



PURCHASING DEPARTMENT  
DIVISION OF BUDGET & FINANCE

Q-24-792  
ADDENDUM NO. 1  
REQUEST FOR QUOTE

SAMPLE BALLOT MAILER

DATE: Tuesday, September 17, 2024

QUOTES DUE: Wednesday, October 9, 2024  
3:00 P.M.(EDT/EST)

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of two (2) pages.

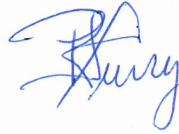
**NOTE:** All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their bid and/or to attend the Pre-Bid 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:* How many sample ballots are to be mailed out? If bidder is located in different state, will those sample ballots be supplied to them and then distributed?

*Response:* Part 1 of Item No. 1 herein: Refer to the Request for Quote document, Page 6, Specifications, Quantity; **CHANGE** the sample ballot count to **88,000**; approximately 86,400 sample ballots sent to individual voters, approximately 1,600 additional sample ballots mailed to the Board of Elections headquarters

Response: Part 2 of Item No. 1 herein: The successful bidder will receive a digital file of the sample ballot template, and the bidder will be responsible for printing and mailing the sample ballots.

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing