

OCT 24 2016

SHELLEY DICKERSON
COUNTY CLERK

160700

SA&I 1-4040 (2000)

CANADIAN _____ County, Oklahoma
COUNTY PURCHASING OFFICE
CANADIAN _____ County Court House
EL RENO _____, Oklahoma
Phone: (405) 295-6125


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 24, 2016
Page 1 of 2

BID NUMBER BID #2017-#05	BALLOT PRINTING/ ELECTION BOARD	BID CLOSING DATE AND HOUR Nov 18, 2016 @ 4:00PM	REQUIRED DELIVERY DATE SEE SPECIFICATIONS Days after award of Purchase Order
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TERMS Net, FOB This Bid Will Open November 21, 2016 @ 9:30AM	DATE OF DELIVERY: SEE SPECIFICATIONS
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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, 2017 through December 31, 2017.</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</p> <p>Date: <u>10-19-16</u></p> <p style="text-align: center;"> _____ Officer or Department Head</p>		\$ _____

APR 1 2 1998

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 12/21/2016
(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 24, 2016

Bid Number: **2017-#05**

Closing Date: November 18, 2016 at 4:00pm

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

Opening Date: November 21, 2016 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, 2017 through December 31, 2017.

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:
Lindsey Garrett, Purchasing Agent, 405.295.6125

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, 2017 and ends on December 31, 2017.

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.



**Canadian County
Purchasing**

Affidavit / Proof of Mailing

Date Issued: October 24, 2016

Bid Number: 2017-#05

Closing Date: November 18, 2016 at 4:00pm

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

Opening Date: November 21, 2016 at 9:30am

Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ AFFIDAVIT ~

State of Oklahoma)
County of Canadian) §

I, Lindsey Garrett, 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
projects@bidclerk.com

Bid News Construction
projects@isqft.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 24th day of October, 2016.

Lindsey Garrett, Purchasing Agent
(SEAL)





**Canadian County
Purchasing**

BID CHECKLIST

Date Issued: October 24, 2016
Bid Number: 2017-#05
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**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,

Lindsey Garrett, Purchasing Agent