



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, CPPO, Buyer Telephone Number: 240-313-2330	REQUEST FOR QUOTATION THIS IS NOT AN ORDER
	DATE ISSUED 11/22/2023

DESCRIPTION

Q-23-767

WELL DRILLING SERVICES AT ELEVATED WATER STORAGE TANK FOR THE TOWN OF SHARPSBURG, WASHINGTON COUNTY, MARYLAND

QUOTATION DUE: Wednesday, December 20, 2023, no later than 3:00 P.M., (EDT/EST) and must be time-stamped in the Purchasing Department. Opening of quotations will follow. All quoters who wish to hear a reading of the quotes shall call prior to the teleconference 240-313-2330 to receive instructions.

QUOTATIONS TO BE ADDRESSED TO: Washington County Purchasing Department, Attn: Brandi Naugle, CPPO, County 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-23-767) “WELL DRILLING SERVICES AT THE TOWN OF SHARPSBURG ELEVATED WATER STORAGE TANK” and bearing the contractor'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 BID PRICE 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-23-767
REQUEST FOR QUOTATION

**WELL DRILLING SERVICES AT ELEVATED WATER STORAGE TANK FOR
THE TOWN OF SHARPSBURG, WASHINGTON COUNTY, MARYLAND**

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-23-767) “WELL DRILLING SERVICES AT THE TOWN OF SHARPSBURG ELEVATED WATER STORAGE TANK”**”. Quotations are to be addressed to Brandi Naugle, 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 Brandi Naugle, 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, December 20, 2023**. Quotations will be opened and read at that time in the Washington County Administration Complex, Third Floor Conference Suite 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 Department of Water Quality, 16232 Elliott Parkway, Williamsport, MD 21795, at **11:00 A.M., (EDT/EST) Wednesday, November 29, 2023**, 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, Maryland shall award the contract to the responsible, responsive low Quoter based on the total base price for completing the SCOPE OF WORK. When an error is made in extending total prices, the written unit bid price shall govern. In the absence of written prices, the unit bid price shall govern. 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. **DELIVERY:** The successful Bidder shall guarantee completion of the SCOPE OF WORK as specified herein, no later than ninety (90) consecutive calendar days after notice of award. All delivery costs and any other charges associated with this work shall be included in the Bid.
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, CPPO – County Buyer, 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, December 6, 2023, may not be considered.

Instructions

**Well Drilling Services at Elevated Water
Storage Tank for the Town of Sharpsburg**

Q-23-767

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11. **LIQUIDATED DAMAGES:** Assessments shall be made at the rate of one percent (1%) of the quoted price, per day, for each day the SCOPE OF WORK is not completed by the completion date specified above in Item 5. This assessment shall be deducted from the invoice price.
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 the 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 after satisfactory acceptance and completion of the Scope of Work. Invoices shall be submitted in duplicate to the Department of Water Quality, 16232 Elliott Parkway, Williamsport, MD 21795.
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. **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.
18. **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.

Instructions

**Well Drilling Services at Elevated Water
Storage Tank for the Town of Sharpsburg**

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Q-23-767
REQUEST FOR QUOTATION

WELL-DRILLING SERVICES AT SHARPSBURG WATER TANK SITE

SCOPE OF WORK / SPECIFICATIONS

I. SUMMARY:

The Contractor is required to furnish all materials, labor, equipment, power, maintenance, etc., to drill a new drinking water well at the Town of Sharpsburg Elevated Water Storage Tank. The proposed well will be used as a supplemental water supply for the Town of Sharpsburg area. The well is desired to supply a minimum of 100 gal/min to be used as a drinking water source.

II. GENERAL REQUIREMENTS:

The driller shall first drill a 6” pilot hole initially to confirm that the desired 100 GPM is available at the site chosen for the well. If the yield is confirmed, then an 8” casing is to be permanently installed to 170 feet which is consistent with the existing well that exists now, however, the ultimate depth of 8” casing will depend on the water-bearing zone identified with the 6” pilot hole. A 72-hour draw-down test shall then be completed by the well driller to determine the expected sustainable yield of the well.

1. The well shall be drilled to a depth of 200 ft and shall have 170 feet of 8” diameter casing.
2. The cost to drill shall include casing, watertight cap, drill foam, grout, and any additional labor, materials, and incidentals necessary to provide a functional well.
3. The cost should also include the necessary time and materials to prove an estimate of flow from the well.
4. Bidders shall be a State of Maryland licensed well driller.
5. The licensed well driller shall obtain a well construction permit through the local County Approving Authority and submit a completion report to the Approving Authority upon the well completion.
6. All work shall be in accordance with the MDE water well construction regulations.

POLICY TITLE: Insurance Requirements for Independent Contractors

ADOPTION DATE: August 29, 1989

EFFECTIVE DATE: September 1, 1989

FILING INSTRUCTIONS:

I. PURPOSE

To protect Washington County, Maryland against liability, loss, or expense due to damaged property, injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work or service performed on behalf of Washington County, Maryland.

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 the Board of County Commissioners of Washington County, Maryland on the policy as additional insured against liability, loss or expense due to damaged property (including loss of use), injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work of service performed on behalf of Washington County, Maryland.

2. **Comprehensive General Liability Insurance** (continued)

The Contractor is ultimately responsible that Subcontractors, if subcontracting is authorized, procure, and maintain at their sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County.

3. **Business Automobile Liability:** The Contractor shall provide Business Auto Liability including coverage for all leased, owned, non-owned and hired vehicles.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury or Property Damage.

Certificate(s) of Insurance: The Contractor shall provide certificates of insurance requiring a 30-day notice of cancellation to the Purchasing Department, Board of County Commissioners of Washington County, Maryland prior to the start of the applicable project.

Approval of the insurance by the County shall not in any way relieve or decrease the liability of the Contractor. It is expressly understood that the County does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

All responsibility for payment of any sums resulting from any deductible provisions, corridor, or self-insured retention conditions of the policy or policies shall remain with the Contractor.

General Indemnity: The Contractor shall indemnify, defend and save harmless the Board of County Commissioners of Washington County, Maryland, its appointed or elected officials, commission members, employees and agents for any and all suits, legal actions, administrative proceedings, claims, demands, damages, liabilities, interest, attorneys fees, costs and expenses of whatsoever kind of nature, whether arising before or after final acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the Contractor, or any one acting under its direction, control or on its behalf in connection with or incident to its performance of the Contract.

Revision Date: August 27, 1991

Effective Date: August 27, 1991

Revision Date: March 4, 1997

Effective Date: March 4, 1997

**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 or proposal, the Bidder 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 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 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 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-23-767

**WELL DRILLING SERVICES AT ELEVATED WATER STORAGE TANK FOR THE
TOWN OF SHARPSBURG, WASHINGTON COUNTY, MARYLAND**

FORM OF PROPOSAL

BASE BID:

ITEM NO.	ITEM DESCRIPTION (UNIT PRICE)	UNIT	QTY	UNIT PRICE	EXTENDED PRICE
1	Mobilization and Demobilization _____ Dollars (Written) _____ per Cents (Written)	LS	1	\$ _____ (Figures)	\$ _____ (Figures)
2	6" Well bore to identify a reliable yield at 100 GPM or better. _____ Dollars (Written) _____ per Cents (Written)	VF	200	\$ _____ (Figures)	\$ _____ (Figures)

CONTINGENT BID ITEMS:

ITEM NO.	ITEM DESCRIPTION (UNIT PRICE)	UNIT	QTY	UNIT PRICE	EXTENDED PRICE
1	Additional 6" well bore beyond 200 VF. _____ Dollars (Written) _____ per Cents (Written)	VF	100	\$ _____ (Figures)	\$ _____ (Figures)
2	Additional 8" casing installed beyond 170 VF _____ Dollars (Written) _____ per Cents (Written)	LS	100	\$ _____ (Figures)	\$ _____ (Figures)
TOTAL BASE BID FOR CONTNGETN ITEMS 1 THROUGH 2 _____ Dollars (Written) _____ per Cents (Written)				\$ _____ (Figures)	

<p>TOTAL BID PRICE (BASE BID ITEMS 1 THROUGH 4, PLUS CONTNGETN ITEMS 1 AND 2)</p> <p style="text-align: right;">_____ Dollars</p> <p style="text-align: center;">(Written)</p> <p style="text-align: right;">_____ per Cents</p> <p style="text-align: center;">(Written)</p>	<p style="text-align: center;">\$ _____</p> <p style="text-align: center;">(Figures)</p>
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REMARKS/EXCEPTIONS: _____

Company Contact Information (Please Print):

Company Name: _____

Representative: _____

Representative's Signature: _____ Date: _____

Representative Email Address: _____

Ordering Email Address: _____

Company Website: _____

Telephone: _____ Mobile: _____

Fax: _____ Other: _____

Federal Employer's Identification Number: _____

Company Address: _____

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