

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
October 27, 2015
Page 1 of 2

BID NUMBER BALLOT PRINTING/
BID #2016-#06 ELECTION BOARD BID CLOSING DATE AND HOUR
Nov. 13, 2015 @ 4:00PM REQUIRED DELIVERY DATE
SEE SPECIFICATIONS
____ Days after award of Purchase Order

TERMS DATE OF DELIVERY:
Net, FOB This Bid Will Open November 16, 2015 @ 9:30AM 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, 2016 through December 31, 2016.</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 200 S. Bickford Avenue El Reno, OK 73036 (405) 422-2424</p> <p style="text-align: center;">APPROVED Date <u>10-27-15</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 12/13/2015
(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)

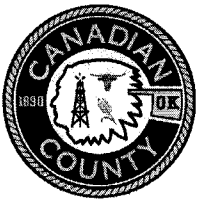
Address: _____ Phone: _____

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



**Canadian County
Purchasing**

Bid Specifications

Date Issued: October 27, 2015
Bid Number: **2016-#06**
Closing Date: November 13, 2015 at 4:00pm
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: November 16, 2015 at 9:30am
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ SPECIFICATIONS~

BALLOT PRINTING /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, 2016 through December 31, 2016.

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: 200 S. Bickford Avenue, 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 months. The contract period begins on January 1, 2016, and ends on December 31, 2016..

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. (Additional shipping costs may be included on orders of small quantities of ballots.)

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 will be specified by the County Election Board and are critical. Any deviation must be approved by the County Election Board Secretary. Failure to deliver all ballots 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 specified by the County Election Board.

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.

A shipping charge may be included when a small quantity of ballots is 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:	_____	Additional Cost for
	<u>Unit Price</u>	<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:	_____	Additional Cost for
	<u>Unit Price</u>	<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:	_____	Additional Cost for
	<u>Unit Price</u>	<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:	_____	_____

SHIPPING CHARGE

Shipping charge will be included on orders of _____ or fewer ballots. \$ _____

COLOR DISTINCTION

Describe the color distinction method to be employed where such distinction is required.

OKLAHOMA SPECIFICATIONS FOR DIGITAL BALLOT PRINTING

SECTION 1. INTRODUCTION

1.1 PURPOSE

This document specifies the requirements for the printing of digital ballots for all elections conducted in Oklahoma.

Included are the printing specifications that are to be followed by a printer (Printer) certified by the State Election Board. Only a Printer that has been certified by the State Election Board as capable of digitally printing ballots for use in Oklahoma with the Hart InterCivic eScan A/T voting device and with Hart InterCivic's Ballot Now software application may bid on ballot printing.

1.2 SCOPE

This document specifies requirements for Printers to produce digital ballots compatible with the Hart InterCivic eScan A/T and Ballot Now functionality. These specifications define the minimum requirements and the Election Board reserves the right to change or add to these specifications at any time it is deemed necessary. If any changes are made, the Printer will be provided with the new specifications prior to the time printing begins for the next scheduled election.

Ballots should not vary from the specifications without prior approval from the Election Board. The Election Board shall not be responsible for paying for any ballots not produced in accordance with all ballot specifications.

Any and all questions regarding ballot specifications and production should be immediately presented to the Election Board prior to digitally printing any ballot.

1.3 OVERVIEW

These specifications are to be used by the Printer and will be used to specify the ballot and printing requirements for certifying Printers. Ballot Now is Hart InterCivic's central count and ballot-on-demand election software component and the eScan A/T is a precinct-based component that digitally scans and tabulates ballots. Ballot Now produces the formatted ballots. Ballot Now supports both direct printing of ballots and produces a PDF file for remote printing by third parties (Printer).

SECTION 2. REQUIREMENTS

2.1 PRINTING EQUIPMENT

Hart InterCivic's Ballot Now and eScan A/T election products are designed to accept digitally printed ballots produced by laser equipment. Any equipment used in the production of ballots must be maintained in accordance with the manufacturer's specifications. Given that digital equipment continues to change and update, the Election Board does not provide a list of approved equipment since it may arbitrarily exclude new or less common equipment. Any printing equipment must produce documents at 600 dpi or higher.

2.2 FILE FORMAT

Files provided to a Printer are in Adobe .pdf format and will be accessible via an FTP website using a login and password provided by the State Election Board or other secure means as directed by the State Election Board.

2.3 BALLOTS

Ballots must be printed using digital printer(s). Each ballot will have a unique barcode and will be printed on both sides (duplex). Each regular ballot printed will include the name of the county, the entity, and the precinct for which the ballots are printed. Absentee ballots may be printed by style or by precinct.

The width of all ballots must be 8.5". All ballots in an election will be the same length. Absentee and regular ballots must be stitched into book form. The number of ballots per book shall be 100. When the number of ballots needed for a precinct is less than 25, the ballots shall be stitched in a book of 50. Sample ballots shall not be bound or stitched into books. All regular and absentee ballots shall have a line of micro perforation separating the stub (top of ballot) from the actual ballot. The micro perforation shall be placed 3 inches from the top of the stub for 14.0 and 17.0 inch ballots and 2 inches from the top of the stub for 19.0 inch ballots. The micro perforation must allow for easy removal of the ballot from the stub without tearing the ballot. The micro perforation shall be 36 perforations per inch.

The ballot files will contain all ballots for a given precinct/style including the numbers.

2.4 BARCODES

All ballots will have unique barcodes included on both faces of all ballots. Three barcodes are used:

- Unique Barcode – A barcode placed on the ballot stub and the ballot that uniquely identifies the ballot. This barcode assists in preventing multiple ballots from being processed through the scanner at the same time and prevents a ballot from being processed more than once.
- Election ID Barcode – An identification barcode that is unique for every election and used internally by the software.
- Ballot Identifier Barcode – A barcode printed on the paper ballot that indicates the precinct number, party, language, and page number of the ballot. In addition, the first three characters of the barcode identifies whether the ballot was printed from the Ballot Now application or an external ballot printer, and if the ballot is an official ballot, absentee ballot, sample ballot, or a test ballot.

2.5 BALLOT IMAGE MODIFICATION

No image may be added to the ballot without prior written approval from the Election Board.

2.6 PAPER SPECIFICATIONS

All official ballots must be printed on paper stock that meets or exceeds the specifications. All stock and supplies must be furnished by the printer. Official Ballot Paper is #1 grade bond, laser guaranteed, meeting the following minimum specifications:

Basis Weight:	28# Bond
Finish:	Smooth Xerography
Sheffield:	100-120
Brightness:	91-94
Content:	Virgin wood fiber, no recycled content
Florescent level:	4%
Moisture content:	4.5%
Packaging:	Moisture resistant ream wrap
Trim:	+/- 0.025"
Squareness:	+/- 0.025"
Toner Adhesion:	Mill treatment which allows optimum binding of toner and paper fibers
Stub:	36 micro perforations per inch
Color:	Primary election ballots must be distinguished by color as directed by the Election Board

2.7 BALLOT COLOR

Color distinction may be made by the use of colored stock or by a color bar. Colored stock recommendations by Hart InterCivic include *Domtar 70-Pound Smooth* and *International Springhill Opaque*. Approved colors from these sources include only white, ivory, pink, and yellow.

For a color bar, the printed stripes may not extend left or right beyond the vertical plane(s) of the copy box, nor anywhere inside the copy box (the rectangular outline box within which all ballot copy resides).

Specifications require the use of only laser-safe inks and a 48 hour allowance for drying purposes prior to laser imaging of ballot copy.

The printed bars must be printed in one of the following Pantone Matching System (PMS) colors:

- Green 352
- Brown 464
- Tan 468
- Blue 297
- Gray Cool #3
- Peach 163
- Cherry 183
- Purple 251

Color distinctions for ballots shall be at the discretion of the Election Board according to color availability from successful bidder. Absentee ballots of the same style or precinct shall be printed with the same color bar or on the same color ballot stock as the regular ballots.

2.8 COLOR CODING OR HIGHLIGHTS

No image, screen, tint, logo, pantograph, or any mark may be added to the ballot which encroaches upon the ballot area (rectangular outline box within which all ballot copy resides), nor within any vertical tracks from sheet edge to ballot area, top to bottom, where the barcodes exist. Highlight printing with color toner may only be performed at the same time and machine pass that the ballot image is printed. Pre-printed stock, i.e. stock which has been printed using the lithographic process, shall be printed only with laser safe inks, and allowed to dry for 48 hours prior to laser imaging.

2.9 SAMPLE BALLOTS

Files for sample ballots will be provided in the same manner as regular official ballots. Sample ballots will not be numbered, stitched or perforated. Sample ballots will be shrink-wrapped.

SECTION 3. PRODUCTION

3.1 PAPER CONDITIONING

Official Ballot Paper must be properly conditioned in accordance with the printer manufacturer specifications. Conditioning time increases proportionally to the difference in temperature between storage and production locations.

Paper that is purchased in trimmed to size reams should be prepared for a print job by removing outer skid wraps. Do not remove from cartons or remove ream wraps from paper.

The following chart should be used for conditioning ream wrapped papers:

Paper Quantity (Number of Cartons)	Cut Sheets, Ream Wrapped in Cartons Difference in Temperature (From Storage to Production Area)					
	10° F	15° F	20° F	25° F	30° F	40° F
	Number of Hours to Condition					
1	4	8	11	14	17	24
5	6	11	15	18	22	31
10	8	15	20	24	29	41
20	11	18	24	29	35	49
40	13	21	28	34	41	58

3.2 TRIMMING

Ballot Now produces a .pdf for each unique ballot and supports sizes (in inches) 8.5 x 11 (14" with 3" stub), 8.5 x 14 (17" with 3" stub), and 8.5 x 17 (19" with 2" stub). These sizes do not require trimming, and are guaranteed to meet all tolerances required.

Cutter blades should be changed every 2000 to 2500 pulls, which generally equates to every other day in two-shift production. Failure to change blades as recommended will result in inaccurate cuts and improper feeding into the digital printer and/or the scanner, ultimately resulting in rejected ballots.

Stock width must be plus or minus .025" from target. Mylar overlays shall be used for testing periodically throughout the production day. Stock must be square. Any variation in excess of 0.025" is unacceptable.

3.3 PRINT PRODUCTION

The .pdf file must be printed at 100% image size. A Mylar overlay for comparison with printed ballots may be obtained from the State Election Board or Hart InterCivic and shall be used to verify ballot format, at a minimum of every 500 ballots or for each precinct printed, whichever is less. The linearity shall be verified at the same sampling rate, using a linearity Mylar overlay supplied by the SEB. The Printer must test bar code position with the overlay every 500 ballots, and print, validate, and retain five consecutive linearity grid sheets prior to commencing production and hourly thereafter. These tests should also be re-validated during the post-production QC period after the ballots have re-acclimated to room temperature.

The image must be centered on the page within 0.060" left to right and 0.125" top to bottom. Image size must not vary from ballot to ballot more than 2.0% from actual. For general comparison, overall text or graphics stretching is not to exceed .864 cm/.0340 in. Toner "spray" must not be visible to the naked eye.

3.4 PERFORATIONS

All regular and absentee ballots shall have a line of micro perforation separating the stub (top of ballot) from the actual ballot. The micro perforation shall be placed 3 inches from the top of the stub for 14.0 and 17.0 inch ballots and 2 inches from the top of the stub for 19.0 inch ballots. The micro perforation must allow for easy removal of the ballot from the stub without tearing the ballot. The micro perforation shall be 36 perforations per inch.

3.5 GRAIN ORIENTATION

Ballots shall be printed with the paper grain parallel to the ballot width (grain short) to minimize dimensional changes.

SECTION 4. POST PRINT PRODUCTION

4.1 POST-PRINTING CONDITIONING

Digital printers fuse toner to paper using very high heat and pressure. Moisture is removed from the stock during this process. Ballots printed using digital presses require a minimum of 24 hours prior to beginning other bindery processes, in order to allow the stock to re-acclimate.

4.2 STITCHING

Absentee and regular ballots must be stitched into book form. The number of ballots per book shall be 100. When the number of ballots for a precinct is less than 25, the number of ballots per book shall be 50. Sample ballots shall not be bound or stitched into books. Each book of

consecutively-numbered ballots shall be stitched together in the top 1/4 inch margin of the stub. Staples should not interfere with any number or text matter that appears on the stub.

4.3 SHRINK-WRAPPING

Printed ballots shall be shrink-wrapped by precinct number in maximum packages of no more than four books of 100 ballots each. Ballots are packaged by shrink-wrapping in such a way that edges are not damaged by flares, delamination, bends, and tears to the ballot stock.

4.4 PACKAGING

Printed ballots are to be packaged in the order provided in the transmitted files. Completed ballots shall be shrink-wrapped following post-production conditioning. Optimum package size is 200 to 400 ballots. If there are less than 200 ballots per package, turn shrink tunnel heat down to prevent full wrap shrinkage and resultant curling of ballots.

Shrink-wrapped packages shall be reinforced with index or chipboard. Packages shall be labeled to reveal enough pertinent information about the contents to ensure the package can remain sealed until ballots are ready to be voted.

4.5 CARTONS

Ballot packages shall be protected in corrugated cartons of single wall construction, #275 virgin Kraft, approximately .125”-.250” larger than the ballot size. If correct size cartons are not available, corrugated corners shall be fitted to protect the package. Chipboard or corrugated cushions shall be placed on the bottom and top of each carton to further protect ballots. Tamper-proof tape or security tape to seal cartons is required and may be specified by the customer. Fully loaded carton weight shall not exceed 60 pounds. Most “mill” paper cartons do not provide adequate protection for printed ballots, and thus should not be used for shipping completed orders.

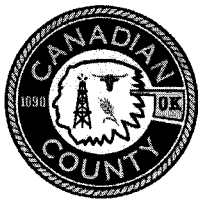
4.6 SHIPPING

Ballots shall be boxed and shipped to the Election Board office(s). Shipping documents shall verify carton contents. The Printer must have a method of tracking shipments and of communicating package delivery status. Bid prices shall include all charges for freight, F.O.B. with inside delivery. A shipping charge may be added to orders of small quantities of ballots.

**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: gtimo@tulsacounty.org	Greg Timo



Canadian County
Purchasing

Affidavit / Proof of Mailing

Date Issued: October 27, 2015

Bid Number: 2016-#06

Closing Date: November 13, 2015 at 4:00pm

PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036

Opening Date: November 16, 2015 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 Clerk
govbids@bidclerk.com

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

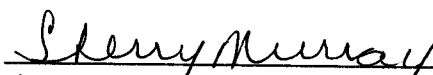
Online Data Services
3295 River Exchange Dr, Suite 213
Norcross, GA 30092

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

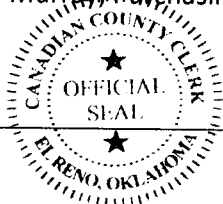
Royal Printing Company
1830 NW 4th Drive
Oklahoma City, OK 73106

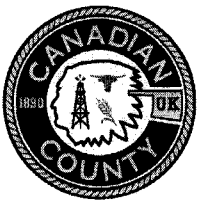
Tulsa County Administrative Services
Tulsa County Annex
633 West 3rd, Room 125
Tulsa, OK 74127

Witness my hand and seal this 27th day of October, 2015.



Sherry Murray, Purchasing Agent
(SEAL)





**Canadian County
Purchasing**

BID CHECKLIST

Date Issued: October 27, 2015
Bid Number: **2016-#06**
Closing Date: November 13, 2015 at 4:00pm
 PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
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 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