

PUR-1247
INVITATION TO BID

Contract No.: SE-CN-191-28

The Board of County Commissioners of Washington County, Maryland, (hereinafter the "Owner") will accept sealed bids for the **Washington County Senior Activities Center and Commission on Aging Offices, Contract SE-CN-191-28**. Bids will be received and time-stamped in the **Washington County Purchasing Department, Washington County Administration Building, 100 West Washington Street, Third Floor, Room #320, Hagerstown, MD 21740-4748**, until no later than **2:00 P.M. (DST/Local Time) on Wednesday, April 30, 2014**, after which time they will be publicly opened in the Second Floor Conference Room #255 of the County Administration Building. Bids received after this time will be returned unopened.

NOTE: All Bidders **must** enter the County Administration Building through the front door, 100 West Washington Street entrance, and **must** use the elevator to access the Purchasing Department to submit their bid or to attend the Pre-Bid Conference. Alternate routes are now controlled by a door access system.

Qualified Contractors may obtain drawings and specifications on CD with loose bid forms provided from the **Washington County Purchasing Department, County Administration Building, 100 West Washington Street, Third Floor, Room #320 Hagerstown, MD 21740-4748**, (Telephone 240-313-2330), for a **NON-REFUNDABLE** fee of **\$30.00** for each complete set. For mail requests, which must be made in writing, companies who provide a FedEx or UPS account number will receive the documents next or second day at their expense. If a FedEx or UPS account number is not provided, the document will be sent via U.S. mail. Mail requests must include a full mailing address, contact person with e-mail address, and phone / fax number. All checks for bidding documents shall be made payable to the **Washington County Treasurer and sent to the Washington County Purchasing Department at the above address**. Payment must be received before the documents can be mailed. The Owner will provide successful bidder up to **Fifteen (15) sets** of plans and specifications at no cost. Additional copies, or portions thereof, may be charged at established printing costs.

Bid security in the form of a cashier's check, certified check, or bid bond in the amount of five percent (5%) of the bid amount shall be submitted with Contractor's bid. The successful bidder will be required to furnish satisfactory Payment and Performance Bonds for the full amount of the Contract. Bids shall be executed on bid forms provided with the bidding documents in accordance with the Instructions to Bidders.

The Owner may make such investigations as he deems necessary to determine the ability of the bidder to perform the work, and prospective bidders shall be required to furnish to the Owner's representative all such information as may be requested. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligation of the Contract and to complete the work contemplated therein.

A Pre-Bid Conference for the project will be held on **Thursday, April 3, 2014 at 10:00 AM, local time, at the future site of the Washington County Senior Activities Center and Commission on Aging, 21 Willard Street, Hagerstown, MD 21740.** All prospective Bidders are requested to attend. Attendance is not mandatory but is strongly encouraged. A site tour will be held immediately following the Pre-Bid Conference. Interested parties are also welcome to tour the existing facilities by appointment. If interested in a tour, please contact the County's Project Manager, Mike Armel, at 240-313-2411 or marmel@washco-md.net, during normal County office hours.

Washington County shall make positive efforts to utilize Disadvantaged Business Enterprises for its supplies and services and shall allow these sources the maximum feasible opportunity to compete for contracts. The Board of County Commissioners does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services. Individuals requiring special accommodations are requested to contact the Washington County Purchasing Department at 240-313-2330 Voice, 711 Voice/TDD to make arrangements no later than seven (7) calendar days prior to the Pre-Bid Conference and/or Bid Opening.

The Board of County Commissioners of Washington County, Maryland, reserves the right to accept or reject any or all bids, to waive formalities, informalities and technicalities therein. The Board reserves the right to contact a Bidder for clarifications and may, at its sole discretion, allow a Bidder to correct any and all formalities, informalities and technicalities in the best interest of Washington County.

By Authority of:

A handwritten signature in black ink that reads "Karen R. Luther". The signature is written in a cursive style with a large, stylized initial "K".

Karen R. Luther, CPPO
Purchasing Director

BOARD OF COUNTY COMMISIONERS
OF WASHINGTON COUNTY, MARYLAND

From SECTION 01 10 00 – SUMMARY

1.3 PROJECT INFORMATION

A. Project Identification: [Washington County Senior Activities Center and Commission on Aging Offices.](#)

1. Project Location: [21 Willard Street, Hagerstown, MD 21740 \(on the SW corner with E. Franklin Street\)](#)

1.4 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and consists of the following:

1. The development will consist of the renovation of a 19,500 SF existing one-story brick armory building with a new entry canopy and kitchen infill building addition and various site improvements to create a new home for the Washington County Senior Activities Center and Commission on Aging Offices.

B. Type of Contract:

1. Project will be constructed under a single prime contract.

from the [SUPPLEMENTAL CONDITIONS TO THE INSTRUCTIONS TO BIDDERS](#):

9.2 Subparagraph; **SUBSTITUTE** Paragraph 3.2.2 with the following subparagraph:

“3.2.2 Should any Contractor find discrepancies in, or omissions from, the documents or be in doubt of their meaning, he (she) should at once request in writing an interpretation from **Karen R. Luther, CPPO – Purchasing Director, Washington County Purchasing Department, Washington County Administration Building, 100 West Washington Street, Room 320, Hagerstown, Maryland, 21740-4748, Fax 240-313-2331.** All necessary interpretations will be issued to all Bidders as addenda to the specifications, and such addenda shall become part of the contract documents. **Requests received after 4:00 P.M. (local time), Monday, April 14, 2014 may not be considered.** Every interpretation made by the County will be made as an addendum which, if issued, will be sent by the Purchasing Director to all interested parties.”