



Washington County

M A R Y L A N D

PURCHASING DEPARTMENT  
DIVISION OF BUDGET & FINANCE

PUR-1574

ADDENDUM NO. 2  
INVITATION TO BID

LASERFICHE SUPPORT

DATE: Friday, September 16, 2022

BIDS DUE: Wednesday, September 21, 2022  
2:00 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 one (1) page.

**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:** All references in the bid document made to the bid submission shall be **CHANGED** to read:

All bids must be enclosed in a sealed opaque envelope marked "SEALED BID - (PUR-1574) LASERFICHE SUPPORT" along with the name and address of the company and be received and time-stamped in the Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, **Third Floor Suite 3200**, Hagerstown, Maryland, 21740 **no later than 2:00 P.M., (EDT/EST) Wednesday, September 21, 2022** after which time they will be opened in the presence of a county staff member.

All interested bidders wishing to hear a reading of the bids shall call 240-313-2330 prior to the bid opening teleconference to receive instructions. *Facsimile Bids or any electronic bid submission will not be accepted.*

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing

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