

THE TOWN OF GLEN ECHO

REQUEST FOR BIDS

FOR REPLACING STREET NAME SIGNS

Issued: July 28, 2022
Due: August 25, 2022

**PROPOSALS MUST BE
EMAILED TO
townhall@glenecho.org**

**6106 Harvard Avenue
P.O. Box 598
Glen Echo, Maryland 20812
Attn: Town Manager Elizabeth Stickler**

NO LATER THAN

12 p.m. on Thursday August 25, 2022

RFP# 2022-4

**TOWN OF GLEN ECHO, MARYLAND
REQUEST FOR BIDS - REPLACING STREET NAME SIGNS**

I. INTRODUCTION

A. GENERAL INFORMATION

1. The Town of Glen Echo, a municipality in the state of Maryland, is requesting proposals from qualified firms to replace street name signs. We need a quote for the signs and for installation if you can offer that as well:

Signs for the following intersections:

Cornell Ave Wellesley Cir (north intersection)

Radcliffe Ln

Wellesley Cir Cornell Ave (south intersection)

Vassar Cir Cornell Ave (north intersection)

Vassar Cir Cornell Ave (south intersection)

Vassar Cir University Ave

University Ave Wellesley Cir

University Ave Bryn Mawr Ave

University Ave Harvard Ave

University Ave Yale Ave

University Ave Princeton Ave

Oxford Rd University Ave

Harvard Ave Columbia Ave

Yale Ave Columbia Ave

Tulane Ave Bowdoin Ave

Oberlin Ave Bowdoin Ave

16 Pairs 6" X 24" minimum - maximum 30" depending on length of street name double sided high intensity retroreflective flat blade street signs. Green with white font with Neutraface font 4" Capital and 3" Lower case letters (**final font TBD**)

16 3" X12 foot green aluminum pole

TOWN OF GLEN ECHO, MARYLAND
REQUEST FOR BIDS – REPLACING STREET NAME SIGNS

16 Acorn finial green

32 decorative scrolls with Arm on top of sign – green

Shipping costs

The Town of Glen Echo is tax exempt

Include whether you are able to provide:

Removal of old signs COST estimate

Installation of new signs/poles in concrete COST estimate

In addition:

When the product could be delivered by (and installed if applicable)

2. Inquiries. Any inquiries concerning the Request for Bids should be addressed to Elizabeth Stickler, Town Manager. **Telephone number 301-320-4041.** Email address: townhall@glenecho.org. Should any amendment to the Bid Request Documents be necessary, copies of any amendments will be forwarded to all firms who have received bid package. The Town may distribute copies of this Request for Proposals to firms who have requested copies and to other firms. Distribution to such firms does not imply pre-qualification of such firms.

3. Number and Form of Submissions. And **electronic pdf copy** must be provided to the Town at townhall@glenecho.org by **12:00 p.m. on Thursday August 25, 2022.** Glen Echo reserves the right to reject any or all proposals submitted.

4. Further Clarifications. During the evaluation process, the Town reserves the right to request additional information or clarifications from bidders, or to allow correction of errors or omissions. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

5. Retention of Bids. The Town reserves the right to retain all bids submitted and to use any ideas in a bid regardless of whether that bid is selected.

6. Submission of a bid indicates acceptance by the firm of the conditions contained in this *Request for Bid*. The Request for Bids and the selected firm's bid will be incorporated into the engagement agreement.

7. Contract Award. The Contract will be awarded by the Mayor and Council. The award will be made to the qualified bidder who, in the determination of the Town officials, is the lowest responsible bidder, that best meets the needs of the Town.

8. Engagement letter. Following the contract award, an engagement agreement between the parties will be executed promptly in the form attached hereto.

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9. **Time Frame.** The signs need to be delivered by November 30 of 2022 and if applicable installed at a mutually acceptable time.

10. SUBCONTRACTING

Firms which intend to subcontract portions of the engagement must disclose that fact, and the name of the proposed subcontracting firms, in their proposal. Following the award of the paving contract, no additional subcontracting will be allowed without the express prior written consent of the Town.

II. NATURE OF THE SERVICES REQUESTED

A. GENERAL

The Town is soliciting the services of qualified firms to replace street name signs. The successful bidder would be engaged for this service. The work is to be performed in accordance with the provisions contained in this Request for Bids 2022-4.

B. SCOPE OF WORK TO BE PERFORMED: See Below.

C. BID PROPOSAL SUBMISSION INFORMATION REQUIRED

Each bidder shall include the following information in their bid proposal:

- A transmittal letter introducing you or your firm and general approach to this work.
- Cost information, including rates and any additional expenses for undertaking this work.
- The qualifications of your company to perform the scope of work, including any equipment that would be used.
- Proof of liability insurance if applicable.
- The name(s) of the designated project manager(s) if applicable.
- Two references with contact information.
- Proof of registration to do business in Maryland (Md. Code, Corps. Art. Sec. 7-201) if applicable.
- Submission of non-collusion, non-conviction, and non-suspension/disbarment affidavits (Md. Code, State Finance and Procurement Art. Sec. 16-311(a) and (b)).

D. BACKGROUND

The municipality of the Town of Glen Echo is located in Montgomery County, has a population of approximately 273 residents and is comprised of 100 households (2010 Census).

TERMS AND CONDITIONS

1. Governing Law

Any contract awarded pursuant to this RFB shall be construed in accordance with the laws and regulations of the State of Maryland, and the Town. The Contractor must, without additional cost to the Town, pay any necessary fees and charges, obtain any necessary licenses and permits, and comply with applicable federal, state and local laws, codes and regulations. For purposes of litigation involving such contract, exclusive venue and jurisdiction shall be in the Circuit Court for Montgomery County, Maryland, or in the District Court of Maryland for

**TOWN OF GLEN ECHO, MARYLAND
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Montgomery County.

2. All work shall be performed in accordance with a schedule approved by the Town. Work on any area or phase of the project shall not commence prior to approval by the Town and issuance of written notice to proceed. Work shall not stop for more than seven (7) consecutive calendar days, without the prior approval of the Town. The Town shall inspect ongoing and completed work and the contractor shall, at contractor's sole cost and expense, repair and remedy any work that does not conform to the project specifications and standards, in the discretion of the Town. Before a progress or final payment is made, contractor shall certify in writing that, in accordance with contractual arrangements, suppliers: (1) have been paid from the proceeds of previous progress payments; and (2) will be paid in a timely manner from the proceeds of the progress or final payment currently due.

III. PROPOSAL COST AND RESOURCES

1. Personnel:

Please identify the employee who will be in charge of the project:

2. Experience. State briefly your firm's previous experience.

Name of Firm _____

Address _____

Email Address _____

Telephone _____

Authorized Signature _____

Title _____

Date _____

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3. References. List firm's references we may contact.

Submit to: Town of Glen Echo, 6106 Harvard Avenue, Glen Echo, MD 20812 . Attn.: Elizabeth Stickler, Town Manager

Exhibit 1

Scope of work:

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Radcliffe Ln

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Shipping costs

The Town of Glen Echo is tax exempt

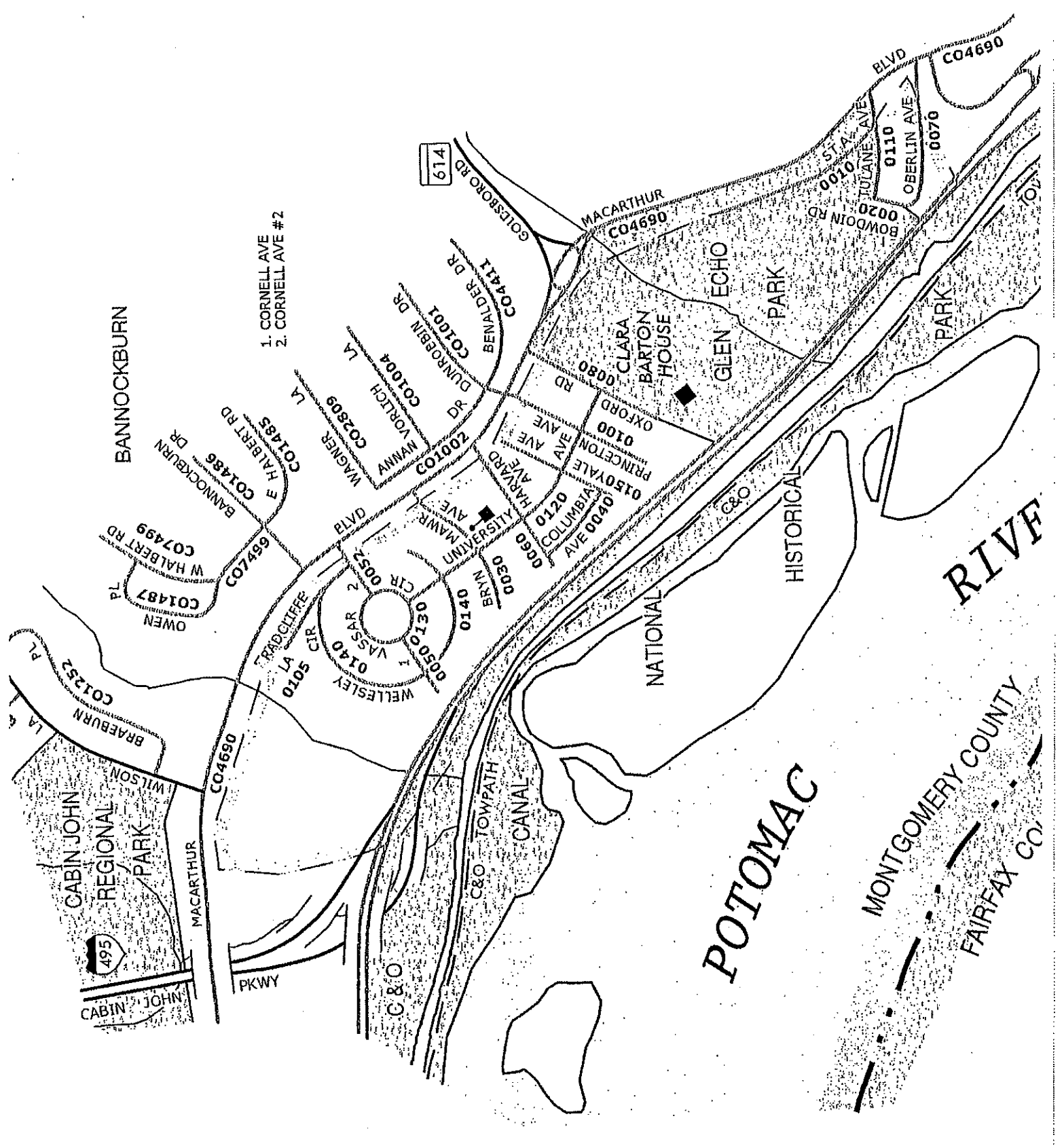
Include whether you are able to provide:

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Installation of new signs/poles in concrete COST estimate

In addition:

When the product could be delivered by (and installed if applicable)



BANNOCKBURN

- 1. CORNELL AVE
- 2. CORNELL AVE #2

614

MACARTHUR
CO4690

BOWDOIN RD
CO4690

PARK

POTOMAC

FAIRFAX CO

MONTGOMERY COUNTY

CABIN JOHN REGIONAL PARK

495

CABIN JOHN

C&O TOWPATH CANAL

NATIONAL

HISTORICAL

GLEEN ECHO PARK

CLARA BARTON HOUSE

WELLESLEY LA 0140
VASSAR LA 0050
FRIBOLTEER LA 5070

UNIVERSITY AVE
0030 MAWR

HARVARD AVE
0030

0100 OXFORD RD

0100 PRINCETON AVE

0100 COLUMBIA AVE

0100 AVE 0040

WAGNER LA

WORRICH LA

WANN LA

DUNREIN DR

BEMER DR

HALBERT DR

684702

BANNOCKBURN DR

OWEN PL

W HALBERT RD

CO4486

CO4485

CO4484

BRAEBURN LA

CO4252

WILSON DR

CO4190

CO4191

CO4192

CO4193

CO4690

**Notice to exempt organizations holding
previously-issued exemption certificates**

The Maryland Revenue Administration Division is re-issuing sales tax exemption certificates to all organizations which continue to qualify. Your organization's new certificate is attached and is valid effective immediately. Previously issued exemption certificates become invalid on October 1, 1997. Vendors are required to charge tax on sales made on or after October 1, 1997, to any organization which does not present a new certificate at the time of sale.

If your organization deals regularly with certain vendors, we suggest that you contact them before October 1, 1997, so that they can verify that your organization has been issued a new certificate.

The re-issuance of these certificates does not change current procedures for claiming resale exclusions by exempt organizations engaged in purchasing tangible personal property for sale. The sales and use tax registration numbers of licensed vendors have not been changed and the validity of blanket resale certificates bearing these numbers is unaffected.

Additional copies of the exemption certificate may be obtained by organizations with more than one location or chapter, or for other demonstrated cause, by contacting the Legal Section by mail at Revenue Administration Center, Annapolis, Maryland 21411-0001.

State of Maryland
Comptroller of the Treasury
Revenue Administration Division
301 W. Preston Street
Baltimore, Maryland 21201-2383

The attached card is your new exemption certificate which is valid upon receipt. Effective October 1, 1997, exemption certificates issued to governmental entities no longer have an expiration date, thus eliminating the need to renew the certificate. Please read the enclosed Tax Tip and the

**State of Maryland Comptroller of the Treasury
Sales and Use Tax Exemption Certificate**

Account Number
30041983

Expiration Date
Governmental
No Expiration Date

DUPLICATE

Name
THE TOWN OF GLEN ECHO
6106 HARVARD AVENUE
GLEN ECHO, MD 20812

C. Bid Sheet

List Pricing for each item specified below:

SEE STREET NAME SIGN LIST

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Installation of new signs/poles in concrete COST estimate

In addition:

When the product could be delivered by (and installed if applicable)

Additional services and costs: _____

(attach additional sheets as necessary)

Bidder: _____

Signature: _____

(Print Name, Title)

Date: _

D. Non-Collusion Affidavit

I hereby affirm that:

I am the _____ (title) and duly authorized representative of the firm of _____ (name of Corporation) whose address is _____ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. I am fully informed respecting the preparation and contents of the attached bid or and all of the pertinent circumstances respecting such bid:

2. Such bid is genuine and is not a collusive or sham bid:

3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interests, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the **Town of Glen Echo** or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Firm: _____

Signature and Title: _____

Printed Name: _____

Date: _____

E. Affidavit of Non-Conviction

I hereby affirm that:

I am the _____ (title) and duly authorized representative of _____ (name of business entity) whose address is _____ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. Except as described in paragraph 2 below, neither I nor the above business entity, nor to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the State, including any bi-county or multi-county entity) has:

A. been convicted under the laws of the State of Maryland, any other state, or the United States of any crime set forth in the Maryland Code, State Finance and Procurement Article, Sections 16-202 and 16-203, as amended, including but not limited to (1) bribery, attempted bribery, or conspiracy to bribe; (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (4) a criminal violation of an anti-trust statute; (5) a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract; (6) a violation of State Finance and Procurement Article of the Maryland Code; or (7) conspiracy to commit any of the foregoing;

B. pled *nolo contendere* to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph;

C. been found civilly liable under an anti-trust statute of the State of Maryland, another state or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract; or

D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph;

2. State "none" or, as appropriate, list on a separate sheet any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any. _____.

3. I further affirm that neither I nor the above business entity shall knowingly enter into such a contract with the **Town of Glen Echo** under which a person or business

debarred or suspended from contracting with a public body under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland, will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property or construction.

I acknowledge that this affidavit is given pursuant to Maryland Code, State Finance and Procurement Article, Section 16-311. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the **Town of Glen Echo** may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article, as amended, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the **Town of Glen Echo**.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Business Entity: _____

Signature and Title: _____

Printed Name: _____

Date: _____