



March 15, 2022

Procurement Technician: Toneya B. Dawson

Requisition/Purchase Order Nos.: 956185

Vendor Name: Fort Orange Press

Purchase Amount: \$220,515.75

Emergency Request Recommendation – Absentee Vote - by - Mail Packets

On March 15, 2022, Purchasing and Contracting received an emergency request from Voter's Registration requesting to purchase Vote-by-Mail Packets from Fort Orange Press.

Voter's Registration is requesting the Department of Purchasing and Contracting to expedite this emergency purchase, due to needing to get the voters packets out by the deadline of April 25th, 2022. Given the legal requirements and the public interest in voting, the standardized processing and mailing of absentee ballots is needed to mitigate potential delays in citizens' receipt of election packets.

Therefore, I recommend approval to purchase the Absentee Vote-by-Mail packets from Fort Orange Press in the amount of \$220,515.75. This purchase will ensure that all Absentee Vote-by-Mail packets are delivered by the April 25th.



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Voter Registration & Elections
 Department Contact Person: Vanita Stokes Telephone: 404-298-4022
 Email: vstokes@dekalbcountyga.gov

Requisition Number: 956185 Suggested Supplier: Fort Orange Press
 Estimated Amount of Purchase: \$ 220,515.75
 Detailed Description of the Goods or Services to be purchased: _____
Fort Orange Press has been determined to be the vendor able to deliver VRE's Absentee Vote-by-Mail packets by April 25th deadline

Emergency (For Emergency Requests, Please check this box and answer all questions below.)

1. Date and Time of Emergency Occurrence: 3/8/2022

2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:

Given our legal requirements and the public interest in voting, the standardized processing and mailing of absentee ballots is needed to mitigate potential delays in citizens' receipt of election packets.

3. State how the Estimated Amount was determined to be Fair and Reasonable (attach supporting documentation):

Please see page #2 under additional information and supporting documents attached.

Sole Source (Please check box and answer all of the following completely.)

1. Provide an explanation why the product, service or supplier requested is the only method that can satisfy the requirements. Please explain why alternatives are unacceptable. Be specific with regard to specification, features, characteristics, requirements, capabilities and compatibility. (Attach additional documents, if necessary):

N/A

2. Will this purchase obligate us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we need more "like" items in the future to match this one?) Explain in detail.

N/A

3. Explain the impact to the County or Public if this request is not approved.

N/A

I hereby request that this non-competitive procurement request be approved for the purchase of the above stated work, material, equipment, commodity, or service.

Department Director (Typed/Printed Name): Keisha Smith Signature: [Signature] Date: 3/16/22

Do Not Write Below – for the Department of Purchasing and Contracting Use Only

Procurement Agent (Typed/Printed Name) Toneya B. Dawson Signature Toneya B. Dawson Date: 3/15/2022

Procurement Manager (Typed/Printed Name) Delois Robinson Signature Delois Robinson Date: 3/15/2022

Approved Not Approved

Signature: Cathryn Horner Director, Department of Purchasing and Contracting Date: 3/16/22
P&C Rev. 12/13/2018

Print Form

(Additional information, attach pages if required):

3. Based on the time constraints associated with this project, comparisons have been studied, and it has been determined that this vendor meets or exceeds requirements as outlined from an efficiency & cost effective standpoint.



11 Sand Creek Road
Albany, New York 12205
518.489.3233 · 800.777.3233

fortorangepress.com

March 1, 2022

Director Keisha L. Smith
DeKalb County Board of Voter Registration and Elections
4380 Memorial Drive, Ste. 300
Decatur, GA 30032

Dear Director Smith:

Fort Orange Press is pleased to provide the DeKalb County Board of Voter Registration and Elections with the following proposal for your 2022 **Absentee Vote by Mail Packets**.

Election	Description	Ballot Size	Single or Double Sided	Loose or Stitched	Quantity	Unit Price	Extended Price
May Primary	Price for Absentee Vote by Mail Packet: Includes 3 Envelope Set, 1 Ballot and 1 Insert (Postage Not Included)	18"	Double	N/A	20,907	\$2.25	\$47,040.75
June Runoff	Price for Absentee Vote by Mail Packet: Includes 3 Envelope Set, 1 Ballot and 1 Insert (Postage Not Included)	11"	Single	N/A	3,818	\$2.25	\$8,590.50
Total:							\$55,631.25

Grand Total for Absentee Vote by Mail Packets (not including per election set up fee):
\$55,631.25

- Mail list data file set up fee per election: \$2,750.00
- All Ballots will be produced on Sub 80lb Dominion ImageCast VoteSecure IR security ballot paper.
- Pricing is effective through December 31, 2022 and based on the current paper market price index which is subject to change based on market conditions.

Please do not hesitate to contact me should you have any questions.

Thank you for considering Fort Orange Press!

Sincerely,

Fort Orange Press, Inc.

Kristi Royston, CERA
Client Service Representative

Accepted By: _____

Name/Title: _____

Date: _____



11 Sand Creek Road
Albany, New York 12205
518.489.3233 · 800.777.3233

fortorange.com

March 1, 2022

Director Keisha L. Smith
DeKalb County Board of Voter Registration and Elections
4380 Memorial Drive, Ste 300
Decatur, GA 30032

Dear Director Smith:

Fort Orange Press is pleased to provide the DeKalb County Board of Voter Registration and Elections with the following proposal for your 2022 Absentee Vote by Mail Packets.

Election	Description	Ballot Size	Single or Double Sided	Loose or Stitched	Quantity	Unit Price	Extended Price
November General	Price for Absentee Vote by Mail Packet: Includes 3 Envelope Set, 1 Ballot and 1 Insert (Postage Not Included)	18"	Double	N/A	52,051	\$2.25	\$117,114.75
December Runoff	Price for Absentee Vote by Mail Packet: Includes 3 Envelope Set, 1 Ballot and 1 Insert (Postage Not Included)	11"	Single	N/A	21,231	\$2.25	\$47,769.75
Total:							\$164,884.50

**Grand Total for Absentee Vote by Mail Packets (not including per election set up fee):
\$164,884.50**

- Mail list data file set up fee per election: \$2,750.00
- All Ballots will be produced on Sub 80lb Dominion ImageCast VoteSecure IR security ballot paper.
- Pricing is effective through December 31, 2022 and based on the current paper market price index which is subject to change based on market conditions.

Please do not hesitate to contact me should you have any questions.

Thank you for considering Fort Orange Press!

Sincerely,

Fort Orange Press, Inc.

Kristi Royston, CERA
Client Service Representative

Accepted By: _____

Name/Title: _____

Date: _____









Emergency Request - Fort Orange Press (VR)

Final Audit Report

2022-03-16

Created:	2022-03-15
By:	Toneya Dawson (tbdawson@dekalbcountyga.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAARHigsX8FaHQZN2Ov8XzoyD25JYM_rMLd

"Emergency Request - Fort Orange Press (VR)" History

-  Document created by Toneya Dawson (tbdawson@dekalbcountyga.gov)
2022-03-15 - 8:33:51 PM GMT - IP address: 204.120.180.4
-  Document emailed to Delois Robinson (drobinson@dekalbcountyga.gov) for signature
2022-03-15 - 8:35:38 PM GMT
-  Email viewed by Delois Robinson (drobinson@dekalbcountyga.gov)
2022-03-15 - 8:36:43 PM GMT - IP address: 104.47.64.254
-  Document e-signed by Delois Robinson (drobinson@dekalbcountyga.gov)
Signature Date: 2022-03-15 - 8:37:26 PM GMT - Time Source: server- IP address: 204.120.180.4
-  Document emailed to Cathryn Horner (cghorner@dekalbcountyga.gov) for signature
2022-03-15 - 8:37:29 PM GMT
-  Email viewed by Cathryn Horner (cghorner@dekalbcountyga.gov)
2022-03-16 - 1:19:35 PM GMT - IP address: 104.47.65.254
-  Document e-signed by Cathryn Horner (cghorner@dekalbcountyga.gov)
Signature Date: 2022-03-16 - 1:21:26 PM GMT - Time Source: server- IP address: 204.120.180.4
-  Agreement completed.
2022-03-16 - 1:21:26 PM GMT