

**REQUEST FOR QUOTE  
POLLING LOCATION SPECIFIC ELECTION KITS  
SPECIFICATIONS**

For the printing, assembly and shipping of polling location specific election kits for the May 7, 2019 Primary/Special Election, August 6, 2019 Special Election, September 10, 2019 Primary Election, November 5, 2019 General Election and any Special Elections from May 8, 2019 through March 9, 2020.

The number of kits needed for any election will be determined by the number of polling locations involved in the election. Countywide elections will require approximately 187 polling location specific kits plus approximately 35 extra kits. In addition, Summit County consists of 420 precincts. For precinct specific items, the number of precincts involved 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 LOCATION SPECIFIC LABEL (APPROXIMATELY 13 X 19 WITH 3 INCH GUSSET).
ONE (1)	ENVELOPE FOR VOTED STUBS WITH LOCATION SPECIFIC LABEL. (APPROXIMATELY 12 X 15 WITH 3 INCH GUSSET)
ONE (1)	ENVELOPE FOR WRITE-IN BALLOTS WITH LOCATION SPECIFIC LABEL (APPROXIMATELY 12X15)
ONE (1)	ENVELOPE FOR BALLOT SLIPS WITH LOCATION SPECIFIC LABEL (APPROXIMATELY 12X15)
ONE (1)	ENVELOPE FOR FORMS WITH LOCATION SPECIFIC LABEL (APPROXIMATELY 12X15)
ONE (1)	ENVELOPE FOR VOIDED BALLOTS WITH LOCATION SPECIFIC LABEL ( <b>GREEN</b> , 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)	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)
ONE (1)	SOS VOTER ID POSTER (11 x 17 CARD STOCK, COLOR)
FIVE (5)	REFER A FRIEND INSERT (8 ½ X 11, GRAYSCALE)
ONE (1)	SECRETARY OF STATE 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)
FOUR SETS (4)	INJURY/ILLNESS AND POLL WORKERS REPORT PER OUR SPECIFICATIONS (8 ½ X 14 BLUE PAPER, TWO PAGES)
TEN (10)	FORM 10-U AFFIDAVIT-OATH-EXAMINATION OF PERSON CHALLENGED BY POLL WORKER (PRESCRIBED BY THE SECRETARY OF STATE)

FIVE (5)	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)
TEN (10)	FORM 260 AUTHORIZATION TO UPDATE SIGNATURE (PRESCRIBED BY THE SECRETARY OF STATE)
TEN (10)	FORM 10-L NOTICE OF CHANGE OF NAME (PRESCRIBED BY THE SECRETARY OF STATE)
TWO (2)	FORM 450 ELECTION DAY PRECINCT INCIDENT LOG (PRESCRIBED BY THE SECRETARY OF STATE)
TWO (2)	FORM 475 VOTING UNIT EVENT LOG (PRESCRIBED BY THE SECRETARY OF STATE)
ONE (1)	OHIO VOTER IDENTIFICATION EXAMPLES (8 ½ X 11, GRAYSCALE)

**SHIPPED SEPARATELY**

ONE PER LOCATION (1)	ENVELOPE FOR IMPORTANT ELECTION DAY MATERIALS WITH LOCATION SPECIFIC LABEL. (APPROXIMATELY 12 X 15)
ONE PER PRECINCT (1)	ENVELOPE FOR VOTED PROVISIONAL BALLOTS WITH PRECINCT SPECIFIC LABEL. (APPROXIMATELY 12 X 15)
FIFTY PER PRECINCT (50)	FORM 12-D PROVISIONAL VOTER PRECINCT VERIFICATION (GLUED) (PRESCRIBED BY THE SECRETARY OF STATE)
FIFTY PER PRECINCT (50)	FORM 12-H PROVISIONAL VOTER HOT LINE NOTICE (GLUED) (PRESCRIBED BY THE SECRETARY OF STATE)

**PRIMARY ELECTIONS ONLY (INCLUDED IN KITS)**

TEN (10)	FORM 10-W STATEMENT OF PERSON CHALLENGED AS TO PARTY AFFILIATION (PRESCRIBED BY THE SECRETARY OF STATE)
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- 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, as indicated in the foregoing, by polling location; or, as in the case of the provisional envelopes, subdivision, ward, precinct.
- 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 contract shall be let to the lowest responsible bidder in the state.

Quotes will be received up to Thursday, February 14, 2019 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."

NO EXCEPTIONS TO THE BID SPECIFICATIONS ALLOWED WITHOUT APPROVAL OF THE SUMMIT COUNTY BOARD OF ELECTIONS.

SUMMIT COUNTY BOARD OF ELECTIONS

WILLIAM D. RICH, CHAIR

JOSEPH P. MASICH, DIRECTOR

***[Please read, execute, and return the attached acknowledgement.]***

**ACKNOWLEDGEMENT OF AND AGREEMENT TO ADHERE TO BID SPECIFICATIONS**

By signing below and returning this Acknowledgement, I agree that I am submitting a bid to produce the enumerated products in accordance with the above bid specifications, terms, and conditions and that I can provide the same. I further acknowledge that neither this acknowledgement nor the request for bids constitutes the Summit County Board of Elections (SCBE) awarding me the contract. The awarding of this contract shall be announced after the SCBE has reviewed all bids.

In the event that I am awarded this contract, I further agree that I will supply the products in conformance with my bid herein.

The elections for which I am submitting a bid, and for which the SCBE may award a contract, include any and/or all of the following: May 7, 2019 Primary/Special Election, August 6, 2019 Special Election, September 10, 2019 Primary Election, November 5, 2019 General Election and/or any Special Elections from May 8, 2019 through March 9, 2020.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name