



PURCHASING DEPARTMENT  
DIVISION OF BUDGET & FINANCE

Q-24-782  
ADDENDUM NO. 3  
REQUEST FOR QUOTE

SAMPLE BALLOT MAILER

DATE: Friday, April 5, 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.

**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:* the teleconference information, states that we to call to you in advance to be included in the teleconference. Do we just dial in at 10:00 am on April 8<sup>th</sup> using the number listed on the RFQ?

*Response:* Refer to Page 3 Instructions, Item No. 3, Pre-Quotation Conference/Teleconference...all interested quoters wishing to take part in the meeting via teleconference shall call 240-313-2330 prior to the meeting to receive instructions.

**ITEM NO. 2:** *Inquiry:* The specs ask for a Quantity of 89,430 with 6 ballot styles and then later asks for 9 ballot styles for the primary. Are there 6 ballot styles or 9 ballot styles?

*Response:* There are nine (9) ballot styles: DEM01, DEM02, DEM03, REP01, REP02, REP03, NON01, NON02, and NON03; however, DEM01 and DEM02 are identical,

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REP01 and REP02 are identical, and NON01 and NON02 are identical. So, there are six (6) unique ballot styles.

**ITEM NO. 3:** *Inquiry:* Please confirm that the quantity of 89,430 includes enough copies from each ballot style to cover the second mailing as well as enough office copies to have on hand to hand out on election day.

*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. It is safe to say that the total number will be higher.

**ITEM NO. 4:** *Inquiry:* Are the sample ballots are mailing out using non-profit postage. Are we mailing under our permit (indicia) number, or are we using Washington Counties mailing permit number?

*Response:* The successful bidder will use their permit and bill the customer for the postage amount.

**ITEM NO. 5:** *Inquiry:* You requested 70# white offset for the paper. Are you okay with 60# white offset opaque for the paper? We can use either, other counties are using 60# so I thought I'd ask.

*Response:* 60# white offset opaque paper is acceptable.

**ITEM NO. 6:** *Inquiry:* Is this bid only for the Primary election? Will you send out another bid request for the General election?

*Response:* Yes, this request for quotation is only for the Primary Election. A request for a quotation for the General Election will be processed later this year.

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing