



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

Q-22-725
ADDENDUM NO. 2
REQUEST FOR QUOTATION

PRINTING AND MAILING OF SAMPLE BALLOTS

DATE: Wednesday, May 25, 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 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 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: Ballots for the primary are 4 pages, 11 x 17 folds to 8.5 x 11, refold to 8.5 x 5.5, tab seal. Address using a client supplied data / mail list and drop in mail.

Response: That is correct with further clarification that the post office may require multiple tabs to seal, and the client will upload the files to a secure site.

ITEM NO. 2: Inquiry: Postage: These are mailing out under the vendors mailing permit number?

Response: That is correct.

ITEM NO. 3: Inquiry: Postage: Do you want these to mail out first class, standard marketing mail, or non-profit?

Response: Sample ballots may be mailed "Non-Profit".

ITEM NO. 4: Inquiry: Postage: Do you have non-profit status with the US Post Office?

Response: Yes.

ITEM NO. 5: Inquiry: Proofs: I understand you want to see: proofs of final art layout for all 6 versions (ballot styles) Plus several mail panel sample proofs for each of the 6 ballot styles showing how the address will appear on the mail panel ~How much time will you need to approve proofs?

Response: That is correct with a 24-hour turnaround for approval of proofs.

ITEM NO. 6: Inquiry: The total print run is 6 versions totaling a quantity 75,250. This amount is sufficient to address and mail to your entire mailing list and covers enough extra ballots of each style necessary for your office copies. These remaining ballots deliver to your office in Hagerstown.

Response: That is correct

ITEM NO. 7: Inquiry: Paper: Ballots are printing on 70# White offset which we currently have. If needed are you flexible to other paper choices like 60# or 50# white offset if necessary.

Response: Yes, the 60# or 50# white offset paper is acceptable.

ITEM NO. 8: Inquiry: We have 50# White Offset or 60# White Offset available in our plant for the ballot printing for Washington County. You can choose either. 6 or 7 other counties that are working with us are all printing on 50# white opaque offset for their ballots.

Response: Yes, 50# white opaque offset would be acceptable.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing