



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 Complex
 100 West Washington Street, Third Floor, Room 3200
 Hagerstown, Maryland 21740-4748

Attention: Tina Wilson, CPPB, Procurement Specialist I

Telephone Number: 240-313-2330

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

DATE ISSUED

4/19/2017

**DELIVERY
 WANTED**

See Attachment

DESCRIPTION

**PRINTING OF WASHINGTON COUNTY FITNESS AND RECREATION
 DEPARTMENT'S SEASONAL PROGRAM SCHEDULES**

Q-17-638

(See Attached Instructions & Specifications)

QUOTATION DUE: Wednesday, May 24, 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: Tina Wilson, CPPB, Procurement Specialist I, 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-17-638) SEASONAL PROGRAM SCHEDULES**" 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 **TOTAL SUM OF:**

Cost for Color Proof of Front Cover (if requested): \$ _____

Unit Price

Total Net Price

Fall Issue

\$ _____
 Per published issue

Winter Issue

\$ _____
 Per published issue

Spring/Summer Issue

\$ _____
 Per published issue

TOTAL

\$ _____
(3 issues)

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-17-638

**PRINTING OF WASHINGTON COUNTY FITNESS AND RECREATION DEPARTMENT'S
SEASONAL PROGRAM SCHEDULES**

INSTRUCTIONS

1. **AWARD OF CONTRACT:** The total sum quotation will be used as the basis for evaluation of quotations and award of the Contract. If an award of Contract is made, it will be made to the responsible low Bidder who submits a responsive bid. A separate cost for each issue is requested for accounting and invoicing purposes only.
2. **DELIVERY:** F.O.B. Destination: (Inside) Direct Mail Provider (TBD). No costs (i.e. fuel surcharges) shall be charged in addition to the total sum that is furnished as the vendor's quotation response during the contract period. The successful vendor shall have delivered the Program Schedules to the Direct Mailer within three (3) weeks after the owner approves the proof. The successful Quoter may be required to notify the Direct Mailer one (1) hour prior to delivery. The delivery schedule shall be as follows:

Submitted to Printer by:

Thursday, June 29, 2017 (Fall)
Thursday, October 12, 2017 (Winter)
Thursday, February 15, 2018 (Spring/Summer)

Delivered to Direct Mail Provider (TBD) by:

Thursday, July 20, 2017
Thursday, November 2, 2017
Thursday, March 8, 2018

3. **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, Maryland Relay TDD at 7-1-1 to make arrangements no later than seven (7) calendar days prior to the Pre-Quotation Conference and/or Quotation Opening.
4. **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.
5. **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 – Tina Wilson, CPPB – Procurement Specialist I, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, MD 21740, Fax: 240-313-2331; or send questions in MicroSoft Word platform via e-mail 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 as taken in no way obligate 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 quote 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. (EDST), Monday, May 1, 2017 may not be considered.

6. **LATE CHARGES:** Assessments will be made at the rate of one (1%) percent of the quoted price per calendar day if the successful Vendor fails to deliver by deadline for delivery. This assessment shall be deducted from the invoice price for each scheduled delivery.
7. **TOTAL SUM PROPOSAL:** A total sum proposal is being requested for the work. The total sum for the work shall include the cost of any and all material, labor, equipment, plant and other services and facilities of every nature whatsoever or as may be necessary to complete the work as described in the specifications.
8. **PAYMENT:** Payment will be made within thirty (30) calendar days after satisfactory acceptance and delivery. Invoices shall be submitted in duplicate to the Washington County Fitness and Recreation Department, ARCC Building, 11400 Robinwood Drive, Hagerstown, Maryland 21742.
9. **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."
10. **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. The Contractor agrees, in accordance with Md. Code Ann., State Finance and Procurement Article, §17-402, to comply with the political contribution reporting requirements under Article 33, Md. Code Ann., Subtitle 14, as amended from time to time, to which the Contractor may be subject.
11. **PRE-QUOTATION CONFERENCE:** A Pre-Quotation Conference is scheduled in the Washington County Administration Complex Conference Room 3000, Third Floor, 100 West Washington Street, Hagerstown, Maryland, **Thursday, April 27, 2017 at 10:00 A.M. (EDST)** at which time County personnel will be present to answer any questions. Attendance at this meeting is not mandatory, but it is strongly encouraged.

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 proposal and/or to attend the Pre-Proposal 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.

12. **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.
13. **QUOTATION SUBMISSION:** Quotations are to be enclosed in a sealed opaque envelope bearing the name of the Vendor and marked “**QUOTATION – (Q-17-638) SEASONAL PROGRAM SCHEDULES.**” Quotations are to be addressed to Tina Wilson, CPPB, Procurement Specialist I, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, MD, 21740. **Please direct all inquiries to Tina Wilson, CPPB, Procurement Specialist I, at 240-313-2330.**
14. **QUOTATION OPENING:** Quotations must be received and time-stamped in the Purchasing Department no later than **Wednesday, May 24, 2017 at 3:00 P.M. (EDST).** Quotations will be opened at that time in the Washington County Administration Building Conference Room 3000, Third Floor, 100 West Washington Street, Hagerstown, Maryland. All interested parties are invited to attend.
15. **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, email address is 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.
16. **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.
17. **SALES TAX:** The County will provide a sales tax exemption certificate for services, which are determined to be tax exempt and provided under this contract.

PRINTING OF WASHINGTON COUNTY FITNESS AND RECREATION DEPARTMENT'S
SEASONAL PROGRAM BROCHURE SCHEDULES

SPECIFICATIONS

- Description:** Three (3) seasonal brochures of the Fitness and Recreation Program Schedules
- Quantity:** 10,000 copies (Fall Season) No overruns accepted
10,000 copies (Winter Season) No overruns accepted
10,000 copies (Spring/Summer Season) No overruns accepted
30,000 TOTAL COPIES
- Size:** 11" x 17" – folded size 8 ¼ " x 10 ¾ "
- Pages:** Twenty-eight (28) self-cover
- Paper:** 35# premium 80 all pages
- Cover Ink:** Four (4) color process front & Back cover/inside covers black & 1 PMS
- Text Ink:** Black & 1 PMS
- Bleed:** Full bleed on entire document (cover + text pages)
- Supplied Files:** Hi-res PDF and/or Adobe InDesign CS2; submitted to printer's FTP site.
- Binding:** Saddle Stitched
- Proof:** One digital contract proof for release/corrections requested submit as PDF before final approval to proceed.
- Packaging:** Bundled on skids of fifty (50) turns of 25 no straps, mail side up (back page) with quantity marked.
- Delivery:** To Bulk Mail Provider to be determined.

Delivery Schedule:

Seasonal Brochure	Submitted to Printer By:	Delivered to "Direct Mail Provider" By (three weeks after submission):
<i>Fall</i>	Thursday, June 29, 2017	Thursday, July 20, 2017
<i>Winter</i>	Thursday, October 12, 2017	Thursday, November 2, 2017
<i>Spring/ Summer</i>	Thursday, February 15, 2018	Thursday, March 8, 2018