



RFP 23-5851

Permanent Vote by Mail Invitation Printing & Mailing Services

McHenry County seeks proposals for printing and mailing services, subject to continuing need and availability of funds. All requirements are according to specifications enclosed.

Contact Information. Direct all inquiries & communication via email to:
Djuana M Leonard, C.P.M., Procurement Specialist, E-mail: dmleonard@mchenrycountyil.gov

Any communication regarding this Bid or Request between the date of issue and date of award is required to go through the Procurement Specialist listed (or the Purchasing Administrative Specialist). Unauthorized contact with other McHenry County staff or officers is strictly forbidden. **ELECTRONIC COMMUNICATIONS REQUIRED.**

MANDATORY COVER PAGE COVER SHEET - TYPE or PRINT CLEARLY

Company: Fort Orange Press Inc. Date: 12/21/2022

Contact Person: Daniela VanVeghten

Address: 11 Sand Creek Road City: Albany State: NY Zip Code: 12205

Email Address: dvanveghten@fortorangepress.com

Telephone number: 518-489-3233 FEIN or SSN: 14 0669730

SCHEDULE OF EVENTS

December 20, 2022	RFP available on County website
December 27, 2022	Questions due to dmleonard@mchenrycountyil.gov no later than 12:00 p.m.(CST). Submit via email.
December 28, 2022	Addendum posted on County website no later than 4:00 p.m. (CST)
January 3, 2023	Proposals due no later than 9:00 a.m. (CST). Submit PDFs via email.

MANDATORY PAGE
PROPOSAL PRICING FORM

We, Fort Orange Press, Inc., propose to provide the requested services according to the requirements of this Request for Proposal. We also certify that this written proposal is valid for 120 days from the day of this proposal and the attached information is received and filed by the County of McHenry.

COSTS BELOW SHOULD BE BASED UPON THE QUANTITY OF: 230,000

Printing Costs: \$ 29,275.00

Sorting List & Mailing Services: \$ 3,275.00

Delivery to Post office: \$ 50.00 Mail drop in Albany NY

Additional services; cutting, folding, etc. \$ 6,500.00

LUMP SUM OF ALL COSTS (excluding postage) TO COMPLETE THIS PROJECT: \$ 39,100.00

Delivery Timeline GUARANTEE: JANUARY 4, 2023-FEBRUARY 10, 2023: YES X NO _____

Please List any exceptions to the RFP Specifications:

MANDATORY PAGE
REFERENCES

Please list three (3) references, other than McHenry County, you have done similar work, service or supplied similar products to within the last twelve (12) months. **Email address required. It is the vendor's responsibility to ensure references respond to the County, as required.**

Entity: County Of Nassau

Address: 1 West Street City, State, Zip Code: Mineola, NY 11501

Telephone Number: 516-639-8779 Contact Person: James Davis

Email Address: jdavis@nassaucountyny.gov

Entity: Board of elections in the City of New York

Address: 32 Broadway, 7th Floor City, State, Zip Code: New York, NY 10004

Telephone Number: 212-487-5483 Contact Person: Tom Sattie

Email Address: tsattie@boe.nyc

Entity: The State of Connecticut

Address: 165 Capital Ave. City, State, Zip Code: Hartford, CT 06106

Telephone Number: 860-509-6100 Contact Person: Theodore Bromley

Email Address: ted.bromley@ct.gov

MANDATORY PAGE
CERTIFICATONS PAGE

- I acknowledge to have read, understand, and agree to the **Bid or Request Documents** Provided for this Bid or Request as posted on McHenry County's Website Yes
- I acknowledge to have read, understand, and agree to the policies contained within the **McHenry County Purchase Ordinance**, amended June 1, 2021 Yes
- I acknowledge I have read, understand, and agree to the **Standard Terms and Conditions** provided for this Bid or Request as posted on McHenry County's website. Yes
- I acknowledge to have read, understand, and agree to all **Addenda** provided for this Bid or Request as posted on McHenry County's website. Yes
- Vendor certifies it has reviewed, completed & submitted the **MANDATORY County of McHenry Status of Ownership Information** Yes
- I acknowledge there to be SEVEN (7) **Mandatory Pages, including the W-9** to be completed and/or submitted for my Bid or Submission to be considered. Yes
- Submitter certifies it has not been barred from contracting with a unit of State or Local Government because of a violation of Section 33E-3 or 33E-4 of the **Criminal Code of 1961, as amended.** Yes

- Vendor certifies it is aware that all contracts for the Construction of Public Works are subject to the **Illinois Prevailing Wage Act** (820 ILCS 130/1-12) and this Bid or Request
 Is Subject to, Is NOT Subject to the Illinois Prevailing Wage Act. Yes

- Vendor acknowledges this Bid or Request Is Subject to, Is NOT Subject to the **Employment of Illinois Workers in Public Works Act** (30 ILCS 570/3) and will comply with the requirements set forth in this Act. Yes

- I acknowledge this Bid or Request Requires, Does NOT Require a **Bid Bond** Yes

- Under penalties of perjury, I certify that my correct **Federal Taxpayer Identification Number** is: 14 0669730

- I am doing business as a (please indicate one):
 - Sole Proprietorship
 - Corporation: State of Incorporation: NY
 - Partnership
 - Other _____

- State full names, titles and addresses of all responsible principles and/or partners below and/or Authorized Negotiators:

Name and Title: Robert F. Witko President/CEO

City, State and Zip Code: 11 Sand Creek Road Albany, NY 12205

Telephone Number: 518-489-3233 Email: rwitko@fortorangepress.com

Name and Title: _____

City, State and Zip Code: _____

Telephone Number: _____ Email: _____

**MANDATORY PAGE
SIGNATURE PAGE**

- I have carefully examined the Bid or Request, Scope of Work, Specifications, and any other documents accompanying or made a part of this Bid or Request. I hereby propose to furnish the goods or services specified. I agree my proposal will remain firm for a period of up to 120 days from due date to allow the County time to evaluate the qualifications submitted. I verify all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit on behalf of the firm as its act and deed, and the firm is ready, willing, and able to perform if awarded the contract. I further certify, under oath, this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and the Undersigned executed this Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Individual/Company/Corporation: Fort Orange Press, Inc.

Business Address: 11 Sand Creek Road

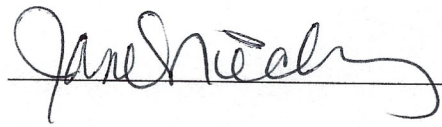
City, State and Zip Code: Albany, NY 12205

Printed Name and Title: Robert F. Witko

Signature:  **Date:** 12/28/2022

Telephone Number: 518-489-3233 **Email:** rwitko@fortorangepress.com

Witness Printed Name and Title: Jane Nieckarz Notary

Witness Signature:  **Date:** 12/28/22

End of Document

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Fort Orange Press, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
11 Sand Creek Road

6 City, state, and ZIP code
Albany, NY 12205

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-						
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OR

Employer identification number

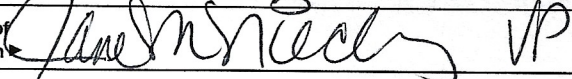
1	4	-	0	6	6	9	7	3	0
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person  VP Date **12/28/02**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

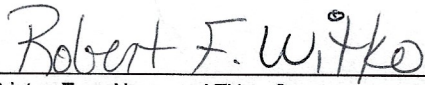
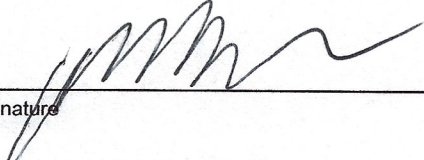
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



McHenry County
 Purchasing Department
 2200 N Seminary Avenue
 Woodstock IL 60098
purchasing@mchenrycountyil.gov

Status of Ownership Information

**Illinois Public Act 102-0265 was approved in August 2021 requiring collection of "Status of Ownership" information.*

1. APPLICATION TYPE: New Change/Update	2. FEDERAL I.D. # OR SOCIAL SECURITY #: 14 0669730	3. DATE: 12/21/2022
4. BUSINESS NAME & ADDRESS: Fort Orange Press, Inc. 11 Sand Creek Road Albany, NY 12205	5. REMIT ADDRESS FOR PAYMENTS (if different):	
6. STATUS OF OWNERSHIP (This field is <u>required</u> . Please select at least one): <i>This information is collected for reporting purposes only and not vendor selections. Please check any of the following that apply to the ownership of your firm.</i> Prefer not to disclose <u>Not Applicable</u> Minority-Owned Women-Owned Veteran-Owned Small Business		7. HOW ARE YOU CERTIFYING? Certificates Attached Self-Certifying
8. PRIMARY CONTACT PERSON (Bids/Quotes/Purchase Orders): Name: Daniela VanVeghten Official Capacity: Print Consultant Telephone #: (518) 489-3233 E-Mail: dvanvegthen@fortorangepress.com	9. PERSONS AUTHORIZED TO SIGN Bids/Offers/Contracts: Name: Robert F. Witko Official Capacity: President/CEO Name: Official Capacity:	
<p>PLEASE PRINT THIS FORM, SIGN IT, AND SEND IT BACK WITH CERTIFICATES OF OWNERSHIP (unless self-certifying).</p>		
10. I hereby certify that the information supplied herein is true and correct. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  <hr/> Print or Type Name and Title President / CEO </div> <div style="text-align: center;">  <hr/> Signature </div> </div>		



December 28, 2022

RFP 22-5851 ADDENDUM #1
Permanent Vote by Mail Invitation Printing & Mailing Services

Electronic Proposals due January 2, 2023 no later than 9:00 a.m. (CST)

- Question 1:** **Envelopes: Size of the envelopes?**
Outer Response: #10
Return Response: #9
- Question 2:** **Stock: I would assume 24# White Wove**
Response: White, 20# or better
- Question 3:** **How many colors?**
Response: Black on white
- Question 4:** **Letter/Application. Size of the Application: Response: 8.5 x 11 inches**
Number of pages: Response: Two sides of one page
Stock: Response: White, 20# or better; we are flexible
Colors 1/C Black printing one or two sides?
Response: Black on white on two sides
- Question 5:** **Can you please provide the previous award information including the pricing and vendor information from the last time this project was bid?**
Response: Refer to attached Purchase Order
- Question 6:** **Can we use a security tinted single window envelope (name and address showing through the window), and print the return address on the envelope, in lieu of printing variable data on both the form and envelope, which would turn this project into a match mailing?**
Response: Yes
- Question 7:** **Would the County allow vendors to print the recipient's Name and Address + Return Address, in a static position on the back of the first sheet? This allow for a Double Window (Security tinted) envelope to be used, saving the County money as it would eliminate the need for a preprinted mailing envelope.**
Response: Yes, within reason. The type for the balance of the letter would have to be readable (10pt type or better).

- Question 8:** Would the County allow vendors to print the return address on the back of the form to be returned by the citizen, so that a window #9 (security tinted) envelope can be used? This would save the County money as it would eliminate the need for a preprinted return envelope.
Response: Yes
- Question 9:** Who is the current vendor providing the services outlined in the RFP? What is the current pricing for the services outlined in the RFP?
Response: Refer to attached Purchase Order
- Question 10:** Delivery Dates: What are the specific dates?
Response: Refer to the specifications
- Question 11:** Date when the file would be furnished?
Response: Can be provided with as little as two (2) days' notice
- Question 12:** Is there one file? Or multiple files?
Response: One
- Question 13:** Do they have a BRM permit for the return envelope?
Response: We have the permit
- Question 14:** Can it be mailed in Phoenix?
Response: Yes



Purchase Order

County of McHenry

2200 N Seminary Ave., Room 200
Woodstock, IL 60098

Page 1 of 1

Purchase Order# PO00004820-1

Email: purchasing@mchenrycountyil.gov
Phone: 815-334-4818 Fax: 815-334-4680

FORT ORANGE PRESS INC
11 SAND CREEK ROAD
ALBANY, NY 12205
USA

Terms of Payment: N30

Date: 8/30/2022

Ship To Contact:

Ship to:

McHenry County Government Center
2200 North Seminary Ave.
Woodstock, IL 60098
USA

Line Number	Description	Quantity	Unit	Unit Price	Amount
1	Vote by Mail project - County Clerk - Continuous Form Printing	48,050.00	EA	\$1.00	\$48,050.00

Total **\$48,050.00**

Terms:

Please visit the following link to review Terms and Conditions for the County of McHenry:
<https://www.mchenrycountyil.gov>

Note: Dollar amounts shown on purchase order may not reflect the actual dollar amount available due to change orders.

8/30/2022

Adam M. Letendre

Date

Director of Purchasing

January 3, 2023
Proposal



Permanent Vote By Mail Invitation Printing & Mailing Services RFP 23-5851

Prepared for:
Djuana M Leonard, C.P.M.
Procurement Specialist
McHenry County
Purchasing Department
2200 N Seminary Avenue
Woodstock, IL 60098

fortorangepress

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January 3, 2023
Djuana M. Leonard, C.P.M.
Procurement Specialist
McHenry County
Purchasing Department
2200 N Seminary Avenue
Woodstock, IL 60098

Dear Djuana M. Leonard:

Fort Orange Press is proud to present to McHenry County this proposal for Permanent Vote By Mail Invitation Printing & Mailing Services. In so doing, we will explain Fort Orange Press' unique ability to more than fulfill the minimum requirements and highlight the scope of services that will be provided.

Fort Orange Press possesses the necessary experience, equipment, processes and people including the financial resources necessary to properly execute the requirements of McHenry County.

If you have any questions, please call me at 518-489-3233 or email me at rwitko@fortorangepress.com.

Sincerely,

A handwritten signature in black ink that reads "Robert F. Witko". The signature is written in a cursive, flowing style.

Robert F. Witko
President & CEO

Why Fort Orange Press is the best partner for McHenry County

Election printing and mailing is a complex process and demands stringent protocols. Success requires a sense of urgency and level of specialized skill that can meet the episodic demands of election production. Every state's election requirements are unique and demand ironclad understanding and adherence, without fail. Commitment and honed experience are paramount to anticipating problems, providing solutions and navigating the intricacies of the election production cycle. Founded in 1905, Fort Orange Press has provided printing and mailing election solutions for over 100 years.

Printing and mailing for McHenry County is not an ordinary printing and mailing job. You don't need just a printer and letter shop, you need a partner, one with deep experience in the election industry. A partner that will provide consultation and guidance working with the post office to ensure your county's success. A partner that offers a single source solution with a seasoned team of professionals.

That partner is Fort Orange Press.

Our tenure in the print and mail space has provided us the experience, expertise and foresight to guide your county through this project seamlessly.

Fort Orange Press is financially strong and has the capital resources to meet the rigorous requirements of printing and mailing for McHenry County. We have made continuous investments in the company to provide the right combination of people, process and technology. Our approach is consultative, and we will formulate the best plan to solve the challenges and problems that are inherent in any mailing project.

Our proprietary production workflow manages printing and mailing campaigns with flawless accuracy and provides McHenry County the necessary transparency and seamless manufacturing process to assure success. From secure receipt of your files to mailing from the post office, you can be confident that McHenry County will mail approximately 230,000 permanent Vote by Mail invitations.



Fort Orange Press - History



Fort Orange Press has successfully managed the complexity of print and mail projects including applications, ballot printing and mailing — for New York State, the states of Connecticut and Vermont, and counties within Georgia, Virginia, Maryland, Pennsylvania, Illinois, Colorado and Oregon — with accuracy and security. Eighty percent of Fort Orange Press revenues are generated by election related products and services. This includes all forms of ballots (poll site, emergency, provisional and absentee), absentee ballot applications, vote-by-mail programs, and various election collateral materials including registration forms, smart documents, outreach and education materials.

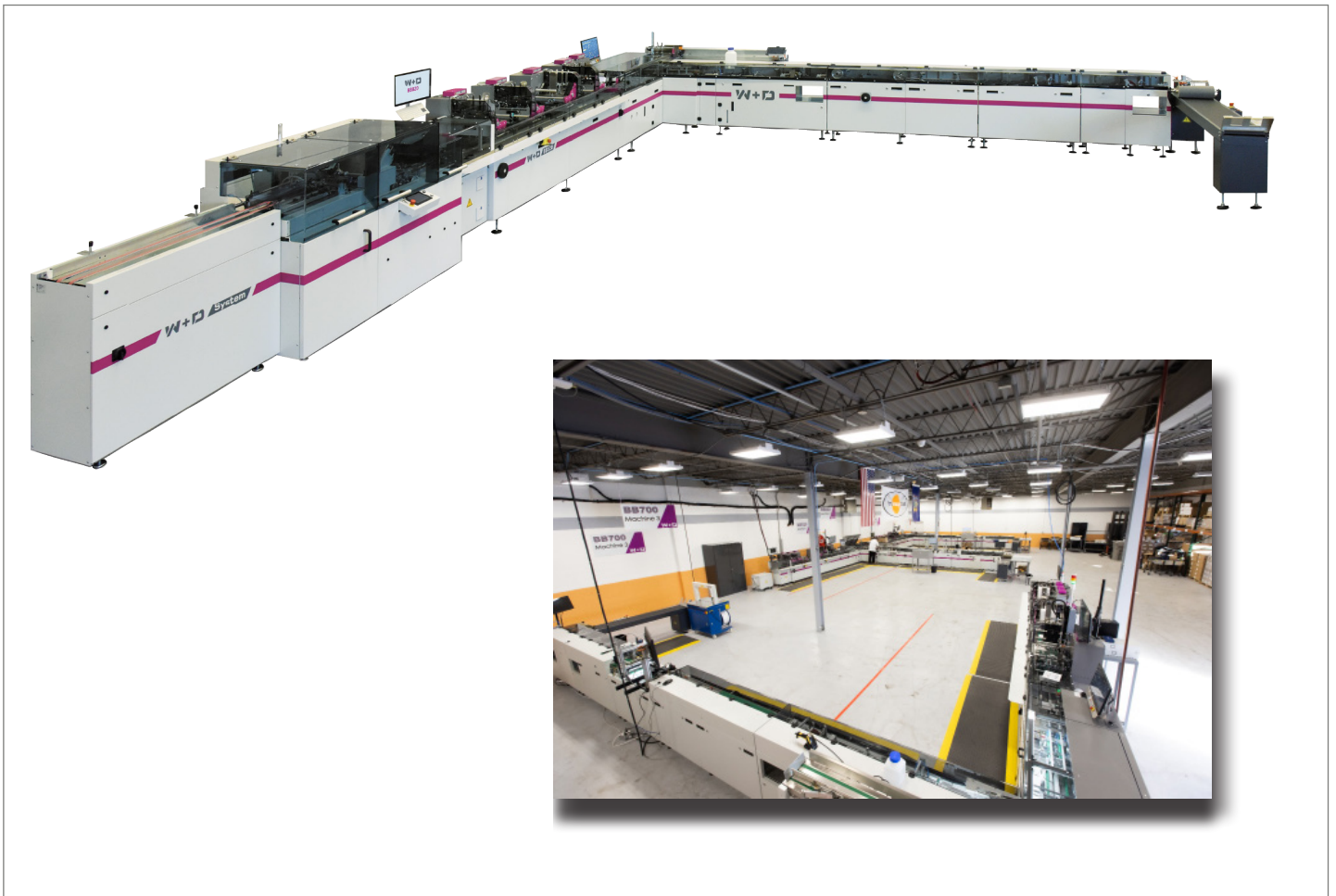
Fort Orange Press offers printing, mailing and fulfillment services to clients that also benefit from the need to produce secure, accurate, mission-critical, complex matched mailings and materials.

The additional products and services which are provided to various state and local government agencies make up the remaining twenty percent of Fort Orange Press revenue.

Best in Class Automatic Insertion Equipment and Technology

Fort Orange Press is one of the only US-based companies that operate the newest, fastest and most reliable and accurate intelligent inserters built today specifically for complex match mailing.

The W+D BB820 inserters offer exclusive inline collation and verification technology, including the use of cameras and 2D security codes within a closed-loop security crosscheck, ensuring the integrity of each mailing package. The state-of-the-art W+D inserting equipment in conjunction with our proprietary workflow allows us to provide 100% accurate inserting of all components into a personalized official mail package. Additionally, Fort Orange Press possesses multiple redundant inserting lines to ensure timely deliveries under the most pressured production circumstances.



Project Process and Workflow

Kick Off Meeting (After award of contract)

Following the award of the bid, we will begin the engagement with a kick-off meeting. The goal of this meeting is to establish key calendar dates to keep your campaign on track. As part of this process, we also solidify the agreement on the final scope of the project.

Note: Given the current supply chain issues related to the paper industry, it is imperative that the purchasing of envelope stock be done by Fort Orange Press immediately upon award of this contract.

- ✓ Dedicated Relationship Manager assignment and introduction
- ✓ Establish dedicated contacts from both parties
- ✓ Discuss any nuances unique to McHenry County
- ✓ Review in-depth our process and options for data handling
- ✓ Create a comprehensive project plan with milestones and dates
 - ✓ Final Artwork Package Format due date
 - ✓ Sample data format due date
 - ✓ File transmission training session date set
 - ✓ Jurisdiction data collection due date
 - ✓ Envelope information
 - ✓ Estimated quantities
 - ✓ Envelope artwork final USPS approval due date
 - ✓ Foreign Record handling decision due date
 - ✓ Imperfect Record handling decision due date
 - ✓ The process to obtain USPS dedicated permit imprint due date
- ✓ Live production timeline

Project Process and Workflow (cont.)

Planning

Armed with our completed project plan, we will proactively move through the items listed above. Your dedicated relationship manager will ensure that all planning phase items are complete prior to live production to ensure a seamless mailing.

Project Setup

The vendor would be responsible for:

1. Making the piece ready to mail including printing, cutting folding, inserting, etc.
2. Printing; black ink only (no color required)
3. Printing the delivery address on the outside of the envelope along with any other information required for best rate via first-class delivery
4. Delivery address must NOT be altered by the vendor
5. Printing voter name, address, voter ID and bar-coded voter ID on the application form
6. Bringing the pieces to the post office.
7. Sorting the list for the most economical postal rate
8. Providing the Clerk with a reasonable estimate of postage at least 15 days prior to delivery. Upon receipt of the estimate, the Clerk would fund an account with the USPS for the estimated amount.
9. Delivery of the piece via USPS to the voters within the specified timeframe (1/4/2023 – 2/10/2023)
10. Proposals must include the base components, such as: paper, envelopes, and all services to be provided by the vendor
11. Proposals must be all-inclusive, except for postage, no additional costs will be incurred by the County

Fort Orange Press Response:

Fort Orange Press acknowledges and will comply.

Production Phase (Printing, Inserting and Mailing)

Envelopes and inserts are pre-printed during the Planning phase and kept in inventory to be ready for live production. This ensures expedited production of the complete mail packages.

The live production will begin immediately following time-stamped approval of the final production-ready proofs within our portal. Our team will be standing by.

Printed Permanent Vote by Mail Invitations move into the inserting stage and are married with the correct inventory copy. The 2D barcode system drives the quality control measures throughout this phase. Additional manual quality control checks are performed throughout the production process. All operators have been trained to adhere to strict standard operating procedures.

Fort Orange Press - Single Source Solutions

Fort Orange Press will be a single source solution for McHenry County. It is our belief that to ensure 100% chain of custody, full transparency, foolproof security and absolute accuracy, you are best served to have as few partners involved in the production and mailing process as possible.



Fort Orange Press - Secured Systems & Production

Fort Orange Press is a leading provider of mission-critical print and mail communications for businesses where security is paramount and when precision and accuracy are a must. For over 100 years, Fort Orange Press has worked with numerous states and counties that require complete accuracy and adherence to strict laws and protocols which dictate that Fort Orange Press maintains stringent control and accountability. This has resulted in Fort Orange Press' full understanding of the exacting standards necessary to guarantee the integrity, protection and security of all our clients' data and the related chain of custody.

Fort Orange Press maintains a secure facility. Access to our production floor is limited to employees and escorted clients. All employees are required to be logged in on our computerized time and attendance system. The entire facility and surrounding property are monitored by security cameras 24 hours a day, seven days a week. Electronic files will be securely, electronically transferred between McHenry County and Fort Orange Press. Our servers are protected by a high-end firewall and intrusion detection system and are self-contained in a secure and locked designated area.

In addition, Fort Orange Press uses Transport Layer Security (TLS) encryption (also known as HTTPS) for all inbound and outbound transmitted data. Our data is hosted by third-party data centers that are SSAE 18 SOC 2-certified. Each user in your organization is provided a unique username and password. To submit or access your data, each person must log in, so data remains secure to McHenry County and limited Fort Orange Press personnel only. In addition, access audit logging is performed.

Each step in the production process is documented. Every employee is required to complete control logs as they perform each specific process, from printing through mailing. Once a product is ready for mailing or shipment, the Shipping Verification/Chain of Custody document is finalized and included with the shipment. This document itemizes quantities by associated destination. Any excess products are destroyed and documented via affidavit by Fort Orange Press.

We want to emphasize that we take security very seriously. We continuously monitor our security measures to safeguard the integrity of all client data and all other information you entrust to us.

Examples of Experience Working with Post Office

Fort Orange Press is well versed in USPS mailing requirements. Our dedicated Mail Specialist works directly with our postal contacts in postal requirements to ensure that mailings are designed in accordance with official election mail standards.

Fort Orange Press will provide McHenry County with first-class presort postage rates. Our CASS standardization process ensures McHenry County will be paying the most economical postage rates available.

Postage will be applied via a designated permit imprint on all envelopes. We recommend that McHenry County has its own indicia allowing McHenry County to fund postage directly through their account rather than funding a third party account. As part of our consultative approach, Fort Orange Press' mail team is happy to help you secure a permit from the USPS.

Our election mail is processed with USPS Seamless and Mail Anywhere acceptance using either first class or first class presorted services. Seamless acceptance ensures that mail is expedited as quickly as possible and allows us to deliver to the USPS dock at any time. Additionally, the Mail Anywhere program allows us to use your McHenry County indicia while processing mail at Fort Orange Press headquarters in Albany, New York.

The Fort Orange Press staff is trained in USPS requirements and regulations as well as all the required certifications and specifications for high integrity mail services. In fact, the entire production, printing and mailing workflow is set up to ensure 100% chain of custody.

Because this foolproof workflow is in place, the handoff of all mail packages to the USPS is seamless. We have years of experience with this program and are 100% confident in its integrity.



Fort Orange Press - Team Approach

Fort Orange Press has built a company culture that fits the needs of the election industry. Success requires a partner with a keen sense of urgency, the ability to be flexible and the calm resolve for efficient problem-solving. This is Fort Orange Press.

When working with Fort Orange Press, you are engaging with a consultative and collaborative partner, one that works tirelessly to ensure value-added efficiencies and timely results. We bring over 100 years of experience to the relationship, working with clients to leverage our knowledge with your needs to develop an effective plan. The entire team works together to meet the requirements, knowing failure is not an option. To keep communication clear, clients are assigned dedicated internal Election Relationship Managers, so you have access to communication channels when you need them. McHenry County will have 24-hour accessibility to one or more Fort Orange Press staff members during your project.

Everyone plays a part to ensure that all clients' needs are met. Our experienced workforce of skilled and dedicated employees produces quality work consistently. We have the experience to manage sole-source relationships with unmatched technical support from start to finish.

Team Members



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Fort Orange Press - Organization and Stability

Fort Orange Press is a second generation, privately held organization. Robert F. Witko is the sole shareholder, President & CEO. The company has 50 full-time employees on a regular basis; during peak production cycles we ramp up our labor force exponentially. Fort Orange Press has been at the forefront of the latest technologies and equipment required to deliver election materials with efficiency, accuracy and security. Our financial strength allows us to invest in equipment, providing multiple redundancies and offering no-fail options.

Our supply chain is strong, ensuring that we can purchase supplies and raw materials that are critical to the production of election materials — more specifically the procurement of custom manufactured paper and customized envelopes. Fort Orange Press has reliable supply chain partners in place to ensure the necessary inventory is available.

We welcome McHenry County to inspect our facility at any time. Fort Orange Press has a fully documented contingency plan — available upon request — in the event of an unforeseen emergency or natural disaster



Fort Orange Press - Additional quality assurance, accreditation and capabilities include:

- G7 Master Facility Certification*
- Print Quality Inspection detects common corruptions including streaks, voids and registration errors.
- Videk Document Integrity ensures the printed document is clean (e.g., has no jet-outs) and, if applicable, correct perforations.
- Color Quality Monitoring inspects each page to ensure critical color quality and brand standards are met.
- MICR and Barcode Verification gives verification of optical readability to ensure seamless, accurate processing.
- Front-to-Back Matching ensures sensitive data security.
- Custom Booklet Assembly Integrity monitors page-level production of individualized booklets.
- Forms Verification is an automated per-page assurance of correct form usage for the job.
- Production Reporting provides detailed analytics for proof of work, job accounting and regulatory compliance.
- Shipping Verification/Chain of Custody Document confirms a shipment is complete and is included with the shipment.

*Annually, Fort Orange Press is recertified as a G7 Master Printer for proofing and press equipment to G7 Standards developed by IDEAlliance (www.idealliance.org). The G7 methodology for proof-to-print is based on the principles of digital imaging, spectrophotometry and computer-to-plate technologies. Among the many benefits are reduced costs, reliable internal guidelines for process controls, better print predictability, statistical measurement and guidelines, and clarification of what is reasonable to ask of printers. Achieving G7 status reinforces our commitment to providing the utmost value to the customer.

Fort Orange Press is an active member of the Printing Industries of America, National Association of Printing Leadership and the National Print Owners Association. By participation in these organizations, Fort Orange Press stays abreast of industry trends, technological advancements and best practices.



Examples of other projects that are similar in nature, size, complexity, and requirements as the County.

Fort Orange Press Response:

Fort Orange Press provided the State of Connecticut printing and mailing services for 2,181,770 pieces of their absentee ballot application, instruction letter, # 9 envelope into a #10 window envelope.

New York State COVID-19 Absentee Ballot Application

Due to the COVID-19 virus, in good faith, I request an Absentee Ballot for the November 3, 2020 General Election. Please send the ballot to my address below.

- To vote from a different address, fill in section 1.
- Sign and Date section 2.
- Any changes to your name and/or address, please contact your local County Board of Elections.

BOARD USE ONLY:
 Town / City / Ward / Dist: SLIP EDD 222
 Registration No: 87654321
 Party: DEM
 voted in office

DATE OF BIRTH: 01 02 1972

This application must either be personally delivered to your county board of elections no later than the day before the election, or postmarked by a governmental postal service no later than 7th day before election day. The ballot itself must either be personally delivered to the board of elections no later than the close of polls on election day, or postmarked by a governmental postal service, no later than the day before the election and received no later than the 7th day after the election.

STOP Fill in Section 01 ONLY if address is different than your mailing address above:

1. Mail Absentee General Election Ballot to me at [mailing address]:

Street no. _____ Street name _____
 Apt. _____ City _____ State _____ Zip code _____

Applicant Must Sign Below

2. I certify that I am a qualified and a registered [and if primary, enrolled] voter and that the information in this application is true and correct and that this application will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Sign Here: **X** _____ Date: _____
MM DD Y Y Y Y

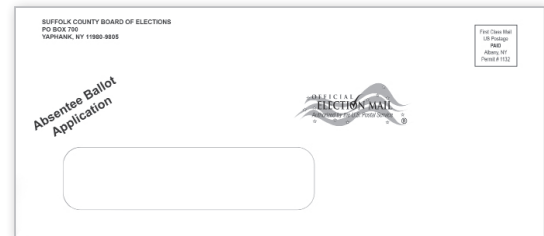
If applicant is unable to sign because of illness, physical disability or inability to read, the following statement must be completed: By my mark, duly witnessed hereunder, I hereby state that I am unable to sign my application for an absentee ballot without assistance because I am unable to write by reason of my illness or physical disability or because I am unable to read. I have made, or have the assistance in making, my mark in lieu of my signature. [The power of attorney or registered name stamp allowed. See detailed instructions.]

Date: ____/____/____ Name of Voter: _____ Mark: _____

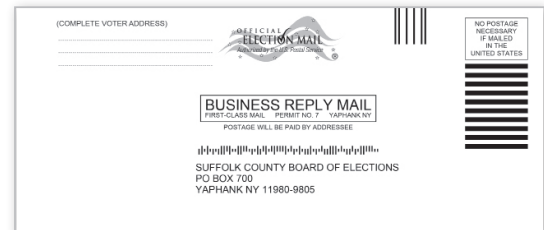
I, the undersigned, hereby certify that the above named voter affixed his or her mark to this application in my presence and I know him or her to be the person who affixed his or her mark to said application and understand that this statement will be accepted for all purposes as the equivalent of an affidavit and if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Address of witness to mark: _____ Signature of witness to mark: _____

Printed Line Only
 2020 Absentee Ballot Application



FORWARDING ENVELOPE



RETURN ENVELOPE

Examples of other projects that are similar in nature, size, complexity, and requirements as the County.

We also helped the County of Nassau in New York print and mail 385,891 assessment letters. The project scope was printing a static cover letter, an assessment letter with variable data for individual parcels folded and inserted into a #10 envelope.

We currently produce for more than 8,000 election districts throughout New York. Counties include Suffolk, Westchester, Dutchess, Warren, Oneida, Rockland, as well as the City of New York Board of Elections (which include New York, Kings, Queens, Bronx and Richmond counties). Our forward-thinking approach and preparedness has allowed us to support other states including Pennsylvania, Vermont, Maryland, and Georgia.

Describe the approach to this project; including method for voters to return the completed document to the County

Fort Orange Press Response:

Fort Orange Press will print and mail the Permanent Vote by Mail documents per the specs of RFP 23-5851 to approximately 230,000 registered voters. We will use a regular #10 envelope with the registered voters mailing address along with a #9 security envelope to prevent mail handlers from being able to view the content specifics.

Thank You

Fort Orange Press was built on the key components of good business: quality, customer service, thorough knowledge of the industry, investment in the best and most up-to-date technology and unparalleled technical support by the most experienced printing and mailing team. By accepting Fort Orange Press' proposal, McHenry County will be assured superior printing and mailing services.

Thank you for this opportunity and for your consideration. Fort Orange Press looks forward to discussing our proposal with McHenry County and how we can provide the most comprehensive service and support for your project.



Robert F. Witko
President and CEO
Fort Orange Press

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