

SECTION D – SPECIFICATIONS/SCOPE OF WORK

BACKGROUND

The purpose of this solicitation is to establish a fixed price, term contract for various types of banking supplies as listed on the Quotation Sheets, pages E-1 and E-2 of this solicitation for the Montgomery County, Department of Finance.

SCOPE OF SERVICE

Bidder/Contractor must provide the County with all items listed on the Quotation Sheet on pages E-1 and E-2 of this solicitation within seven (7) business days of the County's order unless a longer period is pre-approved by the County. If the required delivery window falls on an observed County holiday, the order must be delivered on the next County business day.

Bidders must be authorized distributors of all products the County requires and must submit proof of their authorization as part of their bid. The County reserves the right to request documentation from an awarded Contractor at any time during the term of the Contract that the Contractor is an authorized distributor for all banking supply items being provided. All required documentation must be submitted to the County within five (5) business days of each such request by the County.

Bidder must deliver supplies to the address listed on the Order/Purchase Order, on as needed basis determined by the County. All deliveries will be to County facilities located within the County and must be made via FedEx or USPS. The scheduled delivery time must be communicated within 48 hours of order placement to the person who placed the order.

MINIMUM CONTRACTOR QUALIFICATIONS

Bidder must provide a full-line catalog containing all products via link to their website as per Section C, item #4.

Bidder must provide proof of their legal name via submitting:

- W-9
- Articles of Incorporation and/or Articles of Amendment (NOTE-the name on the W-9 **must** match the name listed in the Articles)

COMPENSATION AND INVOICING

Unless stated otherwise, the County is not obligated during the Contract period to purchase all of the items listed on the Quotation Sheets, pages E-1 and E-2 from the Bidder, but the Bidder is obligated to supply the items which the County requires for its operation. The estimated quantities stated herein are provided as guidance for the preparation of the bid, but are not guaranteed amounts. The quantities represent the County's best estimates. Bidders are required to submit a price on each item listed on the Quotation Sheets.

The contractor will be paid within 30 days after the County's receipt and acceptance of a true and correct invoice submitted by the contractor and in a form approved by the County. Invoices must be sent to the Contract Administrator designated by the County.

Compensation must not exceed funds appropriated by the County and encumbered into a County Purchase Order issued to the Contractor. No orders should be filled or compensated under this Contract prior to the execution of a County Purchase Order and the Contractor's receipt of said County Purchase Order.

INVOICING:

General Invoicing requirements:

Invoices must be submitted by the Contractor and must contain:

- Unique invoice number;
- Remittance address and point of contact;
- Contract number (Contract #1141130);
- Dates of delivery;
- Short description of each item;
- Purchase Order number under which funds were encumbered;
- Signed and dated by the invoice preparer; and
- Phone number and email address of the invoice preparer.