



# REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION:

NOTES:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

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: *Tina Wilson, CPPB, Procurement Specialist I*

Telephone Number: 240-313-2330

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

DATE ISSUED

May 3, 2017

DELIVERY WANTED

See Attachment

DESCRIPTION

**CUSTODIAL PAPER AND HAND SOAP FOR  
VARIOUS COUNTY DEPARTMENTS  
Q-17-632**

*(See Attached Instructions & Specifications)*

**QUOTATION DUE: Thursday, June 1, 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-17-632) CUSTODIAL PAPER AND HAND SOAP SUPPLIES**" and bearing the Quoter's name. Having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to furnish all labor, materials and equipment called for by said specifications and instructions for the costs as specified on the attached Form of Proposal.

**NOTE: This page is to be returned with the attached Form of Proposal.**

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 \_\_\_\_\_

**CUSTODIAL PAPER AND HAND SOAP FOR  
VARIOUS COUNTY DEPARTMENTS  
(Q-17-632)**

**INSTRUCTIONS**

1. **AWARD:** Award shall be made to the responsible Quoter submitting the *lowest responsive Quotation for each item*. Quoters may submit pricing on one or multiple items.
2. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION:** The quoter/vendor certifies, by submission of this quotation or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this quotation that it will include this clause without modification in all lower tier transactions, solicitations, quotations, contracts, and subcontracts. Where the quoter/vendor or any lower tier participant is able to certify to this statement, it shall attach an explanation to this solicitation/proposal.
3. **DELIVERY:** Deliveries shall be F.O.B. Destination to the County departments 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.
4. **DELIVERY FAILURES:** Failure of a Quoter to deliver according to a mutually agreed upon delivery schedule or failure to make replacements of rejected articles within forty-eight (48) County-business hours, or as directed by the Director of Purchasing shall constitute authority for the Director of Purchasing to purchase in the open market articles of comparable grade to replace the articles rejected or not delivered. On all such purchases, the Quoter shall reimburse the County, within a reasonable time specified by the Director of Purchasing, for any expense incurred in excess of contract prices or the County may deduct such amount from monies owed the defaulting Quoter. Such purchases shall be deducted from contract quantities.
5. **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.
6. **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, TTY Dial 711 to make arrangements no later than seven (7) calendar day prior to the Pre-Quotation Conference and/or Quotation Opening.
7. **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.

8. **INSPECTIONS:** Inspection and acceptance of materials or supplies shall be made after delivery. Final inspection shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications. All delivered materials shall be accepted subject to inspection and physical count.
9. **INSURANCE:** The successful Quoter must show upon request and prior to the execution of a Contract or issuance of Purchase Orders the Agreement and as required by the County during the term of the contract evidence of appropriate insurance as outlined in the attached copy (**Attachment No. 1**) of the *Insurance Requirements for Independent Contractors*. The quotation shall be identified on the certificate and Washington County shall be named as an additional insured on the certificate of insurance. The certificate holder on the certificate shall be named such; The Board of County Commissioners of Washington County, 100 West Washington Street, Hagerstown, Maryland.
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 Tina Wilson, CPPB, Procurement Specialist I, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, MD 21740-4748, Fax: 240-313-2331; or send questions in MicroSoft Word platform via e-mail to: [purchasingquestions@washco-md.net](mailto:purchasingquestions@washco-md.net)

All necessary interpretations will be issued to all Quoters by the Washington County Director of Purchasing 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.** Requests received after 4:00 P.M., local time (EDST), Thursday, May 18, 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 Tina Wilson, CPPB, Procurement Specialist I.

11. **LATE CHARGES:** Assessments will be made at the rate of one (1%) percent of the total quoted price per day if the successful Quoter fails to deliver by deadline for delivery. This assessment shall be deducted from the invoice price for the scheduled delivery.
12. **PAYMENT:** Payment shall be made by the County within thirty (30) calendar days after the submittal of an invoice from the successful Quoter. The invoice shall be mailed directly to the respective department listed in the Quotation document. No costs (i.e. fuel surcharges) shall be charged in addition to the furnished Quoter's quotation response during the contract period

13. **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."
14. **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.
15. **PRE-QUOTATION CONFERENCE:** A Pre-Quote Conference will be held in the Washington County Administration Complex Conference Room 3000, Third Floor, 100 West Washington Street, Hagerstown, Maryland on **Wednesday, May 10, 2017 at 11:00 A.M. (EDST)**. Attendance at this meeting is not mandatory, but it is strongly encouraged.
16. **QUANTITIES:** The County guarantees neither a minimum/maximum quantity on Toilet Tissue, Mutifold Towels, Roll Towels, nor GOJO Soap, etc. The County reserves the right to award contracts for each item based on a one (1) year term.
17. **QUOTATION OPENING:** Quotations must be received and time-stamped in the Purchasing Department no later than **Thursday, June 1, 2017 at 3:00 P.M. (EDST)**. Quotations will be opened at that time in the above mentioned, Conference Room 3000.
18. **QUOTATION SUBMITTALS:** Quotations are to be enclosed in a sealed opaque envelope bearing the name of the Quoter and marked "**QUOTATION - (Q-17-632) CUSTODIAL PAPER AND HAND SOAP SUPPLIES**" and bearing the vendor's name. Quotations are to be addressed to:

Washington County Purchasing Department  
Attn: Tina Wilson, Procurement Specialist I  
Washington County Administration Complex  
100 West Washington Street, Room 3200  
Hagerstown, MD 21740

Quotations must be received and time stamped in the Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740, telephone 240-313-2330, no later than **3:00 P.M. (EDST), Thursday, June 1, 2017**. Quotations will be opened at that time in Room 3000, 100 West Washington Street, Hagerstown, Maryland, 21740. All interested parties are invited to attend.

**NOTE:** All Quoters 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.

Proposals shall be made on the forms provided. Numbers shall be stated both in writing and in figures. Quotations must be signed in writing by the Quoter, or an authorized agent of the Quoter, if the Quoter is a Corporation.

19. **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. The website for the State 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 numbers for the State Department of Assessments and Taxation are: **(410) 767-1340** or **(888) 246-5941**.
20. **RESERVATIONS:** The County or its authorized agent reserves the right to reject any or all quotations and to waive any informality or deficiency in quotations received whenever such rejection or waiver is in the best interest of the County. The County also reserves the right to reject the quotation of a Quoter who has previously failed to perform properly or complete on time contracts of a similar nature, or the Quote of a Quoter who investigation shows is not in a position to perform the contract. The County reserves the right to waive minor differences in specifications provided these differences do not violate the specifications intent nor affect the operation for which the items are being purchased, nor increase estimated maintenance and repair cost to the County. The County reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination as shall, in its judgment, be in the best interest of the County.
21. **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.
22. **SUBSTITUTIONS/SAMPLE:** Any Quoter who contemplates offering a product that differs from that specified shall obtain the County's written approval prior to quotation opening (excluding Item #4 - Enmotion Towels, Item #5 & #6 - GoJo Handsoap, and Item #8 Ecosoft

Tissue). *Substitution samples and specifications* must be received in the Purchasing Department no later than **4:00 P.M. (EDST), Friday, May 19, 2017**. Requests received after this deadline for substitutions **will 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 Procurement Specialist, Tina Wilson, at 240-313-2330**.

23. **TERM OF CONTRACT:** The submitted pricing shall be effective for the period of July 1, 2017 through June 30, 2018.
24. A copy of the last quotation tabulation (Q-16-613) can be viewed online using the following link:

[http://www2.washco-md.net/purchasing/pdf/Q-16-613/Q-16-613\\_bidtab.pdf](http://www2.washco-md.net/purchasing/pdf/Q-16-613/Q-16-613_bidtab.pdf)

**CUSTODIAL PAPER AND HAND SOAP FOR  
VARIOUS COUNTY DEPARTMENTS  
Q-17-632**

**SPECIFICATIONS**

**DESCRIPTION/MINIMUM SPECIFICATIONS: (Approximate usage is based on a one [1] year term)**

**Item #1** - Toilet Tissue, minimum dimension of (WxL) **4.5"x 4.05"** not to exceed **4.5"x 4.5"** shall be acceptable, 2 Ply White, 550 sheets per roll, 80 rolls/case. *Georgia-Pacific or County approved equal.* Approximate usage: eight hundred eighty-five (885) cases.

**Item #2** - Hand Towels, Multifold, natural, approximately 9.25"x 9.25", 250 towels/pkg, 16 pkgs/case, total of 4,000 sheets per case. *Georgia-Pacific or County approved equal.* Approximate usage: seven hundred sixty-four (764) cases.

**Item #3** - Roll Towels, Second Nature Hardwound, natural, 7.85" w x 350 linear ft, 12 rolls/case *SCA or County approved equal.* Approximate usage: nine (9) cases.

**Item #4** - Roll Towel, white, 800' rolls, 6 rolls per case, *Enmotion/Georgia-Pacific.* *No substitutions.* Approximate usage: ninety-one (104) cases.

**Item #5** - GOJO Luxury Foam Antibacterial Handwash refills for FMX-12 Dispensing Systems-1250 ml/ea - case pkg/3. *No substitutions.* Approximate usage: two hundred nine (209) cases.

**Item #6** - GOJO Premium Foam Antibacterial Handwash refills for TFX Touch-Free Dispensing Systems – 1200 ml/ea – case pkg/2. *No substitutions.* Approximate usage: forty-six (46) cases.

**Item #7** – Antibacterial Hand Soap Refill – 1 gal/ea – case pkg/4. *Dial Professional or County Approved equal.* Approximate usage: twenty (20) cases.

**Item #8** - Ecosoft Universal Tissue Roll (BW 10020) – two (2) ply, 3 7/8" 9" diameter, core 3.32", twelve (12) rolls per case. *No substitutions.* Approximate usage: one hundred forty (140) cases.

**Item #9** - Waxed Paper Liner – 9" x 10" x 3.25", 250/case, *Hospesco (HS6141) or County approved equal.* Approximate usage: five (5) cases.

**DELIVERY:** Delivery shall be made to the locations provided below on an as needed basis between the hours of approximately 7:30 A.M. to 4:00 P.M., Monday through Friday, unless noted otherwise. Washington County's holiday scheduled closings is noted on **Attachment No. 2**. Most County offices will be closed during noted times.

**DELIVERY HOURS & LOCATIONS:**

- |   |   |
|---|---|
| <p>1. Washington County Warehouse<br/>131 West North Avenue (Rear)<br/>Hagerstown, MD 21740<br/>240-313-2290 / Gene Wolfe<br/>Monday - Friday<br/>7:00 A.M. - 11:30 A.M.,<br/>1:00 P.M. - 3:00 P.M.</p> | <p>2. Washington County Highway Dept.<br/>601 Northern Avenue<br/>Hagerstown, MD 21742<br/>240-313-2717 / Alicia Heil<br/>April - October: Monday - Thursday<br/>7:00 A.M. - 3:00 P.M.,<br/>November - March: Monday - Friday<br/>8:00 A.M. - 2:00 P.M.</p> |
| <p>3. Washington County<br/>Department of Parks &amp; Facilities<br/>1307 South Potomac Street<br/>Hagerstown, MD 21740<br/>240-313-2710 / Kim Faith<br/>Monday - Friday 7:00 A.M. - 3:00 P.M.</p>      | <p>4. Black Rock Golf Course<br/>20025 Mt. Aetna Road<br/>Hagerstown, MD 21742<br/>240-313-2818 / Darrell Whittington<br/>Monday - Friday 8:00 A.M. - 6:00 P.M.</p>   |
| <p>5. Washington County Sheriff's Office/Detention<br/>500 Western Maryland Parkway<br/>Hagerstown, MD 21740<br/>240-313-2135 / Kathy Schlotterbeck<br/>Monday - Friday 8:00 A.M. - 4:00 P.M.</p>       | <p>6. Hagerstown Regional Airport<br/>18434 Showalter Road<br/>Hagerstown, MD 21742<br/>240-313-2765 / Janet Moats<br/>Monday - Friday 7:30 A.M. - 4:30 P.M.</p>  |
| <p>7. Washington County Division of<br/>Environmental Management<br/>16232 Elliott Parkway<br/>Williamsport, MD 21795<br/>240-313-2613 / Tom Barnhart<br/>Monday - Friday 6:30 A.M. - 2:00 P.M.</p>     | <p>8. Washington County Admin. Complex<br/>100 W. Washington St. (Basement)<br/>Hagerstown, MD 21740<br/>240-313-2290 / Gene Wolfe<br/>Monday - Friday 7:00 A.M. - 11:30 A.M.,<br/>1:00 P.M. - 3:00 P.M.</p>  |
| <p>9. Washington County Solid Waste Dept.<br/>12630 Earth Care Road<br/>Hagerstown, MD 21740<br/>240-313-2793 / Jamie Callendrelle<br/>Monday - Friday 7:30 A.M. - 2:30 P.M.</p>                        | <p>10. Division of Emergency Services<br/>16232 B Elliott Parkway<br/>Williamsport, MD 21795<br/>240-313-4362 / Bonnie Keltner<br/>Monday - Friday 7:30 A.M. - 4:00 P.M.</p>  |
| <p>11. Washington County Transit Department-<br/>County Commuter<br/>1000 W. Washington Street<br/>Hagerstown, MD 21740<br/>240-313-2748 / Cindy Boden<br/>Monday - Friday 8:30 A.M. - 4:00 P.M.</p>    | <p>12. Washington County Sheriff's Patrol<br/>500 Western Maryland Parkway<br/>Hagerstown, MD 21740<br/>240-313-2198 / Shelly Dick<br/>Monday - Friday 8:00 A.M. - 4:00 P.M.</p>  |



13. Maugansville Fire Department  
13730 Maugansville Road  
Maugansville, MD 21767  
301-739-8515 / Phil Ridenour  
(Call to schedule Delivery)

14. Smithsburg EMS  
P.O Box 411 (Billing)  
8 N. Maple Avenue (Delivery)  
Smithsburg, MD 21783  
301-824-3314 / Ward Fleger  
(Call to schedule Delivery)

15. Cascade Town Center  
25009 Lake Wastler Drive  
Cascade, MD 21719  
301-241-4050 Ext. 101 / Barb Vos  
Monday – Friday 7:00 A.M. - 3:00 P.M.

**FORM OF PROPOSAL**

**CUSTODIAL PAPER AND HAND SOAP FOR  
VARIOUS COUNTY DEPARTMENTS  
Q-17-632**

**Item #1** - Toilet Tissue, minimum dimension of (WxL) **4.5"x 4.05"** not to exceed **4.5"x 4.5"** shall be acceptable, 2 Ply White, 550 sheets per roll, 80 rolls/case. *Georgia-Pacific or County approved equal.* Approximate usage: eight hundred eighty-five (885) cases.

\_\_\_\_\_ DOLLAR (\$ \_\_\_\_\_) per case  
Written Figures

**Product Item#** \_\_\_\_\_ (*Quoters shall provide quantity [rolls] per case. # \_\_\_\_\_ rolls per case*)

**Item #2** - Hand Towels, Multifold, natural, approximately 9.25"x 9.25", 250 towels/pkg, 16 pkgs/case, total of 4,000 sheets per case. *Georgia-Pacific or County approved equal.* Approximate usage: seven hundred sixty-four (764) cases.

\_\_\_\_\_ DOLLAR (\$ \_\_\_\_\_) per case  
Written Figures

**Product Item#** \_\_\_\_\_ (*Quoters shall provide quantity [sheets] # \_\_\_\_\_ per case*)

**Item #3** - Roll Towels, Second Nature Hardwound, natural, 7.85" w x 350 linear ft, 24 rolls/case *SCA or County approved equal.* Approximate usage: four (9) cases.

\_\_\_\_\_ DOLLAR (\$ \_\_\_\_\_) per case  
Written Figures

**Product Item#** \_\_\_\_\_ (*Quoters shall provide quantity [rolls] per case. # \_\_\_\_\_ rolls per case*)

**Item #4** - Roll Towel, white, 800' rolls, 6 rolls per case, *Enmotion/Georgia-Pacific*. *No substitutions*. Approximate usage: ninety-one (104) cases.

\_\_\_\_\_ DOLLAR (\$ \_\_\_\_\_) per case  
Written Figures

**Product Item#** \_\_\_\_\_ (*Price per case of six [6] rolls*)

**Item #5** - GOJO Luxury Foam Antibacterial Handwash refills for FMX-12 Dispensing Systems – 1250 ml/ea- case pkg/3. *No substitutions*. Approximate usage: two hundred seventy-two (209) cases.

\_\_\_\_\_ DOLLAR (\$ \_\_\_\_\_) per case  
Written Figures

**Product Item#** \_\_\_\_\_ (*Price per case of three [3] refills*)

**Item #6** – GOJO Premium Foam Antibacterial Handwash refills for TFX Touch-Free Dispensing Systems – 1200 ml/ea – case pkg/2. *No substitutions*. Approximate usage: twenty (46) cases.

\_\_\_\_\_ DOLLAR (\$ \_\_\_\_\_) per case  
Written Figures

**Product Item#** \_\_\_\_\_ (*Price per case of two [2] refills*)

**Item #7** – Antibacterial Hand Soap Refill – 1 gal/ea – case pkg/4. *Dial Professional or County Approved equal*. Approximate usage: twenty (20) cases.

\_\_\_\_\_ DOLLAR (\$ \_\_\_\_\_) per case  
Written Figures

**Product Item#** \_\_\_\_\_ (*Price per case of four [4] refills*)

**Item #8** - Ecosoft Universal Tissue Roll (BW 10020) – two (2) ply, 3 7/8” 9” diameter, core 3.32”, twelve (12) rolls per case. *No substitutions.* Approximate usage: one hundred forty (140) cases.

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_) per case  
Written Figures

**Product Item#** \_\_\_\_\_ (*Price per case of twelve [12] rolls*)

**Item #9** - Waxed Paper Liner – 9” x 10” x 3.25”, 250/case, *Hospeco (HS6141) or County approved equal.* Approximate usage: five (5) cases.

\_\_\_\_\_ DOLLAR (\$) \_\_\_\_\_) per case  
Written Figures

**Product Item#** \_\_\_\_\_ (*Price per case of two hundred fifty [250] per case*)

**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.

## Insurance Requirements continued

### 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

## 2017/2018 HOLIDAY SCHEDULE

Holiday	2017	2018
New Year's Day	Sunday, January 1, 2017 <b>(observed Monday, Jan. 2, 2017)</b>	Monday, January 1, 2018
Martin Luther King's Birthday	Monday, January 16, 2017	Monday, January 15, 2018
President's Day	Monday, February 20, 2017	Monday, February 19, 2018
Good Friday	Friday, April 14, 2017	Friday, March 30, 2018
Memorial Day	Monday, May 29, 2017	Monday, May 28, 2018
Independence Day	Tuesday, July 4, 2017	Wednesday, July 4, 2018
Labor Day	Monday, September 4, 2017	Monday, September 3, 2018
Veteran's Day	Saturday, November 11, 2017 <b>(observed Friday, Nov. 10, 2017)</b>	Sunday, November 11, 2018 <b>(observed Monday, November 12, 2018)</b>
Thanksgiving Day	Thursday, November 23, 2017	Thursday, November 22, 2018
Friday after Thanksgiving	Friday, November 24, 2017	Friday, November 23, 2018
Christmas Eve	Sunday, December 24, 2017 <b>(observed Tuesday, Dec. 26, 2017)</b>	Monday, December 24, 2018
Christmas Day	Monday, December 25, 2017	Tuesday, December 25, 2018
New Year's Eve	Sunday, December 31, 2017 <b>(observed Tuesday, Jan. 2, 2018)</b>	Monday, December 31, 2018