



# 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

Attention: Tina Wilson, CPPB - Procurement Specialist II

Telephone Number: 240-313-2330

REQUEST FOR QUOTATION

**THIS IS NOT  
AN ORDER**

DATE ISSUED

3/23/18

DELIVERY WANTED

See Attachment

DESCRIPTION

UNIT PRICE

TOTAL NET PRICE

**PRINTING OF STATIONERY FOR  
VARIOUS COUNTY DEPARTMENTS  
Q-18-653**

*(See Attached Instructions & Specifications)*

**QUOTATION DUE: Wednesday, April 18, 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: Tina Wilson, CPPB - Procurement Specialist II, 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-18-653) - 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. \_\_\_\_\_

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 \_\_\_\_\_

**PRINTING OF STATIONERY FOR  
VARIOUS COUNTY DEPARTMENTS  
Q-18-653**

**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 vendor find discrepancies in, or omissions from, documents, or be in doubt of their meaning, he/she should at once request, in writing, an interpretation from:

Rick Curry, CPPO, Director of Purchasing  
Washington County Purchasing Department  
Washington County Administration Complex  
100 West Washington Street, Room 3200  
Hagerstown, MD 21740  
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 bidders by the Washington County Purchasing Director in the form of addenda to the specifications, and such addenda shall become part of the Contract Documents. Failure of any Quoter to receive any such addendum or interpretation shall not relieve such Quoter from any obligation under his 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), Tuesday, March 27, 2018** may not be considered.

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, 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 **Thursday, March 29, 2018 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-18-653) - PRINTING OF STATIONERY**" and bearing the vendor's name. Quotations are to be addressed to:

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

Quotations must be received and time stamped in the Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740-4748, telephone 240-313-2330, no later than **3:00 P.M. (EDST), Wednesday, April 18, 2018**. Quotations will be opened at that time in Room 3000, Hagerstown, Maryland, 21740. 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: <https://egov.maryland.gov/businessexpress> and the phone numbers for the State Department of Assessments and Taxation are: **(410) 767-1184** 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. **RESPONSIBILITY OF QUOTER:** Each proposer 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 proposer 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 proposer for negligence in this respect.
18. **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.
19. **SAMPLE:** Successful Quoter shall supply one (1) box of 500, web-feed envelopes, to test (**See Attachment No. 2**) with the Neopost PS-140 INSF before printing begins.
20. **SUBSTITUTIONS/SAMPLE:** No substitutions will be considered nor accepted.
21. A copy of last year's quotation tabulation (Q-17-630) can be viewed at: [https://www.washco-md.net/wp-content/uploads/2017/06/Q-17-630\\_bidtab.pdf](https://www.washco-md.net/wp-content/uploads/2017/06/Q-17-630_bidtab.pdf)

**PRINTING OF STATIONERY FOR  
VARIOUS COUNTY DEPARTMENTS  
Q-18-653**

**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 envelopes shall be as specified below. All materials **shall not exceed 25% recycled material.**

- a. Envelope (to match letterhead) - #10 regular with shaped flap and diagonal style, bond, light cockle, 25% cotton content, recycled, white, Sub-24.
- b. Envelope (regular grade) - #10 regular non-fiber with shaped flap and diagonal style, recycled, Sub-24, white wove.
- c. Window Envelope (regular grade) - #10 regular non-fiber with standard window, diagonal style (Western Sulphite Product No. 3341), white wove. These window envelopes shall be edge glued cellophane window by the manufacturer. **(See Attachment No. 2)** Items that require this product are listed on the Form of Proposal and constructed for problem free "mechanical insertion" operation on a Neopost PS-140 INSF.
- d. Window Envelope (regular grade) - #10 regular with standard window, diagonal style recycled, Sub-24, white wove.
- e. Envelope (regular grade) - #9 regular non-fiber, return envelope, with shaped flap and diagonal style, white wove.
- f. Window Envelope (regular grade) - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove.
- g. Samples of Stationery are attached **(See Attachment Nos. 4, 5 & 6)** and are on file for review at the following address:

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

**COMPOSITION:** PDF files in CYMK print format will be provided to the vendor immediately upon the award, along with 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 Purchasing Director with the delivery of the stationery order. Please notify the Purchasing Director for approval before replacing a file(s) that may be deemed unusable. Sample stationery is available for inspection in the Washington County Purchasing Department, 100 West Washington Street, Hagerstown, MD, Room 3200.

**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 131 C (Gold) and Pantone 295 C (Blue) and 295 C (Blue) on envelopes, unless stated differently with additional colors. The Hagerstown Regional Airport ink are Pantone 7707 C (Teal), 303 C (Blue), 131 C (Gold) and 7697 C (Light Blue). The Sheriff’s Department ink colors are known to be 147 C (Red), 294 C (Blue) and we are requesting a recommendation on appropriate Pantone for Gold. (See Attachment No. 3, 4, 5, and 6)

**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:** **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, third and fourth orders for the Budget & Finance Department 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. 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). 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”.

**PRINTING OF STATIONERY FOR  
VARIOUS COUNTY DEPARTMENTS  
Q-18-653  
FORM OF PROPOSAL**

- 1. HAGERSTOWN REGIONAL AIRPORT**, 18434 Showalter Road, Hagerstown, MD 21742:  
(See Attachment No. 4 and Attachment No. 6)
- 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 DIVISION OF BUDGET & FINANCE**, Washington County Administration Complex, 100 West Washington Street, Room 3100, Hagerstown, MD 21740:
- a. Letterhead – 1,000 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 – 25,000 ea.
- \_\_\_\_\_ DOLLARS (\$) \_\_\_\_\_  
(Written) (Figures)
- c. WINDOW Envelopes – (Non-Fiber - Regular Grade) with return address and “Return Service Requested” – 5,000 ea.
- \_\_\_\_\_ DOLLARS (\$) \_\_\_\_\_  
(Written) (Figures)
- d. WINDOW 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” – 10,000 ea.
- \_\_\_\_\_ DOLLARS (\$) \_\_\_\_\_  
(Written) (Figures)



<b>3.</b>	<b>WASHINGTON COUNTY DIVISION OF CONSTRUCTION</b> , 80 West Baltimore Street, Hagerstown, MD 21740-6003:
a.	Letterhead – 500 ea.  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Written)</span> <span>DOLLARS (\$ _____)</span> <span>(Figures)</span> </div>
b.	Envelopes (to match letterhead) with return address and “Return Service Requested” – 500 ea.  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Written)</span> <span>DOLLARS (\$ _____)</span> <span>(Figures)</span> </div>
<b>4.</b>	<b>WASHINGTON COUNTY COORDINATING COMMITTEE</b> , Washington County Administration Complex, 100 West Washington Street, Room 3200, Hagerstown, MD 21740:
a.	Letterhead – 500 ea.  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Written)</span> <span>DOLLARS (\$ _____)</span> <span>(Figures)</span> </div>
<b>5.</b>	<b>WASHINGTON COUNTY OFFICE OF THE COUNTY ATTORNEY</b> , Washington County Administration Complex, 100 West Washington Street, Suite 1101, Hagerstown, MD 21740:
a.	Envelopes (Non-Fiber - Regular Grade) with return address and “Return Service Requested” –1,000 ea.  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Written)</span> <span>DOLLARS (\$ _____)</span> <span>(Figures)</span> </div>
<b>6.</b>	<b>WASHINGTON COUNTY ADMINISTRATOR</b> , Washington County Administration Complex, 100 West Washington Street, Suite 1101, Hagerstown, MD 21740:
a.	Letterhead – 500 ea.  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Written)</span> <span>DOLLARS (\$ _____)</span> <span>(Figures)</span> </div>
b.	Envelopes (Non-Fiber - Regular Grade) with return address “Return Service Requested” – 500 ea.  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Written)</span> <span>DOLLARS (\$ _____)</span> <span>(Figures)</span> </div>

**7. WASHINGTON COUNTY BOARD OF ELECTIONS, 35 West Washington Street, Room 101, Hagerstown, MD 21740:**

- a. Letterhead – 500 ea.

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

- b. Envelopes (Non-Fiber - Regular Grade) with return address “Return Service Requested” and with (PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area –2,000 ea.

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

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

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

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

- b. WINDOW Envelopes (Non-Fiber – Regular Grade), with return address and “Address Service Requested” – 1,000 ea.

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

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

- a. Letterhead – 1,000 ea.

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

- b. Envelopes (to match letterhead) with return address and “Return Service Requested” – 1,500 ea.

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

**10. WASHINGTON COUNTY DIVISION OF HEALTH & HUMAN SERVICES,  
DEPARTMENT OF RECREATION & FITNESS, 11400 Robinwood Drive, ARCC Building,  
Hagerstown, MD 21742-6514:**

- a. Letterhead – 500 ea.

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

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

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

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

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

**11. 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” – 1,500 ea.

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

**12. WASHINGTON COUNTY DIVISION OF PUBLIC WORKS, DEPARTMENT OF PARKS & FACILITIES, 1307 South Potomac Street, Hagerstown, MD 21740-7300:**

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

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

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

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

**13. WASHINGTON COUNTY DEPARTMENT OF PLANNING & ZONING, 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)

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

- a. Letterhead – 500 ea.

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

**15. WASHINGTON COUNTY DIVISION OF PUBLIC WORKS, TRANSIT DEPARTMENT,**  
1000 Washington Street, 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)

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

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

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

**(SECOND DELIVERY – TO BE DELIVERED BY OCTOBER 2018)**

- 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 – 15,000 ea.

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

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

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

**17. WASHINGTON COUNTY BOARD OF ELECTIONS, 35 West Washington Street, Room 101, Hagerstown, MD 21740:**

**(TO BE DELIVERED BY OCTOBER 2018)**

- a. Envelopes (Non-Fiber, Regular Grade) with return address and "Return Service Requested" – 1,500

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

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

**(TO BE DELIVERED BY OCTOBER 2018)**

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

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

**19. WASHINGTON COUNTY SHERIFF'S OFFICE, 500 Western Maryland Parkway, Hagerstown, MD 21740-5199: (See Attachment No. 5 and Attachment No. 6)**

**(TO BE DELIVERED BY OCTOBER 2018)**

- a. Letterhead – 2,000 ea.

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

- b. Envelopes (to match letterhead) with return address and "Return Service Requested" – 2,000 ea.

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

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

**(TO BE DELIVERED BY NOVEMBER 2018)**

- a. Letterhead – 1,000 ea.

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

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

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

**21. WASHINGTON COUNTY DIVISION OF BUDGET & FINANCE, Washington County Administration Building, 100 West Washington Street, Room 304, Hagerstown, MD 21740:**

**(FOURTH DELIVERY – TO BE DELIVERED BY FEBRUARY , 2019)**

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

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

**22. WASHINGTON COUNTY ASSIGNMENT CLERK, CIRCUIT COURT,** Washington County Court House Annex, 24 Summit Avenue, Hagerstown, MD 21740-4896:

**(FOURTH DELIVERY – TO BE DELIVERED BY FEBRUARY , 2019)**

- a. #10 Peel and Seal Envelopes with return address and “Return Service Requested” – 6,000 ea.

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

**TOTAL SUM: (Total of all items [1-22] 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.

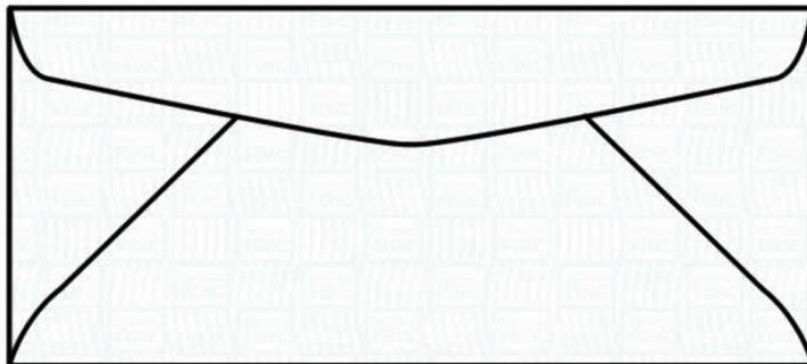
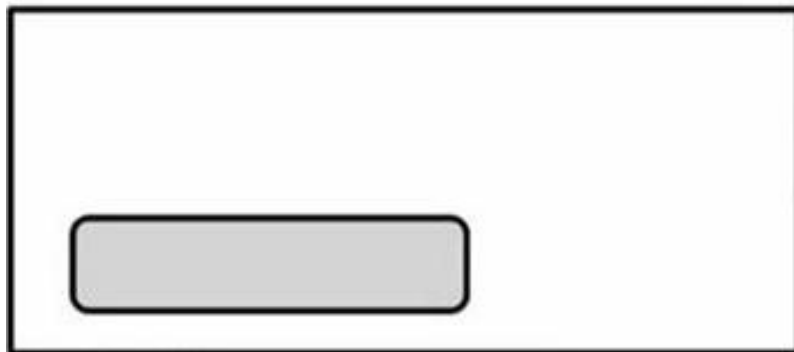
**General Indemnity:** The Contractor shall indemnify, defend and save harmless the Board of County Commissioners of Washington County, its appointed or elected officials, commission members, employees and agents for any and all suits, legal actions, administrative proceedings, claims, demands, damages,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





Sample: (Letterhead: Pantone 131 C Gold and Pantone 295 C Blue)



Washington County, MD

HAGERSTOWN REGIONAL AIRPORT

RICHARD A. HENSON FIELD

COMMERCIAL & COMMUTER AIRSERVICE | AVIATION MAINTENANCE | AIRSIDE SERVICES

Sample: (HGR Letterhead: Pantone 7707 C Teal, Pantone 303 C Blue, Pantone 131 C Gold, and Pantone 7697 C Light Blue)

18434 Showalter Road | Hagerstown, MD 21742 | P: 240.313.2777 | F: 301.791.2590 | Hearing Impaired: 7-1-1

[flyhagerstown.com](http://flyhagerstown.com)



**WASHINGTON COUNTY SHERIFF'S OFFICE**

**Douglas W. Mullendore, Sheriff**

500 Western Maryland Parkway  
Hagerstown, Maryland 21740-5199

Telephone: 240-313-2100

FAX: 240-313-2152

D/HoH Call 7-1-1 for Maryland Relay

**WASHINGTON COUNTY**

**DETENTION DIVISION**

**Major Craig Rowe, CJM  
Warden**

Sample: (Sheriff: [Known to be the following colors. Requesting a recommendation] Pantone 147 C, Red, 294 C Blue, and Gold)



**Attachment No. 6**  
**Human Resources, Airport & Sheriff Envelopes**



**Washington County**  
**M A R Y L A N D**

**DEPARTMENT OF HUMAN RESOURCES**

Washington County Administration Complex 100  
West Washington Street, Room 2300  
Hagerstown, MD 21740-4735

Return Service Requested

Sample: (HR: Pantone 295 C Blue)



**Washington County, MD**

**HAGERSTOWN REGIONAL AIRPORT**

Richard A. Henson Field  
18434 Showalter Road  
Hagerstown, MD 21742

Return Service Requested

Sample: (HGR: Pantone 7707 C Teal, 303 C Blue, 131 C Gold, and  
7697 C Lite Blue)



**WASHINGTON COUNTY**  
**SHERIFF'S OFFICE**

Douglas W. Mullendore, Sheriff  
500 Western Maryland Parkway  
Hagerstown, Maryland 21740-5199

Sample (Sheriff: [Known to be the following colors.  
Requesting a recommendation.] 147 C Red, 294 C Blue, and Gold )