

PURCHASING DEPARTMENT DIVISION OF BUDGET & FINANCE

Q-19-671 ADDENDUM NO. 1 REQUEST FOR QUOTATION

PRINTING OF STATIONERY FOR VARIOUS COUNTY DEPARTMENTS

DATE: Friday, April 5, 2019

QUOTES DUE: Wednesday, April 24, 2019

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/or clarify the original documents.

Please acknowledge receipt of this Addendum on the Quotation Form. This Addendum consists of two (2) pages and three (3) attachments.

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 proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. 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:

Attachment Nos 3 and 4 that were to be included with the original issuance of the RFQ document were inadvertently not attached. They are included as attachments to this addendum.

ADDENDUM NO. 1 Printing of Stationery Q-19-671 Page 2

ITEM NO. 2: A *REVISED* Form of Proposal is included as an attachment to this addendum.

As stated in the RFQ document, Page 4, *Instructions* section, 14. QUOTATION SUBMITTALS, "Quotations shall be submitted on the forms provided." The *Revised* Form of Proposal as well as the first page of the RFQ document are to be return as the quotation submittal.

By Authority of:

Rick Curry, CPPO

Director of Purchasing

<u>REVISED FORM OF PROPOSAL – FIRST DELIVERY</u>

(refer to Specifications section, page 6, for envelope details correlating with envelope type)

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)	
V	ASHINGTON COUNTY AGRICULTURAL EDUCATION CENTER, 7313 Sharpsburg Pike,	Boonsboro, N	MD 21713-2431:	
a	Letterhead DOLLARSCENTS	500	\$(written in numerals)	
	Envelope type B with return address and "Return Service Requested"			
b	DOLLARS	500	(written in numerals)	
	CENTS			
V	VASHINGTON COUNTY RURAL HERITAGE MUSEUM, 7313 Sharpsburg Pike, Boonsboro, MD 21713-2431:			
	Letterhead			
a	DOLLARS	500	(written in numerals)	
2	CENTS		(written in numerals)	
	Envelope type B with return address and "Return Service Requested"			
b	DOLLARS	1,000	\$	
	CENTS		(written in numerals)	
V	ASHINGTON COUNTY ALTERNATIVE SANCTIONS, 35 West Washington Street, Suite 10.	3, Hagerstow	n, MD 21740-4833:	
	Envelope type D with return address and "Return Service Requested"			
a	DOLLARS	5,000	\$(written in numerals)	
	CENTS		(written in numerals)	

<u>REVISED FORM OF PROPOSAL – FIRST DELIVERY</u>

(refer to Specifications section, page 6, for envelope details correlating with envelope type)

em No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
	ASHINGTON COUNTY DIVISION OF BUDGET & FINANCE, Washington County Administrate, Room 3100, Hagerstown, MD 21740-4776:	tration Comp	plex, 100 West Washington
a.	LetterheadDOLLARSCENTS	1,000	\$(written in numerals)
b.	Envelope Type E with Washington County Treasurer's Office, Washington County Office Building, 35 West Washington Street, Suite 102, Hagerstown, MD, 21740-4868 recipient address	5,000	\$(written in numerals)
c.	Envelope Type D with return address and "Return Service Requested" DOLLARS CENTS	5,000	\$(written in numerals)
d.	Envelope Type C with (PRESORTED FIRST-CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area, return address, and "Return Service Requested" DOLLARSDOLLARS	5,000	\$(written in numerals)

REVISED Form of Proposal – First Delivery (Revised 4/5/19 via Addendum No. 1)
Printing of Stationery for Various County Departments
Q-19-671
Page 10

Quoter's Name

<u>REVISED FORM OF PROPOSAL – FIRST DELIVERY</u>

(refer to Specifications section, page 6, for envelope details correlating with envelope type)

Ite N		Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
		ASHINGTON COUNTY ASSIGNMENT CLERK, CIRCUIT COURT, Washington County C gerstown, MD 21740-4896:	ourt House A	nnex, 24 Summit Avenue,
5	a.	Envelope Type G with return address and "Return Service Requested" DOLLARS CENTS	6,000	\$(written in numerals)
	W	ASHINGTON COUNTY DIVISION OF CONSTRUCTION, 80 West Baltimore Street, Hagers	town, MD 2	1740-6003:
6	a.	Envelope Type B with return address and "Return Service Requested" DOLLARS CENTS	500	\$(written in numerals)
		ASHINGTON COUNTY OFFICE OF THE COUNTY ATTORNEY, Washington County Adreet, Suite 1101, Hagerstown, MD 21740:	ninistration C	omplex, 100 West Washington
7	a.	Envelope Type A with return address and "Return Service Requested" DOLLARS CENTS	1,000	\$(written in numerals)
		ASHINGTON COUNTY OFFICE OF GRANT MANAGEMENT, Washington County Admin eet, Room 2200, Hagerstown, MD 21740:	istration Com	plex, 100 West Washington
8	a.	Envelope Type B with return address and "Return Service Requested" DOLLARSCENTS	500	\$(written in numerals)

REVISED FORM OF PROPOSAL – FIRST DELIVERY

(refer to Specifications section, page 6, for envelope details correlating with envelope type)

Ite No		Description / Written Price for Total Quantity	Quant (each	•	Figure Price (in numerical form)
	WA	ASHINGTON COUNTY DEPARTMENT OF WATERY QUALITY, 16232 Elliott Park	way, Williamsp	ort, MI	D 21795-4083:
9	a.	Envelope Type B with return address and "Return Service Requested" DOLI CENT	,	0 \$	(written in numerals)
		ASHINGTON COUNTY BOARD OF ELECTIONS, Washington County Office Building gerstown, MD 21740-4833:	s, 35 West Wasl	hington	Street, Room 101,
10	a.	Envelope Type B with return address and "Return Service Requested" DOLI CENT	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	0 \$	(written in numerals)
	b.	Envelope Type D with return address and "Return Service Requested"	_ARS 500	\$	

<u>REVISED FORM OF PROPOSAL – FIRST DELIVERY</u> (refer to Specifications section, page 6, for envelope details correlating with envelope type)

Ite No		Description / Written Price for Total Quantity		Quantity (each)	Figure Price (in numerical form)				
		ASHINGTON COUNTY DIVISION OF HEALTH & HUMAN SERVICES, DEPART anty Administration Complex, 100 West Washington Street, Room 2300, Hagerstown, MD			N RESOURCES, Washington				
11	a.		DLLARS	1,500	\$(written in numerals)				
	b.		DLLARS	3,500	\$(written in numerals)				
	WA	WASHINGTON COUNTY NARCOTICS TASK FORCE, P. O. Box 622, Maugansville, MD 21767-0622:							
12	a.		DLLARS ENTS	1,000	\$(written in numerals)				

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Ite No		Description / Written Price for Total Quantity		Quantity (each)	Figure Price (in numerical form)
	WA	ASHINGTON COUNTY DIVISION OF PLAN REVIEW & PERMITTING, 80 W	est Baltimo	re Street, Hag	erstown 21740-6003:
		Envelope Type B with return address and "Return Service Requested"			
	a.		DOLLARS	2,500	
			CENTS		
13		Envelope Type C with (PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area, return address, and "Return Requested"	n Service		
	b.	•	DOLLARS	1,500	
			CENTS		
		Envelope Type D with return address and "Return Service Requested"			
	c.		DOLLARS	2,500	
			CENTS		
		ASHINGTON COUNTY DIVISION OF PUBLIC WORKS, Washington County Adte 2400, Hagerstown, MD 21740	lministratio	n Complex, 10	00 West Washington Street,
14		Letterhead			
	a.		DOLLARS	500	\$(written in numerals)
			CENTS		,

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Ite:		Description / Written Price for Total Quantity		Quantity (each)		Figure Price (in numerical form)
	WA	SHINGTON COUNTY SOLID WASTE DEPARTMENT, 12630 Earth Care Road, H	agerstow	n, MD, 2174	0-2189	9:
		Letterhead				
15	a.	DC	OLLARS	500	\$	
		CE	ENTS			(written in numerals)
	ΩF	FICE OF THE STATE'S ATTORNEY FOR WASHINGTON COUNTY, Washington		Office Build	ling 3	West Weshington
		et, Room 302, Hagerstown, MD 21740-4888	ii County	Office Build	iiig, 3.	o west washington
		Letterhead				
	a.	DC	OLLARS	7,500	\$	
16		CE	ENTS	·		(written in numerals)
		Envelope Type D with return address and "Return Service Requested"	1115			
	b.		NII ADG	5,000	\$	
			DLLARS	3,000		(written in numerals)
			ENTS			
	WA	SHINGTON COUNTY TRANSIT DEPARTMENT, 1000 West Washington Street, H	agerstow	n, MD 2174	10-5212	2
		Letterhead				
	a.	DC	OLLARS	500	\$	(written in numerals)
17		CE	ENTS			
		Envelope Type B with return address and "Return Service Requested"				
	b.	DC	OLLARS	1,000	\$	(written in numerals)
		CE	ENTS			(written in numerals)

<u>REVISED FORM OF PROPOSAL – FIRST DELIVERY</u> (refer to Specifications section, page 6, for envelope details correlating with envelope type)

Ite No		Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
	W A 217	ASHINGTON COUNTY WEED CONTROL, Washington County Administration Building, 100 740) West Washi	ngton Street, Hagerstown, MD
18		Envelope Type F with return address and "Return Service Requested"		
	a.	DOLLARS	1,500	(written in numerals)
		CENTS		

<u>REVISED FORM OF PROPOSAL – SECOND DELIVERY</u> (refer to Specifications section, page 6, for envelope details correlating with envelope type)

Ite N		Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
		ASHINGTON COUNTY DIVISION OF BUDGET & FINANCE, Washington County Administration and States (1984). As a state of the sta	stration Com _l	plex, 100 West Washington
19	a.	Envelope Type E with Washington County Treasurer's Office, Washington County Office Building, 35 West Washington Street, Suite 102, Hagerstown, MD, 21740-4868 recipient address DOLLARS CENTS	10,000	\$(written in numerals)
	b.	Envelope Type C with (PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area, return address, and "Return Service Requested" DOLLARS CENTS	5,000	\$(written in numerals)
	WA	ASHINGTON COUNTY DIVISION OF EMERGENCY SERVICES, 16232 Elliott Parkway, V	∟ Williamsport,	MD 21795-4083
20	a.	Envelope Type C with (PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area, return address, and "Address Service Requested" DOLLARS	5,000	\$(written in numerals)
		CENTS		

REVISED Form of Proposal – Second Delivery (Revised 4/5/19 via Addendum No. 1) **Printing of Stationery for Various County Departments** Q-19-671 Page 17

Quoter's Name

<u>REVISED FORM OF PROPOSAL – SECOND DELIVERY</u> (refer to Specifications section, page 6, for envelope details correlating with envelope type)

Ite No		Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
	WA	ASHINGTON COUNTY DEPARTMENT OF PARKS & FACILITIES, 1307 South Potomac	Street, Hager	stown, MD 21740-7300
		Envelope Type B with return address and "Return Service Requested"		
	a.	DOLLARS	500	(written in numerals)
21		CENTS		(written in numerals)
		Envelope Type D with return address and "Return Service Requested"		
	b.	DOLLARS	500	(written in numerals)
		CENTS		

REVISED FORM OF PROPOSAL – THIRD DELIVERY

(refer to Specifications section, page 6, for envelope details correlating with envelope type)

Ite No		Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
		ASHINGTON COUNTY DIVISION OF BUDGET & FINANCE, Washington County Administrate, Room 3100, Hagerstown, MD 21740-4776:	tration Comp	blex, 100 West Washington
22	a.	Envelope Type E with Washington County Treasurer's Office, Washington County Office Building, 35 West Washington Street, Suite 102, Hagerstown, MD, 21740-4868 recipient address	10,000	\$(written in numerals)
	b.	Envelope Type C with (PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area, return address, and "Return Service Requested"	5,000	\$(written in numerals)

$\underline{\textit{REVISED}} \ \textbf{FORM} \ \textbf{OF} \ \textbf{PROPOSAL} - \textbf{THIRD} \ \textbf{DELIVERY}$

(refer to Specifications section, page 6, for envelope details correlating with envelope type)

Ite N		Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
		ASHINGTON COUNTY BOARD OF ELECTIONS, Washington County Office Building, 35 V gerstown, MD 21740-4833:	Vest Washing	ton Street, Room 101,
	a.	LetterheadDOLLARSCENTS	500	\$(written in numerals)
23	b.	Envelope Type B with return address and "Return Service Requested" DOLLARSCENTS	4,000	\$(written in numerals)
	c.	Envelope Type D with return address and "Return Service Requested" DOLLARSCENTS	500	\$(written in numerals)
	WA	ASHINGTON COUNTY DIVISION OF EMERGENCY SERVICES, 16232 Elliott Parkway, V	Williamsport,	MD 21795-4083
24	a.	Envelope Type D with return address and "Address Service Requested" DOLLARSCENTS	1,000	\$(written in numerals)

REVISED FORM OF PROPOSAL – TOTAL FOR ALL DELIVERIES

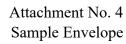
Description / Written Price for Total Quantity	Figure Price (in numerical form)
TOTAL SUM: (Total of all items [1-24] above)	
DOLLARS	\$(written in numerals)
CENTS	

VENDOR'S COMPANY/FIRM:	
ADDRESS:	
CITY, STATE, ZIP:	
AUTHORIZED SIGNATURE:	
NAME AND TITLE PRINTED:	
TELEPHONE / FAX NUMBER:	/
E-MAIL ADDRESS:	
DATE:	
FEDERAL EMPLOYER'S IDENTIFICATION NO	



DIVISION OF HEALTH & HUMAN SERVICES DEPARTMENT OF HUMAN RESOURCES

Sample Letterhead: Pantone 131 C Gold and Pantone 295 C Blue



Washington County M A R Y L A N D

DEPARTMENT OF HUMAN RESOURCES

Washington County Administration Complex 100 West Washington Street, Room 2300 Hagerstown, MD 21740-4735

Return Service Requested

Sample: Pantone 295 C Blue