

Summit County Board of Elections

470 Grant Street – Akron, Ohio 44311-1157
(330)-643-5200 – Fax (330)-643-5422
www.summitcountyboe.com

Members:

Wayne Jones
Timothy N. Gorbach

Democrats

Alex R. Arshinkoff
Bryan C. Williams

Republicans

Timothy N. Gorbach
Chairman

Joseph P. Masich
Director

Paula A. Sauter
Deputy Director

REQUEST FOR QUOTE:

Precinct Election Official Training Manuals

Summary:

- The Summit County Board of Elections is seeking quotes for the printing, finishing, and delivery of 1,750 Precinct Election Official Training Manuals for the 2015 PEO Training Classes.

Printing Requirements:

- The booklets should be printed on 8 ½ x 11 inch paper
- The booklets will be 68 pages duplexed (136 pages total)
- The booklets must be quoted for printing in black and white/grayscale as well as color
 - Please provide separate quotes for printing booklets in color and in grayscale
- The booklets must be quoted for finishing with two staples as well as alternative binding
- The Summit County Board of Elections **requires** a proof of the printed material prior to print.

Delivery Requirements:

- The delivery of the manuals shall be staggered and the quantity and dates of the schedule below **MUST** be strictly followed:
 - 1,750 Booklets by Friday March 20, 2015 at 4pm

Other Requirements:

- Quote must include how many days prior to delivery deadline vendor would need final PDF of training manual
- Quote **must** be inclusive of any/all art or production costs, cost of printing, finishing, and delivery.
- Quotes and final invoices containing overruns of more than +/- 5% will not be accepted.

- Quote **must** be inclusive of turnaround time.
 - Please see delivery requirements listed in the above delivery section.
- Quote **must** be submitted in 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 “2015 PEO Training Manual Quote.”
 - Quotes must be delivered (by hand, US Mail or otherwise) in a sealed envelope 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 Sauter
 - psauter@summitcountyboe.com
 - 330-643-5424
1. The Summit County Board of Elections reserves the right to make 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 Friday February 27, 2015 at 4:00 PM.