

STATE OF OKLAHOMA
CANADIAN COUNTY
FILED OR RECORDED

OCT 28 2019

SHERRY MURRAY
COUNTY CLERK

190913

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 28, 2019

Page 1 of 2

| | | | |
|------------|-----------------------------------|--|--|
| BID NUMBER | BALLOT PRINTING/ BID #2020-#06 | BID CLOSING DATE AND HOUR Nov 15, 2019 @ 4:00PM | REQUIRED DELIVERY DATE SEE SPECIFICATIONS Days after award of Purchase Order |
|------------|-----------------------------------|--|--|

TERMS
Net, FOB This Bid Will Open November 18, 2019 @ 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, 2020 through December 31, 2020.</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 terms & conditions of this document must be completed and returned 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>APPROVED <i>10-24-19</i> <i>Wanda Arnold</i> Date: _____ <i>Wanda Arnold</i> Officer or Department Head</p> | | \$ _____ |



Canadian County
Purchasing

Bid Specifications

Date Issued: October 28, 2019
Bid Number: **2020-#06**
Closing Date: November 15, 2019 at 4:00pm
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: November 18, 2019 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, 2020 through December 31, 2020.

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:
D'Shea Brothers, 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, 2020 and ends on December 31, 2020.

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: | <u> </u> | Additional Cost for |
| | <u>Unit Price</u> | <u>Color Distinction</u> |
| 8.5 x 14.0 inches | | |
| Price per ballot: | <u> </u> | <u> </u> |
| 8.5 x 17.0 inches | | |
| Price per ballot: | <u> </u> | <u> </u> |
| 8.5 x 19.0 inches | | |
| Price per ballot: | <u> </u> | <u> </u> |

ABSENTEE BALLOTS

| | | |
|--------------------------------|-----------------------------|-----------------------------|
| Maximum quantity per election: | <u> </u> | Additional Cost for |
| | <u>Unit Price</u> | <u>Color Distinction</u> |
| 8.5 x 14.0 inches | | |
| Price per ballot: | <u> </u> | <u> </u> |
| 8.5 x 17.0 inches | | |
| Price per ballot: | <u> </u> | <u> </u> |
| 8.5 x 19.0 inches | | |
| Price per ballot: | <u> </u> | <u> </u> |

SAMPLE BALLOTS

| | | |
|--------------------------------|-----------------------------|-----------------------------|
| Maximum quantity per election: | <u> </u> | Additional Cost for |
| | <u>Unit Price</u> | <u>Color Distinction</u> |
| 8.5 x 14.0 inches | | |
| Price per ballot: | <u> </u> | <u> </u> |
| 8.5 x 17.0 inches | | |
| Price per ballot: | <u> </u> | <u> </u> |
| 8.5 x 19.0 inches | | |
| Price per ballot: | <u> </u> | <u> </u> |

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

BID CHECKLIST

Date Issued: October 28, 2019

Bid Number: 2020-#06

Closing Date: November 15, 2019 at 4:00pm

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

Opening Date: November 18, 2019 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,

D'Shea Brothers, Purchasing Agent