STATEWIDE COMPETITIVE CONTRACT AWARD

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

NUMBER	:	409768
BUYER	:	LONA GROS
BUYER PHONE	:	(225)342-8024
T-NUMBER	:	91054
DATE ISSUED	:	11/17/14
VENDOR NUMBER	:	721186621 00
VENDOR PHONE	:	(225)923-2550-0000
REQ AGENCY	:	139001

SECRETARY OF STATE

AGENCY REQ NO.	:	
ISIS REQ NO.	:	1354584
FISCAL YEAR	:	14
EFFECTIVE DATE	:	03/01/14
EXPIRATION DATE	:	01/31/16

MORAN PRINTING INC
5425 FLORIDA BLVD
BATON ROUGE, LA 70806

PRINTING 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 DISIBILITIES ACT OF 1990. CONTRACTOR AGGREES 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: Lona S. Gros, CPPB
STATE PURCHASING OFFICER/SUPERVISOR

APPROVED BY: Felicia M. Sonnier
for Paul A. Holmes
DIRECTOR OF PURCHASING

1 VENDOR'S FORMS. THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.

2 SUBSTITUTES. ONLY BRANDS AND NUMBERS STATED IN THE AWARD ARE APPROVED FOR DELIVERY UNDER THIS CONTRACT AND ANY SUBSTITUTION MUST RECEIVE PRIOR WRITTEN APPROVAL OF THE DIRECTOR OF STATE PURCHASING OR DESIGNEE.

3 PRICE REDUCTIONS. WHENEVER THERE IS A REDUCTION IN PRICE, WHICH IS LOWER THAN THE CONTRACT PRICE, OFFERED TO SIMILARLY SITUATED CUSTOMERS CONTRACTING FOR THE SAME PERIOD AND UNDER THE SAME TERMS AND CONDITIONS, SAID REDUCTION MUST BE PRESENTED DIRECTLY TO THE DIRECTOR OF STATE PURCHASING. NO PRICE REDUCTION ON A STATEWIDE CONTRACT MAY BE OFFERED TO AN AGENCY UNLESS THAT REDUCTION IS OFFERED TO ALL AGENCIES.

4 DELIVERIES. CONTRACTORS WILL MAINTAIN AN ADEQUATE SUPPLY OF ALL ITEMS IN ORDER TO MEET SPECIFIED DELIVERY.

5 INVOICES. INVOICES WILL BE SUBMITTED BY THE CONTRACTOR TO THE USING AGENCY AND THE INVOICE SHALL REFER TO THE DELIVERY TICKET NUMBER, DELIVERY DATE, PURCHASE/RELEASE ORDER NUMBER, QUANTITY, UNIT PRICE, AND DELIVERY POINT. A SEPARATE INVOICE FOR EACH ORDER DELIVERED AND ACCEPTED SHALL BE SUBMITTED BY THE CONTRACTOR IN DUPLICATE DIRECTLY TO THE ACCOUNTING DEPARTMENT OF THE USING AGENCY. INVOICES SHALL SHOW THE AMOUNT OF ANY CASH DISCOUNT AND SHALL BE SUBMITTED ON THE CONTRACTOR'S OWN INVOICE FORM.

6 VENDOR LIST. THE BIDDER WHO SIGNS THE BID WILL BE DESIGNATED AS PRIME CONTRACTOR ON ANY CONTRACT RESULTING FROM THIS SOLICITATION. IF ADDITIONAL DISTRIBUTOR VENDORS ARE AUTHORIZED TO RECEIVE ORDERS FOR ITEMS CONTAINED IN SAID CONTRACT, THE BIDDER SHOULD SUBMIT WITH THE BID A LIST OF THOSE ADDITIONAL AUTHORIZED DISTRIBUTORS INCLUDING THE COMPLETE BUSINESS ADDRESS. THE PRIME CONTRACTOR WILL BE RESPONSIBLE FOR THE ACTIONS OF ANY DISTRIBUTOR VENDORS LISTED.

7 COOPERATIVE PURCHASE - NOTE: RESPONSE TO THIS SECTION WILL NOT AFFECT THE BID AWARD.
POLITICAL SUBDIVISIONS OF THE STATE, QUASI STATE AGENCIES, AND EXTERNAL PROCUREMENT UNITS (DESCRIBED BELOW), MAY BE PERMITTED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING. THE BIDDER MAY, AT ITS OPTION, PERMIT POLITICAL SUBDIVISIONS OF THE STATE, QUASI STATE AGENCIES, AND EXTERNAL PROCUREMENT UNITS TO PURCHASE FROM ANY CONTRACT AWARDED AGAINST THIS SOLICITATION. PLEASE CHECK ALL THAT APPLY:

✓ BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO QUASI STATE AGENCIES OR OTHER POLITICAL SUBDIVISIONS OF THE STATE.

_____ BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO AGENCIES OF THE UNITED STATES GOVERNMENT.

_____ BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO OTHER BUYING ORGANIZATIONS (OTHER THAN THE UNITED STATES GOVERNMENT),NOT LOCATED IN THIS STATE WHICH, IF LOCATED IN THIS STATE, WOULD QUALIFY AS A PUBLIC PROCUREMENT UNIT.

8 CONTRACT REVISIONS. REQUESTS FOR REVISIONS TO THIS CONTRACT MUST BE ADDRESSED TO THE DIRECTOR OF STATE PURCHASING AND SHALL REFER TO THE CONTRACT ITEM NUMBER WITH JUSTIFICATION OF THE REQUEST. DISTRIBUTOR VENDOR CHANGES, PRICE REDUCTIONS AND JUSTIFIABLE ITEM DELETIONS MAY

BE CONSIDERED DURING THE CONTRACT PERIOD. NEW ITEM ADDITIONS MAY BE CONSIDERED ONLY WHEN STATE PURCHASING HAS DETERMINED ADDITIONS WILL BE OF SUBSTANTIAL BENEFIT TO THE STATE AND WILL JUSTIFYTHE TIME, EFFORT AND COST REQUIRED TO MAKE SUCH ADDITIONS.

CONTRACTOR MUST IMMEDIATELY NOTIFY THE OFFICE OF STATE PURCHASING WHEN ANY DEALER ON THIS CONTRACT IS TERMINATED, RELOCATED OR ADDED. ALL ORDERS PLACED WITH DEALERS PRIOR TO RECEIPT OF SUCH NOTIFICATION BY THE OFFICE OF STATE PURCHASING MUST BE HONORED. REVISIONS WILL BECOME EFFECTIVE ONLY UPON APPROVAL BY THE DIRECTOR OF STATE PURCHASING OR DESIGNEE. BIDDER SHOULD INCLUDE WITH BID A LIST OF ALL PERSONS, IN ADDITION TO THE SIGNER OF THIS BID, WHO ARE AUTHORIZED TO REQUEST REVISIONS TO THIS CONTRACT.

9 QUANTITIES. THIS IS AN OPEN-ENDED REQUIREMENTS CONTRACT. QUANTITIES SHOWN ARE BASED ON THE PREVIOUS CONTRACT USAGE OR ESTIMATES. WHERE USAGE IS NOT AVAILABLE, A QUANTITY OF 1 INDICATES A LACK OF HISTORY ON THIS ITEM. THE SUCCESSFUL BIDDER MUST SUPPLY AT BID PRICES ACTUAL REQUIREMENTS AS ORDERED WHETHER THE TOTAL OF SUCH REQUIREMENTS IS MORE OR LESS THAN THE QUANTITIES SHOWN.

10 ORDERS. ALL STATE AGENCIES ARE TO ISSUE CONTRACT RELEASE ORDERS FOR THE ITEMS REQUIRED, AS AND WHEN NEEDED. POLITICAL SUBDIVISIONS OF THE STATE AND QUASI AGENCIES WHO HAVE BEEN AUTHORIZED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING, ARE TO ISSUE THEIR REGULAR PURCHASE ORDERS DIRECTLY TO THE SUPPLIER, MAKING REFERENCE TO THE CONTRACT AND ITEM NUMBER.

11 CANCELLATION
THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

12 LITERATURE AND/OR SPECIFICATIONS MUST BE SUBMITTED UPON REQUEST; IF REQUESTED, LITERATURE AND/OR SPECIFICATIONS MUST BE SUBMITTED WITHIN SEVEN (7) DAYS.

13 THE PURCHASING AGENCY RESERVES THE RIGHT TO INSPECT AND TEST THE DELIVERED MERCHANDISE FOR COMPLIANCE WITH THE BID SPECIFICATIONS. IF MERCHANDISE FAILS TO MEET THE SPECIFICATIONS, THE COST OF TEST AND INSPECTION WILL BE PAID BY THE CONTRACTOR. IF THE MERCHANDISE IS IN COMPLIANCE, COST OF ALL TEST WILL BE PAID BY THE USING AGENCY.

14 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR ONE ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.

15 SUCCESSFUL VENDOR IS TO KEEP A RECORD OF ALL ORDERS ISSUED AGAINST THIS CONTRACT DURING THE CONTRACT PERIOD. APPROXIMATELY FOUR (4) MONTHS PRIOR TO THE END OF THE CONTRACT PERIOD, THE VENDOR IS TO BE PREPARED TO SUBMIT TO THE OFFICE OF STATE PURCHASING A CONTRACT USAGE REPORT.

THE USAGE REPORT IS TO INCLUDE THE VENDOR'S NAME, PHONE AND FAX NUMBERS, THE PERSONS WHO COMPILED THE REPORT AND A SUMMARY "BY LINE ITEM" INDICATING QUANTITY PURCHASED.

PRICE SHEET	STATEWIDE COMPETITIVE CONTRACT	
NUMBER : 409768 T-NUMBER : 91054	VENDOR: MORAN PRINTING INC	PAGE 4

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
	UNLESS SPECIFIED OTHERWISE BELOW: **SHIP TO:** **SECRETARY OF STATE** **PURCHASING DEPT** **3851 ESSEN LANE** **BATON ROUGE, LA70809**				
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	

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.

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 overall lowest bidder meeting specifications. However the right is reserved 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. Bidders must have a minimum of three (3) years of prior successful experience providing off-set and digital printing and at least one (1) year of prior successful experience providing ImageCast™ ballots and must provide four (4) commercial or governmental client references, including name, address, contact person, telephone number, months and years of service, and a description of the goods and services that the bidder provided to the client, including samples. References must be for clients or customers to whom goods or services were provided within three (3) years prior to this bid opening date. Four (4) references from any type of printing service are acceptable.

   Applicable to Absentee Ballots only: Dominion Voting Systems is the design authority for ImageCast™ ballots and the Contractor must be a Dominion-certified ballot printer at the time of award and must remain certified throughout the contract. The Contractor assumes all responsibility and payment to be a Dominion-certified ballot printer.

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. Proofs will be submitted upon request only, unless required by the contract.

6. ORDERING PROCEDURES: The Secretary of State is delegated the authority, in accordance with R.S. 43:1(.B)(2) to submit orders directly to the contract vendor.

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 Secretary of State.

The Contractor is to provide cost estimates to the Secretary of State 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.

The Contractor must furnish the Secretary of State 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. Delivery shall be made according to the provisions for packing and delivery provided in the specifications. Completed work shall be shipped or delivered promptly without any unnecessary or avoidable delay. Contractor to provide tracking information to the Secretary of State for each shipment, as applicable.

   The Contractor will be solely responsible for completing the work and delivering the goods, as provided in the specifications, 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 under run 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 the Office of State Purchasing will not be approved for payment.

10. INVOICES: Successful vendor is to furnish an invoice and completed worksheets detailing charges as provided in the specifications 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 the 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 Secretary 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 Secretary of State's error or additional ballots are required documentation in writing from the Secretary of State along with the printed sample must be submitted with the billing worksheets. THESE CHARGES WILL NOT BE APPROVED WITHOUT THE REQUIRED DOCUMENTATION.

There will be an invoice for each specification (as shown on the requisition for the specific election) with supporting documentation showing a breakdown on the total cost of each item as follows:

1. Absentee Ballots (includes Special Ranking, Original, Test Deck, Red Samples and Provisional for federal elections);
2. AVC Machine and Sample Ballots (includes AVC Advantage Voting Machines and Sample Ballots);
3. Packing and Shipping Election Supplies; and
4. Additional and Reprints

The Secretary of State will breakdown each invoice as received above for each parish/governing authority

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

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

11. PAYMENT: Payment will be made on the basis of unit price in the contract; such price and payment will constitute full compensation for furnishing and delivering the contract commodities. In no case will the state refuse the Secretary of State 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 its responsibility to effect shipment of the balance of the order. Payment will be made to vendor and address shown on 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.

18. 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.

General Description

Election – Ballot Printing Specifications

T- Number 91054

I. Absentee Ballots – Dominion Image Case

A. Special Ranking Absentee Ballots
B. Absentee Ballots (original, test deck and red sample ballots)
C. Provisional Ballots (for Federal Elections only)

II. AVC Machine and Sample Ballots

A. AVC Advantage Voting Machines
B. Sample ballots

III. Election Supplies and Packaging

A. Printing and storing election forms and supplies - 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.

B. General packaging of election forms and supplies

C. Packing for federal elections

D. Inventory of election forms and supplies - 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.

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 4,223* voting precincts contained within 64 parishes throughout the State (*excludes precincts with no voters, commonly referred to as phantom precincts). Customer service and support is a critical component of this contract due to the expected number of transactions and related activities. The Contractor shall have adequate resources to fulfill all of the requirements outlined in the Invitation to Bid. Please be advised that packaging of the printed ballots is to be included in the bid price.

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 300-400 elections per year.
4. Unscheduled Elections, vacancy in a legislative or congressional office, emergency proposition, etc.

Election Code, Title 18

§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 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:

_____50_____%

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

Election Code, Title 18

§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 costs 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 costs and expenses incurred for such elections.

The costs 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. 18:1400.1(C)(1).

Each election held requires 4 distinct production, packaging, and delivery phases:

1. Absentee ballots (special ranking, original, test deck and red sample ballots)
2. Voting machine ballots
3. Sample voting machine ballots, election forms, election supplies, and envelopes
4. Provisional ballots (for federal elections only)

Deadlines for ballot printing and delivery are fixed by the Election Code, Title 18, and the production timeline is short. For a primary election (non-federal), special ranking absentee ballots and absentee ballots must be delivered to the parish registrar of voters at least 20 days before the election. Absentee ballots for a general election must be delivered at least 13 days before the election. For a federal primary election, special ranking

absentee ballots and absentee ballots must be delivered to the parish registrar of voters at least 46 days before the election. Absentee ballots for the federal general election must be delivered at least 46 days before the election.

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 (Title 18). **Contractor must have a written backup plan for printing of ballots in case of breakdowns or other causes, submitted to and approved by the Secretary of State.** It is not the intention of the secretary of state for the contractor to provide copy, nor have Dominion software in order to provide copy.

Contractor can submit a written backup plan that would include the option in an emergency as suggested, typesetting using the provisional ballot style or it could provide for a sub-contractor to print the PDF ballots as provided for on page 10, under 3. Copy (D). In either instance, the secretary of state would provide the copy.

For formatting on page 11, if the written backup plan submitted by contractor for approval by secretary of state includes typesetting, required formatting is listed.

For proofing on page 11, A-D provides the specs for what is required for proofing of absentee ballots. Contractor's written backup plan should address any changes to proofing that may be required of the absentee ballots for review and approval by the secretary of state.

The Secretary of State is responsible for providing the Contractor with PDF files for absentee ballots (special ranking, original, test deck, provisional) and candidates' names, their respective elective offices, the descriptions of propositions, and the ballot requirements as to format for voting machine ballots 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 propositions referred to a "change areas" that are germane to that respective ward or voting precinct. The "change areas" multiply as elections for public office affected by redistricting are held. 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. All Absentee ballots (original, test, red sample and special ranking)
2. Provisional Ballots
3. AVC Voting Machine Ballots and Sample Ballots
4. Election Supplies and packaging
5. Freight

The Contractor shall provide express services for document delivery between its office and the Secretary of State 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. every day 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 PDF ballot artwork files, hard copy of ballot assembly and list of candidates and propositions are to remain the property of the State of Louisiana (hereinafter referred to as "Secretary of State ballot property"). The Contractor will be responsible for labeling and storing all Secretary of State ballot property, for each job in this contract in one location, separate from all other work, and for maintaining a written inventory of all such property. Contractor is to provide a report of its current inventory of Secretary of State ballot property quarterly to the Secretary of State and the Office of State Purchasing. All Secretary of State ballot property 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 Secretary of State ballot property 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 Secretary of State ballot property 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 property. The new contractor will be required to furnish written verification that all property listed was received.

The Contractor will not dispose of any Secretary of State ballot property without obtaining written approval from the Secretary of State and furnishing a copy of this approval to the Office of State Purchasing. If at any time prior to completion of the above requirements the Contractor cannot provide requested property or proof that the property was returned to and received by the Secretary of State or another contractor, it will be required to remake the property at its expense. It is recommended that the Contractor obtain written disposition for the Secretary of State ballot property from the Secretary of State immediately after delivery of the publication. Should the Secretary of State require continued storage, a follow up request may be made 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 Secretary of State. 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.

Special Work Areas and Space Requirements

1. The rigid quality control standards imposed by the nature of ballot printing require detailed supervision by Contractor and may require 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, at no additional cost to the state.
3. The closed area must have sufficient square footage to provide an efficient and smooth collating and packaging procedure.

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 4 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 2014 through 2017	
2014 January through June	Orleans Municipal/Parochial Primary Election Orleans Municipal/Parochial General Election Municipal Primary Election Municipal General Election
2014 July through December	Congressional Primary – Statewide Congressional General – possible Statewide
2015 January through June	Municipal Primary Election Municipal General Election
2015 July through December	Gubernatorial Primary – Statewide Gubernatorial General – Statewide
2016 January through June	Presidential Preference and Municipal Primary Municipal General
2016 July through December	Congressional Presidential Primary – statewide Congressional General – possible statewide
2017 January through June	Municipal Primary Election Municipal General Election
2017 July through December	Open Primary Election* (includes Orleans Municipal/Parochial Primary election) Open General Election* (includes Orleans Municipal/Parochial Primary election)

I. Absentee Ballot Printing Specifications

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

   A. Special ranking absentee ballots (green paper).

   B. Absentee ballots (official, test deck and red sample ballots).

   C. Provisional ballots.

2. Description of each ballot

The Secretary of State presently uses Dominion Voting Systems Democracy Suite Election Management System to create tabulator-ready PDF ballot artwork files. Ballot artwork files are created as complete ballot images, without trim lines or crop marks, and are designed to directly print on digital 4-colour sheet-fed xerographic or other electro photographic printers (most B-sized laser printers). Ballot artwork for absentee paper ballots are generated and submitted to the printer in an industry-standard PDF format (PDF\ /X-1a:2001 (PDF Version 1.3) and CMYK colour space). Ballot artwork files are full-sized press-ready ballots containing all required ballot elements and the unique ballot ID barcode that distinguishes each ballot style. Each file contains one or two ballot images: a front image or paired front and back ballot images. All fonts used in the ballot artwork are embedded in the PDF file. Ballot artwork files are digitally-signed (x.509) and tied to the election project file produced by the Secretary of State through Dominion Voting Systems Democracy Suite Election Management System to allow for authentication and revision control. Pre-press imposition of ImageCast™ ballot artwork to add crop or alignment marks, jurisdictionally-mandated background screens, stub artwork, or other printing may be required. No modifications, post-processing, or image conversion of the original ballot artwork files is allowed.

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

Vendor must store paper ballots in humidity and temperature controlled room with locked security and lighting.

A. Special Ranking Absentee Ballots, size 8-1/2" X 11" or 14", as determined per election by the secretary of state, are printed for General Elections only, in black ink. Paper is green, 20-lb., No. 4 bond.

These ballots are a ranking paper ballot mailed to UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) voters. They are delivered to the parish registrar at the same time as the absentee ballot for the primary election. The Secretary of State uses the term "R ballot" to reference this ballot. These ballots are shipped by Contractor to the parish registrar of voters. These ballots are counted by hand count.

B. Absentee ballots, size 8-1/2" wide x 11" or 14", as determined per election by the secretary of state are printed for the Primary Election and the General Election, in black ink. Paper: Cascades Fine Paper, International Paper, or equal; Bright white, greater than 90 and Opacity greater than 95 and smooth finish; 80 lb.; resistant to curl; free of foreign elements causing false mark detection or failure to detect light valid marks; caliper 0.006" – 0.008"; smoothness (Sheffield) 80-150.

These ballots are ImageCast™ ballots used with ImageCast™ Central (ICC) ballot tabulators. ImageCast™ ballots can be printed with a conventional B-size laser printer (600 dpi min., pre-calibrated), directly onto pre-cut blank ballot stock. Ballots can also be produced by conventional web or sheet-fed offset lithographic presses or high-speed digital xerographic or other electro photographic presses. Ballots are printed on blank ballot stock and are either single-sided (no back printing) or double-sided as designed by the Secretary of State per election. An official ballot is printed for the primary election and referred to by the Secretary of State as the "A ballot" for the primary. An official ballot is printed for the general election for all voters, except UOCAVA voters, and referred to by

the Secretary of State as the "A ballot" for the general. Additionally, an official ballot may be printed for UOCAVA voters in a general election and referred to by the Secretary of State as the "U ballot" for the general. These ballots are shipped by Contractor to the parish registrar of voters. These ballots are counted by the ICC ballot tabulators.

Test Deck ballots are submitted to the printer as a PDF for printing and testing by the Secretary of State. There are multiple paged PDF's depending on the amount of vote items on the ballot and print 1 or 2 sided and one copy of each is printed. The words "TEST DECK" are included in the ballot artwork. Test Deck ballots are printed for each ballot style and picked up from the Contractor by the Secretary of State.

Red Samples are original ballots randomly pulled from each ballot style and printed with the word "SAMPLE" in non-scannable red ink by the printer to be tested by the Secretary of State prior to the election.

C. Provisional Ballots, size 8-1/2" wide x 11" or 14", as determined per election by the secretary of state are printed for federal primary and general elections, in black ink. Paper: 60# offset. Paper Color: white.

These ballots are printed for federal elections only, both the primary and general, with sequential number printed on each ballot in the lower right corner of each ballot as a perforated stub. 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 specific quantity of ballots delivered by the Contractor to the parish registrar to use during absentee and early voting; a specific quantity delivered by the Contractor to the clerk of court and registrar of voters as back up for Election Day voting; and a specific quantity for each parish packaged by the Contractor in each precinct specific envelope. These ballots are counted by hand count.

3. Copy

A. If a backup plan provides for typesetting and printing of absentee ballots in case of breakdowns or other causes, 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.

B. The communication of copy and instructions for ballot layout is critical. It is necessary that the 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 must be notified immediately.

C. Copy is transmitted to the Contractor with instructions on ballot orders.

D. If a backup plan provides for sub-contractor printing of PDF ballots, all sub-contractors must meet the same requirements as Contractor to be certified by Dominion Voting Systems. If the written backup plan submitted by contractor for approval by secretary of state provides for a sub-contractor to print the PDF ballots, the subcontractor is required to be certified by Dominion Voting Systems, the same as the contractor.

4. Formatting

A. If a backup system for typesetting and printing of absentee ballots in case of breakdowns or other causes is necessary, 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 Secretary of State.

B. Foreign Language: Pursuant to R.S. 18:1306(B)(1), ballots may be printed in other languages as provided by the Secretary of State, and approved by the Attorney General as to content.

5. Proofing

A. Test Deck ballots for proofing of absentee ballots must be supplied to the Secretary of State within forty-eight (48) hours after receipt of ballot artwork (PDF) or copy. There will be times when proofs are required in just a few hours. The corrected or approval of test deck proofs will be submitted or returned to the Contractor within twenty-four hours.

B. The Contractor must proofread the ballots and submit error-free, clear, and legible red sample ballots that represent the final printed format and that can be accurately scanned by the ICC ballot tabulator.

C. Upon request, the Contractor will provide the Secretary of State multiple proofs of individual ballot styles.

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 the Secretary of State and the printing plant during the printing of ballots and to deliver test deck proofs and/or printed ballots for approval by the Secretary of State to meet the time deadlines stated herein.

6. Printing of Absentee Ballots

A. Quantity

1. Special ranking absentee, absentee and provisional ballots are printed in quantity provided by the secretary of state. 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.

2. When printing original absentee ballots, a random number of extra ballots of all changes are to be printed for testing by the Secretary of State. These ballots are referred to as red sample ballots and the word "**SAMPLE**" should be printed in non-scannable red ink across the ballot but not obscure any candidate's name. A formula is used to determine the number of red samples to be provided for an office with multiple parishes within its jurisdiction.

3. The Secretary of State will request reprints of absentee ballots when errors are found or when more ballots are needed to complete absentee voting. The required ballots may require same day printing and delivery by FedEx Priority. Red sample ballots are required for all reprints or extra absentee ballots.

4. The successful Contractor must be able at anytime to meet the need of short notice on 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 ballot artwork or 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. Additional absentee ballots may be ordered by the Secretary of State for use as emergency paper ballots at the polls on Election Day.

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

1. Paper, pre-press imposition of ImageCast™ ballot artwork, proofing and make ready, printing one (1) side or double-sided, black ink, and folding. For absentee ballots, price includes printing of test deck ballots for each ballot style. For provisional ballots, price includes consecutive number printing as assigned for each race and perforating for stub.

2. An additional charge is allowed for printing the word "Sample" in red non-scannable ink on one side for the red sample ballots. Charge is to include typesetting and printing.

7. Packaging and Delivery

A. Delivery Date

The law requires that special ranking absentee ballots and absentee ballots be in the Registrar of Voters' office no later than twenty (20) days prior to the Primary Election date and no later than thirteen (13) days prior to General Election date. (For Federal elections, the deadline for delivery to Registrar is forty-six (46) days prior to the primary and general elections.)

B. Packaging for Delivery to local election officials

1. The Contractor will prepare the absentee ballots according to specifications and package them for shipment to the Registrar of Voters of each parish. Each ballot style shall be rubber banded separately and boxed with each box labeled as to content. Each box must include instructions from the Secretary of State to the Registrar and a ballot quantity sheet from the contractor, showing the number of each ballot style printed.

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. All absentee ballots are shipped by Fed Ex Priority, next business day by 10:30 a.m., with signature required upon receipt.

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.** Contractor is responsible for notifying the Secretary of State when packages are shipped. If packages are not received, contractor is responsible for tracking and locating the package and notifying the Secretary of State.

5. Additional ballots ordered by the Secretary of State for emergency paper ballots at the polls on Election Day shall be boxed by parish and ballot style for pick up by the Secretary of State, with boxes labeled as to content.

C. Packaging for pick up by Secretary of State

1. The Contractor will prepare test deck and red sample ballots according to specifications and packaged for pick up by the Secretary of State.

2. Ballots are to be divided by parish with a cardboard insert between each parish and each ballot style within a parish is to be divided by a blank colored sheet and boxed for pick up. Several parishes can be boxed together to fill the box.

II. AVC Machine and Sample Ballot Specifications

1. There are two (2) types of paper ballots for Election Day:

A. AVC machine ballots

B. Sample ballots

(1) Sample ballots delivered to Secretary of State; and

(2) Sample ballots packed by Contractor in precinct specific envelopes.

2. AVC Machine Ballot and Sample Ballot Size

A. The maximum sheet size is 38" X 27" with a 1" margin on all sides.

B. The AVC voting machine ballots are also printed as sample ballots on paper which is a comprehensive printing of the entire ballot, with the words "SAMPLE BALLOT" printed on each ballot.

3. 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.

4. 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".

5. 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 following the close of qualifying.

B. The communication of copy and instruction for ballot layout is critical. It is necessary that 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 must be notified immediately.

C. Copy is transmitted to the Contractor in typewritten form with instructions for ballot orders.

6. 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: Pursuant to R.S. 18:1306(B)(1), ballots may be printed in other languages as provided by the Secretary of State, and approved by the Attorney General as to content.

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

7. 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 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 ready for the Contractor to pick up 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 the Secretary of State 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.

8. Printing

A. Quantity

1. Each voting precinct is assigned one voting machine for every 300 registered voters.

2. There are approximately 9540 voting machines for use in approximately 4223* precincts throughout the State (*excludes phantom precincts).

3. Each voting machine ballot is printed with extras to allow for tearing or spoilage.

4. Each voting machine ballot is printed as a sample ballot.

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. See Solicitation Page 15, 9 for definition of binding requirements, which includes folding.

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 is approximately 38" X 27".

9. Binding

A. 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.

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

10. Packaging and Delivery

A. General Packaging:

1. AVC Machine Ballots

(a) The voting machine ballots are packaged flat one (1) ballot style per package between cardboard, with entire parish changes stacked together for pickup by the Secretary of State. One ballot is taped to the outside of each package to identify the package.

(b) At least one (1) voting machine ballot per ballot style is to be provided to the Secretary of State for proofing and machine layout and approval, separate and apart from the packaged ballots. These ballots can be rolled and rubber banded by parish.

2. Sample Ballots for Secretary of State

Contractor delivers sample ballots to the Secretary of State boxed by parish and labeled as to content with each ballot style banded with string or similar binding to separate the different ballot styles, with signature required upon receipt.

3. Sample Ballots for Precinct Specific Envelopes

(a) The Secretary of State provides a "master control" packing list denoting total quantities and forms required for all elections for precinct specific envelopes. 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. These supply envelopes are specific to each precinct and referred to as the "precinct specific supply envelope". 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 $1.75 **which is to be reimbursed by Secretary of State and itemized on packing invoice.)**

(c) See Election Supplies and Packaging Section for details on precinct supplies included in the precinct specific envelope.

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. Ballots must be ready for delivery as required by law. The Secretary of State may choose method of delivery, which may include picking up the ballots.

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 according to the instructions listed for each different type of supply sets required.

Supplies, including forms, envelopes and the several stationery items, shall be so packaged as to ensure safe transport to destination. Ball point pens, tape and any other stationary supplies necessary for elections shall be furnished by the Secretary of State along with the packing list 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 Secretary of State will pick up election supplies for delivery. When requested by the Secretary of State for miscellaneous supply delivery, the Contractor will pre-pay and add freight charges to the agency invoice for mailings and require a signature upon receipt. 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: Pursuant to R.S. 18:1306(B)(1), ballots may be printed in other languages as provided by the Secretary of State, and approved by the Attorney General as to content.

1. Election Supplies

A. Precinct Supplies: The following are lists of forms and envelopes, packed in precinct specific envelope and boxed by parish for special, regular and federal elections, which are to be inventoried as required:

Precinct Supplies packed by Contractor	
Form No.	**Description**
AE	Accessible Entrance
AFF-PND	Affidavit for Payroll and Non-Disclosure (Replaces the LC-01 in 2014)
B-02	Voting Machine Keys Envelope
C-03	Voting Machine Keys Return Envelope
DH	Election Date and Hours Poster
EW-1WN	Electioneering Warning (large)
MC-52	Machine Certificates
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
PSE	Precinct Specific Envelope
ROV	Registrar of Voters Envelope
S-19	Secretary of State Envelope
Statement of CA	Statement of Constitutional Amendments (if any)
Stickers	Stickers
VBR-IP	Election Day - Louisiana Voters' Bill of Rights & Voting Information (formerly CI-51)
Packing List	Packing List
Machine Sample Ballots	Machine Sample Ballots

Two additional sets are required for each parish. One set labeled "Clerk of Court" and a second set labeled "Extra". These two sets will include three copies of all machine sample ballots for the parish and the S-19 envelope will NOT include postage. These are to be boxed separate from the parish precinct specific envelopes and labeled as such. In a Federal Election, the Clerk of Court and the Extra sets will not have provisional ballots or the AFF-PB envelopes included.

B. Federal Election supplies:

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
FED ENV	Federal Envelope
PB	Provisional Ballot Envelope
PB-EX	Provisional Ballot Envelope – Extended Hours
Pencils	Pencil (for marking provisional ballots)
	Provisional Ballots (# to be determined for each election)
	Script for Provisional Voting, if applicable
	Prov. Ballot Instructions to Commissioners, if applicable
EDP-PB	Election Day Provisional Ballot Envelope

Supplies to add to the precinct specific envelope for a Federal Election should only contain the following:

AFF-PB, Pencils, Provisional Ballots, Scripts (if any) and Provisional Ballot Instructions (if any) returned back to inventory. Packed inside the ED-PB – Election Day Provisional Ballot envelope and placed inside of the PSE-Precinct Specific Envelope. AFF-PB envelopes that are not used in the elections will be returned to the Contractor after the General Election to be counted and returned back to inventory.

The "BB-Braille Booklet" must be inserted into the "BBE-Braille Booklet Envelope" with clasp closed prior to inserting into the federal supply envelope.

Two sets of these supplies will be required for each precinct involved in the federal election. The sets shall be packed separately and labeled as "Federal Warehouse Supplies – Primary" and "Federal Warehouse Supplies-General". The envelope will be sealed with a sticker furnished by Secretary of State to determine if the envelope has been opened on election day. These supplies will be returned to the contractor after the General Election to be counted and added back to inventory: BB, BBE, FED ENV, PB and PB-EX.

C. General Warehouse Forms: The following list of supplies are gathered, packed, and prepared for pick up for delivery to the parish warehouses by the Secretary of State, Election Operations office.

GENERAL FORMS - Additional Precinct Supplies sent by Contractor and packed by Parish Warehouses	
Form No.	**Description**
A-01	Voter Identification Information
ACC	Address Confirmation
AV-34	Voter Identification Affidavit
AVK-QC-Lam	Audio Voting Keypad Quick Guide-Laminated
CV-56	Challenge of Voter
GEN ENV	General Supply Envelope
IP-ELEC DAY	Informational Pamphlet for Election Day Voting
PCT-CW	Notice of CANDIDATE Withdrawal
PRC	Precinct Register Correction
Tape	White Duct Tape
#100 (LR-1&IM)	Voter Registration Application

If full sets are required statewide, Contractor will be required to pack two sets for each precinct. The first set will be boxed and labeled as "Primary" and the second set will be boxed and labeled as "General for each precinct. This will generally be a fulfillment list which is furnished by the Secretary of State after the General Election in order to replenish the warehouses with supplies used during the primary and general elections. Each parish is boxed separately.

D. Election Official Supplies: The following are lists of election supplies that are gathered, packaged and shipped to Clerks of Courts and Registrars of Voters, as requested throughout the year. Note: Some of these forms are duplicates from the above lists. Items shown in gray are federal election supplies.

Other supplies of various types – Clerk of Court supplies	
Form No.	**Description**
AA	Agent Affidavit
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
IP-ELEC DAY	Informational Pamphlet for Election Day Voting
NP-44-OES	Nominating Petition – all offices except Pres. Elections & PPP
PVS	Precinct Vote Sign
PW	Poll Watcher Booklet

Other supplies of various types – Registrar of Voters supplies	
Form No.	**Description**
AB-1	Special Absentee Envelope
ACC	Address Confirmation (25/pack)
AFF-MPE	Absentee Affidavit Envelope (500/box)
AFF-M&O	Abs. Affidavit Env., Military/Overseas (500/box)
AFF-M&O-SP	Abs. Affidavit Env., Military/Overseas (500/box) (General Election)
AFF-PB	**Provisional** Ballot Affidavit Env. (500/box)
AV-34 ROV	In-Person Early Voter Identification Affidavit
BL-11	Reg. of Voters #11 Black-Lined Env. (500/box)
BL-12	Reg. of Voters #12 Black-Lined Env. (500/box)
CV-ME	Challenge Of Voter-During The Counting Of Absentee By Mail And Early Voting Ballots
EVBR-IP	Early Voting Bill of Rights & Info. Poster
EVI	Early Voting Instructions
EW-1	Electioneering Warning (Small)
K-11	Absentee Carrier Envelope (250/box)
L-1	Transmission of Lists Envelope (100/box)
L-12	Absentee Affidavits Envelope (100/box)
L-SL	List or Supplemental List Envelope (100/box)
LAC-02	List of Absentee Commissioners (100/pack)
PB-EV	Early Voting **Provisional** Ballot Env. (100/box)
PB-PBES	**Provisional** Ballot PBES Envelope (100/box)
PB-RB	Rejected **Provisional** Ballot Env. (100/box)
PB-ROV	**Prov.** Ballot ROV Env. (tamper-proof) (100/box)
PB-SOS	**Provisional** Ballot SOS Envelope (100/box)
RL-11	Reg. of Voters #11 Red-Lined Env. (M&O) (500/box)
RL-12	Reg. of Voters #12 Red-Lined Env. (M&O) (500/box)
V-AB	Instructions for Abs. Voting by Mail (100 /pack)
V-AB-M	Instructions for Abs. Voting - By Mai for Military & overseas voters (100/pack)
Y-1	Secretary of State Envelope (Red) (500/box)
#100 (LR-1&1M)	Voter Registration Applications

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

2. Inventory

The Contractor will be responsible for keeping an accurate inventory at all times and supply this information to the 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 the Secretary of State when the stock reaches this point. Annually or as otherwise required by the legislature, the Contractor shall provide staff to assist the Secretary of State with inventory.

The Contractor must have humidity and temperature controlled room with locked 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 will 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 the Secretary of State of 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 its place of business at no cost to the State. The new contractor must prepare an inventory list of the supplies it received and immediately furnish a copy to the Secretary of State, and a copy to State Purchasing.

3. General Packaging

A. The Secretary of State provides a "master control" packing list denoting total quantities and forms required for statewide elections for the precinct specific envelope, federal supply envelope, and for general supply forms. Included with these control packing lists is the detailed list for each parish.

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 specific envelopes, federal supply envelopes and general supply forms attributable to each parish are packed in a carton for pickup by the Secretary of State and labeled as to content.

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 hour's immediately preceding opening of the polling places 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 the Secretary of State. The Contractor shall be responsible for the storage of all completed packages until their release to the Secretary of State. No extra charge will be allowed for flat packaging of AVC voting machine ballots.

Periodically, the Secretary of State will place an order for miscellaneous forms and/or supplies to be shipped to a parish registrar or parish clerk of court (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 AA's & 6,000 CIC-1'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

Group 1: Absentee Ballots (Dominion Image Cast)

Printing

Special Ranking Absentee Ballots (green paper)				Unit Price per C (100)	
	(Minimum) 100	101 thru 200	201 thru 500	501 thru 1,000	Over 1,000
Black Ink Only- One Sided (8 ½" x 11")	$ 21.00	$ 19.00	$ 17.00	$ 15.00	$ 13.00
Black Ink Only- Two Sided (8 ½" x 11")	$ 27.00	$ 25.00	$ 23.00	$ 21.00	$ 19.00
Black Ink Only- One Sided (8 ½" x 14")	$ 23.00	$ 21.00	$ 19.00	$ 17.00	$ 15.00
Black Ink Only- Two Sided (8 ½" x 14")	$ 29.00	$ 27.00	$ 25.00	$ 23.00	$ 21.00

Absentee Ballots (original, test deck and red sample ballots)				Unit Price Per C (100)	
	(Minimum) 100	101 thru 200	201 thru 500	501 thru 1000	Over 1,000
Black Ink Only One Sided (8 ½ " x 11")	$ 34.00	$ 31.00	$ 28.00	$ 25.00	$ 22.00
Black Ink Only Two Sided (8 ½ " x 11")	$ 42.00	$ 39.00	$ 36.00	$ 33.00	$ 31.00
Black Ink Only One Sided (8 ½ " x 14")	$ 36.00	$ 33.00	$ 30.00	$ 27.00	$ 24.00
Black Ink Only Two Sided (8 ½ " x 14")	$ 44.00	$ 41.00	$ 38.00	$ 35.00	$ 33.00
Additional Color Red Sample Printed front side only	$ 4.00	$ 4.00	$ 4.00	$ 4.00	$ 4.00
Two Color One Sided (8 ½ " x 11")	$ 51.00	$ 46.50	$ 42.00	$ 37.50	$ 33.00
Two Color Two Sided (8 ½ " x 11")	$ 63.00	$ 58.50	$ 54.00	$ 49.50	$ 45.00
Two Color One Sided (8 ½ " x 14")	$ 54.00	$ 49.50	$ 45.00	$ 40.50	$ 36.00
Two Color Two Sided (8 ½ " x 14")	$ 66.00	$ 61.50	$ 57.00	$ 52.50	$ 48.00

Provisional Ballots	Unit Price per C (100)				
	(Minimum) 100	101 thru 200	201 thru 500	501 thru 1,000	Over 1,000
Black Ink Only One Sided (8 ½" x 11")	$ 28.00	$ 15.00	$ 13.00	$ 8.00	$ 7.99
Black Ink Only Two Sided (8 ½" x 11")	$ 34.00	$ 21.00	$ 19.00	$ 14.00	$ 13.00
Black Ink Only One Sided (8 ½" x 14")	$ 32.00	$ 19.00	$ 17.00	$ 12.00	$ 11.99
Black Ink Only Two Sided (8 ½" x 14")	$ 38.00	$ 25.00	$ 23.00	$ 18.00	$ 17.00

PRICE SCHEDULE

Group 2: AVC Machine and Sample Ballots

Printing

Sample Ballots	Unit Price Per C (100 Run)				
Price is for Maximum Size	(Minimum) 00	101 thru 200	201 thru 500	501 thru 1,000	Over 1,000
AVC Advantage 38" X 27"	$ 208.00	$ 138.00	$ 135.00	$ 130.00	$ 125.00

Voting Machine Ballots	Unit Price Per C (100 Run)				
Bid is for Maximum Size	(Minimum) 100	101 thru 200	201 thru 500	501 thru 1,000	Over 1,000
AVC Advantage 38" X 27"	$ 205.00	$ 138.00	$ 135.00	$ 130.00	$ 125.00

Price Schedule
Packaging Election Supplies (Pages 17-21)

Election Packaging
Per Precinct – Per Election

		Unit Price per Precinct or Packaging Envelope
Packaging of precinct specific envelope		$ 4.00
Packaging of precinct specific envelope – Federal election		$ 4.50
Packaging of general forms for general warehouse supplies		
(a) Full sets of supplies	$ 2.00 /Set	
(b) Fulfillment to replenish sets	$ 4.50 /Form + $ 10.00 /Parish	
Packaging of federal supply envelope for warehouses		$ 3.00

Packaging & Shipping of Miscellaneous Supplies
(Not for an election, refer to page 20, 3.D.)

Price per Form: $ 3.00

Price per Destination: $ 10.00

Group No. 4: Emergency Backup for Provisional, Absentees, UOCAVA & Ranking Ballots
If the following are part of your Emergency Backup Plan, then provide pricing for the following:
A) Typesetting:
1. Provisional ballot: $ 25.00 per side
2. Absentee ballot: $ 25.00 per side
3. UOCAVA: $ 25.00 per side
4. Ranking: $ 25.00 per side

B) Subcontractor-Contractor's additional cost if a subcontractor is procured in accordance with back-up plan:
1. Provisional ballot: N/A per side.
2. Absentee ballot: N/A per side
3. UOCAVA: N/A per side
4. Ranking: N/A per side