## APPENDIX 1 – ADDITIONAL FORMS – 20xxxx.docx

## TRANSMITTAL LETTER

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Solicitation #: | 21-15 |  | Solicitation Name: | Construction Services for Charles County |  |
|  | | | | Animal Care Center |  |
|  | | | | |  |
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| --- | --- | --- | --- | --- |
|  | Company / Firm Name: |  | Address: |  |
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|  | S E Davis Construction, LLC |  |  |  |
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|  |  |  | Company / Firm Formation Date *(MM/DD/YYYY)*: |  |  |  |  |  |
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|  | *(Company / Firm Name)* | | | | | | |  |
|  |  | | | | | | |  |
|  | is licensed or will be licensed to do business in the State of Maryland prior to contract award and complies with and takes no exceptions to all requirements of the ITB. Any information identified as “Confidential” is noted by reference and appended to this ***Transmittal Letter***. Each item identified as “Confidential” is accompanied by an explanation. Bid is valid for a minimum of one hundred twenty (120) days from the due date. | | | | | | |  |
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| *Signature* | | *Date* |  |
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|  |  | |  |
| *Printed Name* | | |  |
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## ADDENDUM CERTIFICATION FORM

**\*\*\*Note N/A if Not Applicable. \*\*\***

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| --- | --- | --- | --- | --- | --- | --- |
| Solicitation #: | 21-15 | |  | Solicitation Name: | Construction Services for Charles County |  |
|  | | | | | Animal Care Center |  |
|  | | | | | |  |
| Bidder/Offeror/Quoter: | | S E Davis Construction, LLC | | | |  |
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| **Addendum Number:** |  | **Date of Addendum:** |  |
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| *Signature* | | *Date* |  |
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| *Printed Name* | | |  |
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## EXPERIENCE FORM #1

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| Solicitation #: | 21-15 | |  | Solicitation Name: | Construction Services for Charles County |  |
|  | | | | | Animal Care Center |  |
|  | | | | | |  |
| Bidder/Offeror/Quoter: | | S E Davis Construction, LLC | | | |  |
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| Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. “Completed” means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as “See Attached” may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required. |

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| **Reference #:** | | | | 1 | |  | Company/Firm Name: | | | |  |  | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | |  |
|  | Address: | |  | | | | | | | |  | Phone: | |  | | | | | | |  |
|  |  | |  | | | | | | | |  | Fax: | |  | | | | | | |  |
|  |  | |  | | | | | | | |  | Email: | |  | | | | | | |  |
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|  | Contact Person: | | | |  | | | | | |  | Contact Person Title: | | |  | | | | | |  |
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|  | Project Name: | | | |  | | | | | | |  | Original Project $ Amount | | | |  | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | Responsible for | | | |  | | | % of the project | | | |  | $ Amount of all Change Orders | | | | | |  | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | Project Begin Date | | | | | | | | |  | |  | Final Project $ Amount | | |  | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | Original Project End Date | | | | | | | | |  | |  | # of days project was extended | | | | |  | | |  |
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|  | Why project was extended | | | | | | | |  | | | | | | | | | | | |  |
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|  | Location work was provided (specify City, State): | | | | | | | | | |  | | | | | | | | | |  |
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|  | Describe the work provided and explain how it relates to the work solicited: | | | | | | | | | | | | | | | | | | | |  |
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## EXPERIENCE FORM #2

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| Solicitation #: | 21-15 | |  | Solicitation Name: | Construction Services for Charles County |  |
|  | | | | | Animal Care Center |  |
|  | | | | | |  |
| Bidder/Offeror/Quoter: | | S E Davis Construction, LLC | | | |  |
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| Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. “Completed” means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as “See Attached” may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required. |

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| **Reference #:** | | | | 2 | |  | Company/Firm Name: | | | |  |  | | | | | | | | |  |
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|  | Address: | |  | | | | | | | |  | Phone: | |  | | | | | | |  |
|  |  | |  | | | | | | | |  | Fax: | |  | | | | | | |  |
|  |  | |  | | | | | | | |  | Email: | |  | | | | | | |  |
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|  | Contact Person: | | | |  | | | | | |  | Contact Person Title: | | |  | | | | | |  |
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|  | Project Name: | | | |  | | | | | | |  | Original Project $ Amount | | | |  | | | |  |
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|  | Responsible for | | | |  | | | % of the project | | | |  | $ Amount of all Change Orders | | | | | |  | |  |
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|  | Project Begin Date | | | | | | | | |  | |  | Final Project $ Amount | | |  | | | | |  |
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|  | Original Project End Date | | | | | | | | |  | |  | # of days project was extended | | | | |  | | |  |
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|  | Why project was extended | | | | | | | |  | | | | | | | | | | | |  |
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|  | Location work was provided (specify City, State): | | | | | | | | | |  | | | | | | | | | |  |
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|  | Describe the work provided and explain how it relates to the work solicited: | | | | | | | | | | | | | | | | | | | |  |
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## EXPERIENCE FORM #3

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| Solicitation #: | 21-15 | |  | Solicitation Name: | Construction Services for Charles County |  |
|  | | | | | Animal Care Center |  |
|  | | | | | |  |
| Bidder/Offeror/Quoter: | | S E Davis Construction, LLC | | | |  |
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| Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. “Completed” means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as “See Attached” may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required. |

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| **Reference #:** | | | | 3 | |  | Company/Firm Name: | | | |  |  | | | | | | | | |  |
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|  | Address: | |  | | | | | | | |  | Phone: | |  | | | | | | |  |
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|  | Contact Person: | | | |  | | | | | |  | Contact Person Title: | | |  | | | | | |  |
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|  | Project Name: | | | |  | | | | | | |  | Original Project $ Amount | | | |  | | | |  |
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|  | Responsible for | | | |  | | | % of the project | | | |  | $ Amount of all Change Orders | | | | | |  | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | Project Begin Date | | | | | | | | |  | |  | Final Project $ Amount | | |  | | | | |  |
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|  | Original Project End Date | | | | | | | | |  | |  | # of days project was extended | | | | |  | | |  |
|  | | | | | | | | | | | | | | | | | | | | |  |
|  | Why project was extended | | | | | | | |  | | | | | | | | | | | |  |
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|  | Location work was provided (specify City, State): | | | | | | | | | |  | | | | | | | | | |  |
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|  | Describe the work provided and explain how it relates to the work solicited: | | | | | | | | | | | | | | | | | | | |  |
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## EXPERIENCE FORM #4

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| Solicitation #: | 21-15 | |  | Solicitation Name: | Construction Services for Charles County |  |
|  | | | | | Animal Care Center |  |
|  | | | | | |  |
| Bidder/Offeror/Quoter: | | S E Davis Construction, LLC | | | |  |
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| Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. “Completed” means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as “See Attached” may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required. |

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| **Reference #:** | | | | 4 | |  | Company/Firm Name: | | | |  |  | | | | | | | | |  |
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|  | Address: | |  | | | | | | | |  | Phone: | |  | | | | | | |  |
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|  | Contact Person: | | | |  | | | | | |  | Contact Person Title: | | |  | | | | | |  |
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|  | Project Name: | | | |  | | | | | | |  | Original Project $ Amount | | | |  | | | |  |
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|  | Responsible for | | | |  | | | % of the project | | | |  | $ Amount of all Change Orders | | | | | |  | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | Project Begin Date | | | | | | | | |  | |  | Final Project $ Amount | | |  | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | Original Project End Date | | | | | | | | |  | |  | # of days project was extended | | | | |  | | |  |
|  | | | | | | | | | | | | | | | | | | | | |  |
|  | Why project was extended | | | | | | | |  | | | | | | | | | | | |  |
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|  | Location work was provided (specify City, State): | | | | | | | | | |  | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | |  |
|  | Describe the work provided and explain how it relates to the work solicited: | | | | | | | | | | | | | | | | | | | |  |
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## EXPERIENCE FORM #5

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| Solicitation #: | 21-15 | |  | Solicitation Name: | Construction Services for Charles County |  |
|  | | | | | Animal Care Center |  |
|  | | | | | |  |
| Bidder/Offeror/Quoter: | | S E Davis Construction, LLC | | | |  |
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| Bidder/Offeror/Quoter must provide the number of projects successfully completed in the time period specified in the Solicitation Document(s), similar in nature and scope to the work required in the solicitation. “Completed” means accepted and final payment issued by the Owner. Firms which, in the sole opinion of the County, lack sufficient specific experience, may be deemed non-responsible, and will not be considered for this project. **Incomplete forms or statements such as “See Attached” may be deemed non-responsive.** This form may be duplicated if additional space is required. Letters of testament are desirable, but not required. |

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| **Reference #:** | | | | 5 | |  | Company/Firm Name: | | | |  |  | | | | | | | | |  |
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|  | Address: | |  | | | | | | | |  | Phone: | |  | | | | | | |  |
|  |  | |  | | | | | | | |  | Fax: | |  | | | | | | |  |
|  |  | |  | | | | | | | |  | Email: | |  | | | | | | |  |
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|  | Contact Person: | | | |  | | | | | |  | Contact Person Title: | | |  | | | | | |  |
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|  | Project Name: | | | |  | | | | | | |  | Original Project $ Amount | | | |  | | | |  |
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|  | Responsible for | | | |  | | | % of the project | | | |  | $ Amount of all Change Orders | | | | | |  | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | Project Begin Date | | | | | | | | |  | |  | Final Project $ Amount | | |  | | | | |  |
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|  | Original Project End Date | | | | | | | | |  | |  | # of days project was extended | | | | |  | | |  |
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|  | Why project was extended | | | | | | | |  | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | Location work was provided (specify City, State): | | | | | | | | | |  | | | | | | | | | |  |
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|  | Describe the work provided and explain how it relates to the work solicited: | | | | | | | | | | | | | | | | | | | |  |
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## INTENDED NON-MBE SUB-CONTRACTORS FORM

**\*\*\*Note N/A if Not Applicable. \*\*\***

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| --- | --- | --- | --- | --- | --- | --- |
| Solicitation #: | 21-15 | |  | Solicitation Name: | Construction Services for Charles County |  |
|  | | | | | Animal Care Center |  |
|  | | | | | |  |
| Bidder/Offeror/Quoter: | | S E Davis Construction, LLC | | | |  |
|  | | | | | |  |

Note: Any MBE sub-contractors intended for this project shall be identified on the Proposed MBE Sub-Contractors forms.

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| **Sub-Contractor (Name and Address):** |  | **Work to be performed:** |  |
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| *Signature* | | *Date* |  |
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|  |  | |  |
| *Printed Name* | | |  |
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## MBE UTILIZATION AFFIDAVIT FORM

**\*\*\*Note N/A if Not Applicable. \*\*\***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Solicitation #: | 21-15 | |  | Solicitation Name: | Construction Services for Charles County |  |
|  | | | | | Animal Care Center |  |
|  | | | | | |  |
| Bidder/Offeror/Quoter: | | S E Davis Construction, LLC | | | |  |
|  | | | | | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please respond to the following questions: | | | | Check One | | |  |  |
|  |  | | | Yes |  | No |  |  |
| 1. | Certified Minority Business Enterprise? | | |  |  |  |  |  |
|  |  | | | | | | |  |
|  | a. | Certified by: State of Maryland? | |  |  |  |  |  |
|  |  | | | | | | |  |
|  | b. | Federal 8-A Registration? | |  |  |  |  |  |
|  |  | | | | | | |  |
|  | c. | Charles County Local Government? | |  |  |  |  |  |
|  |  | | | | | | |  |
|  | d. | Other (please list) |  | | | | |  |
|  | | | | | | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Principle Owner’s Minority Class (please check): | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | |  |
| African American | | | |  |  | Asian American | | |  |  | Women |  | |  |  |
|  | | | | | | | | | | | | | | |  |
|  |  | Native American | | | | |  |  | Hispanic American | | |  |  | |  |
|  | | | | | | | | | | | | | | |  |
| Other (please list): | | |  | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | Check One | | |  |
|  |  | Yes |  | No |  |
| 2. | If the response to Question 1 is no, have Minority Business Enterprises provided services, or supplied any items associated with your response to this Request for Quotes, Request for Proposals, or Invitation to Bid? |  |  |  |  |

NOTE: If the response to Question 2 is yes, please include a list on the next page of all MBE subcontractors, names and addresses, the nature of the services or supplies being furnished, percentage of the overall contract amount and complete the remainder of this form. If the response to Question 2 is no, please provide signature and title at bottom of form.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Total Bid/Proposal/Quote: | $ | | | | | |  |
|  | | | | | | |  |
| Total Minority Business Enterprise Bid/Proposal Cost/Value/Amount: | | | | $ | | |  |
|  | | | | | | |  |
| Percent of Total Minority Business Enterprise Contract: | |  | % | |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | |  |
|  |  |  |  |
| *Signature* | | *Date* |  |
|  | | |  |
|  | | |  |
|  |  | |  |
| *Printed Name* | | |  |
|  | | |  |

## PROPOSED MBE SUB-CONTRACTORS FORM

**\*\*\*Note N/A if Not Applicable. \*\*\***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Solicitation #: | 21-15 | |  | Solicitation Name: | Construction Services for Charles County |  |
|  | | | | | Animal Care Center |  |
|  | | | | | |  |
| Bidder/Offeror/Quoter: | | S E Davis Construction, LLC | | | |  |
|  | | | | | |  |

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| --- | --- | --- | --- | --- | --- |
|  | | | | |  |
| **Company Name:** |  | | | |  |
|  | | | | |  |
| **Company Address:** |  | | | |  |
|  |  | | | |  |
|  | | | | |  |
| **Product/Services:** |  | | | |  |
|  | | | | |  |
| **\*Minority Class:** |  | **Percent of Participation:** |  | **%** |  |
|  | | | | |  |

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| **Company Name:** |  | | | |  |
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| **Company Address:** |  | | | |  |
|  |  | | | |  |
|  | | | | |  |
| **Product/Services:** |  | | | |  |
|  | | | | |  |
| **\*Minority Class:** |  | **Percent of Participation:** |  | **%** |  |
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| **Company Name:** |  | | | |  |
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| **Company Address:** |  | | | |  |
|  |  | | | |  |
|  | | | | |  |
| **Product/Services:** |  | | | |  |
|  | | | | |  |
| **\*Minority Class:** |  | **Percent of Participation:** |  | **%** |  |
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|  |  |  |  |
| *Signature* | | *Date* |  |
|  | | |  |
|  | | |  |
|  |  | |  |
| *Printed Name* | | |  |
|  | | |  |

## NON-COLLUSION AFFIDAVIT FORM

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Solicitation #: | 21-15 | |  | Solicitation Name: | Construction Services for Charles County |  |
|  | | | | | Animal Care Center |  |
|  | | | | | |  |
| Bidder/Offeror/Quoter: | | S E Davis Construction, LLC | | | |  |
|  | | | | | |  |

I do solemnly declare and affirm, under the penalties of perjury, the following:

1. That neither I, nor the best of my knowledge, information and belief, the Bidder/Offeror/Quoter, nor any officer, director, partner, member, associate or employee of the Bidder/Offeror/Quoter, nor any person in his behalf, has in any way agreed, connived or colluded with any one for and on behalf of the Bidder/Offeror/Quoter, to obtain information that would give the Bidder/Offeror/Quoter an unfair advantage over others, nor gain any favoritism in the award of this contract, nor in any way to produce a deceptive show of competition in the matter of bidding or award of this contract.

2. That neither I, nor the best of my knowledge, information and belief, the Bidder/Offeror/Quoter, nor any officer, director, partner, member, associate of the Bidder/Offeror/Quoter, nor any of its employees directly involved in obtaining contracts with the State of Maryland or any County or any subdivision of the State has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any State or Federal Government of acts or omissions committed after July 1, 1977, except as noted below: All pursuant to Article 78A, Section 16D of the Annotated Code of Maryland.

|  |  |  |
| --- | --- | --- |
|  | |  |
|  |  |  |
|  | *Signature* |  |
|  | |  |
|  |  |  |
|  | *Name and Title of Signer* |  |
|  | |  |
|  |  |  |
|  | *Company* |  |
|  | |  |
|  |  |  |
|  | *Date* |  |
|  | |  |

Subscribed to and sworn to before me, a Notary Public of the State/District of       County or City of this       year and date first written above.

Notary Public My Commission Expire

|  |  |
| --- | --- |
|  |  |

## BID BOND

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | KNOW ALL MEN BY THESE PRESENTS: | | | | | | | | | | |  |  |
|  |  | | | | | | | | | | | |  |
|  | That we, | |  | | | | | | | | | as |  |
|  |  | | | | | | | | | | | |  |
|  | Principal, and | | |  | | | | | | | | a |  |
|  |  | | | | | | | | | | | |  |
|  | Corporation created and existing under the laws of the State of | | | | | | | | | |  | |  |
|  |  | | | | | | | | | | | |  |
|  | as Surety firmly bound unto, | | | | | | |  | | | | |  |
|  |  | | | | | | | | | | | |  |
|  | as the Obligee, in the full and just sum in words of | | | | | | | | |  | | |  |
|  |  | | | | | | | | | | | |  |
|  | Dollars, and in figures of $ | | | | | |  | | | | |  |  |
|  |  | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | |  |
|  | good and lawful money of the United States of America, for payment of which sum of well and truly to be made, said  Principal and Surety bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly to these presents. | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | |  |
|  | WHEREAS, Said Principal has submitted for | | | | | | | | | | |  |  |
|  |  | | | | | | | | | | | |  |
|  | **Bid No.** | 21-15 | | |  | **Bid Title.** | | | **Construction Services for Charles County** | | |  |  |
|  |  |  | | |  |  | | | **Animal Care Center** | | |  |  |
|  |  | | | | | | | | | | | |  |
|  | NOW, THEREFORE, if the Principal shall within fourteen (14) calendar days of notice form the Obligee or the Obligee’s Agent of the intention of the Obligee to award a contract to the Principal, in the event of acceptance of his Bid by the Obligee shall, within the period specified therefore, enter into a written contract with the Obligee in accordance with the Bid as accepted and furnish to the Obligee proper evidence of insurance coverage as required by the Contract Documents; or if the Principal, in case of failure to enter into a written contract after having been notified of the intent of the Obligee to award a contract to the Principal or the subsequent failure to enter a contract with the Obligee, or furnish proper evidence of insurance coverage, shall pay to the Obligee damages which the Obligee suffers by reason of such failure, then this obligation shall be void, otherwise it shall remain in full force and effect;  Provided, however, that said Surety shall not be liable to the Obligee on this bond for any amount in excess of the principal amount of this bond.  The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its Bond shall in no way be impaired or affected by any extension of the time within which the Owner may accept such Bid, and said Surety does hereby waive notice of any such extension. | | | | | | | | | | | |  |

*Bid Bond Continued on next page*

**BID BOND - CONTINUED**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | Bid Bond – (Page 2 of 2) | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | **Bid No.** | | 21-15 | |  | **Bid Title** | | | | **Construction Services for Charles County** | | | | | | | | | | |  |
|  |  | | | | | | | | | **Animal Care Center** | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | In testimony Whereof, the Principal and the Surety have caused these present to be duly signed and | | | | | | | | | | | | | | | | | | | |  |
|  | sealed this | | |  | | | day of | | | |  | | | | | ,20 | |  | |  |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | When the Bidder is an individual: | | | | | | |  | | | | | | |  | | | | |  |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | Witness: | | |  | | | | | | | | | | | | | | | |  |  |
|  |  | | | (Name) | | | | | | | | | | | | | | | |  |  |
|  |  | | |  | | | | | | | | | | | | | | | |  |  |
|  |  | | |  | | | | | | | | | | | | | | | |  |  |
|  |  | | | (Address) | | | | | | | | | | | | | | | |  |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | When the Bidder is a partnership: | | | | | | | |  | | | | | | | | | | |  |  |
|  |  | | | | | | | | (Partnership Name) | | | | | | | | | | |  |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
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|  |  | | | | | | | | (Address) | | | | | | | | | | |  |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | Witness: | |  | | | | | | | | | | | | | | | | |  |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | By: |  | | | | | | | | | | | | | | | | | |  |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | When the Bidder is a corporation: | | | | | | |  | | | | | | | | | | | |  |  |
|  |  | | | | | | | (Name of Corporation) | | | | | | | | | | | |  |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | |  | | | | | | | | | | | |  |  |
|  |  | | | | | | | (Address) | | | | | | | | | | | |  |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | |  |  | | | | | | |  |  |
|  | Secretary or Assistant Secretary | | | | | | | | | | |  | President or Vice President | | | | | | |  |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | (CORPORATE SEAL) | | | | | | | | | | | | | | | | | | |  |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | The above names corporation is organized and existing under the laws of | | | | | | | | | | | | | | | | | |  | |  |
|  | and has (has not) been registered to carry on business in Maryland. | | | | | | | | | | | | | | | | | | |  |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | |  |  |
|  | (Surety) | | | | | | | | | | | | | | | | | | |  |  |
|  |  | | |  | | | | | | | | | | | | | | | |  |  |
|  |  | | |  | | | | | | | | | | | | | | | |  |  |
|  | Attest: | |  | | | | | | | | | |  | By: | | |  | | |  |  |
|  |  | | | | | | | | | | | | | | | | | | |  |  |
|  | (SEAL) | | |  | | | | | | | | | | | | | | | |  |  |
|  |  | | |  | | | | | | | | | | | | | | | |  |  |

**PERFORMANCE BOND**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | KNOW ALL MEN BY THESE PRESENTS: | | | | | | | | | | | | | | | | | | | | | | |  | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | That we, | |  | | | | | | | | | | | | | | | | | | | | | as | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Principal, HEREINAFTER CALLED PRINCIPAL, AND | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | AS SURETY, HEREINAFTER CALLED | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Surety, are held firmly bound unto Charles County, Maryland, a Municipal Corporation, | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | hereinafter called the County, in the amount Of words | | | | | | | | | | | | |  | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Dollars, and in figures $ | | | | | |  | | | | | | | | | , | | for the payment | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | whereof Principal and Surety bind themselves, their heirs, executors, administrators, | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | successors and assigns, jointly and severally, firmly by these presents. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | WHEREAS, the Principal has entered into a written Contract dated | | | | | | | | | | | | | | | | | | |  | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | , | 20 |  | | | with the County for | | |  | **Bid Number:** | | | | | | | | | 21-15 | | | , |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Construction services for charles county animal care center** | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | which Contract by reference made part thereof and hereinafter referred to as the Contract. | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | NOW THEREFORE, the condition of this obligation is such, that the Principal shall well, truly and properly perform and fulfill all of the undertakings, covenants, terms, conditions and agreements of said Contract and of all such alterations and modifications, during the original terms of said Contract and any extensions thereof which may be granted by the County and agreed upon by the Principal; and if the Principal shall indemnify and save harmless the County from all loss, cost or damage arising out of a default hereunder or under said Contract, then this obligation shall be null and void; otherwise it shall be and remain in full force and effect.  The Surety expressly waives any right to receive notice of extensions of time, or alterations or modifications of the Contract which are provided for and made pursuant to the terms of said Contract.  PROVIDED, HOWEVER, no right of action shall accrue on this bond to or for the use of any person, firm or corporation whatever other than the County named herein, or its successors in office. | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Signed and sealed this | | | | | | |  | | day of | | | | |  | | | | | | , | | 20 |  | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | In the Presence of: | | | | |  | | | | | | | | | | | | | (SEAL) | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Principal: |  | | | | | | | | | | | | | | | | | (SEAL) | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Surety: |  | | | | | | | | | | | | | | | | | (SEAL) | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Approved as to form and legal sufficiency by County Attorney: | | | | | | | | | | | | | | | |  | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |  |

**CONTRACTOR’S LABOR AND MATERIAL BOND**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | KNOW ALL MEN BY THESE PRESENTS: | | | | | | | | | | | | | | | | | |  | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | *THAT WE* | | |  | | | | | | | | | | | *AS PRINCIPAL* | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | *HEREINAFTER CALLED PRINCIPAL, AND* | | | | | | | | | |  | | | | | | | *AS SURETY* | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
| *HEREINAFTER CALLED SURETY, ARE HELD FIRMLY BOUND UNTO CHARLES COUNTY, MARYLAND, A MUNICIPAL CORPORATION, HEREINAFTER CALLED THE COUNTY, IN THE AMOUNT OF WORDS* | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | *, AND IN FIGURES $* | | | | | |  | | | | | | | | | | | | |  |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | *FOR THE PAYMENT WHEREOF PRINCIPAL AND SURETY BIND THEMSELVES, THEIR HEIRS, EXECUTORS, ADMINISTRATORS, SUCCESSORS AND ASSIGNS, JOINTLY AND SEVERALLY, FIRMLY BY THESE PRESENTS.* | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | **WHEREAS,** *THE PRINCIPAL HAS ENTERED INTO A WRITTEN CONTRACT DATED* | | | | | | | | | | | | | | |  | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | *WITH THE COUNTY FOR* ***BID NO.*** | | | | | | | 21-15 | ***,*** | **Construction Services for Charles County** | | | | | | | | | | |  |
|  |  | | | | | | | |  | **Animal Care Center** | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | *WHICH CONTRACT BY REFERENCE MADE PART THEREOF AND HEREINAFTER REFERRED TO AS THE CONTRACT.*  *NOW THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, THAT THE PRINCIPAL SHALL MAKE PAYMENT TO EACH AND EVERY CLAIMANT, AS HEREINAFTER DEFINED, FOR ALL LABOR, MATERIALS, SUPPLIES AND RENTAL OF EQUIPMENT REASONABLY REQUIRED AND USED OR CONSUMED IN THE PERFORMANCE OF THE CONTRACT AND OF ALL SUCH ALTERATIONS AND MODIFICATIONS OF SAID CONTRACT AS MAY HEREAFTER BE MADE THEREIN, IN THE MANNER AND TO THE EXTENT WHICH SAID CONTRACT PROVIDES FOR SUCH ALTERATIONS AND MODIFICATIONS, DURING THE ORIGINAL TERMS OF SAID CONTRACT AND ANY EXTENSIONS THEREOF WHICH MAY BE GRANTED BY THE COUNTY AND AGREED UPON BY THE PRINCIPAL; THEN THIS OBLIGATION SHALL BE NULL AND VOID; OTHERWISE IT SHALL BE AND REMAIN IN FULL FORCE AND EFFECT.*  *THE SURETY EXPRESSLY WAIVES ANY RIGHT TO RECEIVE NOTICE OF EXTENSIONS OF TIME, OR ALTERATIONS OR MODIFICATIONS OF THE CONTRACT WHICH ARE PROVIDED FOR AND MADE PURSUANT TO THE TERMS OF SAID CONTRACT.*  **PROVIDED, HOWEVER***, ANYTHING IN SAID CONTRACT TO THE CONTRARY NOTWITHSTANDING, THIS BOND IS EXECUTED UPON AND IN ACCORDANCE WITH THE CODE OF MARYLAND.* | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | *Signed and sealed this* | | | | |  | | *day of* |  | | | | | *,* | | | *20* | |  | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | *In the Presence of:* | | | |  | | | | | | | | *(SEAL)* | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | *Principal:* | |  | | | | | | | | | | *(SEAL)* | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | *Surety:* |  | | | | | | | | | | | *(SEAL)* | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |
|  | *Approved as to form and legal sufficiency by County Attorney:* | | | | | | | | | | |  | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | | |  |

**SAMPLE CONTRACT**

THIS CONTRACT, made day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by and between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereinafter called the CONTRACTOR, and the CHARLES COUNTY COMMISSIONERS, hereinafter called the COUNTY. The parties to this CONTRACT intend to form a CONTRACT under seal.

WHEREAS, the CONTRACTOR will provide the necessary services for **Bid No. 21-15, CONSTRUCTION SERVICES FOR CHARLES COUNTY ANIMAL CARE CENTER**, in CHARLES COUNTY, MARYLAND subject to all conditions, covenants, stipulations, terms and provisions contained in the General Provisions and Special Provisions being in all respect made a part hereof, at and for a sum equal to the aggregate cost of the services, materials, and supplies done or furnished, at the prices and rates respectively named therefore in the bid, attached hereto;

NOW, THEREFORE, THIS CONTRACT WITNESSETH, that the CONTRACTOR both hereby covenant and agree with the COUNTY that he will well and faithfully provide said necessary services for the sum of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dollars ($ ) in accordance with each and every one of the above-mentioned General Provisions and Special Provisions, at and for a sum equal to the aggregate cost of the services, materials, and supplies done and furnished at the prices and rates respectively named therefore in the bid attached hereto and will well and faithfully comply with and perform each and every obligation imposed upon him by said General Provisions and Special Provisions.

The CONTRACTOR hereby agrees to commence work under this CONTRACT on or before a date to be specified in a written a Notice to Proceed from the COUNTY and to fully complete the project within **four hundred twenty (420) consecutive calendar days** thereafter.

And the COUNTY doth hereby covenant and agree with the CONTRACTOR that it will pay to the CONTRACTOR when due and payable under the terms of said General Provisions and Special Provisions, the above-mentioned sum; and it will well and faithfully comply with and perform each and every obligation imposed upon it by said General Provisions and Special Provisions or the terms of said award.

IN WITNESS WHEREOF, the parties hereto have set their hands and respective seals as of this day and year first above written:

|  |  |  |
| --- | --- | --- |
| **XXXXXXXXXX XXXXXXXXX XXXXX**  By (Signature): (SEAL) |  | **COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND** |
|  | By: |
| Printed Name/Title: |  | Reuben B. Collins, II, Esq., President |
| (Date) |  | (Date) |
| (Address) |  | Approved as to Form and Legal Sufficiency: |
| (City, State, Zip Code)  (SEAL) |  | Wes Adams, County Attorney |
| (Secretary) |  |
| (Date) |  |  |
| (Witness) |  |  |
| (Date) |  |  |

***NOTES:***

*IF CONTRACTOR IS A CORPORATION, THE CORPORATE SECRETARY MUST ALSO SIGN, AND THE CORPORATE SEAL MUST BE IMPRESSED. IF THE CORPORATION DOES NOT POSSESS A SEAL, SIGNATORIES MUST “CIRCLE” THE WORD (SEAL) AND INITIAL.*

*BUSINESS ENTITIES OTHER THAN CORPORATIONS MUST SIGN, “CIRCLE” THE WORD (SEAL), AND INITIAL. SIGNATURES MUST BE WITNESSED AND DATED.*