



VILLAGE OF MARTIN'S ADDITIONS  
7013B Brookville Road ♦ Chevy Chase, Maryland 20815 ♦ 301/656-4112  
www.martinsadditions.org

**Request for Proposal**  
**Code Enforcement and Municipal Operations Support Contractor**  
**Village of Martin's Additions**

**INTRODUCTION**

The Village of Martin's Additions (VMA or Village) hereby solicits proposals from individuals or firms with knowledge of or experience in providing code enforcement and municipal operations support services, on an independent contractor basis. Code enforcement in VMA work includes, but is not limited to, monitoring construction projects and the Village right-of-way to ensure compliance with Village regulations and/or permit conditions. Municipal operations support requires some routine and ad hoc duties, as specified below, and as directed by Village staff. The successful bidder should be prepared to meet with VMA staff, contractors, and Council, as needed. VMA expects that the successful bidder would begin immediately.

**BACKGROUND**

The complete VMA Code of Ordinances, Regulations, and Policies can be found on the VMA website (<http://martinsadditions.org/>). Of note, the Village building code applies *in addition to* the regulations separately enforced by Montgomery County, Maryland. All enforcement is done in coordination with the Village Manager, Village Staff, and the Village's contracted Building Administrator. Information about additional Village activities requiring support may also be found on the VMA website.

**SCOPE OF WORK**

The Code Enforcement and Municipal Operations Support Contractor would be engaged on an as-needed basis for the duties outlined below. All such work would be performed at the direction of the Village Manager or his/her designee, and in coordination with Building Administrator when applicable.

**Code Enforcement Duties:**

- Conduct regular onsite inspections of permitted projects.
- Investigate and determine existence and type of code violations.
- Monitor the Village for work being done without proper permits, issuing notices of violation and citations, as necessary and under the direction of the Village Manager.
- Consult with and coordinate activities with Village Manager, Building Administrator/Engineer, and other Village staff.

- Act as a liaison between the Village and Montgomery County Department of Permitting Services (and other County Departments as may be required).
- Prepare and deliver notices and place notification signs on properties as required by Village Code and directed by the Manager.
- Maintain accurate, complete written and visual records of complaints, inspections, violations, and citations, as well as any contractor/homeowner contacts and any issues addressed, all of which are the property of the Village.

**Municipal Operations Support Duties:**

- Assist planning and preparations before, during, and after community events (e.g., Annual Celebration on the Sidewalk, Shred-It Event, Halloween party, etc.) for things like transportation of supplies from storage facility, set up, tear down, move and pack tents, tables, chairs, traffic signs, etc.
- Be available 24 hours per day, 7 days per week to provide municipal operations support in the event of emergencies as needed/directed, providing advance notice if going to be unavailable.
- Manage the Village storage facility and inventory, delivering recycling bins from storage to residences and retrieving and replacing Village signs, as needed.
- Ad hoc Village infrastructure and maintenance support, including, but not limited to:
  - Filling small potholes;
  - Monthly streetlight checks and reporting them to PepCo; and
  - Repairing/replacing street signs.
- Ad hoc Village Office handyman-type work.
- Support office staff with other projects on as-needed basis.

**SUBMITTAL REQUIREMENTS**

Proposals must include the following:

- A transmittal letter introducing you and general approach to this work.
- The qualifications of your company to perform the scope of work, including any equipment (e.g. vehicle) that would be used and insurance coverage. This includes proof of registration to do business in Maryland (Md. Code, Corps. Art. Sec. 7-201).
- The name(s) and resume(s) or curriculum vitae of the designated project manager and any support staff for this project.
- Cost information, including billable rates, payment structure, and any additional expenses for undertaking this work.
- Two references with contact information.
- Completion of attached Non-Collusion, Non-Conviction, and Non-Suspension/Disbarment affidavit (see Exhibit 2).

**SUBMITTING PROPOSALS**

If you wish to respond to this request for a proposal, the required information should be submitted to:

Village of Martin's Additions  
 Attn: Code Enforcement and Municipal Operations Support Contractor Proposals

7013 Brookville Road Suite B  
Chevy Chase, MD 20815

Or

vmarfp@gmail.com

Proposals must be received no later than 5:00pm September 30, 2016. Proposals received after the deadline will not be considered. Proposals sent via mail should be submitted with one original and one copy. VMA reserves the right to reject any and all proposals in part or in full and to waive formalities as may best serve the interests of VMA.

*The Village of Martin's Additions is a municipality of approximately 325 houses in the Chevy Chase area of Maryland's Montgomery County. A five-person elected Council governs the Village and it hires a Village Manager to which it delegates duties consistent with the Village Charter and ordinances.*

*The Village of Martin's Additions is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*



**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 Village of Martin’s Additions 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: \_\_\_\_\_

## 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 of the following: (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 Annotated Code of Maryland; 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 Section 3 of the Village of Chevy Chase 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, Finance and Procurement Article, Section 16-311. I acknowledge that, if the representations set forth in this affidavit are not true and correct, Section 3 of the Village of Chevy Chase 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 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 Section 3 of the Village of Chevy Chase.

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: \_\_\_\_\_