



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: Rick F. Curry, CPPO, Director of Purchasing
Telephone Number: 240-313-2330

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

DATE ISSUED

7/14/2023

DESCRIPTION

Q-23-760

AUTO DESK SOFTWARE RENEWAL

QUOTATION DUE: Wednesday, August 9, 2023, 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 this teleconference 240-313-2330 to receive instructions.

QUOTATIONS TO BE ADDRESSED TO: Washington County Purchasing Department, Attn: Rick F. Curry, CPPO, Director of Purchasing, 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-23-760) AUTO DESK SOFTWARE 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 **TOTAL LUMP SUM QUOTATION**.

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

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

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

**Q-23-760
REQUEST FOR QUOTATION**

AUTO DESK SOFTWARE 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-23-760) AUTO DESK SOFTWARE RENEWAL**”. Quotations are to be addressed to Rick F. Curry, CPPO, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Suite 3200, Hagerstown, Maryland, 21740. **Please direct all inquiries to Rick F. Curry, CPPO, 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, August 9, 2023**. 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 attend. 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, **10:00 A.M., (EDT/EST) Friday, July 21, 2023**, at which time County personnel will be present to answer any questions. All interested quoters wishing to take part in the teleconference meeting 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 licenses. Carelessness in quoting prices, or in preparation of quotation otherwise, will not relieve the Quoter. Erasures or changes in quotations

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Auto Desk Software Renewal

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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. **DISCOUNTS:** Quoted prices are to be net thirty (30) calendar days; all discounts are to be deducted and reflected in net prices.
6. **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.
7. **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.
8. **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.
9. **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 Rick F. Curry, CPPO – Director of Purchasing, Washington County Purchasing Department, 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, July 26, 2023, may not be considered.

10. **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.
11. **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 the Department of Information Technology, 100 W. Washington St., Suite 2500 Hagerstown, MD 21740.

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Auto Desk Software Renewal

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12. **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."
13. **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.
14. **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.
15. **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**.
16. **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.
17. **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.
18. **SUBSTITUTIONS:** No substitutions will be considered nor accepted.

2023/2024 HOLIDAY SCHEDULE

Holiday	2023	2024
New Year's Day	Sunday, January 1, 2023 (Observed Monday, January 2, 2023)	Monday, January 1, 2024
Martin Luther King's Birthday	Monday, January 16, 2023	Monday, January 15, 2024
President's Day	Monday, February 20, 2023	Monday, February 19, 2024
Good Friday	Friday, April 7, 2023	Friday, March 29, 2024
Memorial Day	Monday, May 29, 2023	Monday, May 27, 2024
Juneteenth	Monday, June 19, 2023	Wednesday, June 19, 2024
Independence Day	Tuesday, July 4, 2023	Thursday, July 4, 2024
Labor Day	Monday, September 4, 2023	Monday, September 2, 2024
Veteran's Day	Saturday, November 11, 2023 (Observed Friday, November 10, 2023)	Monday, November 11, 2024
Day Before Thanksgiving Three (3) Hours Holiday Pay – Early Closure*	Wednesday, November 22, 2023	Wednesday, November 27, 2024
Thanksgiving Day	Thursday, November 23, 2023	Thursday, November 28, 2024
Friday after Thanksgiving	Friday, November 24, 2023	Friday, November 29, 2024
Day Before Christmas Eve Three (3) Hours Holiday Pay – Early Closure*	Saturday, December 23, 2023 (Observed Thursday, December 21, 2023)	Monday, December 24, 2024
Christmas Eve	Sunday, December 24, 2023 (Observed Friday, December 22, 2023)	Tuesday, December 24, 2024
Christmas Day	Monday, December 25, 2023	Wednesday, December 25, 2024
Day Before New Year's Eve Three (3) Hours Holiday Pay – Early Closure*	Saturday, December 30, 2023 (Observed Thursday, December 28, 2023)	Monday, December 30, 2024
New Year's Eve	Sunday, December 31, 2023 (Observed Friday, December 29, 2023)	Tuesday, December 31, 2024

**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 quote, the Quoter certifies as follows: The certification in this clause is a material representation of fact relied upon by the *County*. If it is later determined that the Quoter knowingly rendered an erroneous certification, in addition to remedies available to the *County*, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The Quoter agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer.

The Quoter further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Company Name _____

Signature of Contractor’s Authorized Official _____

Printed Name of Contractor’s Authorized Official _____

Printed Title of Contractor’s Authorized Official _____

Date _____

**Q-23-760
REQUEST FOR QUOTATION**

AUTO DESK SOFTWARE RENEWAL

SCOPE OF WORK/SPECIFICATIONS

(Complete and Submit with Form of Proposal)

SULMMY: Washington County Department of Information Systems is requesting quotes for Auto Desk Software Renewal.

SCOPE OF WORK: The following describes the work to be performed under this project.

AUTO DESK SOFTWARE RENEWAL		
Item No.	Description	Remarks/Exceptions
1	AutoCAD LT Government Single-user Annual Subscription Renewal Term dates: 08/29/23-08/28/24 Contract # 110001762860 & 110001762859	
2	Architecture Engineering & Construction Gvt. Single-user Annual Subscription Term dates: 08/29/23-08/28/24 Contract # 110001762860 & 110001762859	
3	AutoCAD LT Government Single-user Annual Subscription Renewal Term dates: 08/29/23-08/28/24 Contract # 110001762859	
4	IMAGINiT Priority Support-Telephone Support 25+ seats Term dates: 08/29/23-08/28/24	

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AUTO DESK SOFTWARE RENEWAL
FORM OF PROPOSAL

4	AutoCAD LT Government Single-user Annual Subscription Renewal Term dates: 08/29/23-08/28/24 Contract # 110001762860 & 110001762859 <hr style="width: 80%; margin-left: auto; margin-right: 0;"/> Dollars (Written) <hr style="width: 80%; margin-left: auto; margin-right: 0;"/> per Cents (Written)	26	\$ <hr style="width: 80%; margin-left: 0; margin-right: auto;"/> (Figures)	\$ <hr style="width: 80%; margin-left: 0; margin-right: auto;"/> (Figures)
TOTAL LUMP SUM (Item Nos. 1 through 4 above) <hr style="width: 80%; margin-left: auto; margin-right: 0;"/> Dollars (Written) <hr style="width: 80%; margin-left: auto; margin-right: 0;"/> Cents (Written)		\$ <hr style="width: 80%; margin-left: 0; margin-right: auto;"/> (Figures)		

REMARKS/EXCEPTIONS: _____
