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.
- 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

	County, Oklahoma	
COUNTY PURCHA	SING 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	BID CLOSING DATE AND HOUR	REQUIRED DELIVERY DATE
# 2020-9	1/19/21 10:00 a.m.	
<u> </u>		(Days after award of Purchase Order) Date of Delivery

TERMS

Due the 10th of the month following purchase

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

TERMS and CONDITIONS

1.	Sealed bids will be o	pened in the Cor	nmissioner's	Conference Room,	Kiowa	
	County Courthouse,	Hobart		-	, Oklahoma, at the time and date	shown on the
	invitation to bid form	າ.				
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	Kiowa		County, Ok	lahoma, are not subject to state or fe	deral 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 unti	l 6/30/21	(Date)			
to su freed to qu betw lettin	Ibmit the above bid. A dom of competition by Jantity; quality or price Jeen bidders and any s ng of a contract; that th	ffiant further star agreement to bi In the prospecti tate official conc ne bidder/contrac Oklahoma (or oth	es that the I d at a fixed I ve contract of erning excha ctor has not er entity) an	oldder has not been a porice or to refrain from or any other terms of sange of money or othe paid, given or donatery money or other thing	y the he (she) is the agent authorized party to any collusion among bidders bidding; or with any state official or hid prospective contract; or in any dis r thing of value for special considerated or agreed to pay, give or donate to of value, either directly or indirectly	in restraint of employee as ccussions tion in the any officer or
Subsc	ribed and sworn before this	day				
of_		, 20	(SEAL)			
			Firm:			
Му сс	mmission expires		Signed by:	(Manual Signature of Undersign	d)	
			Address:		Phone;	
	NOTARY PUBLIC (CLERK OF	R JUDGE)	_		Zip:	

In accordance with 62 O.S. § 310.9

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

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.

CONTRACT – 9/2015 Page 2

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
iviaximum quantity per election.	Unit Price	Color Distinction
8.5 x 14.0 inches Price per ballot:	<u>Omi Firec</u>	COIOI DistillOttoli
8.5 x 17.0 inches Price per ballot:		
8.5 x 19.0 inches Price per ballot:		
ABSENTEE BALLOTS		
Maximum quantity per election: _	Unit Price	Additional Cost for Color Distinction
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:	Unit Price	Additional Cost for Color Distinction
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.