

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Mail Check Services Printing and Fulfillment (BOE)**

Contract Period: February 17, 2023 through February 16, 2024 w/1 year option
Ext through 2/16/25

Original Date of Issue: March 6, 2023

Date of Revision: 02/08/24

RFQ No: RFQ-RC-2023-003

Catalog: Printing & Promotional

Authorized Users: Board of Elections

Address Inquiries To:

Name: Raheela Akhter
Title: Assistant Buyer
Phone: 845-364-3813
Fax: 845-364-3809
E-mail: akhterr@co.rockland.ny.us

Description

This contract is for the mail check services printing and fulfillment for Board of Elections.

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFQ 23-003	0000006520	Fort Orange Press 11 Sand Creek Road Albany, NY 12205 Contact: Robert Witko rwitko@fortorangepress.com jnieckanz@fortorangepress.com	518-489-3223 FAX: 518-489-1638

MAIL CHECK SERVICES PRINTING AND FULFILMENT (BOE)

FORT ORANGE PRESS

Item No	Description	UOM	Item No	Quantity	Price	Total Cost
1	MAIL CHECK CARD SERVICES AND FULLFILMENT AS PER COMPLETE SPECIFICATIONS ATTACHED.	Each	96659000057	205000	\$ 0.050	\$ 10,250.00
2	POSTAGE	DOL	96659000070		\$1.00	

RFQ 23-003

RFQ 23-003-A

County of Rockland CONTRACT

Dept. of General Services

Purchasing Division
50 Sanatorium Rd
Bldg A, 6th Fl, Room 609
POMONA NY 10970
www.rcpurchasing.com

Dispatch via Print

Contract ID RFQ 23-003		Page 1 of 1
Contract Dates 02/17/2023 to 02/16/2025		Currency USD
Mail Check Services BOE		Contract Maximum 20,000.00
Freight Terms	Buyer Email akhterr@co.rockland.ny.us	
Buyer Raheela Akhter	Phone 845/364-3813	Fax 845/364-3809

Supplier 0000006520
Fort Orange Press, Inc.
Anthony Picarazzi
11 Sand Creek Road
Albany NY 12205

Phone 518/489-3233
Fax 518/489-1638
apicarazzi@fortorangepress.com

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Cards, 8.5" x 5.25", printed on two sides on colored 67 lb. All work shall be performed in accordance with approval of the BOE and in accordance with the Detailed Specification of RFQ-RC-2023-003	96659000057	0.05000	Each

TERMS AND CONDITIONS OF RFQ-RC-2023-003 INCORPORATED HEREIN BY REFERENCE.

Authorized Signature

Paul J. Brennan

**County of Rockland
CONTRACT**

Dept. of General Services

Purchasing Division
50 Sanatorium Rd
Bldg A, 6th Fl, Room 609
POMONA NY 10970
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Dispatch via Print

Contract ID RFQ 23-003-A	Page 1 of 1
Contract Dates 02/17/2023 to 02/16/2025	Currency USD
Freight Terms POSTAL SERVICE FOR BOE	Contract Maximum 10,000.00
Buyer Raheela Akhter	Buyer Email akhterr@co.rockland.ny.us Phone 845/364-3813 Fax 845/364-3809

Supplier 0000006520
Fort Orange Press, Inc.
Anthony Picarazzi
11 Sand Creek Road
Albany NY 12205

Phone 518/489-3233
Fax 518/489-1638
apicarazzi@fortorangepress.com

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		POSTAGE	96659000070	1.00000	Dollar

USPS POSTAGE SERVICE FOR MAIL CHECK SERVICES AND FULFILLMENT FOR BOE IN RELATION TO RFQ-RC-2023-003

POSTAGE SERVICE AS PER TERMS AND CONDITIONS OF RFQ-RC-2023-003 INCORPORATED HEREIN BY REFERENCE.

**THIS CONTRACT ONLY TO BE USED FOR USPS SERVICE
IN JUNCTION WITH RFQ 23-003 FOR
MAIL CHECK SERVICE FOR BOARD OF ELECTION**

Authorized Signature

Paul J. Brennan

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 2ND FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
 MAIL CHECK SERVICES PRINTING AND
 FULFILMENT (BOE)

RFQ NUMBER:
RFQ-RC-2023-003

SPECIFICATIONS

NOTICE – Pricing for this solicitation is to be entered electronically through the BidNet system. All required forms shall be completed to be UPLOADED with your bid response

TERM: One Year from date of award with 1-1-year option

DELIVERY: As Specified

Prices are to be quoted F.O.B. DESTINATION, FREIGHT PREPAID AND ALLOWED with deliveries to be made inside building to: County of Rockland Board of Elections, 11 New Hempstead Road, New City, NY 10956– ROCKLAND COUNTY, NY

ROCKLAND COUNTY BOARD OF ELECTIONS Mail Check Cards

The Rockland County Board of Elections is looking for a vendor to supply 100% complete mail check print- and-fulfillment service to include the following:

1. Take the county's current voter registration file and do an automated carrier route sort of the approximately 205,000 (estimated) voter records. Provide the board maximum postal savings. Vendor must be able to take all voter information from voter registration system NTS Team 2000 Software. The Board of Elections will provide the file, which may be a flat file or may be comma delimited.
2. Cards are to be 8.5" x 5.25", printed on two sides on colored 67 lb. Vellum Bristol with the Board of Elections return address printed on them. **Cards must be printed in English/Spanish. Card color to be picked prior to transfer of files to vendor.**
3. Generate and laser print a 3 of 9 bar code. This bar code represents the voter identification number of the card's recipient. Voter registration number is 7 digits including leading zero's.
4. In addition to the above, printed cards must adhere to New York State Guidelines and contain specific information relating to its jurisdiction (town name, election dates, telephone numbers and polling location designating handicapped accessible with a wheelchair diagram or inaccessible). The Board of Elections will provide a list of non-handicapped accessible locations.
5. Mail check cards must list a complete Polling Place address including town.
6. Cards must have voter's residence address in addition to the mailing address including house number, street name and town (PO Box where applicable.).

7. SCHEDULE

- 7.1 The mail check cards shall be sent not less than sixty-five days nor more than 70 days before the primary election in each year.

COUNTY OF ROCKLAND - DGS-PURCHASING
BLDG. A., 2ND FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
MAIL CHECK SERVICES PRINTING AND
FULFILMENT (BOE)

RFQ NUMBER:
RFQ-RC-2023-003

- 7.2 Verification and proofs must be received by the Board of Elections three weeks prior to mailing
 - 7.3 Certification that cards are printed and ready for mailing two weeks prior to mailing.
 - 7.4 The successful bidder will be responsible for the bundling and preparing the cards for mailing and then deliver them to the post office for drop.
 - 7.5 All cards must be mailed as per New York State Election Law (See 4-117.1)
8. **AWARD** - Vendor chosen will be selected according to the following criteria:
- 8.1 The successful bidder will complete a test run, processing sample data and printing a selection of cards from them, with the proper formatting, and backed up with the correct barcode.
 - 8.2 Experience with projects of similar scope and working with mandates of New York State Election Law
 - 8.3 Bidders must complete the attached Certification of Experience form and scan and attach to the quote response online.
 - 8.4 Ability to meet time schedule
 - 8.5 Level of experience working with mandates of New York State Election Law.
 - 8.6 Best meets the need and requirements of the Rockland County Board of Elections.
- Price to include all Charges necessary to conform with the specifications above.
 - Postage to be paid by the County of Rockland