Resolution #_____

Grady County Commissioners

District 1 – Michael Walker – 405-381-3272 Tuttle, Ok. 73089
District 2 – Kirk L. Painter – 405-224-2184 Chickasha, Ok. 73018
District 3 – Ralph Beard - 580-476-3577 Rush Springs, Ok.73082

County Commissioners Office ~ 326 West Choctaw ~ Chickasha, Ok. 73018
Phone 405- 224-5211 ~ Fax 405- 222-1053

NOTICE OF BID

NOTICE IS HERBY GIVEN THAT THE GRADY COUNTY BOARD OF COUNTY COMMISSIONERS WILL ON THE 6th DAY OF May ,2021 UP UNTIL THE HOUR OF 4:00 O'CLOCK P.M. ON SAID DAY IN THE COUNTY CLERKS OFFICE IN CHICKASHA, OKLAHOMA, RECEIVE SEALED BIDS (BID PLACED IN A SEALED ENVELOPE WITHIN A SEALED ENVELOPE) ON THE FOLLOWING:

Typesetting, Printing, and Delivery of Ballot Proofs, Optech Ballot Cards and Sample Ballots for All Ballot Orders Placed During the Period from July 1, 2021 to June 30, 2022 for the Grady County Election Board

SPECIFICATION FORMS MAY BE OBTAINED FROM THE OFFICE OF THE COUNTY CLERK. THE BOARD OF COUNTY COMMISSIONERS RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, TO WAIVE ANY IRREGULARITIES OR AWARD THE CONTRACT IN THE BEST INTEREST OF GRADY COUNTY, OKLAHOMA

DATED THIS 19th DAY OF April , 2021

Attest:

Jill Locke by Kealee Romero
County Clerk – Jill Locke

Michael Walker
Chairman – Michael Walker

Kirk L. Painter
Vice Chairman – Kirk L. Painter

Ralph Beard
Member – Ralph Beard

COUNTY CLERK GRADY COUNTY OKLAHOMA

SA&I 1-4040 (2012)

GRADY County, Oklahoma

COUNTY PURCHASING OFFICE

GRADY County Court House

CHICKASHA , Oklahoma

Phone Number +1 (405) 224-6408

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 April 19, 2021

BID NUMBER	BID CLOSING DATE AND HOUR	REQUIRED DELIVERY DATE
20/21 021	May 6, 2021 at 4:00 p.m.	(Days after award of Purchase Order)

TERMS	Date of Delivery

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			Typesetting, Printing, and Delivery of Ballot Proofs, Optech Ballot Cards and Sample Ballots for All Ballot Orders Placed During the Period from July 1, 2021 to June 30, 2022 for the Grady County Election Board SPECIFICATIONS (SEE ATTACHED) NOTE: FAILURE TO EXECUTE THE BACK OF THIS FORM IN THE PRESENCE OF A NOTARY PUBLIC WILL DECLARE THIS BID NULL AND VOID THE BOARD OF COUNTY COMMISSIONERS RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, TO WAIVE ANY IRREGULARITIES OR AWARD THE CONTRACT IN THE BEST INTEREST OF GRADY COUNTY, OKLAHOMA. ANY BIDS RECEIVED AFTER 9:00 A.M. WILL BE REJECTED AND RETURNED TO VENDOR UNOPENED. *BIDS WILL BE OPENED AT THE COMMISSIONERS MEETING May 10, 2021; Unless meeting is for some reason canceled or we are closed, then they will remain unopened and will be opened the next meeting. **ANY BUILDING OR ROAD CONSTRUCTION PROJECT $50,000 OR MORE REQUIRES A BID BOND		

TERMS and CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, GRADY County Courthouse, CHICKASHA, 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 GRADY 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 _____ (Date)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say the 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)

Firm: _____

My commission expires _____ Signed by: _____

(Manual Signature of Undersigned)

Address: _____ Phone: _____

_____ Zip: _____

NOTARY PUBLIC (CLERK OR JUDGE)

In accordance with 62 O.S. § 310.9

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

GRADY COUNTY ELECTION BOARD
PO BOX 1226
CHICKASHA, OK 73023
PHONE: (405).224.1430
FAX: (405)224.6576
EMAIL: gradycounty@elections.ok.gov

April 14, 2021

Grady County Commissioners
Grady County Courthouse
Chickasha, OK 73018

Dear Kealee:

Please place the following item on the agenda for the County Commissioners meeting for the contract for ballot printing for 2022 Fiscal Year:

TYPESETTING, PRINTING AND DELIVERY OF BALLOT PROOFS, OPTECH BALLOT CARDS AND SAMPLE BALLOTS FOR ALL BALLOT ORDERS PLACED DURING THE PERIOD FROM JULY 1, 2021 TO JUNE 30, 2022 FOR THE GRADY COUNTY ELECTION BOARD.

Thank You,

Katrina Hughes, Secretary
Grady County Election Board

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 July 1, 2021 and ends on June 30, 2022.

PARTIES INCLUDED: This contract is established between the Grady 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

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:

Katrina Hughes, Secretary
Telephone (405) 224-1430
Fax (405) 224-6576
Email: gradycounty@elections.ok.gov

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: _____

	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.