

Board Members:

Jeff Monroe, Chairman
Kathlene Applegate
Bethe A. Goldenfield
Lori Viars



Brian Sleeth
Director

Shari Huff
Deputy Director

May 22, 2020

RFP – November Ballots 2020 through February 2021.

Bid Deadlines and Sureties

The Board of Elections of Warren County, Ohio will meet on July 7, 2020 for their regular meeting and for the purpose of opening bids for ballots for the fall 2020 election and through February 2021.

We currently have 175 precincts and 159,100 registered voters though bids should allow for flexibility as this number could change. We have the possibility of two countywide Elections but all bids should also include the November 2020 through February 2021.

Bids for ballots should be sealed and are due no later than 4:30 P.M. on July 6, 2020. Any envelope containing a bid should be identified in the following manner: "BID ENCLOSED".

All ballots shall be printed within the State of Ohio (O.R.C. 3505.13). The contract shall be left to the lowest and/or best responsible bidder in the State of Ohio. The Board, however, reserves the right to reject any and/or all bids.

Election Day Ballot Specifications

Ballot specifications should be that of those set forth with Clear Ballot Group- Clear Cast Voting Systems. Additional Information and specifications for ballots may be attained by contacting me at the Warren County Board of Elections at 513-695-1358.

Every ballot shall have ONE (1) stub attached **at the bottom**, each the width of the ballot and 1" to 3" in length depending on the Board of Elections specifications for a given election. The ballot number shall be printed on each stub as "Consecutive Number ____". The stubs shall be separated from the ballot by perforated lines.

All Election Day ballots shall be numbered and padded and glued by precinct in groups of 500. Election Day ballots should be shrink wrapped in manageable groups with a label on the front indicating the precinct, number of ballots ordered and an indication of the number of total packs of ballots for said precinct (1 of 3, 2 of 3, etc.). An easily identified marker reading, "Please Notify the Board of Elections that you have only 100 ballots remaining" or similar language shall be placed in between the 101st and 100th ballot remaining on each precinct-split. This will not apply to precincts-splits where less than 100 ballots were ordered.

All artwork for ballots shall be submitted by the Warren County Board of Elections complete with all printing except the consecutive number appearing on each individual ballot.

Ballot layout specifications shall follow Ohio Revised Code section 3505.08.

Test Decks

Separate artwork for Test Decks shall be provided with artwork for Election Day Ballots. Please take the printing of test decks into account when bidding.

Delivery Schedule

Test Decks must be delivered to the Warren County Board of Elections within ten (10) days of the submission of artwork. All Election Day ballots must be delivered to the Warren County Board of Elections no later than twenty (20) days prior to any election.

All items bid will be shipped F.O.B. to the Warren County Board of Elections accompanied by a bill of lading.

Ballots should be shipped on skids provided by the printer.

The Warren County Board of Elections will furnish a ballot style spreadsheet with quantities for each election.

Ballot Stock for Ballot on Demand Printing

Every ballot shall have ONE (1) stub attached at the bottom each the width of the ballot and 1" to 3" in length depending on the Board of Elections specifications for a given election. The ballot number will not need to be printed on the stub.

The ballot quantities will vary from election to election with an average range of 1500-45,000 depending on the type of election.

The Warren County Board of Elections reserves the right to accept or reject any and/or all bids.

Regards,

Brian Sleeth, Director of Elections