



REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION:

NOTES:

Company Name: _____

Address: _____

Contact Name: _____

Contact Title: _____

Phone Number: _____

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 Complex
 100 West Washington Street, Third Floor, Room 3200
 Hagerstown, Maryland 21740-4748

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

Telephone Number: 240-313-2330

REQUEST FOR QUOTATION

**THIS IS NOT
AN ORDER**

DATE ISSUED

3/16/17

DELIVERY WANTED

See Attachment

DESCRIPTION

UNIT PRICE

TOTAL NET PRICE

**PRINTING OF STATIONERY FOR
VARIOUS COUNTY DEPARTMENTS
Q-17-630**

(See Attached Instructions & Specifications)

QUOTATION DUE: Wednesday, April 12, 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 W. Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740-4748 and enclosed in a sealed opaque envelope marked "**QUOTATION – (Q-17-630) - PRINTING OF STATIONERY**" 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. _____

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 _____

Q-17-630

PRINTING OF STATIONERY FOR VARIOUS COUNTY DEPARTMENTS

INSTRUCTIONS

1. **AWARD:** Award shall be made to the responsible vendor submitting the lowest responsive Total Sum. Separate costs for each department are requested for budgetary and invoicing purposes only.
2. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION:** The Quoter/Vendor certifies, by submission of this Quotation or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this quotation that it will include this clause without modification in all lower tier transactions, solicitations, quotations, contracts, and subcontracts. Where the Quoter/Vendor or any lower tier participant is able to certify to this statement, it shall attach an explanation to this solicitation/proposal.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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 Building, 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. 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), Tuesday, March 28, 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.

8. **LATE CHARGES:** Assessments will be made at the rate of one (1%) percent of the total quoted price per day if the successful vendor fails to deliver by deadline for delivery. This assessment shall be deducted from the invoice price for the scheduled delivery.
9. **PAYMENT:** Payment shall be made by the County within thirty (30) calendar days after the submittal of an invoice and the final delivery of each scheduled shipment of stationery by the successful vendor. Payment is contingent upon the inspection, approval, and acceptance of the stationery by the County's Representative. The invoice shall be submitted to the Washington County Purchasing Department, 100 West Washington Street, Room 3200, Hagerstown, MD 21740-4748, for the total amount stipulated on the Request for Quotation Form.
10. **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."
11. **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.

12. **PRE-QUOTATION CONFERENCE:** A Pre-Quote Conference will be held in the Washington County Administration Complex Conference Room 3000, Third Floor, 100 West Washington Street, Hagerstown, Maryland on **Wednesday, March 22, 2017 at 10:00 A.M. (EDST)**. Attendance at this meeting is not mandatory, but it is strongly encouraged.
13. **QUALIFICATIONS:** The County may make such investigations as it deems necessary to determine the ability of the Quoter to perform the work, and the Quoters shall furnish to the Owner all such information and data for this purpose as the County may request. The County reserves the right to reject any quotation if the evidence submitted by or investigation of, such Quoter fails to satisfy the County that such Quoter is properly qualified to carry out the obligation of the Contract and to complete the work contemplated therein. Conditional quotations will not be accepted. A Quoter, if requested, shall submit evidence that he/she maintains a permanent place of business, has had appropriate experience, has available or can obtain personnel, equipment and financial resources to undertake and perform the contract properly and expeditiously if the contract is awarded to him/her.
14. **QUOTATION SUBMITTALS:** Quotations are to be enclosed in a sealed opaque envelope marked, "**QUOTATION – (Q-17-630) - PRINTING OF STATIONERY**" 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 21740-4748

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, 21740-4748, telephone 240-313-2330, no later than **3:00 P.M. (EDST), Wednesday, April 12, 2017**. Quotations will be opened at that time in Room 3000, Hagerstown, Maryland, 21740-4748. All interested parties are invited to attend.

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.

15. **REGISTRATION WITH THE MARYLAND DEPARTMENT OF ASSESSMENT 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, email address is 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**.
16. **RESERVATIONS:** The Board of County Commissioners of Washington County, Maryland, reserves the right to accept or reject any or all quotes, to waive formalities, informalities and technicalities therein. The Board reserves the right to contact a Quoter for clarifications and may, at its sole discretion, allow a Quoter to correct any and all formalities, informalities and technicalities in the best interest of Washington County.
17. **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.
18. **SAMPLE:** *Successful Quoter shall supply one (1) box of 500, web-feed envelopes as specified see page 7), to test* with the Hasler PS140 before printing begins.
19. **SUBSTITUTIONS/SAMPLE:** No substitutions will be considered nor accepted.
20. A copy of last year's quotation tabulation (Q-16-612) can be viewed at:
http://www2.washco-md.net/purchasing/pdf/Q-16-612/Q-16-612_bidtab.pdf

Q-17-630

**PRINTING OF STATIONERY FOR
VARIOUS COUNTY DEPARTMENTS**

SPECIFICATIONS

DESCRIPTION: Printing of Letterhead and Envelopes for Various County Departments.

QUANTITY: See Attached Listing.

SIZE & STOCK: **Letterhead** - Brand-Strathmore, Capitol Bond, or Certificate, 8-1/2"W x 11"L, bond, light cockle, 25% cotton content, 24 lb., recycled, white.

Envelopes - All materials **shall not exceed 25% recycled material.**

- a. Envelope (to match letterhead) - #10 regular with shaped flap style, bond, light cockle, 25% cotton content, recycled, white, Sub-24.
- b. Window Envelope (regular grade) - #10 regular with standard window, diagonal style (Western Sulphite Product No. 3341), recycled, Sub-24, white wove. These window envelopes shall be edge glued cellophane window by the manufacturer. **(See Attachment 2)**
- c. Envelope (regular grade) - #10 regular non-fiber with shaped flap style, recycled, Sub-24, white wove.
- d. Envelope (regular grade) - #9 regular non-fiber, return envelope, with shaped flap style, white wove.
- e. Window Envelope (regular grade) - #10 regular with standard window, diagonal style, bottom flap (Western Sulphite Product No. 2614), recycled, Sub-24, white wove. These window envelopes shall be edge glued cellophane window by the manufacturer. **(See Attachment 3)**
- f. Window Envelope (regular grade) - #10 regular non-fiber with **peel and seal** adhesive flap. (Window same placement as items b and e, above)
- g. Samples of Stationery/Envelopes are attached **(See Attachment No. 4 & 5)** and may be reviewed at the following address:

Washington County Purchasing Department
Washington County Administration Complex
100 West Washington Street, Room 3200
Hagerstown, MD 21740-4748

COMPOSITION: Vector files (.eps) will be provided to the vendor immediately upon the award containing samples of each item numbered with corresponding Form of Proposal item number/letter. All file(s) shall be the property of the County and are to be turned over to the Director of Purchasing with the delivery of the stationery order. Please notify the Director of Purchasing for approval before replacing a file(s) that may be deemed unusable. Sample stationery is available for inspection in the Washington County Purchasing Department at 100 West Washington Street on the third floor.

Please Note - We do not accept blue line or positive/negatives as a proof; one printed sample for each item shall be provided by the vendor. The vendor shall provide a “free” proof of each printed document that shows *print copy (logo, font and layout) and selected ink color(s) (black/colors) by 28 consecutive calendar days after award.* The vendor shall also provide a single sample of the letterhead stock paper and envelope stock for each envelope type indicated in the Size & Stock of the Specifications section of the RFQ document PRIOR to the printing of any letterheads or envelopes.

INK: Regular letterhead are Pantone 131C (Gold) and Pantone 295C (Blue) on letterhead and 295C (Blue) on envelopes, unless stated differently with additional colors. (See Attachment No. 4 & 5)

PACKAGING: Envelopes shall be boxed 500 per box and 2,500 per carton and conveniently labeled with the department name. A printed envelope affixed to or folded over the end of a box is also acceptable for labeling. Letterhead shall be packaged 500 sheets per box and appropriately labeled to indicate each pack's/box's contents. The County reserves the right to reject the order if packaging is not labeled and packaged according to specifications.

DELIVERY: **The first delivery shall be made no later than forty-five (45) consecutive calendar days after receipt of order** excluding the second and third deliveries requested for the Budget & Finance Department as stated on the form of proposal; **this timeframe includes seven (7) consecutive calendar days for the County to review the proofs.** The second (October) and third (February) orders shall be printed no more than seven (7) consecutive calendar days prior to delivery. F.O.B. Destination, Inside Delivery to Washington County Document Services, Washington County Administration Complex (rear), First Floor, Room 1301, 100 West Washington Street, Hagerstown, MD 21740-4748. Contact the Purchasing Department, at 240-313-2330, prior to delivery. Delivery hours are Monday through Friday from 8:30 A.M. to 2:00 P.M (with the exception of holidays) at the rear entrance archway on the north side of the building, off of Jonathan Street and Wareham Place. **Straight Trucks only** to be used for delivery; larger trucks cannot be accommodated. Stationery shall not be delivered during inclement weather. The Purchasing Department shall make the determination as to “inclement weather”.

Q-17-630

**PRINTING OF STATIONERY FOR
VARIOUS COUNTY DEPARTMENTS**

FORM OF PROPOSAL

1. WASHINGTON COUNTY AGRICULTURAL CENTER, 7313 Sharpsburg Pike, Boonsboro, MD 21713:

a. Letterhead – 500 ea

_____ DOLLAR (\$) _____)
(Written) (Figures)

b. Envelopes (Non-Fiber - Regular Grade) with return address and “Return Service Requested” – 500 ea.

_____ DOLLAR (\$) _____)
(Written) (Figures)

2. WASHINGTON COUNTY RURAL HERITAGE MUSEUM, 7313 Sharpsburg Pike, Boonsboro, MD 21713:

a. Letterhead – 500 ea.

_____ DOLLAR (\$) _____)
(Written) (Figures)

b. Envelopes (Non-Fiber - Regular Grade) with return address and “Return Service Requested” – 1,500 ea.

_____ DOLLAR (\$) _____)
(Written) (Figures)

3. WASHINGTON COUNTY BOARD OF ZONING APPEALS, 80 West Baltimore Street, Hagerstown, MD 21740:

- a. Envelopes (Non-Fiber - Regular Grade) with return address and "Return Service Requested" – 2,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- b. WINDOW (Western Sulphite Product No. 3341) Envelopes – (Non-Fiber - Regular Grade) with return address and "Return Service Requested" – 2,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

4. WASHINGTON COUNTY DIVISION OF BUDGET & FINANCE, Washington County Administration Complex, 100 West Washington Street, Room 3100, Hagerstown, MD 21740:

- a. Letterhead – 500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- b. #9 Return Envelopes (Non-Fiber-Regular Grade) with Washington County Treasurer's Office, Washington County Office Building, 35 West Washington Street, Suite 102, Hagerstown, MD, 21740-4868 on envelope – 10,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- c. WINDOW (Western Sulphite Product No. 2614) Envelopes – (Non-Fiber - Regular Grade) with return address and "Return Service Requested" – 10,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- d. WINDOW (Western Sulphite Product No. 2614) Envelopes (Non-Fiber – Regular Grade), with (PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area and "Address Service Requested" – 10,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

5. WASHINGTON COUNTY COORDINATING COMMITTEE, Washington County Administration Complex, 100 West Washington Street, Room 3200, Hagerstown, MD 21740:

a. Letterhead – 500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

b. Envelopes (to match letterhead) with return address and “Return Service Requested” – 500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

6. WASHINGTON COUNTY OFFICE OF THE COUNTY ATTORNEY, Washington County Administration Complex, 100 West Washington Street, Suite 1101, Hagerstown, MD 21740:

a. Letterhead – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

b. Envelopes (to match letterhead) with return address and “Return Service Requested” – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

7. WASHINGTON COUNTY COMMISSIONERS, Washington County Administration Complex, 100 West Washington Street, Suite 1101 , Hagerstown, MD 21740:

a. Letterhead – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

b. Envelopes (to match letterhead) with return address and “Return Service Requested” – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

8. WASHINGTON COUNTY OFFICE OF COMMUNITY GRANT MANAGEMENT,
Washington County Administration Complex, 100 West Washington Street, Room 2200,
Hagerstown, MD 21740:

- a. Letterhead – 3,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- b. Envelopes (Non-Fiber - Regular Grade) with return address and “Return Service Requested” – 4,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

9. WASHINGTON COUNTY DIVISION OF EMERGENCY SERVICES, 16232 Elliott
Parkway, Williamsport, MD 21795:

- a. WINDOW (Western Sulphite Product No. 3341) Envelopes (Non-Fiber – Regular Grade),
with return address and “Address Service Requested” – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

**10. WASHINGTON COUNTY DIVISION OF ENGINEERING AND CONSTRUCTION
MANAGEMENT,** 80 West Baltimore Street, Hagerstown, MD 21740:

- a. Letterhead – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- b. Envelopes (to match letterhead) with return address and “Address Service Requested” –
1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

11. WASHINGTON COUNTY HIGHWAY DEPARTMENT, 601 Northern Avenue, Hagerstown, MD 21742:

- a. Envelopes (Non-Fiber, Regular Grade) with return address and "Return Service Requested" – 500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- b. WINDOW (Western Sulphite Product No. 3341) Envelopes (Non-Fiber – Regular Grade), with return address and "Return Service Requested" – 500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

12. WASHINGTON COUNTY DEPARTMENT OF HUMAN RESOURCES, DIVISION OF HEALTH & HUMAN SERVICES, Washington County Administration Complex, 100 West Washington Street, Room 2300, Hagerstown, MD 21740:

- a. Letterhead – 3,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- b. Envelopes (Non-Fiber, Regular Grade) with return address and "Return Service Requested" – 2,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

13. WASHINGTON COUNTY DEPARTMENT OF RECREATION & FITNESS, DIVISION OF HEALTH & HUMAN SERVICES, 11400 Robinwood Drive, ARCC Building, Hagerstown, MD 21742:

b. Letterhead – 500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

b. Envelopes (Non-Fiber, Regular Grade) with return address and “Return Service Requested” – 2,500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

c. WINDOW (Western Sulphite Product No. 3341) Envelopes (Non-Fiber, Regular Grade) with return address and “Return Service Requested” – 1,500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

14. WASHINGTON COUNTY NARCOTICS TASK FORCE, P. O. Box 622, Maugansville, MD 21767-0622:

a. Letterhead – 1,500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

b. Envelopes (Non-Fiber, Regular Grade) with return address and “Return Service Requested” – 500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

15. WASHINGTON COUNTY DEPARTMENT OF PARKS & FACILITIES ADIVISION OF PUBLIC WORKS, 1307 South Potomac Street, Hagerstown, MD 21740:

- a. Envelopes (Non-Fiber, Regular Grade) with return address and "Return Service Requested" – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- b. WINDOW (Western Sulphite Product No. 2614) Envelopes (Non-Fiber, Regular Grade) with return address and "Return Service Requested" – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

16. WASHINGTON COUNTY PERMITTING DEPARTMENT, 80 West Baltimore Street, Hagerstown, MD 21740:

- a. Envelopes (Non-Fiber, Regular Grade) with return address and "Return Service Requested" – 3,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- b. WINDOW (Western Sulphite Product No. 3341) Envelopes (Non-Fiber, Regular Grade) with return address and "Return Service Requested" – 3,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- c. Envelopes (Non-Fiber, Regular Grade) with (PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area and "Return Service Requested" – 1,500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- d. WINDOW (Western Sulphite Product No. 3341) Envelopes (Non-Fiber – Regular Grade), with (PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area and "Return Service Requested" – 1,500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

17. WASHINGTON COUNTY PLAN REVIEW DEPARTMENT, 80 West Baltimore Street, Hagerstown, MD 21740:

- a. Envelopes (Non-Fiber, Regular Grade) with return address and "Return Service Requested" – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- b. WINDOW (Western Sulphite Product No. 3341) Envelopes (Non-Fiber, Regular Grade) with return address and "Return Service Requested" – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- c. Envelopes (Non-Fiber, Regular Grade) with (PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area and "Return Service Requested" – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- d. WINDOW (Western Sulphite Product No. 3341) Envelopes (Non-Fiber – Regular Grade), with (PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area and "Return Service Requested" – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

18. WASHINGTON COUNTY PLANNING & ZONING DEPARTMENT, Washington County Administration Complex, 100 West Washington Street Room 2600, Hagerstown, MD 21740:

- a. Envelopes (Non-Fiber, Regular Grade) with return address and "Return Service Requested" – 2,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

19. WASHINGTON COUNTY DIVISION OF PUBLIC WORKS, Washington County Administration Complex, 100 West Washington Street, Room 2400, Hagerstown, MD 21740:

a. Letterhead – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

b. Envelopes (to match letterhead) with return address and “Return Service Requested” – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

20. WASHINGTON COUNTY PURCHASING DEPARTMENT, Washington County Administration Complex, 100 West Washington Street, Room 3200, Hagerstown, MD 21740:

a. Letterhead – 500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

b. Envelopes (to match letterhead) with return address and “Return Service Requested” – 500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

21. OFFICE OF THE STATE’S ATTORNEY FOR WASHINGTON COUNTY, Washington County Office Building, 33 West Washington Street, Room 302, Hagerstown, MD 21740:

a. Letterhead – 2,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

b. WINDOW (Western Sulphite Product No. 3341) Envelopes (Non-Fiber, Regular Grade) with return address and “Return Service Requested” – 5,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

22. WASHINGTON COUNTY DIVISION OF PUBLIC WORKS TRANSIT DEPARTMENT,
1000 West Washington Street, Hagerstown, MD 21740:

- a. Envelopes (Non-Fiber, Regular Grade) with return address and "Return Service Requested" – 500 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

23. WASHINGTON COUNTY WEED CONTROL, Washington County Administration Complex,
100 West Washington Street, Hagerstown, MD 21740:

- a. Envelopes (to match letterhead) with return address and "Return Service Requested" – 1,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

(SECOND DELIVERY – TO BE DELIVERED BY OCTOBER 5, 2017 – Items 24 - 26)

24. WASHINGTON COUNTY DIVISION OF BUDGET & FINANCE, Washington County Administration Complex, 100 West Washington Street, Room 3100, Hagerstown, MD 21740:

- a. #9 Return Envelopes (Non-Fiber-Regular Grade) with Washington County Treasurer’s Office, Washington County Office Building, 35 West Washington Street, Suite 102, Hagerstown, MD, 21740-4868 on envelope – 10,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- b. WINDOW (Western Sulphite Product No. 2614) Envelopes – (Non-Fiber - Regular Grade) with return address and “Return Service Requested” – 10,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- c. WINDOW (Western Sulphite Product No. 2614) Envelopes (Non-Fiber – Regular Grade), with (PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area and “Address Service Requested” – 10,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

25. WASHINGTON COUNTY ASSIGNMENT CLERK ,CIRCUIT COURT, Washington County Court House Annex, 24 Summit Avenue, Hagerstown, MD 21740:

- a. WINDOW Envelopes (Non-Fiber, Regular Grade) **Peel and Seal**, and “Return Service Requested” – 6,000

_____ DOLLARS (\$ _____)
(Written) (Figures)

26. WASHINGTON COUNTY DIVISION OF EMERGENCY SERVICES, 16232 Elliott Parkway, Williamsport, MD 21795-4083:

- a. WINDOW (Western Sulphite Product No. 3341) Envelopes (Non-Fiber – Regular Grade), with (PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area and “Address Service Requested” – 6,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

(THIRD DELIVERY – TO BE DELIVERED BY FEBRUARY 9, 2018 – Item 27)

27. WASHINGTON COUNTY DIVISION OF BUDGET & FINANCE, Washington County Administration Complex, 100 West Washington Street, Room 3100, Hagerstown, MD 21740:

- a. #9 Return Envelopes (Non-Fiber-Regular Grade) with Washington County Treasurer’s Office, Washington County Office Building, 35 West Washington Street, Suite 102, Hagerstown, MD, 21740-4868 on envelope – 10,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- b. WINDOW (Western Sulphite Product No. 2614) Envelopes – (Non-Fiber - Regular Grade) with return address and “Return Service Requested”-5,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

- c. WINDOW (Western Sulphite Product No. 2614) Envelopes (Non-Fiber – Regular Grade), with (PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area and “Address Service Requested” - 5,000 ea.

_____ DOLLARS (\$ _____)
(Written) (Figures)

TOTAL SUM
(Total of all items [1-27] above)

_____ DOLLARS (\$ _____)
(Written) (Figures)

Vendor's Company/Firm: _____

Address: _____

City, State, Zip: _____

Authorized Signature: _____

Name and Title Printed: _____

Telephone / Fax Number: _____ / _____

E-Mail Address: _____

Date: _____ Federal Employer's Identification No. _____

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."

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.

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.

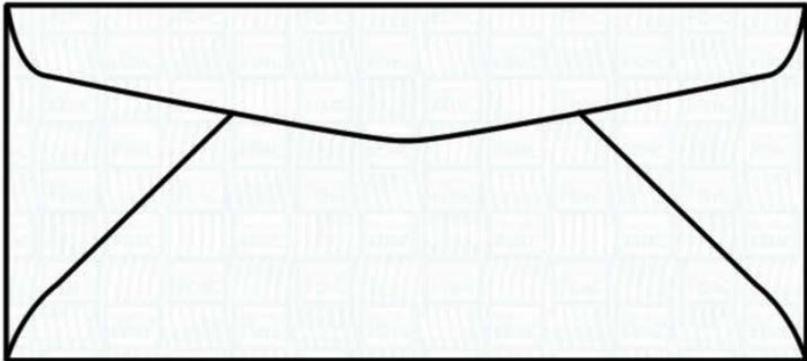
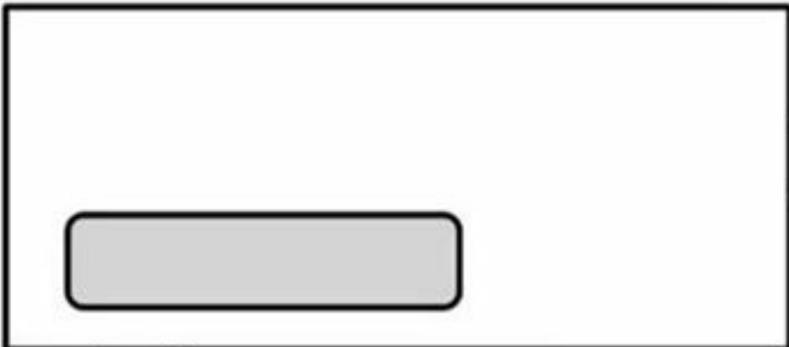
General Indemnity: The Contractor shall indemnify, defend and save harmless the Board of County Commissioners of Washington County, its appointed or elected officials, commission members, employees and agents for any and all suits, legal actions, administrative proceedings, claims, demands, damages, 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

Top Flap Envelope: #10 Western Sulphite Product No. 3341

Product Specifications

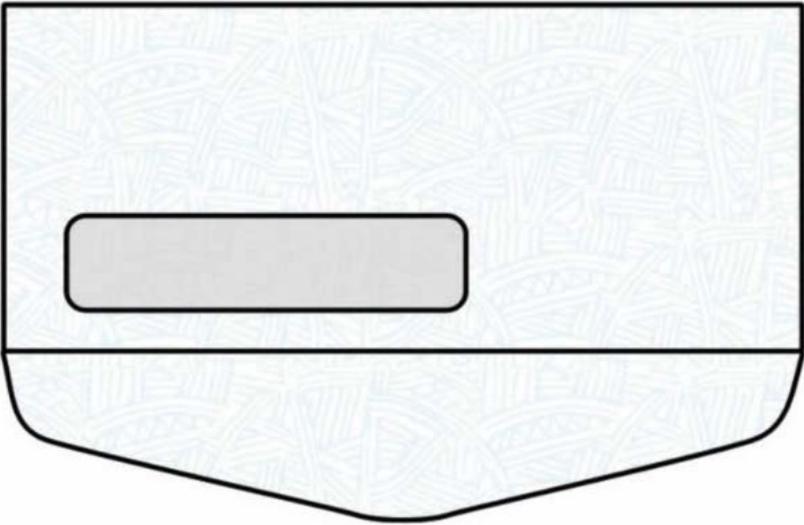
Product Number:	3341
Dimensions:	4-1/8 x 9-1/2
Sub Weight:	24
Qty. Per Box:	500
Qty. Per Carton:	2500
Product Line:	Western Sulphite®
Paper:	White Sulphite
Certifications:	(SFI CERTIFIED)
Paper Finish:	Vellum Finish
Brightness:	92% Brightness
Seam Style:	Diagonal Seams
Window Style:	Poly Window
Seal Type:	Remoistening Seal
Flap Style:	Flap Down



Bottom Flap Envelope: #10 Western Sulphite Product No. 2614

Product Specifications

Product Number:	2614
Dimensions:	4-1/8 x 9-1/2
Sub Weight:	24
Qty. Per Box:	500
Qty. Per Carton:	2500
Product Line:	Postage Meter
Paper:	White Sulphite
Certifications:	(SFI CERTIFIED)
Paper Finish:	Vellum Finish
Brightness:	92% Brightness
Seam Style:	Diagonal Seams
Window Style:	Digi-Clear Window
Seal Type:	Remoistening Seal
Flap Style:	Flap Down





ATTACHMENT NO. 4

DIVISION OF
PUBLIC WORKS
AGRICULTURAL EDUCATION CENTER

7313 Sharpsburg Pike | Boonsboro, MD 21713-2431 | P: 240.420.1714 | F: 240.420.1713 | TDD: 711

WWW.WASHCO-MD.NET



Washington County

M A R Y L A N D

AGRICULTURAL EDUCATION CENTER

7313 Sharpsburg Pike

Boonsboro, MD 21713-2431

Return Service Requested

ATTACHMENT NO. 5