

**REQUEST FOR QUOTE  
POLLING LOCATION SPECIFIC POLL BOOKS  
SPECIFICATIONS**

For the potential printing, assembly (including inserting the alpha dividers accordingly), and shipping of polling location specific poll books for any or all of the following elections: 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.

The number of poll books needed for any election will be determined by the number of polling locations involved in the election. Countywide elections will require approximately 187 poll books.

A sample poll book is available for review at the office of the Summit County Board of Elections, 470 Grant Street, Akron, OH 44311.

**A. Poll book must be shrink wrapped and contain the following:**

- All pages shall be single-sided with 3-hole punch in the left margin
- Front cover to be card stock (printed in color)
- Oath of Office and Ballot Reconciliation Certificate (white paper)
- 8 ½ x 11 3-ply carbonless paper (white, yellow and pink)
- Approximately **82 – 4,254** voters per polling location, 30 voter names per page
- 8 Pages for provisional voters (on yellow paper)
- Alphabetical dividers available for pick up at the Summit County Board of Elections and shall be located at the rear (back) of the poll book

**B. Register of Voters:**

- Register of Voters list (printed on blue paper, and stapled) and shipped separately from the above poll books.

All poll books **MUST** be at the office of the Summit County Board of Elections no later than **5 calendar days** (not business days) following the Board emailing of the polling location specific PDF file to the printer. Delivery FOB.

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

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