



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 Building
 100 West Washington Street, Third Floor, Room 320
 Hagerstown, Maryland 21740-4748
 Attention: Rick Curry, CPPO - Buyer
 Telephone Number: 240-313-2330

REQUEST FOR QUOTATION THIS IS NOT AN ORDER	
DATE ISSUED	DELIVERY WANTED
3/4/2016	See Attachment

DESCRIPTION

TOTAL NET PRICE

**One (1) New 2016 or Latest Production Model
 4X4 Three-Quarter (3/4) Ton Crew Cab Pick Up
 Q-16-614**

(See Attached Instructions & Specifications)

QUOTATION DUE: Wednesday, March 30, 2016, 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: Rick Curry, CPPO, Buyer, Washington County Administration Building, 100 W. Washington Street, Third Floor, Room 320, Hagerstown, Maryland, 21740-4748 and enclosed in a sealed opaque envelope marked "**QUOTATION – (Q-16-614) THREE-QUARTER (3/4) TON CREW CAB PICK UP**" 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 LUMP SUM QUOTATION OF:**

\$ _____

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-16-614
REQUEST FOR QUOTATION

**ONE (1) NEW 2016 OR LATEST PRODUCTION MODEL
4X4 THREE-QUARTER (3/4) TON CREW CAB PICK UP**

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 – (Q-16-614) THREE-QUARTER (3/4) TON CREW CAB PICK UP.**” Quotations are to be addressed to Rick Curry, CPPO, Washington County Purchasing Department, Washington County Administration Building, 100 West Washington Street, Third Floor, Room 320, Hagerstown, Maryland, 21740-4748. **Please direct all inquiries to Rick Curry, CPPO, at 240-313-2330, Fax - 240-313-2331.**

- NOTE:** All Quoters must enter the County Administration Building through the front door, 100 West Washington Street entrance, and must use the elevator to access the Purchasing Department to submit their Request for Quotation and to attend the Pre – Quotation Conference. Alternate routes are now controlled by a door access system.

2. **QUOTATION OPENING:** Quotations must be received and time-stamped in the Purchasing Department no later than **3:00 P.M., (EDST) Wednesday, March 30, 2016.** Quotations will be opened and read at that time in the Washington County Administration Building, Third Floor Conference Room 325, 100 West Washington Street, Hagerstown, Maryland. All interested parties are invited to attend.

3. **PRE-QUOTATION CONFERENCE:** A Pre-Quotation Conference is scheduled in the Washington County Administration Building, Third Floor Conference Room 325, 100 West Washington Street, Hagerstown, Maryland, **10:00 A.M., (EDST) Wednesday, March 16, 2016,** at which time County personnel will be present to answer any questions. Attendance at this meeting is not mandatory, but it is strongly encouraged.

4. **AWARD OF CONTRACT:** It is anticipated that an award will be made to the lowest responsible firm who submits a responsive bid. Carelessness in quoting prices, or in preparation of quotation otherwise, will not relieve the firm. Erasures or changes in quotations must be initialed. The County reserves the right to include or exclude any Alternate or a combination of the Alternates to determine the successful Quote.

5. **BROCHURES, DESCRIPTIVE LITERATURE, MANUALS:**
 - a. Firms submitting quotes shall furnish complete descriptive literature and specifications of the vehicle upon which the Quotation is based. Refer to the General Conditions.
 - b. Failure to comply with this requirement shall be ample cause for rejection of the Quotation.

6. **CONTRACT PERIOD:** The term of any resulting contract shall be one (1) year from date of award or until production is cut-off by the manufacturer. The successful vendor shall notify the Washington County Purchasing Department regarding production cut-off dates as soon as the dealership is notified of that date by the manufacturer.
7. **DEALERSHIP IDENTIFICATION:** There shall be no dealer identification attached to the new vehicle.
8. **DELIVERY:** The vehicle shall be delivered F.O.B. Destination to the Washington County Highway Department, 601 Northern Avenue, Hagerstown, Maryland 21742-2795. The successful vendor shall call Jack Reynard at 240-313-2722 during regular Highway Department hours, Monday through Friday, 7:00 A.M. to 4:00 P.M., (forty-eight (48) hours prior to delivery) to confirm delivery arrangements. Firms shall guarantee delivery of the vehicle as specified herein, no later than forty-five (45) consecutive calendar days after receipt of order. All delivery costs and charges shall be included in the Request for Quotation.
9. **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.
10. **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.
11. **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 to the Pre-Quotation Conference and/or Quotation Opening.
12. **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.
13. **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 – Rick Curry, CPPO – Buyer, Washington County Purchasing Department, Washington County Administration Building, 100 West Washington Street, Room 320, Hagerstown, Maryland, 21740-4748, Fax: 240-313-2331. 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., local time, (EDST), Wednesday, March 23, 2016 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 Buyer, Rick Curry, CPPO.

14. **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.
15. **NEW MOTOR VEHICLE PREPARATION CHECK:** Upon delivery of the vehicle, the successful vendor shall submit a certification indicating that the vehicle was serviced in accordance with the manufacture's recommended new motor vehicle preparation check sheet. This certification is to be signed by the person who serviced the vehicle, as well as the owner and/or designated representative of management. At the time of delivery from dealer, the vehicle shall contain a minimum of five (5) gallons of gasoline.
16. **PAYMENT:** Payment will be made within thirty (30) calendar days of receipt of invoice submitted, upon final approval and acceptance of the vehicle by the County's Representative. Invoices shall be submitted in duplicate to the Washington County Emergency Services, 16232 Elliott Parkway, Williamsport, Maryland 21795.
17. **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."
18. **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.
19. **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.
20. **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. 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.

- 21. 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.
- 22. SUBSTITUTIONS:** Substitution requests must be received in the Purchasing Department **no later than 4:00 P.M., local time, (EDST) Wednesday, March 23, 2016.** Requests received after this deadline for substitutions may not be considered. All such decisions will be considered final and not subject to further recourse. All correspondence in regard to this Request for Quotation shall be directed to and issued by the Washington County Purchasing Department, **direct all inquiries to the County's Buyer, Rick Curry, CPPO, at 240-313-2330.**
- 23. WARRANTY AND SERVICE:**
- a. Warranty and service shall be honored at all manufacturers' dealerships, regardless of which dealer is the successful vendor.
 - b. Should there be any difference in fleet warranty and retail warranty, it must be so indicated with your quote.
 - c. All Quoters must submit written evidence with quotations indicating minimum warranty. Copies of warranties and service maintenance schedules must be submitted with quotations.
- 24.** Vehicle shall be clean inside and out when delivered.
- 25.** Vehicle(s) shall be equipped with standard equipment and the specified equipment, factory installed, unless otherwise specified.
- 26.** Vehicle(s) furnished must be equipped with all items required to meet current state and federal laws.
- 27.** If manufacturer offers extended warranty, Bidder shall provide alternate pricing for available options.

Q-16-614
REQUEST FOR QUOTATION

**ONE (1) NEW 2016 OR LATEST PRODUCTION MODEL
4X4 THREE-QUARTER (3/4) TON CREW CAB PICK UP**

GENERAL CONDITIONS

1. The successful vendor shall supply the County with the following technical information at or before the time of delivery of vehicle:
 - a. TECHNICAL MANUAL – One (1) complete paper copy or compact disc with vehicle at the time of delivery or not later than ninety (90) calendar days after delivery.
 - b. WIRING DIAGRAM – One (1) complete paper copy or compact disc with vehicle at the time of delivery or no later than ninety (90) calendar days after delivery.
 - c. PARTS BOOK – One (1) complete book or compact disc on all components with vehicle at the time of delivery or no later than ninety (90) calendar days after delivery.
 - d. BUILD OR SPEC SHEETS – One (1) complete paper copy or compact disc with vehicle at the time of delivery or no later than ninety (90) calendar days after delivery.
2. Vehicle shall be clean inside and out when delivered.
3. The County shall not accept any new vehicles until all damage and defects have been repaired and factory shortages replaced.
4. Vehicle shall be equipped with standard equipment and the specified equipment, factory installed, unless otherwise specified.
5. Vehicle furnished must be equipped with all items required to meet current state and federal laws.

**Q-16-614
REQUEST FOR QUOTATION**

**ONE (1) NEW 2016 OR LATEST PRODUCTION MODEL
4X4 THREE-QUARTER (3/4) TON CREW CAB PICK UP**

SPECIFICATIONS

Specification sheets are to be completed and submitted with the Quotation Form.

No.	<u>Specification</u>	<u>Remarks/Exceptions</u>
1.	Exterior Color – White	
2.	Minimum 6 Liter, V8 Gas Engine	
3.	Electronic 6-speed Automatic with Overdrive	
4.	Standard four (4), seventeen (17) inch wheels	
5.	Four (4) Tires; P245/75Rx17 BSW All Terrain	
6.	Full vinyl bench seat (Gray or Tan)	
7.	AM/FM Stereo/ Clock	
8.	Air Conditioning w/ Manual Controls	
9.	Vinyl Flooring w/Floor Mats	
10.	Trailer Brake Controller	
11.	One (1) Full Spare Tire and Wheel Lock	
12.	Seven (7) Wire Harness w/relays, 7/4 Pin Connector	
13.	Minimum Twenty-five (25) Gallon Fuel Tank	

Specifications

One (1) New 2016 or Latest Production Model 4x4 Three-Quarter Ton Crew Cab Pick Up

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No.	<u>Specification</u>	<u>Remarks/Exceptions</u>
14.	Two (2) Speed Transfer Case	
15.	Four (4) Wheel Disc Brakes w/ABS	
16.	Air Bags, Driver Front, Passenger	
17.	Rear Step Bumper	
18.	Long Bed (not to exceed 96")	
19.	Warranty: minimum 60 month / 60,000 miles on engine / power train	
20.	4x4 {four (4) wheel drive}	
21.	Trailer towing package w/Class IV Hitch w/dual plug wire	

Specifications

One (1) New 2016 or Latest Production Model 4x4 Three-Quarter Ton Crew Cab Pick Up

Q-16-614

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 bid or proposal, the Bidder or proposer 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 Bidder or proposer 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 Bidder 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 Bidder or proposer 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 _____

POLICY TITLE: Insurance Requirements for Independent Contractors

ADOPTION DATE: August 29, 1989

EFFECTIVE DATE: September 1, 1989

FILING INSTRUCTIONS:

I. PURPOSE

To protect Washington County against liability, loss or expense due to damaged property, injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work or service performed on behalf of Washington County.

II. ACTION

The following should be inserted in all Independent Contractor Contracts:

"The Contractor shall procure and maintain at his sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County."

1. **Workers Compensation:** The Contractor agrees to comply with Workers Compensation laws of the State of Maryland and to maintain a Workers Compensation and Employers Liability Policy.

Minimum Limits Required:

Workers Compensation -	Statutory
Employers Liability -	\$100,000 (Each Accident)
	\$500,000 (Disease - Policy Limit)
	\$100,000 (Disease - Each Employee)

2. **Comprehensive General Liability Insurance:** The Contractor shall provide Comprehensive General Liability including Products and Completed Operations.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury and Property Damage.

Such insurance shall protect the County, its agents, elected and appointed officials, commission members and employees, and name Washington County on the policy as additional insured against liability, loss or expense due to damaged property (including loss of use), injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work of service performed on behalf of Washington County.

2. **Comprehensive General Liability Insurance** (continued)

The Contractor is ultimately responsible that Subcontractors, if subcontracting is authorized, procure and maintain at their sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County.

3. **Business Automobile Liability:** The Contractor shall provide Business Auto Liability including coverage for all leased, owned, non-owned and hired vehicles.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury or Property Damage.

Certificate(s) of Insurance: The Contractor shall provide certificates of insurance requiring a 30 day notice of cancellation to the Insurance Department, Board of County Commissioners of Washington County prior to the start of the applicable project.

Approval of the insurance by the County shall not in any way relieve or decrease the liability of the Contractor. It is expressly understood that the County does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

All responsibility for payment of any sums resulting from any deductible provisions, corridor, or self-insured retention conditions of the policy or policies shall remain with the Contractor.

General Indemnity: The Contractor shall indemnify, defend and save harmless the Board of County Commissioners of Washington County, its appointed or elected officials, commission members, employees and agents for any and all suits, legal actions, administrative proceedings, claims, demands, damages, liabilities, interest, attorneys fees, costs and expenses of whatsoever kind of nature, whether arising before or after final acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the Contractor, or any one acting under its direction, control or on its behalf in connection with or incident to its performance of the Contract.

Revision Date: August 27, 1991
Effective Date: August 27, 1991
Revision Date: March 4, 1997
Effective Date: March 4, 1997