



PURCHASING DEPARTMENT  
DIVISION OF BUDGET & FINANCE

Q-24-782  
ADDENDUM NO. 2  
REQUEST FOR QUOTE

SAMPLE BALLOT MAILER

DATE: Thursday, April 4, 2024

QUOTES DUE: Friday, April 19, 2024  
3:00 P.M.(EDT/EST)

To Bidders:

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

Please acknowledge receipt of this Addendum on the Quotation Form. This Addendum consists of two (2) pages and 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 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:* You list a quantity (made up of 6 styles) of 89,430 ballots. You also indicate extra ballots will be requested for polling places. What is the anticipated mailing Quantity?

*Response:* The estimated quantity of 89,430 sample ballots is based on the number of active registered voters in Washington County. That number is subject to change and will not be known until the voter registration list is sent to the successful bidder.

**ITEM NO. 2:** *Inquiry:* What is the anticipated quantity for the polling places

*Response:* In addition to the quantity of sample ballots mailed to each individual voter, we require 1,680 sample ballots (made up of 6 styles).

**ITEM NO. 3:** Inquiry: How would you like the polling place samples packaged?

Response: We will provide quantities for each of the six (6) unique styles to be printed and mailed to the Washington County Board of Elections, 17718 Virginia Avenue, Hagerstown, MD 21740.

**ITEM NO. 4:** Inquiry: You indicate the sample ballots will be 4 or 5 pages. How are you anticipating the pages to be bound. Some options:

4 pages; Printed on 11 x 17 and folded to 8.5 x 11 and again to 8.5 x 5.5"

5 pages; As above, with an extra sheet inserting into the 11 x 17"

4 or 5 pages; individual sheets of 8.5 x 11" paper folded to 8.5 x 5.5"

Stapled

Not stapled

Response: The sample ballots will be 4 pages; Printed on 11 x 17 and folded to 8.5 x 11 and again to 8.5 x 5.5"

**ITEM NO. 5:** Inquiry: Can I see a physical, photograph, or electronic copy of a previous similar ballot?

Response: Please see Attachment A to this addendum. A sample ballot from the 2022 Primary Election for reference.

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing

Washington County Board of Elections  
17718 Virginia Avenue  
Hagerstown, MD 21740-7084

Election Logo

Vendors  
Mailing Permit

04-2A

**WASHINGTON COUNTY'S OFFICIAL SAMPLE BALLOT**  
**Primary Election: Tuesday, July 19, 2022 7 am to 8 pm**

**YOUR POLLING PLACE IS:**

Voter ID#

Voter Name

Address

**A Message to Washington County Voters:**

Political district boundaries have changed! These boundaries are adjusted every ten years, based on how the population changes, and help to make sure that the people in each district are equally represented. Redistricting may affect your districts, election day polling place, and elected officials. This mailing shows your new districts, election day polling place, and the candidates you may vote for.

**Instructions:**

- Before you are given a ballot, an election judge will tell you, "You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?" You will choose how to mark your ballot. Refer to the 1,2,3, VOTE poster in this mailing for ballot marking options.
- On election day, the best time to vote is between 10 am and 3 pm. During early voting, the best days to vote are on Saturday and Sunday.
- This mailing has a sample ballot. We encourage you to review and mark this sample ballot before you go to vote. You can bring your marked sample ballot with you when you vote and refer to it when you are marking your ballot.
- Maryland's voting system offers features for accessibility. Please ask an election judge about your options.
- For safe in-person voting, please socially distance, follow recommended hygiene protocols, and use personal protective equipment inside the voting area.



**Early Voting:**

- You can vote in person before Election Day.
  - Dates & Times for Early Voting:**
    - July 7 through July 14, daily from 7 am to 8 pm.
  - Locations for Early Voting:**
    - The Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740
    - The Washington County Free Library, 100 S. Potomac Street, 3<sup>rd</sup> Floor, Hagerstown, MD 21740
- If you moved and haven't changed your address with the Board of Elections, you can update it during early voting. An election official will help you change your address and give you the ballot for your new address.
- For more information about early voting, go to [www.elections.maryland.gov/voting/early\\_voting.html](http://www.elections.maryland.gov/voting/early_voting.html)

**Election Day:**

- Election Day: Tuesday, July 19, 2022. Polls are open from 7 am to 8 pm.
- If you want to vote on Election Day, go to the polling place printed on this mailing.
- Pay careful attention to your polling place as several have changed:
  - Those voters in District 8-0 (Rohrersville), will be voting at Rohrersville Road Station 8 located at 3417 Rohrersville Road, Rohrersville, MD 21779.
  - Those voters who voted at the Leitersburg Grange (District 9-0), will be voting at the Leitersburg Ruritan Community Center, 21427 Leiter Street, Hagerstown, MD 21742.
  - Those voters who voted at South Hagerstown High School during 2018 (District 10-2), will be voting at Rockland Woods Elementary School, 18201 Rockland Drive, Hagerstown, MD 21740.
  - Those voters who voted at Cascade Elementary School (District 14-2), will be voting at Fort Ritchie Community Center, 14421 Lake Royer Drive, Cascade, MD 21719.
  - Those voters who voted at St. Joseph Catholic Church Parish Center (District 26-1), will be voting at the Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740.

**For more information, call or visit:**

**Washington County Board of Elections:**  
17718 Virginia Avenue, Hagerstown, MD 21740-7084  
Phone: 240.313.2050  
Website: [www.washco-mdelections.org](http://www.washco-mdelections.org)  
Twitter: [twitter.com/washcomdelect](https://twitter.com/washcomdelect)  
Facebook: [facebook.com/WashingtonCountyMBoardofElections](https://facebook.com/WashingtonCountyMBoardofElections)  
E-mail: [elections@washco-md.net](mailto:elections@washco-md.net)

**State Board of Elections:**  
150 West Street, Suite 200, Annapolis, MD 21401  
Phone: 1.800.222.8683  
Website: [www.elections.maryland.gov](http://www.elections.maryland.gov)  
Twitter: [twitter.com/md\\_sbe](https://twitter.com/md_sbe)  
Facebook: [facebook.com/MarylandStateBoardofElections](https://facebook.com/MarylandStateBoardofElections)  
Instagram: [Instagram.com/md\\_sbe](https://instagram.com/md_sbe)



**Sample Ballot – Front Side**  
**DO NOT VOTE**

**Sample Ballot – Back Side**  
**DO NOT VOTE**