



TOWN OF CENTREVILLE

Queen Anne's County, Maryland

Fire Damage Restoration Chesterfield Cemetery Caretaker's Shop

Invitation to Bid

Documents Available: March 27, 2020 @12:00 p.m.

Mandatory Pre-bid Meeting April 1, 2020 @ 9:00 a.m.

Proposal Due: April 13, 2020 @ 1p.m.

Location: Centreville Town Hall
101 Lawyers Row
Centreville, MD 21617

CONTACT:

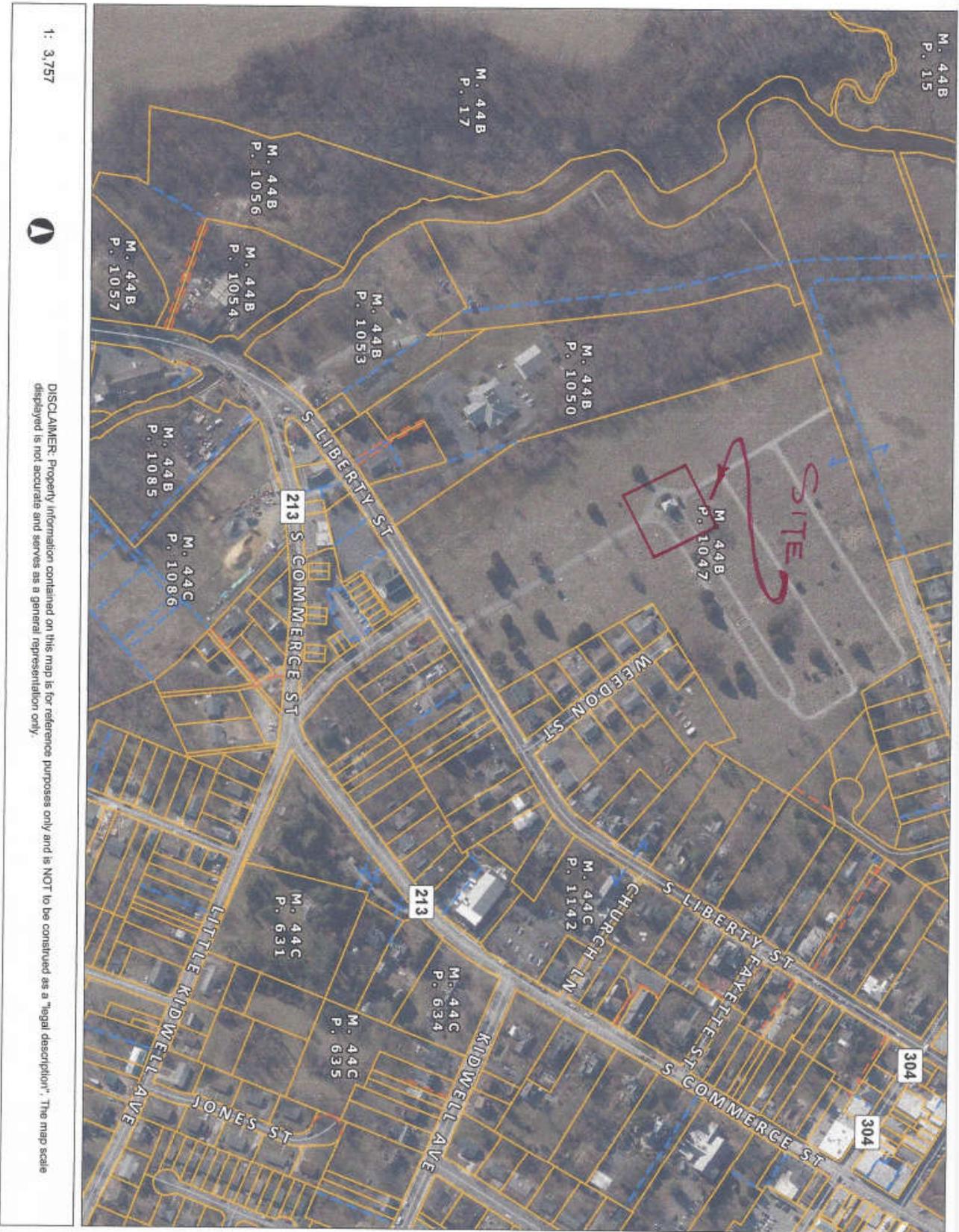
Michael C. Whitehill, Project Administrator
(c) 443-988-1947 or by e-mail - michael@whitehillconsultingllc.com

Town Hall
101 Lawyers Row
Centreville, MD 21617
410-758-1180

Bid Package Contents

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GENERAL VICINITY MAP



1: 3,757



DISCLAIMER: Property information contained on this map is for reference purposes only and is NOT to be construed as a "legal description". The map scale displayed is not accurate and serves as a general representation only.

Town of Centreville

INVITATION TO BID

Fire Damage Restoration

Chesterfield Cemetery Caretaker's Shop

The Town of Centreville is accepting sealed bids from qualified and interested bidders for the following project:

Complete fire damage restoration of the Chesterfield Cemetery Caretaker's Shop, all its surfaces, fixtures, and appurtenances.

Bid packages will be available on March 27, 2020 from Town Hall. Town of Centreville, 101 Lawyers Row, Centreville Maryland 21617. Telephone 410-758-1180, or found as a download in .pdf form on the Town's website: www.TownofCentreville.org.

A mandatory pre-bid meeting will be held on April 1, 2020 @ 9:00 a.m. at the Caretaker's Shop site (see map herein). Individuals interested in submitting a bid should contact the Town Office for further information. No bids will be accepted from contractors not in attendance.

Bids must be received at Town Hall by April 13, 2020 @ 1:00 p.m. at which time they will be publicly opened and read aloud.

The Town of Centreville reserves the right to reject any and all bid proposals, to waive any requirements and to accept all or part of any proposal considered to be in the best interest of the Town. Award of the contract is subject to the approval of the Town Manager and Town Council of Centreville. For project specific information, contact either: Michael C. Whitehill, Project Administrator - (c) 443-988-1947 or by e-mail - michael@whitehillconsultingllc.com or George Jamar, Town of Centreville Operations Manager- (c) (410) 490-8199 or by e-mail- gjamar@townofcentreville.org.

The Town of Centreville is an Equal Opportunity Employer. Discrimination based on age, race, sex, handicap or national origin is expressly prohibited.

STANDARD BIDDING FORMS

To: Town Manager, Town of Centreville

We hereby submit for your review the following proposal as requested by the Invitation for Bids. This Bid Form includes and incorporates all information and specifications as required by the CONTRACT DOCUMENTS, as described in "Information to Bidders", the same as if specifically written herein.

Fire Damage Restoration
Chesterfield Cemetery Caretaker's Shop

BID AMOUNT

Only Use Form on Pages 12-17 for this item

BIDDER:

AGENT:

FIRM:

ADDRESS:

PHONE:

EMAIL:

SUBMITTED BY:

(Signature of Authorized Agent)

(Title)

THIS _____ DAY OF _____, 2020.

TOWN OF CENTREVILLE USE:

Additional Information: _____

ATTEST:

ACCEPTED:

Steve Walls, Town Manager

BID FORM

BASE BID

The contractor is obligated to visit the Caretaker's Shop and develop a complete fire damage restoration bid. The Caretaker's Shop will be opened to bidders from 10:00 a.m.- 3:30 p.m. April 6, 2020 and from 7:30 a.m. to 3:30p.m. from April 7, 2020 through April 10, 2020. The following information has been provided in its raw form by the insurance adjusters and is provided herein as a guide to minimum remediation services required only. Bidders shall not rely on its accuracy or completeness in preparation of their bid scope. All fixture and materials proposed in the restoration shall be approved in advance by George Jamar-Town of Centreville Operations Manager (410) 490-8199.

1. Clean floor – Heavy 381.87 SF
2. Concrete sealer - brush or spray applied 381.87 SF
3. Paint concrete the floor 381.87 SF
4. Clean the walls – Heavy 746.65 SF
5. Seal block with masonry sealer 746.65 SF
6. Paint the walls - two coats 746.65 SF
7. Replace suspended ceiling tile - 2' x 4' 381.87 SF
8. Replace suspended ceiling grid - 2' x 4' 381.87 SF
9. Replace light fixture - Standard grade LED 4.00EA
10. Clean the ceiling – Heavy 381.87 SF
11. Seal the ceiling w/latex based stain blocker - one coat 381.87 SF
12. Paint the ceiling - two coats 381.87 SF
13. R&R Wood window - picture (fixed), 3-11 sf, High grade
14. Clean window unit (per side) 10 - 20 SF
15. Clean sill – wood 27.00 LF
16. Seal & paint wood window (per side)
17. Seal & paint window sill 30.00 LF
18. Clean exterior door (per side) – Heavy 4.00 EA
19. Seal & paint door—Slab only (per side) 2.00 EA
20. Prime & paint door—Slab only (per side) 4.00 EA
21. Clean electrical breaker panel – Large 1.00 EA
22. Clean outlet or switch 8.00 EA
23. Seal & paint door or window opening - Large (per side) 2.00 EA
24. Deodorize building - Hot thermal fog 3,627.74 CF
25. Negative air fan/Air scrubber (24 hr period) - No monit. 6.00 DA

310.67 SF Walls
400.04 SF Walls & Ceiling
9.93 SY Flooring
38.83 LF Ceil. Perimeter
89.38 SF Ceiling
89.38 SF Floor
38.83 LF Floor Perimeter

26. Clean floor – Heavy 89.38 SF
27. Concrete sealer - brush or spray applied 89.38 SF
28. Paint concrete the floor 89.38 SF
- 29 Clean the walls – Heavy 310.67 SF
30. Seal block with masonry sealer 310.67 SF
31. Paint the walls - two coats 310.67 SF

32. Replace light fixture - Standard grade 1.00 EA
33. Clean the ceiling – Heavy 89.38 SF
34. Seal the ceiling w/latex based stain blocker - one coat 89.38 SF
35. Paint the ceiling - two coats 89.38 SF
36. Clean window unit (per side) 10 - 20 SF 2.00 EA
37. Clean sill – wood 6.00 LF
38. Seal & paint wood window (per side) 2.00 EA
39. Seal & paint window sill 6.00 LF
40. Clean door (per side) 4.00 EA
41. Seal & paint door slab only (per side) 4.00 EA
42. Seal & paint door or window opening - Large (per side) 1.00 EA
43. Paint door or window opening - 2 coats (per side) 2.00 EA
44. Deodorize building - Hot thermal fog 715.00 CF
45. Negative air fan/Air scrubber (24 hr period) - No monit. 3.00 DA

205.59 SF Walls
 245.70 SF Walls & Ceiling
 4.46 SY Flooring
 25.70 LF Ceil. Perimeter
 40.12 SF Ceiling
 40.12 SF Floor
 25.70 LF Floor Perimeter

46. Clean floor – Heavy 40.12 SF
 47. Concrete sealer - brush or spray applied 40.12 SF
 48. Paint concrete the floor 40.12 SF
 49. Clean the walls – Heavy 205.59
 50. Seal block with masonry sealer 205.59 SF
 51. Paint the walls - two coats 205.59 SF 0.85
 52. Replace Light fixture - Standard grade 1.00 EA
 53. R&R Paneling - High grade 40.12 SF
 54. Seal & paint paneling 40.12 SF
 55. R&R Crown molding - 2 1/4" 25.70 LF
 56. Paint crown molding - two coats 25.70 LF
- CONTINUED - Bathroom
57. Clean toilet – Heavy 1.00 EA
 58. Clean toilet seat – Heavy 1.00 EA
 59. Clean sink – Heavy 1.00 EA
 60. R&R Medicine cabinet 1.00 EA
 61. Clean window unit (per side) 10 - 20 SF 2.00 EA.
 62. Seal & paint wood window (per side) 2.00 EA
 63. Seal & paint window sill 6.00 LF
 64. Clean door (per side) 1.00 EA
 65. Seal & paint door slab only (per side) 1.00 EA
 66. Paint door or window opening - 2 coats (per side) 1.00 EA
 67. Deodorize building - Hot thermal fog 320.94 CF
 68. Negative air fan/Air scrubber (24 hr period) - No monit. 3.00 DA
- Totals: Bathroom 24.42 372.84 1,864.07

Front Elevation Formula Elevation 18' x 8' x 0"
 104.33 SF Walls
 144.00 SF Long Wall
 18.00 LF Ceil. Perimeter

12.33 LF Floor Perimeter
144.00 SF Short Wall
Missing Wall - Goes to Floor 5' 8" X 7' Opens into Exterior.

70. Seal block with masonry sealer 104.33 SF
71. Paint the walls - two coats 104.33 SF
Totals: Front Elevation 3.25 51.68 258.37

Grand Total Areas:

1,367.23 SF Walls 511.36 SF Ceiling SF Walls and Ceiling
511.36 SF Floor 56.82 SY Flooring 155.46 LF Floor Perimeter
144.00 SF Long Wall 144.00 SF Short Wall 161.13 LF Ceil. Perimeter
511.36 Floor Area 551.59 Total Area 1,262.90 Interior Wall Area
966.34 Exterior Wall Area 96.93 Exterior Perimeter of Walls

REQUIRED SUPPLEMENTAL INFORMATION

1. Each bidder shall provide three (3) references for similar construction projects completed by the bidder within the last three (3) years. Provide description of the project, contract award amount, client/organization name, reference name/point of contact and phone number.
2. Certification (self-certification) that the bidder attended the mandatory site visit and pre-bid conference.
3. Bidder shall be licensed to perform work in Queen Anne's County for all required trades.
4. Bidder are responsible for securing all relevant permits for the proposed services.
5. When prepared, contractor shall request a preconstruction meeting with the Town.
6. Proposed construction start and completion dates.

AFFIDAVIT OF QUALIFICATION TO PROPOSAL

I hereby affirm that

1. I am the (Title) _____ and the duly authorized representative of the Company 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.

2. 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 or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have 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 Article 27 of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported).

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

I acknowledge that this affidavit is to be furnished to The Town Council of Centreville, the Town Attorney, and where appropriate, the Attorney General under Section 16D of Article 78A of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, The Town Council of Centreville 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 persons 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 a 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 or 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 proposal or offer being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the proposal price or price proposal of the bidder or offer or herein or any competitor, or otherwise taken into action in restraint of free competitive bidding in connection with the Contract for which the within proposal or offer is submitted.

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

(Signature)

(Date)

(Printed or Typed Name)

SIGNATURE FORM

Name of Bidder: _____

Signature of Authorized Person: _____

Title of Authorized Person: _____

Street Name & Number: _____

City, State, Zip Code: _____

Telephone Number: _____

Date: _____

Bidder's Federal Employers Identification No.: _____

Bidder's License No. if any: _____

Expiration Date: _____

Proposed Sub-consultants / Subcontractors

Portion of Work to Be Performed

GENERAL SPECIFICATIONS

1. GENERAL REQUIREMENT:

- A. It is the intent and purpose of this project to provide complete fire damage restoration of the Caretaker's Shop as proposed in the authorized bid.
- B. Town of Centreville reserves the right to determine acceptability of any bid according to the contract documents.

2. SCOPE OF WORK:

- A. The specific scope of services is as follows:
- B. Provide OWNER construction schedule.
- C. Coordinate with local utility companies.
- D. Obtain all appropriate Town of Centreville and Queen Anne's County permits.
- E. Work area is to be confined to the existing Caretaker's Shop.
- F. Work hours are from 7a.m. to dusk.
- G. Schedule and conduct preconstruction meeting with the Town of Centreville and the Project Administrator.
- H. Remove and dispose of all demolition material.
- I. Execute all contracted services.
- J. Call Operations Manager for final inspection.

3. SCHEDULE

Work under this contract shall begin upon the Town issuing a notice to proceed. The Town reserves the right to expand the scope of services, as appropriate, after negotiating with the successful bidder for the additional services. Changes in negotiated scope may also result in changes in the schedule, if mutually agreeable to the Town and the contractor.

4. PAYMENTS

Payments for work completed under this contract shall be made on a monthly basis and shall be subject to approval of the Town Manager. Payments shall be based on invoices provided by the contractor covering work completed in the prior month.

Payments shall be made to the contractor within 30 days of receipt of invoice, subject to the approval of the Town Manager.

5. INTERPRETATION OF CONTRACTUAL PROVISIONS:

In the event that there is a discrepancy in the contract documents between the special provisions, general specifications, and information to bidders, the following order of priority will be used to resolve the conflict:

- 1) General Specifications
- 2) Information to Bidders

In the event of a disagreement as to the interpretation of application of this contract, an arbitration board shall be set up to arbitrate and resolve any disagreement and/or help interpret the provisions. The board shall have one person appointed by the Town, one person appointed by the vendor, and a third person to be selected by the

two previously named. The ruling of any two members of the arbitration to board will be binding on both parties.

6. PROFESSIONAL STANDARDS:

All work is to be performed in a workmanlike manner in accordance with The Town of Centreville Standards and Specifications, and all the specifications made herein.

7. LICENSING AND CERTIFICATIONS:

Successful bidders working under this contract shall have current licenses and certifications as may be required under federal, state and local laws and regulations for the work to be completed.

Successful bidders will be required produce documentation of applicable licenses (if any) and certifications prior to beginning work under this contract.

8. PERMITS:

The Town of Centreville will waiver the Town's Building Permit Application fees, but permit must be applied for.

9. INSURANCE CERTIFICATE:

Prior to beginning work under this contract, successful bidders will be required to submit a certificate of insurance indicating levels of coverage applicable under their current policies.

10. BASIS OF AWARD:

Town of Centreville reserves the right to award this contract on the basis of price and / or qualifications for completing the project.

INFORMATION TO BIDDERS

INFORMATION TO BIDDERS

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INFORMATION TO BIDDERS

SECTION 1.

GENERAL

The Town Council of Centreville is accepting Sealed Bid Proposals for the work described in the specifications above.

SECTION 2.

CHANGES TO CONTRACT DOCUMENTS

Changes to the CONTRACT DOCUMENTS shall be made only in writing and copies will be mailed to all known perspective bidders and/or be made available via e-mail from the Project Administrator or found on the Town's Website. Bidders obtaining Contract Documents from the Town's website must send a statement of interest to the Town to be included on the prospective bidders list. The Town Council 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 OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve his from fulfilling any of the conditions of the contract.

SECTION 3.

BID INSTRUCTIONS

Bids shall be submitted to the Town of Centreville, Town Manager, 101 Lawyers Row, Centreville, Maryland 21617. Bids must be received by no later than the date and time listed on the Invitation to Bid. All proposals must be in a sealed envelope with the project name "Fire Damage Restoration – Caretaker's Shop" written on the envelope. Bids will be opened and read publicly immediately after the deadline for bid acceptance.

SECTION 4.

BID OPENINGS

All bids will be opened and publicly read by the Town Manager or his designee at 101 Lawyers Row, Centreville, Maryland 21617

SECTION 5.

BID PROCEDURE

Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. Owner further reserves the right to reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. Owner may also reject the Bid of any Bidder if Owner

believes that it would not be in the best interest of the Project to make an award to that Bidder. Owner also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.

More than one Bid for the same Work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the Work may be cause for disqualification of that Bidder and the rejection of all Bids in which that Bidder has an interest.

In evaluating Bids, Owner will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.

In evaluating Bidders, Owner will consider the qualifications of Bidders and may consider the qualifications and experience of Subcontractors, Suppliers, and other individuals or entities proposed for those portions of the Work for which the identity of Subcontractors, Suppliers, and other individuals or entities must be submitted as provided in the Supplementary Conditions.

Owner may conduct such investigations as Owner deems necessary to establish the responsibility, qualifications, and financial ability of Bidders, proposed Subcontractors, Suppliers, individuals, or entities proposed for those portions of the Work in accordance with the Contract Documents.

If the Contract is to be awarded, Owner will award the Contract to the Bidder whose Bid is in the best interests of the Project.

SECTION 6.

OMISSION OF SPECIFICATIONS

The omission of the buyer/owner of any specifications or details of any specification, 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, service or workmanship 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 equipment, 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.

SECTION 7.

BID FORMS

All Bids must be made on the attached Standard Bidding Forms. All blank spaces for the bid prices must be filled in, in ink or typewritten, and the bid form must be fully completed and executed when submitted. Only one copy of the bid form is required. A conditional or qualified bid will not be acceptable. The base price on the bid form shall

be the total cost of the item(s) being bid in accordance with the Invitation to Bid and specifications in the contract documents. Alternates shall only be used to reflect increases or decreases in the base bid price. Only those alternates which are specifically requested by the Town will warrant consideration.

SECTION 8. REQUIRED BID SECURITY AND INSURANCE

BID SECURITY

****Bid Security is not applicable to this project****

Insurance Certificate

The Contractor and subcontractors must obtain at its own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The Contractor’s insurance shall be primary. Within five (5) days after contract award the Contractor shall submit to the Town of Centreville, Attn: Town Clerk, Centreville Town Hall, 101 Lawyers Row, Centreville, MD 21617 a certificate of insurance with all endorsements.

In no event may the insurance coverage be less than shown below. Unless otherwise described in this contract the successful contractor shall be required to maintain for the life of the contract and to furnish the Town evidence of insurance as follows:

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
1. Workers’ Compensation 2. Employers’ Liability	Bodily Injury by Accident: \$100,000 each accident Bodily Injury by Disease: \$500,000 policy limits Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: WC 00 03 13 Waiver of Our Rights Recover From Others Endorsement signed and dated.
3. Commercial General Liability a. Bodily Injury b. Property Damage	Each Occurrence: \$1,000,000	Town shall be listed as additional provided 30-day notice of cancellation material changes in coverage. CG 20 37 07 04 and CG 20 10 07 04 forms to be signed and dated.

c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Complete g. Operations h. Personal Injury		
4. Automobile Liability a. All Owned Autos b. Hired Autos c. Non-Owned Autos	Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$1,000,000	Town shall be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. Form CA20 48 02 99 form to be
5. Excess/Umbrella Liability	Each Occurrence / Aggregate: \$1,000,000	Town shall be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.
6. Professional Liability	Each Occurrence / Aggregate: \$1,000,000	

SECTION 9.

DELIVERY

****Section 9 is not applicable to this project****

SECTION 10.

WAIVER OF TECHNICALITIES

The Town Council of Centreville reserves the right to waive informalities or technicalities in bids acting on behalf of the best interest of Town of Centreville.

Section 11.

CONTRACT AWARD

It is the intent of the Town Council of Centreville to award a contract using the criteria provided herein within 30 calendar days following the bid opening. Acceptance of a bid proposal and award of the contract is subject to the approval of the Town Council and the Town Manager. The Town Council reserves the right to reject any and/or all bids.

SECTION 12.

TAX EXEMPTION

The Town of Centreville is exempt from paying all Federal, State and Local Tax.

SECTION 13.

BASIS OF AWARD

1. Lowest responsive and responsible price as indicated by the total price on the bid form(s), assuming qualifications to perform work are adequately shown and / or verified.
2. Compliance with specifications.
3. Compliance with terms of Bid Package.

SECTION 14.

MODIFICATION OR WITHDRAWAL OF BIDS

1. Pre-Opening Modification or Withdrawal of Bids
 - a) Procedure - Bids may be modified or withdrawn by written notice received by the Town Manager 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.
2. Late Bids, Late Withdrawals and Late Modifications
 - a) Policy - Any Bid, request for Withdrawal, or request for Modification received at the place designated in the invitation for bids after the time and date set for receipt and opening of bids is late.
 - b) Treatment - A Late Bid may not be considered under any circumstances and will be mailed to the bidder's last known address unopened. Late Modifications and Late Withdrawals may be considered by the Town Council and allowed if in the best interest of the Town.

SECTION 15.

VENDORS ABILITY

The OWNER may make such investigations as he deems necessary to determine the ability of the BIDDER to perform the work, and the BIDDER shall furnish the OWNER all such information and data deemed necessary by owner for this purpose.

SECTION 16.

PAYMENT TERMS

Payment will be made for properly approved purchase orders supported by an invoice for work performed in accordance with these specifications.

SECTION 17.

****Section 17 is not applicable to this project****

PERFORMANCE BOND

I. 100% Performance and Payment Bond Requirement

Within 10 work days of notice from the Town, the awarded Bidder shall submit a Performance Bond and a Payment Bond (AIA Performance Bond and Payment Bond Form A312–2010, Surety & Fidelity Association of America or equivalent form) each in the amount of 100% of the awarded contract amount. The Performance and Payment Bonds must be issued by a surety licensed to conduct business in the State of Maryland.

The Town will not accept any other form of performance or payment security. Failure by the awarded Bidder to provide the Performance and Payment Bonds within the time specified shall be just cause for annulment of the award and the forfeiture of the Bid Security which shall become the property of the Town, not as a penalty but in liquidation of damages sustained.

SECTION 18.

SUBSTITUTIONS

****Section 18 is not applicable to this project****

SECTION 19.

ADDENDA

Addenda and or answers to interrogatories made at the mandatory pre-bid meeting will be faxed and/or mailed or delivered to all vendors who are known to have received a complete set of bidding documents. Copies of Addenda/ Answers to Interrogatories will be made available for inspection wherever Bidding Documents are on file for that purpose. No Addenda will be issued later than two (2) working days prior to the posted date for receipt of bids except an Addendum withdrawing the request for bids or one which includes postponement or extension of the date for receipt of bids.

SECTION 20.

ALTERNATES

An alternate is a dollar amount to be added to or subtracted from the base bid price. The Town Council may request alternate prices to compare various options that may be in their best interest. The Town 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.

SECTION 21.

CONTRACT DOCUMENTS

The Contract Documents shall include the Invitation to Bid, Standard Bidding Forms, Specifications, Information to Bidders, BID Envelope and Addenda and/or any other documents which are clearly intended to be a part of this contract.

SECTION 22.

BUDGET FUNDING

A contract made as a result of this bid will be subject to the appropriation of funds by the Town of Centreville. If the Town Council of Centreville does not appropriate any funds, then the Contract shall become invalid.

SECTION 23.

PURCHASE ORDER

****Section 23 is not applicable to this order****

SECTION 24.

TRADE AND BRAND NAMES

Except as provided for in Section 31. below, 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.

SECTION 25.

FEDERAL ASSISTANCE

Town of Centreville shall comply 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 natural origin, be excluded from, be denied the benefits of, or discriminated against under any program or activity receiving Federal financial assistance.

SECTION 26.

WARRANTY

(a) In addition to any other warranties in this contract, the Contractor warrants, except as provided in paragraph (i) of this clause, that work performed under this contract conforms to the contract requirements and is free of any defect in equipment, material, or design furnished, or workmanship performed by the Contractor or any subcontractor or supplier at any tier.

(b) This warranty shall continue for a period of 1 year from the date of final acceptance of the work. If the Town takes possession of any part of the work before final acceptance, this warranty shall continue for a period of 1 year from the date the Town takes possession.

(c) The Contractor shall remedy at the Contractor's expense any failure to conform, or any defect. In addition, the Contractor shall remedy at the Contractor's expense any damage to Town-owned or controlled real or personal property, when that damage is the result of—

(1) The Contractor's failure to conform to contract requirements; or

(2) Any defect of equipment, material, workmanship, or design furnished.

(d) The Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. The Contractor's warranty with respect to work repaired or replaced will run for 1 year from the date of repair or replacement.

(e) The Town shall notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect, or damage.

(f) If the Contractor fails to remedy any failure, defect, or damage within a reasonable time after receipt of notice, the Town shall have the right to replace, repair, or otherwise remedy the failure, defect, or damage at the Contractor's expense.

(g) With respect to all warranties, express or implied, from subcontractors, manufacturers, or suppliers for work performed and materials furnished under this contract, the Contractor shall—

(1) Obtain all warranties that would be given in normal commercial practice;

(2) Require all warranties to be executed, in writing, for the benefit of the Town, if directed by the Town; and

(3) Enforce all warranties for the benefit of the Town, if directed by the Town.

(h) In the event the Contractor's warranty under paragraph (b) of this clause has expired, the Town may bring suit at its expense to enforce a subcontractor's, manufacturer's, or supplier's warranty.

(i) Unless a defect is caused by the negligence of the Contractor or subcontractor or supplier at any tier, the Contractor shall not be liable for the repair of any defects of material or design furnished by the Town nor for the repair of any damage that result from any defect in Town-furnished material or design.

(j) This warranty shall not limit the Town's rights under the Inspection and Acceptance clause of this contract with respect to latent defects, gross mistakes, or fraud.

SECTION 27.

EQUAL OPPORTUNITY EMPLOYMENT

Contractors shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, national origin, or age. The bidder affirms this by submission of the bid form.

SECTION 28.

RESERVATION

The Town Council of Centreville reserves the right to increase or decrease quantities and/or projects at their discretion.

SECTION 29.

DELIVERY SCHEDULE

The Bidder is required to state on the Standard Bidding Form their most accurate date of delivery.

SECTION 30.

PRODUCT LITERATURE

****Section 30 is not applicable to this project****

SECTION 31.

EXCEPTIONS TO BIDS SPECIFICATIONS

Any bidder taking an exception to requested specifications must make these exceptions, clear and in writing, on the specification bidding forms. Additional information regarding exceptions can be attached to the sealed bid proposal. However, this section is not to be construed that Town of Centreville is obligating themselves to accept anything other than the Specifications requested elsewhere in this Bid Proposal.

SECTION 32.

DELIVERY PROVISIONS

****Section 32 is not applicable to this project****

SECTION 33.

INTERPRETATION OF CONTRACT DOCUMENTS

In the case of a discrepancy between any of the materials contained in the contract documents, the order of priority determining the Town's interpretation is as follows: 1) Special Provisions, 2) General Specifications, 3) Detailed Specifications and 4) Information to Bidders