



**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](mailto: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: Phoenix Graphics Date: 12/30/2022

Contact Person: Mark Stavalone

Address: 1525 Emerson Street City: Rochester State: NY Zip Code: 14606

Email Address: phnix@phoenix-graphics.com

Telephone number: (800) 262-3202 FEIN or SSN: 16-1247315

**SCHEDULE OF EVENTS**

|                        |   |
|------------------------|---|
| December 20, 2022      | RFP available on County website   |
| December 27, 2022      | Questions due to <a href="mailto:dmleonard@mchenrycountyil.gov">dmleonard@mchenrycountyil.gov</a> no later than 12:00 p.m.(CST).<br>Submit via email. |
| December 28, 2022      | Addendum posted on County website no later than 4:00 p.m. (CST)   |
| <b>January 3, 2023</b> | <b>Proposals due no later than 9:00 a.m. (CST). Submit PDFs via email.</b>  |

## OVERVIEW OF McHENRY COUNTY

The County of McHenry is a unit of local government in the State of Illinois with a population of 310,000, as estimated by the US Census Bureau, within 611 square miles. It is ranked as one of the fastest growing of Illinois' 102 counties. The governing body is the County Board, which is comprised of twenty-four elected members.

The County has thirteen (13) constructed facilities in various locations totaling approximately 688,000 square feet.

The County employs approximately 1,300 full and part-time employees in twenty-eight departments, which are administrated by a mix of elected officials and appointed department heads. McHenry County manages nursing home care, public health services, public safety, an adult correctional facility, transportation planning, road improvement and maintenance, administrative services, and a judicial system.

## REQUEST FOR PROPOSALS (General Terms and Conditions)

### DEFINITION

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible contractor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

### EVALUATION of PROPOSAL

The proposals submitted by contractors shall be evaluated solely in accordance with the criteria set forth in the RFP. The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other contractor.

### CRITERIA for SELECTION and SUBMISSION REQUIREMENTS

The following criteria and point system shall be used by the selection team to determine the firm or individual(s) most qualified and best suited to perform the work:

**1. Qualifications and Project Approach (30 points)**

*Contractor's capability in all respects to perform fully the contract requirements, including approach to project and cost-saving ideas.*

**2. Cost (20 points)**

**3. Experience (40 points)**

*This includes the contractor's experience for the specific scope of services as set forth herein with projects of similar nature, size, complexity, and requirements as the County.*

**4. Reference Responses (10 points)**

Total 100 points

### NEGOTIATIONS

The County of McHenry reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the contractor during discussions or negotiations may be held by the County of McHenry as contractually binding on the successful Contractor.

## DESCRIPTION OF WORK AND SPECIFICATIONS

McHenry County seeks proposals for printing and mailing services, subject to continuing need and availability of funds. **NOTE DELIVERY TIMELINE: JANUARY 4, 2023-FEBRUARY 10, 2023.**

### Project description

The project consists of a mailing to be sent to a list (provided by the Clerk) of between **150,000 and 230,000** registered voters from McHenry County, although the mail may be delivered to other locations. The piece to be mailed is attached. It includes a form and an informational page and must be printed in substantially the same form as shown in the specimen. Mailed piece and envelope would include variable data (to be provided by the County).

Also included, must be some mechanism for the recipient to return the application form. This could be a pre-addressed envelope or self-mailer. The final format must employ some sort of security printing to prevent mail handlers from being able to view the content specifics.

### The vendor is 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**

Submissions should include, at a minimum, the following:

- Examples of other projects that are similar in nature, size, complexity, and requirements as the County.
- Examples of experience working with post office
- Describe the approach to this project; including method for voters to return the completed document to the County
- Describe any cost-savings ideas
- Complete cost for materials, services, etc.



# McHenry County Clerk And Recorder's Office

Joseph J. Tirio – Clerk and Recorder

## THIS IS NOT A BALLOT



### YOUR POLLING PLACE FOR ELECTION DAY, NOVEMBER 8 IS:

«PollPlaceAbbr»  
«SamBalAddress1»  
«SamBalAddress2»

### IMPORTANT DATES:

**Early Voting at the Clerk's Office:**  
Starts Feb 23, M-F, 8:30 AM – 4:30 PM

**Early voting throughout the County:**  
Starts March 20:  
See MCHENRYCOUNTYCLERKIL.GOV  
for dates, times, and locations.

«FirstName» «LastName»

«ResidenceAddress»

«ResidenceCity», «ResidenceState» «ResidenceZipCode»

Dear Voter,

On June 17, 2021, the Governor signed into law Public Act 102-0015, allowing voters to complete a one-time application to enroll in a **Permanent Vote by Mail program** and receive a ballot by mail for all future elections. The change in law also compels all Election Authorities to send the enclosed application to you at this time.

If you choose to request permanent vote-by-mail status, you will remain in that status until you either request to be removed, we are notified of a change of address outside our county, or we confirm that you have registered to vote in another county. You may apply to permanently be placed on vote by mail status using the attached application.

**Q: What should I do with this form?**

**A:** If you want to receive a vote by mail ballot for every election, then complete the enclosed form and return it to us. If you wish to receive a ballot for primary elections, you must also specify a party preference.

**Q: What should I do if I don't want to be on the permanent vote by mail list?**

**A:** If you don't want to receive a vote by mail ballot for every election, then you may destroy this mailing.

**Q: Why did I get this form?**

**A:** The law requires that the County Clerk's Office send it to you at this time.

**Q: What should I do if I have questions?**

**A:** Call our office at (815) 334-4242

Thank you for your interest in our elections. Please do not hesitate to call if you have any questions.

(informational attachment)

## APPLICATION FOR PERMANENT VOTE BY MAIL STATUS

|                         |   |
|-------------------------|---|
| <b>Applicant's Name</b> | «FirstName» «MiddleName» «LastName»                     |
| Street Address          | «ResidenceAddress»                                      |
| City, State, Zip        | «ResidenceCity», «ResidenceState»<br>«ResidenceZipCode» |
| County                  | McHenry   |
| Date of Birth*          |   |
| Phone Number*           |   |
| Email*                  |   |
| Precinct                | «PrecinctName»  |

| For Election Authority's Use Only |           |
|-----------------------------------|-----------|
| Ballot Style:                     |           |
| Voter ID:                         | «VoterID» |

| For Election Judge's Use Only |  |
|-------------------------------|--|
| Initials:                     |  |
| Voter's Consecutive Number:   |  |

\*Optional information; even though this is not required, providing it may aid in the processing of your ballot

I am currently a registered voter and wish to apply for **permanent vote by mail status**.

I state that I reside at the address specified above, in the stated precinct and county, that I have lived at such address for 30 days or more preceding this election, that I am lawfully entitled to vote in such precinct at the next regularly scheduled election, and that:

- I wish to vote by mail in all subsequent elections that do not require a party designation.
- or -
- I wish to vote by mail in all subsequent elections and wish to receive the party ballot indicated below in all elections that require a party designation.
- Democratic     
  Republican     
  Other\* \_\_\_\_\_

I hereby make application for an official ballot or ballots to be voted by me at such election, and I agree that I shall return such ballot or ballots to the official issuing the same prior to the closing of the polls on the date of the election or, if returned by mail, postmarked no later than election day, for counting no later than during the period for counting provisional ballots, the last day of which is the 14<sup>th</sup> day following election day.

Under penalties as provided by law pursuant to 10 ILCS 5/29-10, the undersigned certifies that the statements set forth in this application are true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Today's Date

Address to which ballot  
should be mailed:  
(if different from above)

|  |
|--|
|  |
|  |
|  |
|  |

**IMPORTANT:**

You must return the **completed and signed application** to the election authority with jurisdiction over your registration. This application may be submitted via email (votebymail@mchenrycountyil.gov), through the mail, or by personal delivery. If submitting in by mail, please direct it to:

**McHenry County Clerk's Office  
Attn: Vote by Mail Dept.  
2200 NORTH SEMINARY AVENUE  
WOODSTOCK, IL 60098.**

\*Voter will only receive a primary ballot if the party listed is an established party in a race in which the voter is entitled to vote.

**MANDATORY PAGE**  
**PROPOSAL PRICING FORM**

We, Phoenix Graphics, 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: \$ 52,900

Sorting List & Mailing Services: \$ 13,800

Delivery to Post office: \$ 500

Additional services; cutting, folding, etc. \$ 9,200

**LUMP SUM OF ALL COSTS (excluding postage) TO COMPLETE THIS PROJECT: \$ 76,400**

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

Please List any exceptions to the RFP Specifications:

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**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: Broome County Board of Elections

Address: 60 Hawley St. City, State, Zip Code: Binghamton, NY 13902

Telephone Number: (607) 778-2172 Contact Person: Christina Dutko & Joseph Bertoni

**Email Address: christina.dutko@broomecounty.us & joe.bertoni@broomecounty.us**

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Entity: Westchester County Board of Elections

Address: 25 Quarropas Street City, State, Zip Code: White Plains, NY 10601

Telephone Number: (914) 995-5700 Contact Person: Douglas Colety & Tajian Nelson

**Email Address: dac7@westchestergov.com & taj1@westchestergov.com**

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Entity: Carbon County

Address: 44 Susquehanna St. City, State, Zip Code: Jim Thorpe, PA 18229

Telephone Number: (570) 325-4801 Contact Person: Lisa Dart

**Email Address: LisaDart@carboncounty.net**

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**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: 16-1247315
  
- I am doing business as a (please indicate one):  
 Sole Proprietorship  
 Corporation: State of Incorporation: \_\_\_\_\_  
 Partnership  
 Other \_\_\_\_\_
  
- State full names, titles and addresses of all responsible principles and/or partners below and/or Authorized Negotiators:  
  
Name and Title: Sal Debiase III, Presdident  
  
City, State and Zip Code: 1525 Emerson Street Rochester, NY 14606  
  
Telephone Number: (800) 262-3202 Email: phnix@phoenix-graphics.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:** Phoenix Graphics

**Business Address:** 1525 Emerson Street

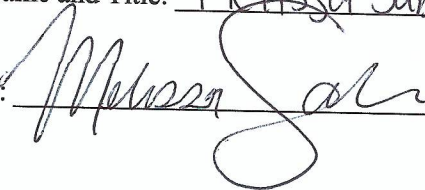
**City, State and Zip Code:** Rochester, NY 14606

**Printed Name and Title:** Mark Stavalone, Vice President

**Signature:**  **Date:** 12/30/22

**Telephone Number:** (800) 262-3202 **Email:** phnix@phoenix-graphics.com

**Witness Printed Name and Title:** Melissa Sabine, manager of Election Services

**Witness Signature:**  **Date:** 12/30/22




**End of Document**



McHenry County  
Purchasing Department  
2200 N Seminary Avenue  
Woodstock IL 60098  
[purchasing@mchenrycountyil.gov](mailto: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:<br><input checked="" type="radio"/> New      Change/Update   | 2. FEDERAL I.D. # OR SOCIAL SECURITY #:<br><b>16-1247315</b>   | 3. DATE:<br><b>12/30/2022</b>   |   |   |
| 4. BUSINESS NAME & ADDRESS:<br><b>Phoenix Graphics<br/>1525 Emerson Street<br/>Rochester, NY 14606</b>  | 5. REMIT ADDRESS FOR PAYMENTS (if different):  |   |   |   |
| 6. STATUS OF OWNERSHIP (This field is <u>required</u> . Please select at least one):<br><i>This information is collected for reporting purposes only and not vendor selections.<br/>Please check any of the following that apply to the ownership of your firm.</i><br><br>Prefer not to disclose      Not Applicable<br><br>Minority-Owned      Women-Owned      Veteran-Owned <input checked="" type="radio"/> Small Business |  | 7. HOW ARE YOU CERTIFYING?<br><br>Certificates Attached<br><br><input checked="" type="radio"/> Self-Certifying |   |   |
| 8. PRIMARY CONTACT PERSON (Bids/Quotes/Purchase Orders):<br><br>Name: <b>Mark Stavalone</b><br>Official Capacity: Vice President<br>Telephone #: (800) 262-3202<br><br>E-Mail: <a href="mailto:phnix@phoenix-graphics.com">phnix@phoenix-graphics.com</a>   | 9. PERSONS AUTHORIZED TO SIGN Bids/Offers/Contracts:<br><br>Name: Mark Stavalone<br>Official Capacity: Vice President<br><br>Name:<br>Official Capacity: |   |   |   |
| <p><b>PLEASE PRINT THIS FORM, SIGN IT, AND SEND IT BACK WITH CERTIFICATES OF OWNERSHIP (unless self-certifying).</b></p>  |  |   |   |   |
| 10. I hereby certify that the information supplied herein is true and correct.<br><br><table border="0" style="width: 100%;"><tr><td style="width: 50%; text-align: center;"><u>Mark Stavalone, vice President</u><br/>Print or Type Name and Title</td><td style="width: 50%; text-align: center;"><br/>Signature</td></tr></table>        |  |   | <u>Mark Stavalone, vice President</u><br>Print or Type Name and Title | <br>Signature |
| <u>Mark Stavalone, vice President</u><br>Print or Type Name and Title   | <br>Signature  |   |   |   |

# Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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.  
**Phoenix Graphics, 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.  
**1525 Emerson St.**

6 City, state, and ZIP code  
**Rochester, NY 14606**

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**

|  |  |  |   |  |  |   |  |  |  |
|--|--|--|---|--|--|---|--|--|--|
|  |  |  | - |  |  | - |  |  |  |
|--|--|--|---|--|--|---|--|--|--|

or

**Employer identification number**

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 6 | - | 1 | 2 | 4 | 7 | 3 | 1 | 5 |
|---|---|---|---|---|---|---|---|---|---|

## 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 ► *Anida Bucjet, CPA* Date ► 8/5/22

## 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](http://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.*



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## Phoenix Graphics, Inc.

McHenry County  
Purchasing Department  
2200 N Seminary Avenue  
Woodstock, IL 60098  
Attn: Djuana M. Leonard

**RE: RFP 22-5300 Permanent Vote by Mail Invitation Printing & Mailing Services**

Dear Ms Leonard,

Phoenix Graphics is uniquely qualified to produce all election related materials from election day ballots to Vote by Mail as well as absentee application mailings. Phoenix Graphics has mailed millions of ballots and has produced millions of Poll Site Ballots. With decades of election experience, we have built a reputation on excellent quality, on time delivery, security with customer data, and understanding election law.

With constant investment in new technology and equipment we have built a “State of the Art” environment to deliver a successful election experience for our customers.

Sincerely,  
PHOENIX GRAPHICS, INC

Mark Stavalone

HISTORY.... Phoenix Graphics was incorporated in 1984 and has grown rapidly in the printing industry as experts in all areas of election printing. We serve clients across the United States with a focus on election printing services, specializing in "Vote-By-Mail." Phoenix Graphics is also well diversified to offer general commercial printing services including full bindery and finishing, direct mail, and fulfillment. Phoenix Graphics employs 50 full-time and 35 part-time employees, allowing 24/7 service available for our customers.

ORDERING.... Customers submit electronic files through a secure data transfer site with SSL certificate. All Phoenix Graphics employees are required to train in a comprehensive cybersecurity program. Only a limited number of employees have access to customer information and data.

Election ballots are tracked through every step of the manufacturing process, verifying the quantity on the electronic file matches quantity produced. This includes signoffs on reports at each production station, press, cutting, folding, inserting, and shipping, validating the exact quantities were accurately produced and accounted.

PRODUCTION...Ballot samples are test-scanned and approved during the manufacturing process to ensure they meet quality standards. This process confirms when the ballot is filled out by the voter it will be scanned and recorded accurately. All pieces inserted have a 2D barcode that exactly pairs each piece with that voter. Our quality assurance process is calculated in our production scheduling and will not affect delivery dates. All non-conforming election material is shredded before disposal.

SECURE MAILING...All mailings are approved by USPS mailpiece design analysts with written confirmation that all USPS mail specifications are met. Mailing packets will mail First-Class and will deliver to the customer's preferred USPS BMEU location. All election data files are analyzed prior to mailing for the most efficient and cost-effective mailing method and BMEU with best possible delivery schedule. Phoenix Graphics is a Full-Service mailer with Mail Anywhere privileges, our USPS permit is available for use. Ballot tracking is available through our Track and Trace service, with a personalized log-in that allows each customer to track mailing progress for both the Outgoing (Mailer) ballot and Return (Reply) ballot.

SECURE FACILITY...Phoenix Graphics does not allow public access to our facility. The building is always locked, and employees can only gain access through a passcode system. Visitors are always escorted throughout their visit by an authorized Phoenix Graphics employee. Security cameras cover the entire facility inside and outside with video storage offsite. All employees go through a complete comprehensive background check which covers, state, federal, criminal, and previous employment.

**Supply Chain to be used to acquire paper:**

Phoenix Graphics has been printing election ballots for almost four decades, in that time we have established an extensive materials supply chain. We hold a large inventory of ballot stock in our warehouse for several different election systems. We have valued partnerships with multiple vendors with bill and hold inventory established. This provides us with immediate access to inventory when needed. Similar supply chains are established with all material vendors.

**Examples:**

We have done very similar absentee application mailing projects for various New York State counties. Sample files and references are available upon request.

**Cost-saving ideas**

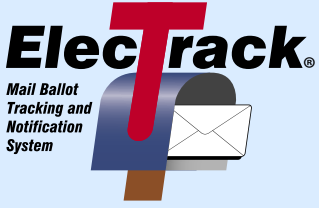
While it is indicated that these will mail first class, we would recommend mailing them presorted first class to save on postage.



LET US  
SHOW YOU  
**HOW TO  
VOTE  
BY MAIL**

**PHOENIX**  
Graphics, Inc.

## ABSENTEE MAIL PROGRAM CONTENTS



Phoenix Graphics utilizes the most advanced, state-of-the art mailing equipment available today. What separates Phoenix Graphics from our competition is we never stop improving.

We have developed additional security features to make our equipment the **FIRST in the USA to have ALL this security on an entire piece of equipment.**

The process as follows will include **NEW** Phoenix Graphics Developed Security Features (PGDSF).

With these new developments Phoenix Graphics will provide the most secure mailing option available today.

### Our State/County package includes, but not limited to:

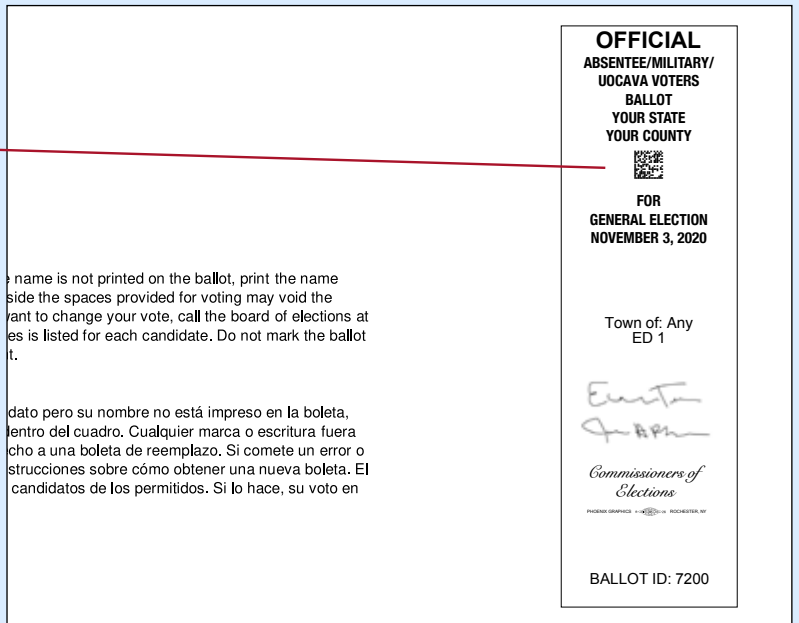
- Ballot**

Every style includes a 2D Barcode with County, Election and Ballot Style



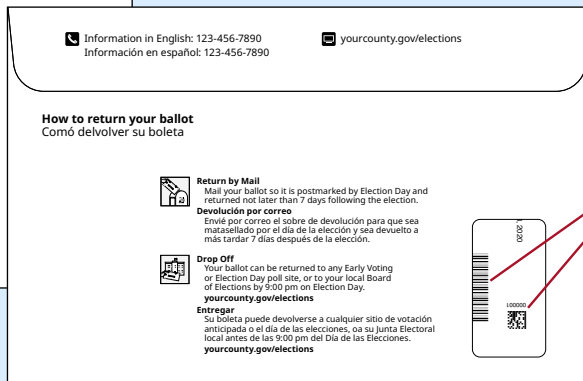
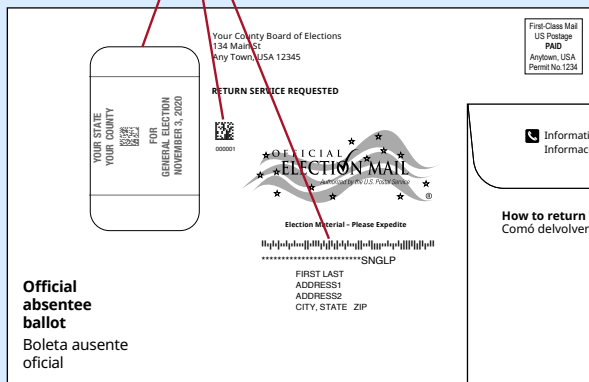
- Outside Envelope (OSE)**

Includes a front window, 2D Barcode printed on front (Voter Mail Piece ID), IMB Barcode (Trackable available for an additional cost). Front window allows the ballot's 2D Barcode to show through, doing a second camera check to match Ballot Style to Voter Mail Piece ID



If name is not printed on the ballot, print the name in the spaces provided for voting may void the ballot. To change your vote, call the board of elections at the number listed for each candidate. Do not mark the ballot.

If name is not printed on the ballot, print the name in the spaces provided for voting may void the ballot. To change your vote, call the board of elections at the number listed for each candidate. Do not mark the ballot.



**NEW PGDSF: Additional Backside Window -** Allows the Oath Envelope 2D Barcode to show through, matching Voter Mail Piece ID to the front Mail Piece ID as another double check

**NEW PGDSF: Additional Camera Picture -** Captures front and backside image of every absentee mailing package, with images sent immediately to a separate server

## ● Oath Envelope

Printed with an upper-track printer, includes but not limited to a 2D Barcode (Voter Mail Piece ID), Voter Residence Address, Election, County, Voter Election District, Barcode containing Voter ID and Readable ID (if required)

Board of Elections use only / Para uso exclusivo de la junta electoral

**OFFICIAL ABSENTEE BALLOT FOR GENERAL (OR PRIMARY OR SPECIAL ELECTION)**

Name of voter \_\_\_\_\_, 2020  
 Residence (street and number if any) \_\_\_\_\_  
 City/town or \_\_\_\_\_ (village, if any) \_\_\_\_\_  
 County of \_\_\_\_\_  
 Assembly district \_\_\_\_\_  
 Legislative district (as applicable) \_\_\_\_\_  
 Ward (as applicable) \_\_\_\_\_  
 Election district \_\_\_\_\_  
 Party enrollment (in case of primary election) \_\_\_\_\_  
 Inspector (R) \_\_\_\_\_

**Instructions to voter:**

1. First mark your ballot, then fold it and place it in this envelope, and then seal this envelope.
2. Sign and date the statement on the reverse side of this envelope. Your signature will be compared to the signature on file with the board of elections to verify your identity.
3. Place this envelope in the return envelope.
4. Your ballot can be returned to any Early Voting or Election Day poll site, or to your local Board of Elections by 9:00 pm on Election Day, if delivered in person, or be postmarked by Election Day and received not later than seven days following the election.

If you have an application for an absentee ballot, do not place it in this envelope. Instead, place it in the return envelope along with this sealed envelope.

**Instrucciones para el votante:**

1. Primero, marque su boleta electoral. Luego, dóblela y sujétela en este sobre y selle el sobre.
2. Firma y fecha la declaración en el reverso de este sobre. Su firma se comparará con la firma archivada en la junta electoral para verificar su identidad.
3. Ubique este sobre en el sobre de devolución.
4. Su boleta puede devolverse a cualquier centro de votación del Día de la Elección o votación Anticipada, a la Junta Electoral local antes de las 9:00 pm del Día de la Elección, si se entrega en persona, o llevar el material a más tardar siete días después de la elección.

Si tiene un formulario para boleta electoral en ausencia, no lo coloque en este sobre. Colóquelo en el sobre de devolución junto con este sobre sellado.

General Election November 3, 2020  
 Signature Required (SEE OTHER SIDE)

Ballot envelope  
 Sobre de boleta electoral

Do not put anything except your ballot in this envelope. You must sign, date and seal this envelope.

No meta nada más en este sobre, solamente su boleta electoral. Debe firmar, fechar y sellar este sobre.


**Statement of Absentee Voter**  
 I do declare that  
 • I am a citizen of the United States, that I am duly registered in the election district shown on the reverse side of this envelope and I am qualified to vote in such district;  
 • that I will be unable to appear personally on the day of the election for which this ballot is voted at the polling place of the election district in which I am a qualified voter because of the reason given on my application heretofore submitted;  
 • that I have not qualified nor do I intend to vote elsewhere, that I have not committed any act not an impediment which denies me the right to vote.

**Declaración de Votante en Ausencia**  
 Declaro que  
 • Soy un ciudadano de los Estados Unidos, que estoy debidamente registrado en el distrito electoral señalado en el reverso de este sobre y que soy apto para votar en dicho distrito;  
 • Que será incapaz de asistir personalmente el día de las elecciones en las cuales esta boleta electoral puede ser votada, en el puesto de votación del distrito electoral en el que soy apto para votar, debido a las razones señaladas en mi solicitud y presentadas hasta ahora;  
 • Que no soy apto para votar ni pretendo hacerlo en ningún otro sitio, que no he realizado ningún acto ni hay nada que constituya un impedimento para que se me niegue el derecho a votar.

For medio de la presente declaro que lo dicho anteriormente es cierto a mi mejor saber y entender, y que comprendo que si se encuentra alguna falsedad en la presente declaración de votante en ausencia, será culpable de un delito menor.

Signature or mark of voter / Firma o marca del votante  
 Date / Fecha

Signature and address of witness (Required only if voter does not sign his or her own name.)  
 Firma y dirección del testigo (requerido si el votante no firma su propio nombre.)

 **Voter Mail Piece ID 2D Barcode**  
 (specific to only that voter)

 **BOE Voter ID** written out with universal barcode for BOE to scan to verify receipt

## ● Return Envelope

Includes a 2D Barcode with County, Election, IMB Barcode (Trackable available for an additional cost)

Your County Board of Elections  
 123 Main St  
 Any Town, USA 12345

First-Class Postage Required  
 Se requiere franqueo de primera clase

**OFFICIAL ELECTION MAIL**  
 OFICIAL CORREO DE VOTACIÓN

BOARD OF ELECTIONS  
 YOUR COUNTY  
 PO BOX 1234  
 ANY TOWN USA 12345-6789

 **IMB Barcode**

Contains BOE Address information along with an additional series of numbers that can be linked to each Voter when inserted, and allows for postal tracking from Voter back to BOE

Return envelope  
 Sobre de retorno

Information in English: 123-456-7890  
 Información en español: 123-456-7890

yourcounty.gov/elections

**Did you...**

- Sign and date the Statement of Absentee Voter?
- Put your marked ballot in the ballot envelope?
- Put your sealed ballot envelope in this return envelope?
- Put postage on this return envelope?

Your ballot can be returned to any Early Voting or Election Day poll site, or to your local Board of Elections by 9:00 pm on Election Day, if delivered in person, or be postmarked by Election Day and received not later than seven days following the election.

**Revise si...**

- ¿Firme y fecha la Declaración de Votante en Ausencia?
- ¿Puso la boleta marcada en el sobre de boleta electoral?
- ¿Puso el sobre de boleta electoral sellado en este sobre de retorno?
- ¿Puso el franqueo en este sobre de retorno?


Su boleta puede devolverse a cualquier centro de votación del Día de la Elección o Votación Anticipada, a la Junta Electoral local antes de las 9:00 pm del Día de la Elección, si se entrega en persona, o llevar el material al más tardar siete días después de la elección.

Barcode Here  
 Código de Barras Aquí

On the backside we have added a window to reveal 2D Barcode and Voter ID Barcode from the Oath Envelope

## ● Voter Instruction Card or Letter

Includes a 2D Barcode with County (if required, for an additional cost)



**Your County BOARD OF ELECTIONS**  
 80 State Highway 310  
 Any Town, USA, 12345-6789  
 Telephone: 123-456-7890 Fax: 123-456-7890  
 http://www.yourcounty.gov/elections

**Joe A. Smith**  
 Republican Commissioner  
**Thomas A. Smith**  
 Deputy Commissioner

**Kate B. Smith**  
 Democratic Commissioner  
**June S. Smith**  
 Deputy Commissioner

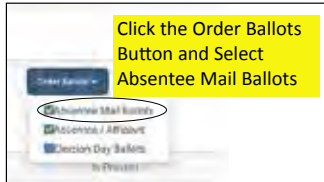
November 2020

Dear Voter,

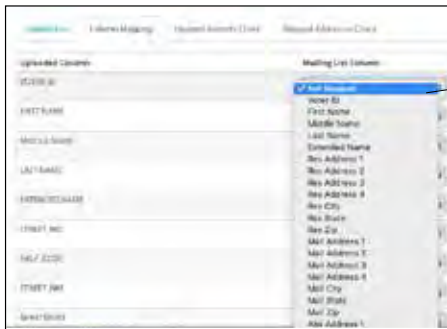
Your County Board of Elections hopes you are doing well throughout this pandemic. We are doing all we can to keep all voters and poll workers healthy and safe while we strive to provide all voters the opportunity to vote.

## Uploading Files to the Phoenix Graphics Portal

1. Sign into the portal using the login link supplied.
2. Order Ballots, select Absentee Mail Ballots.



3. Select Upload New File.
4. Select Choose File and navigate to your .csv file (only .csv files are acceptable, if you need assistance creating this file please contact us)
5. Select the Upload button and click OK once your file has been uploaded.
6. Next step is to map the fields of your .csv file to our database. To begin, click on Column tab. You'll see your uploaded column headings on left and related voter information on the right. Use the drop-downs to properly map your file to the required field names in the drop-down.



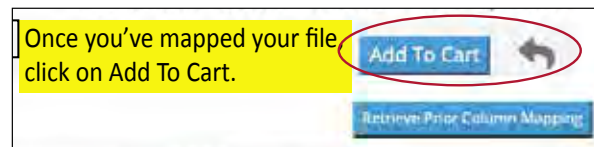
7. The following fields are required to process your Absentee Mail Ballots:

- BOE KEY (or otherwise established district key)
- Ballot ID
- Voter ID
- Voter Name
- Residence Address
- Mailing Address
- Absentee Mailing Address (if differs from above)
  - The portal will use the Absentee Mailing Address first, Mailing Address second, and Residence Address third.
- In a Primary, the voter's Party would also be required.

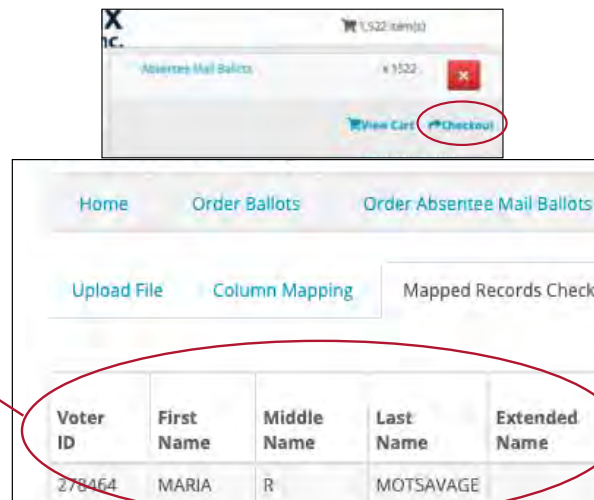
8. If voter's street address number and street address name are in different columns, the portal will link the two if you keep the same field map selection and order in your file.



9. Once you've mapped your first file, you can use the Retrieve Prior Column Mapping feature for any future Mail File list uploads, as long as your file contains the same column names as your previous files.
10. You can preview your address block by clicking on the Addresses tab, or use the Records tab to review the information you've selected. **IMPORTANT: Absentee Mailing Address is where the Ballot will be delivered.** Residence Address will be the address used on the Oath Envelope.
11. Once you've mapped your file, click Add To Cart.



12. To complete order, click on your cart and select Checkout.



## Production Collation and Verification of Accuracy

- **First piece** gathered in track is the **Ballot**. Camera recognizes the 2D barcode identifying the ballot style, instantly looking up the mailing universe for only that style.
- **Second piece** gathered is the **Return Envelope**. Camera verifies the correct County and Election.
- **Third piece** gathered the **Oath Envelope**. Based on the ballot style universe triggered by the Ballot in this pack, the first voter from that style's mailing file will print inline the Voter's: (additional information can be added upon request.)
  - Mailing ID# (2D Barcode)
  - Date & Election
  - Election District Details
  - Residence Address
  - Voter ID
  - Voter ID Barcode
  - Voter First and Last Name

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*If for any reason the voter camera match does not sync the Voter printed on Oath Envelope with the ballot style mailing universe, the pack will be diverted prior to addressing the OSE.*

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## **All pieces gathered and inserted into the Outside Envelope**

- **Camera matches** to Oath Envelope Voter Mailing ID# and then will print inline on OSE the same Mailing ID, County Address, County Mailing Permit, Voter's Address where to receive the ballot, and **Trackable IMB Barcode**.
- Camera also verifies that all data printed inline on the OSE is **legible for postal reading**. One last camera DOUBLE checks the Voter's outside address matches the ballot's style 2D Barcode which is visible through the OSE front window.

**NEW additional backside window on the OSE** allows the Oath Envelope 2D Barcode to show through, while

**NEW additional camera picture captures** front and backside images of every absentee mailing package. Images are sent immediately to a separate server, and provide **ANOTHER camera DOUBLE check** on the Oath Envelope. Images available upon request.
- Last check is a **thickness check** to make sure the proper number of physical pieces are included in the package.

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*If for any reason the camera or thickness checks on the OSE do not match the mailing file, the pack will divert to the second diversion station.*

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After completed and verified, we immediately take all Absentee Ballot mail to the Post Office to maximize voter's time to receive, cast vote, and return to the BOE.

**CHECK  
OUT  
OUR  
VIDEO**



**PHOENIX**  
**Graphics, Inc.**

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