

SA&I 1-4040 (2000)

CANADIAN _____ County, Oklahoma
COUNTY PURCHASING OFFICE
CANADIAN _____ County Court House
EL RENO _____, Oklahoma
Phone: (405) 422-2441

INVITATION TO BID

DATE ISSUED
June 6, 2011
Page 1 of 2

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE
SIDE RELATING TO SUBMISSION OF THIS BID.
Notarized Affidavit completions and signature required on reverse side.

BID NUMBER BALLOT PRINTING CONTRACT/
BID #2010-11-16 ELECTION BOARD
BID CLOSING DATE AND HOUR
June 24, 2011 @ 4:00PM
REQUIRED DELIVERY DATE
SEE SPECIFICATIONS
Days after award of Purchase Order

TERMS
NET, FOB THIS BID WILL OPEN JUNE 27, 2011@ 9:30AM
DATE OF DELIVERY:
SEE SPECIFICATIONS

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
1 OR MORE			<p>PRINTING OF BALLOTS FOR CANADIAN COUNTY ELECTION BOARD.</p> <p>THIS BID WILL BE GOOD FOR A PERIOD BEGINNING JULY 1, 2011 THROUGH DECEMBER 31, 2011.</p> <p>THE BOARD OF CANADIAN COUNTY COMMISSIONERS RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS OR TO AWARD ALL OR ANY PORTION OF THE ITEMS BID. ALL DATA WILL BE CONSIDERED IN THE AWARDING OF THE BID INCLUDING DELIVERY TIME.</p> <p>THE REVERSE OF THIS SHEET MUST BE COMPLETED OR THE BID WILL BE REJECTED.</p> <p>THE BALLOTS ARE TO BE DELIVERED TO THE CANADIAN COUNTY ELECTION BOARD AT THE COST OF THE VENDOR. DELIVERY SHALL BE INCLUDED IN THE BID PRICE.</p> <p>PLEASE MARK THE OUTSIDE OF RETURN ENVELOPE.</p> <p>ALL APPLICABLE SPACES MUST BE FILLED IN ON THE SHEETS ATTACHED OR THE BIDS WILL BE REJECTED.</p> <p>Contact: Wanda Arnold, Canadian County Election Board 210 W. Rogers El Reno, OK 73036 (405) 422-2422</p> <p style="text-align: center;">APPROVED Date <u>6-3-11</u> <i>Wanda Arnold</i> _____ Officer of Department Head</p>		\$ _____

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, CANADIAN County Courthouse, 201 N CHOCTAW AVENUE, EL RENO, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by CANADIAN County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until 07/27/2011
(DATE)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this _____ day

of _____, 20 _____

(SEAL)

Firm: _____

My commission expires _____

Signed by: _____ Title: _____
(Manual Signature of Undersigned)

NOTARY PUBLIC (CLERK OR JUDGE)

Address: _____ Phone: _____

City: _____ State: _____

Zip: _____

Please mail sealed bids to:
Canadian County Clerk's Office
Attn: Purchasing
PO Box 458
El Reno, OK 73036

Street Address:
201 N Choctaw Avenue
El Reno, OK 73036



Date Issued: June 6, 2011
Bid Number: **2010-11-16**
Closing Date: June 24, 2011 at 4:00pm
 PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: June 27, 2011 at 9:30am
 Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ SPECIFICATIONS ~

BALLOT PRINTING CONTRACT/ELECTION BOARD

Canadian County Election Board is seeking bids for the Printing of Ballots. See Specifications Attached.

Description: This bid will be good for a period beginning July 1, 2011 through December 31, 2011.

The ballots are to be delivered to the Canadian County Election Board at the cost of the vendor.
Delivery shall be included in the bid price.

Contact: Wanda Arnold, Canadian County Election Board

Phone: (405) 422-2422

Hours: Monday – Friday 8:00am to 4:30pm

Address: 210 W. Rogers, El Reno, OK 73036

If you have any questions or need additional information, please contact:
Sherry Murray, Purchasing Agent, 405.295.6125 or 405.422.2441

BALLOT PRINTING CONTRACT

(Page 1 of 5)

OBJECT OF CONTRACT: Typesetting, printing and delivery of ballot proofs, Optech ballot cards and sample ballots for all ballot orders placed during the period of this contract.

LENGTH OF CONTRACT: This contract will be effective for six (6) months. The contract period begins on July 1, 2011 and ends on December 31, 2011.

PARTIES INCLUDED: This contract is established between the Canadian County Election Board (in conjunction with its agents and appropriate officials) and the Printer to whom the bid is awarded and whose agent or representative has signed this contract.

Only one vendor (printer) shall be awarded a contract for the time period listed above.

BALLOT MATERIALS: The printer agrees to furnish all ballot stock and other materials and equipment necessary to print Optech ballots, and to incur any expense relating to the delivery of ballots to the Election Board.

SPECIFICATIONS: The "Oklahoma Specifications for Optech Ballot Printing," which includes the requirements for ballot construction, ballot identification and ballot proofs, is attached and shall be considered a part of this contract. All ballots must be prepared in accordance with these specifications, and the Election Board is not required to accept any ballots not printed accordingly.

BALLOT PRINTING CONTRACT

(Page 2 of 5)

DELIVERY DATES:

The delivery dates specified by the Election Board are critical. Any deviation must be approved by the Election Board Secretary. Failure to deliver all ballot cards by the dates specified shall result in a fine being assessed to the printer in the amount of _____ per day for each day after the deadline.

Delivery dates are listed below:

- Ballot proofs shall be delivered within seven (7) days after ballot copy is provided.
- Absentee ballots shall be delivered no later than 30 days before an election.
- Sample ballots shall be delivered with the absentee ballots, no later than 30 days before an election.
- Regular ballots shall be delivered no later than 15 days before an election.

**BALLOT QUANTITIES/
PRICE ADJUSTMENTS:**

The printing costs for each election shall be based on the final quantity of ballots ordered by and delivered to the Election Board for an election. Ballot quantity requirements for any election may be raised or reduced from the quantity originally ordered if deemed necessary by the Election Board. If the quantity of any type of ballot provided is less than or more than the quantity originally ordered, the printing costs shall reflect the actual final quantity ordered.

BALLOT LAYOUT:

The printer shall notify the Election Board prior to making any changes to ballot layouts or security codes. The Election Board must approve all ballot layouts before any printing begins.

BALLOT PRINTING CONTRACT
(Page 3 of 5)

CERTIFICATE OF INSURANCE:

The successful bidder shall be required to provide a copy of the bidder's certificate of insurance to the county purchasing agent, in an amount as specified by the county purchasing agent at the time of contract award to ensure proper and prompt completion of the work in accordance with the provisions of the contract and bidding documents. The successful bidder shall provide proof of insurance coverage for the duration of the contract.

BALLOT SECURITY:

The printer has an obligation to maintain security of the ballots and ballot data information at all times. The printer will be responsible for taking reasonable precautions to maintain the security of all ballots and ballot printing materials, including maintaining limited access to the ballots and prohibiting the release of any ballots or ballot materials to anyone other than an approved authority of the State Election Board.

CONTACT PERSONS:

COUNTY ELECTION BOARD:

Wanda Arnold, Secretary

Telephone (405) 422-2424

Fax (405) 422-2450

PRINTER:

Name of Firm _____

Owner/Agent _____

Telephone _____

Fax _____

BID TOTALS RESPONSE

PRINTING OF VOTER BALLOT CARDS: BID PERIOD: _____

CONTRACT SHALL BE AWARDED TO ONLY ONE VENDOR (PRINTER) PER PERIOD

Price to include blank card stock, typesetting and printing of absentee, sample and regular ballots including proofs and negative charges.

ONE (1) COLUMN, ONE-SIDED BALLOTS (3.69" Wide, 16" Long)

Quantity	Price	Quantity	Price
0-499	\$_____ per hundred	1,000-9,999	\$_____ per thousand
500-999	\$_____ per hundred	10,000 and over	\$_____ per thousand

Price per plate change \$_____ based on:

- (Check) One plate change charge for each absentee, sample and regular ballot face
 Other method (specify) _____

ONE (1) COLUMN, TWO-SIDED BALLOTS (3.69" Wide, 16" Long)

Quantity	Price	Quantity	Price
0-499	\$_____ per hundred	1,000-9,999	\$_____ per thousand
500-999	\$_____ per hundred	10,000 and over	\$_____ per thousand

Price per plate change \$_____ based on:

- (Check) One plate change charge for each absentee, sample and regular ballot face
 One plate change charge for each different back side material
 Other method (specify) _____

TWO (2) COLUMN, ONE-SIDED BALLOTS (6.72" Wide, 16" Long)

Quantity	Price	Quantity	Price
0-499	\$_____ per hundred	1,000-9,999	\$_____ per thousand
500-999	\$_____ per hundred	10,000 and over	\$_____ per thousand

Price per plate change \$_____ based on:

- (Check) One plate change charge for each absentee, sample and regular ballot face
 Other method (specify) _____

TWO (2) COLUMN, TWO-SIDED BALLOTS (6.72" Wide, 16" Long)

Quantity	Price	Quantity	Price
0-499	\$_____ per hundred	1,000-9,999	\$_____ per thousand
500-999	\$_____ per hundred	10,000 and over	\$_____ per thousand

Price per plate change \$_____ based on:

- (Check) One plate change charge for each absentee, sample and regular ballot face
 One plate change charge for each different back side material
 Other method (specify) _____

Printer will bill each entity calling an election based on the entity's total ballot quantity.

Price to include blank card stock, typesetting and printing of absentee, sample and regular ballots including proofs and negative charges.

THREE (3) COLUMN, ONE-SIDED BALLOTS (9.75" Wide, 16" Long)

Quantity	Price	Quantity	Price
0-499	\$_____ per hundred	1,000-9,999	\$_____ per thousand
500-999	\$_____ per hundred	10,000 and over	\$_____ per thousand

Price per plate change \$_____ based on:

- (Check) One plate change charge for each absentee, sample and regular ballot face
 Other method (specify) _____

THREE (3) COLUMN, TWO-SIDED BALLOTS (9.75" Wide, 16" Long)

Quantity	Price	Quantity	Price
0-499	\$_____ per hundred	1,000-9,999	\$_____ per thousand
500-999	\$_____ per hundred	10,000 and over	\$_____ per thousand

Price per plate change \$_____ based on:

- (Check) One plate change charge for each absentee, sample and regular ballot face
 Other method (specify) _____

Printer will bill entity calling an election based on the entity's total ballot quantity.



**Canadian County
Purchasing**

Affidavit / Proof of Mailing

Date Issued: June 6, 2011
Bid Number: 2010-11-16
Closing Date: June 24, 2011 at 4:00pm
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: June 27, 2011 at 9:30am
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ AFFIDAVIT ~

State of Oklahoma)
County of Canadian) §

I, Sherry Murray, Purchasing Agent, in and for said County and State, do hereby certify that "Invitations to Bid" were sent to the following vendors:

- | | |
|--|---|
| Hooper Printing
301 W. Gray
Norman, OK 73069 | Mid-West Printing Company
1227 North 9th
PO Box 650
Sapulpa, OK 74067 |
| Ink Impressions/Automated
Election Services
7000 Zenith Court NE
Rio Rancho, NM 87144 | Online Data Services
PO Box 1476
Decatur, GA 30031 |
| Royal Printing Company
1830 N.W. 4 th Drive
Oklahoma City, OK 73106 | Bid News Construction
5727 South Garnett Road, Suite H
Tulsa, OK 74146 |
| Francis-Tuttle Vo-Tech Center
Attn: Bid Assistance-Judy Robbins
12777 N. Rockwell
Oklahoma City, OK 73142 | Automated Mail Service
6915 East 38 th Street
Tulsa, OK 74145-3242 |

Witness my hand and seal this 6th day of June 2011.

Sherry Murray
Sherry Murray, Purchasing Agent

(SEAL)





Canadian County
Purchasing

BID CHECKLIST

Date Issued: June 6, 2011
Bid Number: **2010-11-16**
Closing Date: June 24, 2011 at 4:00pm
 PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: June 27, 2011 at 9:30am
 Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

**TO HELP PREVENT BIDS FROM BEING REJECTED FOR LACK OF COMPLETION
PLEASE CHECK FOR THE FOLLOWING:**

- Is the Invitation to Bid Signed and Notarized? _____
- Are all applicable spaces filled in? _____
- Are all necessary papers enclosed? _____
- Is the Bid # and Closing Date on outside of return envelope? _____

Thank You,

Sherry Murray, Purchasing Agent