



REQUEST FOR BID No. 201308-238

TANEY COUNTY MISSOURI
Purchasing Department
132 David Street / P. O. Box 1630
Forsyth, Missouri 65653

Attn: **Ron Erickson, Director of Purchasing**
Phone: 417-546-7281 / FAX: 417-546-3931
rone@co.taney.mo.us

Commodity Title: **VOTER REGISTRATION PRINTING & MAILING SERVICES**
PLEASE MARK YOUR ENVELOPE "SEALED BID #201308-238"
RETURN ONE (1) ORIGINAL AS WELL AS A DIGITAL CD COPY, or
THREE (3) HARD COPIES.

Bid Submission Address and Deadline

Day / Date: **Monday September 23, 2013**
Time: **2:00 P.M. C.D.T. (No late Bids will be accepted)**
Location / Mail Address: Taney County Purchasing Department
132 David St. / P. O. Box 1630
Forsyth, MO 65653
Directions: The Purchasing office is located on the second floor of the old
courthouse building in downtown Forsyth, between the
Commission Offices and the Recorder of Deeds Offices.

Bid Opening

Day / Date: **Tuesday September 24, 2013**
Time: **9:30 A.M. C.D.T.**
Location / Address: Taney County Commission Hearing Room
132 David Street
Forsyth, MO 65653

The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no Bid." Please type or print the information below. Bidder is REQUIRED to complete, sign and return this form with their submittal of Bid as well as all pages initialed. *An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address in order to receive award results. We do not use USPS for results notification *only* email. Final results will also later be posted on our website at: www.taneycounty.org. **Please do not call for results.**

_____		_____	
Company Name		Authorized Person (Print)	
_____		_____	
Address		*Signature	
_____		_____	
City/County/State/Zip		Title	
_____		_____	
Telephone #	Fax #	Date	Tax ID #
_____		_____	
E-mail		Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

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MISCELLANEOUS BIDDING PROCESS INFORMATION

The Purchasing Department is responsible for the Bid opening at the time and place noted in the request. If a Vendor is interested in a copy of the Bid tabulation they must include a direct email address, not website, in order to receive results. Obviously sealed Bids cannot be emailed so they must either be delivered by hand, courier, or USPS. (Please note USPS concerns on page #3, item #3.)

A formal invitation for Bid is utilized when the total purchase exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. The Bid Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award. All Formal Invitations for Bid are handled by the Taney County Purchasing Department. Technical specifications are the responsibility of the specific requesting department.

Bid Response Tips:

1. Read ALL Bid documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Taney County Purchasing Department with any questions relating to the Bid prior to the Bid opening. (Email ONLY to: rone@co.taney.mo.us.)
3. Use ink to fill in all blanks. (If I can't read your handwriting your Bid **will** be rejected.)
4. Remember to supply the required number of copies, marking copies vs. original. (Or CD)
5. Turn your Bid in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late Bids. In the event of only one response the County *may* reject the entire Bid and re-let it.
6. Attend pre-Bid conferences, if any. (Most are Mandatory.)
7. Pay close attention to the terms *must*, *shall*, *should* or *may*. **READ EVERYTHING.**
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, current **prevailing wage** considerations within your Bid.
10. Remember to sign the Bid sheet as this is mandatory.

Please Note...

There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Bid. Here I hope I have served to assist any/all participants in making sure everyone has a fair and pleasant experience with my County. Please keep in mind that it is entirely possible that this sheet, along with all of the other information as detailed within this Bid, may NOT include everything to cover every possible situation. Should that occur please let me know.

Thank you for your interest in Taney County Missouri.

Sincerely,



A handwritten signature in blue ink that reads "Ron Erickson".

RON ERICKSON
Director of Purchasing
Taney County Missouri
rone@co.taney.mo.us
www.taneycounty.org
417-294-7863 (Cell)

Instructions and General Conditions

1. **Delivery of:** Sealed Bids, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the Bid closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following Request for Bid.
2. **Copies:** For the convenience of all a digital – CD copy may be submitted in lieu of three additional hard copies – with the original, as indicated on page #1. If sending all hard copies please mark each to differentiate between the original and the three copies.
3. **Closing:** Sealed Bids must be delivered before 2:00 P.M. central time on Monday September 23, 2013 to the Taney County Purchasing Department as listed on page one. Bidders should take into account all possible risks of their Bid not arriving in time when electing to mail in Bids too close to the above closing date. Often the Post Office leaves a “pick up slip” in our PO Box which may / may not allow us time to retrieve said item. It is the Bidders responsibility, not the county, nor the Post Office – to ensure their sealed Bids are **delivered** in time to the Purchasing Department. (Be extra careful when your Bid response involves a large package or box.)
4. **Late Packages:** The County will not accept any Bids received after the above listed closing date/time and will consider such late Bids as **NON-RESPONSIVE**. They will remain on file un-opened.
5. **Opening:** Bids will be opened publicly at 9:45 AM on Tuesday September 24, 2013 and read aloud. All Bid responses will be considered public information as soon as they are opened and become a part of public record to be released to any person or firm that requests it.
6. **Award.** Recommendation for award will be made formally to the Taney County Commission at a later, posted, date after a full and complete review process – often within a few days of the opening date.
7. **Withdrawals:** Bids may be withdrawn on written request from the Bidder at the address shown in this RFP prior to the time of acceptance of the Bid.
8. **Sealed & Marked:** Bids **must** be submitted in a sealed envelope identified with the Bid number and dates of closing & opening. List the Bid number on the outside of the box or envelope and note “Response to Request for Bid enclosed”. Also include a return name & address. **No fax or electronic transmitted Bids will be accepted.**
9. **No Bid:** If you do not want to submit a Bid, please return the *No Bid Response Form* on page #7 of this package, and note your reason.
10. **Bidder Expenses:** 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.
11. **Presentations:** 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 or presentations (i.e. travel accommodations, etc.)
12. **Bid Term:** All 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. Bidders should NOT respond unless certain on this point.
13. **Bid Rejection:** The Taney County Commission reserves the right to reject any or all Bids, when such rejection is in the best interest of the County.
14. **Multiple Awards:** Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.
15. **Payment Terms:** County standard payment terms are Net 30 after receipt of invoice.
16. **Effective:** This agreement shall take effect upon the approval by the Taney County Commission.
17. **Alterations:** Any alterations, changes, lining out, or margin notes to any of these instructions will result in being determined as non-responsive to this Bid and thus be disqualified.

2.0) Forms Printing Specifications:

- 2.1 Size: 8.5" x 5.5"
- 2.2 Paper: 9 pt. White Matte Cover Stock, Must be compatible with all county scanning equipment and U.S. Postal Service reading and sorting equipment.
- 2.3 Inks: Face – 4/Color Process with Full Bleeds, Back - 2/Color: Red and Black
- 2.4 Print Quality: Ink Density and Registration must be consistent in all colors on both sides of the form.
- 2.5 Artwork: Composition costs for all variations in cards/notices will be included.
- 2.6 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.
- 2.7 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.
- 2.8 Delivery Schedule: N.C.O.A. (National Change of Address) 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.

3.0) Imaging of Variable Information (Addressing, etc.):

- 3.1 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.
- 3.2 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.
- 3.3 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.

4.0) Bar Coding of Voter Identification Number:

- 4.1 Symbology: PDF417, with Human Readable numbering.
- 4.2 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.
- 4.3 Ability to Scan: Supplier must guarantee decoding with all types of hand scanning equipment and document imaging systems used by the county.

5.0) Postal Processing:

- 5.1 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.
- 5.2 Print Quality: All address and Post Net information must be legible, and provide a print Contrast ratio adequate to meet postal equipment scanning requirements.
- 5.3 Quantity Mailed: Successful bidder will provide evidence regarding the number of pieces Mailed by way of a certified report.

6.0) Mailing List Maintenance:

- 6.1 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.
- 6.2 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.

7.0) Postage Costs:

- 7.1 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.

8.0) Shipping:

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

9.0) Confidentiality Guarantee:

- 9.1 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.

10.0) BID PRICING:

- 10.1 Consultation and Design Cost: _____
- 10.2 Complete Cost for Mailing: _____
- 10.3 Costs for Optional Address Confirmation Mailings: _____
- 10.4 Cost for Programming: _____
- 10.5 Cost for N.C.O.A. Processing Services: _____
- 10.6 Complete Cost for Shipping: _____
- 10.7 Any Additional Costs: _____
- 10.8 Total Cost to County: _____

11.0) For questions concerning the specifications or any other technical items contact:

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

12.0) NO BID RESPONSE FORM:

NOTE: Complete and return this form only if you do not want to submit a bid. If you do not wish to respond to this RFB, please fill this form out and return it to the Purchasing Department by mail or fax.

Thank you...

RFB# 201308-238 Voter Registration Printing & Mailing Services

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not bidding:	

See the following page for Terms & Conditions which includes necessary / helpful information as it may / may not apply appropriately specifically to items or services required within this Bid.



STANDARD TERMS AND CONDITIONS

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in this Request for Bid.
2. The Taney County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Taney County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and **sign the bid**.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. **Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.**
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Taney will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from **future** bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractors invoices – during the term of the Agreement, and any renewals thereof, indicate that Taney County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30 days of being notified of the same.



Taney County, Missouri
RFB# 201308-238 Voter Registration Card Services
Addendum #1

This addendum is issued in accordance with the Instructions and General Conditions, as well as Guidelines for Written Questions, in this Request for Bid and is hereby incorporated into and made a part of the RFB Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted RFB and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This office has received the following question, answer in red...

“Would you please tell me the quantities and mailing schedule?”

ANSWER:

- 35,000 registered voters.
- We would like to mail out in January.
- One Canvas every other year.

Thank you.

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #1 to **RFB# 201308-238 Voter Registration Card Services**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



Taney County, Missouri
RFB# 201308-238 Voter Registration Card Services
Addendum #2

This addendum is issued in accordance with the Instructions and General Conditions, as well as Guidelines for Written Questions, in this Request for Bid and is hereby incorporated into and made a part of the RFB Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted RFB and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

Due to a technicality I am postponing the deadline and opening dates & times for this Bid as follows:

NEW DEADLINE: Monday September 30, 2013 at 2:00 PM

NEW OPENING: Tuesday October 1, 2013 at 9:30 AM

For questions concerning this postponement – please contact me directly. Any/all responses received either today or up until the amended deadline will be handled as valid responses and remain sealed until the new amended opening date and time as listed above. Responses cannot be accepted electronically.

Thank you.

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #2 to **RFB# 201308-238 Voter Registration Card Services**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____