

STATE OF OKLAHOMA
CANADIAN COUNTY
FILED OR RECORDED

OCT 13 2025

SHERRY MURRAY
COUNTY CLERK

250947

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 13, 2025
Page 1 of 2

BID NUMBER BID #2026-#06	BALLOT PRINTING / ELECTION BOARD	BID CLOSING DATE AND HOUR Oct. 31, 2025 @ 4:00PM	REQUIRED DELIVERY DATE SEE SPECIFICATIONS ____ Days after award of Purchase Order
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TERMS
Net, FOB this bid will open 11-03-2025 during Commissioner's Meeting that begins at 9:00am

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, 2026 through December 31, 2026.</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 items 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: Allen Arnold, Secretary Canadian County Election Board 200 S. Bickford Avenue El Reno, OK 73036 (405) 422-2422</p> <p style="text-align: center;">APPROVED</p> <p>Date: <u>10-9-2025</u></p> <p style="text-align: center;"> Officer or Department Head</p>		\$ _____

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Canadian County Courthouse, 314 W. Rogers, 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 12/03/2025
(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:
314 W. Rogers
El Reno, OK 73036



Canadian County
Purchasing

Bid Specifications

Date Issued: October 13, 2025
Bid Number: **2026-#06**
Closing Date: October 31, 2025 at 4:00pm
PO Box 458, 314 W. Rogers, El Reno, OK 73036
Opening Date: November 3, 2025 during Commissioner's Meeting that begins at 9:00am
Commissioner's Meeting Room, 314 W. Rogers, 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, 2026 through December 31, 2026.

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: Allen Arnold, Canadian County Election Board
Phone: (405) 422-2422
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, Assistant Purchasing Agent, 405.295.6145

DIGITAL PRINTING CONTRACT

Contracts shall only be awarded to printers, pursuant to 230: 25-21 of the Oklahoma Administrative Code, who have been approved by the State Election Board upon successful completion of the digital ballot printing certification process.

Objective

To secure the digital printing and delivery of official ballots, sample ballots, and absentee ballots (if applicable) for all orders placed during the period of the contract.

Agreement

This Contract is between the _____ County Election Board (in conjunction with its agents and appropriate officials) henceforth referred to as "County Election Board", and _____, to whom the bid is awarded, henceforth referred to as "Printer". On this _____ day of _____, 20____, both parties have agreed to the terms and conditions stated in this contract, indicated by their signatures.

Contract Length

Contract is effective on this _____ day of _____, 20____. It will remain in effect for the period of _____ months. Ending on the _____ day of _____, 20____.

Contract Details

- I. **In accordance with 26 O.S. § 6-120**
 - a. There shall be no split contracts; only one (1) Printer shall be awarded the contract for the time period listed above.
 - b. Printer shall be required to provide proof of insurance at the time of the award. A copy of their insurance certificate must be provided to the County Purchasing Agent in the amount of \$ _____ for the duration of the contract.
 - c. Ballot quantity requirements for any election may be raised or reduced from the quantity originally ordered if deemed necessary by the Secretary of the County Election Board.

- II. **Ballot Quantities/Pricing Adjustments**

The Secretary of the State Election Board shall determine the number of ballots to be printed for statewide elections. The Secretary of the County Election Board shall determine the number of ballots to be printed for county, school, municipal, and local elections. The printing cost for each election shall be based on the final quantity of

DIGITAL PRINTING CONTRACT

ballots ordered by and delivered to the County Election Board. If the quantity of any type of ballot provided is less than or greater than the quantity originally ordered, the cost of printing should reflect the exact final quantity accepted by the County Election Board. Payment will be per the approved rate for each ballot printed stated in the accepted bid and rate listed on the included pricing form.

Note: *Additional shipping charges may be included on small orders of 200 or fewer.*

III. **Specifications**

All digitally printed ballots and stubs must be prepared in accordance with specifications listed in the document attached, *Oklahoma Specifications for Digital Ballot Printing*. The County Election Board is not responsible for payment on ballots that are not properly printed due to any deviation from these specifications.

IV. **Ballot Materials**

Printer agrees to furnish all ballot stock, materials and equipment necessary to complete digital printing of ballots, proper packaging, and delivery of said ballots to the County Election Board.

V. **Delivery Date**

Delivery dates specified by the State and County Election Board are critical. For all elections conducted on the date of a federal and/or state election, all printed ballots shall be delivered to the County Election Board no less than fifty (50) days prior to the election date; however, for any local or county elections, not part of a federal or state election, the State Election Board may adjust the ballot delivery schedule. For all other elections, ballots shall be delivered to the County Election Board no less than thirty (30) days prior to the election date. Any changes or adjustments to these outlined timelines must be approved by the Secretary of the County Election Board.

VI. **Late Delivery**

If Printer breaches its obligation to deliver all ballots by the dates agreed upon in this contract, the County Election Board shall have the right to recover liquidated damages for each day that the ballots were delayed past the deadline. Damages will be applied as follows: ten percent (10%) of the total cost of all ballots printed, per day. Such damage amounts shall be subtracted from the original total amount billed on Printer's invoice to the County Election Board.

VII. **Ballot Security**

Printer is obligated to maintain security of any and all digital data, materials and physical ballots in their custody. Custody of ballots ends only when successfully delivered to the County Election Board. Printer will be responsible for taking all necessary precautions to maintain the highest level of security at their location and while ballots are in transit. Printer must prevent any unauthorized access to ballots, election-related computers, digital ballot data and/or printed ballot data, and all other ballot related materials provided to Printer by the State Election Board. Printer may not release any of the aforementioned items to anyone other than an approved representative of the State or County Election Board.

DIGITAL PRINTING CONTRACT

The following credentials have been met and this contract agreed upon this _____ day of _____, 20____.

- Completed Digital Ballot Printing Certification
- Approved by State Election Board

Contract entered into by:

Secretary of _____ County Election Board

Representative (Please Print)

Address

Phone Number

Signature

Awarded Printer

Representative (Please Print)

Address

Phone Number

Signature

DIGITAL PRINTING CONTRACT

DIGITAL BALLOT PRINTING CONTRACT BALLOT PRICING FORM

All ballots and stubs printed, cut, and delivered shall meet size and bar-coding requirements listed in the current version of *Oklahoma Specifications for Digital Ballot Printing*.

REGULAR BALLOTS

	<u>Unit Price</u>	<u>Additional Cost for 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 (If Applicable, e.g., in Oklahoma and Tulsa Counties)

	<u>Unit Price</u>	<u>Additional Cost for 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

	<u>Unit Price</u>	<u>Additional Cost for 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

Optional shipping charge may be included on orders of 200 or fewer ballots at \$_____.

DIGITAL PRINTING CONTRACT

COLOR DISTINCTION

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



OKLAHOMA STATE ELECTION BOARD

October 10, 2025

Dear County Clerk or County Purchasing Agent,

Only a printer that has been certified by the State Election Board as capable of digitally printing ballots for use in Oklahoma elections may bid on ballot printing for your county. Currently, there are only two printers who have successfully completed the ballot printing certification process. Although we understand that you may be required to obtain bids from a minimum of three vendors, in this case there are only two qualified vendors available. Bids may be accepted and a contract may be awarded only to one of the printers listed below.

NAME	ADDRESS & TELEPHONE	CONTACT
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: home@mwprint.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: heather@royalprintingco.com ali@royalprintingco.com	Heather Thomas Ali Sevier

Your understanding and cooperation in this matter are greatly appreciated.

Sincerely,

Carol Morris

Director of Ballot Generation Services Division
Oklahoma State Election Board

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.

Information Sheet Regarding the Contracting Process for Selecting a Printer to Print County Ballots

Note: This information sheet is designed to orient county officials about the process to receive bids, select, and contract with a ballot printer for your county.

Ballot printing contracts are made on either a calendar year or fiscal year basis, depending on the preference of your County Commissioners and/or other county officials. **Only one (1) contract may be awarded**, pursuant to 26 O.S. § 6-120.

About three (3) months prior to the expiration of your county's existing contract, the County Purchasing Agent, First Deputy Clerk (if applicable), or County Clerk should contact the County Election Board Secretary.

The County Election Board Secretary shall provide the County Purchasing Agent, First Deputy Clerk, or County Clerk with the most recent versions of the following three (3) PDF documents: 1) *Ballot Printing Contract* template, 2) *Oklahoma Specifications for Digital Ballot Printing*, and 3) *Printers Who Have Completed Digital Ballot Printing Certification*. Ask the County Election Board Secretary for these three (3) documents, if they're not already provided.

A request for proposals (RFPs) advertisement must be published by county officials in the county's legal newspaper of record. (**Note:** Some counties use a *Requisition for Advertisement Submission Form* while others have their own form to complete and/or specific process to follow.) Regardless, a copy of the *Oklahoma Specifications for Digital Ballot Printing* document, developed by the State Election Board in Oklahoma City, **MUST** be included as a part of the requisition.

Your county can only contract with a ballot printer who has completed and been awarded digital ballot printing certification status with the State Election Board.

Currently, the only certified printers are **Mid-West Printing Co.** in Sapulpa, Okla. and **Royal Printing Co.** in Oklahoma City, Okla. Other printers—some located out-of-state—may be certified in the future, although this is not certain to happen.

Tulsa County Administrative Services (TCAS) is another certified printer, but they are **NOT authorized** to print ballots for any elections held outside of Tulsa County. **Regardless of your county purchasing requirements (some counties require that bids must be sought from at least three vendors), bids should**

NOT be submitted to TCAS. They cannot print your ballots (exception: Tulsa County).

A new contract must be awarded by your County Commissioners prior to the current contract's expiration date. After bids have been received from the printer(s), either the County Commissioners or the County Clerk should place an Agenda item for the discussion, consideration, and possible award of a 12-month ballot printing contract on the next County Commissioner's meeting Agenda. **By state law, the successful bidder of the printing contract awarded must either be the lowest and best bidder—or determined to be the best value.**

As noted, **only one (1) contract may be awarded**, pursuant to 26 O.S. § 6-120.

Notify the County Election Board Secretary of the date and time of the County Commissioners' meeting. The CEB Secretary should be invited to observe the public discussion, and if the County Commissioners agree, perhaps review the bids received, ensure compliance with contract specifications and digital printing certification, and to provide any input or other helpful election administration-related information that will assist the County Commissioners in making the best possible decision.

Once a ballot printer is selected by the County Commissioners, the CEB Secretary shall execute (sign) and complete the new contract with the printer. **In some counties, the Chair of the Board of County Commissioners signs the contract.**

Pursuant to 26 O.S. §6-120, the printer which is awarded the contract **MUST** provide an appropriate Certificate of Insurance, both at the time the contract is first awarded and as needed, if either the insurance policy or the insurance provider is changed, throughout the 12-month duration of the contract. If needed, ask your District Attorney to write a letter to the printer, advising them of this statutory requirement and helping them to ensure compliance on a timely basis.

Invoices for ballots printed by your county's printer shall be billed at the approved Ballot Printing Contract rate per each ballot printed. Additional shipping charges may be included on small orders of 200 or fewer ballots.

If you have questions about this contracting process, please contact either your County Election Board Secretary or the State Election Board at (405) 521-2391.



**Canadian County
Purchasing**

Affidavit / Proof of Mailing

Date Issued: October 13, 2025
Bid Number: 2026-#06
Closing Date: October 31, 2025 at 4:00pm
PO Box 458, 314 W. Rogers, El Reno, OK 73036
Opening Date: November 3, 2025 during Commissioner's Meeting that begins at 9:00am
Commissioner's Meeting Room, 314 W. Rogers, El Reno, OK 73036

~ AFFIDAVIT~

State of Oklahoma)
County of Canadian) §

I, Lindsey Garrett, Assistant Purchasing Agent, in and for said County and State, do hereby certify that "Invitations to Bid" were sent to the following vendors:

Bid Clerk
projects@bidclerk.com

Bid News Construction
projects@isqft.com

ePlan
1400 Forum Blvd. Ste 7B
Columbia, MO 65203

Online Data Services
5425 Peachtree Parkway
Peachtree Corners, GA 30092

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

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

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

Tulsa County Administrative Services
Tulsa County Headquarters
218 W. 6th St
Tulsa, OK 74149

Witness my hand and seal this 13th day of October, 2025.

Lindsey Garrett, Assistant Purchasing Agent
(SEAL)

