



REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION

NOTES:

Company Name: _____
Address: _____

Contact Name: _____
Contact Title: _____
E-mail: _____

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 320
 Hagerstown, Maryland 21740-4748

Attention: *Tina Dagenhart, Procurement Specialist*

Telephone Number: 240-313-2330

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

DATE ISSUED

DELIVERY WANTED

November 23, 2011

See Attachment

DESCRIPTION

UNIT PRICE

TOTAL NET PRICE

**CUSTODIAL PAPER AND HAND SOAP FOR
 VARIOUS COUNTY DEPARTMENTS
 Q-11-537**
(See Attached Instructions & Specifications)

QUOTATION DUE: Wednesday, December 21, 2011, no later than 3:00 P.M. 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 Dagenhart, Procurement Specialist, Washington County Administration Building, 100 W. Washington Street, Third Floor, Room 320, Hagerstown, Maryland, 21740-4748 and enclosed in a sealed opaque envelope marked "**QUOTATION – (Q-11-537) CUSTODIAL PAPER AND HAND SOAP SUPPLIES**" and bearing the Quoter'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 attached Form of Proposal.

We quote you as above - F.O.B. _____

Acknowledge Addenda # _____ Date _____

Official Signature _____

_____ Date _____, # _____ Date _____

Name Printed _____

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

Telephone Number _____

Date _____

**CUSTODIAL PAPER AND HAND SOAP FOR
VARIOUS COUNTY DEPARTMENTS
(Q-11-537)**

INSTRUCTIONS

1. **QUOTATION SUBMISSION:** Quotations are to be enclosed in a sealed opaque envelope bearing the name of the Quoter and marked "**QUOTATION – (Q-11-537) CUSTODIAL PAPER AND HAND SOAP SUPPLIES**" Quotations are to be addressed to Washington County Purchasing Department, Washington County Administration Building, 100 West Washington Street, Third Floor, Room 320, Hagerstown, Maryland, 21740-4748. **Please direct all inquiries to Tina Dagenhart, Procurement Specialist at 240-313-2330.**
2. **AWARD:** Award shall be made to the responsible Quoter submitting the *lowest responsive Quotation for each item.* Quoters may submit pricing on one or multiple items.
3. **TERM OF CONTRACT:** The submitted pricing shall be effective for the period of January 1, 2012 through June 30, 2012.
4. **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.
5. **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.
6. **INTERPRETATION, DISCREPANCIES, OMISSIONS:** Should any Quoter find discrepancies in, or omissions from, the drawings or documents, or in his/her investigation of the site conditions or be in doubt of their meaning, he/she should at once request, in writing, an interpretation from:

Tina Dagenhart, Procurement Specialist
Washington County Purchasing Department
Washington County Administration Building
100 West Washington Street, Room 320
Hagerstown, MD 21740-4748
FAX: 240-313-2331

All necessary interpretations will be issued to all bidders by the Washington County Purchasing Agent in the form of addenda to the specifications, and such addenda shall become part of the Contract Documents. Failure of any Bidder to receive any such addendum or interpretation shall not relieve such Bidder from any obligation under his bid as submitted. The County will assume no responsibility for oral instructions or suggestions. ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY. No requests received after **3:00 P.M., Wednesday, December 7, 2011** will be considered.

7. **LATE CHARGES:** Assessments will be made at the rate of one (1%) percent of the total quoted price per day if the successful Quoter fails to deliver by deadline for delivery. This assessment shall be deducted from the invoice price for the scheduled delivery.

8. **DELIVERY:** Deliveries shall be F.O.B. Destination to the County departments listed in the Quotation document, as required and delivered within a seventy-two (72) hour period from order placement. Departments will submit a purchase order for the contract period and will call or email quantities to be delivered as needed.
9. **QUANTITY:** The County guarantees neither a minimum/maximum quantity on Toilet Tissue, Mutifold Towels, Roll Towels, nor GOJO Soap. The County reserves the right to award contracts for each item based on a six-month period.
10. **PAYMENT:** Payment shall be made by the County within thirty (30) calendar days after the submittal of an invoice from the successful Quoter. The invoice shall be mailed directly to the respective department listed in the Quotation document. No costs (i.e. fuel surcharges) shall be charged in addition to the furnished Quoter's quotation response during the contract period
11. **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 bidder has not paid all taxes owed to the County or a municipal corporation in the County, the County Commissioners may reject the bidder's bid."
12. **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.
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. **INSURANCE:** The successful Consultant 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 Washington County Policy No. P-4 – Insurance Requirements for Independent Contractors. The project 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.

15. **SUBSTITUTIONS/SAMPLE:** Any Quoter who contemplates offering a product that differs from that specified *must* obtain the County's written approval prior to quotation opening **(excluding the handsoap)**. *Substitution samples and specifications* must be received in the Purchasing Department no later than **3:00 P.M., Wednesday, December 7, 2011**. Requests received after this deadline for substitutions **will not** be considered. All such decisions will be considered final and not subject to further recourse. All correspondence in regard to this quote shall be directed to and issued by the Washington County Purchasing Department, **direct all inquiries to the County's Procurement Specialist, Tina Dagenhart, at 240-313-2330.**

**CUSTODIAL PAPER AND HAND SOAP FOR
VARIOUS COUNTY DEPARTMENTS
Q-11-537**

SPECIFICATIONS

DESCRIPTION: (Approximate usage is based on six month term)

Item #1- Toilet Tissue, minimum dimension of 4.0"x4.05" not to exceed 4.5"x4.05" shall be acceptable, 2 Ply White, 550 sheets per roll, 80 rolls/case. *Georgia-Pacific or County approved equal.* Approximate usage: four hundred, eighty-eight (488) cases.

Item #2- Hand Towels, Multifold, natural, approximately 9.25"x 9.25", 250 towels/pkg 16 pkgs/case, total of 4000 sheets per case. *Georgia-Pacific or County approved equal.* Approximate usage: two hundred, fifty-four (254) cases.

Item #3- Roll Towels, Second Nature Hardwound, 7.85" w x 350 linear ft, 24 rolls/case *SCA or County approved equal.* Approximate usage: ten (10) cases.

Item #4- Roll Towel, white, 800'rolls, 6 per case, *Enmotion/Georgia-Pacific.* Approximate usage: forty-nine (49) cases.

Item #5- GOJO Luxury Foam Antibacterial Hand Soap refills-1250 ml/ea- case pkg/3 Approximate usage: one hundred, fifty-four (154) cases.

DELIVERY LOCATIONS:

- | | |
|---|--|
| 1. Washington County Warehouse
131 W. North Avenue (Rear)
Hagerstown, MD 21740-3737
240-313-2290 / Warren Jamison | 2. Washington County Highway Dept.
601 Northern Avenue
Hagerstown, MD 21742-2795
240-313-2717 / Diane Mongan |
| 3. Washington County
Department of Parks & Facilities
1307 S. Potomac Street
Hagerstown, MD 21740-7300
240-313-2710 / Rachel Mobley | 4. Black Rock Golf Course
20025 Mt. Aetna Road
Hagerstown, MD 21742-9702
240-313-2818 / Darrell Whittington |
| 5. Washington County Sheriff's Office/Detention
500 Western Maryland Parkway
Hagerstown, MD 21740-5199
240-313-2126 / Kathy Scholotterbeck | 6. Hagerstown Regional Airport
18434 Showalter Road
Hagerstown, MD 21742-1347
240-313-2764 / Pam Deal |
| 7. Washington County Dept. of the Environment
16232 Elliott Parkway
Williamsport, MD 21795-4083
240-313-2793 / Kathy Grove | 8. Washington County Admin. Bldg.
100 West Washington St.(Basement)
Hagerstown, MD 21740-4710
240-313-2290 / Warren Jamison |

9. Washington County Solid Waste Dept.
12630 Earth Care Road
Hagerstown, MD 21740-2189
240-313-2793 / Jamie Callendrelle
10. Department of Emergency Services
16232 B Elliott Parkway
Williamsport, MD 21795-4083
240-313-2902 / Bonnie Keltner
11. Washington County Public Transit
1000 W. Washington Street
Hagerstown, MD 21740-5212
240-313-2748 / Cindy Boden
12. Washington County Sheriff Patrol
500 Western Maryland Parkway
Hagerstown, MD 21740-5199
240-313-2198 / Shelly Dick

POLICY TITLE: Insurance Requirements for Independent Contractors

POLICY NUMBER: P-4

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."

1. **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)

2. **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 P-4

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

FORM OF PROPOSAL

**CUSTODIAL PAPER AND HAND SOAP FOR
VARIOUS COUNTY DEPARTMENTS
Q-11-537**

Item #1- Toilet Tissue, 4.5"x4.05", 2 Ply White, 550 sheets per roll, 80 rolls/case. *Georgia-Pacific or County approved equal.* Approximate usage 488 cases:

_____ DOLLAR (\$ _____)
Written Figures
(Price per case)

Item #2- Hand Towels, Multifold, natural, approximately 9.25"x 9.25", 250 towels/pkg., 16 pkgs/case, total of 4000 sheets per case. *Georgia-Pacific or County approved equal.* Approximate usage 254 cases:

_____ DOLLARS (\$ _____)
Written Figures
(Price per case)

Item #3- Roll Towels, Second Nature Hardwound, 7.85" w x 350 linear ft, 24 rolls/case. *SCA or County approved equal.* Approximate usage 10 cases:

_____ DOLLARS (\$ _____)
Written Figures
(Price per case)

Item #4- Roll Towel, white, 800'rolls, 6 per case, *Enmotion or Georgia-Pacific or County approved equal.* Approximate usage 49 cases:

_____ DOLLARS (\$ _____)
Written Figures
(Price per case)

Item #5- GOJO Luxury Foam Antibacterial Hand Soap refills-1250 ml/ea- case pkg/3. Approximate usage 154 cases:

_____ DOLLARS (\$ _____)
Written (Price per case) Figures

QUOTER'S COMPANY/FIRM: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

NAME AND TITLE PRINTED: _____

TELEPHONE & FAX NUMBER: _____

E-MAIL ADDRESS: _____

DATE: _____ FEDERAL EMPLOYER'S IDENTIFICATION NO. _____