



# REQUEST FOR QUOTATION

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.
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, Room 3200  
 Hagerstown, Maryland 21740  
 Attention: *Brandi Naugle, CPPB - Buyer*  
 Telephone Number: 240-313-2330

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

**DATE ISSUED**

November 16, 2017

### DESCRIPTION

**ONE (1) 2013 or NEWER UTILITY VEHICLE  
 For BLACK ROCK GOLF COURSE  
 Q-17-649**

*(See Attached Instructions & Specifications)*

**QUOTATION DUE: Thursday, December 7, 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, Buyer, Washington County Administration Complex, 100 W. Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740 and enclosed in a sealed opaque envelope marked **"QUOTATION – (Q-17-649) "UTILITY VEHICLE"** 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 a specified.

**BIDDERS SHALL COMPLETE AND SUBMIT THIS PAGE WITH  
 A COMPLETED QUOTATION FORM PAGE**

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-17-649**  
**REQUEST FOR QUOTATION**

**One (1) 2013 OR NEWER “UTILITY VEHICLE”**

**NOTICE TO QUOTERS & INSTRUCTIONS**

1. **QUOTATION SUBMISSION:** Quotations are to be submitted enclosed in a sealed opaque envelope bearing the name of the firm submitting the quote and marked “**QUOTATION – “UTILITY VEHICLE”**” Quotations are to be addressed to Brandi Naugle, CPPB, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740. **Please direct all inquiries to Brandi Naugle, CPPB, 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., (EST) Thursday, December 7, 2017.** Quotations will be opened and read at that time in the Washington County Administration Complex, Third Floor Conference Room 3200, 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 vehicle. 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. **BROCHURES, DESCRIPTIVE LITERATURE, MANUALS:**
  - a. Firms submitting quotes shall furnish **two (2)** complete sets of descriptive literature and specifications of the equipment upon which the Quotation is based.

b. Failure to comply with this requirement may be ample cause for rejection of the Quotation.

5. **DEALERSHIP IDENTIFICATION:** There shall be no dealer identification attached to the equipment.
6. **DELIVERY:** The equipment shall be delivered F.O.B. Destination to the Black Rock Golf Course, Maintenance Building, 20317 Mt. Aetna Road, Hagerstown, Maryland 21742. Firms shall guarantee delivery of the equipment as specified herein, no later than thirty (30) consecutive calendar days after receipt of order (purchase order). All delivery costs and charges shall be included in the Quotation.
7. **DISCOUNTS:** Quoted prices are to be net thirty (30) calendar days; all discounts are to be deducted and reflected in net prices. Price quoted shall reflect delivery F.O.B. destination.
8. **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.
9. **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.
10. **EXCEPTIONS:** 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.
11. **INTERPRETATION, DISCREPANCIES, OMISSIONS:** Should any Quoter find discrepancies in, or omissions from the documents or be in doubt of their meaning, he/she should at once request, in writing, an interpretation from – Brandi Naugle, CPPB – County Buyer, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Room 3200, Hagerstown, Maryland, 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 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 its Quotation as submitted. The County will assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY.** Requests received after 4:00 P.M., (EST) Monday, November 27, 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 Buyer, Brandi Naugle, CPPB.

12. **LIQUIDATED DAMAGES:** Liquidated damages in the amount of Fifty (\$50.00) Dollars per day shall be deducted from the Quoter's invoice for each day exceeding the time period allowed that a delivery is not completed.
13. **EQUIPMENT PREPARATION CHECK:** Upon delivery of the equipment, the successful vendor shall submit a certification indicating that the equipment was serviced in accordance with the manufacture's recommended equipment preparation check sheet. This certification is to be signed by the person who serviced the equipment, as well as the owner and/or designated representative of management. At the time of delivery from dealer, the equipment shall contain a minimum of five (5) gallons of fuel.
14. **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.
15. **PAYMENT:** Payment will be made within thirty (30) calendar days of receipt of invoice submitted, upon final approval and acceptance of the equipment by the County's Representative. Invoices shall be submitted in duplicate to the Black Rock Golf Course, Maintenance Building, 20317 Mt. Aetna Road, Hagerstown, Maryland 21742.
16. **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 Quoter's quotation."
17. **POLITICAL CONTRIBUTION DISCLOSURE:** The Bidder shall comply with Article 33, Sections 14-101 through 14-104 of the Annotated Code of Maryland, 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.
18. **RESERVATIONS:** The County reserves the right to reject any and/or all quotations, to waive any technicalities in the quotation, and to take whatever action is in the best interest of Washington County. The County may waive minor differences in specifications provided these differences do not violate the specifications intent nor affect the operation for which the item is being purchased, nor increase estimated maintenance and repair costs to the County.
19. **SALES TAX:** The County will provide a sales tax exemption certificate for the equipment which is determined to be tax exempt and provided under this contract.

20. **SUBSTITUTIONS:** Substitutions will not be considered nor accepted.
21. **WARRANTY/SERVICE:** All Quoters must submit written evidence with quotes showing a minimum ninety (90) calendar day or ninety (90) hours comprehensive warranty that includes parts.

**Q-17-649  
SPECIFICATIONS**

**ONE (1) 2013 OR NEWER “UTILITY VEHICLE”**

**INTENDED USE OF EQUIPMENT:** This Utility Vehicle is being purchased for use by the Black Rock Golf Course to be used for maintaining fairways.

<b>A. ONE (1) 2013 OR NEWER “UTILITY VEHICLE”</b>		<b>Remarks/Exceptions</b>
1	One (1) 2013 or Newer “UTILITY VEHICLE” in operating condition.	
2	Four Hundred Fifty (450) hours or less	
3	Ninety (90) days or Ninety (90) hours comprehensive dealer warranty (includes parts)	
4	High Flow Hydraulics	
5	Hand Throttle	
6	Removable Hydraulic Dump Bed	
7	Capable of mounting and running Toro Model 1800 frame mount rear top dresser.	

**Q-17-649**  
**FORM OF PROPOSAL**

**ONE (1) 2013 OR NEWER "UTILITY VEHICLE"**

**DATE:** \_\_\_\_\_

**TO:**

**FROM:**

**Board of County Commissioners**  
**of Washington County, Maryland**

c/o Washington County Purchasing Dept.  
100 West Washington Street, Room 3200  
Hagerstown, MD 21740

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUOTATION DUE: Thursday, December 7, 2017**  
**3:00 P.M. (EDT)**

Ladies/Gentlemen:

Having carefully examined the contents of this Quotation Package, Request for Quotation, Notice to Quoters/Instructions, and Scope of Work/Specifications bearing the Request for Quotation title, and dated November 16, 2017, including

Addenda (if any):

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to furnish the equipment called for by the said documents for the utility vehicle, in strict accordance with the specifications, for the stipulated total cost sum of: