

**CAMERON COUNTY
PURCHASING DEPARTMENT
INVITATION TO BID**

BID NUMBER # 2680

BID TITLE: VOTING SUPPLIES

- a) ELECTION DAY VOTING KITS & EARLY VOTING/ELECTION DAY BALLOT BOARD KIT
- b) EARLY VOTING/ELECTION DAY BALLOTS
- c) BALLOT BY MAIL KITS

DATE DUE: September 29, 2008

DUE NO LATER THAN 5:00 P.M.

for opening and evaluation at the next Commissioner's Court meeting (Bidders are invited to attend), 2nd floor Cameron County Courthouse, Dancy Building, 1100 E. Monroe, Brownsville, Texas scheduled for Tuesday each week at 5:00 pm (unless re-scheduled).

Bids received later than the date and time above will not be considered.

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your bid with all appropriate supplements and/or samples. Prior to returning your sealed bid response / submittal, all Addendums - if issued - should be reviewed and downloaded by entering the County Purchasing web site at www.co.cameron.tx.us/purchasing/specs.htm - Addendums Column (updated Addendums). These Addendums must be signed and returned with your bid in order to avoid disqualification. All Tabulations can also be viewed and downloaded at this site.

Please return bid in sealed envelope. Be sure that return envelope shows the Bid Number, Description and is marked "SEALED BID".

RETURN BID TO:

by U.S. mail at P. O. Box 3846, Brownsville, Texas 78523
or delivered to the office Purchasing Dept., **County Courthouse (Dancy Bldg.)**
1100 E. Monroe St, 3rd Floor, Room 345, Brownsville, Texas 78520.

For additional information or to request addendum contact: Mike Forbes or Beverly Findley at (956) 544-0871, E-mail: mforbes@co.cameron.tx.us or purchasing@co.cameron.tx.us

You must sign below in INK; failure to sign WILL disqualify the offer. All prices must be typewritten or written in ink.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Taxpayer Identification Number (T.I.N.): _____

Cameron County Acct #'s : Real Estate _____ Personal Property _____

Historically Underutilized Business (State of Texas) Certification VID Number: _____

Telephone No. _____ Fax No. _____ e-mail _____

Print Name: _____ Signature: _____

Is Bidder's principal place of Business within Cameron County? Yes - No

(Your signature attests to your offer to provide the goods and/or services in this bid according to the published provision of this bid. When an award letter is issued, it becomes a part of this contract. Contract is not valid until contract is awarded by Commissioner's Court, (when applicable - signed by County Judge) and Purchase Order is issued.

INSTRUCTIONS FOR SUBMITTING BIDS

These General Instructions apply to all offers made to Cameron County, Texas (herein after referred to as "County") by all prospective vendors (herein after referred to as "Bidders") on behalf of Solicitations including, but not limited to, Invitations to Bid and Requests for Quotes.

Cameron County is an Equal Employment Opportunity Employer.

Review this document in its entirety. Be sure your bid is complete, and double check your bid for accuracy.

GOVERNING FORMS: In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Cameron County's interpretation shall govern. Where substitutions are used, they must be of equivalent value or service, and specified by the bidder as such, in the columns to the right on the "Minimum Specifications' Forms". The County's specifications may be exceeded and should be noted by the Vendor as such. Any bid NOT MEETING the Minimum Requirements specified will be rejected.

GOVERNING LAW: This invitation to bid is governed by the competitive bidding requirements of the County Purchasing Act, Texas Local Government Code, §262.021 et seq., as amended. Offerors shall comply with all applicable federal, state and local laws and regulations. Offeror is further advised that these requirements shall be fully governed by the laws of the State of Texas and that Cameron County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the County Attorney concerning any portion of these requirements.

Questions requiring only clarification of instructions or specifications will be handled verbally. If any questions results in a change or addition to this Bid, the Change(s) and addition(s) will be forwarded to all vendors involved (as quickly as possible) in the form of a written addendum only.

Sign the Vendor's Affidavit Notice, complete answers to Attachments A,B, C, D, E and F and return all with your bid.

CONFLICT OF INTEREST QUESTIONNAIRE:

For vendor or other person doing business with local governmental entity

This questionnaire must be filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator (County Clerk's Office) of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.

Please review this entire document, if for any reason there is any information to disclose, relative to any questions in this Conflict of Interest form, you must file with County Clerk's Office subject to above instructions.

can be downloaded at the following web site:

<http://www.co.cameron.tx.us/purchasing/Forms/conflictinterest.pdf>

DISCLOSURE OF INTERESTS:

This questionnaire must be filed with the records administrator (County Clerk's Office) of the local government and no later than the 7th business day after the person becomes aware of facts that require this statement to be filed. Cameron County, Texas requires all persons or firms seeking to do business with the County to **provide the following information if the person becomes aware of facts that require this statement to be filed.** Every question must be answered. If the question is not applicable, answer with "N/A."

Please review this entire document, if for any reason there is any information to disclose, relative to any questions in this disclosure of interest form,

you must file with County Clerk's Office subject to above instructions.

can be downloaded at the following web site:

<http://www.co.cameron.tx.us/purchasing/Forms/DisclosureofInterest.pdf>

BIDDER SHALL SUBMIT BID ON THE FORM PROVIDED, SIGN THE VENDOR AFFIDAVIT, AND RETURN ENTIRE BID PACKET. In the event of inclement weather and County Offices are officially closed on a bid deadline day, bids will be received until 2:00 p.m. of the next business day, for opening at up coming Commissioner's Court meeting.

BIDS SUBMITTED AFTER THE SUBMISSION DEADLINE SHALL BE RETURNED UNOPENED AND WILL BE CONSIDERED VOID AND UNACCEPTABLE.

SUCCESSFUL VENDOR WILL BE NOTIFIED BY MAIL. All responding vendors will receive written notification regarding the outcome of the award.

OPEN RECORDS ACCESS TO ALL INFORMATION SUBMITTED. All information included will be open to the public, other bidders, media as per the Open Records Act and not be confidential in nature. If you deem any information as confidential, it should not be made part of your bid package.

PLEASE NOTE CAREFULLY

THIS IS THE ONLY APPROVED INSTRUCTION FOR USE ON YOUR BID. ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF BID. ANY EXCEPTIONS THERETO MUST BE IN WRITING.

1. Each bid shall be placed in a separate envelope completely and properly identified with the name and number of the bid. Bids must be in the Purchasing Department BEFORE the hour and date specified.
2. Bids **MUST** give full firm name and address of the bidder. Failure to manually sign bid will disqualify it. Person signing bid should show TITLE or AUTHORITY TO BIND THE FIRM IN A CONTRACT.
3. Bids **CANNOT** be altered or amended after deadline time. Any alterations made before deadline time must be initiated by bidder or his authorized agent. No bid can be withdrawn after opening time without approval by the Commissioners Court based on a written acceptable reason.
4. The County is exempt from State Sales Tax and Federal Excise Tax. **DO NOT INCLUDE TAX IN BID.** Cameron County claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the Cameron County Purchasing Agent.
5. Any Catalog, brand name or manufacturer's reference used in a bid invitation is descriptive-NOT restrictive-it is to indicate type and quality desired. Bids on brand of like nature and quality will be considered. If bid is based on other than reference specifications, proposal must show manufacturer, brand or trade name, lot number, etc., of article offered. If other than brand(s) specified is offered, illustrations and complete descriptions should be made part of the bid. If bidder takes no exception to specifications or reference data, he will be required to furnish brand names, numbers, etc. as specified.
6. Samples, when requested, must be furnished free of expense to the County. If not destroyed in examination, they will be returned to the bidder on request, at his expense. Each sample should be marked with bidder's name, address, and County bid number. **DO NOT ENCLOSE OR ATTACH SAMPLE TO BID.**
7. Written and verbal inquires pertaining to bids must give Bid Number and Company.
8. **NO** substitutions, changes or cancellations permitted without written approval of Director of Purchasing.
9. The County reserves the right to accept or reject all or any part of any bid, waiver minor technicalities. The County of Cameron reserves the right to award by item category or by total bid. Prices should be itemized. County also reserves the right to award either with or without trade-in, if applicable.
10. Bid unit price on quantity specified – extend and show total. In case of errors in extension, **UNIT** prices shall govern. Bids subject to unlimited price increase will not be considered.
11. This is a bid inquiry only and implies no obligation on the part of Cameron County.
12. Acceptance of and final payment for the item will be contingent upon satisfactory performance of the product received by Cameron County.
13. Partial bids will not be accepted unless awarded by complete category or line item. **To be awarded by Category.**
14. It is expected that the bidder will meet all state and federal safety standards and laws in effect on the date of the bid for the item(s) being specified, and the particular use for which they are meant.

PURCHASE ORDER AND DELIVERY: The successful offeror shall not deliver products or provide services without a Cameron County Purchase Order, signed by an authorized agent of the Cameron County Purchasing Department. The fastest, most reasonable delivery time shall be indicated by the offeror in the proper place on the Pricing/Delivery Information form. Any special information concerning delivery should also be included, on a separate sheet, if necessary. All items shall be shipped **F.O.B. INSIDE DELIVERY** unless otherwise stated in the specifications.

This shall be understood to include bringing merchandise to the appropriate room or place designated by the using department. Every tender or delivery of goods must fully comply with all provisions of these requirements and the specifications including time, delivery and quality. Nonconformance shall constitute a breach which must be rectified prior to expiration of the time for performance. Failure to rectify within the performance period will be considered cause to reject future deliveries and cancellation of the contract by Cameron County without prejudice to other remedies provided by law. **Where delivery times are critical, Cameron County reserves the right to award accordingly.**

NO PLACEMENT OF DEFECTIVE TENDER: Every tender or delivery of goods must fully comply with all provisions of this contract as to time of delivery, quality and the like. If a tender is made which does not fully conform, this shall constitute a breach and Seller shall not have the right to substitute a conforming tender provided, where the time for performance has not yet expired, the Seller may seasonably notify Buyer of their intention to cure and may then make a conforming tender within the contract time but not afterward.

PLACE OF DELIVERY: The place of delivery shall be that set forth on the purchase order. Any change thereto shall be effected by modification as provided for in clause 20, "Modifications", hereof. The terms of this agreement are "no arrival, no sale".

DELIVERY TERMS AND TRANSPORTATION CHARGES: Bid must show number of days required to place material in receiving agency's designated location under normal conditions. Failure to state delivery time obligates bidder to complete delivery in 14 calendar days. A five day difference in delivery promise may break a tie. Unrealistically short or long delivery promises may cause bid to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from bidder list.

An accurate delivery date must be quoted on the "Bid Form". When there are various items, a delivery date must be included with each item quoted. Freight and shipping charges to Cameron County must be included in the bid price. Final location will be supplied to the vendor on award of bid, F.O.B. destination. Delivery locations will be: Various County Building locations. Delivery days after receipt of order (ARO). Specify all (various) dates by categories or item if different _____.

If delay is foreseen, contractor shall give written notice to Director of Purchasing. The County has the right to extend delivery date if reasons appear valid. Contractor must keep County advised at all times of status of order. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorized the County to purchase supplies elsewhere and charge full increase in cost and handling to defaulting contractor. Delivery shall be made during normal working hours only, 8:00 a.m. to 5:00 p.m. unless otherwise noted in bid.

VARIATION IN QUANTITY: The County assumes no liability for commodities produced, processed or shipped in excess of the amount specified herein.

SELLER TO PACKAGE GOODS: Seller will package goods in accordance with good commercial practice. Each shipping container shall be clearly and permanently packed as follows: (a) Seller's name and address; (b) Consignee's name, address and purchase order or purchase release number and the supply agreement number if applicable; (c) Container number and total number of containers, e.g. box 1 of 4 boxes; and (d) the number of the container bearing the packing slip. Seller shall bear cost of packaging unless otherwise provided. Goods shall be suitably packed to secure lowest transportation costs and to conform with requirements of common carriers and any applicable specifications. Buyer's count or weight shall be final and conclusive on shipments not accompanied by packing lists.

SHIPMENT UNDER RESERVATION PROHIBITED: Seller is not authorized to ship the goods under reservation, and no tender of a bill of lading will operate as a tender of goods.

TITLE AND RISK OF LOSS: The title and risk of loss of the goods shall not pass to Buyer until Buyer actually receives and takes possession of the goods at the point or points of delivery.

INSPECTION: Upon receiving item(s), they will be inspected for compliance with the Bid Specifications. If the item(s) do not pass inspection, the vendor will be required to pick up the rejected item(s) at the delivery point, provide the necessary replacement, and return the item(s) to the original point of delivery.

All items proposed shall be new, in first class condition, including containers suitable for shipment and storage (Cameron County prefers recycled packaging whenever possible), unless otherwise indicated in bid. Verbal agreements to the contrary will not be recognized. All materials and services shall be subject to Purchaser's approval. Unsatisfactory material will be returned at Seller's expense.

Cameron County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If an offeror cannot furnish a sample of a bid item, where applicable, for review, or fails to satisfactorily show an ability to perform, the County can reject the bid as inadequate.

TESTING: Cameron County reserves the right to test equipment, supplies, material and goods bid for quality, compliance with specifications and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the bid is subject to rejection.

SPECIAL TOOLS AND TEST EQUIPMENT: If the price stated on the face hereof includes the cost of any special tooling or special test equipment fabricated or required by Seller for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of the Buyer and to the extent feasible shall be identified by the Seller as such.

INVOICES AND PAYMENTS: (a) Seller shall submit separate invoices, in duplicate, on each purchase order after each delivery. Invoices shall indicate the purchase order number, shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading and the freight weigh bill when applicable, should be attached to the invoice. Mail to: Cameron County, ATTN: Auditor's Office, P. O. Box 3846, Brownsville, Texas 78523. Payment shall not be due until the above instruments are submitted after delivery. Suppliers should keep the Finance Department advised of any changes in your remittance addresses. (b) Buyer's obligation is payable only and solely from funds available for the purpose of the purchase. Lack of funds shall render this contract null and void to the extent funds are not available and any delivered buy unpaid for goods will be returned to Seller by Buyer. (c) Do not include Federal Excise, State or City Sales Tax. County shall furnish tax exemption certificate if required.

Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, will be returned to the offeror for correction. Under term contracts, when multiple deliveries and/or services are required, the offeror may invoice following each delivery and the County will pay on invoice. Contracts providing for a monthly charge will be billed and paid on a monthly basis only. Prior to any and all payments made for good and/or services provided under this contract, the offeror should provide his Taxpayer Identification Number or social security number as applicable. This information must be on file with the Cameron County Auditor's office. Failure to provide this information may result in a delay in payment and/or back-up withholding as required by the Internal Revenue Services.

Titles and Invoices: all titles and invoices will be in the name of **Cameron County, 1100 E. Monroe St., Brownsville, Texas 78520**, and signed ONLY by the County Auditor's Office personnel.

Bidder shall submit two (2) copies of an itemized invoice showing bid number and purchase order number to:

**CAMERON COUNTY AUDITOR
ACCOUNTS PAYABLE
P. O. BOX 3846
BROWNSVILLE, TEXAS 78523**

Please note that any payment due under this bid award will be applied towards any debt, including but not limited to delinquent taxes that is owed to Cameron County.

PAYMENT DISCOUNT: Indicate the payment discount (s) available depending on the when invoices are paid. For example, 1/30 means a 1% discount if paid within 30 days, 2/15 means a 2% discount if paid within 15 days, etc.

Payment in full will be made within thirty (30) days of delivery, inspection, and receipt of invoice.

All costs quotations must include all the various features needed to satisfy the requirements. Note: No amounts will be paid for the items in this BID in excess of the amounts quoted.

CAMERON COUNTY, TEXAS
BID SPECIFICATIONS FOR
08/09 VOTING SUPPLIES

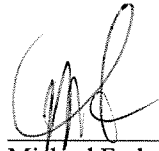
Cameron County is soliciting bids for its **VOTING SUPPLIES** to be used during 08/09 beginning on **October 1, 2008 through September 30, 2009**, with mutually agreed option to renew once or twice for one (1) additional year with each renewal - prices and all terms remaining constant - and based on the final approval of Commissioners Court.

The attached pages list the items and quantities desired. The bidder should list on a separate sheet any variations from, or exception to, the conditions of this bid, and attach it to the bid.

Deliveries on ALL categories must be made on an "as needed" basis for the staggered quantity ordered by the using department. Deliveries must be made to an internal storage area and not to a loading dock area, between **October 1, 2008 through September 30, 2009**.

Cameron County reserves the right to include a thirty (30) day termination clause subject to a change in Election Equipment used which negates the necessity to purchase any related items of this bid (i.e.: ballots).

Price increases during this bid period will not be allowed. Set up charges cannot be billed to Cameron County over and above or separate to the charges listed in bid attached.



Michael Forbes
Purchasing Agent

GENERAL BID SPECIFICATION MANDATORY REQUIREMENTS

1. Successful Bidder will be able to deliver proofs for all ballot styles within five (5) days of receipt of ballot content.
Yes ___ No ___ If no - explain in detail reason for deviation from requirements:

2. Successful Bidder will provide an updated proof (with revisions) within twenty-four (24) hours of transmission from the Elections Dept. (Via facsimile or electronic mail).
Yes ___ No ___ If no - explain in detail reason for deviation from requirements:

3. Successful Bidder will provide sample ballots within seventy-two (72) hours of final approval of ballot proofs for printing (via overnight carrier or electronic mail, as agreed upon)
Yes ___ No ___ If no - explain in detail reason for deviation from requirements:

4. Successful Bidder will deliver all early voting ballots no later than five (5) days of receipt of final ballot proof and all remaining ballots within ten (10) days of receipt of final ballot proof; additional quantities ordered must be received within five (5) days of request.
Yes ___ No ___ If no - explain in detail reason for deviation from requirements:

5. Successful Bidder will be able to identify each ballot style with the appropriate precinct(s) number(s) on the ballot heading as instructed by the Elections Administrator.
Yes ___ No ___ If no - explain in detail reason for deviation from requirements:

6. Successful Bidder will offer professional Spanish translation services for ballot language requirements.
Yes ___ No ___ If no - explain in detail reason for deviation from requirements:

7. Successful Bidder will provide quality control measures to ensure ballot content is carefully reviewed to prevent errors on drafts (e.g., spelling, structure, comparing with information received from the Elections Dept., etc.)
Yes ___ No ___ If no - explain in detail reason for deviation from requirements:

8. Successful Bidder will be responsible for monitoring the placement of correct serial numbers on ballots and prevent duplication of serial numbers.
Yes ___ No ___ If no - explain in detail reason for deviation from requirements:

9. Successful Bidder will identify each ballot style and/or batch by preparing labels or cover sheets (that also provide serial number information) for shipment of all ballots as agreed upon by the vendor and the Elections Administrator.
Yes ___ No ___ If no - explain in detail reason for deviation from requirements:

GENERAL BID SPECIFICATION MANDATORY REQUIREMENTS (CONTINUED)

10. Successful Bidder will be able to print ballots in at least seven different colors of ink (using same color per ballot, all ballots on white paper in accordance with Texas Election Code requirements.)

Yes ___ No ___ If no - explain in detail reason for deviation from requirements:

11. Successful Bidder will provide a correct invoice stating all charges – no later than thirty (30) days from the date that the Purchase Order number was relayed to Vendor.

Yes ___ No ___ If no - explain in detail reason for deviation from requirements:

12. Successful Bidder will produce ballots that can be processed using the Elections Systems & Software's M550 and M650 scanners.

Yes ___ No ___ If no - explain in detail reason for deviation from requirements:

13. Successful Bidder will promptly provide names, addresses, and telephone numbers of all individuals directly involved with the physical printing of all ballots if requested by the Elections Administrator.

Yes ___ No ___ If no - explain in detail reason for deviation from requirements:

14. Successful Bidder will be certified by the Texas Secretary of State for the items being bid on in submitted Bid.

Yes ___ No ___ If no - explain in detail reason for deviation from requirements:

ITEM A- 1+2

SPECIFICATIONS:

BIDDER'S SPECIFICATIONS:

(Please fill out basic or exceeding specifications. All wording must be written in column to the left and without confusion to avoid disqualification).

A-1 ELECTION DAY VOTING KITS -

A List of all items contained in each election day kit set must be attached to this page and included in bid.

1.	Optical Scan Combination Form 98 precincts (one per precinct)	1.	
2.	Quantity: 98	2.	
3.	Must be color coded: a) Combination: Original, yellow, gray, pink, blue b) Envelopes: (1) Presiding Officer of Election - white (2) Custodian of Records - yellow (3) Voter Registrar - gray (4) Presiding Judge - pink	3.	 <hr/> <hr/> <hr/> <hr/> <hr/>

IN ORDER TO APPROVE COLOR AND OTHER SPECIFICATIONS, PROOFS MUST BE SENT TO AND APPROVED BY:

Roger Ortiz BEFORE RUNNING ORDER, SEND OVERNIGHT MAIL TO:

*Roger Ortiz
Elections Administrator
954 East Harrison
Brownsville, TX 78520*

(ITEM A-1) REQUIRED DUE DATE: 45 calendar days prior to Election Day

ITEM A-2

A-2 EARLY VOTING BALLOT BOARD KIT -

A list of all items contained in each early voting ballot board kit set must be attached to this page and included in bid.

1.	Must be Optical Scanner type.	1.	
2.	Quantity: ONE (1)	2.	

IN ORDER TO APPROVE COLOR AND OTHER SPECIFICATIONS, PROOFS MUST BE SENT TO AND APPROVED BY *Roger Ortiz* - BEFORE RUNNING ORDER, SEND OVERNIGHT MAIL TO:

*Roger Ortiz
Elections Administrator
954 East Harrison
Brownsville, TX 78520*

(ITEM A-2) REQUIRED DUE DATE: 45 calendar days prior to Election Day

ITEM B

B-1 EARLY VOTING/ELECTION DAY BALLOTS

1.	Model 550 or Model 650 Optical Scanner Electronically Coded Ballots	1.	
	1. Formats – (electronic coding & ballot layout)		1.
	2. (Precinct changes) Number of voting precincts: 98		2.
	3. Official ballot - Quantity 200,000 (estimate)		3.
	4. Electronically coded		4.
	5. Wording to change upon order		5.
	6. Bidder must provide on-site ballot layout using forms provided by vendor.		6. _____

PROOFS MUST BE SENT TO AND APPROVED BY: *Roger Ortiz* BEFORE RUNNING ORDER; FAX (956/550-7298) or EMAIL (rortiz@co.cameron.tx.us) IS ACCEPTABLE.

*Roger Ortiz
Elections Administrator
954 East Harrison
Brownsville, TX 78520*

(ITEM B-1) REQUIRED DUE DATE OF COMPLETED FINISHED PRODUCT: NO LATER THAN FIFTEEN (15) CALENDAR DAYS PRIOR TO THE START OF EARLY VOTING.

2.	Official Test Ballots	2.	
	1. Electronically coded		1.
	2. Wording to change upon order		2. _____

PROOFS MUST BE SENT TO AND APPROVED BY: *Roger Ortiz* BEFORE RUNNING ORDER; FAX (956/550-7298) or E-MAIL (rortiz@co.cameron.tx.us) IS ACCEPTABLE.

*Roger Ortiz
Elections Administrator
954 East Harrison
Brownsville, TX 78520*

(ITEM B-2) REQUIRED DUE DATE OF COMPLETED FINISHED PRODUCT: NO LATER THAN TEN (10) CALENDAR DAYS PRIOR TO THE START OF EARLY VOTING.

3.	Sample Ballots	3.	
	1. Must be printed on yellow 20# paper		1.
	2. Wording to change upon order		2.

PROOFS MUST BE SENT TO AND APPROVED BY: *Roger Ortiz* BEFORE RUNNING ORDER; FAX (956/550-7298) or E-MAIL (rortiz@co.cameron.tx.us) IS ACCEPTABLE.

*Roger Ortiz
Elections Administrator
954 East Harrison
Brownsville, TX 78520*

(ITEM B-3) REQUIRED DUE DATE OF COMPLETED FINISHED PRODUCT: NO LATER THAN FIFTEEN (15) CALENDAR DAYS PRIOR TO THE START OF EARLY VOTING.

ITEM B (CONTINUED)

B-4 FORMATTING

4.	Formatting	4.	
	General Ballot layout style		

PROOFS MUST BE SENT TO AND APPROVED BY: *Roger Ortiz* BEFORE RUNNING ORDER; FAX (956/550-7298) or E MAIL (rortiz@co.cameron.tx.us) IS ACCEPTABLE.

*Roger Ortiz
Elections Administrator
954 East Harrison
Brownsville, TX 78520*

(ITEM B-4) REQUIRED DUE DATE OF COMPLETED FINISHED PRODUCT: NO LATER THAN TWENTY (20) CALENDAR DAYS PRIOR TO THE START OF EARLY VOTING.

(ITEM B-5) PRECINCT CHANGE BALLOT STYLES

6	Precinct change ballot styles	6.	
	1. estimated Quantity - 50		1.

PROOFS MUST BE SENT TO AND APPROVED BY: *Roger Ortiz* BEFORE RUNNING ORDER; FAX (956/550-7298) or EMAIL (rortiz@co.cameron.tx.us) IS ACCEPTABLE.

*Roger Ortiz
Elections Administrator
954 East Harrison
Brownsville, TX 78520*

(ITEM B-5) REQUIRED DUE DATE OF COMPLETED FINISHED PRODUCT: NO LATER THAN TWENTY (20) CALENDAR DAYS PRIOR TO THE START OF EARLY VOTING.

ITEM C

C BALLOT BY MAIL KITS

1.	Required: Two (2) separate sets in one (1) kit (a) Civilian (b) Military (c) Quantity: 5,000	1.	 <hr/> <hr/> <hr/>
----	---	----	-----------------------

SAMPLES OF EACH SEPARATE SET OF "BY MAIL" KITS MUST BE INCLUDED W/ BID.

IN ORDER TO APPROVE COLOR AND OTHER SPECIFICATIONS, PROOFS MUST BE SENT TO AND APPROVED BY: *Roger Ortiz* BEFORE RUNNING ORDER, SEND OVERNIGHT MAIL TO:

*Roger Ortiz
Elections Administrator
954 East Harrison
Brownsville, TX 78520*

(ITEM D) REQUIRED DUE DATE: 45 calendar days prior to election day.

Roger Ortiz
Elections Administrator

BID FORM

We, the undersigned, submit the following bid for:

ITEM A-1: (Price per/each) _____ DOLLARS
 (Election Day Voting Kits) and _____ CENTS

\$ _____ Completion Date of ITEM A-1: _____

ITEM A-2: (Price per/each) _____ DOLLARS
 (Early Voting/Election Day - Ballot Board Kits) and _____ CENTS

\$ _____ Completion Date of ITEM A-2: _____

ITEM A – MISC. (Successful Bidder on Section A-1 & 2 will also be utilized for purchase of the following items. Please price based upon the following estimated quantities:

<u>Estimated Qty. pr/Yr.</u>	<u>Description</u>	<u>Price Each</u>
1,000	Combination form for Early Voting	_____
150	EV Ballot Box Paper Seals	_____
100	Yellow Envelope #2 ELK-0661	_____
100	Pink Envelope #3 ELK-0662	_____
100	Grey Envelope # 4 ELK-0668	_____
500	Blue Seals	_____
100	Register of Official Ballots	_____
100	Ballot & Seal Certificates	_____
100	Distance Markers for EV ELK-2253	_____
350	Transfer Cases	_____
500	Transfer Case Seals	_____
500	Provisional Ballot Bag Seals	_____
1000	Envelope for Provisional Ballots Affidavit	_____
1000	Secrecy Envelopes	_____
300	List of Provisional Voters forms	_____
2000	Statement of Residence forms	_____
100	Place of Early Voting Marker	_____
4000	Ballot Envelope	_____
4000	Carrier Envelope	_____

ITEM B-1: Early Voting/Election Day Ballots

Completion Date of ITEM B-1: _____

<u>QUANTITY</u>	<u>1 SIDED UNIT PRICE</u>	<u>2 SIDED UNIT PRICE</u>	<u>% INCREASE TO PRICE COLORED BALLOT</u>
00 - 10M	\$ _____	\$ _____	\$ _____
10M+ - 20M	\$ _____	\$ _____	\$ _____
20M+ - 30M	\$ _____	\$ _____	\$ _____
30M+ - 40M	\$ _____	\$ _____	\$ _____
40M+ - 50M	\$ _____	\$ _____	\$ _____
50M+ - 60M	\$ _____	\$ _____	\$ _____
60M+ - 70M	\$ _____	\$ _____	\$ _____
70M+ - 80M	\$ _____	\$ _____	\$ _____
80M+ - 90M	\$ _____	\$ _____	\$ _____
90M+ - 100M	\$ _____	\$ _____	\$ _____
100M+ - 110M	\$ _____	\$ _____	\$ _____
110M+ - 120M	\$ _____	\$ _____	\$ _____
120M+ - 130M	\$ _____	\$ _____	\$ _____
130M+ - 140M	\$ _____	\$ _____	\$ _____
140M+ - 150M	\$ _____	\$ _____	\$ _____

What colors can you provide ? _____

ITEM B-2: Test Ballots

(Price/each) _____ DOLLARS
and _____ CENTS

\$ _____ Completion Date of ITEM B-2: _____

ITEM B-3: Sample Ballots

(Price/each) _____ DOLLARS
and _____ CENTS

\$ _____ Completion Date of ITEM B-3: _____

ITEM B-4: Formatting – General Ballot layout style

(Price /each) _____ DOLLARS
and _____ CENTS

\$ _____ Completion Date of ITEM B-4: _____

ITEM B-5: Precinct Change Ballot Styles

(Price/each) _____ DOLLARS
and _____ CENTS

\$ _____ Completion Date of ITEM B-5: _____

Formula to be used in determining low bid for all of Category B is:

B-1: Qty. - 50,000 (1 sided) = \$ _____ (w/o color)
 B-1: Qty. - 50,000 (2 sided) = \$ _____ (w/o color)
 B-2: Qty. - 100 = \$ _____
 B-3: Qty. - 500 = \$ _____
 B-4: Qty. - 100 = \$ _____
 B-5: Qty. - 50 = \$ _____
Total = _____

ITEM C: (Price/each) _____ DOLLARS

(Ballot By Mail Kits) and _____ CENTS

\$ _____ Completion Date of ITEM C: _____

The bid prices (indicated above) include all costs, materials, delivery and/or labor, as set forth in the attached Specifications' Packet and Instructions. I have read and agree to comply with all these requirements.

Firm Representative _____
(Signature)

Title _____

Name of Bidder _____

Address of Bidder _____

(City/State/Zip Code) _____

Telephone No. _____ Date _____

Bid Title _____

Bidders Name _____

Attachment A

VENDOR REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this bid.

THIS FORM MUST BE RETURNED WITH YOUR BID.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ e-mail address: _____

Contract Period: _____ Scope of Work _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ e-mail address: _____

Contract Period: _____ Scope of Work _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ e-mail address: _____

Contract Period: _____ Scope of Work _____

THIS FORM MUST BE RETURNED WITH YOUR BID

STATE OF TEXAS
COUNTY OF CAMERON

AFFIDAVIT

The undersigned certifies that the bid prices contained in this bid have been carefully checked and are submitted as correct and final and if bid is accepted (within 60 days), agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications.

BEFORE ME, the undersigned authority, A Notary Public in and for the State of _____, on this day personally appeared

_____ who, after having first been duly sworn, upon oath did depose and say;

That the foregoing bid submitted by _____

_____ hereinafter called "Bidder" is the duly authorized agent of said company and that the person signing said proposal has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder. The bidder is not a member of any trust, pool, or combination to control the price of products or services bid on, or to influence any person to bid or not to bid thereon. I further affirm that the bidder has not given, offered to give, nor intends to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discounts, trip, favor, or service to a public servant in connection with the submitted Bid. The contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Name and Address of Bidder:

Telephone number _____

Fax number _____

Signature

Name: _____

Title: _____

SWORN TO AND SUBSCRIBE BEFORE ME THIS _____ day of _____, 20_____.

Notary Public in and for County State

THIS FORM MUST BE RETURNED WITH YOUR BID

RESIDENCE CERTIFICATION

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Cameron County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

“Nonresident bidder” refers to a person who is not a resident.

“Resident bidder” refers to a person whose principal place of business is in this state including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

I certify that _____ is a Resident
(Company Name)
Bidder of Texas as defined in Government Code §2252.001.

I certify that _____ is a Nonresident
(Company Name)
Bidder as defined in Government Code §2252.001 and our principal place of business is

(City and State)

THIS FORM MUST BE RETURNED WITH YOUR BID

