



PURCHASING DEPARTMENT  
DIVISION OF BUDGET & FINANCE

Q-23-744

ADDENDUM NO. 1  
REQUEST FOR QUOTATION

PRINTING OF ENVELOPES FOR VARIOUS COUNTY DEPARTMENTS

DATE: Thursday, March 16, 2023

QUOTES DUE: Wednesday, March 29, 2023  
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 one (1) attachment.

**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 proposal and/or to attend the Pre-Proposal 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:* Your quote sheets for items A thru G only reference the size and type of envelopes but makes no mention of the ink colors that will be required for each envelope type. It costs a lot more to do the envelopes with the multiple colors of ink for the Airport & the Sheriff's office than it does for the other lots that only print in the 1 color- Blue 295 ink. Can you please identify the envelope types -items A thru G that are used by the Airport & Sheriff that will require us to print them in the multiple ink colors? If they use multiple types of envelopes, we would suggest that you have a separate category in the pricing sheet for those 2 items so we can price those separately.

*Response:* Please refer to the Request for Quotation document, Page 7, Item B. The Airport and Sheriff's Office does use that envelope.

**ITEM NO. 2:** *Inquiry:* Price sheets – no mention of the “Special” print envelopes with multiple colors.  
Airport, Sheriffs' Office, Day of reporting Envelope.

The pricing for these will be different from the 1 color printed envelopes – how should I price those?

*Response:* A **REVISED** Form of Proposal is included as an attachment to this addendum.

**ITEM NO. 3:** A **REVISED** Form of Proposal (RFQ Pages 9-24) has been included as Attachment “A” to this addendum. The revision resulting in adding a line for multi-color printing.

**ITEM NO. 4:** 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 29, 2023.**

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing

**PRINTING OF ENVELOPES FOR VARIOUS COUNTY DEPARTMENTS  
Q-23-744**

**REVISED FORM OF PROPOSAL**

<b>Item No.</b>	<b>Description / Written Price for Total Quantity</b>	<b>Quantity of Envelopes (Per Box 500)</b>	<b>Figure Price (In numerical form) (Price Per Box)</b>
1A	Custom Printed-High Grade Envelope - #10 regular with shaped flap (top flap only) and diagonal style, bond, light cockle, 25% cotton content, white, Sub-24. (Single Color)  _____ Dollars (Written)  _____ Cents (Written)	1-4 (Boxes)	\$ _____ (Figures)
1B	Custom Printed-High Grade Envelope - #10 regular with shaped flap (top flap only) and diagonal style, bond, light cockle, 25% cotton content, white, Sub-24. (Multi Color)  _____ Dollars (Written)  _____ Cents (Written)	1-4 (Boxes)	\$ _____ (Figures)
2A	Custom Printed-High Grade Envelope - #10 regular with shaped flap (top flap only) and diagonal style, bond, light cockle, 25% cotton content, white, Sub-24. (Single Color)  _____ Dollars (Written)  _____ Cents (Written)	5-9 (Boxes)	\$ _____ (Figures)

<p>2B</p>	<p>Custom Printed-High Grade Envelope - #10 regular with shaped flap (top flap only) and diagonal style, bond, light cockle, 25% cotton content, white, Sub-24. (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>5-9 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>3A</p>	<p>Custom Printed-High Grade Envelope - #10 regular with shaped flap (top flap only) and diagonal style, bond, light cockle, 25% cotton content, white, Sub-24. (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>10-19 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>3B</p>	<p>Custom Printed-High Grade Envelope - #10 regular with shaped flap (top flap only) and diagonal style, bond, light cockle, 25% cotton content, white, Sub-24. (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>10-19 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>4A</p>	<p>Custom Printed-High Grade Envelope - #10 regular with shaped flap (top flap only) and diagonal style, bond, light cockle, 25% cotton content, white, Sub-24. (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>20-29 (Boxes)</p>	<p>\$ _____ (Figures)</p>

<p>4B</p>	<p>Custom Printed-High Grade Envelope - #10 regular with shaped flap (top flap only) and diagonal style, bond, light cockle, 25% cotton content, white, Sub-24. (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>20-29 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>5A</p>	<p>Custom Printed-High Grade Envelope - #10 regular with shaped flap (top flap only) and diagonal style, bond, light cockle, 25% cotton content, white, Sub-24. (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>30+ (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>5B</p>	<p>Custom Printed-High Grade Envelope - #10 regular with shaped flap (top flap only) and diagonal style, bond, light cockle, 25% cotton content, white, Sub-24. (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>30+ (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>6A</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with shaped flap (top flap only) and diagonal style, Sub-24, white wove. (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>1-4 (Boxes)</p>	<p>\$ _____ (Figures)</p>

<p>6B</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with shaped flap (top flap only) and diagonal style, Sub-24, white wove. (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>1-4 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>7A</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with shaped flap (top flap only) and diagonal style, Sub-24, white wove. (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>5-9 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>7B</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with shaped flap (top flap only) and diagonal style, Sub-24, white wove. (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>5-9 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>8A</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with shaped flap (top flap only) and diagonal style, Sub-24, white wove. (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>10-19 (Boxes)</p>	<p>\$ _____ (Figures)</p>

<p>8B</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with shaped flap (top flap only) and diagonal style, Sub-24, white wove. (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>10-19 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>9A</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with shaped flap (top flap only) and diagonal style, Sub-24, white wove. (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>20-29 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>9B</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with shaped flap (top flap only) and diagonal style, Sub-24, white wove. (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>20-29 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>10A</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with shaped flap (top flap only) and diagonal style, Sub-24, white wove. (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>30+ (Boxes)</p>	<p>\$ _____ (Figures)</p>

<p>10B</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with shaped flap (top flap only) and diagonal style, Sub-24, white wove. (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>30+ (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>11A</p>	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular with standard window, diagonal style, Sub-24, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>1-4 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>11B</p>	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular with standard window, diagonal style, Sub-24, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>1-4 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>12A</p>	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular with standard window, diagonal style, Sub-24, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>5-9 (Boxes)</p>	<p>\$ _____ (Figures)</p>



<p>12B</p>	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular with standard window, diagonal style, Sub-24, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>5-9 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>13A</p>	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular with standard window, diagonal style, Sub-24, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>10-19 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>13B</p>	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular with standard window, diagonal style, Sub-24, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>10-19 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>14A</p>	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular with standard window, diagonal style, Sub-24, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>20-29 (Boxes)</p>	<p>\$ _____ (Figures)</p>

14B	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular with standard window, diagonal style, Sub-24, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	20-29 (Boxes)	\$ _____ (Figures)
15A	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular with standard window, diagonal style, Sub-24, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	30+ (Boxes)	\$ _____ (Figures)
15B	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular with standard window, diagonal style, Sub-24, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	30+ (Boxes)	\$ _____ (Figures)
16A	<p>Custom Printed-Regular Grade Envelope - #9 regular non-fiber, return envelope, with shaped flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	1-4 (Boxes)	\$ _____ (Figures)

<p>16B</p>	<p>Custom Printed-Regular Grade Envelope - #9 regular non-fiber, return envelope, with shaped flap and diagonal style, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>1-4 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>17A</p>	<p>Custom Printed-Regular Grade Envelope - #9 regular non-fiber, return envelope, with shaped flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>5-9 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>17B</p>	<p>Custom Printed-Regular Grade Envelope - #9 regular non-fiber, return envelope, with shaped flap and diagonal style, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>5-9 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>18A</p>	<p>Custom Printed-Regular Grade Envelope - #9 regular non-fiber, return envelope, with shaped flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>10-19 (Boxes)</p>	<p>\$ _____ (Figures)</p>

<p>18B</p>	<p>Custom Printed-Regular Grade Envelope - #9 regular non-fiber, return envelope, with shaped flap and diagonal style, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>10-19 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>19A</p>	<p>Custom Printed-Regular Grade Envelope - #9 regular non-fiber, return envelope, with shaped flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>20-29 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>19B</p>	<p>Custom Printed-Regular Grade Envelope - #9 regular non-fiber, return envelope, with shaped flap and diagonal style, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>20-29 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>20A</p>	<p>Custom Printed-Regular Grade Envelope - #9 regular non-fiber, return envelope, with shaped flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>30+ (Boxes)</p>	<p>\$ _____ (Figures)</p>

<p>20B</p>	<p>Custom Printed-Regular Grade Envelope - #9 regular non-fiber, return envelope, with shaped flap and diagonal style, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>30+ (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>21A</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>1-4 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>21B</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>1-4 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>22A</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>5-9 (Boxes)</p>	<p>\$ _____ (Figures)</p>

<p>22B</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>5-9 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>23A</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents Per (Written)</p>	<p>10-19 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>23B</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>10-19 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>24A</p>	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>20-29 (Boxes)</p>	<p>\$ _____ (Figures)</p>

24B	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	20-29 (Boxes)	<p>\$ _____ (Figures)</p>
25A	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	30+ (Boxes)	<p>\$ _____ (Figures)</p>
25B	<p>Custom Printed-Regular Grade Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	30+ (Boxes)	<p>\$ _____ (Figures)</p>
26A	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	1-4 (Boxes)	<p>\$ _____ (Figures)</p>

<p>26B</p>	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>1-4 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>27A</p>	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents Per (Written)</p>	<p>5-9 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>27B</p>	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>5-9 (Boxes)</p>	<p>\$ _____ (Figures)</p>
<p>28A</p>	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	<p>10-19 (Boxes)</p>	<p>\$ _____ (Figures)</p>



28B	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	10-19 (Boxes)	\$ _____ (Figures)
29A	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	20-29 (Boxes)	\$ _____ (Figures)
29B	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Multi Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p> <p>Per</p> <p>_____ Cents (Written)</p>	20-29 (Boxes)	\$ _____ (Figures)
30A	<p>Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Single Color)</p> <p>_____ DOLLARS (Written)</p> <p>_____ Cents (Written)</p>	30+ (Boxes)	\$ _____ (Figures)

30B	Custom Printed-Regular Grade <b>Window</b> Envelope - #10 regular non-fiber with peel and seal adhesive flap and diagonal style, white wove (top flap only). (Multi Color)	30+ (Boxes)	
	_____ DOLLARS (Written)		\$ _____ (Figures)
	_____ Cents (Written)		

Description / Written Price for Total Quantity	Figure Price (in numerical form)
<b>TOTAL SUM: (Total of all Item Nos. 1 through 30 above)</b>	
_____ DOLLARS (Written)	\$ _____ (Figures)
_____ CENTS PER (Written)	