

**THE COUNTY COMMISSIONERS OF KENT COUNTY,**

**MARYLAND REQUEST FOR PROPOSAL**

**# GM 25-01**

**FOR**

**DESIGN & CONSTRUCTION OF  
EMS FACILITY & STORAGE BUILDING**

**IN**

**KENT COUNTY, MARYLAND**

Director of Purchasing  
400 High Street  
Chestertown, Maryland 21620-1312

**EVENT SCHEDULE**  
**BID NUMBER # GM 25-01**

<u>Date</u>	<u>Step</u>
June 13, 2024	Begin Advertising; Mail/Email Notices to Bidders on Bid List.
	Post on eMaryland Marketplace Advantage (eMMA) and Kent County's Request for Proposals webpage.
July 10, 2024	10:00 a.m. Pre-bid meeting at 709 Morgnec Road.
July 22, 2024	12:00 p.m. Deadline for written submission of Questions
July 30, 2024	11:00 a.m. Bids are due & Bid Opening at 709 Morgnec Road.
August 6 / 13, 2024	Potential Contract Award by County Commissioners.

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## SECTION A. GENERAL MATTERS

### 1. **Summary**

The County Commissioners of Kent County, Maryland, a body corporate and politic and a political subdivision of the State of Maryland (the “County”), is requesting proposals from bidders with qualified staff and experience to design and construct one (1) new free-standing building, for use as an Emergency Medical Services Facility, located on a vacant portion of County-owned property at 104 Vickers Drive, Chestertown, Maryland 21620. The building shall be conventional Slab-On-Grade, Pre-Engineered or Pole Building Construction. Services under the proposal shall also include design of the building by Professional Architects and/or Engineers as well as the preparation of all required Construction Permit Plans, all in accordance with Chapter 49 of the Code of Public Local Laws of Kent County (CPLL).

### 2. **Issuing Office**

Daniel F. Mattson, P.E., C.F.M., C.M.E.

Director of Public Works  
709 Morgnec Road  
Chestertown, MD 21620

Telephone #: (410) 778-2600  
[dmattson@kentgov.org](mailto:dmattson@kentgov.org)

The individual listed above shall serve as the “Director of Purchasing” and as the sole point of contact for purposes of this procurement.

### 3. **Silence of Specification**

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the vendor.

### 4. **Preparation of Proposal**

a. The bidder’s proposal shall be written in ink or typewritten on the form provided.

b. If items are listed with a zero quantity, bidder shall state unit price **ONLY** (intended for open end purchases where estimated requirements are not known). The proposal shall show a total bid price for each item bid and the total bid price of the proposal, excluding zero quantity items.

### 5. **Prices Quoted**

The prices quoted are those for which the material will be furnished F.O.B. Destination and include all charges that may be imposed during the period of the contract.

6. **Samples or Brochures**

Samples or brochures are not required for this project at the time of bid.

7. **Questions and Inquiries**

All questions and inquiries regarding the terms of this RFP should be directed to the individual identified in this section prior to and subsequent to the pre-bid conference and **must be submitted in writing or email** to the person below.

Please refer any questions to: Daniel F. Mattson, P.E., C.F.M., C.M.E., Director  
Kent County Department of Public Works  
Phone: 410-778-2600  
Email: dmattson@kentgov.org

**Questions must be received by 12:00 p.m. (noon) on July 22<sup>nd</sup>, 2024.** If deemed relevant to other bidders, a summary of questions and answers, including those addressed at the pre-bid conference, will be distributed to all attendees of the pre-bid conference and any others known to have received the bid documents.

Written responses shall be considered the official answers and shall supersede any verbal discussions. Verbal answers at or subsequent to the pre-bid conference are not binding and reliance should not be placed on the same.

8. **Submission Deadline and Instructions**

**All proposals must arrive at the Department of Public Works (“Bid Receipt Office”) by July 30<sup>th</sup>, 2024 at 11:00 A.M. to be considered.** Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail and internal delivery time to ensure timely receipt at the Bid Receipt Office. Proposals or unsolicited amendments to proposals arriving after the closing date and time will **NOT** be considered.

**Bidders are cautioned that bids mailed, shipped express, by courier, or hand delivered to arrive the day of the bid opening must be in the hands of the Bid Receipt Office no later than 11:00 a.m. on the date specified. Bids received later than that time will be returned unopened. Please check your method of delivery to see if it conforms to this requirement. Proposals must be mailed, shipped, or hand delivered to the address below:**

Jessica Conner, Procurement Manager  
Kent County Department of Public Works  
709 Morgnec Road  
Chestertown, Maryland 21620

**BIDDERS ARE ADVISED THAT MAIL IS DELIVERED ONCE A DAY, AND USUALLY ARRIVES AFTER THE TIME SPECIFIED FOR BID DELIVERY ON THE APPLICABLE DATE.**

**BIDS WILL NOT BE ACCEPTED AT ANY OTHER LOCATION.**

**THE COUNTY WILL NOT BE RESPONSIBLE FOR ANY BIDS DELIVERED TO ANY OTHER LOCATION THAN THE OFFICE OF DIRECTOR OF PURCHASING WHETHER SUCH OTHER LOCATION IS A COUNTY OFFICE OR OTHERWISE.**

All proposals must be in a sealed envelope with the following information clearly printed on the outside:

**THIS IS A SEALED BID PROPOSAL FOR  
KENT COUNTY – RFP # GM 25-01.**

Please note that if a bid is mailed, sent by messenger service, or delivered by commercial carrier (e.g. FEDEX, UPS, etc.). **THE OUTSIDE ENVELOPE, AS WELL AS THE INSIDE ENVELOPE, IF ANY, MUST CONTAIN THE LEGEND SHOWN ABOVE.** County staff receives many items by such services and if the legend does not appear a response may be misrouted or delayed in opening. The bidder takes full responsibility for the legend and **THE COUNTY WILL NOT DEEM A BID AS TIMELY RECEIVED, EVEN IF RECEIVED ON TIME, IF OPENED LATER THAN THE DEADLINE DUE TO LACK OF THE APPROPRIATE LEGEND ON THE MAILER/OUTSIDE ENVELOPE.**

#### **9. Duration of Offer**

Unless otherwise specified by the County, proposals submitted in response to this solicitation are irrevocable for ninety (90) days following the closing date. This period may be extended only with the offeror's written agreement.

#### **10. Withdrawal of Proposals**

A bidder may withdraw its proposal unopened after it has been deposited, if such a request is made prior to the time set for the opening of the proposal.

#### **11. Public Inspection of Proposals**

If the bidder designates a portion of its bid as confidential, it shall isolate and identify in writing the confidential portions. The bidder shall include with this designation a statement that explains and supports for firm's claim that the bid items identified as confidential contain trade secrets or other proprietary data.

#### **12. Changes in Contract Documents**

Changes to contract documents shall be made only in writing, and copies will be emailed, faxed, or mailed to all known prospective bidders. The County assumes no responsibility for verbal instructions or interpretations. The contract documents contain the provisions required for the contract. Information obtained from an officer, agent, or employee of the

County or any other person shall not affect the risks or obligations assumed by the bidder or relieve him of fulfilling any of the conditions of the contract.

**13. Revisions to the RFP**

If it becomes necessary to revise this RFP, amendments will be provided to all prospective offerors that were sent this RFP or otherwise are known by the Director of Purchasing to have obtained this RFP. Acknowledgment of the receipt of all amendments will be required.

**14. Cancellation of the RFP; Rejection of All Proposals**

The County may cancel this RFP, in whole or in part, or may reject any/all proposals submitted in response whenever this action is determined to be in the best interest of the County. Kent County shall have no liability or obligation to any of the proposers preparing or submitting proposals under this RFP.

**15. Proposal Acceptance; Discussions**

The County reserves the right to accept or reject any and all proposals, in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities; and to conduct discussions with all qualified offerors in any manner necessary to serve the best interests of the County. The County also reserves the right, at its sole discretion; to award a contract based upon the written proposals received without prior discussions or negotiations.

**16. Disqualification of Bidders**

Any one or more of the following causes may be considered as sufficient for the disqualification of a bidder and the rejection of its proposal or proposals:

- A. More than one proposal for the same contract from an individual, firm, or corporation under the same or different names.
- B. Evidenced of collusion among bidders.
- C. Unsatisfactory performance record as evidenced by past experience.
- D. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.
- E. If there are any unauthorized additions, interlineation, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- F. Non-attendance of mandatory pre-bid meetings may be cause of disqualification.

**17. Bid Opening**

**All bids will be opened and publicly read by designated County staff at 11:00 a.m., July 30<sup>th</sup>, 2024** at the Kent County Department of Public Works, 709 Morgnec Road, Chestertown, Maryland 21620. Bidders and other interested parties are invited to attend these public forums.



**18. Omission of Specifications**

The omission of a bidder of any of any specifications, or details of any specifications which would normally apply to the products of service herein stated, shall not relieve the bidder from fulfilling those required specifications needed to provide an end product best suited to the intended purpose. The best commercial practices are to prevail, and only materials of first quality, correct type, size, and design are to be used.

Workmanship shall be of first quality. All parts and materials, whether specified herein or not, shall be rated to meet or exceed the maximum rating required by the product or service and its maximum intended purpose.

**19. Incurred Expenses**

The County will not be responsible for any costs incurred by an offeror in preparing and submitting a proposal in response to this RFP.

**20. Compliance with Law**

By submitting an offer in response to this RFP, the offeror, if awarded the contract, agrees that it will comply with all federal, state, and local laws applicable to its activities and obligations under the contract.

**21. Acceptance of Terms and Conditions**

By submitting a response to this RFP, an offeror shall be deemed to have accepted all the terms, conditions, and requirements set forth in this RFP unless otherwise clearly noted and explained in its proposal. All proposals submitted in response to this request for Proposal become the property of the County. *All County agreements are subject to the County's General Terms and Conditions unless otherwise specifically changed or waived hereunder or in the Contract.*

**22. Term**

Any contract(s) resulting from this procurement will be for the stated period; provided, however, that all contracts are subject to non-appropriations and termination for convenience clauses.

**23. Failure To Deliver or Perform**

In the event the offeror fails to deliver the goods or services covered by the contract and in accordance with the delivery dates stipulated in the contract, the County reserves the right to purchase on the open market those goods and services which the offeror has failed to deliver and shall deduct any additional costs incurred by the County as a result of such failure to deliver, from any money due the offeror under the contract or other contracts with the County.

**24. Termination of Contract**

The County reserves the right to cancel the contract entered into as a result of this bid if, in its opinion, there shall be a failure on the part of the offeror at any time to perform faithfully any of the contract requirements. Should the offeror fail to comply with contract requirements, except for circumstances beyond its control, such as, but not limited to an Act of God, war, flood, and governmental restrictions, the County reserves the right to purchase the required goods or services in the open market and charge the offeror with any excess costs, or to complete the required work or obtain the required goods at the expense of the offeror and to withhold any monies that may be due or become due and apply same to any expenses or excess costs incurred to the County.

**The County may terminate this agreement at any time, for any reason, and shall be liable only for time and costs incurred as of the date of termination.**

**25. Changes to the Contract**

The County may at any time make changes within the general scope of the contract in the design or specifications of the services to be delivered. The contract shall be modified in writing to reflect any equitable adjustment caused by any increase or decrease in the offeror's cost or time required for performance or change in scope of service. The County reserves the right to increase or decrease quantities and/or projects at their discretion.

**26. Agreement/Contract**

Any agreement or contract resulting from the acceptance of a Proposal shall be on forms either supplied by or approved by the County and shall contain, as a minimum, applicable provisions of the Request for Proposal. The County reserves the right to reject any agreement that does not conform to the Request for Proposal and any County requirements for agreements and contracts.

**27. Contract and Related Data**

No reports, information or data given to or prepared by the County under the contract shall be made available to any person by the firm without the prior written approval of the County.

**28. Contract Award**

It is the intent of the County to award a contract to the lowest qualified responsible and responsive bidder within thirty (30) calendar days following bid opening; however, the County requires bidders, by signing the "Standard Bid Acceptance" form to guarantee their bid for a period of ninety (90) days following the bid opening date. The County reserves the right to reject any and/or all bids.

The County also reserves the right to negotiate further the terms of the contract, including the award amount, with the selected bidder prior to entering into a contract. If contract negotiations cannot be concluded successfully with the selected bidder, the County may negotiate a contract with the next selected bidder, and so on. The County reserves the right

to negotiate with the bidder whose proposal is the closest to being acceptable or to seek additional proposals after the proposal date. The County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a follow-up or amended proposal.

**29. Contract Extension**

There is no anticipated contract extension required for this project.

**30. Contract Documents**

The Contract Documents shall include this RFP, Schedule, Information to Bidders, Bid Forms, Specifications, Drawings, Addenda, the County General Terms and Conditions, the resulting contract, and any other documents which are clearly intended to be a part of the terms, conditions, requirements, and specifications for the subject products or services.

**31. Kent County Purchasing Code**

All County purchases are subject to and to be accomplished in accordance with Chapter 49 of the CPLL. Bidders should familiarize themselves with Chapter 49. A copy of Chapter 49 may be obtained from the Clerk to the County Commissioners, 410-778-4600 and available online through the County's web site at <http://www.kentcounty.com/> .

**32. Termination for Convenience**

Contracts shall remain in effect for the period and quantity specified unless the contract is terminated by the County. The County may terminate the contract at any time by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of termination.

**33. Termination for Cause**

If, for any reasons, or through any cause, the Contractor fails to fulfill in a timely and proper manner its obligations under this Contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this Contract, the County shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In the event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the County, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the County.

**34. Non-discrimination**

The County is an equal opportunity employer. The County complies with Title VI of the Civil Rights Act of 1964, which provides that no person shall be denied on the grounds of race, color, or national origin, be excluded from, be denied the benefits of, or discriminated against under any program or activity receiving Federal financial assistance. **Each bidder shall verify through execution of the bid form that it does not discriminate on the basis of race, color, creed, religion, gender, age, lawful sexual orientation, marital status, national origin, or on any other basis generally prohibited by any federal, State, or local law, rule, or regulation.**

**35. Kent County Ethics Ordinance**

By submitting a bid in response hereto, the bidder acknowledges that it is familiar with the County's Code of Ethics, CPLL, Chapter 29, and certifies that it has no knowledge of any violation of that Chapter, that it has no knowledge of any conflict of interest which may exist or arise under Chapter 29 if the bidder is awarded a contract, and that it has not given any gift (as that term is defined in Chapter 29) to anyone who has or may participate in the awarding of this contract or the management or supervision thereof. Contact the County's Attorney Office at 410-810-0428 if any additional information is required. A copy of Chapter 29 may be obtained from the Clerk to the County Commissioners, 410-778-4600 and available online through the County's web site at <http://www.kentcounty.com>.

## SECTION B. BID PROPOSALS AND RELATED MATTERS

### 1. **Pre-bid Conference**

A pre-bid conference will be held on July 10<sup>th</sup>, 2024 beginning at 10:00 a.m. at the Department of Public Works, located at 709 Morgnec Road, Chestertown, MD 21620. All interested offerors are encouraged to attend. Nothing stated at the pre-bid conference may change the invitation for bids unless the Director of Purchasing makes a change by written amendment.

### 2. **Presentation**

Offerors may be required to make individual written or oral presentations to the County representatives to clarify their proposals.

### 3. **Proposal Form**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the offeror's proposal for meeting the requirements of this procurement.

### 4. **Bid Forms**

All Bids must be made on the required bid forms. All blank spaces for bid prices must be completed in ink or typewritten, and the bid form must be fully completed and executed when submitted. Unless otherwise specifically required, only one copy of the bid form is required. A conditional or qualified bid will not be accepted. The base price on the bid form shall be the total cost of the item being bid in accordance with the specifications in the RFP. Alternates shall only be used to reflect increases or decreases in the base bid price. Only those alternates, which are specifically requested by the County will be considered.

### 5. **Bid Notice Disclaimer**

The mailing of bid solicitations or incumbent notices and/or potential vendors of goods and services is a courtesy extended by the County, as well as a method for generating interest among vendors. For purposes of bidding opportunities, generally, interested vendors should rely on the public notices published in the newspapers of general circulation in Kent County, the Kent County website, and eMaryland Marketplace Advantage.

### 6. **Bid Surety**

All bids shall be accompanied by a Bid Surety in the form of a certified check, or bid bond, made payable to the County Commissioners of Kent County, Maryland for the penal sum of 5% of the bid price. Bid Surety will be returned to all bidders upon completion of the contract award process, with the exception of the successful bidder. Non-Performance or failure to sign the contract within ten (10) working days after the award, or later within the bid guarantee period at the discretion of the County, or withdrawal of a bid subsequent to opening but prior to award, shall result in forfeiture of the Bid Surety. Any Bid Surety and related forms and instruments required must be executed and attached to the bid submittal.

**7. Waiver of Technicalities**

The County reserves the right to waive formalities or technicalities in bids as the interest of the County may require in accordance with the terms of the County's Purchasing Ordinance, Chapter 49, Code of Public Local Laws of Kent County, Maryland ("CPLL").

**8. Basis of Award**

All responsive proposals from responsible bidders will be eligible for contract award, based on the following:

- A. Lowest price from a responsive and responsible bidder as indicated by the total price on the bid form.
- B. Compliance with specifications.
- C. Compliance with terms of bid package.
- D. Ability to perform or deliver on time.

The County may undertake such investigations or inquiries as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish County with all requested information and data for this purpose.

**9. Modification or Withdrawal of Bids**

- A. Pre-Opening Modification or Withdrawal of Bids

Bids may be modified or withdrawn by written notice received by the Clerk to the County Commissioners before the time and date set for bid opening.

- B. Disposition of Bid Bond

If a bid is withdrawn in accordance with this regulation, the Bid Bond, if any, shall be returned to the Bidder.

- C. Late Bids, Late Withdrawals, and Late Modifications

Any bid and any request for Withdrawal or Modification received after the time and date set for receipt and opening of bids is late and will be disregarded.

**10. Performance and Payment Bonds**

In accordance with this Request for Proposal, the selected bidder will be required to furnish a Performance Bond and a Payment Bond each in an amount of one hundred percent (100%) of the contract price. The successful bidder shall be required to furnish the bond(s) at the time of the execution of the contract. Where attorneys-in-fact sign bid, payment, and/or performance bonds bidders must provide with each bond a certified and effective

dated copy of their Power of Attorney. The bidder to whom the contract is awarded will be required to execute the contract and obtain the requisite bonds within ten (10) calendar days from the date when Notice to Award is delivered by the County to the bidder.

**11. Substitutions**

The Contract, if awarded, will be on the basis of materials and equipment described in the drawings or specified in the specifications without consideration of possible substitute or “approved equal” items. The material, products, and equipment described in the bidding documents establish a standard of required function, dimension, and appearance. Whenever it is indicated in the drawings or specified in the specifications that a substitute or “approved equal” item of material or equipment may be furnished or used by the contractor if acceptable to the county, application for such acceptance will not be considered by the county until after execution of the contract.

**12. Alternates**

An alternate is a dollar amount to be added to or subtracted from the base bid price. The County may request alternate prices to compare various options that may be in their best interest. The County shall have the right to accept alternates in any order or combination, and to determine the low bidder on the basis of the base bid and alternates accepted.

**13. Addenda**

Addenda, if any, will be emailed, mailed, or delivered to all that are known to have received a complete set of bidding documents and will be posted on the Kent County website, and eMaryland Marketplace Advantage. Copies of Addenda will be made available for inspection wherever bidding documents are on file for that purpose. No addenda will be issued later than three (3) days prior to the date for receipt of bid, except an Addendum withdrawing the request for bids or one which includes postponement of the date for receipt of bids.

**14. Trade and Brand Names**

Unless specifically provided otherwise in an RFP, the use of or references to any trade or brand names in this bid package shall be solely for the purpose of establishing a standard and shall in no way infer that other trade and brand names will not be acceptable.

**15. Product Literature**

Product literature shall only be required from the successful Bidder.

**16. Exceptions to Bid Specifications**

Any bidder taking an exception to the stated specifications or requirements must make such exceptions clear and in writing, and shall attached such exceptions to, or include them in,

the sealed bid proposal. This section is not to be construed to mean that the county is obligated to accept any such exception. **THE COUNTY IS NOT OBLIGATED TO ACCEPT ANY BID NOT IN CONFORMANCE WITH BID SPECIFICATIONS AND MAY REJECT SUCH BIDS WITHOUT COMMENT OR REVIEW. BIDDERS TAKING SUCH EXCEPTIONS DO SO AT THEIR OWN RISK.**

#### 17. Time of Delivery

The Contractor, after receipt of written notice of the award of the contract and receipt of the purchase order, shall diligently prosecute same so that it will be fully completed within the number of consecutive calendar days stated in the proposal. Calendar days for completing delivery of the bid items shall start from the date of notice to proceed.

#### 18. Default in Contracting

Should the bidder to whom the contract is awarded fail, or be unable, to execute the contract for any reason, within seven (7) calendar days after notification of award, then an amount equal to the difference between the accepted bid price and that of the next highest bidder shall be forfeited to the owner as liquidated damages.

#### 19. Payment Terms

Payment will be made only for properly approved invoices supported by adequate information and details enabling the County to determine that the appropriate level of performance has been reached, including invoices for materials actually delivered and services actually performed. Otherwise, payment will not be made. Invoices must include the period covered and a detailed listing of the items included in the invoice, which shall be subject to the review of the County. Invoices shall be submitted monthly (for ongoing projects or orders) or within thirty (30) days of delivery or completion (for single service or delivery contracts) by paper or by electronic invoice (via fax or email). Approved payment shall be made to the contractor within forty-five (45) calendar days of receipt of an acceptable invoice. Payment will be made upon successful submission and approval of services. Invoices shall be mailed directly to the designated Contract Administrator. The County will withhold a 10% payment retainage in accordance with AIA guidelines and will require a release of liens prior to final payment.

#### 20. Kent County Substance Abuse Policy

The County adopted the “Kent County Government Substance Abuse Policy,” to which policy the successful bidder must strictly adhere. Prospective bidders are cautioned to make themselves familiar with the policy. **Bidders must state on the “Standard Bid Form” whether or not you have a drug abuse program in effect.**

#### 21. Insurance

Prior to execution of this contract, the successful bidder shall submit a “**Certificate of Insurance**” indicating it carries the specified insurances in the amount specified in this RFP. Coverages shall be maintained throughout the term of the contract. Unless otherwise specified, coverage levels shall be required as follows:



- A. Professional malpractice, negligence, and errors and omissions coverage in minimum amounts of \$2,000,000.00 per event and \$1,000,000.00 per person.
- B. General Liability - Minimum - \$2,000,000.00
- C. Workers' Compensation Insurance as required as law.
- D. Comprehensive Liability Insurance with minimum limits of \$1,000,000.00 per person, \$2,000,000.00 per occurrence. Policy shall include the broad form of Comprehensive General Liability Endorsement or its equivalent.
- E. All required coverages shall include and specifically name the County as an additional insured and loss payee with respect to all operations under the contract.
- F. The successful bidder will furnish the County any up-to-date certificates of insurance stating the requirements listed above at contract implementation.

## **22. Immigration Law Compliance**

By submitting and signing a proposal, each bidder hereby certifies that it does not, and if awarded the contract, will not during the performance of the contract, employ illegal workers or otherwise violate any provisions of any applicable federal, State, or local law concerning the employment of illegal aliens, the certification of nationality of workers, or otherwise.

## **23. Federal Taxpayer Identification Certificate (W-9)**

All first-time successful bidders doing business with the County must submit a completed standard "Federal Taxpayer Identification Certificate – W-9".

**SECTION C. SCOPE OF WORK, SPECIFICATIONS AND RELATED MATTERS****RFP # GM 25-01 SPECIFICATIONS  
FOR DESIGN AND CONSTRUCTION OF EMS FACILITY AND  
STORAGE BUILDING IN KENT COUNTY, MD****1. GENERAL SUMMARY**

It is the intent of these specifications to cover all aspects of the design and construction of an Emergency Medical Services (EMS) Facility and Storage Building in Kent County, MD.

The project shall consist of one (1) new free-standing building, for use as an Emergency Medical Services Facility, located on a vacant portion of County-owned property at 104 Vickers Drive, Chestertown, Maryland 21620, per the Conceptual Floorplan (Exhibit A) and Conceptual Site Plan (Exhibit B) included in this RFP package. The building shall be 4,480 square-feet in size and include: two (2) offices, two (2) bunk rooms, day room, kitchen, vestibule, decontamination room, male and female restroom facilities, four (4) bay vehicle garage, shop/equipment storage room, and separate storage area for other miscellaneous mechanical, electrical, and HVAC equipment. The layout and space allocation of this facility, including addition or deletion of rooms or floor area, represented on the aforementioned exhibits and as detailed within the specifications herein shall be considered the basis of bid and design for the project, it is anticipated that the need for alterations to various building elements may arise throughout the design process.

Building Construction shall be conventional Slab-On-Grade, Pre-Engineered or Pole Building Construction. Building Footprint is anticipated to be 32'-0" x 140'-0", with Eave Height of 16'-0", and Roof Slope of 6/12. Roof shall be constructed to be compatible with potential future solar panel installation on southerly side, though no solar panel procurement, construction or installation shall be included within the scope of this bid.

Services under the proposal shall also include design of the building by Professional Architects and/or Engineers, as appropriate, as well as the preparation of all required Construction Permit Plans to design standards of authorities including, but not limited to, Kent County Public Works, Town of Chestertown Planning Commission, Zoning Board of Appeals, Utilities Commission, Building Permit and Code Review, Maryland State Highway Administration, and Kent Soil and Water Conservation District (as applicable). The design shall be prepared in coordination with Kent County Public Works and Office of Emergency Services to ensure the desired result. Design shall be in accordance with all local, State and Federal codes and standards.

Any incidental or additional work required to fulfill the requirements of the specified work shall be considered a part of said specified work and no additional payment shall be made. All work shall be performed in accordance with the prevailing code for the trade or trades involved and shall be done in a first-class workmanship manner. Inferior or shoddy workmanship or materials will not be tolerated nor accepted for payment. It shall be fully understood that the Department of Public Works shall make the final decision as to the acceptance of all work and material and that in the event of an adverse decision, no claim of any sort shall be made against the county or any of its employees, agents, or assigns.

All work shall be performed in accordance with the following:

1. Town of Chestertown Building Code
2. Kent County Building Code
3. "The B.O.C.A. Basic Building Code", latest edition, with all revisions
4. National Fire Protection Association Standards, latest edition, especially NFPA 1710
5. "Life Safety Code"
6. Americans with Disabilities Act standards, latest edition
7. Occupational Safety and Health Administration (OSHA) standards, latest edition
8. Maryland Occupational Safety and Health (MOSH) standards, latest edition
9. All applicable Federal, State and local regulations

## 2. SUBSTITUTIONS

Whenever a material, method of construction, article or piece of equipment is identified on the plans or specifications by reference to brand name or catalog numbers, it shall be understood that this is referenced for the purpose of defining the scope of work, performance or other salient requirements and that other materials, methods of construction, or products of equal capacities, quality and function shall be considered. The contractor may recommend the substitution of a material, method of construction, article, or piece of equipment of equal substance and function for those specified herein, only if that substitution offers project savings and/or benefits the project schedule. The contractor is responsible for demonstrating the substitution is better or equal to that specified. The county shall have sole discretion for any substitution approvals. The contractor warrants that if substitutes are approved, no major changes in the function or general design of the project will result. Incidental changes or extra component parts required to accommodate the substitute will be made by the contractor without a change in the contract price or contract time.

## 3. SCOPE OF WORK & BACKGROUND INFORMATION

### A. BACKGROUND INFORMATION:

The "site" as referenced herein shall be defined as the portion of the property containing all improvements associated with this project. The property is +/- 13.38 acres in size, and located at 104 Vickers Drive, Chestertown Maryland 21620, Map 0204, Parcel 0270. The property is owned by the County Commissioners of Kent County and is situated West of Flatland Road (S.R. 514), bordered to the North and West by agricultural land use, and with agricultural, residential and commercial uses immediately South. One facility presently exists on site, consisting of a principal structure used as Kent County Detention Center, Sheriff's Office and Office of Emergency Services. The existing facility also contains vehicular parking and access improvements and radio antenna equipment associated with the existing facility. The proposed EMS Facility is intended to be a stand-alone facility within this property, and the final limits of the "site" will be the result of detailed design, with minimal improvements and/or alterations to existing facilities proposed as part of this project, unless necessitated by construction. **NO DISRUPTION OF EXISTING FACILITY OPERATIONS, USE OR FUNCTIONS WILL BE PERMITTED PRIOR TO, DURING OR AFTER CONSTRUCTION OF THIS PROJECT.**

## B. GENERAL SCOPE OF WORK:

The general scope of work includes the design and construction of a 4,480 s.f. Pre-Engineered or Pole Building. The entire building shall be temperature controlled, and include two (2) offices, two (2) bunk rooms, day room, kitchen, vestibule, decontamination room, male and female restroom facilities, four (4) bay vehicle garage, shop/equipment storage room, and separate storage area for other miscellaneous mechanical, electrical, and HVAC equipment. The building shall be 140 feet long by 32 feet wide with 16 foot eave height and roof slope of 6/12. Roof shall be constructed to be compatible with potential future solar panel installation on southerly side, though no solar panel procurement, construction or installation shall be included within the scope of this bid. **All dimensions listed herein shall be considered nominal dimensions, building manufacturer's dimensions may vary slightly.** Building configuration shall be generally consistent with the attached Exhibits A and B, however it is noted that any variation must retain the interior usable space and configuration shown therein.

The design shall include site work within 10 feet of building location, all necessary electric, plumbing and HVAC systems including thermostats, duct work, electric panels, light fixtures, wiring, switches, electrical outlets, plumbing fixtures, and water and sewer connections. Adequate capacity of existing service lines within the property for Water & Sewer connections is assumed to be available to support the proposed building.

It shall be the responsibility of all bidders to visit the site and verify existing conditions.

## C. Building Specifications:

The following specifications are the minimum requirements for the building and shall not be construed to be an all-encompassing set of building specifications. It shall be the bidder's responsibility to include all necessary items to provide a complete building project. All aspects of the building plans, including site work, shall be sealed by an architect or professional engineer licensed within the State of Maryland.

### 1. Site Work:

- a. Shall include preparation of an area 10 feet larger than the building footprint on all sides.
- b. Topsoil shall be stripped and stockpiled. Suitable fill shall be placed and compacted to support the concrete slab floor, aprons and door landings.
- c. Excavation, if required for placement of Foundation as described below, shall be included at no additional cost.

### 2. Foundation and Floors:

- a. Suitable fill and 6" porous fill shall be placed and compacted to support the concrete floor, OH Door aprons and exit door landings. Finish floor level shall be as indicated as coordinated with the Site Plans.
- b. All exterior and interior SOG concrete shall be minimum 3,500 psi concrete reinforced with 6x6 #10 WWM, with reinforcing bars at critical stress points and turn downs. Concrete Design mix shall be submitted for approval.
- c. The concrete floor shall have a finished floor elevation six inches minimum higher than the surrounding ground and grade shall slope away from the building
- d. Provide interior minimum 5" SOG on a 6 mil vapor barrier placed over 6" suitable porous

base material.

- e. Interior key control joints @ maximum 20 ft oc, according to submitted and approved configuration shall be installed to maintain a true level floor with appropriate slope where needed.
- f. Overhead door aprons shall extend, sloped out, 3 feet from building with reinforced turn-down and 2 feet wider than door width.
- g. Personnel door landings shall be 7 feet wide, 3 feet to side of door latch, by 5 feet from bldg.
- h. Restroom, Decontamination Room, and Vehicle Bay floors shall be sloped to floor drains.
- i. All interior concrete shall have a hard steel trowel finish and exterior concrete shall have a broom finish.
- j. Seal "Garage" (Vehicle Bay) and storage floors with 3 coats of a protective floor sealer system. Do not seal Office areas.

### 3. Building Construction:

- a. Submit shop drawings from Building Manufacturer, certified by a Maryland Professional Structural Engineer. All structural members shall be sized and spaced as specified by building manufacturer and sealed by the manufacturer's design professional licensed in the State of Maryland to comply with all codes and standards.
- b. Roofing and siding shall be min. 29 gauge painted metal with a minimum 40-year warranty. Interior walls and Ceiling shall have min 29 gauge liner panels.
- c. Hurricane clips shall be supplied and installed.
- d. Ridge vent shall be supplied and installed the entire length of the building.
- e. Interior liner paneling for ceilings and walls shall be min. 29 gauge prefinished metal.
- f. Building roof, 6/12 pitch, shall have a 1-foot overhang on eaves and gable, with painted or prefinished steel fascia and drip edge, and vented soffit.
- g. Building shall have 36" contrasting color wainscoting around entire perimeter. Color to be manufacturer's standard color selection.
- h. Building shall have 6" seamless gutters with min. eight (8) downspouts and precast concrete splash blocks.
- i. Overhead roll-up doors shall be industrial grade 12' wide by 14' high, insulated, with industrial grade automatic door openers. Doors shall have individual controls with interior mounted button controls.
- j. Exterior Personnel doors shall be 3'-0"x 6'-8", 18 gauge HM with commercial door closers and panic hardware per egress code.

### 4. Building Insulation:

- a. Exterior walls shall have min. R-23 batt insulation.
- b. The ceiling shall have min. R-49 blown-in insulation.

### 5. Building Interior Finishes:

- a. Office Area is defined as all areas in the areas occupied and/or used by personnel.
- b. Ceiling. Entire interior shall have min 29 ga liner painted panel.
- c. Walls. All walls not covered with OSB/drywall shall have min 29 gauge liner panel.

6. Interior "Office Area" Finishes
  - a. Mechanical room shall have OSB installed where needed, drywall elsewhere.
  - b. All Office Area walls shall be drywall finished, primed and painted with two finish coats of premium paint.
  - c. All Office Area, hallway and restroom floors shall have an epoxy system finish with flecks color.
  - d. Restroom and Decon walls shall be drywall covered with Panolam Model # 4 ft. x 8 ft. H090WTT48096CF White FRP Wall Board. (or equivalent)
  - e. All Office Areas shall have suspended acoustical tile ceilings at 10 feet AFF.
7. Accessories: Kitchen shall have Insight series kitchen cabinets by Wolf Home Products, Inc., or approved equal, as shown, base and wall units with laminate countertop, with a standard double SS sink and space for a full size refrigerator, range and microwave (appliances by others) Restrooms shall be ADA handicap accessible with grab bars. Others will supply toilet paper, paper towel and soap dispensers.
8. Doors & Hardware:
  - a. Exterior, Office, hall and kitchen doors shall have locking hardware suitable for master keying; Door handles shall be lever type, ADA compliant.
  - b. Exit doors shall have locking hardware, closers and panic hardware as required by code.
  - c. Restrooms shall be handicap accessible with all necessary grab bars.
  - d. Office room doors shall have half glass panels.
  - e. Door locks shall be suitable to permit a master keying schedule.
9. Electrical:
  - a. All Electrical shall be in compliance with all local codes and NEC, as applicable.
  - b. Provide a meter socket and coordinate service with the Delmarva Power
  - c. Provide Service to and install a Square D 120/240V, bolt-in breaker electrical panel of adequate size with 20% expansion capability, mounted in the Mech Room.
  - d. All Lighting shall be via LED light fixtures arranged and sufficient to meet minimum foot candle requirements for the intended use and egress and exit lighting per codes.
  - e. Garage lights shall be wired for occupant motion sensor with cut off switch at office area door.
  - f. Restrooms shall have separately switched exhaust fans, vented to the outside
  - g. All exterior personnel doors shall have exterior motion activated light fixtures.
  - h. Exterior, wide angle flood, motion activated, light fixtures shall be installed at each building corner.
  - i. Install exterior LED Wallpak floodlight fixtures above each OH door interlocked to OH Door operator.
10. HVAC: Provide energy efficient HVAC to provide heating (propane fuel assumed) and/or heat pump cooling as required. If required LP tanks will be provided by LP provider.
  - a. Office Area. Provide a 3 ton, 13 seer 80% afue, 80,000 BTUH Heat Pump/ LPG furnace/ air conditioner system – up flow.
  - b. Storage. Provide a 3 ton, 13 seer 80% afue, 80,000 BTUH Heat Pump/ LPG furnace/ air conditioner system – up flow.
  - c. Garage:

- i. Provide (6) ceiling hung LPG heaters MODINE OR EQ, HD75ASO121, w/3” power wall vent, 120V,15A, w/ wall thermostat.
- ii. Provide compressed air system

#### 11. Plumbing:

- a. Decontamination Room - Utility basin, Mustee 18F WHT FM Durastone Laundry Sink w/Krowne 14- 546L 4 center Faucet w/Rigid Gooseneck Spout ; (or approved equivalent). Dryer and Washer connections and vents.
- b. Men's Restroom:
  - i. Water closet w/seat, Gerber model VP- 21-518 Wht. Viper 2 pc. 12 RI 1.6GFP LH Elong. toilet w/Fluidmaster 400A fill valve; Bemis 1955SSCT 000 White Elong. Cover; (or approved equivalent).
  - ii. Urinal, Gerber 27-780 Wht. with Sloan 3012636 186-1 1.0 Royal urinal flush valve; (or approved equivalent).
  - iii. Lavatory, Gerber 12-654 20x18 Monticello II Wht. 4C Wh. Lav. w/ Moen L4621 pol. Chrome Chateau 3H DM 4CC Sgl. Lever HDL low arc lav. Faucet w/ pop-up. (or approved equivalent).
- c. Women's Restroom:
  - i. Water closet w/seat, Gerber model VP- 21-518 Wht. Viper 2 pc. 12 RI 1.6GFP LH Elong. toilet w/Fluidmaster 400A fill valve; Bemis 1955SSCT 000 White Elong. Cover; (or approved equivalent).
  - ii. Lavatory, Gerber 12-654 20x18 Monticello II Wht. 4C Wh. Lav. w/ Moen L4621 pol. Chrome Chateau 3H DM 4CC Sgl. Lever HDL low arc lav. Faucet w/ pop-up (or approved equivalent).
- d. Kitchen - stainless steel double sink with faucets, Mainline MLDSE33223 20 GA SS BR Finish 33X22X8 3H SR DBL Bowl Kitchen sink; Mainline MLISBN SS Deep Locking Cup Snap In Bskt Str Assy w/SS Bskt & Brass Nut; (or approved equivalent).
- e. Drinking Fountain - Provide Elkay ELCS8WSLP wall mounted Bottle Filling (or approved equivalent)
- f. Eye Wash – Provide Speakman SE-697 Combination Emergency Eye Wash / Shower (or approved equivalent)
- g. Vehicle Bays – Provide manual vehicle washdown system at each vehicle bay (4 total)
- h. Storage Area – Provide plumbing leads (cold water, hot water, wastewater) to storage area for potential future installation of new restroom facilities

#### 12. Emergency Backup Generator

- a. Provide a new 100 kW emergency backup generator in weather proof sound attenuated enclosure with a 72-hour base tank.
- b. Provide a new open transition automatic transfer switch
- c. Cost for this item shall be listed as an Add-Alternate 1 to the bid, no associated costs shall be included in Base Bid.

It shall be the responsibility of all bidders to visit the site and verify existing conditions. All dimensions provided herein shall be considered approximate and Field Measurement shall be made prior to preparation of submittals and product ordering. Contractor shall be responsible for protection and/or restoration of affected building elements surrounding the proposed work including, but not limited to, carpets and walls, as required.

#### **4. RIGHT-OF-WAY STATUS**

Construction easements for this project will be acquired by Kent County Department of Public Works.

#### **5. EXPERIENCE REQUIRED**

In addition to the bid price, bidders shall submit evidence of their experience and qualifications as it relates to this project, as well as that for any proposed subcontractors. References shall also be provided with current contact information. Past performance, staff qualifications and availability, and other resources will be major criteria in the review of proposals.

#### **6. WARRANTY**

The contractor shall provide a one (1)- year labor and materials warranty exclusive of natural disaster or third-party damage.

#### **7. AWARD**

The successful bidder shall be selected based upon a review of qualifications, experience, price. The decision of the County Commissioners of Kent County shall be final. The County Commissioners of Kent County reserve the right to accept or reject any or all proposals should it be in the best interest of the County to do so.

#### **8. PREVAILING WAGE REQUIREMENTS**

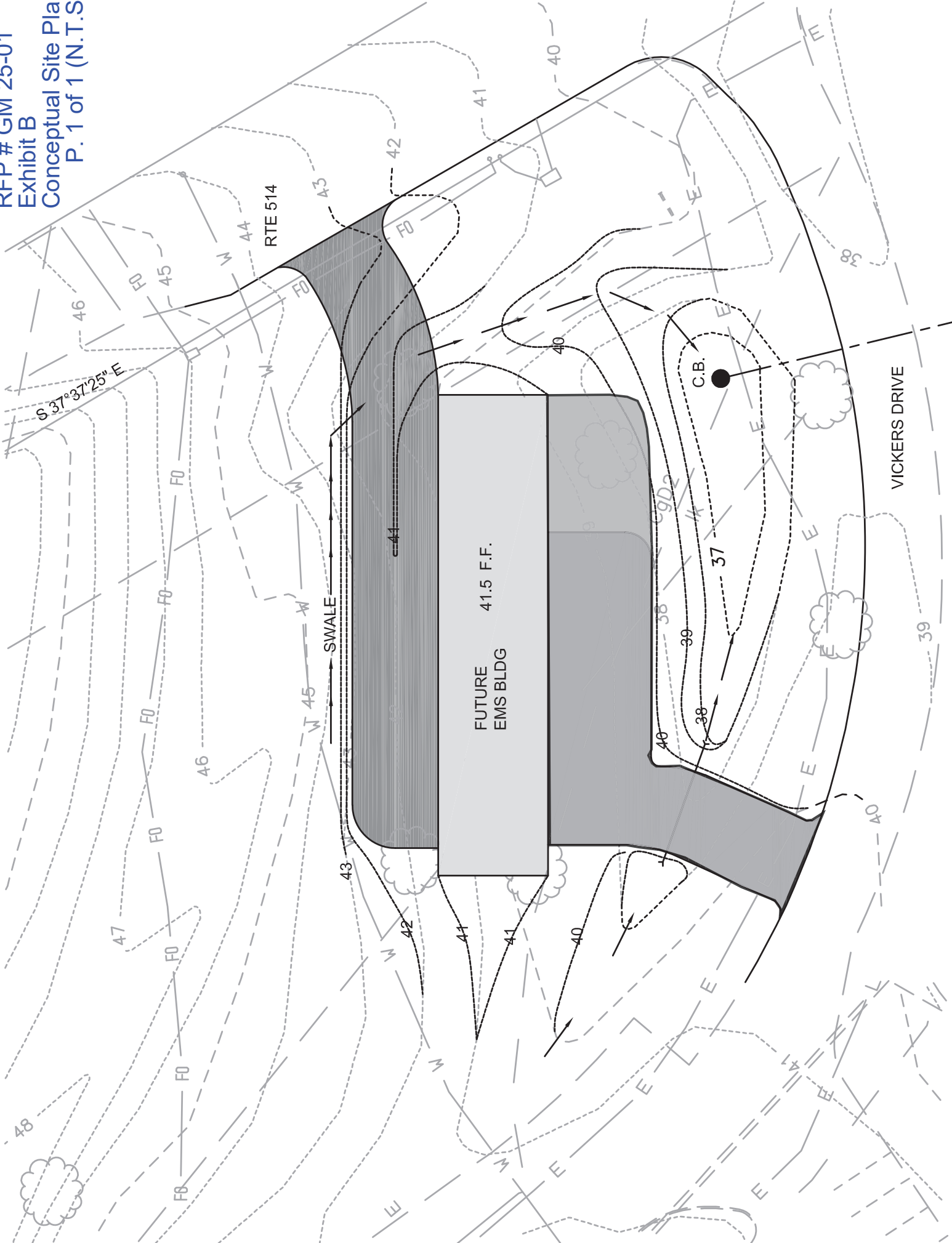
There are no prevailing wage rate requirements on this project.

#### **9. PROGRESS MEETINGS**

Progress meetings shall be held at critical stages of project, including pre-construction measurement and dimension verification, product sample and submittal review, material delivery, start of construction, bi-weekly during construction and project commissioning. More regularly scheduled meetings may be required if deemed necessary by the contractor or County for specific issues.







**SECTION D. BID FORMS**

**BID NUMBER GM 25-01**

1. Standard Sealed Bid Price Sheet
2. Standard Sealed Bid Form
3. Bid Bond
4. Signature Form
5. Affidavit of Qualifications to Bid
6. Non-Collusion Certificate

STANDARD SEALED BID PRICE SHEET - BID NUMBER GM 25-01

County Commissioners of Kent County, Maryland:

We hereby submit, for your review, our proposal requested by the RFP. This proposal includes and incorporates all information and specifications, which are contained in the Contract Documents, as described in the RFP, the same as if specifically written herein. A completed, signed, and accepted copy of this Standard Sealed Bid Form shall serve as a valid and binding contract.

BASE BID PRICE: \$ \_\_\_\_\_

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents  
Written Base Bid Price

ADD-ALTERNATE 1 (EMERGENCY BACKUP GENERATOR) PRICE: \$ \_\_\_\_\_

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents  
Written Add-Alternate 1 (Emergency Backup Generator Price)

TOTAL BID (BASE + ADD ALT. 1) PRICE: \$ \_\_\_\_\_

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents  
Written Total Bid (Base + Add Alt. 1) Price

Acknowledgement of Addendum Receipt \_\_\_\_\_

Addendum No.(s) \_\_\_\_\_

To begin work as specified in the "Notice to Proceed" and to prosecute said work to complete the contract within 180 calendar days.

**PLEASE CIRCLE ONE FOR EACH STATEMENT:**

<b>Drug Abuse Policy in Effect</b>	<b>YES</b>	<b>NO</b>
<b>Insurance Certificate Attached</b>	<b>YES</b>	<b>NO</b>
<b>Bid Surety Attached</b>	<b>YES</b>	<b>NO</b>
<b>Signature Form Executed</b>	<b>YES</b>	<b>NO</b>
<b>Affidavit of Qualification to Bid Executed</b>	<b>YES</b>	<b>NO</b>
<b>Non-Collusion Certificate Executed</b>	<b>YES</b>	<b>NO</b>

STANDARD SEALED BID FORM

BID NUMBER GM 25-01

BIDDER: \_\_\_\_\_

AGENT (TYPED): \_\_\_\_\_

FIRM Name: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Submitted by: \_\_\_\_\_

(Signature of authorized agent above)

\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Accepted by:

\_\_\_\_\_  
Daniel F. Mattson, P.E., C.F.M., C.M.E., by  
Authority of the County Commissioners

ATTEST:

\_\_\_\_\_ DATE \_\_\_\_\_

**BID SURETY**

KNOWN ALL MEN BY THESE PRESENTS, that we the undersigned,

\_\_\_\_\_, as

principal, and \_\_\_\_\_,  
as surety, are hereby held and firmly bound unto the County Commissioners of Kent County

AS OWNER in the penal sum of \_\_\_\_\_  
for the payment of which, well and truly to be made, we hereby jointly and severally bind  
ourselves, successors and assigns.

The condition of the above obligation is such that whereas the Principal has  
submitted to the County Commissioners of Kent County a certain BID, attached hereto  
and hereby made a part of hereof to enter into a contract in writing, for the

\_\_\_\_\_  
\_\_\_\_\_

NOW, THEREFORE,

- a) If said BID shall be rejected, or
- b) If said BID shall be accepted and the principal shall execute and deliver a contract in the form of Contract attachment hereto (properly completed in accordance with said BID) and shall furnish a BOND for his faithful performance of said contract, and for the payment of all persons performing labor, furnishings, materials, in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of the obligation as herein stated.

The Surety, for value received, hereby stipulated and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID and said Surety does hereby waive notice of any such extension. IN WITNESS WHEREOF, the Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

\_\_\_\_\_  
Principal  
By: \_\_\_\_\_

\_\_\_\_\_  
Surety  
By: \_\_\_\_\_

IMPORTANT: Surety companies executing BONDS must authorized to transact business in the State of Maryland.

**SIGNATURE FORM**

NAME OF BIDDER: \_\_\_\_\_

SIGNATURE OF AUTHORIZED PERSON: \_\_\_\_\_

PRINT AUTHORIZED PERSON: \_\_\_\_\_

TITLE OF AUTHORIZED PERSON: \_\_\_\_\_

STREET NAME AND NUMBER: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL \_\_\_\_\_

DATE: \_\_\_\_\_

BIDDERS FEDERAL EMPLOYERS' IDENTIFICATION NO. \_\_\_\_\_

BIDDERS CONTRACTORS LICENSE AND PERMIT NUMBERS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AFFIDAVIT OF QUALIFICATION TO BID**

I HEREBY AFFIRM THAT

1. I am the (Title) \_\_\_\_\_ and the duly authorized representative of the firm of (Name of Corporation) \_\_\_\_\_ whose address is \_\_\_\_\_

and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

Except as described in paragraph 3 below, neither I nor the above firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State of any county, bi-county, or multi-county agency, or subdivision of the State, have been convicted of, or have pleaded no contender to a charge of, or having during the course of an official investigation or other proceeding, admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland, or under the laws of any state or the Federal government.

2. (State "none", or as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the data: court, position with the firm, and the sentence or disposition, if any)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that this affidavit is to be furnished to the County Attorney for the County Commissioners of Kent County, and where appropriate, to others. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the County Commissioners of Kent County may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with Section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain person(s) who have been convicted of, or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**NON-COLLUSION CERTIFICATE**

I HEREBY CERTIFY I am the \_\_\_\_\_  
(Title)

and the duly authorized representative of the firm of \_\_\_\_\_

\_\_\_\_\_

whose address is \_\_\_\_\_

\_\_\_\_\_

AND THAT NEITHER I, nor to the best of my knowledge, information, and belief, the above firm, nor any of its other representatives I here represent, have:

- a. Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid, or offer being submitted herewith.
- b. Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder, or offer of herein or any competitor, or otherwise taken into action in restraint of free competition bidding in connection with the Contract for which the within bid or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name or Type



## GENERAL TERMS & 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. False or misleading information constitutes grounds 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 to generally accepted accounting principles, is sufficient to comply with the contract's budgetary and financial obligations and is sufficiently able 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 arisen 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 three (3) years after final payment (or for such longer period as may be required pursuant to any federal, state, or other loan or grant condition). 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, as amended, currently found at 42 U.S.C., § 12101, et seq.

### 3. APPLICABLE LAWS

This contract must be construed in accordance with the applicable laws, rules, and regulations of the State of Maryland (without regard to its conflicts of laws principles) and of Kent County. All Kent County laws, rules, and regulations are incorporated by reference into, and made a part of, this contract. In the case of any inconsistency between this contract and such laws, rules, and regulations, the laws, rules, and regulations shall 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 Maryland State courts located in Kent County, Maryland.

### 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 County's County Administrator, or as otherwise specifically provided for in the contract. Unless performance is separately and expressly waived in writing by the County Administrator, 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 County Administrator.

5. CHANGES

The County Administrator may unilaterally change the work, materials and services to be performed, in accordance with County law, rule, or regulation. 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. Any claim concerning an adjustment in time or money due to a change must be given in writing to the County Administrator, or the designated Contract Administrator, within thirty (30) days from the date that the change was ordered, or the claim will be waived. Any failure to agree upon a time or money adjustment must be resolved under the "Disputes" clause (Section 8) 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 County Administrator. The Contract Administrator is authorized to:

- 1) Serve as liaison between the County and 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 of service;
- 4) Serve as records custodian for this contract;
- 5) Accept or reject the Contractor's performance or service;
- 6) Furnish timely written notice of the Contractor's performance failures, if applicable, to the County Administrator;
- 7) Prepare required documents and reports;
- 8) Approve or reject invoices for payment;
- 9) Recommend contract modifications or terminations to the County Administrator; and
- 10) Issue Notice to Proceed.

B. The Contract Administrator is NOT authorized to make determinations (as opposed to recommendations) that alter, modify, terminate, or cancel the contract, effect a procurement, interpret ambiguities in contract language, or waive the County's contractual rights.

7. COST & PRICING DATA

The Contractor guarantees that any cost and/or pricing data provided to the County will be accurate and complete. The Contractor grants the County 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 non-current data supplied by the Contractor.

8. DISPUTES DURING CONTRACT PERFORMANCE

Any dispute by Contractor arising during the performance of the contract, which dispute is not disposed of by mutual agreement, must be decided as provided hereunder. Pending final resolution of a dispute, the Contractor must proceed diligently with contract performance. Subject to the discretion of the County Administrator, the head

of the County department, office, or agency ("Department Head") of the Contract Administrator is the designee of the County Administrator, for the purpose of dispute resolution. If the Contract Administrator is the Department Head, then the dispute shall be managed by the County Administrator. The Department Head may, with the Contractor's consent, delegate this responsibility to another person (other than the Contract Administrator). The Contractor waives any dispute or claim not made in writing and received by the Department Head within thirty (30) days of the occurrence giving rise to the dispute or claim. A dispute must be in writing, for specific relief, and any requested relief must be fully supported by affidavit and all relevant calculations, including cost and pricing information, records, and other information. The Contractor may, at the County's option, 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, unless specifically provided for in the contract. 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 the Contractor's obligations and warranties which, directly or indirectly, are intended by their nature or by implication to survive performance of the contract shall so survive the completion of performance, termination for cause, or the termination for convenience of the contract.

11. ENTIRE AGREEMENT

There are no promises, terms, conditions, or obligations other than those contained within the contract, including any terms, conditions, documents or exhibits thereto, and in these General Terms and Conditions. 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 Chapter 29 – Ethics of the Code of Public Local Laws of Kent County.

13. GUARANTEE

- A. Contractor guarantees for one (1) year from acceptance, or for such other period of time as may have been expressly stated in the contract or 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 such period. The Contractor must correct any and all defects in material and/or workmanship which 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 or services;
- 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 listed;
- 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 contract documents; and
- F. All goods shall be merchantable and fit for the particular purpose, ordered or purchased, and as the Contractor so represents and warrants.

14. HAZARDOUS AND TOXIC SUBSTANCES

Manufacturers and distributors are required by federal "Hazard Communication" provisions of 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 services or contemporaneous with delivery of goods.

15. IMMIGRATION REFORM AND CONTROL ACT

The Contractor warrants that both the Contractor and any subcontractor 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 but not limited to 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, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or, in the case of a citizen or intending citizen, because of such individual's citizenship status.

16. PROVISIONS

Notwithstanding any provisions to the contrary within any contract terms or conditions supplied by the Contractor, the County's General Terms and Conditions supersede the Contractor's terms and conditions in the event of any inconsistency, unless specifically waived or amended by the County.

In the case of any conflicts or ambiguities determined among the contract documents, such matters shall be resolved in favor of the following priorities:

- A. Any term or condition specifically provided for within a signed agreement or exhibit to a contract, other than terms and conditions provided by the Contractor;
- B. Terms and Conditions specified by the County in any Request for Proposal, Request For Qualifications, Invitation For Bid, or any other solicitation document, specifying with particularity the County's General Terms and Conditions; and
- C. These General Terms and Conditions.

The lack of a specific provision in any of the documents referred to in items 16.A. and 16.B. above shall not operate to create an ambiguity with these General Terms and Conditions.

17. 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 elected officials, employees, agents, boards, and agencies. Any incidental and consequential damages shall be limited to the amount of insurance required by the contractor hereunder.

18. INDEPENDENT CONTRACTOR

If the Contractor is an independent contractor, the Contractor and the Contractor's employees or agents are not agents or employees of the County. Neither these General Terms and Conditions nor the contract are intended to create any partnership, joint venture, agency or other relationship between the County and the Contractor.

19. INFRINGEMENT

The Contractor represents and warrants that there is no copyright or patent infringement with respect to any goods or materials furnished pursuant to the contract. The Contractor shall indemnify and hold harmless the County with respect to cost, expense, damages, and liability arising from or on account of any claim for infringement.

20. INSPECTIONS

The County has the right to monitor, inspect and evaluate or test all supplies, goods, or services 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 execution of the contract, the Contractor must obtain, at its own cost and expense, and must keep in force and effect during the term of this contract (including all extensions) the insurance specified in the contract. This must include any applicable table or attachment with an insurance company licensed or qualified to do business in the State of Maryland and with an A. M. Best rating of not less than A-. The Contractor must submit a certificate 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 County must be named as an additional insured on all liability policies. Forty-five (45) days written notice to the County of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than that shown on the applicable table, attachment, or contract provision for required insurance. Subject to applicable law, the County Administrator may waive or modify the requirements of this section 21 in whole or in part.

22. NON-CONVICTION OF BRIBERY

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

23. NONDISCRIMINATION IN EMPLOYMENT

The Contractor shall not discriminate in employment, or in the treatment of employees, or discriminate in any manner on the basis of race, color, gender, age, religion, creed, national origin, ancestry, marital status,

disability, political affiliation, or lawful sexual orientation and shall follow and obey all applicable State, Federal, and County laws and regulations regarding employment discrimination. The Contractor must bind its subcontractors to the provisions of this section.

#### 24. PAYMENTS

This contract is subject to a non-appropriations clause as provided herein. No payment 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 or provide goods, services, or construction prior to receiving written confirmation that the County has appropriated and encumbered funds for the work. If the Contractor fails to obtain this verification from the County 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, or for work in any period beyond the end of the County's fiscal year in which the contract is executed, continuation of this contract beyond the end of that fiscal year is contingent upon the subsequent appropriation of funds and encumbrance of those appropriated funds for payments under this contract. If funds are not appropriated and encumbered to support continued performance in a subsequent fiscal period, this contract terminates without further notice from, or cost to, the County. The Contractor acknowledges that the County Commissioners have 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. Accordingly, for each subsequent contract term, the Contractor must take appropriate action to verify that such funds have been appropriated and encumbered. See Annotated Code of Maryland, Article 31, section 3.

#### 25. PERSONAL PROPERTY

All furniture, office equipment, operator 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 termination or expiration of this contract, unless expressly stated otherwise.

#### 26. TERMINATION FOR CAUSE

The County may terminate the contract in whole or in part, and from time to time, whenever the County 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.

Prior to a termination for cause, the County will send the Contractor written notice specifying the cause. The notice will give the Contractor ten (10) days from the date the notice is issued to cure the default or make progress satisfactory to the County in curing the default, unless a different time is given in the notice. 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 incurred by the County to obtain substitute performance. A termination for cause shall be considered a termination for convenience as of the date the Contractor was advised of the termination for cause, if there was, in fact, no cause.

#### 27. 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 termination to be in the County's best interest. The termination is effective ten (10) days after the notice is issued, unless a different time is given in the notice. The County is liable only for payment for acceptable performance prior to the effective date of the termination, and for costs reasonably incurred as of the date of termination, including costs or items acquired by such costs that cannot be economically retained by the Contractor for other or future use of the Contractor.

28. TIME

Time is of the essence in the performance by Contractor of the contract and of all ancillary matters arising therefrom.

29. TITLE

All goods delivered or provided to the County or otherwise pursuant to the contract, and the title thereto, shall be free of any security interest, lien, contract restriction, or other form of encumbrance. Title shall pass to the County at the place of delivery to the County, subject to the County's right to inspect and accept or reject the goods.

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, and issuance of any required Notice to Proceed.