



REQUEST FOR QUOTATION

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, 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, Maryland 21740
Attention: Brandi Naugle, CPPB, Buyer
Telephone Number: 240-313-2330

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

DATE ISSUED

DELIVERY WANTED

1/26/2022

See Attachment

DESCRIPTION

**2022 or LATEST PRODUCTION MODEL
 STUMP GRINDER
 Q-22-708**
(See Attached Instructions & Specifications)

QUOTATION DUE: Wednesday, February 23, 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, Brandi Naugle, CPPB, Buyer, Washington County Purchasing Department, 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-22-708) 2022 or LATEST PRODUCTION MODEL STUMP GRINDER**" and bearing the vendor's name and address.

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-22-708
REQUEST FOR QUOTATION**

**2022 OR LATEST PRODUCTION MODEL
STUMP GRINDER**

INSTRUCTIONS

1. **QUOTATION SUBMISSION:** Quotations are to be submitted enclosed in a sealed opaque envelope bearing the name of the firm submitting the quote and marked "**QUOTATION – (Q-22-708) 2022 or LATEST PRODUCTION MODEL STUMP GRINDER**". Quotations are to be addressed to Brandi Naugle, CPPB, Buyer, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Suite 3200, Hagerstown, Maryland, 21740. **Please direct all inquiries to Brandi Naugle, CPPB, at 240-313-2330, Fax - 240-313-2331. *Facsimile or Electronic Quotes will not be accepted.***

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 quotation. Delivery of quotation via-courier service or United States Postal Service (USPS) will be accepted. Those who wish to deliver their quotation in-person will need to call 240-313-2330 to receive instructions for submitting their quotation.

2. **PRE-QUOTATION TELECONFERENCE:** A Pre-Quotation Teleconference will be held on **Wednesday, February 2 , 2022 at 10:00 A.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 teleconference 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 23, 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 quotations 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 equipment. 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 fourteen (14) days.
5. **BROCHURES, DESCRIPTIVE LITERATURE, MANUALS:**

- a. Firms submitting quotations shall furnish complete descriptive literature and specifications of the equipment upon which the Quotation is based. Refer to the General Conditions.
 - b. Failure to comply with this requirement may be ample cause for rejection of the Quotation.
6. **DELIVERY:** The stump grinder shall be delivered F.O.B. Destination to Washington County Public Works, Buildings, Grounds and Facilities , 1307 South Potomac St, Hagerstown, MD 21740. The successful Quoter shall guarantee delivery of the stump grinder as specified herein, no later than ninety (90) consecutive calendar days after notice of award. All delivery costs and charges shall be included in the Quotation.
7. **DISCOUNTS:** Quoted prices are to be net thirty (30) calendar days; all discounts are to be deducted and reflected in net prices.
8. **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.
9. **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, TDD Dial 711 to make arrangements no later than seven (7) calendar days prior to the Quotation Opening.
10. **EXCEPTION:** The submission of a quotation 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.
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, Buyer, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Suite 3200, Hagerstown, Maryland, 21740, Fax: 240-313-2331; or send questions in Microsoft Word platform via-email to 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 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 quotation as submitted. The County will assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY.** Any requests received after 4:00 P.M., (EDT/EST), **Wednesday, February 9, 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. **LIQUIDATED DAMAGES:** Assessments shall be made at the rate of one percent (1%) of the quoted price, per unit, per day, for each unit not delivered by the due date. This assessment shall be deducted for the invoice price.
13. **MATERIAL AND WORKMANSHIP:** All equipment furnished shall be guaranteed to be new, unused and of current manufacture, to meet all requirements of the specifications, and to be in intended use condition at time of delivery. All workmanship shall be of high quality and accomplished in a professional manner so as to ensure functionality of the equipment.
14. **PAYMENT:** Payment will be made within thirty (30) calendar days after satisfactory acceptance and delivery by using department as required based on delivery as requested by that department. Invoices shall be submitted in duplicate to Washington County Public Works, Buildings, Grounds and Facilities, 1307 South Potomac St, Hagerstown, MD 21740
15. **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."
16. **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.
17. **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.
18. **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, Maryland. 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.

19. **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.

20. **SUBSTITUTIONS:** Any Quoter who contemplates offering a Stump Grinder that differs from that specified SHALL obtain the County's written approval prior to quotation opening. Substitution literature shall be received in the Purchasing Department **no later than 4:00 P.M., (EDT/EST), Wednesday, February 9, 2022.** Requests received after this deadline for substitutions may not be considered. All correspondence regarding this quotation shall be directed to and issued by the Washington County Purchasing Department.

21. **WARRANTY AND SERVICE:**
 - a. Warranty and service shall be honored at all manufacturers' dealerships, regardless of which dealer is the successful vendor.

 - b. All Quoters must submit written evidence with quotations indicating minimum warranty. Copies of warranties and service maintenance schedules must be submitted with quotations.

**Q-22-708
REQUEST FOR QUOTATION**

**2022 OR LATEST PRODUCTION MODEL
STUMP GRINDER**

GENERAL CONDITIONS

1. The successful vendor shall supply the County with the following technical information at or before the time of delivery of equipment:
 - a. TECHNICAL MANUAL – One (1) complete copy with the equipment at the time of delivery or not later than ninety (90) calendar days after delivery.
 - b. PARTS BOOK – One (1) complete book on all components with the equipment at the time of delivery or no later than ninety (90) calendar days after delivery.
2. The County shall not accept any new equipment until all damage and defects have been repaired and factory shortages replaced.
2. The stump grinder shall be equipped with standard equipment and the specified equipment, factory installed, unless otherwise specified.
4. Stump grinder furnished must be equipped with all items required to meet current state and federal laws.

**Q-22-708
REQUEST FOR QUOTATION**

**2022 OR LATEST PRODUCTION MODEL
STUMP GRINDER**

SPECIFICATIONS

NEW 2022 OR LATEST PRODUCTION MODEL STUMP GRINDER		Remarks/Exceptions
1	Weight (lb.) - 1,368	
2	Mount: Compact Track Loader Quick Attach	
3	Bit Diameter: 32"	
4	Flow Required: 20 - 42 GPM	
5	Hydraulic Motor: Two Speed	
6	Cutting Blade: 3/4" AR500 Steel	
7	Cone: Replaceable Hardened Steel	
8	Maximum Pressure: 4,250 PSI	
9	Class: Compact Track Loader	
10	Standard Warranty: 6 months/ 500 Hours	

Q-22-708

2022 OR LATEST PRODUCTION MODEL
STUMP GRINDER

FORM OF PROPOSAL

Item No.	Item Description	Unit of Measure	Qty	Unit Price (Figures)	Total Price (Figures)
1	New 2022 or latest Production Model Stump Grinder _____ Dollars (Written) _____ per Cents (Written)	Ea.	1	\$ _____ (Figures)	\$ _____ (Figures)
TOTAL LUMP SUM (Item No. 1 above) _____ Dollars (Written) _____ Cents (Written)					

REMARKS/EXCEPTIONS: _____

