

Department of Procurement and Contract Compliance

REQUEST FOR PROPOSAL



RFP 27589
For
“Printing of Election Ballots”

Article I. General Information 4

Section 1.01 Method of Source Selection..... 4

Section 1.02 Purpose..... 4

Section 1.03 Existing Environment 4

Section 1.04 Required Review..... 4

Section 1.05 Protests and Appeals..... 4

Section 1.06 Inquiries - Clarifications 5

Section 1.07 Amendments & Addendums..... 5

Section 1.08 Alternate Proposals 5

Section 1.09 Implied Requirements..... 5

Section 1.10 Project Timetable & Contract Term 5

Section 1.12 Proposals and Presentation Costs..... 6

Section 1.13 Disclosure of Proposal Contents..... 6

Section 1.14 Cooperative Procurement..... 6

Section 1.15 Independent Contractor Relation 6

Section 1.16 Determination of Responsibility..... 7

Section 1.17 Evaluation 7

Section 1.18 Equal Treatment..... 7

Section 1.19 Award..... 7

Section 1.20 Notification of Award..... 8

Section 1.21 Right to Reject Proposals..... 9

Section 1.22 Mistakes in Proposals Discovered Prior to Award 9

Section 1.23 Mistakes in Proposals Discovered after Award 9

Article II. Standard Proposal Information 10

Section 2.01 Authorized Signature 10

Section 2.03 Site Inspection..... 10

Section 2.04 Supplemental Terms and Conditions 10

Section 2.05 Discussions with Offerors..... 10

Section 2.06 Prior Experience..... 11

Section 2.07 Evaluation of Proposals 11

Section 2.08 F.O.B. Point 11

Section 2.09 Contract Negotiations 11

Section 2.10 Failure to Negotiate..... 11

Article III. Standard Contract Information..... 12

Section 3.01 Contract Type..... 12

Section 3.02 Contract Approval..... 12

Section 3.03 Proposal as a Part of the Contract 12

Section 3.04 Additional Terms and Conditions..... 12

Section 3.05 Insurance Requirements..... 12

Section 3.06 Bid Bond - Performance Bond - Surety Deposit 13

(b) Performance Bond 13

Section 3.07 Proposed Payment Procedures 13

Section 3.08 Liquidated Damages 13

Section 3.11 Contract Changes - Unanticipated Amendments..... 13

Article IV. Required Contractual Terms and Conditions..... 14

Section 4.01 Agreement with Kansas Law 14

Section 4.02 Kansas Cash Basis Law 14

Section 4.03 Payment of Taxes..... 14

Section 4.04 Disclaimer of Liability 14

Section 4.05 Anti-Discrimination Requirements 14

Section 4.06 Termination for Default 15

Section 4.07 Termination for Convenience 16

Section 4.08 Disputes..... 17

Section 4.09 Representations 17

Section 4.10 Ownership of Materials..... 18

Section 4.11 Availability of Records and Audit 18

Section 4.12 Assignment 18

Section 4.13 No Limit of Liability..... 18

Section 4.14 Indemnification 19

Article V. Background Information19

Section 5.01 Background Information..... 19

Article VI. Project Scope19

Section 6.01 Scope of Work 19

Section 6.03 Work Schedule..... 23

Article VII. Proposal Format.....24

Section 7.01 Proposal Format and Content..... 24

Section 7.02 Electronic Filing Requirements 25

Section 7.03 Introduction..... 25

Section 7.04 Understanding of the Project 25

Section 7.06 Management Plan for the Project..... 25

Section 7.07 Experience and Qualifications 26

Section 7.08 Cost Proposal 26

Article VIII. Evaluation and Selection26

Section 8.01 Selection Criteria 26

(a) Understanding of the Project 20% 26

(c) Management Plan for the Project— 10 % 26

(d) Experience and Qualifications— 35% 27

(e) Contract Cost— 35% 27

Article IX. Attachments28

Article I. General Information

Section 1.01 *Method of Source Selection*

Article §3-103 and R3-103.02 of the Unified Government of Wyandotte County / Kansas City, Kansas Procurement Code and Regulations allows for the use of Competitive Sealed Proposals when it is determined in writing that Competitive Sealed Bidding is either not practicable or not advantageous to the Unified Government.

Section 1.02 *Purpose*

The Unified Government of Wyandotte County/Kansas City, Kansas on behalf of the Wyandotte County Election Office is accepting competitive proposals from qualified individuals, firms, partnerships and corporations for the purpose of the printing of the election ballots.

Vendors providing such services must meet the requirements, as specified herein.

Solicitations from qualified minority, and women owned businesses, firms and individuals are encouraged by the Unified Government of Wyandotte County/Kansas City, Kansas. This encouragement does not infer preference and all solicitations will be evaluated equally.

Section 1.03 *Existing Environment*

The Unified Government of Wyandotte County/Kansas City, Kansas is a consolidated city/county government serving all of the citizens of the City of Kansas City, Kansas, and Wyandotte County. The City of Kansas City, Kansas is located entirely in Wyandotte County and, along with ten other Kansas and Missouri counties, makes up the Metropolitan Kansas City Region with a population of approximately 1.6 million. The Cities of Kansas City, Kansas and Kansas City, Missouri are separated by the Kansas-Missouri border and are independent of one another in all aspects.

Section 1.04 *Required Review*

Offerors should carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the proposal opening. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the contracting officer, in writing, at least ten days before the time set for opening.

Section 1.05 *Protests and Appeals*

Any protest or appeal of the award of the Agreement must be in writing and received by the Director of

Purchasing within seven (7) days of the County Administrator’s decision. The written communication must list the specific areas of protest and suggested remedy. The decision of the Purchasing Director on any protest or appeal shall be final.

Section 1.06 *Inquiries - Clarifications*

Any questions regarding the Request for Proposal shall be directed in writing to the attention of the buyer via fax or email, to the Office of Procurement and Contract Compliance ATTN: Teresa Houchins, thouchins@wycokck.org Room 649, 701 North 7th Street, Kansas City, Kansas 66101. All questions must be received no later than the date established in the project timetable. Telephone conversations must be confirmed in writing by the interested party.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will determine the appropriate method to be used.

Section 1.07 *Amendments & Addendums*

Amendments and addendums will be made by addendum issued only to vendors known to have the Request for Proposal.

Section 1.08 *Alternate Proposals*

Offerors may only submit one proposal for evaluation. Alternate proposals (proposals that offer something different than what is asked for) will be rejected.

Section 1.09 *Implied Requirements*

By submission of the proposal, the Offeror certifies all services proposed meet or exceed all requirements as set forth in the Request for Proposals, unless the proposal specifically states otherwise. Any products and services that are not specifically addressed in the RFP but which are necessary to provide functional capabilities proposed by the offeror must be included in the proposal.

Section 1.10 *Project Timetable & Contract Term*

The project timetable set out herein represents the Unified Government’s best estimate of the schedule that will be followed. If a component of the schedule, such as the opening date, is delayed, the rest of the schedule may be shifted by the same number of days.

Issue RFP:	January 11, 2018
Last day for Questions:	February 8, 2018 at 12:00PM
Proposals Due:	February 28, 2018 at 2:00PM
Proposal Evaluation Committee completes evaluation:	TBD
Notice of Award:	TBD

Contract Start
Contract Complete

TBD
TBD

The length of the contract will be from the date of award and continue for a term length of one (1) year with the possibility of four (4) one-year extensions in which an adjustment in pricing based on the CPI will be made if mutually agreed upon by both parties.

Section 1.11 Proposals and Presentation Costs

The Unified Government of Wyandotte County/Kansas City, Kansas will not be liable in any way for any costs incurred by the offeror in the preparation of their proposal in response to the RFP nor for the presentation of their proposal and/or participation in any discussions or negotiations.

Section 1.12 Disclosure of Proposal Contents

All proposals and other material submitted become the property of the Unified Government and may be returned only at the UG's option. Kansas Open Records Act requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. Material considered confidential by the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for confidentiality.

Section 1.13 Cooperative Procurement

If the contractor has indicated agreement to participate in the Cooperative Procurement Program, the contractor shall provide equipment, supplies, and/or services as described herein under the terms and conditions, requirements and specifications of the contract, including prices, to other government entities. The contractor shall further understand and agree that participation by other governmental entities is discretionary on the part of that governmental entity and the Unified Government bears no financial responsibility for any payments due the contractor by such governmental entities.

Section 1.14 Independent Contractor Relation

Nothing in this Agreement shall be construed to create a relationship of employer and employee or principal and agent or any other relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of this Agreement. Nothing in this Agreement shall create any right or remedies in any third party.

The Agreement to be entered into is not intended to be, and will not constitute or otherwise recognize a joint venture, partnership agreement or relationship, or formal business organization or association of any kind

between the parties; and, the rights and obligations of the parties shall be only those expressly set forth in the Agreement. The parties will agree that no persons supplied by the Contractor in performance of the contract are employees of the Unified Government and further agree that no right of the Unified Government's civil service, retirement, or personnel rules accrue to such persons. The Contractor shall have the total responsibility for all salaries, wages, workers' compensation insurance, unemployment compensation, bonuses, retirement, withholdings, other benefits, and all taxes and premiums appurtenant thereto concerning such persons and shall hold the Unified Government harmless with respect thereto.

Section 1.15 ***Determination of Responsibility***

Per Regulation R3-301.04 (Duty Concerning Responsibility), before awarding a contract the Procurement Officer must be satisfied that the prospective contractor is responsible.

All offerors shall supply information as requested by the Procurement Officer concerning the responsibility of such offeror. The determination of responsibility shall be governed by Section R3-301 of the Unified Governments Procurement Code and Regulations. The contract file shall contain the basis on which the award is made.

Section 1.16 ***Evaluation***

The selection committee shall evaluate all proposals submitted and shall classify proposals as: acceptable, potentially acceptable (that is reasonably susceptible of being made acceptable), or unacceptable. Vendors whose proposals are unacceptable shall be notified promptly. More detailed evaluation information will be found in section 8 of this RFP.

Section 1.17 ***Equal Treatment***

Offerors will be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. The Procurement Officer will establish procedures and schedules for conducting discussions. If during discussions there is a need for any substantial clarification of or change in the Request for Proposals, the Request shall be amended to incorporate such clarification or change. Auction techniques (revealing one offeror's price to another) and disclosure of any information derived from competing proposals are prohibited.

Section 1.18 ***Award***

The contract shall be awarded in whole or in part to the responsible offeror whose proposal is determined to be the most advantageous to the Unified Government taking into consideration all the evaluation factors set forth in the Request for Proposals. No other factors or criteria shall be used in the evaluation.

The County Administrator retains the sole and complete discretion to select the successful proposer based upon the evaluation of the selection committee's recommendation. The decision of the County Administrator will be final unless an appeal is filed as described in the protest section.

Section 1.19 Notification of Award

Written notice of award shall be sent to the successful Offeror. The successful Offeror shall, within ten (10) days from the date of receipt of the notice of award, perform the following:

- Submit a performance bond, if required, in the total amount of one hundred percent (100%) of the proposal amount (**form will be provided by the Unified Government**). **All bonds required with this RFP must contain terms and conditions approved by the Unified Government and be executed by a surety company authorized to do business in the State of Kansas:**
- Submit an executed Appointment of Process Agent Form or a Foreign Corporation Form if the Offeror is not a resident of the State of Kansas (**Form will be provided by the Unified Government**).
- Submit a certificate of insurance evidencing insurance as required by the Request for Proposal.
- Ensure that all occupation taxes and fees are paid in full. Offerors are hereby directed to contact the Unified Government of Wyandotte County/Kansas City, Kansas License Division at (913) 573-8780 for information regarding Licensing and Occupational Taxes.
- Comply with Article XI of the Procurement Code Chapter 11 of the Procurement Regulations regarding Affirmative Action and Equal Employment Opportunity.

Contact the Contract Compliance Division located on the 6th Floor of the Municipal Office Building, 701 N. 7th Street, Kansas City, Kansas 66101, Room 628 or call Emma Scovil (913) 573-5098 or email escovil@wycokck.org for information regarding compliance requirements.

- The Unified Government may, at its option, declare the Offeror in default if the Offeror fails to perform all of the above-enumerated conditions, in which case the proposal security shall become the property of the Unified Government.
- The Unified Government of Wyandotte County/Kansas City, KS, Johnson County KS, City of Kansas City MO, and Jackson County MO, (collectively the "Local Governments"), have agreed to cooperate with each other to ensure that tax funded contracts are performed by Contractors in compliance with the Tax Laws of the Local Governments. Contractor agrees that the Contractor shall be in compliance with the respective Tax Laws of the Local Governments throughout the term of this contract and any contract renewals and that proof of the Contractor's compliance with the Tax Laws of the Local Governments shall be a condition of award. All Contractors entering into a contract and all subsequent renewals with the Unified Government of Wyandotte County in the amount of \$20,000.00 or more must obtain a Tax Clearance Certification. The Tax Clearance Certification must be signed by an authorized official from all four (4) of the "Local Governments" and submitted to the Unified Government Procurement and Contract Compliance Department. The Tax Clearance Certification shall be valid for a period of one year from the date of issuance and shall not be dated more than sixty (60) days prior to any notice of intent to contract by the County. (**Form will be provided by the Unified Government**).

Section 1.20 ***Right to Reject Proposals***

The Unified Government reserves the right without contest to accept or reject any proposal. Offerors must comply with all of the terms of the RFP, the Unified Government Procurement Code, and all applicable local, State, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not restrict the rights of the Unified Government or qualify their proposal. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities may be waived by the procurement officer if determined that they:

- do not affect responsiveness,
- are merely a matter of form or format,
- do not change the relative standing or otherwise prejudice other offers,
- do not change the meaning or scope of the RFP,
- are trivial, negligible, or immaterial in nature,
- do not reflect a material change in the work; or,
- do not constitute a substantial reservation against a requirement or provision,

If no offerors meet all the mandatory requirements of the Request for Proposals, or if sufficient funds are not available, or if other extenuating circumstances prevail, the Unified Government may choose to make no award and to submit a revised Request for Proposals to offerors at a later date, or may choose to negotiate with those submitting proposals.

Section 1.21 ***Mistakes in Proposals Discovered Prior to Award***

At any time prior to the specified date and time for submission, an offeror may withdraw or modify a proposal in accordance with Section R3-103.10 of the Unified Government's Procurement Code Regulations. Any proposal modification must be in writing, executed by an authorized person, and submitted prior to the proposal submission date. The Unified Government will deal with mistakes in proposals according to Section R3-103.15 of the Unified Government's Procurement Code Regulations.

Section 1.22 ***Mistakes in Proposals Discovered after Award***

The Unified Government will deal with mistakes in proposals according to Section R3-103.15 of the Unified Government's Procurement Code Regulations.

Section 1.23 ***Ownership of Reports, Drawings, Specifications, etc.***

All reports, drawings, designs, specifications, notebooks, tracings, photographs, negatives, finding, recommendations, data and memoranda of every description relating to the services described herein and in completion thereof, shall be the property of the Unified Government of Wyandotte County/KCK.

Article II. Standard Proposal Information

Section 2.01 *Authorized Signature*

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least one hundred twenty (120) days from the opening date.

Section 2.02 *Site Inspection*

The Unified Government may conduct on-site visits to evaluate the offeror's capacity to perform the contract. Offerors must agree, at risk of being found non-responsive and having their proposal rejected, to provide the Unified Government reasonable access to relevant portions of their work sites. Site inspection will be made by individuals designated by the procurement officer at the Unified Government's expense.

Section 2.03 *Supplemental Terms and Conditions*

Proposals including supplemental terms and conditions will be accepted, but supplemental conditions that conflict with those contained in this RFP or that diminish the Unified Government's rights under any contract resulting from the RFP will be considered null and void. The Unified Government is not responsible for identifying conflicting supplemental terms and conditions before issuing a contract award. After award of contract:

- [a] if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- [b] if the Unified Government's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

Section 2.04 *Discussions with Offerors*

The Unified Government may conduct discussions with offerors for the purpose of clarification. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP identified by the procurement officer. Discussions may only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the evaluation committee. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from

those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions. Reevaluation will be limited to the specific sections of the RFP opened to discussion by the procurement officer.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made.

Section 2.05 **Prior Experience**

Minimum of two years' experience producing ballot documents designed for the compatibility with Election Systems and Software optical scan technology, the experience qualification will be part of the evaluation process for this RFP.

Section 2.06 **Evaluation of Proposals**

The procurement officer, or an evaluation committee made up of the procurement officer and at least two Unified Government employees of the Wyandotte County Election Office, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in section eight of this RFP.

Section 2.07 **F.O.B. Point**

All goods purchased through this contract will be F.O.B. final destination. Unless specifically stated otherwise, all the prices offered must include the delivery costs to any location within Wyandotte County, Kansas.

Section 2.08 **Contract Negotiations**

After completion of the evaluation, including any discussions held with offerors during the evaluation, the Unified Government may elect to initiate contract negotiations. The option of whether or not to initiate contract negotiations rests solely with the Unified Government. If the Unified Government elects to initiate contract negotiations, these negotiations cannot involve changes in the Unified Government's requirements or the contractor's proposal which would, by their nature, affect the basis of the source selection and the competition previously conducted.

The offeror will be responsible for all travel and per diem expenses related to contract negotiations.

Section 2.09 **Failure to Negotiate**

If the selected contractor

- fails to provide the information required to begin negotiations in a timely manner; or
 - fails to negotiate in good faith; or
 - indicates they cannot perform the contract within the budgeted funds available for the project; or
 - the contractor and the Unified Government, after a good faith effort, simply cannot come to terms,
- the Unified Government may terminate negotiations with the contractor initially selected and commence negotiations with the next highest ranked offeror.

Article III. Standard Contract Information

Section 3.01 Contract Type

This contract is a ***Fixed Price*** contract.

Section 3.02 Contract Approval

This RFP does not, by itself, obligate the Unified Government. The Unified Government's obligation will commence when the contract is approved by the Unified Government County Administrator, the Administrator's designate, or the procurement officer. Upon written notice to the contractor, the Unified Government may set a different starting date for the contract. The Unified Government will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the Unified Government.

Section 3.03 Proposal as a Part of the Contract

Part or all of this RFP and the successful proposal may be incorporated into the contract.

Section 3.04 Additional Terms and Conditions

The Unified Government reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

Section 3.05 Insurance Requirements

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the Unified Government. The coverage must be satisfactory to the Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Section 3.06 ***Bid Bond - Performance Bond - Surety Deposit***

(a) Performance Bond – Required

Offerors must obtain a letter of commitment for a performance bond from a bonding company and submit it with their proposal. The amount of the performance bond must be equal to the entire dollar value of an offeror's offer for the full term of the contract. If the contractor fails to satisfactorily perform the contract the bonding company which provided the performance bond will be required to obtain timely performance of the contract. The actual performance bond must be obtained from the bonding company and provided to the Unified Government within thirty days of the date of award of the contract. An offeror's failure to provide the performance bond within the required time will cause the Unified Government to reject the proposal.

Section 3.07 ***Proposed Payment Procedures***

The Unified Government will make a single payment when all of the deliverables are received, and the contract is completed and approved by the County Election Commissioner. Each election will be considered a deliverable period.

Section 3.08 ***Liquidated Damages***

The amount of actual damages will be difficult to determine. There will be no liquidated damages for this contract; the performance bond will take the place of any liquidated damages.

Section 3.09 ***Contract Changes - Unanticipated Amendments***

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the Wyandotte County Election Commissioner will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments Unified Government Procurement Code Regulation R7-101.

The contractor will not commence additional work until the project director has secured any required Unified Government approvals necessary for the amendment and issued a written contract amendment, approved by the County Administrator.

Article IV. Required Contractual Terms and Conditions

The following terms and conditions must be agreed to by the successful Offeror and are hereby made a part of the contract entered into between the Unified Government and the successful Offeror, unless specifically modified in writing:

Section 4.01 *Agreement with Kansas Law*

This agreement is subject to and shall be governed by, and shall be construed according to the laws of the State of Kansas

Section 4.02 *Kansas Cash Basis Law*

This Agreement is subject to the Kansas Cash Basis Law, K.S.A. 10-1101. Any automatic renewal of the terms of the Agreement shall create no legal obligation on the part of the Unified Government. The Unified Government is obligated only to pay periodic payments or monthly installments under the Agreement as may lawfully be made from (a) funds budgeted and appropriated for that purpose during the Unified Government's current budget year or (b) funds made available from any lawfully operated revenue producing source.

Section 4.03 *Payment of Taxes*

The Unified Government shall not be responsible for, nor indemnify the Contractor for any federal, state, or local taxes which may be imposed or levied upon the subject matter of this Agreement. The Contractor shall pay the Unified Government occupation tax prior to execution of the Agreement.

Section 4.04 *Disclaimer of Liability*

The Unified Government shall not hold harmless or indemnify the Contractor for any liability whatsoever.

Section 4.05 *Anti-Discrimination Requirements*

During the performance of this Agreement, the Contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, age, national origin, or ancestry. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex, disability, age, national origin or ancestry. Such action shall include, but not

be limited to, the following: Employment, upgrading, demotion, or transfer; the recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Unified Government, setting forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, disability, age, national origin, or ancestry.

The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions shall apply to contracts or subcontracts for standard commercial supplies or raw materials.

The Contractor shall assure that it and all subcontractors will implement the certificate of compliance in connection with this Agreement.

If the Contractor shall fail, refuse, or neglect to comply with the terms of these contractual conditions, such failure shall be deemed a total breach of the contract and such Agreement may be terminated, canceled, or suspended, in whole or in part, and the Contractor may be declared ineligible for any further Unified Government contracts for a period of up to one year. Provided that if an Agreement is terminated, canceled, or suspended for failure to comply with this section, the Contractor shall have no claims for damages against the Unified Government on account of such termination, cancellation, or suspension or declaration of ineligibility.

The Contractor shall assure that it is in compliance with and shall maintain sufficient records to document that, under all aspects of this Agreement, it has acted in a manner which is in full compliance with all applicable sections of the Equal Employment Section of this Agreement, and the following, as applicable: Title VI of the Civil Rights Act of 1964 (as amended) (42 USCS '2000d et seq.); Title VII of the Civil Rights Act of 1964 (42 USCS '2000e et seq.); Title VIII of the Civil Rights Act of 1968 (42 USCS '3601 et seq.); the Americans with Disabilities Act of 1990, 42 U.S.C. '12101, and amendments thereto; the Kansas Act Against Discrimination, K.S.A. '44-1001 through 1004 (1992 Supp.) and amendments thereto; Chapter 11 of the Procurement Code and Regulations of the Unified Government of Wyandotte County/Kansas City, Kansas, and amendments thereto; and, '18-86 and 87 of the 1988 Code of Ordinances of the Unified Government of Wyandotte County/Kansas City, Kansas, and amendments thereto. Such records shall at all times remain open to inspection by an individual designated by the Unified Government for such purpose.

The Contractor and the Unified Government, in carrying out this Agreement, shall also comply with all other applicable existing federal, state and local laws relative to equal opportunity and nondiscrimination, all of which are incorporated by reference and made a part of this Agreement.

The Contractor will be required to conform to Equal Employment Opportunity and Affirmative Action requirements prior to the execution of this Contract.

Section 4.06 Termination for Default

If the Contractor refuses or fails to perform any of the provisions of this Agreement with such diligence as will ensure its completion within the time specified in this Agreement, or any extension thereof, or commits any other substantial breach of this Agreement, the Procurement Officer may notify the Contractor in writing

of the delay or nonperformance and, if not cured in ten days or any longer time specified in writing by the Procurement Officer, such officer may terminate the Contractor's rights to proceed with the Agreement or such part of the Agreement as to which there has been delay or a failure to properly perform.

The Unified Government shall pay the Contractor the costs and expenses and reasonable profit for services performed by the Contractor prior to receipt of the notice of termination; however, the Unified Government may withhold from amounts due the Contractor such sums as the Procurement Officer deems to be necessary to protect the Unified Government against loss caused by the Contractor because of the default.

Except with respect to defaults of subcontractors, the Contractor shall not be in default by reason of any failure in performance of this Agreement in accordance with its terms if the Contractor has notified the Procurement Officer within 15 days of the cause of the delay and the failure arises out of causes such as acts of God, acts of the public enemy, act of the Unified Government and any other governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, or other labor disputes. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit the Contractor to meet the contract requirements. Upon request of the Contractor, the Procurement Officer shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the Contractor's progress and performance would have met the terms of the Agreement, the time for completion of the Agreement shall be revised accordingly.

If, after notice of termination of the Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, and both the Unified Government and the Contractor agree, the rights and obligations of the parties shall be the same as if the notice of termination had not been issued.

The following acts committed by the Contractor will constitute a substantial breach of the Agreement and may result in termination of the Agreement:

- If the Contractor is adjudged bankrupt or insolvent;
- If the Contractor makes a general assignment for the benefit of his creditors;
- If a trustee or receiver is appointed for the Contractor or any of his property;
- If the Contractor files a petition to take advantage of any debtor's act or to reorganize under bankruptcy or applicable laws;
- If the Contractor repeatedly fails to supply sufficient services;
- If the Contractor disregards the authority of the Procurement Officer;
- Acts other than those specified may constitute substantial breach of this Agreement.

Section 4.07

Termination for Convenience

The Procurement Officer may, when the interests of the Unified Government so require, terminate this contract in whole or in part, for the convenience of the Unified Government. The Procurement Officer shall give written notice of the termination to the Contractor specifying the part of the contract terminated and when termination becomes effective.

The Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the Contractor will stop work to the extent specified.

The Procurement Officer shall pay the Contractor the following amounts:

All costs and expenses incurred by the Contractor for work accepted by the Unified Government prior to the Contractor's receipt of the notice of termination, plus a reasonable profit for said work.

All costs and expenses incurred by the Contractor for work not yet accepted by the Unified Government but performed by the Contractor prior to receipt of the notice of termination, plus a reasonable profit for said work.

Anticipatory profit for work and services not performed by the Contractor shall not be allowed.

Section 4.08 *Disputes*

All controversies between the Unified Government and the Contractor which arise under, or are by virtue of, this Agreement and which are not resolved by mutual agreement, shall be decided by the Procurement Officer in writing, within 30 days after a written request by the Contractor for a final decision concerning the controversy; provided, however, that if the Procurement Officer does not issue a written decision within 30 days after written request for a final decision, or within such longer period as may be agreed upon by the parties, then the Contractor may proceed as if an adverse decision had been received.

The Procurement Officer shall immediately furnish a copy of the decision to the Contractor by certified mail, return receipt requested, or by any other method that provides evidence of receipt. Any such decision shall be final and conclusive, unless fraudulent, or the Contractor brings an action seeking judicial review of the decision in the Wyandotte County District Court.

The Contractor shall comply with any decision of the Procurement Officer and proceed diligently with performance of this Agreement pending final resolution by the Wyandotte County District Court of any controversy arising under, or by virtue of, this Agreement, except where there has been a material breach of the Agreement by the Unified Government; provided, however, that in any event the Contractor shall proceed diligently with the performance of the Agreement where the Purchasing Director has made a written determination that continuation of work under the contract is essential to the public health and safety.

Notwithstanding any language to the contrary, no interpretation shall be allowed to find the Unified Government has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of any contingency. Further, the Unified Government shall not agree to pay attorney fees and late payment charges.

Section 4.09 *Representations*

The Contractor makes the following representations:

The price submitted is independently arrived at without collusion.

It has not knowingly influenced and promises that it will not knowingly influence a Unified Government employee or former Unified Government employee to breach any of the ethical standards set forth in Article 12 of the Procurement Regulations.

It has not violated, and is not violating, and promises that it will not violate the prohibition against gratuities and kickbacks set forth in R-12-106 (Gratuities and Kickbacks) of the Procurement Code.

It has not retained and will not retain a person to solicit or secure a Unified Government contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

Section 4.10 Ownership of Materials

All property rights, including publication rights, in all interim, draft, and final reports and other documentation, including machine-readable media, produced by the Contractor in connection with the work pursuant to this Agreement, shall be in the Unified Government.

Section 4.11 Availability of Records and Audit

The Contractor agrees to maintain books, records, documents, and other evidence pertaining to the costs and expenses of the services provided under the Agreement (hereinafter collectively called "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies, and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this Agreement. The Contractor agrees to make available at the offices of the Unified Government at all times during the period set forth in the Request for Proposals any of the records for inspection, audit, or reproduction by any authorized representative of the Unified Government. Except for documentary evidence delivered to the offices of the Unified Government, the Contractor shall preserve and make available to persons designated by the Unified Government his records for a period of three years from the date of final payment under the Agreement or until all audit questions have been resolved, whichever period of time is longer.

Section 4.12 Assignment

Neither the Contractor nor the Unified Government shall sell, transfer, assign, or otherwise dispose of any rights or obligations created by the Contract Documents or any portion thereof without the written consent of the other party.

Section 4.13 No Limit of Liability

Nothing in this Agreement shall be construed to limit the Offeror's liability to the Unified Government as such liability may exist by or under operation of law.

Section 4.14 ***Indemnification***

Vendor shall indemnify, defend, and hold the Unified Government of Wyandotte County/Kansas City, Kansas harmless from and against all claims, losses, damages, or costs arising from or in any way related to Vendor's breach of the foregoing warranties. This indemnification shall not be subject to any limitations of remedies or warranties which are contained in this or any other agreement and shall survive termination of this or any other agreement between the parties hereto or thereto.

Article V. Background Information

Section 5.01 *Background Information*

The Wyandotte County Election Commissioner is soliciting bids for a qualified vendor to provide ballots for the primary and general elections and any special elections beginning in 2018. This contract will commence in 2018 and cover any special elections that may come up before or after the primary election slated for **August 7, 2018**. Vendors **must** complete all information provided on the matrix forms. Only one vendor will be awarded the ballot bid.

Because of the close scrutiny given to elections, it is imperative that the ballot printing is accurate, and the printer is accountable for reading of the ballot by the tabulator. Wyandotte County Election Commissioner will have the final approval on the accuracy of the ballots. If the ballot trim marks do not show, the printing is off or the diagnostic test on the Election Systems and Software (ES&S) **DS-200/DS-850** comes up with error messages, or the ballot contains errors or omissions, that ballot style will be reprinted at printer's cost. Also, the scoring of the ballots must be aligned to the ES&S ballot template to ensure proper position of the score lines.

Because of the high evaluation points associated with the experience and qualifications for the RFP and the comfort level of the Wyandotte County Election Commissioner to deal solely with one vendor, no subcontracting will be allowed under this contract.

Article VI. Project Scope

Section 6.01 *Scope of Work*

6.2 Printer must have:

- ❖ Proper digital printing equipment and presses
- ❖ Sufficient paper stock available
- ❖ Controlled environment and required printing conditions
- ❖ Sufficient staff to complete the project on or before the deadline

6.3 Printer must have an understanding of the special needs of ballot printing which includes experience with substantial quantities of ballot formats, rotational sequences of candidates and stringent time frames required by Kansas Election Laws. Without the experience, the printer must have a clear understanding of the task at hand and be able to demonstrate their capabilities to the satisfaction of the Wyandotte County Election Commissioner.

6.4 Printer must be able to document that they have provided services and supplies and time frames that are equivalent to the services and supplies required by the printing specifications.

Below is a list of requirements:

- ❖ Describe type of printing press equipment used.
- ❖ State number of full-time employees to be assigned to this project.
- ❖ Describe the storage facility(ies) used to store the ballot stock and the amount of stock on hand.
- ❖ Describe paper stock and type of ink to be used for the ballots.
- ❖ Explain experience with printing of ballots and ballot formats or provide a list of customers with similar project, please describe.
- ❖ Election Commissioner reserves the right to inspect printing facility(ies) upon request.

6.5 The ballot information (postscript file) will be transmitted by thumb drive and/or email.

6.6 Proofs and corrected proofs must be provided to Wyandotte County Election Commissioner for each ballot style. The contractor shall be required to proof their printed ballots to ensure that each ballot is wholly correct, an exact match to the ballot proofs provided.

6.7 Ballot quantities required are approximate and the Wyandotte County Election Commissioner reserves the right to increase or decrease the quantities. The Wyandotte County Election Commissioner intends to provide one single order for ballots giving the exact quantity of ballots needed for the election indicated. However, changes in voter registrations or special questions may require the printing of additional ballots. Therefore, the printer must indicate the cost for any additional ballots per 100. See Attachment C, BALLOT ORDER MATRIX for approximate ballot quantities. The number of estimated ballot styles should be used in the bid calculation.

6.8 Bids are to be given in a flat fee that **includes any freight charges** for delivery to the Wyandotte County Election Commissioner at 850 State Avenue, Kansas City, Kansas.

6.9 Definitions:

RUN CHARGE-Includes the following processes:

- ❖ Printing
- ❖ Trimming
- ❖ Testing
- ❖ Packing
- ❖ Delivery
- ❖ Sample ballots on 20 lb pink stock
- ❖ Postscript transfer
- ❖ Proof

PAPER-Includes:

- ❖ Colors will include all Election Systems Software approved paper stock per ballot specifications
- ❖ White paper stock
- ❖ 8 ½ x 11", 8 ½ x14", 8 ½ x 18"
- ❖ Bristol Tag

6.10 Ballots furnished under the contract shall be of good quality, free from faults, defects, and in conformance with the contract and applicable state law. The printer shall not change specifications submitted by the Wyandotte County Election Office without prior approval in writing from the Election Commissioner. All ballots not conforming to these requirements will be considered defective.

6.11 Each ballot style must be tested through the **DS-200/DS-850** in the blank, correctly marked, and the fully marked (over voted) mode. The Wyandotte County Election Commissioner will test each ballot style.

6.12 Ballots shall be subject to inspection and approval by the Wyandotte County Election Commissioner. Defective or incorrect ballots shall be removed and replaced immediately at the printer's expense.

Wyandotte County Election Commissioner will have the final approval on the accuracy of the ballots. If the ballot trims do not show, the printing is off, erroneous, or the diagnostic test on the DS-200/DS-850 resolution error messages, that ballot style will be reprinted at printer's cost.

6.13 Ballot Printing Training:

Election Systems and Software provides a Ballot Production Guide and a set of ballot templates to the printer for a fee. Printer must obtain and use the Election Systems and Software Ballot Guide.

6.14 Specifications:

6.14.1 Quantities of ballots: per style per precinct will be furnished by Election Commissioner.

6.14.2 Due to statutory restrictions, it is imperative that ballots be completed in a timely manner. Ballots **proofs** must be delivered to the Election Commissioner within 48 hours after the printer receives the ballot order. The Election Commissioner will examine and verify the proofs. **Complete** ballots must be delivered to the Election Commissioner within eight (8) calendar days for the **2018 Primary and General Elections, within five (5) calendar days for the 2019** Primary and General Elections from the date that the ballot order is given to the printer. When the Contractor fails to complete the Work or any portion of the Work within the time or times fixed in the Contract Documents, the Contractor's performance bond will be used to cover the Unified Government's losses. No consequences will be assessed if the Election Commissioner delays delivery of the ballot proofs.

6.14.3 The Wyandotte County Election Commissioner requires that the proposer be able to print graphics on the ballots.

6.14.4 The Wyandotte County Election Commissioner requires a unique square to be printed on the upper right corner of every ballot.

6.15 Ballot Printing:

6.15.1 The minimum number of ballots to be ordered of any one style will be 25.

6.15.2 Primary election ballots will be shrink wrapped in groups of 100 but not fewer than 25; packaged alphanumerically by precinct and party if applicable; and appropriately labeled in boxes not exceeding 1,000 ballots per box. Ballots will be packaged in the following order for all elections: voter group/ numerical order/slip sheets with counts and Ward/ precinct listing on the boxes.

General election ballots will be shrink wrapped in groups of 100 but not fewer than 25; packaged alphanumerically by precinct and appropriately labeled in boxes not exceeding 1,000 ballots per box.

Packaging instructions may include additional requirements to package ballots by school district and/or or political party.

Advance Ballots for mailing are to be scored, folded and packaged separately in precinct/numerical order, and by party if applicable.

Each package of ballots must contain a visible "ballot count tag".

Test Ballots are to be packaged separately in precinct/numerical order, and by party if applicable.

Sample Ballots are to be packaged separately in precinct/numerical order, and by party if applicable.

Reserve ballots are to be packaged separately in precinct/numerical order and by party if applicable.

Ballots are to be delivered and unloaded in precinct/numerical order.

6.15.3 The amount of ballots to be scored and folded will be a maximum of 50% of the total order.

6.15.4 SAMPLE/INSPECTION BALLOTS: (copier may be used in this process)

- ❖ 20 lb **pink** bond paper
- ❖ The words "SAMPLE" must be screened across the face and the backside of the ballot.
- ❖ The timing marks across the bottom of the ballot must be blocked out.
- ❖ These ballots are not tested in the DS-200/DS-850 ballot scanner

6.15.5 Proofs, corrected proofs and ballots will be delivered to the following address:

WYANDOTTE COUNTY ELECTION OFFICE

850 State Avenue
Kansas City, Kansas 66101
(913) 573-8500

6.15.6 Proposals should state how emergency printing will be handled. This should describe all time frames and delivery schedules.

6.16 Disclaimers:

The Production of ballots must conform to rigid specifications and time frame. If ballots do not meet the specifications of the Wyandotte County Election Commissioner the remaining purchase will be canceled with no cost to the Unified Government.

6.17 Optical Scan Paper Ballot Criteria:

6.17.1 The printing of optical scan paper ballots for the Electionware tabulation system is an integral element in the overall integrity of the election process.

Election Systems and Software provide a Ballot Production Guide and a set of Ballot templates to any qualified printer for a fee. The Production Guide explains, in detail, the complete process of ballot printing.

The actual printing and cutting of ballots requires the use of ballot templates. The templates provide accurate placement of machine-readable codes and ovals where the voters mark to cast their vote. The templates are used in typesetting of ballot faces, races, candidates and issues; and as an overlay to align the voting positions (ovals), timing marks, diagnostic marks and trim lines.

Electionware optical scan ballot requires very accurate registration of voting positions, timing marks, diagnostic marks and front to back registration.

The voting positions, timing marks and diagnostic marks are built by ES&S specifications. Maintaining the accuracy of this grid from top to bottom and from side to side on both sides of the ballot is mandatory.

Ballots are to be printed using the Election Systems and Software Specifications

6.17.2 Ballot Specifications: See Attachment C

Section 6.02 *Work Schedule*

Election Dates:

August 7, 2018
November 6, 2018
August 6, 2019
November 5, 2019

This contract allows for (1) year with four (4) one-year extensions if mutually agreed upon, those election dates will be sent if the extension shall be agreed upon. This contract will also cover any special elections that may come up during the life of the contract.

Article VII. Proposal Format

PROPOSALS WILL NOT BE CONSIDERED UNLESS AN OFFICER AUTHORIZED TO BIND THE OFFERING COMPANY SIGNS THE SIGNATURE PAGE.

A respondent must submit a complete copy of its response in the following format. One (1) original and one (1) copy along with a flash drive or CD in >PDF format prior to the closing date. If components of the response, such as spreadsheets, pictures, charts or diagrams require the functionality of a non-word processing application, they must be submitted in Microsoft Excel or Microsoft PowerPoint format.

Any respondent that does not comply with these policies may be disqualified from the procurement.

*It is the respondent's responsibility to ensure **proposals** are received by the closing date and time. Delays in mail delivery or any other means of transmittal, including couriers or agents of the issuing entity shall not excuse **late** submissions. Respondents shall be responsible for actual delivery of the proposal to the appropriate department identified in document.*

ALL PROPOSALS MUST BE SEALED AND PLAINLY MARKED ON THE OUTSIDE OF EACH SEALED ENVELOPE:

Proposal – RFP 27589 “Election Ballots”

(1) Original and One (1) copy of your proposal and supplementary material should be submitted to:

**Department of Procurement & Contract Compliance
701 North 7th Street, Suite 649
Kansas City, Kansas 66101-3064**

ALL PROPOSALS MUST BE RECEIVED NO LATER THAN THE TIME LISTED IN THE RFP CALENDAR OF EVENTS. LATE PROPOSALS WILL NOT BE CONSIDERED.

Section 7.01 *Proposal Format and Content*

The Unified Government discourages overly lengthy and costly proposals, however, in order for the Unified Government to evaluate proposals fairly and completely, offerors should follow the format set out herein and provide all of the information requested.

Section 7.02 Electronic Filing Requirements

A respondent may submit a complete copy of its response on the Unified Government's e-Procurement site which can be accessed at; <https://purchasing.wycokck.org/eProcurement>

Any respondent that does not comply with these policies may be disqualified from the procurement.

Section 7.03 Introduction

Proposals must include the complete name and address of their firm and the name, mailing address, and telephone number of the person the Unified Government should contact regarding the proposal.

Proposals must confirm that the firm will comply with all of the provisions in this RFP, and if applicable, provide notice that the firm qualifies as a Unified Government bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in their proposals may cause their proposal to be determined to be non-responsive and the proposal may be rejected.

Section 7.04 Understanding of the Project

Offerors must provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project and the project schedule. This narrative should include any potential problems the printer foresees and possible solutions as well as how the emergency printing and timeframe will be handled. Emergency printing may be required on Election Day or because of a last-minute change to the candidates or wording of a ballot or ballots. Examples of previous ballots should be submitted in this section showing the offeror is capable of the work needed. At least one of the examples should show graphics printed on the ballot.

Section 7.05 Management Plan Used for the Project

Offerors must provide a comprehensive narrative statement that sets out the management plan they intend to follow and illustrates how their plan will serve to accomplish the work and meet the Unified Government's project schedule. This should include details and information stated in sections 6.2, 6.4, and 6.5.

Section 7.06 *Experience and Qualifications*

Provide a company history and background information. Designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Provide a contact name and number that will be assigned the account.

Provide reference names and phone numbers for similar projects your firm has completed.

Section 7.07 *Cost Proposal*

Offeror's cost proposals must include an itemized list of all direct and indirect costs associated with the performance of this contract including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.

Article VIII. Evaluation and Selection

Section 8.01 *Selection Criteria*

(a) Understanding of the Project- 20%

Proposals will be evaluated against the questions set out below.

1. How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
2. How well has the offeror identified pertinent issues and potential problems related to the project?
3. How well has the offeror demonstrated that it understands the deliverables the Unified Government expects it to provide?
4. How well has the offeror demonstrated that it understands the Unified Government's time schedule and can meet it? How will emergency printing be handled?
5. Are examples of good quality and sufficient to the Unified Government's standards?

Management Plan for the Project—10%

Proposals will be evaluated against the questions set out below. How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?

1. To what extent does the offeror already have the hardware, equipment, and licenses necessary to perform the contract?
2. Does it appear that the offeror can meet the schedule set out in the RFP?
3. Is the proposal submitted responsive to all material requirements in the RFP and does the proposer provide the information requested in section 6.2, 6.4, and 6.5?

Experience and Qualifications—35%

Proposals will be evaluated against the questions set out below.

Questions regarding the firm.

1. How well has the firm demonstrated experience in completing similar projects on time and within budget?
2. How successful is the general history of the firm regarding timely and successful completion of projects?
3. Has the firm provided letters of reference from previous clients?

Refer to Page 19, last paragraph. Subcontractors not allowed in this contract

Contract Cost—35%

Overall, a minimum of 35% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences set out below.

Converting Cost to Points:

The lowest cost proposal will receive the maximum number of points allocated to cost.

Article IX. Attachments

Attachment A: Signature Page

Attachment B: Intent to Self-Perform

Attachment C: Debarment Form

Attachment D: Ballot Order Matrix

Attachment A - Signature Page

By submission of this response, the undersigned certifies that the respondent has the full authority to execute the services and to execute any resulting contract awarded as the result of, or on the basis of, the response.

I hereby certify that the attached response has been prepared in compliance with the specifications and that the proposals are valid for a period of 120 days.

Authorized Representative: _____

Signature: _____

Title: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

E-Mail: _____

Attachment B

Intent to Self Perform

Affidavit Of

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the contract

(Printing of Election Ballots)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and the Bidder agrees to provide any additional information or documentation requested by the Unified Government in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Sign _____

Date _____



Attachment C
DEPARTMENT OF PROCUREMENT & CONTRACT COMPLIANCE
SUPPLIER CERTIFICATION REGARDING DEBARMENT AND/OR SUSPENSION

This certification needs to be completed by all Unified Government Suppliers who are fulfilling a single procurement in excess of \$20,000. Please complete, sign, and submit the form to the Unified Government Procurement Department (address at the bottom):

1. The undersigned certifies, to the best of his or her knowledge and belief, that:
 - a. The Offeror and/or any of its Principals:
 - i. _____ Are _____ Are not
Presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - ii. _____ Have _____ Have not
Within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) contract or subcontract: violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - iii. _____ Are _____ Are not
Presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated in section (1) (a)(ii) of this provision; and
 - iv. _____ Have _____ Have not
Within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
2. "Principals," for the purpose of this certification, means officer; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution.
3. The Offeror shall provide immediate written notice to the Procurement Department if , at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
4. A certification that any of the items in this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as

requested by the Unified Government Procurement Department may render the Offeror non-responsive;

5. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings; and
6. The certification of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Unified Government Procurement Department may terminate the contract resulting from this solicitation for default.

Authorized Supplier Representative

Name (printed)

Signature

Title

Date

Company

Project

**Attachment D - BALLOT INFORMATION MATRIX
2018 & 2019
ELECTIONS**

PRIMARY AUGUST 7, 2018
GENERAL NOVEMBER 6, 2018

PRIMARY AUGUST 6, 2019
GENERAL NOVEMBER 5, 2019

Bid for paper per specifications per 1000:

	8 ½" by 11"	8 ½" by 14"	8 ½" by 18"
White stock			
Color stock			
Bid for Single Run Charge			
Charge per graphic			
Additional Ballot Charge per 100			

Overall cost estimate based on Ballot Information Matrix for 2018 and 2019 Elections including the paper and run charge. Must bid on all three sizes. Freight must be included in cost.

	11-Inch Ballots	14-Inch Ballots	18-Inch Ballots
2018 Primary			
Ballots			
Sample Ballots			
2018 General			
Ballots			
Sample Ballots			

	11-Inch Ballots	14-Inch Ballots	18-Inch Ballots
2019 Primary			
Ballots			
Sample Ballots			
2019 General			
Ballots			
Sample Ballots			
GRAND TOTAL			

Transfer and Printing methods are not negotiable; please indicate the capability of these methods by checking the lines.

METHOD OF TRANSFER:

PRINTING METHOD:

Postscript File

Digital