



REQUEST FOR QUOTATION

AUTO DESK SOFTWARE RENEWAL

Q-25-801

(See Attached Instructions & Specifications)

June 11, 2025

QUOTATION DUE: Wednesday, July 9, 2025, no later than 3:00 P.M., (EDT/EST) via the online bidding site **ONLY** at, <https://washco-md.ionwave.net>. 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 240-313-2330 to receive instructions prior to the teleconference.

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**.

RETURN QUOTATIONS ELECTRONICALLY TO: <https://washco-md.ionwave.net>. **ONLY:**

To register on Ionwave, visit:

<https://washco-md.ionwave.net>

Contact Support:

Dial: 866.277.2645 x4

Email: support.ionwave@eunasolutions.com

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, Maryland.
3. The County is exempt from State of Maryland Sales Tax. The County's Maryland Sales Tax Exemption Number is 3000129 2.

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INSTRUCTIONS

1. **QUOTATION SUBMISSION:** Quotations are to be submitted via the online bidding site ONLY, at <https://washco-md.ionwave.net> for “**QUOTATION – (Q-25-801) AUTO DESK SOFTWARE RENEWAL**”. Facsimile or Electronic Bids of any type other than through the new online bidding platform will not be accepted.
2. **QUOTATION OPENING:** Quotations must be received/submitted through the online bidding site at <https://washco-md.ionwave.net> no later than **3:00 P.M., (EDT/EST) Wednesday, July 9, 2025**. 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 via teleconference shall call 240-313-2330 prior to the meeting to receive instructions.
3. **PRE-QUOTATION CONFERENCE/TELECONFERENCE:**
A Pre-Quotation Conference/Teleconference will be held in person and via teleconference 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 18, 2025**, 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. 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 attend the Pre-Quotation Conference and/or the Quote Opening. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administrative Complex at 100 West Washington Street, Hagerstown. 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 equipment. Carelessness in quoting prices, or in preparation of quotation otherwise, will not relieve the Quoter. 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 August 29, 2025, through August 28, 2026.

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 via the online bidding platform at <https://washco-md.ionwave.net>, an interpretation from Carin Bakner, Buyer, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Suite 3200, Hagerstown, Maryland, 21740.

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 25, 2025 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 from the invoice price.
11. **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 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

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.
19. **SUBSTITUTIONS:** No substitutions will be considered nor accepted.
20. **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.
21. **ERRORS IN QUOTES:** The Board of County Commissioners of Washington County, Maryland, reserves the right to accept or reject any or all bids and to waive formalities, informalities and technicalities therein.

22. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION:** The quoter/vendor certifies, by submission of this quotation or acceptance of this contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this quotation that it will include this clause without modification in all lower-tier transactions, solicitations, quotations, contracts, and subcontracts. Where the quoter/vendor or any lower tier participant is able to certify to this statement, it shall attach an explanation to this solicitation/proposal.

**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 _____

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SPECIFICATIONS

(Complete and Submit with Form of Proposal)

AUTO DESK SOFTWARE RENEWAL		
Item No.	Description	Remarks / Exceptions
1	AutoCAD LT Government Single-user Annual Subscription Renewal Term dates: August 29, 2025 – August 28, 2026 Contract No. 110001762860 and 110001762859	
2	Architecture Engineering and Construction Government Single-user Annual Subscription Term dates: August 29, 2025 – August 28, 2026 Contract No. 110001762860 and 110001762859	
3	AutoCAD LT Government Single-user Annual Subscription Renewal Term dates: August 29, 2025 – August 28, 2026 Contract No. 110001762859	
4	IMAGINiT Priority Support Telephone Support 25+ seats Term dates: August 29, 2025 – August 28, 2026	

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QUOTATION FORM

Item No.	Item Description	Unit of Measure	Qty	Unit Price <i>(Figures)</i>	Total Price <i>(Figures)</i>
1.	AutoCAD LT Government Single-user Annual Subscription Renewal Term dates: August 29, 2025 – August 28, 2026 Contract No. 110001762860 and 110001762859 _____ Dollars (Written) _____ per Cents (Written)	Ea.	4	\$ _____ (Figures)	\$ _____ (Figures)
2.	Architecture Engineering & Construction Government Single-user Annual Subscription Term dates: August 29, 2025 – August 28, 2026 Contract No. 110001762860 and 110001762859 _____ Dollars (Written) _____ per Cents (Written)	Ea.	14	\$ _____ (Figures)	\$ _____ (Figures)
3.	AutoCAD LT Government Single-user Annual Subscription Renewal Term dates: August 29, 2025 – August 28, 2026 Contract No. 110001762859 _____ Dollars (Written) _____ per Cents (Written)	Ea.	8	\$ _____ (Figures)	\$ _____ (Figures)



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

IMPORTANCE NOTICE

Effective June 30, 2025, the Washington County, Maryland Purchasing Department will be moving to a procurement portal powered by Euna / Ionwave for accepting and evaluating solicitations.

Solicitations will ONLY be accepted through the online bidding site. “Hardcopy” submittals sent via postal mail or by physically dropping off in the Purchasing Office will no longer be accepted.

We strongly encourage all vendors to register now on the new online bidding site to receive solicitation notices.

To register, visit: <https://washco-md.ionwave.net>

Ionwave

Contact Support:

Dial: 866.277.2645 x4

Email: support.ionwave@eunasolutions.com

Thank you for your interest in conducting business with Washington County. We look forward to seeing you online!