



PURCHASING DEPARTMENT  
DIVISION OF BUDGET & FINANCE

Q-24-782

ADDENDUM NO. 4  
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 one (1) page.

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: If the ballots are 5 pages, they would be printed as a 6 pager, which is 25.5 x 11 folded in thirds to 8.5 x 11 and refold to 8.5 x 5.5, tab seal for mailing. If the ballots are 4 pages, they would be 11 x 17 folded in half to 8.5 x 11 and refold to 8.5 x 5.5, tab seal for mailing. The printing process will be handled differently for the 4 pages versus the 6 pages. Which page count would you like us to use for this quote.

Response: The template is 8 pages, 8.5 x 11, so it would be 4 pages, 11 x 17.

By Authority of:

Rick F. Curry, CPPO  
Director of Purchasing

*(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)*