

**MASTER AGREEMENT**

**BALTIMORE COUNTY, MARYLAND**  
**Office of Budget and Finance**



Document ID: **00002103** Fiscal Year: **2013**  
Version: **7** **Modification**  
Buyer: **Kathy Madary**  
Buyer Phone: **410-887-3888**  
Effective Date: **02/06/12** Expiration Date: **02/05/14**  
Date Printed: **March 06, 2013**

Vendor VC0000010442 Phone: 410-893-6683  
Hampden Moving and Storage Inc  
1304 Continental Drive  
Abingdon MD 21009

Document Description: Moving Services On-Call  
Approved by County Council: 2012-02-06  
Not to Exceed: \$117,698.75  
Reason for Modification: Amend to exercise the first of four one-year renewals, from 02/06/13 to 02/05/14. Amend to correct the contract term dates. Amend to adjust the threshold for the new term. Vendor must maintain the required insurance coverages required under the terms and conditions while this contract is in effect, including all renewal terms. All other prices, terms, and conditions remain the same.

Incorporating the Baltimore County Solicitation #B-462, opened 10/07/11, as amended by Amendments #1 and #2, including, but not limited to, the Bid Response, Procurement Affidavit, MBE/WBE Affidavit and documents, and Insurance, as applicable. This solicitation resulted in two awards; reference MA #2102. The total Not to Exceed for both contractors together in any contract year may not exceed \$191,907.50; for administrative processing that figure is evenly divided any may be modified within contract parameters if needed. In the event of a default or other unforeseen circumstance by the other contractor, the maximum compensation payable to this Contractor may not exceed \$191,907.50 in any contract year.

This is not an order to ship (or begin service). A Delivery Order (DO) or Purchase Order (PO) must be issued before you are authorized to ship (or begin service). This is a notice that the Master Agreement (MA) referenced above has been awarded to you based on the bid (or proposal) you submitted. All terms, conditions and specifications of the solicitation will apply to all orders placed from this agreement. Any agency authorized to purchase from this agreement must issue an order and reference the Master Agreement number, line number and commodity item number for each item. Changes in items to be furnished are not permitted (unless approved by the Purchasing Division prior to delivery). Prior approval must also be obtained before distributors can be added or deleted. If a distributor list was submitted, the contractor must send copies of this award to each distributor. Quantities listed are estimated and no quantities are guaranteed. The contractor must supply actual requirements ordered at the Master Agreement price awarded.

Line No.	Commodity	UoM	Unit Price	Discount % Off Catalog \$	Contract Amount
1	96256	HOUR	\$28.0000	0.0000	\$0.0000
	Labor, supervisor, moving services, weekday evenings (4:00 pm-12:00 am) and Saturdays, as per specifications				
2	96256	HOUR	\$30.0000	0.0000	\$0.0000
	Labor, supervisor, moving services, Sundays and holidays, as per specifications				
3	96256	HOUR	\$25.0000	0.0000	\$0.0000
	Labor, mover/laborer, moving services, weekday evenings (4:00 pm-12:00 am) and Saturdays, as per specifications				
4	96256	HOUR	\$25.0000	0.0000	\$0.0000
	Labor, mover/laborer, moving services, Sundays and holidays, as per specifications				
5	96256	HOUR	\$30.0000	0.0000	\$0.0000
	Labor, installer, moving services, weekday evenings (4:00 pm-12:00 am) and Saturdays, as per specifications				
6	96256	HOUR	\$27.0000	0.0000	\$0.0000
	Labor, installer, moving services, Sundays and holidays, as per specifications				
7	96256	HOUR	\$25.0000	0.0000	\$0.0000
	Labor, truck driver, moving services, weekday evenings (4:00 pm-12:00 am) and Saturdays, as per specifications				
8	96256	HOUR	\$25.0000	0.0000	\$0.0000
	Labor, truck driver, moving services, Sundays and holidays, as per specifications				
9	96256	HOUR	\$20.0000	0.0000	\$0.0000
	Truck, 24 foot, moving services, as per specifications				
10	96256	DAY	\$0.3500	0.0000	\$0.0000
	Dollies, four wheel, moving services, priced per cart per day, as per specifications				
11	96256	DAY	\$2.5000	0.0000	\$0.0000
	Dollies, panel, moving services, priced per cart per day, as per specifications				
12	96256	DAY	\$3.0000	0.0000	\$0.0000
	Library carts, moving services, priced per cart per day, as per specifications				

Line No.	Commodity	UoM	Unit Price	Discount % Off Catalog \$	Contract Amount
13	96256	EACH	\$2.3000	0.0000	\$0.0000
	Boxes, legal, moving services, as per specifications				
14	96256	ROLL	\$0.1000	0.0000	\$0.0000
	Labels, roll of 50, moving services, as per specifications				
15	96256	EACH	\$0.2500	0.0000	\$0.0000
	Bags, computer, moving services, as per specifications				
16	96256	ROLL	\$0.5000	0.0000	\$0.0000
	Bubble wrap, roll of 50 feet, moving services, as per specifications				
17	96256	ROLL	\$0.3000	0.0000	\$0.0000
	Shrink wrap, roll of 50 feet, moving services, as per specifications				
18	96256	CUFT	\$0.1500	0.0000	\$0.0000
	Storage charges, paid per cubic foot per month, moving services, as per specifications				
19	96256	HOUR	\$28.0000	0.0000	\$0.0000
	Labor, supervisor, moving services, weekdays Monday through Friday and Saturday (8:00 am to 5:00 pm), as per specifications				
20	96256	HOUR	\$25.0000	0.0000	\$0.0000
	Labor, mover/laborer, moving services, weekdays Monday through Friday and Saturday (8:00 am to 5:00 pm), as per specifications				
21	96256	HOUR	\$30.0000	0.0000	\$0.0000
	Labor, installer, moving services, weekdays Monday through Friday and Saturday (8:00 am to 5:00 pm), as per specifications				
22	96256	HOUR	\$25.0000	0.0000	\$0.0000
	Labor, truck driver, moving services, weekdays Monday through Friday and Saturday (8:00 am to 5:00 pm), as per specifications				
	Renewal Period No:	1	Renewal Begin Date:	02/06/13	Renewal End Date: 02/05/14
	Renewal Period No:	2	Renewal Begin Date:	02/06/14	Renewal End Date: 02/05/15
	Renewal Period No:	3	Renewal Begin Date:	02/06/15	Renewal End Date: 02/05/16
	Renewal Period No:	4	Renewal Begin Date:	02/06/16	Renewal End Date: 02/05/17

1. Purchases are subject to the Baltimore County Charter and Article 10, Title 2 of the Baltimore County Code, 2003, as amended. Baltimore County will not be responsible for any goods delivered or services rendered unless covered by an official order signed by the Purchasing Agent or his/her designee. No change, modification, or revision shall be binding upon Baltimore County unless made in writing by the Purchasing Agent or his/her designee. Contractor shall not assign its obligations to perform hereunder in whole or in part without the prior written consent of the Purchasing Agent or his/her designee.
  2. If this Master Agreement, Contract, or Purchase Order is for an amount of \$25,000 or less, the County Executive and the County Administrative Officer are not required by the Baltimore County Code to sign. Accordingly, any such Master Agreement, Contract or Purchase Order that is for \$25,000 or less shall be signed by the Director of the Office of Budget and Finance or his designee as allowed for in the County Code.
  3. The County's Solicitation, Request for Proposal, or Request for Bid, as applicable, shall be incorporated herein in its entirety.
  4. The Contractor may not and shall not amend or modify the terms and conditions of this Master Agreement, Contract, or Purchase Order, as applicable, unless such amendment or modification is in writing and signed by a legally authorized signatory of the Contractor and the County, and the Baltimore County Office of Law.
  5. Invoicing: Invoices must be submitted, in duplicate, to the Office of Budget and Finance, Disbursements Section, Room 148, 400 Washington Avenue, Towson, MD 21204-4665. Invoices must show the vendor's federal tax identification number (FEIN) or social security number, as appropriate and order number and line number(s) that correspond with the order(s). Cash discount periods will be computed either from the date of delivery and acceptance of the goods ordered, or the date of receipt of correct and proper invoices prepared in accordance with terms of Baltimore County's order, whichever date is later. Under no circumstances will interest be paid.
  6. Incorporation by reference: If this purchase order is the result of a written solicitation, the solicitation and response are hereby incorporated by reference.
  7. County Council Approval: Prior approval of the Baltimore County Council is required on contracts for services in excess of \$25,000 per year or in excess of two years.
  8. Fee Prohibition: The contractor warrants and represents that it has not employed or engaged any person or entity to solicit or secure this agreement, and that it has not paid, or agreed to pay any person or entity a fee or any other consideration contingent on the making of this agreement. If any suit, claim, or demand shall arise concerning such a fee, the contractor agrees to indemnify, hold harmless, and defend the County from all such claims, suits, or demands.
  9. Discrimination Prohibited: In the execution of the obligations and responsibilities hereunder, including, but not limited to, hiring or employment made possible by or relating to this agreement, the contractor shall not discriminate against persons because of race, color, religion, sex, age, political affiliation, national origin, marital status, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment.
  10. Applicable Law: This agreement shall be governed and construed in accordance with the laws and regulations of the State of Maryland and Baltimore County.
  11. Funding Out: If funds are not appropriated or otherwise made available to support continuation of this agreement in any fiscal year, the County shall have the right to terminate the agreement without prior notice to the contractor and without any obligation or penalty.
  12. Material Safety Data Sheet: If products to be provided to the County contain any substances that could be hazardous or injurious to a person's health, a material safety data sheet (MSDS) must be provided to the Purchasing Division, 400 Washington Avenue, Room 148, Towson, MD 21204-4665. This applies also to any product used by a contractor when providing a service to the County.
  13. Recycled and Recyclable Products: The contractor agrees that it will not use packaging materials made of non-recyclable Styrofoam (Polystyrene). Additionally, any materials used in packing to cushion, protect and ship are to be made of recycled, recyclable or biodegradable materials.
  14. Copiers, scanners, printers, facsimile equipment and any other office equipment that contain hard drives that have the capability to store data internally, will be required to provide overwrite capability with an option to return hard drives to the County for proper disposal at the end of life.
  15. Termination for Convenience: The County may terminate this agreement, in whole or in part, without cause, by providing written notice thereof to the contractor. In the event of termination, without cause, the County shall advise the contractor in writing of the termination date and of work to be performed during the final days prior to termination. The contractor shall be paid for all reasonable costs incurred by the contractor up to the date of termination set forth in the written notice of termination. The contractor will not be reimbursed for any anticipatory profits, which have not been earned up to the date of termination. Payments to be provided on a lump sum basis shall be prorated by the County based on the services rendered or goods delivered up to the date of termination set forth in the written notice.
  16. Termination for Default: In addition to other available rights and remedies, the County shall have the right upon the happening of any default, without providing notice to the contractor: 1) To terminate this agreement immediately, in whole or in part; 2) To suspend the contractor's authority to receive any undisbursed funds; and/or 3) 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 or any covenant, term or condition set forth in the contract, or for damages or other relief, or proceed to take any action authorized or permitted under applicable law or regulations. Upon termination of this agreement for default, the County may elect to pay the contractor for services provided or goods delivered up to the date of termination, less the amount of damages caused by the default, all as determined by the County in its sole discretion. If the damages exceed the undisbursed sums available for compensation, the County shall not be obligated to make any further disbursements hereunder.
  17. Indemnification: The contractor shall indemnify and hold harmless the County, its employees, agents and officials from any and all liabilities, claims, suits, or demands including attorney's fees and court costs which may be incurred or made against the county, its employees, agents or officials resulting from any act or omission committed in the performance of the duties imposed by and performed under the terms of the agreement. The contractor shall not be responsible for acts of gross negligence or willful misconduct committed by the County.
- The contractor shall also indemnify and hold harmless the County, its employees, agents and officials from any and all liabilities, claims, suits, or demands including attorney's fees and court costs which may be made against the County, its employees, agents or officials by any third party arising from the alleged violation of any third party's trade secrets, proprietary information, trademark, copyright, patent rights, or intellectual property rights in connection with the agreement.
18. Defense: Unless notified in writing by the County to the contrary, the contractor shall provide defense for the County, its employees, agents and officials and in doing so the contractor shall allow the County to participate in said defense of the County, its employees, agents and officials, to the extent and as may be required by the County and the contractor shall cooperate with the County in all aspects in connection therewith. All filings, actions, settlements, and pleadings shall be provided to the County for comment and review prior to filing or entering thereof. No filing, action, settlement or pleading shall be filed or entered without the prior consent and approval of the County.
  19. Property Lost, Damaged or Destroyed: Any deliverables to be provided by the contractor will remain at the contractor's risk until written acceptance by Baltimore County; and the contractor will replace, at the contractor's expense, all deliverables lost, damaged or destroyed by any cause whatsoever.

Reviewed and Approved:

By: \_\_\_\_\_  
 Director of Budget and Finance  
 or Director's designee

Baltimore County, Maryland

By: \_\_\_\_\_  
 County Administrative Officer

Reviewed for Legal Sufficiency  
 (based upon typeset document)

By: \_\_\_\_\_  
 Baltimore County Office of Law  
 (approval does not convey approval or disapproval of substantive nature of the transaction)