

**WICOMICO COUNTY PURCHASING DEPARTMENT
P. O. BOX 870
SALISBURY, MARYLAND 21803**



(X) INVITATION FOR BID

() REQUEST FOR PROPOSAL

PROJECT: _____

**BROOM AND AIR BLOWER AND/OR
ROTARY SNOW BLOWER**

DEPARTMENT: SALISBURY-OCEAN CITY: WICOMICO REGIONAL AIRPORT

VENDOR

NAME: _____

ADDRESS: _____

BID OPENING:

DATE: JUNE 22, 2011

TIME: 2:00 P.M.

GENERAL INSTRUCTIONS

1. **Submission of Bids:** Bids should 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 with the name of the project and date and time of the scheduled bid opening as indicated in the advertisement. Failure to respond to the solicitation with a formal bid or a "No Bid" will be cause for removal from the bidder's list.
2. **Delivery of Bids:** Bids should be mailed or hand carried in order to be received in the office of the Purchasing Agent prior to the announced bid opening. Bids received after said time will be returned to the bidder unopened. It is fully the responsibility of the bidder to insure that the bid is received on time. The County will not speculate as to reasonableness of the postmark, nor comment on the apparent failure of a public carrier to have made prompt delivery of the bid.
3. **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.
4. **Award of Bid:** The Purchasing Agent shall award the contract to the lowest responsive and responsible bidder complying with the provisions of the Invitation for Bid. The Purchasing Agent reserves the right to award a contract by individual items, in aggregate, or in combination thereof as deemed necessary to fulfill the anticipated requirements of the County. If some characteristic of the bid requires that the bid must be reviewed by the County Council, the award can be expected within 30 days.
5. **Multi-Year Contracts:** It should be noted that multi-year contracts may be continued each fiscal year only after funding appropriations and program approval have been granted by the Wicomico County Council. In the event that the Council does not grant necessary funding appropriation/program approval, then the affected multi-year contract becomes null and void effective July 1 of the fiscal year for which such approvals have been denied.
6. **Insurance:** If required by the Special Conditions of the Invitation for Bid, the bidder shall provide the County with Certificates of Insurance within ten (10) days of bid award notification evidencing the required coverage. Bidder must provide Certificates of Insurance before commencing work in connection with the contract.

7. **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.
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.
9. **Sales Tax:** Wicomico County is exempt from Federal excise and Maryland sales tax. A copy of an exemption certificate shall be furnished upon request. According to the Office of the Comptroller of Maryland, the Contractor is responsible for paying the sales tax and should incorporate it into his bid.
10. **Delivery:** All items shall be delivered F.O.B. destination and delivery costs and charges included in the bid unless otherwise stated in the specifications or proposal.
11. **Piggybacking:** Wicomico County may authorize, upon request, any governmental Entity (hereafter Authorized User) within the County to purchase items under the contract awarded pursuant to this bid solicitation. All purchase orders issued against the contract by an Authorized User shall be honored by the Contractor in accordance with all terms and conditions of this contract. The issuance of a purchase order by an Authorized User pursuant to this provision shall constitute an express assumption of all contractual obligations, covenants, conditions and terms of the contract. A breach of the contract by any particular Authorized User shall neither constitute nor be deemed a breach of the contract as a whole which shall remain in full force and effect, and shall not affect the validity of the contract nor the obligations of the Contractor thereunder respecting the County. The County specifically and expressly disclaims any and all liability for any breach by an Authorized User other than the County and each such Authorized User and Contractor guarantee to save the County, its officers, agents and employees harmless from any liability that may be or is imposed by the Authorized User's failure to perform in accordance with its obligations under the contract.

INVITATION TO BID
FOR
ONE (1) BROOM AND AIR BLOWER AND/OR
ONE (1) ROTARY SNOW BLOWER WITH 4 X 4 CHASSIS
AT
SALISBURY-OCEAN CITY: WICOMICO REGIONAL AIRPORT
SALISBURY, MARYLAND

Separate sealed bids for manufacturing, delivery, demonstrating and training for the above items will be received by the Wicomico County Airport Commission until **2.00 P.M.** local time, **June 22, 2011** in the Purchasing Department, 1st Floor, Government Office Building, 125 N. Division Street, Salisbury, MD, then publicly opened and read aloud.

The successful bidder must comply with provisions set out in this contract including Equal Employment Opportunity, and Department of Labor Requirements.

Specifications and other Contract Documents are open to the public at the Airport Terminal Conference Room, Salisbury-Ocean City: Wicomico Regional Airport, Salisbury, MD. Project information can be found at www.deltaairport.com. Copies may be secured from Delta Airport Consultants, Inc., 9711 Farrar Court, Suite 100, Richmond, Virginia 23236. Telephone: (804) 275-8301, Fax: (804) 275-8371. A written request should be submitted, accompanied by a **nonrefundable check for \$25.00**.

Bids must be accompanied by a certified check or a bid bond in the amount of not less than 5 percent of the total amount bid. A Contract Performance Bond equal to 100 percent of the Contract Price will be required for the successful Contractor. No bid may be withdrawn for a period of 90 calendar days after the date of receiving bids.

No Pre-Bid meeting will be held. Should a potential bidder desire to inspect equipment or needs to visit the airport as part of this bid, the bidder shall contact the airport directly to set up a date and time.

Any information gathered during a visit, whether thru visual observation or thru conversations with any person is not guaranteed. Any information gathered during a visit is to be used at the bidders own risk.

The successful bidder shall commence work with adequate force and equipment on a date to be specified in a written order of the Owner and shall complete work within the time prescribed in the contract documents.

Proposals shall be placed in a sealed envelope addressed to the Wicomico County Airport Authority, P O Box 4097, Salisbury MD 21803 or express delivery address, Purchasing Department, 1st Floor, Government Office Building, 125 N. Division Street, Salisbury MD 21803 and labeled in lower left-hand corner:

**ONE (1) BROOM AND AIR BLOWER AND/OR
ONE (1) ROTARY SNOW BLOWER WITH 4 X 4 CHASSIS**

The Wicomico County Airport Commission reserves the right to reject any or all bids, to waive informalities, and to re-advertise.

Frederick C. Harris
Director of Purchasing

INVITATION FOR BID

SCOPE OF WORK

CONTACT PERSON:

Please contact Terry Jones at 410-548-4827 if you need additional information.

Submission of Bid:

To be submitted in a **sealed** envelope to Wicomico County Purchasing Agent, Frederick C. Harris, 125 N. Division Street, Room 101 Government Office Building, Salisbury, MD 21801 no later than 2:00 PM on **June 22, 2011**. Please submit your bid on the "Bid Form" which is attached.

BID FORM

TO: Wicomico County Purchasing Department
Room 101, Government Office Building
125 North Division Street
Salisbury, MD 21801

TOTAL: _____

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: _____

DATE: _____

E-MAIL: _____