



PURCHASING DEPARTMENT  
DIVISION OF BUDGET & FINANCE

100 West Washington Street, Room 3200 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331  
[www.washco-md.net](http://www.washco-md.net)

**Q-17-632**  
**ADDENDUM NO. 1**  
**FORMAL QUOTATION REQUEST**  
**FOR**  
**CUSTODIAL PAPER AND HAND SOAP FOR**  
**VARIOUS COUNTY DEPARTMENTS**

**DATE: Monday, May 22, 2017**

**QUOTES DUE: Thursday, June 1, 2017**  
**3:00 P.M. (EDST)**

To Bidders:

This Addendum is hereby made a part of the Request for Quotation (RFQ) Documents on which all quotations will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of two (2) pages.

**NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible, and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include, but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.**

**ITEM NO. 1: Inquiry:** Several of the eleven items you are requesting pricing for, are for a specific item or a County Approved equal; such as item number 7. May I have a list of the County Approved Alternative Items listed

**Response:** There may be various items on the market that meet the qualifications as an equal. Please use the County requested specification as a guide and refer to the Request for Quotation document, Page 5, Instructions, Item No. 22, Substitutions/Samples: Any Quoter who contemplates... direct all inquiries to the County's Procurement Specialist, Tina Wilson, at 240-313-2330. The County does not have an approved alternative list.

*(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)*

**ADDENDUM NO. 1**  
**Custodial Paper and Hand Soap**  
**Q-17-632**  
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**ITEM NO. 2: Inquiry:** Page 3 Item 11. Late Charges:

- a. Will the 1% Late Charge be assessed for just the item that is late or the whole order when several items are ordered on the same purchase order?

**Response:** Refer to the Request for Quotation document, Page 2, Instructions, Item No. 4, Delivery Failures: Failure of a Quoter to deliver...Such purchases shall be deducted from the contract quantities. The late charge will be assessed on the item(s) that is late.

**ITEM NO. 3: Inquiry:** Does the County require vendors to provide a price for each of the eleven items or may we provide our best pricing for just the items we offer?

**Response:** A vendor may quote on one (1) or more of the items they may offer.

**ITEM NO. 4: Inquiry:** On page seven, item #4 say 104 in numbers but in words it says ninety-one

**Response:** Refer to the Request for Quotation document, Page 7, Specifications, Item #4; **CHANGE** this item to read as follows:

Roll Towel, white, 800' rolls, 6 rolls per case, *Enmotion/Georgia-Pacific. No substitutions.* Approximate usage: **One hundred-four** (104) cases.

**ITEM NO. 5: Inquiry:** Do all bids need to be hand delivered or may we submit them via e-mail

**Response:** Refer to the Request for Quotation document, Page 4, Instructions, Item No. 18, Quotation Submittals: Quotations are to be... All interested parties are invited to attend. Quotations shall be hand delivered or submitted via-delivery service.

**ITEM NO. 6: Samples/Substitutions:** Global Product – GEN 201 2-ly Toilet Tissue (3.2” x 4.5”), 500 sheets per roll is NOT an acceptable equal to Item #1 on the Request for Quotation.

**ITEM NO. 7: Samples/Substitutions:** Nittany Paper – NP-MFN4000 Multifold Towel (9.25” x 9.5”), 250 sheets per pack, 16 packs per case is an acceptable equal to Item #2 on the Request for Quotation.

By Authority of:



Karen R. Luther, CPPO  
Director of Purchasing

(NOTE: The wording of all “Inquiries” submitted are displayed exactly as received.)