

OCT 30 2017

SHERRY MURRAY
 COUNTY CLERK

170937

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.
 Notanized Affidavit completions and signature required on reverse side.

DATE ISSUED
 October 30, 2017
 Page 1 of 2

BID NUMBER BID #2018-#14	BALLOT PRINTING/ ELECTION BOARD	BID CLOSING DATE AND HOUR Nov 17, 2017 @ 4:00PM	REQUIRED DELIVERY DATE SEE SPECIFICATIONS Days after award of Purchase Order
TERMS Net, FOB This Bid Will Open November 20, 2017 @ 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, 2018 through December 31, 2018.</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>10/27/17</u></p> <p style="text-align: center;"><i>Wanda Arnold</i> _____ Officer or 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 12/20/2017
(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

NOTE: Other terms and conditions can be added at the discretion of the county officers.



**Canadian County
Purchasing**

Bid Specifications

Date Issued: October 30, 2017

Bid Number: **2018-#14**

Closing Date: November 17, 2017 at 4:00pm

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

Opening Date: November 20, 2017 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, 2018 through December 31, 2018.

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



Canadian County
Purchasing

Affidavit / Proof of Mailing

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~ 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 30th day of October, 2017.

Lindsey Garrett, Purchasing Agent
(SEAL)





Canadian County
Purchasing

BID CHECKLIST

Date Issued: October 30, 2017
Bid Number: **2018-#14**
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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