



Request for Quote

Bid # 20-DOS-608

For: Printed Inserts for Social Distancing Signs –
Division of Elections

Event	Date	Time
Quote Submission Date	October 2, 2020	12:00 PM

RFQ Issued By:

State of New Jersey
Department of State
Division of Elections
Trenton, New Jersey 08625-0230

Date: September 29, 2020

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1.0 INFORMATION FOR VENDORS

1.1 PURPOSE AND INTENT

This Request for Quote (RFQ) is issued by the Department of State, Division of Elections. The purpose of this RFQ is to solicit Quotes from Vendors to provide printed inserts for Simpo A-Frames signs that will be used in the NJ General Election on November 2020.

The intent of this RFQ is to award a Master Purchase Order to the responsible Vendor who's Quote, conforming to this RFQ is most advantageous to the State, price and other factors considered.

The State of NJ Standard Terms and Conditions (SSTC) accompanying this RFQ will apply to all P.O.s made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFQ and should be read in conjunction with them unless the RFQ specifically indicates otherwise.

1.2 BACKGROUND

The mission of the Division of Elections is to effectuate the statutory requirements that fall within the primary jurisdiction of the Secretary of State under Title 19, the Elections Laws of New Jersey.

The Division is responsible for creating and maintaining the Statewide Voter Registration System (SVRS); certifying voting machines; overseeing polling place accessibility; is the filing office for federal and State public elective offices; and compiles election results from the County Clerks to be used for the certification of results. Has regulatory authority over voter registration, political party declaration, vote by mail, and election district requirements. The Division also has daily interactions with the Superintendents of Elections, County Boards of Election and the County Clerks regarding election administration. Conducts voter education and outreach in addition to publishing a yearly chronological index of important election dates.

1.2.1 SUBMISSION OF QUOTES

In order to be considered for award, the Quote must be received by the Division of Elections at the appropriate location by the required time. Vendors shall submit a Quote to the following:

DATE: October 2, 2020

TIME: 12:00 PM EST

Quotes are to be emailed to Jacqueline Kemery @ Jacqueline.kemery@sos.nj.gov

QUOTES NOT RECEIVED PRIOR TO THE QUOTE OPENING DEADLINE MAY NOT BE CONSIDERED.

2.0 SCOPE OF WORK

The NJ Division of Elections is looking to procure 7,606 printed inserts for 3,803 Simpo A-Frame Signs (24"x24") already purchased by the State for the 2020 General Election to be held on November 3, 2020.

The chart below represents the number of insert and languages required for each county.

County	Quantity	Language
Atlantic	304	English and Spanish
Bergen	782	English, Spanish, Korean
Burlington	354	English and Spanish
Camden	458	English and Spanish
Cape May	102	English and Spanish
Cumberland	156	English and Spanish
Essex	658	English and Spanish
Gloucester	230	English and Spanish
Hudson	582	English and Spanish
Hunterdon	106	English and Spanish
Mercer	146	English and Spanish
Middlesex	606	English, Spanish, Gujahari
Monmouth	592	English and Spanish
Morris	398	English and Spanish
Ocean	502	English and Spanish
Passaic	664	English and Spanish
Salem	66	English and Spanish
Somerset	236	English and Spanish
Sussex	168	English and Spanish
Union	390	English and Spanish
Warren	106	English and Spanish
TOTAL	7606	

2.1 A-FRAME SIGN

For reference below is a picture of the A-Frame sign that the insert will be going into.



2.2 SIGN GRAPHIC

The Vendor will print signs as show below. The successful vendor will be provided the translation of the language for Spanish, Korean and Gujahari.

Two Languages:

Vote Here

Social distancing of six feet is in effect at this polling place.

Masks should be worn in accordance with CDC guidelines.

Voters may return only their mail-in ballot to their designated polling place.

Voting will be conducted by **Provisional Paper Ballots Only.**

Voters with disabilities will be provided with an ADA compliant accommodation.

(Spanish Language)

Vote Here

Social distancing of six feet is in effect at this polling place.

Masks should be worn in accordance with CDC guidelines.

Voters may return only their mail-in ballot to their designated polling place.

Voting will be conducted by **Provisional Paper Ballots Only.**

Voters with disabilities will be provided with an ADA compliant accommodation.

Three Languages:

Vote Here

Social distancing of six feet is in effect at this polling place.

Masks should be worn in accordance with CDC guidelines.

Voters may return only their mail-in ballot to their designated polling place.

Voting will be conducted by **Provisional Paper Ballots Only.**

Voters with disabilities will be provided with an ADA compliant accommodation.

(Spanish Language)

Vote Here

Social distancing of six feet is in effect at this polling place.

Masks should be worn in accordance with CDC guidelines.

Voters may return only their mail-in ballot to their designated polling place.

Voting will be conducted by **Provisional Paper Ballots Only.**

Voters with disabilities will be provided with an ADA compliant accommodation.

(Third Language)

Vote Here

Social distancing of six feet is in effect at this polling place.

Masks should be worn in accordance with CDC guidelines.

Voters may return only their mail-in ballot to their designated polling place.

Voting will be conducted by **Provisional Paper Ballots Only.**

Voters with disabilities will be provided with an ADA compliant accommodation.

2.3 DELIVERY

The vendor must be able to guarantee delivery of the inserts on or before Friday, October 23, 2020. Delivery will be made to each of the 21 Counties Board of Elections locations as provided below:

Office/Agency	Address	Bldg	Municipality	State	Zip
Atlantic County Board of Elections	235 Dolphin Avenue		Northfield	NJ	08225
Bergen County Board of Elections	One Bergen County Plaza	Bergen County Administration Building- Loading Dock	Hackensack	NJ	07601
Burlington County Board of Elections	122 Burrs Road, Suite E		Westampton	NJ	08060
Camden County Board of Elections	100 University Court	Elections and Archive Center	Blackwood	NJ	08012
Cape May County Board of Elections	Building # 5; Langley Road	Cape May County Airport- Election Warehouse	Erma	NJ	08204
Cumberland County Board of Elections	555 Shiloh Pike		Bridgeton	NJ	08302
Essex County Board of Elections	22 Mill Street	Essex County Voting Machine Warehouse	Belleville	NJ	07109
Gloucester County Board of Elections	550 Grove Road		Paulsboro	NJ	08066
Hudson County Board of Elections	257 Cornelison Avenue	Hudson County Plaza	Jersey City	NJ	07302
Hunterdon County Board of Elections	314 State Route 12	Building 5B; Central Print and Mail	Flemington	NJ	08822
Mercer County Board of Elections	1440 Parkside Avenue		Ewing	NJ	08638
Middlesex County Board of Elections	12 Maple Drive	Voting Machine Warehouse	Edison	NJ	08837
Monmouth County Board of Elections	300 Halls Mill Road	Special Services Complex Building	Freehold	NJ	07728
Morris County Board of Elections	10 Court Street		Morristown	NJ	07960
Ocean County Board of Elections	110 Lehigh Avenue	Voting Technology Center	Lakewood	NJ	08701
Passaic County Board of Elections	501 River Street		Paterson	NJ	07524
Salem County Board of Elections	110 Fifth Street	Fifth Street Complex, Suite 1000	Salem	NJ	08079
Somerset County Board of Elections	152 Route 206 South	Election Board Warehouse	Hillsborough	NJ	08844
Sussex County Board of Elections	83 Spring Street	Cochran Professional Building	Newton	NJ	07860
Union County Board of Elections	2345 South Avenue	Union County Voting Machine Warehouse	Scotch Plains	NJ	07076
Warren County Board of Elections	175 County Route 519 S	Election Warehouse	Belvidere	NJ	07823

3.0 QUOTE PREPARATION AND SUBMISSION

Failure to submit information as indicated below may result in your Quote being deemed non-responsive.

3.1 PRICE SHEET INSTRUCTIONS

The Vendor must submit its pricing on the attached pricing sheet. All prices must include delivery to each of the 21 counties. Do not list your shipping cost on a separate line. It must be included in the price of the insert.

4.0 PURCHASE ORDER (P.O.) AWARD

4.1 AWARD

An award will be made shall be made with reasonable promptness by written notice to the successful Vendor, whose Quote, conforming to this Request for Quote, is most advantageous to the State, price, and other factors considered.

5.0 DOCUMENTS REQUIRED BEFORE P.O. AWARD

The awarded Vendor must be registered in NJSTART prior to the issuance of a PO.

Vendors may register at www.NJSTART.gov

In addition to registering in NJSTART the successful vendor will be required to submit the forms as checked on Attachment 1 of this Quote.