



# REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION:

## NOTES:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

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, Maryland.
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, MD 21740

Attention: *Aaron Weisner, Procurement Specialist I*

Telephone Number: 240-313-2330

### REQUEST FOR QUOTATION

## THIS IS NOT AN ORDER

#### DATE ISSUED

April 30, 2021

#### DELIVERY WANTED

See Attachment

### CUSTODIAL PAPER AND HAND SOAP FOR VARIOUS COUNTY DEPARTMENTS Q-21-694

*(See Attached Instructions & Specifications)*

**QUOTATION DUE: Wednesday, May 26, 2021, 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 hear a reading of the quotes. All quoters who wish to hear a reading of the quotes shall call 240-313-2330 to receive instructions.

**QUOTATIONS TO BE ADDRESSED TO:** Washington County Purchasing Department, Attn: Aaron Weisner, Procurement Specialist I, Washington County Administration Complex, 100 W. Washington Street, Third Floor, Suite 3200, Hagerstown, Maryland, 21740 and enclosed in a sealed opaque envelope marked "**QUOTATION - (Q-21-694) CUSTODIAL PAPER AND HAND SOAP SUPPLIES**" and bearing the Quoter'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 attached 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 \_\_\_\_\_

**CUSTODIAL PAPER AND HAND SOAP FOR  
VARIOUS COUNTY DEPARTMENTS  
(Q-21-694)**

**NOTICE TO QUOTERS / INSTRUCTIONS**

1. **AWARD:** Award shall be made to the responsible Quoter submitting the *lowest responsive Quotation for each item*. Quoters may submit pricing on one or multiple items.
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. **DELIVERY:** Deliveries shall be F.O.B. Destination to the County departments listed in the Request for Quotation document, as required and delivered within a seventy-two (72) hour period from order placement. Departments will submit a purchase order for the contract period and will call or email quantities to be delivered as needed.
4. **DELIVERY FAILURES:** Failure of a Quoter to deliver according to a mutually agreed upon delivery schedule or failure to make replacements of rejected articles within forty-eight (48) County-business hours, or as directed by the Director of Purchasing shall constitute authority for the Director of Purchasing to purchase in the open market articles of comparable grade to replace the articles rejected or not delivered. On all such purchases, the Quoter shall reimburse the County, within a reasonable time specified by the Director of Purchasing, for any expense incurred in excess of contract prices or the County may deduct such amount from monies owed the defaulting Quoter. Such purchases shall be deducted from contract quantities.
5. **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.
6. **EQUAL OPPORTUNITY:** The Board of County Commissioners of Washington County, Maryland 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 three (3) calendar days prior to the Pre-Quotation Teleconference and/or Quotation Opening.
7. **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 quotation.

8. **INSPECTIONS:** Inspection and acceptance of materials or supplies shall be made after delivery. Final inspection shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications. All delivered materials shall be accepted subject to inspection and physical count.
9. **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 *Washington County's Insurance Requirements for Independent Contractors*. 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 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, MD 21740.
10. **INTERPRETATION, DISCREPANCIES, OMISSIONS:** Should any Quoter find discrepancies in, or omissions from the documents, or be in doubt of their meaning, or feel that the specifications are discriminatory, he/she should at once request in writing, an interpretation from Rick F. Curry, CPPO, Director of Purchasing, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Suite 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 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. (EDT/EST), Wednesday, May 19, 2021 may not be considered.
11. **LATE CHARGES:** Assessments will be made at the rate of one (1%) percent of the total quoted price per day if the successful Quoter fails to deliver by deadline for delivery. This assessment shall be deducted from the invoice price for the scheduled delivery.
12. **PAYMENT:** Payment will be made by the County within thirty (30) calendar days after the submittal of an invoice from the successful Quoter. The invoice shall be mailed directly to the respective department listed in the Quotation document. No costs (i.e., fuel surcharges) shall be charged in addition to the furnished Quoter's quotation response during the contract period.
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 Quoter's quotation."

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. **PRE-QUOTE TELECONFERENCE:** Due to the Coronavirus (COVID-19) pandemic the Washington County Purchasing Department has canceled all face-to-face meetings. **A Pre-Quote Teleconference will be held on Monday May 10, 2021 at 11:00 A.M., (EDT/EST). All interested quoters wishing to take part in the meeting shall call 240-313-2330 to receive instructions.** All interested quoters are requested to take part in the teleconference call. Participation in the teleconference is not mandatory but is strongly encouraged.
16. **QUANTITIES:** The County guarantees neither a minimum/maximum quantity on Toilet Tissue, Multifold Towels, Roll Towels, nor GOJO Soap, etc. The County reserves the right to award contracts for each item based on a one (1) year term.
17. **QUOTATION OPENING:** Quotations must be received and time-stamped in the Purchasing Department no later than **3:00 P.M., (EDT/EST), Wednesday, May 26, 2021.** Quotations will be opened at the time mentioned above and read aloud in the presence of County personnel. All interested parties are invited to hear a reading of the quotes. All quoters who wish to hear a reading of the quotes shall call 240-313-2330 to receive instructions.
18. **QUOTATION SUBMISSION:** Quotations are to be enclosed in a sealed opaque envelope bearing the name of the Quoter and marked **“QUOTATION - (Q-21-694) CUSTODIAL PAPER AND HAND SOAP SUPPLIES”** and bearing the vendor's name. Quotations are to be addressed to Aaron Weisner, Procurement Specialist I, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Suite 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, Suite 3200, Hagerstown, Maryland, 21740, telephone 240-313-2330, no later than **3:00 P.M., (EDT/EST), Wednesday, May 26, 2021.**

**NOTE:** Washington County Government has limited access to the Washington County Administration Complex at 100 West Washington Street, Hagerstown, Maryland until further notice. All Quoters shall allow ample time for delivery of their quote packets. Delivery of quote packets via-courier service or United States Postal Service (USPS) will be

**accepted. Those quoters who wish to deliver their quote packet in person will need to call 240-313-2330 to schedule an appointment to drop off their bid packet.**

Quotes 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.

19. **REGISTRATION WITH MARYLAND DEPARTMENT OF ASSESSMENTS 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: <http://dat.maryland.gov/businesses/Pages/default.aspx>, email address is [charterhelp@helpdat.state.md.us](mailto:charterhelp@helpdat.state.md.us), and the phone numbers for the Maryland Department of Assessments and Taxation are: **(410) 767-1340** or **(888) 246-5941**.
20. **RESERVATIONS:** The Board of County Commissioners of Washington County, Maryland, reserves the right to accept or reject any or all quotations, 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, Maryland. The County reserves the right to award to the next low Quoter should any low Quoter be considered non-responsive to these requirements.
21. **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 items provided under this contract.
22. **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 (excluding Item No. 4 - Enmotion Towels, Item Nos. 5 and 6 - GoJo Hand soap, Item No. 8 Ecosoft Tissue, Item No. 10 - Tork Advanced Hand Towel Roll and Item Nos. 14 and 15 – Trash Liners). *Substitution samples and specifications* must be received in the Purchasing Department no later than **4:00 P.M., (EDST), Wednesday, May 19, 2021**. Requests received after this deadline for substitutions **will not** be considered. All such decisions will be considered final and not subject to further recourse. All correspondence in regard to this Request for Quotation shall be directed to and issued by the Washington County Purchasing Department, **direct all inquiries to the County's Procurement Specialist I, Aaron Weisner, at 240-313-2330**.
23. **TERM OF CONTRACT:** The submitted pricing shall be effective for the period of July 1, 2021 through June 30, 2022.
24. A copy of the last quotation tabulation (Q-20-684) can be viewed online using the following link:  
  
<https://www.washco-md.net/wp-content/uploads/purch-q-20-684-bidwinner.pdf>

**CUSTODIAL PAPER AND HAND SOAP FOR  
VARIOUS COUNTY DEPARTMENTS  
Q-21-694**

**SPECIFICATIONS**

**DESCRIPTION / MINIMUM SPECIFICATIONS: (Approximate usage is based on a one [1] year term)**

**Item No. 1** - Toilet Tissue, minimum dimension of (Width x Length) 4.5”x 4.05” not to exceed 4.5”x 4.5” shall be acceptable, 2 Ply White, 500 sheets per roll, 80 rolls per case. Tork Advanced or County approved equal. Approximate usage: eight hundred thirty-nine (839) cases.

**Item No. 2** - Hand Towels, Multifold, natural, approximately 9.25”x 9.5”, 250 towels per package, 16 packages per case, total of 4,000 sheets per case. Marcal PRO P200N or County approved equal. Approximate usage: eight hundred thirty-nine (839) cases.

**Item No. 3** - Roll Towels, 100% Recycled Hard wound paper towels, natural, 7.85” width x 350 linear feet, 12 rolls per case. Marcal PRO P720N or County approved equal. Approximate usage: nineteen (19) cases.

**Item No. 4** - Roll Towel, white, 800’ rolls, 10” Length, 6 rolls per case, Enmotion/Georgia-Pacific. No substitutions. Approximate usage: one hundred two (102) cases.

**Item No. 5** - GOJO Luxury Foam Antibacterial Handwash refills for FMX-12 Dispensing Systems- 1250 milliliters per each refill – 3 per case. No substitutions. Approximate usage: two hundred nine (209) cases.

**Item No. 6** - GOJO Premium Foam Antibacterial Handwash refills for TFX Touch-Free Dispensing Systems – 1200 milliliters per each refill – 2 per case. No substitutions. Approximate usage: sixty-four (64) cases.

**Item No. 7** – Antibacterial Hand Soap Refill – 1 gallon per each refill – 4 per case. Dial Professional or County Approved equal. Approximate usage: forty-nine (49) cases.

**Item No. 8** - Tork Universal Tissue Roll (T22) – two (2) ply, 3.5”x 8.8” diameter, core 3.3”, twelve (12) rolls per case. No substitutions. Approximate usage: one hundred thirty-four (134) cases.

**Item No. 9** - Waxed Paper Liner – 9” x 10” x 3.25”, 250 per case, Hospeco (HS6141) or County approved equal. Approximate usage: five (5) cases.

**Item No. 10** – Tork Advanced Hand Towel Roll – 450’ x 7.5”, roll diameter 5.9”, core inside diameter 1.9”, one ply, white towel, 12 rolls per case, For H76 – Mini mechanical hand towel system, Article 7674540. No substitutions. Approximate usage: twenty (20) cases.

**Item No. 11** – Non-Skid Disposable Urinal Floor Mats, rubber – approximately 17 1/2” Width x 20” Length, six (6) per case. Boardwalk Product (Item No. BWKUMBB) or County approved equal. Approximate usage: thirty-nine (39) cases.

**Item No. 12** – Cloths X60, Jumbo Roll – approximately 12 1/2” Width x 13 2/5” Length, 1100 per roll. WypAll (34965) or County approved equal. Approximate usage: eight (8) rolls.

**Item No. 13** – Cloths X50, Jumbo Roll – approximately 9 4/5” Width x 13 2/5” Length, 1100 per roll. WypAll (35015) or County approved equal. Approximate usage: twenty (20) rolls.

**Item No. 14** – Trash Liners, Black, 43” x 47”, 2.0 mil, 56-gallon capacity, 10 bags per roll, 10 rolls per case for a total of 100. No substitutions. Approximate usage: one hundred sixty (160) cases.

**Item No. 15** – Trash Liners, Natural, 24” x 33”, 12 mic, 12 16-gallon capacity, 20 bags per roll, 25 rolls per case for a total of 500. No substitutions. Approximate usage: twenty (20) cases.

**Item No. 16** – Hand Sanitizer, alcohol based, greater than 60% ethanol or 70% isopropanol, 12 ounce pump bottles, 12 bottles per case. Approximate usage: twenty (20) cases.

**DELIVERY:** Delivery shall be made to the locations provided below on an as needed basis between the hours of 7:30 A.M. to 4:00 P.M., (EDT/EST), Monday through Friday, unless noted otherwise. Washington County, Maryland’s holiday scheduled closings is noted on **Attachment No. 2.**

## DELIVERY HOURS & LOCATIONS:

- |  |   |
|--|---|
| 1. Washington County Warehouse<br>131 West North Avenue (Rear)<br>Hagerstown, MD 21740<br>240-313-2290 / Gene Wolfe<br>Monday - Friday<br>7:00 A.M. - 11:30 A.M.,<br>1:00 P.M. - 3:00 P.M. | 2. Washington County Highway Dept.<br>601 Northern Avenue<br>Hagerstown, MD 21742<br>240-313-2717 / Alicia Heil<br>April - October: Monday - Thursday<br>7:00 A.M. - 3:00 P.M.,<br>November - March: Monday - Friday<br>8:00 A.M. - 2:00 P.M. |
| 3. Washington County<br>Department of Parks & Facilities<br>1307 South Potomac Street<br>Hagerstown, MD 21740<br>240-313-2710 / Kim Faith<br>Monday - Friday 7:00 A.M. - 3:00 P.M.         | 4. Black Rock Golf Course<br>20025 Mt. Aetna Road<br>Hagerstown, MD 21742<br>240-313-2818 / Ryan Crabtree<br>Monday - Friday 8:00 A.M. - 6:00 P.M.  |
| 5. Washington County Sheriff's Office/Detention<br>500 Western Maryland Parkway<br>Hagerstown, MD 21740<br>240-313-2135 / Kathy Schlotterbeck<br>Monday - Friday 8:00 A.M. - 4:00 P.M.     | 6. Hagerstown Regional Airport<br>18434 Showalter Road<br>Hagerstown, MD 21742<br>240-313-2766 / Richard Lesh<br>Monday - Friday 7:30 A.M. - 4:30 P.M.  |
| 7. Washington County Division of<br>Environmental Management<br>16232 Elliott Parkway<br>Williamsport, MD 21795<br>240-313-2613 / Tom Barnhart<br>Monday - Friday 6:30 A.M. - 2:00 P.M.    | 8. Washington County Admin. Complex<br>100 W. Washington St. (Basement)<br>Hagerstown, MD 21740<br>240-313-2290 / Gene Wolfe<br>Monday - Friday 7:00 A.M. - 11:30 A.M.,<br>1:00 P.M. - 3:00 P.M.  |
| 9. Washington County Solid Waste Dept.<br>12630 Earth Care Road<br>Hagerstown, MD 21740<br>240-313-2793 / Jamie Calandrelle<br>Monday - Friday 7:30 A.M. - 2:30 P.M.                       | 10. Division of Emergency Services<br>16232 B Elliott Parkway<br>Williamsport, MD 21795<br>240-313-4362 / Bonnie Keltner<br>Monday - Friday 7:30 A.M. - 4:00 P.M.   |
| 11. Washington County Transit Department-<br>County Commuter<br>1000 W. Washington Street<br>Hagerstown, MD 21740<br>240-313-2748 / Cindy Boden<br>Monday - Friday 8:30 A.M. - 4:00 P.M.   | 12. Washington County Sheriff's Patrol<br>500 Western Maryland Parkway<br>Hagerstown, MD 21740<br>240-313-2198 / Shelly Dick<br>Monday - Friday 8:00 A.M. - 4:00 P.M.   |



13. Maugansville Fire Department  
13730 Maugansville Road  
Maugansville, MD 21767  
301-739-8515 / Phil Ridenour  
(Call to schedule Delivery)

14. Smithsburg EMS  
P.O Box 411 (Billing)  
8 N. Maple Avenue (Delivery)  
Smithsburg, MD 21783  
301-824-3314 / Ward Fleger  
(Call to schedule Delivery)

15. Cascade Town Center  
25009 Lake Wastler Drive  
Cascade, MD 21719  
301-241-4050 Ext. 101 / Barb Vos  
Monday – Friday 7:00 A.M. - 3:00 P.M.

**FORM OF PROPOSAL**

**CUSTODIAL PAPER AND HAND SOAP FORVARIOUS COUNTY DEPARTMENTS  
Q-21-694**

**Item No. 1** - Toilet Tissue, minimum dimension of (Width x Length) 4.5”x 4.05” not to exceed 4.5”x 4.5” shall be acceptable, 2 Ply White, 500 sheets per roll, 80 rolls per case. Tork Advanced or County approved equal. Approximate usage: eight hundred sixty-two (862) cases.

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per case  
Written Figures

**Product Item#** \_\_\_\_\_ (*Quoters shall provide quantity [rolls] per case. # \_\_\_\_\_ rolls per case*)

**Item No. 2** - Hand Towels, Multifold, natural, approximately 9.25”x 9.5”, 250 towels per package, 16 packages per case, total of 4,000 sheets per case. Marcal PRO P200N or County approved equal. Approximate usage: eight hundred forty- eight (848) cases.

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per case  
Written Figures

**Product Item#** \_\_\_\_\_ (*Quoters shall provide quantity [sheets] # \_\_\_\_\_ per case*)

**Item No. 3** - Roll Towels, 100% Recycled Hard wound paper towels, natural, 7.85” width x 350 linear feet, 12 rolls per case. Marcal PRO P720N or County approved equal. Approximate usage: Twenty (20) cases.

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per case  
Written Figures

**Product Item#** \_\_\_\_\_ (*Quoters shall provide quantity [rolls] per case. # \_\_\_\_\_ rolls per case*)

**Item No. 4** - Roll Towel, white, 800’ rolls, 10” Length, 6 rolls per case, Enmotion/Georgia-Pacific. No substitutions. Approximate usage: one hundred three (103) cases.

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per case  
Written Figures

**Product Item#** \_\_\_\_\_ (*Price per case of six [6] rolls*)

**Item No. 5 - GOJO Luxury Foam Antibacterial Handwash refills for FMX-12 Dispensing Systems- 1250 milliliters per each refill – 3 per case. No substitutions. Approximate usage: two hundred eight (208) cases.**

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per case  
Written Figures

**Product Item# \_\_\_\_\_ (Price per case of three [3] refills)**

**Item No. 6 – GOJO Premium Foam Antibacterial Handwash refills for TFX Touch-Free Dispensing Systems – 1200 milliliters per each refill – 2 per case. No substitutions. Approximate usage: sixty-four (64) cases.**

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per case  
Written Figures

**Product Item# \_\_\_\_\_ (Price per case of two [2] refills)**

**Item No. 7 – Antibacterial Hand Soap Refill – 1 gallon per each refill – 4 per case. Dial Professional or County Approved equal. Approximate usage: Sixty-one (61) cases.**

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per case  
Written Figures

**Product Item# \_\_\_\_\_ (Price per case of four [4] refills)**

**Item No. 8 - Tork Universal Tissue Roll (T22) – two (2) ply, 3.5” x 8.8” diameter, core 3.3”, twelve (12) rolls per case. No substitutions. Approximate usage: one hundred fifty (150) cases.**

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per case  
Written Figures

**Product Item# \_\_\_\_\_ (Price per case of twelve [12] rolls)**

**Item No. 9 - Waxed Paper Liner – 9” x 10” x 3.25”**, 250 per case, Hospeco (HS6141) or County approved equal. Approximate usage: five (5) cases.

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per case  
Written Figures

**Product Item# \_\_\_\_\_ (Price per case of two hundred fifty [250] per case)**

**Item No. 10 - Tork Advanced Hand Towel Roll – 450’ x 7.5”**, roll diameter 5.9”, core inside diameter 1.9”, one ply, white towel, 12 rolls per case, For H76 – Mini mechanical hand towel system, Article 7674540. No substitutions. Approximate usage: twenty-four (24) cases.

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per case  
Written Figures

**Product Item# \_\_\_\_\_ (Price per case of twelve [12] per case)**

**Item No. 11– Non-Skid Disposable Urinal Floor Mats, rubber – approximately 17 1/2” Width x 20” Length, six (6) per case.** Boardwalk Product (Item No. BWKUMBB) or County approved equal. Approximate usage: forty-one (41) cases.

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per case  
Written Figures

**Product Item# \_\_\_\_\_ (Price per case)**

**Item No. 12– Cloths X60, Jumbo Roll – approximately 12 1/2” Width x 13 2/5” Length, 1100 per roll.** WypAll (34965) or County approved equal. Approximate usage: eight (8) rolls.

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per roll  
Written Figures

**Product Item# \_\_\_\_\_ (Price per each)**

**Item No. 13** – Cloths X50, Jumbo Roll – approximately 9 4/5” Width x 13 2/5” Length, 1100 per roll. WypAll (35015) or County approved equal. Approximate usage: twenty (20) rolls.

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per roll  
Written Figures

**Product Item#** \_\_\_\_\_ *(Price per each)*

**Item No. 14** – Trash Liners, Black, 43” x 47”, 2.0 mil, 56-gallon capacity, 10 bags per roll, 10 rolls per case for a total of 100. No substitutions. Approximate usage: two hundred thirty- four (234) cases.

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per case  
Written Figures

**Product Item#** \_\_\_\_\_ *(Price per case of ten [10] rolls)*

**Item No. 15** – Trash Liners, Natural, 24” x 33”, 12 mic, 12–16-gallon capacity, 20 bags per roll, 25 rolls per case for a total of 500. No substitutions. Approximate usage: one hundred forty-nine (149) cases.

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per case  
Written Figures

**Product Item#** \_\_\_\_\_ *(Price per case of twenty-five [25] rolls)*

**Item No. 16** – Hand Sanitizer, alcohol based, greater than 60% ethanol or 70% isopropanol, 12-ounce pump bottles, 12 bottles per case. Approximate usage: unknown.

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_ ) per case  
Written Figures

**Product Item#** \_\_\_\_\_ *(Price per case of twelve [12] bottles)*

**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, Maryland 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, Maryland.

**I. 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 the 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, Maryland.

## Insurance Requirements continued

### 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

## 2021/2022 HOLIDAY SCHEDULE

Holiday	2021	2022
New Year's Day	Friday, January 1, 2021	Saturday, January 1, 2022 <b>(Observed Monday, January 3, 2022)</b>
Martin Luther King's Birthday	Monday, January 18, 2021	Monday, January 17, 2022
President's Day	Monday, February 15, 2021	Monday, February 21, 2022
Good Friday	Friday, April 2, 2021	Friday, April 15, 2022
Memorial Day	Monday, May 31, 2021	Monday, May 30, 2022
Independence Day	Sunday, July 4, 2021 <b>(observed Monday, July 5, 2021)</b>	Monday, July 4, 2022
Labor Day	Monday, September 6, 2021	Monday, September 5, 2022
Veteran's Day	Thursday, November 11, 2021	Friday, November 11, 2022
Thanksgiving Day	Thursday November 25, 2021	Thursday, November 24, 2022
Friday after Thanksgiving	Friday, November 26, 2021	Friday, November 25, 2022
Christmas Eve	Friday, December 24, 2021	Saturday, December 24, 2022 <b>(observed Friday, December 23, 2022)</b>
Christmas Day	Saturday, December 25, 2021 <b>(observed Monday, December 27, 2021)</b>	Sunday, December 25, 2022 <b>(observed on Monday, December 26, 2022)</b>
New Year's Eve	Friday, December 31, 2021	Saturday, December 31, 2022 <b>(observed Friday, December 30, 2022)</b>