



REQUEST FOR QUOTATION (RFQ)

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION:

NOTES

Company Name: _____
 Address: _____

 Contact Name: _____
 Contact Title: _____
 Phone Number: _____
 E-mail: _____

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

RETURN QUOTATIONS TO:

WASHINGTON COUNTY PURCHASING DEPARTMENT
 Washington County Administration Complex
 100 West Washington Street, Third Floor, Suite 3200
 Hagerstown, Maryland 21740
Attention: Brandi Naugle, CPPB, Buyer
Telephone Number: 240-313-2330

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

DATE ISSUED

06/8/2022

**DELIVERY
WANTED**

See Attachment

DESCRIPTION

Q-22-727
VMWARE/vSPHERE 7 ENTERPRISE PLUS
VMWARE/vSPHERE 7 FOR DESKTOP
SUPPORT AND SUBSCRIPTION RENEWAL
(See Attached Instructions & Specifications)

QUOTATION DUE: Wednesday, June 29, 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 reading 240-313-2330 to receive instructions.

QUOTATIONS TO BE ADDRESSED TO: W Washington County Purchasing Department, Attn: Brandi Naugle, CPPB, Buyer, Washington County Administration Complex, 100 West Washington Street, Third Floor, Suite 3200, Hagerstown, Maryland, 21740 and enclosed in a sealed opaque envelope marked **"QUOTATION – (Q-22-727) VMware/vSphere 7 Enterprise Plus, VMware/vSphere 7 for Desktop, Support & Subscription Renewal "** 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 Form of Proposal.

NOTE: This page is to be returned with the Form of Proposal

We quote you as above - F.O.B. _____
 Official Signature _____
 Name Printed _____
 Telephone Number _____

Acknowledge Addenda # _____ Date _____
 # _____ Date _____, # _____ Date _____
 Delivery/Service can be performed no later than
 _____ calendar days from receipt of order.
 Date _____

Q-22-727
REQUEST FOR QUOTATION

VMware/vSphere 7 Enterprise Plus
VMware/vSphere 7 for Desktop
Product Support & Subscription Renewal

INSTRUCTIONS

1. **QUOTATION SUBMISSION:** Quotations are to be submitted enclosed in a sealed opaque envelope bearing the name and address of the firm submitting the quote and marked “**QUOTATION – (Q-22-727) VMware/vSphere 7 Enterprise Plus, VMware/vSphere 7 for Desktop, Product Support & Subscription Renewal**”. 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.**

2. **QUOTATION OPENING:** Quotations must be received and time-stamped in the Purchasing Department no later than **3:00 P.M., (EDT/EST) Wednesday, June 29, 2022**. Quotations will be opened and read at that time in the Washington County Administration Complex, Third Floor Conference Room 3000, 100 West Washington Street, Hagerstown, Maryland. All interested parties are invited to hear a reading of the quotes. All quoters who wish to hear a reading of the quotes by teleconference shall call prior to the meeting 240-313-2330 to receive instructions.

3. **PRE-QUOTATION CONFERENCE/TELECONFERENCE:**
A Pre-Quotation Conference/Teleconference will be held in person in the Washington County Administration Complex, Third Floor Conference Room 3000, 100 West Washington Street, Hagerstown, Maryland 21740, **11:00 A.M., (EDT/EST) Wednesday, June 15, 2022**, at which time County personnel will be present to answer any questions. All interested quoters wishing to take part in the meeting by teleconference shall call prior to the meeting 240-313-2330 to receive instructions. All interested quoters are requested to take part in the conference/teleconference. Participation in this meeting is not mandatory, but it is strongly encouraged.

NOTE: All Quoters must enter the Washington County Administrative Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their quote and/or to attend the Pre-Quotation Conference and/or the Quote Opening. 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.

4. **AWARD OF CONTRACT:** Washington County shall award the contract to the responsible, responsive low Quoter based on the total sum for the project. 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. **TERM OF CONTRACT:** All quote prices shall be valid for the contract period commencing July 16, 2022 through July 15, 2023.
6. **DISCOUNTS:** Quoted prices are to be net thirty (30) calendar days; all discounts are to be deducted and reflected in net prices.
7. **DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the County Commissioners or authorized representative shall be final and binding on both parties.
8. **EQUAL OPPORTUNITY:** The Board of County Commissioners of Washington County, 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.
9. **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.
10. **INTERPRETATION, DISCREPANCIES, OMISSIONS:** Should any Quoter find discrepancies in, or omissions from the documents or be in doubt of their meaning, or feel that the specifications are discriminatory, he/she should at once request, in writing, an interpretation from Brandi Naugle, CPPB, County's 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 Purchasing Director 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, June 22, 2022 may not be considered.

11. **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.

Instructions

VMware/vSphere 7 Enterprise Plus and Desktop

Q-22-727

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12. **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.
13. **PAYMENT:** Payment will be made within thirty (30) calendar days of receipt of invoice submitted, upon final approval and acceptance of the project by the County's Representative. Invoices shall be submitted in duplicate to the Washington County IT Department, 100 West Washington Street, Suite 3300, Hagerstown, Maryland 21740.
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 Bidder's bid."
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. **REDUCTION OF PRICES:** Any reduction of prices during the period of this contract shall be passed on to the Board of county Commissioners of Washington County, Maryland.
17. **REGISTRATION WITH THE MARYLAND DEPARTMENT OF ASSESSMENT 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: <https://egov.maryland.gov/businessexpress> and the phone numbers for the State Department of Assessments and taxation are: **(410) 767-1184** or **(888) 246-5941**.
18. **RESERVATIONS:** The Board of County Commissioners of Washington County, Maryland, reserves the right to accept or reject any or all quotes, to waive formalities, informalities and technicalities therein. The Board reserves the right to contact a Quoter for clarifications and may, at its sole discretion, allow a Quoter to correct any and all formalities, informalities and technicalities in the best interest of Washington County, Maryland.

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:** Substitutions will not be considered nor accepted.

Q-22-727
REQUEST FOR QUOTATION

VMware/vSphere 7 Enterprise Plus
VMware/vSphere 7 for Desktop
Product Support & Subscription renewal

SPECIFICATIONS

1. Qty: 8 VMware vSphere Enterprise Plus
PROD. SKU VS7-ENT-EPL-UG-C/VMware Lic. MN281-8T345-N81G0-06CK2-81AMJ
Term dates: 7/16/22 – 7/15/23

2. Qty: 1 VMware vSphere 7 for Desktop (100 VM Pack) Support and Subscription
Production.
PROD. SKU VS7-DT100VM-C
Term dates: 7/16/22-7/15/23

Q-22-727

VMware/vSphere 7 Enterprise Plus
 VMware/vSphere 7 for Desktop
 Support & Subscription Renewal

FORM OF PROPOSAL

Item No.	Item Description	Unit of Measure	Qty	Unit Price <i>(Figures)</i>	Total Price <i>(Figures)</i>
1	VMware vSphere Enterprise Plus PROD. SKU VS7-ENT-EPL-UG-C/VMware Lic. MN281-8T345-N81G0-06CK2-81AMJ _____ Dollars (Written) _____ per Cents (Written)	Ea.	8	\$ _____ (Figures)	\$ _____ (Figures)
2	VMware vSphere 7 for Desktop (100 VM Pack) Support and Subscription Production. PROD. SKU VS7-DT100VM-C _____ Dollars (Written) _____ per Cents (Written)	Ea.	1	\$ _____ (Figures)	\$ _____ (Figures)

Q-22-727

VMware/vSphere 7 Enterprise Plus
VMware/vSphere 7 for Desktop
Support & Subscription Renewal

FORM OF PROPOSAL

<p>TOTAL LUMP SUM (Item Nos. 1 and 2 above)</p> <p>_____ Dollars (Written)</p> <p>_____ Cents (Written)</p>	<p>\$ _____ (Figures)</p>
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REMARKS/EXCEPTIONS: _____
