



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

Q-22-725
ADDENDUM NO. 1
REQUEST FOR QUOTATION

PRINTING AND MAILING OF SAMPLE BALLOTS

DATE: Friday, May 20, 2022

QUOTES DUE: Monday, June 6, 2022
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 three (3) 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 quote and/or to attend the Pre-Quotation 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: *Inquiry:* Can the Sample Ballots mail from the Phoenix Post Office?

Response: Yes, the Sample Ballots can be mailed from the Phoenix Post Office.

ITEM NO. 2: *Inquiry:* Can you accept paper substitutions as we only have 55# paper available?

Response: Yes, the 55# paper is acceptable as long as it is not cardstock. Substitutions will be accepted only by the approval of the Election Director.

ITEM NO. 3: *Inquiry:* What are the terms and how many elections does this RFQ encompass?

Response: Refer to Quote document, Page 6, Specifications, Item No I. Summary. Sample ballots are for the 2022 Primary Election only.

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ITEM NO. 4: *Inquiry:* We cannot print 5 pages on our equipment, but we can print an 11 x 17 sheet that folds in half and in half again allowing for 4 pages maximum – could this work?

Response: 11 x 17 would be acceptable.

ITEM NO. 5: *Inquiry:* Does each ballot style consist of 2 cards?

Response: Yes, each ballot is two (2) sided.

ITEM NO. 6: *Inquiry:* We can accept 2 files only - 6/13 and 6/30 base on current scheduling, please confirm this can be possible.

Response: Refer to the Quote document, Page 7, Instructions, Item No. 3, Delivery Requirements and Schedule.

ITEM NO. 7: *Inquiry:* The quantiles you're asking for don't match the amount of registered voters you have in the County? You have 98,415 voters and you're asking for pricing/mailing on 75,250

Response: Washington County will not have a Board of Education race in the 2022 Primary Election and therefore will not have a Non-Partisan Ballot. Sample Ballots will only be mailed to Active registered Democratic and Republican voters (who have not requested a Mail-in Ballot).

ITEM NO. 8: *Inquiry:* The other State of Maryland Counties we produce these for always want extra's sent to their office in case they have to mail some?

Response: Refer to the Quote document, Page 8, Specifications, Item No. 7, Balance of Sample Ballot Mailers.

ITEM NO. 9: *Inquiry:* The dates you have provided will never work. . The bid is due June 6th and it says you have 14 days to award. By law these have to be mailed 45 days prior to election day July, 19th? It takes 10-14 days just to produce a job like this.

Response: Ballots are required to be mailed to certain voters no later than forty-five (45) days before an election (52 USC, 20302(a)(8)(A)). The mailing of Sample Ballots is required by EL 10-301.1(f) and is part of the Public Education Plan. It begins thirty (30) days prior to the start of early voting.

ITEM NO. 10: *Inquiry:* The specs are wrong as these should be printed on 11" X 25 ½", 60# white offset paper, not individual 8 ½" X 11" sheets of paper and it has to be wafer sealed per post office.

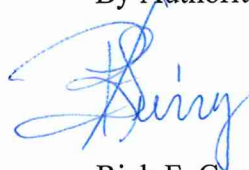
(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

Response: 11" x 17" paper would be acceptable. Wafer (or tabs) would be required to seal the Sample Ballots for mailing as per post office requirements.

ITEM NO. 11: Inquiry: The paper for this project would have to be secured now as there's a national shortage of this exact paper needed.

Response: The County is aware of the paper issue.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing