

## **INSTRUCTIONS FOR SUBMITTING BID PROPOSALS**

- 1) FILL OUT THE INVITATION TO BID FORM COMPLETELY. YOU MAY LIST YOUR INFORMATION ON THE INVITATION TO BID FORM OR INCLUDE INFORMATION ON A SEPARATE SHEET, AS NEEDED.
- 2) **SIGN & NOTARIZE** THE AFFIDAVIT ON THE BACK OF THE INVITATION TO BID FORM AND COMPLETELY FILL OUT INFORMATION.
- 3) **SIGN & NOTARIZE** ALL AFFIDAVITS: A. AFFIDAVIT FOR CONTRACTS AND PAYMENTS (over \$25,000) and B. STATEMENT OF NON-COLLUSION ON BIDS.
- 4) **CLEARLY IDENTIFY OUTSIDE OF SEALED ENVELOPE AS FOLLOWS:**

### **BID # 2020-9 BALLOT BIDS**

- 5) FILE BID PROPOSAL WITH THE KIOWA COUNTY CLERK, EITHER BY MAIL OR IN PERSON, BEFORE 10:00 A.M. ON **January 19, 2021**. BIDS WILL BE OPENED ON OR AFTER THAT DATE.
- 6) ALL FORMS MUST BE FILLED OUT COMPLETELY. ANY INCOMPLETE FORMS WILL RESULT IN REJECTION OF THE BID, AS THE BOARD OF COUNTY COMMISSIONER'S CONSIDERS SUCH ACTION TO BE IN THE INTEREST OF THE COUNTY.
- 7) THE MAILING ADDRESS OF THE KIOWA COUNTY CLERK IS AS FOLLOWS:  
NIKKI DODD, KIOWA COUNTY CLERK/PURCHASING AGENT  
P.O. BOX 73  
HOBART, OK 73651
- 8) ALL BID INFORMATION SHALL BE TYPEWRITTEN OR LEGIBLY WRITTEN IN INK. ALL CORRECTIONS SHALL BE INITIALED BY THE PERSON SIGNING THE INVITATION TO BID FORM.
- 9) IF YOU HAVE ANY QUESTIONS CONCERNING THE BID SPECIFICATIONS PLEASE CONTACT THE FOLLOWING (AS APPLIES TO SPECIFIC BID.)

NIKKI DODD, KIOWA COUNTY CLERK/ PURCHASING AGENT  
(580) 726-5286

COMMISSIONERS OFFICE 580-726-3377

DISTRICT # 1 COMMISSIONER TIM BINGHOM, CURTIS STUBBS, FOREMAN-BARN 580-347-2586  
DISTRICT # 2, COMMISSIONER, STAN FUNKHOUSER, DANIEL ROGERS, FOREMAN-BARN 580-846-9023  
DISTRICT # 3, COMMISSIONER, GARY JENNINGS, LEE HORTON, FOREMAN-BARN 580-569-2550

FOR QUESTIONS CONCERNING DEADLINES AND BID RESULTS, CALL: NIKKI DODD

#### **NOTE:**

BID PROPOSALS WHICH DO NOT INCLUDE THE INVITATION TO BID FORM AND THE AFFIDAVIT FOR CONTRACTS AND PAYMENTS WILL BE REJECTED AS INCOMPLETE. ALL BID PROPOSALS, WHICH CONTAIN FORMS, WHICH DO NOT HAVE ALL REQUIRED SIGNATURES, AND NOTARIZATIONS WILL ALSO BE REJECTED. ANY BID RECEIVED AFTER BID CLOSING DATE AND TIME WILL BE REJECTED. ANY BID OPENED IN ERROR, DUE TO BEING IN AN UN-MARKED OR ELIGIBLY MARKED CONDITION, WILL BE RENDERED NULL AND VOID.

**NO EXCEPTIONS WILL BE MADE**

Kiowa

County, Oklahoma

**COUNTY PURCHASING OFFICE**

Kiowa

County Court House

Hobart

, Oklahoma

Phone Number +1 (580) 726-5286

**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 Dec 28, 2020

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**BID NUMBER**

# 2020-9

**BID CLOSING DATE AND HOUR**

1/19/21 10:00 a.m.

**REQUIRED DELIVERY DATE**

(Days after award of Purchase Order)

**Date of Delivery****TERMS**

Due the 10th of the month following purchase

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			SEE ATTACHED BID SPECIFICATIONS		
			THE BOARD OF COUNTY COMMISSIONER'S HAS THE RIGHT TO REJECT ANY AND ALL BIDS		
			( Over )		



# 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 12\_\_\_\_\_ months. The contract period begins on 1-1-2021 and ends on 12-31-2021.

**PARTIES INCLUDED:** This contract is established between the Kiowa 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 100.00 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: Lynne Morris, Secretary  
Telephone (580)726-2509  
Fax (580)726-2124

### **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>
<b>8.5 x 14.0 inches</b>		
Price per ballot:	_____	_____
<b>8.5 x 17.0 inches</b>		
Price per ballot:	_____	_____
<b>8.5 x 19.0 inches</b>		
Price per ballot:	_____	_____

**ABSENTEE BALLOTS**

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

**SAMPLE BALLOTS**

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