

**REQUEST FOR QUOTE
PRECINCT SPECIFIC ELECTION KITS
SPECIFICATIONS**

For the printing, assembly and shipping of precinct specific election kits for the March 15, 2016 Primary Election, August 2, 2016 Special Election, November 8, 2016 General Election and any Special Elections from March 16, 2016 through May 2, 2017.

County wide elections will require **420** kits plus one extra. The number of kits needed for any Special or Primary Election will be determined by the number of subdivisions involved in the election.

<u>QUANTITY PER KIT</u>	<u>DESCRIPTION</u>
ONE (1)	LARGE OUTSIDE ENVELOPE WITH PRECINCT SPECIFIC LABEL (APPROXIMATELY 13 X 19).
ONE (1)	ENVELOPE FOR VOTED STUBS WITH PRECINCT SPECIFIC LABEL. (APPROXIMATELY 12 X 15 WITH 3 INCH GUSSET)
ONE (1)	ENVELOPE FOR VOTED PROVISIONAL BALLOTS WITH PRECINCT SPECIFIC LABEL. (APPROXIMATELY 12 X 15)
ONE (1)	ENVELOPE FOR SCANNED BLANK / WRITE-IN BALLOTS WITH PRECINCT SPECIFIC LABEL (APPROXIMATELY 12X15)
ONE (1)	ENVELOPE FOR VOIDED BALLOTS WITH PRECINCT SPECIFIC LABEL (GREEN , APPROXIMATELY 10 X 13)
ONE (1)	VOTING RIGHTS INFORMATION POSTER (11 X 17 CARD STOCK) (PRESCRIBED BY THE SECRETARY OF STATE)
ONE (1)	HOW TO VOTE OPTICAL SCAN BALLOT POSTER (PRESCRIBED BY THE SECRETARY OF STATE) (11 X 17 CARD STOCK)
ONE (1)	HAVE ID READY POSTER (11 X 17 CARD STOCK)
ONE (1)	POSTER TO READ "CHECK LIST FOR <u>YOUR</u> PRECINCT TABLE" (11 X 17 CARD STOCK)
ONE (1)	SPECIAL VOTING INSTRUCTION POSTER (11 X 17 CARD STOCK) (PRESCRIBED BY THE SECRETARY OF STATE)
ONE (1)	FORM 10-V PENALTY NOTICE (8 ½ X 14 CARD STOCK) (PRESCRIBED BY THE SECRETARY OF STATE)
ONE (1)	BE A PEO POSTER (11 x 17 CARD STOCK, COLOR)
FIVE (5)	REFER A FRIEND INSERT (8 ½ X 11, GRAYSCALE)
ONE (1)	DIRECTIVE NUMBER 2007-35 ETHICS POLICY
ONE (1)	DIRECTIVE NUMBER 2008-80 VOTER IDENTIFICATION POLICY
ONE (1)	FORGOT TO UPDATE THE ADDRESS ON YOUR ID (8 ½ x 14, CARD STOCK, COLOR)
TWO SETS (2)	INJURY/ILLNESS AND POLL WORKERS REPORT PER OUR SPECIFICATIONS (8 ½ X 14 BLUE PAPER, TWO PAGES)
FIVE (5)	FORM 10-U AFFIDAVIT-OATH-EXAMINATION OF PERSON CHALLENGED BY POLL WORKER (PRESCRIBED BY THE SECRETARY OF STATE)
THREE (3)	FORM 104 CERTIFICATE OF APPOINTMENT OF PRECINCT ELECTION OFFICIAL TO FILL VACANCY AND OATH (PRESCRIBED BY THE SECRETARY OF STATE)
ONE (1)	FLAG PLACEMENT INFORMATION SHEET (BLUE PAPER)
FIVE (5)	FORM 260 AUTHORIZATION TO UPDATE SIGNATURE (PRESCRIBED BY THE SECRETARY OF STATE)

- FIVE (5) FORM 228 DECLARATION OF AN ELECTOR UNABLE TO MARK THE BALLOT (PRESCRIBED BY THE SECRETARY OF STATE)
- FIVE (5) FORM 10-L NOTICE OF CHANGE OF NAME (PRESCRIBED BY THE SECRETARY OF STATE)
- ONE (1) FORM 450 ELECTION DAY PRECINCT INCIDENT LOG (PRESCRIBED BY THE SECRETARY OF STATE)
- ONE (1) FORM 475 VOTING UNIT EVENT LOG (PRESCRIBED BY THE SECRETARY OF STATE)
- TWENTY FIVE (25) FORM 12-D PROVISIONAL VOTER PRECINCT VERIFICATION (GLUED) (PRESCRIBED BY THE SECRETARY OF STATE)
- TWENTY FIVE (25) FORM 12-H PROVISIONAL VOTER HOT LINE NOTICE (GLUED) (PRESCRIBED BY THE SECRETARY OF STATE)
- ONE EACH POSTINGS FOR ALL STATE ISSUES (IF ANY)

PRIMARY ELECTIONS ONLY

- FIVE (5) FORM 10-W STATEMENT OF PERSON CHALLENGED AS TO PARTY AFFILIATION (PRESCRIBED BY THE SECRETARY OF STATE)
- ONE (1) DIRECTIVE NUMBER 2011-43 ELECTION DAY VOTER CHALLENGES

- A. FOB delivery to the Board of Elections of **election kit proofs will be required 45 days prior to each election.** (Calendar days, not business days)
- B. All envelopes are to be labeled with subdivision, ward, precinct and precinct identification number.
- C. Delivery FOB to the Summit County Board of Elections at 470 Grant Street Akron, Ohio 44311-1157 is to be **no later than 25 days prior to an election.** (Calendar days, not business days)

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

- D. No exceptions without the approval of the Summit County Board of Elections.
- E. Example kits per Summit County specifications are available for review at the Summit County Board of Elections.

The Board reserves the right to reject any or all quotes.

Quotes will be received up to Friday, January 8, 2016 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 precinct kits for the March 15, 2016 Primary Election, August 2, 2016 Special Election, November 8, 2016 General Election and any Special Elections from March 16, 2016 through May 1, 2017 with the specifications, terms and conditions listed above on pages one and two of this document.

Date

Signature

SUMMIT COUNTY BOARD OF ELECTIONS

Joseph P. Masich, Director

Paula A. Sauter, Deputy Director