



# REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION:

NOTES:

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

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

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

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

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

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

Federal 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**

**DELIVERY WANTED**

July 19, 2017

See Attachment

## DESCRIPTION

**EXAMINATION GLOVES FOR  
VARIOUS COUNTY DEPARTMENTS  
Q-17-642**

*(See Attached Instructions & Specifications)*

**QUOTATION DUE: Wednesday, August 16, 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, Procurement Specialist I, Washington County Administration Complex, 100 W. Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740-4748 and enclosed in a sealed opaque envelope marked "**QUOTATION – (Q-17-642) EXAMINATION GLOVES**" 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 \_\_\_\_\_

Fax Number \_\_\_\_\_

Acknowledge Addenda # \_\_\_\_\_ Date \_\_\_\_\_

# \_\_\_\_\_ Date \_\_\_\_\_, # \_\_\_\_\_ Date \_\_\_\_\_

Delivery/Service can be performed no later than  
\_\_\_\_\_ calendar days from receipt of order.

Date \_\_\_\_\_

**EXAMINATION GLOVES FOR  
VARIOUS COUNTY DEPARTMENTS  
(Q-17-642)**

**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. **DELIVERY:** Deliveries shall be F.O.B. Destination to the County departments listed in the Request for Quotation document, as required and delivered within seventy-two (72) hours from order placement. Departments will submit a purchase order for the contract period and will call or email quantities to be delivered as needed.
3. **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.
4. **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 Request for Quotation Opening.
5. **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.
6. **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 Washington County's – Insurance Requirements for Independent Contractors Policy. The project 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 as such; The Board of County Commissioners of Washington County, 100 West Washington Street, Hagerstown, Maryland.
7. **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 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 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 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 quotation as submitted. The County will assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY.** Any requests received after 4:00 P.M., local time (EDST), Wednesday, August 2, 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 Procurement Specialist I, Tina Wilson, CPPB.

8. **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.
9. **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 Request for Quotation document. No costs (i.e. fuel surcharges) shall be charged in addition to the furnished Quoter's quotation response during the contract period.
10. **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 Quoter has not paid all taxes owed to the County or a municipal corporation in the County, the County Commissioners may reject the Request for Quotation."
11. **POLITICAL CONTRIBUTION DISCLOSURE:** The Quoter 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.
12. **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, July 26, 2017 at 11:00 A.M. (EDST)**. Attendance at this meeting is not mandatory, but it is strongly encouraged.
13. **QUANTITY:** The County guarantees neither a minimum/maximum quantity on Examination Gloves. The County reserves the right to award contracts for each item based on a twelve-month (12) period.

14. **QUOTATION SUBMISSION:** Quotations are to be enclosed in a sealed opaque envelope bearing the name of the Quoter and marked “**QUOTATION – (Q-17-642) EXAMINATION GLOVES**” and bearing the vendor's name. Quotations are to be addressed to:

Washington County Purchasing Department  
Attn: Tina Wilson, CPPB - 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), Wednesday, August 16, 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.

15. **REGISTRATION WITH THE MARYLAND DEPARTMENT OF ASSESSMENT 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: <http://dat.maryland.gov/Pages/sdatforms.aspx#BNE>. The phone numbers for the State Department of Assessments and taxation are: **(410) 767-1184** or **(888) 246-5941**.
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. **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. *Substitution samples (minimum ten (10) pairs of gloves, size - large)* shall be received in the Purchasing Department no later than **4:00 P.M. (EDST), Wednesday, August 2, 2017.** Requests received after this deadline for substitutions may not be considered. All such decisions will be considered final and not subject to further recourse. The County will not consider substitutions for items # 6, 7, 8, 10, 11, 12, 14, 15, 16, and 17. All correspondence in regard to this quote 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.**
18. **TERM OF CONTRACT:** The submitted pricing shall be effective for the period of September 1, 2017 through August 31, 2018.
19. A copy of last year's quotation tabulation (Q-16-621) can be viewed at:  
[http://www2.washco-md.net/purchasing/pdf/Q-16-621/Q-16-621\\_bidtab.pdf](http://www2.washco-md.net/purchasing/pdf/Q-16-621/Q-16-621_bidtab.pdf)

**EXAMINATION GLOVES FOR  
VARIOUS COUNTY DEPARTMENTS  
(Q-17-642)**

**DELIVERY LOCATIONS:**

The submitted pricing period shall be September 1, 2017 through August 31, 2018. Deliveries shall be F.O.B. Destination, Inside Delivery to the following County departments and as may be required by other departments. Most County offices will be closed on County posted holidays. (See "Attachment 2 - 2017/2018 Holiday Schedule") Delivery locations are as follows, but not limited to:

Attn: Kathy Schlotterbeck  
Detention Center  
500 Western Maryland Parkway  
Hagerstown, MD 21740-5199  
Phone: 240-313-2126  
(Delivery Hours: M - F, 8 AM - 4 PM)

Attn: Ronnie Knight  
Water Quality  
Division of Environmental Management  
16232-A Elliott Parkway  
Williamsport, MD 21795-4083  
Phone: 240-313-2606  
(Delivery Hours: M - F, 6:30 AM - 2 PM)

Attn: Shawn Harbaugh  
Transit Department  
1000 West Washington Street  
Hagerstown, MD 21740-5212  
Phone: 240-313-2748  
(Delivery Hours: M - F, 8:30 AM - 4 PM)

Attn: Dave Blubaugh  
Highway Department  
601 Northern Avenues  
Hagerstown, MD 21742-2795  
Phone: 240-313-2726  
(Delivery Hours:  
April through October – M - Th, 7 AM - 3 PM;  
November through March – M - F, 8 AM - 2 PM)

Attn: Shelly Dick  
Sheriff's Patrol Division  
500 Western Maryland Parkway  
Hagerstown, MD 21740-5199  
Phone: 240-313-2198  
(Delivery Hours: M - F, 8 AM - 4 PM)

Attn: Kim Faith  
Parks & Facilities  
1307 South Potomac Street  
Hagerstown, MD 21740-7300  
Phone: 240-313-2710  
(Delivery Hours: M - F, 7 AM - 3 PM)

Attn: Bonnie Keltner  
Emergency Services  
16232-B Elliott Parkway  
Williamsport, MD 21795-4083  
Phone: 240-313-4360  
(Delivery Hours: M - F, 7:30 AM - 4 PM)

Attn: Jamie Calendrelle  
Solid Waste  
2630 Earth Care Road  
Hagerstown, MD 21740-2189  
Phone: 240-313-2793  
(Delivery Hours: M - F, 7:30 AM - 2:30 PM)

Judicial Division  
Court House Annex  
24 Summit Avenue  
Hagerstown, MD 21740-4896  
Phone: 240-313-2534  
(Delivery Hours: M - F, 8 AM - 4 PM)

Attn: Danny Shirley  
Hagerstown Regional Airport  
18434 Showalter Road  
Hagerstown, MD 21742  
Phone: 240313-2766  
(Delivery Hours: M - F, 7:30 AM - 4 PM)

Attn: Tonya Weller  
Narcotics Task Force  
10310 Governor Lane Blvd., Suite 6001  
Williamsport, MD 21795  
Phone: 301-791-3205  
(Delivery Hours: M - F, 8 AM - 4 PM)

**EXAMINATION GLOVES FOR  
VARIOUS COUNTY DEPARTMENTS  
Q-17-642**

**SPECIFICATIONS**

**DESCRIPTION: (Approximate usage is based on a twelve (12) month term)**

County Item #	Specifications	Estimated Annual Usage-boxes (based on 100 pieces per box / indicate if different)
1	Vinyl, Non Sterile, <i>Large</i> , minimum of 4 mil.	<b>40</b>
2	Nitrile Glove, Powder-Free, Textured Grip <i>Small</i> , 5 mil.	<b>46</b>
3	Nitrile Glove, Powder-Free, Textured Grip <i>Medium</i> , 5 mil.	<b>62</b>
4	Nitrile Glove, Powder-Free, Textured Grip <i>Large</i> , 5 mil.	<b>100</b>
5	Nitrile Glove, Powder-Free, Textured Grip <i>X-Large</i> , 5 mil.	<b>148</b>
6	UL315M, Exam glove, <i>Medium</i> , <b>Microflex Ultra One #UL315</b> , Powder Free, Textured Fingers, 12" Length, no substitutions	<b>130</b>
7	UL315L, Exam glove, <i>Large</i> , <b>Microflex Ultra One #UL315</b> , Powder Free, Textured Fingers, 12" Length, no substitutions	<b>60</b>
8	UL315XL, Exam glove, <i>X Large</i> , <b>Microflex Ultra One #UL315</b> , Powder Free, Textured Fingers, 12" Length, no substitutions	<b>120</b>
9	Exam glove, <i>2X- Large</i> , comparable to <b>Microflex Ultra One #UL315 or 14 mil glove</b> , Powder Free, Textured Fingers, 12" Length	<b>201</b>
10	<b>Thickster Latex 6602-20</b> Exam glove, <i>Medium</i> , Powder Free, Textured Fingers, 12" Length, 14 mil., beaded cuff, no substitutions	<b>52</b>
11	<b>Thickster Latex 6603-20</b> Exam glove, <i>Large</i> , Powder Free, Textured Fingers, 12" Length, 14 mil., beaded cuff, no substitutions	<b>91</b>
12	<b>Thickster Latex 6604-20</b> Exam glove, <i>X-Large</i> , Powder Free, Textured Fingers, 12" Length, 14 mil., beaded cuff, no substitutions	<b>610</b>
13	Exam glove, <i>2X-Large</i> , comparable to <b>Thickster Latex 6604-20</b> Powder Free, Textured Fingers, 12" Length, 14 mil., beaded cuff	<b>100</b>
14	<b>Microflex Midnight</b> , MK296S , Black , Powder-free Nitrile Standard Exam Glove <i>Small</i> - length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16., no substitutions	<b>30</b>

*Specifications*

**Examination Gloves for Various County Departments**

**Q-17-642**

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County Item #	Specifications	Estimated Annual Usage-boxes (based on 100 pieces per box / indicate if different)
15	<b>Microflex Midnight</b> , MK296M , Black , Powder-free Nitrile Standard Exam Glove <i>Medium</i> - length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16., no substitutions	<b>40</b>
16	<b>Microflex Midnight</b> , MK296L , Black , Powder-free Nitrile Standard Exam Glove <i>Large</i> - length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16., no substitutions	<b>336</b>
17	<b>Microflex Midnight</b> , MK296XL, Black , Powder-free Nitrile Standard Exam Glove <i>X Large</i> - length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16., no substitutions	<b>336</b>
18	Standard Exam Glove <i>2X Large</i> , comparable to <b>Microflex Midnight</b> , MK296, Black , Powder-free Nitrile - length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16	<b>120</b>

**ALL GLOVES SHALL BE MEDICAL GRADE  
ORDERS SHALL BE DELIVERED WITHIN SEVENTY-TWO (72) HOURS FROM ORDER PLACEMENT**

**FORM OF PROPOSAL**

**EXAMINATION GLOVES FOR  
VARIOUS COUNTY DEPARTMENTS  
Q-17-642**

**Item 1** - Vinyl Glove, Non-Sterile, *Large*, 4 mil. or County approved equal. Approximate usage 40 boxes:--Vendor's Item # \_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 2** - Nitrile Glove, Powder-Free, Textured Grip *Small*, 5 mil. or County approved equal. Approximate usage 46 boxes:--Vendor's Item # \_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 3** - Nitrile Glove, Powder-Free, Textured Grip *Medium*, 5 mil. or County approved equal. Approximate usage 62 boxes:--Vendor's Item # \_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 4** - Nitrile Glove, Powder-Free, Textured Grip *Large*, 5 mil. or County approved equal. Approximate usage 100 boxes:--Vendor's Item # \_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 5** - Nitrile Glove, Powder-Free, Textured Grip *X-Large*, 5 mil. or County approved equal. Approximate usage 148 boxes:--Vendor's Item #\_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 6 – UL315M** – Exam glove, size *Medium*, Microflex Ultra One #UL315 no substitutions. Approximate usage 130 boxes:--Vendor's Item #\_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 7 – UL315L** – Exam glove, size *Large*, Microflex Ultra One #UL315 no substitutions. Approximate usage 60 boxes:--Vendor's Item #\_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 8 – UL315XL** – Exam glove, size *Extra Large*, Microflex Ultra One #UL315 no substitutions. Approximate usage 120 boxes:--Vendor's Item #\_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 9** – Exam glove, size *2X-Large*, comparable to Microflex Ultra One #UL315, or County approved equal. Approximate usage 201 boxes:--Vendor's Item #\_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 10 – Thickster Latex 6602-20** Exam glove, *Medium*, Powder Free, Textured Fingers, 12” Length, 14 mil., beaded cuff, no substitutions. Approximate usage 52 boxes:--Vendor’s Item #\_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 11 – Thickster Latex 6603-20** Exam glove, *Large*, Powder Free, Textured Fingers, 12” Length, 14 mil., beaded cuff, no substitutions. Approximate usage 91 boxes:--Vendor’s Item #\_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 12 – Thickster Latex 6604-20** Exam glove, *X-Large*, Powder Free, Textured Fingers, 12” Length, 14 mil., beaded cuff, no substitutions. Approximate usage 610 boxes:--Vendor’s Item #\_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 13** –Exam glove, *2X-Large*, comparable to **Thickster Latex 6604-20** Powder Free, Textured Fingers, 12” Length, 14 mil., beaded cuff. Approximate usage 100 boxes:--Vendor’s Item #\_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 14 – Microflex Midnight**, MK296S, Black, Powder-free, Nitrile Standard Exam Glove *Small*-length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16, no substitutions. Approximate usage 30 boxes:--Vendor’s Item #\_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 15 – Microflex Midnight**, MK296M, Black, Powder-free Nitrile Standard Exam Glove *Medium*-length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16, no substitutions. Approximate usage 40 boxes:--Vendor’s Item #\_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_ )  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 16 – Microflex Midnight** , MK296L , Black , Powder-free Nitrile Standard Exam Glove *Large*-length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16, no substitutions. Approximate usage 336 boxes:--Vendor’s Item #\_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_ )  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 17 – Microflex Midnight** , MK296XL , Black , Powder-free Nitrile Standard Exam Glove *X Large*- length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16, no substitutions. Approximate usage 336 boxes:--Vendor’s Item #\_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_ )  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**Item 18 – Black** , Powder-free Nitrile Standard Exam Glove, comparable to **Microflex Midnight** , MK296, *2X Large*- length 245 mm, cuff 3.1 mil, palm 4.7 mil, finger 5.5 mil, tensile strength 16. Approximate usage 120 boxes:--Vendor’s Item #\_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_ )  
(Written) (Figures)  
*(Price per box containing 100 pieces)*

**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

## 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