



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

Q-21-698
ADDENDUM NO. 3
REQUEST FOR QUOTATION

EXAMINATION GLOVES

DATE: Monday, July 19, 2021

QUOTES DUE: Wednesday, July 28, 2021
(Revised Date via Addendum No 3) 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 five (5) pages.

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 bid and/or to attend the Pre-Bid Conference/Teleconference and/or the Bid Opening. 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 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 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), Wednesday, July 28, 2021.**

ITEM NO. 2: As your quotation submittal, include the first page of the RFQ document and the Form of Proposal in accordance with the above-mentioned quote submission deadline: **No later than 3:00 P.M. (EDT/EST), Wednesday, July 28, 2021.**

ITEM NO. 3: The County will not accept StarMed Plus brand gloves for Item Nos. 2, 3, 4, 5 and 19.

ITEM NO. 4: The County will not accept Maxum brand gloves for Item Nos. 2, 3, 4, and 5.

100 West Washington Street, Room 3200 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331 | TDD: 711

ITEM NO. 5: The County will not accept TouchFlex gloves for Item Nos. 2, 3, 4, 5, 22, and 23.

ITEM NO. 6: The County will accept MidKnight XTRA 93-862 as comparison to Item No. 18, 21, 22, 23, 24 and 25.

ITEM NO. 7: The County will not acceptable GEN-X gloves for Item Nos. 2, 3, 4 and 5.

ITEM NO. 8: The County will not accept Safe Health gloves for Item Nos. 2, 3, 4 and 5.

ITEM NO. 9: Inquiry: Does the County expect to order less than a full case of any glove/product item?

Response: Refer to the RFQ document, Page 4, Instructions, Item No. 14, The County guarantees neither a minimum/maximum quantity on Examination Gloves.

ITEM NO. 10: Inquiry: Can we include a cut-off time for receipt of orders? (i.e. - In consideration of the 72 hours delivery requirement, for same day processing, orders must be received by 12/noon EST).

Response: No, a cut-off time is not acceptable.

ITEM NO. 11: Inquiry: Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the County?

Response: Please Refer to the RFQ document, Page 5, Instructions, Item No. 18, 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), Monday, July 12, 2021. Requests received after this deadline for substitutions 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 item Nos. 6, 7, 8, 10, 11, 12, 14, 15, 16, and 17.

ITEM NO. 12: Inquiry: Will there be a subsequent 'contract issued' post award?

Response: A contract will not be issued, but a purchase order will be issued to place the needed orders. Term of the contract period is September 1, 2021 through August 31, 2022.

ITEM NO. 13: Inquiry: Could you please confirm the number of delivery locations?

Response: Please Refer to the Request for Quotation document, Pages 6 and 7, Delivery Locations; are the delivery locations.

ITEM NO. 14: Inquiry: Are vendors allowed to submit warranty and refund policies which are alternative to those requested in the RFQ, based on the vendor's standard policies?

NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

Response: Yes, vendors can submit their warranty and refund policies with their submittal.

ITEM NO. 15: Inquiry: How many awards does the County anticipate making?

Response: Please Refer to the RFQ document, Page 2, Instructions, Item No. 1. The award shall be made to the responsive, responsible Quoter submitting the lowest responsive Quotation for each item.

ITEM NO. 16: Inquiry: What types of licenses, permits, or authority to do business is needed by vendors responding to this RFQ?

Response: Vendors will be required to show proof of proper insurance and shall be registered with the Maryland Department of Assessments and Taxation. Please Refer to Page 2, Item No. 6, Insurance and Page 4, Item No. 16, Maryland Department of Assessments and Taxation.

ITEM NO. 17: Inquiry: Can you please specify the details of what would be required of vendor's shipping personnel for "inside delivery", and where vendors would be required to bring products (such as to an office/storage room, etc.)?

Response: Inside delivery requires the items to be brought inside and signed-off on after the items have been inspected.

ITEM NO. 18: Inquiry: Does invoicing go to the County or each ordering location?

Response: Please Refer to the Request for Quotation document, Page 3, Item No. 10, Payment. Payment...the submittal of an invoice from the successful Quoter. The invoice shall be mailed directly to the respective department listed in the Request for Quotation document.

ITEM NO. 19: Inquiry: Is there a central Accounts Payable Department or is each location responsible for payment of invoices?

Response: No, each department is not responsible for payment of invoices. Invoices are paid through a central Accounts Payable department.

ITEM NO. 20: Inquiry: Will PO's be issued/provided with orders?

Response: Purchase orders will be issued by the Purchasing Department to place orders for the items that departments are ordering.

ITEM NO. 21: Inquiry: What is standard method of payment? Will Purchase-Cards be used for purchasing?

Response: The standard payment is via-check.

NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

ITEM NO. 22: Inquiry: How will Tax Exempt Certificates be provided to vendor?

Response: Please Refer to the Request for Quotation document, Page 1, Notes, Item No. 3. The County is exempt from State of Maryland Sales Tax. The County's Maryland Sales Tax Exception Number is 3000129 2 or if the vendor wishes a Tax-Exempt Certificate can be provided.

ITEM NO. 23: Inquiry: In order to submit a bid, do we need to be registered with the department of assessment and taxation? If so, I clicked on the link, but could not find the proper place to do so. Is it with eMMA?

Response: No, this information is not on eMMA. Please Refer to the RFQ document, Page 4, Item No. 16, Registration with the 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.

ITEM NO. 24: Inquiry: When is the estimated time of order for these examination gloves?

Response: Please refer to the Request for Quotation document, Page 5, Instructions, Term of Contract: September 1, 2021 through August 31, 2022. Orders will be placed throughout the contract period.

ITEM NO. 25: Inquiry: For lines without a specific brand, does a sample need to be sent for that as well or will gloves meeting those specifications be considered?

Response: Please refer to the RFQ document, Pages 8 and 9, Specifications and Page 5, Instructions, Item No. 18, Substitutions/Samples. The County will not consider or accept substitutions for item Nos. 6, 7, 8, 10, 11, 12, 14, 15, 16, and 17. Any Quoter who contemplates offering a product that differs from that specified *SHALL* obtain the County's written approval prior to quotation opening.

ITEM NO. 26: Inquiry: Do we need to us the names gloves you have listed?

Response: Please refer to the Request for Quotation document, Pages 8 and 9, Specifications and Page 5, Instructions, Item No. 18, Substitutions/Samples. The County will not consider or accept substitutions for item Nos. 6, 7, 8, 10, 11, 12, 14, 15, 16, and 17. Any Quoter who contemplates offering a product that differs from that specified *SHALL* obtain the County's written approval prior to quotation opening.

ITEM NO. 27: Inquiry: Do wee need to bid on all items listed to win the bid?

Response: No. Please Refer to the RFQ document, Page 2, Instructions, Item No. 1, Award. The award shall be made to the responsive, responsible Quoter submitting the lowest responsive Quotation for each item.

ITEM NO. 28: Inquiry: Do you have the SKU's for these:
5 x Vinyl, Non-Sterile, Large, minimum of 4 mil.
32 x Nitrile Glove, Powder-Free, Textured Grip Small, 5 mil.
63 x Nitrile Glove, Powder-Free, Textured Grip Medium, 5 mil
123 x Nitrile Glove, Powder-Free, Textured Grip Large, 5 mil.
175 x Nitrile Glove, Powder-Free, Textured Grip X-Large, 5 mil.
30 x Nitrile Glove, Powder-Free, Textured Grip, 5 mil XXL

Response: No, vendors are to provide the product item number for each item they are submitting a quote for. Please refer to the RFQ document, Form of Proposal, Pages 10, 11, 12, 13 and 14.

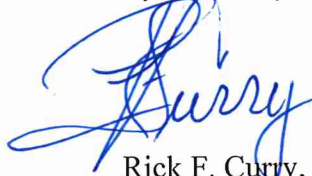
ITEM NO. 29: Inquiry: do we need the exact gloves?

Response: Please refer to the RFQ document, Pages 8 and 9, Specifications and Page 5, Instructions, Item No. 18, Substitutions/Samples. The County will not consider or accept substitutions for item Nos. 6, 7, 8, 10, 11, 12, 14, 15, 16, and 17. Any Quoter who contemplates offering a product that differs from that specified *SHALL* obtain the County's written approval prior to quotation opening.

ITEM NO. 30: Inquiry: and can we bid on some and not others?

Response: Please Refer to the Request for Quotation document, Page 2, Instructions, Item No. 1. The award shall be made to the responsive, responsible Quoter submitting the lowest responsive Quotation for each item. Quoter may submit pricing on one or multiple items.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing