

PAYNE COUNTY
BOARD OF COUNTY COMMISSIONERS
STILLWATER, OKLAHOMA

"NOTICE TO BIDDERS"

Notice is hereby given that the Payne County Board of Commissioners State of Oklahoma, will receive sealed bids for the following:

**BID # 2022-20
PAYNE COUNTY DIGITAL BALLOT**

Bid documents may be picked up at the Payne County Clerk's Office at 315 W. 6th, Suite 202, Payne County Administration Building, Stillwater, Oklahoma, or you can request that the Bid Documents be E-mailed to you, call 405-747-8348 to request that they be mailed or E-mailed.

Bids should be mailed or hand delivered to the Payne County Clerk, 315 W. 6th, Suite 202, Stillwater, OK. 74074, Bids must be filed with the Payne County Clerk on or before 9:30 A.M. on JULY 29, 2021. Bids must be sealed and clearly marked:

**BID # 2022-20
FOR
PAYNE COUNTY DIGITAL BALLOT
OPENING: JULY 29, 2021 @ 9:30 A.M.
PAYNE COUNTY ELECTION BOARD SECRETARY, DONDEE KLEIN, (405) 747-8350**

The Board of County Commissioners, or their appointed representative, will evaluate all bids, and reserves the right to reject any or all bids, and reserves the right to waive any of the listed specifications. The Board of County Commissioners reserves the right to accept the bid determined to best serve the needs of Payne County.

Payne County hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.

KYLA MCCOMBS
PURCHASING AGENT



Office of
GLENNA CRAIG
Payne County Clerk

BID # 2022-20
PAYNE COUNTY DIGITAL BALLOT
PAYNE COUNTY ELECTION BOARD SECRETARY, DONDEE KLEIN

Vendor and or company representative,

Included in this correspondence you will find information regarding bid specifications, packet information, and instructions per the Payne County Commissioners who are requesting your company submit a bid for the enclosed project or materials.

The enclosed packet has been developed and approved by the Payne County Commissioners, the content of the packet is per their instruction. The Payne County Clerk's office is the facilitator of the bid process and is required to receive and hold all sealed bids per Oklahoma State Statutes to present to the Board of Commissioners in an open session.

If you have any questions, in regards, to the pack content, specifications, and instructions please contact the following:

DONDEE KLEIN, ELECTION BOARD SECRETARY- 405-747-8350

We appreciate your bid and time, in regards, to the process. We look forward to hearing from you.

Kind Regards,

Glenna Craig, Payne County Clerk
State of Oklahoma

All bids can be mailed or emailed to vendors upon request, or can be downloaded for completion from our website:

www.countyclerk.paynecounty.org

CONTACT KYLA MCCOMBS-PAYNE COUNTY PURCHASING AGENT FOR EMAIL OR MAILED BIDS AT:

kmccombs@paynecountyclerk.org

ALL BIDS MUST BE SUBMITTED BACK TO THE PAYNE COUNTY CLERKS OFFICE BY MAIL, OR IN PERSON SEALED BEFORE 9:30 THE DATE OF BID OPENING.



Office of
GLENNA CRAIG
Payne County Clerk

INVITATION TO BID

The Board of County Commissioners, Payne County, Oklahoma is seeking sealed bids for:
BID # 2022-20
PAYNE COUNTY DIGITAL BALLOT

BID # 2022-20

Date Published: JULY 15, 2021

Bidding Period Closing Date and Hour: JULY 29, 2021 @ 9:30 A.M.

Sealed Bid Opening Date and Hour: JULY 29, 2021 @ 9:30 A.M.

Location: "The Gloria Hesser Commissioners Meeting Room" Room 200, Payne County Administration Building.

Address: 315 W. 6th, Ste. 202, Stillwater, OK. 74074

Requesting Authority: PAYNE COUNTY ELECTION BOARD

Payne County Election Board Secretary, Dondee Klein

PHONE: 405-747-8350

Bid submissions are to be addressed to:

**ATTN: Payne County Purchasing Agent
Payne County Clerk's Office
315 W. 6th, Suite 202
Stillwater, OK 74074**

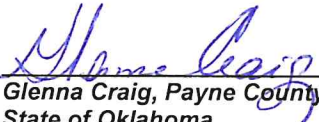
Please review the attached Terms and Conditions pertaining to the submission of this bid.

Please pay particular attention to item (1) of the Terms and Conditions. This item specifies how the bid envelopes are to be identified to prevent inadvertent or premature opening of sealed bids. Your compliance will ensure consideration of your bid by the awarding body. Late bids will not be considered.

The Non-Collusions Affidavit bearing original signature must be notarized and returned with the bid submission.

This packet contains:

1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Filing with Competitive Bid
4. Specifications/Bid forms for desired item(s) (may be more than one page of information).



**Glenna Craig, Payne County Clerk
State of Oklahoma
315 W. 6th, Suite 202
Stillwater, OK 74074**



Office of
GLENNA CRAIG
Payne County Clerk

TERMS AND CONDITIONS
THESE ITEMS APPLY TO AND BECOME A PART OF THE BID
NO EXCEPTIONS TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED

1. Bids must be submitted on the included form only. Each bid shall be placed in a separate envelope. Be sure the envelope is completely and properly identified and sealed, showing the bid name and number in the lower left-hand corner.
2. All bids shall be entered on the Bid Form enclosed or a copy thereof. Bids are to be typewritten or in ink. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type model numbers descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of the contract with Payne County.
4. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.
5. The enclosed affidavit for Filing with Competitive Bid MUST be returned with the bid.
6. Payne County reserves the right to reject any and all bids and to waive any technicalities in the bidding.
7. Direct purchase of certain items of equipment or material by Payne County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.
8. Bid must show number of days required for delivery under normal conditions. Contractor must keep the County advised at all times of the status of the order. For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval from the Purchasing Agent. Default in promised delivery date or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge the full increase of cost and handling to defaulting contractor.
9. Bidder agrees to defend and save Payne County from and against all demands, claims costs expense, damage and judgments based upon infringement of any patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidder's direction.
10. If the bid requires a written contract, the successful bidders shall execute a written contract with the county within (10) days after submission of the contracts to said bidder.
11. This bid is submitted as a legal offer, and any bid when accepted by the County constitutes a firm contract.
12. **If the bid is \$50,000.00 or greater, Bidder must furnish a bid bond or cashier's check in the amount of 5% of the bid with bid submission.**
13. **If the bid is \$50,000.00 or greater, successful Bidder must be able to bond. (Performance, Maintenance and Payment Bonds)**
14. Successful bidder will be required to furnish their own Workmen's Comp and General Liability Insurance as required by Oklahoma State Law and by Payne County.



Office of
GLENNA CRAIG
Payne County Clerk

S.A.&I. 425/1-4040 (2000)

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA)

)SS

COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached 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 county 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 county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Firm: _____

Signed by: _____
(manual signature of undersigned)

Title: _____

Address: _____

City: _____ State: _____

Zip: _____ Tax ID: _____

Telephone () _____ Fax () _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

_____ Notary Public (or Clerk or Judge)

My commission expires: _____

Note:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl.St. Ann. § 138

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 (12) months. The contract period begins on 7/1/2021 and ends on 6/30/2022.

PARTIES INCLUDED: This contract is established between the Payne 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 \$ 50.00 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: Dondee Klein, Secretary

Telephone 405/747-8350

Fax 405/747-8393

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.