



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

Q-20-682
ADDENDUM NO. 1
REQUEST FOR QUOTATION

PRINTING OF STATIONERY FOR VARIOUS COUNTY DEPARTMENTS

DATE: Tuesday, March 10, 2020

QUOTES DUE: Wednesday, March 25, 2020
3:00 P.M., (EDT/EST)

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: Items 2A and 2B~ please confirm these both print in 4 color process

Response: Items 2A and 2B both print in 4 color process.

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Printing of Stationery for County Departments

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ITEM NO. 2: Inquiry: Items 12A and 12B- do these print in 1 color or 3 colors? Sample provided shows 1307 Potomac Street address however there are no specs for letterhead at this address.

Response: Items 12A and 12B will print in 1 color. Please refer to Attachment No. 4 Envelope for the color.

ITEM NO. 3: Inquiry: Items 13A, 13B and 13C- do these all print in the same 3 colors?

Response: Item 13A will be in 3 colors. Items 13B and 13C will print in 1 color. Please refer to Attachment No. 4 Envelope for the color.

ITEM NO. 4: Inquiry: Please confirm that we are not quoting on any of the Western Sulphite No. 3341 on this bid.

Response: Items 3D (Budget & Finance), 14B (Plan Review & Permitting), 18C (2nd Delivery – Budget & Finance), 19A (2nd Delivery – Division of Emergency Services) shall be quoted as the Western Sulphite No. 3341 envelopes.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing