

BID SOLICITATION



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BID NUMBER: B03877
TITLE: PRINTING OF ELECTION BALLOT
BID OPENING DATE AND TIME:
06/21/2004 10:45 AM

BUYER: JOHN COWELL
PHONE #: (401) 222 - 2142 ext. 114
BLANKET PERIOD: 7/1/04 - 6/30/06

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**BOARD OF ELECTIONS
BE MAIN OFFICE
50 BRANCH AVE
PROVIDENCE RI 02904**

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**BOARD OF ELECTIONS
BE MAIN OFFICE
50 BRANCH AVE
PROVIDENCE RI 02904**

Requisition Number(s): R42A048176

Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>BLANKET REQUIREMENTS: 07/01/2004 - 6/30/2006</p> <p>BIDDING</p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p>ORDERING</p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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RIVIP VENDOR ID#: _____

TERMS OF PAYMENT: _____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.</p> <p>THE SAMPLE IS AVAILABLE TO BE PICKED UP AT THE DIVISION OF PURCHASES, ONE CAPITOL HILL, 2ND FLOOR, PROVIDENCE, RI, BETWEEN 8:30 AM AND 3:30 PM WEEKDAYS (EXCLUDING RHODE ISLAND STATE HOLIDAYS), OR UPON MAILING OR FAXING A WRITTEN REQUEST INCLUDING A FEDERAL EXPRESS PREPAID AUTHORIZATION NUMBER TO COMMUNICATIONS COORDINATOR (FAX# 401-222-6387). THE BID NUMBER MUST BE CLEARLY REFERENCED.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>SIZE 8" X 4" BALLOT APPLICATIONS. BALLOT ORDERS ARE PLACED FOR EACH POLLING PLACE. ORDERS WILL SPECIFY THE CITY OR TOWN NAME, TYPE OF ELECTION, DATE OF ELECTION AND PRECINCT NUMBERS FOR EACH POLLING PLACE, ALL OF WHICH ARE TO BE PRINTED ON BALLOT APPLICATIONS. AMOUNTS ORDERED ARE PER POLLING PLACE WITHIN THE CITY OR TOWN.</p> <p>ORDERS WILL BE PRINTED ON BLUE, YELLOW, GREEN, PINK OR WHITE STOCK DEPENDING ON THE TYPE OF ELECTION. APPLICATIONS FOR EACH POLLING PLACE ARE TO BE NUMBERED CONSECUTIVELY AND PLASTIC SHRINK WRAPPED IN BUNDLES OF 250. FOR EACH STATEWIDE PRIMARY OR ELECTION, THE BOARD WILL ORDER SEVERAL BUNDLES OF "BLANK" APPLICATIONS WHICH WILL NOT BE NUMBERED BUT WILL HAVE A LINE FOR THE NUMBER TO BE MANUALLY INSERTED.</p> <p>TOTAL ORDER PER ELECTION VARIES FROM A LOW OF 3,000 FOR A LOCAL SPECIAL ELECTION TO APPROXIMATELY 475,000 FOR A STATEWIDE PRIMARY AND 600,000 FOR A GENERAL ELECTION. THERE ARE APPROXIMATELY 15-30 LOCAL SPECIAL ELECTIONS PER YEAR.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>ORDERS WILL BE FAXED TO THE PRINTER 4-8 WEEKS PRIOR TO SCHEDULED LOCAL ELECTIONS, GIVING THE PRINTER AS MUCH TIME AS POSSIBLE. SUCH FAXED ORDERS ARE CONFIRMED BY MAIL. THE BOARD WILL BEGIN FAXING INDIVIDUAL CITY AND TOWN ORDERS 5-8 WEEKS PRIOR TO A STATEWIDE PRIMARY OR ELECTION, WITH ORDERING FOR THESE ELECTIONS COMPLETED AT LEAST 3 WEEKS PRIOR TO THE PRIMARY/ELECTION DATE. THE FIRST SHIPMENT OF COMPLETED ORDERS IS TO BE DELIVERED TO THE BOARD 28 DAYS PRIOR TO THE PRIMARY/ELECTION DATE, WITH THE LAST SHIPMENT BEING DELIVERED AT LEAST 14 DAYS PRIOR. ORDERS WILL BE DELIVERED ACCORDING TO A CITY/TOWN SCHEDULE PROVIDED BY THE BOARD.</p> <p>INSIDE DELIVERY. DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.</p> <p>PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF INVOICES TO RECEIVING AGENCY. PAYMENT SHALL NOT BE DUE PRIOR TO THIRTY (30) WORKING DAYS FOLLOWING THE LATEST OF COMPLETION, ACCEPTANCE, OR THE RENDERING OF PROPERLY SUBMITTED INVOICE.</p> <p>BALLOT APPLICATIONS TO BE AS PER SAMPLES WITH BOARD OF ELECTIONS AND/OR STATE PURCHASING DIVISION.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1.0	966-00 BALLOT APPLICATIONS FOR ALL ELECTIONS - 7/1/04 - 6/30/05	600.00	M		
2.0	966-00 BALLOT APPLICATIONS FOR ALL ELECTIONS - 7/1/05 - 6/30/06	475.00	M		
CONTACT PERSON: TINA BENROS (401) 222-1905					
DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.					
				TOTAL:	

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STATE OF RHODE ISLAND
BALLOT APPLICATION
FOR USE AT BOARD OF CANVASSERS

Insert Date: _____

I hereby certify that I am a Registered and qualified Elector in the city or town of

_____ and hereby make application for Ballots to be voted at this Election.

Under the penalty of perjury I hereby swear and attest that I am the named registered and qualified voter registered at the listed address.

Primary (Democrat) _____

Primary (Republican) _____

Election (General) _____

Election (Special) _____

No. _____

.....
Name of Voter (print)

.....
(Signature of Voter)

.....
(Residence of Voter)

Approved
(Supervisor of Election)

STATE OF RHODE ISLAND
BALLOT APPLICATION
FOR USE AT BOARD OF CANVASSERS
PRESIDENT and VICE PRESIDENT ONLY

Insert Date: _____

I hereby certify that I am a Registered and qualified Elector for **President and Vice President only** in the city or town of

_____ and hereby make application for Ballots to be voted at this Election.

Under the penalty of perjury I hereby swear and attest that I am the named registered and qualified voter for **President and Vice President only** registered at the listed address.

.....
Name of Voter (print)

.....
(Signature of Voter)

.....
(Residence of Voter)

No. _____

Approved:
(Supervisor of Election)

SPECIAL ELECTION
NOVEMBER 4, 2003

STATE OF RHODE ISLAND
BALLOT APPLICATION
(Poll List)

VOTER AFFIRMATION _____

PRECINCT 3702

I hereby certify that I am a registered and qualified elector in the above voting district of

WEST GREENWICH

And hereby make application for ballots to be voted at this Election.

Under the penalty of perjury I hereby swear or affirm and attest that I am the named registered
And qualified voter registered at the listed address.

No 1001

.....
Name of Voter (print)

.....
Signature of Voter

.....
Residence of Voter

Approved
(Supervisor of Election)

SAMPLE

VOTER AFFIRMATION _____

STATE OF RHODE ISLAND
BALLOT APPLICATION
(Poll List)

I hereby certify that I am a registered and qualified elector in the above voting district of

And hereby make application for ballots to be voted at this Election.

Under the penalty of perjury I hereby swear or affirm and attest that I am the named registered
And qualified voter registered at the listed address.

.....
Name of Voter (print)

.....
Signature of Voter

.....
Residence of Voter

Approved
(Supervisor of Election)

SAMPLE