



UINTAH COUNTY REQUEST FOR PROPOSAL

Uintah County Clerk-Auditor
147 East Main
Vernal Utah 84078
(435)789-5361

Uintah County hereby makes notice of intent to solicit bids for By Mail Election Services. Bids are to be in accordance with and in agreement to the attached Bid Specifications.

Sealed Bids must be clearly labeled “By Mail Election Services” and submitted to the Uintah County Clerk-Auditor at 147 East Main, Vernal Utah no later than 5:00 pm on Friday February 2, 2018. Bids received by this deadline will be opened, but not necessarily awarded at the regularly scheduled County Commission meeting, Monday February 5, 2018 at 11:00 am.

Uintah County reserves the right to accept or reject any or all bids if the bid is not deemed most advantageous to the County.

Uintah County will not be held responsible for verbal statements or representations made by County personnel regarding the price quotation, nor for any assumptions or conclusions reached by a prospective vendor as a result of such communications. No verbal communications will supersede these written specifications.

For more information please contact Tai Duncan at: (435)781-5360.

Uintah County Commission

Michael W. Wilkins, Clerk-Auditor

William Stringer

Name of Vendor (Type or Print)

Duane Shepherd

Signature of Vendor

Brad Horrocks



BY MAIL ELECTION SERVICES NEEDED

Envelopes

Return and outside envelopes shall be overprinted with the voter's information in a format to be specified by the County. Such information could include, but not limited to: name, address, precinct, voter ID and barcode, ballot type and/or number, and date of election. The County currently uses a 3 of 9 barcode. The barcode shall be able to be read by a scanner to expedite the County's incoming process. The use of the USPS IMB barcode for the outgoing mailing is also required. Outside envelopes must be able to fit a ballot, return envelope and any informational inserts. Return Envelope must have a place for the voter to sign and this signature must be covered; similar to previously used envelopes. Exact envelope design to be agreed upon between County and Vendor.

Ballots and Printing

The County could be mailing between 5000 and 15,000 ballots per Election; two elections in 2018. Additional ballots will be needed to create a Test Deck to test the counting equipment. Printing of Ballots must meet all specifications listed in attached ES&S ballot specification guide and State Code requirements, 20A-6. For example: Color, both sides, tri-fold creases, legal and letter options, cardstock thickness, ballot stubb....etc.

VBM Packet Piece Matching

Vendor shall have in place acceptable safeguards within its ballot package assembly and mailing processes to ensure the correct ballot, return envelope, and instructions are packaged together for each voter. These may include overprinting a unique identifier barcode for each voter provided that the barcode is printed on the detachable stub of the ballot cards and nowhere else on the ballot cards. Vendor shall also demonstrate an adequate system for identifying, tracking, and resolving exceptions that arise during the assembly and mailing process, such as mismatched ballot packets or damaged/spoiled packages.

Mailing

Vendor shall coordinate with the USPS for mail verification, acceptance, and entry. Vendor shall comply with postal regulations to attain the best not for profit postage rates and fastest processing available. The County may provide its own permit numbers for Vendor's use.



Ballot Production Guide for EVS

Printing Guidelines for ES&S Electionware Ballots

Election Systems & Software, LLC
Manual Version 2.3. Released: April 22, 2016
BPG_2'3_SOP

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United States Election Assistance Commission Notification for Approved Voting Systems

In accordance with the United States Election Assistance Commission (EAC) Testing and Certification Program Manual, Version 2.0, ES&S hereby notifies the purchaser that any changes or modifications to an EAC approved voting system which have not been tested and certified by the EAC will void the EAC certification for such EAC approved voting system.

Document Distribution

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Chapter 1: Introduction to the Ballot Production Guide

The ES&S Ballot Production Guide provides specific instructions for printing EVS Electionware ballots. Printers use the specifications in this manual to set up, print, and proof election ballots.

If using a non-ES&S printer, please direct any questions or concerns to that particular printer, as ES&S cannot provide support for non-ES&S associated printers. The non-ES&S associated ballot printer (and the jurisdiction requesting the ballots) should maintain a database of the ballot printing laws and regulations for the state where the ballots are being printed. By maintaining such a database, the ballot design and order specifics can be checked against it to ensure compliance prior to the printing of ballots, thus ensuring their legality.

Note



The ES&S Ballot Production Guide is an internal document that includes ballot specifications for all ES&S voting system products and software.

1.1 Contact ES&S for Technical Support

This guide provides assistance in printing ES&S ballots. However, if you need additional assistance, or if a processing issue or system error occurs, ES&S technical support staff can provide advice and help you resolve the situation.

Support representatives are available Monday through Friday, between 8:00 A.M. and 5:00 P.M. Central time.

Telephone:	877-377-8683 (USA & Canada) 402-593-0101 (International) (Select option #6)
Fax:	402-970-1285
Write:	Election Systems & Software 11208 John Galt Blvd. Omaha, NE 68137 USA
Email:	printservices@essvote.com

ES&S's support services are subject to ES&S's prices, terms and conditions in place at the time the service is used.

1.2 Warnings

- Allow sufficient printing time to dry ballots without the use of wax or offset powder.
 - Keep use of offset powder to a minimum, as finished documents dry rapidly.
 - Do not use cornstarch to thicken ink and add to the grain of documents.
- Toner processing, heat transfer or other pressure fusing techniques to print ballots must have prior approval from ES&S.
- Do not spray wax onto printed documents to prevent offsets during drying. Wax adds to the caliper (thickness) of the ballot stock and interferes with the application of a second color or additional ink to the ballot.
- Do not shift the voting tracks or change the orientation of the tracks with improperly produced ballot art or incorrectly cut ballots.

Chapter 2: Scanners and Ballots

2.1 Digital Ballot Scanners

ES&S digital scanners use scanning technology similar to that of a copying machine to create two scanned images of the front and back of the ballot at the same time. These digital images are then processed by ES&S's image processing software, which creates a cast vote record (CVR). The CVR contains data from the front and back of the ballot and lists all vote selections made on the ballot. At the time of poll closing or data export, the CVRs are totaled to create aggregate results for that ballot scanning device. Results from individual scanning devices can be combined using ES&S's Election Reporting Manager (ERM) software.

ES&S supports central count voting systems and precinct count systems.

2.1.1 Central Count Systems

Jurisdictions with central count systems generally collect ballots at multiple polling places and transport them back to election headquarters for scanning after the polls close. During the voting process, the scanners record votes from each ballot and add results to an internal results total. The results are then loaded into ERM. ERM consolidates the voting totals into final election reports.

2.1.2 Precinct Count Systems

Jurisdictions that use precinct count systems record election results at individual polling places as voters cast ballots. Voters place their ballots directly into precinct scanners such as the DS200. The scanners record votes from each ballot and add the data to an internal results total. At the end of the day, election workers load ballot data from the precinct scanners into ERM from memory devices such as flash drives, or over the Internet. ERM combines results from all of the precinct scanners in a jurisdiction to produce final election reports.

2.2 Electionware Paper Ballot

Electionware ballots are one or two-sided.

Machine-readable components are areas of the ballot that scanners recognize to record marks. Each ballot has four machine-readable components:

Voter Targets (Ovals) – A voting target is an oval that appears next to each candidate name (or referendum response). Voting targets are marked by the voter to indicate selection. Properly printed voting targets are invisible to optical sensors. Place ballot text, tint, or ruling lines no closer than 0.20 inches (0.508 cm) from the oval voting mark. The oval line thickness is configured in Electionware. This value must be within the range of 0.004 inches to 0.006 inches. Measure the printed oval line to verify proper thickness.

Check Marks – Check marks are black squares in the horizontal rows of 24 across the short edges of the ballot. Each check mark represents a potential column on the ballot, enabling the user to size the columns according to need (e.g., 3 columns (8 check mark wide), 4 columns (6 check mark wide), etc.).

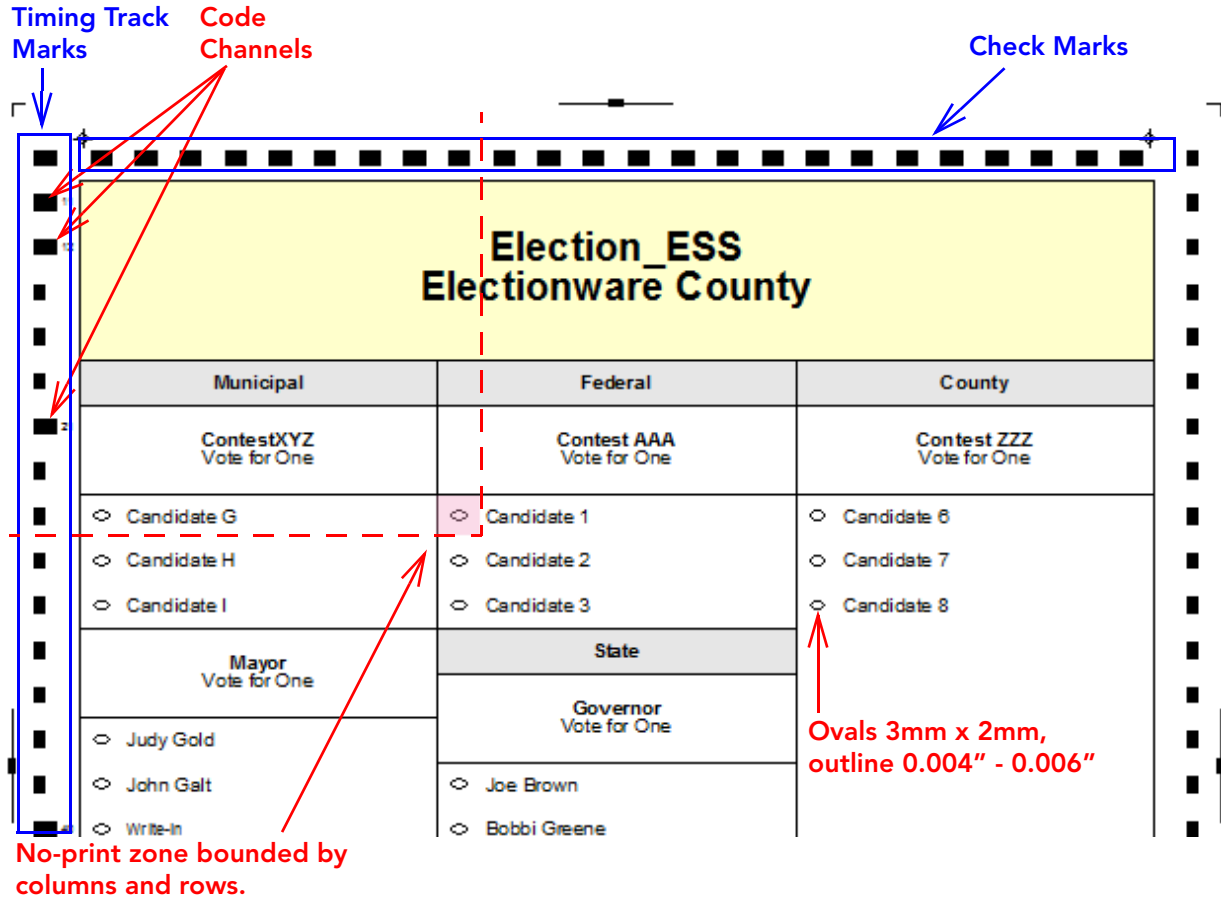
Timing Track – The timing tracks are the vertical columns of black squares on the long edges of the ballot. Each timing track mark represents a row. Each ballot can contain up to 91 rows, depending on the ballot length.

Code Channels – The code channel is an extension of the left timing track on the front of the ballot. The scanner reads the code channel to identify the precinct, split, and style of the ballot.

2.2.1 Timing Track and Check Mark Alignment

The timing track marks and check marks create a virtual grid over the ballot. Each voting target position on the ballot is aligned within the intersection of a row and column.

The scanner uses the timing tracks to compensate for any image distortion and accurately locate the voting targets.



Electionware Paper Ballot

2.2.2 Timing Track Mark Spacing

The timing track mark spacing (also referred to as density) varies according to ballot length and number of voting targets per inch, allowing for different row counts for each size. When checking the ballot, be sure to use the correct overlay for ballot size and timing track mark spacing.

Table 2-1: Column Widths According to Ballot Length & Ovals/Inch

Length	5mm 0.20" (5 ovals per inch)	6.5mm 0.26" (3 ovals per inch)	8mm 0.31" (3 ovals per inch)
11"	50	38	N/A
14"	65	50	41
17"	81	62	50
19"	91	70	56

Chapter 3: Ballot Paper

3.1 ES&S CountRight Ballot Stock

ES&S CountRight™ Ballot Stock has been specially engineered to run on ES&S tabulators and meets all ES&S specifications for the ES&S tabulators.

Important



The use of CountRight Ballot Stock is highly recommended when printing for ES&S equipment.

As the manufacturer of the scanning equipment, ES&S understands the critical synergy required between the ballot paper, the ink on the paper, and the tabulator logic. As a result, CountRight Ballot Stock was designed with specific consideration regarding the following measurements:

Caliper – Thickness of the paper

Opacity – Amount of light absorbed vs. reflected by the paper

Brightness – Reflectance of the paper when measured under a calibrated wave of light

Smoothness – Measurement of surface “roughness” of the paper

Basis Weight – Mass (expressed as weight) per number of sheets

ES&S tabulators are designed to use digital CountRight Ballot Stock, which is blank with no pre-printing for the DS200, DS450, and DS850.

3.1.1 Ordering CountRight Ballot Stock

When ordering stock, it is critical to tell ES&S what type of tabulator(s) you are using in order to ensure that correct stock is ordered. CountRight is available from two sources:

- As the only authorized distributor of CountRight, Veritiv offers parent sheets and rolls in several sizes and formats.
- ES&S stocks and markets CountRight Ballot Stock in several sizes and formats.

Contact ES&S Customer Service at 1-877-377-8683 with any questions or orders. Allow four weeks for delivery.

3.1.2 CountRight Specifications

Table 3-1: Ballot Specifications

Grain Direction on Finished Ballot	Long
Basis Weight	80# text weight (36.2874 kg)
Thickness	0.0061 in. (0.015494 cm)
Smoothness	130 Sheffields
Moisture	5.5 percent
Opacity	97.0
Brightness	92 to 94
PPI	338

Table 3-2: Tolerances

Band Width	8.5 in. (+.027, -.02)
Ballot Length	11, 14, 17, 19 in. (+/- 0.03)
Ink Density	1.15 to 1.25 wet ink density; 1.10 to 1.15 dry ink density
Oval Thickness	The printed oval line thickness must be within the range of 0.004 inches to 0.006 inches.

Important



The DS200, DS450, and DS850 can accommodate ExpressVote activation cards.

The DS200, DS450, and DS850 cannot read colored ballot stock.

Avoid using adhesive stickers or labels and avoid embossing or embellishing when printing ballots. Any technique that changes the caliper of the ballot stock will cause read errors during scanning.

3.2 Color Strip Identification

To assist with correct ballot distribution at the polling place, ES&S ballots can use a color strip instead of full color tinting.

3.2.1 Color Strip Specifications

The strip can be any color and darkness, as it is placed on a part of the ballot that the scanner does not read, and can be horizontal or vertical.



Note Text or ballot art can appear within the color strip. However, because the scanned image will be black and white, the strip may appear black, rendering dark text unreadable. Check with your jurisdiction to see if white text can be used against a particular color strip.

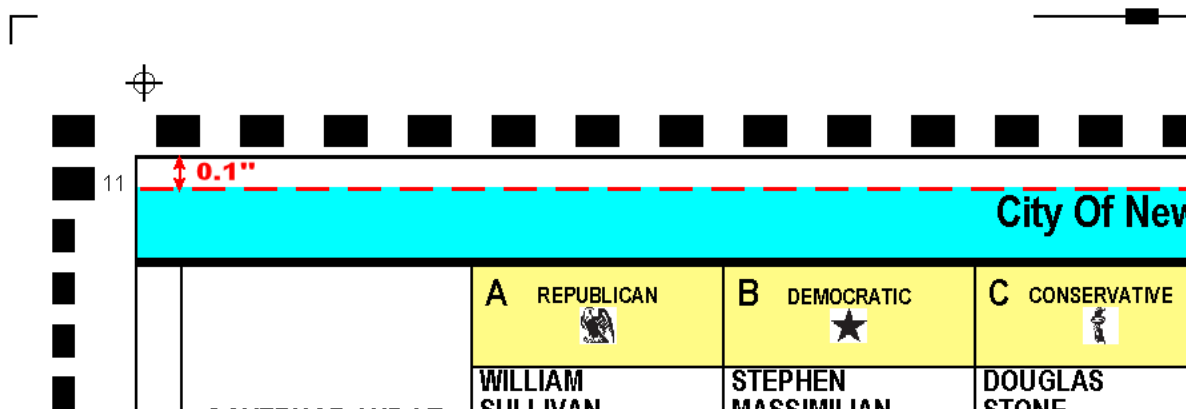
These specifications are valid for any ballot length for the ES&S AutoMARK.

3.2.2 Horizontal Color Strip

The color strip can be flush with the vertical borders of the inner frame, along the long edge of the ballot. The strip must be 0.10 inch from the horizontal borders of the inner frame, along the short edge of the ballot.

The maximum width of the horizontal strip cannot exceed the width of the inner frame.

The height of the strip is limited by the fact that the strip is considered ballot art, and must be 0.20 inch away from the nearest voting target.

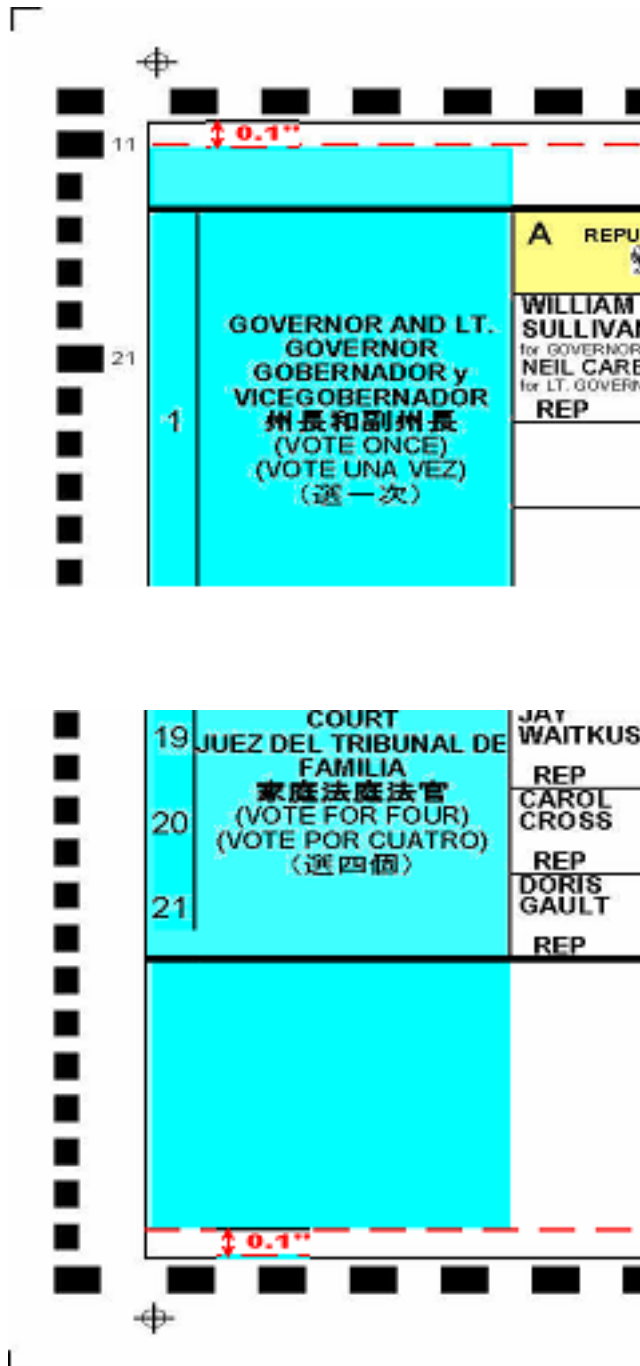


Example of horizontal color strip layout

3.2.3 Vertical Color Strip

The color strip can be flush with the vertical borders of the inner frame, along the long edge of the ballot. The strip must be 0.10 inch from the horizontal borders of the inner frame, along the short edge of the ballot. This requirement restricts the maximum height of the strip.

The width of the strip is limited by the fact that the strip is considered ballot art, and must be 0.20 inch away from the nearest voting target.



3.2.4 Color Rendering

Because the DS200, DS450, and DS850 scanners render images in black and white (no gray), the color strip will be rendered as either black or white.

Refer to the color chart and table on the following pages when selecting color for use on the ballot.

Note



This table is provided as a reference only. Colors may be rendered differently depending on different parameters, including ink (dye quality) and printer manufacturer.

Color Scan Test Ballot

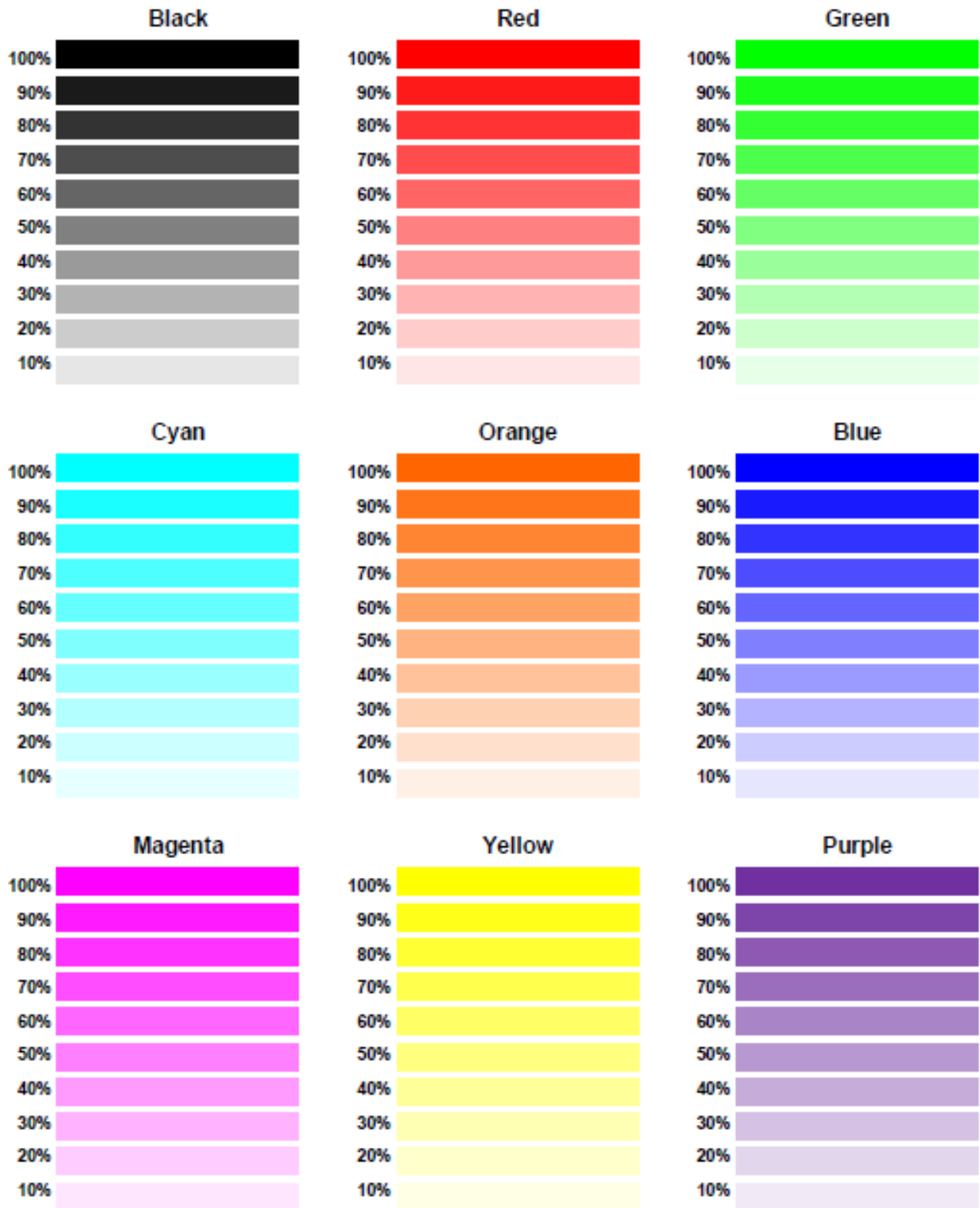


Table 3-3: Ballot Layout Color Guidelines^a

Color	Threshold for White	Threshold for Black
Black	< 30%	> 40%
Red	< 30%	> 40%
Green	< 50%	*
Cyan	< 50%	*
Orange	< 35%	> 50%
Blue	< 30%	> 40%
Magenta	< 30%	> 40%
Yellow	< 50%	*
Purple	< 40%	> 55%

a. Colors with an asterisk (*) are usually rendered as white by the DS200 due to the green light it uses for scanning.

3.3 ExpressVote Card Stock

The ExpressVote[®] uses specially manufactured thermal paper to record printed images such as bar codes and contest selections. The unit's thermal printer selectively heats the paper on one side to activate the dye(s) in the paper. The paper stock is processed to prevent moisture from causing the paper to curl.

Approved grades are PTI's "PTI 351 14N," and Appleton's "Resiste 800-5.3."

ExpressVote card stock is only available from ES&S. Contact ES&S Customer Service at 1-877-377-8683 with any questions or orders. Allow four weeks for delivery.

ExpressVote paper specifications are provided in the table below and illustrated on the following pages.

Table 3-4: ExpressVote Paper Specifications

Type	Thermal heat-sensitive paper
Color	White
Thickness	134 Microns \pm 6 Microns (0.005275" \pm 0.000236")
Lengths Available	11, 14, 17, and 19-inches \pm 0.015" tolerance for all lengths
Width Available	4.260 \pm 0.015" tolerance for all paper lengths
Die-cut Corner	0.750 \pm 0.015" tolerance on two sides (see the figures on the following pages)

3.3.1 Storage and Shelf Life Recommendations

Shelf Life – Store ExpressVote thermal card stock in a dark place at a relative humidity between 45% and 65% and a temperature below 77°F (25°C). Adhering to these recommendations will ensure satisfactory performance for at least three years from the date of manufacture.

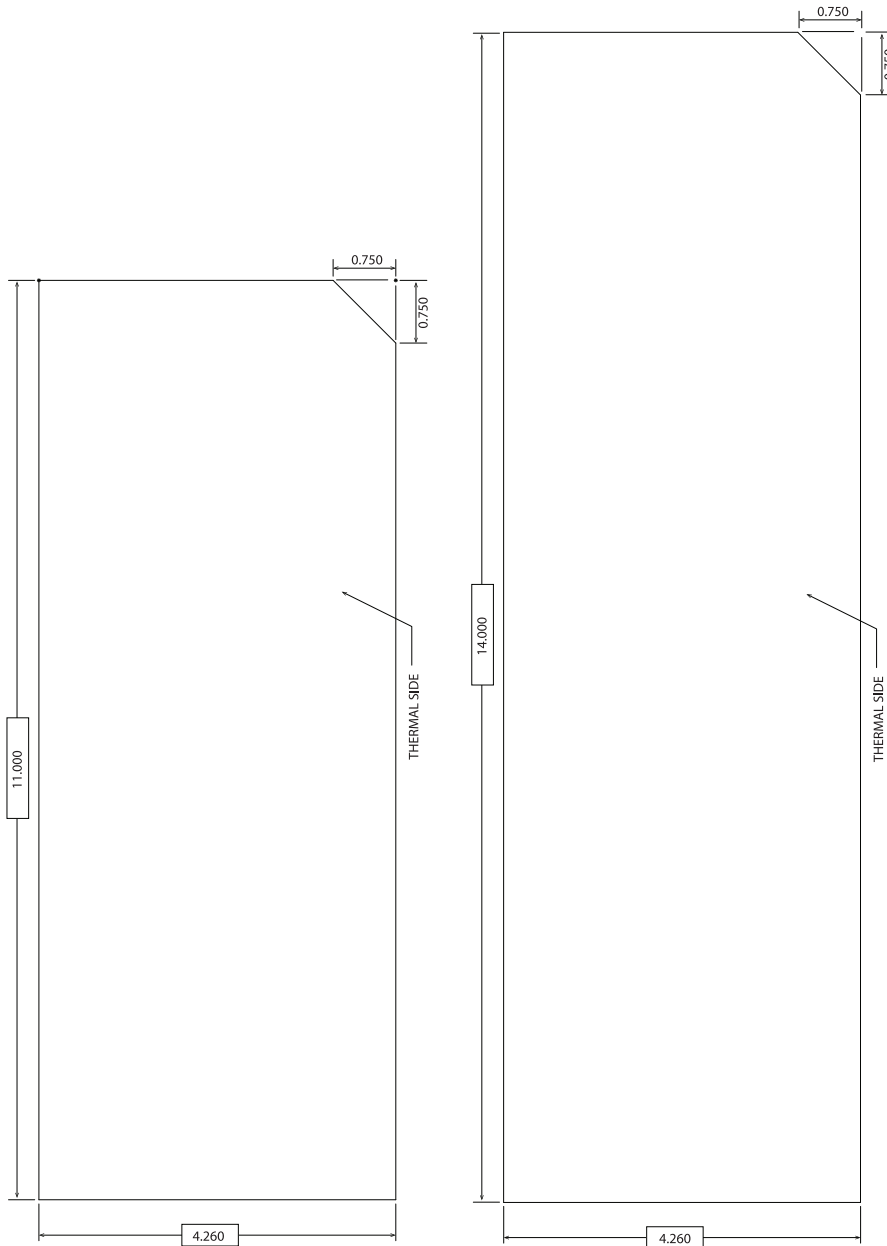
Image Life – Once an ExpressVote vote summary card has been imaged, the image is expected to remain completely legible for at least seven years, assuming the documents are properly stored with compatible materials under normal filing conditions, with a relative humidity between 45% and 65%, as well as a temperature below 77°F (25°C).

After seven years, the image may begin to deteriorate. After twenty years, the image may no longer be visible.

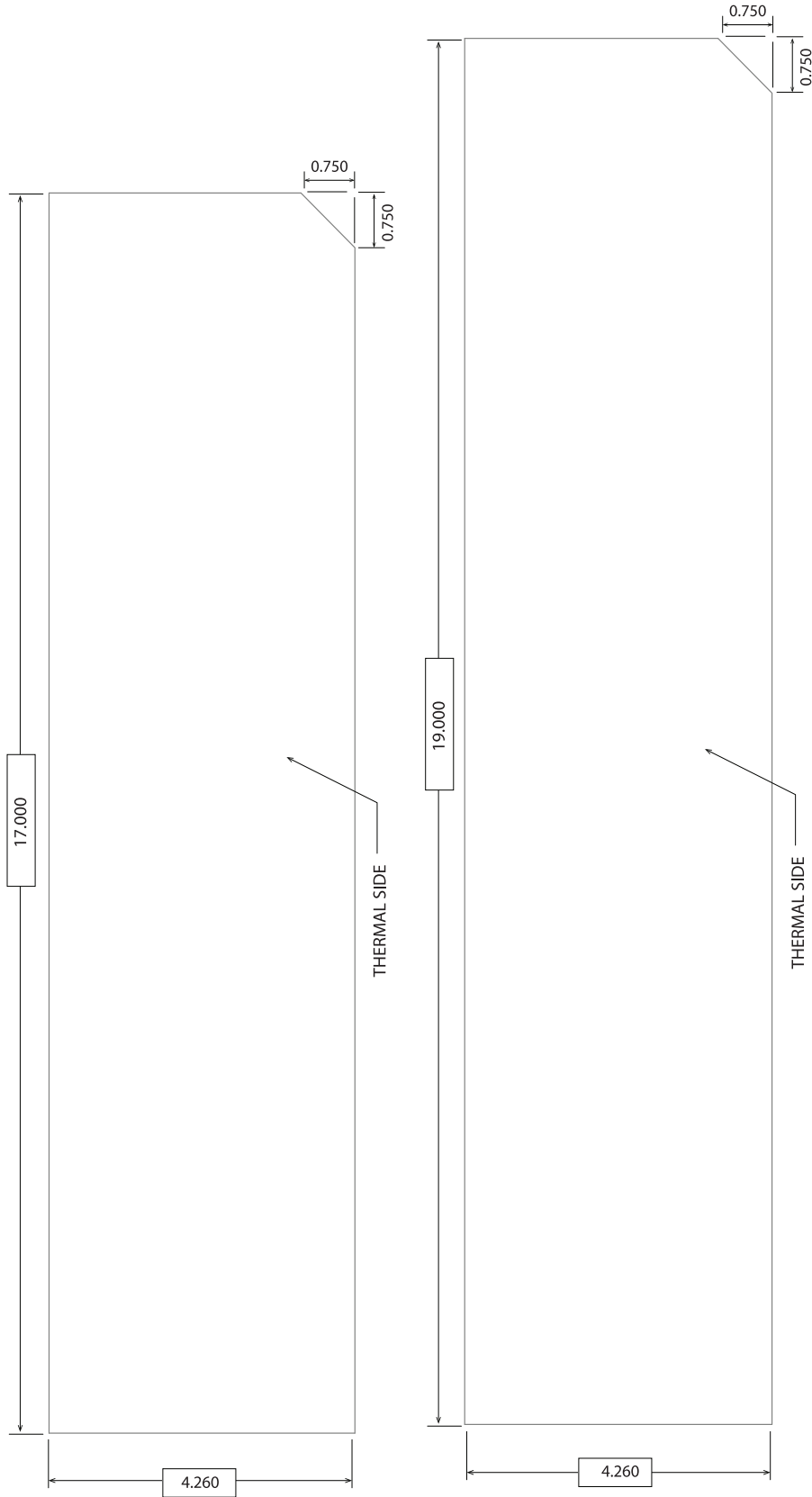
Caution



Exposure to heat renders the card stock black and unusable.



ExpressVote thermal paper stock: 11 inch & 14 inch



ExpressVote thermal paper stock: 17 inch & 19 inch

Chapter 4: Offset Production

4.1 Ballot Ink for Offset Production

Print all of the machine-readable components with high quality, commercially available black ink (extra or double-black) and note the following guidelines:

- Use inks with high tack.
- Only use readable black ink to print ballot components.
- Make sure that all offset is solid and dense without voids, breakthroughs, dirt, foreign particles, white hickies in the timing track, or gray lines.
- Print with a minimum density of 0.95 and a maximum density of 1.50. Test at the press using a densitometer.
- For best results, use a density of 1.15.
- Do not use powder or varnish.
- Do not smear, smudge, or spray the ink when handling the ballots.
- Do not print text in the active voting tracks.

4.2 Offset Pre-Press Preparation

Before going to press, use the instructions that follow to prepare the ballot layout for mass printing.

In offset printing, use diazo-coated aluminum or high quality vinyl plates to preserve the integrity of the film image. (Paper plates do not maintain the side-to-side dimensions of the ballot image.)

1. Image the PDF file to film negatives or direct to plate at 100%. A PDF file can vary as much as 0.5%, depending upon how the software is handled by the output devices. Overlays are required due to the potential for variation.
2. Use the registration overlays obtained from ES&S to verify that the PDF is sized correctly, that all machine-readable components are aligned, and that all cut marks and score marks appear on the ballot.
3. Inspect the ballot for accuracy with master registration overlays, hard copy laser prints (if one is sent) and a visual inspection of the document image. Check the ballot for wrapping, overprinting, dropping lines, text outside the text areas, or other signs of a corrupt file.

Note



Contact ES&S Print Services to obtain the registration overlays, or for additional assistance.

4.3 Prepare Ballot Stock

Only use ES&S CountRight Ballot Stock and ballot ink that adheres to the specifications in this manual. Refer to [Chapter 3: Ballot Paper](#) for paper stock specifications. Refer to [4.1 Ballot Ink for Offset Production](#) for ballot ink specifications.

Square the stock before sending it to the press.

4.3.1 Offset Preparation, Printing, and Proofing

1. Print 150 make-ready sheets and cut to the final size. Check the following:
 - Ballots are square.
 - Front-to-Back registration is accurate by holding ballot to the light.
 - Width is accurate by using a Go/No-Go Gauge.
 - Any visible spots or scratches on the ballot or printing plate.

Note



Contact ES&S Print Services to obtain the correct Go/No-Go Gauge.

2. Turn the ballot over and do the tests again on the back of the ballot. If all four tests on each side fall within tolerances, the scanner will be able to read the ballot.
3. After performing registration checks, print and inspect the ballots. Allow the ballots to dry.
4. For every 500 sheets printed on the main production run, check the following and initial accordingly:
 - Ink density with a densitometer.
 - Overall print quality – visible flaws, spots, or marks on the ballot or printing plate.
 - Make any corrections/adjustments necessary to the printer. Reprint, and replace ballots as needed.

4.3.2 Offset Cutting

The first few sheets should be taken to the cutter immediately to determine if all is square. Stack ballots in lift sizes of 3 to 5 inches (7.62 to 12.7 cm). The weight of the ballot stock may cause offset during the drying process if placed in stacks higher than 5 inches (12.7 cm).

Note



Keep ballot stock clean before, during, and after printing. Avoid grease, water, ink splatter or spray, and dirt. Always wash hands before handling ballot stock.

4.3.3 Cutting

To ensure that ballots are the proper width, ES&S has created a Go/No-Go Gauge that will easily measure whether or not a ballot is the right width.

ES&S CountRight Ballot stock is already cut to size; however, check the ballot stock with a Go/No-Go Gauge to ensure that it is properly cut.

If printing from a roll-fed machine, check with the Go/No-Go Gauge to make sure the ballots are cut to the correct width.

4.3.4 Scoring and Folding Ballots

Scoring the ballots before folding them is *not* recommended. A folding machine should be used to expedite the process. In addition, roller pressures should be reduced to about 2 – 3X thickness of ballot stock.

Caution



Do not fold across timing marks, ovals, or arrows, as this may cause tabulation errors. Scoring followed by folding may result in the ballot separating at the score/fold line.

4.3.5 Perforating and Numbering Ballot Stubs

A ballot stub is a non-readable portion of the ballot that election workers remove at the polling place for auditing purposes. Stubs usually contain at least one identification number (such as a precinct identification number or sequence code number) and a sequentially printed number that matches the number on the ballot, used to audit ballots that have been cast. Ballots should be perforated for easy separation. Use a micro-perfing wheel to place perforations on the ballot for one 3-inch (7.62-cm) stub or two 1.5-inch (3.81-cm) stubs.

Chapter 5: Digital Printing and Packaging

When printing, use the tools listed below to check the following:

- Registration Overlay:
 - Registration
 - Ballot width
 - Ballot length
- Go/No-Go Gauge:
 - Ballot width
- Densitometer:
 - Ink/toner density
- Micro-ruler:
 - Oval line thickness

On every ballot inspected, check the following:

- Overall print quality - any visible flaws, spots or marks
- Front-to-back registration
- Proper toner/ink adhesion

Note



Contact ES&S Print Services to obtain the registration overlay and correct Go/No-Go Gauge.

Important



If any of the above measurements do not align with ES&S specifications, make any corrections / adjustments necessary to the printer, reprint and replace ballots as needed.

5.1 Preparation and Proofing

After receiving the files, all ballot sequences must be proofed to ensure that information on the ballot is correct.

5.1.1 Pre-Production

Before printing, verify that the following components on the ballot PDF match those on the ballot order form (also referred to as the BQRL), and record the results on the form:

- Correct party or ballot style
- Stub, sequential numbering, or color requests
- Scoring/folding, stapling, gluing, or any special finishing requests
- Type/sequence/split or style number

5.1.2 Overlays and Registration

A PDF can change, depending upon the software used, and although the change may not be visible (about 0.5%), it could be enough to cause read errors or ballot rejection on ES&S equipment. Use the registration overlays provided by ES&S to ensure that the ballots being produced are within ES&S specifications.

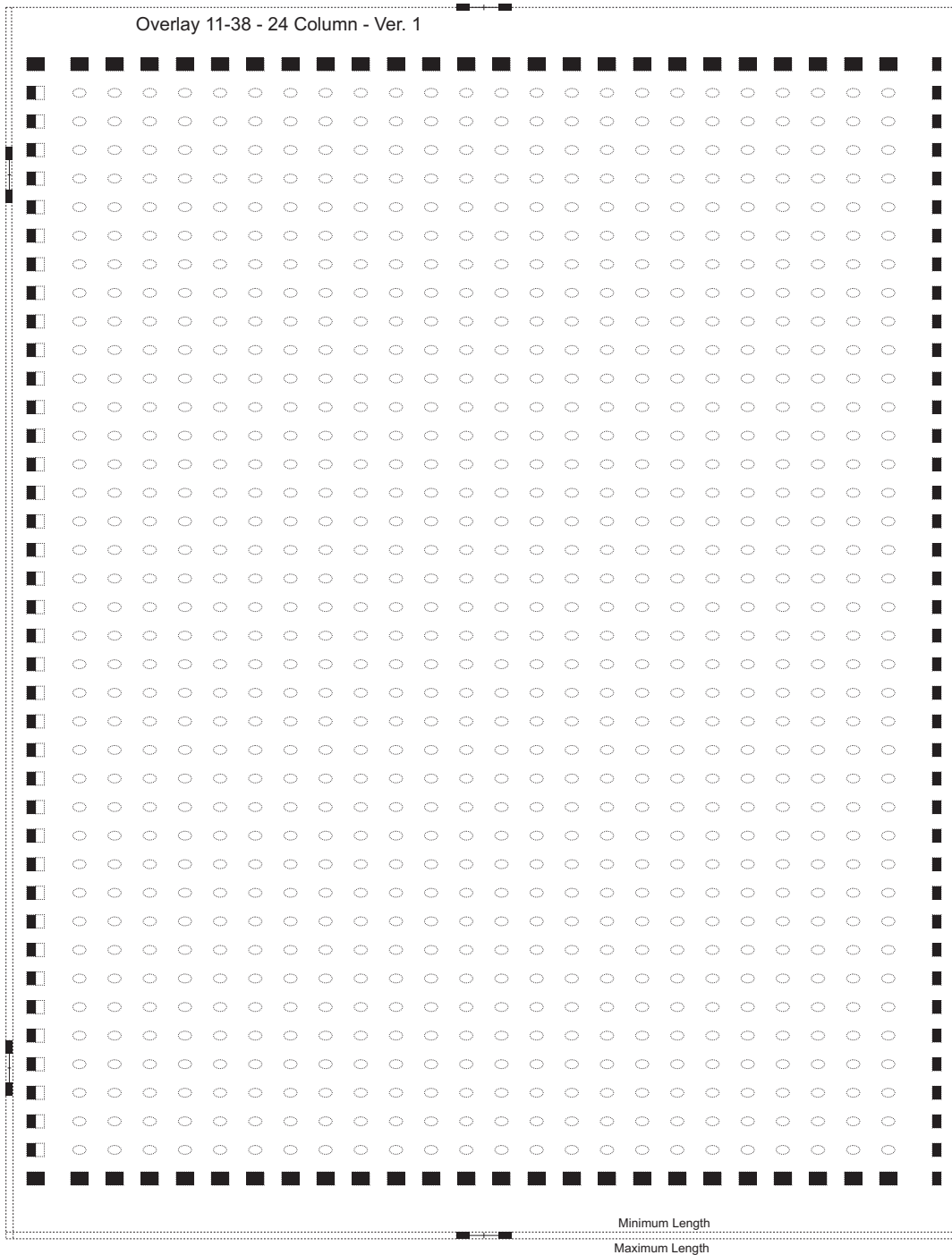
5.1.2.1 Using Registration Overlays

- Ensure that you have a “front” and a “back” overlay.
- Align the top and right edges of the ballot with the “edge of paper” lines on the overlay, and inspect the printed ovals. The ovals must be printed entirely inside the boxes. If any part of the oval is outside the box, the ballot is not within registration. The PDF or printer must be adjusted, and the ballots reprinted, until the sizing and registration are correct.
- Verify that the black check boxes at the top and bottom of the ballot, and the timing tracks and code channels along the left side of the ballot, are within the boxes printed on the overlay. The left and bottom edges of the ballot must fall between the Min. and Max. lines when the top and right edges are on the “edge of paper” line. If any part of the boxes is outside the box, the ballot is not in registration. The PDF or printer must be adjusted, and the ballots reprinted, until the sizing and registration are correct.

Note



Check front-to-back registration on the ballot by holding it up to a light. The timing track must line up evenly.



Example: EVS Registration Overlay

5.1.3 Print Inspections

For every **250** ballots run, check and initial the following:

- Check registration, width, and length using the registration overlay.
- Check front-to-back registration on the ballot by holding it up to a light. The timing track should line up evenly.
- Measure oval line thickness with the micro-ruler.
- Check overall print quality (any visible flaws, spots, or marks).

Make any necessary corrections/adjustments to the printer. Reprint and replace ballots as needed.

For every **1,000** ballots run, check and initial the following:

- Measure width using the Go/No-Go Gauge.
- Measure ink density using the densitometer.
- Check overall print quality (any visible flaws, spots, or marks).
- Check proper toner adhesion.

Make any necessary corrections/adjustments to the printer. Reprint and replace ballots as needed.

5.2 Preparation for Transport

5.2.1 Packaging

Before shrink-wrapping and shipping the ballots, perform these final tasks:

- Fan through the pages (both front and back) to visually identify any visible errors or marks. Reprint and replace ballots as necessary.
- Use chipboard when shrink-wrapping quantities of fewer than 50 ballots.
- Do not shrink-wrap quantities greater than 250.
- Include a packing list or label each ballot box to clearly indicate which ballots are in each specific box for easy customer recognition.

5.2.2 Binding and Shipping

- Bind, number, and box the ballots for shipping. If the ballots are to be glued or stitched, do so at the bottom of the ballot stub.
- Do not bind ballots at the top.
- Ship the exact number of ballots that have been requested in shrink-wrapped packaging.
- Package ballots with a backer to provide support and prevent damage.
- Ship ballots in containers large enough to hold in the ballots and strong enough to withstand damage that may occur during normal shipping and handling.
- Label the outside of the cartons "ELECTION MATERIALS" and include a shipping manifest unless directed to do otherwise.

Note



Call ES&S or the client for labels or for further assistance.

Appendix A: Revision History

Ballot Production Guide Document Version: 2.3 04/22/16	
Chapter(s)	Description
2	Corrections to column widths table
3	Added DS450 where scanners are named

Ballot Production Guide Document Version: 2.2 01/18/16	
Chapter(s)	Description
3	Listed approved grades for EV stock

Ballot Production Guide Document Version: 2.1 12/16/15	
Chapter(s)	Description
1	Updated phone/email for Print Services Clarified warnings
2	Clarified oval setting
3	Modified recommendation for CountRight stock & updated ordering information Removed webstore and copyright references Clarified image life recommendations
4	Clarified offset pre-press production steps Removed printing plate preparation Removed statements regarding frame alignment and duplex requirements Moved Squaring content to Offset... section

Ballot Production Guide Document Version: 2.1 12/16/15	
Chapter(s)	Description
5	Changed Printing to Digital Printing Added important inspection information to Overlays and Registration Clarified section on overlays & registration Removed Registration Boxes section Changed Packaging to Preparation for Transport; revised section

Ballot Production Guide Document Version: 2.0 10/26/15	
Chapter(s)	Description
All	Removed obsolete information.
2	Made terminology uniform for timing track marks/check marks, explained use of machine-readable marks, updated graphic Updated scanner information
3	Expanded information about color strips and color rendering Added EV card stock storage & shelf life recommendations
5	Rearranged chapter for ease of use Revised Preparation & Proofing according to ES&S QA checklist Added example registration overlay

↑ DO NOT REMOVE TAB ↓

Perforated Tab
would have bar code +
possibly more info.

- In the mail – post marked by the Monday before Election Day
- OR
- In person to the County Clerk Auditor's office by 8 pm on Election Day

Return your ballot:

**Michael Wilkins
 Uintah County Clerk – Auditor
 147 East Main
 Vernal, UT 84078**

**Postage
 Required
 Affix First
 Class Stamp**



**OFFICIAL BALLOT ENCLOSED
 DO NOT DELAY**

**Michael Wilkins
 Uintah County Clerk – Auditor
 147 East Main
 Vernal, UT 84078**

SAMPLE ONLY

Voter's Signature

Forgery is a crime.



IMPORTANT:
Ballots in unsigned envelopes
cannot be counted.

Perforated tab

Please sign that this is your ballot envelope.

Daytime phone number (Optional)

Email Address (Optional)

This information is used in case there is a question regarding your signature and we need to contact you. We will not share this information with third parties.

↑ DO NOT REMOVE TAB ↑

Voter Affidavit

Uintah County, Utah

By signing this envelope you are stating that you are a registered voter, this ballot belongs to you, and you voted this ballot.

You are also stating that you are not a convicted felon currently incarcerated for the commission of a felony.

Only 1 ballot per envelope.

Important!

If a candidate withdraws or is disqualified it will be listed on our website.

www.co.uintah.ut.us

www.vote.utah.gov

SAMPLE ONLY