



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055

<https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/>

REQUEST FOR BID
#19-0047
ON-CALL BALLOT PRINTING SERVICES

December 19, 2019

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking bids for On-Call Ballot Printing Services. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid. Responses are due no later than 1:45pm CST, January 14, 2020.

All contact concerning this solicitation shall be made through the Purchasing Section. Bidders shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Purchasing Section in writing. Failure to comply with these guidelines may disqualify the Bidder's response.

Sincerely,

Britt Rosencutter
Purchasing Agent

BR/hp

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I. Purpose

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas’ 105 counties with a population estimated at more than 511,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas’ counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking bids for On-Call Ballot Printing Services, these services may be requested to supplement the in-house printing of election ballots on an AS NEEDED BASIS.

II. Submittals

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) electronic copy (PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Britt Rosencutter
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CST, TUESDAY, January 14, 2020**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Bid responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CST, on the due date.

III. Scope of Work

Primary August 4, 2020

General November 3, 2020

1. General Information

1. Extreme Importance: Printing of optical scan paper ballots for the DS-850 and DS-200 vote tabulation systems is an integral element in the overall integrity of the election process.
2. Accuracy: Because of the importance of elections, it is imperative that the ballot printing be accurate. **The printer will be accountable for readability of the ballot by the tabulator and the voters.**
3. Ballot Layout: The ballot styles (fronts and backs) will be generated by the software program (ElectionWare). For typesetting, the Election Office will provide ballot styles that are in a Portable Document Format (.PDF) on a flash drive or via a secure file transfer (.sft) site for the typesetting system at the printer. The printer’s method of typesetting is directly related to their capabilities.
4. Quantity: The number of ballots printed for an election is based on anticipated voter turnout. Even year elections are countywide elections, and current voter registration in Sedgwick County, Kansas is approximate 300,000 eligible voters.

2. Printer's Responsibilities

1. Printer Requirements:
 - a. Printer must guarantee that finished ballots will be read by the DS-850 and DS-200 tabulators. To help ensure compliance, the Election Office will provide a test PDF file from which a test deck of ballots can be produced for testing on the DS-850 and DS-200 tabulators.
 - b. Printer must provide proper printing equipment and presses.
 - c. Printer must have appropriate and sufficient paper stock available.
 - d. Printer must provide a controlled environment and required printing conditions.
 - e. Printer must have enough staff to complete the project by the deadline.
 - f. The printer's computer software must be in-house, not subcontracted, and compatible with the ElectionWare election software. The election office will work with any interested bidder to produce a ballot to test compatibility.
2. Special Needs: Printer must have an understanding of the ballot printing process, which includes experience with substantial quantities of ballot formats and ballots, rotational sequences of candidates and stringent time frames required by Kansas Election Laws. Without this experience, the printer must have a clear understanding of the task at hand and be able to demonstrate their capabilities to the satisfaction of Sedgwick County.
3. Documentation: Printer must be able to document that they have previously provided services and supplies and time frames, which are reasonably equivalent to the services and supplies required by the printing specifications.
4. Facility Inspection: The Election Office reserves the right to inspect printing facilities or to request information regarding printing equipment or operations. Printer must ensure the security of the ballots and the ballot files at all times.
5. Registration: The DS-850 and DS-200 tabulators require very accurate registration of voting positions, timing marks, diagnostic marks and front to back registration on ballots.
6. Time Frame: Due to statutory restrictions, it is imperative that ballots must be completed in a timely manner. Completed ballots must be delivered to the Election Office within fourteen (14) calendar days from the date the ballot transfer is given to the printer for the even year August Primary and November General Elections.
7. Mock Election Ballot: Printer may be required to satisfactorily produce a Mock Election Ballot according to these bid specifications, charged at the prices quoted in their bid, within 5 days of being given the information by the Election Office and prior to being awarded the bid by Sedgwick County. If these ballots do not meet the approval of the Election Office, **their bid will be rejected and the next lowest and best bidder will be notified.**

3. Bid Sheet Definitions

1. Charge Per Ballot Style: For purposes of this bid, this includes any cost related to the following:
 - a. Ballot Style: Each different type of ballot face, including the fronts and backs.
 - b. Transfer Method: The PDF ballot information will be transmitted by flash drive or secure file transfer (.sft) site.
 - c. Proofs:
 - i. Proofs must be provided to the Election Office from the actual image.
 - ii. Proofs and corrected proofs must be provided to the Election Office for each ballot style. Facsimiles (FAX) of proofs are not acceptable.
 - iii. Proofs will be provided to the Election Office in groups of no more than 200 proofs per day. Upon receipt of each group, the Election Office will then have 48 hours to notify the printer of acceptance or rejection.

- iv. Upon notice of approval of proofs, the printer may begin printing the test deck ballots for those approved proofs.
- v. The Election Office will work with those printing companies, which use a digital printing/proofing system. However, the accurate readability of all ballots by the tabulators and by the voters is the responsibility of the printing company.
- d. Printing:
 - i. Printer will automate setup by using a PDF medium to produce proofs and finished goods.
 - ii. The printing of the ballots should be on an offset press.
 - iii. It may be desirable in some instances to print several ballot styles side-by-side on the press. The most common printing of ballots is on a one-up press due to the small quantity of ballots per style.
 - iv. The actual printing and cutting of ballots requires the use of ballot templates. The templates provide accurate placement of machine-readable codes and ovals where the voters mark to cast their vote. The templates must be used as an overlay to check the alignment of voting positions (ovals), timing marks, diagnostic marks and trim lines.
 - v. The voting positions, timing marks and diagnostic marks are built into a 1/4” by 1/4” grid. Maintaining the accuracy of this grid from top to bottom and from side to side on both sides of the ballot is mandatory.
- e. Type of Ink:
 - i. The ink used in printing text and other pre-printed marks on the ballot card must be a black non-reflective ink and not water based.
 - ii. All black printing must be solid, dense and must not have voids or breakthrough with the exception of the voting position ovals. The ovals must be of hairline weight so as to not be detectable by the unit.
- f. Ballot Scoring:
 - i. A letterpress or perforating/scoring machine may be used to score the ballots.
 - ii. The ballot templates for each size of ballot indicate the scoring marks. It is critical that the scores do not go through a voting position oval or timing mark. Use of the templates will ensure this condition does not exist.
 - iii. 100% of all ballot styles will need to be scored.
- g. Trimming:
 - i. Trim of the ballots is critical. The following tolerances are suggested to ensure accuracy of tabulation:

Band Width	8.5 in. (+.027, -.02)
Ballot Length	11, 14, 17, 19 in. (+/- 0.03)

- Ballot length is important, but ballot width is critical. The ballot templates include trim lines that are printed on the ballot for trim accuracy. **After final trim, a portion of the trim lines must be visible to ensure an accurate trim.**
- ii. The stock must be squared before printing. The final trim should be cut in lifts of less than 1/2”. A gutter must be left between ballots for precise final back trims for the sides.
- h. Testing: Each ballot style must be tested through the DS-850 and DS-200 tabulators by the printer, in regular tabulation mode for blank, over-voted and correctly marked ballots prior to printing of production ballots. A test deck of 1 ballot of each ballot style in the election is to be provided for this purpose.

2. Charge For Paper: For purposes of this bid, this includes the following:
 - a. Paper Stock:
 - i. Must be first quality, mill brand that is sold by a franchised distributor of Wausau or International Paper mills.
Seconds from a converter are unacceptable.
 - ii. 80 lb. Index is the minimum required. 110 lb. Index is the maximum required.
 - iii. The stock composition must be of chemical wood fiber.
 - iv. **The grain must be parallel to the length of the ballot (long grain).**
 - v. The maximum allowable curl of the stock measured from a flat surface is 0.05”.
 - b. Paper Color: All ballots will be printed on white paper stock.
 - c. Ballot Sizes: Finished sizes could be 8 ½ x 11 or 8 ½ x 14 or 8 ½ X 17 or 8 ½ X 19 inches.
 - d. Packaging and Slip Sheets: Ballots will be shrink-wrapped in groups of 100 with a brightly colored slip sheet visible every 25 ballots. That is 3 slip-sheets per package of 100. The color of the slip-sheet must be pre-approved by the Election Office. Packages of scored ballots should have a label or sticker on the wrapper or a small piece of paper inserted with the word “Scored” on it.
 - e. Delivery:
 - i. Proofs, corrected proofs, test deck ballots and production ballots will be delivered to the following address: Sedgwick County Election Office, 510 N. Main, #101, Wichita, KS 67203, Phone (316) 660-7100.
 - ii. Bids are to be given in a flat fee, which includes any freight charges for delivery to 510 N. Main, #101, Wichita, KS 67203. A loading dock is not available at this location. Deliveries requiring the movement of pallets will require a lift gate truck or ramp.
 - f. Overruns:
 - i. All overrun ballots, if any, are to be delivered within 3 days of the actual ballots ordered, to the same address listed above. They do not need to be scored or shrink-wrapped in groups of 100 with a brightly colored slip-sheet visible every 25 ballots, but they must be trimmed correctly and boxed.
 - ii. If the Sedgwick County Election Office uses any of these ballots, they will notify the successful bidder and pay the price agreed to for additional orders on the Ballot Bid Sheet.
 - iii. Ten (10) days following the election, the successful bidder may request to inventory the overruns to ensure the accuracy of the billing.
If the successful bidder wishes to exercise this post-election inventory, they must first submit a comprehensive list of ballot overruns, which includes the number of each style, at the time the overruns are delivered.
3. Charge for Additional Ballot Order: If applicable, printer must note an additional fee over the cost of the paper and run change, when any additional ballot orders are placed.
4. Bid Completion: Bidder must quote all prices on the Bid Sheet **or the bid may be rejected.**
5. The number of ballots ordered and the number of ballot styles needed varies with each election. Use the Ballot Information matrix to view the amount of the anticipated order for this year.
6. Please write a bid for each size of paper.

IV. Sedgwick County’s Responsibility

- Provide information, as legally allowed, in possession of the County, which relates to the County’s requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.

- Computer Systems: Sedgwick County will work with any interested vendor to prepare a mock election ballot to ensure compatibility of computer systems.
- Bid Acceptance: Sedgwick County reserves the right to reject or accept any or all bids.
- Accuracy Approval: Sedgwick County Election Office will have the final approval on the accuracy of the ballots. If the ballot trims do not show, the registrations or printing are off, or the diagnostic test on the MODEL DS-850 and DS-200 comes up with error messages due to an error on the part of the printer, that ballot style will be reprinted at the printer's expense. All defective ballots must be immediately destroyed. Sedgwick County reserves the right to have a Sedgwick County Election Official or their designee present to witness their destruction. Final delivery must still be made within the fourteen (14) calendar day deadline for the even year August Primary and November General Elections.
- Payment
 - Sedgwick County will authorize payments to be made within 30 days after each election.
 - The production of ballots must conform to rigid specifications and time frames. If ballots do not meet the specifications to the satisfaction of Sedgwick County, the remaining purchase will be canceled with no cost to the County.
- Ballot Order
 - Ballot Quantities: Those shown on the Ballot Information Matrix are estimates only and Sedgwick County reserves the right to increase or decrease the quantities.
 - Order: Sedgwick County intends to provide one single order for ballots listing the exact quantity of ballots needed for each style of ballot, for each election. However, changes in voter registration totals or special questions may require the printing of additional ballots. Therefore, the printer must indicate if there is any fee for an additional ballot order per 100.
 - The Election Office will furnish quantities of ballots per style per precinct.
 - Minimum Ballot Order to be placed at any one time or of any one style will be 50.
- For the purpose of comparing the overall cost of printing the ballots, the election office will use the estimated quantities to compare the costs from different companies. However, the amount billed will be based on the winning bidders bid sheet as per the actual order.

V. Bid Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Britt Rosencutter at britt.rosencutter@sedgwick.gov by 5:00 p.m. CST, December 27, 2019. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/finance/purchasing.asp, under view current RFQs and RFPs; to the right of the RFB number by 5:00 p.m. CST, January 3, 2020. Firms are responsible for checking the website and acknowledging any addendums on their bid response form.

B. Minimum Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Bid. Firms must meet or exceed these qualifications to be considered for award. Bids submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Bidders shall:

1. Have proper certification(s) or license(s) for the services/product specified in this document.
2. Ensure that project work meets all local, state and federal laws, regulations and ordinances.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.
4. Provide appropriate project supervision and quality control procedures.
5. Have appropriate material, equipment and labor to perform job safely and efficiently. *All costs associated with meeting this requirement will be the sole responsibility of the vendor.*

6. Ballots furnished under the contract shall be of good quality, free from faults, defects and in conformance with the contract and applicable state law. The printer shall not change specifications submitted by Sedgwick County without prior approval in writing from the Election Commissioner. All ballots not conforming to these requirements will be considered defective.

C. [Selection Criteria](#)

An award will be made to the lowest responsible and responsive bidder.

D. [Request for Bid Timeline](#)

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	December 19, 2019
Clarification, Information and Questions submitted in writing by 5:00 p.m. CST	December 27, 2019
Addendum Issued	January 3, 2020
Sealed Bid due before 1:45pm CST	January 14, 2020
Evaluation Period	January 14-17, 2020
Board of Bids and Contracts Recommendation	January 30, 2020
Board of County Commission Award	February 5, 2020

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) for one year with two, one year options to renew at the discretion of both parties.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$500,000.00
Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
Automobile Liability:	
Combined single limit	\$500,000.00
Umbrella Liability:	
Following form for both the general liability and automobile	
<input type="checkbox"/> Required/ <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<input type="checkbox"/> Required/ <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<input type="checkbox"/> Required/ <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00

G. [Indemnification](#)

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. [Confidential Matters and Data Ownership](#)

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this bid, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Bid is the property of Sedgwick County.

I. [Bid Conditions](#)

<https://www.sedgwickcounty.org/media/31338/proposal-terms-conditions.pdf>

General Contract Provisions

<https://www.sedgwickcounty.org/media/31337/general-contractual-provisions.pdf>

Mandatory Contract Provisions

<https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf>

Independent Contractor

<https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>

VI. [Required Response Content](#)

Bid response should include the following:

- a. Completed Bid: Includes a signed copy of the Bid Sheet For Ballot Printing **and** certification by the Sedgwick County Election Office to print DS-850 and DS-200 ballots must have already been completed prior to submitting bid.
- b. Specifications: Ballots furnished under the contract shall be of good quality, free from faults, defects and in conformance with the contract and applicable state law. The printer shall not change specifications submitted by Sedgwick County without prior approval in writing from the Election Commissioner. All ballots not conforming to these requirements will be considered defective.
- c. Freight: Bids are to be given in a flat fee which **includes any freight charges** for delivery to 510 N. Main, #101, Wichita, KS 67203. A loading dock is not available at this location. Deliveries requiring the movement of pallets will require a lift gate truck or ramp.
- d. Questions concerning these bid specifications should be directed to: Sedgwick County Finance, 525 N. Main, #823, Wichita, KS 67203, (316) 660-7150.
- e. Return bid to purchasing division, Sedgwick County Courthouse, Sedgwick County Finance, 525 N. Main, #823, Wichita, KS 67203 by the date and time specified.
- f. **Do Not Fax Your Bid.** Facsimile bids will not be accepted.

VII. Response Form (1 of 2)

REQUEST FOR BID

19-0047

ON-CALL BALLOT PRINTING SERVICES

The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bidder is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

____ African American (05) ____ Asian Pacific (10) ____ Subcontinent Asian (15) ____ Hispanic (20)

____ Native American (25) ____ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

____ Not Minority -Woman Owned (50) ____ African American-Woman Owned (55)

____ Asian Pacific-Woman Owned (60) ____ Subcontinent Asian-Woman Owned (65) ____ Hispanic Woman Owned (70)

____ Native American-Woman Owned (75) ____ Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ Yes _____ No

Yes, I would like to be on the emergency vendor list.

No, I would not like to be on the emergency vendor list.

After Hours Phone #: _____ Emergency Contact Name: _____

After Hours Fax #: _____

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____

BID SHEET FOR BALLOT PRINTING - 2020

Itemized by Ballot Style/Paper/Samples

1. Target dates in 2020

Primary – August 4 th	Target Order Date – June 26 th	Delivery Date – July 10 th
General – Nov. 3 rd	Target Order Date – Sept. 18 th	Delivery Date – Oct. 2 nd

2. Itemized Bids

Bid Price

All Lines **Must** be completed

Please Bid on all sizes of paper

100% of each style of ballot will be scored

Charge per Ballot Style \$ _____

Charge for paper (80 lb. Index – price per 1000) \$ _____

8 ½ X 11 white paper \$ _____

8 ½ X 14 white paper \$ _____

8 ½ X 17 white paper \$ _____

8½ X 19 white paper \$ _____

Must bid on all sizes

3. **Test Deck** (1 ballot of each ballot style, including freight) \$ _____

4. **Charge for Additional Ballot Order** (per 100 ballots) \$ _____

Indicate Paper Manufacturer _____

Bid Information

The bid prices **must be itemized for each size of paper** as well as ballot styles and test deck, since that determines the actual amount paid.

Freight must be included in the cost.

Numbers appearing on the Ballot Bid Information Matrix 2020 are only estimates, the actual order will vary.

Printer has **fourteen calendar days** for the August and November elections to complete ballot printing and delivery.

Return this page with your bid.

Please sign to show that you know and understand the dates and amounts indicated above.

Company _____ Date _____

Signature _____ Name & Title _____

BALLOT INFORMATION MATRIX FOR 2020

	2008 Ballot Order	2012 Ballot Order	2016 Ballot Order	2020 Estimated Ballot Order
Primary Election***	Primary Election	Primary Election	Primary Election	Primary Election
Ballot Styles (1 front & 1 back per style)	502	572	632	650
Paper				
8 1/2 x 11 white	0	0	0	
8 1/2 x 14 white	66,947	57,355	72,000	75,000
8 1/2 x 17 white	0	0	0	
8 1/2 x 19 white	0	0	0	
General Election ***	General Election	General Election	General Election	General Election
Ballot Styles (1 front & 1 back per style)	282	307	262	330
Paper				
8 1/2 x 11 white	0	0	0	
8 1/2 x 14 white	241,790	0	0	
8 1/2 x 17 white	0	239,221	290,000	330,000
8 1/2 x 19 white	0	0	0	

*** Many factors will affect the number of run changes, ballots styles, and quantities ordered. These factors include the number of registered voters, the number of ballot questions, the number of candidates and candidate rotation. This list is provided solely to aid in planning. Actual quantities will vary.

Many of the milestone dates for this bid are set by state statute and cannot be changed and must be met. Close and constant communication between the selected vendor and the election office is imperative. All delivery dates must be met as failure may jeopardize the election(s).