



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

Q-24-792
ADDENDUM NO. 2
REQUEST FOR QUOTE

SAMPLE BALLOT MAILER

DATE: Thursday, September 26, 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:* Will you accept pricing on 60# opaque white offset for the paper?

Response: No.

ITEM NO. 2: *Inquiry:* Will you accept pricing on 50# opaque white offset for the paper?

Response: Refer to the Request for Quote document, Page 6, Specifications, Text: **CHANGE**, this description to read as follows: Prints 1/1 Black on **50#** White Offset.

ITEM NO. 3: Inquiry: Please confirm the page count or advise if you want pricing on 6 pages and 8 pages?

Is it 2 (two) 11 x 17 sheets nested together and folded in half to become 8 (eight) 8.5 x 11 sheets then re-fold to 8.5 x 5.5 with tab seals for mailing? Or Is it 1 (one) 25.5 x 11 sheet folded in thirds to become 6 (six) 8.5 x 11 sheets then re-fold to 8.5 x 5.5 with tab seals for mailing?

Response: Please provide pricing for the specifications within the document.

ITEM NO. 4: Inquiry: Please confirm whether the quantity of 89,430 includes enough to cover your office copies?

Response: Yes.

ITEM NO. 5: Inquiry: Please confirm the mail quantity for postage, is that 89,430 or something else?

Response: The exact number will not be known until the reports are pulled after award but estimate up to 88,000 sample ballots for postage.

ITEM NO. 6: Inquiry: Please confirm the total quantity for printing.

Response: See response to Item No. 5 in this addendum.

ITEM NO. 7: Inquiry: Please confirm how many pieces you would like to address and mail?

Response: See response to Item No. 5 in this addendum.

ITEM NO. 8: Inquiry: What was the last award amount for this solicitation?

Response: <https://www.washco-md.net/wp-content/uploads/purch-q-24-782-bidtab-win.pdf>.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing