



CUYAHOGA COUNTY
BOARD OF ELECTIONS

Inajo Davis Chappell
Chairwoman

Jeff Hastings
Member

Eben O. (Sandy) McNair, IV
Member

Robert S. Frost
Member

Pat McDonald
Director

Anthony W. Perlatti
Deputy Director

Request for Quotes

To: Envelope Printers

From: Cuyahoga County Board of Elections (CCBOE)

Date: July 22, 2014

Due: 2:00 pm on Thursday, August 7, 2014

Re: Printing of Provisional Ballot Envelopes for the November 4, 2014 General Election

I. Introduction

This request for quotes (RFQ) is issued in accordance with Sections 3501.11(C) and (F) and 3501.301 of the Ohio Revised Code. Either a purchase order or contract will be awarded for this job to the lowest and best bidder to manufacture provisional ballot envelopes for the November 4, 2014 General Election.

II. Description and Quantity

A. The envelopes shall be provided according to the specifications listed below (see attached PDF's for further clarification):

1. **Description:** Open-end catalog with two inch peel and seal flap.
2. **Finished Size:** 9.5" x 18"
3. **Paper:** 70# Canary or White (see Section B)
4. **Printing:** Black ink only (double-sided).
5. **Window:** One 0.75" x 2.75" window located 1.25" from top and 0.6" from left on English side of envelope.
6. **Center Hole:** One hole about 0.5" in diameter located at or near the center of the envelope (this hole should go through both sides).
7. **Packaging:** 25 envelopes per pack, shrink wrapped.
8. **Bar Code:** Laser quality (300 to 600 dpi) Code 39 bar code at top right of envelope starting with letter "P14" and consecutive 6-digit number beginning **P1402000**.

Please Note: It is important that no duplicate bar codes are included.

B. The envelopes shall be provided in the following quantities and colors:

1. 67,800 Canary
2. 5,825 White (these do **not** need bar codes)

Fiscal Services Department

2925 Euclid Avenue • Cleveland, Ohio 44115 • (216) 443-3200 • www.boe.cuyahogacounty.us

III. CCBOE Responsibilities

CCBOE will appoint a Project Manager to serve as the main point of contact between the CCBOE and the selected vendor. The Project Manager will be:

Tony Kaloger
Assistant Manager, Registration Department
tkaloger@cuyahogacounty.us
(216) 443-3272

The Project Manager will provide the selected vendor with camera ready artwork in Adobe Illustrator, PDF, or TIFF format by Friday, August 15, 2014, and will also be responsible for approving any and all required proofs from the selected vendor as well as notifying the vendor when it may commence printing.

IV. Vendor Responsibilities

- A. The selected vendor shall be responsible for manufacturing the provisional ballot envelopes according to the specifications listed above, and for delivering them to the CCBOE's warehouse location at the following address by **Friday, September 26, 2014 (or sooner if possible)**:

Cuyahoga County Board of Elections
Attn: Election Support Department
1858 East 40th Street
Cleveland, OH 44103

B. Proofs

1. Prior to the commencement of printing, the selected vendor shall provide via e-mail to the CCBOE's Project Manager a print proof of the artwork. The selected vendor shall not commence printing until the proof has been verified as accurate and approval to print has been given by the CCBOE Project Manager. The Project Manager shall respond within 24 hours of receipt of the proof whether the proof has been approved or whether corrections are needed.
2. Within seven business days of being awarded this job (or at a separate date as agreed upon between the CCBOE and the selected vendor), the selected vendor shall also provide to the CCBOE Project Manager at least 50 hard copy bar code samples printed on 70# Canary using the same equipment that will be used for the actual printing of bar codes. The selected vendor shall not commence printing of the bar codes until the Project Manager has successfully scanned the bar codes with CCBOE scanners and approval has been given by the CCBOE Project Manager. The Project Manager shall respond within 24 hours of receipt of the samples whether the samples have scanned successfully or not.

V. Form and Evaluation of Bid

A. All bids shall include the following:

1. Cost per M to manufacture the envelopes listed in Section II (the cost of delivery should be included within this price).
2. Total cost.
3. Signed copy of these bid specifications (see last page).

Bids may be emailed (preferred) to Sean Webster, Fiscal Services Manager, at swebster@cuyahogacounty.us and Carol Bell, Procurement & Operations Coordinator, at cbell@cuyahogacounty.us, or delivered in a sealed envelope to the following address:

Cuyahoga County Board of Elections
2925 Euclid Avenue
Cleveland, Ohio 44115
Attn: Fiscal Services – Provisional Envelopes RFP

Please note: If you e-mail your bid, please call to confirm receipt. Inquires may be directed to Sean Webster at (216) 443-6442 or Carol Bell at (216) 443-6486.

B. Bid Opening

Proposals will be opened and/or reviewed in public session in the fourth floor board room shortly after the bid submission deadline.

C. Evaluation and Selection

The CCBOE shall award this job to the lowest and best bidder(s) as determined by the CCBOE. The CCBOE reserves the rights to award this bid in parts or in its entirety, and to reject any and all bids. The CCBOE also reserves the right to request additional information from bidders subsequent to the bid deadline in order to more fully evaluate the competency of any bidder(s). The award will be incumbent upon the bidder completing registration for BuySpeed Online (if not already done so). Registration can be completed at the following site: <https://buyspeed.opd.cuyahogacounty.us/bsol/login.jsp>

VI. Terms of Agreement

A. Contract Threshold

A purchase order will be awarded to the selected bidder if its total bid amount is less than \$25,000.00. A contract will be awarded to such bidder, subject to the approval of the Board Members of the CCBOE at the next scheduled Board Meeting, if the bidder's total bid amount is equal to or greater than \$25,000.00. Currently, the next scheduled Board Meeting after the bid due date is Thursday, August 14, 2014.

B. Payment

An invoice shall be submitted to the CCBOE only for actual quantities manufactured following successful delivery of such items. The CCBOE is a tax exempt entity. A certificate of exemption is available upon request. The CCBOE will not pay any late charges or penalty fees of any type.

C. Termination of Order

The CCBOE reserves the right to terminate this order at any time. In the event the order is terminated by the CCBOE, five days advanced notice shall be given to the selected vendor. The selected vendor shall provide all services and/or products required by the order to the effective termination date. Under no circumstances shall the CCBOE be responsible for any type of penalty payment on the termination of the order. The contractor shall be reimbursed for all services and/or products provided to the order termination date.

D. Penalty Provisions

Unsatisfactory quality, mishandling of CCBOE property, and/or delivery of services may result in a penalty charge of five percent (5%) for each occurrence, including for each day past a deadline the job was delivered. Additional penalty charges may be assessed to the Vendor for or to replace lost or broken supplies, equipment, or below satisfactory performance provided by the Vendor. Penalty charges will only be invoked if the selected contractor is unwilling or unable to remedy the unsatisfactory condition within the time frame specified for delivery in the contract.

E. Acceptance of Terms

I hereby acknowledge that I have read and understand the specifications and terms contained herein, and agree to abide by such terms if selected by the CCBOE as the vendor for the manufacturing of provisional envelopes for the November 4, 2014 General Election.

Signature

Company Name

Name

Title

Date