BEAVER COUNTY CLERK

Kelly Yeomans
P. O. BOX 338
BEAVER, OKLAHOMA 73932
PHONE 580 625-3151

TO WHOM IT MAY CONCERN:

Bids will be received until **November 20, 2026 at 5:00 P.M.** in the Beaver County Clerk's Office of the Beaver County Courthouse in Beaver, Oklahoma.

Said bids will be publicly opened and considered by the Board of Beaver County Commissioners in the Commissioner's Office on **November 23, 2026 at 10:00 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) 625-3418.

Respectfully,

Kelly Yeomans
Beaver County Clerk

SA&I FORM NO. 1-4040 (2000)

Kelly Yeomans, Beaver County Clerk
COUNTY PURCHASING OFFICE
P.O. Box 338
Beaver, Oklahoma
Phone: (580) 625-3418

INVITATION TO BID

DATE ISSUED
November 2, 2026
1 OF 14

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE SIDE RELATING TO SUBMISSION OF THIS BID.
Notarized Affidavit completions and signature required on reverse side.

BID NUMBER	BID CLOSING DATE AND HOUR	REQUIRED DELIVERY DATE
#1	**November 20, 2026 @ 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, 2027 through December 31, 2027. **Bids must be received in the County Clerk's Office by November 20, 2026 at 5:00 P.M.** **Bids will be opened on November 23, 2026 at 10:00 A.M.** **The Board reserves the right to reject any or all bids.**		

SA&I FORM NO. 1-4040 (2000)

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; quailty 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____.

My commission expires _____

_____
NOTARY PUBLIC (CLERK OR JUDGE)

(SEAL)

Firm: _____

Signed by: _____

Title: _____

Print Name: _____

Address: _____ Phone: _____

City: _____ State: _____

Zip: _____

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

DIGITAL PRINTING CONTRACT

Contracts shall only be awarded to printers, pursuant to 230: 25-21 of the Oklahoma Administrative Code, who have been approved by the State Election Board upon successful completion of the digital ballot printing certification process.

Objective

To secure the digital printing and delivery of official ballots, sample ballots, and absentee ballots (if applicable) for all orders placed during the period of the contract.

Agreement

This Contract is between the _____ County Election Board (in conjunction with its agents and appropriate officials) henceforth referred to as "County Election Board", and _____, to whom the bid is awarded, henceforth referred to as "Printer". On this _____ day of _____, 20___, both parties have agreed to the terms and conditions stated in this contract, indicated by their signatures.

Contract Length

Contract is effective on this _____ day of _____, 20____. It will remain in effect for the period of _____ months. Ending on the _____ day of _____, 20____.

Contract Details

I. **In accordance with 26 O.S. § 6-120**

a. There shall be no split contracts; only one (1) Printer shall be awarded the contract for the time period listed above.
b. Printer shall be required to provide proof of insurance at the time of the award. A copy of their insurance certificate must be provided to the County Purchasing Agent in the amount of $_____ for the duration of the contract.
c. Ballot quantity requirements for any election may be raised or reduced from the quantity originally ordered if deemed necessary by the Secretary of the County Election Board.

II. **Ballot Quantities/Pricing Adjustments**

The Secretary of the State Election Board shall determine the number of ballots to be printed for statewide elections. The Secretary of the County Election Board shall determine the number of ballots to be printed for county, school, municipal, and local elections. The printing cost for each election shall be based on the final quantity of

ballots ordered by and delivered to the County Election Board. If the quantity of any type of ballot provided is less than or greater than the quantity originally ordered, the cost of printing should reflect the exact final quantity accepted by the County Election Board. Payment will be per the approved rate for each ballot printed stated in the accepted bid and rate listed on the included pricing form.
Note: *Additional shipping charges may be included on small orders of 200 or fewer.*

III. Specifications

All digitally printed ballots and stubs must be prepared in accordance with specifications listed in the document attached, *Oklahoma Specifications for Digital Ballot Printing*. The County Election Board is not responsible for payment on ballots that are not properly printed due to any deviation from these specifications.

IV. Ballot Materials

Printer agrees to furnish all ballot stock, materials and equipment necessary to complete digital printing of ballots, proper packaging, and delivery of said ballots to the County Election Board.

V. Delivery Date

Delivery dates specified by the State and County Election Board are critical. For all elections conducted on the date of a federal and/or state election, all printed ballots shall be delivered to the County Election Board no less than fifty (50) days prior to the election date; however, for any local or county elections, not part of a federal or state election, the State Election Board may adjust the ballot delivery schedule. For all other elections, ballots shall be delivered to the County Election Board no less than thirty (30) days prior to the election date. Any changes or adjustments to these outlined timelines must be approved by the Secretary of the County Election Board.

VI. Late Delivery

If Printer breaches its obligation to deliver all ballots by the dates agreed upon in this contract, the County Election Board shall have the right to recover liquidated damages for each day that the ballots were delayed past the deadline. Damages will be applied as follows: ten percent (10%) of the total cost of all ballots printed, per day. Such damage amounts shall be subtracted from the original total amount billed on Printer's invoice to the County Election Board.

VII. Ballot Security

Printer is obligated to maintain security of any and all digital data, materials and physical ballots in their custody. Custody of ballots ends only when successfully delivered to the County Election Board. Printer will be responsible for taking all necessary precautions to maintain the highest level of security at their location and while ballots are in transit. Printer must prevent any unauthorized access to ballots, election-related computers, digital ballot data and/or printed ballot data, and all other ballot related materials provided to Printer by the State Election Board. Printer may not release any of the aforementioned items to anyone other than an approved representative of the State or County Election Board.

DIGITAL PRINTING CONTRACT

The following credentials have been met and this contract agreed upon this _____ day of _____, 20___.

☐ Completed Digital Ballot Printing Certification

☐ Approved by State Election Board

Contract entered into by:

Secretary of _____ County Election Board

_____
Representative (Please Print)

_____
Address

_____
Phone Number

_____
Signature

Awarded Printer

_____
Representative (Please Print)

_____
Address

_____
Phone Number

_____
Signature

DIGITAL BALLOT PRINTING CONTRACT
BALLOT PRICING FORM

All ballots and stubs printed, cut, and delivered shall meet size and bar-coding requirements listed in the current version of *Oklahoma Specifications for Digital Ballot Printing.*

REGULAR BALLOTS

	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 (If Applicable, e.g., in Oklahoma and Tulsa Counties)

	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

	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

Optional shipping charge may be included on orders of 200 or fewer ballots at $_____.

DIGITAL PRINTING CONTRACT

COLOR DISTINCTION

Describe the color distinction method to be employed where 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 Direct 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 Direct 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 Direct 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 Direct produces the formatted ballots. Ballot Direct 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 Direct 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 for a given county will be of the same length, but length may vary from county-to-county for the same election date. 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 Direct 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:

Basis Weight:	28# Bond
Finish:	Smooth Xerography
Sheffield:	100-120
Brightness:	91-94
Content:	Virgin wood fiber, no recycled content
Florescent level:	4%
Moisture content:	4.5%
Packaging:	Moisture resistant ream wrap
Trim:	+/- 0.025"
Squareness:	+/- 0.025"
Toner Adhesion:	Mill treatment which allows optimum binding of toner and paper fibers
Stub:	36 micro perforations per inch
Color:	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. Ballots may be printed with a colored bar imposed on the ballot stub.

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 a Pantone Matching System (PMS) colors.

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 Direct 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 or delivered 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.