



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

Q-22-725
ADDENDUM NO. 4
REQUEST FOR QUOTATION

PRINTING AND MAILING OF SAMPLE BALLOTS

DATE: Thursday, June 2, 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:* can I send you the single quote page needed via email?

Response: Refer to Request for Quotation document, Page 2, Instructions, Item No. 1.

Quotations are to be submitted enclosed in a sealed opaque envelope bearing the name and address of the firm submitting the quote and marked "QUOTATION – (Q-22-725) PRINTING AND MAILING OF SAMPLE BALLOTS". Quotations are to be addressed to Carin Bakner, Procurement Specialist II, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Suite 3200, Hagerstown, Maryland, 21740. Please

direct all inquiries to Carin Bakner, Procurement Specialist II, at 240-313-2330,
Fax - 240-313-2331. *Facsimile or Electronic Quotes will not be accepted.*

By Authority of:

A handwritten signature in blue ink, appearing to read "Rick F. Curry". The signature is stylized with a large initial "R" and "C".

Rick F. Curry, CPPO
Director of Purchasing