



CDCI INC  
5868 HUBBARD DRIVE  
ROCKVILLE MD 20852  
USA

Service Contract	
Contract Number:	4400004208
Vendor Number:	1101064
Date:	12/21/2020
Contract Term:	01/01/2021 to 12/31/2021
Header Target:	\$1,500,000.00
Ceiling Value:	\$10,202,870.00 Over 6 Years
Buyer:	Jennifer Rittenhouse
Telephone:	410-313-6378
Fax Number:	410-313-6388
Email:	JRittenhouse@howardcountymd.gov

**Delivery Terms:** Free On Board Destination  
**Payment Terms:** Net Due Within 30 Days

Contract text:  
Request for Proposals No. 03-2021, Building Renovation and Repair Services and Howard County Agreement PA-053-2021

This Contract shall be executed in accordance with all terms, conditions and specifications incorporated herein by reference, in your possession and considered an integral part of this contract. The Contract Term is 01/01/2021 through 12/31/2021 with 5 one-year renewal options.

Performance and payment bonds will be requested on each job in excess of \$50,000.00

Overhead Rate shall be 10%, Profit Rate shall be 10%.

All invoices shall reflect the Contract Number, release Purchase Order Number, and the contract Line Item Numbers.

The vendor must maintain, in full force and current, the insurance coverage required under the terms and conditions of this contract while this contract is in effect, including any renewal terms.

This contract contains an EBO subcontracting goal. Based on the EBO Schedule of Participation submitted to the County, the subcontracting goal on this contract is 15%. You are required to make a genuine good faith effort to meet the subcontracting goal. In accordance with EBO Program Manual Sec. VI(g), the County reserves the right to undertake periodic reviews of your records to determine compliance.

The Ceiling Value is representative of multiple contract terms and does not represent the value of one year's services.

Vendor Contact: Ziba Parsa, CDCI Inc., 301-984-4221 x 202, ziba@cdci-inc.com

Agency Contact: Scott Streib, DPW/Bureau of Facilities, 410-313-6163, sstreib@howardcountymd.gov



**OFFICE OF PROCUREMENT AND  
CONTRACT ADMINISTRATION**

6751 Columbia Gateway Drive, Suite 226  
Columbia, MD 21046  
(410) 313-6370

Item	NIGP Code	Description	Unit	Price
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1	90922	Building Reno & Repair Svcs,Project Mgr		
		Price(Contract/Bid)	1 HR	37.00 USD

Material Text:  
Building Renovation and Repair Services, Project Manager.

Performance and payment bonds will be requested on each job in excess of \$50,000.00

A firm fixed hourly rate for the performance of both minor and/or building construction renovation, repair, replacement, alteration and maintenance projects. Contractor will furnish management, labor, materials, equipment and engineering support for each task.

2	90922	Building Reno&Repair Svcs, Superntdnt		
		Price(Contract/Bid)	1 HR	37.00 USD

Material Text:  
Building Renovation and Repair Services, Superintendent.

A firm fixed hourly rate for the performance of both minor and/or building construction renovation, repair, replacement, alteration and maintenance projects. Contractor will furnish management, labor, materials, equipment and engineering support for each task.

3	90922	Building Reno&Repair Svcs,Admin Support		
		Price(Contract/Bid)	1 HR	25.00 USD

Material Text:  
Building Renovation and Repair Services, Administrative Support.

A firm fixed hourly rate for the performance of both minor and/or building construction renovation, repair, replacement, alteration and maintenance projects. Contractor will furnish management, labor, materials, equipment and engineering support for each task.

4	90922	Building Reno&Repair Svcs, Carpenter		
		Price(Contract/Bid)	1 HR	44.00 USD



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Item	NIGP Code	Description	Unit	Price
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Material Text:  
Building Renovation and Repair Services, Carpenter.

A firm fixed hourly rate for the performance of both minor and/or building construction renovation, repair, replacement, alteration and maintenance projects. Contractor will furnish management, labor, materials, equipment and engineering support for each task.

5	90922	Building Reno & Repair Srvcs, Laborer		
		Price(Contract/Bid)	1 HR	35.00 USD

Material Text:  
Building Renovation and Repair Services, Laborer.

A firm fixed hourly rate for the performance of both minor and/or building construction renovation, repair, replacement, alteration and maintenance projects. Contractor will furnish management, labor, materials, equipment and engineering support for each task.

6	90922	Bldg Reno&Rpr Task w/Overhead & Profit		
		Price(Contract/Bid)	1 EA	1.00 USD

Material Text:  
Building Renovation and Repair Services, Task Order Total Overall Price including Overhead and Profit.

Performance and payment bonds will be requested on each task in excess of \$50,000.00. Overhead Rate shall be 10%, Profit Rate shall be 10%. Contractor will furnish management, labor, materials, equipment and engineering support for each task.

**TERMS AND CONDITIONS APPLICABLE TO CONTRACTS**

1. This is notice that the Contract referenced above has been awarded to you based on the bid or proposal you submitted. All terms, conditions and specifications of the solicitation, when the result of a solicitation, will apply to all orders.
2. Any County agency authorized to purchase from this Contract must issue a release Purchase Order and reference the Contract number and line number for each of the goods and/or services on the Contract.
3. This is not an order to ship goods or begin services. A release Purchase Order must be issued before you are authorized to ship goods or begin services.
4. Changes in goods to be furnished or services to be performed are not permitted unless approved by the Office of Procurement and Contract Administration prior to goods being shipped or services being performed. Prior approval of the Office of Procurement and Contract Administration is also required before goods or services can be added or deleted.



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- 5. The Contractor must supply actual goods and services ordered at the Contract price.
- 6. Contractors must maintain, in full force and current, the insurance coverage required under the terms and conditions of this Contract while this Contract is in effect, including any renewals thereof.
- 7. The County is exempt from State and Federal Excise Taxes. Maryland Sales and Use Tax Exemption Certificate No. 30001219.
- 8. Invoices for release Purchase Orders against this Contract must include:
  - a. Contractor's name;
  - b. Address;
  - c. Federal tax identification number;
  - d. Contract number (the first two digits are 44XXXXXXXX) and Contract Line number (shown under each item description as 44XXXXXXXX/X – the last digit is the Contract Line number);
  - e. Purchase Order number (the first digit is 2XXXXXXXX);
  - f. Unit price and extended price (the unit price must match a Contract Line on the Contract); and
  - g. Description of goods provided and/or services performed as show on this Contract.
- 9. Termination
  - a. Termination for Convenience: The County may terminate this Contract, in whole or in part, whenever the County determines that such termination is in the best interest of the County, without showing cause, upon giving at least 30 days written notice to the Contractor. The County shall pay all reasonable costs incurred by the Contractor up to the date of termination. However, in no event shall the Contractor be paid an amount which exceeds the price bid for the work performed or goods delivered. The Contractor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.
  - b. Termination for Default: When the Contractor has not performed or has unsatisfactorily performed one or more material terms of the Contract, the County may terminate the Contract for default. Upon termination for default, payment may be withheld at the discretion of the County. Failure on the part of a Contractor to fulfill the Contractual obligations of this Contract shall be considered just cause for termination of the Contract. If the damages exceed the undisbursed sums available for compensation, the County shall not be obligated to make any further disbursements hereunder. The Contractor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the County in reprocurring and completing the work or obtaining the goods.
- 10. Remedies for Default
  - a. The County shall have the right upon the happening of any default, without providing notice to the Contractor:
    - i. In addition to other available rights and remedies, to terminate the Contract immediately, in whole or in part;
    - ii. To suspend the Contractor's authority to receive any undisbursed funds; and/or
    - iii. To proceed at any time or from time to time to protect and enforce all rights and remedies available to the County, by suit or any other appropriate proceedings, whether for specific performance of any covenant, term or condition set forth in this Contract, or for damages or other relief, or proceed to take any action authorized or permitted under applicable law or regulations.
  - b. Upon termination of this Contract for default, the County may elect to pay the Contractor for services provided and/or goods delivered up to the date of termination, less the amount of damages caused by the default. If the damages exceed the undisbursed sums available for compensation, the County shall not be obligated to make any further disbursements hereunder.
- 11. Remedies Cumulative and Concurrent
 

No remedy herein conferred upon or reserved to the County is intended to be exclusive of any other remedies provided for in this Contract, and each and every such remedy shall be cumulative, and shall be in addition to every other remedy given hereunder, or under this Contract, or now or hereafter existing at law or in equity or by statute. Every right, power and remedy given to the County shall be concurrent and may be pursued separately, successively or together against the Contractor, and every right, power and remedy given to the County may be exercised from time to time as often as may be deemed expedient by the County.

Buyer

Authorized Signature