



PURCHASING DEPARTMENT  
DIVISION OF BUDGET & FINANCE

Q-24-782

ADDENDUM NO. 7  
REQUEST FOR QUOTE

SAMPLE BALLOT MAILER

DATE: Monday, April 15, 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: Please confirm that the ballots are now 6 pages, printing in black ink: Flat size is 25.5 x 11, folded in thirds to become (6) six - 8.5 x 11 pages and refold in half again to 8.5”w x 5.5”h with two- tab seals for mailing printing on 60# white opaque offset. We are pricing 6 different ballot styles for a total quantity 89,430 sample ballots.

Response: The solution you described is acceptable. As far as the total quantity, we will not know for sure until our voter registration deadline has passed on April 23, 2024, but you should plan for up to 92,000 sample ballots, in order to account for spares to be delivered to our office.

By Authority of:

Rick F. Curry, CPPO  
Director of Purchasing

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

100 West Washington Street, Room 3200 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331 | Hearing Impaired: 7-1-1

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