



The City of **WORCESTER**

Administration & Finance – Purchasing Division
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June 14, 2023

To All Bidders:

Subject: **CR-8036-M3 Election Ballots/City Clerk**

ADDENDUM NO. 2

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **BID DUE DATE HAS BEEN EXTENDED TO JUNE 28, 2023 AT 10 am.**
- Please see attached **revised bid specifications** dated 6-14-2023. This addendum requests that bidders DELETE the original bid specifications found on pages 11-14 of the original bid packet dated 6/7/2023 and REPLACE it in its entirety with bid specification pages dated 6/14/2023 attached.
- Please see attached **revised Excel Spreadsheet** dated 6/14/2023. This addendum requests that bidders DELETE the original Excel Spreadsheet from 6/7/2023 and REPLACE it in its entirety with the version dated 6/14/2023 attached and posted on the City's Open Bids page.
- Please see new document entitled *Envelope Guide* for additional detail regarding envelopes relating to this bid.

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Maureen McKeon
Assistant Purchasing Director

REVISED BID SPECIFICATIONS 6/14/2023

ELECTION BALLOT/CITY CLERK

City of Worcester, MA

Bid Specifications

Bid #CR-8036-M4

Print and deliver ballots to the City of Worcester for the DS200® Precinct Scanner & Tabulator for the following 4 Municipal Elections:

September 2023 Preliminary Election*

November 2023 Municipal Election*

*Vendor will only be responsible for the 2023 election ballots if the City exercises its option to renew for a third contract year.

- **Bidders are to include a list of at least 3 references.**
- **The proposers must have experience with printing ballots that are compatible with the DS200 Precinct Tabulator.**

Municipal Preliminary, September 5, 2023

There are 16 ballot types and the ballot amounts for this election are as follows:

- See attached for ballot quantity for Election Day

There are 16 absentee / early vote by mail ballot types: these ballots must be furnished folded.

- See attached for ballot quantity for Early Vote / Absentee in-person ballots

There are 16 absentee / early vote by mail ballot kit types: these ballots must be furnished in envelope kits.

The vote by mail kits must include the following the city will furnish the envelopes to the vendor (vendor must pick up at Worcester City Hall.) however the vendor must print the ballots specific for the kit, the instructions and kit the ballot packets together.

1. Election office - mailing ballot envelope (provided by the city)
2. Voter ballots return envelope (provided by the city)
3. Voter's ballot specific to the ballot style (print based on city specs)
4. Voter instructions (print based on city specs)

- See attached for ballot quantity for Early Vote / Absentee in-person ballots

There are 16 specimen ballot types:

- See attached for specimen ballot quantity

Massachusetts Bill of Rights & Voter Instructions English & Spanish:

- See attached for Massachusetts Bill of Rights & Voter Instructions English & Spanish

September 5, 2023 Timeline for Ballot Format Approval and Delivery

Proofs and ballot format are approved by the city no later than **July 15, 2023**.

Absentee ballots / vote by mail for the Preliminary Election are required to be delivered to Room 208, Worcester City Hall no later than **July 31, 2023**.

Official and Specimen ballots are required to be delivered to the basement level of Worcester City Hall no later than **August 16, 2023**.

September 5, 2023 Ballot Format Specification and Requirements

All contests are to be printed on ballots in black ink, one-sided, on white stock and **14 inches** in length. Two graphics will be provided to be printed in the ballot header: the city seal as well as the signature of Chairperson of the Election Commission. The ballots must be printed with appropriate timing marks so that the ballots can be read by the DS200® Precinct Scanner & Tabulator. The ballots election day must be wrapped in stacks of 100. The vendor must work with the Worcester election officials and Election Systems & Software, LLC to properly format the ballots so they can be read by the DS200® Precinct Scanner & Tabulator.

The Absentee Ballots must have a yellow heading to differentiate from the Election Day ballots.

Sample Early / Absentee Ballot header:

The Commonwealth of Massachusetts
Estado de Massachusetts

WORCESTER
WD. 3 Pct. 4, WD. 4,
WD. 10 Pcts. 2-5

STATE ELECTION
OFFICIAL
EARLY / ABSENTEE
BALLOT

ELECCIÓN ESTATAL
PAPELETA OFICIAL
DE VOTACIÓN TEMPRANA /
DE VOTO EN AUSENCIA

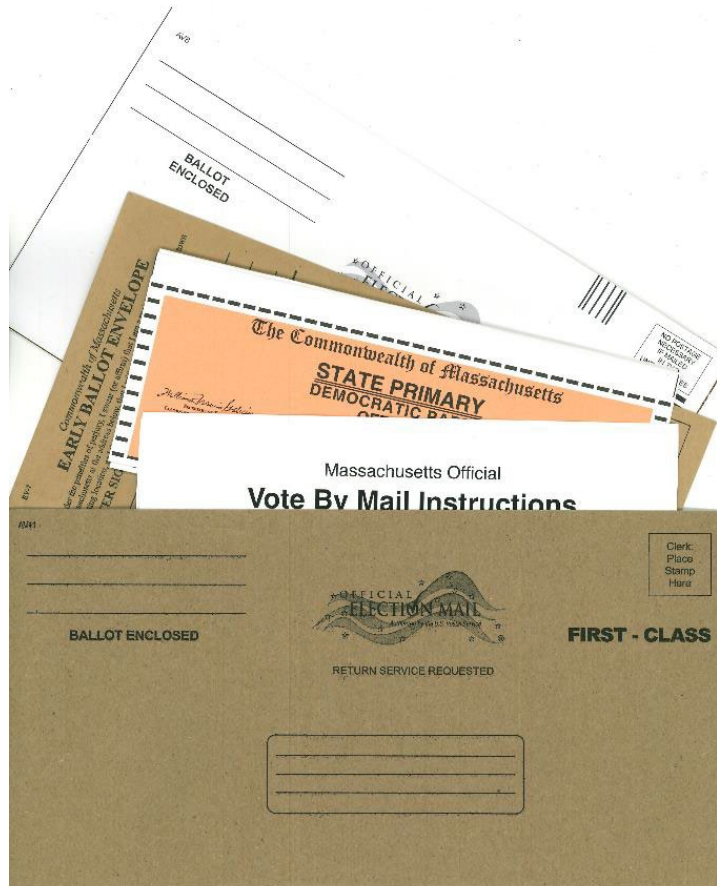
541

William Francis Bolger
SECRETARY OF THE
COMMONWEALTH OF MASSACHUSETTS
SECRETARIO DEL ESTADO
DE MASSACHUSETTS

Tuesday, November 3, 2020 / Martes, 3 de noviembre de 2020

To vote for a candidate, fill in the oval ● to the right of the candidate's name. To vote for a person not on the ballot, write the person's name and residence in the blank space provided and fill in the oval.
Para votar por un candidato, rellene el óvalo ● a la derecha del nombre del candidato. Para votar por una persona que no esté en la papeleta, escriba el nombre y la dirección de esa persona en el espacio en blanco provisto y rellene el óvalo.

Sample Early / Absentee Ballot kits:



1. **AV8:** AV8 is for domestic voters to return their EV/AV ballots by mail. The 2023 AV8 is pre-addressed to the Election offices and does not include postage. **The city will furnish the envelopes to the vendor (vendor must pick up at Worcester City Hall.)**
2. **AV11:** The AV11 is used by election officials to mail absentee ballots to domestic EV/AV voters. This is the outer-most envelope of kitted ballots which includes the AV8, a ballot and instruction sheet. **The city will furnish the envelopes to the vendor (vendor must pick up at Worcester City Hall.)**
3. **Vote by mail ballot instructions English and Spanish.**
4. **Folded Ballot – Specific to the Kit**

November 3, 2023 Timeline for Ballot Format Approval and Delivery

A final list of candidates and ballot order for the November 3rd Municipal Election will be provided to the vendor by **September 15, 2023**. There will be four races per ballot, Councilor-At-Large, Mayor, District Councilor, and School Committee.



Proofs and ballot format are approved by the city no later than **September 20, 2023**.

Absentees for the Municipal Election are required to be delivered to Room 208, Worcester City Hall no later than **October 1, 2023**.

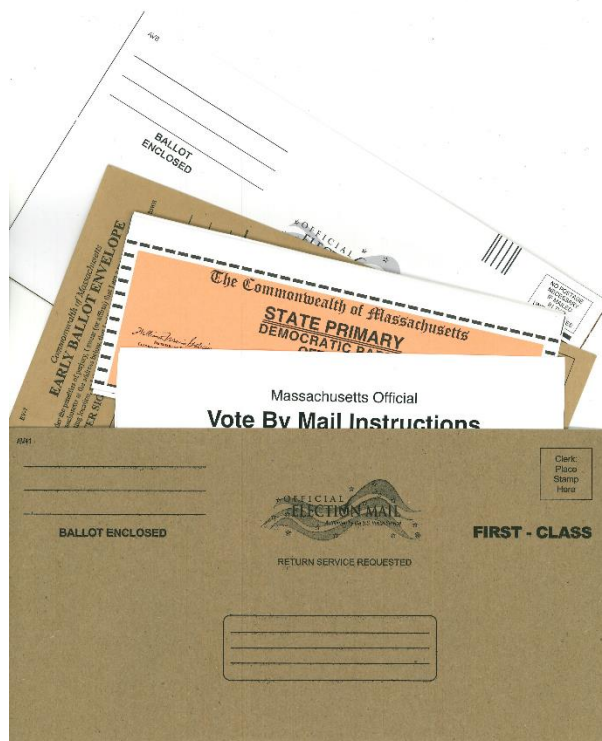
Official and Specimen ballots are required to be delivered to the basement level of Worcester City Hall no later than **October 17, 2023**.

September and November 2023 Municipal Election Format Specification and Requirements

All contests are to be printed on ballots in black ink, one-sided, on white stock and **14 inches** in length. Two graphics will be provided to be printed in the ballot header: the city seal as well as the signature of Chairperson of the Election Commission. The ballots must be printed with appropriate timing marks so that the ballots can be read by the DS200® Precinct Scanner & Tabulator. The ballots must be wrapped in stacks of 100. The vendor must work with the Worcester election officials and Election Systems & Software, LLC to properly format the ballots so they can be read by the DS200® Precinct Scanner & Tabulator.

	<p>ABSENTEE / AUSENTE OFFICIAL BALLOT / PAPELETA OFICIAL CITY OF WORCESTER / CIUDAD DE WORCESTER PRELIMINARY ELECTION / ELECCION PRELIMINAR SEPTEMBER 10, 2019 / 10 DE SEPTIEMBRE DE 2019 DISTRICT 1, WARDS 1 & 2 / DISTRITO 1, BARRIOS 1 & 2</p>	 <small>Kimberley A. Vanderspek, Chair Board of Election Commissioners</small>
<p>INSTRUCTIONS TO VOTERS - INSTRUCCIONES PARA LOS VOTANTES To vote for a candidate, fill in the oval ● to the right of the candidate's name. To vote for a person not on the ballot, write that person's name and residence in the blank space provided and fill in the oval. Para votar por un candidato, llene el óvalo ● a la derecha del nombre del candidato. Para votar por una persona que no aparece en la papeleta electoral, escriba el nombre y dirección de dicha persona en el espacio provisto, llene el óvalo.</p>		
<p>COUNCILOR AT LARGE CONSEJAL GENERAL</p>	<p>SCHOOL COMMITTEE MEMBER COMITÉ DE MIEMBRO ESCUELAS</p>	

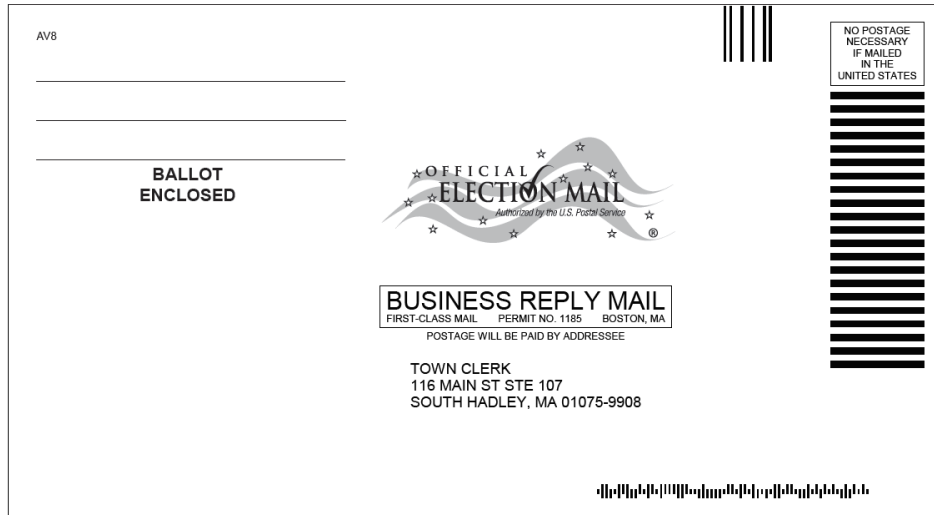
2023 Envelope Guide



(ballot kit shown above)

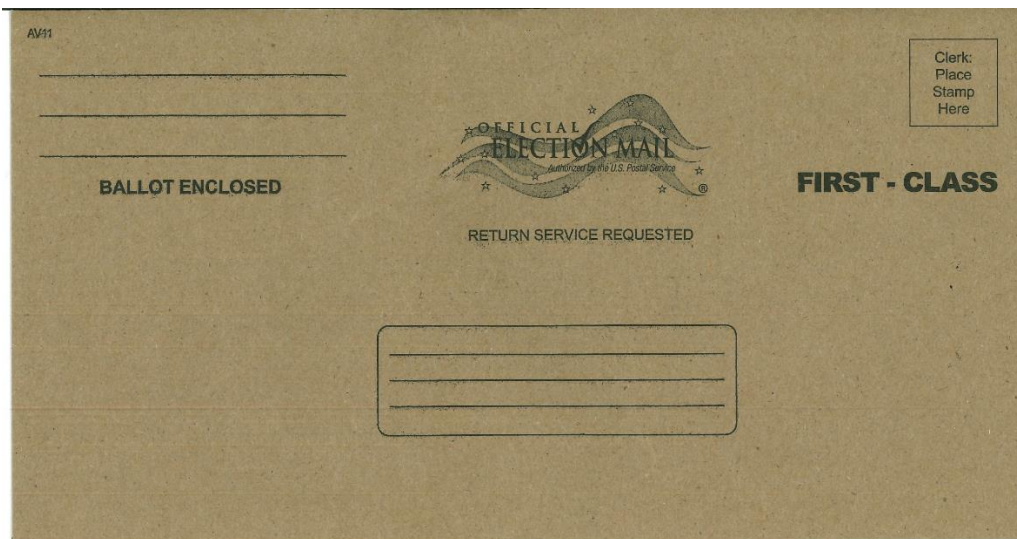
2023 AV8: the city will furnish the envelopes to the vendor (vendor must pick up at Worcester City Hall.)

AV8 size width 10 1/2" - height 5 3/4" - sample below. We can mail samples to the vendor if interested on paper weight.



2023 AV11: the city will furnish the envelopes to the vendor (vendor must pick up at Worcester City Hall.)

The AV11 is used by election officials to mail absentee ballots to domestic EV/AV voters. This is the outer-most envelope of kitted ballots which includes the AV8, a ballot and instruction sheet. size width 11 1/2" - height 6 1/4" - sample below. We can mail samples to the vendor if interested on paper weight.



School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	EV & AV BALLOTS - INSTRUCTIONS - In person	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 1 (School A and C.C. District 1)	Used for the Ballots kit- provided by the city	EV & AV Ballots KITS	Instructions for marking ballots	Specimen Ballots
A	1	1	1					1) EV11 Mailing envelope (provided by the city)	English and Spanish	
A	1	1	2					2) EV & Return ballot envelope (provided by the city)		
A	1	1	3					3) Voter Instructions		
A	1	1	5					4) Ballot		
A	1	2	6							
A	1	2	1							
A	1	2	2							
A	1	2	3							
A	1	2	6							
				10,000	3,000	1,000	3,000	3,000	65 English / 45 Spanish	65
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 2 (School A and C.C. District 2)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
A	2	3	3							
				800	200	100	300	300	15 each language	5
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 3 (School B and C.C. District 1)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
B	1	2	5							
B	1	2	5							
B	1	2	6A							
				1,500	400	100	800	800	15 each language	15
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 4 (School B and C.C. District 2)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
B	2	3	1							
B	2	3	2							
B	2	3	4							
B	2	3	6							
B	2	3	3A							
B	2	3	5A							
B	2	4	2B							
				3,500	400	100	7,000	7,000	35 each language	35
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 5 (School B and C.C. District 4)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
B	4	10	2							
B	4	10	3							
B	4	10	6A							
				1,500	200	100	800	800	15 each language	15
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 6 (School C and C.C. District 2)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
C	2	3	5							
C	2	4	2							
C	2	4	3							
C	2	4	4							
C	2	4	5							
C	2	4	6							
C	2	4	2A							
				5,000	600	200	12,000	12,000	25 each language	25
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 7 (School C and C.C. District 2)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
C	3	5	1							
C	3	5	2							
C	3	5	3							
C	3	5	4							
C	3	5	6							
				5,000	800	400	1,200	1,200	25 each language	25
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 8 (School D and C.C. District 2)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
D	2	4	1							
				400	10	10	10	10	15 each language	5
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 9 (School D and C.C. District 3)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
D	3	6	1							
D	3	6	2							
D	3	6	3							
				1,500	200	100	1,400	800	15 each language	15
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 10 (School D and C.C. District 4)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
D	4	8	1							
D	4	8	2							
D	4	8	4							
D	4	8	6							
D	4	10	5							
D	4	10	6							
				4,000	300	100	500	500	20 each language	20
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 11 (School E and C.C. District 3)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
E	3	6	5							
E	3	6	4							
E	3	6	5							
E	3	6	6							
				4,000	400	200	800	600	20 each language	20
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 12 (School E and C.C. District 4)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
E	4	8	5							
				600	100	50	100	100	15 each language	5
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 13 (School E and C.C. District 5)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
E	5	7	2							
E	5	7	3							
E	5	7	4							
E	5	7	5							
E	5	7	6							
E	5	7	6A							
				5,000	800	200	1,200	1,200	30 each language	30
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 14 (School F and C.C. District 1)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
F	1	1	4							
				1,500	400	200	400	400	15 each language	5
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 15 (School F and C.C. District 4)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
F	4	8	3							
F	4	10	1							
F	4	10	4							
				1,000	150	100	200	200	15 each language	15
School	C.C. District	Ward	Precinct	Election Day Ballots	EV & AV IN PERSON BALLOTS	Ballot Style 16 (School F and C.C. District 5)	Envelopes Provided by the City AV 11 & AV8	EV & AV Ballots KITS - Envelopes, Instructions, Ballots	Instructions for marking ballots	Specimen Ballots
F	5	9	1							
F	5	9	2							
F	5	9	3							
F	5	9	4							
F	5	9	5							
F	5	9	6							
				10,000	4,000	1,000	3,000	3,000	35 each language	35
Total Quantity 09/05/2023				55500	12100	4100	20450	20450	710	355
Total Quantity 11/07/2023				55500	12100	4100	20450	20450	710	355
				Printed by the Vendor	Printed by the Vendor	Printed by the Vendor	Provided by the City EV 11 & EV8	Printed by the Vendor	Printed by the Vendor	Printed by the Vendor