

# VILLAGE OF FRIENDSHIP HEIGHTS

## VILLAGE COUNCIL

MELANIE ROSE WHITE, *Mayor*  
MICHAEL MEZEY, *Chairman*  
BRUCE R. PIRNIE, *Vice Chairman*  
ALFRED MULLER, M.D., *Secretary*  
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MICHAEL J. DORSEY, *Parliamentarian*  
CAROLINA ZUMARAN-JONES, *Historian*  
JULIAN P. MANSFIELD, *Village Manager*

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Website: [www.friendshipheightsmd.gov](http://www.friendshipheightsmd.gov)



## **Specifications for Contracted Services**

If selected, the chosen organization would provide services for Village of Friendship Heights residents, who will pay a nominal enrollment fee, provided that at the time of service such resident has a physical need for the service. In order to be certain that the number of enrollees does not exceed the ability of a limited number of volunteers to provide services, the Provider and the Friendship Heights Village Council will mutually decide what the ceiling for initial membership will be.

Services to be provided include: Car rides to medical, dental and optical appointments; grocery shopping; pharmacy pickups; weekly phone calls; limited computer technology support; pickup/return of library books; minor household tasks not handled by apartment building; and rides to social gatherings.

Services would also include any social activities such as gatherings, trips, and programs sponsored by the Provider, which enhance quality of life and reduce isolation in the community. Such activities would be coordinated with existing programs provided by the Friendship Heights Village Council to avoid redundancy or competition in programming. Both organizations will publicize and coordinate each other's programs and activities.

Services would *not* include the following: Transportation of those who are immobile or require the assistance of professional aides; responsibility for administering medication or other medical treatments; and medical, legal or financial advice or counseling.

The Provider will recruit, organize, vet and train volunteers, preferably from the community, in order to embody the idea of neighbors helping neighbors.

## **Mandatory Insurance Requirements**

Prior to the execution of the contract by the Village of Friendship Heights, the proposed awardee/contractor must obtain, at their own cost and expense, the following minimum insurance coverage with an insurance company licensed to conduct business in the State of Maryland and acceptable to the Village of Friendship Heights. This insurance must be kept in full force and effect during the term of this contract, including all extensions. The insurance must be evidenced by a certificate of insurance, awardee/contractor and if requested by the Village of Friendship Heights, Provider

shall provide a copy of the insurance policies and the minimum limits of coverage listed below shall not be construed as the maximum as required by contract or as a limitation of any potential liability on the part of the proposed awardee/contractor to the Village of Friendship Heights, nor shall failure to request evidence of this insurance in any way be construed as a waiver of proposed awardee/contractor's obligation to provide the insurance coverage specified.

#### Commercial General Liability

A minimum limit of liability of \$1,000,000 per occurrence and \$2,000,000 aggregate, for bodily injury, personal injury and property damage coverage per occurrence including the following coverage:

- Contractual Liability
- Premises and Operations
- Independent Contractors & Subcontractors
- Sexual Abuse and Molestation

#### Business Automobile Liability Coverage

A minimum limit of liability of \$1,000,000, combined single limit, for bodily injury and property damage coverage per occurrence including the following:

- Owned automobiles
- Hired automobiles
- Non-owned automobiles

#### Worker's Compensation/Employer's Liability (if Provider has paid staff)

Meeting all statutory requirements of the State of Maryland Law and with the following minimum Employers' Liability limits:

- Bodily Injury by Accident—\$100,000 each accident
- Bodily Injury by Disease—\$500,000 policy limits
- Bodily Injury by Disease—\$100,000 each employee

#### Additional Insured

The Village of Friendship Heights, its elected and appointed officials, officers, consultants, agents and employees, must be included as an additional insured to Provider's commercial general, automobile insurance, and Provider's excess/umbrella insurance policies if used to satisfy the Provider's minimum insurance requirements under this contract, for liability arising out of Provider's products, goods and services provided under this contract. The stipulated limits of coverage above shall not be construed as a limitation of any potential liability of the Provider.

#### Policy Cancellation

Should any of the above policies be cancelled before the expiration date thereof, written notice must be delivered to the County in accordance with the policy provisions.

Certificate Holder

The Village of Friendship Heights

Attn: Julian Mansfield

4433 South Park Avenue

Chevy Chase, MD 20815

Bids due by 5 p.m., Monday, May 2, 2022, to Julian Mansfield, Village Manager,  
[jmansfield@friendshipheightsmd.gov](mailto:jmansfield@friendshipheightsmd.gov), 301-656-2797.

*April 5, 2022*