

STATE OF OKLAHOMA
CANADIAN COUNTY
FILED OR RECORDED

NOV 12 2013

SHELLEY DICKERSON
COUNTY CLERK

13819

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

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

DATE ISSUED
November 12, 2013
Page 1 of 2

BID NUMBER BID #2014-#13	BALLOT PRINTING CONTRACT/ ELECTION BOARD	BID CLOSING DATE AND HOUR Dec. 6, 2013 @ 4:00PM	REQUIRED DELIVERY DATE SEE SPECIFICATIONS ____ Days after award of Purchase Order
-----------------------------	---	--	---

TERMS Net, FOB This Bid Will Open December 9, 2013@ 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 January 1, 2014 through December 31, 2014.</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 itmes bid. All data will be considered in the awarding of the bid including delivery time.</p> <p><u>The reverse of this sheet must be completed or the bid will be rejected.</u></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) 422-2424</p> <p style="text-align: center;">APPROVED Date <u>11-7-13</u>  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 12/31/2014
(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: _____

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

Zip: _____

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



**Canadian County
Purchasing**

Bid Specifications

Date Issued: November 12, 2013
Bid Number: **2014-#13**
Closing Date: December 6, 2013 at 4:00pm
 PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: December 9, 2013 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 January 1, 2014 through December 31, 2014.

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) 422-2424

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

OBJECT OF CONTRACT: Digital printing and delivery of official ballots and sample ballots for all ballot orders placed during the period of this contract.

LENGTH OF CONTRACT: This contract will be effective for twelve (12) months. The contract period begins on January 1, 2014, and ends on December 31, 2014.

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 digital ballots, and to incur any expense relating to the delivery of ballots to the Election Board.

SPECIFICATIONS: The "Oklahoma Specifications for Digital Ballot Printing," 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

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:

—Absentee ballots shall be delivered no later than 50 days before an election held on the same date as a regular or special federal or state election.

—Absentee ballots shall be delivered no later than 45 days before an election held on any other election date.

—Regular ballots shall be delivered no later than 30 days before any election.

—Sample ballots shall be delivered with the regular ballots, no later than 30 days before any 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 PRINTING CONTRACT

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 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

**DIGITAL BALLOT PRINTING CONTRACT
BALLOT PRICING FORM**

All ballots are 8.5 inches in width. 11 inch and 14 inch ballots will have a three-inch stub. 17 inch ballots will have a two-inch stub. All ballots will have required coding and format printing on both the front and the back side of the ballot.

REGULAR BALLOTS

Maximum quantity per election: _____	<u>Unit Price</u>	Additional Cost for <u>Color Distinction</u>
--------------------------------------	-------------------	---

8.5 x 14.0 inches		
Price per ballot: _____		_____

8.5 x 17.0 inches		
Price per ballot: _____		_____

8.5 x 19.0 inches		
Price per ballot: _____		_____

ABSENTEE BALLOTS

Maximum quantity per election: _____	<u>Unit Price</u>	Additional Cost for <u>Color Distinction</u>
--------------------------------------	-------------------	---

8.5 x 14.0 inches		
Price per ballot: _____		_____

8.5 x 17.0 inches		
Price per ballot: _____		_____

8.5 x 19.0 inches		
Price per ballot: _____		_____

SAMPLE BALLOTS

Maximum quantity per election: _____	<u>Unit Price</u>	Additional Cost for <u>Color Distinction</u>
--------------------------------------	-------------------	---

8.5 x 14.0 inches		
Price per ballot: _____		_____

8.5 x 17.0 inches		
Price per ballot: _____		_____

8.5 x 19.0 inches		
Price per ballot: _____		_____

**PRINTERS WHO HAVE SUCCESSFULLY COMPLETED
DIGITAL BALLOT PRINTING CERTIFICATION**

Digital Ballot Printing Certification is a two step process. The following printers have successfully completed both steps of certification and are certified for printing digital ballots.

<u>NAME</u>	<u>ADDRESS & TELEPHONE</u>	<u>CONTACT</u>
MID-WEST PRINTING COMPANY	1227 North 9th P.O. Box 650 Sapulpa, OK 74067 1-800-375-3494 (918) 224-3666 Fax (918) 224-0636 E-mail: mid-westprinting@sbcglobal.net	Scott Seay
ROYAL PRINTING COMPANY	1830 NW 4th Drive OKC, OK 73106 1-800-422-5568 (405) 235-8581 Fax (405) 235-0868 www.royalprintingco.com E-mail: kt@royalprintingco.com	Kelley Thomas
TULSA COUNTY ADMINISTRATIVE SERVICES	Tulsa County Annex 633 W 3rd, Room 125 Tulsa, OK 74127 (918) 596-5882 Fax (918) 596-5216 E-mail: gtim0@tulsacounty.org	Greg Timo



**Canadian County
Purchasing**

Affidavit / Proof of Mailing

Date Issued: November 12, 2013
Bid Number: **2014-#13**
Closing Date: December 6, 2013 at 4:00pm
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: December 9, 2013 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:

Automated Mail Service
6915 East 38th Street
Tulsa, OK 74145-3242

Bid News Construction
project@bidnews.com

ePlan
4115 South Providence, Suite 105
Columbia, MO 65203

Francis-Tuttle Vo-Tech Center
Attn: Bid Assistance-Judy Robbins
12777 N Rockwell
Oklahoma City, OK 73142

Hopper Printing
301 W Gray
Norman, OK 73069

Ink Impressions/Automated
Election Services
7000 Zenith Court NE
Rio Rancho, NM 87144

Mercury Press, Inc.
1910 S Nicklas
Oklahoma City, OK 73128

Mid-West Printing Co
1227 North 9th
PO Box 650
Sapulpa, OK 74067


Online Data Services
8460 Holcomb Bridge Road, Suite 100
Alpharetta, GA 30322

Reed Construction Data
30 Technology Pkwy South, Suite 100
Norcross, GA 30092

Royal Printing Company
1830 NW 4th Drive
Oklahoma City, OK 73106

Tulsa County Administrative Services
Tulsa County Annex
633 West 3rd, Room 120
Tulsa, OK 74127

Witness my hand and seal this 12th day of November, 2013.


Sherry Murray, Purchasing Agent
(SEAL)





**Canadian County
Purchasing**

BID CHECKLIST

Date Issued: November 12, 2013
Bid Number: **2014-#13**
Closing Date: December 6, 2013 at 4:00pm
 PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: December 9, 2013 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