

**CITY OF UNION CITY REQUEST FOR PROPOSALS (“RFP”) TO PROVIDE  
PRINTING SERVICES FOR THE MUNICIPAL ELECTION TO BE HELD BY THE  
CITY OF UNION CITY,  
COUNTY OF HUDSON, STATE OF NEW JERSEY**

Pursuant to the “fair and open process” as defined by the New Jersey Local Unit “Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 et seq., the City of Union City (“the City”) is seeking to enter a contract (“the Contract”) with a qualified printer for printing services in connection with the Municipal Election to be held by the City of Union City on May 13, 2014 (“the Vendor”), as directed by the Corporation Counsel, the Board of Commissioners or other appropriate official within the City. You must comply strictly with the submission requirements set forth herein.

The successful Vendor must have significant experience in printing municipal election ballots for public entities in Hudson County. If awarded a contract, your company/firm must demonstrate compliance with the requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27. The successful Vendor will provide the City with printing services for the Municipal Election on May 13, 2014 including, but not necessarily limited to:

1. Vendor shall be able to accept disassociated data, i.e.: congressional candidates, legislative candidates, municipal candidates, district candidates, regional school boards, local school boards, as provided by the county and create clear, unique ballots that can be programmed for both voting machine and absentee systems for each voting district or unique absentee ballot;
2. Vendor must have its own manufacturing facility to be able to ensure the turn-around of proofs of ballot faces at a minimum of 80% of ballot face size and 100% of absentee, emergency, provisional and other types of ballots within a maximum of three working days or less (if required);
3. Vendor must be able to demonstrate the ability to turn around complete machine faces and absentees from approval, within three working days. Backup or additional ballot faces must be delivered within one business day;
4. Vendor must be certified by Sequoia Voting Systems as a Win EDS system consultant in order to perform the Win EDS support requirements. Proof of certification must be provided;
5. Vendor must be able to print digitally or utilize conventional printing methods;
6. Vendor must test the printed ballots for scan readiness, ensuring the most accurate election results;
7. Vendor must have the ability to perform the tasks in a timely fashion, including staffing and familiarity with Hudson County’s voting machine system and absentee ballot system.

8. The Vendor shall demonstrate the ability to complete projects in a competent and expeditious manner based on workload of the firm, availability of qualified personnel, equipment and facilities;
9. The Successful Vendor must be ready to commence the services and work solicited in this request upon execution of a contract with the City. No contract will be awarded unless it has been approved by the Board of Commissioners, by written resolution, at a Commissioner's meeting.
10. Contract Term: Services under this contract will begin February 5, 2014 and expire on June 1, 2014.
11. The City may terminate the Contract with the Vendor at any time for convenience subject to thirty days written notice of termination.
12. Each Vendor shall submit proof of business registration with the New Jersey Division of Taxation. (P.L.2004, C.57)

### **Professional Information and Qualifications**

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested Vendor shall submit the following information:

1. Name of Vendor;
2. Address of principal place of business or Vendor's offices and corresponding telephone and fax numbers;
3. Areas of practice;
4. Description of Vendor's education, experience, qualifications, number of years in business and a description of experience with projects similar to those described above;
5. Experience related to election printing services in an urban environment in New Jersey which is substantially similar to the City of Union City;
6. At least four (4) references, three (3) of which must have knowledge of your experience related to your work in an urban environment in New Jersey.
7. Vendor's ability to provide services in a timely fashion (including staffing, familiarity and location of key staff);

8. Cost details, including the rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost or “not to exceed” amount; and
9. Vendor shall provide a detailed biography or resume of all of its principals.
10. Vendor shall provide a detailed proposal as to its ability to perform the responsibilities listed above.
11. Vendor shall submit a statement of Individuals owing 10% or more of stock or interest in the Vendors Business Entity.
12. Any other information which the interested Vendor deems relevant.

### **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and their ability to perform the responsibilities outlined above;
2. Experience in election printing services in an urban environment substantially similar to Union City and demonstrated ability to provide election printing services in both English and Spanish; and
3. Appropriate references; and
4. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
5. Ability to be available with the appropriate personnel at all times necessary to accomplish the service;
6. Cost competitiveness in light of all of the above factors;
7. The City shall be the sole judge concerning the application of criteria herein and the merits of the proposals submitted.
8. The successful Vendor is required to read and comply with the provisions of the American for Disabilities Act provisions attached herein.
9. The successful Vendor shall submit proof of the following insurance coverage:
  - a. The Contractor shall be required to carry full insurance including comprehensive general liability; product liability; workman's compensation

insurance; which shall cover all operations of the Contractor, its employees, agents and servants hereunder, and; motor vehicle and equipment used by the Contractor in connection with the Contractor's operations under the Contract. Said insurance, by endorsement, shall fully protect the City of Union City from all liability.

- b. Certificates naming the City of Union City as an additional named insured, and evidencing such insurance coverage, shall be filed with the City Clerk prior to the commencement of operations hereunder by the Contractor.

The following Certificates of Insurance must be furnished:

- I. Worker's Compensation;  
Part Two - Statutory
- II. Comprehensive General Liability:
  - A. Minimum limits: \$1,000,000.00;  
Combined Single Limit Coverage to include: Premise / Operations;  
Independent Contractors;  
Product / Completed Operations;  
Contractual;  
Personal Injury;  
Broad Form Property Damage;  
City of Union City as additional insured.
  - B. Comprehensive General Liability must be maintained for at least one year after completion of the contract and its acceptance by the City of Union City.

The certificate of insurance shall designate the City of Union City as an additional insured and shall contain a thirty (30) day notice of cancellation whereby the City Clerk will be provided with a written notification of cancellation. Said insurance must be paid for a minimum of six (6) months into the contract period at the time of the contract.

### **Submission Requirements**

Sealed proposals will be publicly opened by the City Clerk in her office at the address below if received no later than 11a.m. on February 14, 2014 by:

Laura M. Miller, Acting City Clerk  
City of Union City, 2<sup>nd</sup> Floor  
3715 Palisade Avenue  
Union City, New Jersey 07086

**No** late submissions will be accepted.

Any persons having questions or seeking information should reduce the question(s) to writing and e-mail to the Acting City Clerk at (lmiller@ucnj.com)

Kindly mark the outside packaging containing your submission with a notation of the RFP to which you are responding. Please submit one original and three (3) copies of the RFP. Please use white 8 ½" x 11" paper. Please staple the original and three (3) copies in the upper left corner. Please do not bind the submissions in any manner or place each copy in folders.