

INVITATION TO BID
Office of the Taney County
Purchasing Department
PO Box 1630 / 132 David Street
Forsyth, MO 65653

Bid Number 201111-156

The Taney County Purchasing Office in Forsyth, MO 65653 will be accepting Sealed bids for County Voter Registration Printing and Mailing until the closing Date of November 17, 2011 at 9:00am. Bids must be submitted on the form Furnished by the County and in accordance with said specifications.

It is the intent and purpose of the County of Taney that this Invitation to Bid promotes competitive bidding.

COUNTY VOTER REGISTRATION PRINTING AND MAILING

INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.
- 2) **Proposal Closing:** All Proposals / Bids shall be **delivered either by USPS, hand, or courier before 9:00 AM, Central Time, Thursday November 17, 2011 to:**

Taney County Purchasing Department
Ron Erickson, Director of Purchasing
132 David Street / PO Box 1630
Forsyth, Missouri 65653
- 3) The County will not accept any Proposals / Bids received after 9:00 AM and will consider such late bids as **NON-RESPONSIVE**. They will be either filed, returned, or discarded.
- 4) Proposals / Bids will be opened publicly at 9:00 AM on November 17, 2011 and read aloud. All proposal/bid responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.
- 5) Proposals / Bids may be withdrawn on written request from the Offeror at the address shown in this RFB prior to the time of acceptance of the Bid.
- 6) Proposals / Bids **must** be submitted in a sealed envelope identified with the bid number and date of closing. List the bid number on the outside of the box or envelope and note "Response to Request for Bid enclosed".
- 7) If you do not want to submit a bid, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted bids will be accepted.
- 8) If you have obtained this Proposal / Bid request document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

- 9) This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting bids called for in this Request for Bid.
- 10) The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 11) All Proposals / Bids submitted shall be binding, and remain firm for ninety (90) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe, **NO EXCEPTIONS**. Offerors should NOT respond unless certain on this point.
- 12) The Taney County Commission reserves the right to reject any or all bids, when such rejection is in the best interest of the County.
- 13) Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.

Length of Bid:

Bid must be good through November 1, 2012.

All questions regarding this Request for Bid shall be submitted in writing, **prior to the Bid opening** and no later than **9:00 A.M., on November 10, 2011**. All questions must be mailed, faxed or emailed to; **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Bid packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices). Technical questions should be directed to:

Donna Neely,
Taney County Clerk
417-546-7203
donnan@co.taney.mo.us

**Thank you for your consideration of this Invitation to Bid,
THE TANEY COUNTY COMMISSION**

PLEASE SEE THE FOLLOWING PAGES FOR BID SPECIFICATIONS:

County Voter Registration Printing and Mailing Specifications

The following specifications outline the printing, data file conversion, processing and mailing for the county's Voter Registration documents. Your bid will include consultation and design costs, complete costs for the Voter Identification Canvass mailing, costs for optional Address Confirmation Notice mailings, costs for programming (if any) to enable the clerk to image Voter ID Cards in-house.

The successful bidder must demonstrate to the satisfaction of the county their knowledge regarding Voter Identification Card design & printing, data file conversion, bar code imaging, and mail processing conforming to U.S. Postal Service specifications for automated mailings. Samples of your work from previous projects and references must be included with your bid.

Forms Printing Specifications:

- Size: 8.5" x 5.5"
- Paper: 9 pt. White Matte Cover Stock, Must be compatible with all county scanning equipment and U.S. Postal Service reading and sorting equipment.
- Inks: Face – 4/Color Process with Full Bleeds, Back - 2/Color: Red and Black
- Print Quality: Ink Density and Registration must be consistent in all colors on both sides of the form.
- Artwork: Composition costs for all variations in cards/notices will be included.
- Quantities: Successful bidder will guarantee an adequate number of cards to meet the need for mailings and internal office use. If a shortage occurs, supplier will guarantee makeup quantity at same cost per unit as original bid.
- Design/Consultation: Your bid will include a minimum of 4 hours on-site consultation with the County Clerk to work out details of your proposed layout/design of the Voter Identification Card(s) and Confirmation Notice(s). You will guarantee that your design conforms to all state and federal election laws in effect prior to final proof date.
- Delivery Schedule: N.C.O.A. reports delivered within 3 days after receipt of data. In-house printable Voter Identification Cards to be delivered one week prior to canvass mail drop date.

Imaging of Variable Information (Addressing, etc.):

The county will provide successful bidder with data files containing voter names, addresses, voter ID numbers, election districts and other information to be printed on the Voter Identification Cards. Supplier will need to merge data from multiple files to create a finished mailing database.

- Data File Integrity: Supplier will guarantee the integrity of each voter's information and assume responsibility for printing all related pieces of information for the individual voter on the Voter Identification Card. Supplier will demonstrate to the satisfaction of the county what steps will be taken to avoid file corruption.

Placement on Page: Variable information must be accurately aligned with headings, and the address must be situated in the proper location to meet specifications for postal automation discounts.

Bar Coding of Voter Identification Number:

Symbology: PDF417, with Human Readable numbering.

Print Quality: All bar codes must meet or exceed an ANSI grade "A". All specifications from ANSI standard X3.182 for bar code print quality will be adhered to. Successful bidder will demonstrate statistical sampling method used during verification process in the production of bar codes. The Bar Code must be permanent, and continue to be readable for a period of 2 years after initial imaging.

Ability to Scan: Supplier must guarantee decoding with all types of hand scanning equipment and document imaging systems used by the county.

Postal Processing:

Design: The design of the piece must allow for efficient processing through postal Reading and sorting equipment with minimal damage to the piece. The Voter Identification card must detach easily from the mailer and fold to credit card size of 3.375" x 2.125". Perforations must be guaranteed not to detach prematurely in mail processing equipment. Sample of construction must be provided prior to production of order.

Print Quality: All address and PostNet information must be legible, and provide a print Contrast ratio adequate to meet postal equipment scanning requirements.

Quantity Mailed: Successful bidder will provide evidence regarding the number of pieces Mailed by way of a certified report.

Mailing List Maintenance:

N.C.O.A. National Change of Address list processing services will be provided by Successful bidder. For address changes indicated by N.C.O.A. a printout of the old addresses matched with the new address will be forwarded to the county. Costs for this service, including handling of printouts will be Itemized on your bid.

Ancillary Postal Endorsements:

A cost analysis for the use of Ancillary Postal Endorsements will be provided to the county with your bid. Suggestions on reducing the handling and postage costs for undeliverable pieces, and for pieces that are forwarded will be evaluated by the county.

Postage Costs:

Postal Discounts: Reducing postage costs is very important to the county. The successful bidder will guarantee postage discounts based on the Automation rate, plus additional discounts for 5-digit sorts, Carrier Route Sorts, DSCF sorts, and any additional presorts that apply. To take advantage of maximum postal discounts the physical characteristics of the mail piece and the addressing format must comply with all postal specifications for automated mailings. Supplier will provide exact postage costs based on CASS Certification, and Pre-Sorting of the mailing lists as indicated above and will guarantee these postage costs at time of mailing. Supplier will be Responsible for all transactions with the U.S. Postal Service including Remitting payment for postage and purchasing all permits required for Mailings. If at the time of the mailing it is found that the pieces cannot be Mailed at the rate quoted on your original bid you will be responsible for Paying the difference in postage costs to the post office.

Shipping:

Shipping Costs: All shipping costs will be included in your bid. This includes delivery of Forms to the County Clerk's Office.

Confidentiality Guarantee:

The county mailing lists are confidential. Successful bidder agrees that it will treat all voter information obtained from the county with strict confidence. No part of any mailing list will be given to, sold to, or divulged in any way to a third party. All names and addresses and any other information will be used strictly for voter registration materials.

RESPONSE FORM:

Company Name: _____

Address: _____

City/Zip: _____

Phone Number: _____

Fax Number: _____

Federal Tax ID: _____

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

Authorized Representative (Sign by Hand)

Type or Print Signed Name:

Today's Date:

Consultation and Design Cost: _____

Complete Cost for Mailing: _____

Costs for Optional Address Confirmation Mailings: _____

Cost for Programming: _____

Cost for N.C.O.A. Processing Services: _____

Complete Cost for Shipping: _____

Any Additional Costs: _____

Total Cost to County: _____

"NO BID RESPONSE FORM"

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUNBIT A BID

If you do not wish to respond to this bid request, please fill this form out and return it to
The Purchasing Department by mail or fax.

If you would like to FAX this "NO Bid" Response Form to our office, the FAX number is
(417) 546-7280.

BID: 201111-156 - COUNTY VOTER REGISTRATION PRINTING AND MAILING

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

