

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

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

Contract Period: February 17, 2021 through February 16, 2022 with 2 one-year options
Ext 2/16/23 w/1 year option

Original Date of Issue: February 17, 2021

Date of Revision: 1/11/22

RFQ No: RFQ-RC-2021-006

Catalog: Printing & Promotional

Authorized Users: Board of Elections

Address Inquiries To:

Name: Sabrina Samuels
Title: Purchaser II
Phone: 845-364-3807
Fax: 845-364-3809
E-mail: Samuelss@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.
QUOTE 21-006	000006520	Fort Orange Press 11 Sand Creek Road Albany, NY 12205 Contact: Robert F. Witko rwitko@fortorangepress.com	518-489-3223 FAX: 518-489-1638

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 QUOTE 21-003		Page 1 of 1
Contract Dates 02/17/2021 to 02/16/2023		Currency USD
MAIL CHECK CARDS SERVICES		Contract Maximum 20,000.00
Freight Terms	Buyer Email samuels@co.rockland.ny.u	
Buyer SAMUELS,SABRINA	Phone 845/364-3807	Fax 845/364-3809

Supplier 0000006520
Fort Orange Press, Inc.
Robert F. Witko
11 Sand Creek Road
Albany NY 12205

Phone 518/489-3233
Fax 518/489-1638
rwitko@fortorangeexpress.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-2021-006	96659000057	0.04000	Each
2		POSTAGE	96659000070	1.00000	Dollar

TERMS AND CONDITIONS OF RFQ-RC-2021-006 INCORPORATED HEREIN BY REFERENCE.

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-2021-006

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 – 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 2,00,000 (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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TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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MAIL CHECK SERVICES PRINTING AND
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RFQ NUMBER:

RFQ-RC-2021-006

- 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

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PURCHASES BY NON PROFIT AGENCIES

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 non profit agencies through our website: www.repurchasing.com
2. Any 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 non profit agency for which the purchase was made.
4. 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 Rockland County non profit agency 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.repurchasing.com. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
5. 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 political subdivisions or Rockland County non profit agencies.