



FREDERICK COUNTY, MARYLAND

**OFFICE OF
PROCUREMENT & CONTRACTING**

Winchester Hall, Second Floor
12 East Church Street
Frederick, Maryland 21701

INVITATION FOR BID (IFB) #26-625-CP

Renovation of Westview Fire Station

Bid Due Date:

Tuesday, May 26, 2026, 2:00 pm

Buyer: Brian Stieg

Phone: (240) 931-8269

Email: bstieg@frederickcountymd.gov

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Attachments:

A - 26-625-CP Renovation of Westview Fire Station FINAL

B - 26-625-CP Westview Fire Station 100_ CDS

IMPORTANT: ADVISE THE PROCUREMENT AND CONTRACTING OFFICE IMMEDIATELY IF ANY OF THE ABOVE DOCUMENTS ARE NOT ENCLOSED



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1. PRE-BID CONFERENCE

- A. A Pre-Bid Conference will be held to discuss objectives and answer questions relating to this solicitation. Contractor's attendance is not required but is strongly encouraged. Additionally, attendance may facilitate the Contractor's understanding of the requirements.
- B. It is recommended that Contractors read the solicitation prior to attending the conference and bring a copy to the conference.
- C. In order to assure adequate seating at the pre-bid conference, please confirm attendance by emailing the Buyer and referencing this solicitation and number.
- D. If there is a need for language interpretation and/or other special accommodations, please advise the Buyer via email so that reasonable efforts may be made to provide special accommodations.
- E. If County administrative offices have been officially closed or delayed for any reason, the Pre-Bid Conference will be rescheduled via Addenda posted on the website the morning after the closing event.

2. SITE VISIT

Each Contractor must completely satisfy themselves as to the exact nature and existing conditions of the site location and requirements of the specifications for extent and quality of the work to be performed. Failure to do so does not relieve the Contractor of its obligation to carry out the provisions of the contract.

3. INQUIRIES AND ADDENDA

- A. The Buyer in P&C is the sole point of contact for this solicitation. Questions concerning this solicitation must be addressed in writing and submitted to the OpenGov Procurement Portal by Thursday, May 14, 2026 at 4:00 pm.
- B. Addenda to solicitations often occur prior to the bid opening, sometimes within a few hours of the opening. It is the potential Contractor's responsibility to visit the P&C OpenGov Procurement Portal at <https://procurement.opengov.com/portal/frederickcountymd/projects/259018> to obtain Addenda.

4. BID DEPOSIT

- A. A bid deposit is required. Such bid deposits must be in the amount deemed adequate by the County at the sole discretion of the Director of P&C. The deposit must be a

certified check, cashier's check, or treasurer's check drawn upon a solvent clearing house bank, or a bid bond issued by an insurance company licensed to do business in Maryland made payable to *Frederick County, Maryland*. A combination of certified check and bid bonds is not an acceptable response to the bid deposit requirement.

- B. Bid deposits in the form of certified checks will be returned to the unsuccessful bidders upon the award of the contract, and to the successful bidder upon execution of the Agreement and meeting of bond requirements, if applicable.
- C. The successful bidder's failure to execute the Agreement within ten working days after the award will result in the deposit being forfeited to the County as liquidated damages.

5. PERFORMANCE BOND

A fully executed performance bond for the full amount of the contract is required of the Contractor within ten days after award notification. The bond must be issued by a surety company licensed to do business in Maryland. Acceptance of the form of bond will be determined at the sole discretion of the Director of P&C. No improperly completed bond, at the sole determination of the Director of P&C, will be accepted or considered for acceptance. The successful bidder's failure to provide the performance bond within ten working days after the award will result in the award being cancelled and the deposit being forfeited as liquidated damages.

6. PAYMENT BOND

A fully executed payment bond for the full amount of the contract is required of the Contractor within ten days after award notification. The bond shall be issued by a surety company licensed to do business in Maryland. Acceptance of the form of bond will be determined at the sole discretion of the Director of P&C. No improperly completed bond, at the sole determination of the Director of P&C, will be accepted or considered for acceptance. The successful bidder's failure to provide the payment bond within ten working days after the award shall result in the award being cancelled and the deposit being forfeited as liquidated damages.

7. SUBMISSION REQUIREMENTS

7.1. SUBMISSION OF RESPONSE

- A. Please be advised that hand-delivered solicitation responses will not be accepted as P&C has moved to online bid submission via *OpenGov Procurement*. Registration information is available at <https://procurement.opengov.com/signup> . **PLEASE NOTE REGISTRATION TAKES A MINIMUM OF TWO BUSINESS DAYS.** Frederick County, Maryland is not responsible for inability to submit a response.
- B. Bids are submitted electronically through the *OpenGov* website only.

C. NO LATE RESPONSE WILL BE ACCEPTED OR CONSIDERED.

7.2. BID OPENING

- A. Bid submissions are due on or before the due date and time indicated in the Pertinent Information section at the front of this document. Late bids will not be accepted, opened, considered or awarded. In the event that County administrative offices are closed or delayed the date that bid submissions are due, the bid will be opened online the next business day at the same time indicated in the Pertinent Information section at the front of the document.
- B. All bids submitted will be opened publicly. Prices will be read aloud. Indications of “low bidder” do not necessarily reflect the responsiveness or responsibility of the bidder and may not accurately reflect which Contractor may ultimately be awarded.
- C. Bids will be opened via Conference Call: Dial: 866-818-0460, Participant Login: 7070570#

7.3. INSTRUCTIONS

- A. Bid responses must be submitted electronically through the *OpenGov Procurement Portal* at <https://procurement.opengov.com/portal/frederickcountymd/projects/259018>.
- B. All submissions must be signed by an authorized officer or agent of the Contractor submitting the response must be entered into *OpenGov* no later than the time and date indicated. Responses received after the time and date indicated will not be accepted or considered.
- C. The submission of a bid is an agreement to all the terms, conditions, and specifications provided herein and in the various documents, unless specifically noted otherwise in the bid.
- D. Each bid will be accompanied by the Affidavit regarding price fixing, gratuities, bribery, and discriminatory employment practices. When the Contractor is a corporation, a duly authorized representative of said corporation must execute the Affidavit. The Affidavit is provided in the solicitation package.
- E. If a discrepancy in or omission from the specifications is found, or if a Contractor is in doubt as to their meaning, or feels that the specifications are discriminatory, the Contractor must notify P&C in writing not later than five days prior to the scheduled bid opening. Exceptions taken do not obligate the County to change the specifications. P&C will notify all Contractors of any changes, additions, or deletions to

the specifications by Addenda posted on the P&C website
(<http://frederickcountymd.gov/procurement>).

- F. The County will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications will be issued by P&C.

7.4. SUBMISSION OF BID DOCUMENTS

- A. Contractors are required to include the following documents with their bids:

1. Bid Security
2. Bid Proposal
3. Attachment A-1 – Unit Price Contingent Items Form
4. Bidder Certification of Work Capacity
5. Affidavit of Qualification to Bid
6. Two Certifications of Compliance
7. Affidavit

- B. Failure to return required documents may be cause for rejection of bid.

7.5. BID DEPOSIT

This solicitation requires the submission of a bid deposit. Acceptable forms of a bid deposit are a certified check, cashier's check, or bid bond. Neither personal nor business checks will be considered. The bid deposit must be 5% of the total amount bid and must be in accordance with [BID DEPOSIT](#). Failure to submit a bid deposit is cause for rejection of bid.

8. VENDOR QUESTIONNAIRE

1. Bid Bond*

Upload Bid Bond

*Response required

2. Bid Form*

Upload Bid Form

*Response required

3. Unit Contingent Item form*

Upload Unit Contingent Item form

*Response required

4. AFFIDAVIT

4.1. Affidavit Form*

Please download the below documents, complete, and upload.

- [AFFIDAVIT.pdf](#)

*Response required

5. Affidavit of Qualification to Bid

5.1. Affidavit of Qualification to Bid

Please download the below documents, complete, and upload.

- [AFFIDAVIT OF QUALIFICATION ...](#)

6. Bidder Certification of Work Capacity

6.1. Bidder Certification of Work Capacity

Please download the below documents, complete, and upload.

- [BIDDER CERTIFICATION OF WOR...](#)

7. CERTIFICATIONS OF COMPLIANCE

7.1. Two Certifications of Compliance

Please download the below documents, complete, and upload.

- [TWO CERTIFICATIONS OF COMPL...](#)

8. Insurance Requirements

8.1. Acknowledgment of Insurance Requirements *

The undersigned agrees to provide all necessary insurance coverages, and the documentation of such, immediately upon notification of award, and further understands that failure to produce the necessary documentation may result in revocation of award and debarment.

☐ Please confirm

*Response required