



***REQUEST FOR BID PROPOSALS  
CITY OF COLLEGE PARK  
RFP NO. CP-21-06  
OLD PARISH HOUSE MASONRY REPAIRS***

***BID DOCUMENTS***

***ISSUE DATE: MARCH 26, 2021***

***ON-SITE PRE-BID MEETING: APRIL 9, 2021***

***QUESTIONS DUE: APRIL 14, 2021***

***BID SUBMITTAL DUE DATE: APRIL 30, 2021***

***CONTACT: Robert Marsili, Director of Public Works  
PHONE: 240-487-3601 ▪ EMAIL [rmarsili@collegetparkmd.gov](mailto:rmarsili@collegetparkmd.gov)***

**Old Parish House Masonry Repairs  
City of College Park  
RFP No. CP-21-06**

**Key Information Summary Sheet**

RFP Number:	CP-21-06
RFP Issue Date:	March 26, 2021
RFP Contact:	Robert Marsili City of College Park Department of Public Works <a href="mailto:rmarsili@collegeparkmd.gov">rmarsili@collegeparkmd.gov</a> 240-487-3601
Submittal Office:	City of College Park Finance Department 8400 Baltimore Avenue, Suite #375 College Park, MD 20740 Gary Fields, Finance Director
Submittal Format:	One original, two copies
On-Site Pre-Bid Meeting:	April 9, 2021 at 11:00 am Old Parish House 4711 Knox Road College Park, M D 20740
Deadline for Questions:	April 14, 2021
Bid Closing Date and Time:	April 30, 2021 2:00 p.m.

## I. GENERAL INFORMATION

The City of College Park (“the City”) requests bid proposals from qualified contractors to provide historic masonry repair services including environmentally-safe paint removal, masonry cleaning, spot cleaning (water and/or chemical), replacement/repair of brick units, repointing mortar joints and repair of damaged masonry, and exterior repainting at the Old Parish House located at 4711 Knox Road, College Park, MD 20740 (“Project”). All work shall be completed as specified in the plans, drawings, technical specifications, and bid documents, all forming the contract documents (the “Contract Documents”). The Project Manager for this Project is Robert Marsili, Director of Public Works PHONE: 240-487-3601, EMAIL [rmarsili@collegeparkmd.gov](mailto:rmarsili@collegeparkmd.gov).

Bids shall be delivered in hard copy, to include one original and two copies in an envelope labeled “Old Parish House Masonry Repairs, RFP # CP-21-06”, to Finance Director Gary Fields at 8400 Baltimore Avenue, Suite 375, College Park, MD 20740. **All bids must be received no later than Friday, April 30, 2021 at 2:00 p.m.** at which time they will be publicly opened and read aloud via conference call. A call-in number and access code for the bid opening will be posted to the City’s website at least 5 days before the bid opening. Bids received after the deadline will not be considered. Award of a contract will be made by the Mayor and Council of the City of College Park at a regular City Council meeting.

A Pre-Bid Meeting will be held at Old Parish House, 4711 Knox Road, College Park, MD 20740, **on April 9, 2021 at 11:00 a.m.** Attendees will be expected to follow CDC guidelines by wearing masks and maintaining a 6 foot distance from others. All questions about the meanings or intent, discrepancies or omissions, of the RFP Documents must be submitted at the Pre-Bid Meeting, or by email on or before April 14, 2021, to both Robert Marsili, Director of Public Works and Katie Hart, Community Development Planner, [rmarsili@collegeparkmd.gov](mailto:rmarsili@collegeparkmd.gov); [khart@collegeparkmd.gov](mailto:khart@collegeparkmd.gov). Responses will be provided by email to known bidders, and on the City’s website, by April 19, 2021.

Copies of the Bid Documents may be downloaded from the City’s website at <http://www.collegeparkmd.gov>. If you are unable to obtain the Bid Documents from the website, please contact the Finance Department, Monday-Friday 8:00 a.m.-5:00 p.m., at 240-487-3509.

The City of College Park is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work is expressly prohibited.

The City reserves the right to reject any or all proposals in the best interest of the City.

## **II. BACKGROUND**

Built in 1817, the Old Parish House originally served the Calvert Mansion as a dairy barn and is one of only two surviving outbuildings from the Riversdale Estate. It is one-story high with a gable roof, segmentally arched windows and side walls supported by brick buttresses. From 1894 to 1930, the building housed the congregation of St. Andrew's Episcopal Church and once a new church was constructed, became its parish house. After 1957, the building was the headquarters of the College Park Woman's Club until the City of College Park became owner in 1998. It is now used as a public meeting place and rented for special events.

The Project is funded by a grant from the Maryland-National Capital Park and Planning Commission (“M-NCPPC”) and by the City. The project is subject to grant agreement requirements. The Preservation Grant and Easement Contract between the City and M-NCPPC dated May 15, 2019 is attached as Exhibit A and incorporated by reference.

## **III. PROJECT DESCRIPTION**

This Project involves exterior masonry repair services including environmentally-safe paint removal, masonry cleaning, spot cleaning (water and/or chemical), replacement/repair of brick units, repointing mortar joints and repair of damaged masonry, and exterior re-painting at the Old Parish House. The Contractor will be required to obtain all required permits, including any required Historic Area Work Permit.

The work to be completed under this contract shall include all labor, equipment and materials necessary. Materials should conform as much as practicable with existing historic features. All work will be conducted using methods and materials that are historically compatible with the existing structure. Work described herein shall be in accordance with the drawings, typical details, plans and specifications contained in the Contract Documents. All construction work must meet or exceed applicable standards established by the City.

Before submitting a bid, each Bidder must (a) examine the Project Information in Section XIV thoroughly, (b) visit the site to become familiar with local conditions and on-going contracts that may in any manner affect performance of the Work, (c) become familiar with Federal, State, County and local laws, ordinances, rules and regulations affecting performance of the Work; and (d) carefully correlate these observations with the requirements of the Contract Documents.

## **IV. SCOPE OF WORK AND DELIVERABLES**

- A. Contractor will be required to execute work in accordance with detailed specifications in Exhibit B “Exterior Brick Restoration at OLD PARISH HOUSE”
- B. Contractor shall coordinate with the City and its architect for the Project, and participate in weekly status meetings on-site with City staff as needed .
- C. Contractor shall identify, prepare, file, coordinate, provide plans for, and obtain all

required regulatory permits and approvals, including without limitation, a Historic Area Work Permit.

- D. Contractor will be required to remove paint from the exterior masonry.
  - 1. Perform lead-based paint analysis.
  - 2. Submit proposed paint removal products for testing to the City for approval.
  - 3. Prepare field test panels for environmentally-safe paint removal including a written report with photographs detailing the testing and results.
  - 4. After consultation with the City, prepare exterior surfaces for paint removal using the preferred paint removal product identified after paint removal testing.
  - 5. Perform paint removal and handle all material that involves lead-containing paint and residue in compliance with lead-based paint provisions of all applicable federal, state, and local laws and regulations for identification, removal, labeling, handling, containerization, transportation, and disposal of lead-containing material including, but not limited to, those referenced herein.
  - 6. Clean window glass and frames, and all spattered surfaces using proper methods, using care not to damage adjacent surfaces.
- E. Contractor will inspect and repair the exterior masonry.
  - 1. The City and Contractor will assess the condition of existing brick and mortar joints after paint removal and the City will determine the best course of action.
  - 2. It is assumed that this will include:
    - i. replacement of damaged bricks with a suitable replacement brick compatible with the original brick in terms of color, size and physical properties,
    - ii. replacement of modern brick with appropriate compatible brick,
    - iii. removal of Portland cement mortar application,
    - iv. repointing the mortar using mortar that matches the original in color, grain size, and texture as seen in Exhibit C, Characterization of Historic Mortar dated January 28, 2019, which is incorporated by reference.
- F. Contractor will repaint the exterior of the building with breathable masonry coating.

A state of emergency exists in Maryland due to the COVID-19 pandemic and the Project may be impacted. In the event of delays to the critical path of the agreed Project Schedule resulting solely from the effects of the COVID-19 pandemic, the actual number of days of delay will be added to the Project Schedule as an equitable adjustment. Expected costs that may be incurred due to the need for social distancing, personal protective equipment, additional office facilities and cleaning have been included in the Contract Price.

## **V. PROJECT SCHEDULE**

The Project will commence within ten days of Notice to Proceed. Work for the Project shall be substantially completed within 180 days from Notice to Proceed and, in any event, on or before

April 15, 2022. The successful bidder will prepare a Project Schedule that is acceptable to the City once the contract is awarded.

## **VI. PROJECT BUDGET**

The Project is funded by a grant from the Maryland-National Capital Park and Planning Commission (“M-NCPPC”) and by the City. The project is subject to grant agreement requirements. The Preservation Grant and Easement Contract between the City and the Maryland-National Capital Park and Planning Commission dated May 15, 2019 is attached and incorporated herein as Exhibit A.

## **VII. REQUIRED QUALIFICATIONS:**

The selected bidder shall have a proven track record in successfully completing historic masonry repair and restoration projects. Bidders shall communicate experience through examples of similar and successful projects and demonstrate an in-depth knowledge of masonry repair and restoration with historic properties.

## **VIII. PAYMENT SCHEDULE**

Invoices for payment of services may be submitted on a monthly basis and must be accompanied by any other documentation required by the City. Invoices will be paid after approval by the City Finance Officer.

## **IX. PRE-BID MEETING**

On-site at Old Parish House, 4711 Knox Road, April 9, 2021 at 11:00 am.

Bidder’s attendance is not required but strongly encouraged. Bidders will be expected to follow CDC guidelines by wearing a mask and maintaining social distance of 6 feet from others.

## **X. SUBMISSION OF BID PROPOSAL:**

Bidders shall submit one original hard copy of the complete submittal and two copies prior to the opening date and time specified. If changes and erasures are made, such changes and erasures shall be clear and legible, and shall be initialed by the person signing the Bid Proposal Form. Proposals made on any other than the specified bid forms will not be considered. Any changes not approved by the Project Manager will cause rejection of the proposal.

The Bid Proposal will not be considered confidential or proprietary. Envelopes shall be labeled Old Parish House Masonry Repairs, RFP # CP-21-06.

Proposals shall be sealed and addressed to:

Gary Fields, Finance Director  
City of College Park Finance Department  
8400 Baltimore Avenue, Suite #375  
College Park, Maryland 20740

A bidder may submit only one bid proposal. More than one proposal from an individual, firm or partnership, corporation or association under the same or different names will not be considered on any given Contract, and will be considered grounds for disqualification and/or rejection of the proposals involved, unless prior approval has been granted by the City.

No bidder may withdraw his bid within 90 days after the opening thereof. Negligence on the part of the Bidder in preparing the Bid confers no right to the withdrawal of the Bid after it has been opened. Any and all costs incurred in the development of Bids, i.e., preparing and submitting, on-site product/service demonstrations, on-site visits, oral presentations, travel and lodging, etc., shall be the sole responsibility of Bidder.

By submitting a proposal, the bidder agrees and warrants that it fully understands the Project requirements. Errors in preparation of the proposal will not relieve the bidder from the terms thereof. Errors discovered after public opening cannot be corrected and the Bidder will be required to perform if the proposal is accepted.

The City reserves the right to amend or cancel the RFP at any time at its sole discretion before the execution of a contract with the selected bidder. In the event the RFP is withdrawn or cancelled, the City shall not be liable to any bidder for the costs incurred in connection with the RFP or the preparation of the bidder's response.

**A. Required Forms to be Submitted with Bid-** All forms listed below must be completed and submitted with the proposal.

1. Bid proposal form
2. Information Regarding Bidder
3. Non-Collusion Affidavit
4. Affidavit with Respect to Non-Conviction, Non-Suspension and False Pretenses
5. Tentative Project Schedule

## **XII. EVALUATION OF BID PROPOSALS:**

The evaluation of the submittals will be made based on the criteria below. The contract award will be made to the most qualified bidder who, in the City's sole opinion, has presented the Bid Proposal most advantageous to the City. The City reserves the right to reject any or all proposals and to accept the proposal that the City, in its sole and absolute discretion, considers most advantageous. All proposals will become the property of the City.

- Price

- General competence
- Past performance with similar work
- Qualifications and experience with similar projects

### **XIII. AWARD AND EXECUTION OF THE CONTRACT**

The Contract will be awarded by the Mayor and Council of the City of College Park. In determining which proposal is best, the City will take into consideration, among other things, the bid price, and the experience, qualifications, references, and currently available facilities of the Bidder to perform the work. The City reserves the right to reject any or all proposals, and to exercise its sole discretion to best serve the interests of the City.

Except where the City exercises the right reserved herein to reject any or all proposals, the Contract will be awarded on a per unit price or lump sum basis, as is in the best interest of the City of College Park.

The City reserves the right to cancel the award of the Contract at any time prior to execution of the Contract without liability on the part of the City.

The Bidder to whom the Contract has been awarded must execute a Contract substantially similar to the one attached within ten (10) business days after the award and submit such other documents as required by the Contract Documents, including a current insurance certificate listing the City of College Park as additional insured with an additional insured endorsement for the duration of this Project. Failure by the Contractor to execute the Contract and submit such other documents as required by the Contract Documents shall be just cause for annulment of the Award.

If the Bidder to whom the award is made shall fail to execute the Contract, and as herein provided, the award may be annulled and the Contract awarded to the second lowest responsive and responsible bidder, and such bidder shall fulfill every stipulation embraced herein, as if he were the original party to whom the award was made, or the City of College Park may reject all of the bids, as its interest may require.

### **XIV. PROJECT INFORMATION**

The following Project information is included as part of this RFP:

- Exhibit A: Old Parish House Grant Agreement dated May 15, 2019
- Exhibit B: Exterior Brick Restoration at OLD PARISH HOUSE dated February 20, 2020
- Exhibit C: Characterization of Historic Mortar dated January 28, 2019

### **XV. CERTIFICATIONS.**

In submitting a bid proposal, the bidder certifies:



A. That it does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, pregnancy, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.

B. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors shall constitute a material breach of the Contract for this Project.

C. Currently complies with the conditions of §69-6 “Equal Benefits” of the City Code, by providing equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners; or will comply with the conditions of §69-6 at time of contract award; or is not required to comply with the conditions of §69-6 because of allowable exemption.

**XVI. INSURANCE AND INDEMNIFICATION** – The following are contract requirements:

Successful Bidder will purchase from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in Maryland, and maintain during the entire term of this Contract, comprehensive general liability insurance, automobile liability insurance, and workers’ compensation insurance with limits of not less than those set forth below. On each policy, Successful Bidder will name the City as an additional insured, with the exception of the workers compensation insurance, and will provide an additional insured endorsement.

Comprehensive General Liability Insurance:

Personal injury liability insurance with a limit of \$2,000,000 each occurrence/aggregate;

Property damage liability insurance with limits of \$2,000,000 each occurrence/aggregate.

All insurance shall include completed operations, builders risk and contractual liability coverage.

Automobile Liability Coverage: Automobile fleet insurance \$1,000,000 for each occurrence/ aggregate; property damage - \$500,000 for each occurrence/aggregate.)

Workers’ Compensation Insurance: Successful Bidder shall comply with the

requirements and benefits established by the State of Maryland for the provision of Workers' Compensation insurance. Successful Bidder shall provide workers' compensation insurance meeting the statutory limits for Maryland and Employers' Liability limits of \$500,000. All corporations are required to provide Workers' Compensation Certificates of Insurance.

Successful Bidder covenants to maintain insurance, in these amounts, which will insure all activities undertaken by Successful Bidder on behalf of the City under this Agreement. Copies of the certificates of insurance and additional insured endorsements for all required coverage shall be furnished to the City within ten (10) days following the execution of this contract and prior to commencement of any work. The City shall receive 30 days prior notice of any amendment, reduction or elimination of the insurance coverage required herein.

Provision of any insurance required herein does not relieve Successful Bidder of any of the responsibilities or obligations assumed by the Successful Bidder in the contract awarded, or for which the Successful Bidder may be liable by law or otherwise. Provision of such insurance is not intended in any way to waive the City's immunities or any damage limits applicable to municipal government as provided by law.

The Successful Bidder shall also furnish to the City a Certificate of Insurance and additional insured endorsement in like amounts for any approved sub-contractor prior to commencement of work in the City.

The required insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Coverage will be primary and noncontributory with any other insurance and self-insurance.

The Successful Bidder shall indemnify and save harmless the City, its officers, agents, servants, and employees, from all suits, actions, and damages or costs of every kind and description arising directly or indirectly out of the performance of the Contract, including attorneys' fees, whether caused by negligent or willful actions or omissions on the part of the Successful Bidder, its agents, servants, subcontractors and employees.

## XVII. PERFORMANCE AND LABOR AND MATERIALS BONDS

The successful Bidder will be required to give Performance and Labor and Materials Bonds within 10 business days after the execution of the Contract. The Performance Bond shall be in the amount of 100% of the Contract Price and shall name the City as an insured and shall be in a form and with a surety acceptable to the City. The Labor and Materials bond shall be in the amount of 100% of the Contract Price.

## GENERAL TERMS AND CONDITIONS

### 1 A. DEFINITIONS

Wherever used in the Contract Documents, the following term shall be applicable to both the singular and plural thereof:

1. Addendum or Addenda - Written or graphic instruments issued prior to the Bid Opening of the Contract which modify or interpret the Contract Documents.
2. Approval - Written approval from the Project Manager.
3. Bid -The offer or proposal of the Bidder submitted in the prescribed manner on the prescribed form setting forth the prices for the Work to be performed.
4. Bidder - Any person, firm or corporation submitting a Bid for the Work.
5. **Bonds - Bid Bond, Performance Bonds, Labor and Material Payment Bonds, Maintenance Bonds, and other instruments of security furnished by the Contractor and his surety in accordance with the Contract Documents.**
6. Change Order - A written order to the Contractor signed by the Project Manager authorizing an addition, deletion or revision in the Work within the general scope of the contract Documents, authorizing an adjustment in the Contract Price or Contract Time.
7. City – City of College Park, Maryland
8. Commission - Washington Suburban Sanitary Commission or WSSC
9. **Contract/Contract Documents - The Contract, including Request for Bid Proposals, Information for Bidders, Bid Form, Contract, Bonds, Notice of Award, Notice to Proceed, Change Orders, Plans, Drawings, Certificate of Substantial Completion, Standard Specifications, Addenda, General Provisions, Standard Details, Geotechnical Report, Proposal, Information Regarding the Bidder, Bidder’s Questionnaire, Vendor’s Certification, Financial Disclosure Statement, Corporate Acknowledgement, Supplemental General Conditions, Special Conditions, Special Provisions, Affidavits, Insurance Certificates, and Federal Contract Provisions when appropriate.**
10. **Contract Price - The total monies payable to the Contractor under the terms and conditions of the Contract Documents.**
11. Contract Specifications Book - A set of documents issued by the City of College

Park for the Project which includes the Request for Bid Proposals, Information for Bidders, Bonds, Supplemental General Conditions, Special Conditions, Special Provisions, Addenda, technical specifications, drawings and other forms and attachments.

12. Contract Time - The specific date or the number of days stated in the contract for the completion of the Work.
13. Contractor - The person, firm or corporation with whom the City has executed the Contract.
14. County - Prince George's County, Maryland and any department thereof.
15. Day - A calendar day of 24 hours lasting from midnight one day to midnight the next day.
16. Environmental Pollution - Presence and action of physical, chemical, biological, and human agents that adversely affect individual and community health and welfare; unfavorably alter or destroy ecosystems of importance to man; or degrade significant aesthetic and recreational values.
17. Field Order - A written order to the Contractor issued during construction by the Project Manager or his agent for interpretations, clarifications and other instructions as to the intent of the Contract Documents.
18. Inspector - The authorized representative of the Project Manager assigned to make detailed inspection of any or all portions of the Work or materials therefor.
19. Manufacturer - Any person or organization who changes the form of a commodity or creates a new commodity and supplies it for the Work at any time, but who does not perform labor at the site.
20. Notice of Award - The written notice of the acceptance of the Bid from the Mayor and Council of the City of College Park to the successful Bidder.
21. Notice to Proceed - Written communication issued by the Project Manager to the Contractor, authorizing him to proceed with the work and establishing the dates of commencement and completion of the work.
22. Project - The undertaking to be performed as provided in the Contract Documents.
23. Project Manager – The person so designated by the City, or designee.

24. Provide - Means furnish and install as specified in Contract Documents.
26. Special Provisions - Clauses contained under the heading Special Provisions setting forth the requirements peculiar to the specific work included in the Contract.
27. Specifications - Contract Documents under the contract.
28. Standard Specifications - Maryland Department of Transportation, State Highway Administration, "Standard Specifications for Construction and Materials", as amended.
30. Subcontractor - An individual, firm or corporation having a direct contract with the Contractor or with any other subcontractor at any time for the performance of a part of the work at the site.
31. Substantial Completion - That date as certified by the Project Manager and/or Construction Manager when the construction of the Project or a specified part thereof is sufficiently completed in accordance with the Contract Documents so that the Project or specified part can be utilized for the purposes for which it is intended.
32. Supplier - Any person or organization who supplies materials or equipment for the Work at any time, including that fabricated to a special design, duty who does not perform labor at the site.
33. **Work - Any and all obligations, duties, and responsibilities necessary to the successful completion of the Project assigned to or undertaken by the Contractor under the Contract Documents, labor, materials, equipment and other incidentals and the furnishing thereof.**

Whenever, in the Contract Documents, the words DIRECTED, REQUIRED, PERMITTED, ORDERED, DESIGNATED, PRESCRIBED or words of like import are used, it shall be understood that the direction, requirement, permission, order, designation or prescription of the Project Manager is intended. Similarly, the words APPROVED, ACCEPTABLE, SATISFACTORY or words of like import shall mean approved, acceptable or satisfactory to the Project Manager unless otherwise expressly stated.

**B. ADDITIONAL INSTRUCTIONS AND DETAIL DRAWINGS**

The work under this Contract shall be built of the materials, sizes, dimensions, on the lines and slopes, at the depths, and in the manner called for by the Contract Documents and/or shown on the Contract Drawings or in accordance with such changes as may be approved from time to time during the progress of the work, as hereinafter provided.

The Contractor may be furnished additional instructions and detail drawings by the Project Manager as necessary to carry out the work required by the Contract Documents. The additional drawings and instructions thus supplied will become a part of the Contract Documents.

The Contractor shall carry out the work in accordance with the additional detail drawings and instructions.

C. WARRANTY – MAINTENANCE PERIOD

1. Unless otherwise provided in the specifications, the Contractor guarantees all work to be in accordance with contract requirements and free from defective or inferior materials, equipment, and workmanship for the period required in the Contract, to begin after the date of Substantial Completion.

2.. If, within any guarantee period, the City finds that warranted work must be repaired or changed because of the use of materials, equipment, or workmanship which, in the City's opinion are inferior, defective, or not in accordance with the terms of the contract, the Contractor will be notified in writing and the Contractor shall promptly and without additional expense to the City:

- a. Place in satisfactory condition all of such warranted work.
- b. Satisfactorily correct all damages to equipment, the building or contents thereof, which is the result of such unsatisfactory warranted work; and
- c. Satisfactorily correct any work, materials, and equipment that are disturbed in fulfilling the guarantee, including any disturbed work, materials, and equipment that may have been warranted under another contract.
- d. Should the Contractor fail to proceed promptly in accordance with the guarantee, the City may have such work performed at the expense of the Contractor.

3. Any special warranties that may be required under the contract shall be subject to the stipulations set forth herein, insofar as they do not conflict with the provisions of such special guarantees.

4. The Contractor shall obtain each transferable warranty of equipment, materials or installation thereof which is furnished by any manufacturer, supplier or installer. In addition, the Contractor shall obtain and furnish to the City all information which is required in order to make any such warranty legally binding and effective, and shall submit both the information and the guarantee to the City in sufficient time to permit the City to meet any time limit requirements specified in the warranty or, if no time limit is specified, prior to completion and acceptance of all work under this contract.

D. SCHEDULES, REPORTS AND RECORDS

**A tentative construction schedule has been provided by the Contractor.** The

Contractor shall submit to the Project Manager, in a timely manner, such schedules of quantities and costs, construction progress schedules, breakdown of lump sum items, reports, estimates, records and any other data, as requested by and acceptable to the Project Manager.

E.

CONTRACT REQUIREMENTS

The Contractor shall furnish all labor, materials, tools, equipment and transportation necessary for the proper execution of the Work in accordance with the Contract Documents and all incidental work necessary to complete the Project in an acceptable manner, ready for use, occupancy or operation by the City.

F.

MATERIALS, SERVICES AND FACILITIES

The Contractor shall do all of the work as stated in the Contract Documents. The Contractor shall provide and pay for all materials, taxes, labor, tools, equipment, light, power, transportation, supervision, temporary construction of any nature, and all other services or facilities of any nature whatsoever necessary to execute, complete and deliver the work within the specified time. Any temporary construction done to execute the work under contract shall be removed and the area shall be left in original condition or as specified in the Contract Documents. The Contractor shall complete the entire work together with such extra work as may be required, at the price fixed therefor, but at a total price not to exceed that provided for in the Contract, unless otherwise agreed in writing.

Materials and equipment shall be so stored as to insure the preservation of their quality and fitness for the work. Stored materials and equipment to be incorporated in the work shall be located so as to facilitate prompt inspection. The Contractor may request that materials required for this project be delivered to and stored at the College Park Public Works Facility, located at 9217 51st Avenue, College Park, Maryland 20740 and/or the project site, and the Project Manager may approve this request prior to execution of the Contract.

The Contractor shall provide a proposed written plan for any storage of materials and equipment, which must be approved in writing by the Project Manager before commencement of the work.

All construction and storage sites shall be kept clean and free of debris and trash. The Contractor shall provide sufficient trash receptacles with lids for use by its employees on site. The receptacles shall be emptied on a regular basis at Contractor's expense, with the contents disposed of properly.

Manufactured articles, materials and equipment shall be stored, applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturer and

as approved by the Project Manager.

#### G. PATENTS

The Contractor shall indemnify and save harmless the City from all suits, actions and damages or costs to which the City may be subjected by reason of the use of any patented article or process in the work under this Contract.

#### H. SURVEYS, PERMITS, LAWS AND REGULATIONS

1. SURVEYS - Unless otherwise specified, Contractor will furnish all boundary surveys and establish all baselines for locating the principal component parts of the work together with a suitable number of bench marks adjacent to the Work as shown in the Contract Documents.

2. PERMITS – The permits required for the work will be obtained by the Contractor.

The Contractor shall give all notices and comply with all permits, laws, ordinances, rules and regulations applicable to the conduct of the work as drawn and specified. If the Contractor observes that the Contract Documents are at variance therewith, he shall promptly notify the Project Manager in writing.

If any permit, license, or certificate expires, or is revoked, terminated or suspended, as a result of any action or omission on the part of the Contractor, he shall not be entitled to any additional compensation, nor to any extension of the completion date, by reason thereof.

3. LAWS AND REGULATIONS - The Contractor and his agents, servants, and employees shall strictly comply with the ordinances and regulations of the City, and all other applicable laws, when performing the work on this project. The Contractor shall protect and indemnify the City and its officers, employees and agents, against any claim or liability arising from or based on the violation of any such law, ordinance or regulation, whether by himself or by his agents, servants, or employees.

#### I. PROTECTION OF WORK, PROPERTY AND PERSONS

1. GENERAL - The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work according to the accepted practices, and applicable rules, regulations and laws. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to, all employees on the work and other persons who may be affected thereby, all the work and all materials or equipment to be incorporated therein, whether in storage, or on or off the site, and other property at the site



or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement during the entire course of construction.

In case of suspension of work for any cause whatever, the Contractor shall be responsible for the Project and shall take such precautions as may be necessary to prevent damage to the work, and provide for proper drainage, and shall erect any necessary temporary structure, signs, or other facilities at his expense. During such period of suspension of work, the Contractor shall properly and continuously maintain in acceptable growing condition all living material in newly established plantings, seedings and sodding furnished under this Contract, and shall take adequate precautions to protect new growth and other important growth against injury.

The Contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of any public body having jurisdiction. The Contractor shall erect and maintain, as required by the conditions and progress of the work, all necessary safeguards for safety and protection. The Contractor shall notify owners of adjacent utilities when prosecution of the work may affect them.

2. **ACCIDENT PREVENTION** - Precaution shall be exercised at all times for the protection of persons and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery and equipment and other hazards shall be guarded in accordance with the safety provisions of the most recent version of the Manual of Accident Prevention in Construction, as published by the Associated General Contractors of America, to the extent that such provisions are not inconsistent with applicable laws and regulations.
3. **LIGHT, RAILINGS AND WATCHMEN** - The Contractor shall place sufficient lights to light the work and work area to protect workers and public, and shall erect suitable railings, fences or other protection around the work zone, and provide all watchmen during the work, at all times, if they become necessary for the public safety. The Contractor shall place proper guards and lights for the prevention of accidents during and after delivery of materials and supplies, and shall at all times take all necessary precautions to avoid accidents or injury to persons or property.

The Contractor shall, upon notice from the Project Manager that he has not satisfactorily complied with the foregoing requirements, immediately take such measures and provide such means and labor to comply therewith as the Project Manager may direct. The Contractor shall not be relieved of his obligations under the Contract by any such notice or directions given by the Project Manager, or by his neglect, failure or refusal to give such notice or directions. In case the Contractor shall not comply with any order with respect to guarding the work, or public and private properties, the Project Manager may provide the

required protection and the cost thereof will be deducted from any monies due or to become due the Contractor under the Contract Documents. The Contractor shall not be relieved of his obligations under the Contract Documents by any such action of the Project Manager.

4. **CARE AND PROTECTION OF WORK** - From the commencement of the Contract until its completion, the Contractor shall be solely responsible for the care of the work and all injury or damage to same, from whatever cause, shall be made good by him, at his own expense, before the final estimate is made. The Contractor shall provide suitable means of protection for all materials intended to be used in the work and for work in progress, as well as for completed work.
5. **PROTECTION OF STRUCTURES FROM MATERIALS** - It shall be the responsibility of the Contractor to adequately protect the adjacent structures during the course of the project. The Contractor may use any protection method that is a normal practice. If any of the structures are defaced, they shall be repaired at the Contractor's expense.
6. **INJURY TO PROPERTY** - In case of any direct or indirect damage done to public or private property by or because of the work, or in consequence of any act or omission on the part of the Contractor, his agents, servants or employees, the Contractor shall, at his own cost and expense, restore such property to a condition similar or equal to that existing before such damage was done. In case of failure on the part of the Contractor to so restore such property or properties, the cost of such restorations shall be deducted from any monies due or to become due the Contractor under the contract, or the City may deduct from any monies due the Contractor, a sum sufficient, in the judgment of the Project Manager, to reimburse the owners of the property so damaged. This remedy shall be in addition to, and not in place of, any other remedy allowed by law.

J.

CHANGES IN THE WORK

1. **INCREASE OR DECREASE OF QUANTITIES** - The City reserves the right to increase or decrease the quantity of materials to be furnished or of work to be done under this Contract whenever it is deemed advisable or necessary. Such increase or decrease shall in no way void this Contract and the total price of the contract shall be adjusted accordingly. The City reserves the right to increase or decrease quantities based on a per unit price for the specific item, amount, or work requested without affecting the contract prices for any item or remaining work. Unit prices shall not be increased or decreased regardless of changes in quantity and shall be based solely on the unit price quotation.

2. ALTERATIONS - The City reserves the right to change the alignment, form, length, dimensions or materials of the work under the Contract whenever any conditions or obstructions are met that render such changes desirable or necessary. In the event such alterations make the work less expensive for the Contractor, a proper deduction shall be made from the Contract price and the Contractor shall have no claim on this account for damages or for anticipated profits on the work that may be dispensed with. In the event such alterations make the work more expensive for the Contractor, a proper addition shall be made to the Contract price as shall be determined by the Project Manager.
3. IMPLIED WORK - All incidental work required by the Contract Documents for which no payment is specifically provided and any work or materials not therein specified which are required to complete the work, and which may fairly be implied as included in the Contract and which the Project Manager shall judge to be so included, shall be done or furnished by the Contractor without extra compensation.
4. EXTRA WORK/CHANGE ORDERS - The Contractor shall do such extra work as may be approved by the Project Manager in writing as a change order. No claim for extra work shall be considered or allowed unless the said work has been so ordered. The extra work will be paid for on the basis of the unit prices agreed upon in the Contract Documents. In the event the extra work is not priced by unit in the Contract Documents, then the payment shall be as agreed upon by the Contractor and the Project Manager. The amount to be paid to the Contractor for extra work shall be determined in the following manner:
  - a. Wages of necessary day laborers and foremen actually employed on extra work, for such time as they are so employed, plus 15 percent.
  - b. Actual purchase price, as paid by the Contractor for materials actually incorporated into the extra work, plus 0 percent.
  - c. Actual rental price for vehicles equipment or machinery, as paid by the Contractor for their use in connection with extra work, plus 0 percent.

Payment for extra work shall not include an allowance for the time of superintendents, timekeepers, water-boys, flagmen or of any workmen or foremen not employed upon the extra work in question for a definitely and easily ascertainable period, or for insurance of employees or the public, or the use, maintenance or repair of tools or for the maintenance, operation and repair of machinery, or office accounting, project management or administrative expense, or any rent, interest, depreciation or bonding costs, or any other overhead, collateral or estimated expense, or any profit, and the costs of all such items shall be deemed to be included in the said allowance of 15 percent on

labor.

All extra work shall be done as economically and expeditiously as possible, and under sufficient but not disproportionate supervision. Labor shall be furnished at the current rates and materials shall be charged at the lowest market prices. The City may, at its option, furnish any material required for extra work and the Contractor shall not be entitled to any allowance or percentage on materials so furnished. Likewise, the City may supply any necessary machinery or equipment and the Contractor shall not be entitled to any allowance thereupon.

Separate itemized statements and itemized bills, covering the extra work done in each month on each change order for extra work shall be delivered to the Project Manager before the 5th day of the following month. All bills shall include vouchers showing the cost of materials supplied by the Contractor that have been actually incorporated into such extra work. The Contractor shall permit such examination of his books, bills, vouchers and accounts as the Project Manager may require in checking bills for extra work.

The decision of the Project Manager shall be final and binding upon all questions relating to extra work. If it is determined that any extra work bill is unreasonable or improperly performed, the Project Manager shall be empowered to require its revision and adjustment in accordance with such terms as they shall judge to be fair and reasonable.

The Project Manager will certify to the City those bills for authorized extra work, submitted in approved form and by the prescribed date, for which she recommends payment. Payment for approved extra work completed under the Contract during any month shall be subject to all the provisions of the Contract relating to the payment of current estimates. Should the work under any extra work order remain uncompleted during any month, the payment shall not be made until the correct estimate is determined for the month, or the entire work under said extra work order is completed. The Contractor shall not be entitled to any claim for interest on any bill for extra work on account of delay in its approval.

All approved extra work shall be considered a part of the Contract and shall be subject to all of the provisions thereof.

In case of neglect or refusal on the part of the Contractor to perform any required extra work, or to make satisfactory progress in its execution, the City may invoke the provisions of "O. Waiver of Contract and Right of Recovery of this Section". The Contractor shall not interfere with the prosecution of such work by the City.

During the progress of the extra work the Contractor shall carry forward all other parts of the work under the Contract, and may suspend any other part of the work only as approved by the Project Manager. No claim by the Contractor for extra compensation shall thereby be allowed. The Contractor, however, shall be entitled to an extension of time to the extent that the Project Manager shall certify that the work done under the Contract has been delayed by the performance of said extra work, provided that a claim for such extension shall be submitted in a timely manner.

K.

TIME FOR COMPLETION AND LIQUIDATED DAMAGES

- 1. EXTENSION OF TIME - If the amount of work done under the Contract is greater than indicated by the statement of quantities, or if the Contractor is materially obstructed or delayed in the procedure of the work by delay on the part of the City, the Contractor shall be entitled to such extension of the Contract time for the completion of the work, or any phase of the work, as the Project Manager shall certify in writing to be just and proper. A claim for such extension shall be made by the Contractor by a written notice sent to the Project Manager within 10 days after the date when such alleged cause for extension of time occurred. The notice shall state specifically the amount of delay that the Contractor is claiming. If said statement, thus made out, is not received within the prescribed time, the claim for extension of time shall be forfeited and invalid.**

No extension of time will be granted for ordinary delays, weather conditions or minor accidents.

- 2. DEFAULT IN COMPLETION - The Project Manager shall determine the number of working days that the Contractor is in default in completing the Contract, or any of its phases, within the specified period of time, and shall certify same to the City in writing. For each day so certified, the Contractor shall pay to the City the sum of \$500.00 per day, which sum is hereby agreed upon, not as a penalty, but as liquidated damages which the City will suffer by reason of such default, as the actual damage is difficult to quantify. The City, in its discretion, may extend the time for completion of the work beyond the Contract Time. The City shall be fully authorized and empowered to deduct and retain the amount of any such liquidated damages for each day that the Contractor shall be in default in completing the work after the time fixed in the Contract, or after any later date to which the time for completion may have been extended, from any monies due or to become due to the Contractor under the Contract at any time after such default has occurred. The permitting of the Contractor to finish the work or any part of it after the time fixed for its completion, or after the time to which completion may have been extended, shall in no way operate as a waiver on the part of the City of any of its rights under**

the Contract.

L.

EXECUTION OF WORK

1. The execution of work shall begin within five calendar days from notice to proceed and be carried on continuously to completion, subject to such suspensions as are provided for herein. The progress of the work shall be at a rate sufficient to complete the Contract, and its phases, in an acceptable manner within the time specified. If it appears that the rate of progress is such that the Contract is not being executed in a satisfactory and workmanlike manner, the Project Manager may order the Contractor to take such steps as he considers necessary to complete the contract within the time provided, or to prosecute the work in a satisfactory matter. The Contractor shall prepare and submit a written construction schedule, indicating the manner and order in which the work is to be accomplished, prior to beginning construction. The schedule must be approved by the Project Manager.
  
2. SUPERVISION AND DIRECTION OF WORK - The Contractor shall supervise the Work. The Contractor is solely responsible for the means, methods, techniques, sequences and procedures of construction. At all times when work is progressing within the City, the Contractor shall provide one or more supervisors on site who are capable of communicating with all parties involved. The supervisor(s) shall be designated by the Contractor in writing, and shall have full authority to act on behalf of the Contractor, to bind the Contractor, and to stop work. Communications given to the designated supervisor(s) shall be as binding as if given to the Contractor. In the absence of a supervisor on site, no work on the project will proceed. A fine of \$200.00 shall be assessed against the Contractor for each occasion on which a designated supervisor is not present on site as required.

While it is intended that the Contractor shall be allowed, in general, to carry out the Contract in accordance with the approved schedule, the Project Manager shall have the discretion to direct the manner in which the work shall be prosecuted, and may exercise such general control over the conduct of the work at any time or place as shall be necessary to safeguard the interests of the City. The Contractor shall have no claim for damages or extra compensation by reason of any such change in scheduling or conduct of the work. The Contractor shall immediately comply with any and all orders and instructions given by the Project Manager, provided however that nothing herein contained shall be considered such an assumption of control over the work by the City or the Project Manager as to relieve the Contractor of any of its obligations or liabilities under this Contract.

3. LINES, GRADES AND ELEVATIONS - Unless otherwise specified the

Project Manager will give all necessary lines, grades and elevations for the guidance of the Contractor and the Contractor shall conform his work thereto. Such lines, grades and elevations will be given as needed, but if for any reason minor delays should occur, the Contractor shall have thereby no claim for damage or extra compensation.

The Contractor shall preserve and maintain the position of all stakes, grade-boards and lines until authorized to remove same. If the Contractor fails to do so, any stakes or grade-boards that are moved shall be reset at the Contractor's expense. The Contractor shall furnish, when required, all necessary materials, labor and assistance, except for Project Manager assistance, for the setting of all stakes, grade-boards, line forms, etc., which may be required for the proper construction of the work.

Any work done without utilizing lines, levels and instructions provided by the Project Manager or without the supervision of any inspector will not be estimated or paid for except when such work is authorized by the Project Manager. Work so done without lines, levels, and instructions of the Project Manager or without supervision of an inspector may be ordered removed and replaced at the Contractor's cost.

4. NOTIFICATION OF PROJECT MANAGER - The Contractor must notify the Project Manager or designee at least 24 hours prior to commencing work, if work has been suspended for any reason other than normal non-working days. Failure to so notify the Project Manager may result in material or work being declared unsatisfactory and being removed or redone at the Contractor's expense. The Contractor must obtain written approval from the Project Manager or her representative at least 24 hours prior to suspending work, except for normal non-working days. In the event that work that scheduled commencement or suspension of work is delayed by inclement weather, the Project Manager must be notified immediately. The sum of \$100.00 for each such failure to notify shall be assessed against the Contractor. The monies will be deducted from any monies due to the Contractor under the Contract.
5. SATURDAY, SUNDAY AND HOLIDAY WORK - No material may be placed on Saturdays, Sundays, or holidays, or before 7:00 a.m. and after 7:00 p.m. on workdays, without the written consent of the Project Manager. A violation of this requirement may result in the removal of material at the Contractor's expense.
6. MAINTENANCE OF TRAFFIC - The Contractor shall carry on the work in such a manner so as to cooperate with all pedestrian and vehicular traffic in the vicinity. Access to the site for contractor equipment shall be arranged with the City prior to the beginning of work.

7. WATER SUPPLY - The Contractor shall provide at his own expense such quantities of clean, potable water as may be required for any and all purposes under this Contract.
8. SANITARY ARRANGEMENTS - Approved sanitary conveniences for the use of laborers and others employed on the work, properly screened from public observation, shall be furnished and maintained at the Contractor's expense. The collections in the same shall be disinfected or removed on a regular basis.
9. WORKMANSHIP - All materials furnished and all work done shall be of the quality and character required by the drawings and/or Contract Documents. Where no standard is specified, such work or materials shall be of a kind acceptable to the Project Manager. Any unsatisfactory materials furnished or work done at whatever time they may be discovered, shall be immediately removed and satisfactorily replaced by the Contractor when notified to do so by the Project Manager. If the Contractor shall neglect or refuse to remove such unsatisfactory work or material within 48 hours after the receipt of the notice to do so, or if he does not make satisfactory progress, the Project Manager may cause said work or material to be removed and satisfactorily replaced by other means. The expense thereof shall be charged to the Contractor. Such expense shall be deducted from any monies due or to become due to the Contractor under the Contract. Upon completion of the Contract, the entire work shall be delivered to the City in a satisfactory working condition.
10. ADJUSTMENT OF STRUCTURES - It shall be the Contractor's responsibility well in advance of the beginning of work to notify all public utility corporations, municipal bureaus or owners to make all necessary adjustments to public utility fixtures and appurtenances within or adjacent to the limits of the construction. Unless otherwise specified, these adjustments will be made by the owners and in advance of construction.
11. EMPLOYMENT OF SKILLFUL WORKMEN - The Contractor shall employ only competent, skillful workers to do or supervise the work. Whenever the Project Manager shall, in writing, notify the Contractor that any person employed on the work is, in his opinion, incompetent, disobedient, disorderly, discourteous or otherwise unsatisfactory, such person shall be removed and shall not again be employed on the work except with the consent of the Project Manager.
12. TIMBER AND BRUSH - All brush and/or timber cut during the course of work shall be removed from the work site in a timely fashion unless otherwise directed.



13. CONSTRUCTION OUTSIDE CITY PROPERTY - Where construction may occur outside City property, the Project Manager will obtain the permission from the owner to occupy the property during construction. The Contractor shall confine his operations strictly within the limits of the City property, unless he has the written permission of the owner of the property to occupy additional ground. Trees within the limits of the City property shall not be cut down without the written permission of the Project Manager.

The Contractor shall so conduct his work that there will be a minimum of disturbance of adjacent properties crossed. Fences shall be disturbed as little as possible and, if damaged or removed, shall be replaced to the satisfaction of the owner.

14. CONSTRUCTION IN VICINITY OF TREES – The City has control over trees in public areas such as roads, streets and public rights of way. Permission for roadside trees that require removal, within the work area, must be obtained from the City Arborist prior to removal. Any other trees may be cut down only with the written permission of the Project Manager or other owner of the property. The Contractor shall exercise due care not to unnecessarily injure any trees.

All required tree pruning needed to complete mechanical driving of posts, shall be the responsibility of the City.

15. UTILITIES - The Contractor shall be responsible for contacting all agencies relative to their installations and for locating them in the field. The Contractor shall be prepared to modify operations in order to accommodate utilities and shall bear the expense of all repairs to utilities damaged as a result of activities undertaken as part of the project.

M. REMOVAL OF DEFECTIVE WORK AND CONDEMNED MATERIAL

1. DEFECTIVE WORK - Neither the inspection or supervision of the work, nor the presence or absence of any employee of the City during the execution of any part of the work, shall relieve the Contractor of any of his obligations under the Contract or of conforming his work to the lines, grades and elevations given by the Project Manager. Defective work shall be made good and unsuitable material will be rejected, notwithstanding that such work and material may have been previously overlooked and accepted or estimated for payment. If the work or any part thereof shall be found defective or to have been damaged at any time before the final acceptance of the whole work, the Contractor shall make good such defective and damaged work at his own cost, even though said defect or injury may not have been due to any act, default or neglect on the Contractor's part. All materials shall be carefully examined by the Contractor for defects just

before placing, and any material found defective shall not be placed in the work.

2. **REMOVAL OF CONDEMNED MATERIAL** - If any material brought upon the site or selected for use in the work shall be condemned by the Project Manager as unsuitable or not in conformity with the Contract Documents, the Contractor shall forthwith remove it from the City. Condemned materials not removed within 48 hours after the receipt of notice by the Contractor, may be removed by the City and the cost of said removal shall be deducted from any monies due or to become due to the Contractor under the Contract.

N. SUSPENSION, ABANDONMENT OR DELAY IN THE WORK

1. **SUSPENDING WORK** - The City may suspend the whole or any part of the work under this Contract, if in its judgment such action is necessary or advisable.
2. **ABANDONMENT OR DELAY IN THE WORK** - If the work under this Contract shall be abandoned by the Contractor, or if at any time the Project Manager shall determine, that the performance of the Contractor is unnecessarily or unreasonably delayed, or that the Contractor is violating one or more provisions of the Contract, or is executing the same in bad faith, or if the work is not fully completed within the time allowed for its completion, together with such extensions of time as may have been granted, the City, by written notice, may order the Contractor to discontinue all work under the Contract, or any part thereof. Upon receipt of such notice, the Contractor shall discontinue the work, or such part thereof, and the City shall have the right to complete said work and charge the Contractor for same. The City may deduct the entire cost of said work from any monies due or to become due the Contractor under the Contract. For such completion of the work, the City may take possession of and use any or all materials, tools, machinery and appliances found on the site of the work.

When any part of the Contract is carried out by the City under this section, the Contractor shall continue the remainder of the work in conformity with the terms of the Contract and in such manner as not to interfere with the workmen employed by the City.

O. WAIVER OF CONTRACT AND RIGHT OF RECOVERY

1. **WAIVER** - Neither the acceptance of the whole or any part of the work by the Project Manager or the City or any of its employees, or any order, measurement or certified by the Project Manager, or any order of the City for the payment of money, or any payment by the City for the whole or any part of the work, or any extension of time, or any possession taken by the City or its employees, shall operate as a waiver of any portion of the Contract or of any power therein

reserved to the City, or any right to damages therein provided. Nor shall any waiver of any breach of the Contract be held to be a waiver of any other or subsequent breach.

2. **RIGHT OF RECOVERY** - The City shall not be precluded or estopped by any certificate made or given by the City or any of its agents, servants, or employees, under any provision of the Contract, from showing the true and correct amount and character of the work done and materials furnished by the Contractor or any other person under the Contract, at any time before or after the final completion and acceptance of the work and payment therefore, or from showing at any time that any such certificate is untrue and/or incorrect or improperly made in any particular, or that the work, or any part thereof, does not in fact conform to the Contract Documents. Notwithstanding any such certificate, or payment made by reason thereof, the City shall not be precluded or be estopped from demanding and recovering from the Contractor such damages as it may sustain by reason of his failure to comply with the terms of the Contract.

#### P. USE OF THE PREMISES

The City of College Park will have the right to enter the premises for the purpose of doing work not covered by the Contract Documents. This provision shall not be construed as relieving the Contractor of the sole responsibility for the care and protection of the Work or the restoration of any damaged work.

Prior to substantial completion, the City may use any completed or substantially completed portion of the work. Such use shall not constitute an acceptance of such portions of the work.

#### Q. PAYMENTS TO THE CONTRACTOR

1. **SCHEDULE OF VALUES** – If required by the Project Manager, within fifteen (15) calendar days after the Notice to Proceed, the Contractor shall submit for review and approval by the Construction Manager, a Schedule of Values for receiving progress payment during the construction period. A Schedule of values is a statement furnished by the Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing the Contractor's Applications for Payment.

Each activity of the construction schedule shall be allocated a dollar value. Each activity's assigned cost shall consist of labor, equipment, material costs and a pro rata contribution to overhead and profit. The sum of the activities' costs shall be equal to the total contract price. In submitting cost data, the Contractor certifies that they are not unbalanced or front-end loaded and that the value assigned to each activity represents the Contractor's estimate of actual costs of

performing that activity. The accepted schedule of values, in the best judgement of the Contractor and the Project Manager shall represent a fair, reasonable and equitable dollar cost allocation for each activity of the Contractor's construction schedule.

If, in the opinion of the Project Manager, the cost data does not meet the requirements for a balanced cost Bid breakdown, the Contractor will present documentation to the Project Manager substantiating any cost allocation on the cost data. Cost allocations shall be considered unbalanced if any activity of the construction schedule has been assigned a disproportionate allocation of direct costs, overhead and profit.

2. **CURRENT ESTIMATES - The Project Manager will prepare, on a monthly basis, his written estimate of the amount of work completed under the Contract. Such estimate may be approximate and shall be subject to correction in later estimates. Current estimates shall not contain any allowance for materials delivered upon the site of the Work but not incorporated therein, and the Contractor shall not be entitled to receive any payment therefor.**

Upon approval by the Project Manager, the City will pay to the Contractor up to 95% of the total amount of the estimate, provided, however, that the City may retain out of any such payments any or all sums it is authorized to retain by the terms of the Contract and/or any applicable law. The City shall be entitled to retain an additional 5% of the estimate pending receipt from the Contractor of any certificates required by the Project Manager from utilities. Further, payments on current estimates may be withheld at any time if, in the judgment of the Project Manager, the Contractor is not in compliance with the terms of the Contract.

3. **MEASUREMENT OF WORK AND MATERIAL - All quantities, work and material to be paid for will be measured and determined by the Project Manager in his sole discretion, according to the specifications, drawings, additional instructions in writing, and detail drawings that may be given to carry out the work required by the Contract Documents. No allowance will be made for any excess above the quantities required by the specifications, additional instructions in writing, and detail drawings on any part of the Work, except where such excess material has been supplied or work done by order of the Project Manager and in the absence of default or negligence on the part of the Contractor. Should the dimensions of any part of the work or of the materials be less than those required by the drawings or the directions of the Project Manager, only the actual quantities placed will be allowed in the calculations of the total price to the City.**
4. **EVIDENCE OF PAYMENT - The Contractor shall certify to the City within 10**

days after the final completion and acceptance of the whole work under the Contract, that all persons, partnerships and corporations who have done work or furnished materials under the Contract, or in or about the work contracted for, have been fully paid or secured. In the event such evidence is not furnished by the Contractor, such amount as may be deemed necessary by the City to pay such claims may be retained by the City out of any money due the Contractor under the Contract until such claims have been fully discharged.

5. **FINAL ESTIMATE AND RETAINAGE** - When the Project Manager shall deem that the Contractor shall have fully completed the work under the Contract, he shall make a written final estimate based upon actual measurements, of the whole amount of authorized work done by the Contractor and of the value thereof under the terms of the Contract, and shall certify to the City the completion of the work and the amount of the final estimate. All current estimates are subject to correction in the final estimate. The Project Manager's measurements upon which the final estimate is based, shall be deemed to be, and shall be, final and conclusive.

Upon approval of the final estimate, the City will notify the Contractor, in writing, of the acceptance of the work and transmit to him a copy of the final estimate. Out of the amount representing the total of the final estimate, the City shall deduct 5%, which shall be in addition to any and all other amounts which under the Contract it is entitled or required to retain, and shall hold said sum for a period of 6 months from and after the date of payment of the final estimate. Such part as may be necessary, or all of said retained sum, shall be applied to any expense which may be deemed to have been caused by failure of the Contractor to comply with the terms of the Contract, or to any breach of the Contract on the part of the Contractor. The City shall be empowered to make any required repairs or renewals during said period without notice to the Contractor if it shall judge such action to be necessary, or if after notice, the Contractor shall refuse or neglect to do said required work or make satisfactory progress thereon within such period as the Project Manager shall consider necessary or reasonable. Further, the City is entitled to retain 5% of said sum pending receipt from the Contractor of any certification required by the Project Manager from utilities. In addition, the City shall retain those sums equal to any outstanding unpaid amounts claimed by any suppliers, sub-contractors, or others for labor or materials contributed to the work.

Within 15 days after the approval of the final estimate, the City will pay to the Contractor those sums remaining after the deductions as set out herein.

6. **FINAL PAYMENT** - Upon the expiration of the aforesaid period of 6 months succeeding the payment of final estimate, the City will pay to the Contractor all sums reserved or retained, less such amounts as it may be entitled under the

provisions of the Contract to permanently retain.

R. ACCEPTANCE OF FINAL PAYMENT AS RELEASE

**The acceptance by the Contractor of the final payment shall release the City and every officer, employee and agent thereof, from all claims by the Contractor made for work and/or materials provided under the Contract.**

S. RESOLUTION OF CONTRACT QUESTIONS

The Project Manager shall decide any and all questions which may arise as to the quality and acceptability of materials furnished and work performed and as to the manner of performance and rate of progress of the work and shall decide all questions which may arise as to the interpretation of any or all plans relating to the work and of the specifications and all questions as to the acceptable fulfillment of the Contract on the part of the Contractor; and the Project Manager shall determine the amount and quantity of the several kinds of work performed and materials which are to be paid for under the Contract and such decision shall be final and conclusive, in case any question shall arise, shall be a condition precedent to the right of the Contractor to receive any money due under the Contract. Any doubt as to the meaning of the wording of the specifications, Contract, the intent of the plans and all directions and explanations requisite or necessary to complete the work, or make definite any of the provisions of the specifications, Contract or plans and to give them due effect, will be interpreted by the Project Manager. The decision of the Project Manager shall be final.

T. ACCIDENT PREVENTION

Precautions shall be exercised at all times for the protection of persons and property. The safety provisions of all applicable laws, and building and construction codes shall be observed. Machinery and equipment and other hazards shall be guarded in accordance with the safety provisions of the latest editions of the Manual of Accident Prevention in Construction, published by the Associated General Contractors of America, and the American Standard Safety Code for Building Construction, to the extent that such provisions are not inconsistent with applicable law or regulation.

W. APPROVAL BY THE CITY OF COLLEGE PARK

It is expressly understood and agreed that the selection of the Contractor, and any sub-Contractor, and acceptance of the Agreement for construction of the Project, is subject to the prior approval of the Mayor and Council of the City of College Park and to funding. The City may for any reason deemed to be in its best interest decide not to award the bid and/or to enter into an Agreement for construction of the Project.

X. MEETINGS

The Contractor, or designated Supervisor, shall be available to meet with the Project

Manager, and any State, County or City or Commission representative on an as-necessary basis.

Y. GUARANTEE OF UNIT PRICE

The unit prices in the Contract shall be guaranteed by the Contractor for up to and until the completion of the project.

Z. CONSTRUCTION SCHEDULE

The Contractor shall prepare a schedule of procedure and sequence of construction that shall be submitted within 10 business days after the Contract is signed by the Contractor, which must be approved by the Project Manager. This schedule shall be reviewed periodically and adjusted as necessary.

AA. WAIVER OF LIENS

The Contractor shall provide a signed, notarized waiver of liens to the Project Manager upon completion of the work, and various phases of the work, which shall state that all liens have been fully paid.

BB. INTERIM AND FINAL INSPECTIONS

Upon completion of the work, or various phases of the work, as appropriate, the Project Manager, in conjunction with any required governmental inspector, as necessary, will inspect the completed project or part thereof, and if deficiencies are present, shall so inform the Contractor, who shall have all said deficiencies corrected. The Contractor is responsible for ensuring that all necessary inspections are scheduled and performed by the appropriate individual and/or agency. The Project Manager shall be notified immediately of any adverse or unexpected conditions located in the field in order to allow for inspection before further action is taken or work performed in that area.

CC. UTILITIES

The Contractor is responsible for locating all utilities in the field, and for appropriate and timely notice of intent to perform work to all utilities involved. The Contractor shall coordinate the work, including all adjustments, with all utilities in the area. All adjustments of utilities shall be performed at the Contractor's expense. The Contractor shall ensure that all work involving any utility shall be inspected, approved, and accepted by that utility. Damage caused to existing facilities by the Contractor's operations shall be repaired or replaced at Contractor's expense to the utility's acceptance.

DD. WORK RECORDS

The Contractor is responsible for maintaining all records necessary to demonstrate the

cost, in terms of labor and materials, and for providing a final accounting of costs, of all phases of this Contract, as required by the City. The Contractor agrees to make all of its applicable records available to the City upon request.

EE. MISCELLANEOUS

1. Contractor to maintain a clean and safe site on a daily basis and provide a final clean for the building upon completion of work.

2. Contractor to conduct a final project walkthrough. City will develop a punch list for completion of work.

3. Contractor to keep site safe and clean on a daily basis with daily reports to be provided to the City.

4. Contractor is responsible for project management, site supervision, site electrical, water, port-a-pots, phones, and other general conditions to complete the above work independently. Contractor is responsible to contact Miss Utility prior to any excavation work. Contractor responsible for any and all site utility surveys prior to excavation work. Contractor shall provide copies of all tickets to the Project Manager.

5. Daily project management and site supervision from Contractor is required for the complete project. Contractor must meet all City security, safety and facility procedures for this project.



**CITY OF COLLEGE PARK**

**RFP NO. CP-21-06**

**OLD PARISH HOUSE MASONRY REPAIRS**

**BID PROPOSAL FORM (3 PAGES)**

CITY OF COLLEGE PARK  
Planning and Community Development  
8400 Baltimore Avenue, Suite 375  
College Park, MD 20740

SUBMISSION DUE DATE: April 30, 2021  
TIME: 2:00 p.m.

---

**TO BE COMPLETED BY BIDDER**

Having carefully examined the Request for Proposals, Instructions to Bidders, , the proposed Contract and **Addenda Numbered** \_\_\_\_\_ (complete if any addenda were issued, or enter "None"), and having received clarification on all items of conflict or upon which any doubt arose, and understanding that all unit prices bid will remain in effect throughout the term of the contract, whether completed at one time or in interrupted phases, the undersigned proposes to furnish all labor, equipment, materials, etc., required by the documents for the entire work, all in strict accordance with the contract documents, for the stipulated sum of:

**Subtotals:**

- |   |    |
|---|----|
| <b>1. Lead-based Paint Testing</b>                                | \$ |
| _____   |    |
| <b>2. Paint Removal Testing</b>                                   | \$ |
| _____   |    |
| <b>3. Paint Removal and Disposal (assuming no lead paint)</b>     | \$ |
| _____   |    |
| <b>4. Lead Paint Removal and Disposal (if lead paint present)</b> | \$ |
| _____   |    |
| <b>5. Masonry Repair</b>  | \$ |
| _____   |    |
| <b>6. Painting with breathable masonry covering</b>               | \$ |
| _____   |    |

**Total Not to Exceed Price for 1-6 in words and figures:**

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(Written)

\$ \_\_\_\_\_

(Figures)

*Listing of Personnel Performing the Contract Work and Hourly Billing Rates*

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**SPECIAL TERMS AND CONDITIONS:**

- A. Failure to properly and completely fill in all blanks may be cause for rejection of this proposal.
- B. It is understood that the proposal price will be firm for a time period of ninety (90) calendar days from the proposal opening date, and that, if the undersigned is notified of acceptance of this proposal within this time period, the Bidder shall execute a contract for the above stated compensation.
- C. The prices shall be stated in both words and figures.
- D. In submitting this bid, the Bidder certifies that the Bidder:
  - 1. Currently complies with the conditions of §69-6 “Equal Benefits” of the City Code, by providing equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners; or
  - 2. Will comply with the conditions of §69-6 at time of contract award; or
  - 3. Is not required to comply with the conditions of §69-6 because of allowable exemption.
- E. In submitting this bid, the Bidder certifies that the Bidder does not discriminate on the basis of age, race, color, creed, pregnancy, religion, national origin, ancestry, disability,

marital status, sex, sexual orientation, gender identity, physical characteristic or other unlawful basis of discrimination.

Name of Bidder: \_\_\_\_\_

Name of Individual  
Authorized to Bind the Bidder \_\_\_\_\_

Signature:  
\_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Date: \_\_\_\_\_

_____	_____
License No.	Date Issued
_____	
Place of Issuance	

TO BE SUBMITTED WITH BID

## INFORMATION REGARDING THE BIDDER

(This information may be submitted in a substitute format if responses correspond to question numbers.)

### 1. Name of Proposer

\_\_\_\_\_  
(Individual/Firm/Corporation)

Bidder's Business Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

FAX Number: (\_\_\_\_\_) \_\_\_\_\_

E-mail Address:  
\_\_\_\_\_

Federal ID Number (EIN): \_\_\_\_\_

**2. Is the business incorporated?** \_\_\_\_\_ Yes \_\_\_\_\_ No

### Non-Corporate Business

**3. If the response to question #2 above is "No", list the name and business and residence address of each individual having a ten percent (10%) or greater financial interest in the business.**

<u>Name</u>	<u>Business Address</u>	<u>Residence Address</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

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Corporate Business Entity Please answer questions 4 and 5

**4. List the names of all officers of the corporation, their business and residence addresses and the date of which they assumed their respective offices.**

<u>Name</u>	<u>Office</u>	<u>Residence and Business Address</u>	<u>Date Office Assumed</u>

**5. List the names of all members of the current Board of Directors, and their business and residence addresses.**

<u>Name</u>	<u>Business Address</u>	<u>Residence Address</u>

**6. Please provide the following information concerning work that you have done within the last five (5) years which is like the work requested.**

<u>For Whom Performed</u>	<u>Contract Amount</u>	<u>Date Completed</u>	<u>Contact's Name &amp; Telephone Number</u>

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**7. Bidder must answer the following questions: (The word “you” refers to an individual, partnership, partner and/or corporation and its officers.)**

a. Have you ever failed to complete any contract awarded to you? \_\_\_\_\_

If yes, state where and why. \_\_\_\_\_

b. Have you ever been affiliated with an organization that failed to complete a contract?

\_\_\_\_\_

If yes, state name of organization and circumstances.

\_\_\_\_\_

\_\_\_\_\_

c. With what other businesses are you affiliated?

\_\_\_\_\_

d. Please list all persons who will supervise the work on this study.

\_\_\_\_\_

\_\_\_\_\_

e. Please provide at least 3 references, including any Maryland governmental units or agencies for whom you have worked on a similar project. Include the name and telephone number of your contact with each.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

f. Identify all subcontractors that you intend to use in performing work under this Contract and specify the work each is expected to perform.

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h. Give value of any judgments or liens outstanding against your organization. \_\_\_\_\_

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i. Is your organization licensed in the State of Maryland for the current year?

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

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Name of Bidder

By:

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Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**TO BE SUBMITTED WITH PROPOSAL**

**Non-Collusion Affidavit**

\_\_\_\_\_, being duly sworn on oath, deposes and says:

That he/she is the

\_\_\_\_\_  
(Owner, Partner, Title if on behalf of a Corporation)

of \_\_\_\_\_,  
(Name of Business, Corporation or Partnership)

the party submitting the Proposal; that no officer of the said Corporation has nor has any person, firm or corporation acting on its behalf; agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Proposal being submitted herewith; and that the said Corporation has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Proposal Price of the Bidder herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the Proposal is submitted; that in making this Affidavit, the affiant represents that she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of her knowledge and information.

To be signed by a duly authorized Officer.

\_\_\_\_\_(SEAL)  
Name

Title \_\_\_\_\_

Date: \_\_\_\_\_



TO BE SUBMITTED WITH PROPOSAL

**AFFIDAVIT WITH RESPECT TO NON-CONVICTION, NON-SUSPENSION AND FALSE PRETENSES**

I hereby affirm that:

1. I am the \_\_\_\_\_ (Title) and duly authorized representative of \_\_\_\_\_ (Name of Business Entity) 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 7 below, neither I nor the Business Entity 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, or in 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 (conduct prior to July 1, 1977 is not required to be reported); and
3. Except as described in Paragraph 7 below, neither I nor the Business Entity 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 under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and
4. Except as described in Paragraph 7 below, neither I nor the Business Entity 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 found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.
5. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its

employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have been debarred or suspended under this subtitle.

6. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, information and belief, any officer, director, partner, member or associate thereof; nor any of its employees directly involved in obtaining contracts with the City, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.
7. State "none" below or, as appropriate, list any suspension, debarment, conviction, plea or admission described in Paragraph 2 - 6 above, with the circumstances, date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.

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I acknowledge that this affidavit is to be furnished, where appropriate, to the City of College Park under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the City of College Park may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

I further affirm that the business entity is properly registered to do business in the State of Maryland, or is not required to be registered.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name



**SAMPLE CONTRACTOR AGREEMENT**

THIS CONTRACTOR AGREEMENT (“Agreement”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between CITY OF COLLEGE PARK (hereinafter referred to as the “City”), a municipal corporation of the State of Maryland, whose address is 8400 Baltimore Avenue, Suite 375, College Park, Maryland 20740 and \_\_\_\_\_ referred to as “Contractor”), whose address is \_\_\_\_\_

WHEREAS, the City wishes to provide for paint removal, masonry repair, and repainting of the Old Parish House; and

WHEREAS, the Contractor wishes to provide said services.

NOW, THEREFORE, in consideration of the premises and mutual promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

**I. Scope of Work.** Pursuant to the Agreement, the Contractor agrees to furnish all the material and perform all of the work in compliance with the requirements and standards contained in the Contract Documents, as defined herein. The work to be completed under this contract shall include all required labor, equipment and materials. Materials should conform as much as practicable with existing historic features. All work will be conducted using methods and materials that are historically compatible with the existing structure. Contractor shall comply with all applicable federal and state laws, regulations, guidelines, and technical standards, including the *Secretary of the Interior 's Standards and Guidelines for Archaeology and Historic Preservation*. Contractors must be familiar with the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Work described herein shall be in accordance

with the drawings, typical details, plans and specifications contained in the Contract Documents.

All construction work must meet or exceed applicable standards established by the City.

Before submitting a bid, each Bidder must (a) examine the Contract Documents thoroughly, (b) visit the site to become familiar with local conditions and on-going contracts that may in any manner affect performance of the Work, (c) become familiar with Federal, State, County and local laws, ordinances, rules and regulations affecting performance of the Work; and (d) carefully correlate these observations with the requirements of the Contract Documents.

The Scope of Work and Deliverables includes the following:

- A. Contractor will be required to execute work in accordance with detailed specifications in Exhibit B “Exterior Brick Restoration at OLD PARISH HOUSE”
- B. Contractor shall coordinate with the City and its architect for the Project, and participate in weekly status meetings on-site with City staff as needed . Contractor shall identify, prepare, file, coordinate, provide plans for, and obtain all required regulatory permits and approvals, including without limitation, a Historic Area Work Permit.
- C. Contractor will be required to remove paint from the exterior masonry.
  - 1. Perform lead-based paint analysis.
  - 2. Submit proposed paint removal products for testing to the City for approval.
  - 3. Prepare field test panels for environmentally-safe paint removal including a written report with photographs detailing the testing and results.
  - 4. After consultation with the City, prepare exterior surfaces for paint removal using the preferred paint removal product identified after paint removal testing.
  - 5. Perform paint removal and handle all material that involves lead-containing paint and residue in compliance with lead-based paint provisions of all applicable federal, state, and local laws and regulations for identification, removal, labeling, handling, containerization, transportation, and disposal of lead-containing material including, but not limited to, those referenced herein.
  - 6. Clean window glass and frames, and all spattered surfaces using proper methods, using care not to damage adjacent surfaces.
- D. Contractor will inspect and repair the exterior masonry.
  - 1. The City and contractor will assess the condition of existing brick and mortar joints after paint removal and the City will determine the best course of action.
  - 2. It is assumed that this will include:
    - i. replacement of damaged bricks with a suitable replacement brick compatible with the original brick in terms of color, size and physical properties,

- ii. replacement of modern brick with appropriate compatible brick,
- iii. removal of Portland cement mortar application,
- iv. repointing the mortar using mortar that matches the original in color, grain size, and texture as seen in Exhibit C.

E. Contractor will repaint the exterior of the building with breathable masonry coating.

The Parties agree that a state of emergency exists in Maryland due to the COVID-19 pandemic and that the construction of the Project is or may be impacted. In the event of delays to the critical path of the agreed Project Schedule resulting solely from the effects of the COVID-19 pandemic, the actual number of days of delay will be added to the Project Schedule as an equitable adjustment. Expected costs that may be incurred due to the need for social distancing, personal protective equipment, additional office facilities and cleaning, have been included in the Contract Price.

**3. Dates of Work.** Work under the Contract shall commence on or before ten (10) days from Notice to Proceed. Work for the Project shall be substantially completed within 180 days from Notice to Proceed and, in any event, on or before April 15, 2022. All work shall be performed pursuant to the project schedule submitted by the Contractor and approved by the City. It is understood by the parties hereto that time is of the essence in the completion of the services under this Agreement.

**4. Contract Price.** The City agrees to pay to the Contractor, as consideration for the Contractor's satisfactory performance of all obligations under this Agreement, the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_ ). Said Contract Price

shall include all incidental costs, including, but not limited to, travel, printing, copying, drawings, diagrams and photographs. Invoices for payment under this Agreement may be submitted on a monthly basis and must be accompanied by a statement of work completed

and percent completed by phase and/or any other documentation required by the City.

5. **Contract Documents.** This Agreement and the following enumerated documents form the Contract and they are fully a part of the Contract as if attached hereto:

Request for Bid Proposals  
Bid Proposal Forms and Affidavits  
Addenda  
General Conditions  
Performance Bond  
Labor and Materials Bond  
Other Documents Contained within the Bid Specifications  
Certifications and Affirmations Required by the City  
Certificate(s) of Insurance and Endorsements  
Construction Schedule

In the event any term of the foregoing documents conflicts with the terms of this Agreement, this Agreement shall prevail over the Technical Specifications and Exhibits B and C, which shall prevail over the remaining Contract Documents.

6. **Other Payments; Expenses; Taxes.** The City will not be responsible for any cost or expenses of operation of any kind associated with Contractor's provision of services pursuant to this Agreement, except as set out herein. Contractor shall be entitled to no fees, bonuses, contingent payments, or any other amount in connection with the services to be rendered hereunder except as set out herein. The parties hereto further agree that the City shall have no obligation to reimburse, pay directly or otherwise satisfy any expenses of the Contractor in connection with the performance of its obligations under this Agreement.

It is expressly understood and acknowledged by the parties hereto that the fees payable hereunder shall be paid in the gross amount, without reduction for any Federal or State withholding or other payroll taxes, or any other governmental taxes or charges. The parties hereto further

recognize that Contractor, as an independent contractor of the City, is responsible for directly assuming and remitting any applicable Federal or State withholding taxes, estimated tax payments, Social Security payments, unemployment compensation payments, and any other fees, taxes, and expenses whatsoever. In the event that Contractor is deemed not to be an independent contractor by any local, state or federal governmental agency, Contractor agrees to indemnify and hold harmless the City for any and all fees, costs and expenses, including, but not limited to, attorneys fees incurred thereby.

7. **Insurance.** Contractor will purchase and maintain during the entire term of this Agreement comprehensive general liability insurance, automobile liability insurance, and workers' compensation insurance with limits of not less than those set forth below. On each policy except for workers compensation, Contractor will name the City of College Park its officers, officials, agents, servants, and employees as additional insureds.

A. Comprehensive General Liability Insurance

- (1) Personal injury liability insurance with a limit of \$2,000,000 each occurrence/aggregate;
- (2) Property damage liability insurance with limits of \$500,000.00 each occurrence/aggregate.

All insurance shall include completed operations, builders risk and contractual liability coverage.

B. Automobile Liability Coverage Automobile fleet insurance \$1,000,000.00 for each occurrence/ aggregate; property damage - \$500,000.00 for each occurrence/aggregate.)



C. Workers' Compensation Insurance. Contractor shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation insurance. All Corporations are required to provide Workers' Compensation Certificates of Insurance.

Contractor covenants to maintain insurance, in these amounts, which will insure all activities undertaken by Contractor on behalf of the City under this Agreement throughout the term of the Agreement. Copies of the certificates of insurance and additional insured endorsements for all required coverage shall be furnished to the City within ten (10) days following the execution of this contract and prior to commencement of any work. The Certificate shall demonstrate that the Contractor has complied with the requirements of this section and be in a form acceptable to the City. The City shall receive 30 days prior notice of any amendment, reduction or elimination of the insurance coverage required herein.

A policy which allows the costs associated with investigating, management or defense of any claim, or any other cost incurred by the insured or the insurance carrier, to be deducted from the policy limits is not acceptable. Required insurance shall be purchased and maintained with a company or companies lawfully authorized to do business in the State of Maryland. Insurance companies providing coverage herein shall have an AM Best rating of A-VII or better.

The Contractor shall be responsible for the maintenance of this insurance, whether the work is performed directly by the Contractor; by any subcontractor; by any person employed by the Contractor or any subcontractor; or by anyone for whose acts the Contractor may be liable.

Provision of any insurance required herein does not relieve Contractor of any of the

responsibilities or obligations assumed by the Contractor in the contract awarded, or for which the Contractor may be liable by law or otherwise. Provision of such insurance is not intended in any way to waive the City's immunities or any damage limits applicable to municipal government as provided by law.

**8. Indemnification.** The Contractor shall indemnify and save harmless the City, its officers, officials, employees and agents, from all suits, actions and damages, costs, liabilities, and expenses of every kind and description, including reasonable attorneys' fees, arising directly or indirectly out of the performance of its services under this Agreement, caused by the negligent or willful act or omission on the part of the Contractor, its agents, servants, employees and/or subcontractors.

**9. Licenses, Permits, Applicable Laws.** Contractor will be responsible for obtaining any and all licenses and permits pertaining to performance of work under the Agreement. All services and materials provided by Contractor shall conform to all applicable laws and regulations.

**10. Materials and Standard of Work.** All work performed and material provided pursuant to this Agreement shall be in conformance with standards and specifications applicable in the industry. All work shall be performed in a neat and workmanlike manner by trained and experienced personnel. Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor at Contractor's expense, notwithstanding that such deficiencies have been previously accepted or were due to no fault of the Contractor.

**11. Subcontracting.** The Contractor may not subcontract any other work required under this Agreement without the consent of the City. If the Contractor wishes to subcontract any of the said work, it must provide subcontractor names, addresses, and telephone numbers and a

description of the work to be done. The Contractor is not relieved of primary responsibility for full and complete performance of any work identified to the subcontractor. There shall be no contractual relationship between the City and the subcontractor.

12. **Accurate Information.** The Contractor certifies that all information provided in response to requests for information is true and correct to the best of its knowledge and belief. Any intentionally false or misleading information is grounds for the City to terminate this contract.

13. **Errors in Specifications.** The Contractor shall take no advantage of any error or omission in the specifications. The City shall make such corrections and interpretations as may be deemed necessary and that decision shall be final.

14. **Construction and Legal Effect.** This Agreement, including all Contract Documents, constitutes the entire understanding between the parties. No modification or addition to this Agreement shall have any effect unless made in writing and signed by both parties hereto.

15. **No Assignment.** This Agreement shall not be assigned or transferred by Contractor, whether by operation of law or in any other manner, without prior consent in writing from the City. In the event of insolvency of either party, this Agreement shall terminate immediately at the election of the other party.

16. **Termination for Default.** Notwithstanding anything to the contrary herein, this Agreement may be terminated upon the failure of the Contractor to deliver work, supplies, materials or services in a timely manner, to correct defective work or materials, to act in good faith, or to carry out the work in accordance with contract documents, each of which shall constitute a breach of this Agreement. In such event, the City may give notice to the Contractor to cease work until the cause for such order has been eliminated. Should the Contractor fail to correct such default within 24 hours after receipt of notification, the City may terminate this

Agreement. This provision shall not limit the City in exercising any other rights or remedies it may have.

**17. Termination for Convenience.** The performance of work or delivery of services under this Agreement may be terminated in whole or in part at any time upon written notice when the City determines that such termination is in its best interest. The City will be liable only for labor, materials, goods, and services furnished prior to the effective date of such termination.

**18. Notices.** All notices shall be sufficient if delivered in person or sent by certified mail to the parties at the following addresses:

William F. Gardiner  
Interim City Manager  
City of College Park  
4500 Knox Road  
College Park, MD 20740

Contractor

**19. Costs.** The prevailing party as determined by a court of competent jurisdiction shall be entitled to attorneys' fees and costs incurred in any actions or claims brought to enforce this Agreement, or for damages hereunder.

**20. Enforcement Provisions.** The failure of the City or Contractor, at any time, to enforce any of the provisions of this Agreement, or any right with respect thereto, will in no way be construed to be a waiver of such provisions or right, or in any way to affect the validity of this Agreement. The exercise by either party of any rights under this Agreement shall not preclude or prejudice the subsequent exercise of the same or any other rights under this Agreement.

**21. Governing Law.** This Agreement shall be governed by the laws of the State of

Maryland, excluding its conflict of law rules, as if this Agreement were made and to be performed entirely within the State of Maryland.

**22. Severability.** If any term or provision of this Agreement shall be held invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each term and provision of this Agreement shall be enforced to the fullest extent permitted by law.

**23. Set-Off.** In the event that Contractor shall owe an obligation of any type whatsoever to the City at any time during the term hereof or after termination of the relationship created hereunder, the City shall have the right to offset any amount so owed by the Contractor against any compensation due the Contractor from the City.

**24. Non-Discrimination.**

A. The City of College Park is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work is expressly prohibited.

B. In submitting this bid, the Bidder certifies that it does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.

**25. Equal Benefits.**

A. Contractor must comply with the applicable provisions of § 69-6 of the City Code. The Contractor shall provide the City Manager, or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with these provisions.

B. Upon request, the Contractor shall provide evidence of compliance with the provisions of § 69-6 of the City Code upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Contractor may not be in compliance with the provisions of this section.

C. The failure of the Contractor to comply with § 69-6 of the City Code will be deemed to be a material breach of the covered contract.

**26. Performance and Labor and Materials Bonds.** The Contractor will be required to give Performance and Labor and Materials Bonds within 10 business days after the execution of the Contract. The Performance Bond shall be in the amount of 100% of the Contract Price and shall name the City as an insured and shall be in a form and with a surety acceptable to the City. The Labor and Materials bond shall be in the amount of 100% of the Contract Price in a form acceptable to the City.

**27. Changes.** The City may unilaterally change the work, materials and services to be performed. The change must be in writing and within the general scope of the contract. The contract will be modified to reflect any time or money adjustment the Contractor is entitled to receive. Contractor must bring to the Project Manager, in writing, any claim about an adjustment in time or money resulting from a change, within 30 days from the date the City issued the change in work, or the claim is waived. 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.

**28. Recordkeeping.** The Contractor shall retain and provide those records about the Project work required by the City to comply with Exhibit A, Preservation Grant and Easement Contract between the City and M-NCPPC.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement under seal  
the day and year first above written.

WITNESS:

CITY OF COLLEGE PARK

\_\_\_\_\_  
Janeen S. Miller, CMC, City Clerk

By: \_\_\_\_\_  
William Gardiner, Interim City Manager

WITNESS:

CONTRACTOR

\_\_\_\_\_

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

Approved as to form and legal sufficiency

\_\_\_\_\_  
Suellen M. Ferguson,  
Attorney for the City of College Park

