

**REQUEST FOR QUOTE  
PRECINCT SPECIFIC POLL BOOKS  
SPECIFICATIONS**

For the printing, assembly (including inserting the alpha dividers accordingly), and shipping of precinct specific poll books for the May 2, 2017 Primary/Special Election, August 8, 2017 Special Election, September 12, 2017 Primary Election, November 7, 2017 General Election and any Special Elections from May 3, 2017 through May 7, 2018.

County wide elections will require 420 poll books. The number of poll books needed for any Primary or Special Election will be determined by the number of subdivisions involved in the election.

A sample poll book is available for review at the office of the Summit County Board of Elections, 470 Grant Street, Akron, OH 44311.

**Poll book must contain the following;**

- Register of Voters list inserted in front pocket of binder. (Printed on blue paper)
- Front cover to be card stock (printed in color)
- Oath of Office, Ballot Reconciliation Certificate, and Instructions to Precinct Officials (White paper)
- 8 ½ x 11 3-ply carbonless paper (white, yellow and pink)
- Approximately **58 - 1,108** voters per precinct, 30 voter names per page
- Pages for provisional voters (on yellow paper)
- Payroll and expense statement (printed in color)
- Ethics Policy – Acknowledgment Form
- Precinct specific binders to be available for pick up at the Summit County Board of Elections.

All poll books **MUST** be at the office of the Summit County Board of Elections no later than **5 calendar days** (not business days) following the Board emailing of the precinct specific PDF file to the printer. Delivery FOB.

**LIQUIDATED DAMAGES OF ONE HUNDRED DOLLARS (\$100) PER DAY FOR FAILURE TO COMPLY WITH DELIVERY AS SPECIFIED ABOVE WILL BE IMPOSED.**

Quotes will be received up to Friday, February 3, 2017 and must be time stamped at the office of the Summit County Board of Elections, 470 Grant Street, Akron, Ohio 44311-1157 no later than **10:45 a.m.** of that day. Any envelope containing a quote should be identified in the following manner: "QUOTE ENCLOSED."

If awarded this contract, I agree to supply poll books for the May 2, 2017 Primary/Special Election, August 8, 2017 Special Election, September 12, 2017 Primary Election, November 7, 2017 General Election and any Special Elections from May 3, 2017 through May 7, 2018 with the specifications, terms and conditions listed above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

SUMMIT COUNTY BOARD OF ELECTIONS

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Joseph P. Masich, Director

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Paula A. Sauter, Deputy Director