

**INVITATION TO BID**

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

Bid Number 200910-84

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 5<sup>th</sup>, 2009 at 10:00am. 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.

**INSTRUCTIONS FOR SUBMITTING BID IN RESPONSE TO INVITATION****COUNTY VOTER REGISTRATION PRINTING AND MAILING****Preparation of Bids:**

1. All prices and notations must be in ink or typewritten. No erasure permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by person signing bid. All bids must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
2. Bidders are expected to examine this form, attached drawings, specifications, if any, and all instructions. Failure to do so will be at the Bidder's risk.
3. It will be the duty of each officer to see that his/her proposal is delivered by the time designated in this invitation.
4. Proposals may be withdrawn on written requests received from the bidder prior to the time fixed for opening. Requests may be submitted by telefax, e-mail or telegram. Negligence on the part of the bidder in preparing his/her proposal confers no right to withdraw his/her proposal after it has been opened.
5. At the time fixed for opening of proposals, the content will be made public for the information of the bidder and others interested.

**Bid Check List:**

Bidders are cautioned to please check their bid very carefully, using the following Check List:

1. Any additional information, specifications, drawings, etc. should be attached.
2. Bid should be signed and dated.

## Mailing Instructions:

Each bid must be enclosed in a sealed envelope, marked and addressed as follows:

**Bid #200910-84**

Attention: Linda Gifford  
PO Box 1630  
Forsyth, MO 65653

## Non-Exclusivity:

The Contract is non-exclusive and shall not in any way preclude the County from entering into similar agreements and/or arrangements with other vendors or from acquiring, equal or like goods and/or services from other entities or sources.

## Length of Bid:

Bid must be good through November 1, 2010.

## Additional Information:

Any additional information desired may be requested by mail to the address listed, or by telephone to 417-546-7281. Information requests may also be e-mailed to [lindag@co.taney.mo.us](mailto:lindag@co.taney.mo.us). This e-mail address is for information requests only and shall not be used for submission of proposals or modifications to proposals. Such submissions will be rejected and deleted without notification to the sending party.

## Response Clarification:

We reserve the right to request additional written or oral information from bidders in order to obtain clarification of their responses.

## Refusal of Bid:

The Taney County Commission reserves the right to reject any or all bids either in whole or in part.

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

## 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 Taney 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 Taney 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.):**

Taney 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 Taney 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 Taney 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: 200909-84 - COUNTY VOTER REGISTRATION PRINTING AND  
MAILING**

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reason(s) for not bidding:**

\_\_\_\_\_  
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\_\_\_\_\_  
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