



CONTRACT DATA SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

TITLE: Election Printing

CONTRACT #: 307-14

CONTRACT DATES: 3/25/14-12/31/18

BUYER: WALTER B. LARAUS
PHONE: 585/753-1121
FAX: 585/753-1104

VENDOR(S): Phoenix Graphics
1525 Emerson St.
Rochester, NY 14606

Ph: 585-232-4040
Fax: 585-232-5642

TERMS AND CONDITIONS

<u>BID ITEM:</u>	ELECTION PRINTING
<u>FOR:</u>	Monroe County Board of Elections
<u>PURCHASING CONTACT:</u>	Walter B. LaRaus, (585) 753-1121
<u>DUPLICATE COPIES:</u>	<u>PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.</u>
<u>BID INFORMATION:</u>	At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.
<u>SUBMITTAL OF FORMAL PROPOSAL:</u>	<p>Bid proposal must be legible and submitted in the original form, bearing an original signature. EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.</p> <p>All bidders must submit proof that they have obtained the required Workers' Compensation and disability benefits coverage or proof that they are exempt.</p>
<u>SPECIFICATION ALTERATIONS:</u>	Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. Only formal written addenda can materially alter this set of specifications. No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.
<u>QUANTITIES:</u>	The quantities listed are the estimated <u>annual</u> requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term.
<u>QUALIFIED BIDDER:</u>	<p>All bidders are required to have election printing experience since 2008 (i.e. Optical Scan Ballots, etc.) for a county comparable in size to Monroe County (having a minimum of 600 election districts.) The bidder that will be providing the printing services should presently have or must develop a comprehensive understanding of the "Dominion" Voting System.</p> <p>The bidder will need to work with the Monroe County Board of Elections and interface with "Dominion" to facilitate all aspects of election printing.</p> <p>The integration of the printed ballots with the voting equipment is vital to the election process. Although independent of each other; they must work in unison to maintain the accuracy and integrity of our process. Knowledge of creating test ballots, bridging the program between the Board of Elections and "Dominion" and working within the specifications of the voting equipment are essential in delivering a successful product.</p> <p>The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform. Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.</p>
<u>METHOD OF AWARD:</u>	Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the TOTAL . <u>Bidder must bid on all items in order to be considered.</u> The County reserves the right to reject any and all bids if the Purchasing Manager deems said action to be in the best interest of the County.

BUYER CONTACT:

The Buyer, identified below, is the sole point of contact regarding this Bid from the date of issuance until the bids are opened and the results made public.

Walter B. LaRaus
Monroe County Division of Purchasing
200 County Office Building
39 West Main Street
Rochester, NY 14614
Email: wlaraus@monroecounty.gov

All requests for bid clarification must be submitted in writing to the Buyer referenced above and received no later than close of business (5:00 PM Eastern Standard Time) on **March 12, 2014**.

All questions will be answered and documented in writing as an Addendum to the Bid. These will be sent out to all Bidders who received the original Bid no later than **March 18, 2014**.

CONTRACT TERM:

Contract will start with the date of the contract award and run through **December 31, 2014**, with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

PRICE CHANGES:

Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.

MINIMUM ORDER:

No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

**PURCHASE ORDER
ISSUANCE:**

Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.**

As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

**BILLING
PROCEDURE:**

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**UNCONTEMPLATED
PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

PERFORMANCE BOND:

The successful bidder shall procure, execute and deliver to the Owner and maintain at his own cost and expense a Performance Bond in the amount of the contract or Surety Company approved by the Owner and authorized to do business in the State of New York as a surety. The security can be in the form of a Certified Check, Bank Draft, Standard Form of Irrevocable Letter of Credit or Performance Bond.

SUBCONTRACT:

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

RELATED ITEMS:

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

**REPORT OF
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

OTHER AGENCIES:

The Contractor(s) **must** honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor **may**, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

INDEMNIFICATION:

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

ELECTION PRINTING
GENERAL SPECIFICATIONS
January 2014

All printing, except Optical Scan ballots, shall be delivered to the Board of Elections within four (4) CALENDAR days after copy is furnished.

Absentee, Affidavit and Election Day Optical Scan Ballots shall be delivered to the Board of Elections in Legislative/Town Election District order, commencing with Legislative District 7, Election District 1 and through Wheatland 5, if applicable.

All Sample Ballots, Spanish Sample Ballots and Digitized Poll Books shall have printed in the lower right hand corner: Election Districts by City Legislative District or Town, where needed. Samples of all materials may be seen at the Board of Elections. Wherever specifications may differ (due to error) from sample, the sample shall prevail.

If any additional or fewer items are needed for which copy has been furnished, the bidder shall agree to furnish such units as the Board of Elections may direct at the same price per unit as the unit price in the assigned bid.

SPECIFICATIONS FOR PRIMARY ELECTION PRINTING

Because the number of election districts for the Primary is not known for certain, we request that vendors submit their bids based on a minimum of 500 consolidated election districts, with a maximum of 827 and a unit price for any difference.

A. ABSENTEE BALLOTS

OPTICAL SCAN BALLOT TECHNICAL SPECIFICATIONS:

Due to Monroe County's use of Electronically Tabulated Absentee/Affidavit ballots, the successful vendor must have knowledge of and the ability to produce the corresponding Optical Scan Ballots. Vendor must demonstrate sufficient knowledge of the technical requirements of the Optical Ballots. Optical Scan Ballots must conform to the New York State Election Law, State Rules and Regulations regarding electronically tabulated ballots, Optical Scan reader specifications (red laser diode), as well as Dominion Teamwork and Image Cast Central Software requirements.

Paper: Custom - "MarkSense Offset" as stated for NCS Reader specifications

Brightness - 94	Opacity - 96	Color - white
4.2 at 60 lb. basis weight	PPI - 394	Grain - Short
Sheffield rating - 130	Alkaline - yes	Finish - smooth

Pre-mark coding (security codes): Vendor must demonstrate the ability to assign all necessary security coding to allow accurate and legal ballot tabulation. The coding identifies Ballot styles, Ballot kinds and keeps the correct bubble positions attached to specific Candidates, thus controlling the accurate tabulation of votes. Three digit codes are used in the Primary Elections and three digit codes are used in the General Elections as required by "Teamwork" or Image Cast Central software.

UPON REQUEST, VENDOR WILL SUBMIT SAMPLES OF PREVIOUSLY PRODUCED OPTICAL SCAN BALLOTS FOR THE SYSTEM USED IN MONROE COUNTY.

Second color to be printed on Optical Scan ballots in a Primary Election as follows:

Republican:	Cherry
Democratic:	Green
Conservative:	Gray
Working Families:	Tan
Independence:	Canary
Green:	Peach

Second colors for parties becoming constituted due to the gubernatorial election during term of this contract shall be determined at that time.

It is estimated that we will need approximately 10,000 ballots for a county wide single major party primary divided between approximately ten (10) cuts for the primary election, plus up to an additional 200 ballots per cut for testing purposes. All ballots must be pre-mark coded.

Delivery is required three (3) CALENDAR days after copy is furnished.

Details for final delivery form will be provided to the winning vendor. The vendor is also responsible for pre-mark coding.

The vendor will construct and print according to the specifications for printing on each of the ballots. Each ballot must be imprinted with the pertinent information as supplied by the Board of Elections. The ballots for a given cut/town/consolidation district will be clear wrapped and with the cut/town/consolidation district visible. The ballot should be folded in a manner where the crease does not pass through any voting ovals.

Final absentee ballot counts and breakdown will be at the discretion of the Board of Elections.

B. AFFIDAVIT BALLOTS

Quantity: 50 of each major party for each of the consolidation or election districts, plus up to 200 for County committee primaries only for use in testing. All ballots must be pre-mark coded.

Size/weight: See Optical Scan Ballot specifications under Absentee Ballots.

Color:	Republican:	Cherry
	Democratic:	Green
	Conservative:	Gray
	Working Families:	Tan
	Independence:	Canary
	Green:	Peach

Colors for parties becoming constituted due to the gubernatorial election during term of this contract shall be determined at that time.

The printer will construct and print according to the specifications for printing on each of the ballots. Each ballot must be imprinted with the pertinent information as supplied by the Board of Elections. The ballots for a given cut/election district/consolidation district must be clear wrapped. The ballots for a given cut/election district/consolidation district will be wrapped together and with the cut/town/consolidation district visible. Affidavit ballots shall be delivered to the Board of Elections separately from the Absentee Ballots and shall be delivered to the Board of Elections within three (3) CALENDAR days after copy is furnished.

Final affidavit ballot counts and breakdown will be at the discretion of the Board of Elections.

C. ELECTION DAY ENGLISH SAMPLE DIAGRAMS

Three (3) Sample Diagram Ballots for each district open in Monroe County; such diagrams are to be 12" x 18" and arranged to show the entire exact face of the Election Day Image Cast Ballot as it will be arranged in each district. Each diagram is to be imprinted by Legislative and Election District within the City of Rochester or by Town and Election District.

D. ELECTION DAY SPANISH SAMPLE DIAGRAMS

Three (3) Sample Diagram Ballots are required for each of the 278 designated Spanish Election Districts in Monroe County, if open. Using the Imagecast Election Day Ballot Proof (Item F) as master mechanicals, the vendor is to translate all office titles, as furnished by the Board of Elections, into Spanish. Sample Diagrams are to be a maximum of 18 inches wide; the length is to be determined by the number of horizontal lines, not to exceed twelve (12).

Sample Diagrams are to be printed on 40 lb. number #1 White Offset in all black ink on one side only.

Successful bidder is responsible for all necessary Spanish translations.

E. DIGITIZED BOOKS - BINDING

Each book will be 8.5" by 14", Spiral Bound Punched on 8.5" side. The front cover is to be imprinted with the Election District, City or Town, Legislative District and Party. The cover for Primary Elections is to be the party color.

Republican:	Cherry
Democratic:	Green
Conservative:	Gray
Working Families:	Tan

Independence: Canary
Green: Peach

Any additional colors for the covers of the digitized books will be based on additional parties becoming constituted due to the gubernatorial election during term of this contract shall be determined at that time.

The covers are to be punched 65 pound cover stock. Number of pages: approximately 125 per book.

The vendor shall provide covers, hole punching, spiral binding, typesetting and printing of covers. The binding and delivery must be completed within 24 hours of the books being made available. Price will be on a per party, per book basis. Each book is to be clear shrink-wrapped prior to delivery to the Board of Elections.

F. Image Cast Election Day Ballots Optical Scan Ballots and Requirements.

Required equipment/software vendor must possess for testing and transmittal purposes:

Vendor must purchase at least one BMD/Scanning unit for testing purposes. The vendor must purchase the Election Management System software and hardware package from Dominion Voting. Said EMS package includes the software licenses, base software, work station, servers, network equipment, datacenter racks, backup devices, network storage sever, database server and application server. Also, purchase updates to EMS as they are issued.

Paper: Custom - "Optical Scan Paper" per Dominion specifications

Brightness - 96	Opacity - 96	Color - True White
Caliper - min of 7 at 100 lb. basis weigh	PPI - 284	Grain - Long
Sheffield rating - 170	Alkaline - Yes	Finish - Smooth

Bridge Program

Vendor must be willing to devote necessary number of man-hours to become educated on what data is required and what format the data must be in to auto flow into Dominion Voting System's Democracy Suite to generate ballots.

Data Collection

Vendor must contact Monroe County and the State BOE for expiring offices for a given year in April. Activate the appropriate offices as well as organize them in the correct ballot order. Then, verify individual office titles for the correct wording, term and order, based on past Monroe County election history. Vendor must have capabilities to maintain a complete history in data file format of Monroe County. Monroe County will need a ballot style grid separated by political subdivisions containing all office titles before the petitions in June of that year to conduct the first of many layout proofs.

Vendor must compile election specific ballot certification from the State and Monroe County BOE's into the ballot grids. This is achieved by importing the State and the County's electronic candidate list into Monroe County's data files. Each candidate is then linked to the appropriate office, while defining each party position. The candidate's X, Y coordinates or column and row position are then applied along with any party symbols and foreign language graphics, if required. The same symbols and language graphics must then follow a candidate wherever they appear. This candidate definition happens only one time for each position and populates ALL locations and ALL projects within Monroe County where a candidate appears.

All ballot proofs must be created with a secure password. The proofs will then be approved by the Monroe County Board of Elections. No ballots shall be printed without an official sign off by the BOE.

Bridge Program data

Upon request, vendor shall be able to provide a Data Bridge from data provided by Monroe County to the EMS System. Data must have a seamless flow into the bridge program from candidate list to auto flow into a completed ballot proof. The data needs to be formatted in Vendor's version 4.9 or most current DVS EMS System. Vendor must export the files containing all office, candidate and symbol information. A minimum of 90% of the ballot layout work must be completed automatically. The Vendor's system has to not only be NYS Election law compliant, it also must be specific to any local customs from the Monroe County level.

Ballot Production

Vendor will be responsible for creating the federally mandated MOVE ACT Absentee ballot files as well as the CSV file that will link every ballot style by party to the correct election district. In Monroe County there are a possible 827 election districts for potentially 6 different parties. The vendor could potentially have to link as many as 4,962 different combinations of ballot styles to election districts.

Vendor is responsible for but are not limited to pre-marking definition, paper, ink densities, registration, cutting, perforation, sequencing of ballots by pad, serial numbering of pads, serial numbering of each ballot, identifying the ballot political subdivision for each individual election district, organization of packaging and the security of all ballots printed.

Due to NYS time frames, vendor must be willing to make major investments into not only the Bridge software to handle the optical scan ballots but also new production equipment. Vendor can produce ballots with both conventional offset printing as well as digital printing. Vendor is responsible for all testing of ballots at no additional charge. Vendor shall take 5% random samples of every ballot style produced that is linked to any given press run with a bar code system. The samples must then be tested for all aspects of specific quality requirements determined by the ImageCast specifications and when approved, the ballots continue through the finishing process. A complete report of random samples testing results must be supplied to the Monroe County concurrently with the delivery of the ballots. Without said documentation if any readability issues arise, the determination will first scrutinize the ballot and printer of such ballots. If the ballots are not approved for any reason, they must be redone and the unapproved ballots are then destroyed along with the setup ballots. Again, this must be documented and reported to Monroe County Board of Elections.

Monroe County Election Day ballots must be perforated to create the state required tracking stub. The perforation must be deep enough to make the separation from the pad easy but not so deep that the ballots fall off the pad. Also, the perforation solution cannot create significant "ballot paper dust." Excessive paper ballot dust can cause a scanner to misread or not read at all. The same caution applies to the amount of printing powder used during the production procedures. This is another reason why Monroe County draws emphasis on proper testing and safeguards.

Every Election District's ballots (English and if requested Spanish) will require an individualized pre-mark code. The ballot stub for each individual ballot will have unique information to provide Monroe County a tracking mechanism. The ballots must be separated in exact amounts for each district and then bound, in a secure fashion, in a usable number. Ballot pads must be weight verified to ensure that there are exactly fifty (50) ballots in each pad. The amount of ballots contained in each pad shall be documented so Monroe County can track the number of ballots that goes out during an election against the number of ballots that returns after that election. This allows a way to audit the volume of ballots voted compared to the ballots not voted. Vendor must develop a form to accept ballot orders per election district based on number of registered voters and increased by whatever percentage the County instructs vendor to print of all registered voters. This form will automatically calculate the formula based on the counties direction. Monroe County has 827 election districts and could potentially place 827 separate orders based on the number of registered voters in each district. Complete delivery receipts of each individual ballot order must be delivered with the ballots to Monroe County. Receipt must include all LIVE, TEST and waste ballots as well as comply with NYS Print verification form requirements.

After each pad is secured and weight verified, they shall be clear shrink wrapped individually, rubber band the complete district, (Example, if 5 pads are required for a district, each of the 5 pads will be shrink wrapped and then all 5 pads banded together), accounted for and boxed by Election District. Each carton shall then be labeled with its specific content, election district, number of total ballots, numbering sequence and number of pads. The contents shall be verified and then a tamper-proof seal tape shall be applied. Once the carton tape is removed from the package, the tape will change color to indicate if the carton has been opened between the time it left your production facility and receipt at the Monroe County BOE. All deliveries must be made directly from vendors secure production plant to Monroe County Board of Elections at no additional charge to the County.

Availability

Vendor must be willing to produce ballots 24 hours per day, 7 days per week and be available as needed. The knowledge of how to produce ballots that meet all of the requirements is essential to qualifying the Vendor.

PRIMARY ELECTION PRINTING
GROUP I
UNIT PRICE SHEET

	<u>QUANTITY</u>	<u>UNIT PRICE/ DISTRICT</u>
A. <u>ABSENTEE BALLOTS</u> Optical Scan Ballots 10,000 for one major party Primary	10,000	\$804.50/M
B. <u>AFFIDAVIT BALLOTS</u> Optical Scan Ballots 50 for each Consolidated Election district maximum of 500 districts	25,000	\$804.50/M
C. <u>ELECTION DAY ENGLISH SAMPLE DIAGRAM</u> (3 each make a set) for each of 500 Election Districts	500 sets	\$1.20/set
D. <u>ELECTION DAY SPANISH SAMPLE DIAGRAMS</u> (3 each make a set) for each of the 278 designated Election Districts	278 sets	\$22.62/set
E. <u>DIGITIZED BOOKS</u> 1 each for 500 Districts	500	\$8.95/bk.
F. <u>IMAGECAST ELECTION DAY BALLOTS OPTICAL SCAN BALLOTS</u> (2 party primary) 75,000 for one major party primary (standard size ballots 14" or 17")	150,000	\$450.00/M

**Note: Oversized ballots, if
required 22" \$520.00/M**

SPECIFICATIONS FOR GENERAL ELECTION PRINTING

Group II

A. ABSENTEE BALLOTS

OPTICAL SCAN BALLOT TECHNICAL SPECIFICATIONS:

Due to Monroe County's use of Electronically Tabulated Absentee/Affidavit Ballots, the successful vendor must have knowledge of and the ability to produce the corresponding Optical Scan Ballots. Vendor must demonstrate sufficient knowledge of the technical requirements of the Optical Ballots. Optical Scan Ballots must conform to the New York State Election Law, State Rules and Regulations regarding electronically tabulated ballots, Optical Scan reader specifications (red laser diode), as well as Dominion Teamwork and Image Cast Central Software requirements.

Paper: Custom - "MarkSense Offset" as states for NCS Reader specifications

Brightness - 94	Opacity - 96	Color - white
4.2 at 60 lb. basis weight	PPI - 394	Grain - Short
Sheffield rating - 130	Alkaline - yes	Finish - smooth

Pre-mark coding (security codes): Vendor must demonstrate the ability to assign all necessary security coding to allow accurate and legal ballot tabulation. The coding identifies Ballot styles, Ballot kinds and keeps the correct bubble positions attached to specific Candidates, thus controlling the accurate tabulation of votes. Three (3) digit codes are used in the Primary Elections and three (3) digit codes are used in the General Elections as required by "Teamwork" or Image Cast Central software.

UPON REQUEST, VENDOR WILL SUBMIT SAMPLES OF PREVIOUSLY PRODUCED OPTICAL SCAN BALLOTS FOR THE SYSTEM USED IN MONROE COUNTY.

28,945 Optical Scan ballots; at 35 ballots per each of the 827 Monroe County Election Districts plus up to an additional 200 Ballots per cut for testing purposes. Delivery of completed ballots must be within three (3) calendar days after copy is furnished. All ballots must be pre-mark coded. The ballots for each cut are to be packaged individually by cut.

Details for final delivery form will be provided to the vendor. Vendor is responsible for pre-mark coding.

The printer will construct and print accordingly to the specifications for printing on each of the ballots. Each ballot must be imprinted with the election district and other pertinent information as supplied by the Board of Elections. The ballots for a given Town/Legislative District will be clear wrapped with the Town/Legislative District visible. The ballot should be folded in a manner where the crease does not pass through any voting ovals.

Final absentee ballot counts and breakdown will be at the discretion of the Board of Elections.

B. AFFIDAVIT BALLOTS

Quantity: 41,350 (50 for each of the 827 election districts). Specifications for these ballots are under Absentee Ballots. Ballots are to be packaged in groups of fifty (50) and by election district.

The printer will construct and print according to the specifications for printing on each of the ballots. Each ballot must be imprinted with the election district and other pertinent information as supplied by the Board of Elections. All ballots for a given Town/Legislative district will be clear wrapped and with the Town/Legislative District visible. All ballots must be pre-mark coded.

Affidavit ballots will be delivered to the Board of Elections separately from the Absentee Ballots and shall be delivered in Legislative/Town Election District order and within three (3) calendar days after copy is furnished.

Final affidavit ballot counts and breakdown will be at the discretion of the Board of Elections.

C. ELECTION DAY ENGLISH SAMPLE DIAGRAMS

Three (3) sample diagrams for each district open in Monroe County; such diagrams are to be 12" x 18" and arranged to show the entire exact face of the Election Day Image Cast Ballot as it will be arranged in each district. Each diagram is to be imprinted by Legislative and Election District within the City of Rochester or by Town and Election District.

D. ELECTION DAY SPANISH DIAGRAMS

Three (3) sample diagrams required for each of the 278 designated Spanish election districts in Monroe County. Using the Image Cast Election Day Ballot proof (item F) as master mechanicals, the vendor is to translate all office titles, as furnished by the Board of Elections, into Spanish. Sample diagrams are to be a maximum of 18 inches wide; the length is to be determined by the number of horizontal lines, not to exceed twelve (12).

Sample Diagrams are to be printed on 40 lb. #1 White Offset in all black ink on one side only.

Successful bidder is responsible for all necessary Spanish translations.

E. DIGITIZED BOOKS

Each book will be 8.5" by 14", Spiral Bound Punched on 8.5" side. The front cover is to be imprinted with the Election District, City or Town, Legislative District. The covers are to be punched 65 pound stock. Number of pages per book: approximately 180. There will be approximately 827 books and approximately 110,000 sheets to be punched.

The vendor shall provide covers, hole punching, spiral binding, typesetting, printing of covers and shrink-wrapping of each individual book. The binding and delivery must be completed within 24 hours after books are available.

F. Image Cast Election Day Ballots Optical Scan Ballots and Requirements.

Required equipment/software vendor must possess for testing and transmittal purposes:

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Bridge Program

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Data Collection

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Vendor must compile election specific ballot certification from the State and Monroe County BOE into the ballot grids. This is achieved by importing the State and the County's electronic candidate list into Monroe County's data files. Each candidate is then linked to the appropriate office, while defining each party position. The candidate's X, Y coordinates or column and row position are then applied along with any party symbols and foreign language graphics, if required. The same symbols and language graphics must then follow a candidate wherever they appear. This candidate definition happens only one (1) time for each position and populates ALL locations and ALL projects within Monroe County where a candidate appears.

All ballot proofs must be created with a secure password. The proofs will then be approved by the Monroe County Board of Elections. No ballots shall be printed without an official sign off by the BOE.

Bridge Program data

Upon request, vendor shall be able to provide a Data Bridge from data provided by Monroe County to the EMS System. Data must have a seamless flow into the bridge program from candidate list to auto flow into a completed ballot proof. The data needs to be formatted in Vendor's version 4.9 or most current version DVS EMS System. Vendor must export the files containing all office, candidate and symbol information. A minimum of 90% of the ballot layout work must be completed automatically. The Vendor's system has to not only be NYS Election law compliant it also must be specific to any local customs from the Monroe County level.

Ballot Production

Vendor will be responsible for creating the federally mandated MOVE ACT Absentee ballot files as well as the CSV file that will link every ballot style by party to the correct election district. In Monroe County there are a possible 827 election districts for potentially six (6) different parties. The vendor could potentially have to link as many as 4,962 different combinations of ballot styles to election districts.

Vendor is responsible for but are not limited to pre-marking definition, paper, ink densities, registration, cutting, perforation, sequencing of ballots by pad, serial numbering of pads, serial numbering of each ballot, identifying the ballot political subdivision for each individual election district, organization of packaging and the security of all ballots printed.

Due to NYS time frames, vendor must be willing to make major investments into not only the Bridge software to handle the optical scan ballots but also new production equipment. Vendor can produce ballots with both conventional offset printing as well as digital printing. Vendor is responsible for all testing of ballots at no additional charge. Vendor shall take 5% random samples of every ballot style produced that is linked to any given press run with a bar code system. The samples must then be tested for all aspects of specific quality requirements determined by the ImageCast specifications and when approved, the ballots continue through the finishing process. A complete report of random samples testing results must be supplied to the Monroe County concurrently with the delivery of the ballots. Without said documentation if any readability issues arise, the determination will first scrutinize the ballot and printer of such ballots. If the ballots are not approved for any reason, they must be redone and the unapproved ballots are then destroyed along with the setup ballots. Again, this must be documented and reported to Monroe County Board of Elections.

Monroe County Election Day ballots must be perforated to create the state-required tracking stub. The perforation must be deep enough to make the separation from the pad easy but not so deep that the ballots fall off the pad. Also, the perforation solution cannot create significant "ballot paper dust." Excessive paper ballot dust can cause a scanner to misread or not read at all. The same caution applies to the amount of printing powder used during the production procedures. This is another reason why Monroe County draws emphasis on proper testing and safeguards.

Every Election District's ballots (English and if requested Spanish) will require an individualized pre-mark code. The ballot stub for each individual ballot will have unique information to provide Monroe County a tracking mechanism. The ballots must be separated in exact amounts for each district and then bound, in a secure fashion, in a usable number. Ballot pads must be weight verified to ensure that there are exactly fifty (50) ballots in each pad. The amount of ballots contained in each pad shall be documented so Monroe County can track the number of ballots that goes out during an election against the number of ballots that returns after that election. This allows a way to audit the volume of ballots voted compared to the ballots not voted. Vendor must develop a form to accept ballot orders per election district based on number of registered voters and increased by whatever percentage the County instructs vendor to print of all registered voters. This form will automatically calculate the formula based on the counties direction. Monroe County has 827 election districts and could potentially place 827 separate orders based on the number of registered voters in each district. Complete delivery receipts of each individual ballot order must be delivered with the ballots to Monroe County. Receipt must include all LIVE, TEST and waste ballots as well as comply with NYS Print verification form requirements.

After each pad is secured and weight verified, they shall be clear shrink wrapped individually, rubber band the complete district (Example, if 5 pads are required for a district, each of the 5 pads will be shrink wrapped and then all 5 pads banded together) accounted for and boxed by Election District. Each carton shall then be labeled with its specific content, election district, number of total ballots, numbering sequence and number of pads. The contents shall be verified and then a tamper-proof seal tape shall be applied. Once the carton tape is removed from the package, the tape will change color to indicate if the carton has been opened between the time it left your production facility and receipt at the Monroe County BOE. All deliveries must be made directly from vendors secure production plant to Monroe County Board of Elections at no additional charge to the County.

Availability

Vendor must be willing to produce ballots 24 hours per day, 7 days per week and be available as needed. The knowledge of how to produce ballots that meet all of the requirements is essential to qualifying the Vendor.

GENERAL ELECTION PRINTING
GROUP II
UNIT PRICE SHEET

	<u>QUANTITY</u>	<u>UNIT PRICE/ DISTRICT</u>
A. <u>ABSENTEE BALLOTS</u> Optical Scan Ballots 50 each for of 827 Election Districts	28,945	\$804.50/M
B. <u>AFFIDAVIT BALLOTS</u> Optical Scan Ballots 50 for each 827 Election Districts	41,350	\$804.50/M
C. <u>ELECTION DAY ENGLISH SAMPLE DIAGRAMS (3 each make a set)</u> for each of 827 Election Districts	827 sets	\$1.20/set
D. <u>ELECTION DAY SPANISH SAMPLE DIAGRAMS (3 each make a set)</u> for each of the 278 designated Election Districts	278 sets	\$22.62/set
E. <u>DIGITIZED BOOKS</u> 1 each for 827 Districts	827	\$9.75/bk.
F. <u>IMAGECAST ELECTION DAY BALLOTS OPTICIAL SCAN BALLOTS</u>	300,000	\$450.00/M

**Note: Oversized ballots, if
required 22" \$520.00/M**

MONROE COUNTY PURCHASING
Vendor Performance Survey

Contract Title:

Contract Number:

Vendor:

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (i.e. product information, cost saving strategies, ideas for better use of resources, etc.)										

Survey Completed by:

Name:

Title:

Agency:

Telephone: _____ **Fax:**

E-mail:

Please submit this survey to Monroe County Purchasing.