

**STATEWIDE COMPETITIVE CONTRACT
AWARD**



**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING**

NUMBER : 406923
BUYER : LILLIE CHRISTOPHER
BUYER PHONE : (225)342-8024
T-NUMBER : 91054
DATE ISSUED : 10/01/09
VENDOR NUMBER : 721186621 00
VENDOR PHONE : (225)923-2550-0000
REQ AGENCY : 139001

SECRETARY OF STATE

AGENCY REQ NO. : 3978
ISIS REQ NO. :
FISCAL YEAR : 07
EFFECTIVE DATE : 02/01/07
EXPIRATION DATE : 01/31/11

MORAN PRINTING INC
5425 FLORIDA BLVD
BATON ROUGE, LA 70806

**PRINTING CONTRACT - ELECTION BALLOTS
WAREHOUSING AND DISTRIBUTION OF SUPPLIES**

1. THIS IS NOT AN ORDER TO SHIP OR BEGIN SERVICE). A CONTRACT RELEASE OR PURCHASE ORDER MUST BE ISSUED BEFORE YOU ARE AUTHORIZED TO SHIP (OR BEGIN SERVICE).
2. THIS IS NOTICE THAT THE CONTRACT REFERENCED ABOVE HAS BEEN AWARDED TO YOU BASED ON THE BID (OR PROPOSAL) SUBMITTED. ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THE SOLICITATION WILL APPLY TO ALL ORDERS.
3. ANY AGENCY AUTHORIZED TO PURCHASE FROM THIS CONTRACT MUST ISSUE AN ORDER AND REFERENCE THE CONTRACT NUMBER, LINE NUMBER AND COMMODITY ITEM NUMBER FOR EACH ITEM.
4. CHANGES IN ITEMS TO BE FURNISHED ARE NOT PERMITTED (UNLESS APPROVED BY THE OFFICE OF STATE PURCHASING PRIOR TO DELIVERY). PRIOR APPROVAL MUST ALSO BE OBTAINED BEFORE DISTRIBUTORS CAN BE ADDED OR DELETED.
5. IF A DISTRIBUTOR LIST WAS SUBMITTED, CONTRACTOR MUST SEND COPIES OF THIS AWARD TO EACH DISTRIBUTOR.
6. QUANTITIES LISTED ARE ESTIMATED AND NO QUANTITIES ARE GUARANTEED (UNLESS "COMMITTED VOLUME" IS SPECIFICALLY STATED). CONTRACTOR MUST SUPPLY ACTUAL REQUIREMENTS ORDERED AT THE CONTRACT PRICE AWARDED.
7. COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES TO NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

RECOMMENDING APPROVAL:

Lillie Christopher
STATE PURCHASING OFFICER/SUPERVISOR

APPROVED BY:

Rosemary Jackson
DENISE LEA
DIRECTOR OF PURCHASING

PRICE SHEET		STATEWIDE COMPETITIVE CONTRACT			
NUMBER : 406923 T-NUMBER : 91054		VENDOR: MORAN PRINTING INC			PAGE 2
LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: STATEWIDE DELIVERY				
00001	COMMODITY CODE: 966-27-011036 ELECTION PRINTING-ABSENTEE BALLOTS	1	LOT	N/A	
00002	COMMODITY CODE: 966-27-011036 ELECTION PRINTING-MACHINE AND SAMPLE BALLOTS	1	LOT	N/A	
00003	COMMODITY CODE: 966-27-011036 ELECTION PRINTING-PACKAGING AND SHIPPING OF SUPPLIES	1	LOT	N/A	
00004	COMMODITY CODE: 966-27-011036 ELECTION PRINTING-SHIPPING OF MISCELLANEOUS ELECTION SUPPLIES	1	LOT	N/A	
00005	COMMODITY CODE: 966-27-011036 ELECTION PRINTING-PRINTING OF SUPPLIES ON EMERGENCY BASIS ONLY	1	LOT	N/A	

GENERAL CONDITIONS FOR ELECTION – BALLOT PRINTING CONTRACT

1. **PUBLIC PRINTING LAW:** The contract resulting from this solicitation shall be subject to the provisions of R. S. 43:1, State Printing.
2. **PREVIOUS USAGE:** The usage estimates provided in the specifications are based on the best information available to State Purchasing for usage of various printing items. These projected usage figures in no way represent a commitment by the State as to the amount of printing to be done during the upcoming Contract period but are provided solely for the bidder's information.
3. **BASIS OF AWARD:** It is the State's intent to award this contract to the single lowest overall bidder in order to simplify communication and coordination for both the contractor and the State. However, the right is reserved to award items separately or on a group basis and to reject individual items. Contract will be awarded to the successful bidder(s) for performance in strict compliance with the standards and specifications of the contract in all regards as to workmanship, stock, materials, and delivery.
4. **SUBLETTING CONTRACT:** The Contractor shall be held responsible for the work of any sub-contractor(s) and shall see that the work is done without unnecessary delay in a good workmanlike manner, and that all necessary priority over other work is given. The Contractor shall not be relieved of any obligation to the State of Louisiana by any subletting of a contract in whole or in part to another.
5. **QUALITY OF WORKMANSHIP AND STOCK:** Representatives of the State shall have access to the Contractor's plant at any time during working hours to inspect work in process. However, such inspection shall not relieve the Contractor from any responsibility under this agreement for material or workmanship found defective after delivery.

All articles furnished and work done must be of a first class quality. The use of poor type, poor presswork or the use of a different color of ink than that ordered, inferior binding, inferior quality or mismatched paper stock, a lesser grade of paper than that ordered, or any other discrepancies will be sufficient cause for the rejection of the work and for refusal of payment thereof.

The Secretary of State may require a weekly report, in a form satisfactory to him, to be made showing the status of work in process and orders on hand.

The Contractor must at all times be able to furnish within a reasonable period those supplies named in the specifications, unless a substitute is approved in writing by the Secretary of State. If any different kind is substituted, the quality shall be equal and the prices shall not exceed that named for similar articles in the specifications. Substitutions of stock made without the approval of the Secretary of State will be grounds for non-payment for that particular job.

In all printing, the proof shall be read by original copy and corrected in the establishment of the Contractor. All typeset material is to be free from printer's errors. A "clean" proof is to be furnished to the Secretary of State, Agency, department, board, or institution ordering the printing. Proofs will be submitted upon request only, unless required by the contract.

6. **ORDERING PROCEDURES:** Agencies authorized to use this contract are delegated the authority, in accordance with R. S. 43:1.B (2) to submit orders directly to the contract vendor. In no case shall the contractor accept an order from an agency without an authorization in writing.

The contractor shall only accept orders, which can be produced within the provisions of this contract. If an order requested cannot be priced under the price schedule herein, or if the quantity requested exceeds the maximum allowed on this contract, the order must be returned to the ordering agency.

The contractor is to provide cost estimates to the requisitioning agency within thirty-six (36) hours of the request. The estimate is to be the contractor's best estimate of cost but does not obligate him to this amount. Charges will be according to contract pricing.

The contractor shall also provide status on orders, whenever requested by phone, within 24 hours.

GENERAL CONDITIONS FOR PRINTING CONTRACTS (Continued)

The contractor must furnish the Office of State Purchasing one finished sample and a copy of the itemized billing upon completion of each job produced under this contract.

7. **DELIVERY:** Delivery is to be FOB inside agency which shall include all cost of transportation and inside delivery within any office or building as specified. Completed work shall be shipped or delivered promptly without any unnecessary or avoidable delay.

Whenever because of inefficiency, inaccuracy, or delay, for which the Contractor is responsible, it is necessary for the ordering agency to communicate with the Contractor; this will be done through the Office of State Purchasing and the cost of such communication between the Contractor by telephone, fax, over-night express and courier shall be paid by the Contractor.

The Contractor will be solely responsible for completing the work and delivering the goods as specified promptly, satisfactorily, and without unnecessary delay. The Contractor will give said work the necessary priority over other work to assure timely delivery. The Office of State Purchasing reserves the right to determine what is an unnecessary delay and/or unsatisfactory goods. After fully hearing the reasons for delay in doing the work, the Office of State Purchasing may fix a definite date by which same must be completed and goods delivered. If work is not completed and goods satisfactorily delivered within the specified time, the Office of State Purchasing reserves the right to have the work done elsewhere charging the vendor any excessive cost for work above contract pricing. Should it become necessary to purchase a contract item from another source, other legal actions and/or immediate cancellation of the contract could result.

8. **LATE PENALTY:** The Contractor will be solely responsible for the final product and for meeting all scheduled dates. Use of subcontractor for meeting any portion of these specifications will in no way affect the responsibility of the vendor. If the specified delivery dates are not met because of any fact or circumstance that is or was within the control of the contractor (including delays in shipments), a late penalty may be imposed at the discretion of the Secretary of State for each day that the item remains undelivered. Such penalty may equal one percent of the contract cost amount per day, of such item, but shall not be less than \$500 per day.

9. **PRICING:** Prices will be calculated at the rate bid per lot. When a smaller quantity is ordered than the lowest quantity for which the price is given in the contract, the price to be used for printing will be that of the smallest quantity stated in the contract, which is considered a minimum price.

In no case will a contractor be allowed to charge for more than the exact amount of any article ordered without the consent of State Purchasing except that under ordinary conditions an overrun and an underrun may be approved.

Each job will be billed at the per hundred rate according to the quantity ordered but calculated based on amount shipped.

Substitutes used without the consent of the Office of State Purchasing will not be approved for payment.

10. **INVOICES:** Successful vendor is to furnish an invoice and completed worksheets to the Secretary of State within two (2) weeks after the election. The Secretary of State will complete the audit of the worksheets within two (2) weeks of receipt. If corrections are required on the worksheets they are to be made and returned to Secretary of State with a corrected invoice within twenty-four (24) hours.

The contractor will be required to submit invoices in triplicate, to the Secretary of State along with two (2) copies of itemized job worksheets and two (2) samples of the finished product. The job worksheet must indicate the name of the printed item, size, quantity delivered, and shall illustrate the mathematical procedure used to calculate the job price and indicate the source of the cost factors by reference to the contract. Any changes in specifications from those stated on the original order should be confirmed in writing by the ordering Agency of State. If those changes affect pricing, a copy of said communication should be provided with the worksheet. Job worksheet must be legible and invoice must be typewritten. The requisition number must appear on the invoice.

When the vendor is required to reprint a ballot because of the State's error or additional ballots are required documentation in writing from the Secretary of State's office along with the printed sample must be submitted with

Award Document

GENERAL CONDITIONS FOR PRINTING CONTRACTS ((Continued))

the billing worksheets. THESE CHARGES WILL NOT BE APPROVED WITHOUT THE REQUIRED DOCUMENTATION.

There will be an invoice for each calling authority. For example, Secretary of State may issue one requisition for a Municipal Election and there can be multiple invoices to cover the calling authorities for this one requisition. Secretary of State will list the calling authorities on the requisition.

In a State Paid Election, the Contractor must furnish Secretary of State a recap list of the total billing for each parish. In a Non-State Paid Election, the contractor must furnish Secretary of State a recap of the total billing by parish by governing authority from the governing authority list furnished by Secretary of State.

The contractor must furnish the Office of State Purchasing one finished sample and a copy of the itemized billing upon completion of each job produced under this contract.

11. **PAYMENT:** State Agencies are directed to pay contractor upon presentation of a properly executed invoice after goods have been received, inspected, and accepted. The using agency will be required to pay the amount of the invoice within thirty (30) days after its receipt. Such price and payment will constitute full compensation of furnishing and delivering the contract commodities. In no case will the State Agency refuse to make partial payments to contractor, provided proper invoices have been furnished and approved, although all items have not been delivered. This payment in no way relieves the contractor of his responsibility to effect shipment of the balance of the order.
12. **DOWNWARD REVISION:** All prices submitted as bids in this contract shall be subject to downward revision, with the approval of the State Director of Purchasing to conform with any and all laws or codes that may be enacted by either Federal or State law-making bodies, and promulgated or proclaimed by the President of the United States or the Governor of the State of Louisiana.
13. **CANCELLATION OF CONTRACT FOR CONVENIENCE:** The Division of Administration reserves the right to cancel the contract with contractor upon thirty (30) days written notice.
14. **RESERVATIONS:** The right shall be reserved by the Director of State Purchasing for all State Departments, Boards, and Commissions, and any other State Agency to which this contract applies to use state facilities for printing, rather than purchasing under contract.

In case of an emergency, when delivery is required by a date earlier than the contractor is required to furnish under this contract, and when the contractor cannot meet the delivery required, the Director of State Purchasing reserves the right to secure bids for printing from persons other than the Contractor, and to purchase from any other source he may deem fit without liability either on the part of the State of Louisiana or the Contractor.

15. **NON-EXCLUSIVITY CLAUSE:** This agreement is non-exclusive and shall not in any way preclude state agencies from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.
16. **CONTRACT PERFORMANCE EVALUATION:** In an effort to improve our contracts to meet the needs of the agencies we serve, the contractor's performance will be monitored. Agencies' feedback will be requested regarding customer service, delivery, product quality, billing, overall effectiveness of the contract, and any needed changes. Their responses will be considered in determining our options for renewals or revisions and rebidding. To view the content of the contract performance evaluation form, go to www.state.la.us/osp/onlineforms/formlisting.htm, or call for a copy.

Agency reports of deficient performance will be appropriately addressed during the contract period.

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GENERAL CONDITIONS FOR PRINTING CONTRACTS ((Continued))

17. **SAMPLES:** All bidders are requested to submit with their bids, samples of work similar to this type of printing to demonstrate their ability to perform the contract at the quality standard desired. Failure to submit samples may be cause, at the discretion of the Director of State Purchasing, or his designee, to disqualify a bidder from award.
18. **CERTIFICATION OF NO SUSPENSION OR DEBARMENT:** By signing and submitting any bid for \$100,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. A list of parties who have been suspended or debarred can be viewed via the Internet at <http://www.epls.gov/> Excluded Parties List System
19. **AUDITING:** The Division of Administration, State Purchasing Office reserves the right to audit jobs produced under this contract. If required, at least once a month, the contractor, shall provide two (2) copies of the agency's written authorization form, billing worksheet, invoice, and complete samples of the job to be audited. Contractor shall therefore be required to retain all information, including samples pertaining to each job produced within the most recent, previous 12-month period. Failure to provide the requested material may be grounds for cancellation of the contract. Detailed instructions will be given to successful vendor.

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T- Number 91054

Election – Ballot Printing Specifications

General Description

1. Absentee Ballots
 - A. Special Absentee Ballots
 - B. Absentee Scannable Paper Ballots
 - C. Provisional Ballots
2. Printing of Machine and Sample Ballots
 - A. AVC Advantage Voting Machines
3. Election Supplies and Packaging
 - A. Printing and Storing Election Forms and Supplies
 - B. General Packaging of Election Forms and Supplies
 - C. Packing for Federal Elections

Contract Term:

This contract will be effective for the period beginning February 01, 2010 and ending January 31, 2011.

General Requirements

This contract exists to provide for all materials necessary for each election held in the State of Louisiana. This general information is intended to express the magnitude and scope of the requirements of this contract to potential bidders. It is necessary for the contractor to provide all election materials for approximately 3,987 voting precincts contained within 64 parishes throughout the State.

Election Types

1. Statewide, Presidential, Presidential Preference Primary, Gubernatorial, Congressional, etc.
2. Municipal, varies from 20 to 180 elections per year.
3. Special Elections, Tax, Bond, Stock Law, etc. and averages approximately 250-300 elections per year.
4. Unscheduled Elections, vacancy in a legislative office, emergency proposition, etc.
5. Other Elections that the Secretary of State's Office is required to conduct.

Election Code

§1400.1. Election costs paid by Secretary of State; governing authorities; reimbursement

- A. The cost of ballots and election materials used in gubernatorial and congressional elections, whether or not a gubernatorial or congressional candidate appears on the ballot, shall be paid by the State from funds appropriated to the Secretary of State for that purpose, except that when a local or municipal candidate or a local bond, debt, tax, proposition, or question also appears on the ballot, the State shall be required to pay one-half of the cost of ballots and election materials. The remaining one-half shall be prorated between the State and all local or municipal entities participating in such election. In the case of the offices of justice of the peace and constable of a justice of the peace court, the costs shall be prorated to the parish governing authority. The pro rata share of a local or municipal entity shall be determined by dividing the number of that entity's offices, propositions, or questions on the ballot by the total number of all offices, propositions, or questions on the ballot within that local jurisdiction.
- B. (1) The cost of ballots and election materials used in any special election when any of the following appear on the ballot shall be paid by the State from funds appropriated to the Secretary of State for that purpose:
 - (a) A State candidate, as defined in R. S. 18:452(1).
 - (b) A candidate for the State legislature.
 - (c) A candidate for judge of a judicial district court or juvenile court or a candidate for judge of the criminal district or civil district court for Orleans Parish.
 - (d) A candidate for the office of district attorney.
 - (e) A proposed constitutional amendment.(2) Notwithstanding the provisions of Paragraph (1), when a local or municipal candidate or a local bond, debt, tax, proposition, or question also appears on the ballot, the State shall be required to pay one-half of the cost of ballots and election materials. The remaining one-half shall be prorated between the State and all local or municipal entities participating in such election. In the case of the offices of justice of the peace and constable of a justice of the peace court, the costs shall be prorated to the parish governing authority. The pro rata share of a local or municipal entity shall be determined by dividing the number of that entity's offices, propositions, or questions on the ballot by the total number of all offices, propositions, or questions on the ballot within that local jurisdiction.
- C. (1) The cost of ballots and election materials used in any election not provided for in Subsections A and B of this Section shall be paid by the appropriate governing authority that relates to the character of the office or the issue

General Requirements (Continued)

involved in such election. In the case of the offices of justice of the peace and constable of a justice of the peace court, the costs shall be prorated to the parish governing authority.

Absentee, machine, sample ballots, and packaging for any election not provided for in subsections A or B above will be billed at a percentage of the total contract price, but not to exceed 50%. BIDDERS ARE INSTRUCTED TO STATE THE PERCENTAGE RATE THEY ARE OFFERING BELOW:

35 %

NOTE: The percentage rate will be used where applicable in the evaluation for award.

§1400.5. Costs and expenses of a presidential preference primary election

- A. Except as otherwise provided herein, the costs and expenses incurred for a presidential preference primary election shall be paid by the Secretary of State as in gubernatorial elections.
- B. When a local governing authority is required by this Chapter to pay the costs and expenses incurred for an election, and such election is scheduled to be held on the date of a presidential preference primary election, the local governing authority shall pay all costs and expenses incurred for such elections.

The cost of ballots and election materials used in any presidential preference primary election shall be paid as provided in R. S. 18:1400.6, which says that the cost of ballots and election materials used in any presidential preference primary election shall be paid by the Secretary of State as in gubernatorial elections; however, when a local governing authority is required by Chapter 8 of the Louisiana Election Code to pay the cost and expenses incurred for an election, and such election is scheduled to be held on the date of a presidential preference primary election, the local governing authority shall pay all cost and expenses incurred for such elections.

The cost for ballots and election materials used in the municipal general election immediately following the presidential preference primary election shall be paid as provided in R. S. 18:1400.1C(1).

Ballots ordered or used by other State agencies will be paid in accordance with R. S. 18:1400.1C (1).

Each election held requires 3 distinct production, packaging, and delivery phases:

- 1. Absentee ballots and samples
- 2. Voting machine ballots
- 3. Sample voting machine ballots, election forms, election supplies, and envelopes.

Production schedules are tempered with the requirements of State election laws, such as allowing only **FOUR (4) WEEKS** between the primary and the general election, and the short time between qualifying and the primary in most elections.

The first week of available production time is consumed with the certification of successful candidates. The final two weeks is assigned to "lead time" for shipment of election materials to each ward or voting precinct.

When printing of the ballots is held up by court order, or other legal reasons, the contractor must be able to print and deliver the ballots within the time limits set forth in the Election Code (RS18).

Contractor must have a backup system for typesetting and printing of ballots in case of breakdowns or other causes.

The Secretary of State is responsible for providing the contractor with the candidates' names, their respective elective offices, the descriptions of propositions, and the ballot requirements as to format and quantity for each precinct and parish.

The exacting and complicated aspect of Statewide elections is further complicated when municipal and special elections are held simultaneously. The ballot will be composed of the Statewide candidates seeking public office referred to as "areas" plus the ballot will be composed of the elective offices or proposition referred to a "change areas" that are

General Requirements (Continued)

On a Statewide election there may be 1000 to 1500 or more, different ballots covering the elections with "repeat areas" of composition and "change areas" of composition.

Each invoice is to give a breakdown on the total cost of each item below:

1. Absentee ballots
2. Sample and Machine Ballots
3. Election Supplies and packaging
4. Freight

The contractor shall provide express services for document delivery between his office and Secretary of State's office during an election period, beginning with the first day after the close of qualifying and ending after the general election. The contractor shall be able to receive documents by 8:00 A.M. everyday and deliver proofs at that time. At the discretion of the Secretary of State other delivery times may be required, possibly several within one day.

Property of the State

All art, film, negatives, diskettes, special plates, and dies are to become the property of the State of Louisiana. The contractor will be responsible for labeling and storing all negatives, artwork, etc., for each job in this contract in one location, separate from all other work, and for maintaining a written inventory of all such materials. Contractor is to provide a report of his current inventory of stored negatives quarterly to the Secretary of State's office and the Office of State Purchasing. These negatives, artwork, etc., shall be readily available upon request any time during the contract and furnished within three (3) working days of request. Upon award of contract to a new contractor, the previous contractor will be required to immediately furnish the written inventory of all negatives, artwork, etc., held for this category.

Two copies of the inventory listing shall be provided; one is to be furnished to the new contractor along with all negatives, artwork, etc., listed and one mailed to the Office of State Purchasing, printing section. Any freight charges incurred are to be paid for by the contractor providing the negatives. The new contractor will be required to furnish written verification that all negatives, etc., listed were received.

When negatives are sent to another location they are to remain stripped in flats when shipping to the designated location. The contractor will not dispose of any negatives without obtaining written approval from the user agency and furnishing a copy of this approval to the Office of State Purchasing. If at anytime prior to completion of the above requirements the contractor cannot provide requested negatives or proof that the negatives were returned to and received by the user agency or another contractor, he will be required to remake the negatives at his expense. It is recommended that the contractor obtain written disposition for the negatives, etc., from the ordering agency immediately after delivery of the publication. Should the agency require continued storage, a follow up request may be requested at six (6) month intervals if the contractor so chooses.

Special Jobs

If the form requested cannot be priced from the price schedule, the request for the form must be returned to the ordering Agency. Forms that cannot be priced from this contract may be purchased by the normal bid procedure or returned to the contract vendor as a special job.

Since all conditions cannot be stipulated for special jobs, the contractor will furnish services not enumerated. The cost will be based on the cost of the same services provided in other State printing contracts. If there is not a printing contract for this service then the prices shall be less than those stated in the *Franklin Offset Printing Catalog*. The contractor shall furnish the Agency a firm estimate of the price for special services, within three (3) days of receipt of order and prior to performance of the service. This procedure is necessary to avoid misinterpretation of pricing between the ordering Agency, Office of State Purchasing, and the contractor.

General Requirements (Continued)

Special Work Areas and Space Requirements

1. The rigid quality control standards imposed by the nature of ballot printing require detailed supervision by representatives of the Secretary of State through many aspects of the production process.
2. In order to facilitate this supervision and inspection, the contractor will provide a closed area, capable of being separated from other working areas and having the capacity for lock, and key security.
3. The closed off area must have sufficient square footage to provide an efficient and smooth collating and packaging procedure.
4. Certain special equipment, such as punches, tables, marking devices will be made available by the contractor for packaging and delivery.
5. The contractor will provide a quiet room for Secretary of State Employees to use for proofreading when it is necessary for these employees to read proofs at the printing plant. This room must be in close proximity to the prepress area.

Elections are Held on the Following Basis:

Election Type	Election Frequency
Municipal Election	Every year
Gubernatorial Election	Every 4 years (odd)
Presidential Preference Primary and Presidential Election	Every 4 years (even)
State Congressional Election	Every 2 years (even)
Special Election	Can be held 6 times during the year and any other time the Court, Governor or Legislature calls a Special Election or proposition called under emergency provisions in R. S. 18:402.

Election Schedule 2007 through 2010

2007 January through June	Municipal Primary Election Municipal General Election
2007 July through December	Proposition Election Gubernatorial Primary – Statewide Gubernatorial General – Statewide
2008 January through June	Open Primary Election Open General/Congressional Primary/Presidential – Statewide Congressional Runoff – possible Statewide
2008 July through December	Proposition Election Open Primary Election Open General/Congressional Primary/Presidential – statewide Congressional Runoff – possible statewide
2009 January through June	Municipal Primary Election Municipal General Election
2009 July through December	Proposition Election Open Primary Election Open General Election
2010 January through June	Orleans Municipal/Parochial Primary Election Orleans Municipal/Parochial General Election Municipal Primary Election Municipal General Election
2010 July through December	Proposition Election Open Primary – Statewide Open General/Congressional Primary – Statewide Congressional Runoff – possible Statewide

Projected Ballot Quantities through 2010							
ELECTION DATE	TYPE OF ELECTION	PAPER ABSENTEE STYLES	ESTIMATED BALLOT QUANTITY	PRECINCT MACHINE STYLES	ESTIMATED BALLOT QUANTITY	PAPER PROVISIONAL STYLES	ESTIMATED BALLOT QUANTITY
3/31/2007	Municipal Primary	130	33,000	160	19,000		
5/5/2007	Municipal General	50	15,000	50	9,300		
7/21/2007	Proposition (Average)	55	17,000	60	11,000		
10/20/2007	Gubernatorial Primary	660	243,100	950	915,000		
11/17/2007	Gubernatorial General	260	95,000	400	51,000		
2/9/2008	Municipal Primary/Pres. Pref. Primary	365	289,100	500	59,000	400	30,000
3/8/2008	Municipal General	70	23,000	65	14,000		
7/19/2008	Proposition (Average)	55	17,000	60	11,000		
9/6/2008	Closed First Primary	240	162,000	300	44,000	800	50,000
10/4/2008	Closed Second Primary	240	162,000	300	44,000	800	50,000
11/4/2008	Open General/Cong.Primary/ Presidential	140	70,000	225	37,000	400	90,000
12/6/2008	Congressional Runoff/Tie	5	17,000	30	10,000	50	20,000
4/4/2009	Municipal Primary	115	34,000	120	18,000		
5/2/2009	Municipal General	70	20,000	75	9,000		
7/18/2009	Proposition (Average)	55	17,000	60	11,000		
10/17/2009	Open Primary	80	37,000	95	12,000		
11/14/2009	Open General	45	20,000	60	8,000		
2/6/2010	Orleans Parochial Primary	20	155,000	20	1,500		
3/6/2010	Orleans Parochial General	10	110,000	10	1,200		
3/27/2010	Municipal Primary	120	12,000	160	16,000		
5/1/2010	Municipal General	50	8,000	50	9,000		
7/17/2010	Proposition (Average)	55	17,000	60	11,000		
9/4/2010	Closed First Primary	800	300,000	1200	100,000	800	50,000
10/2/2010	Closed Second Primary	800	300,000	1200	100,000	800	50,000
11/2/2010	Open General/Congressional Primary	400	150,000	410	50,000	400	90,000
12/4/2010	Congressional Runoff/Tie	6	17,000	30	10,000	50	20,000

Ballot Printing Specifications

Absentee Ballots

1. There are three (3) different types of ballots used for absentee voting:

A. Special absentee ballots for general election (green paper).

B. Absentee scannable paper ballots.

Section 1: Current Optech paper ballots

Section 2: Possible future paper ballots. The Secretary of State may change to a new paper absentee ballot system in the future; however, this will not happen before July 1, 2007. The vendor will be given a six (6) month notice if this change is going to occur.

C. Provisional Ballots

2. Description of each ballot

A. Special Absentee Ballots (formerly called "write-in ballots"), size 8-1/2" X 11", are printed for General Elections only, in black ink, on one side. Paper is green, 20-lb., No. 4 bond.

The contractor will set up these ballots using a different style than the absentee ballot. When layouts for absentee paper ballots are submitted to the printer in a primary election, the printer will pull out the races that have three (3) or more candidates and create the write-in ballot. These ballots will be sent to the Registrars at the same time as the primary paper ballots. The votes will be counted in the general election, therefore must have the general election date printed on the ballot.

B. Section 1: Absentee Scannable Paper Ballots are 8-1/2" X 11 and are processed through and NCS Op-Scan 5, Model 35 reader, using the Teamwork Op-Scan Election System.

Vendor may obtain stock forms which have timing marks, skunk marks, and bubbles already printed in NS red and black or choose to print the entire 2 color ballot. Vendor will be required to print in black ink the specific election ballot information on one side. Vendor will also print instructions to the Voter and the Official Ballot Certification in black ink. Form is to have a diagonal perforation across the bottom right corner, which will form a stub. This stub area will be printed with the parish name, the election date, and a consecutive number.

Vendor will be required to letter-fold ballots to fit in a No. 10 envelope (4-1/8" X 9-1/2"). Letter size ballots will be Z-folded so that the heading of the form will be face-up.

Stock form number: NCS 203981-1 (8-1/2" X 11", printed portrait; bubbles are on the right).

Vendor may choose to print the entire form, including bubbles in non-scannable ink, timing marks, and skunk marks. Specifications for printing these forms are as follows:

Paper: Mark Reflex, or equal ; white, 50 lb. to 80 lb.; resistant to curl; free of foreign elements causing false mark detection or failure to detect light valid marks; caliper .0036" - .008"; smoothness (Sheffield) 100-400; reflectance minimum 70%; dimensional stability within an 8½" length: grain direction (plus 0.010", minus 0.005"), cross direction (+ 0.025", - 0.010").

Ink: Colored non-scannable inks cannot exceed one read level above the average read level of the paper tested on an OpScan scanner. Black scannable inks must be printed dark enough to register a minimum read level of E (or level 15) on an OpScan scanner. Conformance to the ink requirements is based on using Mark Reflex paper or equivalent, using a properly calibrated OpScan scanner with an LED read head, and firmware which incorporates the 16-level read technology.

Registration: The forms manufacturer must guarantee the following tolerances for register and image size: 1) guide edge in relation to timing track and response positions + 0.010"; printing

Ballot Printing Specifications (Continued)

color-to-color in relation to guide edge and read heads + 0.010"; guide edge time and printing combined to +.020".

Production of these documents requires a well-defined quality assurance program at the printing facility, procedures, and programs that guarantee the tolerances required by the OpScan scanner, a climate-controlled manufacturing environment to insure that the consistency of the documents does not vary due to the changes in climatic conditions, and a total understanding by the forms manufacturer of OpScan scanner, including the forms, hardware, and software elements.

B. Section 2: Absentee Scannable Paper Ballots Possible future paper ballots.

The Secretary of State may change to a new paper absentee ballot system in the future; however, this will not happen before July 1, 2007. The vendor will be given a six (6) month notice if this change is going to occur. This section contains the specifications, and certification requirements for the new paper absentee ballot system. Certification will only be required if notice is given herein.

Prepress: PDF files will be transmitted along with a hard copy laser proof for reference.

Trim Size: There are two different sizes that can be used. The 2-column ballot will be used for the non-statewide elections. The 3-column ballot will be used for statewide elections that require more space for propositions and/or candidate races. The two different sizes will not change within an election. Once the Secretary of State designates the size, all ballots in the particular election will be the same.

	<u>2 Column</u>	<u>3 Column</u>
Trim Size:	6.72" x 17"	9.75" x 13"
(Size includes a 1" perforated stub at bottom, one perforation rule across bottom of entire width.)		
Ink:	Black 1 Side	Black 1 Side
Bleeds:	Yes	Yes
Stock for both:	110# White Springhill Offset	
Score for folding:	1 Horizontal Score	2 Horizontal Scores
Folded Size:	6.72" x 8.50	Z fold to 9.75 x 4.375
Number for both:	Number in one position in black ink on right side of stub. No missing numbers allowed!	

Detailed Specifications:

Ballot Printing: Ballots must be printed on offset presses due to the criticalness of the position, and trim.

Ink: All required ballot components are printed with dense, carbon-based black ink. No spray powder can be used. Spray powder will gum up the scanners. The black ink density of a dry printed ballot should be verified with a reflection densitometer to be at least 1.5 (log density) darker than the paper base.

Scoring: Folded ballots must be scored with a narrow, sharp score across the entire width of the ballot without cutting the ballot. Sequoia Voting Systems recommends Rollum No. 5 scoring dies or equivalent. The score must be positioned so as not to touch any voting area on the ballot.

Folding: The distance from the top or bottom ballot edge to the first (nearest) fold shall be at least 4.0 inches.

Ballot Edges: All ballot edges shall be cut at a right angle to the paper stock. Each ballot edge shall be smooth and free from burrs, chad, and paper residue. All ballot edges shall fall between two straight parallel lines 0.003 inch apart. Opposite ballot edges shall be parallel to within 0.003 inch. All corners formed by adjacent edges shall be 90 degrees ± 1 degree. When ballots are jogged, use extreme care so that the leading edges do not flare, delaminate, bend, or tear. If the leading edge of the ballot contains flares, the flares can be caught in the feeding mechanism of the tabulators, which will tear the ballot.

Ballot Printing Specifications (Continued)

Ballot Card Stock: Ballots for the Optech tabulators are printed on dimensional stable index card stock. This card stock typically has a smooth, uniform surface. The ballot card stock is conditioned before being printed to minimize dimensional changes due to or change in temperature and/or relative humidity.

IMPORTANT! Overall ballot width is a key factor in maintaining ballot reading accuracy. Every Optech tabulator ballot's width must be trimmed to a tolerance of less than + 0.015 inch.

Grain Direction: Ballots are printed with the card stock grain parallel to the ballot width (grain short) to minimize dimensional changes.

For additional detail please request the Sequoia Voting Systems "Ballot Specifications and Printer's Manual" by sending an Email request to lillie.christopher@la.gov a PDF file will be forwarded for your review.

Certification requirements: Printer must be certified by Sequoia Voting Systems, Inc. in order to be qualified to print this ballot. Any cost associated with the certification shall be at the expense of the contractor. Contact Marvin Qualls at 800-232-3589 for information on certification.

Note: Implementation of the scannable ballots as specified in item B section 2 on pages 18 and 19 are pending a Federal decision. The States intent is to use only one version of scannable ballot either the scannable ballot specified in item B section 1 or the proposed scannable ballot specified in item B section 2. In the event of a ruling during the solicitation process and an addendum will be issued announcing the decision.

C. Vendor must store scannable paper ballots in humidity, and temperature controlled room with proper security, and lighting.

3. Provisional Ballots:

Paper: 8-1/2" X11", 60# offset

Ink: Black printed on one side

Perforation: One angled perforation at the bottom right corner for stub,

Fold: Tri-fold with top of ballot facing out

Numbering: Numbers per the following specifications in the stub area along with the parish name. Numbers must be kept in number sequence with the lowest number on top, no missing numbers allowed.

- First 2 numbers are the Parish Code
- Third number is the Party of District Code
- Last 5 to 7 numbers are the Ballot Numbers

There will be a specific number of ballots sent to the Register of Voters to use during absentee voting. The remainder will be split up into specific quantities and placed in each set of precinct packing supplies to be used during precinct voting on Election Day.

4. Copy

A. Copy will be provided by the Secretary of State at the earliest date possible for preparation of absentee ballots. For Statewide and large Municipal Elections the Secretary of State will provide ballot orders for absentee ballots as they become certified as opposed to waiting for all ballot formats to be completed and then giving them to the contractor for production.

Ballot Printing Specifications (Continued)

- B. The communication of copy and instructions for ballot layout is critical. It is necessary that the Office of Secretary of State have a representative working in unison with a representative of the printing contractor. The representative of the printing contractor is also expected to be equally responsible for the communication of copy. The printing contractor must check copy, layout immediately, and if for any reason, copy, or layout should be questioned; the Secretary of State's Office must be notified immediately.
 - C. Copy is transmitted to the contractor in typewritten form with instructions on ballot orders.
5. Formatting
- A. Various type sizes and faces are needed to print the absentee ballots.
 - 1. Sizes 6 pt. to 18pt.
 - 2. Type Faces: The present faces are Helvetica bold, Helvetica light, Excelsior bold, Cheltham bold, Century bold, Century light, Metro bold, Lining Gothic bold, and Bodni bold. Equal faces can be used with prior approval of the Office of Secretary of State.
 - B. Foreign Language: In the event that legislation is implemented that requires the ballots, registration, and election materials to be printed in a foreign language and in English, it will be the responsibility of the vendor to have the ballots and other election material correctly translated from English to the foreign language. An up-charge for typesetting in any language other than English will be based on linear inch length of composition of the column width. Bid cost for translating will be based on an hourly rate with the agency signing an authorization for these hourly charges.
 - C. In the left column of the primary and general election absentee ballots in the Official Ballot Certification which has a column width of approximately 2-3/8".
5. Proofing
- A. Proofs of absentee ballots must be supplied to the Secretary of State within forty-eight (48) hours after receipt of copy. There will be times when proofs are required in just a few hours. The corrected or approval proofs will be returned to the contractor within twenty-four hours.
 - B. The contractor must proofread the ballots and submit error-free, clear, and legible proofs that represent the final printed format.
 - C. Upon request the contractor will provide the Secretary of State multiple proofs of individual ballots.
 - D. The contractor must provide express service for document delivery (courier service, electronic transmission, or runner, Secretary of State will determine the most appropriate method) between Secretary of State's Office and the printing plant during the printing of ballots and to deliver proofs and/or printed ballots for approval by the Secretary of State to meet the time deadlines stated herein.
6. Printing of Special Absentee, Provisional Ballots, and Absentee Scannable Paper Ballots
- A. Quantity
 - 1. A minimum of 100 ballots (special or scannable) per assembled ballot change shall be printed. These ballots are printed in multiples of 100.
 - 2. When printing scannable paper ballots, a minimum of 100 extra ballots of all changes is to be printed with the word "SAMPLE" in large bold type across the front of the ballots in red. "SAMPLE" should not obscure any candidate's name. A formula is used to

Ballot Printing Specifications (Continued)

determine the number of samples to be provided for an office with multiple parishes within its jurisdiction.

3. Secretary of State will request reprints of special and scannable ballots when errors are found or when more ballots are needed to complete absentee voting. The reprinted ballots may require printing and delivery in a time frame that may be as short as twelve (12) hours.
4. The successful contractor must be able at anytime to meet the need of short notice or reprints, special call elections and regular elections.
5. The Secretary of State shall provide the contractor with quantity of printing and packaging instructions as soon as possible after copy is provided for formatting. These quantity designations shall constitute printing orders and may be used by the contractor as the basis of his production planning. All such quantity orders shall be determined by the Secretary of State in accordance with the laws governing elections.

B. The price for special, provisional, and scannable ballots includes:

1. The price for special absentee includes paper, typesetting, proofing, and makeready, printing one (1) side, and folding.
2. The price for scannable paper ballots includes paper (or pre-printed NCS forms), typesetting for the Optech current paper ballots, proofing, makeready, printing one (1) side (black ink only if using pre-printed forms; black and red drop-out, if printing entire form), one consecutive number, one diagonal perforation in bottom right corner and folding. The consecutive numbering on the individual absentee ballots provides an audit trail.
3. An additional charge is allowed for printing the word "Sample" in red non-scannable ink on one side. Charge is to include typesetting and printing.
4. The price for provisional paper ballots includes paper, typesetting, proofing, makeready, printing one side (black ink only), consecutive number as assigned for each race, and one diagonal perforation on the bottom right corner and folding.
5. The price for future paper ballots includes paper, plating from PDF furnished, makeready, printing one side (1) black ink only, one consecutive number, one perforation across the width 1" from the bottom of the form, 1 or 2 horizontal scores depending on which size ballot is used for number of folds and folding.

Certification requirements: Printer must be certified by Sequoia Voting Systems, Inc. in order to be qualified to print this ballot. Applies ONLY to possible future paper ballots and not the current Optech paper ballots.

7. Packaging and Delivery

A. Delivery Date

The law requires that absentee ballots be in the Registrar of Voters no later than twenty (20) days prior to the Primary Election date and no later than thirteen (13) days prior to General Election date.

B. General Packaging

1. The contractor will prepare the absentee ballots according to specifications and package them for shipment to the Registrar of Voters of each parish.

Ballot Printing Specifications (Continued)

2. The preparation of all other envelopes, forms, or supplies related to absentee ballots is explained in the Election Supplies and Packaging section of this contract.
3. The Secretary of State will provide the contractor with shipping instructions to the Parish Officials.
4. The contractor will pre-pay and add freight to the invoice. All postage and freight is reimbursed to the contractor. **A copy of the freight bill is to be attached to the invoice to verify the freight charges.**

1. Machine Ballot Size

- A. The maximum sheet size is 38" X 27" with a 1" margin on all sides.
- B. The voting machine ballots are also printed as sample ballots on paper which is a comprehensive printing of the entire ballot.

2. Paper

All paper must be a nationally recognized mill brand.

- A. Sample ballots are printed on white, 50 lb. Commodity Offset.
- B. Machine ballots for AVC Advantage Automatic Voting Computer are printed on 50 lb. offset or an equivalent thickness and quality; paper must be opaque so all button and arrows are not seen, but the paper should not be so thick or opaque to not allow the green arrows that are "on" to be seen.
- C. If it is necessary to change paper, such change must be requested and approved in writing by the Secretary of State Office.

3. Election Requirements

- A. The Secretary of State will provide the contractor with a ballot order and ballot layout for production purposes.
- B. The ballot order depicts the total quantity of machine and sample ballots required for the election and the ballot layout confirms the candidates' names to the voting machine placement and specifications for both Statewide, "repeat area", and parish or municipal elections, "change areas".

4. Copy

- A. Due to the eligibility requirements and the conduct of primary and general elections, as determined by State law governing these elections, the submission of copy to the contractor will be made as soon as possible, but no sooner than seven (7) days after the close of the qualifying period.
- B. The communication of copy and instruction for ballot layout is critical. It is necessary that the Office of the Secretary of State have a representative working in unison with the representative of the printing contractor. The representative of the printing contractor is also expected to be equally responsible for the communication of copy. The printing contractor must check copy and layout immediately and if for any reason copy or layout should be questioned, the Secretary of State's Office must be notified immediately.
- C. Copy is transmitted to the contractor in typewritten form with instructions for ballot orders.

5. Typesetting

- A. Various type sizes and faces are needed to print the machine ballots:
 - 1. Sizes: 6 pt. to 18 pt.
 - 2. Faces: The present faces are:
 - a) Cheltham bold, Ebara bold, Century bold, Metro bold, Excelsior bold, Radiant bold and Record Gothic (Reverse heading or equal). Equal type faces can be used with prior approval of the Secretary of State.
- B. Foreign Language: In the event legislation is implemented that requires the ballots, registration, and election materials to be printed in a foreign language and in English, it will be the responsibility of the vendor to have the ballots and other election material correctly translated from English to the foreign language. Bid cost for typesetting will be based on linear inch length of composition at the various

Machine and Sample Ballot Specifications (Continued)

column widths. Bid cost for translating will be based on an hourly rate with the agency signing an authorization for these hourly charges.

C. Typesetting for sample and machine ballots is to be included in the printing charge.

6. Proofing

- A. Proofs of machine ballots must conform exactly to dimensional specifications of each panel on the voting machine.
- B. The contractor must proofread the ballots and submit error free, clear and legible proofs in order to indicate precise alignment and exact dimensions, both marginally and internally of the printed area.
- C. Proofs will be submitted to the representative in the Secretary of State's Office for approval within forty-eight (48) hours after receipt of the copy. There will be times when proofs are required in a few hours. The corrected or approved proofs will be returned to the contractor within twenty-four (24) hours.
- D. The required alignment specifications of the ballots fitting the voting machine remain the contractor's responsibility even after approval of proofs.
- E. Upon request, the contractor shall provide to the Secretary of State multiple proofs of individual ballots.
- F. The contractor must provide express service for document delivery (courier service, electronic transmission, or runner, Secretary of State will determine the most appropriate method) between Secretary of State's Office and the printing plant during the printing of ballots and to deliver proofs and/or printed ballots for approval by the Secretary of State to meet the time deadlines stated herein.

7. Printing

- A. Quantity
 - 1. Each voting precinct is assigned one voting machine for every 600 registered voters.
 - 2. There are approximately 9672 voting machines for use in approximately 3987 precincts throughout the State.
 - 3. Each voting machine ballot is printed with extras to allow for tearing or spoilage.
- B. All printed pieces must mechanically fit the voting machine; the actual fit, which must be perfect, shall be the final determiner of satisfactory compliance with the tolerance requirements.
- C. The price for printing includes paper, typesetting, proofing, printing, and binding operations.
- D. On a Statewide election there may be between 1000 to 1500 different ballots with repeat composition and change composition. The printing of voting machine ballots requires printing of sample ballots and voting machine ballots on paper. For each ballot (a ballot with a change) there is a price for printing of sample ballots and a separate price for printing of voting machine ballots. A minimum charge of 100 quantity per change per ballot will be allowed. All quantities above 100 are charged in even 100 lots per change per ballot.
- E. The maximum size for voting machine ballots are approximately 38" X 27".

8. Binding

- A. If it is necessary, the contractor must hand or machine fold sample ballots to fit a 12" X 15-1/2" envelope (PSE Supply Envelope). Ballots must be folded with the parish and precinct up.

Machine and Sample Ballot Specifications (Continued)

B. The voting machine ballots are to be delivered full size.

9. Packaging and Delivery

A. General Packaging:

1. Machine Ballots

(a) The voting machine ballots are packaged flat one (1) ballot style per package, with entire parish changes stacked together for pickup by the Secretary of State.

2. Sample Ballots

(a) The Secretary of State provides a "master control" packing list denoting total quantities and forms required for all elections. Attached to this control packing list is the detailed list for each ward and affected precinct.

(b) The detailed packing lists are enclosed with all sample ballots, special forms, election supplies, and envelopes which are collated and packed in envelopes according to each precinct and numbered by precinct. Included in this package is one **S-19** envelope, which the precinct uses to send materials back to the Secretary of State after the election. The contractor is required to provide pre-paid postage on this envelope. (Current postage on this filled envelope is approximately \$1.06.) In Federal Elections, the BB-SOS envelope also had postage affixed for return.

(c) See Election Supplies and Packaging Section for details on precinct supplies.

B. Delivery Date

The law requires that machine ballots be delivered to the Secretary of State twenty-two (22) days prior to the Primary Election date and as soon as possible for General Election. Therefore, under normal circumstances, and barring any objections to candidacy, in a primary election there are approximately three (3) weeks between the time the election is assembled and the time machine ballots must be delivered.

Election Supplies and Packing

The forms and envelopes that are packaged for election supplies will usually be printed through the various State printing contracts or by the bid process, and will be delivered to the ballot contractor for storage. The contractor will keep an accurate inventory of all supplies on hand. However, the ballot contractor may be required to print any of these forms or envelopes, should an emergency need arise. In such case, the contractor will be allowed to charge according to the applicable State printing contract. The Office of State Purchasing will supply the contractor with a copy of each printing contract which may be involved.

These forms and envelopes are packaged per precinct. The price per package per precinct shall cover all operations for storing, gathering, and preparing for mailing per precinct.

Supplies, including forms, envelopes and the several stationery items, shall be so packaged as to insure safe transport to destination. Ball point pens, tape and any other stationery supplies necessary for elections shall be furnished by the State along with the shipping package or envelope to the contractor. All stationery supplies and envelopes shall be accurately counted, gathered, and packaged to facilitate orderly use by poll officials at precinct locations.

The Contractor will pre-pay and add freight charges to the agency invoice. All postage and freight charges will be reimbursed to the Contractor. A copy of the postage and freight receipts is to be attached to the invoice to verify reimbursement cost.

Foreign Language: In the event legislation is implemented that requires the ballots, registration, and election materials to be printed in a foreign language and in English, it will be the responsibility of the vendor to have the ballots and other election material correctly translated from English to the foreign language. Bid cost for typesetting will be based on linear inch length of composition at the various column widths. Bid Cost for translating will be based on an hourly rate with the Agency signing an authorization for the hourly charges.

1. Election Supplies

The following is a list of forms and envelopes, packed in precinct supplies, which are to be inventoried as required:

Precinct Supplies packed by contractor	
Form No.	Description
A-01	Voter Identification Information
ACP	Address Confirmation at Polls
AV-34	Voter Identification Affidavit
B-02	Voting Machine Keys Envelope
C-03	Voting Machine Keys Return Envelope
CI-51	Card of Instructions
CIC-PR	Commissioner-in-Charge Precinct Report (statewide elections only)
CV-56	Challenge of Voter
DH	Election Date and Hours Poster
EW-IWN	Electioneering Warning (large)
IP-01	Informational Pamphlet
LC-01	List of Commissioners
MC-52	Machine Certificates
NCIC	Notice to Commissioner-in-Charge
NT-LP	Notice to Leave Premises
NV-ID	Notice to Voters: Picture ID
P-16	Put in Voting Machine Envelope
Pens	Pens
PL-53-blue	Poll List – blue ink cover
PL-53-gold	Poll List – gold ink cover
PRC	Precinct Register Correction (formerly AV-33)
PSE	Precinct Supply Envelope
ROV	Registrar of Voters Envelope
S-19	Secretary of State Envelope
Statement of CA	Statement of Constitutional Amendments (if any)
Stickers	Stickers

Election Supplies and Packing (Continued)

Additional Precinct Supplies packed by contractor for FEDERAL ELECTIONS	
Form No.	Description
AFF-PB	Provisional Ballot Affidavit Envelope
BB	Braille Booklet
BBE	Braille Booklet Envelope
BB-SOS	Braille Booklet Return Envelope
FE	Federal Election Poster
NC-01-PPP	Notice to Commissioners for Presidential Preference Primary
PB	Provisional Ballot Envelope
PB-EX	Provisional Ballot Envelope – Extended Hours
Pencil	Pencil (for marking provisional ballots)

The above list of supplies may vary when election laws change. Secretary of State will add or remove supplies when required.

Absentee Voting Supplies	
Form No.	Description
AB-1	Special Absentee Envelope
AFF-MPE	Absentee Affidavit Envelope
AFF-M&O	Absentee Affidavit Envelope, Military & Overseas
AFF-M&O-SP	Absentee Affidavit Envelope, Military & Overseas
AFF-M&O-PRES	Absentee Affidavit Envelope, Military & Overseas, Presidential Election
AFF-P	In-Person Absentee Application
AFF-PB	Provisional Ballot Affidavit Envelope
AVT-58	Absentee Vote Talley Worksheet
BL-11	Registrar of Voters #11 Black-Lined Envelope
BL-12	Registrar of Voters #12 Black-Lined Envelope
CC-1	Clerk of Court Envelope (red)
EW-1	Electioneering Warning (small)
FAVR	Final Absentee Vote Report
K-11	Absentee Carrier Envelope
L-1	Transmission of Lists Envelope
L-12	Absentee Affidavits Envelope
L-SL	List or Supplemental List Envelope
LAC-02	List of Absentee Commissioners
NTAV	Notification of Absentee Ballot Rejection
PB-AB	Absentee Provisional Ballot Envelope
PB-FVR	Final Provisional Ballot Vote Report
PB-L	List of Provisional Voters
PB-PBES	Provisional Ballot PBES Envelope
PB-RB	Rejected Provisional Ballot Envelope
PB-ROV	Provisional Ballot ROV Envelope
PB-SOS	Provisional Ballot SOS Envelope
PB-AB	Pre-filed Challenge to an Absentee Ballot
RL-11	Registrar of Voters #11 Red-Lined Envelope
RL-12	Registrar of Voters #12 Red-Lined Envelope
V-AB-M	Instructions for Absentee Voting by Mail
V-AB-P	Instructions for Absentee Voting in Person
V-AB-SI	Special Instructions to M&O Voters – Presidential Elections
Y-1	Secretary of State Envelope (red)

These absentee supplies are gathered, packaged, and shipped to Register of Voters and Clerk of Courts as requested throughout the year.

Election Supplies and Packing (Continued)

Other supplies of various types	
Form No.	Description
AA	Agent Affidavit
ASC-2	Notice of Pre-election Course of Instruction
ASC-2A	Application for Commissioner-in-Charge or Commissioner
ASC-3	Certificate: Course of Instruction, Commissioner-in-Charge
ASC-3A	Certificate: General Course of Instruction, Commissioner
ASC-3B	Certificate: Pre-Election Course of Instruction
ASC-5	Deputy Parish Custodian Notice
ASC-6	Commission: Deputy Parish Custodian
ASC-7	Receipt for Keys
ASC-8	Commission: Commissioner-in-Charge
ASC-8A	Commission: Commissioner
ASC-8B	Commission: Alternate Commissioner
ASC-8C	Commission: Watcher
ASC-8D	Commission: Alternate Watcher
CIC-1	Commissioner-in-Charge Test No. 1, black ink
CIC-2	Commissioner-in-Charge Test No. 2, brown ink
COM-27-1	Test No. 1 for Commissioners, black ink
COM-27-2	Test No. 2 for Commissioners, brown ink
GS#1, GS#2	Grading sheets for tests 1 and 2
HAVA-COM	Help America Vote Act Complaint Form
NP-44-OES	Nominating Petition – all offices except Pres. Elections & PPP
W-AW	List of Watchers

The above list of supplies can vary with election laws change. Secretary of State will add or remove supplies when required. These supplies are gathered, packaged, and shipped to Register of Voters and Clerk of Courts as requested throughout the year.

2. Inventory

The contractor will be responsible for keeping an accurate inventory at all times and supply this information to Secretary of State on a quarterly basis or immediately upon request. The Secretary of State will establish a low stock notice for each item in inventory and the contractor must notify Secretary of State when the stock reaches this point. Annually or as otherwise required by the legislature, the contractor shall provide staff to assist Secretary of State with inventory.

The contractor must have humidity, and temperature controlled room with proper security, and lighting for these supplies to be stored. This area must be accessible to the Secretary of State with prior notice.

The Secretary of State may have some election supplies, such as pens, tape, special forms, and envelopes shipped to the contractor. The contractor will be responsible for receiving, placing these into inventory and notifying Secretary of State the date and quantity received.

At the end of a contract period, should the next contract be awarded to a different vendor, the previous contractor will be responsible for preparing the stored supplies for shipment to the new contractor. The present contractor must furnish the Secretary of State, with a copy to State Purchasing, an accurate list of all supplies that are ready for the new contractor. It will be the new contractor's responsibility to see that these supplies are delivered to his place of business at no cost to the State. The new contractor must prepare an inventory list of the supplies he received and immediately furnish a copy to the Secretary of State, and a copy to State Purchasing.

Election Supplies and Packing (Continued)

3. General Packaging

- A. The Secretary of State provides a "master control" packing list denoting total quantities and forms required for statewide elections. Attached to this control packing list is the detailed list for each ward and affected precinct.
- B. The detailed packing lists are enclosed with all sample ballots, special forms, election supplies, and envelopes which are collated and packed in envelopes according to each precinct and numbered by precinct.
- C. All precinct envelopes attributable to each parish are packed in a carton for pickup by Secretary of State.
- D. To assure appropriate packaging, there are to be two (2) individual checks by actual count inspection of each item required in a package. Supervision must be provided by the contractor in such manner as to assure accurate packaging subsequent to these actual count inspections. Actual inspection of packaged contents by voting authorities in voting places cannot be carried out until the hours immediately preceding election place opening on Election Day. Errors discovered at that time shall be corrected by the contractor, by special messenger, and by such other means as may be necessary, upon telephone request of accredited parish or precinct voting authorities, when such requests are endorsed by accredited representatives of the Secretary of State. The contractor shall be responsible for the storage of all completed packages until their release to the Secretary of State. The Secretary of State may request specially designed boxes (wood or heavy cardboard) for use as voting machine ballot containers. No extra charge will be allowed for such special containers.

Periodically, the Registrar of Voters, Clerk of Court, or other election officials in a parish may request certain of these miscellaneous forms and/or supplies to be shipped to his parish office (not in connection with an election). A charge will be allowed per form requested and a charge per destination to cover the cost of gathering, packaging, and preparing these supplies for mailing. Contractor will prepay freight charges, but will be reimbursed for all actual postage and freight.

EXAMPLE: 100 AFF-MPE's & 6,000BL11's are requested to be shipped to Acadia Parish Clerk of Court, the billing charge would be 2 forms, 1 destination & postage

Contractor will send invoice quarterly for shipping of these miscellaneous supplies. Copies of freight bills and orders from the various Registrars', Clerks', and other election officials' offices are to be attached to contractor's invoice for verification. Invoice will include all postage and/or freight charges, as well as charges for the total number of boxes and the total number of destinations.

**Price Schedule
Absentee Ballots**

Typesetting for Foreign Language:

Class Size Column Width	Unit Price per Column Inch
Special Absentee Ballots	\$ 25.00
Scannable Paper Ballots	\$ 25.00
Translating	Unit Price per Hour
English to the minority language	\$ 65.00

Printing

Special Absentee Ballots (green paper)	Unit Price per 100			
	(Minimum) 100	101 thru 500	501 thru 1,000	Over 1,000
One Color- One Side	\$ 23.00	\$ 15.00	\$ 13.00	\$ 12.00

Absentee Scannable Paper Ballots (Page 17, Item 2. A)	Unit Price Per 100				
	(Minimum) 100	101 thru 200	201 thru 1,000	1,001 thru 10,000	Over 10,000
Two Color One Side (8-1/2"x 11")	\$ 35.00	\$ 35.00	\$ 30.00	\$ 25.00	\$ 25.00
Additional Color Red Sample One Side	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00

Absentee Scannable Possible Future Paper Ballots (Page 18, Item B Section 2)	Unit Price Per 100				
	(Minimum) 100	101 thru 200	201 thru 1,000	1,001 thru 10,000	Over 10,000
2Column Ballot One Color 6.72" X 17"	\$ 55.00	\$ 55.00	\$ 50.00	\$ 45.00	\$ 45.00
3Column Ballot One Color 9.75" X 13"	\$ 65.00	\$ 65.00	\$ 60.00	\$ 55.00	\$ 55.00
Additional Color Red Sample One Side	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00

Provisional Ballots	Unit Price per 100				
	(Minimum) 100	101 thru 200	201 thru 1,000	1,001 thru 10,000	Over 10,000
8- 1/2" X 11" One Color One Side	\$ 30.00	\$ 30.00	\$ 20.00	\$ 15.00	\$ 15.00

Award Document

**Price Schedule
Machine Ballots**

Typesetting for Foreign Language:

Class Size Column Width	Unit Price Per Column Inch
Up to 1-5/8"	\$ 25.00
Over 1-5/8" to 2-1/2"	\$ 30.00
Over 2-1/2" to 3-3/8"	\$ 35.00
Over 3-3/8" to 4"	\$ 40.00
Over 4"	\$ 45.00

Printing

Machine Sample Ballots		Unit Price Per 100 Run		
Price is for Maximum Size	(Minimum) 100	101 thru 500	501 thru 1,000	Over 1,000
AVC Advantage 38" X 27"	\$ 248.00	\$ 135.00	\$ 113.00	\$ 90.00

Voting Machine Ballots		Unit Price Per 100 Run		
Bid is for Maximum Size	(Minimum) 100	101 thru 500	501 thru 1,000	Over 1,000
AVC Advantage 38" X 27"	\$ 248.00	\$ 135.00	\$ 113.00	\$ 90.00

**Price Schedule
Packaging Election Supplies**

Election Packaging
Per Precinct – Per Election

Unit Price per Precinct
or Packaging Envelope

Packaging of Sample Ballots, Special Forms,
Election Supplies and Envelopes

\$ 3.00

Packaging Sample Ballots, Provisional Ballots, Special Forms,
Election Supplies and Envelopes for Federal Elections.

\$ 6.00

**Packaging & Shipping of Miscellaneous Supplies
(Not for an election as detailed on page 29 section D. paragraph 2)**

Price per Form: **\$ 3.00**

Price per Destination: **\$ 10.00**