



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

Q-23-770
ADDENDUM NO. 1
REQUEST FOR QUOTE

PORTABLE STAGE

DATE: Wednesday, December 13, 2023

QUOTES DUE: Wednesday, January 3, 2024
3:00 P.M.(EDT/EST)

To Bidders:

This Addendum is hereby made a part of the Request for Quote (RFQ) Documents on which all quotes will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum on the Quotation Form. This Addendum consists of three (3) pages.

NOTE: All Bidders 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 quote 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.

ITEM NO. 1: *Inquiry:* This question concerns the delivery timeline and liquidated damages that were referenced. Our current lead times are an estimated 60-75 days based on the staging that is being requested. This timeline exceeds the 30 days that had been referenced in the RFQ and would potentially incur liquidated damages based on the verbiage included in the RFQ. Can you please confirm if I can list this issue under the exceptions portion of the RFQ or if this estimated timeline would eliminate vendors from consideration?

Response: Refer to the Request for Quote document, Page 3, Instructions, Item No. 8, Delivery; **CHANGE**, this paragraph to read as follows:

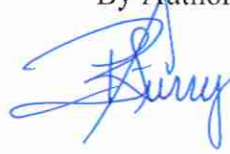
The equipment shall be delivered F.O.B. Destination to the Washington County Public Safety Training Center, 18350..... no later than **ninety (90)** consecutive calendar days after notice of award. All delivery costs and charges shall be included in the Quotation.

- ITEM NO. 2:** Inquiry: How would you like to receive your order?
Response: Common carrier to Public Safety Training Center, 18350 Public Safety Place, Hagerstown, Maryland 21740.
- ITEM NO. 3:** Inquiry: Date installation service must be completed by (mm/dd/yyyy).
Response: Date of installation shall be completed no later than 03/01/2024.
- ITEM NO. 4:** Inquiry: Please describe your delivery location.
Response: Please see Attachment A included as an attachment to this Addendum. Public Safety Training Center
- ITEM NO. 5:** Inquiry: Describe parking at your building – Remember, product may arrive by semi/tractor trailer.
Response: Please see Attachment A included as an attachment to this Addendum. There is ample parking, and the parking lot is tractor trailer accessible.
- ITEM NO. 6:** Inquiry: How will delivery trucks access your building?
Response: Main entrance, drive to rear of facility. Drop shipment in the rear of the building, there is no loading dock. Please see Attachment A included as an attachment to this Addendum.
- ITEM NO. 7:** Inquiry: Please Describe the inside of your building.
Response: Large room with double wide access. Please see Attachment A included as an attachment to this Addendum.
- ITEM NO. 8:** Inquiry: Please describe the installation area.
Response: Large room. Please see Attachment A, included as an attachment to this Addendum.
- ITEM NO. 9:** Inquiry: Please provide pictures of the site as well as layout of your space.
Response: Please see Attachment A included as an attachment to this Addendum.
- ITEM NO. 10:** Inquiry: Is there someone that is able to be there at the time of installation ,if so can you provide their name and phone number ?

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

Response: Please contact Kevin Lewis at 240-313-4363 twenty-four hours prior to delivery.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing

Q-23-770 Portable Stage Pictures

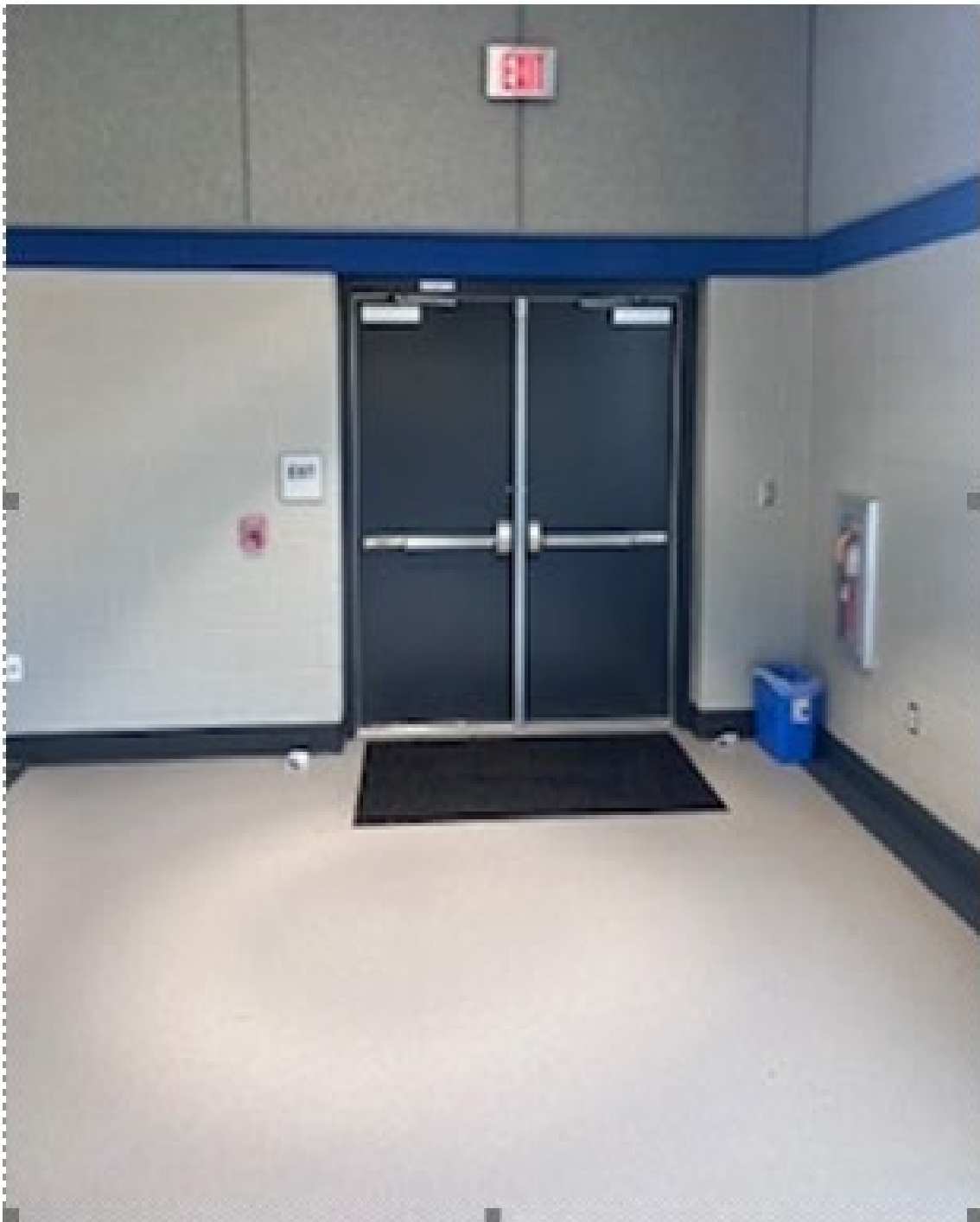


Figure 1 Exit doors to Outside Parking Lot

Attachment A



Figure 2 – View #1 Area where Stage will be positioned

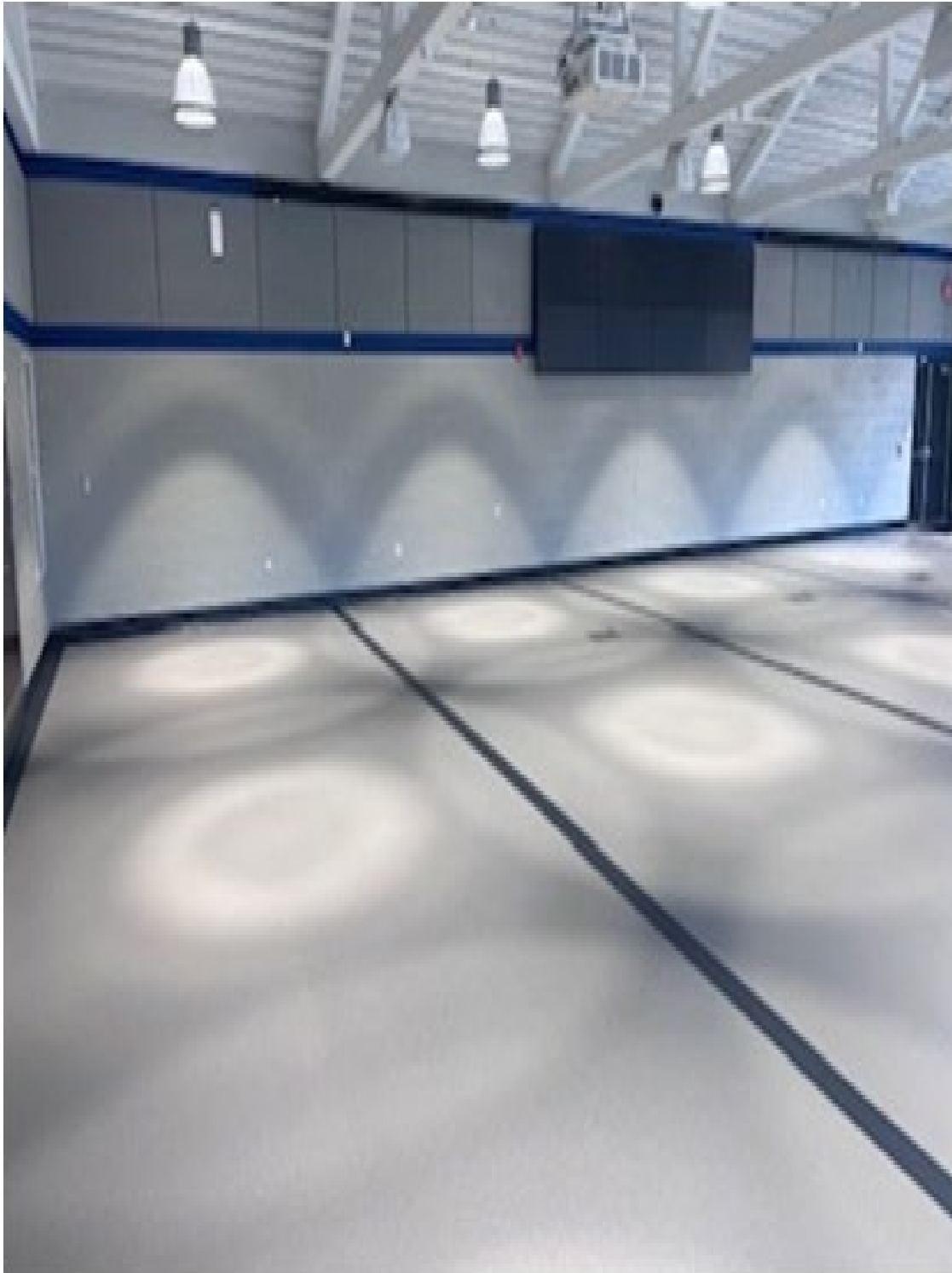


Figure 3 - View #2 Area where Stage will be positioned



Figure 4 Entrance to Rear of Facility from Main Facility Entrance off Sharpsburg Pike



Figure 5 Rear Entrance to Multi-Purpose Room located at the rear of the Facility