	\$ <u>30.00</u>	x	7	=	\$ <u>210.00</u>
Chemical Weed Control	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Empty Trash Receptacles	\$ <u>20.00</u>	x	52	=	\$ <u>1,040.00</u>
Irrigation	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Aeration	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Fertilization	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Overseeding	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Exterior Drain Cleaning	\$ <u>15.00</u>	x	4	=	\$ <u>60.00</u> *
Mowing	\$ <u>35.00</u>	x	14	=	\$ <u>490.00</u>
			Subtotal Group 1 - 12 Price		\$ <u>3,320.00</u> ✓

3,260.00

*Subtotal Group Price was corrected because the Maintenance Task was cancelled on 4/20/11.

Jo
4/11/12

QUOTATION SHEET
Grounds Maintenance/ Scheduled Maintenance Work
GROUP 1
Area 1

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.	Facility Address	Estimated Acres
3032	County Facility, 107 Fleet Street, Rockville	0.5

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>60.00</u>	x	4	=	\$ <u>240.00</u>
Removal/Sweeping of Litter	\$ <u>15.00</u>	x	52	=	\$ <u>780.00</u>
Removal of Grass Clippings	\$ <u>15.00</u>	x	14	=	\$ <u>210.00</u>
Mulching	\$ <u>100.00</u>	x	1	=	\$ <u>100.00</u>
Pruning/Trimming	\$ <u>10.00</u>	x	2	=	\$ <u>20.00</u>
Edging	\$ <u>10.00</u>	x	7	=	\$ <u>70.00</u>
Weeding	\$ <u>30.00</u>	x	7	=	\$ <u>210.00</u>
Chemical Weed Control	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Irrigation	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Aeration	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Fertilization	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Overseeding	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Exterior Drain Cleaning	\$ <u>10.00</u>	x	4	=	\$ <u>40.00</u> *
Mowing	\$ <u>40.00</u>	x	14	=	\$ <u>560.00</u>
Subtotal Group 1 - 14 Price					\$ 2,280.00 *

2,240.00

*Subtotal Group Price was corrected because the Maintenance Task was cancelled on 4/20/11.

QUOTATION SHEET
Grounds Maintenance/ Scheduled Maintenance Work
GROUP 1
Area 1

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.	Facility Address	Estimated Acres
3033	HHS, 209 Monroe Street, Rockville	0.5

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>60.00</u>	x	4	=	\$ <u>240.00</u>
Removal/Sweeping of Litter	\$ <u>20.00</u>	x	52	=	\$ <u>1,040.00</u>
Removal of Grass Clippings	\$ <u>15.00</u>	x	14	=	\$ <u>210.00</u>
Mulching	\$ <u>100.00</u>	x	1	=	\$ <u>100.00</u>
Pruning/Trimming	\$ <u>35.00</u>	x	2	=	\$ <u>70.00</u>
Edging	\$ <u>10.00</u>	x	7	=	\$ <u>70.00</u>
Weeding	\$ <u>25.00</u>	x	7	=	\$ <u>175.00</u>
Chemical Weed Control	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Irrigation	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Aeration	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Fertilization	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Overseeding	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Exterior Drain Cleaning	\$ <u>10.00</u>	x	4	=	\$ <u>40.00</u>
Mowing	\$ <u>40.00</u>	x	14	=	\$ <u>560.00</u>
			Subtotal Group 1 - 15 Price		\$ <u>2,575.00</u> *
					2,535.00

*Subtotal Group Price was corrected because the Maintenance Task was cancelled on 4/20/11.

IFB #1003186

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

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.

G No.

Facility Address

Estimated Acres

3033

HHS, 209 Monroe Street, Rockville

0.5

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>60.00</u>	x	4	=	\$ <u>240.00</u>
Removal/Sweeping of Litter	\$ <u>20.00</u>	x	52	=	\$ <u>1,040.00</u>
Removal of Grass Clippings	\$ <u>15.00</u>	x	14	=	\$ <u>210.00</u>
Mulching	\$ <u>100.00</u>	x	1	=	\$ <u>100.00</u>
Pruning/Trimming	\$ <u>35.00</u>	x	2	=	\$ <u>70.00</u>
Edging	\$ <u>10.00</u>	x	7	=	\$ <u>70.00</u>
Weeding	\$ <u>25.00</u>	x	7	=	\$ <u>175.00</u>
Chemical Weed Control	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Irrigation	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Aeration	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Fertilization	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Overseeding	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Exterior Drain Cleaning	\$ <u>10.00</u>	x	4	=	\$ <u>40.00</u> *
Mowing	\$ <u>40.00</u>	x	14	=	\$ <u>560.00</u>
			Subtotal Group 1 - 15 Price		\$ <u>2,575.00</u> *
					2,535.00

*Subtotal Group Price was corrected because the Maintenance Task was cancelled on 4/20/11.

10
4/11/12

IFB #1003186

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

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.**Facility Address****Estimated Acres**

3034

County Facility, 213 Monroe Street, Rockville

0.5

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>70.00</u>	x	4	=	\$ <u>280.00</u>
Removal/Sweeping of Litter	\$ <u>15.00</u>	x	52	=	\$ <u>780.00</u>
Removal of Grass Clippings	\$ <u>15.00</u>	x	14	=	\$ <u>210.00</u>
Mulching	\$ <u>100.00</u>	x	1	=	\$ <u>100.00</u>
Pruning/Trimming	\$ <u>35.00</u>	x	2	=	\$ <u>70.00</u>
Edging	\$ <u>10.00</u>	x	7	=	\$ <u>70.00</u>
Weeding	\$ <u>30.00</u>	x	7	=	\$ <u>210.00</u>
Chemical Weed Control	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Irrigation	\$ <u>5.00</u>	x	1	=	\$ <u>5.00</u>
Aeration	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Fertilization	\$ <u>5.00</u>	x	1	=	\$ <u>5.00</u>
Overseeding	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Exterior Drain Cleaning	\$ <u>10.00</u>	x	4	=	\$ <u>40.00</u> *
Mowing	\$ <u>40.00</u>	x	14	=	\$ <u>560.00</u>
			Subtotal Group 1 - 16 Price		\$ <u>2,360.00</u> *

2,320.00

*Subtotal Group Price was corrected because the Maintenance Task was cancelled on 4/20/11.

4/11/12

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

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.**Facility Address****Estimated Acres**

5403A

COB Fueling Station, 255 East Jefferson Street, Rockville

0.2

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>50.00</u>	x	4	=	\$ <u>200.00</u>
Removal/Sweeping of Litter	\$ <u>15.00</u>	x	52	=	\$ <u>780.00</u>
Removal of Grass Clippings	\$ <u>10.00</u>	x	14	=	\$ <u>140.00</u>
Mulching	\$ <u>60.00</u>	x	1	=	\$ <u>60.00</u>
Pruning/Trimming	\$ <u>40.00</u>	x	2	=	\$ <u>80.00</u>
Edging	\$ <u>60.00</u>	x	7	=	\$ <u>420.00</u>
Weeding	\$ <u>15.00</u>	x	7	=	\$ <u>105.00</u>
Chemical Weed Control	\$ <u>15.00</u>	x	1	=	\$ <u>15.00</u>
Empty Trash Receptacles	\$ <u>15.00</u>	x	52	=	\$ <u>780.00</u>
Sweep Parking Lot	\$ <u>80.00</u>	x	1	=	\$ <u>80.00</u>
Irrigation	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Aeration	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Fertilization	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Overseeding	\$ <u>5.00</u>	x	1	=	\$ <u>5.00</u>
Exterior Drain Cleaning	\$ <u>10.00</u>	x	4	=	\$ <u>40.00</u>
Mowing	\$ <u>40.00</u>	x	14	=	\$ <u>560.00</u>
			Subtotal Group 1 - 18 Price		\$ <u>3,295.00</u> ✓

QUOTATION SHEET

Grounds Maintenance/ Scheduled Maintenance Work

GROUP 1

Area 1

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.

Facility Address

Estimated Acres

5505

Jurors Parking Lot, 301 East Jefferson Street, Rockville

0.2

Maintenance Task	Unit Price	x	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>50.00</u>	x	4	=	\$ <u>200.00</u>
Removal/Sweeping of Litter	\$ <u>15.00</u>	x	52	=	\$ <u>780.00</u>
Removal of Grass Clippings	\$ <u>10.00</u>	x	14	=	\$ <u>140.00</u>
Mulching	\$ <u>60.00</u>	x	1	=	\$ <u>60.00</u>
Pruning/Trimming	\$ <u>40.00</u>	x	2	=	\$ <u>80.00</u>
Edging	\$ <u>10.00</u>	x	7	=	\$ <u>70.00</u>
Weeding	\$ <u>20.00</u>	x	7	=	\$ <u>140.00</u>
Chemical Weed Control	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Sweep Parking Lot	\$ <u>80.00</u>	x	1	=	\$ <u>80.00</u>
Irrigation	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Aeration	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Fertilization	\$ <u>5.00</u>	x	1	=	\$ <u>5.00</u>
Overseeding	\$ <u>10.00</u>	x	1	=	\$ <u>10.00</u>
Exterior Drain Cleaning	\$ <u>15.00</u>	x	4	=	\$ <u>60.00</u>
Mowing	\$ <u>40.00</u>	x	14	=	\$ <u>560.00</u>
			Subtotal Group 1 - 19 Price		\$ <u>2,215.00</u>

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

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No.

Facility Address

Estimated Acres

9049B

Park Street Learning Center/ Child Care, 1010 Grandin Ave., Rockville

2.0

Maintenance Task	Unit Price	X	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>150.00</u>	X	4	=	\$ <u>600.00</u>
Removal/Sweeping of Litter	\$ <u>40.00</u>	X	52	=	\$ <u>2,080.00</u>
Removal of Grass Clippings	\$ <u>35.00</u>	X	14	=	\$ <u>490.00</u>
Mulching	\$ <u>200.00</u>	X	1	=	\$ <u>200.00</u>
Pruning/Trimming	\$ <u>100.00</u>	X	2	=	\$ <u>200.00</u>
Edging	\$ <u>10.00</u>	X	7	=	\$ <u>70.00</u>
Weeding	\$ <u>50.00</u>	X	7	=	\$ <u>350.00</u>
Chemical Weed Control	\$ <u>20.00</u>	X	1	=	\$ <u>20.00</u>
Sweep Parking Lot	\$ <u>100.00</u>	X	1	=	\$ <u>100.00</u>
Irrigation	\$ <u>20.00</u>	X	1	=	\$ <u>20.00</u>
Aeration	\$ <u>20.00</u>	X	1	=	\$ <u>20.00</u>
Fertilization	\$ <u>10.00</u>	X	1	=	\$ <u>10.00</u>
Overseeding	\$ <u>30.00</u>	X	1	=	\$ <u>30.00</u>
Exterior Drain Cleaning	\$ <u>20.00</u>	x	4	=	\$ <u>80.00</u>
Wood Chips (Play Area)	\$ <u>200.00</u>	x	2		\$ <u>400.00</u>
Play Sand (Sand Box(es))	\$ <u>100.00</u>	x	2		\$ <u>200.00</u>
Mowing	\$ <u>100.00</u>	x	14	=	\$ <u>1,400.00</u>
			Subtotal Group 1 - 20 Price		\$ <u>6,270.00</u>

IFB #1003186
QUOTATION SHEET
Grounds Maintenance/ Scheduled Maintenance Work
GROUP 1
Area 1

Enter unit price per time for each task. Multiply the unit price per time by the estimated number of times per year, to obtain the estimated yearly price. Add all the estimated yearly prices for the subtotal group price. Unit price per task includes labor and materials to complete the task. ALL BLANKS MUST BE FILLED IN WITH A DOLLAR VALUE TO RECEIVE CONSIDERATION FOR AWARD. *Note: Acreage figures are approximate (within 5%). There is no guarantee as to the number of mowings or frequencies of maintenance tasks and services to be performed per year. The frequencies can increase or decrease depending on funds, weather conditions, and other factors.*

G No. 9201 Facility Address County Facility, 215 Monroe Street, Rockville Estimated Acres 0.5

Maintenance Task	Unit Price	X	Est. # of Times per year	=	Estimated Yearly Price
Leaf Removal	\$ <u>80.00</u>	X	4	=	\$ <u>320.00</u>
Removal/Sweeping of Litter	\$ <u>10.00</u>	X	52	=	\$ <u>520.00</u>
Removal of Grass Clippings	\$ <u>15.00</u>	X	14	=	\$ <u>210.00</u>
Mulching	\$ <u>100.00</u>	X	1	=	\$ <u>100.00</u>
Pruning/Trimming	\$ <u>35.00</u>	X	2	=	\$ <u>70.00</u>
Edging	\$ <u>10.00</u>	X	7	=	\$ <u>70.00</u>
Weeding	\$ <u>25.00</u>	X	7	=	\$ <u>175.00</u>
Chemical Weed Control	\$ <u>10.00</u>	X	1	=	\$ <u>10.00</u>
Irrigation	\$ <u>10.00</u>	X	1	=	\$ <u>10.00</u>
Aeration	\$ <u>5.00</u>	X	1	=	\$ <u>5.00</u>
Fertilization	\$ <u>10.00</u>	X	1	=	\$ <u>10.00</u>
Overseeding	\$ <u>10.00</u>	X	1	=	\$ <u>10.00</u>
Exterior Drain Cleaning	\$ <u>15.00</u>	X	4	=	\$ <u>60.00</u> *
Mowing	\$ <u>35.00</u>	X	14	=	\$ <u>490.00</u>
			Subtotal Group 1 - 21 Prices		\$ <u>2,060.00</u> *

*Subtotal Group Price was corrected because the Maintenance Task was cancelled on 4/20/11.
2,000.00
J.O
5/10/12

UNSCCHEDULED WORK/GROUNDS MAINTENANCE

QUOTATION SHEET FOR GROUP 1 (AREA 1)

1. Labor Classification	Regular Hourly Rate	X	Award Factor	=	Subtotal	Overtime/Holiday Hourly Rate	X	Award Factor	=	Subtotal
Grounds Supervisor	\$ 20	X	130	=	A. \$ 2,600	\$ 20	X	48	=	F. \$ 960
Equipment Operator	\$ 15.20	X	150	=	B. \$ 2,280	\$ 15.20	X	48	=	G. \$ 7,296
Grounds Worker	\$ 14.20	X	520	=	C. \$ 7,384	\$ 14.20	X	150	=	H. \$ 2,130
Tree Climber	\$ 17	X	80	=	D. \$ 1,360	\$ 17	X	40	=	I. \$ 680
Helper	\$ 14.20	X	80	=	E. \$ 1,136	\$ 14.20	X	40	=	J. \$ 568

Enter hourly rate, multiply by award factor to yield subtotals A through J (Section 1). Add subtotals A through J to yield Total #1 \$ 19,827

EQUIPMENT/UNIT COST

2. Labor Classification with Equipment	Regular Hourly Rate	X	Award Factor	=	Subtotal	Overtime/Holiday Hourly Rate	X	Award Factor	=	Subtotal
Parking Lot Sweeper with Operator	\$ 20	X	60	=	A. \$ 1,200	\$ 20	X	20	=	C. \$ 400
Truck Operator	\$ 20	X	20	=	B. \$ 400	\$ 20	X	50	=	D. \$ 1,000

Enter hourly rate, multiply by award factor to yield subtotals A through D (Section 2). Add subtotals A through D to yield Total #2. \$ 3,000

3. Scheduled Maintenance Work: Add Subtotals Group 1-1 through Group 1-21 to yield Total #3.

4. Add Totals 1 through 3 to yield Grand Total for Group 1. This is the basis for award.

*Corrected because there were Maintenance Tasks and an Item cancelled on 4/20/11.

69,445.00*
~~\$ 36,955~~
 92,272.60*
~~\$ 54,802~~
 J.O
 5/10/12

05/10/2012 11:02 3012089201
 05/10/2012 10:41 FAX 240/118592
 KIRRAS LANDSCAPING CO.
 #4708 P.001/001

**MONTGOMERY COUNTY, MARYLAND
OFFICE OF PROCUREMENT**

SECTION A - INSTRUCTIONS, CONDITIONS AND NOTICES
(Numbers 1-7, 26 and 27 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. Please see the 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 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 to Bid 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, Department of General Services, 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 lowest responsive and responsible bidder as determined by the Director, Department of General Services. 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 lowest responsive and responsible bidder as determined by the Director, Department of General Services. The lowest bidder is determined by the aggregate amount by group 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 lowest responsive and responsible bidder as determined by the Director, Department of General Services. The lowest bidder is determined by the lowest unit price bid.

D. The contract will be awarded by line item to the lowest responsive and responsible bidder as determined by the Director, Department of General Services.

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, DEPARTMENT OF GENERAL SERVICES, 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 authorizes the use of a percentage price preference. The percentage price preference for this solicitation is stated on the 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.

4. OPTIONAL PRE-BID CONFERENCE

One Pre-Bid Conference will be held. It is optional, though highly recommended that prospective bidders attend the pre-bid conference. For information regarding the date, time, and place of the conference, please see 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 non-responsive. 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 of acceptance time in which to issue an award. The County reserves the right to reject as non-responsive any offer that specifies less than 120 days of acceptance time.

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 requested 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 waive informalities and minor irregularities and to award the Contract in the best interest of the County.
- 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, Department of General Services: (a) within ten (10) days after the Director, Department of General Services, publicly posts the proposed contract award, if the bidder seeks as a remedy the award of the contract or costs under 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, Department of General Services, may return the filing fee to the protesting bidder, if the protest is sustained.** The Director, Department of General Services, must dismiss any protest not timely received.

Only a bidder who is "aggrieved" 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 and telephone number 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 written request received before the time specified for bid opening. Requests received after bid opening will not be considered.

14. BIDDER'S PAYMENT TERMS

The County will reject as non-responsive a bid under this solicitation, which is conditioned on payment of proper invoices in less than thirty (30) days. However, this does not preclude a bidder from offering a prompt payment discount for payment of proper invoices in less than thirty (30) days.

15. BIDS

Sealed Bids are hereby solicited, to be opened in Suite 180, Rockville Center, 255 Rockville Pike, 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/content/DGS/pro/public_awards.asp

16. ERRORS IN BIDS

- A. Failure of the bidder to thoroughly understand all aspects of the Invitation for Bid 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 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, Disabled Person Subcontractor Performance Plan").

19. MONTGOMERY COUNTY PROCUREMENT REGULATIONS

The Montgomery County Procurement Regulations are applicable to this solicitation and any contracts awarded pursuant to this solicitation. 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, Rockville Center, 255 Rockville Suite 180, 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:

www.montgomerycountymd.gov/content/DGS/pro/public_awards.asp

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 proposal that is not stamped as proprietary or confidential that it believes, and expressly permits the County to deem it not to be proprietary or confidential.

23. QUALIFICATION OF BIDDERS

Bidders may be required to furnish satisfactory evidence that they are qualified dealers or manufacturers of the items listed, or regularly engaged in performing the services on which they are bidding, and in both cases maintain a regularly established place of business. An authorized representative of the County may visit any prospective Contractor's place of business to determine ability, capacity, reliability, financial stability and other factors necessary to perform the contract.

24. 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. 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 offers. 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 returning one signed copy of the amendment either with your bid or by sending it separately to the Office of Procurement.
- (b) By acknowledging receipt of the amendment on the Solicitation, Bid, and Award sheet that is submitted.
- (c) By stating that the amendment is acknowledged in a signed letter that refers to the solicitation and amendment numbers.

A waiver may be granted by the Director, Department of General Services, if 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.

25. 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, Department of General Services, will be considered as being binding on the County.

26. 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 document entitled "Wage Requirements Certification"). If Contractor 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 non-responsiveness.

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

The prevailing 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.

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.

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 prevailing wage law (County Code §11B-33C) applies to construction contracts. Specifically, 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").

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 Maryland 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. (Effective June 28, 2010).

Contractor and all of its subcontractors must provide the same benefits to an employee with a domestic partner as provided to an employee with a spouse, in accordance with County Code §11B-33D. An aggrieved employee, is a third-party beneficiary who may, by civil action, recover the cash equivalent of any benefit denied in violation of §11B-33D or other compensable damages. (Effective January 1, 2011).

4. ASSIGNMENTS AND SUBCONTRACTS

The contractor may not assign or transfer this contract, any interest herein or any claim hereunder, except as expressly authorized in writing by the Director, Department of General Services. Unless performance is separately and expressly waived in writing by the Director, Department of General Services, 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, Department of General Services. 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.

5. CHANGES

The Director, Department of General Services, 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, Department of General Services, 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, Department of General Services, 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, Department of General Services, 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, Department of General Services;
- (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, Department of General Services, 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, Department of General Services, the head of the County department, office or agency ("Department Head") of the contract administrator is the designee of the Director, Department of General Services, for the purpose of dispute resolution. The Department-Head or his/her designee, must forward to the Director, Department of General Services, 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, Department of General Services or designee. The contractor waives any dispute or claim not made in writing and received by the Director, Department of General Services, 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, Department of General Services, 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 ☉.
- (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 Title 14 of the Election Law, Annotated Code of Maryland.

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 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. 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, Department of General Services, 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. Thirty days written notice to the County of cancellation or material change in any of the policies is required, unless a longer period is required by applicable law. In no event may the insurance coverage be less than that shown on the applicable table, attachment, or contract provision for required insurance. The Director, Department of General Services, may waive the requirements of this section, in whole or in part.

TABLE A. - INSURANCE REQUIREMENTS
(See Paragraph #21 Under the General Conditions of Contract Between County and Contractor)

CONTRACT DOLLAR VALUES (IN \$1,000's)					
Over	Up to 50	Up to 100	Up to 1,000	1,000	
Workers Compensation (for contractors with employees)					
Bodily Injury by					
Accident (each)		100	100	100	See
Disease (policy limits)		500	500	500	Attach.
Disease (each employee)		100	100	100	
Commercial General Liability minimum combined single limit 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.
<u>Property Damage</u>					
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
Rockville Center
255 Rockville Pike, Suite 180
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)

Over	Up to 50	Up to 100	Up to 1,000	1,000	
Commercial General Liability minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, independent		300	500	1,000	See Attach.

contractors, and product liability

Certificate Holder
Montgomery County Maryland (Contract #)
Office of Procurement
Rockville Center
255 Rockville Pike, Suite 180
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. 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.

24. 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.

25. PAYMENTS

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.

26. 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.

27. TERMINATION FOR DEFAULT

The Director, Department of General Services, may terminate the contract in whole or in part, and from time to time, whenever the Director, Department of General Services, 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, Department of General Services, 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.

28. 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.

29. TIME

Time is of the essence.

30. WORK UNDER THE CONTRACT

Work may not commence 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.

31. 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.

**THIS FORM MUST NOT BE MODIFIED WITHOUT THE PRIOR APPROVAL OF THE OFFICE OF THE COUNTY ATTORNEY.
PMMD-45. REVISED 04/01/10**

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, are subject to the following:

- ◆ Approval or rejection by the Director, Department of General Services or designee.

- ◆ Must be submitted in writing to the Director, Department of General Services, 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-Baltimore, DC-MD-VA-WV Metropolitan area by the United States Department of Labor, Bureau of Labor Statistics for ALL ITEMS.
- ◆ 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 in the attached Quotation Sheet. Dealer list price plus added up percentage amounts are acceptable, provided they are clearly stated 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, Department of General Services. 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 non-responsive 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, Department of General Service or authorized representative. Along with the duties and responsibilities outlined in provision #6 – CONTRACT ADMINISTRATION, of the General Conditions of Contract Between County and Contractor, the Contract Administrator shall be responsible for inspecting all work performed and authorizing payment upon acceptance.

The designated Contract Administrator is named on the Bid Cover Sheet.

8. CONTRACT TERM

- A. The term of the contract is for one (1) year from the date of signature

by the Director, Department of General Services. 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. Contractor's satisfactory performance does not guarantee renewal of this Contract. The Director may exercise this option to renew for three (3) additional one-year periods.

- B. The contract term shall be for the period of time as stated on the Bid Cover Sheet.
- 9. **CONTRACT VALUE**
This is a Requirements Contract for providing a readily available source to serve at the County's discretion for the services specified. The estimated annual expenditure for such requirements as stated in the SCOPE OF WORK 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, Department of General Services, when determined to be in the County's best interest.
- 10. **CONTRACTOR RESPONSE**
In an emergency situation, the Director, Department of General Services, 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 effect repairs/replacement as required. This provision will be used only during a Civil Defense Operation 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. 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 fifteen (15) working days 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 on 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 of General Services. This agency is authorized to use their 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, Department of General Services, usually in the form of a purchase order.
- 18. **EQUIPMENT PREPARATION**
New vehicles/equipment service and preparation, as recommended by the manufacturer, shall be completed by the successful bidder 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, DEPARTMENT OF GENERAL SERVICES, 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 are to be sent to the Contract Administrator or the person named on the Bid Cover Sheet.
- 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**

Successful bidder 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 FOR UNSCHEDULED WORK

The Contractor will furnish required materials. Materials supplied by the Contractor shall be at Contractor's Cost. 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 all other charges for performance of work as outlined herein. Prices are less Federal, State, and Local taxes.

30. NEW MATERIALS

Unless this contract specifies otherwise, the Contractor represents that the supplies and materials 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 IFB Quotation Sheet. The County reserves the right to purchase additional units within the date shown by the bidder on the IFB Quotation Sheet, 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 placed before, but completed after the effective termination date of the contract, are to be honored with all terms, conditions and prices of the contract in effect until the final delivery of services 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, Department of General Services.

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, DEPARTMENT OF GENERAL SERVICES 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 Sheets. 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; quantity of items per facility; 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 in the Solicitation, Bid, and Award Sheet.

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 with all provisions contained in this Invitation For Bids. Site inspections may be arranged by calling the individual named on the Bid Cover Sheet.

44. **TRAVEL TIME**

No payment for travel time to or from job site shall be charged. Charges begin when Contractor arrives at each job site and end when crew leaves each job site. The Project Coordinator or Contract Administrator will verify time records.

45. **WARRANTY**

The manufacturer shall provide, with the bid submission, a detailed listing of items that will be covered under the provision of warranty. The terms of warranty shall include period of warranty both in mileage and time. In addition, the manufacturer is to provide a list of the number of dealers as indicated on the Bid Cover Sheet, other than the selling dealer, within the stated miles radius of Rockville, Maryland that will provide priority warranty repair.

46. **ADD OR DELETE**

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

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

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

47. **ESTIMATES FOR UNSCHEDULED WORK**

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

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

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

48. **FREQUENCIES OF SERVICES**

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

49. **PERSONNEL STANDARDS**

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

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

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

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

50. **QUALIFICATION OF BIDDERS**

- a. The Contractor will possess, or have made arrangements to acquire or lease for the term of this contract, the following types and quantities of equipment for each Area Bid.
 - 1) A minimum of four (4) 36" or larger walk behind mowers with bagging attachments.
 - 2) Two (2) riding lawn tractor/mowers with a 48" minimum cutting swath.
 - 3) Four (4) gas powered string trimmers.
 - 4) Two (2) gas powered lawn edgers.
 - 5) Two (2) gas powered lawn blowers.
 - 6) One (1) gas powered sidewalk vacuum.

- 7) One (1) aeration device (coring machine or vertical cut slicer)
 - 8) One (1) chain saw (20") cutting bar or larger.
 - 9) One (1) verticut overseeding machine.
 - 10) Four (4) rotary type fertilizer spreaders.
 - 11) One (1) parking lot/garage sweeper (Tenant or equivalent)
 - 12) One 2500 P.S.I. portable power washer.
 - 13) Assorted hand tools including but not limited to: leaf rakes, hedge shears, lopping shears, pole pruners, hand pruners, shovels, brooms, ladders and any other tool required to perform the assigned task.
- b. Each bidder shall be required to submit the following information within ten (10) working days of notification by the County. Failure to submit this documentation as required may be cause for the bidder to be considered non-responsible.
- 1) A statement acceptable to the County that the bidder has been regularly and actively engaged in the commercial lawn maintenance business performing the type and scale of work described herein for a minimum of two years in the last five years.
 - 2) A list of three (3) satisfactory references, including the name and phone numbers of a contact person for each. These references must be for projects that are similar in scope to the work as described in this solicitation.
 - 3) A statement acceptable to the County, listing field supervisors that will be in charge of work performed under this contract. The supervisor listed shall have been regularly and actively engaged in the supervision of lawn/grounds maintenance personnel performing the type of work described herein for a minimum of one year in the last five years. The statement shall include a list of three (3) persons to contact for confirmation that the supervisor(s) have completed projects that are similar in scope to the work described in this contract.
 - 4) A current copy of the bidder's CERTIFIED COMMERCIAL PESTICIDE APPLICATORS LICENSE, as issued by the Sate of Maryland Department of Agriculture.

51. SUSPENSION OF WORK BY COUNTY

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

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

END OF SECTION C – SPECIAL TERMS AND CONDITION

SECTION D – SCOPE OF WORK**1. SCOPE OF WORK**

This Contract is to provide for all the management, supervision, labor, equipment, materials, supplies and tools necessary to perform the grounds maintenance services in accordance with the scope of work as outlined herein. Locations to be serviced are geographic areas designated as Group 1 (Area 1), Group 2 (Areas 2 & 3), Group 2A (PSHQ & NLW), Group 3 (Areas 4 & 5), Group 4 (Areas 6 & 7). The locations to be serviced are listed on the Facility Listing, located on the Quotation Sheet before each respective Group. The County may request work under this Contract at County locations other than those specified as County locations or facilities in the Facility Listing. The addition of a facility will be accomplished by a contract amendment. The deletion of a facility will be accomplished by a unilateral contract modification. Services that are not listed on the Quotation Sheet, but need to be performed at a facility, will be ordered as "Unscheduled Work". A price will be negotiated and a JAF (see Attachment F) will be completed for each job.

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

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

2. GENERAL**A. Work Schedule**

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

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

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

B. Days and Hours of Services

All scheduled services will be performed between the hours of 7:30 a.m. and 5:00 p.m., Monday through Saturday with the exception of County holidays. Contractor must obey all noise ordinance regulations as required by County, City or Municipal jurisdiction in which they are performing work

under this Contract agreement while on County Property. Referenced times shall be considered normal working hours under this Contract. Overtime hours are any hours between 5:00 p.m. and 7:30 a.m. Monday through Saturday; any hours on Sundays; and, contract holidays. Contract holidays are as follows:

- | | | |
|------------------|---------------------|---------------------|
| 1. New Years Day | 3. Independence Day | 5. Thanksgiving Day |
| 2. Memorial Day | 4. Labor Day | 6. Christmas Day |

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

C. Safety Precautions

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

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

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

D. Inspections

It is the Contractor's responsibility to notify the Contract Administrator or his/her designee of the completion of work within 48 hours of completion. The Contract Administrator or his/her designee will inspect all work, with the exception of weed and pest control the day immediately proceeding a contract holiday. In this event, an inspection will be performed within the next two County workdays. Work not inspected within this time frame will be accepted without inspection. The Contract Administrator or his/her designee shall note unacceptable or incomplete work and inform the Contractor by phone within 48 hours and will follow up in writing. Rejected work must be corrected by the Contractor within two (2) days of receipt of oral notice. Re-inspection of corrected work will be performed within 24 hours or the next working day after notice of correction is received. Weed and pest control inspection will be performed between four (4) and seven (7) calendar days after receipt of payment request invoice to permit time for the chemical agent or habitat modification to take effect.

E. Communication

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

F. Storage

No materials or equipment shall be stored at any of the County facilities or on County property, unless authorized by the Contract Administrator or his/her designee.

3. SCHEDULED SERVICES

The quantities listed on the Quotation Sheet for each facility, is an estimate of the number of times that the maintenance task will be performed per year. The Contract is considered a "requirements-type" contract, and the County does not guarantee the number of any specific quantity a maintenance task will perform per year; the number of maintenance tasks per facility that will be performed per year; or, total dollar

amount for any facility per year. The ordering of all services is contingent upon the appropriation and encumbrance of fiscal funds. Scheduled Services include the following maintenance tasks:

- a. Mowing – It is estimated that this maintenance task will be performed fourteen (14) times per year.
 - 1) All turf areas will be mowed once every two weeks during the growing season (April – October) at a height of 3 to 3-½ inches unless otherwise directed by the Contract Administrator or his/her designee. During periods of drought, the Contract Administrator or his/her designee has the option to suspend all mowing operations.
 - 2) Concurrent with mowing, all turf out of reach from the mower blades found growing against buildings, signs, guard rail posts, picnic tables, trash receptacles and any other obstacles must be trimmed so as to maintain a height consistent with mowed turf in adjacent areas.
 - 3) During mowing operations, the Contractor must instruct employees not to discharge clippings in the direction of mulched, paved parking or building areas. Any such discharge will be cleaned up and removed by the Contractor in accordance with Section D.3.b at no charge to the County.
 - 4) Immediately prior to annual aeration, fertilization and overseeding, turf areas will be mowed to a height of not less than one and one half inches and no greater than two inches and all clippings will be bagged as cut and disposed of in accordance with Section D.3.b.
- b. Removal of Grass Clippings – It is estimated that this maintenance task will be performed fourteen (14) times per year.
 - 1) As directed by the Contract Administrator or his/her designee, visible accumulation of turf clippings must be collected/raked by the Contractor and removed from the site and disposed of off site at a legal recycling disposal facility used by the Contractor. Only upon the request of the Contract Administrator or his/her designee, the Contractor must provide the weight figures in writing for all turf and brush material removed by him/her from County Property for the date of service. Receipt of this record will be a pre-requisite for payment for this scheduled maintenance task.
- c. Edging – It is estimated that this maintenance task will be performed seven (7) times per year.

All sidewalks, curb lines and other hard surface areas where turf meets concrete/asphalt will be edged with a gas powered edger. Plant beds and mulched areas will be edged and refreshed to maintain a neat crisp well defined appearance. Edging will be performed every month during the growing season (April – October) unless otherwise directed by the Contract Administrator or his/her designee. During periods of drought, the Contract Administrator or his/her designee has the option to suspend all edging operations.
- d. Exterior Drain Cleaning – It is estimated that this maintenance task will be performed four (4) times per year.

Entrance, stairwell, window well and storm drains are to be inspected and cleared of all trash/debris and any other obstructions to assure an unobstructed and continuous flow of water. It is estimated that this service will be scheduled once every three months.
- e. Removal/Sweeping of Litter – It is estimated that this maintenance task will be performed once (1) a week.
 1. Removal/sweeping of litter and refuse removal of all areas of the property including emptying all litter receptacles. All cigarette butts and debris on sidewalks and in plant beds around entrances and within the boundaries of the property must be removed. Should funds be appropriated, the County may schedule additional days for removal/sweeping of litter and refuse removal.
 2. All locations are to be policed to remove all litter and debris. Litter and debris will be removed from all areas, plant beds, parking lots, parking garages, window wells, stairwells and areas

around dumpsters. This includes removal of all cigarette butts in all the above referenced areas and anywhere within the boundaries of the property.

3. All exterior sidewalks, steps, entrances gutters and garage stairways will be swept free of all visible grit, sand, dirt and litter.
- f. Empty Trash Receptacles – It is estimated that this maintenance task will be performed once (1) per week.
1. All exterior litter/trash receptacles are to be emptied. Litter/trash receptacles will not exceed 55 gallons in capacity.
 Note: The Contractor must replace plastic liners each time the receptacle is emptied and ensure that liquid waste does not spill and stain adjacent sidewalks. Should this occur the Contractor shall be responsible for immediate clean-up at the Contractor's expense.
 2. All litter removed from the site may be deposited in the on-site dumpster if it is not already full. In the event the dumpster is full, the Contractor must assume responsibility for disposal of all collected litter in a lawful location off site. However, in the event the dumpster is full, the Contractor may dispose of litter at the next County facility's dumpster.
 3. All refuse receptacles are to be thoroughly cleaned using soap and water. This service will be performed once (1) a month. The cost for this service must be included in the Unit Price to Empty Trash Receptacles.
- g. Leaf Removal – It is estimated that this maintenance task will be performed four (4) times during October, November and December.
1. During leaf season (October – December) all grounds including plant beds, sidewalks and parking lots are to be cleared of all fallen leaves. Upon completion of leaf season all remaining leaves will be removed.
 2. During leaf season (October – December) Stairwells/ Sidewalks, drains and storm drains at each location will be cleared of leaves and debris.
 3. All leaves collected will be disposed of off site at a legal disposal/recycling site used by the Contractor. Only upon the request of the Contract Administrator or his/her designee, the Contractor must provide the weight figures in writing for all leaves and brush material removed by him/her from County property for the date of service. Receipt of this record will be a pre-requisite for payment for this scheduled maintenance task.
- h. Weeding – It is estimated that this maintenance task will be performed the first week of each month during the growing season; or, as approved by the Contract Administrator or his/her designee.
1. All plant beds, grounds coverings, tree rings, shrub areas and any other mulched areas will be weeded monthly unless otherwise directed by the Contract Administrator or his/her designee. Weeding is to be done April through November and areas will be weed free after service is performed. Contractor's method of weed removal may be by hand (the County's preferred method), or by chemical treatment (see approved chemical listing, Section D.4.16 specification). All hand-removed weeds shall be removed from site.
 2. Hard surface areas (parking lots, sidewalks etc.) will have weeds/grasses removed from cracks or other areas in the surface. Cracks and other areas of weed penetration are to be chemically treated to prevent re-growth (see approved chemical listing).
 3. Fence lines will be trimmed of weeds and undergrowth and are to be chemically treated (see approved chemical listing Section D.4.16 specification).
- i. Sweep Parking Garages – It is estimated that this maintenance task will be performed once (1) every three months.

1. All parking garages will be swept using a brush/vacuum type parking lot sweeper (Tenant or equal). Concurrently, all curbs, walks and ramps will be broom cleaned.
- j. Wood Chips (At Child Care Centers)
 1. Clean wood chips will be replenished during March and August in play areas at Child Care Centers and/or as directed by the Contract Administrator or his/her designee. Contractor shall provide clean dry wood chips free of sticks, brush and leaves. Contractor shall replenish wood chips in a uniform manner at a minimum depth of seven (7) inches throughout those play area's designated by the Contract Administrator or his/her designee. A sample of the wood chips to be used is to be provided by the Contractor to the Contract Administrator or his/her designee for approval prior to Contractor initiating replenishment activity.
- k. Play Sand (at Child Care Centers)
 - 1) White Play Sand will be replenished during March and August in sand boxes at Child Care Centers and/or as directed by the Contract Administrator or his/her designee. Contractor shall use only pre-packaged sand identified for use in child play areas or PGA golf sand traps. Masons mortar grade sand shall not be accepted. Contractor shall fill sand box(es) to within a depth from the base to within eight inches of top of containment structure and uniformly level over the entire sand surface.
- l. Pruning/Trimming – All pruning to be done in accordance with the ANSI Standards for Professional Arborist – ANSI A300 (Part 1) – 2008 Pruning. The website to review this Standard is <http://www.treecareindustry.org/standards/part1/pruning.htm>.
 1. Shrubbery – All shrubbery must be trimmed once in June and once in September and/or as directed by the Contract Administrator or his/her designee. Shrubs will be trimmed in such a manner to maintain their size and natural form. All trimmings generated by the Contractor's work will be removed the same day from the site and disposed of at a legal disposal site by the Contractor.
 2. Trees – All deciduous trees will be pruned to a height of eight (8) feet above ground level for safety/security reasons as directed by the Contract Administrator or his/her designee. All dead, diseased, damaged branches, waters sprouts and suckers will be removed. All trimmings generated by the Contractor's work will be removed the same day from the site and disposed of at a legal disposal site by the Contractor.
 3. Fitness trails tracks and driving courses will be patrolled to assure they are free of downed trees, overhanging, obstructing foliage. Any such items will be trimmed and removed.
- m. Parking Lots/Driveway and Circle – It is estimated that this maintenance task will be performed once (1) a year.
 1. Contractor must perform parking lot sweeping and the work may be initiated at any time of the year by a request from the Contract Administrator or his/her designee. Contractor is required to complete sweeping within 2 weeks receipt of a request from the Contract Administrator or his/her designee. All curbs and ramps are to be broom swept concurrently. All trash, debris, residue and other accumulations are to be removed from the site and disposed of at a legal disposal site on the same day by the Contractor.
- n. Chemical Weed Control
 1. One application of broadleaf weed control agent will be applied in April or May as weather permits only at facilities designated by the Contract Administrator or his/her designee (see approved chemical listing, Section D.4.16 specification).
- o. Irrigation

1. *Irrigation will be performed at the direction of the Contract Administrator or his/her designee, on an as needed basis during periods of drought, or when new plants are planted and need to be watered until plants mature. The contractor will be allowed to use water from the building to water flower beds and building landscaping. Where building water is not feasible for irrigation a water truck is to be used.*

p. Mulching

1. Mulching must be performed once a year and/or as directed by the Contract Administrator or his/her designee. Prior to placing mulch, Contractor shall remove all weeds, leaves, trash and debris from areas to be mulched and cut a clean, crisp distinctive edge along plant beds and around trees or other mulched areas. Areas that were previously mulched will be re-mulched with a minimum of two (2) inches of fresh shredded hardwood mulch. A sample of the mulch to be used is to be provided by the Contractor to the Contract Administrator or his/her designee for approval.

q. Lawn Revitalization

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

1. Aeration - Turf area will be aerated using a vertical slicer or a coring machine. If a coring machine is used the area will be dragged so no visible cores remain.
2. Overseeding – All overseeding will be performed using a verticut overseeder, where applicable mechanical overseeding will be performed at a rate of three (3) pounds of seed per 1,000 sq. ft. to strengthen weak areas and to incorporate new varieties of grass into existing turf. The seed shall consist of a certified blend of Tall Fescue type species approved by the Contract Administrator or his/her designee.
3. Fertilization – All turf areas will be fertilized with a 10-6-4 fertilizer containing 25% slow release nitrogen at the rate of four (4) pounds per 1,000 square feet.

4. UNSCHEDULED WORK

- a. During the term of the contract there may be times that unscheduled work activities by the Contractor shall be required. Examples of such activities include, but are not strictly limited to:
1. Removal and replacement of trees, plants, and shrubs. All new plant material provided by the Contractor shall be maintained by the Contractor until the Contract Administrator or his/her designee determines the new material has become established.
 2. Tree maintenance and service, including topping, dead limb removal, take down and stump removal.
 3. New landscape constructions.
 4. Construction of retaining walls, lawn drainage systems.
 5. Special lawn tree and shrub treatment for disease and insects.
 6. Special grounds clean ups and enhancements for special events.
 7. Removal and installation of signs, posts, benches and tables, including setting in concrete where required.
 8. Installation of recreational equipment.
 9. Removal and/or installation of exterior trash receptacles.
 10. Special heavy trash removal from County property.
 11. Temporary repairs to asphalt surfaces and replacement of gravel on gravel drive and drains.

12. Special parking lot clean-ups.
13. Power washing of sidewalks, parking garages, etc.
14. Irrigation will be performed at the direction of the Contract Administrator or his/her designee, on an as needed basis during periods of drought. The County requires the Contractor to use "GATOR BAGS" when the irrigation of trees is necessary. Contractor is required to provide "GATOR BAGS" at no additional cost to the County. Gator Bags are to be filled once a week by the Contractor.
15. Stormwater management ponds/facilities perimeter fencing will be maintained free of any tree limbs, plant growth and trash/debris at ground level.
16. Disease and Insect Control - This service will include disease and insect control in trees, shrubs, groundcovers and lawn grasses. This task will be performed by the Contractor as requested or directed by the Contract Administrator or designee.
 - A. The principles of Integrated Pest Management (IPM) are required to be followed exclusively. The Contractor while in the performance of their work on County property shall adhere strictly to the Division of Facilities Management's Integrated Pest Management Plan (Attachment G) of this IFB. The pest management program shall introduce the least amount of toxic chemicals into the landscape environment as are necessary to achieve acceptable levels of control of pest populations.
 - B. **An employee of the Contractor registered as a current State of Maryland licensed pesticide applicator** and versed in the recognition, diagnosis and treatment of disease and insect pests shall at all times be on the alert for an outbreak of such pests at locations included in this contract. The Contract Administrator or his/her designee shall be notified immediately by the Contractor of an outbreak and directed as to the recommended appropriate action to be taken.
 - C. All chemicals utilized by the Contractor shall be approved by the Contract Administrator or his/her designee prior to application and must meet all federal and local regulations. The Contractor must provide the Contract Administrator or his/her designee with the appropriate MSDS sheet for each chemical to be applied. Contractor shall provide and post warning notices at time of pesticide application and accepts total responsibility for any injury or damage that may result from any and all chemical applications.
 - D. Contractor personnel shall wear protective clothing and safety devices during all chemical operations as required by law or manufacturer's directions.
 - E. Approved Chemical List: Pre-Emergence Control (Dimension); Broadleaf Control (Encore, Confront or Momentum); Non Selective Herbicides (Round Up - Note: Limited for use other than Day Care Facilities, Burn Out or All Done - Note: Shall be used exclusively at Day Care Facilities); Insecticides (Argo - K, Ortho Insecticidal Soap, and BTK)
 - F. Contractor must provide and maintain a written record of pesticide usage on County Property serviced under the terms of this Contract. The pesticide record created by the Contractor shall include for each application: The location, (name of site and street address) date of application, name of the pesticide and quantity applied and full name of the individual(s) who performed the application. The Contractor is required to have this record of pesticide usage available for inspection by the Contract Administrator or his/her designee at their request.
- b. When the Contract Administrator determines that unscheduled work by the Contractor is needed, a Job Authorization Form (JAF) (Attachment F) defining the scope of unscheduled work shall be required. The Contractor will provide a "Not-To-Exceed" estimate for the defined unscheduled

work using the hourly rates as defined in the unscheduled work section of the Quotation Sheet. The costs for materials, including the rental of equipment, will be in accordance with Provision C.26. The Contract Administrator will then review the estimate, and if, considered fair and reasonable, issue a Notice to Proceed. In the case of an emergency work this process will be done orally, followed up within 24 hours by a JAF. Payment for unscheduled work will be for actual hours worked and approved materials. **NO INVOICE FOR UNSCHEDULED WORK WILL BE PROCESSED WITHOUT AN ACCOMPANYING JAF.** The Contractor shall not commence service under any unscheduled service until a purchase order has been executed by the Office of Procurement and a Notice to Proceed has been issued by the Department.

END SECTION D – SPECIFICATIONS AND/OR SCOPE OF WORK

Attachment A

MANDATORY INSURANCE REQUIREMENTS *Landscaping and Grounds Maintenance Services*

Prior to the execution of the contract by the County, the proposed awardee must obtain at their own cost and expense the following insurance with an insurance company/companies licensed to do 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. The Contractor's insurance shall be primary.

Commercial General Liability

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

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

Automobile Liability Coverage

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

- owned automobiles
- hired automobiles
- non-owned automobiles

Worker's Compensation/Employer's Liability

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

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

Additional Insured

Montgomery County, Maryland, its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on Contractors's Commercial and Excess/Umbrella Insurance for liability arising out of contractor's products, goods and services provided under this contract.

Policy Cancellation

Thirty (30) days written notice of cancellation or material change of any of the policies is required.

Certificate Holder

Montgomery County, Maryland
DGS/Office of Procurement
Attn: Janique Hudson
255 Rockville Pike, Suite 180
Rockville, MD 20850

IFB #1003186
ATTACHMENT B

MINORITY BUSINESS PROGRAM & OFFEROR'S REPRESENTATION

It is the policy of the County to recruit actively, minority-owned businesses to provide goods and services to perform governmental functions pursuant to Section 11B-57 of the County Code. Minority-owned businesses are described in County law as Minority/Female/Disabled Person owned businesses (MFD). MFD businesses include certain non-profit entities organized to promote the interests of persons with a disability demonstrating (on a contract by contract basis) that at least 51% of the persons used by the non-profit entity to perform the services or manufacture the goods contracted for by the County, are persons with a disability. MFD firms also include those firms that are 51% owned, controlled and managed by one or more members of a socially or economically disadvantaged minority group, which include African Americans who are not of Hispanic origin, Hispanic Americans, Native Americans, Asian Americans, Women and Mentally or Physically Disabled Persons.

Section 7 - "Minority Contracting", Montgomery County Procurement Regulations specifies the procedure to be followed and will govern the evaluation of offers received pursuant to this solicitation. A copy of Section 7 of the Procurement Regulations is available upon request.

Prior to awarding contracts with a value of \$50,000 or more, a prospective Contractor (who is not a certified MFD firm) must demonstrate that a minimum percentage of the overall contract value as set by the County, will be subcontracted to certified MFD businesses. A decision as to whether the prospective Contractor has demonstrated a good faith effort to meet this subcontracting requirement will be made by the Director, Department of General Services or his/her designee, who may waive this requirement.

A sample of the MFD Report of payment Received is attached. This form is mailed to the MFD Subcontractor to complete for documentation of payment by the Prime Contractor. It is not to be completed by the Prime Contractor nor submitted with the MFD Subcontractor Performance Plan.

The Director, Department of General Services or his /her designee, determines whether a waiver of MFD subcontracting would be appropriate, under Section 7.3.3.5 of the Procurement Regulations. For further information regarding the MFD Business Program, please contact the MFD Program, Office of Business Relations and Compliance at (240) 777-9912.

Offerors are encouraged (but not required) to complete the following:

I hereby represent that this is a Minority Business firm as indicated below (CIRCLE ONE):

AFRICAN AMERICAN	ASIAN AMERICAN	DISABLED PERSON
FEMALE	HISPANIC AMERICAN	NATIVE AMERICAN

Attach one of the following certification documents from: Maryland Department of Transportation (MDOT); Virginia Small, Women & Minority-Owned Business; Federal SBA 8(a); MD/DC Minority Supplier Development Council, Women's Business Enterprise National Council; or City of Baltimore.



Montgomery County Office Of Business Relations and Compliance SAMPLE ONLY! NOT TO BE USED BY PRIME	MFD Report of Payments Received	For Office Use
--	---------------------------------	----------------

MFD Subcontractor Company Name: _____

Prime Contractor Company Name: _____

Contract Number/Title: _____

Project Location: _____

MFD Subcontract Amount: \$ _____

PLEASE READ CAREFULLY BEFORE SIGNING

This certifies that for the month of _____, my company received \$ _____ for work performed, services rendered and/or materials supplied on the above contract.

TOTAL AMOUNT OF SUBMITTED INVOICES TO DATE: \$ _____

TOTAL PAYMENTS RECEIVED TO DATE: \$ _____

Are you experiencing any contract problems with the prime contractor and/or the project? YES NO

Comments: _____

I certify that the above information is true and accurate to the best of my record documentation and knowledge.

(TYPED/PRINTED COMPANY NAME)

(TYPED/PRINTED NAME OF COMPANY OFFICIAL)

(TITLE)

(SIGNATURE OF COMPANY OFFICIAL)

(DATE)

() - () - _____
TELEPHONE FAX E-MAIL

Mail to: Alvin Boss, Program Specialist II
255 Rockville Pike, Ste. 180
Rockville, MD 20850

IFB #1003186
ATTACHMENT C

Minority-Owned Business Addendum to General Conditions of Contract Between County and Contractor

- A. This contract is subject to the Montgomery County Code and the Montgomery County Procurement Regulations regarding participation in the Minority-Female-Disabled Person (MFD) procurement program.
- B. Contractor must subcontract a percentage of the total dollar value of the contract, including all modifications and renewals, to certified minority owned businesses. The MFD subcontracting goal may be waived under appropriate circumstances by submission of a letter to the Minority Procurement Officer. The letter must explain why a waiver is appropriate. The Director of the Department of General Services or designee may waive, in whole or in part, the MFD subcontracting goal if the Director determines that a waiver is appropriate under Section 7.3.3.5 of the Montgomery County Procurement Regulations. In determining if a waiver should be granted, the Director may require the Contractor to submit additional information; the Director may require the Contractor to submit some or all of this information on forms approved by the Director.
- C. The attached MFD Subcontractor Performance Plan, which must be approved by the Director, is an integral part of the contract between County and Contractor. In a multi-term contract, Contractor must submit a MFD Subcontract Performance Plan to be in effect for the life of the contract, including any renewal or modification.
- D. Contractor must include in each subcontract with a minority owned business a provision that requires the use of binding arbitration with a neutral arbitrator to resolve disputes between the Contractor and the minority owned business subcontractor. This arbitration provision must describe how the cost of dispute resolution will be apportioned; the apportionment must not, in the judgment of the Director, attempt to penalize a minority owned business subcontractor for filing an arbitration claim.
- E. County approval of the MFD Subcontractor Performance Plan does not create a contractual relationship between the County and the minority owned business subcontractor.
- F. Contractor must notify and obtain prior written approval from the Director regarding any change in the MFD Subcontractor Performance Plan.
- G. Before receiving final payment under this contract, Contractor must submit documentation showing compliance with the MFD Subcontracting Performance Plan. Documentation may include, at the direction of the Director, invoices, copies of subcontracts with minority owned businesses, cancelled checks, affidavits executed by minority owned business subcontractors, waivers, and arbitration decisions. The Director may require Contractor to submit periodic reports on a form approved by the Director. The Director may conduct an on-site inspection for the purpose of determining compliance with the MFD Subcontractor Performance Plan. If this is a multi-term contract, final payment means the final payment due for performance rendered for each term of the contract.
- H. If the Contractor fails to submit documentation demonstrating compliance with the MFD Subcontractor Performance Plan, to the satisfaction of the Director, after considering relevant waivers and arbitration decisions, the Contractor is in breach of this contract. In the event of a breach of contract under this addendum, the Contractor must pay to the County liquidated damages equal to the difference between all amounts the Contractor has agreed under its Plan to pay minority owned business subcontractors and all amounts actually paid minority owned business subcontractors with appropriate credit given for any relevant waiver or arbitration decision. Contractor and County acknowledge that damages which would result to the County as a result of a breach under this addendum are difficult to ascertain, and that the liquidated damages provided for in this addendum are fair and reasonable in estimating the damage to the County of a breach of this addendum by Contractor. In addition, the County may terminate the contract. As the result of a breach under this addendum, The Director of the Department of General Services must find the Contractor non-responsible for purposes of future procurement with the County for the ensuing three years.

#1003186

MONTGOMERY COUNTY, MARYLAND
MINORITY, FEMALE, DISABLED PERSON SUBCONTRACTOR
PERFORMANCE PLAN

Contractor's Name: JULIO A. ORTIZ T/A KIARAS LANDSCAPING CO.
Address: 9440 HORIZON RUN ROAD
City: GAITHERSBURG State: MD Zip: 20886
Phone Number: 240-848-1356 Fax Number: 301-208-9801 Email: KIARASLANDSCAPING@GMAIL.COM

CONTRACT NUMBER/PROJECT DESCRIPTION: _____

A. Individual assigned by Contractor to ensure Contractor's compliance with MFD Subcontractor Performance Plan:

Name: SAME AS ABOVE
Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Fax Number: _____ Email: _____

- B. This Plan covers the life of the contract from contract execution through the final contract expiration date.
- C. The percentage of total contract dollars, including modifications and renewals, to be paid to all certified minority owned business subcontractors, is 0 % of the total dollars awarded to Contractor.
- D. Each of the following certified minority owned businesses will be paid the percentage of total contract dollars indicated below as a subcontractor under the contract.

I hereby certify that the business(s) listed below are certified by one of the following: Maryland Department of Transportation (MDOT); Virginia Small, Woman and Minority Owned Business (SWAM); Federal SBA (8A); MD/DC Minority Supplier Development Council (MSDC); Women's Business Enterprise National Council (WBENC); or City of Baltimore. A Certification Letter must be attached. For assistance, call 240-777-9912.

1. Certified by: _____
Subcontractor Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Fax Number: _____ Email: _____

CONTACT PERSON: _____

Circle MFD Type:
AFRICAN AMERICAN ASIAN AMERICAN DISABLED PERSON
FEMALE HISPANIC AMERICAN NATIVE AMERICAN

The percentage of total contract dollars to be paid to this subcontractor : _____
This subcontractor will provide the following goods and/or services: _____

2. Certified by:

Subcontractor Name: _____
 Title: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____ Fax Number: _____ Email: _____

CONTACT PERSON:

Circle MFD Type:

- AFRICAN AMERICAN
FEMALE
- ASIAN AMERICAN
HISPANIC AMERICAN
- DISABLED PERSON
NATIVE AMERICAN

The percentage of total contract dollars to be paid to this subcontractor:

This subcontractor will provide the following goods and/or services: _____

3. Certified by:

Subcontractor Name: _____
 Title: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____ Fax Number: _____ Email: _____

CONTACT PERSON:

Circle MFD Type:

- AFRICAN AMERICAN
FEMALE
- ASIAN AMERICAN
HISPANIC AMERICAN
- DISABLED PERSON
NATIVE AMERICAN

The percentage of total contract dollars to be paid to this subcontractor:

This subcontractor will provide the following goods and/or services: _____

4. Certified By:

Subcontractor Name: _____
 Title: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____ Fax Number: _____ Email: _____

CONTACT PERSON: _____

Circle MFD Type:

AFRICAN AMERICAN
FEMALE

ASIAN AMERICAN
HISPANIC AMERICAN

DISABLED PERSON
NATIVE AMERICAN

The percentage of total contract dollars to be paid to this subcontractor: _____

This subcontractor will provide the following goods and/or services: _____

E. The following language will be inserted in each subcontract with a certified minority owned business listed in D above, regarding the use of binding arbitration with a neutral arbitrator to resolve disputes with the minority owned business subcontractor; the language must describe how the costs of dispute resolution will be apportioned:

F. Provide a statement below, or on a separate sheet, that summarizes maximum good faith efforts achieved, and/or the intent to increase minority participation throughout the life of the contract or the basis for a full waiver request.

minority We are requesting a full waiver for this project since Kiaras Landscaping intends to use its own personnel for the performance of the work. However, we will intent to obtain participation during the duration of the contract.

G. A full waiver request must be justified and attached.

Full Waiver Approved:
Alvin Boyd
MFD Program Officer

Date: 5-7-12

Partial Waiver Approved:

MFD Program Officer

Date: _____

Full Waiver Approved:

Director
Department of General Services

Date: _____

Partial Waiver Approved:

Director
Department of General Services

Date: _____

The Contractor submits this MFD Subcontractor Performance Plan (Plan Modification No. _____) in accordance with the Minority Owned Business Addendum to General Conditions of Contract between County and Contractor.

CONTRACTOR SIGNATURE

USE ONE:

1. TYPE CONTRACTOR'S NAME: JULIO A. ORTIZ T/A KIARAS LANDSCAPING CO.

Julio Ortiz
Signature

JULIO A. ORTIZ

Typed Name

5/7/2012

Date

2. TYPE CORPORATE CONTRACTOR'S NAME:

Signature

Typed Name

Date

I hereby affirm that the above named person is a corporate officer or a designee empowered to sign contractual agreements for the corporation.

Signature

Typed Name

Title

Date

APPROVED:

Director, Department of General Services

Date

Section 7.3.3.4(a) of the Procurement Regulations requires:
The Contractor to notify the Director, Department of General Services of any proposed change to the Subcontractor Performance Plan.

IFB #1003186
Attachment D

Wage Requirements for Services Contract Addendum to The General Conditions of Contract Between County and Contractor

- A. This contract is subject to the wage requirements of Section 11B-33A of the Montgomery County Code. A County contract for the procurement of services must require the contractor and any of its subcontractors to comply with the wage requirements of this Section, subject to exceptions from coverage for particular contractors noted in 11B-33A(b) and for particular employees noted in 11B-33A(f).
- B. Conflicting requirements (11B-33A(g)): If any federal, state, or County law or regulation requires payment of a higher wage, that law or regulation controls. If any applicable collective bargaining agreement requires payment of a higher wage, that agreement controls.
- C. Nonprofit organizations who are exempt from the wage requirements under 11B-33A must specify the wage the organization intends to pay to those employees who will perform direct, measurable work under the contract, and any health insurance the organization intends to provide to those employees.
- D. A contractor must not split or subdivide a contract, pay an employee through a third party, or treat an employee as a subcontractor or independent contractor, to avoid the imposition of any requirements in 11B-33A.
- E. Each contractor and subcontractor covered under 11B-33A must: certify that it is aware of and will comply with the applicable wage requirements; keep and submit any verifiable records necessary to show compliance; and conspicuously post notices, approved and/or supplied by the County, informing employees of the wage requirements.
- F. An employer must comply with Section 11B-33A during the initial term of the contract and all subsequent renewal periods and must pay an increase adjustment in this wage rate, if any, automatically effective July 1 of each year. The County will adjust the wage rate by the annual average increase in the Consumer Price Index for all urban consumers for the Washington-Baltimore metropolitan area, or successor index, for the previous calendar year and must calculate the adjustment to the nearest multiple of 5 cents.
- G. An employer must not discharge or otherwise retaliate against an employee for asserting any right or filing a complaint of a violation, under the wage requirements.
- H. The sanctions under Section 11B-33(b), that apply to noncompliance with nondiscrimination requirements, apply with equal force and scope to noncompliance with the wage requirements under 11B-33A.
- I. The County may assess liquidated damages for any noncompliance by contractor with the Section 11B-33A wage requirements at the rate of 1% per day of the total contract amount, or for a requirements contract, the estimated annual contract value, for each day of the violation. This liquidated damages amount includes the amount of any unpaid wages, with interest. In the event of a breach of contract under this paragraph, the Contractor must pay to the County liquidated damages noted above, in addition to any other remedies available to the County. Contractor and County acknowledge that damages that would result to the County as a result of a breach under this paragraph are difficult to ascertain, and that the liquidated damages provided for in this paragraph are fair and reasonable in estimating the damage to the County resulting from a breach of this paragraph by Contractor. In addition, the contractor is jointly and severally liable for any noncompliance by a subcontractor. Furthermore, Contractor agrees that an aggrieved employee, as a third-party beneficiary, may by civil action enforce the payment of wages due under the Section 11B-33A wage requirements and recover from Contractor any unpaid wages with interest, a reasonable attorney's fee, and damages for any retaliation for asserting any right or claim under the 11B-33A wage requirements.
- J. The Director may conduct random audits to assure compliance with Section 11B-33A. The Director may conduct an on-site inspection(s) for the purpose of determining compliance.
- K. If the Contractor fails, upon request by the Director, to submit documentation demonstrating compliance with Section 11B-33A to the satisfaction of the Director, the Contractor is in breach of this contract. In the event of a breach of contract under this paragraph, upon request by the County, the Contractor must pay to the County liquidated damages noted in paragraph I. above, in addition to any other remedies available to the County. Contractor and County acknowledge that damages that would result to the County as a result of a breach under this paragraph are difficult to ascertain, and that the liquidated damages provided for in this paragraph are fair and reasonable in estimating the damage to the County resulting from a breach of this paragraph by Contractor.

Wage Requirements Certification
(Montgomery County Code, Section 11B-33A)

Business Name	JULIO A. ORTIZ T/A KIARAS LANDSCAPING CO.				
Address	9440 HORIZON RUN ROAD				
City	GAITHERSBURG	State	MARYLAND	Zip Code	20884
Phone Number	301-848-1356	Fax Number	301-208-9201		
E-Mail Address	KIARASLANDSCAPINGINC@GMAIL.COM				

Please provide in the spaces below the contact name and information of the individual designated by your firm to monitor your compliance with the County's wage requirements, unless exempt under Section 11B-33A (b) (see section B. below):

Contact Name	JULIO A. ORTIZ		Title	OWNER
Phone Number	301-848-1356	Fax Number	301-208-9201	
E-mail Address	KIARASLANDSCAPINGINC@GMAIL.COM			

YOU MUST MARK ALL BOXES BELOW that apply in the event that you, as an "Offeror," are awarded the contract and become a "Contractor":

A. **Wage Requirements Compliance**

This Contractor as a "covered employer" will comply with the requirements under Section 11B-33A, Wage Requirements. Contractor and its subcontractors will pay all employees not exempt under the wage requirements, and who perform direct measurable work for the County, the wage requirements effective at the time the work is performed. The bid price(s) submitted under this solicitation include(s) sufficient funds to meet the wage requirements. A "covered employer" must quarterly (January, April, July and October for the prior quarter) submit certified payroll records for all employees, and any subcontractor 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: 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.

B. **Exemption Status (if applicable)**

This Contractor is exempt from 11B-33A, "Wage Requirements," because it is:

1. reserved-intentionally left blank.
2. a contractor who, at the time a contract is signed: has received less than \$50,000 from the County in the most recent 12-month period; and will be entitled to receive less than \$50,000 from the County under that contract in the next 12-month period. Section 11B-33A (b) (2).
3. a contract with a public entity. Section 11B-33A (b) (3).
4. a contract with a nonprofit organization that has qualified for an exemption from federal income taxes under Section 501(c) (3) of the Internal Revenue Code. Section 11B-33A (b) (4) (**must complete item C below**).
5. an employer to the extent that the employer is expressly precluded from complying with this Section by the terms of any federal or state law, contract, or grant. Section 11B-33A (b) (8) (**must specify the law, or furnish a copy of the contract or grant**).

C. Nonprofit Wage & Health Information

This Contractor is a Nonprofit organization that is exempt from coverage under Section 11B-33A b) (4). Accordingly, the contractor has completed the 501© (3) Nonprofit Organization's Employee's Wage and Health Insurance Form which is attached. See Section 11B-33A© (2).

D. Nonprofit's Comparison Price(s) (if desired)

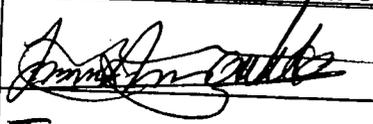
This Contractor is a Nonprofit organization that is opting to pay its covered employees the hourly rate specified in the wage requirements. Accordingly, Contractor is duplicating the blank quotation sheet on which it is submitting its price(s) in the IFB, and is submitting on this duplicate form its price(s) to the County had it not opted to pay its employees the hourly rate specified in the wage requirements. For bid evaluation purposes, this price(s) will be compared to price(s) of another Nonprofit organization(s) that is paying its employees an amount consistent with its exemption from paying the hourly rate under the wage requirements. This revised information on the duplicate quotation sheet must be clearly marked as your Nonprofit organization comparison price(s). In order to compare your price(s), the revised information on the duplicate quotation sheet must be submitted with your bid, must show how the difference between your price(s) and your Nonprofit organization comparison price(s) was calculated, and will not be accepted after the bid opening date. See Section 11B-33A© (2).

E. Wage Requirements Reduction (if applicable)

This Contractor is a "covered employer", and it desires to reduce its hourly rate paid under the wage requirements by an amount equal to, or less than, the per employee hourly cost of the employer's share of the health insurance premium. Contractor certifies that the per employee hourly cost of the employer's share of the premium for that insurance is: \$. See Section 11B-33A(d).

Contractor Certification

CONTRACTOR SIGNATURE: Contractor submits this certification form in accordance with Section 11B-33A of the Montgomery County Code. Contractor certifies that it, and any and all of its subcontractors that perform services under the resultant contract with the County, adheres to Section 11B-33A of the Montgomery County Code.

Authorized Signature		Title of Authorized Person	OWNER
Typed or printed name	JULIO A. ORTIZ	Date	<input type="checkbox"/> 3-16-2011

ATTACHMENT E**Prevailing Wage Requirements for Construction Contract Addendum to the General Conditions of Contract between County and Contractor**

The Contractor and all Subcontractors must comply with the Prevailing Wage Law contained in Chapters 11B-33C and 20-75 of the Montgomery County Code. Prevailing wage means the wage rate paid by employers that is determined by a governmental authority, based upon a particular geographic area, for a given class of labor and type of project. The purpose of a prevailing wage is to ensure that construction workers who work on public works contracts are paid the going rate for their services. The prevailing wage rates are established by the State of Maryland and apply to all of the Contractor's employees and any and all Subcontractors. The Contractor and all Subcontractors must comply with all of the requirements of the Prevailing Wage Law including, but not limited to, the following:

1. Pay employees the prescribed rate as annually established by the State of Maryland Commissioner of Labor and Industry; the prevailing wage rates in effect on the date a solicitation is issued will apply throughout the term of a contract resulting from that solicitation.;
2. Pay employees overtime for work more than 10 hours in any single day, work more than 40 hours in a work week, or work on Sunday or legal holiday;
3. Classify employees in their proper work classification in conformance with the schedule established by the State of Maryland Commissioner of Labor and Industry;
4. Electronically submit payroll records through www.LCPTTracker.net, within 14 days after the end of each payroll period, to verify that Prevailing Wage rates have been paid to employees. The payroll records must include the following:
 - A. The name, address and telephone number of the Contractor or Subcontractor;
 - B. The name and location of the job;
 - C. Each employee's:
 - a. Name;
 - b. Current address unless previously reported;
 - c. Specific work classification;
 - d. Daily straight time and overtime hours;
 - e. Total straight time and overtime hours for the payroll period;
 - f. Rate of pay;
 - g. Fringe benefits by type and amount;
 - h. Gross wages.
5. If a Contractor or any Subcontractors are late in submitting copies of any payroll records required to be submitted under the Prevailing Wage Law, the County may deem Contractor's invoice(s) submitted to the County for payment unacceptable until the Contractor and Subcontractors provide the required records; and, the County may postpone processing payments otherwise due under the Contract or under an agreement to finance the Contract;
6. The Contractor and all Subcontractors must retain all payroll records for a period not less than five (5) years after the Work is completed;
7. The County may inspect the payroll records at any reasonable time and as often as it deems necessary;
8. The County may perform random or regular audits and investigate any complaint of a violation of the Prevailing Wage Law;
9. In the event the County determines that a provision of the Prevailing Wage Law has been violated, the County may withhold payment to the Contractor in an amount sufficient to pay each employee of the Contractor or any Subcontractors the full amount of wages due under the Prevailing Wage Law, and an amount sufficient to satisfy a liability of a Contractor or any Subcontractors for liquidated damages as provided under the Prevailing Wage Law, pending a final decision on the violation by the County;
10. Contractor may appeal a written decision of the Director, Department of General Services, that the Contractor violated a provision of the Prevailing Wage Law to the Chief Administrative Officer ("CAO"), within ten (10) days after receiving a copy of the decision. The CAO must designate a hearing officer to conduct a hearing upon receipt of a timely appeal. If the Contractor does not appeal a written decision within ten (10) days after receipt, the decision of the Director, Department of General Services, becomes final and binding;
11. Contractor and all Subcontractors must not discharge, or otherwise retaliate against, an employee for asserting any right under the Prevailing Wage Law or for filing a complaint of a violation;
12. 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; and
13. Each Contract subject to the Prevailing Wage Law may specify the payment of liquidated damages to the County by the Contractor and any Subcontractors for any noncompliance with the Prevailing Wage Law. Liquidated damages are: \$10 for each calendar day that the payroll records are late; \$20 per day for each day that an employee is misclassified; and \$50 per violation of the requirement to post the prevailing wage rates at the work site.

IFB #1003186
ATTACHMENT F
JOB AUTHORIZATION FORM

ALL WORK TO BE PERFORMED IN ACCORDANCE WITH TERMS AND CONDITIONS OF:

Contract No.: _____ Contractor: _____

Cost Center: _____ Contract Administrator: Richard Jackson, DFM

Account Code: _____ Location: _____

Task: _____

DESCRIPTION OF WORK

Contact Person: _____ Job No.: _____ G No: _____

Date of Issuance to Contractor: _____ Total Cost Not To Exceed: _____

REQUIREMENTS: _____

<u>Labor Category</u>	<u>Hourly</u>	<u>Overtime</u>	<u>Hours</u>	<u>Total Labor</u>
Grounds Supervisor	\$ _____	\$ _____	_____	\$ _____
Equipment Operator	\$ _____	\$ _____	_____	\$ _____
Tree Climber	\$ _____	\$ _____	_____	\$ _____
Truck Operator	\$ _____	\$ _____	_____	\$ _____
Helper	\$ _____	\$ _____	_____	\$ _____
Grounds Worker	\$ _____	\$ _____	_____	\$ _____

Labor \$ _____ Material \$ _____ Sub Contract \$ _____ Total Cost \$ _____

Estimated Completion Date: _____ Days after receipt of Notice To Proceed _____

Special Problems or Potential Delays: _____

Actual Cost (Labor) \$ _____ (Materials) \$ _____

Administrator Signature _____ *Date* _____ *Contractor Signature* _____ *Date* _____

IFB #1003186
ATTACHMENT G

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

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

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

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

DFM therefore adopts the principles of landscape IPM as follows:

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

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

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

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

V. To implement, DFM shall:

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

ATTACHMENT H SERVICE AREAS

