

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **PAPER-BALLOT PAPER**

Contract Period: August 24, 2021, through August 23, 2022

Original Date of Issue: January 14, 2022

Date of Revision:

BID No: **CONTRACT 043**

Catalog: **Paper**

Authorized Users: Board of Elections

Address Inquiries To:

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Title: Purchaser II
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E-mail: samuelss@co.rockland.ny.us

Description

This contract is for Ballot Paper.

Contract #	Vendor Number	Contractor & Address	Telephone No.
CONTRACT 043	0000020905	Vincy's Printing, Ltd. 1832 Curry Road Schenectady, NY 12306 Contact: Anthony Dinney contacts@vincysprinting.com	518-355-4363 Fax: 518-355-2416

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

Supplier 0000020905

Contract ID CONTRACT 043		Page 1 of 1
Contract Dates 08/24/2021 to 08/23/2022		Currency USD
Paper-Ballot Paper		Contract Maximum 3,000.00
Freight Terms	Buyer Email samuelss@co.rockland.ny.us	
Buyer SAMUELS, SABRINA	Phone	Fax

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		80# OPAQUE WHITE TOTAL BALLOT SIZE 8-1/2" X 14" NO STUB WEYERHAEUSER PRICE PER 5,000	64521760002	372.88000	Lot
2		80# OPAQUE WHITE TOTAL BALLOT SIZE 8-1/2" X 15" 1" MICRO-PERFORATED STUB LENGTH (50 TEETH/INCH) WEYERHAEUSER PRICE PER 5,000	64521760009	565.20000	Lot
3		80# OPAQUE WHITE TOTAL BALLOT SIZE 8-1/2" X 18" 1" MICRO-PERFORATED STUB LENGTH (50 TEETH/INCH) WEYERHAEUSER PRICE PER 5,000	64521760037	565.20000	Lot
4		80# OPAQUE WHITE TOTAL BALLOT SIZE 8-1/2" X 17" NO STUB WEYERHAEUSER PRICE PER 10,000	64521760052	737.22000	Lot
5		80# OPAQUE WHITE TOTAL BALLOT SIZE 8-1/2" X 19" 2" MICRO-PERFORATED STUB LENGTH (50 TEETH/INCH) WEYERHAEUSER PRICE PER 5,000	64521760058	565.20000	Lot
6		Freight - Shipping cost to be billed at cost, freight invoice to be provided by supplier w/ the invoice as a condition of payment. Dept. must enter quantity to equal total shipping cost.	64521760071	1.00000	Each

TERMS AND CONDITIONS OF CONTRACT 043 INCORPORATED HEREIN BY REFERENCE.

Authorized Signature

Paul J. Brennan

Ballot Paper

1. **Scope:** The County of Albany, County of Schenectady and County of Rockland (Albany County Purchasing Cooperative) requires a continuous supply of Special, Primary and General Election paper and for the use of the County Board of Elections. Notwithstanding the details presented in these specifications, it will be the responsibility of the bidder to verify the completeness of same to meet the intent of these Specifications. Note: Schenectady County currently prints ballots for Oneida and Montgomery Counties.

2. **Performance Ability:** The successful seller must be prepared to furnish evidence, including established proof of capabilities and experience to satisfactorily supply the County for its requirements for the conduct of the Primary and General Election, and any Special Election that may be called. If requested, proof of financial responsibility may be required.

The bidder must meet all of the precise specifications stated in the "Detailed Specifications for Ballot Paper." **Prior to the bid opening, vendors quoting equivalent stock must be pre-approved by the Albany County Purchasing Cooperative. See Section 13.2 of General Instructions to bidders. Prior to award the County may require samples to be provided for performance testing with the equipment. Any samples must be supplied at no cost.**

3. **Test Ballot Supply:** Prior to accepting any tender or delivery pursuant to this bid/contract, the vendor must make a "test run delivery" of 50 sheets of each distinct ballot type stock ordered. Only upon successful testing of the test run delivery and determination that the test run product meets the specifications of the Board of Elections, will authorization be given to the vendor to tender the complete order. **Supply of the test ballots is to be included in the bid pricing.**

4. **Quantities:** The quantities and items are estimates only. However, each contract shall be for the quantities and items actually ordered during the contract period.

5. **Contract Term and Renewal:** The bid shall be for the period of one (1) year from the date of award to date ending. Prices shall remain firm for the entire bid period.

At the end of the initial one year bid period, upon mutual agreement of the County and the Contractor, the agreement may be renewed for four (4) additional years, in four (4) consecutive one-year intervals. Renewal of multiple item bid awards shall be contingent upon renewal of all items; partial renewals shall not be accepted by the County. Renewals shall be subject to price increases/decreases in accordance with changes in the US Department of Labor, Bureau of Labor Statistics Produce Price Index PPI for:

Series ID: PCU322-322

Industry: Paper Manufacturing

Product: Paper Manufacturing

Price adjustments shall be calculated by the following formula:

$(\text{Current PPI}/\text{Base PPI}) \times \text{Original Awarded Bid Price} = \text{Adjusted Bid Price}$

A price change factor shall be determined by dividing the current PPI by the base PPI. The current PPI shall be the value most recently published, at the time of price adjustment, by the US Department of Labor. The base PPI shall be the value of PPI at the time of bid opening, May 2020. The price change factor shall be multiplied by the original awarded bid price to determine the adjusted bid price.

6. Minimum Requirements: Bidders are directed to bid on ALL items per Lot (One) and/or Lot (Two) indicated on the "Detailed Specifications for Ballot Paper."

7. Deliveries: The successful bidder must be prepared, at all times, to make prompt deliveries, as directed by the Albany County Purchasing Cooperative. All delivered items are to be packaged by ballot style, in suitable containers/cartons that are standard to the trade. **Vendors shall shrink wrap the ballots in the requested quantities as per the request of the municipality. Each shrink wrapped package shall contain the exact quantity requested for the daily audits of the municipality.**

All delivery charges must be included in the price.

8. Award: Award will be based on a total per Lot (One) and Lot (Two). Upon request of the County, vendor shall submit samples of the ballot stock for testing with the Albany County Purchasing Cooperative machines. Samples are to be supplied at no cost.

Award will be made as determined to be in the best interest of the Albany County Purchasing Cooperative.

All offers received shall be net cost to the Albany County Purchasing Cooperative. The Cooperative shall not be responsible for any additional costs; including, but not limited to, overtime required by the vendor to meet the appropriate deadlines.

9. Prices for Intermediate Quantities:

On a quantity that is not set forth in the bid award but falls between quantities listed, the difference between the next lowest and next highest bid price shall be pro-rated.

To determine intermediate quantity prices, the following method will be used. Assume the quantity ordered is 15,000 and assume the following prices have been established for quantities of 20,000 and 10,000:

Total price for 20,000 = \$500.00

Total price for 10,000 = \$350.00

To arrive at an intermediate price per M price, the total price for 10,000 is subtracted from the total price for 20,000.

$$\$500.00 - \$350.00 = \$150.00$$

This amount is divided by 10 (the difference between the quantities)
\$150.00 divided by 10 is \$15.00

The intermediate Price per M is then \$15.00/M

The price for 15,000 is therefore \$425.00 which is calculated as follows:

Add the intermediate price of \$15.00 for each additional M to the 10,000 price

10M=\$350.00

11M=\$15.00 additional or \$365.00

12M=\$15.00 additional or \$380.00

13M=\$15.00 additional or \$395.00

14M=\$15.00 additional or \$410.00

15M=\$425.00

Detailed Minimum Specifications for Ballot Paper

A. LOT (ONE)

Paper Stock:	80 lb. Weyerhaeuser - Opaque White
Grain Direction On Finished Ballot:	Long
Basis Weight:	80 # text weight (36.2874 kg)
Thickness:	0.0061 in. (0.015494 cm)
Smoothness:	130 sheffields
Moisture:	5.5 percent
Opacity:	97
Brightness:	96
PPI:	338

Total ballot size	Micro-Perforated Stub length (50 teeth/inch)*
8 1/2 X 14"	N/A - No stub
8 1/2 X 15"	1"
8 1/2 X 15" - with color bar	1"
8 1/2 X 16"	2"
8 1/2 X 16" - with color bar	2"
8 1/2 X 18"	1"
8 1/2 X 18" - with color bar	1"
8 1/2 x 17"	No stub
8 1/2 x 19"	2
8 1/2 x 19" - with color bar	2

* - All stubs will run along the 8 1/2" side of the paper. "Color bar" refers to a strip of color designated by the board of elections printed on one side of the ballot paper in approximately a 1 inch by 6 inch block.

B.LOT (TWO)

Paper Stock:	100# Text (Cascades Fine Paper, Rolland Opaque 30) White
Grain Direction On Finished Ballot:	Short
Basis Weight:	100#, 110 to 155 gsm
Thickness:	0.0006 to .008"
Smoothness:	80 to 150
Moisture:	4 to 6 percent
Opacity:	>95%
Brightness:	>90%

Total ballot size	Micro-Perforated Stub length (50 teeth/inch)*
8 1/2 X 14"	N/A - No stub
8 1/2 X 15"	1"
8 1/2 X 15" - with color bar	1"
8 1/2 X 16"	2"
8 1/2 X 16" - with color bar	2"
8 1/2 X 18"	1"
8 1/2 X 18" - with color bar	1"
8 1/2 x 17"	No stub
8 1/2 x 19"	2
8 1/2 x 19" - with color bar	2

* - All stubs will run along the 8 1/2" side of the paper. "Color bar" refers to a strip of color designated by the board of elections printed on one side of the ballot paper in approximately a 1 inch by 6 inch block.