



# REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

NOTES:

1. The County reserves the right to reject any and/or all quotes, to waive any technicalities in the quote, and to take whatever action is in the best interest of Washington County.
2. The County is exempt from State of Maryland Sales Tax. The County's Maryland Sales Tax Exemption Number is 30001292.

**RETURN QUOTATIONS TO:**

WASHINGTON COUNTY DIVISION OF PUBLIC WORKS

Attention: Andrew Eshleman – Director

Telephone Number: 240-313-2252

## REQUEST FOR QUOTATION

DATE ISSUED

5/27/2020

DELIVERY WANTED

See Attachment

DESCRIPTION

**MISCELLANEOUS MASONRY AND CHIMNEY REPAIRS  
AT COUNTY BUILDINGS**

*(See Attached Instructions & Specifications)*

**QUOTATION DUE: Wednesday, June 10th, 2020 no later than 4:00 P.M.  
by e-mail ([aeshleman@washco-md.net](mailto:aeshleman@washco-md.net)), or fax (240-313-2251).**

Having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposed to furnish all labor, materials and equipment called for by said specifications and instructions on the attached Quotation Proposal Form.

TOTAL NET PRICE

PRICE (See Form of Proposal)

Official Signature \_\_\_\_\_

Name Printed \_\_\_\_\_

Telephone Number \_\_\_\_\_

Acknowledge Addenda # \_\_\_\_\_ Date \_\_\_\_\_

# \_\_\_\_\_ Date \_\_\_\_\_, # \_\_\_\_\_ Date \_\_\_\_\_

**MISCELLANEOUS MASONRY AND CHIMNEY REPAIRS  
AT COUNTY BUILDINGS**

**NOTICE TO QUOTERS & INSTRUCTIONS**

1. **QUOTATION SUBMISSION:** Quotations are due by e-mail (aeshleman@washco-md.net), or fax (240-313-2251). Please direct all general inquiries to Andrew Eshleman, Director. **Quotations must be received no later than Wednesday, June 10, 2020 at 4:00 P.M.**
2. **PRE-QUOTATION MEETING:** **A pre-quotation meeting and site visit is scheduled for Wednesday, June 3 at 9 am starting at the Martin Luther King Building, 131 W North Street, Hagerstown, MD.**
3. **SITE VISITS:** It is strongly encouraged that each Bidder submitting a quotation for this work examine the site and thoroughly satisfy himself/herself to the conditions under which he/she will operate or that will in any manner affect any work under his/her contract. The Bidder shall accept the site as he/she finds them. All proposals shall take into consideration all conditions that may affect the work. No allowance shall be made to any Bidder for negligence in this respect. The building is currently closed to the public, and visitations are by appointment only between the hours of 7:00a-2:30p Monday through Friday before the quotation due date.
4. **AWARD OF CONTRACT:** The estimated total schedule of prices will be used as a basis for evaluation of quotations and award of the Contract. If an award of Contract is made, it will be made to the responsible Bidder who submits the lowest, responsive quotation. Carelessness in quoting prices, or in preparation of quotation otherwise, will not relieve the Quoter. Erasures or changes in quotations must be initialed.

Additional “as-needed” services and locations may be added by the County during the contract period and completed based on the on the hourly rates, hours of labor, and material mark-up. For this work the Contractor shall invoice the County for the labor hours at the job site performing the requested work. The hourly rate shall include all labor, overhead, profit and drive/travel time necessary.

The County does not guarantee any minimum or maximum hours to the Contractor for as-needed hourly services. The number of hours stated in the Bid Formula are estimated hours only. If a bidder submits a price of \$0 for any hourly service, the bid will be considered non-responsive.

5. **Bids for All or Part:** Unless otherwise specified by the County or by the Bidder, the County reserves the right to make award on all items, or on any of the items according to the best interests of the County. Bidder may restrict his/her bid to consideration in the aggregate by so stating but should name a unit price on each item bid upon; any bid in which the bidder names a total price for all the articles without quoting a price on each and every separate item, may be rejected at the option of the County.
3. **DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the County Commissioners or authorized representative shall be final and binding on both parties.

*Notice to Quoters & Instructions*

**MISCELLANEOUS MASONRY AND CHIMNEY REPAIRS**

6. **EQUAL OPPORTUNITY:** The Board of County Commissioners of Washington County, Maryland does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.
7. **EXCEPTION:** The submission of a quote shall be considered an agreement to all items, conditions, and specifications provided herein and in the various quotation documents unless specifically noted otherwise in the proposal.
8. **INSURANCE:** Upon request and prior to execution of contract, the successful contractor must show Evidence of Insurance as outlined in the attached copy of Washington County Policy No. P-4 (Attachment No. 1).
9. **INTERPRETATION, DISCREPANCIES, OMISSIONS:** Should any Bidder find discrepancies in, or omissions from the documents or be in doubt of their meaning, or feel that the specifications are discriminatory, he/she should at once request an interpretation, in writing, from:

Andrew Eshleman, Director  
Washington County Division of Public Works  
100 West Washington Street  
Hagerstown, MD 21740  
E-mail: aeshleman@washco-md.net and  
Fax: 240-313-2251

All necessary interpretations will be issued to all bidders in the form of addenda to the specifications, and such addenda shall become part of the contract documents. Exceptions as taken in no way obligates the County to change the specifications. Failure of any Bidder to receive any such addendum or interpretation shall not relieve such Bidder from any obligation under his/her bid as submitted. The County will assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY. No questions received after 4:00 P.M., local time, Thursday, June 4, 2020 will be considered.**

10. **TIME OF COMPLETION:** Bidder must agree to commence work within ten (10) calendar days of receipt of written award (or Acceptance of Bid) by the County. The project priority list shall be the Martin Luther King Building, County Administration Building, and County Courthouse. The contract will be for a (1) year period, tentatively commencing June 15, 2020, however work shall commence and proceed continuously until the identified project list is complete.
11. **DISPOSAL FEES:** Disposal of items shall be at an approved location or landfill and any fees for same must be included in the contractor's quotation.
12. **LUMP SUM PROPOSAL:** A proposal based on the estimated schedule of prices shall include all work described herein. The work listed in the Task Order of Work/Specifications shall include the cost of any and all permits and/or fees, the cost of all applicable seals and other taxes required by Local, State and Federal laws, the cost of bonds and insurances required, the cost of all material, labor, tools, equipment, transportation, landfill users fees, superintending and other services and facilities of every nature whatsoever or as may be necessary to complete the work as described in the specifications. The County will waive the permit fees for permits issued under County jurisdiction.

13. **PAYMENT:** Payment will be made within thirty (30) days after satisfactory acceptance. Invoices shall be submitted in duplicate to Mr. Andrew Eshleman, Director, Washington County Division of Public Works, Hagerstown, Maryland 21740. Invoices submitted without clear, concise, readable, definitive information shall be returned for clarification, and may delay payment. Invoices must include the site name and the Washington County-issued Purchase Order (P.O.) number.
14. **PAYMENT OF COUNTY AND MUNICIPAL TAXES:** Effective October 1, 1993, in compliance with Section 1-106(b)(3) of the Code of the Public Local Laws of Washington County, Maryland, "If a Bidder has not paid all taxes owed to the County or a municipal corporation in the County, the County Commissioners may reject the Bidder's bid."
15. **POLITICAL CONTRIBUTION DISCLOSURE:** In accordance with Maryland Code, State Finance and Procurement Article, §17-402, the Bidder shall comply with Maryland Code, Election Law Article, Title 14, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or any incorporated municipality, or their agencies during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Administrative Board of Election Laws: (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality or their agencies, and shall cover the preceding two (2) calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.
16. **RESERVATIONS:** The Board of County Commissioners of Washington County, Maryland, reserves the right to accept or reject any or all quotes, to waive formalities, informalities and technicalities therein. The Board reserves the right to contact a Quoter for clarifications and may, at its sole discretion, allow a Quoter to correct any and all formalities, informalities and technicalities in the best interest of the Washington County.
17. **SALES TAX:** The County is exempt from State of Maryland Sales Tax. The County's Sales Tax Exemption Number is 3000129-2. The Bidder is responsible to make any necessary inquiries and investigations with regulating state agencies to obtain a determination of tax exemptions in his/her quotation.
18. **WORK SITE DAMAGES:** Any damage to finished surfaces, surrounding areas, building, etc., shall be repaired to the damaged party's satisfaction at the Contractor's expense.
19. **FINAL ACCEPTANCE SIGN-OFF:** Final acceptance shall take place after all deficiencies noted by the Washington County Project Manager have been corrected to his/her satisfaction.
20. **PRICES VALID:** All quoted prices shall be valid for ninety (90) consecutive calendar days after submission of quote.

## Quotation

### MISCELLANEOUS MASONRY AND CHIMNEY REPAIRS AT COUNTY BUILDINGS

#### TASK ORDER OF WORK

#### 1. SUMMARY:

- A. This work includes providing all material, labor, equipment, tools, and incidentals necessary to complete masonry repairs. The scope of work includes work at three known locations: Martin Luther King Building at 131 W North Street, the County Administrative Building at 100 West Washington Street, and the County Courthouse at 95 West Washington Street, Hagerstown, MD 21740. Additional “as needed” work may be added at Washington County owned facilities.
- a. Martin Luther King Building:
- i. Repair the masonry chimney. Work includes removal and resetting of loose brick, repointing deteriorating mortar, constructing a cast in place chimney wash and installing a chimney cap.
  - ii. Perform vertical masonry repointing at various locations on the building to include, but not limited to the main entrance walls, below window sills, building corners and front elevation parapet.
- b. County Administrative Building:
- i. Perform horizontal masonry repointing at various locations to the hexagonal pavers.
  - ii. Perform concrete spall repairs to the front building elevation planter masonry wall caps.
  - iii. Perform concrete spall repairs and provide a parge coat to the two front building elevation exterior planter walls.
  - iv. Provide a concrete parge coat to the building foundation along Jonathan Street.
- c. County Courthouse:
- i. Repair the masonry chimney along Court Place alley. Work includes the removal and resetting of loose brick, and repointing the entire chimney.
- B. Additional masonry work and locations on an “as needed” basis.
- C. Additional information is attached hereto for informational purposes:

Attachment No. 1 – Insurance Requirements  
Attachment No. 2 – Project Photos  
Attachment No. 3 – Material Specifications

- D. Unless otherwise advised, Danny Hixon, Deputy Director of Buildings, Grounds and Facilities, shall be the Owner's designated representative and point of contact for all matters relating to the performance of this work.
- E. The Contractor shall complete the work described herein within the time specified herein following receipt of a written notice to proceed (purchase order) from the Owner.
- F. All work associated with this proposal shall be completed in accordance with the applicable standards, codes, laws and regulations adopted by the Authority Having Jurisdiction (AHJ). This project is located within the State of Maryland, County of Washington, and the City of Hagerstown.
- G. The Contractor shall take all necessary precautions for the protection of the work and safety of the public, all as indicated in the MUTCD. Contractor must maintain pedestrian access along the sidewalks and into the buildings. Contractor shall be responsible for furnishing, installing, and maintaining any temporary signs throughout the work zone per City of Hagerstown standards.
- H. The Contractor shall notify MISS UTILITY at (800) 257-7777 to arrange for stakeout of utilities at least five days before starting any underground construction.

**FORM OF PROPOSAL**

**TO:**

**FROM:**

**The Board of County Commissioners  
of Washington County, Maryland  
c/o Division of Public Works  
100 West Washington Street  
Hagerstown, MD 21740**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**DATE:** \_\_\_\_\_

**QUOTATION DUE: Wednesday June 10th, 2020  
4:00 P.M.**

Ladies/Gentlemen:

We hereby submit our proposal for:

**MISCELLANEOUS MASONRY AND CHIMNEY REPAIRS  
AT COUNTY BUILDINGS**

Having examined the site and being familiar with pertinent local conditions affecting the work and having carefully examined the contents of this Quotation Package, Request for Quotation, Notice to Quoters/Instructions, and Task Order of Work/Specifications bearing the project title, and dated May 27, 2020, including

Addenda (if any):

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

and having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to furnish all labor, materials and equipment called for by the said documents for the entire work, in strict accordance with the specifications, for the stipulated total lump sum of:

**Total Schedule of Prices (Martin Luther King, County Administrative, Courthouse, and "As-Needed Labor Rates):**

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_ )  
Written Figures

**Martin Luther King Building**

ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE		ITEM TOTAL	
CHIMNEY MASONRY REPAIRS	1	L.S.	_____	—	_____	—
CAST IN PLACE CHIMNEY CROWN TOP WASH	1	L.S.	_____	—	_____	—
CHIMNEY CAP	1	L.S.	_____	—	_____	—
VERTICAL SURFACE MASONRY REPOINTING	250	S.F.	_____	—	_____	—
				Total	_____	—

**Total Martin Luther King Building Schedule of Prices:**

\_\_\_\_\_ DOLLARS (\$) \_\_\_\_\_  
 Written Figures



**County Administrative Building**

ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE		ITEM TOTAL	
HEXAGONAL PAVER REPOINTING	240	S.F.	_____	___	_____	___
PLANTER WALL CAP SPALL REPAIRS	1	L.S.	_____	___	_____	___
PLANTER WALL SPALL REPAIRS AND PARGE COAT	1	L.S.	_____	___	_____	___
BUILDING FOUNDATION PARGE COAT (JONATHAN STREET ELEVATION)	1	L.S.	_____	___	_____	___
				Total	_____	___

**Total County Administrative Building Schedule of Prices:**

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_ )  
 Written \_\_\_\_\_ Figures

**County Courthouse**

ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE		ITEM TOTAL	
CHIMNEY MASONRY REPAIRS	1	L.S.	_____	—	_____	—
				Total	_____	—

**County Courthouse Building Schedule of Prices:**

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_ )  
 Written \_\_\_\_\_ Figures \_\_\_\_\_

**“AS-NEEDED” HOURLY LABOR RATES FOR ADDITIONAL SERVICE**

<p>Mason (Hourly Rate):</p> <p>_____ Dollars</p> <p align="center">(Written)</p> <p>_____ Cents <b>Per Hour</b></p> <p align="center">(Written)</p>	<p align="center">(\$ _____ )</p> <p align="center">(Figures)</p>
<p>Laborer (Hourly Rate):</p> <p>_____ Dollars</p> <p align="center">(Written)</p> <p>_____ Cents <b>Per Hour</b></p> <p align="center">(Written)</p>	<p align="center">(\$ _____ )</p> <p align="center">(Figures)</p>
<p><b>TOTAL “AS NEEDED” BASE BID FORMULA -</b></p> <p>40 Hours x Hourly *<b>Regular Mason Labor Rate</b></p> <p><b>Plus</b> 40 Hours x Hourly **<b>Regular Laborer Labor Rate</b></p> <p><b>TOTAL “AS NEEDED” BASE BID</b></p> <p>_____ Dollars</p> <p align="center">(Written)</p> <p>_____ Cents</p> <p align="center">(Written)</p>	<p>\$ _____ +</p> <p>\$ _____ =</p> <p align="center">(\$ _____ )</p> <p align="center">(Figures)</p>

**Materials and equipment rentals for services on an “as-needed” basis shall be billed at cost plus fifteen (15%) percent**

FIRM NAME AND ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BY (Signature): \_\_\_\_\_

NAME AND TITLE (Printed): \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER: \_\_\_\_\_

**POLICY TITLE:** Insurance Requirements for Independent Contractors

**POLICY NUMBER:** P-4

**ADOPTION DATE:** August 29, 1989

**EFFECTIVE DATE:** September 1, 1989

**FILING INSTRUCTIONS:**

**I. PURPOSE**

To protect Washington County against liability, loss or expense due to damaged property, injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work or service performed on behalf of Washington County.

**II. ACTION**

The following should be inserted in all Independent Contractor Contracts:

"The Contractor shall procure and maintain at his sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County."

- 1. **Workers Compensation:** The Contractor agrees to comply with Workers Compensation laws of the State of Maryland and to maintain a Workers Compensation and Employers Liability Policy.

Minimum Limits Required:

Workers Compensation - Statutory  
Employers Liability - \$100,000 (Each Accident)  
\$500,000 (Disease - Policy Limit)  
\$100,000 (Disease - Each Employee)

- 2. **Comprehensive General Liability Insurance:** The Contractor shall provide Comprehensive General Liability including Products and Completed Operations.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury and Property Damage.

Such insurance shall protect the County, its agents, elected and appointed officials, commission members and employees, and name Washington County on the policy as additional insured against liability, loss or expense due to damaged property (including loss of use), injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work of service performed on behalf of Washington County.

The Contractor is ultimately responsible that Subcontractors, if subcontracting is authorized, procure and maintain at their sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County.

3. **Business Automobile Liability:** The Contractor shall provide Business Auto Liability including coverage for all leased, owned, non-owned and hired vehicles.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury or Property Damage.

**Certificate(s) of Insurance:** The Contractor shall provide certificates of insurance requiring a 30 day notice of cancellation to the Insurance Department, Board of County Commissioners of Washington County prior to the start of the applicable project.

Approval of the insurance by the County shall not in any way relieve or decrease the liability of the Contractor. It is expressly understood that the County does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

All responsibility for payment of any sums resulting from any deductible provisions, corridor, or self-insured retention conditions of the policy or policies shall remain with the Contractor.

**General Indemnity:** The Contractor shall indemnify, defend and save harmless the Board of County Commissioners of Washington County, its appointed or elected officials, commission members, employees and agents for any and all suits, legal actions, administrative proceedings, claims, demands, damages, liabilities, interest, attorneys fees, costs and expenses of whatsoever kind of nature, whether arising before or after final acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the Contractor, or any one acting under its direction, control or on its behalf in connection with or incident to its performance of the Contract.

Revision Date: August 27, 1991  
Effective Date: August 27, 1991  
Revision Date: March 4, 1997  
Effective Date: March 4, 1997

# Quick Tips Understanding the Acord Certificate of Insurance

Washington County, Maryland

**1. PRODUCER**  
Insurance Agent/Broker who issues certificate.

**2. NAME OF INSURED**  
Must be the legal name of the contracting party.

**3. TYPES OF INSURANCE**  
Must include the types of insurance required by contract.

**4. POLICY FORM**  
"Claims made" or "occurrence" form

**5. NAMED ADDITIONAL INSURED**  
The Board of County Commissioners of Washington County, MD must be named as additional insured.

**6. CERTIFICATE HOLDER**  
Must be Board of County Commissioners of Washington County, MD

ACORD - CERTIFICATE OF INSURANCE				ISSUE DATE (MM/DD/YY) <input type="checkbox"/> 09/02/99	
PRODUCER Bill Jones Insurance Agency License # 0032505 40 E. Main St. Ste. 1100 Baltimore, MD 94405 Ph.#: 800/683-005		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
COMPANIES AFFORDING COVERAGE					
INSURED XYZ Construction P. O. Box 41229 Hagerstown, MD 21740		COMPANY LETTER A	TRAVELERS INDEMNITY OF WISCONSIN		
		COMPANY LETTER B	RELIANCE INSURANCE OF PENNSYLVANIA		
		COMPANY LETTER C	STATE INSURANCE COMPANY		
		COMPANY LETTER D			
		COMPANY LETTER E			
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY VARY BY CLASSES.					
CO. LTR.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	ALL LIMITS (IN THOUSANDS)
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> PRODUCTS-GENERAL LIABILITY <input type="checkbox"/> OTHERS & CONSTRUCTION EXCEPT	NGA0105086-09	10/1/06	10/1/07	GENERAL AGGREGATE \$ 1,000,000 PRODUCTS COM-OPS AGGREGATE \$ 1,000,000 PERSONAL & ADVERTISING INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (by one fire) \$ MEDICAL EXPENSE (by one person) \$ Excl.
B	<input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> RENTED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY	0105081-RDE	4/7/07	4/7/08	COVERAGE LIMIT \$ 1,000,000 BODILY INJURY (per person) \$ BODILY INJURY (per accident) \$ PROPERTY DAMAGE \$
C	<input checked="" type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	46699898	1/10/07	1/10/08	EACH OCCURRENCE \$1,000,000 AGGREGATE \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY <input type="checkbox"/> OTHER	JKA010-9087654	4/7/07	4/7/08	<input checked="" type="checkbox"/> STATUTORY LIMITS \$ 1,000,000 (EACH ACCIDENT) \$ 1,000,000 (PER POLICY LIMIT) \$ 1,000,000 (PER SEVERE EACH EMPLOYEE)
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS The Board of County Commissioners, Washington County, MD, its appointed or selected officials, officers, agents, and employees are named as additional insureds.					
CERTIFICATE HOLDER Board of County Commissioners of Washington County, MD 100 W. Washington St. Hagerstown, MD 21740			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.		
Attn: County Dept			AUTHORIZED REPRESENTATIVE <b>Bill Jones</b>		
ACORD 25-S (3/88)			©ACORD CORPORATION 1988		

**7. POLICY EFFECTIVE DATE**  
Must be prior to or coincidental with effective date of contract.

**8. POLICY EXPIRATION DATE**  
If occurrence form, date must be on or after termination of contract.

**9. LIMITS OF INSURANCE**  
Must be the same or greater than required by contract. See minimums below.

**10. DESCRIPTION OF OPERATIONS**  
The County is named additional insured here; place & event sometimes described here.

**11. NOTICE OF CANCELLATION**  
Must be modified as indicated; 30 days required.

**12. AUTHORIZED REPRESENTATIVE**  
Must be signed, not stamped.

**The ACORD Certificate of Insurance**

- 1. THE PRODUCER:** Produces or orders Certificate for insured; answers questions, revises certificate to meet contract requirements.
- 2. NAME OF INSURED:** Must be legal name of contracting party.
- 3. TYPES OF INSURANCE:** Must include types required by contract.
- 4. POLICY FORM:** Will indicate claims-made or occurrence form; see "8. Policy Expiration Date" and Glossary for additional information.
- 5. NAMED ADDITIONAL INSURED:** The Certificate must state, either under Description of Operations or by attached endorsement, that Board of County Commissioners is additional insured.
- 6. CERTIFICATE HOLDER:** Must be Board of County Commissioners of Washington County, MD -- include department, contact person.
- 7. POLICY EFFECTIVE DATE:** Must be prior to or coincidental with effective date of contract.
- 8. POLICY EXPIRATION DATE:** For "occurrence" form coverage, date should be on or after the termination date of contract; if "claims-made coverage," coverage must survive for a period not less than three years following termination of contract and shall provide for a retroactive date of placement prior to or coinciding with the effective date of contract.
- 9. LIMITS OF INSURANCE:** Must be same or greater than required by contract.
- 10. DESCRIPTION OF OPERATIONS:** Review information in this section to determine it is consistent with contract.
- 11. NOTICE OF CANCELLATION:** This language must be modified to read: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days notice to the certificate holder named to the left."
- 12. AUTHORIZED REPRESENTATIVE:** Must be signed by an authorized representative of Producer.

**Quick Tips: Understanding the Acord Certificate of Insurance • 07/07**

**Attachment No. 2: Photos**



Approx. limits of work

MLK Masonry Chimney



Typical areas to repoint

MLK Entrance Wall (Typical)



Typical areas to repoint



MLK Building Corner

Typical cap spall repair



Spall repair and parge entire exterior wall

County Administrative Building: West Planter



County Administrative Building: East Planter



County Administrative Building: Hexagonal Brick Repointing





County Administrative Building: Wall Foundation to Parge



Courthouse Chimney

## **ATTACHMENT NO. 3 MATERIAL SPECIFICATIONS**

**01 DESCRIPTION:** This work shall consist of furnishing materials and performing masonry repairs as specified and/or as directed by the County's representative.

**.02 MATERIALS:**

All materials to be used shall be submitted to the County for review and approval prior to installation. Materials selected should be appropriate for the recommended use and supported by the product manufacturers' specifications. Materials to the extent possible shall be selected to blend with the existing colors and finish of the existing structures.

**.03 CONSTRUCTION:**

A. To assure that the Contractor's personnel have proper qualifications, the following requirements must be fulfilled:

The Contractor's personnel responsible for installing the masonry must have a minimum of ten (10) years of experience in similar work. All work shall be performed in a first class workmanship manner in conformance to standards of the trade.

1. Certifications of work experience shall be provided to confirm experience and to verify the quality of the experience.
2. A project list shall be submitted for approval and should include projects where similar materials/application methods were used.
3. Installation shall not begin without the Engineer's approval of all proposed personnel.

B. No work shall be conducted when the air temperature is below 50 F (10 C), unless the Contractor provides suitable housing, covering and tarpaulins, and heating devices necessary to keep the atmosphere surrounding the masonry at a temperature of not less than 50 F (10 C) for the curing period.

**.04 MEASUREMENT AND PAYMENT:**

Items specified as lump sum will not be measured for payment but will be paid for at the Contract lump sum price. This includes all material, labor, equipment, tools, lifts, scaffolding and incidentals needed to complete the work.

Items specified as square foot will be measured for payment at the Contract unit price. The price includes all material, labor, equipment, tools, lifts, scaffolding and incidentals needed

to complete the work.

As – Needed work shall be measured for payment based on the hourly rate, hours of labor and material and rental markup rate.