

Pittsburg County, Oklahoma
COUNTY PURCHASING OFFICE
 Pittsburg County Court House
 McAlester, Oklahoma
 Phone: (918) 423-4934

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	14-Nov-16
PAGE 1 OF _____	

BID NUMBER BID # 18	BID CLOSING DATE AND HOUR November 28, 2016 @ 10:00AM	REQUIRED DELIVERY DATE Days after award of Purchase Order
TERMS:		DATE OF DELIVERY:

Item	Quantity	Unit of issue	DESCRIPTION	Unit Price	Total
			<p>Pittsburg County wishes to advertise for the following:</p> <p>Printing of Regular Ballots, Absentee Ballots and Sample Ballots for all Elections that are called for by resolution with the County Election Board.</p> <p>See Specifications Attached</p>		

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Pittsburg County Courthouse, McAlester, 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 Pittsburg 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 delivered.

(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)

My commission expires _____ Signed by: _____ Title: _____
Firm: _____
(MANUAL SIGNATURE OF UNDERSIGNED)

NOTARY PUBLIC (CLERK OR JUDGE)
Address: _____ Phone: _____
City: _____ State _____
Zip _____

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

RESOLUTION
NOTICE OF BID

The Board of County Commissioners, Pittsburg County, Oklahoma, met in regular session on November 14, 2016.

NOTICE IS HEREBY GIVEN by the Pittsburg County Purchasing Agent, the Board of County Commissioners of Pittsburg County, will on the 28th day of November, 2016 until the hour of 10:00 a.m. receive Sealed Bids for the following:

Printing of Regular Ballots, Absentee Ballots, and Sample Ballots for all Elections that are called for by resolution with the County Election Board. Said Ballots must be printed and delivered in quantities and colors ordered, must meet all specifications for Printing and Preparing Ballots as provided by the Pittsburg County Election Board, when and as needed by the Secretary of the Pittsburg County Election Board within a one year period beginning December 1, 2016 to November 30, 2017. Specifications can be obtained from the Pittsburg County Election Board Office, Room 101 in the annex of the County Courthouse, 109 E. Carl Albert, McAlester.

Each Competitive Bid submitted to a county must be accompanied with an Affidavit for Filing with Competitive Bid form, as required by O.S. 61 § 138. Bids will be awarded to the lowest and best bidder. The successful bidder will be required to sign a Ballot Printing Contract and required to provide a copy of certificate of insurance.

Sealed bids will be received and filed with the Pittsburg County Clerk, 115 E. Carl Albert, McAlester, Ok 74501 and will be opened by the Board of County Commissioners at 10:00 a.m. on the 28th day of November, 2016, in the Pittsburg County Commissioner's Conference Room, at the Pittsburg County Courthouse, 115 E. Carl Albert, McAlester, Ok 74501. The Board of County Commissioners reserve the right to reject any and all bids and re-advertise.

BOARD OF COUNTY COMMISSIONERS
PITTSBURG COUNTY, OKLAHOMA

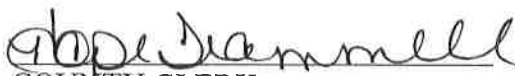



CHAIRMAN


MEMBER


MEMBER

ATTEST:


COUNTY CLERK

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 December 1, 2016 and ends on November 30, 2017.

PARTIES INCLUDED: This contract is established between the Pittsburg 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 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: Cathy Thornton, Secretary

Telephone 918-423-3877

Fax 918-423-7088

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>
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

Maximum quantity per election:	_____	Additional Cost for
	<u>Unit Price</u>	<u>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

Maximum quantity per election:	_____	Additional Cost for
	<u>Unit Price</u>	<u>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

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.