



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

Q-22-725
ADDENDUM NO. 3
REQUEST FOR QUOTATION

PRINTING AND MAILING OF SAMPLE BALLOTS

DATE: Tuesday, May 31, 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:* I know you want us to include the postage in the total. Are you going to pay us in advance for the postage amount? The post office won't mail without postage money so that money must be paid prior to the ballots dropping in the mail. We can invoice you for the printing portion, however we ask that you provide us with the postage check in advance. Is this possible?

Response: Refer to document, Page 4, Item No. 13, Payment. Payment shall be made by the County within thirty (30) calendar days after submittal of an invoice.

ITEM NO. 2: *Inquiry:* Also depending on saturation levels the postage amount could vary by as much as \$1,994. How do you want this range to be figured in to the total?

Response: A total estimate of Postage shall be provided in the Form of Proposal.

ITEM NO. 3: Inquiry: For the supplement mailing. You say we will have files on June 30 COB. Friday we are open but Friday is the July 4 holiday and we are closed. That said, a Tuesday July 5 drop date seems tight. We will likely need more time to process the data, send you the mail panel proofs, print and mail. Could we have until Thursday the 7th or Friday the 8th to complete the supplement mailing?

Response: The County will provide the final data file no later than 5:00 P.M. (EDT/EST) Wednesday, June 29, 2022. Proofs will not be required with this file. The Supplemental Mailing shall be completed and mailed no later than July 6, 2022.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing