



**FRANKLIN COUNTY
PURCHASING DEPARTMENT
INVITATION FOR BID (IFB) COVER PAGE**

IFB NO: 2018-1

TITLE: Election Notice Cards

Bid Schedule & Deadlines:

January 24, 2018	Bid Release Date
January 24 and 31, February 7, 2018	Advertising Period
February 9, 2018, 2:00 pm	Deadline for Submitting Questions
February 13, 2018 at 4:30 pm	Deadline to post Addendum
February 20, 2018 at 9:00 am	Deadline to Submit Bids
February 20, 2018 at 10:00 am	Bid Opening Date Time

BID responses must be received no later than "Deadline to Submit Bids"

February 20, 2018 at 9 am

Kathy Hardeman, Purchasing Agent,

Ann Struttmann, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.net

Submittal Instructions: Print this BID Packet in its entirety and complete all pages per instructions. Print the SEALED BID LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

BID SUBMISSION CHECKLIST

_____ I have reviewed the bid schedule and deadlines, located on the IFB cover page

_____ I have read ALL Terms and Conditions and Bid documents closely

(Located at www.franklinmo.org/current)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A BID

USE THESE FORMS ONLY

_____ IFB Cover page

_____ Contractual Terms and Conditions Acknowledgement (page 4)

_____ Affidavit for Work Authorization is completed and Notarized (page 5&6)

_____ Current, signed W-9 is included in Bid (page 7)

_____ Completed Affidavit of Paid Property Taxes and Notarized (page 8)

_____ Completed Vendor Information Request (page 9)

_____ Bid Pricing Form completed and signed (page 10)

_____ I have included the three references as requested

_____ I have one original and two copies that are labeled accordingly

_____ Envelope is sealed and label attached (page 11)

SPECIFIC REQUIREMENTS

1. Vendor must be able to provide the Election Notice Cards which meet or exceed the specifications contained in this document.
2. This IFB includes all elections that will take place in the year 2018. The date of the elections are as follows:
 - 04/03/2018 General Municipal Election
 - 08/07/2018 Primary Election
 - 11/06/2018 General Election
3. The cards will be processed prior to each specific election.
4. The process for printing and mailing the Election Notice Cards is outlined below:
 - a. Receive electronic file of voters in Excel database from Franklin County Clerk, no more than two (2) weeks prior to election date.
 - b. Database will need to be sorted by the Vendor. If there are two different addresses listed for a voter, one physical address and one mailing address (i.e. post-office box), then the address to be used would be the mailing address. *Any errors made concerning addressing must be fixed ASAP at the expense of the company preparing the cards.*
 - c. Barcode creation with Voter ID Number. (contained in database from County Clerk)
 - d. Proof of card, front and back, to County Clerk for review and approval
 - e. Samples, minimum of 20 up to 100 may be required, for County Clerk to test barcodes and approve
 - f. Printing, with barcode, approximately 65,000 cards per election.
 - g. The voter's address cannot be changed to match the address the Post Office has in their CASS system, it MUST be the address supplied by County Clerk.
 - h. Presorting by routes and packaging in accordance with postal regulations, and delivery to the Post Office within five (5) days of receipt of data.
 - i. Vendor must have their own postage permit for mailing.
5. The company with the winning bid will pay for the postage and then be reimbursed by the County Clerk within 21 days of invoice.
6. Bid to include estimated cost of postage.
7. Cards are printed with black ink on white, 110-pound cardstock. Approximate dimensions are 4 ¼ "wide x 5 ½ "length. (A copy of the card is on the website labeled "Sample Election Notice Card")

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published in the Vendor Information Packet on the Franklin County Official Website located at:

<http://www.franklinmo.org/current>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name and Title

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative)
as _____ (Position/Title)

first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____, I am
Day Month, Year

commissioned as a notary public within the County of _____, State of _____ and my commission expires on Date _____

Signature of Notary

Date

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

VENDOR REQUEST FOR INFORMATION

Company Name _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

May we send Bid Packet and Bid Information via email? _____

BID PRICING FORM

2018-1 Election Notice Cards

REQUIRED PRICING

The bidder shall complete the following pricing table and provide firm, fixed pricing necessary to meet the mandatory requirements of the IFB.

*Pricing should be per election.

Printing and Mailing the Election Notice Cards as outlined in Specific Requirements, page 3 of bid packet.

a. Receipt of electronic files. _____

b. Database sorting _____

c. Barcode creation _____

d. Proof of card _____

e. Samples _____

f. Printing _____

h. Presorting _____

Additional fees not listed above: _____

Total bid per election _____

Estimate of postage _____

Company Name _____

Authorized Signature _____

Printed name and title _____

Please provide three references with the bid packet.

ATTACHMENT 1

SEALED BID LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
400 East Locust St, Rm 004
Union, MO 63084

BID # 2018-1 DATE: 02/20/2018

DESCRIPTION: Election Notice Cards

Vendor Name: _____

Vendor Address: _____