



Solicitation for Appliance Repair Contractors

February 4, 2020

Prepared by:

Arundel Community Development Services, Inc.

Arundel Community Development Services, Inc.
2666 Riva Road Suite 210
Annapolis, MD 21401

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Arundel Community Development Services, Inc. (ACDS), a private nonprofit housing and community development corporation, is seeking pricing from Appliance Repair Contractors to perform repair and maintenance services to kitchen appliances consisting of refrigerators, ranges (electric / gas), dishwashers, and microwaves with built-in range hoods. These services are for the provision of the ACDS Scattered Sites and Tenthouse Creek Rental Program; as well as, other projects throughout Anne Arundel County.

ACDS intends to select one or more qualified Appliance Repair Contractors who respond to this Solicitation. Selected firms will be sign an Open-End Contract with ACDS for a period of approximately three (3) years.

The funding source may vary for each project; therefore, payment for services will be made available from a combination of federal, state and county sources.

I. GENERAL PROVISIONS

- A. The selected Appliance Repair Contractors shall purchase and maintain insurance that will protect them from claims for damages to property which may arise out of or result from the Appliance Repair Contractors operations under the contract, whether such operations are by the Appliance Repair Contractors or anyone directly or indirectly employed by the Appliance Repair Contractor. The insurance shall be written for not less than the following coverage:
 - i. Commercial general liability with minimum limits of coverage at \$1,000,000 Each Occurrence (Bodily Injury or Property Damage), \$2,000,000 General Aggregate that applies on a per project basis, \$2,000,000 Products/Completed Operations Aggregate and \$1,000,000 Per Person or Organization (Personal and Advertising Injury);
 - ii. Automobile liability insurance with at least \$1,000,000 combined single limit coverage to include owned, non-owned and hired automobiles;

- iii. Worker's compensation statutory benefits as required by the laws of the State of Maryland and employee's liability coverage with limits of at least \$100,000 each accident, \$100,000 employee disease, and \$500,000 disease policy limits;

The selected Appliance Repair Contractor shall furnish the Corporation with certificates evidencing the type, amount, class of operations and effective dates and dates of expiration of the insurance policies required. The insurance coverage certification shall include substantially the following statement, "The insurance covered by this certification shall not be canceled or materially altered, except after thirty (30) consecutive calendar days from when a written notice has been delivered to the Corporation whom shall be named as an additional insured in all insurance policies on a primary basis. In addition, ACDS must be provided with an additional insured form number CG 20 10 11 85 or a relative equivalency for all liability policies, except for worker's compensation and automobile liability policies. Additional insured status to remain in effect for the term of the contract, including the warranty period.

- B. The selected Appliance Repair Contractor must provide to ACDS a completed federal W-9 form.
- C. The submission of an hourly price quote shall indicate that the Appliance Repair Contractor thoroughly understands the requirements of this Solicitation.
- D. The Appliance Repair Contractor may withdraw their proposal after sixty (60) consecutive calendar days of ACDS receipt of the bid if no award has been made.
- E. As required by Maryland Law, all foreign corporations doing business within the State of Maryland are required to be registered with the State Department of Assessments and Taxation. In order to be eligible to contract with ACDS, compliance with the law is mandatory.
- F. The Appliance Repair Contractor will not discriminate in any manner against any employee or applicant for employment on the basis of race, creed, color or national origin; and is obligated to include a similar requirement in all subcontracts, except subcontracts for standard commercial supplies or raw materials.
- G. The Appliance Repair Contractor shall submit invoices for review and approval by ACDS upon completion of the prescribed repairs. The Appliance Repair Contractor should anticipate payment of approved invoices within fifteen (15) consecutive calendar days from ACDS

- H. Any and all normally anticipated expenses and materials which are related to the provision of repair and maintenance services must be included within the prescribed work. Expenses and materials which are to be included, but not limited to, are: (a) all travel expenses including time and fuel; (b) all long distance telephone charges and facsimile charges; (c) office overhead; and any other expense resulting directly from the performance of services.

II. SCOPE OF WORK

- A. Provide all labor and/or materials as required to repair and maintenance appliances for ACDS projects, located in Anne Arundel County. **All parts and materials are to be in new and unused condition and installed per manufacturer's specifications and recommendations.**
- B. Upon notification of a property requiring repairs, the Appliance Vendor shall respond as to their availability to initiate and complete the work. ACDS will determine if the Appliance Repair Contractor's availability meets the time requirements of the particular project. If not, ACDS may contact another Appliance Repair Contractor on the Open-End Contract list.
- C. The selected Appliance Repair Contractor will be provided with tax exempt information for the purpose of purchasing any and all materials and fixtures.

III. PRICE QUOTE SUBMISSION REQUIREMENTS

- A. Price quotes are to be placed in a **sealed envelope**, responding to all the requirements of this Solicitation are to be addressed as follows:

Appliance Repair Contractor Bid
c/o David N. Andrews, Construction Specialist
Arundel Community Development Services, Inc.
2666 Riva Road Suite 210
Annapolis, MD 21401

Quotes containing the information requested by this Solicitation are due **by 12:00 noon, on Friday, February 14, 2020**. Any quote not received after this date and time will not be considered. ACDS reserves the right to extend the deadline for quotes and will notify all parties who receive a Solicitation. Any quote not containing the required submission material may render the quote incomplete and may cause it to be rejected.

- B. All questions regarding this Solicitation are to be forwarded to ACDS c/o David N. Andrews, Construction Specialist, at (410) 222-3954 or via e-mail at dandrews@acdsinc.org. Responses to questions will be given to all Offerors who have expressed interest in this Solicitation up until Wednesday, February 12, 2020 at 3:00 p.m. local time.
- C. A response to this Solicitation shall be a completed Proposal Sheet, attached hereto, Exhibit 01, standardized for the convenience of the bidder and ACDS. Any submission not on the provided Proposal Sheet, or any required information requested therein, may be grounds for disqualification.

IV. SELECTION CRITERIA AND PROCESS

- A. ACDS intends to select one or more qualified Appliance Repair Contractors who submit the most reasonable pricing in response to this Solicitation, so as to maintain an available list of firms for utilization on different projects. ACDS shall select Appliance Repair Contractor(s) from the list, to perform services as it deems to be in the best interest of ACDS.
- B. ACDS reserves the right to reject any or all responses and to waive informalities or irregularities in any response as may be determined in its sole discretion and to negotiate in any manner necessary to best serve its interest. ACDS further reserves the right to seek new price quotes when such a procedure is reasonably in the best interest of ACDS to do so.

V. ASSUMPTION OF RISK AND INDEMNIFICATION

- A. The Appliance Repair Contractor shall agree to indemnify and save harmless ACDS, their officers and employees, from any liability for any injury (including death), loss or damage to any property or to any person in any manner arising out of, or incident to, the delivery, service and/or installation of the appliance(s).

Exhibit 01:

Solicitation for Appliance Repair Contractors

PROPOSAL SHEET

**Arundel Community Development Services, Inc.
2666 Riva Road, Suite 210, Annapolis, Maryland 21401**

Made this _____ day of _____, 20____.

The undersigned bidder certifies receipt of the Solicitation for Appliance Repair Contractors, dated February 4, 2020, which includes this Proposal Sheet notated as Exhibit 1; and that they constitute all instruments for bidding this Solicitation, and that the Solicitation has been carefully examined and is understood.

The unit prices are to include and cover the typical furnishing of all necessary equipment, supplies, apparatus and means for performing the services, and the execution of all the work, in the manner set forth, described and as may be shown on future work write-ups and related services to be prepared by Arundel Community Development Services, Inc. (ACDS).

Bidder agrees to provide unit price quotes for the following appliances and services below. **Pricing will include all labor, equipment, services, travel, fuel, overhead, delivery charges, disposal fees (if applicable) and profit as normally anticipated to provide or perform each line item within Anne Arundel County.**

1. Minimum service call charge or first hour charge. \$_____
2. Hourly rate thereafter for service calls/repair requests. \$_____/hr
3. Material mark-up charge for materials for service calls/repair requests. _____%

Note: The bidder must sign below and the business address must be given. In the case of corporations, the bidder's signature must be signed by an authorized officer or agent thereof, who shall also subscribe his name and office. The telephone number must be listed.

FIRM NAME: _____

BUSINESS ADDRESS: _____

TELEPHONE and EMAIL: _____

BIDDER'S SIGNATURE: _____