



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

Q-21-692
ADDENDUM NO. 1
REQUEST FOR QUOTATION

PRINTING OF STATIONERY FOR VARIOUS COUNTY DEPARTMENTS

DATE: Friday, March 19, 2021

QUOTES DUE: Wednesday, March 31, 2021
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 and one (1) attachment.

NOTE: Washington County Government has limited access to the Washington County Administration Complex at 100 West Washington Street, Hagerstown, Maryland until further notice. All Quoters shall allow ample time for delivery of their quote packets. Delivery of quote packets via-courier service or United States Postal Service (USPS) will be accepted. Those quoters who wish to deliver their quote packet in person will need to call 240-313-2330 to receive instructions for dropping off their quote packet.

ITEM NO. 1: Inquiry: Can you tell me which of the items on your bid are Envelope C?

Response: Refer to the *REVISED* Form of Proposal, Pages 9 through 20. Item Nos. 1c., 1d, 2a., 11a., 16b., 16c., 17a., 18a., 21a., 21b., 25c. and 25d. are associated with the specifications referenced on Page 6, Specifications, Letter C.

ITEM NO. 2: Inquiry: 11-A on your bid is a #10 window envelope however the supplied sample is letterhead. Is the letterhead for color reference or does this #10W print in one PMS?

Response: Part 1 of Item No. 2 herein: Refer to the Request for Quotation document, Page 23, Envelope Specifications. Attachment No. 2 is a sample of a #10 Western Sulfite envelope.

Response: Part 2 of Item No. 2 herein: Refer to the Request for Quotation document, Attachment No 5.; **DELETE**; this attachment only in its entirety.

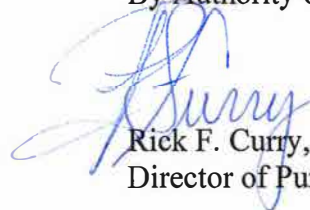
ITEM NO. 3: Inquiry: Just to confirm, there are no peel and seal (Envelope F) on this bid.

Response: Refer to the Request for Quotation document, Pages 10 and 16, *REVISED* Form of Proposal. Item Nos. 2a. and 18a. are peel and seal.

ITEM NO. 4: A *REVISED* Form of Proposal (RFQ Pages 9-20) has been included as Attachment "A" to this addendum. The revision resulting in correcting Item Numbers that were inadvertently out of sequence.

ITEM NO. 5: Quoters shall submit as their submittal from the original Request for Quotation the following: Request for Quotation cover page and the *REVISED* Form of Proposal no later than **3:00 P.M. (EDT/EST), Wednesday, March 31, 2021.**

By Authority of:


Rick F. Curry, CPPO
Director of Purchasing

**PRINTING OF STATIONERY FOR VARIOUS COUNTY DEPARTMENTS
Q-21-692**

REVISED: FORM OF PROPOSAL – FIRST DELIVERY

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
WASHINGTON COUNTY DIVISION OF BUDGET & FINANCE, Washington County Administration Complex, 100 West Washington Street, Suite 3100, Hagerstown, MD 21740:			
a.	Letterhead _____ DOLLARS _____ CENTS	2,000	\$ _____ (written in numerals)
b.	#9 Return Envelopes (non-fiber, regular grade) with Washington County Treasurer’s Office, Washington County Office Building, 35 West Washington Street, Suite 102, Hagerstown, MD, 21740-4868 on envelope _____ DOLLARS _____ CENTS	22,500	\$ _____ (written in numerals)
c.	#10 WINDOW Envelopes (non-fiber, regular grade) with return address and “Return Service Requested” _____ DOLLARS _____ CENTS	12,500	\$ _____ (written in numerals)
d.	#10 WINDOW Envelopes (non-fiber, regular grade) 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	15,000	\$ _____ (written in numerals)

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
WASHINGTON COUNTY ASSIGNMENT CLERK, CIRCUIT COURT, 24 Summit Avenue, Hagerstown, MD 21740			
2.	a. #10 WINDOW Peel and Seal Envelopes (regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	2,500	\$ _____ (written in numerals)
WASHINGTON COUNTY ATTORNEY, 100 West Washington Street, Suite 1101, Hagerstown, MD 21740			
3.	a. Letterhead _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
	b. #10 High Grade Envelope (to match Letterhead) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
WASHINGTON COUNTY GRANT MANAGEMENT, Washington County Administration Complex, 100 West Washington Street, Suite 2200 Hagerstown, MD 21740			
4.	a. Letterhead _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)
	b. #10 Envelopes (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
WASHINGTON COUNTY BOARD OF ELECTIONS, Board of Elections, 17718 Virginia Avenue, Hagerstown, MD 21740-7084:			
5.	a. Letterhead _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)
WASHINGTON COUNTY DIVISION OF EMERGENCY SUPPORT SERVICES, 17556 York Road, Hagerstown, MD 21740:			
6.	a. #10 Envelopes (non-fiber, regular grade) with return address _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
WASHINGTON COUNTY EMERGENCY SERVICES OFFICE OF SPECIAL OPERATIONS, 638 Frederick Street Hagerstown, Maryland 21740			
7	a. #10 Envelope (non-fiber, regular grade) with return address _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
WASHINGTON COUNTY DIVISION OF EMERGENCY SERVICES, 16232 Elliott Parkway, Williamsport, MD 21795-4083:			
8.	a. #10 Envelope (non-fiber, regular grade) with return address _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
WASHINGTON COUNTY DEPARTMENT OF HUMAN RESOURCES			
9.	a. Letterhead _____ DOLLARS _____ CENTS	1,500	\$ _____ (written in numerals)

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
WASHINGTON COUNTY NARCOTICS TASK FORCE, P. O. Box 622, Maugansville, MD 21767-0622:			
10	a. Letterhead _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
	b. #10 Envelopes (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS		500
WASHINGTON COUNTY DEPARTMENT OF PARKS AND RECREATION, A Division of Public Works, 1307 South Potomac Street, Hagerstown, MD 21740-7300			
11.	a. #10 WINDOW Envelopes (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)
	WASHINGTON COUNTY DIVISION OF PUBLIC WORKS, Washington County Administration Complex, 100 West Washington Street, Room 2400 Hagerstown, MD 21740-4735		
12.	a. Letterhead _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
	b. #10 High Grade Envelope (to match Letterhead) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS		500

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)	
WASHINGTON COUNTY WEED CONTROL , Washington County Administration Building, 100 West Washington Street, Hagerstown, MD 21740				
13.	a. Letterhead _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)	
	b. #10 High Grade Envelope (to match Letterhead) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS		1,000	\$ _____ (written in numerals)
OFFICE OF STATE'S ATTORNEY FOR WASHINGTON COUNTY , Washington County Office Building, 33 West Washington Street, Room 302, Hagerstown, Maryland 21740-4888				
14.	a. Letterhead _____ DOLLARS _____ CENTS	6,000	\$ _____ (written in numerals)	
	b. #10 High Grade Envelopes (to match Letterhead) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS		6,500	\$ _____ (written in numerals)
	c. #10 Envelopes (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS			6,500

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
WASHINGTON COUNTY DAY REPORTING CENTER, 500 Western Maryland Parkway Hagerstown, Maryland 21740-5199			
15.	a. #10 High Grade Envelopes with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)

REVISED: FORM OF PROPOSAL

**PRINTING OF STATIONERY FOR VARIOUS COUNTY DEPARTMENTS
Q-21-692**

FORM OF PROPOSAL – SECOND DELIVERY

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
16.	WASHINGTON COUNTY DIVISION OF BUDGET & FINANCE , Washington County Administration Complex, 100 West Washington Street, Suite 3100, Hagerstown, MD 21740:		
	a. #9 Return Envelopes (non-fiber, regular grade) with Washington County Treasurer’s Office, Washington County Office Building, 35 West Washington Street, Suite 102, Hagerstown, MD, 21740-4868 on envelope _____ DOLLARS _____ CENTS	12,500	\$ _____ (written in numerals)
	b. #10 WINDOW Envelopes (non-fiber, regular grade) with return address and “Return Service Requested” _____ DOLLARS _____ CENTS	12,500	\$ _____ (written in numerals)
c. #10 WINDOW Envelopes (non-fiber, regular grade) 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	15,000	\$ _____ (written in numerals)	
17.	WASHINGTON COUNTY DIVISION OF EMERGENCY SERVICES , 16232 Elliott Parkway, Williamsport, MD 21795-4083		
	a. #10 WINDOW Envelope (non-fiber, regular grade) with (PRESORTED FIRST-CLASS MAIL U.S. POSTAGE PAID HAGERSTOWN, MD PERMIT NO. 151) in postage area, return address, and “Address Service Requested” _____ DOLLARS _____ CENTS	5,000	\$ _____ (written in numerals)

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
WASHINGTON COUNTY ASSIGNMENT CLERK, CIRCUIT COURT , Washington County Court House Annex, 24 Summit Avenue, Hagerstown, MD 21740-4896			
18.	a. #10 WINDOW Peel and Seal Envelopes (regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	2,500	\$ _____ (written in numerals)
WASHINGTON COUNTY DIVISION OF CONSTRUCTION , 80 West Baltimore Street Hagerstown, MD 21740-6003			
19.	a. #10 Envelopes (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	500	\$ _____ (written in numerals)
WASHINGTON COUNTY DETENTION CENTER , 500 Western Maryland Parkway Hagerstown, Maryland 21740-5199			
20.	a. Letterhead _____ DOLLARS _____ CENTS	2,000	\$ _____ (written in numerals)
	b. #10 High Grade Envelopes (to match Letterhead) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	2,000	\$ _____ (written in numerals)

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
WASHINGTON COUNTY BOARD OF ELECTIONS , Board of Election 17718 Virginia Avenue Hagerstown, MD 21740-7084			
21.	a. #10 WINDOW Envelope (non-fiber, regular grade) 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	1,000	\$ _____ (written in numerals)
	b. #10 WINDOW Envelopes (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)
WASHINGTON COUNTY DEPARTMENT OF PLANNING & ZONING , Washington County Administration Complex, 100 West Washington Street, Suite 2600, Hagerstown, MD 21740			
22.	a. #10 Envelopes (non-fiber, regular grade) with return address and "Return Service Requested" _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)
WASHINGTON COUNTY TRANSIT DEPARTMENT , Division of Public Works, 1000 West Washington Street, Hagerstown, MD 21740-5212			
23.	a. #10 Envelopes (non-fiber, regular grade) with return address _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)

REVISED Form of Proposal - Second Delivery (via Addendum No. 1 dated 3/19/2021)

Printing of Stationery for Various County Departments

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Quoter's Name

REVISED: FORM OF PROPOSAL

**PRINTING OF STATIONERY FOR VARIOUS COUNTY DEPARTMENTS
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FORM OF PROPOSAL – THIRD DELIVERY

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
WASHINGTON COUNTY DIVISION OF BUDGET & FINANCE, Washington County Administration Complex, 100 West Washington Street, Room 3100, Hagerstown, MD 21740:			
24.	a. #9 Return Envelopes (non-fiber, regular grade) with Washington County Treasurer’s Office, Washington County Office Building, 35 West Washington Street, Suite 102, Hagerstown, MD, 21740-4868 on envelope _____ DOLLARS _____ CENTS	10,000	\$ _____ (written in numerals)
WASHINGTON COUNTY BOARD OF ELECTIONS, Board of Election 17718 Virginia Avenue Hagerstown, MD 21740-7084			
25.	a. Letterhead _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)
25.	b. #10 Envelopes (non-fiber, regular grade) with return address and “Return Service Requested” _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)
25.	c. #10 Window Envelopes (non-fiber, regular grade) with return address and “Return Service Requested” _____ DOLLARS _____ CENTS	1,000	\$ _____ (written in numerals)

Item No.	Description / Written Price for Total Quantity	Quantity (each)	Figure Price (in numerical form)
WASHINGTON COUNTY BOARD OF ELECTIONS , Board of Election 17718 Virginia Avenue Hagerstown, MD 21740-7084			
25.	d. #10 WINDOW Envelope (non-fiber, regular grade) 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	1,000	\$ _____ (written in numerals)

Description / Written Price for Total Quantity	Figure Price (in numerical form)
<p>TOTAL SUM: (Total of all items [1-25] above)</p> <p>_____ DOLLARS</p> <p>_____ CENTS</p>	<p>\$ _____</p> <p>(written in numerals)</p>