

Summit County Board of Elections

470 Grant Street – Akron, Ohio 44311-1157
(330)-643-5200 – Fax (330)-643-5422
www.summitcountyboe.com

Members:

Wayne Jones
Timothy N. Gorbach

Democrats

Alex R. Arshinkoff
Bryan C. Williams

Republicans

Timothy N. Gorbach
Chairman

Joseph P. Masich
Director

Paula A. Sauter
Deputy Director

Request for Quote

The Summit County Board of Elections is seeking quotes for the production, printing, stuffing, sealing, sorting and mailing of Precinct Election Official Recruitment Packets to approximately 8,000 Summit County registered voters for the purpose of attracting more individuals to get involved in the election process. This is to be mailed by Wednesday, February 25, 2015.

Printing Requirements:

1. Vendor is responsible for printing, assembly, and mailing of entire mail piece.
2. The following requirements consist of the following:
 - i. #10 window mailing envelope printed in black ink only using the .PDF file provided by the Summit County Board of Elections – see attachment A.
 - ii. #9 return mailing envelope printed with black ink only using the .PDF file provided by the Summit County Board of Elections – see attachment B.
 - iii. One “2015 PEO RECRUITMENT LETTER” form is to be tri-folded – see attachment C.
 - iv. Two “2015 PEO APPLICATION” form is to be tri-folded – see attachment D.
 - v. One “2015 PEO REFER-A-FRIEND” forms are to be tri-folded – see attachment E.
3. The Board of Elections shall supply the electronic lists of voters (.XLSX) and their mailing addresses, the sample layout of “2015 PEO RECRUITMENT LETTER,” the envelope images and all other elements required to construct the mailing.
4. The “2015 PEO RECRUITMENT LETTER” shall contain variable information.
 - i. First on the front of the letter, it will be personalized with the voter’s first and last name.
 - ii. Second, placed on the back of the letter so that when tri-folded, the voter’s name, mailing address and Intelligent Barcode (IMb) are visible in the window of the #10 envelope and according to US Postal Service (USPS) standards.
5. The Summit County Board of Elections **requires** a proof of the printed material prior to print.

Mailing Requirements:

1. Vendor is responsible for making sure the IMb is correct.
2. Vendor is responsible for sorting the mail pieces to ensure the Board receives the proper postage rates.
3. Vendor is responsible for ensuring all of the required information fits into the window per USPS standards.
4. USPS "Scrubbed List" Requirements:
 - i. The electronic list of voters the Summit County Board of Elections provides is not a "scrubbed" list.
 - ii. Per Ohio Revised Code, the voters themselves can only make changes to their information, so any cost in regards to not using a "scrubbed" list for the mail piece by the USPS **must be inclusive** in the quote.
5. Vendor is responsible for ensuring the final mail piece (including the #9 return envelope) has been examined by the US Postal Service and approved by USPS prior to printing.

Other Requirements:

1. Quote must be inclusive of delivery
2. A quote containing an overrun of more than 5% will not be considered
3. Mail piece **must** be mailed by February 25, 2015.
 - i. Quote **must** be inclusive of turnaround time.
4. Two copies of the quote must be submitted inside one sealed envelope to the Summit County Board of Elections by 4:00 PM on Wednesday, February 11, 2015.
 - i. To ensure balance in the purchasing process, all quotes will be submitted to and reviewed by the Director and Deputy Director of the Summit County Board of Elections by 4:00PM on Wednesday, February 11, 2015.
 - ii. Please print "Attention Director Masich and Deputy Director Sauter, Quote for "2015 PEO Recruitment Packets" on the outside of the sealed envelope.
 - iii. Board Address: 470 Grant Street, Akron, Ohio 44311
 - iv. Quotes may be mailed, brought by courier or dropped off in person to the Summit County Board of Elections inside of a sealed envelope.
 - v. The Summit County Board of Elections is not responsible for any costs incurred in regards to the quote itself or the quote process.
5. All correspondence with and to any vendor including quotes and all contact information shall be provided to the Director and Deputy Director.
6. The number of mail pieces provided in the Request for Quote by the Summit County Board of Elections is subject to change and is approximate.
 - i. The Vendor must consider this fluctuation when quoting. Vendors should quote per finished mail piece.
 - ii. Vendor should list the changes in price per piece based on the rise in various threshold levels (for example, what the price per piece is at the 8,000 level versus the 9,000 level versus the 10,000 level, etc.).

Deadline:

1. **Quotes shall be submitted inside a sealed envelope with attention to BOTH the Director and Deputy Director of the Summit County Board of Elections by 4:00 PM on Wednesday, February 11, 2015. Quotes received after this deadline may result in disqualification.**
2. Questions regarding the quote shall be submitted in writing and sent by e-mail to both the Director and Deputy Director:
 - a. jmasich@summitcountyboe.com
 - b. psauter@summitcountyboe.com

Other Information:

1. The Summit County Board of Elections reserves the right to make any corrections, adjustments or changes to this Request for Quote. Please check www.summitcountyboe.com 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 the Vendor has been chosen and the agreement has been negotiated.
4. Vendor may not make any changes, adjustments or corrections to an RFQ once the deadline has passed.
5. Failure to submit an RFQ before the deadline will result in disqualification.
6. Failure to meet all the requirements of the RFQ may result in disqualification.