

BID FOR PRINTING ELECTION BALLOTS

SCOPE

Cortland County Board of Elections offers "Invitation to Bid" to qualified Bidders who can provide high quality services for the purpose of printing Primary, General, Village, and Special Election Ballots in addition to ballots for any extraordinary elections that may be mandated from time to time of New York State Election Law.

QUALIFICATION

Successful Bidder must have a minimum of five (5) years experience in printing and delivering Optical Scan ballots for a county of comparable size, or be certified by Dominion Voting Systems.

When requested by the County, each Bidder shall submit a statement of the Bidder's qualifications, their experiences, organization and facilities available to adequately provide the service and material necessary to fulfill the minimum specifications of this bid document, unless otherwise so specified in the specifications. The County may specifically request a detailed financial and ownership statement by the apparent low bidder unless otherwise specified.

The County reserves the right to inspect the facilities of the apparent low bidder prior to the award. If, in the opinion of the County, the bidder does not meet the specifications the County reserves the right to reject the bid.

The County shall have the right to take such steps as it deems necessary to determine the ability of the Bidder to perform obligations under the contract, and the bidder shall furnish the County all such information and data for this purpose as requested. The County reserves the right to reject any proposal where an investigation of the available evidence or information does not satisfy the County that in its sole discretion the bidder is qualified to carry out properly the terms of the Contract.

Pursuant to General Municipal Law, Section 105, bidder may not withdraw their bid within forty-five (45) days after the bid opening.

CONTRACT

Successful bidder will be required to execute a standard Cortland County Contract, within fifteen (15) days of receiving notice of award, prior to the performance of any work, delivering of any material and the receiving of any payments there under. The contract period will commence July 25, 2013 and will expire July 24, 2018 that will be considered the anniversary date. The contract will be renewable for annual periods on the anniversary when agreed to do so by both parties in accordance with the terms and conditions of this bid but not to exceed a total term of five (5) years.

Cortland County or successful Bidder reserves the right to cancel the contract with a thirty (30) day written notice.

INSURANCE

Bidder shall secure and maintain the insurance specified in attachment to bid document, with County named as an additional insured for purposes of coverage but not for payment of premium. Bidder shall file a copy of its certificate of insurance with the County prior to the execution of the standard Cortland County contract or receiving

any payment thereunder, and shall be responsible for updating the certificate as necessary throughout the term of the contract. All certificates of insurance shall provide that the County be given thirty (30) days notice of any intent to cancel coverage.

PRICE

All prices are to include shipping and handling charges where applicable. Prices may be adjusted at each anniversary in conjunction with renewal of contract when both parties agree, to the extent that successful Bidder can adequately demonstrate an equal increase in paper and labor cost not to exceed 3%.

QUANTITIES

All quantities are estimates only and Cortland County makes no guarantee as to actual quantities order per election.

WARRANTY GUARANTEE

Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant/guarantee all goods for a period of one (1) year term from the date of acceptance and Bidder shall be obligated to repair or replace all defects in material or workmanship which are discovered or exist during said one (1) year period. All labor, parts and transportation shall be at Bidders expense.

AWARD

Contract will be awarded to the lowest responsive bidder deemed most advantageous to the County giving consideration of specified ballots but also to Bidder's experience and qualifications.

Cortland County reserves the right to reject any or all bids, to waive any informalities in, or to accept the bid deemed most advantageous to the County, without notification to the bidder or reason for rejection.

PURCHASE ORDERS

All quantities stated are estimates and actual amounts will be ordered by the Board of Elections issuing a Purchase Order or other acceptable document that adequately describes the quantity of each type ballot or other print type required for each election campaign.

PAYMENT

Subsequent to delivery and satisfactory inspection by the Cortland County Election Commissioners of requested ballots and receipt of invoice from successful Bidder, payment will be made by check issued by the Cortland County Auditor.

TAXES

Cortland County is exempt from all Federal and State Sales Taxes.

BIDDING FORM

Enclosed. Must be signed by an authorized person of the Corporation or Company.

NON-COLLUSIVE BIDDING CERTIFICATE

Must be signed and filed with Bid.

A sealed envelope containing each bid must be clearly marked, "BID FOR PRINTING ELECTION BALLOTS" and filed with the Clerk of the Legislature, County Office Building, 60 Central Avenue, Cortland, New York 13045 no later than July 3, 2013 at 2 PM which time they will publicly opened and read.

SPECIFICATIONS

PRINTING OF PRIMARY, GENERAL, VILLAGE, AND SPECIAL ELECTION BALLOTS

In all cases where a Brand Name is specified a product equivalent in "Form and Functionality" will be considered for an award. In all cases where an equivalent product is challenged it is the responsibility of the Bidder at no expense to the County to demonstrate and prove equivalency.

If any part of the bid specification as written prevents a bidder who is certified by Dominion Voting Systems as part of the Dominion Approved Supplier Program from bidding, it is the responsibility of that Bidder to bring discrepancies and preclusions and omissions to the attention of the Board of Elections.

All changes to the specification will be done by written Addendum. No verbal specifications will be considered binding.

All printing, shall be delivered to the Board of Elections within seven calendar days after copy is finished.

Optical Scan Ballots must be packaged in quantities of fifty (50) perforated bound with a 2" wide numbered binder on the 8 ½ " side, with a single center staple with an extra blank sheet on bottom of package pursuant to Dominion specification.

Primary Ballots must be packaged in quantities of fifty (50) perforated bound with a 2" wide numbered binder on the 8 ½ "side, with a single center staple with an extra blank sheet on bottom of package, with color strip as associated with each different political party as need for primary.

Official BMD Ballots must be packaged in quantities of twenty-five (25) perforated bound in a 2" wide binder on the 8 ½ "side, with a single center staple with an extra blank sheet on bottom of package. Each booklet will be numbered one through twenty five.

Official Optical Scan test Deck Ballots must be completely filled in and ready for testing and packaged for each ballot style pursuant to Dominion specification.

BIDDING FORM

PRINTING OF PRIMARY, GENERAL, VILLAGE & SPECIAL ELECTION BALLOTS

We propose to provide printing services for Cortland County Board of Elections, and hereby attest that we will and do comply with all the minimum specifications of this bid document, for the following fees that will remain firm unless otherwise adjusted as provided for in this bid:

Item	Description	16" w/2" stub 14" Ballot	19" w/2" 17" Ballot	24" w/2" 22" Ballot
1	Official optical scan Ballots	\$	\$	\$
	OPTIONAL ITEMS			
2	Official BMD Blank Ballots	\$	\$	\$
3	Official optical scan completed test ballots	\$	\$	\$
4	Hang up Posters	\$	\$	\$
5	Primary Ballots w/color	\$	\$	\$

Name

Company