

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



(X) INVITATION FOR BID

PROJECT: Signage

DEPARTMENT: States Attorney's Office

VENDOR

NAME: _____

ADDRESS: _____

BID OPENING:

DATE: December 23, 2013

TIME: 2:00 PM

BID INSTRUCTIONS

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

Bid tabulations (when applicable) will be posted on the County website at www.wicomicounty.org under the Purchasing Department webpage link to current Sealed Bids then link to Bid Archive. This will typically be done within 24 hours of the bid opening. Please use this resource rather than calling the Purchasing Office.

Bid evaluations typically take 1-2 weeks.

7. **Award of Bid:** The Purchasing Agent shall award a bid to the best, responsive and responsible bidder complying with the provisions of the Invitation for Bid. All bid awards are contingent upon available funding.

The Purchasing Agent reserves the right to award a bid by individual items, in aggregate, or in combination thereof as deemed necessary to fulfill the anticipated requirements of the County.

All awards over \$1000.00 require a Purchase Order to be executed before any work can be started. Some awards will require a County contract. A sample is attached if this is applicable.

8. **Approved Equals:** In all specifications where a material or article is defined by describing a proprietary product or by using the name of a vendor or manufacturer, it can be assumed that an approved equal can be substituted. The use of a named product is an attempt to set a particular standard of quality and type that is familiar to the County.

Such references are not intended to be restrictive. However, the County shall decide if a product does in fact meet or exceed the quality of the specifications listed in the solicitation. It shall be the responsibility of the vendor that claims his product is an equal to provide documentation to support such a claim.

8. **Sales Tax:** Wicomico County is exempt from being directly charged Federal excise and Maryland sales tax. A copy of an exemption certificate shall be furnished upon request. According to the Office of the Comptroller of Maryland, the Contractor is responsible for paying sales tax on his/her purchases relating to this project and should incorporate it into his bid.
9. **Delivery:** All items shall be delivered F.O.B. destination and delivery costs and charges included in the bid unless otherwise stated in the specifications or bid form.
10. **Insurance:** If required by the General Conditions or Terms and Conditions, the bidder shall provide the County with Certificates of Insurance within ten (10) days of bid award notification evidencing the required coverage. Bidder must

provide Certificates of Insurance before commencing work in connection with the contract.

11. **Right to Reject**: The Wicomico County Council reserves the right to reject any and/or all bids or to waive any technicality it deems in the best interest of the County.

12. **Piggybacking**: Wicomico County may authorize, upon request, any governmental entity (hereafter Authorized User) within the County to purchase items under the contract awarded pursuant to this bid solicitation. All purchase orders issued against the contract by an authorized User shall be honored by the Contractor in accordance with all terms and conditions of this contract. The issuance of a purchase order by an Authorized User pursuant to this provision shall constitute an express assumption of all contractual obligations, covenants, conditions and terms of the contract. A breach of the contract by any particular Authorized User shall neither constitute nor be deemed a breach of the contract as a whole which shall remain in full force and effect, and shall not affect the validity of the contract nor the obligations of the Contractor thereunder respecting the County. The County specifically and expressly disclaims any and all liability for any breach by an authorized User other than the County and each such Authorized User and Contractor guarantee to save the County, its officers, agents and employees harmless from any liability that may be or is imposed by the Authorized User's failure to perform in accordance with its obligations under the contract.

BID SPECIFICATION

SPECIFICATIONS FOR SIGNS AT THE STATES ATTORNEY'S OFFICE

- I. OWNER: Wicomico County, MD
- II. OWNER'S REPRESENTATIVE: Purchasing Director
- III. SCOPE OF WORK: Provide signage and installation of signs.
- IV. LOCATION: 309 E. Main Street, Salisbury, MD 21801
- V. SPECIFICATIONS:
 1. Signs shall read as shown in the attached drawings (Attachment A). Colors are subject to change.
 2. Signs shall be single faced sandblasted or routed sign. Metal sign option may be flat faced rather than sandblasted or routed. Signs shall be mounted to the front of the building and prices should include installation on each sign individually.
 3. Sizes as follows:
 - Main Sign for Wicomico County States Attorney's Office w/ County Logo - 12 feet long x 2.5 feet high
 - Seal for Wicomico County States Attorney's Office for above sign - 3 feet diameter (round)
 - Sign for Child Advocacy Center: 9.5 feet long, 2.5 feet high
 4. On wood signs - no end to end joining is acceptable and all joined board surfaces shall be within a tolerance of 1/32".
 5. All materials shall be new and of first quality.
 6. Lettering shall be raised from the sandblasted/routed background a minimum of 3/8".
 7. Borders and outlines around logos are to be raised.
 8. All finished shall be applied in a uniform manner with no brush or roller marks, drips runs or inconsistent application.

9. Logos are to be industry standard vinyl type multi-color decals on raised surface. Raised surface is waived on metal sign option.
10. All workmanship and materials shall be fully warranted for two (2) years.
11. A five (5) year warranty shall apply to structural delaminating of glue joints, rotting or termite infestation on wood signs.

BID FORM

(Page 1 of 2)

TO: Wicomico County Purchasing Department
Government Office Building
125 North Division Street, Room 205
Salisbury, MD 21801

Company Name: _____

BID STATES ATTORNEY’S OFFICE SIGNAGE

Date: _____

Option 1 - Wood Sandblasted Signage (Specify wood - _____)

- Main Sign for Wicomico County States Attorney’s Office w/ County Logo - 12 feet long x 2.5 feet high \$ _____
 - County Seal for Wicomico County States Attorney’s Office for above main sign – 3 feet diameter (round) \$ _____
 - Sign for Child Advocacy Center: 9.5 feet long, 2.5 feet high \$ _____
- Total** \$ _____

Option 2 - Plastic Routed Signage

- Main Sign for Wicomico County States Attorney’s Office w/ County Logo - 12 feet long x 2.5 feet high \$ _____
 - County Seal for Wicomico County States Attorney’s Office for above main sign – 3 feet diameter (round) \$ _____
 - Sign for Child Advocacy Center: 9.5 feet long, 2.5 feet high \$ _____
- Total** \$ _____

Option 3 – Metal Signage (Not routed/sandblasted)

- Main Sign for Wicomico County States Attorney’s Office w/ County Logo - 12 feet long x 2.5 feet high \$ _____
 - County Seal for Wicomico County States Attorney’s Office for above main sign – 3 feet diameter (round) \$ _____
 - Sign for Child Advocacy Center: 9.5 feet long, 2.5 feet high \$ _____
- Total** \$ _____

Two copies of bid provided? Yes_____

Projected delivery date _____ Days from placement of order

Addendums Acknowledged (if applicable) - YES _____ #(s) _____ NO _____

Exceptions to the bid specifications YES_____ Attached_____ NO_____

Mfg. Specifications or Cut Sheets provided YES _____ NO _____ N/A _____

The County reserves the right to accept all of part of this bid.

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

SIGNATURE: _____

NAME: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

SAO Sign Bid—Attachment A

Final sign colors and lettering will be determined prior to ordering



← 3' Round Logo to be mounted on front upper part of building



↖ Main Sign for Wicomico County States Attorney's Office w/ County Logo - 12 feet long x 2.5 feet high mounted above main doorway. Lettering will be centered horizontally on final design.

Sign for Child Advocacy Center: 9.5 feet long, 2.5 feet high—mounted over CAC entrance

