



PURCHASING DEPARTMENT  
DIVISION OF BUDGET & FINANCE

Q-23-769  
ADDENDUM NO. 2  
REQUEST FOR QUOTE

DEVELOPMENT, DIRECTION, AND PRODUCTION  
OF TWO TRAINING/PROMOTIONAL VIDEOS

DATE: Friday, January 19, 2024

QUOTES DUE: Tuesday, January 24, 2024  
3:00 P.M.(EDT/EST)

To Bidders:

This Addendum is hereby made a part of the Request for Quotation (RFQ) Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space 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:* According to the RFP, it looks like you are only looking for responders to fill out information on the sheet and provide a lump sum quote on the sheet, not create a separate proposal with more details. Can you confirm what should be submitted?

*Response:* A total lump sum amount for the development, direction, and production of two videos is being requested. This information shall be provided in the Form of Proposal contained within the quotation document.

**ITEM NO. 2:** *Inquiry:* What are the criteria that proposals will be judged on?

**Development, Direction, and Production  
of Two Training/Promotional Videos**

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Response: Upon the opening of the submitted quotations potential vendors will be requested to provide a minimum of two (2) references for whom their company has provided services of a similar nature in the past five (5) years. Quotations will be evaluated on the Total Lump Sum along with the review of requested references.

**ITEM NO. 3:** Inquiry: Do you have a ballpark budget in mind? There are many ways to handle the assignment. We'll need some budget parameters to come up with a plan that makes sense for you.

Response: Funding is available for this project.

**ITEM NO. 4:** Inquiry: I was wondering if you might tell me when the questions and answers might be posted for Q-23-769 - DEVELOPMENT, DIRECTION, AND PRODUCTION OF TWO TRAINING/PROMOTIONAL VIDEOS?

Response: Addendum No. 1 was issued on Wednesday, January 17, 2024.

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing