



**PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE**

**Q-25-797
ADDENDUM NO. 1
REQUEST FOR QUOTE**

**BOTTLED WATER & DISPENSER RENTALS
FOR VARIOUS COUNTY DEPARTMENTS**

DATE: Monday, April 7, 2025

**QUOTES DUE: Wednesday, April 23, 2025
3:00 P.M.(EDT/EST)**

To Bidders:

This Addendum is hereby made a part of the Request for Quote (RFQ) Documents on which all quotes will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum on the Quotation Form. This Addendum consists of three (3) pages.

NOTE: All Bidders 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 quote and/or to attend the Pre-Quotation Conference. Alternate routes are controlled by a door access system. 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.

ITEM NO. 1: *Inquiry:* If we would be chosen for your water supplier, what is the deadline as far as getting all locations set up with what they need?

Response: Washington County will collaborate with the selected vendor to coordinate the equipment delivery in preparation for the commencement of the contract on July 1, 2025.

ITEM NO. 2: *Inquiry:* I wanted to clarify whether the bid specifications for "bottle water dispensers" strictly require units that use refillable water bottles (e.g., 3- or 5-gallon jugs), or if point-of-use water systems that connect directly to the existing water supply, such as those provided by Culligan Quench, would also be considered an acceptable solution.

Please let me know if these systems align with the bid requirements or if additional details are needed for evaluation.

Response: Refer to the Request for Quotation document, Page 6, Item No. 25, Substitutes. No alternative water substitutions will be accepted.

ITEM NO. 3: Inquiry: I see where the quantity and items required for each location are listed. Are the quantities/items listed for each location the total for the 1st year contract?

Response: Refer to the Request for Quotation document, Page 5, Item No. 18, Quantities; This contract is an “indefinite quantity contract”. The parties to this contract guarantee no estimated quantities. The quantities stated have been based on prior annual usage and actual orders will depend on departmental requests. Quantities stated herein are given as a general guide for bid purposes only and are not guaranteed amounts. The contract shall be for the County’s total requirements and may be less or greater than those estimated herein. The County shall not be obligated to purchase any minimum or maximum quantity.

ITEM NO. 4: Inquiry: What is the frequency of orders for each location? Weekly, Monthly, quarterly?

Response: Refer to the Request for Quotation document, Page 8, Specifications, Letter A. Delivery, Numbers 1 and 2.

ITEM NO. 5: Inquiry: How much lead time is given for when orders are placed?

Response: Refer to the Request for Quotation document, Page 2, Item No. 4. Delivery: Deliveries shall be F.O.B. Destination to the County departments and other locations listed in the Request for Quotation document, as required and delivered within a seventy-two (72) hour period from order placement. Departments will submit a purchase order for the contract period and will call or email quantities to be delivered as needed in addition to the delivery schedule.

ITEM NO. 6: Inquiry: If using a subcontractor, can we submit the subcontractor’s insurance for the insurance requirements?

Response: Refer to the Request for Quotation document, Page 3, Item No. 12. Insurance: The successful Quoter must show, upon request and prior to the execution of a Contract or issuance of Purchase Orders and as required by the County, evidence of appropriate insurance as outlined in the attached Washington County Maryland’s Insurance Requirements for Independent Contractors policy. Insurance coverage is required for the duration of the contract term. The quotation shall be identified on the certificate and the **Board of County Commissioners of Washington County, Maryland shall be named as an additional insured**. The certificate holder on the certificate shall be listed as **The Board of County Commissioners of Washington County, Maryland, 100 West Washington Street, Hagerstown, Maryland.**

ITEM NO. 7: Inquiry: The subcontractor is located and registered in Maryland, does REGISTRATION WITH MARYLAND DEPARTMENT OF ASSESSMENTS AND TAXATION still apply?

Response: The vendor awarded by Washington County shall be registered with the Maryland Department of Assessments and Taxation. Refer to the Request for Quotation document, Page 6, Item No. 21. Registration with Maryland Department of Assessments 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.

ITEM NO. 8: Inquiry: Is there currently an incumbent? If so, what is their name, contract number, and contract value?

Response: This information can be viewed by visiting the Washington County website at <https://www.washco-md.net/wp-content/uploads/purch-q-22-705-bidtab-1.pdf>

ITEM NO. 9: Inquiry: Where do we add line items for delivery, cooler rental maintenance and admin fees?

Response: This quotation is a commodities contract for specific items. The items are listed within the Quotation document (pages 18-19) found on the Washington County website. This list of items is also available via the line item breakdown if you are utilizing the Ionwave bidding site to process your bid electronically.

All additional charges other than the listed items shall be built into the submitted price for each item.

By Authority of:



Brandi J. Kentner, CPPO
Director of Purchasing