

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
William D. Rich
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Alex R. Arshinkoff
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Republicans

William D. Rich
Chairman

Joseph P. Masich
Director
Paula A. Sauter
Deputy Director

REQUEST FOR QUOTE:

Provisional Envelopes

Summary:

- The Summit County Board of Elections is seeking quotes for the production and printing of approximately 5,000- 50,000 9"x12" yellow catalog envelopes with Ohio Secretary of State Form No. 12-B.

Printing Requirements:

- Envelope
 - The piece shall be printed on 9"x12" yellow catalog envelopes with a gummed flap.
 - Printing is on one side in black ink only.
 - Art is Ohio Secretary of State Form No 12-B. PDF is attached.
 - Envelope is not for mailing purposes.
- Envelopes must be printed and delivered to the Summit County Board of Elections office no later than **September 15, 2016**.
- The Summit County Board of Elections **requires** a proof of the printed material prior to print.

Other Requirements:

- Quote **must** be inclusive of weight of paper and the shade of yellow used for envelope.
- The number of envelopes provided in the Request for Quote by the Summit County Board of Elections is subject to change and is approximate.
 - The Vendor must consider this fluctuation when quoting. Vendors should quote per finished envelope including delivery to the Board of Elections Office.
 - Vendor should list the changes in price per piece based on the following envelope quantities: **5,000; 10,000; 20,000; 30,000; 40,000; and 50,000.**
- Quote **must** be inclusive of any/all art or production costs, cost of supplies, printing, cutting, assembly and perforation.
- Quote **must** be inclusive of all delivery charges or fees.
- Quotes and final invoices containing overruns of more than +/- 5% will not be accepted.
- Any variation from this quote may be acceptable, provided it is a cost savings to the Board, but must be explained in the quote.
- Quote **must** be inclusive of turnaround time.
- 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 Masich and Deputy Director Sauter,” and “Provisional Envelope 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 Joseph P. Masich
 - jmasich@summitcountyboe.com
 - 330-643-5301
 - Deputy Director Paula A. Sauter
 - psauter@summitcountyboe.com
 - 330-643-5424

- 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.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 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 Thursday, August 25, 2016 at 4:00 PM.