



# TANEY COUNTY MISSOURI

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

SOLICITATION TITLE: Voter Registration Printing & Mailing Services  
RFB #202107-484

SOLICITATION TYPE:

- ( ) = Full / Formal Bid for Products *or* Materials *ONLY*.
- () = Full / Formal Bid for Products *and* Services.
- ( ) = Full / Formal Bid for *Services ONLY*.
- ( ) = Full / Formal Request for Proposals.
- ( ) = Full / Formal Request for Qualifications.

## SCHEDULE & DEADLINES:

July 24, 2021 – August 16, 2021

Proposal Release Date / Advertising Period

August 6, 2021 at 2:00 P.M.

Deadline For Submitting Questions

**August 16, 2021 at 5:00 P.M.**

**Closing Date / Time**

**August 18, 2021 at 9:30 A.M.**

**Opening Date / Time**

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Responding Vendor / Company Name

City / State

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Commodity Title: **VOTER REGISTRATION PRINTING  
& MAILING SERVICES**  
PLEASE MARK YOUR ENVELOPE "SEALED BID #202107-484"  
**RETURN ONE (1) ORIGINAL & THREE (3) HARD COPIES**

*Bid Submission*

Location / Mail Address: Taney County Purchasing Department (Second Floor)  
P. O. Box 1630 (PO Box MUST be used for U.S.P.S. delivery.)  
132 David St. (Physical Address MUST be used for Courier delivery.)  
Forsyth, MO 65653

*Bid Opening*

Location / Address: Taney County Commission Hearing Room (Old Courthouse)  
Forsyth, MO 65653

The undersigned certifies their authority to bind this company in an agreement to supply the products, or services, in accordance with all terms, conditions, and pricing specified herein or to offer a "No Bid." Type or print information below. **Bidder is REQUIRED** to complete, sign and return this form with their submittal to our solicitation as well as initial **all pages**.  
\*An authorized signature and email address, printed clearly is mandatory, lack thereof *may* result in a determination of "Non-Responsive" and disqualify from participation.

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

**INTRODUCTION & BASIC PROCESSING INFORMATION:**

A formal invitation for bid is utilized when any total purchase estimate exceeds \$6,000. The County also uses this method when the life of a term and supply contract is valued more than \$6,000. A complete bid request package will contain well-defined standard technical specifications for the nature of the service or product(s) requested. A formal closing date and time is specified. The Submitter must comply with this requirement in order to be considered for award.

The Purchasing Department is responsible for the bid opening at the time and place noted in this solicitation. If a Vendor wants 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 U.S.P.S. (Please note U.S.P.S. concerns as listed in item #1.3 on the following page.)

All formal invitations for bid are handled by the Taney County Purchasing Department. However, technical requirements and product specifications are the responsibility of the specific requesting department as listed in sections #2 & #3.

Read ALL solicitation documents closely - immediately upon receipt. Note any/all special dates and submit your response as soon as possible. See Items 1.21-1.27 for the process to submit questions. Pay close attention to the terms *must, will, shall, should or may*.

Section #1 includes instructions, conditions, guidelines, requirements and other key factors that must be understood. Using the checkmark system here will assist Vendors in participating correctly and limit the possibility of their response being disqualified due to a technicality. **Use a checkmark (✓), in the box adjacent to the section number, in order to acknowledge each of the following items.** We have found this method improves communications, limits the need for questions and thus Addendum, and helps to avoid other areas of confusion.

**Section 1. INSTRUCTIONS AND GENERAL CONDITIONS**

1.1

Delivery of: *Sealed Responses*, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the solicitation closing date and time indicated herein for furnishing the County with goods, and or, services as detailed within the following pages.

1.2

Closing: *Sealed Responses* must be delivered before "Closing Date / Time" as listed on page one, to the Taney County Purchasing Department as listed on page two.

1.3

United States Postal Service WARNING: Because there is no mail delivery service at our offices, we **strongly** discourage Bidders from using the U.S.P.S. If a Bidder elects to use the United States Postal Service, do **NOT** send "return receipt requested" on our end, as we are not staffed appropriately to wait in line at the Post Office *when their counter is open* to sign for a bid response package. IN ADDITION, The Post Office only recognizes our P.O. Box address. Other delivery services require our physical address. Both addresses are listed on page #2. It is the Bidder's responsibility, not the County, nor the Post Office, to ensure responses are delivered in a timely fashion, to the Purchasing Department. Courier or hand delivery works the best.

1.4

Late Packages: The County will not accept any response received after the listed closing date/time. Late arrivals are considered "NON-RESPONSIVE". They will not be opened or returned.

1.5

Opening: Bids will be opened publicly at "Opening Date / Time", per page one, and read aloud. All responses will be considered public information as soon as they are opened and become a part of the public record to be released to any person or firm who formally requests a copy.

1.6

Award / Timeline: Recommendation for award will be made formally to the Taney County Commission as soon as possible after a complete departmental review. Updates may be sent via email should the award process become delayed for any reason. (10 days or more.)

1.7

Withdrawals: Responses may be withdrawn on written request from the Bidder at the address shown in this request prior to the time of acceptance of the response. Once a response is opened, and accepted, it can only be withdrawn by order of the Taney County Commission.

1.8

Sealed & Marked: Responses 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*" with a return name & address. No fax or electronic transmitted responses will be accepted. Make sure your package indicates "BID", with the BID NUMBER - on the final outside surface of your package.

1.9

No Bid: If you elect not to submit a response, return the No Bid Response Form of this package, and note your reason. (Optional). An email is preferred for a "No Bid" response.

1.10

Bidder Expenses: This County is not responsible for any expenses which Bidders may incur in estimating, inspecting, nor preparing information to respond to this solicitation.

1.11

Presentations / Inspections: The County reserves the right to conduct personal interviews or require presentations, inspections, of or from any / all Bidders prior to selection. The County will not be liable for any costs incurred by the Bidder in connection with such interviews, presentations, or inspections. (i.e. travel accommodations, etc.)

1.12

Bid Term: All Responses submitted shall be binding, and remain firm for ninety (90) calendar days following the opening, unless otherwise indicated. Pricing / Costs submitted within this response must be honored within that set timeframe. Bidders should not respond unless certain on this point. Submitted pricing to this request, once opened, cannot be changed for any reason. Any such changes, by law, will disqualify that full response.

1.13

Bid Rejection: The Taney County Commission reserves the right to reject any or all responses when such rejection is in the best interest of the County.

1.14

Multiple Awards: Responses may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.

1.15

Payment Terms: Taney County standard payment terms are *Net 30* after receipt of an invoice. We can not, and will not, agree to any other payment terms. Once products, or services, are received and accepted Taney County will process payment in full. Invoices need to be issued, and mailed, correctly, to the requesting department - not Purchasing.

1.16

Requests for credit applications are not necessary and will – in most cases – not be processed. Requests for deposits are not necessary and will not be accepted.

1.17

Any award agreement shall take effect upon the approval by the Taney County Commission.

1.18

Alterations: Any alterations, changes, lining out, or margin notes to any items within these instructions may result in said response being disqualified.

1.19

Direct Email Address: An email address MUST be provided in order to receive award results. (Not a website.) We do not use U.S.P.S. for results only email. Final award results will be emailed to all responding Vendors. Please do not call for results.

1.20

Results are always posted at: [www.taneycounty.org](http://www.taneycounty.org)

1.21

All questions for this solicitation must be submitted no later than 2:00 P.M. on Friday, August 6, 2021. Questions must be emailed to the department point of contact listed within this request as well as copied (cc) to the Purchasing Director at: [nikki.lawrence@taneycountymo.gov](mailto:nikki.lawrence@taneycountymo.gov)

1.22

Aside from routine processing questions, if it becomes necessary to revise any part of this solicitation due to a significant question received which could impact specifications; a written Addendum will be issued to explain any new / necessary modifications.

1.23

Any /all solicitation impacting questions, causing the need for modifications, will be combined into one written Addendum with answers and explanations to cover any / all new issues.

1.24

Any necessary Addendum is valid only if in writing and issued by the Taney County Purchasing Department.

1.25

Any necessary Addendum will be emailed as close as possible to the day following the deadline listed in item #1.21 above, to all parties who had previously been part of the original DBI (Direct Bid Invitation email), or had made email contact during the open questioning timeframe.

1.26

When an Addendum is necessary it is a formal / legal process which Bidders are required to formally respond to. Follow the instructions as indicated in detail on the Addendum itself.

1.27

Any necessary Addendum will also be posted on the Taney County website attached at the end of the solicitation there. An indication in red, placed at the end of the affected proposal, will alert website visitors as to the presence of an Addendum – if / when one is needed.

1.28

Award of Contract: The County reserves the right to award to more than one (1) supplier. Multiple awards may be made on the basis of a primary, secondary, and tertiary supplier. The primary supplier shall furnish the County's requirements until such time as the County determines that it is in the best interest of the County to seek performance from the secondary supplier, then tertiary supplier. The County's decision will be based upon the ability of the primary source to supply acceptable goods or services within the County's time requirements. The County's decision to utilize the secondary and tertiary sources shall be final and conclusive. In addition, the resulting contract from this solicitation will be considered "Non-Exclusive". The County reserves the right to obtain service, or product(s), from other suppliers. Always acting in the best interest of Taney County Missouri.

1.29

Agreement: The entire contents of response documents submitted by the successful Bidder to this request shall include all bid documents and will become a part of any contract award as a result of this solicitation. These signed documents will be binding. Bidder shall initial all pages where the document denotes "Bidder's Initials: \_\_\_\_" at the bottom of each page after completing each page. Any responses not complying with this condition may be considered non-responsive. The Awarded Vendor(s), of this request, will follow up with a written agreement draft, working with our Legal Services Department, and oversee completion of that process to the mutual satisfaction of all parties working in harmony with this signed response.

1.30

Our standard *Sample* agreement currently being used by Taney County, in most cases, is attached here to assist. It is not necessary to fill in the blanks of said "*Sample*". This sample is for reference purposes only. The County reserves the right to use other agreement versions should our Legal Services Department decide another version would better serve the needs of Taney County Missouri as they pertain to those requested within this solicitation.

1.31

Response Content: In order to enable direct comparison of competing responses, Bidders must submit responses in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All responses must be submitted using the forms provided herein. Every question should be answered. If not applicable, the section should contain "N/A."

1.32

Advice of Award: The County's Responses, Bid Tabulations, and Bid Award information may be viewed on our website at [www.taneycounty.org](http://www.taneycounty.org). (Purchasing Department Page.)

1.33

Response Clarification: The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their responses.

1.34

Rejection or Correction of Responses: The County reserves the right to reject any or all responses. Minor irregularities or informalities in any response which are immaterial or inconsequential in nature, neither affected by law nor at substantial variance with bid conditions, may be waived at our discretion whenever it is determined to be in the best interest of Taney County Missouri.

1.35

Evaluation Process: The County's sole purpose in the evaluation process is to determine from among the responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.

1.36

Acceptability: The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.

1.37

Sunshine Laws: Per (Section 610.026 RSMo.) concerning public documents, all responses to this request will be considered public information as soon as they are opened and become a part of public record releasable to any person or firm that requests it. Requests for copies, of responses, must be made through the Taney County Clerk's Office (417-546-7202) requiring a Public Service Request Form (PSR). By law charges for time spent as well as a cost per page apply. Payment for copying fees is required prior to the making of copies.

## 2. Scope of Services/Specifications:

The following specifications outline the printing, data file conversion, processing and mailing for the County's Voter Registration documents. Taney County Missouri has approximately 31,000 to 34,000 Registered Voters, as the number does fluctuate. Our mail out process will normally begin in January, one canvas every other year. 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.

Also required within this RFB is:

- 2.1 All pricing MUST include service, labor, and materials.
- 2.2 All pricing MUST remain in effect, available without increase, for 36 months.
- 2.3 The County will not be required to purchase any/all, nor minimums/maximums as per the specifications listed within this Bid.
- 2.4.1 For questions concerning any listed specifications, or other requested product technicalities, please feel free to contact:

**Donna Neeley, Taney County Clerk**  
**(417) 546-7202 (o) / (417) 546-2622 (c)**  
[donna.neeley@taneycountymo.gov](mailto:donna.neeley@taneycountymo.gov)

**Section 3 and 4. SPECIFICATIONS & STANDARD TERMS AND CONDITIONS**

Please check (✓) off the appropriate box to indicate compliance or not. The County will always look for 100% COMPLIANCE. These "SPECIFICATION" and "STANDARD TERMS AND CONDITIONS" are absolutely critical to all County solicitations. We suggest that if after reviewing each of the following items if any potential participant feels they are not able to comply with ALL - they should probably not submit a bid response to our solicitation. All "D" check (✓) marks will be considered very strongly toward disqualification. **Check every item.** Any blank item in this section will be considered non-responsive and may disqualify.

**C = Comply with item. (In some cases this will serve as a simple acknowledgement.)**

**D = Do not / cannot comply with item.**

3. SPECIFICATIONS:

C      D

**Forms Printing**

- \_\_\_    \_\_\_    3.1    Size: 8.5" x 5.5"
- \_\_\_    \_\_\_    3.2    Paper: 9 pt. White Matte Cover Stock, Must be compatible with all County scanning equipment and U.S. Postal Service reading and sorting equipment.
- \_\_\_    \_\_\_    3.3    Inks: Face – 4/Color Process with Full Bleeds, Back - 2/Color: Red and Black
- \_\_\_    \_\_\_    3.4    Print Quality: Ink Density and Registration must be consistent in all colors on both sides of the form.
- \_\_\_    \_\_\_    3.5    Artwork: Composition costs for all variations in cards/notices will be included.
- \_\_\_    \_\_\_    3.6    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.
- \_\_\_    \_\_\_    3.7    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.
- \_\_\_    \_\_\_    3.8    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.

**Imaging of Variable Information (Addressing, etc.)**

- \_\_\_    \_\_\_    3.9    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.
- \_\_\_    \_\_\_    3.10    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.
- \_\_\_    \_\_\_    3.11    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**

- \_\_\_ \_\_\_ 3.12 Symbology: PDF417, with Human Readable numbering.
- \_\_\_ \_\_\_ 3.13 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.
- \_\_\_ \_\_\_ 3.14 Ability to Scan: Supplier must guarantee decoding with all types of hand scanning equipment and document imaging systems used by the County.

**Postal Processing**

- \_\_\_ \_\_\_ 3.15 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.
- \_\_\_ \_\_\_ 3.16 Print Quality: All address and Post Net information must be legible, and provide a print contrast ratio adequate to meet postal equipment scanning requirements.
- \_\_\_ \_\_\_ 3.17 Quantity Mailed: Successful bidder will provide evidence regarding the number of pieces mailed by way of a certified report.

**Mailing List Maintenance**

- \_\_\_ \_\_\_ 3.18 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.
- \_\_\_ \_\_\_ 3.19 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**

- \_\_\_ \_\_\_ 3.20 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**

- \_\_\_ \_\_\_ 3.21 Shipping Costs: All shipping costs will be included in your bid. This includes delivery of forms to the County Clerk's Office.

**Confidentiality Guarantee**

- \_\_\_ \_\_\_ 3.22 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.



**BID PRICING**

- \_\_\_ \_\_\_ 3.23 Consultation and Design Cost: \_\_\_\_\_
- \_\_\_ \_\_\_ 3.24 Complete Cost per piece for Mailing: \_\_\_\_\_
- \_\_\_ \_\_\_ 3.25 Costs for Optional Address Confirmation Mailings: \_\_\_\_\_
- \_\_\_ \_\_\_ 3.26 Cost for Programming: \_\_\_\_\_
- \_\_\_ \_\_\_ 3.27 Cost for N.C.O.A. Processing Services: \_\_\_\_\_
- \_\_\_ \_\_\_ 3.28 Complete Cost for Shipping: \_\_\_\_\_
- \_\_\_ \_\_\_ 3.29 Any Additional Costs: \_\_\_\_\_
- \_\_\_ \_\_\_ 3.30 Total Cost to County: \_\_\_\_\_
- \_\_\_ \_\_\_ 3.43 **RESPONSE TIME/DELIVERY:** \_\_\_\_\_  
(After receipt of Order)
- \_\_\_ \_\_\_ 3.44 Include an updated W-9 form with your company information and signature. The formal, legal, company name as listed on submitted W-9 will be used on any subsequently awarded contract / agreement.
- \_\_\_ \_\_\_ 3.45 The County will NOT be held to any maximums, or minimums when ordering.
- \_\_\_ \_\_\_ 3.46 Do not include Federal Excise Tax or Sales and Use Taxes in Bid process, as law exempts the County from them.
- \_\_\_ \_\_\_ 3.19 Provide all warranty information.

4. STANDARD TERMS AND CONDITIONS:

- | C | D |   |
|---|---|---|
| — | — | 4.1 Responses shall include all charges for packing, delivery, installation, etc., (unless Otherwise specified) to the County Department identified in this Request for Bid.  |
| — | — | 4.2 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.   |
| — | — | 4.3 Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid completing each section – in same order as received, give the unit price, extended totals, and sign the bid.   |
| — | — | 4.4 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.  |
| — | — | 4.5 The delivery date shall be stated in definite terms, unless otherwise indicated, as it may be taken into consideration in awarding the bid.   |
| — | — | 4.6 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.  |
| — | — | 4.7 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.  |
| — | — | 4.8 Failure to deliver as guaranteed may disqualify Bidder from future bidding.   |
| — | — | 4.9 Prices must be as stated in units of quantity specified, and must be firm.  |
| — | — | 4.10 The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered and is accepted by the County.   |
| — | — | 4.11 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. |
| — | — | 4.12 In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.   |
| — | — | 4.13 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.  |

**BID RESPONSE FORM:** Completion of this short form is totally optional and is included within our solicitations simply as an additional “tool” to assist us overall in improving future solicitation processes. If you, or your company, has decided not to participate by *not* offering a proposal, please complete the below form and return it to the Purchasing Department by email.

*Thank you...*

RFB #202107-484 Voter Registration Printing & Mailing Services

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not Submitting:	
Would you like to be removed from our list(s) for future proposals/bids? ( <input type="checkbox"/> Yes or <input type="checkbox"/> No.)	

\*\*\*\*\*

**5. FINAL COMPLIANCE CHECKLIST:** By using the below table as a checklist you will help to insure that your proposal is fully compliant before you seal it for submission. Your full proposal response needs to comply with all of the below listed requirements or it may not be included for consideration. **Use a checkmark (✓) next to each item to avoid leaving out required information or missing an instruction which could cause your response to be disqualified.** Please call me, at my office as listed right below, or email me with any questions pertaining to these requirements or any other written instructions. *Thank you...*

**Nikki Lawrence, Director of Purchasing**  
Office: 417-546-7281 / FAX: 417-546-3931  
[nikki.lawrence@taneycountymo.gov](mailto:nikki.lawrence@taneycountymo.gov)

The below requirements apply to every solicitation we do.

(✓) = Acknowledged below item with intent to comply.

ITEM #	FINAL COMPLIANCE CHECKLIST	(✓)
6.1	The County will not accept any late proposals. Late packages will not be opened or returned.	
6.2	No fax or electronic transmitted proposals will be accepted. Proposal responses received via fax will disqualify that Vendor from any participation in this proposal.	
6.3	Please include a current/signed W-9 form with your company information. Taney County Accounts Payable Department cannot process payment(s) without a current W9. The name and address on your W9 will be used as the formal name/address on any subsequent Agreement post award.	
6.4	Remember to sign the proposal sheet as this is mandatory. Missing signature <u>WILL</u> disqualify.	
6.5	Un-readable responses, including an unreadable email address, <u>WILL</u> disqualify.	
6.6	Three <u>COMPLETE</u> copies of the bid response, with your original, are <u>REQUIRED</u> . Please indicate copies versus original. One sided copies <u>ONLY</u> . A double-sided response is not considered an acceptable “legal” document for our purposes.	
6.7	Include, in your response, ALL pages of the bid document initialed by hand, not typed, where asked for on each page bottom. Incomplete responses could possibly disqualify.	

## AGREEMENT

for

### Voter Registration Printing & Mailing Services

THIS AGREEMENT dated the \_\_\_\_\_ day of \_\_\_\_\_ 2021 is made between Taney County, Missouri, a political subdivision of the State of Missouri, (-hereinafter "County") and \_\_\_\_\_ of \_\_\_\_\_ (-hereinafter "Contractor").

NOW, THEREFORE IN CONSIDERATION of the mutual considerations and obligations of the parties contained herein, the parties agree as follows:

1. Contract Documents. The contract documents to this Agreement for the purchase of Voter Registration Printing & Mailing Services ("Service") shall include the Contractor's bid response to County's Request For Bid # 202107-484 and any applicable addenda which are attached hereto and incorporated herein by reference. Service or product data, specifications and literature submitted may be permanently maintained in the County Purchasing Office. In the event of a conflict between any of the foregoing Contract Documents, and this Agreement, the terms and conditions of this Agreement shall prevail and control.

2. Term & Supply. County agrees to this term & supply purchase from Contractor and Contractor agrees to supply the Service to County, per the Contractor's bid response. Pricing as quoted shall include delivery. If certain unusual circumstances occur specific to Product availability, the County may consider all other options, including the next lowest Bidder.

3. Contract Duration. This agreement shall commence on the date it is fully executed and extend for a term of thirty-six (36) months subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the County, for an additional twelve (12) months, subject to the pricing clauses in the Contractor's RFB response.

4. Billing and Payment. All billing shall be invoiced with specific department information and include bid reference #202107-484 for tracking. Billings and invoices may only include the prices provided for in this Agreement. No additional fees or extra services not included, or taxes, shall be included as additional charges in excess of the charges in this Agreement or the Contract Documents. The County agrees to pay all correct statements within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts, if any are available, when County makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount.

5. Binding Effect. This Agreement shall be binding upon the parties hereto and their successors and assigns for so long as this Agreement remains in full force and effect.

6. Entire Agreement. This Agreement constitutes the entire Agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual Agreement. This Agreement may only be amended by a signed writing executed with the same formality as this Agreement.

**7. Termination.** This Agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. Due to material breach of any term or condition of this Agreement, or
- b. If in the opinion of the Taney County Commission delivery of products is delayed or products delivered are not in conformity with specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

**8. Governing Law; Venue.** This Agreement shall be governed by the laws of the State of Missouri. Venue for any dispute arising out of the formation, interpretation, or claims regarding a breach of this Agreement shall be solely and exclusively in the Circuit Court of Taney County Missouri.

IN WITNESS WHEREOF the parties through their duly authorized representatives hereby execute this Agreement.

“Contractor”

Taney County Missouri  
By: Taney County Commission

\_\_\_\_\_  
Authorized Person (PRINT)

\_\_\_\_\_  
Mike Scofield, Presiding Commissioner

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Attest:  
\_\_\_\_\_

\_\_\_\_\_  
Date

Donna Neeley, County Clerk

Address:

**AUDITOR CERTIFICATION**

In accordance with 50.660 RSMo, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

Signature	Date	Appropriation Account
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