

**WICOMICO COUNTY PURCHASING DEPARTMENT
125 N. DIVISION ST. ROOM 205
SALISBURY, MARYLAND 21801**



(X) INVITATION FOR BID

() REQUEST FOR PROPOSAL

**PROJECT: GENERATOR REPAIR AND IMPROVEMENT
ON EMERGENCY LIGHTING**

DEPARTMENT: WICOMICO YOUTH & CIVIC CENTER

VENDOR

NAME: _____

ADDRESS: _____

BID OPENING

DATE: FEBRUARY 19, 2013

TIME: 2:00 PM

BID INSTRUCTIONS

1. **Submission of Bids**: Two full copies of the bid must be submitted on the bid form provided in the solicitation. The bid form shall be signed and submitted in a sealed envelope clearly identified on the outside of all envelopes with the name of the bid/project and date and time of the scheduled bid opening as indicated in the advertisement. Electronically mailed bids are **not** considered sealed bids and will **not** be accepted.
2. **Addendums**: Bids are subject to change in the form of addendums. Addendums are posted on the County website at www.wicomicocounty.org under Departments: Purchasing Department: the Current RFP's or Current RFQ's link at least 5 days before bid opening. It is the bidders responsibility to make sure all addendums are included in their bid. Failure to do so could result in the bid being disqualified.
3. **Delivery of Bids**: Bids should be mailed or hand carried to **Wicomico County Purchasing Department, 125 N. Division Street, Government Office Building, Room 205, Salisbury, MD 21801**, in order to be received in the office of the Purchasing Agent prior to the announced bid opening. *Bids received after said time will be returned to the bidder unopened.* It is fully the responsibility of the bidder to insure that the bid is received on time. The County will not speculate as to reasonableness of the postmark, nor comment on the apparent failure of a public carrier to have made prompt delivery of the bid.
4. **Descriptive Literature**: Descriptive literature fully describing the product bid (where such literature exists) shall be included with the bid to assist the Purchasing Department in evaluating the submission. Failure to do so may be cause for rejection of the bid.
5. **Exceptions**: Any exceptions to the specifications requested should be listed on a separate sheet of paper attached to the bid. An exception to the specifications may not necessarily disqualify the bid. The County will determine if the exception is an essential deviation or a minor item. In the case of a minor deviation, the County maintains the option to award to that bidder if it determines the performance is not adversely affected by the exception.
6. **Award of Bid**: The Purchasing Agent shall award the contract to the lowest responsive and responsible bidder complying with the provisions of the Invitation for Bid. The Purchasing Agent reserves the right to award a contract by individual items, in aggregate, or in combination thereof as deemed necessary to fulfill the anticipated requirements of the County. If some characteristic of the bid requires that the bid must be reviewed by the County Council, the award can be expected within 30 days.

7. **Approved Equals:** In all specifications where a material or article is defined by describing a proprietary product or by using the name of a vendor or manufacturer, it can be assumed that an approved equal can be substituted. The use of a named product is an attempt to set a particular standard of quality and type that is familiar to the County. Such references are not intended to be restrictive. However, the County shall decide if a product does in fact meet or exceed the quality of the specifications listed in the solicitation. It shall be the responsibility of the vendor that claims his product is an equal to provide documentation to support such a claim.
8. **Sales Tax:** Wicomico County is exempt from Federal excise and Maryland sales tax. A copy of an exemption certificate shall be furnished upon request. According to the Office of the Comptroller of Maryland, the Contractor is responsible for paying the sales tax and should incorporate it into his bid.
9. **Delivery:** All items shall be delivered F.O.B. destination and delivery costs and charges included in the bid unless otherwise stated in the specifications or proposal.
10. **Insurance:** If required by the Special Conditions of the Invitation for Bid, the bidder shall provide the County with Certificates of Insurance within ten (10) days of bid award notification evidencing the required coverage. Bidder must provide Certificates of Insurance before commencing work in connection with the contract.
11. **Right to Reject:** The Wicomico County Council reserves the right to reject any and/or all bids or to waive any technicality it deems in the best interest of the County.
12. **Piggybacking:** Wicomico County may authorize, upon request, any governmental entity (hereafter Authorized User) within the County to purchase items under the contract awarded pursuant to this bid solicitation. All purchase orders issued against the contract by an authorized User shall be honored by the Contractor in accordance with all terms and conditions of this contract. The issuance of a purchase order by an Authorized User pursuant to this provision shall constitute an express assumption of all contractual obligations, covenants, conditions and terms of the contract. A breach of the contract by any particular Authorized User shall neither constitute nor be deemed a breach of the contract as a whole which shall remain in full force and effect, and shall not affect the validity of the contract nor the obligations of the Contractor thereunder respecting the County. The County specifically and expressly disclaims any and all liability for any breach by an authorized User other than the County and each such Authorized User and Contractor guarantee to save the County, its officers, agents and employees harmless from any liability that may be or is imposed by the Authorized User's failure to perform in accordance with its obligations under the contract.

INVITATION FOR BID

The Wicomico Youth and Civic Center is requesting sealed bids for:
“Emergency Lighting Generator Repair and Improvement”

SCOPE OF WORK:

The following repairs and improvements are to be performed on the emergency lighting generator at the Civic Center located at 500 Glen Av. Salisbury, MD

Empire - Model # 55ODKW-8E

- Supply and replace all parts of the exhaust system that are outside the cabinet
- Supply and replace the “V” belt
- Supply and replace all cooling system hoses
- Supply and replace the engine coolant heater and it’s thermostat
- Supply and replace all fuel hoses.
- Supply and replace the fuel lift pump
- Repair fuel leak(s) on the high pressure fuel pump.
- Re-core the radiator
- Insure the fuel and cooling systems are free of leaks.
- Supply and replace the injectors
- Supply and replace the valve cover gasket
- Supply and replace the engine controller. The new controller shall include control for but not limited to: Manual on/off, automatic engine start and shutdown, voltage (RPM), starter engage and disengage, low oil pressure shut-off, high temperature shut-off, low coolant temperature alarm and display for: temperature, amperage, voltage, and run hours. Include any hardware and software to make the controller complete and operational. The Civic Center reserves the right to accept or reject any controller without reason. (The Civic Center’s intention is for this controller to be manufactured by a reputable company and serviceable by local companies on short notice.)
- Provide and install a temporary generator complete with controls to insure the Civic Center's emergency lighting system is not disrupted while work is being performed.

Times of transfers to and from the temporary generator must be coordinated with and are subject to the Civic Center's schedules.

All parts supplied are to be new and unused. Provide a one year warranty to include parts and labor on all items.

CONTACT PERSON:

For more detailed information about the generator, please email Bryan Furches: bfurches@wicomocounty.org

BID FORM

TO: Wicomico County Purchasing Agent
Rick D. Konrad
125 N. Division St. Room 205
Salisbury, MD 21801

DATE: _____

TOTAL for Materials and Labor: \$ _____

Addendums acknowledged (if applicable) - YES ____ #s) _____ NO ____

Exceptions (must be pre-approved) YES ____ NO ____ ATTACHED ____ (check if yes)

Projected begin and end date _____ to _____

I have read, understood, and agreed to the terms and conditions of all contents of this BID. The undersigned agrees to furnish the commodity or service stipulated in this BID as stated above.

SIGNATURE: _____

NAME:(PRINT) _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____