



# REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION:

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Title: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Federal Employer's ID No.: \_\_\_\_\_

### NOTES:

1. Quoted prices are to be net thirty (30) calendar days: all discounts are to be deducted and reflected in net prices.
2. The County reserves the right to reject any and/or all quotes, to waive any technicalities in the quote, and to take whatever action is in the best interest of Washington County.
3. The County is exempt from State of Maryland Sales Tax. The County's Maryland Sales Tax Exemption Number is 3000129 2.

### RETURN QUOTATIONS TO:

**WASHINGTON COUNTY PURCHASING DEPARTMENT**  
 Washington County Administration Building  
 100 West Washington Street, Third Floor, Room 3200  
 Hagerstown, Maryland 21740

Attention: *Tina Wilson, CPPB - Procurement Specialist I*

Telephone Number: 240-313-2330

REQUEST FOR QUOTATION  
**THIS IS NOT  
 AN ORDER**

DATE ISSUED

4/25/17

DELIVERY WANTED

See Attachment

### DESCRIPTION

**BOTTLED WATER & DISPENSER RENTALS FOR  
 VARIOUS COUNTY DEPARTMENTS  
 Q-17-631**

*(See Attached Instructions & Specifications)*

**QUOTATION DUE: Wednesday, May 31, 2017, no later than 3:00 P.M. (EDST)** and must be time-stamped in the Purchasing Department. Opening of quotations will follow. Interested parties are invited to attend.

**QUOTATIONS TO BE ADDRESSED TO:** Washington County Purchasing Department, Attn: Tina Wilson, CPPB - Procurement Specialist I, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, MD 21740 and enclosed in a sealed opaque envelope marked "**QUOTATION - (Q-17-631) BOTTLED WATER & DISPENSER RENTALS**" and bearing the vendor's name. Having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to furnish all labor, materials and equipment called for by said specifications and instructions for the costs as specified on the attached Form of Proposal.

**NOTE: This page is to be returned with the Form of Proposal.**

We quote you as above - F.O.B. \_\_\_\_\_

Official Signature \_\_\_\_\_

Name Printed \_\_\_\_\_

Telephone Number \_\_\_\_\_

Acknowledge Addenda # \_\_\_\_\_ Date \_\_\_\_\_

# \_\_\_\_\_ Date \_\_\_\_\_, # \_\_\_\_\_ Date \_\_\_\_\_

Delivery/Service can be performed no later than \_\_\_\_\_ calendar days from receipt of order.

Date \_\_\_\_\_

## Q-17-631

### BOTTLED WATER & DISPENSER RENTALS FOR VARIOUS COUNTY DEPARTMENTS

#### Notice to Quoters

1. **AVAILABILITY OF FUNDS:** A contract shall be deemed executory only to the extent of appropriations available to each County department/agency for the purchase/rental of such articles. The County's extended obligation on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the succeeding fiscal year.
2. **AWARD:** Award shall be made to the responsible vendor submitting the lowest responsive Total Quotation. Separate costs for each item are requested for budgetary and invoicing purposes only.
3. **DELIVERY FAILURES:** Failure of a Quoter to deliver according to a mutually agreed upon delivery schedule or failure to make replacements of rejected articles within forty-eight (48) County-business hours, or as directed by the Purchasing Director shall constitute authority for the Purchasing Director to purchase in the open market articles of comparable grade to replace the articles rejected or not delivered. On all such purchases, the Quoter shall reimburse the County, within a reasonable time specified by the Purchasing Director, for any expense incurred in excess of contract prices or the County may deduct such amount from monies owed the defaulting Quoter. Such purchases shall be deducted from contract quantities.
4. **DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the County Commissioners or authorized representative shall be final and binding on both parties.
5. **EQUAL OPPORTUNITY:** The Board of County Commissioners of Washington County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services. Individuals requiring special accommodations are requested to contact the Purchasing Department at 240-313-2330 Voice, TTY Dial 711 to make arrangements no later than seven (7) calendar day prior to the Pre-Quotation Conference and/or Quotation Opening.
6. **EXCEPTION:** The submission of a quote shall be considered an agreement to all items, conditions, and specifications provided herein and in the various Quotation documents unless specifically noted otherwise in the proposal.
7. **FORM OF CONTRACT:** Purchase Orders issued by the County to the successful vendor shall act as the contracts for the usage by the various departmental locations under the resulting award. The contract shall be for a one (1) year period, tentatively commencing July 1, 2017, with an option by the County to renew for two (2) additional consecutive one (1) year periods; renewals are subject to written notice given by the County at least sixty (60) calendar days in advance of each expiration date. If the Quoter wishes to renew the contract, he/she must submit a letter of

intent to the Owner's Representative (County Purchasing Director) at least ninety (90) calendar days prior to the expiration of the contract. The County reserves the right to accept or reject any request for renewal and any modification to the monetary terms of the resulting Agreement and to negotiate any other terms or conditions prior to renewal.

8. **INSPECTIONS:** Inspection and acceptance of materials or supplies shall be made after delivery. Final inspection shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications. All delivered materials shall be accepted subject to inspection and physical count.
9. **INSURANCE:** The successful Quoter must show upon request and prior to the execution of a Contract or issuance of Purchase Orders the Agreement and as required by the County during the term of the contract evidence of appropriate insurance as outlined in the attached copy (**Attachment No. 1**) of the *Insurance Requirements for Independent Contractors*. The quotation shall be identified on the certificate and Washington County shall be named as an additional insured on the certificate of insurance. The certificate holder on the certificate shall be named such; The Board of County Commissioners of Washington County, 100 West Washington Street, Hagerstown, Maryland.
10. **INTERPRETATION, DISCREPANCIES, OMISSIONS:** Should any Quoter find discrepancies in, or omissions from the documents, or be in doubt of their meaning, or feel that the specifications are discriminatory, he/she should at once request in writing, an interpretation from Tina Wilson, CPPB, Procurement Specialist I, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, MD 21740-4748, Fax: 240-313-2331; or send questions in MicroSoft Word platform via e-mail to: [purchasingquestions@washco-md.net](mailto:purchasingquestions@washco-md.net)

All necessary interpretations will be issued to all Quoters by the Washington County Director of Purchasing in the form of addenda to the specifications, and such addenda shall become part of the Contract Documents. Exceptions as taken in no way obligates the County to change the specifications. Failure of any Quoter to receive any such addendum or interpretation shall not relieve such Quoter from any obligation under his/her bid as submitted. The County will assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY.** Any requests received after 4:00 P.M., local time (EDST), Thursday, May 18, 2017 may not be considered. All correspondence in regard to this quotation shall be directed to and issued by the Washington County Purchasing Department. Direct all inquiries to Tina Wilson, CPPB, Procurement Specialist I.

11. **PAYMENT:** Payment shall be made by the County within thirty (30) calendar days after the delivery of bottled water by the successful vendor, monthly usage of any rental cooler, and submittal of an invoice to each appropriate department. The invoice shall be submitted to the County department receiving bottled water as well as any cooler rental for the cost stipulated on the Request for Quotation Form.

12. **PAYMENT OF COUNTY AND MUNICIPAL TAXES:** Effective October 1, 1993, in compliance with Section 1-106(b)(3) of the Code of the Public Local Laws of Washington County, Maryland, "If a Quoter has not paid all taxes owed to the County or a municipal corporation in the County, the County Commissioners may reject the Quoter's Quotation."
13. **POLITICAL CONTRIBUTION DISCLOSURE:** The Bidder shall comply with Article 33, Sections 14-101 through 14-104 of the Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or any incorporated municipality, or their agencies during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Administrative Board of Election Laws: (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality or their agencies, and shall cover the preceding two (2) calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.
14. **PRE-QUOTATION CONFERENCE:** A Pre-Quotation Conference will be held in the Washington County Administration Complex Conference Room 3000, Third Floor, 100 West Washington Street, Hagerstown, Maryland on **Wednesday, May 10, 2017 at 10:00 A.M. (EDST)**. Attendance at this meeting is not mandatory, but it is strongly encouraged.
15. **QUANTITIES:** This contract is an "indefinite quantity contract". The parties to this contract guarantee no estimated quantities. The quantities stated have been based on prior annual usage and actual orders will depend on departmental requests. Quantities stated herein are given as a general guide for bid purposes only and are not guaranteed amounts. The contract shall be for the County's total requirements and may be less or greater than those estimated herein. The County shall not be obligated to purchase any minimum or maximum quantity.
16. **QUOTATION SUBMITTALS:** Quotations are to be enclosed in a sealed opaque envelope marked, "**QUOTATION - (Q-17-631) BOTTLED WATER & DISPENSER RENTALS**" and bearing the vendor's name. Quotations are to be addressed to:

Washington County Purchasing Department  
Attn: Tina Wilson, Procurement Specialist I  
Washington County Administration Complex  
100 West Washington Street, Room 3200  
Hagerstown, MD 21740

Quotations must be received and time stamped in the Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740, telephone 240-313-2330, no later than **3:00 P.M. (EDST), Wednesday, May 31, 2017**. Quotations will be opened at that time in Room 3000, Hagerstown, Maryland, 21740-4748. All interested parties are invited to attend. Proposals shall be delivered promptly on or before time, date and place stipulated herein. **NO** quotation received after such stipulated time and date will be considered.

*Notice to Quoters*

**Bottled Water & Dispenser Rentals for Various County Departments**

**Q-17-631**

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**NOTE:** All Quoters 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 quotation and/or to attend the Pre-Quotation 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.

Quotations shall be made on the forms provided. Numbers shall be stated both in writing and in figures. Quotations must be signed in writing by the Quoter, or an authorized agent of the Quoter, if the Quoter is a Corporation.

17. **REGISTRATION WITH MARYLAND DEPARTMENT OF ASSESSMENTS AND TAXATION:** Prior to contracting, private corporations must either be incorporated in the State of Maryland or registered with the Maryland Department of Assessments and Taxation as a foreign corporation, and must be in good standing. Proof of such standing is required prior to the start of the contracting process and shall remain in good standing during the contract period. The website for the State Department of Assessments and Taxation is: [dat.maryland.gov/Pages/default.aspx](http://dat.maryland.gov/Pages/default.aspx), email address is [charterhelp@helpdat.state.md.us](mailto:charterhelp@helpdat.state.md.us), and the phone numbers for the State Department of Assessments and Taxation are: **(410) 767-1340** or **(888) 246-5941**.
18. **RESERVATIONS:** The County or its authorized agent reserves the right to reject any or all quotations and to waive any informality or deficiency in quotations received whenever such rejection or waiver is in the best interest of the County. The County also reserves the right to reject the quotation of a Quoter who has previously failed to perform properly or complete on time contracts of a similar nature, or the Quote of a Quoter who investigation shows is not in a position to perform the contract. The County reserves the right to waive minor differences in specifications provided these differences do not violate the specifications intent nor affect the operation for which the items are being purchased, nor increase estimated maintenance and repair cost to the County. The County reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination as shall, in its judgment, be in the best interest of the County.
19. **SALES TAX:** The County will provide a sales tax exemption certificate for services which are determined to be tax exempt and provided under this contract.
20. **SUBSTITUTES:** No alternative water substitutions will be accepted.

21. **TERMINATION FOR CONVENIENCE:** The performance of work under this contract may be terminated by the County in accordance with this clause in whole, or from time to time in part, whenever the County shall determine that such termination is in the best interest of the County. The County will pay all reasonable costs associated with this contract, as determined by the County to be reasonable, that the Awarded Vendor has incurred up to the date of termination and all reasonable costs, as determined by the County to be reasonable, associated with termination of the Contract. However, the Awarded Vendor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.
22. **TERMINATION FOR DEFAULT:** If the Awarded Quoter fails to fulfill its obligation under this contract properly and on time, or otherwise violates any provision of the contract, the County may terminate the contract by written notice to the Awarded Quoter. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Awarded Quoter shall, at the County's option, become the County's property. The County shall pay the Awarded Quoter fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by Awarded Quoter's breach. If the damages are more than the compensation payable to the Awarded Quoter, the Quoter will remain liable after termination and County can affirmatively collect damages.
23. A copy of the last quotation tabulation (Q-14-571) can be viewed at:  
[http://www2.washco-md.net/purchasing/pdf/Q-14-571/Q-14-571\\_bidtab.pdf](http://www2.washco-md.net/purchasing/pdf/Q-14-571/Q-14-571_bidtab.pdf)

**Q-17-631**

**BOTTLED WATER & DISPENSER RENTALS FOR  
VARIOUS COUNTY DEPARTMENTS**

**SPECIFICATIONS**

**DELIVERY:** Delivery shall be made to the locations provided below on an as needed basis between the hours of approximately 7:30 AM to 4:00 PM Monday through Friday, unless noted otherwise. **The apparent successful vendor shall supply a Delivery Schedule to the Purchasing Department via Fax 240-313-2331 within twenty-four (24) hours of the deadline for receipt of quotations. The Delivery Schedule shall be reviewed by the County for acceptance prior to final award. The County reserves the right to award the contract to the responsive, responsible lowest Quoter that provides a mutually agreed upon Delivery Schedule.** Washington County’s holiday scheduled closings is noted on **Attachment No. 2**. Most County offices will be closed during noted times.

**DESCRIPTION:** Providing 5 gallon bottled spring water, 16.9 oz. bottled spring water and water dispenser rentals for various County departments.

**MAINTENANCE:** Cleaning and maintenance (including repairs when required) of the rented dispensers shall be provided by the successful Quoter at no extra cost to the County.

**QUANTITIES:** See Attached Listing.

**SIZE & TYPE:** The County requires Spring Water for consumption to be supplied. All water shall be supplied in “spill-proof top,” non-breakable, sterilized five (5) gallon containers and sixteen and nine-tenths (16.9) ounce bottles as specified. All bottled water shall meet or exceed standards set by the International Bottled Water Association (IBWA), the FDA (21CFR, Part 129 and Part 165) and the EPA.

The County reserves the right to reject the order if packaging is not labeled and packaged according to specifications.

The successful Quoter shall be capable of providing water dispensers to adequately service approximately thirty-eight (38) locations and any other locations designated by the County with the understanding that more than one (1) dispenser may be required at some locations. This Request for Quotation requires “Cold-Only” and “Hot & Cold” water dispensers be available.

**Q-17-631**

**BOTTLED WATER & DISPENSER RENTALS FOR  
VARIOUS COUNTY DEPARTMENTS**

**LOCATIONS**

<b>Locations of County-Owned Dispensers</b>	<b>Delivery Hours</b>	<b>Contact Information</b>	<b>Number of Dispensers</b>	<b>Annual Bottle Usage (5 Gallon Bottles)</b>
<b>Budget &amp; Finance</b> 100 West Washington Street 3 <sup>rd</sup> Floor, Room 3100 Hagerstown, MD 21740	7:30 AM to 4:00 PM	Sonja Hoover 240-313-2318	1	72
<b>Parks &amp; Facilities</b> 1307 South Potomac Street Hagerstown, MD 21740	7:00 AM to 3:00 PM	Kim Faith 240-313-2710	3 (Office, Woodshop & Maintenance buildings)	110
<b>County Attorney</b> 100 West Washington Street 1 <sup>st</sup> Floor, Suite 1101 Hagerstown, MD 21740	7:30 AM to 12:00 PM or 1:00 PM to 4:00 PM	Vicki Grimm 240-313-2233	1	60
<b>Narcotics Task Force</b> (Bowman Business Park) 10310 Governor Lane Boulevard, Suite 6001 Williamsport, MD 21795	7:30 AM to 3:30 PM	Tonya Weller 301-791-3205 (Bill to: P.O. Box 622, Maugansville, MD 21767)	1	200
<b>Parks &amp; Facilities - Maintenance</b> 100 West Washington St., Basement Hagerstown, MD 21740	7:30 AM to 4:00 PM	Christine Casey/ Gene Wolfe 240-313-2700	1	80
<b>Public Relations</b> 100 West Washington Street 1 <sup>st</sup> Floor, Suite 1401 Hagerstown, MD 21740	7:30 AM to 4:00 PM	Lauren Pogue 240-313-2382 Katie Yoder 240-313-2383	1	30
<b>Public Works</b> 100 West Washington Street 2 <sup>nd</sup> Floor, Room 2400 Hagerstown, MD 21740	7:30 AM to 4:00 PM	Christine Casey 240-313-2254	1	40
<b>Purchasing</b> 100 West Washington Street 3 <sup>rd</sup> Floor, Room 3200 Hagerstown, MD 21740	7:30 AM to 4:00 PM	Rachael McCarty 240-313-2330	1	80

*Locations*

**Bottled Water & Dispenser Rentals for Various County Departments**

**Q-14-571**

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<b>Locations of Rentals Needed</b>	<b>Delivery Hours</b>	<b>Contact Information</b>	<b>Number of Dispensers/ Type</b>	<b>Annual Bottle Usage</b>
<b>Black Rock Golf Course</b> Maintenance Building 20025 Mt. Aetna Road Hagerstown, MD 21742	12:00 PM to 2:00 PM	John Easterday 240-625-5155	1 – Hot/Cold	100
<b>Circuit Court</b> 95 West Washington Street Hagerstown, MD 21740  (Jury Rooms 1,3 4,5; 1 cooler in each Judge’s Chamber – Boyer, Long, Magistrate, Pauler & Wright; Assignment Office, Drug Court Coordinator, Law Library)	6:30 AM to 8:30 AM	Cathy Chalfant 240-313-2592	12 – Hot/Cold	500 (See Captain Paul Boyer to escort deliveries. Deliveries usually every other week)
<b>County Administrator</b> 100 West Washington Street 1 <sup>st</sup> Floor, Suite 1101 Hagerstown, MD 21740	7:30 AM to 4:00 PM	Katie Yoder 240-313-2200	1 – Hot/Cold	40
<b>Division of Environmental Management</b> 16232 Elliott Parkway Williamsport, MD 21795	8:00 AM to 4:00 PM	Angela McFadden 240-313-2600	2 – Cold (Administration & Control Bldg)	100 (Administration) 9 (Control Bldg.)
<b>Div. of Environmental Management</b> Maintenance Building 16232 Elliott Parkway Williamsport, MD 21795	8:00 AM to 2:30 PM	Sarah Deal 240-313-2617	1 – Cold (Maintenance Building)	70
<b>Economic Development Commission</b> 100 West Washington Street 1 <sup>st</sup> Floor, Suite 1401 Hagerstown, MD 21740	7:30 AM to 4:00 PM	Carmen Harbaugh 240-313-2285	1 – Hot/Cold	36
<b>Election Board</b> 35 West Washington Street Room 101 Hagerstown, MD 21740	7:30 AM to 4:00 PM	Kaye Robucci 240-313-2053	1 – Hot/Cold	24
<b>Division of Emergency Services</b> 16232 Elliott Parkway Williamsport, MD 21795	8:00 AM to 3:30 PM	Bonnie Keltner 240-313-4362	2 – Hot/Cold (upper level & lower level)	300

<b>Locations of Rentals Needed</b>	<b>Delivery Hours</b>	<b>Contact Information</b>	<b>Number of Dispensers/ Type</b>	<b>Annual Bottle Usage</b>
<b>Division of Emergency Services 911 – Special Ops</b> 638 Frederick Street Hagerstown, MD 21740 (Bill to: 16232 Elliott Parkway Williamsport, MD 21795)	8:00 AM to 3:30 PM	John Bentley 240-675-03992	1 – Cold	55
<b>Division of Environmental Management – Smithsburg WTP</b> 22523 Leitersburg/Smithsburg Rd. Smithsburg, MD 21783	7:30 AM to 3:00 PM	Rick Stevens 301-824-3249	1 – Hot/Cold	30
<b>Hagerstown Regional Airport</b> 18434 Showalter Road Hagerstown, MD 21742	7:30 AM to 9:00 AM (Tuesday-Thursday)	Janet Moats 240-313-2766	2 – Hot/Cold 1 - Cold	115
<b>Health &amp; Human Services Human Resources</b> 100 West Washington Street 2 <sup>nd</sup> Floor, Room 2300 Hagerstown, MD 21740	7:30 AM to 4:00 PM	Deb Beall 240-313-2356	1 – Hot/Cold	80
<b>Highways – Central</b> 601 Northern Avenue Hagerstown, MD 21742	(April – Oct.: Monday-Thursday 6:00AM – 3:00PM) (Nov. – March: Monday – Friday 7:00AM – 2:00PM)	Alicia Heil 240-313-2717	2 – Hot/Cold	150
<b>Highways – Eastern</b> 13230 Greensburg Road Smithsburg, MD 21783	(See Highway Central Schedule)	Alicia Heil 240-313-2717	1 – Cold	75
<b>Highways – Western</b> 9659 Old National Pike Big Pool, MD 21711	(See Highway Central Schedule)	Alicia Heil 240-313-2717	1 – Cold	75
<b>Information Technologies</b> 100 West Washington Street 3 <sup>rd</sup> Floor, Room 3300 Hagerstown, MD 21740	7:30 AM to 4:00 PM	Kim Artz 240-313-2260	1 – Hot/Cold	100

<b>Locations of Rentals Needed</b>	<b>Delivery Hours</b>	<b>Contact Information</b>	<b>Number of Dispensers/ Type</b>	<b>Annual Bottle Usage</b>
<b>Office of Community Grant Management</b> 100 West Washington Street 2 <sup>nd</sup> Floor, Room 2200 Hagerstown, MD 21740	7:30 AM to 4:00 PM	Teresa Bishop 240-313-2040	1 – Hot/Cold	30
<b>Sheriff’s Department Detention Center</b> 500 Western Maryland Parkway Hagerstown, MD 21740	8:00 AM to 4:00 PM	Kathy Schlotterbeck 240-313-2126	4 – Cold (Central Booking, Main Jail Admin., FHU, Day Reporting)	130 (Ctrl Bk) 600 (Jail, FHU) 130 (Day Rep.)
<b>Sheriff’s Department Judicial</b> 24 Summit Avenue, Room 101 Hagerstown, MD 21740	6:30 AM (w/escort)	Barb Brown 240-313-2533	1 – Hot/Cold	80
<b>Sheriff’s Department – Patrol</b> 500 Western Maryland Parkway Hagerstown, MD 21740	7:00 AM to 4 PM	Shelly Dick 240-313-2198	2-Hot/Cold - (Lounge & Training Rm), 4 Cold – (Train & Dispatch & Phoenix Bldg)	200 (All bottles to be delivered to Patrol. <b>NO</b> delivery at Phoenix Bldg)
<b>Engineering &amp; Construction</b> 80 West Baltimore Street Hagerstown, MD 21740	7:30 AM to 4:30 PM	Krista Hart 240-313-2412	1 – Hot/Cold	400
<b>Washington County Recreation</b> Hagerstown Community College ARCC Bldg., 2 <sup>nd</sup> Floor, Room 227 11400 Robinwood Drive Hagerstown, MD 21742	7:00 AM to 4:00 PM	Dyanne Sharrer 240-313-2805	1 – Cold	20
<b>Solid Waste</b> 12630 Earth Care Road Hagerstown, MD 21740	8:00 AM to 2:30 PM	Cathy Mills 240-313-2790	6 – Cold	234 (All Bottles delivered to Earth Care Rd.)
<b>Solid Waste</b> 2201 Dargan School Road Sharpsburg, MD 21782	-	Cathy Mills 240-313-2790	1 – Cold	-
<b>Solid Waste</b> 13125 Bikle Road Smithsburg, MD 21783	-	Cathy Mills 240-313-2790	1 – Cold	-

*Locations*

**Bottled Water & Dispenser Rentals for Various County Departments**

**Q-17-631**

<b>Locations of Rentals Needed</b>	<b>Delivery Hours</b>	<b>Contact Information</b>	<b>Number of Dispensers/ Type</b>	<b>Annual Bottle Usage</b>
<b>Solid Waste</b> 2926 Kaetzel Road Brownsville, MD 21715	-	Cathy Mills 240-313-2790	1 – Cold	-
<b>State’s Attorney</b> 33 West Washington Street 3 <sup>rd</sup> Floor, Room 302 Hagerstown, MD 21740	7:30 AM to 4:00 PM	Joanne Buell 240-313-2003	2 – Hot/Cold	300 (delivery every two weeks)
<b>Transit (County Commuter)</b> 1000 West Washington Street Hagerstown, MD 21740	8:00 AM to 4:00 PM	Cindy Boden 240-313-2750	1 – Cold	100
<b>Treasurer’s Office</b> 35 West Washington Street. Suite 102 Hagerstown, MD 21740	7:30 AM to 4:00 PM	Michelle Martin 240-313-2110	1 – Hot/Cold	40

<b>Locations of Water Needed in 16.9 oz. Bottles (24 bottles per case)</b>	<b>Delivery Hours</b>	<b>Contact Information</b>	<b>Annual Bottle Usage by case (24 bottles per case)</b>
<b>Black Rock Golf Course</b> Pro Shop 20025 Mt. Aetna Road Hagerstown, MD 21742	8:00 AM to 5:00 PM	Darrell Whittington 240-313-2818	100
<b>Economic Development Commission</b> 100 West Washington Street 1 <sup>st</sup> Floor, Suite 1401 Hagerstown, MD 21740	7:30 AM to 4:00 PM	Carmen Harbaugh 240-313-2285	40
<b>Public Relations</b> 100 West Washington Street 1 <sup>st</sup> Floor, Suite 1401 Hagerstown, MD 21740	7:30 AM to 4:00 PM	Lauren Pogue	12



Item No.	Description and Written Unit Price	Unit	Est'd. Annual Qty.	Unit Price	Total Price
4	Bottled water 16.9 ounce bottles (cost per case of 24 bottles). _____ Dollars (written) _____ Cents per (written)	Case	152	\$ _____ (Figures)	\$ _____ (Figures)

Written Total Price	Total Price
<b>TOTAL SUM QUOTATION – ITEM NOS. 1 thru 4:</b> _____ Dollars (written) _____ Cents (written)	\$ _____ (Figures)

**POLICY TITLE:** Insurance Requirements for Independent Contractors

**ADOPTION DATE:** August 29, 1989

**EFFECTIVE DATE:** September 1, 1989

**FILING INSTRUCTIONS:**

**I. PURPOSE**

To protect Washington County against liability, loss or expense due to damaged property, injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work or service performed on behalf of Washington County.

**II. ACTION**

The following should be inserted in all Independent Contractor Contracts:

"The Contractor shall procure and maintain at his sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County."

- Workers Compensation:** The Contractor agrees to comply with Workers Compensation laws of the State of Maryland and to maintain a Workers Compensation and Employers Liability Policy.

Minimum Limits Required:

Workers Compensation -	Statutory
Employers Liability -	\$100,000 (Each Accident)
	\$500,000 (Disease - Policy Limit)
	\$100,000 (Disease - Each Employee)

- Comprehensive General Liability Insurance:** The Contractor shall provide Comprehensive General Liability including Products and Completed Operations.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury and Property Damage.

Such insurance shall protect the County, its agents, elected and appointed officials, commission members and employees, and name Washington County on the policy as additional insured against liability, loss or expense due to damaged property (including loss of use), injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work of service performed on behalf of Washington County.

## Policy (Cont'd)

### 2. **Comprehensive General Liability Insurance** (continued)

The Contractor is ultimately responsible that Subcontractors, if subcontracting is authorized, procure and maintain at their sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County.

### 3. **Business Automobile Liability:** The Contractor shall provide Business Auto Liability including coverage for all leased, owned, non-owned and hired vehicles.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury or Property Damage.

**Certificate(s) of Insurance:** The Contractor shall provide certificates of insurance requiring a 30 day notice of cancellation to the Insurance Department, Board of County Commissioners of Washington County prior to the start of the applicable project.

Approval of the insurance by the County shall not in any way relieve or decrease the liability of the Contractor. It is expressly understood that the County does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

All responsibility for payment of any sums resulting from any deductible provisions, corridor, or self-insured retention conditions of the policy or policies shall remain with the Contractor.

**General Indemnity:** The Contractor shall indemnify, defend and save harmless the Board of County Commissioners of Washington County, its appointed or elected officials, commission members, employees and agents for any and all suits, legal actions, administrative proceedings, claims, demands, damages, liabilities, interest, attorneys fees, costs and expenses of whatsoever kind of nature, whether arising before or after final acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the Contractor, or any one acting under its direction, control or on its behalf in connection with or incident to its performance of the Contract.

Revision Date: August 27, 1991  
Effective Date: August 27, 1991  
Revision Date: March 4, 1997  
Effective Date: March 4, 1997



## 2017 / 2018 HOLIDAY SCHEDULE

Holiday	2017	2018
New Year's Day	Sunday, January 1, 2017 <b>(observed Monday, Jan. 2, 2017)</b>	Monday, January 1, 2018
Martin Luther King's Birthday	Monday, January 16, 2017	Monday, January 15, 2018
President's Day	Monday, February 20, 2017	Monday, February 19, 2018
Good Friday	Friday, April 14, 2017	Friday, March 30, 2018
Memorial Day	Monday, May 29, 2017	Monday, May 28, 2018
Independence Day	Tuesday, July 4, 2017	Wednesday, July 4, 2018
Labor Day	Monday, September 4, 2017	Monday, September 3, 2018
Veteran's Day	Saturday, November 11, 2017 <b>(observed Friday Nov. 10, 2017)</b>	Sunday, November 11, 2018 <b>(observed Monday, November 12, 2018)</b>
Thanksgiving Day	Thursday, November 23, 2017	Thursday, November 22, 2018
Friday after Thanksgiving	Friday, November 24, 2017	Friday, November 23, 2018
Christmas Eve	Sunday, December 24, 2017 <b>(observed Tuesday, Dec. 26, 2017)</b>	Monday, December 24, 2018
Christmas Day	Monday, December 25, 2017	Tuesday, December 25, 2018
New Year's Eve	Sunday, December 31, 2017 <b>(observed Tuesday, Jan. 2, 2018)</b>	Monday, December 31, 2018