



**FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR BID (RFB) COVER PAGE**

RFB NO: 201920

TITLE: Voter Notification Cards

Solicitation Schedule & Deadlines:

January 25, 2019	Solicitation Release/Advertising Date
January 31, 2019, 2:00 pm	Deadline for Submitting Questions
February 1, 2019, 4:30 pm	Deadline to post Addendum
February 8, 2019 at 9:00 AM	Deadline to Submit Response
February 8, 2019 at 10:00 AM	Opening Date I Time

Responses must be received no later than "Deadline to Submit Response"

February 8, 2019 at 9 am

Kathy Hardeman, Purchasing Agent

Ann Struttmann, Assistant Purchasing Agent

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

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

Company Name: _____

SUBMISSION CHECKLIST

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

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

(Located at www.franklinmo.org)

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

USE THESE FORMS ONLY

_____ Solicitation Cover page

_____ Contractual Terms and Conditions Acknowledgement

_____ Pricing Form completed and signed

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

_____ I have included contact information

_____ Envelope is sealed and label attached

SPECIFIC REQUIREMENTS

Vendor to print and mail the voter notification cards for the 2019 election year.

1. The date of the elections are as follows:
 - 04/02/2019 General Municipal Election
 - 08/06/2019 Primary Election
 - 11/05/2019 General Election
2. The cards will be processed prior to each specific election.
3. 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 67,000 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.
4. The company with the winning bid will pay for the postage and then be reimbursed by the County Clerk within 21 days of invoice.
5. Bid to include estimated cost of postage.
6. 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 included with this information and labeled "Sample Election Notice Card")

The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

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

<http://www.franklinmo.org>

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

PRICING FORM

201920 VOTER NOTIFICATION CARDS

REQUIRED PRICING

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

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

Cost per card: _____

Cost per thousand: _____

Estimate of postage/cost per piece: _____

Company Name _____

Authorized Signature _____

Printed name and title _____

Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.

VENDOR INFORMATION

Company Name _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

ATTACHMENT 1
SEALED RESPONSE LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

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

SOLICITATION # 2019-20 DATE: 02/05/2019

DESCRIPTION: Voter Notification Cards

Vendor Name: _____

Vendor Address: _____