



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 – Buyer

Telephone Number: 240-313-2330

REQUEST FOR QUOTATION

**THIS IS NOT
AN ORDER**

DATE ISSUED

DELIVERY WANTED

3/25/2019

See Attachment

DESCRIPTION

**NIMS ICS ALL HAZARDS INCIDENT MANAGEMENT POSITION SPECIFIC PUBLIC
INFORMATION OFFICER COURSE (L-952)
Q-19-673**

(See Attached Instructions & Specifications)

QUOTATION DUE: Wednesday, April 24, 2019, 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: Brandi Naugle, CPPB – Buyer, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740 and enclosed in a sealed opaque envelope marked **"QUOTATION – (Q-19-673) NIMS ICS ALL HAZARDS INCIDENT MANAGEMENT POSITION SPECIFIC PUBLIC INFORMATION OFFICER COURSE (L-952).** 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 on the attached Quotation 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 _____

NIMS ICS ALL HAZARDS INCIDENT MANAGEMENT POSITION SPECIFIC PUBLIC
INFORMATION OFFICER COURSE (L-952)
FOR
WASHINGTON COUNTY DIVISION OF EMERGENCY SERVICES

NOTICE TO QUOTERS & INSTRUCTIONS

1. **QUOTATION SUBMISSION:** Quotations are to be enclosed in a sealed opaque envelope bearing the name of the Quoter and marked “**QUOTATION – (Q-19-673) NIMS ICS ALL HAZARDS INCIDENT MANAGEMENT POSITION SPECIFIC PUBLIC INFORMATION OFFICER COURSE (L-952)**”. Quotations are to be addressed to Brandi Naugle, CPPB, Buyer, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, MD, 21740. **Please direct all inquiries to Brandi Naugle, CPPB, Buyer at 240-313-2330, fax 240-313-2331.**

NOTE: All Bidders 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. **PRE-QUOTATION CONFERENCE:** A Pre-Quotation Conference is scheduled in the Washington County Administration Complex Conference Room 3000, Third Floor, 100 W. Washington Street, Hagerstown, Maryland on **Monday, April 1, 2019 at 11:00 A.M., (EST)** at which time personnel will be present to answer any questions. Attendance at this meeting is not mandatory but is strongly encouraged.
3. **QUOTATION OPENING:** Quotations must be received and time-stamped in the Purchasing Department no later than **3:00 P.M., (EST), Wednesday, April 24, 2019**. 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.
4. **AWARD OF CONTRACT:** Washington County shall award the contract to the responsible, responsive low Quoter based on the total lump sum for Option I (twenty individuals) or Option II (thirty individuals). Carelessness in quoting prices, or in preparation of quotation otherwise, will not relieve the Quoter. Erasures or changes in quotations must be initialed. It is the County’s

intent to issue a purchase order (which shall serve as Notice to Proceed) within seventy-two (72) hours after submission of quote.

5. **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.
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 Pre-Quotation Conference and/or 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. **INSURANCE:** The successful vendor must show upon request and prior to the execution of a Contract or issuance of Purchase Orders the Agreement and as required by the County during the term of the contract evidence of appropriate insurance as outlined in the attached copy (Attachment No. 1) of the Washington County *Insurance Requirements for Independent Contractors* Policy. The service 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, Maryland, 100 West Washington Street, Hagerstown, Maryland.
11. **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 Brandi Naugle, CPPB - County Buyer, 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-email to purchasingquestions@washco-md.net.

All necessary interpretations will be issued to all Quoters by the Washington County Director of Purchasing in the form of addenda to the specifications, and such addenda shall become part of

the Contract Documents. Exceptions as taken in no way obligates the County to change the specifications. Failure of any Quoter to receive any such addendum or interpretation shall not relieve such Quoter from any obligation under his/her bid as submitted. The County will assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY.** Requests received after 4:00 P.M., local time, (EST) Monday, April 8, 2019 may not be considered. All correspondence in regard to this quotation shall be directed to and issued by the Washington County Purchasing Department.

12. **PAYMENT:** Payment will be made within thirty (30) after course objectives have been completed and approved by the County's Representative. Invoices shall be submitted in duplicate to Washington County Emergency Services, 16232 Elliott Parkway, Williamsport, Maryland 21795.
13. **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."
14. **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.
15. **QUALIFICATIONS:** The Owner 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 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. 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. The Qualified quoter shall be a FEMA/EMI approved instructor.
16. **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: <http://dat.maryland.gov/Pages/sdatforms.aspx#BNE> and the phone numbers for the State Department of Assessments and taxation are: (410) 767-1340 or (888) 246-5941.

17. **RESERVATIONS:** The County reserves the right to reject any or all quotations, to waive any technicalities in the quotation, and to take whatever action is in the best interest of Washington County. The County also reserves the right to reject the quotation of a Quoter who has previously failed to perform properly or complete on time contracts of a similar nature, or the Quote of a Quoter who investigation shows is not in a position to perform the contract. The County reserves the right to waive minor differences in specifications provided these differences do not violate the specifications intent nor affect the operation for which the items are being purchased, nor increase estimated maintenance and repair cost to the County.
18. **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.
19. **TERM OF CONTRACT:** All quoted prices shall be valid for ninety (90) consecutive calendar days from quotation due date.

Q-19-673
**NIMS ICS ALL HAZARDS INCIDENT MANAGEMENT POSITION SPECIFIC PUBLIC
INFORMATION OFFICER COURSE (L-952)**

**FOR
WASHINGTON COUNTY DIVISION OF EMERGENCY SERVICES**

SPECIFICATIONS

The Board of County Commissioners of Washington County, Maryland, is requesting price for quotations from qualified and interested firms to provide a NIMS ICS All Hazards Incident Management Position Specific Public Information Officer Course L-952 Training Instructor and supporting materials. The course is to be held in Washington County, Maryland, at a site provided by Washington County. The course will need to provide instruction, instruction materials, all handouts and printed individual course notebooks for twenty (20) or thirty (30) individuals.

I. PROJECT OVERVIEW:

- A. To provide a NIMS ICS All Hazards Incident Management Team Position Specific Public Information Officers Course L-952 and supporting, materials.
- B. The selected firm must provide instruction, instruction materials, all handouts and printed individual course notebooks for each individual attending. The course of instruction shall be delivered (taught) during a five consecutive day week excluding Saturdays or Sundays and must be completed within six (6) months of being awarded the contract. Selection of the five Consecutive day week of instruction must be agreed upon by Washington County Emergency Services.
- C. In addition to being FEMA/EMI approved and authorized, the course shall include:
 - Introduction to Incident Management Teams, and the IMT Process
 - Command and General Staff Functions
 - Understanding the responsibilities and duties and capabilities of an effective Public Information Officer.
 - Incident Management Teams Dynamics
 - Deployment Factors
 - Integration with Local Jurisdictions
 - Coordination of Resources
 - Demobilization and Transition Planning
 - Any Testing required for Course Completion
 - To include multiple exercises that provide a realistic scenario driven approach to mastering the skills required of the Public Information Officer.
 - Exercises, simulations, and discussions will allow student to apply their new knowledge.

II. SCOPE OF WORK

- A. The contractor shall provide, for the course to be delivered, a plan of instruction (POI) that at a minimum identifies the following:
- Rational
 - Purpose and course goal
 - Course objectives
 - Target audience
 - Course structure/strategy
 - Course duration
 - Instructor/facilitator qualifications
 - Course schedule
 - Course materials, supplies and equipment
 - Pre-course activities
 - Course references
 - Pre-requisites
 - Units of instruction
 - Course evaluation
 - Course deployment and delivery
- B. The contractor shall provide for each student a three (3) ring binder (s) with a printed copy of the Student Manual and any additional “handouts” used in the instruction of the course. The contractor will also provide at least one (1) electronic copy (CD/DVD/USB Drive), appropriately labeled and marked as a master copy of all POI’s, instructor guides, student manuals and visual materials used for all training courses. Providing this information in a digital format in both MSWORD and PDF.
- C. The contractor shall provide all course training materials necessary for the effective and efficient delivery of the course objectives in accordance with the appropriate POI. This will include all training consumables, printed materials, presentation materials, hardware and software, etc. The contractor shall notify the Washington County Project Manager, (Mr. Charles T. Brown JR. 240-313-4345) of any additional support needs, a minimum of fourteen (14) calendar days prior to the start of the course.
- D. It is the expectation of the Washington County Commissioners that the contractor selected, provides a high quality training environment.
- E. The Course taught is required to be a FEMA/EMI approved and authorized NIMS ICS All Hazards Position Specific Public Information Officer Course (L-952).
- F. This course will be taught in Washington County, Maryland, on any five consecutive day week as listed above and agreed upon by the contractor and Washington County Emergency Services. If the dates for the course cannot be agreed upon, Washington County reserves the right to pick the dates.
- G. This course of instruction will expose the individuals to crucial insights into the performance of highly-successful NIMS ICS All Hazards Public Information Officer.

- H. This course of instruction will give the individuals the skills needed to assume the position of a NIMS ICS All Hazards Public Information Officer during an actual emergency situation.
- I. The course will need to provide instruction for twenty (20) or thirty (30) individuals.
- J. Washington County will provide Student Enrollment and Registration Services for the course.
- K. Upon completion of each training course, the contractor shall provide the Washington County Division of Emergency Services Project Manager (Mr. Charles T. Brown Jr. 240-313-4372) a report documenting vendor and student feedback within thirty (30) calendar days.
- L. Upon completion of each training course, the contractor shall provide to each individual who has successfully completed the course of instruction, a US Department of Homeland Security, FEMA, Certificate of Training.

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 Board of County Commissioners of Washington County, Maryland 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, Maryland 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, Maryland, 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

Background and Applicability:

In conjunction with the Office of Management and Budget and other affected Federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, *Debarment and Suspension*, Executive Order 12689, *Debarment and Suspension*, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-355, 108 Stat. 3327).

The provisions of Part 29 apply to all grantee contracts and subcontracts at any level expected to equal or exceed \$25,000 as well as any contract or subcontract (at any level) for Federally required auditing services, 49 CFR 29.220(b). This represents a change from prior practice in that the dollar threshold for application of these rules has been lowered from \$100,000 to \$25,000. These are contracts and subcontracts referred to in the regulation as “covered transactions.”

Grantees, Contractors, and Subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from prior practice in that certification is still acceptable but is no longer required, 49 CFR 29.300.

Grantees, Contractors, and Subcontractors who enter into covered transactions also must require the entities they contract with to comply with 49 CFR 29, Subpart C and include this requirement in their own subsequent covered transactions (i.e., the requirement flows down to subcontracts at all levels).

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The Contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its quote, the Quoter certifies as follows: The certification in this clause is a material representation of fact relied upon by the *County*. If it is later determined that the Quoter knowingly rendered an erroneous certification, in addition to remedies available to the *County*, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The Quoter agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer.

The Quoter further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Company Name _____

Signature of Contractor’s Authorized Official _____

Printed Name of Contractor’s Authorized Official _____

Printed Title of Contractor’s Authorized Official _____

Date _____

Q-19-673
FORM OF PROPOSAL

NIMS ICS ALL HAZARDS INCIDENT MANAGEMENT POSITION SPECIFIC PUBLIC
INFORMATION OFFICER COURSE (L-952)

FOR
WASHINGTON COUNTY DIVISION OF EMERGENCY SERVICES

DATE: _____

TO:

FROM:

Board of County Commissioners
of Washington County, Maryland
c/o Washington County Purchasing Dept.
100 West Washington Street, Room 3200
Hagerstown, MD 21740

QUOTATION DUE: Wednesday, April 24, 2019
3:00 P.M.

Ladies/Gentlemen:

Having examined the site and being familiar with pertinent local conditions affecting the work and having carefully examined the contents of this Quotation Package, Request for Quotation, and Notice to Quoters/Instructions bearing the project title, and dated Tuesday, March 26, 2019, including

Addenda (if any):

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

and having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to furnish all labor and materials called for by the said documents for the entire work, in strict accordance with the specifications, for the stipulated total lump sum of:

Option 1: (twenty individuals)

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

Option 2: (thirty individuals)

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