

## **SPECIFICATIONS**

FOR THE PRINTING OF DOMINION IMAGE CAST OPTICAL SCAN BALLOT PAGES FOR ELECTION DAY, BLANK BALLOT STOCK FOR BALLOT ON DEMAND SYSTEM AND ABSENTEE VOTING EMERGENCY BALLOTS FOR THE NOVEMBER 2, 2021 GENERAL ELECTION.

**BIDS ARE DUE NOT LATER THAN 4:00 P.M. ON JULY 13, 2021**

### **I. SCOPE OF SERVICES**

#### **A. PURPOSE**

This document is a request for bids issued by the Belmont County Board of Elections (BCBOE) for Dominion Tested and Approved Printers of the Dominion Image Cast optical scan ballot for printing the ballots for election day, emergency ballots, and absentee voting for the November 2, 2021 General Election. All questions and correspondence shall be directed to: Aaron S. Moore at [belmont@ohioSOS.gov](mailto:belmont@ohioSOS.gov) of the BCBOE.

#### **B. REQUIRED TO BID**

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 July 13, 2021. Twenty (20) test proofs of optical scan ballots are required with any bid submitted by 4:00 p.m. on July 13, 2021. If the proofs are required but not submitted the bid 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. If you have not printed ballots previously a list of regular references is required.
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 surety 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.**

#### **C. SUBMISSION OF BIDS**

1. All bids shall be submitted to: Belmont County Board of Elections, 52180 National Rd., PO Box 994, St. Clairsville, OH 43950

2. Each bid for such printing must be accompanied by a bond with at least two sureties, or a surety 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 it may be obliged to pay for such work by reason of the failure of the bidder to complete the contract. No bid unaccompanied by such bond shall be considered by the board. The contract shall be let to the lowest responsible bidder in the state. All ballots shall be printed within the state. (ORC 3505.13)
3. All bids are due not later than 4:00 p.m. on July 13, 2021.

#### D. REQUIRED SERVICES

1. The vendor shall be required to print all of the Image Cast optical scan ballot pages for the November 2, 2021 General 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 September 7, 2021.

#### 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 Unless Instructed. On the top right side of the ballot right below the stubs and above the timing marks the letters ED will be placed. The size and placement of the letters will be in an area not to interfere with the ability of the scanner to read the ballot.

- c) Ballots shall be padded in groups of 50 by precinct and style with two staples on the top stubs holding the pad of 50 together. Delivery: On or before October 12, 2021 for the November 2, 2021 General Election
- d) Quantities: Estimated quantity needed is [60,000] total ballots including the emergency ballots more or less depending on how many splits are involved in the election. 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. They will be stapled in pads of 50 by precinct/style with two staples on the top of the top stub.
- 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 at the top of the Stub B and the top of Stub A with the name of the Precinct, Precinct Number and split number, if applicable, as well as ED for Election Day Ballots. Included with these specs are examples of Stubs A & B for each type of ballot.
- i) **EMERGENCY BALLOTS:** We also need an additional 150-250 depending on the election, ballots of every ballot style as back up ballots for absentee voting. Again, those ballots will be printed the same way as our Election Day Ballots and these ballots will start with consecutive numbers beginning with number 60,001, and have EMER on both stub A and Stub B. EMER does not need to be printed in the upper right corner of the actual ballot as ED and AV are on the Election Day and Absentee ballots.

## 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 Unless Instructed". On the top right side of the ballot right below the stubs and above the timing marks the letters AV will be placed. The size and placement of the letters will be in an area not to interfere with the ability of the scanner to read the ballot.
- 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 shall be clear shrink wrapped and identified with precinct and quantity and delivered in numerical precinct order.
- g) 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 Optical Scan ballots is required to be printed. The test deck must verify candidate rotation (where applicable) throughout the county and individual districts. The test deck is due to the BCBOE on or before September 13, 2021.

- 4. Emergency ballots need to be received at the Board of Elections office by September, 17, 2021. They must be shipped on skids provided by the printer.
- 5. Election Day ballots need to be received at the Board of Elections office by October 12, 2021. They must be shipped on skids provided by the printer.

**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 below:

**Qualified Papers** (Standard Stock) as shown on Dominion Voting paper spec sheet dated September 13, 2019.

The approved paper for ImageCast ballots has been incorporated into a family of options that are approved for use with both 80# and 100# text weight for all scanners except the DRS Photoscribe platform.

Belmont County will be using only 100# text weight paper, please make sure your bid reflects 100# text weight paper, not 80#.

<b>Paper Name</b>	<b>Manufacturer</b>	<b>Color Finish</b>
High-Speed Inkjet Ballot Production		
Domtar Vivid Jet Text <i>(may be sold as Lynx Jet)</i>	Domtar Paper	Bright white/Smooth

*Accent Opaque with Imagemok	International Paper	Bright white/Smooth
<b>Xerographic/Toner Ballot Production</b>		
Domtar Vivid Jet Text <i>(may be sold as Lynx Jet)</i>	Domtar Paper	Bright white/Smooth
Accent Opaque	International Paper	Bright white/Smooth
<b>Offset Ballot Production</b>		
Accent Opaque	International Paper	Bright white/Smooth

\* Accent Opaque with ImageLok is not approved for use with the DRS Photoscribe® platform

2. Individual Election Costs: The selected vendor shall give separate prices for the Election Day Ballots, Emergency 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 at a Board Meeting in July 2021.
2. If printing is delayed due to changes ordered by the BCBOE or Ohio Secretary of State, 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. Bids received after the deadline shall not be considered.
2. Rejection or Acceptance of Bids: The BCBOE reserves the right to consider all elements entering into the question of determining the responsibility of the vendor. Any bid which is incomplete, conditional, obscure, or which contains additions not called for, or irregularities of any kind, may be cause for rejection of the bid. The BCBOE reserves the right to reject any or all bids.

### B. GENERAL TERMS AND CONDITIONS

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

1. The BCBOE assumes no liability for any costs incurred by the vendor in the preparation of their bid.
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 bid shall be permitted. Corrections of errors in a bid after the deadline shall not be permitted.
5. The selected vendor shall agree to indemnify and save harmless the BCBOE by this bid 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 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.

# Stub Examples

<b>STUB B</b>	<b>Consecutive Number #</b>	<b>ED</b>
	<b>2021 General</b>	<b>013 Martins Ferry #4</b>

<b>STUB A</b>	<b>Consecutive Number #</b>	<b>ED</b>
	<b>2021 General</b>	<b>013 Martins Ferry #4</b>

<b>STUB B</b>	<b>Consecutive Number #</b>	<b>EMER</b>
	<b>2021 General</b>	<b>013 Martins Ferry #4</b>

<b>STUB A</b>	<b>Consecutive Number #</b>	<b>EMER</b>
	<b>2021 General</b>	<b>013 Martins Ferry #4</b>

**Important – Do Not Detach Stub Unless Instructed**