



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

Q-19-679
ADDENDUM NO. 1
REQUEST FOR QUOTATION

EXAMINATION GLOVES FOR VARIOUS COUNTY DEPARTMENTS

DATE: Friday, August 9, 2019

QUOTES DUE: Thursday, August 22, 2019
(Revised Date via Addendum No. 1) 3:00 P.M., (EDT/EST)

To Vendors:

This Addendum is hereby made a part of the Request for Quotation (RFQ) Documents on which all quotations will be based and is issued to correct and/or clarify the original documents.

Please acknowledge receipt of this Addendum on the Quotation Form. This Addendum consists of four (4) pages and two (2) attachments.

NOTE: All Bidders 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 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 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.

ITEM NO. 1: *Inquiry:* If there are terms and conditions Vendor may not be able to agree to will the County consider exceptions to terms and conditions?

Response: No exceptions to the County's terms and conditions shall be accepted.

ITEM NO. 2: *Inquiry:* Specifically, if there are insurance requirements that Vendor may not be able to agree to will the County consider exceptions to insurance terms and conditions?

Response: Awarded vendors must supply certificate(s) of insurance in accordance with the requirements specified in the RFQ document, pages 14 & 15, Insurance Requirements for Independent Contractors policy. No deviations to the County's insurance requirements shall be accepted with the exception of worker's compensation policies.

If a vendor will only use a third-party shipping company to execute deliveries, workers compensation coverage is not required. Workers compensation coverage is required for vendors that will have their own employees providing delivery. If workers compensation coverage is not provided, the vendor is required to submit a written statement to the County advising that deliveries will not be made by employees.

ITEM NO. 3: *Inquiry:* The Original term is from September 1, 2019 through August 31, 2020. The bid is not clear whether price increases are permitted during the original contract term. Can you clarify if price increases are permitted at any time during the contract?

Response: This contract is valid for a one (1)-year period from September 1, 2019 to August 31, 2019; no price increases are permitted during the contract term.

ITEM NO. 4: *Inquiry:* The bid does not mention any renewal options. Is this bid out on an annual basis or are there any options for renewal?

Response: This quote results in contract(s) that are valid for a 1-year period only; renewals do not apply.

ITEM NO. 5: *Inquiry:* Does the County's Purchase Orders have additional terms and conditions included? If so, please provide a copy of these terms and conditions for review.

Response: Terms on County purchase orders are as follows: Payment Terms - Immediate; FOB – Destination; Shipping Method – BPW. Additionally, the County's purchase orders include the following standard language: "Maryland Sales Tax Exemption No: 3000129 2"; "NOTE TO VENDOR: Products containing any chemical substance must be labeled and have Material Safety Data Sheet sent with first shipment"; "All Shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Buyer prior to shipment."; "Proprietary and Confidential".

ITEM NO. 6: *Inquiry:* Does the County consider electronic signatures to be valid “original” signatures (i.e.: DocuSign)?

Response: Electronic quote submissions are not acceptable. Quotes must be enclosed in a sealed opaque envelope, received and time stamped in the Washington County Purchasing Department. Refer to the RFQ document, Instructions section, Page 4, subsection 14. Quotation Submission.

ITEM NO. 7: *Inquiry:* First, I wanted to confirm that the quotes will only list prices per box.

Response: Yes, the Form of Proposal indicates “Price per box containing 100 pieces”.

ITEM NO. 8: *Inquiry:* Second, is worker's comp insurance really a requirement? Given that this contract is only for gloves, insurance for worker's comp seems a bit excessive.

Response: Refer to the response to Item No. 2 within this addendum.

ITEM NO. 9: All references in the RFQ document made to the question submission deadline shall be **CHANGED** to read: **No later than 4:00 P.M. (EDT/EST), Thursday, August 15, 2019.**

ITEM NO. 10: All references in the RFQ document made to the quotation submission deadline shall be **CHANGED** to read: **No later than 3:00 P.M. (EDT/EST), Thursday, August 22, 2019.**

ITEM NO. 11: The County shall accept substitutions to consider for review for additional glove items other than those already specified in the RFQ document. These additional items are Nos. 10, 11, 12, 14, 15, 16, and 17. The substitution submission deadline has also been updated. The following portion of the RFQ document, Instructions section, Page 4, subsection 16. Substitutions/Sample shall be **CHANGED** to read:

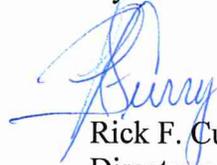
16. **SUBSTITUTIONS/SAMPLE:** Any Quoter who contemplates offering a product that differs from that specified SHALL obtain the County’s written approval prior to quotation opening. *Substitution samples (minimum ten (10) pairs of gloves, size - large)* shall be received in the Purchasing Department no later than **4:00 P.M. (EDT/EST), Thursday, August 15, 2019.** Requests for substitutions received after this deadline may not be considered. All such decisions will be considered final and not subject to further evaluation. The County will not consider or accept substitutions for items Nos. 6, 7, and 8. All correspondence regarding this quote shall be directed to and issued by the Washington County Purchasing Department. **Direct all inquiries to the County’s Procurement Specialist I, Rachael McCarty, at 240-313-2330.**

(NOTE: The wording of all “Inquiries” submitted are displayed exactly as received.)

ITEM NO. 12: A *REVISED* Specifications section (RFQ Pages 8 & 9) and a *REVISED* Form of Proposal (RFQ Pages 10-13) have been included as attachments to this addendum. The revision resulted in striking through “no substitutions” allowed for County Item Nos. 10 – 17, correcting estimated quantity usage on the Form of Proposal to match the Specifications section, and updating of the item description for item Nos. 13 and 18.

ITEM NO. 13: As your quotation submittal, include the first page of the RFQ document and the *REVISED Form of Proposal* in accordance with the above-mentioned quote submission deadline: **No later than 3:00 P.M. (EDT/EST), Thursday, August 22, 2019.**

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing

**EXAMINATION GLOVES FOR
VARIOUS COUNTY DEPARTMENTS
Q-19-679**

REVISED SPECIFICATIONS

DESCRIPTION: (Approximate usage is based on a twelve [12] month period)

County Item #	Specifications	Estimated Annual Usage-boxes (based on 100 pieces per box / indicate if different)
1	Vinyl, Non-Sterile, <i>Large</i> , minimum of 4 mil.	36
2	Nitrile Glove, Powder-Free, Textured Grip <i>Small</i> , 5 mil.	30
3	Nitrile Glove, Powder-Free, Textured Grip <i>Medium</i> , 5 mil.	60
4	Nitrile Glove, Powder-Free, Textured Grip <i>Large</i> , 5 mil.	205
5	Nitrile Glove, Powder-Free, Textured Grip <i>X-Large</i> , 5 mil.	252
6	UL315M, Exam glove, <i>Medium</i> , Microflex Ultra One #UL315 , Powder Free, Textured Fingers, 12" Length, no substitutions	170
7	UL315L, Exam glove, <i>Large</i> , Microflex Ultra One #UL315 , Powder Free, Textured Fingers, 12" Length, no substitutions	20
8	UL315XL, Exam glove, <i>X Large</i> , Microflex Ultra One #UL315 , Powder Free, Textured Fingers, 12" Length, no substitutions	170
9	Exam glove, <i>2X- Large</i> , comparable to Microflex Ultra One #UL315 or 14 mil glove , Powder Free, Textured Fingers, 12" Length	230
10	Thickster Latex 6602-20 Exam glove, <i>Medium</i> , Powder Free, Textured Fingers, 12" Length, 14 mil., beaded cuff, no substitutions	50
11	Thickster Latex 6603-20 Exam glove, <i>Large</i> , Powder Free, Textured Fingers, 12" Length, 14 mil., beaded cuff, no substitutions	103
12	Thickster Latex 6604-20 Exam glove, <i>X-Large</i> , Powder Free, Textured Fingers, 12" Length, 14 mil., beaded cuff, no substitutions	608
13	Thickster Latex 6605-20 Exam glove, <i>2X-Large</i> , Powder Free, Textured Fingers, 12" Length, 14 mil., beaded cuff	150
14	Microflex Midnight , MK296S , Black , Powder-free Nitrile Standard Exam Glove <i>Small</i> - length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16., no substitutions	20

REVISED Specifications (Revised 8/9/2019 via Addendum No. 1)

**Examination Gloves for Various County Departments
Q-19-679**

County Item #	Specifications	Estimated Annual Usage-boxes (based on 100 pieces per box / indicate if different)
15	Microflex Midnight , MK296M , Black , Powder-free Nitrile Standard Exam Glove <i>Medium</i> - length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16., no substitutions	20
16	Microflex Midnight , MK296L , Black , Powder-free Nitrile Standard Exam Glove <i>Large</i> - length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16., no substitutions	250
17	Microflex Midnight , MK296XL, Black , Powder-free Nitrile Standard Exam Glove <i>X Large</i> - length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16., no substitutions	274
18	Microflex Midnight , MK296XXL, Black , Powder-free Nitrile Standard Exam Glove, <i>XX Large</i> - length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16	100

**ALL GLOVES SHALL BE MEDICAL GRADE
ORDERS SHALL BE DELIVERED WITHIN SEVENTY-TWO (72) HOURS FROM ORDER PLACEMENT**

REVISED FORM OF PROPOSAL

(Price per box containing 100 pieces – indicate if different)

**EXAMINATION GLOVES FOR
VARIOUS COUNTY DEPARTMENTS
Q-19-679**

Item 1 - Vinyl Glove, Non-Sterile, size *Large*, 4 mil. or *County approved equal*. Approximate usage 36 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: # _____ boxes per case*)

Item 2 - Nitrile Glove, Powder-Free, Textured Grip, size *Small*, 5 mil. or *County approved equal*. Approximate usage 30 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: # _____ boxes per*)

Item 3 - Nitrile Glove, Powder-Free, Textured Grip, size *Medium*, 5 mil. or *County approved equal*. Approximate usage 60 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: # _____ boxes per*)

Item 4 - Nitrile Glove, Powder-Free, Textured Grip, size *Large*, 5 mil. or *County approved equal*. Approximate usage 205 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: # _____ boxes per*)

Item 5 - Nitrile Glove, Powder-Free, Textured Grip, size *X-Large*, 5 mil. or *County approved equal*. Approximate usage 252 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: # _____ boxes per*)

Item 6 – UL315M – Exam glove, size *Medium*, Microflex Ultra One #UL315, Powder-Free, Textured Fingers, 12” Length, no substitutions. Approximate usage 170 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: # _____ boxes per*)

Item 7 – UL315L – Exam glove, size *Large*, Microflex Ultra One #UL315, Powder-Free, Textured Fingers, 12” Length, no substitutions. Approximate usage 20 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: # _____ boxes per*)

Item 8 – UL315XL – Exam glove, size *Extra Large*, Microflex Ultra One #UL315, Powder-Free, Textured Fingers, 12” Length, no substitutions. Approximate usage 170 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: # _____ boxes per*)

Item 9 – Exam glove, size *2X-Large*, comparable to Microflex Ultra One #UL315 or 14 mil glove or *County approved equal*, Powder-Free, Textured Fingers, 12” Length. Approximate usage 230 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: # _____ boxes per*)

Item 10 – Thickster Latex 6602-20 Exam glove, *Medium*, Powder Free, Textured Fingers, 12” Length, 14 mil., beaded cuff, ~~no substitutions~~. Approximate usage 50 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: # _____ boxes per*)

Item 11 – Thickster Latex 6603-20 Exam glove, *Large*, Powder Free, Textured Fingers, 12” Length, 14 mil., beaded cuff, ~~no substitutions~~. Approximate usage 103 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: # _____ boxes per*)

Item 12 – Thickster Latex 6604-20 Exam glove, *X-Large*, Powder Free, Textured Fingers, 12” Length, 14 mil., beaded cuff, ~~no substitutions~~. Approximate usage 608 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: # _____ boxes per*)

Item 13 – Thickster Latex 6605-20 Exam glove, *2X-Large*, Powder Free, Textured Fingers, 12” Length, 14 mil., beaded cuff. Approximate usage 150 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: # _____ boxes per*)

Item 14 – MK296S - Microflex Midnight, , Black, Powder-free, Nitrile Standard Exam Glove *Small*-length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16, ~~no substitutions~~. Approximate usage 20 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: # _____ boxes per*)

Item 15 – MK296M - Microflex Midnight, Black, Powder-free Nitrile Standard Exam Glove *Medium*-length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16, ~~no substitutions~~. Approximate usage 20 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: #* _____ *boxes per*

Item 16 – MK296L - Microflex Midnight, Black, Powder-free Nitrile Standard Exam Glove *Large*-length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16, ~~no substitutions~~. Approximate usage 250 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: #* _____ *boxes per*

Item 17 – MK296XL - Microflex Midnight, Black, Powder-free Nitrile Standard Exam Glove *X Large*- length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16, ~~no substitutions~~. Approximate usage 274 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: #* _____ *boxes per*

Item 18 – MK296XXL – Microflex Midnight, Black, Powder-free Nitrile Standard Exam Glove, *2X Large*- length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16. Approximate usage 100 boxes:

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

Product Item# _____ (*Quoters shall provide quantity [boxes] per case: #* _____ *boxes per*