



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, 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

2/16/2022

N/A

DESCRIPTION

BATHROOM PARTITIONS, PRIVACY SCREENS AND HARDWARE

Q-22-714

(See Attached Instructions & Specifications)

QUOTATION DUE: Wednesday, March 16, 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-22-714) BATHROOM PARTITIONS, PRIVACY SCREENS AND HARDWARE**" 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. _____

Acknowledge Addenda # _____ Date _____

Official Signature _____

_____ Date _____, # _____ Date _____

Name Printed _____

Delivery/Service can be performed no later than _____ calendar days from receipt of order.

Telephone Number _____

Date _____

Q-22-714
REQUEST FOR QUOTATION

BATHROOM PARTITIONS, PRIVACY SCREENS AND HARDWARE

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-22-714) BATHROOM PARTITIONS, PRIVACY SCREENS AND HARDWARE**". 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 23 , 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 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, March 16, 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 bathroom partitions, privacy screens and hardware 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 as specified herein, no later than twenty-one (21) 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, March 2, 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 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, March 2, 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-22-714
REQUEST FOR QUOTATION

BATHROOM PARTITIONS, PRIVACY SCREENS AND HARDWARE

SPECIFICATIONS / SCOPE OF WORK

SUMMARY: Washington County Public Works, Buildings, Grounds and Facilities is seeking quotes from responsible vendors for the purchase of bathroom partitions, headrail, doors, pilasters, pilaster shoes, panels and associated hardware as per the attached plans. All materials shall be slate in color; color code assignment shall be determined upon award. No installation required.

1. **PARTITION TYPE:** Solid core High Density Polyethylene (HDPE) plastic with uniform color throughout.
2. **DOOR AND PANEL TYPE:** One inch thick by 55" high solid plastic straight cut fine radius edges.
3. **PILASTER:** One inch thick by 82" high solid plastic straight cut with fine radius edges.
4. **PILASTER FASTENING:** 3" high stainless steel anchor shoes. Three heavy duty aluminum brackets for pilaster to wall connection.
5. **HEADRAIL:** 1.25" x 1.75" extruded anodized aluminum with anti-grip design. All joints in headrails shall be made at a pilaster.
6. **URINAL SCREEN:** One inch thick by 24" wide by 48" high solid plastic straight cut with fine radius edges.

Q-22-714
REQUEST FOR QUOTATION

BATHROOM PARTITIONS, PRIVACY SCREENS AND HARDWARE

MATERIAL AND STYLE:

Item No.	Stall Layout	Door Hinge & Swing	Size	Quantity
1	Alcove Corner – 1 Stall	Left Inswing	60” x 108”	1
2	Between Walls- 1 Stall	Right Inswing	62” x 80”	1
3	Between Walls – 1 Stall	Right Inswing	36”x80”	1
4	Alcove Corner – 1 Stall	Right Inswing	60” x 90”	1
5	Alcove Corner – 1 Stall	Right Inswing	60” x 103”	1
6	Alcove Corner – 1 Stall	Right Inswing	36”x 60”	1
7	Alcove Corner – 1 Stall	Left Inswing	60” x 103”	1
8	Alcove Corner – 1 Stall	Right Inswing	60” x 103”	1
9	Alcove Corner – 1 Stall	Right Inswing	36” x 60”	1
10	Alcove Corner – 1 Stall	Left Inswing	60” x 103”	1

Item No.	Stall Layout	Door Hinge & Swing	Size	Quantity
11	Between Walls – 1 Stall	Right Inswing	65" x 75"	1
12	Between Walls – 1 Stall	Left Inswing	60" x 75"	1
13	Alcove Corner – 1 Stall	Right Inswing	60" x 108"	1
14	Alcove Corner – 1 Stall	Right Inswing	45" x 60"	1
15	Alcove Corner – 1 Stall	Left Inswing	60" 108"	1
16	Between Walls – 1 Stall	Right Inswing	62" x 103"	1
17	Between Walls – 1 Stall	Right Inswing	36" x 60"	1
18	Between Walls – 1 Stall	Right Inswing	36" x 60"	1
19	Corner – 1 Stall	Left Inswing	63" x 103"	1
20	Urinal Screens - Seven		24" x 48"	7

FINAL MEASUREMENTS: Dimensions shown above are approximate and intended for preliminary use by the Quoter in determining extent of work. Final dimensions will be determined, and adjustments made if necessary.

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 Washington County 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 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, 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

**GOVERNMENT WIDE
DEBARMENT AND SUSPENSION**

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 bid/quote or proposal, the Bidder/Quoter or Proposer 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 Bidder/Quoter or proposer 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 Bidder/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 Bidder/Quoter or proposer 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-22-714

BATHROOM PARTITIONS, PRIVACY SCREENS AND HARDWARE

FORM OF PROPOSAL
(Submit With Front Page of RFQ Document)

Item No.	Item Description	Unit of Measure	Qty	Unit Price <i>(Figures)</i>	Total Price <i>(Figures)</i>
1	NEW BATHROOM PARTITIONS, PRIVACY SCREENS AND HARDWARE (excluding installation) _____ Dollars (Written) _____ per Cents (Written)	LUMP SUM	1	\$ _____ (Figures)	\$ _____ (Figures)
<p>TOTAL LUMP SUM (Item No. 1 through 20 above)</p> <p>_____ Dollars (Written)</p> <p>_____ Cents (Written)</p> <p>\$ _____ (Figures)</p>					

REMARKS/EXCEPTIONS:
