

**REQUEST FOR QUOTE
PRECINCT SPECIFIC POLL BOOKS
SPECIFICATIONS**

For the printing, assembly (including inserting the alpha dividers accordingly), and shipping of precinct specific poll books for the March 15, 2016 Primary Election, August 2, 2016 Special Election, November 8, 2016 General Election and any Special Elections from March 16, 2016 through May 1, 2017.

County wide elections will require 420 poll books. The number of poll books needed for any Primary or Special Election will be determined by the number of subdivisions involved in the election.

A sample poll book is available for review at the office of the Summit County Board of Elections, 470 Grant Street, Akron, OH 44311.

Poll book must contain the following;

- Register of Voters list inserted in front pocket of binder. (Printed on blue paper)
- Front cover to be card stock.
- Oath of Office, Ballot Reconciliation Certificate, and Instructions to Precinct Officials (White paper)
- 8 ½ x 11 3 ply carbonless paper (white, yellow and pink)
- Approximately **71 - 1,042** voters per precinct, 30 voter names per page
- Pages for provisional voters (on yellow paper)
- Payroll and expense statement (printed in color)
- Ethics Policy – Acknowledgment Form
- Precinct specific binders to be available for pick up at the Summit County Board of Elections.

All poll books **MUST** be at the office of the Summit County Board of Elections no later than **5 calendar days** (not business days) following the Board emailing of the precinct specific PDF file to the printer.

LIQUIDATED DAMAGES OF ONE HUNDRED DOLLARS (\$100) PER DAY FOR FAILURE TO COMPLY WITH DELIVERY AS SPECIFIED ABOVE WILL BE IMPOSED.

Quotes will be received up to January 8, 2016 and must be time stamped at the office of the Summit County Board of Elections, 470 Grant Street, Akron, Ohio 44311-1157 no later than **10:45 a.m.** of that day. Any envelope containing a quote should be identified in the following manner: "QUOTE ENCLOSED."

If awarded this contract, I agree to supply poll books for the March 15, 2016 Primary Election, August 2, 2016 Special Election, November 8, 2016 General Election and any Special Elections from March 16, 2016 through May 1, 2017 with the specifications, terms and conditions listed above.

Date

Signature

SUMMIT COUNTY BOARD OF ELECTIONS

Joseph P. Masich, Director

Paula A. Sauter, Deputy Director