



# REQUEST FOR QUOTATION (RFQ)

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, Suite 3200  
Hagerstown, Maryland 21740

Attention: *Carin Bakner - Procurement Specialist II*

Telephone Number: 240-313-2330

## REQUEST FOR QUOTATION

**THIS IS NOT  
AN ORDER**

### DATE ISSUED

2/28/20

### DELIVERY WANTED

See Attachment

### DESCRIPTION

### UNIT PRICE

### TOTAL NET PRICE

**PRINTING OF STATIONERY FOR  
VARIOUS COUNTY DEPARTMENTS  
Q-20-682**

*(See Attached Instructions & Specifications)*

**QUOTATION DUE: Wednesday, March 25, 2020, no later than 3:00 P.M. (EDT/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: Carin Bakner - 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-20-682) - 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-20-682**

**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 are 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 and as required by the County, evidence of appropriate insurance as outlined in the attached ***Insurance Requirements for Independent Contractors*** policy (**Attachment No. 1**). Insurance coverage is required for the duration of the contract term. The quotation shall be identified on the certificate and The Board of County Commissioners of Washington County, Maryland shall be named as an additional insured. The certificate holder on the certificate shall be listed as The Board of County Commissioners of Washington County, Maryland, 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:

Carin Bakner, Procurement Specialist II  
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 Director of Purchasing 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 17, 2020** 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, Suite 3200, Hagerstown, MD 21740, for the total amount stipulated on the Form of Proposal relative to each delivery.
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 **Wednesday, March 11, 2020 at 11:00 A.M. (EDT/EST).** 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-20-682) - PRINTING OF STATIONERY**" and bearing the vendor's name. Quotations are to be addressed to:

Washington County Purchasing Department  
Attn: Carin Bakner, Procurement Specialist II  
Washington County Administration Complex  
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, telephone 240-313-2330, no later than **3:00 P.M. (EDT/EST)), Wednesday, March 25, 2020**. 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 submitted 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 quoter submitting a quote 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 quotes shall take into consideration all conditions that may affect the work. No allowance shall be made to any quoter 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:** The successful quoter shall supply the County with one (1) box of 500, web-feed envelopes (**See Attachment No. 2**) to test with the Neopost PS-140 INSF before printing begins.
20. **SUBSTITUTIONS/SAMPLE:** No substitutions will be considered nor accepted.
21. **SUBSEQUENT QUOTES/PRINTINGS:** The County may request additional quotes for the printing of stationery that were not included in this original RFQ document. The awarded printer shall assume the responsibility of providing quotes/printing services for additional print jobs not listed in this RFQ. These deliveries will follow similar timelines as outlined in the Specifications section under the Delivery and Order/Delivery Timeline subsections. Additional quotes shall mimic pricing contained in the submitted quote of the awarded printer when comparing type of stationery with like quantities.
22. **CONTRACT TERM:** The contract term shall commence upon award notification to the responsive, responsible quoter that submitted the lowest total sum price, tentatively beginning March 25, 2020. The term will continue for a 1-year period, constituting all three deliveries noted in the RFQ document as well as any subsequent quotes/printing jobs that may be requested by the County.
22. A copy of last year's quotation tabulation (Q-19-671) can be viewed at:  
<https://www.washco-md.net/wp-content/uploads/purch-q-19-671-bidtab.pdf>

**PRINTING OF STATIONERY FOR  
VARIOUS COUNTY DEPARTMENTS  
Q-20-682**

**SPECIFICATIONS**

**DESCRIPTION:** Printing of Letterhead and Envelopes for Various County Departments.

**QUANTITY:** See Form of Proposal for quantities per department.

**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 envelopes **shall contain NO RECYCLED MATERIAL.**

- A. High Grade Envelope (to match letterhead) - #10 regular with shaped flap (top flap only) and diagonal style, bond, light cockle, 25% cotton content, white, Sub-24.
- B. Regular Grade Envelope - #10 regular non-fiber with shaped flap (top flap only) and diagonal style, Sub-24, white wove.
- C. Regular Grade Window Envelope - #10 regular non-fiber with standard window, diagonal style (Western Sulphite Product No. 3341), white wove (top flap only). These window envelopes shall be edge glued cellophane window by the manufacturer (**See Attachment No. 2**). This product is required for problem-free “mechanical insertion” operation on a Neopost PS-140 INSF.
- D. Regular Grade Window Envelope - #10 regular with standard window, diagonal style, Sub-24, white wove (top flap only).
- E. Regular Grade Envelope - #9 regular non-fiber, return envelope, with shaped flap and diagonal style, white wove (top flap only).
- F. Regular Grade Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only).
- G. Regular Grade Window Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only).

Samples of Stationery are attached (**See Attachment Nos. 3, 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, Washington County Administration Complex, 100 West Washington Street, Hagerstown, MD, Room 3200.

**Please Note** – For each document to be printed, the vendor shall provide a free, high-end, color-accurate digital proof 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 inks are Pantone 131 C (Gold) and Pantone 295 C (Blue); envelope ink is 295 C (Blue), unless stated differently with additional colors. The Hagerstown Regional Airport inks are Pantone 7707 C (Teal), 303 C (Blue), 131 C (Gold) and 7697 C (Light Blue). The Parks & Recreation inks are Pantone 131 C (Gold), Pantone 295 C (Blue) and Pantone 555 C (Green).  
**(See Attachment Nos 3, 4, 5 & 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 the contents of each pack/box. The County reserves the right to reject the order if packaging is not labeled and packaged according to specifications.

**DELIVERY:** **The first delivery shall be made no later than forty-five (45) consecutive calendar days after receipt of order** excluding the second and third deliveries. **The second and third deliveries shall be delivered seven (7) consecutive calendar days after approved proofs are remitted back to the printer.** F.O.B. Destination, Inside Delivery to Washington County Mail Room, Washington County Administration Complex (rear), First Floor, Room 1302, 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 what constitutes “inclement weather”.

**ORDER/DELIVERY PROJECTED TIMELINE:**

<b>Delivery</b>	<b>Purchase Order shall be dispatched:</b>	<b>Approved proofs returned to printer by:</b>	<b>Order to be delivered no later than:</b>
<b>June 2020</b>	within 1 week after award	April 30, 2020	June 2020
<b>October 2020</b>	September 2020	September 30, 2020	October 2020
<b>February 2021</b>	January 2021	January 31, 2021	February 2021



**PRINTING OF STATIONERY FOR VARIOUS COUNTY DEPARTMENTS  
Q-20-682**

**FORM OF PROPOSAL – FIRST DELIVERY**

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
<b>1</b>	<b>WASHINGTON COUNTY AGRICULTURAL EDUCATION CENTER, 7313 Sharpsburg Pike, Boonsboro, MD 21713-2431:</b>		
	<b>a</b> Letterhead _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
	<b>b</b> Envelope (non-fiber, regular grade) with return address and “Address Service Requested” _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
<b>2</b>	<b>HAGERSTOWN REGIONAL AIRPORT, 18434 Showalter Road, Hagerstown, MD 21742</b>		
	<b>a</b> Letterhead _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
	<b>b</b> High Grade Envelope (to match Letterhead) with return address and “Return Service Requested” _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
	<b>WASHINGTON COUNTY DIVISION OF BUDGET &amp; FINANCE</b> , Washington County Administration Complex, 100 West Washington Street, Suite 3100, Hagerstown, MD 21740:		
a.	Letterhead  _____ DOLLARS  _____ CENTS	500	\$ _____ (written in numerals)
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  _____ DOLLARS  _____ CENTS	20,000	\$ _____ (written in numerals)
c.	WINDOW Envelopes (non-fiber, regular grade) with return address and "Return Service Requested"  _____ DOLLARS  _____ CENTS	10,000	\$ _____ (written in numerals)
d.	WINDOW Envelopes (non-fiber, regular grade) with (PRESORTED FIRST-CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area, return address, and "Return Service Requested"  _____ DOLLARS  _____ CENTS	5,000	\$ _____ (written in numerals)

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
4	<b>WASHINGTON COUNTY DEPARTMENT OF BUSINESS DEVELOPMENT</b> , 100 West Washington Street, Suite 1401, Hagerstown, MD 21740:		
	a. High Grade Envelope (to match Letterhead) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)
5	<b>WASHINGTON COUNTY COORDINATING COMMITTEE</b> , 100 West Washington Street, Suite 3200, Hagerstown, MD 21740-4748:		
	a. Letterhead _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
6.	<b>WASHINGTON COUNTY BOARD OF ELECTIONS</b> , Washington County Office Building, 35 West Washington Street, Suite 101, Hagerstown, MD 21740-4833:		
	a. Envelope (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	2,000	\$ _____ (written in numerals)
	b. WINDOW Envelopes (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
<b>WASHINGTON COUNTY DIVISION OF EMERGENCY SERVICES</b> , 16232 Elliott Parkway, Williamsport, MD 21795-4083:			
7.	<b>a.</b> WINDOW Envelopes (non-fiber, regular grade) with return address and "Address Service Requested" _____ DOLLARS _____ CENTS	1,500	\$ _____ (written in numerals)
<b>WASHINGTON COUNTY DIVISION OF ENGINEERING</b> , 80 West Baltimore Street, Hagerstown, MD 21740-6003:			
8.	<b>a.</b> Envelope (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
<b>WASHINGTON COUNTY DIVISION OF INFORMATION SYSTEMS</b> , Washington County Administration Building, 100 West Washington Street, Suite 3300, Hagerstown, MD 21740:			
9.	<b>b.</b> High Grade Envelope (to match Letterhead) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
<b>WASHINGTON COUNTY NARCOTICS TASK FORCE</b> , P. O. Box 622, Maugansville, MD 21767-0622:			
10.	<b>a.</b> Letterhead _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
11.	<b>WASHINGTON COUNTY DEPARTMENT OF BUILDINGS, GROUNDS &amp; FACILITIES</b> , A Division of Public Works, 1307 South Potomac Street, Hagerstown, MD 21740-7300:		
	<b>a.</b> Envelope (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
	<b>b.</b> WINDOW Envelope (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
12.	<b>WASHINGTON COUNTY DEPARTMENT OF PARKS AND RECREATION</b> , A Division of Public Works, 1307 South Potomac Street, Hagerstown, MD 21740-7300		
	<b>a.</b> Envelope (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)
	<b>b.</b> WINDOW Envelopes (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
13.	<b>WASHINGTON COUNTY DEPARTMENT OF PARKS AND RECREATION</b> , A Division of Public Works, Located at Hagerstown Community College, 11400 Robinwood Drive, ARCC Building, Hagerstown, MD 21740-6514:		
	a. Letterhead _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
	b. Envelope (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
	c. WINDOW Envelopes (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
14.	<b>WASHINGTON COUNTY DIVISION OF PLAN REVIEW &amp; PERMITTING</b> , 80 West Baltimore Street, Hagerstown, MD 21740-6003		
	a. Envelopes (non-fiber, regular grade) with (PRESORTED FIRST-CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area, return address, and "Return Service Requested" _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)
	b. WINDOW Envelopes (non-fiber, regular grade) with (PRESORTED FIRST-CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area, return address, and "Return Service Requested" _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
15.	<b>WASHINGTON COUNTY PURCHASING DEPARTMENT</b> , Division of Budget & Finance, 100 West Washington Street, Suite 3200, Hagerstown, MD 21740-4748		
	a. Letterhead _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)
16.	<b>WASHINGTON COUNTY WEED CONTROL</b> , Washington County Administration Building, 100 West Washington Street, Hagerstown, MD 21740		
	a. #10 Peel and Seal Envelopes (regular grade) with return address and "Address Service Requested" _____ DOLLARS _____ CENTS	2,000	\$ _____ (written in numerals)
	b. Letterhead _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)
17.	<b>OFFICE OF STATE'S ATTORNEY FOR WASHINGTON COUNTY</b> , Washington County Office Building, 33 West Washington Street, Room 302, Hagerstown, Maryland 21740-4888		
	a. Letterhead _____ DOLLARS _____ CENTS	4,000	\$ _____ (written in numerals)
	b. WINDOW Envelopes (non-fiber, regular grade) with return address and "Address Service Requested" _____ DOLLARS _____ CENTS	5,000	\$ _____ (written in numerals)

**PRINTING OF STATIONERY FOR VARIOUS COUNTY DEPARTMENTS**

**Q-20-682**

**FORM OF PROPOSAL – SECOND DELIVERY**

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
18.	<b>WASHINGTON COUNTY DIVISION OF BUDGET &amp; FINANCE</b> , Washington County Administration Complex, 100 West Washington Street, Suite 3100, Hagerstown, MD 21740:		
	<b>a.</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  <div style="text-align: right;">_____ DOLLARS _____ CENTS</div>	10,000	\$ _____ (written in numerals)
	<b>b.</b> WINDOW Envelopes (non-fiber, regular grade) with return address and "Return Service Requested"  <div style="text-align: right;">_____ DOLLARS _____ CENTS</div>	10,000	\$ _____ (written in numerals)
	<b>c.</b> WINDOW Envelopes (non-fiber, regular grade) with (PRESORTED FIRST-CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area, return address, and "Return Service Requested"  <div style="text-align: right;">_____ DOLLARS _____ CENTS</div>	5,000	\$ _____ (written in numerals)
19.	<b>WASHINGTON COUNTY DIVISION OF EMERGENCY SERVICES</b> , 16232 Elliott Parkway, Williamsport, MD 21795-4083		
	<b>a.</b> WINDOW Envelope (non-fiber, regular grade) with (PRESORTED FIRST-CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area, return address, and "Address Service Requested"  <div style="text-align: right;">_____ DOLLARS _____ CENTS</div>	5,000	\$ _____ (written in numerals)

*Form of Proposal – Second Delivery*

**Printing of Stationery for Various County Departments**

**Q-20-682**

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\_\_\_\_\_  
Quoter's Name



Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
20.	<b>WASHINGTON COUNTY BOARD OF ELECTIONS</b> , Washington County Office Building, 35 West Washington Street, Suite 101, Hagerstown, MD 21740-4833:		
	a. Letterhead _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
	b. Envelope (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)
21.	<b>WASHINGTON COUNTY DEPARTMENT OF PLANNING &amp; ZONING</b> , Washington County Administration Complex, 100 West Washington Street, Suite 2600, Hagerstown, MD 21740		
	a. Envelope (non-fiber, regular grade) with return address and "Address Service Requested" _____ DOLLARS _____ CENTS	1,500	\$ _____ (written in numerals)
22.	<b>WASHINGTON COUNTY TRANSIT DEPARTMENT</b> , Division of Public Works, 1000 West Washington Street, Hagerstown, MD 21740-5212		
	a. Letterhead _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
	b. Envelope (non-fiber, regular grade) with return address and "Address Service Requested" _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)

**PRINTING OF STATIONERY FOR VARIOUS COUNTY DEPARTMENTS**

**Q-19-671**

**FORM OF PROPOSAL – THIRD DELIVERY**

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
	<b>WASHINGTON COUNTY DIVISION OF BUDGET &amp; FINANCE</b> , Washington County Administration Complex, 100 West Washington Street, Room 3100, Hagerstown, MD 21740:		
<b>23.</b>	<b>a.</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  <div style="text-align: right;">_____ DOLLARS</div> <div style="text-align: right;">_____ CENTS</div>	10,000	\$ _____ (written in numerals)
	<b>WASHINGTON COUNTY ASSIGNMENT CLERK, CIRCUIT COURT</b> , Washington County Court House Annex, 24 Summit Avenue, Hagerstown, MD 21740-4896		
<b>24.</b>	<b>b.</b> WINDOW #10 Peel and Seal Envelopes (regular grade) with return address and "Return Service Requested"  <div style="text-align: right;">_____ DOLLARS</div> <div style="text-align: right;">_____ CENTS</div>	1,000	\$ _____ (written in numerals)

**PRINTING OF STATIONERY FOR VARIOUS COUNTY DEPARTMENTS**

**Q-20-682**

**FORM OF PROPOSAL – TOTAL FOR ALL DELIVERIES**

Description / Written Price for Total Quantity	Figure Price (in numerical form)
<b>TOTAL SUM: (Total of all items [1-24] above)</b>	
_____ <b>DOLLARS</b>	\$ _____ (written in numerals)
_____ <b>CENTS</b>	

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.

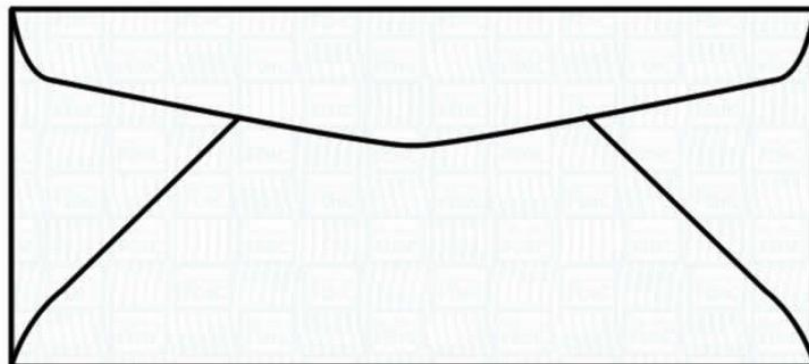
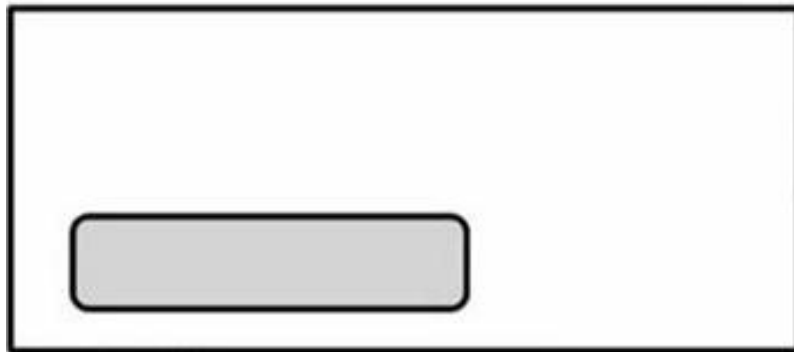
**General Indemnity:** The Contractor shall indemnify, defend and save harmless the Board of County Commissioners of Washington County, its appointed or elected officials, commission members, employees and agents for any and all suits, legal actions, administrative proceedings, claims, demands, damages,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

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

Attachment No. 4  
Sample Envelope

Sample: 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)



Sample (Parks and Recreation Letterhead: Pantone 131 C Gold and Pantone 295C blue Pantone 555 C Green)