



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

100 West Washington Street, Room 320 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331
www.washco-md.net

Q-16-612
ADDENDUM NO. 1
FORMAL QUOTATION REQUEST
FOR
PRINTING OF STATIONERY FOR
VARIOUS COUNTY DEPARTMENTS

DATE: Thursday, March 24, 2016

QUOTATIONS DUE: Thursday, March 31, 2016
3:00 P.M. (EDST)

To Vendors:

This Addendum is hereby made a part of the Request for Quotation (RFQ) Documents on which all quotations 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 and one (1) Attachment "A" consisting of six (6) pages.

NOTE: All bidders must enter the County Administration Building through the front door, 100 West Washington Street entrance, and must use the elevator to access the Purchasing Department to submit their bid. Alternate routes are now controlled by a door access system.

ITEM NO. 1: *Inquiry:* We are asking for history on the referenced project below. Please email the archived Bid Tabulation (including past prices, names and address of all bidders) along with the previous Award of Contract specifying who won this project whenever it was last bid upon...

Bid Title: Printing of Stationary for Various County Departments

Bid Opening Date: 3-23-16

Bid Reference: Q 16 612

Response: See Attachment "A" to this Addendum.

BY AUTHORITY OF:

Karen R. Luther, CPPO
Director of Purchasing

NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.

Q-15-589

Printing of Stationery for Various County Departments

*** Printing of Stationery for Various County Departments awarded to KM Printing LLC. ***

Department Item No. / Description	Approx. Usage	KM Printing LLC Owings Mills, MD	Envelopes & Printed Products, Inc. Prospect Park, NJ
1 <u>Assignment Clerk - Circuit Court</u>			
1a Window Envelopes-non-fiber/regular grade	4,000	\$419.00	\$296.00
2 <u>Board of Elections</u>			
2a Envelopes - non-fiber/regular grade "Return Service"	4,000	\$130.00	\$184.00
2b Envelopes - non-fiber/regular grade Presorted 1st Class	1,000	\$38.00	\$62.00
3 <u>Circuit Court Sitting as Juvenile Court</u>			
3a Envelopes - non-fiber/regular grade peel & seal adhesive	2,000	\$275.00	\$148.00
4 <u>Solid Waste</u>			
4a Envelopes - non-fiber/regular grade	9,000	\$288.00	\$306.00
5 <u>Water Quality</u>			
5a Envelopes - non-fiber/regular grade "Return Service"	2,000	\$71.00	\$98.00
6 <u>Budget & Finance</u>			
6a Letterhead	500	\$38.00	\$70.00
6b #9 Envelopes - non-fiber/regular grade "Treasurer's Office"	15,000	\$530.00	\$435.00
6c Window Envelopes - non-fiber/regular grade "Address Service Req"	10,000	\$335.00	\$320.00
6d Window Envelopes, pre-sorted postage paid	10,000	\$335.00	\$320.00
6e Window Envelopes, plain (blank)	10,000	\$200.00	\$230.00
7 <u>Emergency Services</u>			
7a Envelopes - non-fiber/regular grade	500	\$34.00	\$34.00
7b Window Envelopes - non-fiber/regular grade "Address Service Req"	500	\$36.00	\$36.00

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Department Item No. / Description	Approx. Usage	KM Printing LLC Owings Mills, MD	Envelopes & Printed Products, Inc. Prospect Park, NJ
8 <u>Engineering & Construction Management</u>			
8a Letterhead	1,000	\$45.00	\$95.00
9 <u>Public Works</u>			
9a Letterhead	1,000	\$45.00	\$95.00
10 <u>Transit Department</u>			
10a Letterhead	500	\$38.00	\$70.00
10b Envelopes - to match letterhead	500	\$34.00	\$75.00
10c Envelopes - non-fiber/regular grade w/return address	500	\$36.00	\$34.00
11 <u>Office of the County Attorney</u>			
11a Letterhead	500	\$34.00	\$70.00
12 <u>Narcotics Task Force</u>			
12a Letterhead	1,000	\$45.00	\$95.00
13 <u>Recreation and Fitness</u>			
13a Letterhead	1,000	\$45.00	\$95.00
13b Envelopes - non-fiber/regular grade w/return address	5,500	\$175.00	\$209.00
13c Window Envelopes - non-fiber/regular grade w/return address	1,500	\$59.00	\$78.00
14 <u>Treasurer's Office</u>			
14a Letterhead	2,500	\$90.00	\$225.00
14b Envelopes - non-fiber/regular grade "Return Service"	2,500	\$100.00	\$115.00

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Department Item No. / Description	Approx. Usage	KM Printing LLC Owings Mills, MD	Envelopes & Printed Products, Inc. Prospect Park, NJ
15 Budget & Finance (SECOND Delivery)			
15a #9 Envelopes - non-fiber/regular grade "Treasurer's Office"	15,000	\$530.00	\$435.00
15b Window Envelopes - non-fiber/regular grade "Address Service Req"	10,000	\$335.00	\$320.00
15c Window Envelopes, pre-sorted postage paid	10,000	\$335.00	\$320.00
15d Window Envelopes, plain (blank)	5,000	\$200.00	\$230.00
16 Emergency Services (SECOND Delivery)			
16a Envelopes - non-fiber/regular grade Presorted 1st Class	5,000	\$197.00	\$180.00
17 Budget & Finance (THIRD Delivery)			
17a #9 Envelopes - non-fiber/regular grade "Treasurer's Office"	10,000	\$405.00	\$290.00
17b Window Envelopes - non-fiber/regular grade "Address Service Req"	10,000	\$335.00	\$320.00
17c Window Envelopes, pre-sorted postage paid	10,000	\$335.00	\$320.00
17d Window Envelopes, plain (blank)	5,000	\$100.00	\$115.00
Total of all items (1-17) above		\$6,247.00	\$6,325.00

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Printing of Stationery for Various County Departments

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Department Item No. / Description	Approx. Usage	Tristate Printing Hagerstown, MD	GraphiColor Corp. Vineland, NJ
1 <u>Assignment Clerk - Circuit Court</u>			
1a Window Envelopes-non-fiber/regular grade	4,000	\$490.00	\$580.00
2 <u>Board of Elections</u>			
2a Envelopes-non-fiber/regular grade "Return Service"	4,000	\$195.00	\$240.00
2b Envelopes-non-fiber/regular grade Presorted 1st Class	1,000	\$49.00	\$155.00
3 <u>Circuit Court Sitting as Juvenile Court</u>			
3a Envelopes-non-fiber/regular grade peel & seal adhesive	2,000	\$245.00	\$285.00
4 <u>Solid Waste</u>			
4a Envelopes-non-fiber/regular grade	9,000	\$439.00	\$395.00
5 <u>Water Quality</u>			
5a Envelopes-non-fiber/regular grade "Return Service"	2,000	\$98.00	\$165.00
6 <u>Budget & Finance</u>			
6a Letterhead	500	\$59.00	\$140.00
6b #9 Envelopes-non-fiber/regular grade "Treasurer's Office"	15,000	\$637.00	\$565.00
6c Window Envelopes-non-fiber/regular grade "Address Service Req"	10,000	\$469.00	\$445.00
6d Window Envelopes, pre-sorted postage paid	10,000	\$469.00	\$445.00
6e Window Envelopes, plain (blank)	10,000	\$327.00	\$410.00
7 <u>Emergency Services</u>			
7a Envelopes-non-fiber/regular grade	500	\$25.00	\$150.00
7b Window Envelopes-non-fiber/regular grade "Address Service Req"	500	\$24.00	\$115.00

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Department Item No. / Description	Approx. Usage	Tristate Printing Hagerstown, MD	GraphiColor Corp. Vineland, NJ
8 <u>Engineering & Construction Management</u>			
8a Letterhead	1,000	\$117.00	\$175.00
9 <u>Public Works</u>			
9a Letterhead	1,000	\$117.00	\$175.00
10 <u>Transit Department</u>			
10a Letterhead	500	\$59.00	\$145.00
10b Envelopes-to match letterhead	500	\$133.00	\$190.00
10c Envelopes-non-fiber/regular grade w/return address	500	\$25.00	\$150.00
11 <u>Office of the County Attorney</u>			
11a Letterhead	500	\$133.00	\$190.00
12 <u>Narcotics Task Force</u>			
12a Letterhead	1,000	\$118.00	\$175.00
13 <u>Recreation and Fitness</u>			
13a Letterhead	1,000	\$118.00	\$175.00
13b Envelopes-non-fiber/regular grade w/return address	5,500	\$269.00	\$305.00
13c Window Envelopes-non-fiber/regular grade w/return address	1,500	\$71.00	\$145.00
14 <u>Treasurer's Office</u>			
14a Letterhead	2,500	\$291.00	\$295.00
14b Envelopes-non-fiber/regular grade "Return Service"	2,500	\$122.00	\$185.00

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15 Budget & Finance (SECOND Delivery)			
15a #9 Envelopes - non-fiber/regular grade "Treasurer's Office"	15,000	\$637.00	\$565.00
15b Window Envelopes - non-fiber/regular grade "Address Service Req"	10,000	\$469.00	\$445.00
15c Window Envelopes, pre-sorted postage paid	10,000	\$469.00	\$445.00
15d Window Envelopes, plain (blank)	5,000	\$327.00	\$404.00
16 Emergency Services (SECOND Delivery)			
16a Envelopes - non-fiber/regular grade Presorted 1st Class	5,000	\$235.00	\$250.00
17 Budget & Finance (THIRD Delivery)			
17a #9 Envelopes-non-fiber/regular grade "Treasurer's Office"	10,000	\$425.00	\$390.00
17b Window Envelopes-non-fiber/regular grade "Address Service Req"	10,000	\$469.00	\$445.00
17c Window Envelopes, pre-sorted postage paid	10,000	\$469.00	\$445.00
17d Window Envelopes, plain (blank)	5,000	\$164.00	\$205.00
Total of all items (1-17) above		\$8,763.00	\$9,989.00