



# REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION:

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Title: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## 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 Complex  
 100 West Washington Street, Third Floor, Room 320  
 Hagerstown, Maryland 21740-4748  
**Attention:** Rick Curry, CPPO, Buyer  
  
**Telephone Number:** 240-313-2330

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

DATE ISSUED

2/22/2017

### DESCRIPTION

**LIQUID ROOF COATING SYSTEM  
 AT THE HAGESTOWN REGIONAL AIRPORT  
 Q-17-634**

*(See Attached Instructions & Specifications)*

**QUOTATION DUE: Monday, March 20, 2017, no later than 3:00 P.M. (EST)** 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: Rick Curry, CPPO, Buyer, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 320, Hagerstown, Maryland 21740-4748 and enclosed in a sealed opaque envelope marked "**QUOTATION – (Q-17-634) LIQUID ROOF COATING SYSTEM**" and bearing the vendor's name.

Having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposed 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 along with the Quotation Form (page 9).**

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 \_\_\_\_\_

**LIQUID ROOF COATING SYSTEM  
AT THE HAGESTOWN REGIONAL AIRPORT**

**INSTRUCTIONS**

1. **QUOTATION SUBMISSION:** Quotations are to be enclosed in a sealed opaque envelope bearing the name of the Quoter and marked “**QUOTATION – (Q-17-634) LIQUID ROOF COATING SYSTEM**” Quotations are to be addressed to Rick Curry, CPPO, Buyer, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 320, Hagerstown, MD 21740-4748. **Please direct all inquiries to Rick Curry, CPPO, Buyer at 240-313-2330, fax 240-313-2331.**

**NOTE:** All Proposers must enter the Washington County Administrative 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 Administrative 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.

2. **QUOTATION OPENING:** Quotations must be received and time-stamped in the Purchasing Department no later than **3:00 P.M., local time (EST), Monday, March 20, 2017.** Quotations will be opened at that time in the Washington County Administration Complex, Third Floor Conference Room 325, 100 West Washington Street, Hagerstown, Maryland. All interested parties are invited to attend.
3. **AWARD OF CONTRACT:** Washington County shall award the contract to the responsible, responsive low Quoter based on the total sum for the Liquid Roof Coating System at the Hagerstown Regional Airport. When an error is made in extending total price, the unit quotation price will govern. Carelessness in quoting prices, or in preparation of quotation otherwise, will not relieve the Quoter. Erasures or changes in quotations must be initialed. Upon approval of the cost proposal, it is the County’s intent to issue a Notice to Proceed (issuance of purchase order) within twenty-one (21) days.
4. **DELIVERY FAILURES:** Failure of a Quoter to deliver within the time specified, or within a reasonable time as interpreted by the Purchasing Director or failure to make replacements of rejected products when so requested, immediately or as directed by the Director of Purchasing shall constitute authority for the Director of Purchasing to purchase in the open market products of comparable grade to replace the products rejected or not delivered. On all such purchases, the Quoter shall reimburse the County, within a reasonable time specified by the Director of

Purchasing, for any expense incurred in excess of contract prices or the County may deduct such amount from monies owed the defaulting Quoter.

5. **DELIVERY LOCATION:** Delivery is F.O.B. Destination, Inside Delivery, Hagerstown Regional Airport (T-Hangar #3), 18527 Henson Blvd. Hagerstown, MD. 21742, telephone number 240-313-2777. A purchase order will be issued within twenty-one (21) days to the successful Quoter.
6. **DISCOUNTS:** Quoted prices are to be net thirty (30) calendar days; all discounts are to be deducted and reflected in net prices.
7. **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.
8. **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, TDD Dial 711 to make arrangements no later than seven (7) calendar days prior to the Quotation Opening.
9. **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.
10. **HAZARDOUS SUBSTANCES:** Any hazardous substances as defined under the Department of Labor Occupational Safety and Health Standard for General Industry (29-CFR-1910.1200) and State of Maryland Law and Regulations on "Access to Information About Hazardous and Toxic Substances", MDSH Article 89, Section 28-49-D, being delivered to Washington County as a result of this Request for Quotation shall be accompanied by a current "Hazardous Data Safety Sheet" or item may not be accepted.
11. **HOURS OF OPERATIONS:** Unless otherwise scheduled, contractor normal hours of operation will be 7:00 A.M. – 3:30 P.M., Monday through Friday.
12. **INSURANCE:** Upon request and prior to execution of contract, the successful contractor must show Evidence of Insurance as outlined in the attached copy of the County's *Insurance Requirements for Independent Contractors* policy. (Attachment No. 1).
13. **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 Rick Curry, CPPO, Buyer, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 320, 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 obligate 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 (EST), Monday, March 13, 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 the County's Buyer, Rick Curry, CPPO.

14. **LIQUIDATED DAMAGES:** Liquidated damages shall be applied at the rate of one hundred fifty (\$150.00) dollars per day for each day that the successful contractor fails to complete the work as specified herein.
15. **LUMP SUM PROPOSAL:** A lump sum proposal is being requested for the work. The total sum for the work shall include the cost of freight any and all permits and/or fees, the cost of all applicable seals and other taxes required by Local, State and Federal laws, the cost of bonds and insurances required, the cost of all material, labor, equipment, plant and other services and facilities of every nature whatsoever or as may be necessary to complete the project as described in the specifications.
16. **PAYMENT:** Payment will be made within thirty (30) days after satisfactory acceptance and delivery. Invoices shall be submitted in duplicate to the Hagerstown Regional Airport, 18434 Showalter Road, Hagerstown, Maryland 21740-1347. Invoices submitted without clear, concise, readable, definitive information shall be returned for clarification, and may delay payment. Invoices must include the site name and the Washington County-issued Purchase Order (P.O.) number.
17. **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 Bidder's bid."
18. **PRE-QUOTATION CONFERENCE:** A Pre-Quote Conference will be held in the Airport Conference Room located at 18434 Showalter Road, Hagerstown, Maryland on **Friday, March 3, 2017 at 11:00 A.M. (EST)**, at which time County personnel will be present to answer any questions. Attendance at this meeting is not mandatory, but it is strongly encouraged. Contractors wishing to visit the site will be given the opportunity to do so with the County's Representative immediately following the Pre-Quotation Conference.
19. **POLITICAL CONTRIBUTION DISCLOSURE:** In accordance with Maryland Code, State Finance and Procurement Article, §17-402, the Bidder shall comply with Maryland Code, Election Law Article, Title 14, 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.

20. **SITE ACCESS:** The successful Contractor shall coordinate all efforts of the work and access to the site with the County's authorized representative, Mr. Terry Stouffer, Airport Maintenance Supervisor, Hagerstown Regional Airport, 301-573-0940.
21. **SITE VISIT:** Site visits, if desired, shall be scheduled to occur no later than **2:00 P.M. (EST), Thursday, March 9, 2017**. Contractors can contact, Mr. Terry Stouffer, Airport Maintenance Supervisor, Hagerstown Regional Airport, 301-573-0940.
22. **QUALIFICATIONS:** The Owner may make such investigations as he 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 Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by or investigation of, such Quoter fails to satisfy the Owner 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.
23. **RESERVATIONS:** The Board of County Commissioners of Washington County, Maryland, reserves the right to accept or reject any or all quotations, 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.
24. **SALES TAX:** Washington County Government is exempt from State of Maryland Sales Tax. The County's Maryland Sales Tax Exemption Number is 3000129 2. The County will provide a sales tax exemption certificate for the items provided under this contract.
25. **SUBSTITUTIONS:** All products are to be supplied in exact accordance with these specifications. Any bidder who contemplates offering a product that differs from that specified must submit to the Purchasing Department, in writing, a request for substitutions no later than **4:00 P.M. (EST), Monday, March 13, 2017** to obtain the Owner's written approval. Approval/disapproval of substitution requests shall be forwarded by addendum to all potential bidders no later than five (5) calendar days prior to the deadline for receipt of quotations. All such decisions will be considered final and not subject to further recourse. Only one (1) manufacturer's product may be proposed by each Contractor.
26. **TERM OF CONTRACT:** All quoted prices shall be valid for ninety (90) days from quotation due date.
27. **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.

28. **TIME OF COMPLETION:** By submission of his/her Quotation, the Contractor agrees to commence work under this Contract upon receipt of the Notice to Proceed (issuance of purchase order), design, prosecute the work diligently, and **substantially complete for its intended use not later than thirty (30) calendar days after Notice to Proceed.** The time stated for completion shall include material procurement, construction, and final clean-up of the premises ready for occupancy. The Notice to Proceed will be extended to the Contractor as fair weather conditions permit. The successful Contractor shall schedule construction times with Mr. Terry Stouffer, Airport Maintenance Supervisor, Hagerstown Regional Airport, 301-573-0940.
29. **QUOTER'S RESPONSIBILITY:** 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 Maryland 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 number for the Maryland Department of Assessments and Taxation are: (410) 767- 1340 or (888) 264-5941.
30. **WARRANTY:** Minimum manufacturer ten (10) year labor and material warranty shall accompany the application. The Contractor shall also include an **ADD ALTERNATE** for a manufacturer's fifteen (15) year labor and material warranty.
31. All work shall be done according to Washington County standards and those of any Local, State or Federal agencies having jurisdiction.

**Q-17-634**

**LIQUID ROOF COATING SYSTEM  
AT THE HAGERSTOWN REGIONAL AIRPORT**

**SCOPE OF WORK / SPECIFICATIONS**

**SUMMARY:**

- A. The Hagerstown Regional Airport is seeking quotes from responsible contractors for the application of a liquid roof coating system on an existing 323' x 40', metal roof over a general aviation aircraft storage facility (T-Hangar #3) located at 18527 Henson Blvd. Hagerstown, MD. We are requesting quotes from interested contractors to perform this work. All quotes shall include an application specification sheet outlining the brand-name roof coating and exactly how the roof coating will be applied.

**SCOPE OF WORK:**

The following describes the work to be performed under this contract.

**A. Prepare Surface:**

1. Application shall proceed on dry, clean surfaces only. In planning work consider environment and weather related conditions such as frost, mist, dew, condensation, humidity, and temperature.
2. Temperature should be above 50°F and rising, and stay above 40°F long enough for initial cure to occur, moisture should not be imminent.
3. Tighten or replace loose fasteners. Remove scaling rust and pressure wash to achieve a clean, sound roof surface.
4. Application of coatings with spray equipment may require some masking and possible erection of wind screens to prevent over-spray and drift damage. Protect surfaces of unrelated areas from coatings and over-spray possibility.

**B. Encapsulate Corrosion as Needed:**

1. The contractor shall apply rust control specially formulated to neutralize and halt further metal roof corrosion.

**C. Seal Fasteners:**

1. Tighten or replace any loose fasteners. Encapsulate every fastener with a fluid membrane to insure a watertight seal.

**D. Seal Seams and Flashings:**

1. Reinforce all seams, flashings, and penetrations with a minimum of 4” high tensile strength fabric saturated fluid membrane, or use fiber-reinforced fluid membrane.

**E. First Layer:**

1. Apply the first layer of finish to provide a tough, weatherproof membrane.

**F. Final Layer:**

1. Apply the second application finish coat to the roof. This shall result in a seamless and highly reflective that remains durable, weathertight, and pliable.
2. The roof shall be impervious to many airborne corrosives.

**G. Site Clean-up:**

1. Site clean-up shall be the responsibility of the contractor.
2. Absolutely **NO** debris shall be permitted to be released in and around the work area at any time.
3. The site will need to be monitored for cleanliness on a daily basis.
4. All debris, containers, materials, equipment, and protection materials must be removed from the premises and properly disposed of. All work and storage areas must be in an undamaged and acceptable condition upon completion of clean up.

**H. Safety:**

1. The work environment should comply with current OSHA regulations.



Q-17-634

**LIQUID ROOF COATING SYSTEM  
AT THE HAGESTOWN REGIONAL AIRPORT**

**QUOTATION FORM**  
*(Submit With Front Page of RFQ Document)*

**LIQUID ROOF COATING SYSTEM** *(T-Hangar #33)*

\_\_\_\_\_ DOLLARS (\$) \_\_\_\_\_ )  
(Written) (Figures)

*(Vendor must indicate whether alternate item is a “deduct” or an “add”).*

ALTERNATE NO. 1 -       Deduct       Add

\_\_\_\_\_ DOLLARS (\$) \_\_\_\_\_ )  
(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."

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, attorney's 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