

The Summit County Board of Elections is seeking quotes for the following:

Printing, assembly and delivery of 100 master street range guides for the May 2, 2017 Primary Election.

The Summit County Board of Elections will provide vendor with 27 individual files in .PDF format for printing along with 200 3" binders and 100 alphabet dividers. Each finished master street range guide will consist of two (2) 3" black binders filled with one duplexed copy of the 27 .PDF files and one set of alphabet tab dividers, placed in front of each corresponding .PDF section. Each complete set of binders will be banded together by Vendor with rubber bands prior to delivery.

PDF information:

- One of the 27 PDFs will consist of all of the numerical streets (1<sup>st</sup>, 10<sup>th</sup>, 21<sup>st</sup>, etc.); the remaining 26 PDFs consist of street lists from A-Z.

Printing and assembly requirements:

- Each of the 100 sets of binders will be composed of one of each of the 27 PDFs separated by the corresponding alphabet tab before each letter section.
- The 27 .PDFs total approximately 800 pages, with each section of PDF to be printed in black ink only on 20# white paper, each section duplexed and finished with three holes punched on the left side of each document with the intention of placement in binders.
- Finished product (all printed 27 .PDFs) will be assembled divided into two 3" black binders with A-L in one binder and M-Z in the second binder with corresponding alphabet dividers placed by vendor before each letter of the alphabet, the division may vary to ensure the lists fit into both binders. Any changes must be approved by the Board
- Numbered streets will be placed in binder as one unit before tab "A".
- Binders may have some preplaced items in them (numerical tab(s) and plastic sheet protectors with colored paper). Preplaced items other than the alphabetical dividers are meant to appear in the front of each binder. Place master street guide and alphabetical dividers behind these preplaced items in binders.

Board will provide the following to vendor, physical items available for pick up by vendor:

- 200 3" black binders, 100 pairs banded with rubber bands.
- 100 alphabet dividers will be preplaced in binders provided to vendor. Alphabet tabs are preplaced with the letters A-L in binder 1 of 2 and M-Z in binder 2 of 2.
- 27 individual files in .PDF format

Other requirements:

- Quote **must** be inclusive of any/all art or production costs, cost of supplies, printing, cutting, assembly, perforation, and delivery.
- Quotes and final invoices containing overruns of more than +/- 5% will not be accepted.
- All master street range guides must be printed, assembled completely and delivered to the Board offices at 470 Grant Street by 4:00 pm on April 20, 2017.
- 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 include the date vendor requires the 27 .PDF files provided by the Board in order to meet the April 20, 2017 deadline.
- All correspondence with vendor including quotes and all contact with any Vendor shall be provided to both the Director and Deputy Director.

Master Street Range Guides must be completed as specified by the RFQ and delivered to the Summit County Board of Elections by 4:00 PM on Thursday, April 20, 2017.

**Please submit quotes** via e-mail to both [jmasich@summitcountyboe.com](mailto:jmasich@summitcountyboe.com) and [psauter@summitcountyboe.com](mailto:psauter@summitcountyboe.com) **by 3:00 pm on Monday, April 10, 2017.**

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.
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.

Thanks,

Paula A. Sauter  
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