

Texas County, Oklahoma  
**COUNTY PURCHASING OFFICE**  
 Texas County Court House  
 PO Box 197, 319 N. Main, Guymon, Oklahoma 73942  
 Phone: (580) 338-3233

**INVITATION TO BID**

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

Notarized Affidavit completions and signature required on reverse side.

<b>BID NUMBER</b> <p style="text-align: center;">5-23-24</p>	<b>BID CLOSING DATE AND HOUR</b> <p style="text-align: center;">12-18-2023 @ 11:00 a.m.</p>	<b>REQUIRED DELIVERY DATE</b> <p style="text-align: center;"><u>30 Days</u> after award of Purchase Order</p>
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<b>TERMS:</b>	Date of delivery: SEE ABOVE
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Item	Quantity	Unit of Issue	Description	Unit Price	Total
			<p><b>Ballot Printing</b>                      See Specifications Attached</p> <p>We are an equal employment opportunity/affirmative action employer.</p> <p>The Commissioners reserve the right to reject any or all Bids and to accept the bid deemed most advantageous to the County.</p>		

**TERMS AND CONDITIONS**

1. Sealed bids will be opened in the Commissioner’s Conference Room, Texas County Courthouse, Guymon, 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 Texas 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 **30 days**.

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; 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)

Firm: \_\_\_\_\_

My commission expires \_\_\_\_\_

Signed by \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC (CLERK OR JUDGE)

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

**BALLOT PRINTING CONTRACT**  
**BID # 5-23-24**  
**TWELVE MONTH BID**

**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 January 1st, 2024 and ends on December 31st, 2024.

**PARTIES INCLUDED:** This contract is established between the Texas 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.

**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 ballot cards by The dates specified shall result in a fine being assessed to the printer in the amount of (\$50.00) fifty dollars per day for each day after the deadline specified by the County Election Board.

Delivery dates are listed below:

- Absentee ballots shall be delivered no later than 50 days before an election held on the same date as a regular or special federal or state election.
- Absentee ballots shall be delivered no later than 45 days before an election held on any other election date.
- Regular ballots shall be delivered no later than 30 days before any election.
- Sample ballots shall be delivered with the regular ballots, no later than 30 days before any election.

**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.

**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:**

Margo Thompson, Secretary

Telephone (580) 338-7644

Fax (580) 338-2618

**PRINTER:**

Name of Firm \_\_\_\_\_

Owner/Agent \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

**DIGITAL BALLOT PRINTING CONTRACT**  
**BID# 5-23-24**  
**TWELVE MONTH BID**

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: \_\_\_\_\_ 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: \_\_\_\_\_

**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.