

TECHNICAL SPECIFICATIONS

SCOPE OF WORK

Atlantic County is seeking proposals to provide ELECTION BALLOT PRINTING SERVICES FOR 2026-2028 ELECTIONS for the Atlantic County Clerk's Office.

TERM AND TERMINATION

The term of this contract is 7/1/2026-12/31/2030

The contract shall be contingent upon the annual availability and appropriation of sufficient funds for that purpose for each year of the contract.

ASSIGNMENT

Neither party may make any assignment of the Contract, in whole or in part, without the prior written consent of the other party.

SUBMISSION REQUIREMENTS

Bid Proposals for this project will be received from via the Internet until **11:00 AM JUNE 11, 2026**, at which time the bid proposals submitted will be downloaded, and publicly opened and read, in the 6th Floor Purchasing Department COB Building, 1333 Atlantic Avenue; Atlantic City, NJ. Late proposals will not be eligible for review.

Proposal prices are to remain firm for a period of not less than sixty (60) days to allow the County to determine the best proposal that shall most economically serve the intentions of this proposal.

AWARD OF CONTRACT:

The award of contract shall be made to the bidder submitting the proposal that is the most advantageous to Atlantic County, price and other factors considered based on the rating criteria attached.

All proposals shall be evaluated and equipment inspections, if necessary, conducted by representatives of the County for determination of award of contract in the best interest of the County of Atlantic and this determination shall be final.

ADDITIONAL INFORMATION

Office of Budget and Purchasing
Atlantic County Government
1333 Atlantic Ave.
Atlantic City, NJ 08401
Fax 609-343-2193

TERMINATION

TERMINATION FOR CONVENIENCE: The County may terminate a contract, in whole or in part, without showing cause upon giving written notice to the Contractor. The County shall pay all reasonable cost incurred by the Contractor up to the date of termination. The Contractor will not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

TERMINATION FOR DEFAULT: When the Contractor has not performed or has unsatisfactory performed the Contract, payment shall be withheld at the discretion of the County. Failure on the part

of a contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to any costs incurred by the Contractor up to the date of termination.

Termination of either type shall be completed by giving five (5) days notice in writing to the other party of its intentions to do so with the terms and conditions of the agreement. In the event the County cancels the contract, the Contractor shall only be entitled to payments for work properly performed or completed.

TECHNICAL SPECIFICATIONS FOR GENERAL PRINTING SERVICES FOR ELECTIONS

Listed below are the Printing requirements for upcoming 2026-28 elections for the Atlantic County Clerk's Office. Those elections include:

2026 General Election, Tuesday November 3, 2026
2027 May Municipal Non-Partisan - Margate, Tuesday May 11, 2027
2027 Primary Election, Tuesday, June 8, 2027
2027 General Election, Tuesday November 2, 2027
2028 May Municipal Non-Partisan, - Ventnor, May 9, 2028
2028 Primary Election, Tuesday, June 6, 2028
2028 General Election, Tuesday November 7, 2028

-Year 2029 and 2030 dates to be determined
-Any other special election pursuant to Title 19

THE ATLANTIC COUNTY CLERK'S OFFICE: DESCRIPTION OF ELECTION RESPONSIBILITIES

The County of Atlantic, through the Atlantic County Clerk's Office, The Atlantic County Board of Elections and The Atlantic County Superintendent of Elections, is charged with the responsibility of conducting public elections within the 23 municipalities of Atlantic County, including primary, general, school board and special elections.

As of May 19, 2026, there were approximately 203,200 registered voters within the 23 municipalities of Atlantic County.

NATURE AND SCOPE OF PRINTING SERVICES REQUIRED

Provide general printing services as requested by The Atlantic County Clerk's Office including:

Sample Ballot
Postage Sample Ballots
ES&S Voting Machine (Official Ballots)
Emergency Ballots
Provisional Ballots
Mail-In Ballots
Federal Ballots
Election Envelopes (inner, outer, certificate, unaffiliated certificate, provisional affirmations)

Any common copy must be on a common master to be set once and only once. After the master is set and approved by the County Clerk's staff, the vendor must set copy unique to each voting district, which must be approved by the County Clerk's staff prior to printing. All proofs and finished materials must be delivered to the County Clerk's Office in entire town and election district order.

All items, including typefaces, must meet the requirements set forth in the New Jersey election laws, found in Title 19 of the New Jersey Statutes.

Printing of all election materials must be carried out quickly and accurately within strict time restraints of all Federal and New Jersey State laws and regulations.

QUALIFICATIONS OF PRINTER

The printer must have a minimum of five years of extensive experience, knowledgeable background and qualifications in the printing of school, primary, general and special elections ballots for the ES&S Voting System as well as related printed election materials.

All documents must be printed in conformity to all Federal and New Jersey State laws and regulations.

The printer must be an experienced printer of official election materials for county election authorities and must demonstrate that they have the experience printing the materials described above.

The printer must provide at least three references from county election authorities in New Jersey, for which they have performed comprehensive election ballot printing and election printing services within the past three years. Each reference provided must demonstrate that all printing materials were provided for each county listed. That includes machine fronts, mail-in ballots, emergency ballots, provisional ballots, federal ballots and street lists if required.

The printer must have the ability to print necessary forms and election materials required to conduct an election in Atlantic County.

The printer must be able to send and receive via FTP all forms electronically as needed to expedite proofing changes.

The printer must own and operate all printing facilities utilized in producing all election materials and those facilities must be available for inspection by the Clerk's Office staff.

All of the work required (with the possible exception of mailing services) must be performed directly by the printer at the printer's facilities. No subcontracting (other than mailing services), "jobbing" or "brokering" will be permitted. If the printer uses a mailing house the printer is responsible for all invoicing of postage.

The printer must be able to accept disassociated data (i.e. congressional candidates, legislative candidates, municipal candidates, district candidates, regional school board candidates, public questions, etc.) as provided by the County and create clear, unique ballots that can be programmed for both voting machine and Mail In ballot systems for each voting district or unique Mail In ballot. Data will be provided to the printer in electronic form and should be inserted into ballot forms without rekeying.

All of the above qualifications must be met for all elections that the Atlantic County Clerk is statutorily required to conduct.

PRIORITY OF PRINTING

Mail-In Ballots:

The selected general printing service provider (printer) must adhere to the following requirements and services regarding Mail In ballots:

The printer must be able to produce Mail-In ballot proofs at 100 percent ballot size within a maximum of one working day or less (if required by the County Clerk) or a maximum of three working days otherwise.

The ballots must be printed in a minimum of black and red inks. The red must be of the proper Pantone color and shade to be invisible to the ES&S scanning system.

The printer must be capable of creating the Mail In ballots on blank stock in order not to be confusing to the voter. The paper stock must be ES&S equivalent and must meet all specifications thereof including weight and reflect-ability and must be precisely cut in square and it must be blank stock prior to printing. Any slight variation will affect the automatic machine counting of Mail-In ballots.

The printer must provide precise location of timing marks, skunk marks and ballot identifier locations.

The quantity of Mail In ballots required now varies between 25,000 and 30,000 per election.

Re-orders of Mail In ballots must be provided to the County Clerk's Office by overnight delivery.

Bilingual Mail In ballots are required for "Spanish Districts."

The printer must provide translating services.

Mail-In ballots are to be delivered *folded* in order to be sized envelopes matching size of ballot (size may vary based on election) and packaged separately by ballot style.

The printer must coordinate programming or scanning issues with a representative of the Atlantic County Board of Elections and all oval locations must be in strict adherence to the Board's requirements.

The printer must be capable of providing the binary coding for ballot identification for the Board's

Shrink wrapped packages of precisely 25 each of each Mail-In Ballot form must be provided to the Atlantic County Board of Elections through the Atlantic County Clerk's Office. These decks are to be provided for the Board's use as re-makes during the scanning process.

Additional *test decks* must be provided to the Atlantic County Board of Elections: 25 per district and per ballot style.

For Primary Elections, partisan ballots must be printed with headers with color backgrounds, red for the Republican ballots, blue for the Democrat ballots.

Sample Ballots:

The printer must provide sample ballots, the number of which shall be the number of registered voters provided by the Atlantic County Clerk's Office.

The County Clerk's Office will furnish all legislative breakdowns by municipalities, wards and districts as well as relevant local breakdowns where there are municipal offices to be elected. Public questions will also be furnished.

The sample ballots must be printed in two colors on white paper with instructions and a sample replicating the machine ballot. The scale of the replication must be approved by the County Clerk, size may vary. The sample ballot is two sided, if necessary, particularly for bilingual ballots.

The printer must provide bilingual sample ballots for all "Spanish Districts."

The sample ballot must be check folded for mailing and sealed with a wafer seal.

The printer must coordinate all mailing services for the sample ballot and may subcontract a mailing house. The sample ballots must be delivered to the designated US Post Office using the mailing house permit number. *Sample ballots must be delivered to the designated US Post Office (on or before 12 noon on Wednesday preceding the start of the early voting period*

The sample ballots must be prepared for mailing by printing the ballot with the individual registered voter's name, address, and voter registration number in addition to the voter's municipality, ward and district. Individual voting district polling locations must be printed within a red box.

The printer must conform the production of the sample ballot to achieve the lowest possible postage rate. The mailing section of the ballot must be properly formatted and include proper mailing indicia and wording for election material.

Sample ballots must be delivered to the mailing services in adequate time to complete the mailing prior to the statutory deadlines for each election.

One copy of each sample ballot style must be delivered to the County Clerk's office, folded and in order by municipality, ward and district for filing and reporting purposes. Ten copies of each sample ballot per district, folded and in order by municipality, ward and district must be delivered to the County Clerk's Office for distribution to the polling places.

Machine Ballots:

The printer must be able to produce proofs of ballot faces for machine ballots at a minimum of 80 percent of ballot face size in a maximum of three working days or less and have the capability of transmitting all ballot proofs in a PDF or other electronic format agreeable to the Atlantic County Clerk via email.

There are 151 voting districts in Atlantic County requiring approximately 302 voting machines in county-wide elections.

The printer must be able to complete machine ballots within three working days after receiving approval from the County Clerk's staff.

The printer must supply the Atlantic County Superintendent's Office with a programming grid, or switch position of every office and candidate and every question yes and no response on each ballot face for the purpose of programming the machines. This must be, provided immediately after the Clerk approves the final ballot.

The printer will provide bi-lingual machine ballots for "Spanish Districts".

All machine ballot designs must be printed to match or replicate the layout and design of the Sample Ballot.

Federal Ballots:

The printer will provide federal ballots for each election in which there are federal candidates. The format is identical to the Mail In ballot formats, except the federal ballot contains no state or local candidates; therefore no voting district breakdowns are required. (The heading must read Federal Ballot). Approximately 100 federal ballots are required when a federal office is on the ballot.

Provisional Ballots: The printer must supply provisional ballots printed on ES&S equivalent stock so that provisional ballots may be scanned. The provisional ballots will contain the identical information (offices, candidates) as the corresponding Mail In ballot style and be identical in size. (The heading on the ballots must read Provisional Ballot.)

40-100 (varies per election) provisional ballots per election district must be provided as pads separately by town and district by the printer and must be delivered to the County Clerk's Office.

Additional *test decks* must be provided to the Atlantic County Board of Elections: 25 per district and per ballot style.

The printer will provide two of each unique provisional ballot style the County Clerk's Office, one each for distribution to the Municipal Clerk's and one each to be retained at the County Clerk's Office.

Emergency Ballots: The printer must supply emergency ballots with exactly the same specifications as the Mail In ballot and containing the identical information as the Mail In ballots regarding candidates, offices on the respective Mail In ballot styles. (The heading on the ballots must read Emergency Ballot.)

The printer must provide 30 emergency ballots per voting machine deployed for the election. The ballots must be folded and sized for a number 10 envelope bundled and shrink wrapped in packs of 30. The emergency ballots must be delivered to the voting machine warehouse or the Atlantic County Superintendent's Office for insertion into the machines. Note: The emergency ballots must be bundled by district and shrink wrapped in packs of 30.

RATING CRITERIA

Vendor Name _____

Total Score _____
Score

Financial Impact

Technical Capability, Printing Capability and
Output Capacity

Experience in providing the services requested
by the County and references related thereto.
Ability to perform the tasks in a timely fashion,
including staffing and familiarity with the subject
matter and the County

Number of NJ Counties served and in good
standing

Thoroughness and completeness of the
applicant's submittal.

Number of years in the printing business

