

REQUEST FOR PROPOSAL FOR PRINTING OF BALLOTS:

On Monday, January 31, 2022, at 11:00 a.m. the Summit County Board of Elections will open bids for the printing of ballots to be used with the Election Systems & Software (ES&S) Precinct Count Optical Scan voting system. The awarding of this contract will include the printing of all ballots for the May 3, 2022 Primary Election, August 2, 2022 Special Election, and November 8, 2022 General Election and any Special Elections from January 1, 2022 through December 31, 2022.

Summit County Board of Elections reserves the right to print ballots in house for absentee use or any Special Elections.

SUMMIT COUNTY BOARD OF ELECTIONS

- Located at 470 Grant St., Akron, OH 44311-1157
- Phone: (330) 643-5200 - Fax: (330) 643-5422 - www.summitcountyboe.gov

ELECTION PROFILES

May 3, 2022

- 420 precincts
- 367,152 registered voters in Summit County as of January 5, 2022.

August 2, 2022

- Precincts involved in the election will be determined by filings received.

November 8, 2022

- 420 precincts.
- 367,152 registered voters in Summit County as of January 5, 2022.

The number of precincts for any Primary or Special Election will be determined by the number of subdivisions and offices involved in the election.

BALLOT SPECIFICATIONS

The ballots shall be printed on 8.50 in. (+0.030 in. to -0.020 in.) X a length to be determined (options include 14 in or 17 in). The ballot heights are finished size lengths and do not include ballot stub.

Paper Stock: ES&S certified 80 lb. Opaque White Ballot.
Grain Direction on Finished Ballot: Long
Basis Weight: 80 # text weight (36.2874 kg)
Thickness: 0.0061 in. (0.015494 cm)
Smoothness: 130 sheffields
Moisture: 5.5 %
Opacity: 97.0
Brightness: 96
PPI: 338

The Board of Elections will furnish a **PDF** file and quantity spreadsheet for all ballot styles for each election.

Print all of the machine-readable components on the ballots with high-quality extra or double black ink. Use ink with a minimum wet density of 1.15 and a maximum wet density of 1.30. Contact the Summit County Board of Elections for questions or concerns regarding acceptable inks. Powder or varnish cannot be used on the ballot as they will interfere with the scanning of the ballot by the phototransistor.

Each ballot shall have one color-coded stub attached at the bottom, the width of the ballot and each no greater than one (1) inch in length, dimensions of the stub to be determined prior to the ballot order. The color of the stub is determined by the split number for that precinct. The ballot serial number shall appear on the stub in the space provided as "Consecutive Number ____" beginning with 0001 and ending with the style-quantity ordered (i.e. 0755) unless otherwise specified, and shall contain a bar code unique to each

ballot. The stub shall be separated from the ballot by perforations. Use a micro-perfing wheel to place perforations on the ballot **to facilitate removing the stub from the ballot easily without doing damage to the ballot or stub.**

For each ballot, both front and back, the ballot image must be printed on the stock so that the intersection of the eight cross hair alignment symbols are within the specified margins. ES&S supplies Mylar overlay templates that can be used to check printed ballot alignment. The Summit County Board of Elections requires that the winning bidder obtain a set of Mylar overlay templates to ensure proper ballot alignment.

All ballot styles shall be numbered and padded by style in pads of 100 with cover page (further described below) and backer board attached and sealed (shrink wrapped). Ballots are to be glued at the bottom of ballot. **Do not glue ballots at the top.**

There shall be inserted in each of the poll ballot styles a warning notifying the booth worker to call the Summit County Board of Elections. The said warning should be inserted where only 30 percent of the total ballots for that specific ballot style remain.

In Primary Elections, each designated party ballot shall be uniquely color coded (Democratic, Republican, Other Party, Issue-Only and other political parties certified by the Secretary of State). Ballots will be labeled in color as such at the top of the ballot.

Ballot layout specifications shall follow Ohio Revised Code section 3505.08.

BALLOT PRICING

Provide the cost for printing, per page, a one-stub ballot; and,

Provide the cost of printing such a ballot in color in 8.5 x 15 and 8.5 x 18 (includes one 1 inch stub) increments PER THOUSAND FOR EACH BALLOT SIZE;

All pricing shall include delivery to the Summit County Board of Elections, 470 Grant Street, Akron, Ohio 44311-1157. All aspects of the printing, padding/gluing, with backer, shrink wrapped, with cover sheet and insert, and boxing.

DELIVERY SCHEDULE

Printed ballot proofs shall be shipped to the Summit County Board of Elections **no later than five (5) calendar days (i.e. not business days)** following the Board's emailing of the ballot styles PDF to the printer.

Test deck ballots shall be shipped to the Summit County Board of Elections **no later than five (5) calendar days (i.e. not business days)** days following the Board's emailing of the approval of the ballot proofs to the printer.

All ballots **MUST** be at the office of the Summit County Board of Elections **no later than seven (7) calendar days (i.e. not business days)** following the Board's emailing of the approval of the test decks to the printer.

LIQUIDATED DAMAGES OF ONE THOUSAND DOLLARS (\$1000) PER DAY FOR FAILURE TO COMPLY WITH DELIVERY, AS SPECIFIED IN THE CONTRACT, WILL BE IMPOSED.

All items bid will be shipped FOB to the Summit County Board of Elections, accompanied by a bill of lading. There shall be no extra cost charged to the Summit County Board of Elections for delivery. Delivery must be made using a vehicle equipped with an operational lift gate.

The ballots shall be packaged by ballot style with a backer to provide stability and prevent damage to ballot edges, and a cover page detailing the party (if applicable), ward and precinct, precinct number, for split precincts a note indicating such, and the particular pad (e.g. "Pad 1 of 5"). In addition, ballots must be packaged, shrink wrapped and shipped in ward and precinct order. Ballots shall be shipped in cartons large enough to contain the

ballots and strong enough to withstand the stress of normal shipping and handling. Label the outside of the cartons "Election Materials" with a detailed list of what is in the carton.

BID DEADLINE AND SURETIES

Sealed bids will be received up to Monday, January 31, 2022 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 **11:00 a.m.** of that day. Any envelope containing a bid should be identified in the following manner, "BID ENCLOSED".

A bond must accompany bids with at least two sureties, or a surety company, satisfactory to the Board, in a sum double the amount of the bid, conditioned upon the faithful performance of the contract for such printing as is awarded and for the payment as damages by such bidder to the Board of any excess of cost over the bid which it may be obliged to pay for such work by reason of the failure of the bidder to complete the contract. The Board shall consider no bid unaccompanied by such bond.

All ballots shall be printed within the State of Ohio (O.R.C. 3505.13). The contract shall be let to the lowest and best responsible bidder. The Board, however, reserves the right to reject any or all bids.

NO EXCEPTIONS TO THE BID SPECIFICATIONS ALLOWED WITHOUT APPROVAL OF THE SUMMIT COUNTY BOARD OF ELECTIONS.

SUMMIT COUNTY BOARD OF ELECTIONS

WILLIAM D. RICH, CHAIR

LANCE E. REED, DIRECTOR

[Please read, execute, and return the attached acknowledgement.]

ACKNOWLEDGEMENT OF AND AGREEMENT TO ADHERE TO BALLOT BID SPECIFICATIONS

By signing below and returning this Acknowledgement, I agree that I am submitting a bid to produce the enumerated products in accordance with the above bid specifications, terms, and conditions and that I can provide the same. I further acknowledge that neither this acknowledgement nor the request for bids constitutes the Summit County Board of Elections (SCBE) awarding me the contract. The awarding of this contract shall be announced after the SCBE has reviewed all bids.

In the event that I am awarded this contract, I further agree that I will supply the products in conformance with my bid herein.

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Date

Signature

Printed Name