

RFP 94600-112

CONDITIONS AND SPECIFICATIONS

for

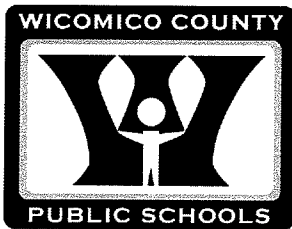
UTILITY EXPENSE RECOVERY SERVICES

REVISED JULY 22, 2010

Purchasing Department
Wicomico County Board of Education
101 Long Avenue
Annex 3
PO Box 1538
Salisbury, MD 21802-1538

(410) 677-4467

BOARD OF EDUCATION OF WICOMICO COUNTY



John E. Fredericksen, Ph.D.
Superintendent of Schools

101 Long Avenue
P.O. Box 1538
Salisbury, MD 21802-1538

410-677-4400
FAX 410-677-4444
www.wcboe.org

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Robin H. Holloway
Ronald O. Willey

NOTICE TO BIDDERS

RFP 94600-112

August 5, 2010

The Board of Education of Wicomico County will receive sealed bids for, Utility Expense Recovery Auditing Program at Central Office covering all Public Schools in Wicomico County, Maryland, until August 20, 2010 at 2:00 p.m., local time. Proposals received after that time will not be accepted, regardless of when they were mailed or given to a delivering carrier.

Certified Minority Business Enterprises are encouraged to respond to this solicitation notice.

Start Date: Within 10 days after award

Brief Description of Work: Work consists of auditing various utility billings for overpayments.

Complete Bidding Documents may be obtained as a .pdf at www.wcboe.org or www.Emarylandmarketplace.com. All bidders must notify the Buyer of their interest in order to receive any addenda.

Bids are to be delivered or mailed to the office of the Board of Education, to the attention of Ms. Erin M. Kesler, C.P.M., CPPB, Buyer II, in sealed envelopes marked conspicuously on the front "BID FOR UTILITY EXPENSE RECOVERY AUDITING".

BID SUBMISSION MAIL	BID SUBMISSION BY HAND	BID SUBMISSION COMMON COURIER
BID FOR	BID FOR	BID FOR
Wicomico County Board of Education	Wicomico County Board of Education	Wicomico County Board of Education
PO Box 1538	Annex 3 – Purchasing Department	900 Mt Hermon Road
Salisbury, MD 21802	101 Long Avenue	Salisbury, MD 21804
	Salisbury, MD 21804	

The Board of Education of Wicomico County reserves the right to reject any or all bids and 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 the Board.

Mark E. Miller, C.P.M., CPPO
Procurement Manager

It is the policy of the Wicomico County Board of Education to provide equal educational and employment Opportunities regardless of age, gender, race, color, religion, national origin, disability or sexual orientation.

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BIDDING DOCUMENTS: The Bidding Documents consist of the following:

- 00030 – Notice to Bidders
- 00090 – Instruction to Bidders
- 00100 – General Conditions
- 00110 – Supplementary Conditions
- 00300 – Form of Proposal and Pricing Sheet(s)
- 00310 – Bid/Proposal Affidavit
- 01000 – Scope of Work, Sketches and Drawings

INSTRUCTIONS TO BIDDERS

1. CLARIFICATIONS: If any person who contemplates submitting an offer is in doubt as to the true meaning of any part of the Terms and Conditions, Bidding Documents, and/or Request for Proposal, he may submit to the Board a faxed or written request for an interpretation thereof, delivered into the hands of the Procurement Manager no fewer than two working days prior to the time and date the offers are due. The Board will not be responsible for any other interpretations or explanations of the Specifications.
2. EXCEPTIONS: It shall be the responsibility of the Contractor to include with his proposal a list and clarification of any deviations from or qualifications of the Terms and Conditions and Specifications. The list must be attached to the Form of Proposal.
3. INTERPRETATION OF THE TERM "EQUAL": The Board of Education of Wicomico County (Board) reserves the right to evaluate the quality of articles offered as alternate or equal, and reserves the right to reject any or all articles judged not equal.
4. DETERMINATION OF GRADE OR QUALITY: The Board reserves the right to award an item to other than the lowest proposal if, in its judgment, there is sufficient reason to believe that another item is a better grade, quality or that it will better serve the interests of the Board, whether based on product samples, objective test, subjective test, or experience.
5. FAXED PROPOSAL SUBMISSIONS: All proposals must be delivered to the Purchasing Department with originals signed by an officer capable of committing the offeror to contractual relationships.
No faxed submission will be accepted.
6. NO BID: If the Contractor elects to "No Bid" a No Bid should be filed with the Procurement Manager. Failure to respond may result in removal from the bidders' list.
7. ANTI-COLLUSION: By signing this Form of Proposal, the offeror understands that, in accordance with the Annotated Code of Maryland Finance and Procurement Article 11-205; a person who, for the purpose of defrauding the Board, acts in collusion with another person in connection with the procurement process is liable for damages.
8. ANTI-BRIBERY/DEBARMENT: This procurement is subject to the Annotated Code of Maryland Finance and Procurement Article 16 concerning Debarment of Contractors. By signing this Form of Proposal, the offeror agrees that he understands and is in compliance with Article 16.
9. TOBACCO-FREE SCHOOLS POLICY: All contractors, sub- contractors, and sub-sub-contractors must comply with the Board's tobacco-free schools policy "ADC". The policy states that "the sale or use of tobacco in any form is prohibited in all buildings and all outside seating areas owned or leased by the Board of Education of Wicomico County, at all times (24 hours a day, every day), regardless of whether or not students are present." The policy also states that "the use of tobacco in any form is prohibited on school grounds during the official school day (7 a.m. to 5 p.m.)."

Any contractors, sub-contractors, or sub-sub-contractors "which do not enforce this tobacco-free policy may be ... declared in default of their contract."
10. CHILD SEX OFFENDER NOTIFICATION: Maryland law requires certain child sex offenders to register with the local law enforcement agency. One of the purposes of this law, found in Article 17.792, is to inform school systems when a child sex offender is residing or working in the area. When the child sex offender registers, the local police are required to notify the Superintendent of Schools, and the Superintendent, in turn, is required to send a notice to school principals.

As a Contractor working for WCBE, we require that you do not employ convicted child sex offenders to work on projects for our school system if they, as a result, are required to perform delivery,

INSTRUCTIONS TO BIDDERS

installation, repair, construction or any other kind of services on WCBE property.

11. **BID/PROPOSAL AFFIDAVIT:** In accordance with the State Procurement Regulation Mandatory Written Solicitation Requirements, CoMar 21.505.08.07, this bid/proposal requires a signed Bid/Proposal Affidavit. This affidavit is attached to the Form of Proposal. Submissions without this document may be considered non-responsive.
12. **TAXES:**
 - a. Nothing in these Terms and Conditions and Specifications shall be construed as relieving the Contractor of his responsibilities in paying all applicable taxes.
 - b. Sales of materials used to improve the realty of government entities are taxable. The Maryland Sales and Use Tax Exemption Certificate of the Wicomico County Board of Education should not be used by contractors performing such work.

13. **MATERIALS:**

Unless explicitly stated otherwise, all specified equipment and material comprising the work of this Contract, as being provided or furnished or installed, shall imply the inclusion of all components, hardware and accessories, required for complete installation and satisfactory operation as intended by the manufacturer. Wherever the method installation of any material is not explicitly specified, the installation shall be as recommended by manufacturer.

Wherever in the Contract Documents it is provided that the Contractor shall furnish materials or equipment for which no detailed specifications are set forth, such materials or equipment shall be new and of the best grade for the respective purpose for which they will be used when incorporated in the work. Materials specified by reference to a number or symbol of a specific standard, such as A.S.M., Federal Specification, State Standard, Trade Association, or similar standards, shall comply with requirements in the latest revision thereof and any amendment or supplement in effect on the date of bid opening.

None of the materials to be provided furnished or installed on this project shall contain asbestos or any other "hazardous substance" as that term is defined by Federal or State law.

In the event Contractor makes substitutions in materials, equipment, or designs, with or without the School Board's approval, other than those authorized herein, the Contractor shall then assume full responsibility for the effects of such substitutions on the entire project, including the design, and shall reimburse the School Board for any charges resulting from such substitutions, including any charges for modifications in the work of other trades, and including any charges for additional design, plus reasonable and customary mark-ups.

14. **NONDISCRIMINATION:**

NONDISCRIMINATION CLAUSE: In accordance with the Annotated Code of Maryland, State Finance and Procurement Article 13-219, discrimination on the basis of sex, race, age, color, creed or national origin is prohibited under the terms of this contract by any contractor, sub-contractor or sub-sub-contractor.

Contractors and sub-contractors are required to include similar notification in all sub-contracts for other than standard commercial supplies or raw materials, and are required to post notice of this provision so that the notice will be available to the Contractor's and/or sub-contractor's employees and applicants.

INSTRUCTIONS TO BIDDERS

15. MINORITY BUSINESS ENTERPRISE PROCEDURES:

The Wicomico County Board of Education (WCBE) encourages all qualified Minority Business Enterprises (MBE) to apply for certification with the Maryland Department of Transportation (MDOT).

All qualified MDOT Certified MBE's are encouraged to respond to this solicitation notice. WCBE encourages prime contractors submitting an offer to this IFB to develop a plan to utilize qualified MDOT certified MBE's as sub-contractors.

WCBE may request a copy of this plan when evaluating your proposal.

END INSTRUCTIONS TO BIDDERS

GENERAL CONDITIONS

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15. MODIFICATIONS OF CONTRACT
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GENERAL CONDITIONS

1. DEFINITIONS:

Addendum: Written change or revision to the Bidding Documents issued to the prospective Bidders prior to the time of receiving bids.

Alternate: The sum to be added to, or deducted from, the Base Bid if the change in scope of work as described in Alternates is accepted by the Board.

Board: Wicomico County Board of Education also WCBE and WCBOE.

Buyer: WCBOE employee identified in the Notice to Bidders. If no Buyer is indicated in the Notice to Bidders, the Procurement Manager shall be the Buyer.

Furnish: Purchase and deliver to site of installation.

Install: Fix in place, for materials; and fix in place and connect, for equipment.

Owner: The Board, authorized employees, and authorized representatives.

Secure: Obtain.

2. BUYER AND/OR PROJECT MANAGER:

BOARD'S PROJECT MANAGER: All project correspondence, approvals, coordination, and contract administration shall be conducted through the Board's Project Manager. The Board's Project Manager shall have authority, as outlined in the Bidding Documents, to act as agent for the Board.

The Buyer and/or Project Manager is responsible for the overall specifications. The working drawings, technical specifications, sketches and other data necessary to define the work covered by these Contract Documents have been prepared by the Buyer and/or Project Manager.

WCBE will establish the Buyer and/or Project Manager on the Purchase Order unless identified in the Bidding Documents.

3. CONTRACT DOCUMENTS:

The Bidding Documents as modified by any addenda shall become the Contract Documents upon award by the Board.

The Contract Documents shall include: Bid Addenda, the completed Form of Proposal, the Pricing Sheets, the completed Insurance forms, the Invitation to Bidders, Instructions to Bidders, General Conditions, Supplementary Conditions, Scope of Work (Technical Specifications), Drawings, and any additional information required with the Form of Proposal.

The Contract Documents are complimentary, and anything required by one shall be as binding as if required by all. In case of conflicts within the Contract Documents, the order of precedence of interpretation shall be those established in the Supplementary Conditions having priority. In case of conflict within the drawings, larger scale drawings shall govern smaller scale drawings, and written dimensions shall govern over scaled dimensions.

GENERAL CONDITIONS

4. INTENT OF SPECIFICATIONS:

Drawings and specifications are to be read as an integrated document. The Contractor shall report to the Buyer and/or Project Manager any discrepancies or errors which come to his attention.

It is the intent of the drawings and specifications to show and describe complete installations. Items shown but not specified, or specified but not shown, shall be included unless specifically omitted.

These specifications shall be deemed to include and require everything necessary and reasonably incidental to the completion of the installation whether particularly mentioned or shown, or not.

5. REPORTING TO SCHOOL ADMINISTRATION:

ALL CONTRACTOR, VENDORS and/or EMPLOYEES, shall upon entering any WCBE facility show proof of identification, sign-in and obtain a WCBE numbered Contractor Security Badge and/or visitor's badge.

6. GOVERNING LAW AND VENUE:

The bid shall be construed in accordance with, and interpreted under, the Laws of the State of Maryland. Any lawsuit arising out of such bid shall be filed in the appropriate State Court of competent jurisdiction located in Wicomico County, Maryland.

7. CLAIM AND DISPUTES:

The Owner shall in no way be obligated to enter into mediation proceedings with a Contractor for any purpose whatsoever. The Owner will reserve unto itself the right to determine what form of litigation and its locations are appropriate at the time the dispute arises.

The Owner shall in no way be obligated to enter into arbitration proceedings with a Contractor for any purpose whatsoever. The Owner will reserve unto itself the right to determine what form of litigation and its locations are appropriate at the time the dispute arises.

8. INSURANCE

The Contractor shall not commence work under this contract until he has obtained all insurance required under this Article and such insurance has been approved by the Owner. The Contractor shall provide to the Purchasing Agent a Certificate of Insurance indicating the coverages below prior to the start of any work and agrees to maintain such insurance until the completion of the contract. The minimum insurance coverages shall be:

Workmen's Compensation: The Contractor shall maintain throughout the life of the contract statutory Workers' Compensation, including Maryland benefits and employer's liability with limits of \$100,000/\$100,000/\$500,000 for all of the Contractor's and any sub-contractor's employees who will be engaged in the work at the sites of the project.

Commercial General Liability: The Contractor shall establish and maintain throughout the life of the contract Commercial General Liability Insurance - \$1,000,000 each occurrence/general aggregate covering all premises and operations and including Personal Injury, Completed Operations, Contractual

GENERAL CONDITIONS

Liability and where applicable to the project as determined by the Purchasing Agent, Products and Independent Contractors. The general aggregate limit is to apply per project; and

Business Automobile Liability: \$1,000,000 Combined Single Limit (Owned, non-owned and hired).

The Board requires a forty-five (45) day notice, in writing, of cancellation, non-renewal or change in insurance coverage affecting this project. This written notice shall be furnished by the Contractor's insurance carrier(s) or insurance agent(s) to the Board's Purchasing Agent.

All bidders should have current Certificate of Insurance (ACORD certificates) on file in the Purchasing Office at the time of the bid opening or included with the bid. Failure to provide the ACORD certificate may result in the bidder's offer being considered non-responsive.

The Board (including its elected or appointed officials, agents and employees) is to be named as an additional insured in the Contractor's General Liability Policy. Coverage must be primary with respect to Board, its agents and employees.

A sample of the Certificate of Insurance will be provided upon request and may be found on WCBE's website.

All work and materials shall be in full accordance with the latest rules and regulations and other applicable State laws or regulations. Nothing in these plans or specifications is to be construed to permit work not conforming to these Codes.

9. PAYMENTS:

Send all invoices and required documents to the the attention of the

WCBE ACCOUNTS PAYABLE

PO Box 1538, Salisbury, MD. 21802-1538.

ALL INVOICES MUST REFERENCE THE PURCHASE ORDER NUMBER.

Failure to provide any of this information may result in the return; rejection or delay processing of invoices for payment.

Payments Do Not Imply Acceptance of Work: The granting of any payments by the Board or the receipt thereof by the Contractor, shall not constitute acceptance of the work or of any portion thereof, and shall in no way lessen the liability of the Contractor to replace unsatisfactory work or material, whether or not the unsatisfactory character of such work or material was apparent or detected at the time such payment was made.

Release: The Contractor and each assignee under an assignment in effect at the time of final payment shall, if required by the Board, execute and deliver at the time of final payment and as a condition precedent to final payment, a release in form and substance satisfactory to and containing such exemptions as may be found appropriate by the Board, discharging the Board, its officers, agents and employees of and from liabilities, obligations and claims arising under this Contract.

10. MODIFICATIONS OF CONTRACT

Adjustments To Contract: After award of contract, questions and correspondence relative to request for deviation from the Specifications, Terms or Conditions of the Contract must be directed to the Buyer and/or Project Manager.

Any adjustment permitted under the terms of this contract will be only as authorized by the Purchasing Department in the form of a contract amendment and/or a written Purchase Order Change Notice.

GENERAL CONDITIONS

Oral Modifications: No oral statements of any person whom so ever shall in any manner or degree modify or otherwise affect the terms of the Contract. No directive shall be responded to unless direction was made by the Buyer or Project Manager. Any changes to the scope of work will be only as authorized by the Buyer and/or Project Manager. No other staff member shall be considered authorized.

11. HOLD HARMLESS:

The Contractor shall, to the fullest extent permitted by law, indemnify and hold harmless the Board, its employees, and agents from and against any and all claims, damages, losses and expenses including, but not limited to, attorney's fees arising out of or a result of the performance of this contract.

Such indemnification shall extend to all claims, demands, or liabilities occurring after completion of the project as well as during the progress of the work.

12. CONTRACTOR'S GUARANTEE:

By offering a proposal, it is mutually understood and agreed between the Owner and Contractor that the bidder (Contractor) guarantees that he will comply with all federal, state, county, or city codes, laws, regulations, and ordinances appropriate to his service and has obtained and paid for any license, permit, or certificate required in the performance of his work.

13. DAMAGE:

The Contractor shall be held responsible for, and shall be required to make good at his own expense, any and all damages done or caused by him or his agent(s) in the execution of this contract. Final cleaning, such as sweeping, dusting, vacuuming, dry and wet mopping, polishing, sealing, waxing and other finish operations shall be required on newly installed work. At the time of acceptance, all marks, stains, fingerprints, dust, dirt, splattered paint and blemishes resulting from the various operations shall be removed.

End of General Conditions

SUPPLEMENTARY CONDITIONS

1. INTENT OF SPECIFICATIONS:

These Conditions and Specifications are intended to cover the Wicomico County Board of Education, Maryland. The successful Contractor is to Expense Recovery for Utility Bills, current and past, provide the Board with updates and proper documentation .

It is the intent of the WCBE to enter into a contract with a qualified professional to provide Recovery Audit Services and identify overpayments to vendors and other entities in connection with overpayment activity as well as recovery of overpayments. The Contractor shall report to the Buyer and/or Project Manager any discrepancies, problems, or errors which come to his attention in order to successfully fulfill this contract.

These specifications shall be deemed to include and require everything necessary and reasonably incidental to the completion of the this service whether particularly mentioned or shown, or not.

2. PERIOD OF CONTRACT:

- a. The contract period shall be for one (1) year beginning upon award and remaining in full force and effect until August 31, 2011, unless terminated by the Board.
- b. The Board has the right to renew this contract for 2 periods of 1 year each.
- c. Notification in writing will be issued by the Board 30 days prior to the end of each contract period. (Price adjustments must be approved by the Purchasing Department as outlined in these Bidding Documents.)

3. QUANTITIES: The quantities given are intended only as a guide. The Board does not obligate itself to purchase the full quantities indicated, even so, the entire amount of any discount offered must be allowed whether or not the purchases are less than the full quantities indicated. The Board's requirements may exceed the quantities shown and the successful Contractor shall be obligated to fulfill all requirements as shown on the purchase orders whose mailing dates fall within the contract period.

4. TECHNICAL QUESTIONS: The bidder may contact Ms. Erin M. Kesler, (410-677-4404) to discuss these specifications prior to making a proposal.

5. AUDIT SCHEDULE: Work shall be scheduled and accomplished in such a way as to allow the normal daily operations of the Board of Education.

6. BIDDING DOCUMENTS: The Bidding Documents consist of the following:

- 00030 – Notice to Bidders
- 00090 – Instruction to Bidders
- 00100 – General Conditions
- 00110 – Supplementary Conditions
- 00300 – Form of Proposal and Pricing Sheet(s)
- 00310 – Bid/Proposal Affidavit
- 01000 – List of Current Utilities Locations and Companies (26 schools, Central Office, Facilities, Print Shop, Infants and Toddlers, Instructional Resource Center, Transportation and Food Service

SUPPLEMENTARY CONDITIONS

7. **METHOD OF PROPOSAL:** Proposals must be submitted on the basis of Percentage of totals received in refunds by utility companies. Prices quoted shall not include Federal Excise or State Sales and Use taxes, or any other taxes from which the Board is exempt. Exemption certificates will be furnished upon request. Proposals shall not be withdrawn or altered for a period of ninety (90) days after the opening thereof. One copy of the Specifications is being furnished; **only the signed Form of Proposal with documentation, references, and appropriate attachments is to be returned as an offer.**
8. **BASIS OF AWARDING:** This contract will be awarded on a “Best Value” basis. The Board reserves the right to reject any or all offers and waive formalities, informalities and technicalities in any offer. In awarding the contract, consideration will be given to previous performance and reference checks from prior and current users of the requested services. The Board reserves the right to accept that offer which, in its judgment, best serves the interests of the Board, without regard to the same being the highest percentage offer.
9. **TERMINATION:**
 - a. **Breach:** Should Contractor fail to fulfill in a timely and proper manner its obligations under this contract or if it should violate any of the terms of this contract, WCBOE shall have the right to immediately terminate the contract. Such termination shall not relieve Contractor of any liability to WCBOE for damages sustained by virtue of any breach by Contractor.
 - b. **Funding:** Should funding for this contract be discontinued, WCBOE shall have the right to terminate the contract immediately upon written notice to Contractor.
 - c. **Notice:** WCBOE may terminate this contract at any time upon thirty (30) days written notice to Contractor.
10. **PIGGYBACKING:** The Board may offer, upon request, to any public education agency; any governmental, non-profit entity within Eastern Shore of Maryland, a chance to purchase any and all items on this proposal. The successful supplier is expected to honor all the Terms and Conditions of this Contract for purchase orders from these agencies. The Board of Education of Wicomico County assumes no obligation on behalf of any of these organizations.
11. **BIDDER QUALIFICATIONS AND REFERENCES:**
 - a. Bidder must be a licensed contractor of the class required by Maryland Statutes for executing the work being bid. Bidder must have at least three (3) years of successful contracting experience in the type of work involved in this project and must have successfully performed work similar in scope to the work proposed in this project.
 - b. Evidence of Bidder's qualifications and at least five (5) references shall be submitted with the Form of Proposal. Failure to include this information may result in the bid being declared non-responsive.
 - c. Preference will be given to those firms with experience and quality references within the state of Maryland and/or Delaware.

END SPECIAL CONDITIONS

FORM OF PROPOSAL

Board of Education of Wicomico County
P O Box 1538
Salisbury, MD 21802-1538

Gentlemen:

We have examined and understand the Conditions and Specifications for the Expense Recovery Services for the Board of Education of Wicomico County.

Addendum 1 Dated _____ Addendum 2 Dated _____

We agree to furnish and deliver those services for which our bid is accepted, in compliance with the terms conditions, and specifications contained therein, at the prices set opposite each item on the attached proposal sheets.

This offer is binding and cannot be withdrawn until November 26, 2010.

Company

Address

Date

Signature of Official

Telephone Number

(Printed) Name of Official

Fax Number

Title of Official

E-Mail

Taxpayer I.D. Number

DOCUMENTS REQUIRED TO BE SUBMITTED WITH THE FORM OF PROPOSAL:

- PRICING SHEET
- BID/PROPOSAL AFFIDAVIT
- REFERENCES – PREFEREABLY MARYLAND AND/OR DELAWARE (COMPLETE WITH POINT OF CONTACT, FIRM NAME, PHONE NUMBER, COMPLETE ADDRESS AND EMAIL)

PRICING SHEET

SCHEDULE A: PERCENTAGE BASED BID – EXPENSE RECOVERY

- Furnishing all services, labor, and records for this Proposal, as required by the Bidding Documents and in accordance with the requirements. Exceptions shall be listed on a separate sheet clearly listing the exception(s), which section of Bid Documents, Item Number, and Page Number.
- Initial Proposal Set-Up shall be explained plainly on a separate sheet.
- Back-up records must be turned into WCBE in order to process payment to Contractor. This shall include:
 - ✓ Service providers name
 - ✓ Original date of invoice
 - ✓ Amount of original invoice
 - ✓ Location of services provided

Mode of Payment to Contractor

Check _____
Yes/No

Procurement Card _____
Yes/No

Explain any possible additional charges other than the percentage in your proposal on a separate sheet if necessary.

The selected auditor will be paid a percentage of moneys recovered.

Please provide your percentage of recoveries %

(Written Percentage in Words)

In case of discrepancy between written price and numeric price the written price will prevail.

PRICING SHEET

EXPENSE RECOVERY AUDIT

Furnishing all materials, labor and equipment for the Utility Expense Audit for the Wicomico County Board of Education.

EVALUATION AND AWARD

Responses will be scored in the following manner of Board importance.

TENTATIVE SCHEDULE

The following projected timetable should be used as a working guide for planning purposes. The Board reserves the right to adjust this timetable as required during the course of the RFP process.

August 5, 2010 Advertise on Emarylandmarketplace.com and WCBOE Website

August 20, 2010 Proposal Opening Date, Time 2:00 p.m. EST

August 23, 2010 Evaluation Committee Meets

August 30, 2010 Interview with Proposers (if WCBOE deems it necessary) via telephone or email

September 14, 2010 WCBOE Contract To Board for Approval

GENERAL REQUIREMENTS

1. Request for Proposal – All requirements contained in the RFP are hereby incorporated in these specifications.
2. Cost of Preparation of Proposal – The Board will not be responsible for any cost incurred by any Proposer in the preparation of his/her proposal.
3. Examination of Contract Documents – Proposals shall thoroughly examine these specifications or other materials referred to herein and conduct such investigations and visits as may be necessary to thoroughly inform themselves regarding the Board of Education, facility, personnel and other conditions relative to compliance with this specification. No plea of ignorance by the Proposer of conditions that exist or may hereafter exist, as a result of failure or omission on the part of the Proposer to make said investigations and visits, and /or failure to fulfill in every detail called for in the requirements of this specification and documents

OTHER REQUIRED INFORMATION

- A. Exceptions. If you have any exceptions to this Request for Proposal please note those on a separate signed and dated sheet.
- B. Electronic payment. The Board may be interested in offerors to accept electronic payments using a process whereby vendors can receive payments and remittance advices electronically. Please provide information relating to: (1) your ability to accept electronic payments and remittance advices; (2) your policy, if any, regarding electronic payments and (3) your discount, if any, for electronic payments.

INVOICING AND PAYMENT

WCBE shall pay Auditor for all products and services provided by Auditor pursuant to this Agreement. Auditor shall submit a written invoice, in duplicate, for services rendered and WCBE shall pay the invoiced fee within thirty (30) days after receipt of invoice by WCBE.

Proposed fee must include all costs associated with the performance of the services specified, including materials, supervision, labor, insurance, transportation, delivery, fuel or other surcharges, demurrage, and any other possible related costs. Charges not listed in the RFP response will not be allowed.

Name Printed

Signature

Date

BID/PROPOSAL AFFIDAVIT

A. (ANTI-BRIBERY AFFIRMATION). I HEREBY CERTIFY THAT

1. I am the (title) _____ and the duly authorized representative of the firm of _____ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.
2. Except as described in paragraph (3) below, neither I, nor to the best of my knowledge, information, and belief, the above firm, nor any of its officers, directors, or partners, nor any of its employees directly involved in obtaining contracts with the State or any county, bi-county, or multi-county agency or subdivision of the State has been convicted of, or has pleaded nolo contendere to a charge of, or has during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions committed after July 1, 1977, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any State or Federal Government.
3. State "none" or, as appropriate, list any conviction, plea or admission described in paragraph (2) above, with the date; court, official or administrative body, and the sentence or disposition, if any:

4. I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer, and may be furnished to the Board of Public Works and the Attorney General pursuant to Sections 16-201, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the State may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this Affidavit in compliance with Section 16-201 through 16-208 of the State Finance Procurement Article of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

B. (NON-COLLUSION AFFIRMATION). I HEREBY FURTHER AFFIRM THAT neither I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent has:

1. Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
2. In any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the Contract for which the within bid or offer is submitted.

C. (PROCUREMENT AFFIRMATION). I HEREBY FURTHER AFFIRM THAT

1. Neither the above business nor, to the best of my knowledge, information and belief, any officer, controlling stockholder, partner, principal, or other person substantially involved in the contracting activities of the business has in the past five (5) years:
 - a. been convicted under State or Federal statute of a criminal offense incident to obtaining or attempting to obtain or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
 - b. been found civilly liable under State or Federal anti-trust statutes for acts or omissions in connection with the submission of bids or proposals for a public or private contract;
 - c. been convicted of any violation of a State or Federal anti-trust statute;
 - d. been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organizations Act, 18 USC 1961 ET SEQ.;
 - e. the Mail Fraud Act, 18 USC 1341 et seq., for acts arising out of the submission of bids or proposals for a public or private contract;
 - f. been criminally convicted of conspiring to commit any act or omission that would constitute grounds for conviction or liability under any statute described in sub-section (1) a., b., c., d., or e. above; or g. admitted in writing or under oath during the course of an official investigation or other proceeding acts or omissions that

BID/PROPOSAL AFFIDAVIT

would constitute grounds for conviction or liability under any statute described above. Also the undersigned vendor was not founded or established or is not operated in a manner designed to evade the application or defeat the purpose of the Debarment Regulations, COMAR 21.08; is not currently suspended or debarred pursuant to COMAR 21.08 or by the action of any other public entity; and is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business.

2. a. If the affirmation described in subsection (1) cannot be given, and debarment proceedings have not been instituted against the business pursuant to COMAR 21.08, indicate the reasons why the affirmation cannot be given, including any conviction or admission described in subsection (1) above, with the date, court and sentence or disposition, if any; the name(s) if the person(s) involved, and their current positions and responsibilities with the business; the activity specified in COMAR 21.08 in which each person was involved; and the details of the person's participation in the activity, including the name(s) of an entity involved and the person's positions and responsibilities with the entity. (Attach additional sheets as necessary.)
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- b. If the affirmation described in subsection (1) cannot be given, and debarment proceedings have been instituted against the business pursuant to COMAR 21.08, indicate the status of such proceedings.
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D. (FINANCIAL DISCLOSURE AFFIRMATION). I FURTHER DECLARE AND AFFIRM THAT I am aware of and that the above firm will comply with the provisions of Section 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.

E. (POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION). I FURTHER DECLARE AND AFFIRM THAT I am aware of and that the above firm will comply with the provisions of Article 33, Sections 30-1 through 30-4 of the Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland or a political subdivision of the State, including its agencies, during a calendar year under which the person receives in the aggregate \$10,000 or more, shall on or before February 1 of the following year file with the Secretary of State of Maryland certain specified information to include disclosure of political contributions in excess of \$100 to a candidate for elective office in any primary or general election.

F. (DRUG AND ALCOHOL FREE WORKPLACE). I FURTHER DECLARE AND AFFIRM as follows:

1. Terms defined in COMAR 21.11.08 shall have the same meaning when used in this certification.
2. By submission of its bid or offer, the vendor, if other than an individual, certifies and agrees that, with respect to it employees to be employed under a contract resulting from this solicitation, the vendor 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 vendor's 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 vendor 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 vendor 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 vendor's policy of maintaining a drug and alcohol free workplace,
 - (iii) any available drug and alcohol counseling, rehabilitation, and employee assistance programs, and

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- (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 F.2.b., above;
 - h. notify its employees in the statement required by F.(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 F.(2)h.(ii) above, or otherwise receiving actual notice of a conviction;
 - j. within 30 days after receiving notice under F.(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 F.2.a. - j. above.
3. If the vendor is an individual, the individual shall certify and agree, as set forth in F.(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 the vendor's suspension and debarment under COMAR 21.08.06.

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of:

- a. the State of Maryland;
- b. counties or other subdivisions of the State of Maryland;
- c. other states; and
- d. 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 in respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above firm in 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)

(Affiant)

SPECIFICATIONS (SCOPE OF WORK)

Pepco Energy Services

East Salisbury Elementary School (2 accts)
1201 Old Ocean City Road
Salisbury, MD 21804

Northwestern Elementary School
9975 Sharptown Road
Mardela Springs, MD 21837

Pittsville Elementary & Middle School
34404 Old Ocean City Road
Pittsville, MD 21850

Glen Avenue Elementary School
201 Glen Avenue
Salisbury, MD 21801

Pinehurst Elementary School
520 S. Pinehurst Avenue
Salisbury, MD 21801

Central Office
101 Long Avenue
Salisbury, MD 21801

Fruitland Primary School
301 N. Division Street
Fruitland, MD 21826

Beaver Run Elementary School
31481 Old Ocean City Rd (2 accts)
Salisbury, MD 21804

Northwestern Elementary School
9975 Sharptown Road (2 accts)
Mardela Springs, MD 21837

Glen Avenue Elementary School
1625 Glen Avenue
Salisbury, MD 21804

Bennett Middle School
200 E. College Avenue (5 accts)
Salisbury, MD 21804

Salisbury Middle School
607 Morris Street
Salisbury, MD 21801

Wicomico High School
201 Long Avenue
Salisbury, MD 21804

Chipman Elementary School
711 Lake Street
Salisbury, MD 21801

Parkside High School (2 accts)
1015 Beaglin Park Drive
Salisbury, MD 21801

Parkside CTE
1015 Beaglin Park Drive
Salisbury, MD 21801

Wicomico Middle School
635 East Main Street
Salisbury, MD 21804

Mardela Middle & High School
24940 Delmar Road
Mardela Springs, MD 21837

Prince Street Elementary School
400 Prince Street
Salisbury, MD 21804

Warehouse
1130 Jersey Road
Salisbury, MD 21801

Pepco Energy Services (Cont.)

1101 Robert St.
Salisbury MD

1201 Old Ocean City Rd
Salisbury, MD 21804

1130 Jersey Rd (2 accts)
Salisbury, MD 21804

520 S Pinehurst Ave. (2 accts)
Salisbury, MD 21801

208 W. Main St (2 accts)
Fruitland, MD 21826

8000 Quantico Rd
Hebron, MD 21830

101 Long Ave (2 accts)
Salisbury, MD 21801

1615 Glen Ave (3 accts)
Salisbury, MD 21804

Pemberton Elementary School
1300 Pemberton Drive
Salisbury, MD 21801

Westside Intermediate School
8000 Quantico Road
Hebron, MD 21830

Beaver Run Elementary School
31418 Old Ocean City Road
Salisbury, MD 21804

J. M. Bennett High School (2 accts)
300 East College Avenue
Salisbury, MD 21804

Westside Primary School (2 accts)
6046 Quantico Road
Quantico, MD 21856

Delmar Elementary School (3 accts)
811 S. 2nd Street
Delmar, MD 21875

Willards Elementary School
36161 Richland Road (3 accts)
Willards, MD 21874

201 Union Avenue F Pump
Salisbury, MD 21801

24940 Delmar Rd.
Mardela Springs, MD 21837

201 Union Ave. (3 accts)
Salisbury, MD 21801

1015 Beaglin Park Dr.
Salisbury, MD 21801

CITY OF SALISBURY WATER & SEWER

Parkside High School
1015 Beaglin Park Drive
Salisbury, MD 21804

Prince Street Elementary School
400 Prince Street
Salisbury, MD 21804

James M Bennett High School
300 East College Avenue
Salisbury, MD 21804

Pinehurst Elementary School
520 S. Pinehurst Avenue
Salisbury, MD 21801

Bennett Middle School
200 East College Ave
Salisbury, MD 21804

TOWN OF WILLARDS

Willards Primary School
36161 Richland Road
Willards, MD 21856

TOWN OF FRUITLAND

208 W Main St
Fruitland, MD 21826

307 N Division St
Fruitland, MD 21826

School St
Fruitland, MD 21826

TAYLOR OIL CO. INC

Pumped out tank at JM Bennett Senior High School

SHARP ENERGY

Willards Elementary School
36161 Richland Road
Willards, MD 21874

Kitchen
101 Long Avenue
Salisbury, MD 21804

Maintenance
900 Mt Hermon Road
Salisbury, MD 21804

Pittsville Elementary & Middle School
34404 Old Ocean City Road
Pittsville, MD 21850

Maintenance
900 Mt Hermon Rd
Salisbury, MD 21804

Westside Primary - Boiler
6046 Quantico Road
Quantico, MD 21856

Pittsville Middle School
34404 Old Ocean City Road
Pittsville, MD 21850

Cafeteria/Mardela
24940 Delmar Road
Mardela, MD 21837

Westside Primary Boiler
6046 Quantico Road
Quantico, MD 21856

Maintenance
900 Mt Hermon Road
Salisbury, MD 21804

Maintenance
900 Mt Hermon Road
Salisbury, MD 21804

Westside Intermediate School
8000 Quantico Road
Quantico, MD 21856

SHARP ENERGY (Cont.)

Northwestern Elementary School
9975 Sharptown Road
Mardela, MD 21837

Northwestern Elementary School
9975 Sharptown Road
Mardela, MD 21837

Maintenance
900 Mt Hermon Road
Salisbury, MD 21804

Maintenance
900 Mt Hermon Road
Salisbury, MD 21804

CHESAPEAKE UTILITIES

Fruitland Intermediate School (3 accts)
208 W Main Street
Fruitland, MD 21826

Bennett Sr. High School
300 E. College Ave
Salisbury, MD 21804

Bennett Sr. High School (2 accts)
300 E. College Ave & Bldg M
Salisbury, MD 21804

Wicomico Middle School
635 E. Main Street
Salisbury, MD 21804

Parkside High School
1015 Beaglin Park Drive

Salisbury, MD 21804

Pemberton Elementary School (4 accts)
1300 Pemberton Drive w/ Kitchen/
Maint. Bldg.
Salisbury, MD 21801

Fruitland Primary School
301 N. Division Street
Fruitland, MD 21826

Bennett Middle Cafeteria (2 accts)
200 E. College Ave. & Café Boiler
Salisbury, MD 21804

Pemberton Elementary School
1300 Pemberton Drive
Salisbury, MD 21801

Bennett Middle School
200 E. College Ave
Salisbury, MD 21804

201 Long Avenue (2 accts)
Generator
Salisbury, MD

1130 Jersey Rd Bldg 1 CNTR (2 accts)
ALTR Learn
Salisbury, MD

607 Morris St (3 accts)
Auto Body
Salisbury, MD

201 Long Avenue
Bld 11 Gym
Salisbury, MD

Pinehurst Elementary (3 accts)
520 Pinehurst Ave S
Salisbury, MD

North Salisbury Elementary (2 accts)
1213 Emerson Ave
Salisbury, MD

CHESAPEAKE UTILITIES (Cont.)

Pinehurst Elementary (3 accts)
520 Pinehurst Ave S
Salisbury, MD

WCBOE
1130 Jersey Rd – Alt Lm WH (2 accts)
Salisbury, MD

Wicomico Vocational CTR (2 accts)
607 Morris St – Body Shop
Salisbury, MD

Prince St Elementary (3 accts)
400 Prince St
Salisbury, MD

Chipman Elementary School (2 accts)
711 Lake St
Salisbury, MD

Bennett Sr HS Auditorium (2 accts)
300 College Ave E
Salisbury, MD

201 Long Ave – Bldg 11 Gym (2accts)
& Trans Bldg 8
Salisbury, MD

111 Union Avenue
Salisbury, MD 21804

1321 West Rd (2 accts)
Kitchen
Salisbury, MD

Wicomico Early Learning CTR
1101 Robert St
Salisbury, MD

31481 Old Ocean City Rd (3 accts)
K Open SPC
Salisbury, MD

Parkside High School – Greenhouse
1015 Beaglin Park Drive
Salisbury, MD

Wi Middle School (2 accts)
635 Main Street E
Salisbury, MD

East Salisbury Elementary School
1201 Main Street E
Salisbury, MD

East Salisbury Elementary School
1201 Main Street E (E W BOILER)
Salisbury, MD

Delmar Elementary School
811 2nd Street S
Delmar, MD

Wicomico Middle School
635 Main Street E
WI JR HI C
Salisbury, MD

Glen Avenue Elementary School
1615 Glen Avenue
Media/ART
Salisbury, MD

Parkside High School
1015 Beaglin Park Dr
Bldg A
Salisbury, MD

Glen Avenue Elementary School
1615 Glen Avenue
Elementary
Salisbury, MD

CHESAPEAKE UTILITIES (Cont.)

Wicomico Sr High School (3 accts)
Bldg 4/Bldg 7/Bldg 9/Home Ec
201 Long Ave
Salisbury, MD

Parkside High School
1015 Beaglin Park Drive
Body Shop
Salisbury, MD

Wicomico Sr High School (5 accts)
201 Long Ave
Boiler Pilot/ Bldg 12, 6, 10, C/H/Café
Stadium
Salisbury, MD

WCBOE
900 Mt Hermon Rd
Facilities
Salisbury, MD

Fruitland Primary School (2 accts)
301 Division St. N & Boiler
Fruitland, MD

Pinehurst Elementary (2 accts)
520 Pinehurst Ave S & Cafe
Salisbury, MD

Wicomico Vocational Ctr (2)
607 Morris St – Body Shop
Salisbury, MD

WCBOE (2 accts)
1130 Jersey Rd Bldg 1 CNTR ALT LEARN
Salisbury, MD

Wicomico Senior High
201 Long Ave – Bldg 11 – Gym
Salisbury, MD

Bennett Sr High Auditorium
300 College Ave
Salisbury, MD

WCBOE
111 Union Ave
Salisbury, MD

North Salisbury Elementary
1213 Emerson Ave
Salisbury, MD

Fruitland Primary School – Annex
301 Division St. S
Fruitland, MD

Chipman Elementary School
711 Lake St
Salisbury, MD

Wicomico Middle School
Boiler
635 Main St. E
Salisbury, MD

Bennett Sr High School
300 College Ave
M
Salisbury, MD

Beaver Run School
31481 Old Ocean City Rd
K Open SPC
Salisbury, MD

DELMARVA POWER

Administration Bldg
101 Long Ave
Salisbury, MD 21801

Beaver Run Elementary
31481 Old Ocean City Rd
Salisbury, MD 21804

County Stadium
201 Glen Ave
Salisbury, MD 21801

East Salisbury Elementary
1201 Old Ocean City Rd
Salisbury, MD 21804

Fruitland Intermediate School
208 W Main St
Fruitland, MD 21826

Glen Ave Elementary
1615 Glen Ave
Salisbury, MD 21804

JM Bennett – Auditorium
200 E College Ave
Salisbury, MD 21801

JM Bennett Middle School
200 E College Ave
Salisbury, MD 21804

JM Bennett High School
200 E College Ave
Salisbury, MD 21804

Mardela Middle High School
24940 Delmar Rd
Mardela Springs, MD 21837

Northwestern Elem – Lighting
9975 Sharptown Rd
Mardela Springs, MD 21837

Beaver Run Elementary School
31481 Old Ocean City Rd
Salisbury, MD 21804

Chipman Elementary
711 Lake St
Salisbury, MD 21801

Delmar Elementary School
811 S 2nd St
Delmar, MD 21875

East Salisbury Elementary
1201 Old Ocean City Rd
Salisbury, MD 21804

Fruitland Primary
301 N Division St
Fruitland, MD 21826

Glen Ave Elementary – Lighting
1615 Glen Ave
Salisbury, MD 21804

JM Bennett Middle School
200 E College Ave
Salisbury, MD 21801

JM Bennett High School
300 E College Ave
Salisbury, MD 21804

Mardela Middle High School
24940 Delmar Rd
Mardela Springs, MD 21837

Northwestern Elem School
9975 Sharptown Rd
Mardela Springs, MD 21837

Parkside High School
1015 Beaglin Pk Dr
Salisbury, MD 21801

DELMARVA POWER (Cont.)

Parkside High School
1015 Beaglin Pk Dr
Salisbury, MD 21801

Parkside High School
1015 Beaglin Pk Dr
Salisbury, MD 21801

Pemberton Elementary
1300 Pemberton Dr
Salisbury, MD 21801

Pinehurst Elementary
520 S Pinehurst Ave
Salisbury, MD 21801

Pinehurst Elementary
520 S Pinehurst Ave
Salisbury, MD 21801

Pittsville Elem & Middle
34404 Old Ocean City Rd
Pittsville, MD 21850

Salisbury Middle School
607 Morris St
Salisbury, MD 21801

WCBOE – Support Svcs Complex
101 Long Ave
Salisbury, MD 21801

WALC – Alternative School
1130 Jersey Rd
Salisbury, MD 21801

WALC – Alternative School
1130 Jersey Rd
Salisbury, MD 21801

Westside Intermediate
8000 Quantico Rd
Hebron, MD 21830

Westside Intermediate
8000 Quantico Rd
Hebron, MD 21830

Westside Primary School – Lighting
6046 Quantico Rd
Quantico, MD 21856

Wic Early Learning Ctr
1101 Robert St
Salisbury, MD 21801

WCBOE
111 Union Ave
Salisbury, MD 21801

WCBOE
400 Prince St
Salisbury, MD 21804

WCBOE
201 Union Ave
Salisbury, MD 21801

WCBOE
910 S Schumaker Dr
Salisbury, MD 21804

WCBOE
201 Union Ave F Pump
Salisbury, MD 21801

Wicomico Middle School
635 E Main St
Salisbury, MD 21804

Wicomico High School
201 Long Ave
Salisbury, MD 21804

Willards Elementary School
36161 Richland Rd
Willards, MD 21874