

**ARLINGTON COUNTY, VIRGINIA**

**AGREEMENT NO. 21-DES-R-394  
AMENDMENT NUMBER 2**

This Amendment Number 2 is made on the date of execution by the County and amends Agreement Number 21-DES-R-394 (“Main Agreement”) dated October 15, 2020 between Douron, Inc. (“Contractor”) and the County Board of Arlington County, Virginia (“County”).

The County and the Contractor agree to amend the Main Agreement as follows:

**1. ADD CLAUSE #12 TO THE CONTRACT AS FOLLOWS:**

**12. COVID-19 VACCINATION POLICY FOR CONTRACTORS:**

Due to the COVID-19 pandemic, the County has taken various steps to protect the welfare, health, safety and comfort of the workforce and public at large. As part of these steps, the County has implemented various requirements with respect to health and safety including policies with respect to social distancing, the use of face-coverings and vaccine mandates. All County Contractors, entering County owned, controlled, or leased facilities or facilities operated by a contractor if the services provided at that location are exclusive to Arlington County Government or contractors with public facing responsibilities must adopt these policies for implementation with their employees and subcontractors working on County contracts.

Contractors are required to obtain and maintain the COVID-19 vaccine status of employees or subcontractors, require any unvaccinated or not fully vaccinated employees to follow a weekly testing protocol established by the Contractor to submit to weekly testing, and provide any accommodations as required by law. Contractor should submit the certification of compliance to the Purchasing Agent at the time of contract execution and within five working days of the end of each quarter (see Exhibits B). In addition, all Contractor and subcontractor employees subject to the requirements of this section must also comply with the County COVID-19 masking and social distancing protocols, as signed at each County location.

It is recognized that the COVID-19 pandemic is an ongoing health crisis. As such, requirements with respect to health and safety, including vaccines and face-coverings may change over time. Contractors are expected to adhere to the County requirements as they evolve in response to the crisis.

For questions, the Contractor may email [contractorvaccineinfo@arlingtonva.us](mailto:contractorvaccineinfo@arlingtonva.us).

**2. ADD EXHIBIT A CONTRACTOR COVID-19 VACCINATION CERTIFICATION:**

**3. ADD EXHIBIT B CONTRACTOR COVID-19 VACCINATION QUARTERLY COMPLIANCE CERTIFICATION:**

**4. PURSUANT TO PROVISION 4: CONTRACT TERM, THIS AGREEMENT IS HEREBY RENEWED FROM JANUARY 1, 2022 TO DECEMBER 31, 2022.**


All other terms and conditions of the Main Agreement remain in effect.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON

DOURON, INC.

COUNTY, VIRGINIA

AUTHORIZED SIGNATURE:   
Meloni Hurley

AUTHORIZED SIGNATURE:   
Paul Glaudemans

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: Assistant Purchasing Agent

TITLE: Vice President

DATE: 1/7/2022

DATE: 1/5/2022


EXHIBIT A

CONTRACTOR COVID-19 VACCINATION CERTIFICATION

I hereby certify that all Douron (Contractor Name) employees and subcontractors who will be working on Contract No. \_\_\_\_\_ are fully vaccinated against COVID-19, being tested on a weekly basis, or are exempt pursuant to a valid reasonable accommodation under state or federal law.

**Please do not include any of your employees' medical documentation, including vaccination records or test results.**

Date: 1/5/2022

Signature:   
Paul Glaudemans

Printed Name: \_\_\_\_\_  
Vice President

Title: \_\_\_\_\_

EXHIBIT B

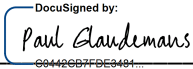
**CONTRACTOR COVID-19 VACCINATION QUARTERLY COMPLIANCE CERTIFICATION**

**By Email:** Please complete the report below and return it to: [contractorvaccineinfo@arlingtonva.us](mailto:contractorvaccineinfo@arlingtonva.us).

I hereby certify that all Douron, Inc (Contractor Name) employees and subcontractors working on Contract No. 21-DES-R-394 are fully vaccinated against COVID-19, being tested on a weekly basis, or are exempt pursuant to a valid reasonable accommodation under state or federal law.

**Please do not include any of your employees' medical documentation, including vaccination records or test results.**

Date: 1/5/2022

Signature: 

Printed Name and Title: Paul Glaudemans  
Vice President

Company Name: Douron, Inc

Company Address: 10 Painters Mill Rd.  
Owings Mills, MD 21117



HOWARD COUNTY DEPARTMENT OF COUNTY ADMINISTRATION  
6751 Columbia Gateway Drive, Suite 226 ■ Columbia, Maryland 21046 ■ 410-313-6370

www.howardcountymd.gov/purchasing

FAX 410-313-6388

TDD 410-313-2323

November 5, 2021

VIA Email: [pglaudemans@douron.com](mailto:pglaudemans@douron.com)

Paul Glaudemans, Vice President  
Douron, Incorporated  
10 Painters Mill Road  
Owings Mills, Maryland 21117

Re: Contract Renewal, Fourth  
Mid-Atlantic Purchasing Team (MAPT)  
Invitation For Bids No. 2015-42, Furniture (Office, School, Library, Etc.) and Equipment

Dear Mr. Glaudemans,

The current term of the contract for the referenced solicitation expires on December 31, 2021. The County is exercising the fourth of seven renewal options for the term of January 1, 2022 to December 31, 2022 under the existing terms and conditions. Receipt of the following executed documents will support this renewal term:

1. In accordance with the County's Equal Business Opportunity Program, your firm must complete the attached EBO Schedule of Participation for 10% of the estimated annual contract value of \$500,000.00.
  - a. This requirement is applicable even if the prime contractor is a minority-owned firm.
  - b. If you (the prime contractor) were granted an EBO Subcontracting Participation Waiver for the previous period, you must furnish the County with an updated EBO Schedule of Participation form for each renewal period. As the prime contractor, your firm is strongly urged to meet the EBO Program's 10% subcontracting goal for each subsequent contract year when the contract amount is \$50,000 or more. You are required to make a good faith effort to obtain minority subcontractor participation even if your firm has the capability to complete the work with its own workforce.
  - c. Please contact the EBO Coordinator at 410-313-3694 with any questions about the EBO Schedule of Participation form.
2. Please be reminded that you 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 this renewal term.

The document must be returned via email no later than November 30, 2021. Please contact me at [sjliby@howardcountymd.gov](mailto:sjliby@howardcountymd.gov) or 410-313-6379 with questions. Prompt attention is appreciated. Upon receipt of the complete and proper document the County will issue a change order constituting official renewal.

Sincerely,

Shelley J. Liby, CPPB, Buyer

Attachments

cc: EBO Coordinator

SJL



Howard County, Maryland  
Office of Purchasing  
Invitation for Bids No. 2015-42  
Furniture (Office, School, Library, Etc.) and Equipment  
on behalf of the



**FOURTH CONTRACT RENEWAL**

Contract Period: January 1, 2022 – December 31, 2022  
3 one-year renewal options remaining

<i>Vendor and Discount</i>	<i>Manufacturer</i>	
Douron, Inc. 61%	All Steel	Proposal 1
Douron, Inc. 56%	Global Compile	Proposal 1
Douron, Inc. 55.50%	Global Evolve	Proposal 1
Douron, Inc. 60%	Hon	Proposal 1
Douron, Inc. 49.40%	Invincible	Proposal 1
Douron, Inc. 48%	Krueger International (KI)	Proposal 1
Douron, Inc. 74%	Omega	Proposal 1
Douron, Inc. 20.20%	LOFTwall	Proposal 1
Douron, Inc. 47.20%	Right Angle	Proposal 1
Douron, Inc. 45%	Workrite	Proposal 1
Douron, Inc. 56.50%	Allsteel	Proposal 2
Douron, Inc. 48%	Candex	Proposal 2
Douron, Inc. 49%	Community	Proposal 2
Douron, Inc. 43.70%	Douron Library International	Proposal 2
Douron, Inc. 42.80%	ERG International	Proposal 2
Douron, Inc. 45.30%	Fixtures	Proposal 2
Douron, Inc. 32.60%	Fleetwood	Proposal 2
Douron, Inc. 55.70%	Global	Proposal 2
Douron, Inc. 38.90%	Hale	Proposal 2
Douron, Inc. 56%	Hon	Proposal 2
Douron, Inc. 54.10%	Inline	Proposal 2
Douron, Inc. 49.40%	Invincible	Proposal 2
Douron, Inc. 42%	Krueger International (KI)	Proposal 2
Douron, Inc. 45.30%	Nucraft	Proposal 2
Douron, Inc. 54%	Paoli	Proposal 2
Douron, Inc. 50%	Russwood	Proposal 2
Douron, Inc. 41.30%	Smith Systems	Proposal 2
Douron, Inc. 45.20%	Stylex	Proposal 2
Douron, Inc. 65.50%	Virco	Proposal 2
Douron, Inc. 43.30%	Nienkamper (ICF Group)	Proposal 2
Douron, Inc. 48.60%	Special T	Proposal 2

Douron, Inc. 47%	Offices To Go (OTG)	Proposal 2
Douron, Inc. 44.60%	Basyx	Proposal 2
Douron, Inc. 51.40%	JSI	Proposal 2
Douron, Inc. 48%	Candex	Proposal 3
Douron, Inc. 35%	Claridge	Proposal 3
Douron, Inc. 42.80%	Clarín Seating	Proposal 3
Douron, Inc. 49%	Community	Proposal 3
Douron, Inc. 32.60%	Fleetwood	Proposal 3
Douron, Inc. 55.70%	Global	Proposal 3
Douron, Inc. 53.50%	Hon	Proposal 3
Douron, Inc. 42%	Krueger International (KI)	Proposal 3
Douron, Inc. 48.60%	National Public Seating	Proposal 3
Douron, Inc. 50%	Russwood Library	Proposal 3
Douron, Inc. 41.10%	Sico	Proposal 3
Douron, Inc. 41.30%	Smith System	Proposal 3
Douron, Inc. 65.50%	Virco	Proposal 3
Douron, Inc. 34.10%	TMC	Proposal 3
Douron, Inc. 44.80%	The Senator Group	Proposal 3
Douron, Inc. 45.30%	Izzy	Proposal 3
Douron, Inc. 33%	Vanerum Stelter	Proposal 3
Douron, Inc. 54.60%	Allsteel	Proposal 4
Douron, Inc. 49%	Body Built	Proposal 4
Douron, Inc. 42.80%	Clarín Seating	Proposal 4
Douron, Inc. 49%	Community	Proposal 4
Douron, Inc. 50.50%	Cramer	Proposal 4
Douron, Inc. 45.30%	Fixtures	Proposal 4
Douron, Inc. 55.70%	Global Total Office	Proposal 4
Douron, Inc. 56%	Hon	Proposal 4
Douron, Inc. 42.10%	Integra	Proposal 4
Douron, Inc. 52.70%	JSI	Proposal 4
Douron, Inc. 42%	Krueger International (KI)	Proposal 4
Douron, Inc. 32.50%	Montel	Proposal 4
Douron, Inc. 48.60%	National Public Seating	Proposal 4
Douron, Inc. 54%	Paoli	Proposal 4
Douron, Inc. 45.20%	Stylex	Proposal 4
Douron, Inc. 44.50%	OFFICEMASTER	Proposal 4
Douron, Inc. 40%	Allsteel Gather	Proposal 4
Douron, Inc. 36.70%	Furniture Concepts	Proposal 4
Douron, Inc. 56.70%	9 to 5	Proposal 4
Douron, Inc. 48%	Candex	Proposal 5
Douron, Inc. 43.70%	Douron Library International	Proposal 5
Douron, Inc. 50.30%	Fireking	Proposal 5
Douron, Inc. 32.60%	Fleetwood	Proposal 5
Douron, Inc. 56%	Hon	Proposal 5
Douron, Inc. 49.40%	Invincible	Proposal 5

Douron, Inc. 42%	Krueger International (KI)	Proposal 5
Douron, Inc. 32.50%	Montel Mobile Filing	Proposal 5
Douron, Inc. 46.10%	Penco Products	Proposal 5
Douron, Inc. 50%	Russwood Library Furniture	Proposal 5
Douron, Inc. 41.30%	Smith Systems	Proposal 5
Douron, Inc. 30.10%	Biblomodel	Proposal 5
Douron, Inc. 38.90%	Hake	Proposal 5
Douron, Inc. 24.20%	Waddell	Proposal 5
Douron, Inc. 45.50%	Liat	Proposal 5
Douron, Inc. 48%	Candex	Proposal 6
Douron, Inc. 42%	Chief Manufacturing	Proposal 6
Douron, Inc. 35%	Claridge	Proposal 6
Douron, Inc. 42.80%	Clarín Seating	Proposal 6
Douron, Inc. 32.60%	Fleetwood	Proposal 6
Douron, Inc. 53.50%	Hon	Proposal 6
Douron, Inc. 42%	Krueger International (KI)	Proposal 6
Douron, Inc. 25.60%	Magnuson	Proposal 6
Douron, Inc. 34.40%	Mity-Lite Tables	Proposal 6
Douron, Inc. 46.10%	Penco Products	Proposal 6
Douron, Inc. 5%	Shiffler	Proposal 6
Douron, Inc. 65.50%	Virco	Proposal 6
Douron, Inc. 32.30%	Workstuff, Inc.	Proposal 6
Douron, Inc. 30.10%	Clarus	Proposal 6
Douron, Inc. 41.80%	Intensa	Proposal 6
Douron, Inc. 21.10%	Six Inch	Proposal 6
Douron, Inc. 21%	Peter Pepper	Proposal 6

Proposal 7	Design Services - The delivered and installed discounts include the original plus two design revisions. Additional revisions are charged at the design services hourly rate.	\$68.25 per hour
Proposal 8	Reconfiguration - (separate from the purchase) This must be one blended or average hourly rate. A quote will be obtained for each job.	\$68.25 per hour
Proposal 9	Installation - (integral to the purchase) for Systems Furniture, Industrial Shelving and Library Shelving.	\$63.00 per hour
Proposal 10	“Quick Ship” - Delivery and installation within 15 days ARO. (indicate the up charge/percent increase above standard discount for “Quick Ship” furniture and equipment).	8%

A complete list of awards is available on the Baltimore Metropolitan Council website at [www.baltometro.org](http://www.baltometro.org) under Cooperative Purchasing.



## EQUAL BUSINESS OPPORTUNITY PARTICIPATION

**NOTICE TO PRIME CONTRACTORS  
10% SUBCONTRACTING GOAL ON CONTRACTS  
VALUED AT \$50,000 OR MORE**

Howard County Code Section 4.122 established an Equal Business Opportunity program to foster overall equity and fairness to all citizens in relation to business enterprises conducting business with the County.

If a contract is \$50,000 or more, the Prime Contractor shall make a good faith effort to comply with the Howard County Equal Business Opportunity (EBO) program's 10% subcontracting goal. The Prime Contractor shall make a good faith effort to obtain minority subcontractor participation even if the Prime Contractor has the capability to complete the work with its own workforce. This is also applicable to Prime Contractors that are minority-owned firms. The percentage requirement may vary. Prime Contractors should submit the following completed *Equal Business Opportunity Subcontractor Participation Form* with the bid. Identify subcontractors prior to submitting the proposal. After contract award, changes in subcontractors require the written approval of the EBO Coordinator.

Possible areas of obtaining subcontracting participation include, but are not limited to, flagging services, hauling, copying and printing, and the purchase of materials used in performing the contract. Contractors may use minority, women or disabled business enterprises certified by Howard County, Maryland; the Maryland Department of Transportation; the City of Baltimore, Maryland; or another certifying entity in order to satisfy the 10% subcontracting goal. The website addresses for lists of minority businesses are:

**[Howard County - Equal Business Opportunity List of Firms A-Z](http://www.mdot.state.md.us/MBE_Program/index.html)**  
**[http://www.mdot.state.md.us/MBE\\_Program/index.html](http://www.mdot.state.md.us/MBE_Program/index.html)**  
**<http://cityservices.baltimorecity.gov/mwboo>**

Contractors should submit a completed *Equal Business Opportunity Subcontractor Participation Form* with the bid identifying each certified EBO firm they intend to use on the contract. However, if the EBO Subcontractor Participation Form is not submitted with the bid, the County may request EBO subcontractor participation of the successful contractor.

Contractors failing to achieve the Equal Business Opportunity Program goal following a good faith effort to obtain participation must complete the *Equal Business Opportunity Program Request for Subcontracting Waiver* and provide documentation of its good faith attempts to obtain EBO participation. The County will determine if the efforts made satisfy a good faith attempt. A waiver will only be considered in rare contracts after a determination that the Contractor has made a good faith effort and thoroughly documented the efforts. Contractors should submit the *Equal Business Opportunity Program Request for Subcontracting Waiver* with the bid. However, if the request for waiver form is not submitted with the bid, the County may obtain the request for waiver of the successful contractor.

If the County exercises its option to renew the contract, it is expected that the EBO subcontracting goal will be met for each subsequent contract year when the contract amount is \$50,000.00 or more. Questions relating to the EBO program shall be directed to the EBO Coordinator 410-313-6370.

**PRIME CONTRACTORS' COMPLIANCE OF EBO SUBCONTRACTOR  
PARTICIPATION**

Prime Contractors that are awarded County contracts shall maintain adequate records of EBO participation on County contracts. The County may require that prime contractors report whether or not they met the proposed EBO subcontracting goal, so that the County can track compliance of EBO participation on County contracts.



**HOWARD COUNTY. MARYLAND  
EQUAL BUSINESS OPPORTUNITY (EBO)  
SUBCONTRACTOR PARTICIPATION FORM**

COUNTY USE ONLY

EBO APPROVAL

<b>CONTRACT TITLE: FURNITURE (OFFICE, SCHOOL, LIBRARY, ETC.) AND EQUIPMENT</b>		
<b>SOLICITATION # IFB-2015-42</b>	<b>CAPITAL PROJECT #</b>	<b>CONTRACT / PO # 4400002959</b>
<b>TERM: 01/01/22-12/31/22</b>	<b>RENEWAL # 4</b>	<b>AMOUNT \$500,000.00</b>

<b>PRIME CONTRACTOR NAME:</b>			
<b>ADDRESS:</b>			<b>PHONE:</b>
<b>EBO STATUS (Y/N):</b>	<b>*EBO TYPE:</b>	<b>CERTIFYING AGENCY:</b>	<b>CERTIFICATION #</b>

**PRIME CONTRACTOR SHOULD LIST ALL EBO SUBCONTRACTORS / SUBCONSULTANTS / SUPPLIERS**

**INSTRUCTIONS FOR COMPLETING THIS FORM**

- Complete the section below identifying each certified EBO firm (Minority (MBE), Woman (WBE), and Disabled (DBE) Business Enterprises) you intend to use on this project. Attach additional sheets if more than two (2) subcontractors.
- This form represents the contractor's commitment to utilize the named EBO firms at the percentages indicated should the contract be awarded to the contractor. This form should accompany your bid or proposal.
- **\*EBO Types:** AA (African American), ASA (Asian American), HIS (Hispanic American), NA (Native American), FEM (Female), DIS (Disabled)

<b>SUBCONTRACTOR NAME:</b>					
<b>ADDRESS:</b>					<b>PHONE:</b>
<b>CONTACT REPRESENTATIVE:</b>			<b>EMAIL:</b>		
<b>*EBO TYPE (Check One)</b>	<input type="checkbox"/> AA	<input type="checkbox"/> ASA	<input type="checkbox"/> HIS	<input type="checkbox"/> NA	<input type="checkbox"/> FEM <input type="checkbox"/> DIS
<b>CERTIFYING AGENCY:</b>		<b>CERTIFICATION #</b>		<b>EBO PARTICIPATION %</b>	
<b>DESCRIPTION OF WORK:</b>				<b>EBO PARTICIPATION \$</b>	

<b>SUBCONTRACTOR NAME:</b>					
<b>ADDRESS:</b>					<b>PHONE:</b>
<b>CONTACT REPRESENTATIVE:</b>			<b>EMAIL:</b>		
<b>*EBO TYPE (Check One)</b>	<input type="checkbox"/> AA	<input type="checkbox"/> ASA	<input type="checkbox"/> HIS	<input type="checkbox"/> NA	<input type="checkbox"/> FEM <input type="checkbox"/> DIS
<b>CERTIFYING AGENCY:</b>		<b>CERTIFICATION #</b>		<b>EBO PARTICIPATION %</b>	
<b>DESCRIPTION OF WORK:</b>				<b>EBO PARTICIPATION \$</b>	

PRINTED NAME

EMAIL

SIGNATURE (VENDOR OFFICIAL)

TITLE

DATE