

Board Members:

**Jeff Monroe, Chairman**  
**Kathlene Applegate**  
**Bethe A. Goldenfield**  
**Lori Viars**



**Brian Sleeth**  
Director

**Shari Huff**  
Deputy Director

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December 3, 2024

RFP – March 2025 Ballots through February 2026.

RFP- Vote by Mail Processing- November 4, 2025, Election

**Bid Deadlines and Sureties**

The Board of Elections of Warren County, Ohio will meet on February 4, 2025 at 9am for their regular meeting and for the purpose of opening bids for ballots in the 2025 election cycle and going through February 2026.

We currently have 175 precincts and 180,000 registered voters though bids should allow for flexibility as this number could change. We will probably have a countywide special election in May and one countywide election in November. There is always a possibility to have an August election as well.

Bids for ballots should be sealed and are due no later than 4:30 P.M. on February 3, 2025. Any envelope containing a bid should be identified in the following manner: "BID ENCLOSED". You may also email bids to: [wcboe@warrencountyohio.gov](mailto:wcboe@warrencountyohio.gov)

A bond must accompany the bid(s) with at least two sureties or a sureties company satisfactory to the Board in a sum double the amount of the bid, conditioned upon faithful performance of the contract for such printing as is awarded and for the payment as damages by such bidder to the Board of any excess cost over the bid which it may be obliged to pay for such work by reason of the failure of the bidder to complete the contract. The Board shall consider no bid unaccompanied by such bond.

All ballots shall be printed within the State of Ohio (O.R.C. 3505.13). The contract shall be left to the lowest and/or best responsible bidder in the State of Ohio. The Board, however, reserves the right to reject any and /or all bids.

**Election Day Ballot Specifications**

Ballot specifications should be that of those set forth with Clear Ballot Group- Clear Cast Voting Systems. Additional Information and specifications for ballots may be attained by contacting me at the Warren County Board of Elections at 513-695-1358.

Every ballot shall have ONE (1) stub attached at the bottom each the width of the ballot and 1 to 3" in length depending on the Board of Elections specifications for a given election. The ballot number shall be printed on each stub as "Consecutive Number \_\_\_\_". The stubs shall be separated from the ballot by perforated lines.

All Election Day ballots shall be numbered and padded and glued by precinct in groups of 500. Election Day ballots should be shrink wrapped in manageable groups with a label on the front indicating the precinct, number of ballots ordered and an indication of the number of total packs of ballots for said precinct (1 of 3, 2 of 3, etc.). An easily identified marker reading, "Please Notify the Board of Elections that you have only 100 ballots remaining" or similar language shall be placed in between the 101<sup>st</sup> and 100<sup>th</sup> ballot remaining on each precinct-split. This will not apply to precincts-splits where less than 100 ballots were ordered.

Ballots require a special barcode to work with Tenex pollbooks. The barcode specification will be provided by Tenex later.

All artwork for ballots shall be submitted by the Warren County Board of Elections complete with all printing except the consecutive number appearing on each individual ballot.

Ballot layout specifications shall follow Ohio Revised Code section 3505.08.

### **Test Decks**

Separate artwork for Test Decks shall be provided with artwork for Election Day Ballots. Please take the printing of test decks into account when bidding.

### **Delivery Schedule**

Test Decks must be delivered to the Warren County Board of Elections within ten (10) days of the submission of artwork. All Election Day ballots must be delivered to the Warren County Board of Elections no later than twenty (20) days prior to any election.

All items bid will be shipped F.O.B. to the Warren County Board of Elections accompanied by a bill of lading.

Ballots should be shipped on skids provided by the printer.

The Warren County Board of Elections will furnish a ballot style spreadsheet with quantities for each election.

### **Ballot Stock for Ballot on Demand Printing**

Every ballot shall have ONE (1) stub attached at the bottom each the width of the ballot and 1 to 3" in length depending on the Board of Elections specifications for a given election. The ballot number will not need to be printed on the stub.

The ballot quantities will vary from election to election with an average range of 1500-45,000 depending on the type of election.

### **Vote by Mail**

We are considering using a mailing service for all absentee ballot requests by mail for the November 2025 Election. Mailing specifications available on request.

The Warren County Board of Elections reserves the right to accept or reject any and/or all bids.

Regards,

Brian Sleeth, Director of Elections