



# REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION:

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Title: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

NOTES:

1. Quoted prices are to be net thirty (30) calendar days: all discounts are to be deducted and reflected in net prices.
2. The County reserves the right to reject any and/or all quotes, to waive any technicalities in the quote, and to take whatever action is in the best interest of Washington County.
3. The County is exempt from State of Maryland Sales Tax. The County's Maryland Sales Tax Exemption Number is 3000129 2.

**RETURN INFORMAL QUOTATIONS TO:**

WASHINGTON COUNTY PURCHASING DEPARTMENT  
 Washington County Administration Complex  
 100 West Washington Street, Third Floor, Suite 3200  
 Hagerstown, Maryland 21740  
 Fax: 240-313-2331

Attention: *Brandi Naugle, CPPB – Buyer*

Telephone Number: 240-313-2330

**REQUEST FOR QUOTATION  
 THIS IS NOT  
 AN ORDER**

**DATE ISSUED**

1/12/2022

**DELIVERY WANTED**

See Attachment

**DESCRIPTION**

**AUDIO VIDEO CONFERENCING SYSTEM**

**Q-21-706**

*(See Attached Instructions & Specifications)*

**QUOTATION DUE: Wednesday, February 9, 2022, 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 prior to the teleconference.

**QUOTATIONS TO BE ADDRESSED TO:** Washington County Purchasing Department, Attn: Brandi Naugle, CPPB, Buyer, Washington County Administration Complex, 100 West Washington Street, Third Floor, Suite 3200, Hagerstown, Maryland, 21740 and enclosed in a sealed opaque envelope marked "**QUOTATION – (Q-21-706) AUDIO VIDEO CONFERENCING SYSTEM**" and bearing the vendor's name.

Having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposed to furnish all labor, materials and equipment called for by said specifications and instructions for the **TOTAL LUMP SUM QUOTATION**.

**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 \_\_\_\_\_

**Q-21-706**  
**AUDIO VIDEO SYSTEM DESIGN,**  
**INSTALLATION AND TRAINING**

**WASHINGTON COUNTY SHERIFF'S OFFICE**

**INSTRUCTIONS**

1. **QUOTATION SUBMISSION:** Quotations are to be enclosed in a sealed opaque envelope bearing the name of the Quoter and marked “**QUOTATION – (Q-21-706) AUDIO VIDEO CONFERENCING SYSTEM**” Quotations are to be addressed to Brandi Naugle, CPPB, Buyer, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, MD, 21740. **Please direct all inquiries to Brandi Naugle, CPPB, Buyer at 240-313-2330, fax 240-313-2331.**

**NOTE:** All Bidders must enter the Washington County Administrative Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

2. **PRE-QUOTATION TELECONFERENCE:** A Pre-Quotation Teleconference will be held on **Wednesday, January 19, 2022 at 1:00 P.M., (EDT/EST)** at which time personnel will be present to answer any questions. All interested quoters wishing to take part in the meeting by teleconference shall call 240-313-2330 prior to the meeting to receive instructions. All interested quoters are requested to take part in the teleconference. Participation in this meeting is not mandatory, but it is strongly encouraged.
3. **QUOTATION OPENING:** Quotations must be received and time-stamped in the Purchasing Department no later than **3:00 P.M., (EDT/EST), Wednesday, February 9, 2022.** 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 prior to the teleconference.
4. **AWARD OF CONTRACT:** Washington County shall award the contract to the responsible, responsive low Quoter based on the total sum for the product. Carelessness in quoting prices, or in preparation of quotation otherwise, will not relieve the Quoter. Erasures or changes in quotations must be initialed. Upon approval of the cost proposal, it is the County's intent to issue a Notice to Proceed (purchase order) within ten (10) days.
5. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION:** The quoter/vendor certifies, by submission of this quotation or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this

transaction by any Federal department or agency. It further agrees by submitting this quotation that it will include this clause without modification in all lower tier transactions, solicitations, quotations, contracts, and subcontracts. Where the quoter/vendor or any lower tier participant is able to certify to this statement, it shall attach an explanation to this solicitation/proposal.

6. **DISCOUNTS**: Quoted prices are to be net thirty (30) calendar days; all discounts are to be deducted and reflected in net prices.
7. **DISPUTES**: In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the County Commissioners or authorized representative shall be final and binding on both parties.
8. **EQUAL OPPORTUNITY**: The Board of County Commissioners of Washington County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services. Individuals requiring special accommodations are requested to contact the Purchasing Department at 240-313-2330 Voice, TDD Dial 711 to make arrangements no later than seven (7) calendar days prior to the Pre-Quotation Conference and/or Quotation Opening.
9. **EXCEPTION**: The submission of a quote shall be considered an agreement to all items, conditions, and specifications provided herein and in the various quotation documents unless specifically noted otherwise in the proposal.
10. **INSURANCE**: The successful vendor must show upon request and prior to the execution of a Contract or issuance of Purchase Orders the Agreement and as required by the County during the term of the contract evidence of appropriate insurance as outlined in the attached copy (Attachment No. 1) of the Washington County *Insurance Requirements for Independent Contractors* Policy. The service shall be identified on the certificate and *Washington County shall be named as an additional insured on the certificate of insurance*. The certificate holder on the certificate shall be named such; The Board of County Commissioners of Washington County, Maryland, 100 West Washington Street, Hagerstown, Maryland.
11. **INTERPRETATION, DISCREPANCIES, OMISSIONS**: Should any Quoter find discrepancies in, or omissions from the documents, or be in doubt of their meaning, or feel that the specifications are discriminatory, he/she should at once request in writing, an interpretation from Brandi Naugle, CPPB - County Buyer, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Room 3200, Hagerstown, MD 21740, Fax: 240-313-2331; or send questions in Microsoft Word platform via-email to [purchasingquestions@washco-md.net](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., local time, (EDT/EST) **Wednesday, January 26, 2022 may not be considered.** All correspondence in regard to this quotation shall be directed to and issued by the Washington County Purchasing Department.

12. **PAYMENT:** Payment will be made within thirty (30) after course objectives have been completed and approved by the County's Representative. Invoices shall be submitted in duplicate to Washington County Sheriff's Department, 500 Western Maryland Parkway, Hagerstown, Maryland 21740.
13. **PAYMENT OF COUNTY AND MUNICIPAL TAXES:** Effective October 1, 1993, in compliance with Section 1-106(b)(3) of the Code of the Public Local Laws of Washington County, Maryland, "If a Bidder has not paid all taxes owed to the County or a municipal corporation in the County, the County Commissioners may reject the Bidder's bid."
14. **POLITICAL CONTRIBUTION DISCLOSURE:** In accordance with Maryland Code, State Finance and Procurement Article, §17-402, the Bidder shall comply with Maryland Code, Election Law Article, Title 14, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or any incorporated municipality, or their agencies during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Administrative Board of Election Laws: (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality or their agencies, and shall cover the preceding two (2) calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.
15. **QUALIFICATIONS:** The Owner may make such investigations as he deems necessary to determine the ability of the Quoter to perform the work, and the Quoters shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by or investigation of, such Quoter fails to satisfy the Owner that such Quoter is properly qualified to carry out the obligation of the Contract and to complete the work contemplated therein. Conditional quotations will not be accepted.
16. **QUOTER'S RESPONSIBILITY:** Prior to contracting, private corporations must either be incorporated in the State of Maryland or registered with the Maryland Department of Assessments and Taxation as a foreign corporation and must be in good standing. Proof of such standing is required prior to the start of the contracting process and shall remain in good standing during the contract period. The website for the Maryland Department of Assessments and Taxation: <http://dat.maryland.gov/Pages/sdatforms.aspx#BNE> and the phone numbers for the State Department of Assessments and taxation are: **(410) 767-1340** or **(888) 246-5941**.
17. **RESERVATIONS:** The County reserves the right to reject any or all quotations, to waive any technicalities in the quotation, and to take whatever action is in the best interest of Washington County. The County also reserves the right to reject the quotation of a Quoter who has previously failed to perform properly or complete on time contracts of a similar nature, or the Quote of a Quoter who investigation shows is not in a position to perform the contract. The County reserves the right to waive minor differences in specifications provided these differences do not violate the specifications intent nor affect the operation for which the items are being purchased, nor increase estimated maintenance and repair cost to the County.

18. **SALES TAX:** Washington County Government is exempt from State of Maryland Sales Tax. The County's Maryland Sales Tax Exemption Number is 3000129 2. The County will provide a sales tax exemption certificate for the items provided under this contract.
19. **TERM OF CONTRACT:** All quoted prices shall be valid for ninety (90) consecutive calendar days from quotation due date.

**AUDIO/VIDEO SYSTEM DESIGN,  
INSTALLATION AND TRAINING**

**WASHINGTON COUNTY SHERIFF'S OFFICE**

**SPECIFICATIONS**

**SUMMARY:**

The Washington County Sheriff's Department of Washington County, Maryland, is requesting price quotations from qualified and interested firms to provide an Audio/Video System Design, installation and training. This system shall be designed for ease of use. All functionality shall be designed to be used with a touch screen or programable remote control, that will change or automatically switch to the correct output or input with a single touch of a button. Equipment shall allow operators to screen share simultaneously with (3) Televisions. Equipment shall have capability to show content via a personal computer, DVD, Internet, Smart Phone, and all smart devices. The Camera functionality shall allow for recordings and live streaming. The equipment will provide service for a room approximately 31' wide and 37' long.

**SCOPE OF WORK:** The following describes the products and services to be provided/performed under this quotation.

**Equipment will be used in a room approximate measurements – 31' x 37'**

**A. VIDEO SYSTEM shall include but not limit to:**

- (3) 80"- 82" TV/Monitors -with remotes 1080 P resolution, LED display smart TV's
    - (1) Mounted to existing 82" rolling TV cart.
    - (1) Mounted on the right-side wall
    - (1) Mounted on the left-side wall
  - (1) Tablet/iPad wall mounted remote to front entrance wall for one touch control  
Apple 12.9-inch iPad Pro Wi-Fi - tablet - 256 GB
  - (1) High-Definition Camera – Owl Cam Room Solutions for the front of the room, conference room suitable.
- OR
- (1) 1080 p Web Cameras to outfit the front monitor.
  - (1) Micro PC – Dell Mini PC 3080, I7 processor 8 Gb memory, 240 Gb SSD.
  - Inputs for devices such as Smart phones, iPad, Laptops, DVD (VGA, USB, DVI and HDMI) and compatible digital audio connections from any type of device. Some suggested equipment might be:
    - (1) Nureva Audio conferencing system, HDL300-B and Denon receiver AVR-X1600H receiver
    - (1) Clickshare Wireless conferencing System with dongles to match the above inputs.
    - (1) DVD player

**B. SOUND SYSTEM shall include but not limit to:**

- Ability to plug into an external sound source
- Speaker sufficient to cover 1150 square feet with sufficient frequency response and clarity.
- Wireless Microphones (80 Hz to 15 kHz) should be integrated into the system.
- Inputs for devices such as Smart phones, iPad, Laptops, DVD (VGA, USB, DVI and HDMI) and compatible digital audio connections from any type of device.
- Amplifier – Nureva Dual Audio HDL300-B conferencing system or equivalent should produce at least 20 watts of power, as well as house the microphones.

**C. EQUIPMENT STORAGE:**

12 U Networking Cabinet, 19 inch by 15 inch. Wall mounted.  
APC UPS and horizontal mount power strip

**D. TRAINING AND WARRANTY**

The selected vendor is responsible for conducting (a) training session for Sheriff's Department selected employees who interface with the management/maintenance of the Audio/Video systems represented in this RFQ.

Warranty on all components and installation should be at least two (2) years. If there is a cost to get to additional years, please be specific in the form of proposal. Also include any optional warranty upgrade costs as alternates.

**E. SUBSTITUTIONS:** All equipment is to be supplied in exact accordance with the specifications. Any Bidder who contemplates offering a product that differs from that specified must obtain the County's written approval prior to bid opening. Substitution requests must be received in the Purchasing Department no later than the date/time specified in the Supplemental Terms and Conditions. Requests received after the specified date/time will not be considered. All such decisions will be considered final and not subject to further recourse.

**F. EXISTING EQUIPMENT:** The Contractor shall remove the existing equipment prior to installation of new equipment.

**G. PRICING SHALL INCLUDE**

- Pricing of all hardware/accessories (required and optional), broken down by location and applicable upgrade
- Installation, cabling and configuration of all equipment
- Training for all support staff
- Any warranties
- Any service guarantees
- Any shipping/freight costs
- Any removal of current equipment
- Sample brochure of all products to be supplied.

**POLICY TITLE:** Insurance Requirements for Independent Contractors

**ADOPTION DATE:** August 29, 1989

**EFFECTIVE DATE:** September 1, 1989

**FILING INSTRUCTIONS:**

**I. PURPOSE**

To protect Washington County against liability, loss or expense due to damaged property, injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work or service performed on behalf of Washington County.

**II. ACTION**

The following should be inserted in all Independent Contractor Contracts:

"The Contractor shall procure and maintain at his sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County."

1. **Workers Compensation:** The Contractor agrees to comply with Workers Compensation laws of the State of Maryland and to maintain a Workers Compensation and Employers Liability Policy.

Minimum Limits Required:

Workers Compensation -	Statutory
Employers Liability -	\$100,000 (Each Accident)
	\$500,000 (Disease - Policy Limit)
	\$100,000 (Disease - Each Employee)

2. **Comprehensive General Liability Insurance:** The Contractor shall provide Comprehensive General Liability including Products and Completed Operations.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury and Property Damage.

Such insurance shall protect the County, its agents, elected and appointed officials, commission members and employees, and name Board of County Commissioners of Washington County, Maryland on the policy as additional insured against liability, loss or expense due to damaged property (including loss of use), injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work of service performed on behalf of Washington County.



2. **Comprehensive General Liability Insurance** (continued)

The Contractor is ultimately responsible that Subcontractors, if subcontracting is authorized, procure and maintain at their sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County.

3. **Business Automobile Liability:** The Contractor shall provide Business Auto Liability including coverage for all leased, owned, non-owned and hired vehicles.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury or Property Damage.

**Certificate(s) of Insurance:** The Contractor shall provide certificates of insurance requiring a 30-day notice of cancellation to the Insurance Department, Board of County Commissioners of Washington County, Maryland prior to the start of the applicable project.

Approval of the insurance by the County shall not in any way relieve or decrease the liability of the Contractor. It is expressly understood that the County does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

All responsibility for payment of any sums resulting from any deductible provisions, corridor, or self-insured retention conditions of the policy or policies shall remain with the Contractor.

**General Indemnity:** The Contractor shall indemnify, defend and save harmless the Board of County Commissioners of Washington County, Maryland, its appointed or elected officials, commission members, employees and agents for any and all suits, legal actions, administrative proceedings, claims, demands, damages, liabilities, interest, attorneys fees, costs and expenses of whatsoever kind of nature, whether arising before or after final acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the Contractor, or any one acting under its direction, control or on its behalf in connection with or incident to its performance of the Contract.

Revision Date: August 27, 1991  
Effective Date: August 27, 1991  
Revision Date: March 4, 1997  
Effective Date: March 4, 1997

**Background and Applicability:**

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

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

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

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

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

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

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

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

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

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

Signature of Contractor’s Authorized Official \_\_\_\_\_

Printed Name of Contractor’s Authorized Official \_\_\_\_\_

Printed Title of Contractor’s Authorized Official \_\_\_\_\_

Date \_\_\_\_\_

**Q-21-706**

**AUDIO/VIDEO SYSTEM DESIGN,  
INSTALLATION AND TRAINING**

**FORM OF PROPOSAL**

<b>Item No.</b>	<b>Item Description</b>	<b>Unit of Measure</b>	<b>Qty</b>	<b>Unit Price (Figures)</b>	<b>Total Price (Figures)</b>
1	Total Lum Sum for Equipment, Installation and Training  _____ Dollars (Written)  _____ per Cents (Written)	AMT.	1	\$ _____ (Figures)	\$ _____ (Figures)
2	Warranty per year  _____ Dollars (Written)  _____ per Cents (Written)	YEAR	2	\$ _____ (Figures)	\$ _____ (Figures)
<b>TOTAL LUMP SUM (Item No. 1 &amp; 2 above)</b>  _____ Dollars (Written)  _____ Cents (Written)				\$ _____ (Figures)	

REMARKS/EXCEPTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_