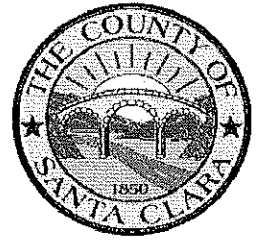




# Santa Clara County Registrar of Voters

1555 Berger Drive, Building 2  
P.O. Box 1147  
San Jose, CA 95108  
(408) 299-VOTE (8683) FAX 998-7314



January 10, 2006

Ross Travis  
Sequoia Voting Systems  
7677 Oakport Street, Suite 800  
Oakland, CA 94621

## RE: REQUEST FOR OPTICAL SCAN BALLOT PRINTING QUOTATION

You are invited to submit sealed quotations for Optical Scan Ballot printing for elections called in Santa Clara County between February 1, 2006 and December 31, 2008. The following is enclosed:

- "Request for quotation" - for printing and delivering.
- "No Quotation" Response Form

Quotations of this RFQ must be received in the Office of the Registrar of Voters by 3:00 p.m., on Monday, January 23, 2006, in order to be considered. All requirements listed in a component of the RFQ must be responded to or the quotation will be deemed non-responsive. The Registrar of Voters reserves the right to reject any or all quotations.

Mail to: Santa Clara County Registrar of Voters (**Attention: Optical Scan Quotation**)  
Post Office Box 1147  
San Jose, CA 95108.

### For UPS and/or Federal Express mailing use:

1555 Berger Drive, Building 2 First Floor  
San Jose, CA 95112 (In place of the PO Box address.)

Should you have any questions please contact Sue Tefft at (408) 282-3016.

Sincerely,

**Jesse Durazo**  
Registrar of Voters

# Printing of Official Optical Scan Ballots

## Request for Quotation

### I. Introduction

The Santa Clara County Registrar of Voters is responsible for the conduct of elections in Santa Clara County. The Registrar of Voters Office is seeking quotations for printing of the official optical scan ballots.

The Registrar of Voters Office seeks to retain the services of a printer that is certified by the California Secretary of State to print Optical Scan ballots for all elections to be held on and between February 1, 2006 to December 31, 2008.

However, it is possible official ballot must include all information in English, Spanish, Chinese, Vietnamese and Tagalog. The ballots are to be printed in two languages. The languages will be English/Spanish, English/Chinese, English/Vietnamese, and English/Tagalog. The ballots may be two-sided and may be printed on more than one page, depending on the number of candidates and measures that are on the ballot in each election.

### II. Scope of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

The following are work tasks assumed necessary to provide the printing services necessary to print the official ballot. The selected firm must provide qualified personnel and appropriate equipment and supplies to provide the products and services described below:

**California Secretary of State Certification Standards:** All ballots produced are to meet the certification standards for Optech 400C ballots on file in the California Secretary of State's Office. The vendor is to be thoroughly familiar with these standards. If any discrepancies arise between these standards and any instructions to the vendor from the Registrar of Voters Office, the vendor is to immediately bring the discrepancy to the attention of The Registrar of Voters Office.

**Subcontractors:** Due to the certification requirements and the extreme importance that the vendor be responsive and timely, the Registrar of Voters Office will not permit the use of subcontractors for this contract. For the purpose of this contract, support services provided by a parent corporation, which is the sole owner of the contracting vendor, shall not be considered subcontracted services.

**Schedule:** Time is of the essence for this project. The work to be performed must be provided in a timely manner in accordance with the schedule to be agreed upon in the contract.

**Election Day Services:** The vendor must be available to provide emergency services as needed up to and including Election Day, so that the conduct of an election is not adversely affected by unavailable or unusable ballots.

**Ballot Categories**

1. Absentee Voters (AV)
2. Mail Ballot (MB)
3. Test (Test)
4. Demonstration / Duplicating

**Political Parties**

- |                            |                        |
|----------------------------|------------------------|
| Democratic (DEM)           | Natural Law (NAT)      |
| Republican (REP)           | Peace & Freedom (P&F)  |
| American Independent (AIP) | Non-Partisan (N-P)     |
| Green (GRN)                | Decline to State (DTS) |
| Libertarian (LIB)          |                        |

Some political parties allow nonpartisan voters to vote in their primaries and special ballots may be needed. The political parties that have allowed this option are Democratic, Republican, American Independent, and Natural Law.

- |                      |                                |
|----------------------|--------------------------------|
| Democratic (DTS-DEM) | American Independent (DTS-AIP) |
| Republican (DTS-REP) | Natural Law (DTS-NAT)          |

**Trim Size:** Minimum: 3 11/16" x 16" (including one 1 - 2" stub). Maximum: 9 3/4" x 22" (including one 1- 2" stub). The maximum ballot length, excluding stubs, cannot exceed 22" due to optical scan machine specifications. Ballots should be square and accurate in size when trimmed.

**Stock:** 110 lbs approved index grades. The following types of paper are compatible for Optech 400C ballots:

- 1) 110 lb. Springhill Index Stock from International Paper Company
- 2) 110 lb. Navajo Color Stock from Mohawk Paper Mills

Ballots must be printed with paper grain parallel to the ballot width (i.e. **grain short**) to minimize dimensional changes.

**Artwork:** The Registrar of Voters Office will provide electronic files of the contest-candidate data. The vendor must be able to receive and review ballot files for correctness, both for printing specs and conformity to the law. The data will be transferred to a secure FTP site. (Check with Leslie the type of file.)

**Presswork:** Black (both sides of two-sided ballot). Second color one side only, with a color design at the top of all ballots. **Black must overprint any other color.** In primaries, each political party will have a different colored ballot as specified by Secretary of State. Test ballots will have the word TEST, in red, printed on the face of each ballot. Color may also be used in the design of the ballot to indicate ballot political party and/or ranked choice voting contests. Test ballots will be the same colors as absentee ballots, but must be distinguishable by ballot type. Demonstration ballots will be produced with a unique color or marking dissimilar to any other ballot produced for an election, and

will have the word DEMO, in red, printed on the face of each ballot. Each card of a ballot will be distinguished by color and or design.

### **III. Absentee Ballots (AV) & Mail Ballot (MB)**

Number sequentially within a sequence (two identical numbers per ballot, one on the stub and one on the ballot). Print 'AV' or "MB" on each ballot. One perforation (one 1" to 2" stub). Bundle in groups of either 25 or 50 (in primary elections minor parties will have 10 or 20 ballots per group). One to four scores, depending on the size of the ballot, and fold along score line(s). Score line(s) must not intersect voting arrows. The absentee ballots will be unbound, pre-folded on score lines, and grouped by rubber band in sequential order. **Please base price quotation for ballots unbound and folded.** Package by ballot type and political party (if a primary) in cardboard containers with removable lids. Each container to be labeled with ballot type, political party (if a primary), quantity of ballots, ballot sequence numbers (0000 - 0000) and box 1 of 2, 2 of 2 etc. The cardboard containers must be long enough to store flattened ballots.

### **IV. Test Ballots (Test)**

Do not number or fold. Remove the stub. All test ballots should have one to four scores depending on the size of the ballot. The word TEST in red should be printed on the face of all test ballots (avoid the read columns). Package by ballot type and political party (if a primary) in cardboard containers sized to snugly fit the ballots. Each container should be labeled with category, ballot type, political party (if a primary) and quantity of ballots.

### **V. Pre-marked Test Ballots**

Vendor must have the ability to produce pre-marked test ballots to enable the Registrar of Voters to run a program for logic and accuracy testing. The vendor will provide the PDF file and the ballots to produce the pre-marked test ballots.

### **VI. Demonstration Ballots**

Do not number. Do not fold. One perforation (one 1" to 2" stub). All ballots should have one to four scores depending on the size of the ballot. The word DEMO in red should be printed on the face of all DEMO ballots (avoid the read columns).

### **VII. Numbering**

The ballot cards will be numbered in consecutive order. Ballot card numbers for Absentee (AV) will commence with Number 1 for each ballot type. Ballot card numbers for Mail Ballots (MB) will commence after the Absentee Voters Ballots for each ballot type.

### **VIII. Estimated Quantities**

The Registrar of Voters Office typically will require approximately 300,000 absentee, 20,000 mail ballot approximately 2,000 test ballots, 10 – 50,000 pre-marked test ballots and 1000 demonstration ballots to be used for voter education. Estimated ballot types 1 to 300 per election. Actual order quantities will vary in each election.

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**Duration:** The duration of this contract shall be for 3 years, with an option to renew, at the Registrar of Voters Office's sole discretion.

**IX. EACH QUOTATION MUST INCLUDE A RESPONSE TO ALL OF THE FOLLOWING:**

**(Failure to Respond to Each Item will be Grounds to Disqualify Your Proposal)**

- A list of your system hardware (i.e., printers, digital senders, fax machines) and software capabilities/compatibilities.
- Additional Costs: Identify any cost item (i.e., paper cost increase), except applicable taxes, not covered in this RFQ format and provide cost data.
- Identify payment terms. All invoices must be submitted within 30 days of completion of the work. Billing must be based on quantities ordered, as the County will not pay for overruns. Delivery should be coordinated with the Office of the Registrar of Voters and the charges included on the invoice. Freight bills must be submitted to justify all shipping charges.
- Acceptance of the attached LIQUIDATED DAMAGES agreement (return signed and dated copy of agreement with quotation). A performance bond or a County-approved letter of credit for \$500,000 must be provided before the order will be finalized for printing.
- Complete Client list for similar services (i.e., California Election jurisdictions you currently print sample ballot pamphlets for) and references.

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**X. Each Quotation Must Include A Response To All Of The Following Items On This And The Next Page:**

**(Failure to Respond to Each Item will be Grounds to Disqualify Your Proposal)**

1. Location of ballot printing facilitie(s) \_\_\_\_\_
2. How many employees are used in the ballot printing? \_\_\_\_\_
3. Card stock to be used (Brand & weight) \_\_\_\_\_
4. Please list all system hardware and specify all types of presses and if any are digital.
5. Do you have the capability to overprint serial numbers, barcodes, party, and ballot type onto the ballots?  
\_\_\_\_\_
6. Do you have the ability to put stripes onto ballots? \_\_\_\_\_
7. Do you have the Ability to print bilingual ballots in  

English/Spanish	yes	no
English/Chinese	yes	no
English/Tagalog	yes	no
English/Vietnamese	yes	no
8. Please submit samples that would be printed for Santa Clara County  
1 column ballots  
2 column ballots  
3 column ballots
9. How long have you been certified by the Secretary of State to print optical scan ballots?  
\_\_\_\_\_
10. What is your maximum production rate per day? \_\_\_\_\_
11. What is your capacity to accommodate the printing of ballots for multiple counties?  
\_\_\_\_\_
12. Can you produce electronic pre-marked test ballots?  
\_\_\_\_\_
13. What is your turnaround time from when you receive the FTP files until you can start printing?  
\_\_\_\_\_
14. Are there additional charges for weekend and/or after hour work? If so, how much?  
\_\_\_\_\_

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15. What is the turnaround time if additional ballots are needed?

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16. What quality control procedures do you have in place? \_\_\_\_\_

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17. What are your contingency plans if your printing machines break down?

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18. Have you ever worked with the Sequoia Voting Systems – Ballot Processing System (BPS)?

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19. Can you handle two separate shipping locations i.e. 1 part to the ROV and 1 part to a mailing house? Are there any special requirements and if any, are there additional fees?

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20. What kind of optical scan ballot packaging do you provide? \_\_\_\_\_

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21. Please complete the enclosed price list.

**PRICE LIST**

Item	Cost
SETUP CHARGE (Per Election)	
Printing Plates /Ea (English/Spanish)	
Printing Plates /Ea English/Chinese)	
Printing Plates /Ea (English/Tagalog)	
Printing Plates /Ea (English/Vietnamese)	

Item	BALLOT LENGTH			
	12"	up to 15"	up to 19"	up to 22"
	Cost	Cost	Cost	Cost
Printing /per thousand (M)				
One Column				
Two Column				
Three Column				
Additional Charge For Minor Party/ per M				
Ballot Type Changes				
Number & Perforation / per M				
Stitch & Packaging / per M				
Scoring / per M				
Color Tinting Setup				
Color Stock Add / per M				
Imprinting charge "AV" or "MB"				
Precinct Packaging by/ per M / Pct				
Test Ballot Imprinting / per M				
Demonstrator/Duplicating per M				
Folding / per M				
Sales Tax	8.25%			
Freight				
Method of Shipping				
Terms				



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**LIQUIDATED DAMAGES**

The parties to this contract acknowledge that time and accuracy is of the essence in this contract. If the work is not completed accurately by the successful vendor in the times and by the dates specified in this agreement, or any authorized extensions thereof, it is understood that the County will suffer damage; and it being impractical and extremely difficult to determine the amount of actual damage the County will sustain in the event of and by reason of such delay or error, it is agreed that successful vendor shall pay to the County as fixed and liquidated damages, and not as a penalty, the sum of \$500 for each calendar day past the specified dates of completion until the work is completed, and the successful vendor agrees to pay said liquidated damages and further agrees that County may deduct the amount thereof from any moneys due or that may become due the successful vendor under this contract; provided, however, that successful vendor shall not be charged liquidated damages because of any delays in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the successful vendor, including but not restricted to, Acts of God, or of the public enemy, acts of the government, or acts of the County; provided further, that in the event of any delay in the work caused by the County, successful vendor shall be entitled to an equivalent extension of time in which to complete the work, but shall not be entitled to damages for such delay. In the event of a delay caused in part by the County and in part by the successful vendor, the parties shall be entitled to an appropriate apportionment for the purpose of determining liquidated damages due the County and entitlement to time extension due the successful vendor.

COUNTY

FIRM NAME

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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**NO QUOTATION RESPONSE FORM**

Please complete this form if you/your company decide(s) not to submit a quotation. Failure to return this form, if not submitting a quotation, will result in your removal from Santa Clara County Registrar of Voters' mailing list. Return the form in a sealed envelope, mailed to Santa Clara County Registrar of Voters, (**Attention: Optical Scan Printing Quotation**), P.O. Box 1147 San Jose, CA 95108-1147. This form must be received by the deadline specified for submission.

Quotation Title:     **OPTICAL SCAN PRINTING QUOTATION**

- Cannot comply with specifications
- Cannot meet delivery requirement
- Do not regularly manufacture or sell the type of commodities/services involved
- Other (specify) \_\_\_\_\_

Explanation of reason(s) checked:

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Check one of the following:

- We do
- We do not

Desire to be retained on the mailing list for future procurements of this commodity.

**a. Please state below firm quotation address and telephone number:**

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

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**Time and Place for Submission of Quotations**

Quotations must be received by 3:00 p.m., on January 23, 2006, and consist of all other submission requirements listed in this RFQ. Quotations may be delivered in person to the Registrar of Voters Office located at 1555 Berger Drive, Bldg. 2, San Jose, CA 95112, or mailed to:

**OPTICAL SCAN PRINTING QUOTATION**

**Sue Tefft**

Registrar of Voters  
P O Box 1147  
San Jose, CA 95108

Proposing firms shall submit their quotation in a sealed envelope clearly marked Optical Scan Printing Quotation. Quotations which are submitted by fax will not be accepted.

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Official Use Only**

Date Received		Accepted	Not Accepted
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