

5. SECTION B - SCOPE OF SERVICES:

5.1. Background

The County designs, constructs and maintains various facilities that require exterior and interior signs. New facilities are incorporated into the County's facilities portfolio that currently includes over 400 County-owned and County-leased properties. For new construction projects sometimes, the Architect hired by the County provides the signs however, the County may decide to retain independent sign designer and fabricator to perform this task. For existing facilities, the County may need to replace or update existing signs or install new signs. All sign design must comply with sections 216 and 703 of the 2010 ADA Standards: www.ada.gov/2010ADASTandards_index.htm

5.2. Intent

It is the County's intent to enter into contract with two (2) qualified Contractors to provide design, fabrication and installation of various interior and exterior signs on an as-needed basis. The County intends to issue a separate Task Order for each project. Issuance of Task Orders will be contingent upon appropriation of funds by the Montgomery County Council and the encumbrance of such funds, as provided by the Montgomery County Code. Furthermore, the County makes no commitment if, or when, a Task Order will be issued, the specific number of Task Orders, or the specified value or total dollar value of work to be awarded under a Task Order. The County further reserves the right to issue a separate solicitation for any project (rather than issue a Task Order), and/or to assign its in-house staff to coordinate, manage, oversee, or act as a liaison on any project/assignment for which a Task Order has been issued. The County makes no guarantee to any Contractor that they will be awarded any Task Order under the Contract(s) resulting from this solicitation.

5.3. Scope of Services/Specifications/Work Statement

The County requires design, fabrication and installation of various interior and exterior signs for county facilities. Intended signs may be for a new construction or existing facilities. County has a Sign Standard document that specifies standard signs however, county may decide to design specialty signs that are not shown in the Sign Standard. The intent of this solicitation is to establish a "requirements" contract with unit prices for various sign types. The Contract will provide a readily available source of the specified services for use at the County's discretion. The Contract will be utilized to provide complete sign design, fabrication and installation and may be used for a variety of projects including but not limited to libraries, fire and police stations, community centers, parking lots and garages, roadways, bridges, recreation facilities, office, commercial and retail buildings, parks, cultural centers and service buildings.

The quantities listed on the Proposal Form ([Attachment F](#)), represent the standard sign types. All non-standard signs will be priced by the contractor for County's approval. Price of non-standard signs will be determined based on the time and material costs.

The Task Order proposal must include:

- 1) ALL costs associated for the completed task, i.e.,
 - a. Design fee: based on number of hours and hourly personnel cost including miscellaneous costs such as printing,
 - b. Fabrication cost: based on unit price of each sign type, including shipping and handling,
 - c. Installation cost: based on the hourly rate of required personnel and number of hours required to install various sign types, walkthrough, punch list and correction of installation errors and omissions.
- 2) a completion schedule: including design, fabrication and installation timeline and
- 3) the date and signature of the Contractor.

Non-pre-priced items necessary for the performance of the work under a Task Order may be included in the Task Order at the mutual agreement of the County and the Contractor. For unit price work, the Contractor will be paid for actual documented work completed, not the estimated quantities.

All costs incurred in negotiating proposals for Task Orders (scope, estimated cost, etc.) shall be borne by the Contractor and will not be reimbursed by the County. The Contractor shall not commence service under any Task Order until the Office of Procurement has issued a purchase order and the Using Department has issued a Notice to Proceed for that Task Order.

Work Statement

The Contractor must provide complete sign design, fabrication and installation services as defined in the Contract and any Task Order. The County makes no guarantee that any or all of the services defined in a Task Order will be utilized. The Contractor shall provide all labor, materials, equipment, transportation and supervision necessary for and reasonably incidental to the completion of the Task Order.

5.4. Contractor's Qualifications

Contractor's qualification for the performance of Task Orders will be determined during the selection process.

5.5. Contractor's Responsibility

The Contractor shall provide all labor, material, equipment, transportation and supervision necessary for, and reasonably incidental to, the completion of the sign design, fabrication and installation services as defined herein.

The following are requirements of this solicitation and/or resulting Contract:

- a. Contractor is responsible for coordinating its work with the Owner and Construction Contractor(s) and all applicable trades so that conflicts are avoided, and the expeditious progress of the project is not hampered.
- b. Contractor must notify the Owner immediately by phone, followed by written communication or hand delivery of any critical tasks failing to meet the specified requirements.
- c. Contractor must maintain at all times sufficient manpower levels to meet scheduling requirements and avoid delay to the work.
- d. Responsible to comply with storage requirement for signs prior to installation.
- e. Contractor is required to conduct its activities in a safe manner and shall be responsible for observing the safety regulations of MOSH, OSHA, and local life safety agencies.

5.6. County's Responsibility

The County will provide the Contractor with access to the job sites and work areas as required for the Contractor to perform its work. All work must include a complete warranty for labor and material a period of one (1) year after final acceptance in writing by the County.

END SECTION B - SCOPE OF SERVICES