



# REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION:

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Title: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### 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.
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 Building  
 100 West Washington Street, Third Floor, Room 3200  
 Hagerstown, Maryland 21740  
**Attention:** Brandi Naugle, CPPB, Procurement Specialist II  
  
**Telephone Number:** 240-313-2330

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

---

**DATE ISSUED**  
  
 6/29/2017

**DESCRIPTION**

**Unit Price**

**Total Net Price**

**FERTILIZER FOR BLACK ROCK GOLF COURSE  
 Q-17-639**

*(See Attached Instructions & Specifications)*

**QUOTATION DUE: Thursday, July 13, 2017, no later than 3:00 P.M. (EDST)** and must be time-stamped in the Purchasing Department. Opening of quotations will follow. Interested parties are invited to attend.

**QUOTATIONS TO BE ADDRESSED TO:** Washington County Purchasing Department, Attn: Brandi Naugle, CPPB, Procurement Specialist II, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, Maryland 21740 and enclosed in a sealed opaque envelope marked **"QUOTATION - (Q-17-639) FERTILIZER"** and bearing the vendor's name.

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:

**Fertilizer [A]  
 (10 tons)**

\$ \_\_\_\_\_  
 Per Ton

**Fertilizer [B]  
 (2 tons)**

\$ \_\_\_\_\_  
 Per Ton

\$ \_\_\_\_\_  
**(Total)**

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 \_\_\_\_\_

FERTILIZER FOR BLACK ROCK GOLF COURSE

INSTRUCTIONS

1. **QUOTATION SUBMISSION:** Quotations are to be enclosed in a sealed opaque envelope bearing the name of the Quoter and marked “**QUOTATION – (Q-17-639) FERTILIZER.**” Quotations are to be addressed to Brandi Naugle, CPPB, Procurement Specialist II, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, MD 21740. **Please direct all inquiries to Brandi Naugle, CPPB, Procurement Specialist at 240-313-2330, fax 240-313-2331.**

**NOTE:** All Proposers 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 quotation and/or to attend the Pre-Quotation Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. 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.

2. **QUOTATION OPENING:** Quotations must be received and time-stamped in the Purchasing Department no later than **3:00 P.M., Thursday, July 13, 2017, local time (EDST).** Quotations will be opened 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.
3. **AWARD OF CONTRACT:** Washington County shall award the contract to the responsible, responsive low Quoter based on the total sum for the product. When an error is made in extending total price, the unit quotation price will 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 ten (10) days.
4. **DELIVERY LOCATIONS:** Delivery shall be no later than 2:00 P.M., local time (EDST), Friday, August 4, 2017; Saturday or Sunday deliveries shall not be acceptable. A purchase order will be issued within seven (7) days to the successful Quoter. F.O.B. Destination, Inside Delivery, Black Rock Golf Course, Maintenance Building, 20317 Mt. Aetna Road, Hagerstown, MD, 21742-1102, telephone number 240-313-2836. Quoter shall call before delivery. It is expressly understood that in the case of the failure of the Quoter to complete

delivery of the supplies within the time specified, except with the written consent of the County, the County shall reserve the right to deduct any monies due or which become due the Quoter in the amount of one (1%) percent per consecutive calendar day of the quoted amount of each unit for each and every day elapsing between the time stipulated and the completion date.

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 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 quote 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 proposal.
9. **HAZARDOUS SUBSTANCES:** Any hazardous substances as defined under the Department of Labor Occupational Safety and Health Standard for General Industry (29-CFR-1910.1200) and State of Maryland Law and Regulations on "Access to Information About Hazardous and Toxic Substances", MDSH Article 89, Section 28-49-D, being delivered to Washington County as a result of this Request for Quotation shall be accompanied by a current "Hazardous Data Safety Sheet" or item may not be accepted.
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 Rick Curry, CPPO, Buyer, Washington County Purchasing Department, Washington County Administration Building, 100 West Washington Street, Third Floor, Room 320, Hagerstown, MD 21740, Fax: 240-313-2331; or send question in MicroSoft Word platform via-email to [purchasingquestions@washco-md.net](mailto: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 as 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 bid 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., local time (EDST), Wednesday, July 5, 2017 may not be considered. All correspondence in regard to this quotation shall be directed to and issued by the Washington

County Purchasing Department. Direct all inquiries to the County's Procurement Specialist II, Brandi Naugle, CPPB.

11. **PAYMENT:** Payment will be made within thirty (30) days after satisfactory acceptance and delivery by each using department as required based on deliveries as requested by that department. Invoices shall be submitted in duplicate to each using department.
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. **QUALIFICATIONS:** The Owner may make such investigations as he deems necessary to determine the ability of the Bidder to perform the work, and the Bidders shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligation of the Contract and to complete the work contemplated therein. Conditional quotations will not be accepted.
15. **RESERVATIONS:** The Board of County Commissioners of Washington County, Maryland, reserves the right to accept or reject any or all bids, to waive formalities, informalities and technicalities therein. The Board reserves the right to contact a Bidder for clarifications and may, at its sole discretion, allow a Bidder to correct any and all formalities, informalities and technicalities in the best interest of Washington County.
16. **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.
17. **SUBSTITUTIONS:** No substitutions will be considered nor accepted.
18. **TERM OF CONTRACT:** All quoted prices shall be valid for ninety (90) days from contract due date.

19. **DELIVERY FAILURES:** Failure of a Bidder to deliver within the time specified, or within a reasonable time as interpreted by the Purchasing Director or failure to make replacements of rejected products when so requested, immediately or as directed by the Purchasing Director shall constitute authority for the Purchasing Director to purchase in the open market products of comparable grade to replace the products rejected or not delivered. On all such purchases, the Bidder shall reimburse the County, within a reasonable time specified by the Purchasing Director, for any expense incurred in excess of contract prices or the County may deduct such amount from monies owed the defaulting Bidder. Such purchases shall be deducted from contract quantities and the County reserves the right to cancel the contract.
20. **QUOTER'S RESPONSIBILITY:** 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 Maryland Department of Assessments and Taxation is [dat.maryland.gov/Pages/default.aspx](http://dat.maryland.gov/Pages/default.aspx), email address is [charterhelp@helpdat.state.md.us](mailto:charterhelp@helpdat.state.md.us), and the phone number for the Maryland Department of Assessments and Taxation are: (410) 767- 1340 or (888) 264-5941.

**Q-17-639**

**FERTILIZER FOR BLACK ROCK GOLF COURSE**

**SPECIFICATIONS**

**FERTILIZER** –

**A. 10 Tons of Fertilizer**

Delivered to:

Black Rock Golf Course, Maintenance Building

20317 Mt. Aetna Road

Hagerstown, MD 21742-1102

Contact John Easterday prior to delivery (240-625-5155)

The quantities of the following analysis shall be delivered to the location listed above.

1. 30-0-15
2. Nitrogen Source - 50% Sulfur Coated Urea
3. Potassium Source - Potassium Sulfate  $K_2SO_4$

**B. 2 Tons of Fertilizer**

Delivered to:

Black Rock Golf Course, Maintenance Building

20317 Mt. Aetna Road

Hagerstown, MD 21742-1102

Contact John Easterday prior to delivery (240-625-5155)

The quantities of the following analysis shall be delivered to the location listed above.

1. 0-0-50 Fairway size
  2. Sulfate of Potash  $K_2SO_4$
- C.** Fertilizer shall be delivered no later than **2:00 P.M., local time (EDST) Friday, August 4, 2017** with a Spider Delivery.
- D.** Fertilizer shall be packaged in 50 lb. bags and delivered in shrink wrapped 1 ton pallets (40 - 50 lb. bags/pallet).