

MARSHALL COUNTY, OKLAHOMA
COUNTY PURCHASING OFFICE
MARSHALL COUNTY COURTHOUSE
MADILL, OKLAHOMA
Phone 580 795-3220

INVITATION TO BID

**PLEASE REVIEW TERMS AND CONDITIONS ON NEXT
PAGE RELATING TO SUBMISSION OF THIS BID.**

date issued: 11-4-2019

Notarized Affidavit completions and signature required on next page.

BID NUMBER 19-07

Bid Closing Date & Hour: 11-15-2019 5:00 p.m.

The Board of County Commissioners of Marshall County met on Monday, November 4, 2019 and passed a resolution for the Election Board Secretary to advertise for the following:

Digital printing and delivery of official ballots and sample ballots for all ballot orders placed during the period of this contract.

This contract will be effective for twelve months. The contract period begins on January 1, 2020 and ends on December 31, 2020.

This contract is established between the Marshall County Election Board (in conjunction with its agents and appropriated 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.

The printer agrees to furnish all ballot stock & other materials & equipment necessary to print digital ballots, and to incur any expense relating to the delivery of ballots to the Election Board.

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.

Bidders should submit bids on or by November 15, 2019 at 5:00 p.m. to the Marshall County Clerk's Office, 219 Plaza or P O Box 824, Madill, OK 73446. Bids will be opened on November 18, 2019 at 9:03 a.m. in the County Conference Room 107.

The Board of County Commissioners and the Election Board Secretary reserve the right to reject any or all bids.

Non-Collusion form must be signed, notarized, and returned with the bid or bid will not be accepted.

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Marshall County Courthouse, Madill, 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 Marshall 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 December 31, 2020.

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 sates that the bidder has no 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_____.

My commission expires _____

Commission number _____

NOTARY PUBLIC (CLERK OR JUDGE)

SEAL

FIRM _____

Sign _____

Print Name _____

Title _____

Address _____

Phone _____

City _____

State _____

Zip _____

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

**PRINTERS WHO HAVE SUCCESSFULLY COMPLETED
DIGITAL BALLOT PRINTING CERTIFICATION**

Digital Ballot Printing Certification is a two-step process. The following printers have successfully completed both steps of certification and are certified for printing digital ballots.

<u>NAME</u>	<u>ADDRESS & TELEPHONE</u>	<u>CONTACT</u>
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: kelley@royalprintingco.com	Kelley Thomas
TULSA COUNTY ADMINISTRATIVE SERVICES	Tulsa County Annex 633 W 3rd, Room 125 Tulsa, OK 74127 (918) 596-5882 Fax (918) 596-5216 E-mail: gfisher@tulsacounty.org	Gary Fisher

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 months. The contract period begins on January 1, 2020 and ends on December 31, 2020.

PARTIES INCLUDED: This contract is established between the Marshall 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.