

COUNTY OF ROCKLAND  
Department of General Services  
Purchasing Division

# Contract Award Notification

Title: **Printing of Optical Scan Ballots & Miscellaneous Election Supplies**

Contract Period: August 1, 2024 through July 31, 2025 w/ 4-1 year options  
Extended through July 31, 2026

Original Date of Issue: March 18, 2024

Date of Revision: **July 2, 2025**

**BID No:** **RFB-RC-2023-096**

**Catalog:** **Printing & Promotional Supplies**

Authorized Users: County Agencies, All Political Subdivisions

Address Inquiries To:

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### Description

This contract is for the printing of optical scan ballots and Miscellaneous Election Supplies.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 23-096	0000007164	Phoenix Graphics Inc. 1525 Emerson Street Rochester, NY 14606 Contact: Peter Stuart <a href="mailto:pg@phoenix-graphics.com">pg@phoenix-graphics.com</a>	585-232-4040    FAX: 585-232-5642

COUNTY OF ROCKLAND  
DGS – PURCHASING DEPARTMENT  
BLDG. A, 6th FLOOR, 50 SANATORIUM ROAD  
POMONA, NY 10970  
TELEPHONE NO.: 845-364-3820  
FAX NO.: 845-364-3809

VENDOR: Phoenix Graphics

LINE NO.	DESCRIPTION	CATEGORY CODE	EST. QTY.	UNIT	UNIT PRICE	Manufacturer
1	Official Ballots - 11" -Quantity of 0-100,000	96659000021	100000.00	EACH	\$ 0.25	IP/Sub 80 Opaque Per Specification
2	Official Ballots - 11" - Quantity of 100,001-200,000 (Enter Unit Cost for Quantity > 100,000)	96659000022	100000.00	EACH	\$ 0.25	IP/Sub 80 Opaque Per Specification
3	Standard Test Ballot (no stub)	96659000023	2500.00	EACH	\$ 0.30	IP/Sub 80 Opaque Per Specification
4	Official Ballots - 14" & 17" -Quantity of 0-100,000	96659000024	100000.00	EACH	\$ 0.26	IP/Sub 80 Opaque Per Specification
5	Official Ballots - 14" & 17"- Quantity of 100,000-200,000	96659000025	200000.00	EACH	\$ 0.26	IP/Sub 80 Opaque Per Specification
6	Official Ballots - 19" -Quantity of 0-100,000	96659000026	100000.00	EACH	\$ 0.27	IP/Sub 80 Opaque Per Specification
7	Official Ballots - 19" -Quantity of 100,000-200,000	96659000027	200000.00	EACH	\$ 0.27	IP/Sub 80 Opaque Per Specification
8	Standard Test Ballot (no stub)	96659000028	3000.00	EACH	\$ 0.30	IP/Sub 80 Opaque Per Specification
9	Official Ballots - 14" & 17" -Quantity of 0-100,000	96659000029	100000.00	EACH	\$ 0.26	IP/Sub 80 Opaque Per Specification
10	Official Ballots - 14" & 17"-Quantity of 100,000-200,000	96659000030	200000.00	EACH	\$ 0.26	IP/Sub 80 Opaque Per Specification
11	Official Ballots - 19" -Quantity of 0-100,000	96659000031	100000.00	EACH	\$ 0.27	IP/Sub 80 Opaque Per Specification
12	Official Ballots - 19" -Quantity of 100,000-200,000	96659000032	200000.00	EACH	\$ 0.27	IP/Sub 80 Opaque Per Specification
13	Standard Test Ballot (no stub)	96659000033	5000.00	EACH	\$ 0.30	IP/Sub 80 Opaque Per Specification
14	Election Day Polling Site Instruction Poster of the ballot for each election district with Instructions to Voters printed in English and Spanish. Poster Measures approximately 12 ½ x 27 inches.	96659000034	1250	EACH	\$ 0	included
15	Absentee Ballot Application Application measures 8 ½ x 14 inches printed in English on one side and Spanish on the other side.	96659000035	5000	EACH	\$ 0	included
16	Standard NTS – Acknowledgement Notice	96659000036	15000.00	EACH	\$ 0	included
17	Standard NTS – Transfer Notice	96659000037	12000	EACH	\$ 0	included
18	Standard NTS – Confirmation Notice	96659000038	20000	EACH	\$ 0	included
19	Affidavit Envelope Used only for persons voting by Affidavit Ballot. Envelope measures 10 x 15 inches and is printed on both sides.	96659000039	5000	EACH	\$ 0.13	10 x 15 Catalog Envelope

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LINE NO.	DESCRIPTION	CATEGORY CODE	EST. QTY.	UNIT	UNIT PRICE	Manufacturer
20	Affidavit Envelope Used only for persons voting by Affidavit Ballot. Envelope measures 10 x 13 inches and is printed on both sides.	96659000067	5000.00	EACH	\$ 0.13	10 x 13Catalog Envelope
21	Military Ballot Envelopes - #9 Envelope: Print 2/2, Black ink + 1 spot color	96659000040	400	EACH	\$ 0.05	White Wove
22	Military Ballot Envelopes - #10 Envelope: 24# WW one spot color print one side	96659000041	400	EACH	\$ 0.08	White Wove
23	Military Ballot Envelopes - #11 Envelope: 24# WW one side one spot color	96659000042	400	EACH	\$ 0.10	White Wove
24	Absentee Ballot Envelopes (Regular, Perms) - #11 Envelope: Print 2/2, Black ink + 1 spot color	96659000043	12000	EACH	\$ 0.11	White Wove
25	Absentee Ballot Envelopes (Regular, Perms)- #12 Envelope: 24# WW one spot color print one side	96659000044	12000	EACH	\$ 0.15	White Wove
26	Absentee Ballot Envelopes (Regular, Perms) - #14 Envelope: Print one side black ink	96659000045	12000	EACH	\$ 0.17	White Wove
27	Absentee Ballot Envelopes - Forward 6.125" x 9.625"	96659000068	12000.00	EACH	\$ 0.06	White Wove
28	Absentee Ballot Envelopes- Return 6" x 9"	96659000069	12000.00	EACH	\$ 0.09	White Wove
29	Absentee Ballot Envelopes - Oath 5.75" x 8.75"	96659000071	12000.00	EACH	\$ 0.11	White Wove
30	Special Voter Envelope (BOE Employees, Poll Workers, religious scruples) - #11 Envelope: Print 2 sides purple ink (or other spot color)	96659000046	2500	EACH	\$ 0.11	White Wove
31	Special Voter Envelope (BOE Employees, Poll Workers, religious scruples)- #12 Envelope: 24# WW black ink one side	96659000047	2500	EACH	\$ 0.14	White Wove
32	Special Voter Envelope (BOE Employees, Poll Workers, religious scruples) - #14 Envelope: Print one side black ink	96659000048	2500	EACH	\$ 0.17	White Wove
33	Special Presidential Ballot Envelopes - Set of three - Presidential Election years only	96659000049	50	EACH	\$ 3.00	White Wove
34	Election Day Optical Scan Ballot Privacy Sleeves - 18 x 36 Red OR Manila Color card stock. Folded and laminated. Printed on front colver and "Notice to Voter" printed on inside left hand side folder. Folded size 9 x 18	96659000050	150	EACH	\$ 0	included
35	Ballot Proposals and Amendment Pamphlets - For Statewide Proposals and Amendments. Paper size could be letter or legal size paper printed on 2 sides and folded with full proposal(s) or amendment(s) in English and Spanish	96659000051	500	EACH	\$ 0	included
36	NYS Political Calendar - Booklet form of a chronological listing of the current political calendar with references to Election Law.	96659000052	24	EACH	\$ 0	included
37	Absentee Ballot Aoth Envelopes (Regular, Perms) - #11, Print 2/2, Black Ink + 1 Spot Color	96659000053	12000	EACH	\$ 0.11	White Wove
38	Absentee Ballot Return Envelopes (Regular, Perms), #12, 24# WW One Spot Color Print One Side	96659000054	12000	EACH	\$ 0.14	White Wove

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39	Absentee Ballot Mailing Envelopes (Regular, Perms) - #14, Print One Side Black Ink	96659000055	12000	EACH	\$ 0.17	White Wove
40	Special voter Envelope (BOE Employees, Poll Workers, Religious Scruples) - #11 Print 2 Sides Purple Ink or Other Spot Color	96659000056	12000	EACH	\$ 0.11	White Wove
41	Special Federal Ballot Envelopes - #9 Envelope: Print 2/2, Black Ink +1 spot color	96659000072	2500	EACH	\$ 0.05	White Wove
42	Special Federal Ballot Envelopes - #10 Envelope: 24# WW one spot color print one side	96659000073	2500	EACH	\$ 0.08	White Wove
43	Special Federal Ballot Envelopes - #11 Envelope: 24# WW one side one spot color	96659000074	2500	EACH	\$ 0.11	White Wove
44	UOCAVA Ballot Envelopes - #9 Envelope: Print 2/2, Black Ink +1 spot color	96659000075	2500	EACH	\$ 0.05	White Wove
45	UOCAVA Ballot Envelopes - #10 Envelope: 24# WW one spot color print one side	96659000076	2500	EACH	\$ 0.08	White Wove
46	UOCAVA Ballot Envelopes - #11 Envelope: 24# WW one side one spot color	96659000077	2500	EACH	\$ 0.11	White Wove

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## PURCHASES BY OTHER

### LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON PROFIT AGENCIES

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and non profit agencies through our website: [www.rcpurchasing.com](http://www.rcpurchasing.com)
2. Any other political subdivision or Rockland County non profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County non profit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non profit agencies authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non profit agencies is available on the Purchasing Division's website at [www.rcpurchasing.com](http://www.rcpurchasing.com). The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County non profit agencies.

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## **SPECIFICATIONS**

### **1. Scope**

- 1.1. The Rockland County Board of Elections is seeking to contract for the printing of official Optical Scan Ballots to be used in ES&S DS200/AutoMark scanners in NYS Primary, General and Special Elections which also includes the printing of miscellaneous election supplies.

### **2. Mandatory - Samples**

#### **2.1. SAMPLE BALLOTS ARE REQUIRED TO BE SUBMITTED WITH THE BID PROPOSAL.**

Attachment numbers 1 through 3 are included with this bid solicitation.

##### 2.1.1. Attachment #1 - 2012 Primary Election –

\*Democratic Election District Ramapo 108

\*Republican Election District Clarkstown 24

##### 2.1.2. Attachment #2 – 2012 Primary Election –

\*Conservative Election District Stony Point 13

\*Working Families Election District Clarkstown 1

##### 2.1.3. Attachment #3 – 2012 Rockland County General Election Ballot

\*Election District Ramapo 15

2.1.4. Bidder shall produce sample ballots from these files and submit the printed ballot booklets with the bid proposal.

2.1.5. Samples submitted shall meet the specified requirements of this solicitation.

2.1.6. Samples supplied shall be printed on the ballot paper specified herein.

2.1.7. The samples submitted shall be on the paper that is proposed by the bidder.

### **3. Requirements**

- 3.1. The successful bidder shall demonstrate they have at least three (3) continuous years of successfully printing and delivering official Election Day Optical Scan Ballots for use in New York State Primary and General Elections.

3.1.1. All work performed shall have been in accordance with New York States Board of Elections Regulation 6210 (see Appendix B) including all stubbing/perforation, numbering and bundling of ballots.

3.1.1.1. Bidder shall demonstrate they have successfully completed this work for a County with a minimum of 200 Election Districts.

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3.1.1.2. Bidders shall be able to make changes, when/if necessary, print / deliver within a twenty-four-hour turnaround time upon request. (See 3.7.2 and 6.1.1)

3.2. Proposed bidders shall demonstrate that the ballots produced are compatible with ES&S (Election Systems & Software) AutoMark Ballot Marking Device and the ES&S DS200 Digital Scanner.

3.3. Subcontractors: Where applicable, bidders shall provide the name, address, experience, and references of each subcontractor to whom the bidder proposes to sublet portions of the work.

3.3.1. Subcontracting of trucking and shipping is permitted and is the responsibility of the bidder.

3.3.2. Subcontractors shall meet all of the experience requirements specified.

3.3.3. Successful bidders shall not subcontract jobs to other printers without the written authorization from the Rockland County Board of Elections representative.

3.4. Bidder shall be able to print digitally or utilize conventional printing methods.

3.4.1. Successful bidder shall not begin production of any ballots until proofs have been approved by the Board of Elections Representative in writing (email or fax is acceptable).

3.4.1.1. All corrections required due to successful bidder's error, regardless of where in the cycle the error occurred, will be made at no cost to the County.

### **3.5. Access / On-Site Inspection / Financial Responsibility**

3.5.1. Representatives of the Board of Elections shall be given access to the successful bidder's premises at any time (day or night) when work is being performed for the Board of Elections. The County reserves the right to inspect the facility for fitness of security and overall conduciveness of manufacturing efficiency.

3.5.2. The Board of Elections may have an on-site inspector/expeditor at the successful bidder's printing facility during production of ballots for each election. If subcontracting is approved, Contractor will inform its subcontractor of the access privileges of authorized Rockland County Board of Election representatives. Travel and lodging expenses for the Board of Elections or other County employees will be the responsibility of the County.

3.6. **Financial** - The County reserves the right to request a detailed financial statement and ownership statement by bidder.

### **3.7. Delivery**

3.7.1. All deliveries shall be made FOB destination to the Rockland County Board of Elections, 50 Sanatorium Road, BLDG. G, Pomona, NY 10970.

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3.7.2. All ballots shall be delivered no later than five (5) calendar days from approval of proof. On occasion a 24 hour turnaround time may be required.

3.7.3. No partial deliveries will be allowed without authorization from the Rockland County Board of Elections Representative, confirmed in writing (email or fax is acceptable).

### **3.8. Data Transfer and Ballot Stub Creation**

3.8.1. Successful bidder must be able to receive and process supplied official ballot PDF files generated by the Rockland County Board of Elections Election Management System (EMS).

3.8.2. Successful bidder must be able to accept data via transmissions using standard file transfer protocols (FTP). Files may be encrypted and compressed with standard off the shelf compression software package, but in some cases, data will be uncompressed.

3.8.3. Successful bidder is responsible for the ballot stub creation which is to be added to supplied ballot PDF's from County.

3.8.3.1. PERFORATING/NUMBERING/BALLOT STUBS/COLLATING/STITCHING OF BOOKLETS

3.8.3.2. A ballot stub is a non-readable portion of the ballot that election workers remove at the polling place for auditing purposes.

3.8.3.3. The ballot stub shall contain all necessary information pursuant to New York State Regulations Section 6210.

3.8.3.4. Ballot Stubs will contain at least one identification number (such as Election District identification and/or ballot code number).

3.8.3.5. The ballot stub will be sequentially printed and number in a manner that the ballot stub identification number matches the identification number on the official optical scan ballot on the lower right corner of the ballot.

3.8.3.6. Ballots will be perforated for easy separation from ballot booklet. All ballot stubs are to be created in a 1.5" dimension to provide adequate legibility for election inspector.

3.8.3.7. Ballot booklets shall be collated in batches of fifty (50) ballots per booklet. **BALLOT NUMBERS MUST BE IN SEQUENCE WHEN BALLOT BOOKLETS ARE COLLATED AND STITCHED. NO SKIPPED NUMBERS ARE PERMITTED.**

3.8.3.8. Ballot booklets must be side wire stitched in two places. Ballot booklets are to be sealed and shrink wrapped individually in books of 50.



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3.8.3.9. Finished ballot booklets are to be sealed in customized cartons to the appropriate size of the ballot with clearly labeled content by Election District.

3.8.3.10. Box label for ballots to contain the following: County Name, Election Date, Election District, total number of ballots, ballot type, and box number.

3.8.4. Proofs are to be submitted to the Rockland County Board of Elections for final approval, prior to printing.

### **3.9. Quality Control**

3.9.1. Successful bidder is responsible for quality control procedures during the production of the ballots. Bidder shall comply with the requirements specified in the ES&S Ballot Production Guide (see Appendix C).

### **3.10. Price**

3.10.1. All unit pricing submitted shall be FOB Destination, inside delivery.

## **4. TECHNICAL SPECIFICATIONS**

### **4.1. Authorized Representatives**

4.1.1. The Board of Elections shall designate, in writing, employees as authorized representatives who will be responsible for coordinating printing, approving proofs, providing authorization to print, and coordinating deliveries. Successful bidder shall act only on instruction from one of these designated persons. Successful bidders will likewise designate, in writing, authorized representatives who will be responsible for coordinating printing and processing under the contract. All references to the Board of Elections in the contract shall include the Board of Elections and the designated authorized representatives.

### **4.2. Technical Specifications**

#### **4.2.1. Paper**

4.2.1.1. Optical Scan Ballot must meet the necessary specifications of the ES&S or approved equal:

4.2.2. Paper Requirements as follows:

Grain Direction:	Long
Opacity:	97.0
Brightness:	92-94
PI:	338
Basis Weight:	80# text (36.2874kg)
Thickness:	0.0061 in. (0.015494 cm)
Smoothness:	130 Sheffield's
Moisture:	5.5 percent

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4.2.3. It shall be successful bidder's responsibility to acquire, in a timely manner, paper stock of the type, size, weight, and colors specified to meet the requirements of the Board of Elections and the specifications and requirements for reading by the ES&S DS2000 digital scanner and AutoMark reader.

4.2.4. Bidders must indicate what paper they propose to use and shall supply to the Rockland County Board of Elections adequate samples for testing in the scanning equipment.

4.2.4.1. Samples of the proposed paper shall be supplied with the bid proposal.

4.2.5. Paper substitutions shall not be permitted during the term of this contract without written approval of an authorized Rockland County Board of Elections Representative.

### **4.3. Ballot Styles, Sizes, Projected Usage**

4.3.1. Ballots are all 8-1/2 inches wide. Length may be 11 inches, 14 inches, 17 inches, or 19 inches.

4.3.2. General Election: All ballots are printed by Election District and shall have its own ballot identification number with a ballot stub bound (stitched) in books of 50 ballots. Enrollment in each district will determine the number of ballots to be ordered. General election ballots may be printed on two sides.

4.3.3. Primary Election: All ballots are printed by Party by election district and shall have its own ballot identification number with a ballot stub bound (stitched) and numbered. Primary ballot covers and designated instruction area are to be printed and supplied in appropriate party colors listed below.

<b>NAME OF PARTY</b>	<b>COLOR</b>
Democratic	Green
Republican	Cherry
Conservative	Granite
Working Families	Tan

### **5. Estimated Ballot Quantities**

5.1. Rockland County Board of Elections has approximately 204,000 registered voters and approximately 300 Election Districts.

5.2. Estimated usage per election:

Primary Election	145,000
General Election	180,000

### **6. Reprints and Additional Ballots**

Any alterations to this document made by the Offeror may be grounds for rejection of the proposal, cancellation of any subsequent award, or any legal remedies available to the County of Rockland.

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- 6.1. The successful bidder will reprint ballots that are not printed correctly at their own expense (for example ballots cut incorrectly or stubs missing information).
  - 6.1.1. The reprinting and delivery schedule of rejected or additional ballots shall be completed within 24 hours of notification or at a lead time authorized by the Rockland County Board of Elections Representative.
  - 6.1.2. Additional ballots shall be billed at the contracted rate.
  - 6.1.3. The Board of Elections shall confirm orders for such printing, in writing (email or fax is acceptable).
  - 6.1.4. Additional ballots or reprinting from an error caused by the County shall be invoiced at the contracted rate. Extraordinary costs resulting from an error caused by the County shall be agreed to, in writing, prior to reprinting.
- 6.2. Successful bidder shall keep all files until 30 days after election to ensure availability if re-runs are required.

## **7. Authorized delay**

- 7.1. Under unusual circumstances, such as but not limited to a court injunction, it may become necessary for the Board of Elections to request successful bidder to delay or stop printing certain materials. Such request may be made by telephone by an authorized representative of the Board of Elections and confirmed, in writing (email or fax is acceptable), as soon as possible. In the event of an authorized delay, the County shall notify successful bidder of a revised schedule.
  - 7.1.1. The Bidder shall be paid for any quantities accurately printed at the contracted rate awarded.

## **8. Order Quantities**

- 8.1. The Board of Elections will specify definite quantities, in writing, by issuance of a Rockland County Purchase Order, at the time of or before authorization to print. Ballot types, by Election District and quantities, shall be determined by the Board of Elections.
- 8.2. The Board of Elections does not guarantee any quantities. Estimated usage is based on historical data for usage. County does not guarantee any item will be purchased or any dollar amount spent.
- 8.3. County is not responsible for any overages printed.
  - 8.3.1. Upon delivery of ballots, the successful bidder must certify the actual number of ballots printed, the number of ballots delivered and that all other ballots have been destroyed. pursuant to NYS Regulation 6210 of the NYS Election Law

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**9. Acceptance**

- 9.1. Successful bidder must provide a packing slip detailing the specific quantities shipped including the quantity of pallets and boxes. Successful bidder must replace all quantities rejected at no cost to the County, including delivery. Replacements shall be delivered within 24 hours and be after notification or within a lead time accepted by the Board of Elections Representative.

**10. Award and Contract Term**

- 10.1. The initial contract period will be one year from date of award. It will cover any scheduled and unscheduled elections during that period and may be extended four additional one-year periods. Option years shall be mutually agreed upon by the County and the Bidder.
- 10.2. Unanticipated elections may include special or municipal elections.
- 10.3. Bid shall be awarded as a whole to the lowest responsive responsible bidder total as indicated in line #47 of the bid cost pages.
- 10.3.1. Bidders shall submit pricing on all items to be considered for award.
- 10.4. Upon the award(s) of contract, vendor SHALL continue to demonstrate the ability to meet strict timeline turnaround of ballots and accuracy in printing standards specified.
- 10.4.1. Failure to satisfactorily adhere to these standards and specifications, may result in termination of your award of this bid, at which time the County may review and may award the balance of the section award to the 2<sup>nd</sup> lowest, responsive responsible bidder.