



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

Q-19-671
ADDENDUM NO. 2
REQUEST FOR QUOTATION

PRINTING OF STATIONERY FOR VARIOUS COUNTY DEPARTMENTS

DATE: Thursday, April 18, 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.

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: *Inquiry:* We have various departments bids for letters and Envelops and we do not have dispatching details for June, Oct and Feb we need those details in order to schedule the jobs when its dues and to estimate transport cost

Response: Refer to the RFQ document, Pages 7-8, Specifications, Delivery, Order/Delivery Projected Timeline subsections.

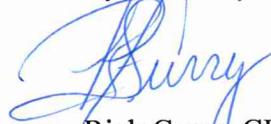
ITEM NO. 2: Inquiry: We need sample of the letters and Envelops if the orders get assigned to us

Response: Stationery samples shall be provided to the awarded Quoter upon request.

ITEM NO. 3: Inquiry: Does the County have a preference as to whether stationery is printed using digital printing or off-set printing?

Response: The County does not prefer one printing method over another; however, the printed stationery shall meet ALL specifications as outlined in the RFQ document, Specifications section, pages 6-8. In addition to the listed specifications, stationery shall be printed identically in accordance with the approved proofs.

By Authority of:



Rick Curry, CPPO
Director of Purchasing