



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

4/25/22

DELIVERY WANTED

See Attachment

CUSTODIAL PAPER AND HAND SOAP FOR VARIOUS COUNTY DEPARTMENTS Q-22-712

(See Attached Instructions & Specifications)

QUOTATION DUE: Wednesday, May 25, 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 prior to the meeting 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-22-712) CUSTODIAL PAPER AND HAND SOAP SUPPLIES**" and bearing the Quoter's name and address.

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-22-712)**

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 Board of County Commissioners of Washington County, Maryland 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. **MULTIPLE BIDS:** No Quoter shall be allowed to offer more than one (1) price on each item even though he/she may feel that there are two (2) or more types or styles that will meet specifications. Quoters must determine for themselves which to offer. If said Quoter should submit more than one (1) price on any item, all prices for that item may be rejected at the discretion of the Director of Purchasing.
9. **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.
10. **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.
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 Aaron Weisner, Procurement Specialist I, 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.

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), Monday, May 9, 2022 may not be considered.

12. **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.
13. **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.

14. **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."
15. **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.
16. **PRE-QUOTATION CONFERENCE/TELECONFERENCE:** A Pre-Quotation Conference/Teleconference will be held on **Monday May 2, 2022 at 10:00 A.M., (EDT/EST)**. All interested quoters wishing to take part in the meeting by teleconference shall prior to the teleconference call 240-313-2330 to receive instructions. All interested quoters are requested to take part in the meeting. Participation in this meeting is not mandatory but is strongly encouraged.
17. **QUANTITIES:** This contract is an "indefinite quantity contract". The parties to this contract guarantee no estimated quantities. The quantities stated have been based on prior annual usage and actual orders will depend on departmental requests. Quantities stated herein are given as a general guide for bid purposes only and are not guaranteed amounts. The contract shall be for the County's total requirements and may be less or greater than those estimated herein. The County shall not be obligated to purchase any minimum or maximum quantity. The County reserves the right to award contracts for each item based on a one (1) year term.
18. **QUOTATION OPENING:** Quotations must be received and time-stamped in the Purchasing Department no later than **3:00 P.M., (EDT/EST), Wednesday, May 25, 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.
19. **QUOTATION SUBMISSION:** Quotations are to be enclosed in a sealed opaque envelope bearing the name of the Quoter and marked "**QUOTATION - (Q-22-712) CUSTODIAL PAPER AND HAND SOAP SUPPLIES**" and bearing the vendor's name and address. 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 25, 2022.** *Facsimile or Electronic Quotes will not be accepted.*

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 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.

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.

20. **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, and the phone numbers for the Maryland Department of Assessments and Taxation are: **(410) 767-1340** or **(888) 246-5941**.
21. **RESERVATIONS:** The County or its authorized agent reserves the right to reject any or all quotations and to waive any informality or deficiency in quotations received whenever such rejection or waiver is in the best interest of the 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. The County reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination as shall, in its judgment, be in the best interest of the County.

22. **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.
23. **SITE LOCATION:**
- A. Delivery locations by departments are listed within the document. Each location indicates the required, time or timeframe that service(s) can be provided and a contact person with telephone number.
 - B. This list is not to be considered as minimum or maximum number of potential sites/services that could be required under this Request for Quotation.
 - C. Washington County reserves the right to add or delete to this list at any time during the term of the contract.
24. **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 9, 2022**. 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**.
25. **TERM OF CONTRACT:** The submitted pricing shall be effective for the period of July 1, 2022 through June 30, 2023.
26. **TERMINATION FOR DEFAULT:** If the awarded Quoter fails to fulfill its obligation under this contract properly and on time, or otherwise violates any provision of the contract, the County may terminate the contract by written notice to the awarded Quoter. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the awarded Quoter shall, at the County's option, become the County's property. The County shall pay the awarded Quoter fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by awarded Quoter's breach. If the damages are more than the compensation payable to the awarded Quoter, the Quoter will remain liable after termination and County can affirmatively collect damages.
27. A copy of the last quotation tabulation (Q-21-694) can be viewed online using the following link: <https://www.washco-md.net/wp-content/uploads/purch-q-21-694-bidtab-1.pdf>.

**CUSTODIAL PAPER AND HAND SOAP FOR
VARIOUS COUNTY DEPARTMENTS
Q-22-712**

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 seventy-seven (877) 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 fifty (850) 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: thirty (30) cases.

Item No. 4 - Roll Towel, white, 800’ rolls, 10” Length, 6 rolls per case, Enmotion/Georgia-Pacific. No substitutions. Approximate usage: one hundred thirteen (113) 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 eighteen (218) 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- GOJO Pomeberry Foam Handwash refills for LTX-12 Dispenser-1200mL per each refill- 2 per case. No substitutions. Approximate usage: fifteen (15) cases.

Item No. 8 - Antibacterial Hand Soap Refill – 1 gallon per each refill – 4 per case. Dial Professional or County Approved equal. Approximate usage: fifty-four (54) cases.

Item No. 9 - Tork Universal Tissue Roll (T22) – 2 Ply, 3.5”x 8.8” diameter, core 3.3”, 12 rolls per case. No substitutions. Approximate usage: one hundred fifty (150) cases.

Item No. 10 - 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. 11 - Tork Advanced Hand Towel Roll – 450’ x 7.5”, roll diameter 5.9”, core inside diameter 1.9”, 1 ply, white towel, 12 rolls per case, for H76 – Mini mechanical hand towel system, Article 7674540. No substitutions. Approximate usage: twenty-four (24) cases.

Item No. 12 – Non-Skid Disposable Urinal Floor Mats, rubber – approximately 17 1/2” Width x 20” Length, 6 per case. Boardwalk Product (Item No. BWKUMBB) or County approved equal. Approximate usage: thirty-seven (37) cases.

Item No. 13 – 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. 14 – 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. 15 – 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 fifty-nine (259) cases.

Item No. 16 – 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-four (24) cases.

Item No. 17- Trash Liners, Clear, 38”x 65”, 3.0 mil, 55 gallon capacity, 10 rolls per case for a total of 100. No substitutions. Approximate usage: Three hundred four (304) cases.

Item No. 18 – Hand Sanitizer, alcohol based, greater than 60% ethanol or 70% isopropanol, 12 ounce pump bottles, 12 bottles per case. Approximate usage: Unkown

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**.

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 _____

**CUSTODIAL PAPER AND HAND SOAP FOR
VARIOUS COUNTY DEPARTMENTS
(Q-22-712)**

DELIVERY HOURS & LOCATIONS:

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

13. Maugansville Goodwill VFC
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 / Dale Fishack
(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.

**CUSTODIAL PAPER AND HAND SOAP FOR VARIOUS COUNTY DEPARTMENTS
Q-22-712**

FORM OF PROPOSAL

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 seventy-seven (877) 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 fifty (850) 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: thirty (30) 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 thirteen (113) 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 eighteen (218) 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 – GOJO Pomeberry Foam Handwash refills for LTX-12 Dispenser-1200mL per each refill-2 per case. No substitutions. Approximate usage: fifteen (15) cases.

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

Product Item# _____ (Price per case of two [2] refills)

Item No. 8 – Antibacterial Hand Soap Refill – 1 gallon per each refill – 4 per case. Dial Professional or County Approved equal. Approximate usage: fifty- four (54) cases.

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

Product Item# _____ (Price per case of four [4] refills)

Item No. 9 - Tork Universal Tissue Roll (T22) – 2 Ply, 3.5” x 8.8” diameter, core 3.3”, 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. 10 - Waxed Paper Liner – 9” x 10” x 3.25”, 250 per case, Hospesco (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. 11 - 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. 12– 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-seven (37) cases.

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

Product Item# _____ *(Price per case)*

Item No. 13– 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. 14 – 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. 15 – 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 fifty-nine (259) cases.

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

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

Item No. 16 – 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-four (24) cases.

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

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

Item No. 17 – Trash Liners, Clear, 38”x 65”, 3.0 mil, 55-gallon capacity, 10 rolls per case for a total of 100. No substitutions. Approximate usage: Three hundred four (304) cases.

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

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

Item No. 18 – 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*)

REMARKS/EXCEPTIONS:

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.

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 Purchasing 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

2022 / 2023 HOLIDAY SCHEDULE

Holiday	2022	2023
New Year's Day	Saturday, January 1, 2022 (Observed Monday, January 3, 2022)	Sunday, January 1, 2023 (Observed Monday, January 2, 2023)
Martin Luther King's Birthday	Monday, January 17, 2022	Monday, January 16, 2023
President's Day	Monday, February 21, 2022	Monday, February 20, 2023
Good Friday	Friday, April 15, 2022	Friday, April 7, 2023
Memorial Day	Monday, May 30, 2022	Monday, May 29, 2023
Juneteenth	Sunday, June 19, 2022 (Observed Monday, June 20, 2022)	Monday, June 19, 2023
Independence Day	Monday, July 4, 2022	Tuesday, July 4, 2023
Labor Day	Monday, September 5, 2022	Monday, September 4, 2023
Veteran's Day	Friday, November 11, 2022	Saturday, November 11, 2023 (Observed Friday, November 10, 2023)
Day Before Thanksgiving Three (3) Hours Holiday Pay – Early Closure*	Wednesday, November 23, 2022	Wednesday, November 22, 2023
Thanksgiving Day	Thursday, November 24, 2022	Thursday, November 23, 2023
Friday after Thanksgiving	Friday, November 25, 2022	Friday, November 24, 2023
Day Before Christmas Eve Three (3) Hours Holiday Pay – Early Closure*	Friday, December 23, 2022 (Observed Thursday, December 22, 2022)	Saturday, December 23, 2023 (Observed Thursday, December 21, 2023)
Christmas Eve	Saturday, December 24, 2022 (Observed Friday, December 23, 2022)	Sunday, December 24, 2023 (Observed Friday, December 22, 2023)
Christmas Day	Sunday, December 25, 2022 (Observed Monday, December 26, 2022)	Monday, December 25, 2023
Day Before New Year's Eve Three (3) Hours Holiday Pay – Early Closure*	Friday, December 30, 2022 (Observed Thursday, December 29, 2022)	Saturday, December 30, 2023 (Observed Thursday, December 28, 2023)
New Year's Eve	Saturday, December 31, 2022 (Observed Friday, December 30, 2022)	Sunday, December 31, 2023 (Observed Friday, December 29, 2023)