



REQUEST FOR PROPOSALS FOR:

**COMMISSIONING SERVICES FOR
MAINTENANCE BUILDING EXPANSION**

**for
WOR-WIC COMMUNITY
COLLEGE**

32000 Campus Drive
Salisbury, MD 21804

All sealed Proposal responses must be received prior to **2:00 p.m.** local time on **July 24, 2026**.

IMPORTANT: Your response may be considered Not Responsible or Non-Responsive if any portion of this inquiry is not complete. No proposal will be accepted after the date and time stated above.

Allison Canada, CPPO, C.P.M.
Exec. Director of Business Support Services

NOTICE: Prospective bidders who have received this document from a source other than the executive director of business support services should immediately go to the Wor-Wic Community College purchasing website to ensure that they have received the complete documents and any addenda or other communications issued in relation to this RFP. A bidder's failure to monitor the website may result in non-receipt of important information prior to the closing date and may result in rejection of a proposal. A prospective bidder who fails to monitor the Wor-Wic Community College website assumes complete responsibility in the event that they do not receive communications from the executive director of business support services prior to the closing date.

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TENTATIVE TIME FRAME FOR PROCESS OF CONTRACTOR SELECTION,
CONTRACT AWARD AND INITIATION

The schedule for the proposal process is shown in the table below. Dates currently established for selection of contractor, contract award and contract initiation dates are included.

NOTE: OFFERING FIRMS ARE HEREBY ADVISED THAT THESE DATES ARE SUBJECT TO CHANGE AS COLLEGE OFFICIALS DEEM APPROPRIATE AND NECESSARY FOR PROPER FULFILLMENT OF THE INTENTIONS OF THE PROPOSAL PROCESS.

June 15, 2026	Notice to Bidders published on the College’s website, eMaryland Marketplace Advantage, and Bid Locker
July 1, 2026	Pre-Proposal Meeting at 10:00am via Microsoft Teams
July 10, 2026	Deadline to submit questions to acanada@worwic.edu
July 17, 2026	The College will issue an Addendum answering all questions.
July 24, 2026	Deadline to submit technical proposals, prior to 2:00pm.
August 10, 2026	Deadline to submit price proposals, prior to 2:00pm.
September 10, 2026	Contract award.

SCOPE OF SERVICES

1.1 INTRODUCTION

Wor-Wic Community College (Owner) is requesting proposals for Commissioning Services for the Maintenance Building Expansion Project, to be constructed on the main campus at 32000 Campus Dr., Salisbury, MD 21804. The expanded facility will be located on Horsebridge Drive, at the corner of Longridge Drive. Currently, the project is in the planning phase.

1.2 PROGRAM DESCRIPTION

Wor-Wic Community College is scheduled to have an approximately 6,600 SF Maintenance Building Expansion Project to begin construction in September of 2026. The construction timeframe is September 2026 through April 2027. It is expected that the Commissioning Authority (CxA) will be involved throughout the construction phase for any required inspections and coordination meetings. We anticipate the commissioning testing to occur approximately in January 2027, pending construction schedules.

The Maintenance Building Expansion will mainly consist of several offices, a multi-purpose room, conference rooms, a storage warehouse, and a vehicle bay. The contractor shall be responsible for ensuring that the construction and installation of all MEP (mechanical, electrical, plumbing) systems conform to the basis of design (BOD) per the construction documents and the specifications. A summary of the BOD will be provided upon request. Also, programmatic information for the Maintenance Building Expansion project that was submitted to DGS is available upon request to acanada@worwic.edu

Proposed Project Schedule

95% Construction Documents submitted	June 30, 2026
Bidding Period/GMP Prepared	August 2026
100% Construction Documents submitted	August 2026
Final approval of permits	September 2026
Construction	September 2026 – June 2027

Project Design and Construction Team

Bancroft Construction Company	Design-Build Prime Contractor
Fisher Architecture, LLC	Architect, Design
Lane Engineering	Civil Engineering
Pilottown Engineering	Structural Engineering
Gipe Associates, Inc.	Mechanical, Electrical, Plumbing Engineer

1.3 SCOPE OF SERVICES

Wor-Wic Community College (Owner) is requesting third-party commissioning services for the Maintenance Building Expansion Project. The commissioning authority (CxA) must ensure that the building systems are designed and installed to meet the following specifications, the basis of design (BOD), and the owner program requirements (OPR):

The CxA's responsibilities before construction shall include but not be limited to the following:

- a. Develop preliminary commissioning (Cx) plan
- b. Review owner program requirements (OPR), basis of design (BOD), design documents
- c. Develop Cx requirements
- d. Hold kickoff meeting
- e. Develop construction checklists

The CxA's responsibilities during/after construction shall include but not be limited to the following:

- a. Schedule pre-functional inspections
- b. Write and develop functional test scripts
- c. Perform functional testing
- d. Prepare Cx report
- e. Prepare current facility requirements for the operations and maintenance plan

The following specification sections, which are attached, shall be referenced in accordance with the above guidelines:

- a. Section 019113 – General Commissioning Requirements
- b. Section 019114 – Plumbing Commissioning Requirements
- c. Section 019115 – HVAC Commissioning Requirements
- d. Section 019116 – Electrical Commissioning Requirements

SUBMITTAL FORMAT

2.1 INTRODUCTION

All proposals must be organized in accordance with the format listed below. Conciseness and clarity of content are emphasized and encouraged. Vague and general proposals will be considered non-responsive and result in disqualification. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the proposer's lack of cost consciousness. Non-conforming and non-responsive proposals may be rejected at the discretion of College officials.

The title page must be signed by the person or persons required and authorized to legally bind the company to the proposal and shall specifically state that the company shall complete all services set forth in the proposal within the proposed time limits to the satisfaction of the College. Any justification or explanatory materials relevant to the Proposal shall be set forth in this letter. The letter shall be concise and need not repeat any of the detailed information set forth in the Proposal. Proposal shall be formatted to print on 8 ½" x 11" paper only. Pages must be numbered. Technical proposals must not include pricing.

All blank forms required to be included in the Technical and Price Proposal are in Section 6 of this RFP. Forms are available in Microsoft Word format for easier completion upon request to acanada@worwic.edu.

This RFP evaluation involves a two-step process. Do not submit a Price Proposal until after invited by the College to do so.

2.2 ORGANIZATION OF PROPOSAL

Proposals must be organized in the following format:

Title page
Profile of Proposer
Profile of Key Subcontractors
Key Personnel

Example Projects
Contractor Information Form
Project Proposal Form
References
Conflict of Interest Statement
Ethics Statement
Bid/Proposal affidavit
Firm licensures
Any additional relevant subcontractor information

Failure to include all the documents may render the proposal non-responsive and the offer may be rejected.

2.3 TITLE PAGE

The title page must be on company letterhead and should include the name and address of the firm submitting the proposal, a contact person at the firm for the proposal, and the date of submission. The page should also state the RFP title.

2.4 PROFILE OF PROPOSER

All services furnished under this contract shall be from professional firms and must be currently licensed by the State of Maryland, and bonded and insured in the discipline in which the work is to be performed. Firms that are not licensed in the State of Maryland must have reciprocity in order to be awarded the contract. Proper documentation shall be attached to the end of the proposal submittal. Failure to provide such proof may result in the firm being determined to be non-responsive and not eligible for award.

Provide a brief but informative history of the firm inclusive of the year in which the firm commenced providing professional commissioning services. Include information relating to the size of the firm and specifying the number of employees, providing a breakdown by discipline. If the Proposer is a local office of a parent company, please also provide an employee breakdown specific to the local office and note in which office the proposed key personnel are located. Describe and explain any litigation, major disputes, contract defaults, or liens experience in the last ten (10) years.

Provide information for the annual volume for the past three years, including the number of projects completed, the largest project size, and the average project size for each year. Additionally, please describe the firm's ability to accomplish the proposed commissioning services on the College's project within the specified time frame.

2.5 PROFILE OF KEY SUBCONTRACTORS

For each key subcontractor firm, provide a brief but informative history of the firm inclusive of the year in which the firm commenced providing applicable services. Indicate the firm's role in the project. Include information relating to the location and size of the firm and specifying the number of employees, providing a breakdown by discipline. If the subcontractor is a local office of a parent company, please also provide an employee breakdown specific to the local office and note in which office the proposed key personnel are located. Provide information for the annual sales volume for the past three years,

including the number of projects completed, the largest project size, and the average project size for each year. Also include the applicable percentage of work performed by the subcontractor for the largest project, as well as the applicable average percentage of work performed. Additionally, please describe the firm's ability to accomplish the proposed services on the College's project within the specified time frame. Relevant information for each subcontractor firm shall be separated to ensure clarity for evaluators. If no subcontractors will be used, then provide a statement of such.

2.6 KEY PERSONNEL

Provide the following information for each Key Person on the project. Group, by firm, with personnel of the Proposer first. Clearly specify the role for each person and their firm.

- a. educational background;
- b. work experience with the proposing firm inclusive dates of employment and positions held;
- c. work experience with prior employers including dates of employment and positions held; and
- d. specific project experience relating to projects of similar scale and cost and the role this person played and duration of involvement in each selected project with higher consideration to be given if the role is the same as to be assigned on the College project.

A minimum of five (5) projects are to be listed for each person. A brief description of the project should be given, if not provided elsewhere in the technical proposal, inclusive of the type of work performed, size of the building, schedule of the project, and names of A/E and Construction Manager/Prime Contractor.

2.7 EXAMPLE PROJECTS

Proposers are to submit information on a total of five (5) similar or relevant projects. Include a brief description of the project and relevance to this contract, indicating the scope and size of the building. State the project owner and provide a point of contact including a telephone number and email address. Please be sure that accurate information is provided and that the contact person is capable of speaking to the firm's capability in performing the services required. Clearly indicate the year services began for the project and the year construction was completed.

Indicate any proposed subcontractors that also worked on the example projects and specify the role that the subcontractor played. For each subcontractor firm proposed, provide a total of three (3) example projects. If the five (5) examples provided by the proposing firm do not include three (3) examples for a particular subcontracting firm, include additional applicable projects for the subcontracting firm. Clearly indicate the applicable subcontractor firm and include the same information that is specified above for the proposer example projects.

GENERAL INFORMATION

3.1 REQUEST FOR PROPOSAL DUE DATE

The solicitation involves a two-step evaluation process. The first step is a review of the technical proposal by an evaluation committee. During the second step, price proposals will be requested from only the top scoring firms after the technical evaluation.

3.2 PRE-PROPOSAL CONFERENCE

A pre-proposal meeting will be held for this solicitation on **July 1, 2026 at 10:00 a.m. via Microsoft Teams. Please RSVP for the Teams meeting to acanada@worwic.edu and a link will be sent.** Attendance is not required, but is strongly recommended. It is each Offeror's responsibility to become familiar with all information. Failure to do so will not relieve the successful offeror of the obligation to carry out the provisions of the contract.

3.3 CONTACT INFORMATION AND QUESTIONS

The sole point of contact for Wor-Wic Community College for purposes of this RFP is: Allison Canada, CPPO, C.P.M., Executive Director of Business Support Services via email at: acanada@worwic.edu Firms must carefully examine the RFP and related documents. Should any firm find discrepancies or omissions in this RFP or be in doubt as to the content or meaning of any aspect of this document, the firm should direct inquiries or requests for clarification of the documents, specifications or the process as a whole in writing to this contact person. **All questions must be received by acanada@worwic.edu on or before July 10, 2026.** Firms are advised that the College reserves the right to use its best judgment in choosing to respond or not respond to any questions received after the above cut-off date for questions.

Clarifications of the RFP, in form of addenda, shall be issued in writing by the College as it deems appropriate and necessary to do so and will be posted on eMMA and the college's website. The College reserves the right to waive any and all proposal technicalities, formalities or informalities at any time prior to or after the date of receipt of Proposals as it deems appropriate and in the College's best interest. The submission of a proposal will indicate that the firm thoroughly understands the terms of the RFP. Failure by the firm to acquaint itself with all the requirements of this RFP shall not relieve the firm from responsibility for estimating properly the difficulty or cost of successfully performing the services described in the Scope of Work herein.

Under no circumstances are firms, including third party firms or their staffs, to contact other College staff, faculty or any related constituency for purposes associated with the RFP, including but not limited to, obtaining or providing information. Firms failing to comply with this requirement may be disqualified.

3.4 SUBMISSION OF PROPOSALS

Bidders must submit one (1) digital copy of the technical proposal. **Technical Proposals must not include pricing.** Proposals must include all required information and forms as described in this RFP. All proposal packages submitted in response to this RFP must be signed. **Proposals will be received until 2:00pm on July 24, 2026.** Proposals received after this date and time will not be accepted.

Completed proposal documents must arrive electronically via Equity Hub's Bid Locker at https://bidlocker.us/details/6145_Commissioning_Services_For_Maintenance_Building_Expansion Please note that bidders must register on the Bid Locker site prior to submittal of documents, so please plan the upload of the proposal package accordingly. It will time out promptly at 2:00pm on July 24, 2026. Any proposals may be withdrawn prior to this date and time; however, all proposals are considered final after 2:00pm on July 24, 2026 at which time they will be distributed to the College's evaluation committee. Final Proposals may not be altered, withdrawn, or canceled for a period of 120 days after this date and time.

Oral, mailed, faxed or emailed proposals are invalid and will not be given consideration. Proposals will not be accepted electronically through eMaryland Marketplace Advantage.

All costs incurred by responding companies associated with the preparation, submission, presentation or proposals and attendance at meetings, including but not limited to, costs related to transportation, meals, lodging, bid bonds and other related expenses, if applicable, will be the sole responsibility of the proposing companies and will not under any circumstances be reimbursed by the College.

3.5 EVALUATION OF PROPOSALS

Proposals must meet the requirements as stated in this document. Proposals that fail to meet one or more of the criteria may be ineligible for award. The College may make any investigations deemed necessary to determine the ability of the firm to provide the work as specified herein.

The college's evaluation committee will evaluate the technical proposals to determine which proposals are responsive to the RFP's requirements. Based upon this evaluation and the ranking of proposals, firms will be short-listed. Pricing will be invited for only short-listed firms and financial information will be factored into the evaluation process to determine the final ranking. The intent is to determine the proposer which is fully responsive to the requirements herein and is, in the College's opinion, the most advantageous to the College.

In addition to the criteria specified elsewhere in this document, firms shall be evaluated on responsiveness to the scope of work and information requested; Past performance of the firm including timely completion of similar projects and user satisfaction; specialized experience and technical competence in performing similar services in the past five (5) years including qualifications of staff members who will be involved; composition of the staff assigned to the performance of these services and their qualifications and experience with relevant services such as that being proposed; adequacy of the personnel of the firm to accomplish the proposed scope of work in the required time; references from previous clients, including size and scope of services, name and telephone number of contact person; and price proposal.

The College reserves the right to negotiate or modify any element of the request for proposal evaluation process to secure the best possible arrangement for achieving the stated purpose.

It is the responsibility of the proposer to include a list and clarification of any deviations from this document, the terms and conditions, and attached specification sections. Exceptions must be noted on, or attached to, the Contractor Information Form.

3.6 EVIDENCE OF RESPONSIBILITY

Prior to the award of a contract pursuant to this RFP, the Exec. Director of Business Support Services may require a Proposer to submit such additional information bearing upon the Proposer's ability to perform the contract as the College deems appropriate. The Director may also consider any information otherwise available concerning the financial, technical, and other qualifications or abilities of the Proposer. Quality of performance may also be determined through contracts or services provided to the College or to other entities. Quality of performance to other entities will be determined from reference

checks. The determination of quality performance includes the Proposer's history of reasonable and cooperative behavior and commitment to customer satisfaction and the Proposer's businesslike concern for the interests of the customer. The College reserves the right to reject any proposal deemed not responsible or non-responsive.

3.7 AWARD

The contract will be awarded to the firm complying with all of the provisions and stated criteria of this RFP, subject to the availability of funding and provided that it is the best interest of Wor-Wic Community College to award the contract. The Offeror's response, the specifications, terms and exhibits of this RFP, and any other applicable documentation relating to this proposal will be incorporated into the contract.

Award may be in whole or in part, whichever is in the best interest of the College. The funding for this project is currently projected to be split-funded by the State of Maryland, Wicomico County and Worcester County. Award is subject to the allocation of funds. The Board of Trustees reserves the right to waive any informalities in the selection and award process relating to this proposal.

In the College's sole discretion, the College may defer award of the contract for a period of up to 120 calendar days after opening of proposals. If no award or other disposition is made, the expiration of the 120 calendar days will constitute rejection of all offers without further action by the College.

3.8 PRICING

The Price Proposals must indicate a separate fee for pre-construction services and during/post construction services per the scope of work herein. The pricing offered on the Price Proposal must include all charges and costs (including shipping) incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror's omission. In addition, all Offerors must hold their proposed prices for 120 days after the price submittal date, but prior to contract award date. As previously stated, price proposals will be invited from only the top scoring firms after evaluation of technical proposals. Firms including any pricing information during the technical proposal phase may be disqualified from further participation in the solicitation.

3.9 REJECTION

The College reserves the right to reject any or all offers received as a result of this solicitation and readvertise for other proposals. Offers may also be rejected for any of the following reasons:

- a. Failure to meet the mandatory specifications and requirements;
- b. Failure to respond in a timely fashion to a request for additional information or data;
- c. Failure to supply appropriate and favorable client references;
- d. Financial instability of firm submitting the proposal;
- e. Failure of the firm to successfully negotiate a contract, if applicable;
- f. Submitting an incomplete price proposal;
- g. Submitting a proposal that is not signed; or
- h. Failure to demonstrate that the Offeror is qualified to carry out the obligations of the contract and to implement and support the work specified herein.

3.10 CONTRACT

All applicable Federal laws, State laws, County, local, and municipal ordinances, by-laws, and the orders, rules and regulations of all authorities having jurisdiction over this Work shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though written out in full.

Neither the College nor the Contractor shall assign, sublet or transfer its interest or obligations under this RFP or the contract to any third party or subcontractor, without the written consent of the other. Nothing herein shall be construed to create any personal or individual liability upon any employee, officer or elected official of the College, nor shall this RFP or the contract be construed to create any rights hereunder in any person or entity other than the parties of the contract.

3.11 CHANGES TO THE CONTRACT

The College may make any alterations, deviations, additions or omissions from the Request for Proposals documents which it deems to be in the best interest of the college without affecting the obligations of the Contractor or making void the contract. Any alterations, deviations, additions or omissions shall be processed as a change order.

3.12 INSURANCE REQUIREMENTS

The Contractor shall maintain in force at all times during the term of the contract, such insurance that will indemnify and hold harmless the College from Worker's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the contractor's operations under the contract, or by anyone directly or indirectly employed by the contractor. The contractor's insurance will be with an insurance carrier licensed to do business in the State of Maryland, acceptable to the College, with the following minimum insurance coverage:

As provided in the Supplemental Terms and Conditions for Construction Projects

At the time this contract is made, the Contractor shall provide the College with evidence of payment in full of the above insurance coverage throughout the entire term of this contract. Any request for extension of time for this contract shall also include evidence of payment in full of the above insurance coverage through the entire term of the extension of term for this contract.

The Contractor shall furnish the College with a certificate of insurance as evidence of the required coverage. Such insurance shall specifically identify the materials and/or equipment and shall name the College as an additional insured.

In the event that the Contractor's insurance is terminated, the Contractor shall immediately obtain other coverage; any lack of insurance shall be grounds for immediate termination of the contract.

3.13 CONFIDENTIALITY OF DATA

All financial, statistical, personal, technical and other data and information which are designated confidential by the College and not otherwise subject to disclosure, and made available to the Contractor in order to carry out this Contract, or which become available to the Contractor in carrying out this Contract, shall be protected by the Contractor using the same level of care in preventing unauthorized

disclosure or use of the confidential information that the Contractor takes to protect its own information of a similar nature, but in no event, less than reasonable care. The Contractor shall not be required under the provision of this clause to keep confidential any data or information that is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of this Contract or is rightfully obtained from third parties.

3.14 SUBCONTRACTORS

Offerors must submit the names and addresses of all subcontractors to be retained for this project. The College reserves the right to reject.

3.15 MINORITY PARTICIPATION

Wor-Wic Community College strongly encourages minority business enterprises (MBE) to provide goods and services for the performance of College functions. Within the evaluation, Offerors can achieve higher consideration if they are a minority business enterprise or demonstrate an effort to achieve subcontractors or vendors anticipated to be retained by the Offeror for the College's project. Minority businesses include non-profit entities organized to promote the interests of handicapped persons, and firms that are 51% owned and controlled by a member of socially or economically disadvantaged minority groups, which include: African-Americans, Hispanics, American Indians, Alaska natives, Asians, Pacific Islanders, women, and the mentally or physically disabled.

3.16 PROCUREMENT REGULATIONS

This Request for Proposals and any resulting contract shall be governed by §§16-311 through 16-314 of the Education Article of the Annotated Code of Maryland.

3.17 SMOKE AND TOBACCO-FREE

Smoking/tobacco use, including smokeless tobacco and electronic cigarettes, is permitted on campus only in designated tobacco use or parking lot areas that are at least 25 feet from any building. Smoking/tobacco use is not permitted in the parking lot in front of Brunkhorst Hall (BH).

3.18 EMPLOYMENT OF CHILD SEX OFFENDERS

Wor-Wic Community College provides a number of programs throughout the main campus that involve minor children, including the Jordan Center and Summer Scholars. The State of Maryland requires certain child sex offenders to register with the State and with the local law enforcement agency in the county in which they will reside, work, or attend school. If a child sex offender, as determined by the definitions contained in the Criminal Law Article of the Annotated Code of Maryland, is employed by the awarded bidder, the awarded bidder is prohibited from assigning that employee to perform any type of service on the college's campus. Violation of this provision may result in Termination for Cause of the contract.

CONTRACTOR INFORMATION FORM

The undersigned agrees to furnish and deliver the above goods and services in accordance with the specifications issued, and subject to all terms, conditions, and requirements in the solicitation, and in the various bid documents.

(Printed name of Company)

Provide the name and title of the person with legal authority to sign on behalf of the Contractor. If the title of the individual is not "President" or "Vice President", provide verification of the signature authority with your submittal.

Name of Company Signatory (Printed): _____
Title of Company Signatory (Printed): _____

Minority Contractor: ____ (yes) ____ (no)
If yes, please specify minority classification _____

Please list any exceptions taken to any terms and conditions listed in the bid. Please note any exceptions taken that may affect the award of a contract or purchase order. Attach separately if need more space.

Please provide the following information:

Company Name: _____ Corporation (y/n): _____
Federal Tax Id: _____ Years in Business: _____
Street Address: _____ City: _____
_____ State, Zip _____

Office phone number: _____
Cell phone number: _____ Email address: _____
Contact Person: _____ Title: _____

Name and Address of subcontractor(s) proposed on this project:

Company name Name

Title Authorized signature and date

PROJECT PROPOSAL

To Whom It May Concern:

I/We _____

of _____

The undersigned, after having examined the RFP prepared by Wor-Wic Community College, do/does hereby offer to provide products and services in accordance with RFP – Commissioning Services for Maintenance Building Expansion including addenda issued prior to date of receipt of Proposals which is/are acknowledged via signature below.

A. SUBMITTAL OF PROPOSAL

By submitting a Proposal, the undersigned also hereby agrees that from its review of the RFP and the attachments, the firm fully understands the intent and purpose of the documents and conditions of submitting a Proposal. Claims for additional compensation and/or extensions of time because of the firm’s failure to follow the foregoing procedure, and to familiarize itself with the contract documents and all conditions which might affect the work, will not be allowed.

B. ACCEPTANCE OF PROPOSALS

The undersigned agrees that this Proposal may be held by the College for a period not to exceed one hundred twenty (120) days from the date stated for opening of Proposals. If written notice of acceptance of this Proposal is mailed, telegraphed or delivered to the undersigned within the time noted above, after the date of the opening of Proposals, or at any time hereafter before this Proposal is withdrawn, the undersigned agrees that it will execute and deliver a contract in the form prescribed by the College in accordance with the Proposal as accepted. It is understood and agreed that the College reserves the right to award the contract in its best interests, to reject any and all Proposals, to waive any informalities in the Proposals, and to hold all Proposals for the period above noted.

C. TIME FOR COMPLETION OF WORK

The undersigned agrees, if awarded the contract, to complete the contract work within the time frame specified within the RFP.

D. DECLARATIONS

We/I the undersigned firm, declare that the only person, firm, or corporation, or persons, firms or corporations, that has or have any interest in the Proposal, or in the contracts proposed to be taken, is or are the undersigned. The undersigned also certifies that this Proposal is made without previous understanding, agreement or connection with any person, firm or corporation submitting a Proposal for this same project and is, in all respects, fair and without collusion or fraud.

We further maintain that we (both firm and principal employees) are in good standing with both Federal and State agencies, as no contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list

contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549.

We maintain by signing below that we will not and have not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or any employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352 (Byrd Anti-Lobbying Amendment).

We acknowledge by signing below that if awarded the bid, we will give the U.S. Department of Education, the Maryland Higher Education Commission, and/or the Legislative Auditor, through any authorized representative, the right of access to, and the right to examine all records, books, papers, or documents related to the evaluation of the grant, if requested.

E. ACKNOWLEDGEMENT OF ADDENDUM(S)

We acknowledge receipt of the following Addendum(s):

No. _____, Dated _____ No. _____, Dated _____
No. _____, Dated _____ No. _____, Dated _____

SIGNATURE OF FIRM

If submitted by an individual, partnership or non-incorporated organization:

_____ By _____
Firm Name Signature of Firm Representative

Business Address Title of Firm Representative

Names and Addresses of Members of Firm

Dated this _____ day of _____, 2026.

IF SUBMITTED BY A CORPORATION: (Please sign and attach the previous two pages of Proposal Form I that contains the terms and acknowledgements.)

_____ By _____
Firm Name Signature of Individual Representing Corporation

_____ _____
Business Address Title of Individual Representing Corporation
County _____ State of Corporation _____

Names and Addresses of Officers:

_____ _____
Business Address President

_____ _____
Business Address Secretary

_____ _____
Business Address Treasurer

Dated this _____ day of _____, 2026.

Small Business _____ FEIN: _____

Female Owned Business _____ DUNS: _____

Minority Business _____ Approved Minority DOT #: _____

REFERENCES (duplicate as needed)

Wor-Wic Community College may contact references as it deems necessary to determine the ability of the firm to meet all the terms of the stated specifications described herein.

Include the following information of no less than three (3) clients per RFP requirements.

Name of client _____

Address _____

Contact Name _____

Title _____

Telephone No. _____

E-mail Address _____

Date Service Began _____ Completed _____

Brief summary of the scope of services provided:

CONFLICT OF INTEREST STATEMENT

The undersigned hereby affirms and attests that to the best of my knowledge, no trustee, employee, spouse, parent, child, brother or sister of the trustee or employee, own assets in this business, and of this date are also employed by Wor-Wic Community College.

Company: _____

Authorized signature: _____

Printed name: _____

Title: _____

Date: _____

ETHICS STATEMENT

In compliance with the Public Ethics Law, et al., contained in the Annotated Code of Maryland, Section 15-508, I hereby affirm that no employee of or representative for our company assisted the College in the drafting of specifications, request for proposals for this procurement, nor did any employee of or representative for our company assist or represent another person, directly or indirectly, who is submitting a bid or proposal for this procurement.

Firm: _____

Authorized signature: _____

Printed name: _____

Title: _____

Date: _____

BID/PROPOSAL AFFIDAVIT

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the (title) _____ and the duly authorized representative of (business) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

_____.

D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

- (1) Been convicted under state or federal statute of:
 - (a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or
 - (b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;
- (2) Been convicted of any criminal violation of a state or federal antitrust statute;
- (3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;
- (4) Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)—(5) above;
- (7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;
- (8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or
- (9) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)—(8) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

_____.

E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

_____.

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

- (1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
- (2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

_____.

G. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

- (1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;
- (2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

I. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

J. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101—14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

K. DRUG AND ALCOHOL FREE WORKPLACE

I CERTIFY THAT:

- (1) Terms defined in COMAR 21.11.08 shall have the same meanings when used in this certification.
- (2) By submission of its bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:
 - (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;
 - (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions;
 - (c) Prohibit its employees from working under the influence of drugs or alcohol;
 - (d) Not hire or assign to work on the contract anyone whom the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;

- (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;
- (f) Establish drug and alcohol abuse awareness programs to inform its employees about:
 - (i) The dangers of drug and alcohol abuse in the workplace;
 - (ii) The business' policy of maintaining a drug and alcohol free workplace;
 - (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;
- (g) Provide all employees engaged in the performance of the contract with a copy of the statement required by §K(2)(b), above;
- (h) Notify its employees in the statement required by §K(2)(b), above, that as a condition of continued employment on the contract, the employee shall:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;
- (i) Notify the procurement officer within 10 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction;
- (j) Within 30 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:
 - (i) Take appropriate personnel action against an employee, up to and including termination; or
 - (ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and
- (k) Make a good faith effort to maintain a drug and alcohol free workplace through implementation of §K(2)(a)—(j), above.
- (3) If the business is an individual, the individual shall certify and agree as set forth in §K(4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.
- (4) I acknowledge and agree that:
 - (a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification;
 - (b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and
 - (c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.03.

L. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

(1) The business named above is a (domestic ____) (foreign ____) corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is: Name: _____ Address: _____

(If not applicable, so state).

(2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

M. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

N. Repealed.

O. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____ By: _____ (Authorized Representative and Affiant)

TERMS AND CONDITIONS

ADDENDA The College reserves the right to amend or add to this bid at any time prior to the bid due date. If it becomes necessary to change or add to any part of this bid, the Procurement Officer will furnish an addendum to all prospective Bidders by posting the addendum on the purchasing web page at: <https://www.worwic.edu/About-Wor-Wic/Purchasing> on the current solicitation page. All addenda will be identified as such and will be posted whenever possible at least 48 hours prior to the bid opening. It is the sole responsibility of any prospective Bidder to monitor the web page to ensure receipt of all addenda.

ADDITIONAL ORDERS Unless it is specifically stated to the contrary in the bid response, the College reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions, if it is mutually agreeable.

APPLICABLE LAW The contract shall be construed and interpreted according to Maryland law, with venue and jurisdiction in Wicomico County, Maryland.

ASSURANCE OF NON-CONVICTION OF BRIBERY The Bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

AUDIT Bidder shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued from this solicitation. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of Bidder and any subcontractor involving transactions related to this agreement during the term of this agreement and for a period of three (3) years after final payment under this agreement.

AWARD CONSIDERATIONS Awards of this bid will be made to the lowest responsible Bidder conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of bidder and its ability to perform satisfactorily with consideration to any previous performance for Wor-Wic Community College. A bid may be awarded at the sole discretion of the College, in whole or in part, whichever is in the best interest of the College. Prompt payment discounts will not be considered in bid evaluation. All discounts other than prompt payment are to be included in bid price.

BID AND PERFORMANCE SECURITY If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany each bid and be made payable to Wor-Wic Community College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Director of Purchasing and Auxiliary Services deems the failure to be non-substantial. Such bid bonds or checks will be returned, upon request, to all except the three (3) lowest Bidders within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned, upon request, to all but successful Bidder(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful Bidder must submit an acceptable performance bond in the designated amount of the bid award, prior to award of contract. All bid bonds will be returned, upon request, to the successful Bidder(s) within forty-eight (48) hours after receipt of the performance bond.

BIDDING INSTRUMENTS Bidding instruments include the bid, addenda, terms and conditions, contract terms, and specifications. Bids should be prepared simply and economically, and should provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of the bid. Emphasis should be on completeness and clarity of content. The Bidder will bear any and all costs incurred in the preparation and submission of bids.

BILLING AND PAYMENT Each invoice shall reference Wor-Wic Community College's purchase order number for this solicitation. All invoices will be paid within (30) days unless otherwise specified in the RFP document or unless any item thereon is questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim.

BRAND NAMES Brand name materials used in these specifications are known and acceptable. Bids including proposals to use alternate brands are invited as long as they are of equal type and equal or better quality. The burden of proof that alternate brands are in fact equal or better falls on the Bidder and proof must be provided to the College's satisfaction.

CARE OF PREMISES Precautions taken for safety and protection shall be in accordance with the mandatory requirements of the safety codes prevailing within the jurisdiction in which the work is to be performed. During the performance of the contract, the Contractor shall take the necessary precautions to protect all areas upon which or adjacent to which work is performed as a part of this contract. Any damage caused as a result of Contractor's neglect, directly or indirectly, shall be repaired to the College's satisfaction at the Contractor's expense.

CANCELLATION Wor-Wic Community College reserves the right to cancel this bid solicitation or to reject all bids received, if the College's Director of Purchasing and Auxiliary Services, in accordance with procedures approved by the College's Board of Trustees, determines that it is fiscally advantageous or in the best interest of the College to cancel the bid.

COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 The Bidder warrants that both the Bidder and/or any subcontractor of the Bidder do not and shall not hire, recruit or refer for a fee, for employment under this Agreement or any subcontract, an alien knowing the alien is an unauthorized alien and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 (hereinafter referred to as "IRCA"), including but not limited to any verification and record keeping requirements. The Bidder agrees to indemnify and save the College, its trustees, and/or employees harmless from any loss, costs, damages or other expenses suffered or incurred by the College, its trustees and/or employees by reason of the Bidder's or any subcontractor of the Bidder's noncompliance with "IRCA." The Bidder agrees to defend the College, its trustees and/or employees in any proceeding, action or suit brought against the College, including but not limited to administrative and judicial proceedings, arising out of or alleging noncompliance of the Bidder with "IRCA". The Bidder recognizes that it is the Bidder's responsibility to ensure that all certifications and verifications as required by law are obtained and maintained for the applicable time period.

COMPLIANCE WITH LAWS Bidder agrees to comply, at no additional expense, with all applicable Executive orders, Federal, State, regional and local laws, ordinances, rules and regulations in effect as of the date of this agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4.

COMPLIANCE WITH WOR-WIC COMMUNITY COLLEGE POLICIES While on the College's campus, Bidder agrees to comply with all applicable Wor-Wic Community College policies and procedures in effect as of the date of this agreement and as they may be amended from time to time during the term of this contract.

CONTINGENT FEES Bidder hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Bidder, to solicit or secure a contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of a contract as a result of this solicitation.

CONTRACT AMENDMENTS The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Wor-Wic Community College before the supplier performs additional work on the project. The Contractor cannot accept purchase requests for products or services that are not covered in this contract or make changes to the scope of work unless a price for those products or services has been negotiated with the College, and the Contractor has received a signed contract amendment from the Purchasing Office.

CONTRACT DEADLINES The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. If the Contractor defaults, the College reserves the right to assess liquidated damages and/or make an open market purchase.

CONTRACT DOCUMENTS The general conditions of this bid, the Contractor's bid, and Wor-Wic Community College General Contractor Agreement form the contract. If any discrepancies exist between the documents, the following order of precedence shall apply: Agreement, Invitation to Bid, then Contractor bid response.

CONTRACT TERMINATION The contract may be terminated for any of the following reasons: failure of the Contractor to meet the mandatory requirements as described in this bid; failure of the Contractor to meet required deadlines; failure of the Contractor to resolve problems in a timely manner; or lack of College funding.

CONTRACTORS This bid invitation is extended to individuals or firms as primary Contractors, and the Contractor will execute the work specified with bona fide employees. Subcontractors cannot assume the primary award of this contract on behalf of the primary Contractor nor can the awarded Contractor be relieved of its obligation or responsibility to this contract. The College reserves the right to reject any subcontractor.

DELIVERY AND PACKING All prices quoted must include delivery. All goods delivered under this contract shall be packed in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging, or for deposits or containers unless specified in the bid. No charge will be allowed for cartage unless by prior written agreement. Complete deliveries must be made by the successful bidder to the designated location as indicated on the Wor-Wic Community College purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost. **DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.**

DELIVERY OF BIDS Sealed bids must be received in the Purchasing Office by the date and time specified in the bid in order to be considered. **NO LATE BIDS OR PROPOSALS WILL BE ACCEPTED.** Late bids will be returned to the Bidder unopened. Bids submitted by mail must be addressed to the Purchasing Office, BH 108D, Wor-Wic Community College, 32000 Campus Dr., Salisbury, Maryland 21804, and clearly marked to indicate the bid title and opening date. Hand delivered bids will be accepted only at the Purchasing Office, BH 108D, Wor-Wic Community College, 32000 Campus Dr., Salisbury, Maryland 21804.

ERRORS IN BIDS Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the Bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected. In the case of an error in price extension, the unit price will govern. The intention of the Bidder must be evident on the face of the bid.

FAILURE TO DELIVER If the Contractor fails to comply with any established delivery requirements, the College reserves the right to make an open market purchase of required items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

FINANCIAL DISCLOSURE The Contractor shall comply with the provisions of §13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which requires that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more, shall, within 30 days of the time when the aggregate value of these contracts, leases or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

HAZARDOUS AND TOXIC SUBSTANCES Bidder must comply with all applicable Federal, State, and County laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the College with a "Material Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

INDEMNIFICATION The Contractor shall be responsible for any loss, personal injury, expense, death and any other damage which may occur by reason of Contractor's acts, negligence, willfulness or failure to perform any of its obligations under this agreement. Any acts, negligence, willfulness or failure to perform any of the Contractor's obligations under this agreement, on the part of any agent, director, partner, servant or employee of Contractor are deemed to be the Contractor's acts. Contractor agrees to indemnify and hold harmless the College and its trustees, employees, agents and students from any claim, damage, liability, injury, expense, and loss, including defense costs and attorney's fees, arising directly or indirectly out of Contractor's performance under this agreement. Accordingly, the College shall notify Contractor promptly in writing of any claim or action brought against the College in connection with this agreement. Upon such notification, Contractor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense. The College will not indemnify the Contractor. This indemnification provision shall survive the termination or completion of this agreement.

INSPECTION OF PREMISES If a site visit is recommended or required, each Bidder is responsible for visiting the sites prior to submitting a bid in order to observe the existing conditions affecting the work, and to obtain precise dimensions of the areas involved. No allowance will be made to the successful Bidder, at a later date for additional work required because of failure to visit the site or to obtain the exact dimensions. Discrepancies, if any, must be reported to the College.

INSURANCE If a contract results from this bid, the Contractor shall maintain such insurance as specified in the bid documents and as will indemnify and hold harmless the College from Workmen's Compensation and Public Liability claims for property damage and

personal injury, including death, which may arise from the Contractor's operations under this contract, or by anyone directly or indirectly employed by the Contractor.

MARYLAND PUBLIC INFORMATION ACT Bidder recognizes that the College is subject to the Maryland Public Information Act, Title 4, of the General Provisions Article of the Annotated Code of Maryland. Bidder agrees that it will provide any justification as to why any material, in whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act. Bidders are advised that, upon request for this information from a third party, the College will be required to make an independent determination whether the information will be disclosed.

MINORITY PARTICIPATION Wor-Wic Community College strongly encourages minority businesses to provide goods and services for the performance of College projects. Minority businesses are defined as firms that are 51% owned and controlled by a member of a socially or economically disadvantaged minority group, which includes African Americans, Hispanics, Native Americans, Alaskan Natives, Asians, Pacific Islanders, women, and the mentally or physically disabled.

NON-ASSIGNMENT AND SUBCONTRACTING Bidder shall not assign any contract or any rights or obligations hereunder without obtaining prior written consent of the College. No contract shall be made by Bidder with any other party for furnishing the services to be performed under a contract issued from this solicitation without the written approval of the College. These provisions will not be taken as requiring the approval of the contract of employment between Bidder and its personnel.

NON-COLLUSION Bidder certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; Bidder also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid 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 bid is submitted.

NON-DISCRIMINATION The Contractor agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry or disability of a qualified individual with a disability; (b) to include a provision similar to that contained in subsection (a), above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

NON-HIRING OF EMPLOYEES No employee of the College or of the State of Maryland, or any department, commission, agency or branch thereof whose duties as employees include matters relating to or affecting the subject matter of this bid shall, during the pendency and term of this contract and while an employee, become or be an employee of the contractor or any entity that is a subcontractor on this contract.

NOTICE TO CURE The College reserves the right to cancel the contract if the Contractor's performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If such corrections are not made within the specified period, the College may terminate the contract.

PATENTS Bidder guarantees that the sale and use of the goods offered will not infringe upon any U.S. or foreign patent. Bidder will at Bidder's own expense, indemnify, protect and save harmless the College, its trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement, arising out of the purchase or use of these goods.

PREPARATION OF BID Bids submitted must be hand signed by an authorized agent of the company submitting the bid. Notification of award will be made by "Notice of Intent to Award" and/or purchase order. A Bidder may attach a letter of explanation to the bid for clarification. Bidders will be required, if requested by Wor-Wic Community College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers of or dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any Bidder's place of business prior to award of contract to determine Bidder responsibility.

POLITICAL CONTRIBUTION DISCLOSURE The Contractor shall comply with §§14-101-14-108, of the Election Law Article of the Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or an incorporated municipality, or their agencies, during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

PRODUCT TESTING DURING TERM OF CONTRACT Goods delivered under any contract resulting from this Invitation to Bid may be tested for compliance with specifications stipulated herein. Any shipment failing to meet or comply fully with the specification requirements will be rejected. The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the College unless the order is rejected for failure to meet specifications or purchase description. In such cases of rejection, the cost of testing will be charged back to the Contractor.

PUBLICITY The Contractor shall not in any way or in any form publicize or advertise in any manner the fact that it is providing services to the College without the express written approval of the College's Public Relations & Marketing Office obtained in advance, for each item of advertising or publicity. However, nothing herein shall preclude the Contractor from listing the College on its routine client list for matters of references.

RECORD RETENTION If awarded a contract, Contractor shall maintain books and records relating to the subject matter of this agreement, including but not limited to all charges to the College, for a period of three (3) years from the date of final payment under this agreement.

REFERENCES Bidder must provide at least three references from former or current clients who can confirm the Bidder's experience with projects that are similar in size or scope. All reference information must include the company's name and address and the contact's name and telephone number. The references provided must be able to confirm, without reservation, the Bidder's ability to provide the level of services requested in this solicitation. References from other higher education institutions or government agencies are preferred but not required.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to §7-202 et. seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

REJECTIONS AND CANCELLATIONS Wor-Wic Community College reserves the right to accept or reject any or all bids in whole or in part for any reason, including the availability of funding for the project. The College reserves the right to waive any informality and to make awards in the best interest of the College. The College also reserves the right to reject the bid of any Bidder who has previously failed to perform adequately on a prior award for furnishing goods and/or services similar in nature to those requested in this bid. The College may cancel this solicitation in whole or in part, at its sole discretion.

RIGHT TO STOP WORK If the College determines, either directly or indirectly, that the Contractor's performance is not within the specifications, terms or conditions of this bid or that the quality of the job is unacceptable, the College has the right to stop the work. The stoppage of work shall continue until the default has been corrected and/or corrective steps have been taken to the satisfaction of the College. The College also reserves the right to re-bid this contract if it is decided that performance is not within the specifications as set out.

SAMPLES AND CATALOG CUTS If samples are required, Bidder shall be responsible for delivery of samples to location indicated. All sample packages shall be marked "Sample for Purchasing Office, Bid Title: _____" and each sample shall be tagged or marked and bear the name of the Bidder. Failure of the Bidder to clearly identify samples as indicated may result in rejection of bid. The College reserves the right to test any materials, equipment or supplies delivered to determine if the specifications have been met. The Sample shall be identical to the item the Bidder proposes to furnish should it be awarded a contract and shall be packaged in the same manner as they will be packaged during the contract term. Samples will not be returned.

SIGNATURE Each bid must show the full business address and telephone number of the Bidder and be signed by the person or persons legally authorized to sign such contracts. All correspondence concerning the bid and contract, will be mailed or delivered to the address shown on the bid. **NO BID WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE.**

SPECIFICATIONS AND SCOPE OF WORK The specifications listed herein may or may not specify all technical requirements which are needed to achieve the end result. When accepting the award, the Contractor assumes the responsibility of accomplishing the task requested in this document. Any omission of parts, products, processes, etc. in the specifications are the responsibility of the Contractor and the College will not bear the responsibility of their omission. If omissions in the specifications are discovered and these omissions will impact the contract price then it is the responsibility of the Bidder to note these omissions, in writing, prior to accepting the award. If these omissions are not noted prior to award then the Contractor's silence is deemed as full and complete acceptance and any additional costs will be borne by the Contractor.

SUBCONTRACTORS Offerors must submit the names and addresses of all subcontractors to be retained for this project. The College reserves the right to reject. Subcontractors shall conform in all respects to the applicable provisions specified for the prime contractor and shall be subject to approval by the College. If a subcontractor is determined to be unacceptable by the College, the firm shall substitute an acceptable subcontractor with no change in any Contract unit prices or overall Contract sum. If a firm fails, within a timely manner, to propose another subcontractor to whom the College has no objection, the College reserves the right to reject the proposal. The firm will use only those subcontractors approved by the College. All subcontractors shall comply with federal and state laws and regulations which are applicable to the services covered by the subcontractor and shall include all terms and conditions set forth herein which apply with equal force to the subcontractor, as if they were the Contractor referred to herein. The Contractor is responsible for the Contract performance, whether or not subcontractors are used.

TAXES The College is exempt from Federal and Maryland taxes. Exemption Certificates are available upon request. Bidder shall be responsible for the payment of any and all applicable taxes resulting from any award and any activities hereunder, including but not limited to any applicable amusement or sales taxes. For construction projects: in accordance with COMAR 03.06.01.22c(2)(b), the tax exemption certificate of otherwise exempt governmental entities may not be used for the purchase of materials to be incorporated into the real property on College construction projects.

TERMINATION BASED ON LACK OF FUNDING Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Wor-Wic Community College. Insufficient funds shall be grounds for immediate termination of the contract.

TERMINATION OF CONTRACT The College reserves the right to cancel the Contract awarded to the Contractor if, in the College's judgment, performance under the Contract is unsatisfactory. It is understood, however, that if at any time during the term of the Contract, performance there under is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within fifteen (15) calendar days from the receipt of such notification. If such corrections are not made within the specified period, the College may terminate the Contract at that time.

TERMINATION FOR DEFAULT If an award results from this bid, and the Contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the College. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the Contractor up to the date of termination.

TERMINATION FOR THE CONVENIENCE OF THE COLLEGE The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or in part, whenever the President of Wor-Wic Community College shall deem that termination is in the best interest of the College. Such determination shall be at the sole discretion of the President or his designee. In such event, the College shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. The Contractor shall not be reimbursed for anticipatory profits. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

USE OF CONTRACT BY OTHER PUBLIC ENTITIES While this bid is prepared on behalf of Wor-Wic Community College, it is intended to apply to other Maryland educational institutions and public agencies in the State of Maryland. Unless the Bidder takes an exception, the resulting awarded items, terms and conditions will be available to other State and local public entities. Should a price adjustment be necessary to include any other public entity, the Bidder must so note on the Contractor Information Form. Purchase requests and funding from other agencies will be the responsibility of those agencies.

WARRANTY Bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive a contract and shall not be deemed waived either by the College's acceptance of said materials or goods, in whole or in part, or by payment for them, in whole or in part. The Bidder further warrants all articles, material and work performed for a period of one year, unless

otherwise stated, from date of acceptance of the items delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at Bidder's sole expense.

WITHDRAWAL OF BIDS A bid shall be withdrawn by written or fax request, confirmed immediately in writing, provided that such requests are received prior to the time of opening bids. The College shall not be held responsible for the timely receipt of any requests for withdrawal, and the bidder is cautioned to transmit any such request in ample time for delivery before the bid opening hour and date. No bid received can be withdrawn by any bidder after the opening, as no claim for release due to mistakes or omissions in the bidding shall be considered. Each bidder shall be held strictly responsible for its bid.

SUPPLEMENTAL TERMS AND CONDITIONS FOR CONSTRUCTION PROJECTS

ACCEPTANCE AND FINAL PAYMENT Upon receipt of notice from the Contractor that the work is ready for final inspection and acceptance, the College shall promptly make such final inspection. When the College representative finds the work fully acceptable under the Agreement and the Agreement fully performed, the College representative shall sign-off on the final invoice indicating that the work provided for in this Agreement has been completed and is acceptable under the terms and conditions thereof and that the entire balance on the final invoice is authorized for payment. Before issuance of a final invoice, the Contractor shall submit such evidence to the College as the College deems necessary to ensure that all payrolls, material bills and other indebtedness connected with the work have been paid. Final payment shall be made within ten (10) calendar days after the Business Office receives signature and authorization for final payment from the College representative that this work has been fully completed and the Agreement fully performed. Acceptance by the Contractor of final payment shall be and shall operate as release to the College from all claims and all liability to the Contractor. Neither the acceptance by the College or any representative of the College nor any payment for or acceptance of the whole or any part of the work, nor any extension of time, nor any possession taken by the College, shall operate as a waiver of any portion of the Agreement or of any power reserved to the College or any right to recover damage. The waiver of any breach of the Agreement shall not be held to be waiver of any other subsequent breach.

BID BOND Each bid must be accompanied by a bid bond from a surety company acceptable to the College, properly executed in favor of the College for not less than ten percent of the amount of the base bid. Bid bonds will be returned, upon request, to all except the three lowest bidders within three days after bid opening. The bid bonds of the three lowest bidders, with the exception of the awardee, will be returned, upon request, within 48 hours after contract execution.

CONTRACTOR IDENTIFICATION Contractor's employees working on College property are required to sign in every day at the maintenance building immediately upon arrival. They will be issued a contractors badge that they are required to wear while on campus.

GENERAL CONDITIONS Unless otherwise noted, Contractor shall provide and pay for all labor, materials, equipment, tools, construction machinery, transportation, and services necessary for proper execution and completion of the work as required by contract documents. The proper execution and completion of such work shall include any necessary restoration of disturbed areas affected by the construction under the contract documents. Contractor shall at all times enforce strict discipline and good order among employees and shall not employ on the work any unfit person or anyone not skilled in the task assigned. The College reserves the right to request the removal of any construction personnel at any time.

INSURANCE The purchase of insurance does not relieve the Contractor of any obligations assumed under this Agreement. Failure to maintain insurance shall be viewed as a material breach of the Agreement. Contractor shall maintain in force at all times during the term of this Agreement, with an insurance carrier licensed to do business in the State of Maryland acceptable to the College. The Contractor shall be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith. The Contractor assumes all risks of direct and indirect damage or injury to property or person used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission, or operation under the contract, or in connection in any way whatsoever with the contracted work.

The Contractor shall, during the continuance of all work under the contract, provide the following commercial insurance coverage:

Statutory Worker's Compensation and Employer's Liability Insurance under the State of Maryland statutory requirements, to protect the Contractor from any liability or damages of any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the state of Maryland, or which may be hereinafter enacted.

Commercial General Liability Insurance to protect the Contractor, its subcontractors, and the interest of the College against any and all injuries to third parties, including bodily injury, personal injury and property damage, resulting from any action or operation under the Agreement or in connection with the contract work. The General Liability Insurance shall provide combined single limits of \$1,000,000 per occurrence, naming the College as an Additional Insured and it shall be stated on the insurance certificate with the provision that this coverage is primary to all other coverage the College may possess. The policy shall contain, but not be limited to, the following coverage endorsements:

Contractual Liability, including Subcontractors;

Personal and Advertising Injury;

Products and Completed Operations - Products and Completed Operations insurance shall be maintained for a minimum period of two years after final payment, and Offeror shall continue to provide evidence of such coverage to owner on an annual basis during the aforementioned period; and

Explosion, Collapse, and Underground Hazards (XCU) - required if such exposure exists due to the nature of the project.

Automobile Liability Insurance with limits of liability of at least \$1,000,000 combined single limit per occurrence. Coverage shall include Owned, Non-owned, and Hired Automobile endorsements covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the Contractor. In addition, mobile equipment used by the Contractor in connection with the Agreement work will be insured under either a Standard Automobile Liability Policy or a Comprehensive General Liability Policy including coverage for hired and non-owned vehicles.

Builder's Risk Insurance, if applicable, with a limit of coverage equal to the construction cost on a replacement cost basis, and written on an all-risk policy form. Insurance shall be maintained until the entire project is accepted by the College. The

Builder's Risk Policy shall include the College and all subcontractors as an Additional Insured. IF ANY ARCHITECTURAL, ENGINEERING, DESIGN, INSPECTION OR PLANNING SERVICES ARE RENDERED, INCLUDING APPROVAL OF SUCH ACTIVITIES OF OTHERS, **Professional Liability/Errors and Omissions** coverage is also required with limits of at least \$1,000,000. Contractor shall continue to maintain such insurance, covering incidents occurring or claims made, for a period of three (3) years after substantial completion of the project.

The Contractor agrees to provide insurance issued by companies admitted within the State of Maryland with the Best's Key Rating of at least A-. Exceptions must be requested in advance and pre-approved by the College. The successful Contractor will provide an original, signed certificate of insurance, evidencing such insurance and such endorsements as prescribed herein, and shall have it filed with the College, before any work is started. The Contractor will secure and maintain all insurance policies of its subcontractors which shall be made available to the College on demand. No change, cancellation, or non-renewals shall be made in any insurance coverage without a thirty (30) day written notice to the Purchasing Office, Wor-Wic Community College. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished to the Purchasing Office, Wor-Wic Community College. Insurance coverage required in these specifications shall be in force throughout the contract term. Should the Contractor fail to provide acceptable evidence of current insurance within seven (7) days of written notice at any time during the contract term, the College shall have the absolute right to terminate the Agreement without any further obligation to the Contractor, and the Contractor shall be liable to the College for the entire additional cost of procuring the uncompleted portion of the Agreement at the time of termination. Compliance of the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all subcontractors of the liabilities and obligations under this heading or under any other section of provision of the contract. Contractual and other liability insurance provided under this Agreement shall not contain a supervision, inspection, or engineering services exclusion that would preclude the College from supervision and/or inspecting the project as to the end result. The Contractor shall assure that all subcontractors performing services in accordance with this document carry identical coverage as shown above, either individually or as an additional insured on the policies of the Contractor. Exceptions may be made only with the approval of the College. Contractor agrees to indemnify the College for any workers' compensation claims asserted by employees of subcontractors who do not carry workers' compensation insurance.

LIMITS OF WORK / USE OF SITE Contractor shall confine operations at the site to the area indicated in the contract documents and shall not unreasonably encumber site or off-site work areas with materials or equipment. Coordination and cooperation with the College shall be mandatory. It shall be the sole discretion of the College whether the Contractor's use of the site is interfering with operations, including Contractor's noise. Should the College determine interference, the Contractor shall be required to revise operation.

LIQUIDATED DAMAGES Time is of the essence in the performance of this contract. Project must be completed according to project schedule. Liquidated damages will apply.

MARYLAND UNDERGROUND FACILITIES DAMAGE PREVENTION LAW Contractor shall coordinate and pay for all work required to comply with this law. Additionally, Contractor shall be responsible for all location of private utilities as required by the College.

MATERIAL SAFETY DATA SHEETS (MSDS): Pursuant to Occupational Safety and Health Act (OSHA) 29CFR1910, where applicable, MSDS for the products supplied or used as a result of this contract must be sent to: Wor-Wic Community College, Gregory Grey, Senior Director of Facilities Management, 32000 Campus Drive, Salisbury, MD 21804. MSDS must show the contract number under which the products were supplied or used. The successful contractor shall submit Material Safety Data Sheets on any item requested by the contract manager.

MINIMUM SAFETY REQUIREMENTS Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. Contractor shall comply, and shall secure compliance by its employees, agents, and lower tier subcontractors, with all applicable health and safety laws and regulations, including without limitation, Federal OSHA and equivalent OSHA state regulations, city and county ordinances and codes, uniform fire codes, DOT regulations, and owners facility rules and regulations. Contractor shall submit to owner, a copy of its Safety and Health Program for review and shall agree to make necessary changes in order to comply with specific facility rules and regulations if needed. Contractor shall effectively execute the program elements and maintain the job site in a safe and healthful matter. Contractor shall provide a safe and healthful environment for its employees and agents as well as the owners' representatives and agents. Contractor shall report to the owners any governmental inspections or inquiries at the job site. The reasons for the inspection and results of the inspection shall be shared with the owners as soon as possible and no later than the next business day. Oral notification is expected as well as a written report detailing the inspection. All injuries, illnesses, and work related incidents should be reported to the owners immediately but no later than the next business day after the incident. Contractor shall fill out an Incident Report and submit to the College no later than 48 hours after the initial incident. By the fifth working day of each month, contractor shall prepare a Monthly Safety Summary detailing activities, events, and accident statistics. This report shall be submitted to the College. The College reserves the right to audit Contractor safety and health related records and statistical information at any time.

NON-DISRUPTION OF CAMPUS The Contractor understands that Wor-Wic Community College is an active college campus and that all work must be performed in a manner to minimize disruption of operations and classes. Buildings will be occupied by staff during the duration of the work outlined. Under no circumstances shall any driveway, access road, or walkway be blocked by the Contractor's vehicles to prohibit use of, or disruption to pedestrian or vehicular traffic to the buildings.

PERFORMANCE, LABOR AND MATERIALS BOND Performance and Labor & Materials bonds shall be required for contracts over \$7,500 or more. Within 10 days of award notification, the successful bidder shall deliver to the College: a performance Bond in the amount of 100% of the contract price covering faithful performance of the contract for building construction, alteration or repair; and a Labor and Materials Payment Bond in the amount of 100% of the contract price as security for payment of all persons performing labor and furnishing materials in connection therewith. In the event that a Change Order is approved, Contractor shall be responsible for notifying the bonding company of such change and procuring the additional coverage for the Change. A letter from the bonding company stating its willingness to provide the bidder with performance and labor & material bonds shall be submitted with bid.

PERMITS AND FEES The Contractor shall apply for, secure and pay for all permits, governmental fees and licenses necessary for proper execution and completion of the work including use and occupancy permits, electrical, plumbing, and all other permits. The Contractor shall secure certificates of inspection, occupancy, etc. as may be required by the authorities having jurisdiction over the

work. These shall be delivered to the College upon completion of the work.

PROJECT ORGANIZATION The Contractor shall appoint a project manager and identify the individual prior to commencing work. The project manager shall be responsible for coordination of all work covered by this period.

RECORDS FOR MATERIAL DISPOSAL Contractors responsible for removing construction/demolition waste or recyclable materials from College property shall submit copies of receipts or invoices to the College detailing the weight and volume of the materials disposed.

SUBCONTRACTORS The Contractor shall list on the Bid Form the name of all subcontractors proposed for the principal portions of the work, mechanical and electrical. Contractors agree that they will be fully responsible to the College for any acts and omissions of their subcontractors and of persons directly or indirectly employed by them. Nothing contained in these contract documents shall create any contractual relationship between any subcontractor and the College. Prior to receiving each payment of a current estimate and final estimate, the Contractor shall certify in writing that payments have been made from proceeds of prior payments, and that timely payments will be made from proceeds of the current estimate and final estimate payment then due, to the subcontractors and suppliers in accordance with the contractual arrangements with them.

SUPERVISION The Contractor is required to maintain on site, at all times when work is in progress on this project, a qualified supervisor who represents the contractor and is responsible for the entire project.

TITLE TO EQUIPMENT In all instances, title to any equipment furnished or intended to be furnished, shall pass to the College on the date of acceptance.

UTILITIES The following will be made available to the Contractor by the College (if applicable): Electric and Water. Sanitary facilities shall be provided by the contractor.

WORK SCHEDULE All contractors shall submit a tentative work schedule with their bid proposal. Within five (5) working days or at the College's discretion after contract award notification, the successful bidder shall attend a pre-construction conference. At the pre-construction conference, the successful bidder shall submit a detailed written schedule on "job plan". This job plan should provide all detailing of the work activities and time schedule for each activity prior to commencing work. All requests for outages (if applicable) shall be submitted in writing to the Facilities Management Office ten (10) days prior to the intended shutdown.