

**Wicomico County Purchasing Department
125 N. Division Street, Room B-3
Salisbury, Maryland 21801**



INVITATION FOR BID

PROJECT: School Bus Service
For 2016 Summer Camps

DEPARTMENT: Recreation Parks & Tourism

VENDOR:

NAME: _____

ADDRESS: _____

BID OPENING:

DATE: April 20, 2016

TIME: 2:30 PM

I. BID INSTRUCTIONS

A. SUBMISSION OF BIDS

1. Three full copies of the bid form and any required attachments must be submitted in the solicitation and can be submitted in the same envelope unless otherwise instructed.
2. The bid forms shall be signed and submitted in a sealed envelope clearly identified on the outside of the mailing envelope with the name of the bid/project and date and time of the scheduled bid opening as indicated in the advertisement.
3. Electronically mailed bids are **not** considered sealed bids and will **not** be accepted.

B. DELIVERY OF BIDS

1. Bids should be mailed or hand carried to Wicomico County Purchasing Department, 125 N. Division Street, Government Office Building, Room B-3, Salisbury, MD 21801, in order to be received in the office of the Purchasing Agent **prior** to the announced bid deadline. *Bids received after said time or delivered to the wrong location will be returned to the bidder unopened.*
2. If you are delivering a bid in person please keep in mind to allow time to sign-in at the security station in the lobby. It is fully the responsibility of the bidder to insure that the bid is received on time.
3. 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.

C. QUESTIONS/ADDENDUM

1. Bids are subject to change in the form of an addendum. Questions must be addressed in writing to Wicomico County Purchasing at purchasing@wicomocounty.org.
2. All questions should be asked no later than seven (7) calendar days in advance of the bid. Addenda are posted on the County website at www.wicomocounty.org under Government: Departments: Purchasing: at www.wicomocounty.org/bids.aspx at least five (5) calendar days before bid opening.
3. It is the bidders responsibly to make sure all addenda are acknowledged in their bid. Failure to do so could result in the bid being disqualified.

D. QUALIFICATIONS

1. The Bidder must be in compliance with the laws regarding conducting business in the State of Maryland.

All Bidders shall provide a copy Certificate of Status from the Maryland Department of Assessments and Taxation, evidencing the Bidder is in good standing with the State of Maryland. See https://sdatcert1.resiusa.org/certificate_net/ for information on obtaining the Certificate of Status. *Certificates of status are not available for trade names, name reservations, government agencies, sole proprietorships, and some other accounts as these are not legal entities and thus are not required for these categories of bidders.* For more information on the Certificate of Status please see <http://www.dat.state.md.us/sdatweb/COSinfo.html> .

2. Wicomico County reserves the right, at its sole discretion, to extend the date this documentation must be provided. The Bidder's inability to provide this documentation could result in the bid being rejected.
3. All vendors who wish to bid on County projects and contracts need to register as a bidder at www.wicomicocounty.org/list.aspx?Mode=Subscribe#bids by checking off the categories for which you wish to be informed of future bids.

E. EXCEPTIONS/ SUBSTITUTIONS

1. Any exceptions or substitutions to the specifications requested should be marked on the bid form and listed on a separate sheet of paper attached to the bid.
2. 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.
3. 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.

F. APPROVED EQUALS

1. 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.
2. 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.
3. 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.

F. SALES TAX

1. In buying products directly from a vendor 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.
2. According to the Office of the Comptroller of Maryland, a *Contractor is responsible for paying sales tax* on his/her purchases relating to any projects or services and should incorporate it into their bid.
3. Contractors cannot use the County tax exemption to buy materials or products used on County projects.

G. INSURANCE

1. 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.
2. Bidder must provide Certificates of Insurance before commencing work in connection with the contract.

H. BID EVALUATION

1. 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.
2. Bid tabulations will be posted on the County website at www.wicomicocounty.org/bids.aspx and click on the box Show Closed/Awarded/Cancelled Bids and find the bid tabulation for the bid you are interested in. The tabulations will typically be posted within 24 hours of the bid opening.
3. Bid evaluations typically take 1-2 weeks.

I. RIGHT TO REJECT

1. Wicomico County reserves the right to reject any and/or all bids or to waive any technicality it deems in the best interest of the County.

J. AWARD OF BID

1. The County shall award the bid to the best, responsive and responsible bidder complying with the provisions of the Invitation for Bid.
2. All bid awards are contingent upon available funding.
3. 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.
4. 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.

5. PIGGYBACKING

1. 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.
2. 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.
3. 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.
4. 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.

6. PUBLIC INFORMATION ACT (PIA)

1. Wicomico County is subject to the Maryland Public Information Act and may be required to release bid submissions in accordance with the Act.
2. Any materials the bidder deems to be proprietary or copyrighted must be marked as such; however, the material may still be subject to analysis under the Maryland Public Information Act.

II. BID SPECIFICATIONS

The Wicomico County Purchasing Department is accepting sealed bids on behalf of the Recreation & Parks Department for school bus service to the Salisbury and surrounding areas from various summer camp locations throughout the county.

SCOPE OF WORK:

Attached are the details regarding pick up locations, dates, destination, and estimated number of buses. Flexibility is needed for cancellation due to insufficient participation and times of travel. Please note the following instructions:

- 1) Copy of Certification of CDL, with passenger endorsement must be included with bid.
- 2) Proof of liability, having a minimum of \$1 million in coverage, must be included with bid.
- 3) Provide names of drivers and bus numbers along with copies of driver's license.
- 4) The Department reserves the right to refuse a driver in the event of a problem.
- 5) Buses are to remain on-site and not leave during trips and events.
- 6) Provide a copy of your charter license for Delaware trips (if applicable).
 - *Without charger license the county reserves the right to bid these trips out separately.

TERM OF CONTRACT:

The contract shall run for the 2016 summer season ending Friday August 26, 2016 with an option to renew for up to two (2) additional seasons if the County and Vendor can agree on mutually acceptable terms. The County will consider a price adjustment at the anniversary date of the contract to compensate the Vendor for reasonable escalations in costs.

This contract may be terminated by either party at any time by giving thirty (30) days written notice to the other party.

Please enter your price per bus and total per trip in the space provided. Rain dates should not be included in Bid totals.

III. BID FORM

TO: Wicomico County Purchasing Department
 Government Office Building
 125 North Division Street, Room B-3
 Salisbury, MD 21801

Date: _____

Name: _____

BID: School Bus Service for 2016 Summer Camps

Camp Locations are as follows:

Kids Klub Summer Escape: Delmar Elementary School, North Salisbury Elementary School and Westside Intermediate School

Pemberton Nature Camp: Pemberton Historical Park

Beyond the Backyard: Doverdale Playground and Indian Village Playground

Westside Community Center: 21109 Bivalve Lodge Road, Bivalve, MD 21814

Date	Time	Schedule of Events	Program	Number of Buses	Cost per Bus	Cost per Trip
Tuesday June 21	9:30 am – 2:00 pm	Westside Community Center Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Tuesday June 21	10:00 am – 1:30 pm	Tyaskin Beach Westside Community Center	Westside Community Center	1 Bus		
Wednesday June 22	9:00 am – 4:00 pm	Frontier Town Water Park North Salisbury Elem. School	Kids Klub Summer Escape	1 Bus		
Thursday June 23	12:30 pm – 3:30 pm	Swimming at Richard Hazel Youth Center Doverdale Playground Indian Village Playground	Beyond the Backyard	1 Bus		
Thursday June 23	9:30 am – 2:00 pm	Salisbury Zoo Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Friday June 24	8:30 AM – 12:30 PM	Swimming at Richard Hazel Youth Center Westside Intermediate School Delmar Elementary School North Salisbury Elem. School	Kids Klub Summer Escape	1 Bus 1 Bus		
Friday June 24	9:00 AM – 12:30 PM	Swimming at Richard Hazel Youth Center Westside Community Center	Westside Community Center	1 Bus		
Tuesday June 28	9:30 am – 2:00 pm	Tyaskin Wharf Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Tuesday June 28	10:00 am – 1:30 pm	Cedar Hill Park Westside Community Center	Westside Community Center	1 Bus		

Wednesday June 29	9:30 am – 3:30 pm	Cedar Hill Park North Salisbury Elem. School	Kids Klub Summer Escape	1 Bus		
Thursday June 30	12:30 pm – 3:30 pm	Swimming at Richard Hazel Youth Center Doverdale Playground Indian Village Playground	Beyond the Backyard	1 Bus		
Thursday June 30	9:30 am – 2:00 pm	Leonard’s Mill Pond Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Friday July 1	8:30 AM – 12:30 PM	Swimming at Richard Hazel Youth Center Westside Intermediate School Delmar Elementary School North Salisbury Elem. School	Kids Klub Summer Escape	1 Bus 1 Bus		
Friday July 1	9:00 AM – 12:30 PM	Swimming at Richard Hazel Youth Center Westside Community Center	Westside Community Center	1 Bus		
Tuesday July 5	9:30 am – 2:00 pm	Roaring Point Camp Ground Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Tuesday July 5	10:00 am – 1:30 pm	Cove Beach Westside Community Center	Westside Community Center	1 Bus		
Wednesday July 6	9:30 am – 3:30 pm	Tyaskin Wharf North Salisbury Elem. School	Kids Klub Summer Escape	1 Bus		
Thursday July 7	12:30 pm – 3:30 pm	Swimming at Richard Hazel Youth Center Doverdale Playground Indian Village Playground	Beyond the Backyard	1 Bus		
Thursday July 7	9:30 am – 2:00 pm	Trap Pond Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Friday July 8	8:30 AM – 12:30 PM	Swimming at Richard Hazel Youth Center Westside Intermediate School Delmar Elementary School North Salisbury Elem. School	Kids Klub Summer Escape	1 Bus 1 Bus		
Friday July 8	10:00 am – 3:30 pm	Cherokee Lanes Westside Community Center	Westside Community Center	1 Bus		
Tuesday July 12	9:30 am – 2:00 pm	Westside Community Center Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Tuesday July 12	10:00 am – 1:30 pm	Salisbury Zoo Westside Community Center	Westside Community Center	1 Bus		
Wednesday July 13	9:00 am – 4:00 pm	Eastern Shore Lanes & Schumaker Park North Salisbury Elem. School	Kids Klub Summer Escape	1 Bus		
Thursday		Swimming at Richard Hazel Youth Center				

July 14	12:30 pm – 3:30 pm	Doverdale Playground Indian Village Playground	Beyond the Backyard	1 Bus		
Thursday July 14	9:30 am – 2:00 pm	Cove Road Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Friday July 15	8:30 AM – 12:30 PM	Swimming at Richard Hazel Youth Center Westside Intermediate School Delmar Elementary School North Salisbury Elem. School	Kids Klub Summer Escape	1 Bus 1 Bus		
Friday July 15	9:00 AM- 12:30 PM	Swimming at Richard Hazel Youth Center Westside Community Center	Westside Community Center	1 Bus		
Tuesday July 19	9:30 am – 2:00 pm	Roaring Point Camp Ground Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Tuesday July 19	10:00 am – 1:30 pm	Roaring Point Beach Westside Community Center	Westside Community Center	1 Bus		
Wednesday July 20	9:00 am – 4:00 pm	Frontier Town Water Park North Salisbury Elem. School	Kids Klub Summer Escape	1 Bus		
Thursday July 21	12:30 pm – 3:30 pm	Swimming at Richard Hazel Youth Center Doverdale Playground Indian Village Playground	Beyond the Backyard	1 Bus		
Thursday July 21	9:30 am – 2:00 pm	Pocomoke River State Park Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Friday July 22	8:30 AM – 12:30 PM	Swimming at Richard Hazel Youth Center Westside Intermediate School Delmar Elementary School North Salisbury Elem. School	Kids Klub Summer Escape	1 Bus 1 Bus		
Friday July 22	10:00 am – 3:30 pm	Aerosports Trampoline Park Westside Community Center	Westside Community Center	1 Bus		
Tuesday July 26	10:00 am – 1:30 pm	Tyaskin Beach Westside Community Center	Westside Community Center	1 Bus		
Wednesday July 27	9:30 am – 3:30 pm	Cove Beach North Salisbury Elem. School	Kids Klub Summer Escape	1 Bus		
Thursday July 28	12:30 pm – 3:30 pm	Swimming at Richard Hazel Youth Center Doverdale Playground Indian Village Playground	Beyond the Backyard	1 Bus		
Thursday July 28	9:30 am – 2:00 pm	Salisbury Zoo Pemberton Historical Park	Pemberton Nature Camp	1 Bus		

Friday July 29	8:30 AM – 12:30 PM	Swimming at Richard Hazel Youth Center Westside Intermediate School Delmar Elementary School North Salisbury Elem. School	Kids Klub Summer Escape	1 Bus 1 Bus		
Friday July 29	10:00 am – 3:30 pm	Assateague Island Westside Community Center	Westside Community Center	1 Bus		
Tuesday August 2	9:30 am – 2:00 pm	Roaring Point Beach Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Tuesday August 2	10:00 am – 1:30 pm	Cedar Hill Park Westside Community Center	Westside Community Center	1 Bus		
Wednesday August 3	10:00 am – 4:00 pm	Roaring Point Beach North Salisbury Elem. School	Kids Klub Summer Escape	1 Bus		
Thursday August 4	12:30 pm – 3:30 pm	Swimming at Richard Hazel Youth Center Doverdale Playground Indian Village Playground	Beyond the Backyard	1 Bus		
Thursday August 4	9:30 am – 2:00 pm	Assateague State Park Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Friday August 5	8:30 AM – 12:30 PM	Swimming at Richard Hazel Youth Center Westside Intermediate School Delmar Elementary School North Salisbury Elem. School	Kids Klub Summer Escape	1 Bus 1 Bus		
Friday August 5	9:00 AM – 12:30 PM	Swimming at Richard Hazel Youth Center Westside Community Center	Westside Community Center	1 Bus		
Tuesday August 9	9:30 am – 2:00 pm	Cedar Hill Park Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Tuesday August 9	10:00 am – 1:30 pm	Roaring Point Beach Westside Community Center	Westside Community Center	1 Bus		
Wednesday August 10	9:00 am – 4:00 pm	Frontier Town Water Park Wicomico Civic Center	Kids Klub Summer Escape	1 Bus		
Thursday August 11	12:30 pm – 3:30 pm	Swimming at Richard Hazel Youth Center Doverdale Playground Indian Village Playground	Beyond the Backyard	1 Bus		
Thursday August 11	9:30 am – 2:00 pm	Pocomoke River State Park Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Friday August 12	8:30 AM – 12:30 PM	Swimming at Richard Hazel Youth Center Wicomico Civic Center	Kids Klub Summer Escape	2 Buses		

Friday August 12	9:00 AM – 12:30 PM	Swimming at Richard Hazel Youth Center Westside Community Center	Westside Community Center	1 Bus		
Tuesday August 16	9:30 am – 2:00 pm	Cedar Hill Park Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Tuesday August 16	10:00 am – 1:30 pm	Cedar Hill Park Westside Community Center	Westside Community Center	1 Bus		
Wednesday August 17	9:00 am – 4:00 pm	Frontier Town Water Park Wicomico Civic Center	Kids Klub Summer Escape	1 Bus		
Thursday August 18	12:30 pm – 3:30 pm	Swimming at Richard Hazel Youth Center Doverdale Playground Indian Village Playground	Beyond the Backyard	1 Bus		
Thursday August 18	9:30 am – 2:00 pm	Trap Pond State Park Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Friday August 19	8:30 AM – 12:30 PM	Swimming at Richard Hazel Youth Center Wicomico Civic Center	Kids Klub Summer Escape	2 Buses		
Friday August 19	9:00 am – 4:00 pm	Frontier Town Water Park Westside Community Center	Westside Community Center	1 Bus		
Tuesday August 23	9:30 am – 2:00 pm	Leonard's Mill Pond Pemberton Historical Park	Pemberton Nature Camp	1 Bus		
Thursday August 25	9:30 am – 2:00 pm	Westside Community Center Pemberton Historical Park	Pemberton Nature Camp	1 Bus		

NOTE

Times are Field Trip start Times – These do not include Pick Up times for each site location. Please plan to pick up each site at a time that allows for the campers to arrive at their destination at the time specified above.

Swimming at Richard Hazel Youth Center from Kids Klub Summer Escape Program:

ROUTE A: Bus will start their route picking up Westside Intermediate by 8:00 am to drop off at the pool by 8:15 am. Then they will go and pick up Delmar Elementary. They will be dropped off at the pool by 8:45 am. Bus will leave to drop off Westside Intermediate by 12:00 pm and then Delmar Elementary at 12:30 pm.

ROUTE B: Bus will pick up North Salisbury Elementary at 8:00 am. They should be dropped off no later than 8:30 am. Bus will leave the pool to drop off North Salisbury Elementary by 12:30 pm.

Swimming at Richard Hazel Youth Center from Beyond the Backyard Program:

ROUTE A: Bus will start their route picking up Doverdale Playground by 12:00 pm to then will go and pick up Indian Village Playground. They will be dropped off at the pool by 12:30 pm. Bus will leave to drop off Indian Village Playground by 3:15 pm and then Doverdale Playground by 3:30 pm.

Swimming at Richard Hazel Youth Center from Civic Center:

Buses (2) will pick up from Civic Center at 8:15am. They will be dropped off at the pool by 8:30. Buses (2) will pick up the group from Richard Hazel pool at 12:15 to return to the Civic Center no later than 12:30 pm.

Field Trip Location and Address:

Aerosports Trampoline Park

30174 Foskey Lane
Delmar, MD 21875

Assateague Island

7307 Stephen Decatur Highway
Berlin, MD 21811

Cove Beach Address:

Cove Road
Bivalve, Maryland 21814

Cedar Hill Address:

20945 Harbor View Road
Bivalve, Maryland 21814

Cherokee Lanes

1524 S Salisbury Blvd
Salisbury, MD 21801

Frontier Town Address:

8430 Stephen Decatur Hwy
Berlin, MD 21811

Eastern Shore Lanes Address:

1834 Market Street
Pocomoke City, Maryland 21851

Leonards Mill Pond

2848 Leonards Mill Pond Road
Salisbury, MD 21801

Pocomoke River State Park

3461 Worcester Hwy
Snow Hill, MD 21863

Richard Hazel Youth Center

429 Park Ave.
Salisbury, MD 21801

Roaring Point Beach Address:

2576 Roaring Point Park Drive
Nanticoke, MD 21840

Salisbury Zoo

755 S Park Drive
Salisbury, MD 21802

Schumaker Park Address:

1019 South Schumaker Drive
Salisbury, Maryland 21804

Trap Pond State Park
33587 Baldcypress
Laurel, DE 19956

Tyaskin Beach Address:
4778 Tyaskin Road
Tyaskin, MD 21865

Westside Community Center:
21109 Bivalve Lodge Road
Bivalve, MD 21814

GRAND TOTAL OF SCHEDULE \$ _____

Three (3) copies of the bid are required for a bonafide bid.

Addendums acknowledgement: YES _____ Numbers _____

Exceptions: YES _____ NO _____
(If yes please specify on additional page)

Certificate of Insurance is required. Please acknowledge by checking "yes" YES _____

The bidder agrees that the bid will be good for at least 30 days unless otherwise indicated in the bid specifications.

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: _____ TITLE: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

EXHIBIT A

WICOMICO COUNTY, MARYLAND STANDARD TERMS AND CONDITIONS

This document sets out provisions generally applicable to all Wicomico County (“County”) contracts. The provisions herein do not constitute a complete agreement, and must be appended to a document, executed by all parties, which identifies the specific work to be performed, compensation, term, incorporated attachments, and special conditions, if any. This document and the Contract are intended to be complementary and shall be construed accordingly. However, should there be a direct contradiction between the terms and conditions contained herein and the Contract, then the Contract shall govern and control those contradictory terms and conditions. As used herein, the term "Department" includes the County, its various departments, unit, agencies, employees or agents as may be appropriate. The term “Contract” shall include a document entitled “agreement” or any other title on a document that is denoting a contract. The Wicomico County Executive is the person authorized to enter into contracts for Wicomico County.

Amendment. This Contract constitutes the entire agreement between the parties and all other communications prior to its execution, whether written or oral, with reference to the subject matter of this Contract are superseded by this Contract. No amendment to this Contract shall be binding unless in writing and signed by the parties.

Bankruptcy. Upon filing for any bankruptcy proceeding by or against the Contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the Contractor must notify the County immediately. Upon learning of the actions herein identified, the County reserves the right at its sole discretion either to cancel the Contract or to affirm the Contract and hold the Contractor responsible for damages. The exercise of this right is in addition to any other rights the County may have as provided in this County or by law.

Compliance with Law. The Contractor hereby represents and warrants that:

- A. It has the power and authority to enter into and perform the Contract, that the Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms;
- B. Its performance under the Contract shall be in a good and workmanlike manner and in accordance with the professional standards;
- C. It is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
- D. It is not in arrears in the payment of any obligations due and owing to the County or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;
- E. It shall comply with all federal, State and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract;
- F. It shall obtain, at its expense, all licenses, permits, insurance and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

Contingent Fee Prohibition. The Contractor, architect or engineer (as applicable) warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Contractor, architect or engineer, to solicit or secure this 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 commission, percentage, brokerage or contingent fee or other consideration contingent on the making of this Contract.

Counterparts. This Contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute one and the same instrument.

Force Majeure. Neither the County nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, County declaration of emergency, or war where such cause was beyond, respectively, the County’s or Contractor’s reasonable control. The County and Contractor shall make all reasonable efforts to remove or eliminate

such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.

Governing Law. This Contract shall be governed by and construed in accordance with the laws of the State of Maryland and Wicomico County without regard to principles of conflicts of law.

Indemnification. The Contractor shall protect, hold free and harmless, defend and indemnify the County including its officers, agents and employees from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments (including Attorney's fees) resulting from injury to, or death of, any person or damage to property of any kind, which injury, death or damage arises out of, or is in any way connected with the performance of the work or failure to perform its obligations under this Contract. This obligation of indemnification shall apply to any acts or omissions, negligent conduct, whether active or passive, including acts or omissions of Contractor's agents or employees; except that it shall not be applicable to injury, death or damage to the property arising from the sole negligence of Wicomico County, its officers, agents and employees.

Independent Contractor.

- A. Contractor shall perform the work required by this Contract as an "Independent Contractor." Although the County reserves the right to determine the delivery schedule for the work to be performed and to evaluate the quality of the completed performance, the County cannot and will not control the means or manner of the Contractor's performance. The Contractor shall comply promptly with any requests by the County relating to the emphasis or relative emphasis to be placed on various aspects of the work or to such other matters pertaining to the work under this Contract. Contractor is responsible for determining the appropriate means and manner of performing the work.
- B. Contractor represents and warrants that Contractor is not an employee of the County, is not currently employed by the Federal Government, and is not an officer, employee or agent of the County.
- C. Contractor shall be responsible for all federal or state taxes applicable to any compensation or payments paid to Contractor under this Contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits from compensation or payments paid to Contractor under this Contract.
- D. Contractor agrees to immediately provide the County notice of any claim made against Contractor by any third party. Contractor also agrees not to assign to any third party, without the County's written consent, any obligation of the County to indemnify Contractor for any actions under this Contract.

Insurance Requirements.

- A. Contractor shall obtain, and at all times keep in effect, Commercial General Liability Insurance in the amounts listed below for its activities and operations. The insurance shall include coverage for personal injury, discrimination and civil rights violation claims. All such insurance shall name County, its employees, and agents as ADDITIONAL INSURED. A copy of the certificate of insurance shall be filed with the County prior to the time this Contract is executed, providing coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate and \$500,000 for property damage. Coverage shall be written on an occurrence form.
- B. Contractor shall obtain, and at all times keep in effect, automobile insurance on all vehicles used in this Contract with the County to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations of any owned or hired automobiles used by Contractor in connection with the carrying out of this Contract. All such insurance shall name County, its employees, and agents as ADDITIONAL INSURED.
- C. Contractor shall provide the County with certification of Workers' Compensation Insurance, with employer's liability in the minimum amount required by Maryland law in effect for each year of this Contract.
- D. All insurance policies shall have a minimum 30 days notice of cancellation. Immediate written notice to the County shall be required in the event of cancellation or restriction by the insurance company of any insurance policy referred to in this section.
- E. When insurance coverage is renewed Contractor shall provide new certificates of insurance prior to expiration of current policies.

Nondiscrimination. A contractor who is the recipient of County funds, or who proposes to perform any work or furnish any goods under this Contract shall not discriminate against any worker, employee or applicant because of

religion, race, sex, age, sexual orientation, physical or mental disability, or perceived disability. Contractor further agrees that this provision will be incorporated in all sub-contracts entered into in connection with this Contract.

Ownership of Documents and Materials.

- A. The Contractor agrees that all documents and materials, including but not limited to, reports, drawings, studies, specifications, estimates, maps, photographs, designs, graphics, mechanicals, artwork, and computations prepared by or for the Contractor under the terms of this Contract shall at any time during the performance of the services be made available to the County upon request by the County and shall become and remain the exclusive property of the County upon termination or completion of the services. The County shall have the right to use the same without restriction or limitation and without compensation to the Contractor other than that provided in this Contract. The County shall be the owner for the purposes of copyright, patent or trademark registration.
- B. If the Contractor obtains or uses for purposes of this Contract, or subcontracts for, any design, device, material, or process covered by letters of patent for copyright, it shall provide an assignment to the County of ownership for purposes of copyright, patent or trademark and of all right to possess and to use such design, device, material or process and a legally sufficient agreement with the patentee or owner, and a copy of such agreement shall be filed with the County.
- C. The Contractor shall indemnify and save harmless the County from any and all claims for infringement by reason of the use of any such patented design, device, materials, or process, or any trademark or copyright, and shall indemnify, protect and save harmless the County, its officers, agents, and employees with respect to any claim. Action, costs or infringement, for royalties or user fees, arising out of purchase or use of materials, construction, supplies, equipment or services covered by this Contract.

Payments. Payments to the Contractor pursuant to this Contract shall be made no later than 30 days after the County's receipt of a proper invoice from the Contractor. If an invoice remains unpaid 45 days after the invoice was received, interest shall be charged at a rate of nine percent (9%) per annum, in accordance with state law.

Records. Contractor shall maintain all fiscal records relating to this Contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain any other records pertinent to this Contract in such a manner as to clearly document Contractor's performance hereunder. Contractor acknowledges and agrees that the County and its duly authorized representatives shall have access to such fiscal records and all other books, documents, papers, plans, and writings of the Contractor that are pertinent to this Contract. All such fiscal records, books, documents, papers, plans, and writing shall be retained by Contractor and kept accessible for a minimum of three years, except as required longer by law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Contract, whichever date is later. All subcontracts shall also comply with these provisions.

Remedies.

- A. Corrections of errors, defect and omissions. Contractor agrees to perform the work as may be necessary to correct errors, defects, and omissions in the services required under this Contract, without undue delays and without cost to the County. The acceptance of the work set forth herein by the County shall not relieve the Contractor of the responsibility of subsequent corrections of such errors.
- B. Set Off. The County may deduct from and set-off against any amounts due and payable to the Contractor any back-charges, penalties, or damages sustained by the County, its agents, employees of recipients of its services, by virtue of any breach of this Contract by the Contractor or by virtue of the failure or refusal of the Contractor to perform the services or any part of the services in a satisfactory manner. Nothing herein shall be construed to relieve the Contractor of liability for additional costs resulting from a failure to satisfactorily perform the services.
- C. Cumulative. All rights and remedies of County and Contractor shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of the County by law.

Responsibility of Contractor.

- A. The Contractor shall perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar the services hereunder.

- B. Notwithstanding any review, approval, acceptance or payment for the services by the County, the Contractor shall be responsible for the professional and technical accuracy of its work, design, drawings, specifications and other materials furnished by the Contractor under this Contract.
- C. If the Contractor fails to perform the services, or any part of the services, in conformance with the standard set forth in subparagraph A above it shall, if required by the County, perform at its own expense and without additional cost to the County, those services necessary for the correction of any deficiencies of damages resulting, in whole or in part, from the Contractor's failure. This obligation is in addition to and not in substitution for any other remedy available to the County under the "Remedies" paragraph, or otherwise available by law.

Severability/Waiver. The County and Contractor agree that, if any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid. The failure of either party to enforce any provision of this Contract shall not constitute a waiver by that party of that or any other provision of this Contract.

Subcontracting or Assignment. The benefits and obligations hereunder shall inure to and be binding upon the parties hereto and neither this Contract nor the services to be performed hereunder shall be subcontracted, or assigned or otherwise disposed of, either in whole or in part, except with the prior written consent of the County. The County has the right to withhold such consent for any reason the County deems appropriate.

Substance Abuse and Drug Testing. Contractors and contract employees are subject to the provisions of the County's policy on substance abuse and drug testing regarding the use, possession, or sale of drugs or alcohol while performing County business or while in a County facility. Violation of these provisions or refusal to cooperate with implementation of the County's policy on substance abuse and drug testing can result in the barring of contract personnel from County facilities or from participating in County operations.

Survival. The terms, conditions, representations, and all warranties contained in this Contract shall survive the termination or expiration of this Contract.

Termination. If the Contractor fails to fulfill its obligations under the Contract properly and on time, or otherwise violates any provision of the Contract, the County may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at the County's option, become the County's property. The County shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the County can affirmatively collect damages.

Termination of Contract for Convenience. The performance of work under this Contract may be terminated by the County, in whole or in part, upon written notice to the Contractor, when the County determines such termination is in the best interest of the County. The termination for convenience is effective on the date specified in the County's written notice. The County will pay for all reasonable costs allocable to the Contract for work or costs incurred by the Contractor up to the date of termination. However, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

Termination of Multi-year Contract. If the County fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be cancelled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the County's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and the County from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The County shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

Third Party Beneficiaries. The County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.

Time is of the essence. Time is of the essence in Contractor's performance of each and every obligation and duty under this Contract.

Use of County Facilities. Contractor and its employees or agents shall have the right to use only those facilities of the County that are necessary to perform the services under this Contract and shall have no right of access to any facility of the County without prior approval of County Administration. County shall have no responsibility for the loss, theft, mysterious disappearance of or damage to equipment, tools, materials, supplies, and other personal property of Contractor or its employees, subcontractors or agents which may be stored on County premises.

Whole Contract. This Contract constitutes the complete and exclusive statement of the Contract between the parties relevant to the purpose described herein and supersedes all prior agreements or proposals, oral or written, and all other communication between the parties relating to the subject matter of this Contract.