



REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION

Company Name: _____
 Address: _____

 Contact Name: _____
 Contact Title: _____
 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 3200
 Hagerstown, Maryland 21740

Attention: Brandi Naugle, CPPB - Buyer

Telephone Number: 240-313-2330

REQUEST FOR QUOTATION THIS IS NOT AN ORDER	
DATE ISSUED 2/23/2018	DELIVERY WANTED See Attachment

DESCRIPTION

**CARPET CLEANING SERVICES
FOR WASHINGTON COUNTY
Q-18-651**

(See Attached Instructions & Specifications)

QUOTATION DUE: Wednesday, March 21, 2018, 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: Brandi Naugle, CPPB, Buyer, Washington County Administration Complex, 100 W. Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740 and enclosed in a sealed opaque envelope marked "**QUOTATION – (Q-18-651) CARPET CLEANING SERVICES**" 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 Specifications/Proposal Form.

NOTE: This page is to be returned with the Specifications/Proposal Form.

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-18-651

CARPET CLEANING SERVICES
FOR
WASHINGTON COUNTY

NOTICE TO QUOTERS & INSTRUCTIONS

1. **QUOTATION SUBMISSION:**

- a. Quotations are to be enclosed in a sealed opaque envelope bearing the name of the Quoter and marked “**QUOTATION – (Q-18-651) CARPET CLEANING SERVICES.**” Quotations are to be addressed to Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740. **Please direct all inquiries to Brandi Naugle, CPPB at 240-313-2330.**

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.

- b. Proposals shall be submitted upon the forms provided. Numbers shall be stated both in writing and in figures. In case of price error, the unit price shall govern. Quotations must be signed in writing by the Quoter, or an authorized agent of the Quoter, if the Quoter is a Corporation.

2. **QUOTATION OPENING:** Quotations must be received and time-stamped in the Purchasing Department no later than **Wednesday, March 21, 2018 at 3:00 P.M. (EDST)** Quotations will be opened at that time in the Washington County Administration Complex, Third Floor Conference Room #3000, 100 West Washington Street, Hagerstown, Maryland. All interested parties are invited to attend.

3. **PRE-QUOTATION CONFERENCE:** A Pre-Quotation Conference is scheduled in the above referenced Third Floor Conference Room 3000, **Thursday, March 1, 2018 at 11:00 A.M.**

(EDST) at which time County personnel will be present to answer any questions. Attendance at this meeting is not mandatory, but it is strongly encouraged.

4. **AWARD OF CONTRACT:** The contract will be awarded to the Contractor whose proposal, conforming to this request; will be the most advantageous to the County. The total lump sum for all locations (the total price for all locations for October and March) shall be used as the basis for evaluation of quotations and award of the Contract. If an award of Contract is made, it will be made to the responsible Quoter who submits the lowest responsive quote. Separate prices requested on the Form of Proposal are for the Owner's budgetary information and payment to the Contractor. Carelessness in quoting prices, or in preparation of quotation otherwise, will not relieve the Quoter. Erasures or changes in quotations must be initialed.
5. **CONTRACT TERM:** The successful Quoter shall promptly enter into a contract with the Owner in a form approved by the Owner within ten (10) calendar days after notification of award. The contract will be for a one (1) year period, tentatively commencing July 1, 2018 with an option by the Board of County Commissioners to renew for up to four (4) additional consecutive one (1) year periods, subject to written notice given by the County Commissioners at least sixty (60) calendar days in advance of its expiration date. If the Contractor wishes to renew the contract, he/she must submit a letter of intent to the Owner's Representative 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 increase in costs for each specified building that the Contractor may request. All other terms and conditions shall remain unchanged. If the Contractor fails to comply with the specifications, the Owner reserves the right to terminate the Contract upon thirty (30) calendar days notice in writing if, in the opinion of the Owner, the services are not satisfactory or in the best interest of the County.
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. The County Purchasing Director may request in writing, the recommendation of the head of the County agency using the item or materials, or other objective sources.
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 Pre-Quotation Conference and/or Quotation Opening.
9. **EXCEPTIONS:** 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. **GENERAL:** This Request for Quotation, The Notice to Quoters & Instructions, the Specifications, and the Form of Proposal, bound herewith, shall be deemed a part of the Contract

documents for any and all divisions of the work and shall be referred to in interpreting said contract.

11. **INSURANCE:** Upon request and prior to execution of contract, the successful Bidder must show Evidence of Insurance as outlined in the attached copy of *Insurance Requirements for Independent Contractors* (Attachment No. 1).
12. **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 - Purchasing Director, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740, 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 Purchasing Director in the form of addenda to the specifications, and such addenda shall become part of the Contract Documents. An exception 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 quote as submitted. The County will assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY.** Requests received after 4:00 P.M. (EDST), March 8, 2018 may not be considered. All official correspondence in regard to the specifications should be directed to and shall be issued by the Washington County Purchasing Department.

13. **LIQUIDATED DAMAGES:** Liquidated damages shall be applied at the rate of fifty dollars (\$50.00) per calendar day for each calendar day that the Contractor fails to perform the required services in the specified month.
14. **LUMP SUM PROPOSAL:** A lump sum proposal is being requested for the work, the total quotation shall include the cost of 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 insurance required herein, the cost of all material, labor, tools, equipment, transportation, landfill user fees, superintending and other services and facilities of every nature whatsoever or as may be necessary to complete the work as described in the specifications.
15. **PAYMENT:**
 - a. The Contractor shall issue separate invoices for each department/location where services have been provided.
 - b. All invoices shall be submitted in duplicate upon satisfactory completion, approval and acceptance of the services.
 - c. All invoices shall include the amount(s) stipulated on the Form of Proposal for services satisfactorily rendered and approved by the respective department/location representative where services have been provided.

- d. Invoices shall be mailed directly to the designated contact person for the respective departments/locations as identified in the specifications. With the exception of those invoices for the following department/locations, which shall be mailed to John Pennesi, Director of Washington County Parks and Facilities Department, 1307 South Potomac Street, Hagerstown, Maryland 21740.
 - 1) Washington County Administration Complex
 - 2) Washington County Administrative Annex
 - 3) Washington County Office Building
 - 4) Washington County Court House
 - 5) Washington County Court House Annex
 - 6) Agricultural Education Center – Rural Heritage Museum and the University of Maryland Extension Service Office
 - 7) Clear Spring Library
 - 8) Boonsboro Library
 - 9) Smithsburg Library
- e. All invoices must reference the Purchase Order Number and the department/location where the service was performed.
- f. Payment will be made within thirty (30) calendar days of receipt of invoices. All invoices shall include the amount(s) stipulated on the Form of Proposal for services satisfactorily rendered and approved by the respective department representative where the service was provided

16. 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."

17. 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.

18. QUALIFICATION: 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 quotation 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. A Quoter, if requested, shall submit evidence that he/she maintains a permanent place of business, has had at least five (5) years of continuous verifiable experience in providing similar services, 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.

19. **REFERENCES:** Quoters shall provide with their quotations a list of five (5) similar type customers to whom services have been provided in the last two (2) years. Included shall be a contact person, telephone number and total carpeted area cleaned for each customer.
20. **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.
21. **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.
22. **SITE VISITS:**
 - a. Each Quoter submitting a quotation for this work shall first examine the sites and thoroughly satisfy himself/herself to the conditions under which he/she will operate or that will in any manner affect any work under his/her contract. The Quoter shall accept the sites as he/she finds them. All proposals shall take into consideration all conditions that may affect the work. No allowance shall be made to any Quoter for negligence in this respect.
 - b. A scheduled walk-thru of all primary buildings in the downtown area will be held **Thursday, March 1, 2018 at 9:00 A.M. (EDST)**. Prospective Quoters must meet John Pennesi, Director of Parks and Facilities Department, no later than **89:00** a.m. at 100 West Washington Street, Third Floor Conference Room 3000, to be escorted on the walk-thru of the downtown buildings. Please allow two (2) hours for these site visits.
 - c. Immediately following the Pre-Quote Conference, **Thursday, March 1, 2018, 11:00 A.M. (EDST)** the Quoters may elect to visit all other buildings/locations (other than the downtown building locations). It is the Quoter's responsibility to contact each respective department/location representative(s) to make arrangements for visiting the sites on this day.
 - d. **No other site visits/walk-thru inspections shall be scheduled.**
 - e. The purpose of the site visits/walk-thru inspections is for the purpose of verifying all areas and square footage to be cleaned.

23. **TERMS OF AGREEMENT:** This agreement shall be effective for an original period of one (1) year unless written notice is given by either party thirty (30) calendar days prior to the date of this agreement. If the Contractor fails to comply with the specifications, he/she will be given thirty (30) calendar days notice to render satisfactory service. If at the expiration of such thirty (30) calendar days notice, the unsatisfactory conditions have not been corrected, Owner reserves the right to cancel the contract.

Q-18-651

**CARPET CLEANING SERVICES
FOR
WASHINGTON COUNTY**

SCOPE OF WORK / SPECIFICATIONS

A. GENERAL DESCRIPTION:

Washington County is seeking a lump sum proposal for carpet cleaning services as specified herein. Departments/locations, contact personnel, phone numbers, service schedules and schedule availability are as follows:

- (1) Washington County Administration Complex
100 West Washington Street
Hagerstown, Maryland 21740
Contact - Gene Wolfe, Building Superintendent (240-313-2290)
Service Required – Twice Annually – March and October
Schedule Availability - Friday evenings 6:00 P.M. until Sunday evenings 6:00 P.M., -
Monday/Friday & County Holidays may be utilized if appropriate.

- (2) Washington County Administrative Annex
80 West Baltimore Street
Hagerstown, Maryland 21740
Contact - Gene Wolfe, Building Superintendent (240-313-2290)
Service Required – Twice Annually – March and October
Schedule Availability - Friday evenings 6:00 P.M. until Sunday evenings 6:00 P.M., -
Monday/Friday & County Holidays may be utilized if appropriate

- (3) Washington County Office Building
33-35 West Washington Street
Hagerstown, Maryland 21740
Contact - Gene Wolfe, Building Superintendent (240-313-2290)
Service Required – Twice Annually – March and October
Schedule Availability - Friday evenings 6:00 P.M. until Sunday evenings 6:00 P.M., -
Monday/Friday & County Holidays may be utilized if appropriate

- (4) Washington County Court House
95 West Washington Street
Hagerstown, Maryland 21740
Contact - Gene Wolfe, Building Superintendent (240-313-2290)
Service Required – Twice Annually – March and October
Schedule Availability - Friday evenings 6:00 P.M. until Sunday evenings 6:00 P.M., -
Monday/Friday & County Holidays may be utilized if appropriate

- (5) Washington County Court House Annex
 24 Summit Avenue
 Hagerstown, Maryland 21740
 Contact - Gene Wolfe, Building Superintendent (240-313-2290)
 Service Required – Twice Annually – March and October
 Schedule Availability - Friday evenings 6:00 P.M. until Sunday evenings 6:00 P.M., -
 Monday/Friday & County Holidays may be utilized if appropriate
- (6) Washington County Agricultural Education Center
 7313 Sharpsburg Pike
 Boonsboro, Maryland 21713-2431
 Contact -Gene Wolfe, Building Superintendent (240-313-2290)
- a. Rural Heritage Museum
 Service Required – Twice Annually – March and October
 Schedule Availability - Friday evenings 6:00 P.M. until Sunday evenings 6:00
 P.M., - Monday/Friday & County Holidays may be utilized if appropriate
- b. University of Maryland Extension Service Office
 Service Required – Twice Annually – March and October
 Schedule Availability - Friday evenings 6:00 P.M. until Sunday evenings 6:00
 P.M., - Monday/Friday & County Holidays may be utilized if appropriate
- (7) Washington County Black Rock Golf Course – Club House
 20025 Mt. Aetna Road
 Hagerstown, Maryland 21742
 Contact – Darrel Whittington, Club House Manager (240-313-2818)
 Service Required – Once Annually – October
 Schedule Availability – As arranged with contact person
- (8) Washington County Division of Emergency Services – 911 Center
 16232 B Elliott Parkway
 Williamsport, Maryland 21795
 Contact – Bonnie Keltner, Administrative Assistant (240-313-4362)
 Service Required – Twice Annually – March and October
 Schedule Availability – Friday evenings 6:00 P.M. until Sunday evenings 6:00 P.M., -
 Monday/Friday & County Holidays may be utilized if appropriate (call to notify twenty-
 four hours prior to arrival)
- (9) Washington County Division of Environmental Management – Solid Waste Department
 12630 Earth Care Road
 Hagerstown, Maryland 21740
 Contact – Cathy Mills, Assistant Director (240-313-2799) or Anthony Drury, Operations
 Supervisor (240-313-2796)
 Service Required – Twice Annually – March and October
 Schedule Availability – Saturday 7:00 A.M. – 1:30 P.M.
 County Holidays may be utilized if appropriate

- (10) Washington County Division of Environmental Management - Water Quality
16232 Elliott Parkway
Williamsport, Maryland 21795
Contact – Rocky Bishop, Supervisor of Maintenance (240-313-2608)
Service Required – Twice Annually – March and October
Schedule Availability - Friday evenings 6:00 P.M. until Sunday evenings 6:00 P.M., -
Monday/Friday & County Holidays may be utilized if appropriate
- (11) Washington County Sheriff's Department – Patrol Facility
500 Western Maryland Parkway
Hagerstown, Maryland 21740
Contact – Shelly Dick, Administrative Assistant (240-313-2198)
- Communications/Records Areas/General Office Area
Service Required – Once Annually – March
Schedule Availability - Friday evenings 6:00 P.M. until Sunday evenings 6:00 P.M., -
Monday/Friday & County Holidays may be utilized if appropriate
- (12) Hagerstown Regional Airport
18434 Showalter Road
Hagerstown, Maryland 21742
Contact – Danny Shirley (240-313-2767)
- a. Terminal Building
Contact – Danny Shirley (240-313-2767)
Service Required – As Needed
Schedule Availability – As arranged with contact person
- b. Fire Station Conference Room
Contact – Danny Shirley (240-313-2767)
Service Required – As Needed
Schedule Availability – As arranged with contact person
- (13) Clear Spring Library
12624 Broadfording Road
Clear Spring, Maryland 21722
Contact – Jim Widmyer (301-739-3250)
Service Required – Twice Annually – March and October
Service Availability – As arranged with contact person
- (14) Boonsboro Library
401 Potomac Street
Boonsboro, Maryland 21713
Contact – Jim Widmyer (301-739-3250)
Service Required – Twice Annually – March and October
Service Availability – As arranged with contact person

- (15) Smithsburg Library
66 West Water Street
Smithsburg, Maryland 21783
Contact – Jim Widmyer (301-739-3250)
Service Required – Twice Annually – March and October
Service Availability – As arranged with contact person

B. SCOPE OF WORK:

The Contractor shall provide all labor, materials and equipment necessary for providing carpet cleaning services to clean all carpeted areas in all buildings as specified. Most building/locations require cleaning of carpeted areas twice annually; however several locations will be cleaned only one time per year in accordance with the schedule outlined herein. The service contract year runs from July 1, 2018 through June 30, 2019. It shall be the Contractor's responsibility to verify all areas and square footage for all buildings.

The approximate building square footage is hereby being provided for the following locations:

- Hagerstown Regional Airport – Terminal Building – 900 (AS NEEDED)
- Hagerstown Regional Airport – Fire Station Conference Room – 800 – (AS NEEDED)
- Washington County Administration Complex – 45,000
- Washington County Administrative Annex – 10,800
- Washington County Office Building – 18,400
- Washington County Court House – 8,400
- Washington County Court House Annex – 11,000
- Washington County Agricultural Education Center – 8,100
- Washington County Black Rock Golf Course – Club House – 5,000
- Washington County Division of Emergency Services – 911 Center – 5,700
- Washington County Division of Environmental Management – Solid Waste Department - 2400
- Washington County Division of Environmental Management – Water Quality Administration Building – 5,000
- Washington County Sheriff's Department – Patrol Facility – 1,200
- Boonsboro Library – 7,500
- Clear Spring Library – 5,500
- Smithsburg Library – 5,000

C. CONTRACTOR'S RESPONSIBILITY:

- (1) The Contractor shall be responsible to clean all carpeted areas as specified herein. All portable and movable furniture (i.e. tables, chairs, mats and trash cans, etc.) shall be moved and replaced after cleaning. Permanent fixture type furniture (i.e. file cabinets, desks, computer stands and equipment) need not be moved, but the Contractor shall take whatever precautions necessary to prevent damage and stains.
- (2) The Contractor shall be responsible to notify the Building Superintendent and/or the building/location contact personnel two (2) weeks in advance of any cleaning schedule to arrange for entry to the scheduled areas.
- (3) 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.

D. CLEANING METHOD:

A dry foam or hot water extraction system is desirable or an approved equal may be used if approved in advance by the Owner's Representative.

E. QUALITY ASSURANCE:

- (1) Immediately upon completion, the finished area shall have a dry-damp feel and all finished areas shall be totally dry within eight (8) hours.
- (2) If required, the buildings' environmental systems may be operated during the cleaning schedule. Arrangements must be made with the Building Superintendent and/or the building/location contact personnel.

F. ADDITIONAL SERVICES ON AN AS-NEEDED BASIS:

- (1) From time-to-time the County may require additional carpet cleaning services on an as-needed basis. All Bidders shall provide, in the space provided on the Form of Proposal, separate unit pricing per square foot in accordance with the following schedule of carpeted areas to be cleaned:
 - a. Any/All Residential areas up to 5,000 square feet
 - b. Any/All Commercial Areas up to 5,000 square feet
 - c. Any/All Commercial Areas from 5,001 up to 10,000 square feet
 - d. Any/All Commercial Areas from 10,001 up to 15,000 square feet
 - e. Any/All Commercial Areas from 15,001 up to 20,000 square feet
 - f. Any/All Commercial Areas from 20,001 up to 25,000 square feet
 - g. Any/All Commercial Areas from 25,001 up to 35,000 square feet
 - h. Any/All Commercial Areas from 35,001 up to 45,000 square feet

- (2) The County does not guarantee any minimum or maximum amount of additional square footage to be cleaned by the Contractor for as-needed services. The County reserves the option to utilize these additional as-needed services.
- (3) Any/all County owned facilities serviced by this contract shall be charged for carpet cleaning services based upon the total amount of square footage of carpeted area cleaned pursuant to the herein stated schedule and subsequent unit pricing.
- (4) **IF A BIDDER SUBMITS A PRICE OF \$0.00 FOR ADDITIONAL SERVICES, THE BID WILL BE CONSIDERED NON-RESPONSIVE.**

Location	Total Price
2. Washington County Administrative Annex _____ Dollars <i>(Written)</i> _____ Cents <i>(Written)</i>	\$ _____ <i>(Figures)</i>
3. Washington County Office Building _____ Dollars <i>(Written)</i> _____ Cents <i>(Written)</i>	\$ _____ <i>(Figures)</i>
4. Washington County Court House _____ Dollars <i>(Written)</i> _____ Cents <i>(Written)</i>	\$ _____ <i>(Figures)</i>
5. Washington County Court House Annex _____ Dollars <i>(Written)</i> _____ Cents <i>(Written)</i>	\$ _____ <i>(Figures)</i>
6. Washington County Agricultural Education Center a. Rural Heritage Museum _____ Dollars <i>(Written)</i> _____ Cents <i>(Written)</i>	\$ _____ <i>(Figures)</i>

Location	Total Price
6. Washington County Agricultural Education Center b. University of Maryland Extension Service Office _____ Dollars <i>(Written)</i> _____ Cents <i>(Written)</i>	\$ _____ <i>(Figures)</i>
7. Washington County Black Rock Golf Course – Club House _____ Dollars <i>(Written)</i> _____ Cents <i>(Written)</i>	\$ _____ <i>(Figures)</i>
8. Washington County Division of Emergency Services – 911 Center _____ Dollars <i>(Written)</i> _____ Cents <i>(Written)</i>	\$ _____ <i>(Figures)</i>
9. Washington County Division of Environmental Management – Solid Waste Department _____ Dollars <i>(Written)</i> _____ Cents <i>(Written)</i>	\$ _____ <i>(Figures)</i>
10. Washington County Division of Environmental Management - Water Quality (Admin. Bldg.) _____ Dollars <i>(Written)</i> _____ Cents <i>(Written)</i>	\$ _____ <i>(Figures)</i>

B. MARCH

1. Washington County Administration Building	
_____ Dollars	\$ _____
(Written)	(Figures)
_____ Cents	
(Written)	
2. Washington County Administrative Annex	
_____ Dollars	\$ _____
(Written)	(Figures)
_____ Cents	
(Written)	
3. Washington County Office Building	
_____ Dollars	\$ _____
(Written)	(Figures)
_____ Cents	
(Written)	
4. Washington County Court House	
_____ Dollars	\$ _____
(Written)	(Figures)
_____ Cents	
(Written)	
5. Washington County Court House Annex	
_____ Dollars	\$ _____
(Written)	(Figures)
_____ Cents	
(Written)	

<p>6. Washington County Agricultural Center: a. Rural Heritage Museum</p> <p>_____ Dollars <i>(Written)</i></p> <p>_____ Cents <i>(Written)</i></p>	<p>\$ _____ <i>(Figures)</i></p>
<p>6. Washington County Agricultural Center: b. University of Maryland Extension Service Office</p> <p>_____ Dollars <i>(Written)</i></p> <p>_____ Cents <i>(Written)</i></p>	<p>\$ _____ <i>(Figures)</i></p>
<p>7. Washington County Black Rock Golf Course – Club House – NO MARCH SERVICE</p>	<p>-0-</p>
<p>8. Washington County Division of Emergency Services – 911 Center</p> <p>_____ Dollars <i>(Written)</i></p> <p>_____ Cents <i>(Written)</i></p>	<p>\$ _____ <i>(Figures)</i></p>
<p>9. Washington County Division of Environmental Management – Solid Waste Department</p> <p>_____ Dollars <i>(Written)</i></p> <p>_____ Cents <i>(Written)</i></p>	<p>\$ _____ <i>(Figures)</i></p>
<p>10. Washington County Division of Environmental Management – Water Quality (Admin. Bldg.)</p> <p>_____ Dollars <i>(Written)</i></p> <p>_____ Cents <i>(Written)</i></p>	<p>\$ _____ <i>(Figures)</i></p>

<p>11. Washington County Sheriff's Department – Patrol Facility a. Communications / Records Areas</p> <p>_____ Dollars <i>(Written)</i></p> <p>_____ Cents <i>(Written)</i></p>	<p>\$ _____ <i>(Figures)</i></p>
<p>11. Washington County Sheriff's Department – Patrol Facility b. General Office Areas</p> <p>_____ Dollars <i>(Written)</i></p> <p>_____ Cents <i>(Written)</i></p>	<p>\$ _____ <i>(Figures)</i></p>
<p>12. Clear Spring Library</p> <p>_____ Dollars <i>(Written)</i></p> <p>_____ Cents <i>(Written)</i></p>	<p>\$ _____ <i>(Figures)</i></p>
<p>13. Boonsboro Library</p> <p>_____ Dollars <i>(Written)</i></p> <p>_____ Cents <i>(Written)</i></p>	<p>\$ _____ <i>(Figures)</i></p>
<p>14. Smithsburg Library</p> <p>_____ Dollars <i>(Written)</i></p> <p>_____ Cents <i>(Written)</i></p>	<p>\$ _____ <i>(Figures)</i></p>

Sub-Total Price for All Locations (1 – 14) - March: <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Dollars </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <i>(Written)</i> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Cents </div> <div style="display: flex; justify-content: space-between;"> <i>(Written)</i> </div>	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> \$ _____ * <i>(Figures)</i> </div>
TOTAL QUOTATION FOR <u>ALL</u> LOCATIONS (Sum of Above* Sub-Totals for October <u>and</u> March): <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Dollars </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <i>(Written)</i> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Cents </div> <div style="display: flex; justify-content: space-between;"> <i>(Written)</i> </div>	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> \$ _____ <i>(Figures)</i> </div>

C. ADDITIONAL CARPET CLEANING SERVICES ON AN AS-NEEDED BASIS: (<u>Per Square Foot</u>) Bidders must provide the following unit pricing, but it will be at the County's option to utilize these services if required:	
1. Additional Carpet Cleaning, Any/All Residential areas up to 5,000 square feet - <u>Per Square Foot</u> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Dollars </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <i>(Written)</i> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Cents </div> <div style="display: flex; justify-content: space-between;"> <i>(Written)</i> </div>	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> \$ _____ <i>(Figures)</i> </div>
2. Additional Carpet Cleaning, Any/All Commercial Areas up to 5,000 square feet – <u>Per Square Foot</u> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Dollars </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <i>(Written)</i> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Cents </div> <div style="display: flex; justify-content: space-between;"> <i>(Written)</i> </div>	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> \$ _____ <i>(Figures)</i> </div>

<p>3. Additional Carpet Cleaning, Any/All Commercial Areas from 5,001 up to 10,000 square feet - <u>Per Square Foot</u></p> <p>_____ Dollars (Written)</p> <p>_____ Cents (Written)</p>	<p>\$ _____ (Figures)</p>
<p>4. Additional Carpet Cleaning, Any/All Commercial Areas from 10,001 up to 15,000 square feet - <u>Per Square Foot</u></p> <p>_____ Dollars (Written)</p> <p>_____ Cents (Written)</p>	<p>\$ _____ (Figures)</p>
<p>5. Additional Carpet Cleaning, Any/All Commercial Areas from 15,001 up to 20,000 square feet - <u>Per Square Foot</u></p> <p>_____ Dollars (Written)</p> <p>_____ Cents (Written)</p>	<p>\$ _____ (Figures)</p>
<p>6. Additional Carpet Cleaning, Any/All Commercial Areas from 20,001 up to 25,000 square feet - <u>Per Square Foot</u></p> <p>_____ Dollars (Written)</p> <p>_____ Cents (Written)</p>	<p>\$ _____ (Figures)</p>
<p>7. Additional Carpet Cleaning, Any/All Commercial Areas from 25,001 up to 35,000 square feet - <u>Per Square Foot</u></p> <p>_____ Dollars (Written)</p> <p>_____ Cents (Written)</p>	<p>\$ _____ (Figures)</p>

8. Additional Carpet Cleaning, Any/All Commercial Areas from 35,001 up to 45,000 square feet - <u>Per Square Foot</u>	\$ _____ <i>(Figures)</i>
_____ Dollars <i>(Written)</i>	
_____ Cents <i>(Written)</i>	

BIDDERS SHALL ATTACH A LIST OF FIVE (5) SIMILAR TYPE CUSTOMERS TO WHOM SERVICES HAVE BEEN PROVIDED IN THE LAST TWO (2) YEARS. INCLUDE A CONTACT PERSON, TELEPHONE NUMBER AND TOTAL CARPETED AREA CLEANED FOR EACH CUSTOMER. FAILURE TO PROVIDE THIS INFORMATION WITH THIS PROPOSAL SHALL CONSTITUTE A NON-RESPONSIVE PROPOSAL.

Owner has the right to reject any or all proposals without explanation, to waive any informalities, and to withhold final award to the contract for a period of sixty (60) calendar days from the date of quotation opening. No Bidder may withdraw his proposal for a period of sixty (60) calendar days from date of quotation opening.

The undersigned is aware that his failure to properly and completely fill in all blanks on this proposal may be due cause for its rejection.

The Board has the right to reject any or all proposals without explanation, to waive any informalities, and to withhold final award to the contract for a period of sixty (60) calendar days from the date of quotation opening. No bidder may withdraw his/her proposal for a period of ninety (90) calendar days from date of quotation opening.

The undersigned is aware that his failure to properly and completely fill in all blanks on this proposal may be due cause for its rejection.

Firm Name and Address: _____

By (Signature): _____

Name and Title Printed: _____

Telephone No. / Fax No.: _____

E-Mail Address: _____

Employer's Federal Identification No. _____

Remarks/Exceptions: _____

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