



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055

www.sedgwickcounty.org/finance/purchasing.asp

REQUEST FOR BID
#14-0061
ON-CALL BALLOT PRINTING SERVICES

June 17, 2014

Dear Vendors,

Sedgwick County is seeking a firm to provide On-Call Ballot Printing services for the Elections Office. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid.

A handwritten signature in black ink, appearing to read "Kim Evans", is written over a horizontal line.

Kim Evans
Purchasing Agent

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I. Purpose

To ensure a contract is in place that will allow the county to utilize on-call services for printing election ballots that cannot be printed internally.

II. Submittals

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) electronic copy (CD or flash drive) of the entire document with any supplementary materials to:

Kim Evans
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CDT, TUESDAY, July 8, 2014**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Bid responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CDT, on the due date.

III. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 504,000 persons. It is the sixteenth largest in area, with 1008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,900 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

In accordance with the technical specifications outlined herein, it is the intent of this invitation to receive a bid to provide on-call ballot printing services which cannot be done by the Sedgwick County Print Shop equipment. The County has printed the ballots for the last 28 elections on a Xerox DocuTec 180. The unit is serviced before printing and adjusted within the stated tolerance levels given by the manufacturer of the ballot stock. Minor variations in the stock most recently received are causing equipment to need readjustment every few runs. This creates a huge inefficiency to in house printing. If stock cannot be replaced or the equipment cannot be calibrated to tolerate the variance, the County will require ballots to be outsourced.

IV. Mandatory Requirements and Supplemental Request

Mandatory Requirements

1. Ability to print on stock that is 8.5x14--8.5x17 as needed.
2. Tight registration with registration crossbar targets must within the registration boxes pre-printed on the stock.
3. Printed in black ink, 2 sided.
4. 330-350 individual precinct ballots for both Democrat and Republican (600-700 different plate changes).
5. Each precinct has a different quantity to be run.
6. Total ballot count distributed over 660-700 different precincts will be approximately 300,000 ballots (2 sided would be 600,000 impressions)
7. Provide a timeline for job completion once PO is received.
8. Provide a timeline for rush jobs.
9. Any spoilage over 10% will be reimbursed to the County at the same cost the stock was purchased at.
10. Optional pricing must be quoted for jobs without County supplied stock, vendor would need to purchase stock for ballot printing through Election Systems and Software as that is the only provider of stock for our voting machines.

11. All palletized ballot shipments are to be accompanied by a shipping report, providing the pallet and box contents for ease of inventory and sorting of ballots upon arrival.
12. Palletized shipments are to be shrink-wrapped to avoid dust and damage during shipment.
13. Box labels include data to assist county in receiving ballots, to include job and precinct number, sequence number range and quantity of ballots in each box.
14. Ballots are to be bundled/wrapped in groups of 100.
15. Test Deck will be delivered within the timelines as required by the County, separately from all official ballots.
16. Reprints and supplemental printing may be ordered at any time, and the printing of additional or rejected ballots will be mutually agreed to by the County and vendor, and will be printed at the same price as all other ballots set forth in this bid.
17. Any extraordinary costs that are due to County must be agreed upon in writing prior to reprinting
18. Reprint services will be confirmed in writing, and costs associated with reprints will be borne by the responsible party.

V. Bid Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted **in writing** to Kim Evans at kjevans@sedgwick.gov .

Questions are due no later than 5:00p.m. CDT Tuesday June 24th and addendum will be issued no later than 5:00p.m. CDT Thursday June 26.

B. Minimum Firm Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Bid. Firms must meet or exceed these qualifications to be considered for award. Bids submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Bidders shall:

1. Have proper certification(s) or license(s) for the services/product specified in this document.
2. Ensure that project work meets all local, state and federal laws, regulations and ordinances.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.
4. Have a minimum of three (3) years experience in providing services/products similar to those specified in this Request for Bid.
5. Provide appropriate project supervision and quality control procedures.
6. Have appropriate material, equipment and labor to perform job safely and efficiently. *All costs associated with meeting this requirement will be the sole responsibility of the vendor.*

C. Selection Criteria

An award will be made based on the **lowest and best** bid. Price alone will **not** necessarily substantiate an award recommendation.

D. Contract Period and Payment Terms

The contract period with the successful proposer shall begin immediately following formal approval of the Board of County Commissioners, and continue for a period of one (1) year. The County may, at its own option, offer to extend the contract for up to two (2), one (1) year periods for the terms and prices bid or as negotiated. Any change in law that will affect the terms, conditions, or costs subsequent to contract initiation will be negotiated on an as needed basis with Sedgwick County maintaining the final right of approval to determine applicability.

Payments for all specified service(s) and/or products to the successful proposer can be made with the following criteria taken into consideration:

- Successful completion of the service(s) or product(s) requested;
- Completion of any necessary forms and/or service results;
- Monthly receipt of a detailed invoice.

E. Insurance Requirements

Worker's Compensation:	
Applicable State Statutory Employer's Liability	
Employer's Liability Insurance:	\$100,000.00
Contractor's Liability Insurance - Form of insurance shall be by a Commercial General Liability and include Automobile comprehensive/liability	
Bodily Injury:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury:	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability-Owned, Non-owned and Hired	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00
Professional Liability	\$500,000.00

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, worker's compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

F. Indemnification

To the fullest extent of the law, the Provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the providers performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

G. Bid Conditions

In submitting a response to this Request for Bid, vendors hereby understand the following (if any duplication exists previous subsections prevail):

http://www.sedgwickcounty.org/purchasing/pdf_files/bidcond.pdf

VI. Required Response Content

Bid response should include the following:

1. Bid Document and Response Form, as attached.
2. Single point of contact information.
3. Any certificates, licenses or insurance applicable to any work performed.

VII. General Contract Provisions

The following appendix is language the County requires for all contracts that are entered in to (if duplication exists previous sections prevail).

http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf

VIII. Pricing

Cost for ballot printing (per 1000)	\$ _____
Turnaround time for regular jobs	_____
Cost for ballot printing-rush job (per 1000)	\$ _____
Turnaround time for rush jobs	_____

Additional comments:

NEXT PAGE

IX. Bid Response Form

**REQUEST FOR BID
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The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bidder is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAX PAYER I.D. NUMBER _____ STATE _____

INCORPORATED _____

COMPANY WEB SITE ADDRESS _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Small Business _____ Manufacturer _____ Distributor _____ Retail _____ Dealer _____

General Nature of Business _____ FEIN/SS # _____ W-9 included _____

Not a Minority Owned Business _____ Minority Owned Business: _____ Certification # _____

African American _____ Asian _____ Hispanic _____ Native American _____ Other _____ Woman Owned Business _____

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp.

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

Yes, I would like to be on the emergency vendor list.

No, I would not like to be on the emergency vendor list.

After Hours Phone #: _____ **Emergency Contact Name:** _____

After Hours Fax #: _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____