

SUPPORT SERVICES
BOARD OF ELECTIONS
April 21, 2026

COMMITTEE MEMBERS: Gilligan, Strough, Turner, Driscoll, Strainer, Maday and Etu

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
 1. Request:
Renew contract with Fort Orange Printing
Rationale:
Continuing our relationship with a reliable vendor for all of our election printing needs as well as staying within our budget.
 2. Request:

Rationale:
- V. Discussion Items:
 - 1.
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

Quotes on all election needs from Fort Orange Press and Phoenix Graphics
Partial item quotes from Vincy's Printing and NTS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Board of Elections

DATE: April 21, 2026

- (a) Is this a Result of a Bid or Request for Proposal? **Proposal**
- (b) Purpose of Contract: **Renew contract with Fort Orange Press for all of our election printing needs.**
- (c) Name of Contractor: **Fort Orange Press**
- (d) Address of Contractor: **11 Sand Creek Road, Albany 12205**
- (e) Contractor's Contact Person and Telephone Number: **Robert Witko
(518) 489-3233**
- (f) Has or will the Contract be provided, if so, please attach: **Warren County will supply a contract**
- (g) Commencement Date of Contract: **8/5/2026**
- (h) Termination Date of Contract: **8/4/2027 with option for 3 additional 1 terms upon mutual agreement of the parties**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$34,999.00**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **upon completion of each order**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **\$34,999.00 A1450.410 Supplies****

**Sample: A.1010 470 Legislative Board – Contract Sxx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations Sxx.xx**

*as listed in budget and LOGOS

Fort Orange Press, Inc.
11 Sand Creek Road Albany, NY 12205
518-489-3233

March 30, 2026

WARREN COUNTY BOARD OF ELECTION PRICING QUOTE

Item No.	Description	Price Per Each	Estimated Quantities	Extended Price
Section I				
OPTICAL SCAN BALLOTS				
1	Up to 200,000 Ballots per election (14" or 17")	\$0.42	5,000	\$2,100.00
2	Test Ballots (No Stub)	\$0.47	1,500	\$705.00
3	Blank Ballot Stock	\$0.11	30,000	\$3,300.00
4	Pre-Marked Test Deck Ballots (14" or 17")	\$1.25	350	\$437.50
Section II				
MISCELLANEOUS ELECTION SUPPLIES				
5	Election Day Poling Site Posters (2 Per Polling Site)	\$10.50	146	\$1,533.00
6	Absentee/ Civilian Ballot Application 8 1/2" x 14" prints 2 sides	\$0.15	1,000	\$150.00
7	Absentee Election Oath Envelopes-#11 Prints 2 sides	\$0.29	2,000	\$580.00
8	Affidavit Envelopes-Envelope measures 10"x15" Prints 2 sides	\$0.57	550	\$313.50
Miscellaneous Election Supplies (cont'd)				
9	Military Ballot Envelopes-#11 Envelope: Print 2/2, + 1 spot color	\$0.45	400	\$180.00
10	Military Ballot Envelopes-#12 Envelope: Print 1/1, + 1 spot color	\$0.61	400	\$244.00
11	Military Ballot Envelope-#14 Envelope: Print 2/2, 1 spot color	\$0.64	400	\$256.00
12	BOE Return Envelopes-#10 Envelope: Print 1/1, 1 spot color	\$0.27	5,000	\$1,350.00
13	Absentee Ballot Envelope-#12 Envelope: Print 1/1, 1 spot color	\$0.35	2,000	\$700.00
14	Absentee Ballot Envelope-#14 Envelope: Print 1/1, 1 spot color	\$0.39	2,000	\$780.00

Warren Co Board of Elections
2026 APR 1 AM 9:29

Fort Orange Press, Inc.
 11 Sand Creek Road Albany, NY 12205
 518-489-3233

March 30, 2026

WARREN COUNTY BOARD OF ELECTION PRICING QUOTE

15	Special Federal Envelope-#11 Envelope: Print 2 sides, One Color Black	\$0.42	500	\$210.00
16	Special Federal Envelope-#12 Envelope: Print 2 sides, One Color Black	\$0.59	500	\$295.00
17	Special Federal Envelope-#14 Envelope: Print 1 side, One Color Black	\$0.62	500	\$310.00
18	Special Presidential Ballot Envelopes #11 Print 2 sides, One Color Black	\$0.42	100	\$42.00
19	Special Presidential Ballot Envelopes #12 Print 2 sides	\$0.59	100	\$59.00
20	Standard NTS-Transfer Notice	\$0.55	3,000	\$1,650.00
21	Standard NTS-Acknowledgment Notice	\$0.55	2,000	\$1,100.00
22	Standard NTS-Confirmation Notice	\$0.55	3000	\$1,650.00
23	Ballot Proposal and Amendment Pamphlets-For Statewide Proposals and Amendments. Size to Accommodate necessary proposals and amendments. Prints 1 color	\$2.63	100	\$263.00
24	6x9 Envelopes	\$0.40	1,500	\$600.00
25	6x9 Window Envelopes	\$0.42	1,500	\$630.00
26	#10 Regular Envelope Return Address	\$0.25	5,000	\$1,250.00
27	#10 Window Envelope	\$0.28	5,000	\$1,400.00
28	Mail check Cards 47,000 Registered Voters	\$0.12	47,000	\$5,640.00
29	Absentee mailing approx. 1,200 for General Election	\$2.25	1,200	\$2,700.00
			Total	\$30,428.00

+ .25 For Info sheet
 + Tracking



BECAUSE EVERY BALLOT COUNTS™
Fort Orange Press Innovative Election Solutions Since 1905

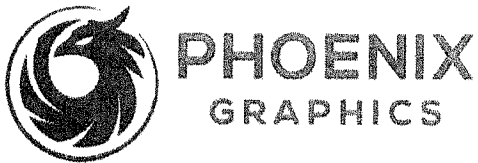
January 26, 2026

Warren County Board of Elections
Human Services Building
1340 US-9
Lake George, NY 12845

Description	Unit Price
I voted sticker and 5.5"x9" carrier sheet	\$0.15
Outbound/Inbound IMB Tracking & Reporting	\$0.10

Warren Co Board of Elections
2026 APR 1 AM 9:26

2026



Warren County Board of Elections
1340 State Rt. 9
Lake George, New York 12845

RE: Pricing Quote of Election Ballots and Materials

Phoenix Graphics, Inc. is pleased to submit the attached quote for Printing Services.

Please do not hesitate to contact us should you require any additional information.
Thank you for the opportunity.

Sincerely,

PHOENIX GRAPHICS, INC.

Mark Stavalone

Mark Stavalone
Vice President of Operations

Warren Co Board of Elections
2026 APR 1 AM 9:29

1525 Emerson Street • Rochester, NY 14606

www.phoenix-graphics.com info@phoenix-graphics.com

(585) 232-4040 1-800-262-3202 (585) 232-5642

WARREN COUNTY BOARD OF ELECTION PRICING QUOTE

Item No.	Description	Price Per Each	Estimated Quantities	Extended Price
Section I	OPTICAL SCAN BALLOTS			
1	Up to 200,000 Ballots per election (14" or 17") No Setup Fee	\$0.48	5,000	\$2,400.00
2	Test Ballots (No Stub)	\$0.45	1,500	\$675.00
3	Blank Ballot Stock	\$0.10	30,000	\$3,000.00
4	Pre-Marked Test Deck Ballots (14" or 17")	\$1.25	350	\$437.50
Section II	MISCELLANEOUS ELECTION SUPPLIES			
5	Election Day Poling Site Posters (2 Per Polling Site)	\$10.25	146	\$1,496.50
6	Absentee/ Civilian Ballot Application 8 1/2" x 14" prints 2 sides	\$0.18	1,000	\$180.00
7	Absentee Election Oath Envelopes-#11 Prints 2 sides	\$0.31	2,000	\$620.00
8	Affidavit Envelopes-Envelope measures 10"x15" Prints 2 sides	\$0.60	550	\$330.00
	Miscellaneous Election Supplies (cont'd)			
9	Military Ballot Envelopes-#11 Envelope: Print 2/2, + 1 spot color	\$0.48	400	\$192.00
10	Military Ballot Envelopes-#12 Envelope: Print 1/1, + 1 spot color	\$0.48	400	\$192.00
11	Military Ballot Envelope-#14 Envelope: Print 2/2, 1 spot color	\$0.50	400	\$200.00
12	BOE Return Envelopes-#10 Envelope: Print 1/1, 1 spot color	\$0.31	5,000	\$1,550.00
13	Absentee Ballot Envelope-#12 Envelope: Print 1/1, 1 spot color	\$0.36	2,000	\$720.00
14	Absentee Ballot Envelope-#14 Envelope: Print 1/1, 1 spot color	\$0.36	2,000	\$720.00

WARREN COUNTY BOARD OF ELECTION PRICING QUOTE

15	Special Federal Envelope-#11 Envelope: Print 2 sides, One Color Black	\$0.48	500	\$240.00
16	Special Federal Envelope-#12 Envelope: Print 2 sides, One Color Black	\$0.48	500	\$240.00
17	Special Federal Envelope-#14 Envelope: Print 1 side, One Color Black	\$0.50	500	\$250.00
18	Special Presidential Ballot Envelopes #11 Print 2 sides, One Color Black	\$0.48	100	\$48.00
19	Special Presidential Ballot Envelopes #12 Print 2 sides	\$0.48	100	\$48.00
20	Standard NTS-Transfer Notice	\$0.58	3,000	\$1,740.00
21	Standard NTS-Acknowledgment Notice	\$0.58	2,000	\$1,160.00
22	Standard NTS-Confirmation Notice	\$0.58	3000	\$1,740.00
23	Ballot Proposal and Amendment Pamphlets-For Statewide Proposals and Amendments. Size to Accommodate necessary proposals and amendments. Prints 1 color	\$2.80	100	\$280.00
24	6x9 Envelopes	\$0.39	1,500	\$585.00
25	6x9 Window Envelopes	\$0.44	1,500	\$660.00
26	#10 Regular Envelope Return Address	\$0.27	5,000	\$1,350.00
27	#10 Window Envelope	\$0.29	5,000	\$1,450.00
28	Mail check Cards 47,000 Registered Voters	\$0.12	47,000	\$5,640.00
29	Absentee mailing approx. 1,200 for General Election	\$2.50	1,200	\$3,000.00
	Total		Total	\$31,144.00



Vincy's Printing

1832 Curry Road • Schenectady, NY 12306 • 518.355.4363 • fax 518.355.2416

Warren County Board of Elections

March 31, 2026

Dear Elizabeth,

Thank you for the opportunity to quote these products for you. If you have any questions, please do not hesitate to contact me at (518) 355-4363.

Ballot Paper- 8 1/2 x 14- White 80lb Lynx Text, Grain Long

Qty 200,000 Price \$ 17,229.00

.086

Ballot Paper- 8 1/2 x 17- White 80lb Lynx Text, Grain Long

Qty 200,000 Price \$ 17,229.00

Ballot Paper- 8 1/2 x 22- White 80lb Lynx Text, Grain Long

Qty 200,000 Price \$ 25,337.00

.1266

Price includes delivery to Warren County BOE on our own truck.

All shrink wrapped in 250's

Sincerely,

Anthony Denning



2079 Sawyer Drive
Niagara Falls, NY 14304
(800) 458-3820
ntsdata.com

Commissioner Elizabeth McLaughlin
Commissioner Harold Hubbard
1340 St Rte 9
Human Services Bldg, Flr 3
Lake George, NY 12845

Dear Commissioners:

Welcome to Mail Check Time! NTS will continue to offer two versions of the mail check card.

Card Type	Card Size	Layout	Cost Per Card (excludes postage)	Non-Profit Postal Rate	Non-Profit Return Rate
Traditional Card (English Version)	4.25 x 6 inches	Color text on white	0.26	0.158- 0.175	0.78
Enlarged Card (Bi-Lingual Version)	8.5 x 6 inches	Black text on yellow	0.295	0.158- 0.175	0.78

Important Information:

- **Mail Check postage must be paid prior to mailing your cards.** You will receive a separate invoice for printing costs, which can be paid after the mailing. Postage checks should be made payable to "NTS Data Services."
- NCOA **must** be applied prior to processing the mail check file to receive the best postage rates.
- **Customizations are subject to an additional fee** and must be received by NTS, in writing, with your completed order form.
- County is required to provide English and secondary language translation for enlarged bilingual cards.
- If the mail check file needs to be reprocessed for any reason, there is a fee associated with this service.
- CASS Reports / Postal Error Reports / Unmailable cards will be provided to the Board of Elections once cards have been mailed.
- 2026 Drop Period (when NTS will deliver cards to the post office) - April 14, 2026 – May 08, 2026.

Please complete the attached order form and return it to NTS Customer Support by uploading the form to your County Sharefile folder no later than **March 18, 2026**. Once you have uploaded the completed order form, please generate your mail check file **according to the drop date selected** on the order form. Instructions for creating this file can be found in the Apex User Guide under **Mail Check File Creation**. Once that step is complete, upload the Mail Check file to your County Sharefile folder and we will take it from there.

Please let us know if you have any questions.

Respectfully yours,

Gina L. Shields

Gina Shields



2079 Sawyer Drive
Niagara Falls, NY 14304
(800) 458-3820
ntsdata.com

WARREN COUNTY BOARD OF ELECTIONS

2026 Mail Check Order Form

Card Selection	Card Cost	Not for profit eligible	Permit Number
		Please provide authorization number:	

Washington Card Information		
	BOE Information on File	Changes
Contact Person	Beth & HARRY	
BOE Name	WARREN COUNTY BOARD OF ELECTIONS	
Address Line 1	1340 ST ROUTE 9. Human Services Bldg Flr 3	
Address Line 2	Lake George, NY 12845	
Commissioner Name Left Justified	Elizabeth McLaughlin	
Commissioner Name Right justified	Harold Hubbard	
Phone Number	518-761-6456	
Bilingual Phone Number		
Web address	https://www.warrencountyny.gov/boe	
VIC Address	Not currently a VIC customer	

Drop Windows			Date NCOA changes were imported and applied:	Approximate number of voters to receive cards:
Please select from the options below:				
File Due to NTS	Will Mailed by:	Selection		
March 30, 2026	April 14, 2026			
April 06, 2026	April 24, 2026			
April 13, 2026	May 01, 2026			
April 27, 2026	May 08, 2026			

Please note:

Customizations have an additional fee – please send requested changes on the sample card with your order form.

Unmailable cards will be scanned and uploaded to the county sharefile folder when they are returned.

Commissioner Elizabeth McLaughlin

Commissioner Harold Hubbard