

Summit County Board of Elections

470 Grant Street – Akron, Ohio 44311-1193
(330)-643-5200 – Fax (330)-643-5422
www.summitcountyboe.com

Members:

Wayne Jones
William D. Rich

Democrats

Bryan C. Williams
Ray L. Weber

Republicans

William D. Rich
Chairman

Joseph P. Masich
Director

Paula A. Sauter
Deputy Director

REQUEST FOR QUOTE:

Absentee Return Envelopes

Summary:

- The Summit County Board of Elections is seeking quotes for the production and printing of approximately 50,000 6” x 9.25” 24 # Western Sulphite booklet envelopes with Ohio Secretary of State Form No. 12-F

Printing Requirements:

- Envelope
 - The piece shall be printed on 6” x 9.25” 24# Western Sulphite booklet envelopes with a gummed flap.
 - Printing is on the front side in black ink only.
 - PDF of artwork is attached
 - Note: Artwork does not reflect actual size. Please refer to dimensions as listed in RFQ.
 - Envelope is for mailing purposes.
 - Final product **MUST** be 6” x 9.25” with **NO EXCEPTIONS**.
- The Summit County Board of Elections **requires** a hard copy proof of the printed material prior to print.
- Vendor is responsible for ensuring the final mail piece has been examined by a USPS Mail Design Analyst and approved by the USPS prior to print.
- Vendor is responsible for ensuring envelopes contain proper ‘ZIP +4’ address and intelligent barcode information for the Summit County Board of Elections from USPS.

- Vendor **MUST** submit the written approval of the U.S.P.S. mail design analyst to the Director and Deputy Director prior to print.
Joseph P. Masich, Director – jmasich@summitcountyboe.com
Paula A. Sauter, Deputy Director – psauter@summitcountyboe.com

Other Requirements:

- Quote **must** be inclusive of weight of paper and the shade of Western Sulphite 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.
 - Vendor should list the changes in price per piece based on the rise in various threshold levels (for example, what the price per envelope is at **the 50,000 level versus the 75,000 level, etc., up to 100,000**).
- Quote **must** be inclusive of any/all art or production costs, cost of supplies, printing, cutting, assembly and perforation.
- Quotes **must** be inclusive of delivery fees/charges.
- Quotes and final invoices containing overruns of more than +/- 5% will not be accepted.
- All envelopes ordered must be completed and delivered by March 29, 2019.
- 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 a 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 “Absentee Return Envelope Quote.”
 - Quotes must be delivered (by hand, US Mail, or otherwise) in a sealed envelopes 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 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 Monday, March 11, 2019 at 4:00 PM.

Name and Complete Address

Return Envelope
Absent Voter's Ballots
Form No. 12-F Prescribed by
the Secretary of State (08-17)

Affix
Sufficient
Postage
Post Office will not
deliver without
correct postage



OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST CLASS MAIL

DIRECTOR OF THE BOARD OF ELECTIONS

