

NOTICE TO BIDDER
BID # 2023-18

BOARD OF COUNTY COMMISSIONER
GRANT COUNTY, OKLAHOMA

Bids will be received until 3:30 p.m., Friday, December 8, 2023, at the Grant County Courthouse, County Clerk's Office, 112 E Guthrie, Room 102, Medford, Oklahoma, 73759 and will be opened 9:30 a.m. Monday, December 11, 2023, during the Regular Board of Commissioner meeting.

GRANT COUNTY ELECTION BOARD BALLOT

PRINTING AND DELIVERY

FOR

January 1, 2024 to December 31, 2024

SEE SPECIFICATION SHEET FOR DETAILS OF BID REQUEST

The Bidders shall submit their bid on the official proposal form furnished. The bid envelope shall be clearly marked **"SEALED BID #2023-18" with closing date and time.** Invitation to Bid including Terms and Conditions, Specification Sheet, Affidavit of Filing with Competitive Bid. and Affidavit for Contract and Payments must be signed, and notarized (if applicable), and returned with the bid documents or the bid will be rejected.

Any further questions regarding this bid request contact Blair Gonzales @ 580-395-2862 – Grant County Election Board Secretary or Cindy Pratt @ 580-395-2274 – Grant County Clerk, Grant County, Oklahoma. Bid packet can also be found at: www.grantcountyo.com

The Board of Commissioners reserve the right to reject any and/or all bids.

Approved this 20th day of November 2023

BOARD OF COUNTY COMMISSIONERS
GRANT COUNTY, OKLAHOMA

Steve Stinson, Chairman

Craig A. Fredrick, Vice-Chairman

Max L. Hess, Member

Alexandra Brittain
Cindy Pratt, County Clerk Deputy Attest



**SPECIFICATIONS - GRANT COUNTY BID 2023-18
BALLOT PRINTING FOR 2024**

VENDOR NAME: _____

<u>REGULAR BALLOTS</u>	Unit Price	Additional Cost for Color Distinction
8.5 x 14.0 inches	_____	_____
Price per ballot	_____	_____
8.5 x 17.0 inches	_____	_____
Price per ballot	_____	_____
8.5 x 19.0 inches	_____	_____
Price per ballot	_____	_____
Maximum quantity per election	_____	

<u>ABSENTEE BALLOTS</u>	Unit Price	Additional Cost for Color Distinction
8.5 x 14.0 inches	_____	_____
Price per ballot	_____	_____
8.5 x 17.0 inches	_____	_____
Price per ballot	_____	_____
8.5 x 19.0 inches	_____	_____
Price per ballot	_____	_____
Maximum quantity per election	_____	

<u>SAMPLE BALLOTS</u>	Unit Price	Additional Cost for Color Distinction
8.5 x 14.0 inches	_____	_____
Price per ballot	_____	_____
8.5 x 17.0 inches	_____	_____
Price per ballot	_____	_____
8.5 x 19.0 inches	_____	_____
Price per ballot	_____	_____
Maximum quantity per election	_____	

Additional Information or Charges: _____

GRANT County, Oklahoma

COUNTY PURCHASING OFFICE

GRANT County Court House

MEDFORD , Oklahoma

Phone Number +1 (580) 395-2274

Invitation to Bid

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE SIDE
RELATING TO SUBMISSION OF THIS BID.
Notarized Affidavit completions and signature required on reverse side.

Date Issued Nov 20, 2023

Page 1 of 2

BID NUMBER

2023-18

BID CLOSING DATE AND HOUR

3:30 p.m. Friday, Dec 8, 2023

REQUIRED DELIVERY DATE

(Days after award of Purchase Order)

TERMS

Bid Opening: Monday, December 11, 2023 @ 9:30 a.m. during the BOCC meeting

Date of Delivery

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			BALLOT PRINTING & DELIVERY FOR GRANT COUNTY ELECTION BOARD FOR JANUARY 1, 2024 THROUGH DECEMBER 31, 2024 SEE SPECIFICATION SHEET FOR DETAILS OF REQUEST		

TERMS and CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, 112 E GUTHRIE ST, MEDFORD, OK - GRANT
County Courthouse, MEDFORD, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by GRANT County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until _____ (Date)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say the he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this _____ day
of _____, 20____ (SEAL)

Firm: _____

My commission expires _____

Signed by: _____
(Manual Signature of Undersigned)

Address: _____

Phone: _____

NOTARY PUBLIC (CLERK OR JUDGE)

Zip: _____

In accordance with 62 O.S. § 310.9

NOTE: Other terms and conditions can be added at the discretion of the county officers.

Bid # 2023-18
Grant County, Oklahoma

S.A.&I. 425 (2000)

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA)
COUNTY OF _____) SS

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

BIDDER:

Signature

Subscribed and sworn to before me this _____ day of _____
20 ____.

Notary Public (or Clerk or Judge)

My commission expires: _____

Note:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl.St. Ann. § 138

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		
	<input type="checkbox"/> Other (see instructions) ▶ _____		
	5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)																																																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.																																																			
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td> </tr> </table>	Social security number																				or										Employer identification number																			
Social security number																																																			
or																																																			
Employer identification number																																																			

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.