

## SPECIFICATIONS

FOR THE PRINTING OF DOMINION IMAGE CAST OPTICAL SCAN BALLOT PAGES FOR ELECTION DAY AND ABSENTEE VOTING FOR THE MAY 8, 2018 PRIMARY ELECTION

**QUOTES ARE DUE NOT LATER THAN 1:00 P.M. ON JANUARY 19, 2018**

### I. SCOPE OF SERVICES

#### A. PURPOSE

This document is a request for quotes issued by the Belmont County Board of Elections (BCBOE) for Certified Printers of the Dominion Image Cast optical scan ballot for printing the ballots for election day and absentee voting for the May 8, 2018 Primary Election. All questions and correspondence shall be directed to: William Shubat at [belmont@ohiosecretaryofstate.gov](mailto:belmont@ohiosecretaryofstate.gov) of the BCBOE.

#### B. REQUIRED TO QUOTE

1. For any vendor who has not printed optical scan ballots for the BCBOE used in an election, the BCBOE will provide files from a past election. The request for the files must be made prior to JANUARY 5, 2018. Twenty (20) test proofs of optical scan ballots are required with any quote submitted by 1:00 p.m. on JANUARY 19, 2018. If the proofs are required but not submitted the quote will be rejected. The test proofs shall be with the perforated stubs.
2. All Vendors that have not printed ballots for BCBOE previously shall supply a list of references for past printings of optical scan ballots.
3. All Vendors shall supply the location of the ballot printing within the State of Ohio. (ORC 3505.13)
4. Each bid must be accompanied by two sureties, or a sureties company satisfactory to the Board, in a sum double the amount of the bid, conditioned upon the faithful performance of the contract for such printing as is awarded and for the payment as damages by such bidder to the Board of any excess of cost over the bid which may be obliged to pay for such work by reason of the failure of the bidder to complete the contract. **FAILURE TO SUBMIT A PROPER BOND WILL AUTOMATICALLY INVALIDATE THE BID.** Bid guaranties of unsuccessful bidders will be returned following award of bid.

#### C. SUBMISSION OF QUOTES

1. All quotes shall be submitted to: Belmont County Board of Elections, 103 Plaza Drive, Suite B, Saint Clairsville, Ohio 43950.

2. All quotes are due not later than 1:00 p.m. on January 19, 2018.

#### D. REQUIRED SERVICES

1. The vendor shall be required to print all of the Image Cast optical scan ballot pages for the May 8, 2018 Primary Election.

2. All ballots shall have clean perforations for the ballot tabulation in optical scan readers.

3. No changes/additions/deletions to any of the ballots provided shall be made by the vendor without the prior approval of the BCBOE.

4. No ballots (unless a sample is required) shall be printed until final approval has been granted by the BCBOE. Final approval with ballot data is anticipated to be on or about February 18, 2018.

#### E. DESCRIPTION AND QUANTITY OF ITEMS NEEDED

##### 1. Election Day Ballot pages

a) Ballot size will be:

8.5 x 11" with two (2) 1.5" stubs or 1" inch stubs

8.5 x 14" with two (2) 1.5" stubs or 1" inch stubs

8.5 x 17" with two (2) 1" stubs

There is a possibility that we will need a two page ballot that will need to be factored in.

b) Each sheet of paper will have two (2) perforated stubs at the top of the ballot labeled stub A & stub B per Ohio Revised Code (ORC) 3505.08 that are either one and one half inches (1 1/2"), or one (1") inch each and consecutively numbered per precinct with the precinct identifier. When the stub is removed it will leave a smooth clean cut. In addition to the consecutive number, stub A shall contain the following: "IMPORTANT – DO NOT DETACH STUB".

c) Delivery: On or before March 23, 2018 for the May 8, 2018 Primary Election.

d) Quantities: Estimated quantity needed is [75,000] ballots more or less. Awaiting instructions from Ohio Secretary of State's office on quantity needed. Individual precinct and split quantities will be provided with order.

- e) Ballots shall be clear shrink wrapped and identified with precinct and quantity and delivered in numerical precinct order.
- f) BCBOE reserves the right to change any and all deadline dates listed above.
- g) The BCBOE recommends that vendors purchase a clear overlay from Dominion Voting to verify ballot accuracy.
- h) Ballots will be marked for the respective parties at the top of the Stub B and the top of Stub A with the name of the party Democratic, Republican, Issues only.

## **2. Absentee Ballot pages**

- a) BCBOE normally prints Absentee Ballots in their office. The chosen vendor must be able to print Absentee Ballots with little or no notice.
- b) Ballot size will be:  
The same sizes as for election day ballots will be used.
- c) Each sheet of paper will have two (2) perforated stubs at the top of the ballot labeled stub A & stub B per Ohio Revised Code (ORC) 3505.08 that are one and one half inches (1 1/2") or one inch (1"), each and consecutively numbered per precinct with the precinct and absentee ballot identifier. When the stub is removed it will leave a smooth clean cut. In addition to the consecutive number, stub A shall contain the following: "IMPORTANT – DO NOT DETACH STUB".
- d) Delivery: Any Absentee Ballots must be delivered within three (3) days from the time of order.
- e) Quantities: Individual precinct and split quantities will be provided with order.
- f) Ballots should NOT be clear shrink wrapped, but packaged and identified by precinct and delivered in numerical precinct order.
- g) The absentee ballot pages shall be scored between the timing marks. The BCBOE recommends that vendors purchase a clear overlay from Dominion Voting to verify ballot accuracy.

## **3. Sample Ballots and Pre-filled Test Decks**

a) Sample Ballots: two sets of approved ballots per precinct of each style in that precinct marked "Sample". These ballots must be printed on yellow paper to highlight the sample ballots from the standard ballots. Please provide pricing for these sample ballots separately from the Election Day order.

b) Pre-filled Test Deck: A complete countywide test deck of OS ballots is required to be printed. The test deck must verify candidate rotation (where applicable) throughout the county and individual districts. As soon as a quantity of printed ballots is known, please provide the BCBOE with the quantity for encumbrance purposes. A results listing must be included with the test deck. The test deck is due to the BCBOE on or before September 5, 2016

## F. VENDOR RESPONSIBILITIES

1. The selected vendor is responsible for meeting all the attached Dominion Voting, formerly, Diebold Election Systems AccuVote Optical Scan Ballot Specifications. See attachment.

2. Individual Election Costs: The selected vendor shall give separate prices for the Election Day Ballots, Absentee Ballots, Sample Ballots and Test Deck, and shall bill the Board of Elections separately for this election for the purpose of subdivision chargebacks.

## G. TIME OF COMMENCEMENT AND COMPLETION OF WORK

1. The selected vendor shall commence and complete printing strictly upon instructions of the BCBOE staff assigned to this project. The selection of the vendor is anticipated to be on or about **January 23, 2018.**

2. If printing is delayed due to changes ordered by the BCBOE, a reasonable extension of the completion time will be considered. No claims shall be made on the Board other than as provided above.

## II. PROPOSAL REQUIREMENTS

### A. EVALUATION AND SELECTION

1. Quotes received after the deadline shall not be considered.

2. Rejection or Acceptance of Quotes: The BCBOE reserves the right to consider all elements entering into the question of determining the responsibility of the vendor.

Any quote which is incomplete, conditional, obscure, or which contains additions not called for, or irregularities of any kind, may be cause for rejection of the quote. The BCBOE reserves the right to reject any or all quotes.

## B. GENERAL TERMS AND CONDITIONS

The following terms and conditions shall apply to any and all quotes submitted.

1. The BCBOE assumes no liability for any costs incurred by the vendor in the preparation of their quote.
2. The BCBOE reserves the right to consider all elements entering into the questions of determining the responsibility of the vendor.
3. All prices shall be in exact amounts with no estimates or contingencies. Pricing shall be given by the price per thousand and the grand total with shipping included. The BCBOE will not pick up ballots from the Vendor, all ballots must be delivered to the BCBOE.
4. No additions or deletions to a quote shall be permitted. Corrections of errors in a quote after the deadline shall not be permitted.
5. The selected vendor shall agree to indemnify and save harmless the BCBOE by this quote from suits and actions of every nature and description brought against the vendor, for or on account of any injuries or damages received or sustained by a party or parties or from any acts of the vendor, his servants or agents.
6. Explanations, Written and Oral: Should a vendor find any discrepancy in or omission from the specifications, vendor shall at once notify the IT staff of the BCBOE, who will send written instructions to all vendors. The BCBOE will not be responsible for any oral instructions. If any vendor is in doubt as to any of the written instructions or specifications, vendor should contact the BCBOE.