

**BEAVER COUNTY CLERK  
TAMMY MILLIKAN  
P. O. BOX 338  
BEAVER, OKLAHOMA 73932  
PHONE 580 625-3151**

**TO WHOM IT MAY CONCERN:**

Bids will be received until **December 11, 2015 at 5:00 P.M.** in the Beaver County Clerk's Office of the Beaver County Courthouse, Beaver, Oklahoma.

Said bids will be publicly opened and considered by the Board of Beaver County Commissioners in the Commissioner's Office on the **14<sup>th</sup> day of December, 2015 at 11:00 A.M.** with the right being reserved to reject any or all bids.

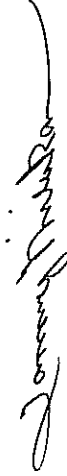
The following criteria should be met when submitting a bid:

1. The bid shall be made on the enclosed "Invitation to Bid" and the Affidavit of Non-Collusion must be signed and notarized.
2. All prices quoted shall be F.O.B. Beaver County.
3. Place your bid in a sealed envelope clearly marked, "**SEALED BID #1**". This ensures that the bid will not be voided due to accidental opening.
4. On all bids requiring services or contract labor, proof of liability insurance with at least \$1,000,000.00 liability and Workmen's Compensation is required. If you cannot furnish these you must furnish us with a Certificate of Non-Coverage.

**NOTE: ALL BID PROPOSALS WILL BE DEEMED INVALID AND THEREFORE REJECTED WHICH DO NOT CONTAIN THE "INVITATION TO BID" AND THE SIGNED AND NOTARIZED "NON-COLLUSION AFFIDAVIT".**

Thank you for your cooperation and participation in this bidding procedure. Should you have any questions, please feel free to contact the Beaver County Clerk's Office at (580) 625-3151.

Respectfully,



Tammy Millikan  
Beaver County Clerk

**SA&I FORM NO. 1-4040 (1982) Invitation to Bid and Noncollusion Affidavit - Front Side**

**Tammy Millikan, Beaver County Clerk  
 COUNTY PURCHASING OFFICE  
 P.O. Box 338  
 Beaver, Oklahoma  
 Phone: (580) 625-3151**

**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.*

11/20/2015
Page 1 of 13

BID NUMBER	BID CLOSING DATE AND HOUR	REQUIRED DELIVERY DATE
#1	December 11, 2015 at 5:00 p.m.	

**TERMS:** DATE OF DELIVERY:

Item	Quantity	Unit of Issue	Description	Unit Price	Total
			The Board of County Commissioners will open sealed bids for a twelve (12) month contract for the printing of Election Ballots, for a period from January 1, 2016 through December 31, 2016. Bids must be received in the County Clerk's Office by December 11, 2015.  <b>Bids will be opened on                      December 14, 2015 at 11:00 A.M.</b>		
			<b>The Board reserves the right to reject any or all bids.</b>		

**SA&I FORM NO. 1-4040 (1982) Invitation to Bid and Noncollusion Affidavit - Back Side**

**TERMS AND CONDITIONS**

1. Sealed bids will be opened in the Commissioner's Conference Room, \_\_\_\_\_ Beaver  
County Courthouse, \_\_\_\_\_ Beaver, 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 \_\_\_\_\_ Beaver \_\_\_\_\_ 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 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; 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 discussion 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: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

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

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

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

NOTARY PUBLIC (CLERK OR JUDGE)

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

## **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 January 1, 2016 and ends on December 31, 2016.

### **PARTIES INCLUDED:**

This contract is established between the Beaver 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 \$5.00 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: Christi Lansden, Secretary

Telephone 580-625-4742

Fax 580-625-4743

**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:	_____	<u>Unit Price</u>	_____	Additional Cost for <u>Color Distinction</u>	_____
<b>8.5 x 14.0 inches</b>	Price per ballot:	_____			
<b>8.5 x 17.0 inches</b>	Price per ballot:	_____			
<b>8.5 x 19.0 inches</b>	Price per ballot:	_____			

**ABSENTEE BALLOTS**

Maximum quantity per election:	_____	<u>Unit Price</u>	_____	Additional Cost for <u>Color Distinction</u>	_____
<b>8.5 x 14.0 inches</b>	Price per ballot:	_____			
<b>8.5 x 17.0 inches</b>	Price per ballot:	_____			
<b>8.5 x 19.0 inches</b>	Price per ballot:	_____			

**SAMPLE BALLOTS**

Maximum quantity per election:	_____	<u>Unit Price</u>	_____	Additional Cost for <u>Color Distinction</u>	_____
<b>8.5 x 14.0 inches</b>	Price per ballot:	_____			
<b>8.5 x 17.0 inches</b>	Price per ballot:	_____			
<b>8.5 x 19.0 inches</b>	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.

# OKLAHOMA SPECIFICATIONS FOR DIGITAL BALLOT PRINTING

## SECTION 1. INTRODUCTION

### **1.1 PURPOSE**

This document specifies the requirements for the printing of digital ballots for all elections conducted in Oklahoma.

Included are the printing specifications that are to be followed by a printer (Printer) certified by the State Election Board. Only a Printer that has been certified by the State Election Board as capable of digitally printing ballots for use in Oklahoma with the Hart InterCivic eScan A/T voting device and with Hart InterCivic's Ballot Now software application may bid on ballot printing.

### **1.2 SCOPE**

This document specifies requirements for Printers to produce digital ballots compatible with the Hart InterCivic eScan A/T and Ballot Now functionality. These specifications define the minimum requirements and the Election Board reserves the right to change or add to these specifications at any time it is deemed necessary. If any changes are made, the Printer will be provided with the new specifications prior to the time printing begins for the next scheduled election.

Ballots should not vary from the specifications without prior approval from the Election Board. The Election Board shall not be responsible for paying for any ballots not produced in accordance with all ballot specifications.

Any and all questions regarding ballot specifications and production should be immediately presented to the Election Board prior to digitally printing any ballot.

### **1.3 OVERVIEW**

These specifications are to be used by the Printer and will be used to specify the ballot and printing requirements for certifying Printers. Ballot Now is Hart InterCivic's central count and ballot-on-demand election software component and the eScan A/T is a precinct-based component that digitally scans and tabulates ballots. Ballot Now produces the formatted ballots. Ballot Now supports both direct printing of ballots and produces a PDF file for remote printing by third parties (Printer).



## **SECTION 2. REQUIREMENTS**

### **2.1 PRINTING EQUIPMENT**

Hart InterCivic's Ballot Now and eScan A/T election products are designed to accept digitally printed ballots produced by laser equipment. Any equipment used in the production of ballots must be maintained in accordance with the manufacturer's specifications. Given that digital equipment continues to change and update, the Election Board does not provide a list of approved equipment since it may arbitrarily exclude new or less common equipment. Any printing equipment must produce documents at 600 dpi or higher.

### **2.2 FILE FORMAT**

Files provided to a Printer are in Adobe .pdf format and will be accessible via an FTP website using a login and password provided by the State Election Board or other secure means as directed by the State Election Board.

### **2.3 BALLOTS**

Ballots must be printed using digital printer(s). Each ballot will have a unique barcode and will be printed on both sides (duplex). Each regular ballot printed will include the name of the county, the entity, and the precinct for which the ballots are printed. Absentee ballots may be printed by style or by precinct.

The width of all ballots must be 8.5". All ballots in an election will be the same length. Absentee and regular ballots must be stitched into book form. The number of ballots per book shall be 100. When the number of ballots needed for a precinct is less than 25, the ballots shall be stitched in a book of 50. Sample ballots shall not be bound or stitched into books. All regular and absentee ballots shall have a line of micro perforation separating the stub (top of ballot) from the actual ballot. The micro perforation shall be placed 3 inches from the top of the stub for 14.0 and 17.0 inch ballots and 2 inches from the top of the stub for 19.0 inch ballots. The micro perforation must allow for easy removal of the ballot from the stub without tearing the ballot. The micro perforation shall be 36 perforations per inch.

The ballot files will contain all ballots for a given precinct/style including the numbers.

### **2.4 BARCODES**

All ballots will have unique barcodes included on both faces of all ballots. Three barcodes are used:

- Unique Barcode – A barcode placed on the ballot stub and the ballot that uniquely identifies the ballot. This barcode assists in preventing multiple ballots from being processed through the scanner at the same time and prevents a ballot from being processed more than once.
- Election ID Barcode – An identification barcode that is unique for every election and used internally by the software.
- Ballot Identifier Barcode – A barcode printed on the paper ballot that indicates the precinct number, party, language, and page number of the ballot. In addition, the first three characters of the barcode identifies whether the ballot was printed from the Ballot Now application or an external ballot printer, and if the ballot is an official ballot, absentee ballot, sample ballot, or a test ballot.

## 2.5 BALLOT IMAGE MODIFICATION

No image may be added to the ballot without prior written approval from the Election Board.

## 2.6 PAPER SPECIFICATIONS

All official ballots must be printed on paper stock that meets or exceeds the specifications. All stock and supplies must be furnished by the printer. Official Ballot Paper is #1 grade bond, laser guaranteed, meeting the following minimum specifications:

<b>Basis Weight:</b>	28# Bond
<b>Finish:</b>	Smooth Xerography
<b>Sheffield:</b>	100-120
<b>Brightness:</b>	91-94
<b>Content:</b>	Virgin wood fiber, no recycled content
<b>Florescent level:</b>	4%
<b>Moisture content:</b>	4.5%
<b>Packaging:</b>	Moisture resistant ream wrap
<b>Trim:</b>	+/- 0.025"
<b>Squareness:</b>	+/- 0.025"
<b>Toner Adhesion:</b>	Mill treatment which allows optimum binding of toner and paper fibers
<b>Stub:</b>	36 micro perforations per inch
<b>Color:</b>	Primary election ballots must be distinguished by color as directed by the Election Board

## 2.7 BALLOT COLOR

Color distinction may be made by the use of colored stock or by a color bar. Colored stock recommendations by Hart InterCivic include *Domtar 70-Pound Smooth* and *International Springhill Opaque*. Approved colors from these sources include only white, ivory, pink, and yellow.

For a color bar, the printed stripes may not extend left or right beyond the vertical plane(s) of the copy box, nor anywhere inside the copy box (the rectangular outline box within which all ballot copy resides).

Specifications require the use of only laser-safe inks and a 48 hour allowance for drying purposes prior to laser imaging of ballot copy.

The printed bars must be printed in one of the following Pantone Matching System (PMS) colors:

- Green 352
- Brown 464
- Tan 468
- Blue 297
- Gray Cool #3
- Peach 163
- Cherry 183
- Purple 251

Color distinctions for ballots shall be at the discretion of the Election Board according to color availability from successful bidder. Absentee ballots of the same style or precinct shall be printed with the same color bar or on the same color ballot stock as the regular ballots.

## **2.8 COLOR CODING OR HIGHLIGHTS**

No image, screen, tint, logo, pantograph, or any mark may be added to the ballot which encroaches upon the ballot area (rectangular outline box within which all ballot copy resides), nor within any vertical tracks from sheet edge to ballot area, top to bottom, where the barcodes exist. Highlight printing with color toner may only be performed at the same time and machine pass that the ballot image is printed. Pre-printed stock, i.e. stock which has been printed using the lithographic process, shall be printed only with laser safe inks, and allowed to dry for 48 hours prior to laser imaging.

## **2.9 SAMPLE BALLOTS**

Files for sample ballots will be provided in the same manner as regular official ballots. Sample ballots will not be numbered, stitched or perforated. Sample ballots will be shrink-wrapped.

**SECTION 3. PRODUCTION**

**3.1 PAPER CONDITIONING**

Official Ballot Paper must be properly conditioned in accordance with the printer manufacturer specifications. Conditioning time increases proportionally to the difference in temperature between storage and production locations.

Paper that is purchased in trimmed to size reams should be prepared for a print job by removing outer skid wraps. Do not remove from cartons or remove ream wraps from paper.

The following chart should be used for conditioning ream wrapped papers:

Paper Quantity (Number of Cartons)	Cut Sheets, Ream Wrapped in Cartons Difference in Temperature (From Storage to Production Area)					
	10° F	15° F	20° F	25° F	30° F	40° F
	Number of Hours to Condition					
1	4	8	11	14	17	24
5	6	11	15	18	22	31
10	8	15	20	24	29	41
20	11	18	24	29	35	49
40	13	21	28	34	41	58

**3.2 TRIMMING**

Ballot Now produces a .pdf for each unique ballot and supports sizes (in inches) 8.5 x 11 (14" with 3" stub), 8.5 x 14 (17" with 3" stub), and 8.5 x 17 (19" with 2" stub). These sizes do not require trimming, and are guaranteed to meet all tolerances required.

Cutter blades should be changed every 2000 to 2500 pulls, which generally equates to every other day in two-shift production. Failure to change blades as recommended will result in inaccurate cuts and improper feeding into the digital printer and/or the scanner, ultimately resulting in rejected ballots.

Stock width must be plus or minus .025" from target. Mylar overlays shall be used for testing periodically throughout the production day. Stock must be square. Any variation in excess of 0.025" is unacceptable.

### **3.3 PRINT PRODUCTION**

The .pdf file must be printed at 100% image size. A Mylar overlay for comparison with printed ballots may be obtained from the State Election Board or Hart InterCivic and shall be used to verify ballot format, at a minimum of every 500 ballots or for each precinct printed, whichever is less. The linearity shall be verified at the same sampling rate, using a linearity Mylar overlay supplied by the SEB. The Printer must test bar code position with the overlay every 500 ballots, and print, validate, and retain five consecutive linearity grid sheets prior to commencing production and hourly thereafter. These tests should also be re-validated during the post-production QC period after the ballots have re-acclimated to room temperature.

The image must be centered on the page within 0.060" left to right and 0.125" top to bottom. Image size must not vary from ballot to ballot more than 2.0% from actual. For general comparison, overall text or graphics stretching is not to exceed .864 cm/.0340 in. Toner "spray" must not be visible to the naked eye.

### **3.4 PERFORATIONS**

All regular and absentee ballots shall have a line of micro perforation separating the stub (top of ballot) from the actual ballot. The micro perforation shall be placed 3 inches from the top of the stub for 14.0 and 17.0 inch ballots and 2 inches from the top of the stub for 19.0 inch ballots. The micro perforation must allow for easy removal of the ballot from the stub without tearing the ballot. The micro perforation shall be 36 perforations per inch.

### **3.5 GRAIN ORIENTATION**

Ballots shall be printed with the paper grain parallel to the ballot width (grain short) to minimize dimensional changes.

## **SECTION 4. POST PRINT PRODUCTION**

### **4.1 POST-PRINTING CONDITIONING**

Digital printers fuse toner to paper using very high heat and pressure. Moisture is removed from the stock during this process. Ballots printed using digital presses require a minimum of 24 hours prior to beginning other bindery processes, in order to allow the stock to re-acclimate.

### **4.2 STITCHING**

Absentee and regular ballots must be stitched into book form. The number of ballots per book shall be 100. When the number of ballots for a precinct is less than 25, the number of ballots per book shall be 50. Sample ballots shall not be bound or stitched into books. Each book of

consecutively-numbered ballots shall be stitched together in the top 1/4 inch margin of the stub. Staples should not interfere with any number or text matter that appears on the stub.

#### **4.3 SHRINK-WRAPPING**

Printed ballots shall be shrink-wrapped by precinct number in maximum packages of no more than four books of 100 ballots each. Ballots are packaged by shrink-wrapping in such a way that edges are not damaged by flares, delamination, bends, and tears to the ballot stock.

#### **4.4 PACKAGING**

Printed ballots are to be packaged in the order provided in the transmitted files. Completed ballots shall be shrink-wrapped following post-production conditioning. Optimum package size is 200 to 400 ballots. If there are less than 200 ballots per package, turn shrink tunnel heat down to prevent full wrap shrinkage and resultant curling of ballots.

Shrink-wrapped packages shall be reinforced with index or chipboard. Packages shall be labeled to reveal enough pertinent information about the contents to ensure the package can remain sealed until ballots are ready to be voted.

#### **4.5 CARTONS**

Ballot packages shall be protected in corrugated cartons of single wall construction, #275 virgin Kraft, approximately .125”-.250” larger than the ballot size. If correct size cartons are not available, corrugated corners shall be fitted to protect the package. Chipboard or corrugated cushions shall be placed on the bottom and top of each carton to further protect ballots. Tamper-proof tape or security tape to seal cartons is required and may be specified by the customer. Fully loaded carton weight shall not exceed 60 pounds. Most “mill” paper cartons do not provide adequate protection for printed ballots, and thus should not be used for shipping completed orders.

#### **4.6 SHIPPING**

Ballots shall be boxed and shipped to the Election Board office(s). Shipping documents shall verify carton contents. The Printer must have a method of tracking shipments and of communicating package delivery status. Bid prices shall include all charges for freight, F.O.B. with inside delivery. A shipping charge may be added to orders of small quantities of ballots.