

Summit County Board of Elections

470 Grant Street – Akron, Ohio 44311-1193
(330)-643-5200 – Fax (330)-643-5422
www.summitcountyboe.gov

Members:

William D. Rich
Marco S. Sommerville
Democrats

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Republicans

William D. Rich
Chairman

Lance E. Reed
Director
Pete Zeigler
Deputy Director

REQUEST FOR QUOTE:

Precinct Election Official Manuals

Summary:

- The Summit County Board of Elections is seeking quotes for the printing, finishing, and delivery of up to 2500 Color Precinct Election Official Manuals for the 2022 May Primary Election.

Printing Requirements:

- The booklets should be printed on 8 ½ x 11 inch paper.
- The booklets will be 54 pages duplexed (108 pages total - including cover and table of contents, pages ii-vi). The booklets must be quoted for finishing with two staples, if an alternative binding method is more cost efficient, Vendor may quote that method separately.
- The Summit County Board of Elections **requires** a proof of the printed material prior to print.

Delivery Requirements:

- Delivery of the manuals shall be on or before Monday, March 7, 2022.

Other Requirements:

- Vendor **MUST** quote the price per manual for 1500 manuals, 2000 manuals, and 2500 manuals.
- A PDF copy of the manual is available at https://www.summitcountyboe.gov/wordpress/wp-content/uploads/2022/01/May2022PEO_ManualForRFQ.pdf but the winning bid must print from a Microsoft Publisher (.pub) file or a Microsoft Word (.docx) file.
- The Board of Elections will arrange delivery of Microsoft Publisher (.pub) file or Microsoft Word (.docx) file upon selection of the winning bid.

- Quote must include how many days prior to delivery deadline vendor requires final Microsoft Publisher (.pub) file or Microsoft Word (.docx) file of manual to meet the established deadline.
- Quote **must** be inclusive of any/all art or production costs, cost of printing, finishing, and delivery.
- Quotes and final invoices containing overruns of more than +/- 5% will not be accepted.
- Quote **must** be inclusive of turnaround time.
 - Please see delivery requirements listed in the above delivery section.
- Quote **must** be submitted in sealed envelope, addressed to both the Director and Deputy Director of the Summit County Board of Elections.
 - Place two (2) copies of the quote inside a sealed envelope and write “Attention: Director Lance E. Reed and Deputy Director Pete Zeigler” and “PEO Manual Quote.”
 - Quotes must be delivered (by hand, US Mail or otherwise) in a sealed envelope to the Summit County Board of Elections offices located at:

470 Grant Street
Akron, Ohio 44311

- All correspondence with any vendor including quotes and all contact with any vendor shall be provided to both the Director and Deputy Director.

Other Information:

- Contact Information:
 - Director Lance E. Reed
 - lreed@summitcountyboe.gov
 - 330-643-5301
 - Deputy Director Pete Zeigler
 - pzeigler@summitcountyboe.gov
 - 330-643-5480
1. The Summit County Board of Elections reserves the right to make any corrections, adjustments or changes to this Request for Quote at any time. Please check www.summitcountyboe.gov for any updates to this RFQ.
 2. RFQs are valid for a period of ninety (90) days after the deadline.
 3. Records requests on RFQs or information on any RFQs submitted will NOT be fulfilled until after a vendor has been chosen and an agreement has been negotiated.
 4. Vendor may NOT make any changes, adjustments or corrections to an RFQ once a deadline has passed unless the Board expressly permits the vendor to do so.
 5. Failure to meet all of the requirements of the RFQ may result in disqualification.

Quotes are due by Tuesday, January 25, 2022 no later than 10:45 a.m.