



# REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION:

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Title: \_\_\_\_\_  
 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 QUOTATIONS TO:

WASHINGTON COUNTY PURCHASING DEPARTMENT  
 Washington County Administration Building  
 100 West Washington Street, Third Floor, Room 3200  
 Hagerstown, Maryland 21740-4748

Attention: Aaron Weisner, Procurement Specialist I

Telephone Number: 240-313-2330

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

**DATE ISSUED**

4/13/2022

**DELIVERY  
 WANTED**

See Attachment

### DESCRIPTION

**PEST CONTROL SERVICES  
 AT VARIOUS WASHINGTON COUNTY FACILITIES  
 Q-22-717**

*(See Attached Instructions & Specifications)*

**QUOTATION DUE: Wednesday, May 11, 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 attend 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: Aaron Weisner, Procurement Specialist I, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, Maryland 21740 and enclosed in a sealed opaque envelope marked "**QUOTATION – PEST CONTROL SERVICES**" 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 costs as specified on the attached Quotation Proposal Form.

**NOTE: This page is to be completed and returned with the Quotation Proposal Form.**

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-22-717**  
**REQUEST FOR QUOTATION**

**PEST CONTROL SERVICES**  
**AT VARIOUS WASHINGTON COUNTY FACILITIES**

**NOTICE TO QUOTERS & INSTRUCTIONS**

1. **QUOTATION SUBMISSION:** Proposals, to be entitled to consideration, must be made in accordance with the following:

- A. Quotations are to be enclosed in a sealed opaque envelope bearing the name and address of the Quoter and marked “**QUOTATION – PEST CONTROL SERVICES.**” Quotations are to be addressed to the Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Second Floor, Room 3200, Hagerstown, MD 21740. **Please direct all inquiries to Procurement Specialist I, Aaron Weisner, at 240-313-2330, fax 240-313-2331.**

**NOTE: All Proposers 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. 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.**

- B. Proposals 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.
- C. Proposals shall not contain any recapitulation of work to be done. No oral proposals or modifications will be considered. Proposals shall be legible, clearly stated in numbers and in writing. Erasures or changes in quotations must be initialed. When an error is made in extending total prices, the written unit quotation price will govern. Carelessness in quoting prices, or in preparation of quotation otherwise, will not relieve the Vendor.
- D. Proposals shall be delivered promptly on or before time, date and place stipulated herein. **NO** quotation received after such stipulated time and date will be considered by the Board of County Commissioners. Quotations received after this time will be returned unopened. The Board of County Commissioners assumes no responsibility for the timely deliverance of mailed quotations. Ample time should be allowed for the transmittal of quotations by mail, and postmarks indicating the date of mailing will not be considered as evidence of intent to submit quotations in proper time for the opening.

2. **QUOTATION OPENING:** Quotations must be received and time-stamped in the Purchasing Department no later than **Wednesday, May 11, 2022 at 3:00 P.M., (EDT/EST)** Quotations will be opened at that time in the Washington County Administration Building Conference Room 3000, Third Floor, 100 W. Washington Street, Hagerstown, Maryland. All interested parties are invited to attend. All interested quoters who wish to hear a reading of the quotations shall call 240-313-2330 prior to the meeting to receive instructions prior to the teleconference.
  
3. **PRE-QUOTATION CONFERENCE/TELECONFERENCE:** A Pre-Quotation Conference / Teleconference is scheduled at the Washington County Administration Building, Conference Room 3000, Third Floor, 100 W. Washington Street, Hagerstown, Maryland, on **Wednesday, April 20, 2022, at 10:00 A.M., (EDT/EST)** at which time County personnel will be present to answer any questions. All interested quoters wishing to take part in the meeting via teleconference shall call 240-313-2330 prior to the meeting to receive instructions. All interested quoters are requested to take part in the conference/teleconference. Attendance at this meeting is not mandatory, but it is strongly encouraged.
  
4. **ACCESS TO SITES:** Quoters may gain access to the buildings at any time during regular County office hours for the purpose of making a visual survey. Quoters must contact the Owner's Representative to coordinate site visits.
  
5. **AWARD OF CONTRACT:** The total sum quotation for all locations will be used as the basis for evaluation of quotations and award of the Contract. If an award of Contract is made, it will be made to the responsive, responsible Quoter who submits the lowest total sum quotation. Carelessness in quoting prices, or in preparation of quotation otherwise, will not relieve the Quoter. The hourly rates for additional services and groundhog control will not be used in the evaluation of the award, but will be optional services that the County may or may not utilize.
  
6. **DEFINITIONS:**
  - A. Project known as: Pest Control Services  
at Various Washington County Facilities  
(Detailed in Specifications)
  
  - B. Owner: (County) Board of County Commissioners  
of Washington County, Maryland  
Washington County Administration Complex  
100 West Washington Street, Room 1101  
Hagerstown, Maryland 21740
  
  - C. Owner's Representative: Daniel Hixon, Deputy Director of  
Buildings, Grounds & Facilities  
1307 South Potomac Street  
Hagerstown, Maryland 21740  
240-313-2700
  
  - D. Work: Includes materials, labor, accessories, appliances,  
equipment, and all necessary acts to provide pest  
control services on an as-needed basis as set forth by  
this document herein, dated: April 13, 2022.

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 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 seven (7) calendar days prior to the Pre-Quotation Conference and/or Quotation Opening.
10. **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.
11. **FORM OF CONTRACT:** The successful Quoter shall promptly enter into a contract with the Owner in a form approved by the Owner within ten (10) calendar days after notification of award. The contract will be for a one (1) year period, tentatively commencing July 1, 2022 with an option by the County to renew for up to four (4) additional consecutive one (1) year periods, subject to written notice given by the County at least sixty (60) calendar days in advance of its expiration date. If the Quoter wishes to renew the contract, he must submit a letter of intent to the Owner's Representative at least ninety (90) calendar days prior to the expiration of the contract. The County reserves the right to accept or reject any requests for renewal and any increase in monthly cost for each specified facility that the Quoter may request. All other terms and conditions shall remain unchanged.
12. **GENERAL:** The Request for Quotation Form, This Notice to Quoters & Instructions, the Specifications and the Quotation Form, bound herewith, shall be deemed a part of the contract documents for any and all divisions of the work and shall be referred to in interpreting said contract.
13. **INSURANCE:** The successful Consultant 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 of the Washington County Policy – Insurance Requirements for Independent Contractors. The project 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; Board of County Commissioners of Washington County, 100 West Washington Street, Hagerstown, Maryland.
14. **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, 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 Purchasing Agent 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 quote as submitted. The County will assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY.** No requests received after 4:00 P.M., (EDT/EST), Wednesday, April 27, 2022 will be considered. The County will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the Washington County Purchasing Department.

15. **SDS:** All SDS sheets must be provided for each and every location where service is rendered. A master SDS file shall also be provided to Washington County's Safety Officer in the County's Health and Human Services Department.
16. **POLITICAL CONTRIBUTION DISCLOSURE:** The Bidder shall comply with Article 33, Sections 14-101 through 14-104 of the Annotated Code of Maryland, 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. **PAYMENT:** A separate invoice for each department where service has been provided shall be issued by the Contractor. All invoices shall be submitted monthly for the prior month's services and in duplicate. All invoices shall include the amount(s) stipulated on the Form of Proposal for services satisfactorily rendered and approved by the respective department representative where the service was provided. All invoices shall be mailed to the locations listed herein. Payment will be made within thirty (30) calendar days of receipt of invoices.
18. **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."
19. **QUOTATION PRICES:** Quotation prices are to be net thirty (30) calendar days; all discounts are to be deducted and reflected in net prices. Separate prices requested for each location on the Form of Proposal are for the Owner's budgetary information.
20. **RESERVATIONS:**
  - A. The Board of County Commissioners of Washington County, Maryland, reserves the right to accept or reject any or all bids, to waive formalities, informalities and technicalities therein. The Board reserves the right to contact a Bidder for clarifications and may, at its

sole discretion, allow a Bidder to correct any and all formalities, informalities and technicalities in the best interest of Washington County.

- B. The County reserves the right to add or to delete any service location as required at any time during the term of the contract.

**21. RESPONSIBILITY AND QUALIFICATIONS:**

- A. Each Quoter submitting a proposal for this work shall first examine the sites, verify any dimensions pertinent to the work, and thoroughly satisfy himself/herself to the conditions under which he/she will operate or that will in any manner affect any work under his/her Contract. The Quoter shall accept the sites as he/she finds them. All proposals shall take into consideration all conditions that may affect the work. No allowance shall be made to any Quoter for negligence in this respect.
- B. The County may make such investigations as it deems necessary to determine the ability of the Quoter to perform the work, and the Quoter shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by or investigation of, such Quoter fails to satisfy the County 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.
- C. A Quoter, if requested, shall submit evidence that he/she maintains a permanent place of business, has had at least three (3) successful years' experience in providing pest control services at similar facilities, has available or can obtain personnel, and has equipment and financial resources to undertake and perform the contract properly and expeditiously if the contract is awarded to him/her.
- D. Each firm submitting a proposal must be licensed to operate in Washington County and must have adequate personnel and equipment available at all times for routine service and repairs and to handle emergencies.
- E. In determining responsibility, the following qualifications, in addition to price, shall be considered:
  - 1. The ability, capacity and skill of the Bidder to perform the service required.
  - 2. The character, integrity, reputation, judgment, experience and efficiency of the Bidder.
  - 3. The quality of performance of previous contracts or services.
  - 4. The Bidder's previous and present compliance with laws and ordinances relating to the contract or service.
  - 5. The sufficiency of the financial resources and ability of the Bidder to perform the contract or provide the service.
  - 6. The quality, availability and adaptability of the supplies, or services, to the particular use required.
  - 7. The ability of the Bidder to provide future maintenance and service for the use of the subject of the contract.

8. Whether the Bidder is in arrears to the County on a debt or contract or is a defaulter on surety to the County.
9. Such other information as may be secured having a bearing on the decision to make the award.

**22. TERMS OF AGREEMENT:**

- A. This agreement shall be effective for an original period of one (1) year unless written notice is given by either party thirty (30) calendar days prior to the date of this agreement.
- B. If the Contractor fails to comply with the specifications, he will be given ten (10) calendar days' notice to render satisfactory service. If at the expiration of such ten (10) calendar days' notice, the unsatisfactory conditions have not been corrected, Owner reserves the right to cancel the contract.

**23. TOTAL SUM QUOTATION:** A total sum quotation is being requested for the work. The Base Quotation shall include the cost of any and all permits and/or fees, the cost of all applicable seals and other taxes required by local, state and federal laws, the cost of bonds and insurance, the cost of all material, labor, tools, equipment, transportation, landfill user fees, superintending and other services and facilities of every nature whatsoever or as may be necessary to complete the project as described in the specifications.

**Q-22-717**  
**REQUEST FOR QUOTATION**

**PEST CONTROL SERVICES**  
**AT VARIOUS WASHINGTON COUNTY FACILITIES**

**SPECIFICATIONS**

1. **GENERAL DESCRIPTION:** Washington County is seeking proposals for Pest Control Services at various County facilities to be provided for a one (1) year contract period tentatively beginning July 1, 2022, with the option by the County to renew for up to four (4) additional consecutive one (1) year periods subject to written notice given by the County at least sixty (60) calendar days in advance of its expiration date.

2. **SCOPE OF WORK**

A. Scope of Work – Basic service required under this contract includes treatment for the following basic pests – ants, mice, rats, silverfish, spiders, roaches and fleas as specified below. The Monthly Basic Service shall include the treatment of ground boring and soil ants. The Bi-weekly Service shall include monitoring and product replenishment of Rodent Baiters. The Monthly Mayfly Service shall be done in conjunction with insectocutors, musca stiks treatments and maintenance of insect bug zappers. If treatment is required to control carpenter ants, fire ants and wood destroying ants, service shall be provided under the provision of “additional services”, with payment based upon the hourly rate submitted by the successful Contractor. There are three (3) different time intervals for basic service, i.e., bi-weekly (every other week), monthly (once per month), bi-monthly (every other month), quarterly (once every three months). For each site location listed, the specified service is indicated. Some locations may list more than one (1) service i.e., Basic Service plus Groundhog service and/or an Annual Termite and Inspection Report.

1. Monthly (once per month) Basic and On-Call Service - Treatment for the following pests shall be included:

- a. Ants
- b. Mice
- c. Rats
- d. Silverfish
- e. Roaches
- f. Spiders
- g. Mayfly
- h. Fleas

2. Bi-Monthly Basic and On-Call Service includes same treatment as monthly basic.

3. Bi-Weekly Basic and On-Call Service includes same treatment as monthly basic.

4. Quarterly Basic and On-Call Service includes same treatment as monthly basic.



5. Annual Termite and Inspection Report –
    - a. This service shall be provided and arranged, on request, with each department that requires the service as specified herein.
    - b. Washington County reserves the right to request additional services for termite inspections/reporting for any department.
    - c. If termites are found, as a result of any termite inspection, the Contractor may submit, with the report, a written quotation to remedy the problem. However, Washington County reserves the right to obtain quotations for treatment from other vendors and to have the treatment performed by the lowest responsive, responsible bidder. The preference of type of termite control shall be determined on a case by case basis.
    - d. All termite treatments shall be guaranteed for a three (3) year period.
  6. Groundhog Control Service – This service shall to be provided April through November for each department that requires the service as specified herein. Groundhog control shall be provided on a case-by-case basis. The successful Contractor will be paid for this service based upon number of hours worked, plus materials, which includes a mark-up of materials at the rate of twenty-five (25%) percent
  7. Skunk Control Service – This service shall be provided as needed for each department that requires the service. Skunk control shall be provided on a case-by-case basis. The successful Contractor will be paid for this service based upon number of hours worked, plus materials, which includes a mark-up of materials at the rate of twenty-five (25%) percent.
- B. Any spraying activity shall be performed at/during the “Time” indicated below for each location. Placement of bate boxes, gel boxes, etc. can be performed during regular County working hours, Monday through Friday, 7:30 A.M. (EDT/EST) to 4:30 P.M., (EDT/EST) or as indicated below.
  - C. The Contractor shall provide an hourly rate for additional services on an as needed basis. Additional services may include, but not be limited to; servicing for pest birds, i.e. pigeons, and any additional termite inspections and subsequent termite inspection reports, (not listed as a required service in the following site location list), etc. These additional services may be used at the option of the County.
  - D. The Contractor shall invoice the Owner for work time actually spent at the job site. Travel time shall be the responsibility of the Contractor.
  - E. The Contractor shall report to the Owner’s Representative/Department Representative upon arrival at each job location when performing services.
  - F. Typical pest control treatments shall consist of a combination of standard crack and crevice and the Integrated Pest Management (IPM) approach.

### 3. SITE LOCATIONS:

- A. The following is a site location list by departments. Each location indicates the specified service(s) required, the 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 proposal.
- C. Washington County reserves the right to add or delete to this list at any time during the term of the contract.
1. Airport, Hagerstown Regional
    - a. Location - Terminal Building, 18434 Showalter Road, Hagerstown, MD
    - b. Service - Monthly Basic and On-Call
    - c. Time –Monday through Friday, 7:30 A.M. to 12:00 P.M. (Noon)
    - d. Contact – Richard Lesh (240-313-2777)
  2. Airport, Hagerstown Regional
    - a. Location – Maintenance Building #1, 18436 Henson Blvd., Hagerstown, MD
    - b. Service – Bi-Monthly Basic and On-Call
    - c. Time–Monday through Friday, 7:30 A.M. to 12:00 P.M. (Noon)
    - d. Contact – Richard Lesh (240-313-2777)
  3. Airport, Hagerstown Regional
    - a. Location - Snow Removal Equipment Building, 18430 Henson Blvd, Hagerstown, MD
    - b. Service – Bi-Monthly Basic and On-Call
    - c. Time–Monday through Friday, 7:30 A.M. to 12:00 P.M. (Noon)
    - d. Contact – Richard Lesh (240-313-2777)
  4. Airport, Hagerstown Regional Fire Station
    - a. Location - 18440 Showalter Road, Hagerstown, MD
    - b. Service – Monthly Basic and On-Call
    - c. Time – Monday through Friday, 7:30 A.M. to 12:00 P.M. (Noon)
    - d. Contact – Bob Hoopengardner (240-527-8928)
  5. Black Rock Golf Course
    - a. Location – Club House, 20025 Mt. Aetna Road, Hagerstown, MD - including Pro Shop and Restaurant
    - b. Service – Monthly Basic and On-Call Service
    - c. Time – Monday through Friday 7:30 A.M. to 4:30 P.M.
    - d. Contact – Ryan Crabtree (240-313-2818)
  6. Black Rock Golf Course
    - a. Location - Maintenance Building, 20317 Mt. Aetna Road, Hagerstown, MD
    - b. Service – Monthly Basic and On-Call Service
    - c. Time - Monday through Friday, 6:30 A.M. to 2:30 P.M., **must call** John Easterday to coordinate service
    - d. Contact – John Easterday (Cell - 240-625-5155) or (Office - 301-791-3149)

7. Black Rock Golf Course
  - a. Location – Maintenance Superintendent’s Residence, 20245 Mt. Aetna Road, Hagerstown, MD (also known as the Ditto Farm)
  - b. Service – Quarterly Basic and On-Call Service
  - c. Time - Monday through Friday, 6:30 A.M. to 2:30 P.M., **must call** John Easterday to coordinate service
  - d. Contact – John Easterday (Cell - 240-625-5155) or (Office - 301-791-3149)
  
8. Dwyer Building
  - a. Location - 112 West Baltimore Street, Hagerstown, MD
  - b. Service – Monthly Basic and On-Call Service
  - c. Time - Monday through Friday, before 7:30 A.M. or after 4:30 P.M., **must call** Gene Wolf to coordinate service
  - d. Contact – Gene Wolf (240-313-2290)
  
9. Martin Luther King Center
  - a. Location - 131 West North Street, Hagerstown, MD - Including Kitchen, Classrooms, and the Basement
  - b. Service – Monthly Basic and On-Call Service
  - c. Time – Fridays only, 7:30 A.M. to 4:30 P.M., **must call** Gene Wolf to coordinate service
  - d. Contact – Gene Wolf (240-313-2290)
  
10. Washington County Administrative Annex
  - a. Location - 747 Northern Avenue, Hagerstown, MD 21742
  - b. Service – Monthly Basic and On-Call Service
  - c. Time - Monday through Friday, before 7:30 A.M. or after 4:30 P.M., **must call** Gene Wolf to coordinate service
  - d. Contact – Gene Wolf (240-313-2290)
  
11. Washington County Administration Complex
  - a. Location - 100 West Washington St., Hagerstown, MD
  - b. Service – Monthly Basic and On-Call
  - c. Time - Monday through Friday, before 7:30 A.M. or after 4:30 P.M., **must call** Gene Wolf to coordinate service
  - d. Contact – Gene Wolf (240-313-2290)
  
12. Washington County Court House and Annex
  - a. Location – 24 summit Ave., Hagerstown, MD
  - b. Service – Monthly Basic and On-Call
  - c. Time - Monday through Friday, before 7:30 A.M. or after 4:30 P.M., **must call** Gene Wolf to coordinate service
  - d. Contact – Gene Wolf (240-313-2290)
  
13. Washington County Office Building
  - a. Location - 33 and 35 West Washington Street, Hagerstown, MD
  - b. Service – Monthly Basic and On-Call
  - c. Time - Monday through Friday, before 7:30 A.M. or after 4:30 P.M., **must call** Gene Wolf to coordinate service
  - d. Contact – Gene Wolf (240-313-2290)

14. Washington County Board of Elections
  - a. Location- 17718 Virginia Avenue, Hagerstown, MD 21742
  - b. Service- Monthly Basic and On-Call.
  - c. Time- Monday through Friday, 7:00 A.M. to 3:00 P.M.
  - d. Contact-Darryl Moore – 240-313-2290/301-331-6719 (cell)
  
15. Washington County Agricultural Center
  - a. Location – 7313 Sharpsburg Pike, Boonsboro, MD, - Ag Museum / Maryland Cooperative Extension Service Office, Multi-Purpose Building and Kennel Building
  - b. Service – Monthly Basic and On-Call
  - c. Time - Monday through Friday, 7:00 A.M. to 10:30 A.M., **must call** Erin Overdorff or Wynn Churchey to coordinate service
  - d. Contact – Erin Overdorff (240-313-2839)
  
16. Washington County Buildings, Grounds and Facilities
  - a. Location - Doub's Woods Park, 1307 South Potomac St., Hagerstown, MD, Administration Building, Wood Shop and Maintenance Building
  - b. Service – Monthly Basic and On-Call
  - c. Time - Monday through Friday, 7:00 A.M. to 3:00 P.M., **must call** Kim Faith or Wynn Churchey to coordinate service
  - d. Contact - Kim Faith or Wynn Churchey (240-313-2700)
  
17. Washington County Buildings, Grounds and Facilities
  - a. Location – Kemps Mill Park, 11112 Kemps Mill Road, Williamsport, MD Concession Building and Bathrooms (app. 900 sf.)
  - b. Service – Monthly Basic and On-Call, only during season June through August
  - c. Time - Monday through Friday, 7:00 A.M. to 3:00 P.M., **must call** Kim Faith or Wynn Churchey to coordinate service
  - d. Contact - Kim Faith or Wynn Churchey (240-313-2700)
  
18. Washington County Buildings, Grounds and Facilities
  - a. Location – Martin L. Snook Park Pool, 17901 Halfway Blvd., Hagerstown, MD – Pool Dressing Room and Equipment Room
  - b. Service – Monthly Basic and On-Call, only during season May 15 through Aug 15
  - c. Time - Monday through Friday, 7:00 A.M. to 3:00 P.M., **must call** Kim Faith or Wynn Churchey to coordinate service
  - d. Contact - Kim Faith or Wynn Churchey (240-313-2700)
  
19. Washington County Buildings, Grounds and Facilities
  - a. Location – Pen Mar Park Museum and Dance Pavilion, 14600 Pen Mar-High Rock Road, Cascade, MD
  - b. Service – Monthly Basic and On-Call, only during season May through September and 1<sup>st</sup> Saturday in October.
  - c. Time - Monday through Friday, 7:00 A.M. to 3:00 P.M., **must call** Kim Faith or Wynn Churchey to coordinate service
  - d. Contact - Kim Faith or Wynn Churchey (240-313-2700)

20. Division of Fire and Emergency Services Special Operations Team
  - a. Location - 638 Frederick Street, Hagerstown, MD
  - b. Service –
    - (1) Monthly Basic and On-Call Service
    - (2) Annual Termite and Inspection Report
  - c. Time - Monday through Friday 7:30 A.M. to 4:30 P.M., **must call** Eric Jacobs to coordinate service. Requires minimum forty-eight (48) hours' notice prior to service to arrange for building access.
  - d. Contact – Eric Jacobs (240-500-4026)
  
21. Washington County Museum of Fine Arts
  - a. Location – 401 Museum Drive, Hagerstown, MD
  - b. Service– Monthly Basic and On-Call
  - c. Time – Tuesday through Friday, 10:00 A.M. to 5:00 P.M., **must call** Mike Churchey to coordinate service (301-739-5727)
  - d. Contact – Nancy Motherway (301-739-5727)
  
22. Washington County Highway Department
  - a. Location - Central Section, 601 Northern Ave., Hagerstown, MD
  - b. Service -
    - (1) Monthly Basic and On-Call
    - (2) Annual Termite and Inspection Report
  - c. Time – Monday through Thursday, 7:00 A.M. to 3:00 P.M.
  - d. Contact- Alicia Heil (240-313-2720)
  
23. Washington County Highway Department
  - a. Location - Eastern Section - 13230 Greensburg Road, Smithsburg, MD
  - b. Service –
    - (1) Bi-Monthly Basic and On-Call
    - (2) Annual Termite and Inspection Report
  - c. Time - Monday through Thursday, 7:00 A.M. to 3:00 P.M
  - d. Contact - Alicia Heil (240-313-2720)
  
24. Washington County Highway Department
  - a. Location - Southern Section - 6223 Coffman Farm Road, Keedysville, MD
  - b. Service -
    - (1) Bi-Monthly Basic and On-Call
    - (2) Annual Termite and Inspection Report
  - c. Time - Monday through Thursday, 7:00 A.M. to 3:00 P.M
  - d. Contact- Alicia Heil (240-313-2720)
  
25. Washington County Highway Department
  - a. Location - Western Section - 9659 National Pike, Big Pool, MD
  - b. Service -
    - (1) Bi-Monthly Basic and On-Call
    - (2) Annual Termite and Inspection Report
  - c. Time - Monday through Thursday, 7:00 A.M. to 3:00 P.M
  - d. Contact- Alicia Heil (240-313-2720)

26. Washington County Sheriff's Department
  - a. Location - Detention Center, 500 Western Maryland Parkway, Hagerstown, MD - including the Main Jail, Central Booking, Minimum Security Wing, Female Housing, "E" and "H" Pods
  - b. Service – Monthly Basic and On-Call
    - (1) All office areas
    - (2) Pipe chases, food handling and storage areas, trash disposal and storage areas interior and exterior.
  - c. Service – Bi-Monthly Basic and On-Call
    - (1) Interior of cells – All cells in all housing units every other month
  - d. Time – Fridays' only, 8:00 A.M. to 8:30 A.M.
  - e. Contact – Terry Hill (240-313-2133), Lindy Reese (240-313-2872) 1<sup>st</sup> Point of Contact
  
27. Washington County Sheriff's Department
  - a. Location – Day Reporting Center, 145 Iko Way, Hagerstown, MD
  - b. Service – Monthly Basic and On-Call
    - (1) Trash disposal and storage areas – interior and exterior
  - c. Time – Monday through Friday, 8:00 A.M. to 10:30 A.M or 12:30 P.M. to 3:00 P.M.
  - d. Contact – Terry Hill (240-313-2133)
  
28. Washington County Sheriff's Department
  - a. Location – Patrol and Garage Buildings, 500 Western Maryland Parkway, Hagerstown, MD
  - b. Service – Monthly Basic and On-Call
    - (1) Trash disposal and storage areas - interior and exterior
  - c. Time - Monday through Friday, 8:00 A.M. to 10:30 A.M. or 12:30 P.M. to 3:00 P.M.
  - d. Contact – Terry Hill (240-3113-2133)
  
29. Washington County Solid Waste Department
  - a. Location - 12630 Earth Care Road, Hagerstown, MD (known as Forty West Landfill – Administration Building, Maintenance Building, Permits Sales Building and Scale House)
  - b. Service – Monthly Basic, On-Call, and Bi-Weekly (monitoring and product replenishment of Rodent Baiters)
  - c. Time – Monday through Friday, 7:30 A.M. to 3:00 P.M.
  - d. Contact – Jamie Calandrelle (240-313-2790)
  
30. Washington County Transit Department
  - a. Location - 1000 West Washington St., Hagerstown, MD
  - b. Service – Bi-Monthly Basic and On-Call
  - c. Time – Monday through Friday 7:30 A.M. to 4:30 P.M.
  - d. Contact – Shawn Harbaugh (240-313-2750)
  
31. Washington County Department of Water Quality
  - a. Location - Administration Building, 16232 Elliott Parkway, Williamsport, MD
  - b. Service – Monthly Basic and On-Call

- c. Time – Monday through Friday, after 4:00 P.M., **must call** (240-313-2600) to coordinate time of service.
  - d. Contact – Davina Yutzy (240-313-2630)
32. Washington County Department of Water Quality
- a. Location - Antietam WWTP, 4435 Harpers Ferry Rd., Sharpsburg, MD – Control Building
  - b. Service - Quarterly Basic and On-Call
  - c. Time – Monday through Friday, 8:00 A.M. to 4:00 P.M., **must call** (240-313-2600) to coordinate time of service.
  - d. Contact – Davina Yutzy (240-313-2630)
33. Washington County Department of Water Quality
- a. Location - Conococheague WWTP, 16232 Elliott Parkway, Williamsport, MD
  - b. Service – Quarterly Basic and On-Call - Control Building-entire building, Solids Handling Building-office area only, Pump Repair Building-office area only.
  - c. Time - Monday through Friday, 8:00 A.M. to 4:00 P.M., **must call** (240-313-2600) to coordinate time of service.
  - d. Contact – Davina Yutzy (240-313-2630)
34. Washington County Department of Water Quality
- a. Location – Maintenance Inventory Building 16232 Elliott Parkway, Williamsport, MD.
  - b. Service – Quarterly Basic and On-Call
  - c. Time - Monday through Friday, 8:00 A.M. to 4:00 P.M., **must call** (240-313-2600) to coordinate time of service
  - d. Contact – Davina Yutzy (240-313-2630)
35. Washington County Department of Water Quality
- a. Location – Maintenance Office Building 16232 Elliott Parkway, Williamsport, MD
  - b. Service – Quarterly Basic and On-Call
  - c. Time - Monday through Friday, 8:00 A.M. to 4:00 P.M., **must call** (240-313-2600) to coordinate time of service
  - d. Contact – Davina Yutzy (240-313-2630)
36. Washington County Department of Water Quality
- a. Location - Sharpsburg WTP, 17070 Shepherdstown Pike, Sharpsburg, MD
  - b. Service - Quarterly Basic and On-Call
  - c. Time - Monday through Friday, 8:00 A.M. to 4:00 P.M., **must call** (240-313-2600) to coordinate time of service.
  - d. Contact – Davina Yutzy (240-313-2630)
37. Washington County Department of Water Quality
- a. Location - Smithsburg WWTP, 22523 Leitersburg/Smithsburg Rd., Smithsburg, MD – Control Building only
  - b. Service - Quarterly Basic and On-Call
  - c. Time - Monday through Friday, 8:00 A.M. to 4:00 P.M., **must call** (240-313-2600) to coordinate time of service.
  - d. Contact – Davina Yutzy (240-313-2630)

38. Washington County Department of Water Quality
  - a. Location - Winebrenner WWTP, 25040 Pen Mar Road, Cascade, MD – Office area only
  - b. Service - Quarterly Basic and On-Call
  - c. Time - Monday through Friday, 8:00 A.M. to 4:00 P.M., **must call** (240-313-2600) to coordinate time of service.
  - d. Contact – Davin Yutzy (240-313-2630)
  
39. Washington County Department of Water Quality
  - a. Location – Elk Ridge Treatment Plant, 3728 Chestnut Grove Road, Keedysville, MD 21756
  - b. Service - Quarterly Basic and On-Call
  - c. Time - Monday through Friday, 8:00 A.M. to 4:00 P.M., **must call** (240-313-2600) to coordinate time of service.
  - d. Contact – Davin Yutzy (240-313-2630)
  
40. Washington County Transit Department (Transit Transfer Center)
  - a. Location – Corner of Franklin Street and Prospect Street
  - b. Service – Bi-Monthly Basic and On-Call
  - c. Time – Monday through Friday 7:30 A.M. to 4:30 P.M., **must call** Shawn Harbaugh to coordinate time of service.
  - d. Contact – Shawn Harbaugh (240-313-2750)
  
41. Washington County Emergency Air Unit
  - a. Location – 17556 York Road, Hagerstown, MD
  - b. Service – Monthly Basic and On-Call
  - c. Time – Monday through Friday 8:00 A.M. to 3:00 P.M.
  - d. Contact – Brian Lowman (240-291-3192)
  
42. Emergency Services/911 Center
  - a. Location – 16232 Elliott Parkway, Williamsport, MD
  - b. Service – Monthly Basic and On-Call
  - c. Time – Monday through Friday 7:30 A.M. to 4:00 P.M.
  - d. Contact – Bonnie Keltner (240-313-4362)



4. **MATERIALS:**

- A. All materials used in pest control work shall conform to Federal, State and local ordinances and laws.
- B. Rodenticides shall be used with all due precaution to avoid accidents to humans, domestic animals and pets.
- C. Special care shall be exercised in the use of liquid insecticides in areas having asphaltic, mastic or linoleum floor surfaces.
- D. All pest control work shall be performed in a safe manner and in accordance with the most modern and effective scientific pest control procedures.

5. **SERVICING:**

- A. In the event of persistent infestations, continued service shall be provided, at no additional cost, until the condition is under control. This condition must be satisfactory with the Owner's Representative.
- B. All service, basic and/or special, shall be performed so as not to interrupt normal operations of County facilities.
- C. Larger Buildings – Frequency/Control: Treatment shall be provided to typical common areas of all buildings in accordance with the frequency as noted in the specifications. Common areas include, but not limited to, basements, hallways, bathrooms, kitchens, closets, break rooms, lunchrooms, boiler rooms and elevator pits. General office areas of the larger administrative buildings are excluded from treatment.

6. **SERVICING TICKETS:** Upon completion of providing any service, the Contractor shall provide the Owner's Representative with a "servicing ticket", which the department representative has signed.







**Q-22-717**  
**QUOTATION PROPOSAL FORM**

<b>Item No.</b>	<b>Description / Written Unit Price</b>	<b>Unit</b>	<b>Qty.</b>	<b>Unit Price</b>	<b>Total Price</b>
13.	WASHINGTON COUNTY OFFICE BUILDING <hr/> Dollars (written) <hr/> Cents per (written)	Month	12	\$ <hr/> (Figures)	\$ <hr/> (Figures)
14.	WASHINGTON COUNTY BOARD OF ELECTIONS <hr/> Dollars (written) <hr/> Cents per (written)	Month	12	\$ <hr/> (Figures)	\$ <hr/> (Figures)
15.	WASHINGTON COUNTY AGRICULTURAL CENTER <hr/> Dollars (written) <hr/> Cents per (written)	Month	12	\$ <hr/> (Figures)	\$ <hr/> (Figures)
16.	WASHINGTON COUNTY Buildings, Grounds and Facilities – Doub’s Woods Park <hr/> Dollars (written) <hr/> Cents per (written)	Month	12	\$ <hr/> (Figures)	\$ <hr/> (Figures)





**Q-22-717**  
**QUOTATION PROPOSAL FORM**

Item No.	Description / Written Unit Price	Unit	Qty.	Unit Price	Total Price
23a.	WASHINGTON COUNTY HIGHWAY DEPARTMENT – Eastern Section <hr/> _____ Dollars (written) <hr/> _____ Cents per (written)	Bi-Month	6	\$ _____ (Figures)	\$ _____ (Figures)
23b.	WASHINGTON COUNTY HIGHWAY DEPARTMENT – Eastern Section (Termite and Inspection Report ONLY) <hr/> _____ Dollars (written) <hr/> _____ Cents per (written)	Annual	1	\$ _____ (Figures)	\$ _____ (Figures)
24a.	WASHINGTON COUNTY HIGHWAY DEPARTMENT – Southern Section <hr/> _____ Dollars (written) <hr/> _____ Cents per (written)	Bi-Month	6	\$ _____ (Figures)	\$ _____ (Figures)
24b.	WASHINGTON COUNTY HIGHWAY DEPARTMENT – Southern Section (Termite and Inspection Report ONLY) <hr/> _____ Dollars (written) <hr/> _____ Cents per (written)	Annual	1	\$ _____ (Figures)	\$ _____ (Figures)



**Q-22-717**  
**QUOTATION PROPOSAL FORM**

Item No.	Description / Written Unit Price	Unit	Qty.	Unit Price	Total Price
25a.	WASHINGTON COUNTY HIGHWAY DEPARTMENT – Western Section <hr style="border: none; border-top: 1px solid black;"/> Dollars (written) <hr style="border: none; border-top: 1px solid black;"/> Cents per (written)	Bi-Month	6	\$ <hr style="border: none; border-top: 1px solid black;"/> (Figures)	\$ <hr style="border: none; border-top: 1px solid black;"/> (Figures)
25b.	WASHINGTON COUNTY HIGHWAY DEPARTMENT – Western Section (Termite and Inspection Report ONLY) <hr style="border: none; border-top: 1px solid black;"/> Dollars (written) <hr style="border: none; border-top: 1px solid black;"/> Cents per (written)	Annual	1	\$ <hr style="border: none; border-top: 1px solid black;"/> (Figures)	\$ <hr style="border: none; border-top: 1px solid black;"/> (Figures)
26a.	WASHINGTON COUNTY SHERIFF’S DEPARTMENT – Detention Center, including the Minimum Security Wing, “E” Pod and “H” Pod <hr style="border: none; border-top: 1px solid black;"/> Dollars (written) <hr style="border: none; border-top: 1px solid black;"/> Cents per (written)	Month	12	\$ <hr style="border: none; border-top: 1px solid black;"/> (Figures)	\$ <hr style="border: none; border-top: 1px solid black;"/> (Figures)
26b.	WASHINGTON COUNTY SHERIFF’S DEPARTMENT – Detention Center, including the Minimum Security Wing and “E” Pod (Interior of cells – All cells every other month) <hr style="border: none; border-top: 1px solid black;"/> Dollars (written) <hr style="border: none; border-top: 1px solid black;"/> Cents per (written)	Bi-Month	6	\$ <hr style="border: none; border-top: 1px solid black;"/> (Figures)	\$ <hr style="border: none; border-top: 1px solid black;"/> (Figures)

**Q-22-717  
QUOTATION PROPOSAL FORM**

Item No.	Description / Written Unit Price	Unit	Qty.	Unit Price	Total Price
26c.	WASHINGTON COUNTY SHERIFF’S DEPARTMENT – Main Jail <hr/> _____ Dollars (written) <hr/> _____ Cents per (written)	Month	12	\$ _____ (Figures)	\$ _____ (Figures)
26d.	WASHINGTON COUNTY SHERIFF’S DEPARTMENT – Main Jail (Interior of cells – All cells every other month) <hr/> _____ Dollars (written) <hr/> _____ Cents per (written)	Bi-Month	6	\$ _____ (Figures)	\$ _____ (Figures)
26e.	WASHINGTON COUNTY SHERIFF’S DEPARTMENT – Central Booking <hr/> _____ Dollars (written) <hr/> _____ Cents per (written)	Month	12	\$ _____ (Figures)	\$ _____ (Figures)
26f.	WASHINGTON COUNTY SHERIFF’S DEPARTMENT – Female Housing <hr/> _____ Dollars (written) <hr/> _____ Cents per (written)	Month	12	\$ _____ (Figures)	\$ _____ (Figures)

**Q-22-717  
QUOTATION PROPOSAL FORM**

Item No.	Description / Written Unit Price	Unit	Qty.	Unit Price	Total Price
27.	WASHINGTON COUNTY SHERIFF’S DEPARTMENT – Day Reporting Center  _____ Dollars (written)  _____ Cents per (written)	Month	12	\$ _____ (Figures)	\$ _____ (Figures)
28.	WASHINGTON COUNTY SHERIFF’S DEPARTMENT – Patrol & Garage Buildings  _____ Dollars (written)  _____ Cents per (written)	Month	12	\$ _____ (Figures)	\$ _____ (Figures)
29a.	WASHINGTON COUNTY SOLID WASTE DEPARTMENT – Forty West Landfill (Administration Building)  _____ Dollars (written)  _____ Cents per (written)	Month	12	\$ _____ (Figures)	\$ _____ (Figures)
29b.	WASHINGTON COUNTY SOLID WASTE DEPARTMENT – Forty West Landfill (Maintenance Building)  _____ Dollars (written)  _____ Cents per (written)	Month	12	\$ _____ (Figures)	\$ _____ (Figures)



**Q-22-717  
QUOTATION PROPOSAL FORM**

Item No.	Description / Written Unit Price	Unit	Qty.	Unit Price	Total Price
31.	WASHINGTON COUNTY WATER QUALITY – Administration Building <hr style="width: 100%; border: 0.5px solid black;"/> <div style="display: flex; justify-content: space-between;"> <span>Dollars</span> <span>(written)</span> </div> <hr style="width: 100%; border: 0.5px solid black;"/> <div style="display: flex; justify-content: space-between;"> <span>Cents per</span> <span>(written)</span> </div>	Month	12	\$ _____	\$ _____
				(Figures)	(Figures)
32.	WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY – Antietam WWTP <hr style="width: 100%; border: 0.5px solid black;"/> <div style="display: flex; justify-content: space-between;"> <span>Dollars</span> <span>(written)</span> </div> <hr style="width: 100%; border: 0.5px solid black;"/> <div style="display: flex; justify-content: space-between;"> <span>Cents per</span> <span>(written)</span> </div>	Quarter	4	\$ _____	\$ _____
				(Figures)	(Figures)
33a.	WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY – Conococheague WWTP (Control Building) <hr style="width: 100%; border: 0.5px solid black;"/> <div style="display: flex; justify-content: space-between;"> <span>Dollars</span> <span>(written)</span> </div> <hr style="width: 100%; border: 0.5px solid black;"/> <div style="display: flex; justify-content: space-between;"> <span>Cents per</span> <span>(written)</span> </div>	Quarter	4	\$ _____	\$ _____
				(Figures)	(Figures)
33b.	WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY – Conococheague WWTP (Solids Handling Building Office) <hr style="width: 100%; border: 0.5px solid black;"/> <div style="display: flex; justify-content: space-between;"> <span>Dollars</span> <span>(written)</span> </div> <hr style="width: 100%; border: 0.5px solid black;"/> <div style="display: flex; justify-content: space-between;"> <span>Cents per</span> <span>(written)</span> </div>	Quarter	4	\$ _____	\$ _____
				(Figures)	(Figures)



**Q-22-717  
QUOTATION PROPOSAL FORM**

<b>Item No.</b>	<b>Description / Written Unit Price</b>	<b>Unit</b>	<b>Qty.</b>	<b>Unit Price</b>	<b>Total Price</b>
37.	WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY – Smithsburg WWTP (Control Building only) _____ Dollars (written) _____ Cents per (written)	Quarter	4	\$ _____ (Figures)	\$ _____ (Figures)
38.	WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY – Winebrenner WWTP _____ Dollars (written) _____ Cents per (written)	Quarter	4	\$ _____ (Figures)	\$ _____ (Figures)
39.	WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY – Elk Ridge Treatment Plant _____ Dollars (written) _____ Cents per (written)	Quarter	4	\$ _____ (Figures)	\$ _____ (Figures)
40.	WASHINGTON COUNTY TRANSIT DEPARTMENT – (Transit Transfer Center) _____ Dollars (written) _____ Cents per (written)	Bi-Month	6	\$ _____ (Figures)	\$ _____ (Figures)

**Q-22-717  
QUOTATION PROPOSAL FORM**

<b>Item No.</b>	<b>Description / Written Unit Price</b>	<b>Unit</b>	<b>Qty.</b>	<b>Unit Price</b>	<b>Total Price</b>
41.	<p>WASHINGTON COUNTY EMERGENCY AIR UNIT</p> <p>_____ Dollars (written)</p> <p>_____ Cents per (written)</p>	Month	12	<p>\$ _____ (Figures)</p>	<p>\$ _____ (Figures)</p>
42.	<p>EMERGENCY SERVICES/911 CENTER</p> <p>_____ Dollars (written)</p> <p>_____ Cents per (written)</p>	Month	12	<p>\$ _____ (Figures)</p>	<p>\$ _____ (Figures)</p>
<p><b>TOTAL BASE QUOTATION, ITEMS 1 through 42 (ANNUAL PRICE)</b></p> <p>_____ Dollars (written)</p> <p>_____ Cents per (written)</p>		Annual	1	<p>\$ _____ (Figures)</p>	<p>\$ _____ (Figures)</p>



**Q-22-717  
QUOTATION PROPOSAL FORM**

Description / Written Unit Price	Unit	Unit Price
<p><b>HOURLY RATE (Additional Services as Required at the Option of the County):</b></p> <p>_____ Dollars (written)</p> <p>_____ Cents per (written)</p>	<p>Hour</p>	<p>\$ _____ (Figures)</p>
<p><b>HOURLY RATE FOR GROUNDHOG CONTROL (Additional Services as Required at the Option of the County):</b></p> <p>_____ Dollars (written)</p> <p>_____ Cents per (written)</p>	<p>Hour</p>	<p>\$ _____ (Figures)</p>

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

**ADOPTION DATE:** August 29, 1989

**EFFECTIVE DATE:** September 1, 1989

**FILING INSTRUCTIONS:**

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**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.

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, attorney's 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**

<b>Holiday</b>	<b>2022</b>	<b>2023</b>
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)