

COUNTY OF ROCKLAND  
Department of General Services  
**Purchasing Division**

# Contract Award Notification

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

Contract Period: March 13, 2025 through March 12, 2026 w/2-1 year options

Original Date of Issue: March 13, 2025

Date of Revision:

RFQ No: **RFQ-RC-2025-040**

Catalog: **Printing & Promotional**

Authorized Users: Board of Elections

Address Inquiries To:

Name: Raheela Akhter  
Title: Purchaser I  
Phone: 845-364-3813  
Fax: 845-364-3809  
E-mail: [akhterr@co.rockland.ny.us](mailto: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 25-040	0000006520	Fort Orange Press 11 Sand Creek Road Albany, NY 12205 Contact: Robert Witko <a href="mailto:rwitko@fortorangeexpress.com">rwitko@fortorangeexpress.com</a> <a href="mailto:jnieckanz@fortorangeexpress.com">jnieckanz@fortorangeexpress.com</a>	518-489-3223     FAX: 518-489-1638



RFQ-RC-2021-006

**MAIL CHECK SERVICES PRINTING AND FULFILMENT (BOE)**

RFQ-RC-2025-040 Mail Check Services Printing &  
Fulfilment (BOE)

Item No	Description	UOM	Item No	Quantity	Price	Total Cost
1	MAIL CHECK CARD SERVICES AND FULLFILMENT AS PER COMPLETE SPECIFICATIONS ATTACHED.	Each	96659000057	225000	\$0.0351	\$ 7,897.50



**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-2025-040**

## 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 2-1-year options but cannot be greater than combined total of Bid Threshold of \$20,000

**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 – New City, NY 10956

### 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 225,000 (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.



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- 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 separately as invoiced.