
REQUEST FOR QUOTATIONS

Via eProcurement System

RFQ NO. 21624-2022 ENGINEERING PRINTER/PLOTTER SUPPLIES

OPENING: DECEMBER 22, 2021 AT 11:00 A.M.

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HOWARD COUNTY, MARYLAND

OFFICE OF PROCUREMENT AND CONTRACT ADMINISTRATION

6751 Columbia Gateway Drive, Suite 226, Columbia, MD 21046

<https://www.howardcountymd.gov/Departments/County-Administration/Procurement-and-Contract-Administration>



SPECIFICATIONS

- 1 SCOPE: Howard County, Maryland, (the “County”), seeks a qualified firm (the “Contractor”), to furnish engineering printer/plotter supplies as detailed on the line items tab in the eProcurement system.
- 2 CONTRACT PERIOD: The contract period shall be for one year commencing on or about January 1, 2022, with a renewal option for five additional years in one-year increments, exercisable at the sole discretion of the County.
- 3 COOPERATIVE PURCHASE:
 - 3.1 The County reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any Agreement resulting from this solicitation to any and all public bodies, subdivisions, school districts, community colleges, colleges, and universities including non-public schools. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The Contractor agrees to notify the issuing body of those entities that wish to use any Agreement resulting from this solicitation and will also provide usage information, which may be requested.
 - 3.2 The County assumes no authority, liability or obligation, on behalf of any other public or non-public entity that may use any Agreement resulting from this solicitation. All purchases and payment transactions will be made directly between the Contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the bid response.
- 4 PRICING:
 - 4.1 All pricing shall remain firm against any increase during the first contract period. Thereafter, it shall be the Contractor’s responsibility to notify the Office of Procurement and Contract Administration, 6751 Columbia Gateway Drive, Suite 226, Columbia, Maryland 21046, in advance of any requested price changes by the manufacturer. Requests for price increases must be accompanied by bona-fide manufacturer’s documents or price list reflecting the changes. Increases shall be limited to the actual cost increase to the Contractor. The County reserves the right to accept or reject the request for price increase and will do so in writing. If the price increase is approved, the price will remain firm for 365 days from the date of increase.
 - 4.2 In the event of any decrease in price either by the manufacturer or if the Contractor shall charge a lower price to other customers, the County shall be notified promptly and receive such decrease.
- 5 ESTIMATED QUANTITIES:
 - 5.1 The County is obligated during the period stipulated to purchase all of its normal requirements as specified from the Contractor and the Contractor is obligated to furnish the services which the County requires for its operation. The dollar values and/or quantities stated herein are given as a general guide for bidding and are not guaranteed amounts. Actual requirements may be more or less than those estimated herein.
 - 5.2 The County reserves the right to add, change or delete items as deemed necessary.
 - 5.3 Should a need arise for supplies or services which are not available, the County reserves the right to secure services from other sources to meet its immediate needs without prejudice of the contract.
- 6 METHOD OF AWARD:
 - 6.1 The County intends to award to the lowest responsive and responsible Contractor meeting the specifications.

6.2 If only one bid is received, the County reserves the right to award a single Contractor if it is in the best interest of the County.

7 METHOD OF ORDERING:

7.1 Purchase Orders will be issued from time to time for such quantities as may be required by the County.

7.2 Small purchases may also be made by the County Procurement Card (currently Visa). The Contractor agrees to accept the card for such quantities as may be required by the County.

8 BILLING AND PAYMENT:

8.1 The Contractor shall submit an invoice to Howard County Department of Planning and Zoning, 3430 Court House Drive, 2nd Floor, Ellicott City, Maryland 21043. Invoices in the proper form and approved by the County shall be paid by the County within 30 days of receipt thereof. Invoices without the necessary information may be returned for correction prior to payment.

8.1.1 Each invoice shall include the following information:

- 8.1.1.1 Contractor's name;
- 8.1.1.2 Address;
- 8.1.1.3 Federal tax identification number;
- 8.1.1.4 Contract number (i.e., 44XXXXXXXXXX);
- 8.1.1.5 Purchase Order number (i.e., 2XXXXXXXXXX);
- 8.1.1.6 Contract line number;
- 8.1.1.7 Unit price and extended price (the unit price must match a line on the contract); and
- 8.1.1.8 Description of goods provided and/or services performed.

8.2 The County reserves the right to make payments on Visa procurement cards when orders are placed using procurement cards as indicated in Method of Ordering above. Contractors are not permitted to charge the County additional fees over and above their bid prices to process payments on procurement cards.

8.3 The County reserves the right to make payments via electronic funds transfer (a.k.a. ACH) on contracts for which this payment vehicle is appropriate.

8.4 Delivery tickets signed by authorized County personnel shall accompany invoice, if applicable.

8.5 Payment shall be made after delivery and upon receipt of proper invoice from Contractor and authorized by the head of the department or their designee.

8.6 All amounts, costs, or prices referred to herein pursuant to this contract shall be United States of America currency.

8.7 The proper form of County invoices requires that the necessary information be included on all invoices. Invoices without the necessary information may be returned for correction prior to payment. The County reserves the right to approve invoices, in its sole discretion, and to request such detail and additional information as the County, in its discretion deems appropriate.

8.8 All pricing shall be quoted as FOB Destination, Inside Delivery.

9 EXCEPTIONS: If the Contractor cannot meet the terms, conditions and/or specifications of the RFQ, the Contractor must furnish a statement on company letterhead giving a complete description of any exceptions to the terms, conditions, and specifications. Failure to furnish the statement shall mean that the Contractor

agrees to all terms, conditions and specifications. Exceptions taken do not obligate the County to change the terms, conditions and/or specifications. Exceptions to the terms and/or conditions may be sufficient cause for rejection of the Contractor's response.

10. WARRANTY:

- 10.1 The Contractor warrants the printer/plotter supplies furnished to be of the highest quality, complying with the specifications and free from all defects whatsoever in workmanship and materials, for a period of one year from the date of delivery. Replacements and repairs under this warranty are to be made by the Contractor at no cost to the satisfaction of the County.
- 10.2 The material supplied by the Contractor shall carry the manufacturer's standard new material warranty. A labor and material warranty shall be submitted in writing with the bid.

11. TERMINATION:

- 11.1 Termination for Convenience: Howard County may terminate a contract, in whole or in part, whenever the County determines that such termination is in the best interest of the County, without showing cause, upon giving at least 30 days written notice to the Contractor. Howard County shall pay all reasonable costs incurred by the Contractor up to the date of termination. However, in no event shall the Contractor be paid an amount which exceeds the price bid for the work performed. The Contractor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.
- 11.2 Termination for Default: When the Contractor has not performed or has unsatisfactorily performed one or more material terms of the contract, the County may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of Howard County. Failure on the part of a Contractor to fulfill the contractual obligations shall be considered just cause for termination of the contract. If the damages exceed the undisbursed sums available for compensation, the County shall not be obligated to make any further disbursements hereunder. The Contractor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the County in reprocurring and completing the work.