



Solicitation for Appliance Vendors

February 4, 2020

Prepared by:

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2666 Riva Road Suite 210
Annapolis, MD 21401

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2666 Riva Road Suite 210
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**Solicitation for
Appliance Vendors**

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Arundel Community Development Services, Inc. (ACDS), a private nonprofit housing and community development corporation, is seeking pricing from Appliance Vendors to supply, deliver, disposal (if applicable) and install new kitchen appliances, as may be required for the ACDS Acquisition Rehabilitation Program and other projects throughout Anne Arundel County. It is anticipated ACDS will purchase approximately 8 complete sets of appliances a year; to include a refrigerator, range (elec./gas), dishwasher, and microwave with built-in range hood (if applicable).

ACDS intends to select one or more qualified appliance vendors who respond to this Solicitation. Selected firms will be placed on a list of ACDS approved vendors/service providers 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 Vendors 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 Vendor's operations under the contract, whether such operations are by the Appliance Vendor or anyone directly or indirectly employed by the Appliance Vendor. 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 Vendor 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 Vendor must provide to ACDS a completed federal W-9 form.
- C. The submission of an hourly price quote shall indicate that the Appliance Vendor thoroughly understands the requirements of this Solicitation.
- D. The Appliance Vendor 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 Vendor 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 Vendor shall submit invoices for review and approval by ACDS upon completion of the delivery, installation, and disposal (if applicable) of appliances. The Appliance Vendor 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 the services must be included within the supply, delivery, installation, disposal (if applicable) and/or shipping costs. 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.
- I. Federal Requirements for Construction Contracts Related to Projects Under \$100,000. See attached in Addendum 02.

II. SCOPE OF WORK

- A. Provide all labor and/or materials as required to supply and install new appliances for ACDS projects, located in Anne Arundel County. **All appliances shall be new, without marks or dents, white (unless specified otherwise by ACDS), and include delivery to first floor (or ground level), uncrating, and disposal of packaging materials.**
- B. To properly dispose of existing appliances (when requested) in a legal manner.
- C. Upon notification of a property requiring new appliance(s), the Appliance Vendor shall respond as to their availability to initiate and complete the work. ACDS will determine if the Appliance Vendor's availability meets the time requirements of the particular project. If not, ACDS may contact another Appliance Vendor on the Open-End Contract list.
- D. The selected Appliance Vendor 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 Vendor 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 vendors 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 Vendor(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 Vendor 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 Vendors

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 Vendors, 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 work, 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 requests 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 and profit as normally anticipated to provide or perform each line item within Anne Arundel County.**

1. **Refrigerator**- must be *Energy Star*® rated and labeled:
 - a) Whirlpool WRT138TFYW 18.5 CF or equivalent national brand
Cost for one unit: \$_____

2. **Electric Range** - must be 30” free standing and have self-clean feature:
 - a) Whirlpool WFE510S0AW or equivalent national brand
Cost for one unit: \$_____
 - b) Cost to provide new electric power cord \$_____

3. **Natural Gas Range** - must be 30" free standing and have self-clean feature:

- a) Whirlpool 5 CF WFG510S0AW or equivalent national brand
Cost for one unit: \$ _____
- b) Cost to provide new flexible supply line/hose \$ _____

4. **Dishwasher** - must be 24" built-in, *Energy Star*® rated and labeled:

- a) Whirlpool WDF530PAYW or equivalent national brand
Cost for one unit: \$ _____
- b) Cost to provide drain and supply kits (lines/fittings/connections)
\$ _____

5. **Microwave with Built-In Range Hood** - Combination must be 30":

- a) Whirlpool 1.7 cu. ft. Microwave Model #: WMH31017HW or equivalent national brand
Cost for one unit: \$ _____

Delivery, installation, removal of existing unit, and disposal costs to install one Whirlpool or equivalent national brand unit:

- a. Refrigerator, to include existing outlet connection, and door handle installation
\$ _____
- b. Electric Range, to include installation of anti-tip device
\$ _____
- c. Gas Range, incl. anti-tip device and connection to existing gas line
\$ _____
- d. Dishwasher, including connection to existing water & electric lines
\$ _____
- e. Microwave Hood Combination, to include connection to existing outlet.
\$ _____

6. Material mark-up percentage for appliance and associated materials _____%

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: _____