

REQUEST FOR PROPOSALS FOR INSTALLATION OF PAVILION IN VIENNA,
MARYLAND 2024

INSTALLATION OF GABLE ROOF HARDTOP PAVILION FOR COMMUNITY PARK IN
VIENNA TO THE COUNTY OF DORCHESTER, MARYLAND.

INVITATION TO BID

The County Council of Dorchester County is requesting proposals for installation of a gable roof hardtop pavilion in Dorchester County.

Sealed bids, clearly marked "DORCHESTER COUNTY, MARYLAND, DEPARTMENT OF RECREATION AND PARKS PROJECT TO INSTALL A GABLE ROOF HARDTOP PAVILION," are to be submitted on September 12th, 2024 at the Dorchester County Office Building, Room 108, 501 Court Lane, Cambridge, MD 21613 no later than 1:00 p.m., at which time bids will be opened in Room 110 of the County Office Building.

The Request for Proposals is available at dorchestercountymd.com. For additional information and /or to schedule a site visit, please contact Duc Trieu, Recreation and Parks Director, at dtrieu@docogonet.com or (410) 228-5578.

The Dorchester County Council reserves the right to accept or reject any and all bids or parts of bids when it is judged in the best interest of the County.

George L. Pfeffer, Jr. President
Dorchester County Council

DORCHESTER COUNTY, MARYLAND DEPARTMENT OF RECREATION AND PARKS PROJECT TO SEEK PROFESSIONAL INSTALLATION OF A GABLE ROOF HARDTOP PAVILION AT VIENNA COMMUNITY PARK.

The Project

- Dorchester County is accepting proposals from vendors to provide professional installation of a gable roof hardtop pavilion for a community park. The address of the property is W/S on MD Route 331, Vienna, MD 21869.

Scope of Work

- Install a 12 feet wide by 20 feet long gable roof hardtop pavilion with a 4 inch cement pad underneath.

Vendor Qualifications

- Vendor shall have the wherewithal to provide services as specified, shall have proper insurance, equipment, knowledge, and employees in place to satisfactorily perform the professional installation of a gable roof hardtop pavilion in a timely fashion.

Tax Exemption

- The Department of Recreation and Parks, being a political subdivision, is exempt by law from applicable excise and sales tax.

Invoicing

- Contractor/Company shall provide a W-9 form. Invoices shall be paid approximately within 30 days of receipt. Partial or prepayments must be discussed prior to Invoicing. Final payments will not be made until project is completed to satisfactory.

Invoices may be emailed to dtrieu@docogonet.com

Or Mailed to:

Dorchester County Recreation and Parks
PO Box 598
Cambridge, MD 21613

Bidding Form

- Bids will be submitted on the “Bid Form” that is contained within this document.

Reservation

- The County Council reserves the right to reject any and all bids waive formalities, informalities, and technicalities therein, and to take whichever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders, or any other factors they deem appropriate.

Vendor’s Insurance

- The Vendor shall purchase and maintain during the life of this contract, Workman’s Compensation Insurance for all of his or any subcontractor’s employees employed at the site of the work; and such Public Liability and Property Damage Insurance as shall protect him from claims which may arise from operations under this contract for personal injury (including accidental death) as well as for property damage-whether such operations are by himself or by any subcontractor, or by anyone directly employed by them.
- Public Liability Insurance shall be in the amount not less than \$500,000 for injuries, including wrongful death to any one person; and, subject to the same limit for each person, in an amount not less than \$1,000,000 on account of one accident.
- Property Damage Insurance shall be in an amount not less than \$500,000 for damages on account of any one accident, and in an amount not less than \$1,000,000 for damages on account of all accidents.
- A Certificate of Insurance shall be provided as a condition of a contract award. Dorchester County shall be named as an additional insured.

Acceptance and Final Payment

When in the opinion of the vendor that he has substantially completed the work in a satisfactory manner in accordance with the terms of the contract, the vendor shall submit in writing to the County a request for a determination that the project is complete and suitable for its intended use. The County shall make an inspection of the entire project and shall provide in writing to the Contractor a finding if the project is substantially complete and if so a final punch list of the remaining work to be completed for final completion.

- As a condition for final payment, the vendor shall supply the following:
 - A. Release of Liens-The vendor shall deliver (in a form satisfactory to the County) a written report to the effect that all bills for labor, materials, and supplies have been paid or satisfactorily secured.
 - B. Consent of Surety-Projects bonded by a surety bond will require written Consent of Surety for Final Payment.

BID FORM

**DORCHESTER COUNTY, MARYLAND DEPARTMENT OF RECREATION AND PARKS PROJECT TO
INSTALL A GABLE ROOF HARDTOP PAVILION AT VIENNA COMMUNITY PARK.**

Cost of Project: _____

NOTE: Bidder must provide proof of insurance, references, proof of business status and all tax related information with bid.

Witness:

Bid Submitted By:

Company Name

Representative & Title

Email

Address

Phone number

Date

AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that

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

Representative of the firm of _____
(Name of Firm)

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, director, 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 omission which constitute bribery, attempted bribery, or conspiracy to bribe under the provision 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, official, or administrative body, the individuals involved and their position with the firm, and the sentence of disposition if any).

I acknowledge that this Affidavit is to be furnished to the Dorchester County Council and, where appropriate the Board of Public Works and to 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 Dorchester County Council 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 agencies or subdivisions.

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

Signature Date