



Solicitation for Appliance Repair Contractors

September 10, 2020

Prepared by:

Arundel Community Development Services, Inc.

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

Solicitation for Appliance Repair Contractors

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Solicitation for Appliance Repair Contractors

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 appliances consisting of refrigerators, ranges (electric/gas), dishwashers, microwaves with built-in range hoods, washers and dryers (electric/gas). 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 enter into an three (3) year Open-End Contract with one or more qualified Appliance Repair Contractors who respond with the most cost reasonable and responsive bid.

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. At a minimum, the Contractor must maintain licensure Maryland Master Plumber and Maryland Gasfitter licenses. Additional licenses must be provided if a Contractor is to perform services of any other discipline.
- B. All work must comply with all applicable codes adopted by Anne Arundel County and all other governing bodies having jurisdiction. Where permits and inspections are required, they are the sole responsibility of the Contractor to obtain and schedule.
- C. The selected Contractor shall purchase and maintain insurance that will protect them from claims for damages to property, which may arise out of or result from the Contractor's operations under the contract, whether such operations are by the Contractor or anyone directly or indirectly employed by the 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.

- C.
- D. ACDS requires the Contractor to remain in strict compliance and adhere to an approved scope of services as it applies to the type of project.
- E. The submission of an hourly rate quote shall indicate that the Contractor thoroughly understands the requirements of this Solicitation.
- F. The Contractor may withdraw proposals within sixty (60) consecutive calendar days of ACDS receipt of the bid if no award has been made.
- G. 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.
- H. The 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. In addition, the Contractor and all subcontractors shall agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of the non-discrimination clause.
- I. The Contractor shall comply with all federal laws and regulations outlined in the Federal Contract Requirements for Construction Contracts Related to Projects Under \$100,000, a copy of which is available at the office of ACDS for review, and is incorporated herein by reference and to be made part of the Open End Agreement, which shall be binding upon the Contractor.

- J. Any and all normally anticipated expenses and materials, which are related to the provision of the services, must be included within the hourly rate quoted. Expenses and materials which are to be included in the hourly rate quote are:
- (1) All long distance telephone, cell phone and facsimile charges;
 - (2) Office overhead;
 - (3) Other expense resulting directly from performance of services.
 - (4) Sundry materials (i.e. screws, fasteners, anchors) hand and power tools typical for appliance repair services.
 - (5) Work vehicle(s) and dump charges
 - (6) Travel time and fuel expenses.
 - (7) Personal protective equipment (PPE) such as masks, gloves and shoe covers.
- K. Material expenses which are distinct from labor costs may include:
- (1) Appliance Repair Materials - piping, fittings, hoses, 3 and 4 prong electrical cords, filters, bulbs, knobs, handles, gaskets, refrigerator shelves and crisper drawers, oven racks, etc.
 - (2) Specialty Equipment – gas sniffer, etc.
- L. The Contractor shall submit applications of payment for review and approval by ACDS upon completion of work identified in the work write-up or service call requests. The Contractor should anticipate payment of approved applications for payment within fourteen (14) consecutive calendar days.
- M. The scope of work to be performed by the Contractor for each project or service call must be completed within the time frame established at the time of the request or in the project's work write-up, to be prepared by ACDS.
- N. Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the services. The Contractor shall comply with all applicable laws and regulations of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss; and shall erect and maintain all necessary safeguards for such safety and protection.
- O. Contractor shall warrant all workmanship for a period of one (1) year or as provided by the material manufacturer. Contractor shall provide ACDS with all applicable manufacturer warranties.
- P. In the course of performing work, the Contractor will be responsible to remove/store all materials, spoils or other debris from/on site in a manner that will protect said material, ensure safety and prevent injury to all persons and property.

- Q. The Contractor must repair any portion of property damaged by them or any subcontractor employed by the Contractor during the course of the performance of work at no additional cost to the Owner. "Damages" shall include, but not be limited to, any that caused by contract operations or workmen to roads, pavement, walkways, landscaping, and other improvements on the property, adjoining properties or in public spaces during the construction. The Contractor shall restore to original condition all property not designated for alteration by the work write-up or service request.
- R. All work at the project site shall be performed during regular working hours, or at the convenience and acceptance of each the Contractor, ACDS, and any occupant.
- S. The contract with the selected Contractor(s) is to be valid for approximately (3) three years from the signing of the open-end contract.
- T. The Contractor will be provided with an ACDS Tax Exemption certificate, to be used for material purchases required in the performance of the requested scope of work.
- U. If, during the course of the project, the scope of work should increase, decrease, or change, ACDS shall be notified promptly in writing before proceeding. ACDS shall provide a written authorization and/or change order to the Contractor, directing the change. Change orders shall be fully executed prior to any work being performed. Any work done without an explicit written authorization from ACDS and/or change order is at the Contractor's risk.

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 must respond immediately to both ACDS and the occupant 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 other Contractors.
- 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. Hourly rate quotes must be sent **via e-mail ONLY to info@acdsinc.org** responding to all the requirements of this Solicitation. Please put "Bid for Appliance Repair Contractors" in the subject of your e-mail. A response to this Solicitation shall be a completed proposal sheet, attached within the Solicitation, standardized for the convenience of the bidder and ACDS. Principal of firm must sign proposal sheet. Any submission not on the provided proposal sheet or any required information requested therein, may be grounds for disqualification.

Hourly rate quotes containing the information requested by this Solicitation are **due by 12:00 noon, on Friday, September 18, 2020**. Any hourly rate quote not received by the aforementioned 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 Andrews, Construction Specialist**, at **(410) 222-3954** or at dandrews@acdsinc.org. Answers to questions will be provided by e-mail to all Contractors expressing an interest in this Solicitation up until Wednesday, September 16, 2020 at 3:00p.m. local time. If it becomes necessary to revise or amend any part of this Solicitation, ACDS will furnish the revisions to all Contractors who have expressed an interest in this Solicitation.
- C. ACDS is not responsible for any expenses, which the Contractor may incur in preparing or submitting an hourly rate quote in response to this Solicitation, nor for post-bid interviews, nor any negotiation thereafter. By submitting an hourly rate quote, the Contractor certifies it has read and fully understands the solicitation and it has full knowledge of the scope, nature and quality of work to be performed.

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).

ATTACHMENT: Proposal Sheet

APPLIANCE REPAIR CONTRACTORS PROPOSAL SHEET

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

Made this _____ day of _____, 20____, by _____.

The undersigned bidder certifies receipt of the "Solicitation for Appliance Repair Contractors", dated September 10, 2020, which includes this Proposal Sheet 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), personal protective equipment (PPE) 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. \$_____/hour
- 3. Material Mark-Up – As a percent of actual purchase cost. _____%

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 NUMBER: _____
E-MAIL: _____
SIGNATURE: _____