



**IFB 2016-188**

**Supplies: Specialized Printing  
for Elections**

**LEGAL NOTICE**

By order of the Commissioners' Court of Collin County, Texas, sealed bids will be received by the Purchasing Agent, 2300 Bloomdale Road, Suite 3160, McKinney, TX 75071, until **2:00 P.M., Thursday, April 28, 2016**, for competitive bids on **Supplies, Specialized Printing for Elections, IFB 2016-188**. Bidders should use unit pricing. A **mandatory pre-bid** conference will be held for **Supplies, Specialized Printing for Elections on Wednesday, April 20<sup>th</sup>**, at the **Collin County Purchasing Conference Room**, located at 2300 Bloomdale Rd., Suite 3160, McKinney, TX. **75071**. Email [judydavis@co.collin.tx.us](mailto:judydavis@co.collin.tx.us) to schedule a sample review time. Funds for payment have been provided through Collin County budget approved by the Commissioners' Court for this fiscal year only. Bidders may obtain detailed specifications and other documents at Office of the Purchasing Agent: Collin County Administration Building, 2300 Bloomdale Road, Suite 3160, McKinney, TX 75071, 972-548-4165, or by going to: <https://collincountytx.ionwave.net>. Sealed bids will be opened on **Thursday, April 28, 2016 at 2:00 P.M.** by the Purchasing Agent, Collin County Administration, Purchasing Department, 2300 Bloomdale Road, Suite 3160, McKinney, TX 75071. The Commissioners' Court reserves the right to reject any and all bids.



**ATTENTION:**                    **CLASSIFIEDS**  
**BILL TO:**                        **ACCOUNT NO 06100315-00**  
   **COMMISSIONERS' COURT**

**NOTICE TO PUBLISHERS:** Please publish in your issue on **Thursday, April 7, 2016**, and **Thursday, April 14, 2016**. A copy of this notice and the publishers' affidavit must accompany the invoice when presented for payment.

**NEWSPAPER:** **Plano Star Courier**  
**DATE:**                        **April 5, 2016**  
**FAX:**                            **972-529-1684**

# Collin County, Texas

## Bid Information

Bid Owner Judy Davis Buyer II  
 Email judydavis@co.collin.tx.us  
 Phone (972) 548-4122  
 Fax (972) 548-4694  
  
 Bid Number 2016-188  
 Title Supplies: Specialized Printing for Elections  
 Bid Type IFB  
 Issue Date 04/05/2016  
 Close Date 4/28/2016 2:00:00 PM Central

## Contact Information

Address 2300 Bloomdale Rd.  
 Ste. 3160  
 McKinney, TX 75071  
 Contact Judy Davis Buyer II  
 Department Purchasing  
 Building Admin. Building  
 Floor/Room Ste.3160  
 Telephone (972) 548-4122  
 Fax (972) 548-4694  
 Email judydavis@co.collin.tx.us

## Ship to Information

Address  
  
 Contact  
 Department  
 Building  
 Floor/Room  
 Telephone  
 Fax  
 Email

## Supplier Information

Company Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_

## Supplier Notes

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The undersigned hereby certifies the foregoing bid submitted by the company listed below hereinafter called "bidder" is the duly authorized agent of said company and the person signing said bid has been duly authorized to execute same. Bidder affirms that they are duly authorized to execute this contract; this company; corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder or other person or persons engaged in the same line of business; and that the contents of this bid as to prices, terms and 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.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Bid Notes

The intended purpose for this Invitation For Bid is to describe the various printing jobs required by the Elections Department.

Please log on to view bid documents.

## Bid Activities

Date	Name	Description
4/20/2016 8:00:00 AM	Mandatory Pre-Bid Conference	A MANDATORY pre-bid conference will be held Wednesday, April 20, 2016, at the Collin County Purchasing Department, 2300 Bloomdale Rd., Ste. 3160, McKinney, TX. 75071. Prospective bidders may come any time during this time period. Please send an email to judydavis@co.collin.tx.us to schedule a sample review time.
4/22/2016 5:00:00 PM	Intent to Bid	Do you intend to bid?
4/22/2016 5:00:00 PM	Questions and Answers	Please email questions to Judy Davis at judydavis@co.collin.tx.us. The end date for questions is April 22nd at 5:00 p.m.

## Bid Messages

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## Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

Line	Filename	Description
Header	Cover Page.docx	Cover Page
Header	Legal Notice.doc	Legal Notice
Header	General Instructions_Bid.docx	General Instructions_Bid
Header	Terms of Contract_Bid.docx	Terms of Contract - Bid
Header	Insurance.doc	Insurance
Header	4.0 special_terms_and_conditions.doc	Special Conditions and Specifications
Header	HB23_CIQ.docx	Information Regarding Conflict of Interest Questionnaire
Header	CIQ_113015.pdf	Conflict of Interest Questionnaire
Header	W9_2014.pdf	W-9

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## Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Delivery	Delivery will be F.O.B. inside delivery at Collin County designated locations and all transportation charges are to be paid by the supplier to destination.  Please state delivery in calendar days from date of order.	_____ (Required)
2	Exceptions	Do you take exceptions to the specifications. If so, by separate attachment, please state your exceptions. Valid Responses: [Please Select], Yes, No	_____ (Required)
3	Insurance	I understand that the insurance requirements of this solicitation are required and a certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract.  Please initial.	_____ (Required)
4	Reference No. 1	List a company or governmental agency where these same/like products /services, as stated herein, have been provided.  Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.	_____ (Required)
5	Reference No. 2	List a company or governmental agency where these same/like products /services, as stated herein, have been provided.  Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.	_____ (Required)
6	Reference No. 3	List a company or governmental agency where these same/like products /services, as stated herein, have been provided.  Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.	_____ (Required)

- 7 Cooperative Contracts \_\_\_\_\_ (Required)
- As permitted under Title 8, Chapter 271, Subchapter F, Section 271.101 and 271.102 V.T.C.A. and Title 7, Chapter 791, Subchapter C, Section 791.025, V.T.C.A., other local governmental entities may wish to also participate under the same terms and conditions contained in this contract. Each entity wishing to participate must enter into an inter-local agreement with Collin County and have prior authorization from vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the local governmental entity requiring supplies/services. Collin County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by these entities. Each entity reserves the right to determine their participation in this contract.
- Would bidder be willing to allow other local governmental entities to participate in this contract, if awarded, under the same terms and conditions?  
Valid Responses: [Please Select], Yes, No
- 8 Preferential Treatment \_\_\_\_\_ (Required)
- The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A).
1. Is your principal place of business in the State of Texas?
  2. If your principal place of business is not in Texas, in which State is your principal place of business?
  3. If your principal place of business is not in Texas, does your state favor resident bidders (bidders in your state) by some dollar increment or percentage?
  4. If your state favors resident bidders, state by what dollar amount or percentage.
- 9 Debarment Certification \_\_\_\_\_ (Required)
- I certify that neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations.
- Please initial.
- 10 Immigration and Reform Act \_\_\_\_\_ (Required)
- I declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.
- I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable by Collin County.
- Please initial.

11 Disclosure of Certain Relationships

Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor.

\_\_\_\_\_ (Required)

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

Please initial.

12 Disclosure of Interested Parties

Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section.

\_\_\_\_\_ (Required)

Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

Please initial.

13 Notification Survey

In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165.

\_\_\_\_\_ (Required)

How did you receive notice of this request?  
Valid Responses: [Please Select], Plano Star Courier, Plan Room, Collin County eBid Notification, Collin County Website, Other

14 Bidder Acknowledgement

Bidder acknowledges, understands the specifications, any \_\_\_\_\_ (Required) and all addenda, and agrees to the bid terms and conditions and can provide the minimum requirements stated herein. Bidder acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid submittal resulting from Bidder's failure to do so. Bidder acknowledges the prices submitted in this Bid have been carefully reviewed and are submitted as correct and final. If Bid is accepted, vendor further certifies and agrees to furnish any and all products upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid.

Please initial.

**Line Items**

#	Qty	UOM	Description	Response
1	10,000	each	FORM# M1, JACKET ENVELOPE, EARLY, 4 3/4" x 11" brown Kraft envelope with black printing on one (1) side. Estimated annual usage: 10,000 each. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 5001-10000.	\$ _____

Manufacturer:      Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	500 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	1001 - 5000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

2	10,000	each	FORM# M2, BALLOT ENVELOPE, 4 1/4" x 9 1/2" white with black print, two (2) sides, English on one (1) side and Spanish on side two (2). Estimated annual usage: 10,000 each. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 5001-10000	\$ _____
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Manufacturer:      Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	500 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	1001 - 5000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

3	10,000	each	FORM# M3, REGULAR MAIL MAILER ENVELOPE, 4 3/4" x 11" green envelope with printing (English and Spanish) on one (1) side, black ink. Estimated annual usage: 10,000 each. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 5001-10000.	\$ _____
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Manufacturer:      Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	500 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	1001 - 5000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

4 10,000 each FORM# M4, FPCA CARRIER ENVELOPE, 4 1/2" x 10 x 3/8" white envelope with black printing, two (2) sides, bar coding and postal permit. Estimated annual usage: 10,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 5001-10000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	500 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	1001 - 5000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

5 10,000 each FORM# M5, FPCA MAILER ENVELOPE, 4 3/4" x 11" white envelope with black printing, one (1) side, bar coding and postal permit. Estimated annual usage: 10,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 5001-10000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	500 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	1001 - 5000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

6 7,000 each FORM# M6, REGULAR MAIL CARRIER ENVELOPE, 4 1/2" x 10 x 3/8" yellow envelope with black printing, two (2) sides in both English and Spanish. Estimated annual usage: 7,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 5001-10000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	500 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	1001 - 5000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

7 3,000 each FORM# M10, PARTY AFFILIATION CERTIFICATE, 8 1/2" x 14" white 24 lb bond paper with center perforation and six (6) horizontal perforations, black printing, one (1) side. Estimated annual usage: 3,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 1001-5000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	501 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

8 10,000 each FORM# M24, PROVISIONAL ENVELOPE, 11 1/2" x 5 5/8" green envelope, perforated at the top with snap over flap, black print on both sides in English and Spanish. Estimated annual usage: 10,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 5001-10000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	500 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	1001 - 5000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

9 5,000 each FORM# M28, STATEMENT OF COMPENSATION AND OATHS, 14 3/4" x 8 1/2" two (2) part yellow NCR, LEFT 3/4" snap out, black printing on one (1) side with red notational markings. Estimated annual usage: 5,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 1001-5000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	501 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

10 50,000 each FORM# M9, STATEMENT OF RESIDENCE, 8" x 6", 100 lb, yellow card stock with black printing on two (2) sides in English and Spanish, NO PERFORATION. Estimated annual usage: 40,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 40001-50000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	10000 - 20000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	20001 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
4	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

11 3,000 each FORM# M20, BALLOT AND SEAL CERTIFICATE AND REGISTER OF OFFICIAL BALLOT, 8 1/2" x 14" plus stub, 3 part carbonless, white, yellow, pink; tears apart at top with black print on one (1) side. Estimated annual usage: 3,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 1001-5000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

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1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	501 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

12 1,000 each FORM# M22, NOTICE OF TOTAL VOTERS, 8 1/2" x 11", 24 lb bond, blue with black print on one (1) side, English and Spanish. Estimated annual usage: 1,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 501-1000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
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1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	1001 - 5000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

13 1,000 each FORM# M23, REGISTER OF SPOILED BALLOTS, 8 1/2" x 11", 20 lb bond, goldenrod with black printing on one (1) side, English and Spanish. Estimated annual usage: 1,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 501-1000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
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#	Name	Note	Response
1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)

2	Quantity	1001 - 5000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

14 1,000 each FORM# M27, OATHS OF ASSISTANTS AND INTERPRETERS, 8 1/2" x 14", yellow with black printing on one (1) side, both English and Spanish. Estimated annual usage: 1,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 501-1000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	1001 - 5000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

15 1,000 each FORM# M30, CUSTODIAN OF RECORDS ENVELOPE, 10" x 15", yellow envelope catalog style, black printing on one (1) side, Estimated annual usage: 1,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 501-1000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_

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#	Name	Note	Response
1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	1001 - 5000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

16 1,000 each FORM# M31, PRESIDING JUDGE ENVELOPE, 10" x 15", pink envelope, catalog style with black printing on one (1) side, Estimated annual usage: 1,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 501-1000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_

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#	Name	Note	Response
1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	1001 - 5000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

17 500 each FORM# M32, RETURN SHEET, 8 1/2" x 14", black printing on one (1) side, 20 lb. paper. Estimated annual usage: 500. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 100-500. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	501 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

18 2,000 each FORM# M33, TALLEY LIST-BLUE 17" x 14", white, center folded to 8 1/2" x 14" size, black printing on two (2) sides with red notational markings and one (1) 8 1/2" x 3/4" PMS color strip across bottom front of form. Estimated annual usage: 2000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 1001-5000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	501 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

19 2,000 each FORM# M34, TALLEY LIST-YELLOW, 17" x 14", white, center folded to 8 1/2" x 14" size, black printing on two (2) sides with red notational markings and one (1) 8 1/2" x 3/4" PMS color strip across bottom front of form. \$ \_\_\_\_\_  
 Estimated annual usage: 2000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.  
 Qty. 1001-5000.

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	501 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

20 2,000 each FORM# M35, TALLEY LIST-WHITE, 17" x 14", white, center folded to 8 1/2" x 14" size, black printing on two (2) sides with red notational markings. \$ \_\_\_\_\_  
 Estimated annual usage: 2000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.  
 Qty. 1001-5000.

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	501 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

21 100,000 each MAIL BALLOTS-OPTICAL SCAN pdf format, 8 1/2" x 11", numbered consecutively beginning with number one (1) and ending with the maximum number of ballots required for a particular section; bundled in increments of 25 or 50 shrink wrapped according to precinct or ballot style as determined in purchase order; white 90 lb index, all black ink. Forms to be sequentially numbered on front. "Ballot\_\_\_\_Precinct\_\_\_\_" on back of forms. Bid price to include dedicated delivery of ballots from vendor to the Elections Office in McKinney, Texas. Estimated Annual Usage: 100,000 total for three possible print sizes (8 1/2" x 11", 8 1/2 x 14" and 8 1/2" x 18"). \$ \_\_\_\_\_

CRITICAL DELIVERY REQUIREMENT FOR THIS ITEM: Bidder shall deliver order 3-7 days ARO.

SAMPLE TEST RUN: The successful bidder shall provide ballots for a sample run for the purpose of quality control. Quantity required for this test to be determined by the Elections Administrator at the time the request is made. Bidder shall provide one (1) additional professional reference specific to printing optical scan ballots. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.

Qty. 50001 - 100000.

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20000 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Quantity	40001 - 50000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
4	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

22 20,000 each PROVISIONAL BALLOT-OPTICAL SCAN pdf format, 8 1/2" x 11", numbered consecutively beginning with number one (1) and ending with the maximum number of ballots required for a particular section; bundled in increments of 25 or 50 shrink wrapped according to precinct or ballot style as determined in purchase order; white 90 lb index, all black ink. Forms to be sequentially numbered on front. "Ballot STYLE\_\_\_\_Precinct\_\_\_\_" on back of forms. Bid price to include dedicated delivery of ballots from vendor to the Elections Office in McKinney, Texas. Estimated Annual Usage: 20,000 total for three possible print sizes (8 1/2" x 11", 8 1/2 x 14" and 8 1/2" x 18"). \$ \_\_\_\_\_

CRITICAL DELIVERY REQUIREMENT FOR THIS ITEM: Bidder shall deliver order 3-7 days ARO.

SAMPLE TEST RUN: The successful bidder shall provide ballots for a sample run for the purpose of quality control. Quantity required for this test to be determined by the Elections Administrator at the time the request is made. Bidder shall provide one (1) additional professional reference specific to printing optical scan ballots. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.

Qty. 10000 - 20000.

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20001 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

23 50,000 each SAMPLE BALLOTS-OPTICAL SCAN pdf format, 8 1/2" x 11", printed on yellow 20 lb paper stock; bundled in increments of 25 or 50, shrink wrapped according to precinct or ballot style \$ \_\_\_\_\_ as determined in purchase order; "SAMPLE" water mark (screened or outlined as necessary) to be printed diagonally across front and back of each ballot upon request. Forms to be sequentially numbered consecutively numbered on back of forms. "Ballot\_\_\_\_Precinct\_\_\_\_" on back of forms. Bid price to include dedicated delivery of ballots from vendor to Elections Office in McKinney Texas. Estimated Annual Usage: 50,000 total for three possible print sizes (8 1/2" x 11", 8 1/2 x 14" and 8 1/2" x 18"). CRITICAL DELIVERY REQUIREMENT FOR THIS ITEM: Bidder shall deliver order 3-7 days ARO.  
SAMPLE TEST RUN: The successful bidder shall provide ballots for a sample run for the purpose of quality control. Quantity required for this test to be determined by the Elections Administrator at the time the request is made. Bidder shall provide one (1) additional professional reference specific to printing optical scan ballots. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.  
Qty. 40001 - 50000.

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20000 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Quantity	50001 - 100000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
4	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

24 100,000 each MAIL BALLOTS-OPTICAL SCAN pdf format, 8 1/2" x 14", numbered consecutively beginning with number one (1) and ending with the maximum number of ballots required for a particular section; bundled in increments of 25 or 50, shrink wrapped according to precinct or ballot style as determined in purchase order; white 90 lb index, all black ink. Forms to be sequentially numbered on front. "Ballot\_\_\_\_Precinct\_\_\_\_" on back of forms. Bid price to include dedicated delivery of ballots from vendor to Elections Office in McKinney, Texas. Estimated Annual Usage: 100,000 total for three possible print sizes (8 1/2" x 11", 8 1/2" x 14" and 8 1/2" x 18"). CRITICAL DELIVERY REQUIREMENT FOR THIS ITEM: Bidder shall deliver order 3-7 days ARO. SAMPLE TEST RUN: The successful bidder shall provide ballots for a sample run for the purpose of quality control. Quantity required for this test to be determined by the Elections Administrator at the time the request is made. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 50001 - 100000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20000 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Quantity	40001 - 50000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
4	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

25 20,000 each PROVISIONAL BALLOT-OPTICAL SCAN pdf format, 8 1/2" x 14", numbered consecutively beginning with number one (1) and ending with the maximum number of ballots required for a particular section; bundled in increments of 25 or 50 shrink wrapped according to precinct or ballot style as determined in purchase order; white 90 lb index, all black ink. Forms to be sequentially numbered on front. "Ballot STYLE\_\_\_\_Precinct\_\_\_\_" on back of forms. Bid price to include dedicated delivery of ballots from vendor to the Elections Office in McKinney, Texas. Estimated Annual Usage: 20,000 total for three possible print sizes (8 1/2" x 11", 8 1/2" x 14" and 8 1/2" x 18"). CRITICAL DELIVERY REQUIREMENT FOR THIS ITEM: Bidder shall deliver order 3-7 days ARO. SAMPLE TEST RUN: The successful bidder shall provide ballots for a sample run for the purpose of quality control. Quantity required for this test to be determined by the Elections Administrator at the time the request is made. Bidder shall provide one (1) additional professional reference specific to printing optical scan ballots. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 10000 - 20000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20001 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

26 50,000 each SAMPLE BALLOTS-OPTICAL SCAN pdf format, 8 1/2" x 14", printed on yellow 20 lb paper stock; bundled in increments of 25 or 50, shrink wrapped according to precinct or ballot style \$ \_\_\_\_\_ as determined in purchase order; "SAMPLE" water mark (screened or outlined as necessary) to be printed diagonally across front and back of each ballot upon request. Forms to be sequentially numbered consecutively numbered on back of forms. "Ballot\_\_\_\_Precinct\_\_\_\_" on back of forms. Bid price to include dedicated delivery of ballots from vendor to Elections Office in McKinney Texas. Estimated Annual Usage: 50,000 total for three possible print sizes (8 1/2" x 11", 8 1/2 x 14" and 8 1/2" x 18"). CRITICAL DELIVERY REQUIREMENT FOR THIS ITEM: Bidder shall deliver order 3-7 days ARO.  
SAMPLE TEST RUN: The successful bidder shall provide ballots for a sample run for the purpose of quality control. Quantity required for this test to be determined by the Elections Administrator at the time the request is made. Bidder shall provide one (1) additional professional reference specific to printing optical scan ballots. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.  
Qty. 40001 - 50000.

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20000 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Quantity	50001 - 100000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
4	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

27 100,000 each MAIL BALLOTS-OPTICAL SCAN pdf format, 8 1/2" x 18", numbered consecutively beginning with number one (1) and ending with the maximum number of ballots required for a particular section; bundled in increments of 25 or 50, shrink wrapped according to precinct or ballot style as determined in purchase order; white 90 lb index, all black ink. Forms to be sequentially numbered on front. "Ballot\_\_\_\_Precinct\_\_\_\_" on back of forms. Bid price to include dedicated delivery of ballots from vendor to Elections Office in McKinney, Texas. Estimated Annual Usage: 100,000 total for three possible print sizes (8 1/2" x 11", 8 1/2" x 14" and 8 1/2" x 18"). CRITICAL DELIVERY REQUIREMENT FOR THIS ITEM: Bidder shall deliver order 3-7 days ARO. SAMPLE TEST RUN: The successful bidder shall provide ballots for a sample run for the purpose of quality control. Quantity required for this test to be determined by the Elections Administrator at the time the request is made. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 50001 - 100000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	30000 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	40001 - 50000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

28 20,000 each PROVISIONAL BALLOT-OPTICAL SCAN pdf format, 8 1/2" x 18", numbered consecutively beginning with number one (1) and ending with the maximum number of ballots required for a particular section; bundled in increments of 25 or 50 shrink wrapped according to precinct or ballot style as determined in purchase order; white 90 lb index, all black ink. Forms to be sequentially numbered on front. "Ballot STYLE\_\_\_\_Precinct\_\_\_\_" on back of forms. Bid price to include dedicated delivery of ballots from vendor to the Elections Office in McKinney, Texas. Estimated Annual Usage: 20,000 total for three possible print sizes (8 1/2" x 11", 8 1/2" x 14" and 8 1/2" x 18"). CRITICAL DELIVERY REQUIREMENT FOR THIS ITEM: Bidder shall deliver order 3-7 days ARO. SAMPLE TEST RUN: The successful bidder shall provide ballots for a sample run for the purpose of quality control. Quantity required for this test to be determined by the Elections Administrator at the time the request is made. Bidder shall provide one (1) additional professional reference specific to printing optical scan ballots. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 10000 - 20000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20001 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)

3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)
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29 50,000 each SAMPLE BALLOTS-OPTICAL SCAN pdf format, 8 1/2" x 18", printed on yellow 20 lb paper stock; bundled in increments of 25 or 50, shrink wrapped according to precinct or ballot style \$ \_\_\_\_\_ as determined in purchase order; "SAMPLE" water mark (screened or outlined as necessary) to be printed diagonally across front and back of each ballot upon request. Forms to be sequentially numbered consecutively numbered on back of forms. "Ballot\_\_\_\_Precinct\_\_\_\_" on back of forms. Bid price to include dedicated delivery of ballots from vendor to Elections Office in McKinney Texas. Estimated Annual Usage: 50,000 total for three possible print sizes (8 1/2" x 11", 8 1/2 x 14" and 8 1/2" x 18"). CRITICAL DELIVERY REQUIREMENT FOR THIS ITEM: Bidder shall deliver order 3-7 days ARO.  
SAMPLE TEST RUN: The successful bidder shall provide ballots for a sample run for the purpose of quality control. Quantity required for this test to be determined by the Elections Administrator at the time the request is made. Bidder shall provide one (1) additional professional reference specific to printing optical scan ballots. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.  
Qty. 40001 - 50000.

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20001 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

30 100,000 each FORM# M11, VOTER REGISTRATION CERTIFICATE, Blank stock, 4 1/2" x 6", tractor feed, black print two (2) sides, color insert, perforated design of certificate is prescribed by Secretary of State. Estimated Annual Usage: 100,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.  
Qty. 50001 - 100000.

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20000 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Quantity	40001 - 50000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)

4	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)
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31 20,000 each FORM# M44, POLL LIST, 8 1/2" x 14", three (3) part carbonless form plus standard stub; yellow, pink and blue with snap out top. Estimated Annual Usage: 20,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 10000 - 20000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20001 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

32 75,000 each FORM# M47, CONFIRMATION CARD, Green post card, perforated, black print on two (2) sides in both English and Spanish with intelligent barcode and postage permit; 6" x 12" with a 5/8" flap folded over and tabbed with 1" tab, 90 lb index with peel and stick strip; card to be folded at perforation. Estimated Annual Usage: 75,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 50001 - 100000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20000 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Quantity	40001 - 50000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
4	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

33 100,000 each FORM# M49, TEXAS VOTER REGISTRATION APPLICATION (ENGLISH AND SPANISH). Flat size 6" x 9 1/2" with 1 1/2" fold at top and another 5 1/2" from top. Finish size folds to 6" x 4" (double postcard), 1/2 inch glue strip at top inside card. Score card at 1 1/2" from top and 5 1/2" from top of form (at folds), white with black printing on both sides, with intelligent barcode and postal permit. 67# Vellum Bristol (White). One to be printed IN ENGLISH and one to be printed IN SPANISH. Estimated Annual Usage: 100,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 50001 - 100000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20000 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Quantity	40001 - 50000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
4	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

34 75,000 each FORM# M50, DEPUTY VOTER REGISTRATION CARDS, 90 lb index, 11" x 6' green card with black writing on one (1) side. One to be printed IN ENGLISH and ONE to be printed IN SPANISH. Two (2) perforations at one end of card. Estimated Annual Usage: 75,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 50001 - 100000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20000 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Quantity	40001 - 50000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
4	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

35 2,000 each FORM# M51, BALLOT AND SEAL CERTIFICATE, 8 1/2" x 8 1/2" plus stub, 2 carbonless, blue and pink; top snaps out with black print on one side. Form is prescribed by Secretary of State Section 127.036, V.T.C.A., Election Code. Estimated Annual Usage: 2,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 1001 - 5000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	501 - 1001, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

36 1,500 each FORM# M52, DISTANCE MARKER, 8 1/2" x 11" 100 lb laminated card stock, white with black printing on one (1) side in both ENGLISH and SPANISH. Form is prescribed by Secretary of State Section 62.010 and 61.008, V.T.C.A., Election Code. Estimated Annual Usage: 1,500. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 1001 - 5000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	501 - 1001, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

37 1,500 each FORM# M55, ELECTION OFFICE TELEPHONE INFORMATION, 8 1/2" x 11" blue paper with black printing on two (2) sides, one (1) side in English and one (1) side in Spanish with lamination on both sides. Estimated Annual Usage: 1,500. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 1001 - 5000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	501 - 1001, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

38 1,000 each FORM# M56, DEPUTY VOTER REGISTRAR IDENTIFICATION CARD, Business card sized, white, black printing on one (1) side. sides. Estimated Annual Usage: 1,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 501 - 1000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	1001 - 5000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

39 50,000 each FORM# M58, COMBINATION FORM FOR EV/ED, 8 1/2" x 14", white paper, black printing on both sides. Estimated Annual Usage: 50,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 40001 - 50000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20000 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Quantity	50001 - 100000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
4	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

40 20,000 each FORM# M59, COMBINATION FORM FOR EV/ED, 8 1/2" x 14", white paper, black printing on both sides with statement, "I am a Republican and understand that I am ineligible to vote or participate in another political party's primary election or convention during this voting year." Estimated Annual Usage: 20,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 10000 - 20000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
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Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	20001 - 30000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	30001 - 40000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

41 10,000 each FORM# M60, COMBINATION FORM FOR EV/ED, 8 1/2" x 14", blue paper, black printing on both sides with statement, "I am a Democrat and understand that I am ineligible to vote or participate in another political party's primary election or convention during this voting year." Estimated Annual Usage: 10,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 5000 - 10000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	10001 - 20000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

42 2,000 each FORM# M62, NOTICE OF PROHIBITION OF CERTAIN DEVICES, 8 1/2" x 11", blue paper, black printing on ONE (1) side IN ENGLISH and SPANISH. Estimated Annual Usage: 2,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided. Qty. 1001 - 5000. \$ \_\_\_\_\_

Manufacturer: Manufacturer #:

Supplier Notes: \_\_\_\_\_  
 \_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)

2	Quantity	501 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

43    2,000    each    FORM# M64, LIST OF FIRST TIME VOTERS, 8 1/2" x 11", 20 lb., white paper, printed in English on one side. Estimated Annual Usage: 2,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.    \$ \_\_\_\_\_  
Qty. 1001 - 5000

Manufacturer:      Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

Item Attributes: Please review the following and respond where necessary

#	Name	Note	Response
1	Quantity	100 - 500, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
2	Quantity	501 - 1000, Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.	\$ _____ (Required)
3	Set Up Fee	Bidder shall state set up fee, if any.	\$ _____ (Required)

44    450,000    each    FORM# M64, MASS MAILOUT, VOTER REGISTRATION CERTIFICATE, Reference Section 4, Article 4.16.1-4.16.12 of Bid package for details. 4 1/2" x 6", black print two (2) sides, color insert, design of certificate is prescribed by Secretary of State.    \$ \_\_\_\_\_  
Vendor will:  
1) print certificate blank stock  
2) print data onto blank stock certificates  
3) mail certificates (postage)  
Data to be printed will be provided by Collin County Elections Administrator.  
See Line Item #30: FORM# M11 VOTER REGISTRATION CERTIFICATE FOR SAMPLES OF FORM.  
Bidder shall state the price to mail 450,000 certificates.

Manufacturer:      Manufacturer #:

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

## 1.0 GENERAL INSTRUCTIONS

### 1.0.1 Definitions

1.0.1.1 Bidder: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder.

1.0.1.4 IFB: refers to Invitation For Bid.

1.1 If Bidder does not wish to submit an offer at this time, please submit a No Bid.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses ionWave Technologies, Inc. (Collin County eBid) for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid may not be withdrawn or canceled by the bidder prior to the ninety-first (91<sup>st</sup>) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids for any or all products and/or services covered in an Invitation For Bid (IFB), and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All IFB's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's may be submitted in electronic format via Collin County eBid.

1.9 All Invitation For Bids (IFB) submitted electronically via Collin County eBid shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation for Bids (IFB) submitted in hard copy paper form. IFB's received in the Collin County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the IFB guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to an Invitation For Bid, and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via Collin County eBid.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **Collin County eBid** <https://collincountvtx.ionwave.net/>, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.17 Bidders taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder shall state these exceptions in the section provided in the IFB or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.19 Minimum Standards for Responsible Prospective Bidders: A prospective Bidder must meet the following minimum requirements:

1.19.1 have adequate financial resources, or the ability to obtain such resources as required;

1.19.2 be able to comply with the required or proposed delivery/completion schedule;

1.19.3 have a satisfactory record of performance;

1.19.4 have a satisfactory record of integrity and ethics;

1.19.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Bidder's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with it's preparation of an IFB.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Bidder shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

## 2.0 TERMS OF CONTRACT

2.1 A bid, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of a Change Order.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Bids must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.

2.11 If a contract, resulting from a Collin County IFB is for the execution of a public work, the following shall apply:

2.11.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond

shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.11.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.12 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.

2.13 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.

2.14 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

2.15 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the bid price. All components required to render the item complete, installed and operational shall be included in the total bid price. Collin County will pay no additional freight/delivery/installation/setup fees.

2.16 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.

2.17 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.

2.18 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:

2.18.1 Collin County Purchase Order Number;

2.18.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;

2.18.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.

2.19 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.

2.20 All warranties shall be stated as required in the Uniform Commercial Code.

2.21 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

- 2.22 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.23 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.
- 2.24 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.
- 2.25 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.
- 2.26 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.
- 2.27 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.
- 2.28 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.
- 2.29 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County Homeland Security prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.
- 2.30 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.
- 2.31 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.
- 2.32 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Bidder certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.33 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or “lockdown”; and (7) subjected to a search of your person or property. While the Collin County Sheriff’s Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

#### 2.34 Delays and Extensions of Time when applicable:

2.34.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

2.34.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

2.35 Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor’s affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk’s Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

2.36 Disclosure of Interested Parties: Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

**NOTE:** All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB Solicitation documents as Special Terms, Conditions and Specifications.

**3.0 INSURANCE REQUIREMENTS**

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 **Commercial General Liability** insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability.

- Each Occurrence: \$1,000,000
- Personal & Adv Injury: \$1,000,000
- Products/Completed Operation: \$2,000,000
- General Aggregate: \$2,000,000

3.1.2 **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

Employers' Liability

- Liability, Each Accident: \$500,000
- Disease-Each Employee: \$500,000
- Disease – Policy Limit: \$500,000

3.1.3 **Commercial Automobile Liability** insurance including owned, non-owned, and hired vehicles used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

3.2 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.2.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be provided for General Liability, Commercial Automobile Liability and Workers Compensation..

3.2.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.2.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.2.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.2.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.3 All insurance shall be purchased from an insurance company that meets the following requirements:

3.3.1 A financial rating of A-VIII or higher as assigned by the BEST Rating Company or equivalent.

3.4 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

3.4.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.4.2 Sets forth the notice of cancellation or termination to Collin County.

#### **4.0 SPECIAL CONDITIONS AND SPECIFICATIONS**

- 4.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed bids will be received for Supplies: Specialized Printing for Elections.
- 4.2 Purpose: The intended purpose for this Invitation For Bid is to describe the various printing jobs required by the Elections Department.
- 4.3 Term: Successful vendor(s) will be awarded a twelve (12) month contract, effective from date of award or notice to proceed as determined by Collin County Purchasing and continues through and including May 30, 2017. At Collin County's option and approval by the vendor, the contract may be renewed for three (3) additional one (1) year periods, as further explained in Renewal Options.
- 4.4 Pre-Bid Conference: A **MANDATORY** pre-bid conference will be held Wednesday, April 20, 2016, at the Collin County Purchasing Department, 2300 Bloomdale Rd., Ste. 3160, McKinney, TX. 75071. Prospective bidders may come any time during this time period. Please send an email to [judydavis@co.collin.tx.us](mailto:judydavis@co.collin.tx.us) to schedule a sample review time. The purpose of this mandatory pre-bid conference is to review all samples and documents to gain a full understanding of the requirements of the bid.
- 4.4.1 Sample Review: This printing bid includes various items and forms. Bidder shall assume sole responsibility for viewing these samples in order to submit a bid consistent with the requirements of the County. Failure to do will result in rejection of bid. When a discrepancy occurs between specifications and sample, the sample shall prevail.
- 4.5 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved.
- 4.6 Price Reduction: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.
- 4.7 Price Redetermination: A price redetermination may be considered by Collin County only at the anniversary date of the contract June 1<sup>st</sup> of each year. All requests for price redetermination shall be in written form and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A, Insurance Coverage Rates, etc. **The bidder's past experience of honoring contracts at the bid price will be an important consideration in the evaluation of the lowest and best bid.** Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.
- 4.8 Delivery/Completion/Response Time: Vendor shall place product(s) and/or complete services at the County's designated location and time as stated herein.

- 4.9 Testing: Testing may be performed at the request of Collin County, by an agent so designated by the County, without expense to Collin County.
- 4.10 Samples/Demos/Proofs: When requested, samples/demos/proofs shall be furnished to the County at no additional expense.
- 4.11 Approximate Usage: Estimated annual quantities are given for each commodity. Approximate usage does not constitute an order, but only implies the probable quantity the County will use. Commodities will be ordered on an as-needed basis.
- 4.12 Over Runs: Collin County shall not pay for over-runs. Vendor is cautioned to provide only the quantity of print copies as stated on the Purchase Order. Any over-runs delivered to the County shall be considered as a donation and no additional fees will be allowed and/or paid.
- 4.13 All pricing shall be placed in the designated area for each specific category. All pricing shall include any/all programming or other time required to produce and assemble product. Pricing shall include costs for materials, labor, typesetting, set up, forms, test samples, proofs, overprinting of data information and all other costs associated with the job. No additional fees will be paid by Collin County.
- 4.14 Artwork: All artwork, layouts, plate negatives, proofs and all CD's (data and image) shall become the property of Collin County. Upon request, a copy of all artwork and/or data referenced in this article shall be delivered to Collin County within seven (7) working days.
- 4.15 Evaluation and Award: Award of the contract shall be made to the responsive bidder(s) who submits the lowest and best bid meeting specifications. Collin County reserves the right to award by item, or as a whole as deemed to be in the best interest of the County.
- 4.16 Specifications: Listed below are minimum requirements and are intended to govern the general printing services, including all material necessary for a finished product, which Collin County uses during the course of routine County business.
- 4.17 MASS MAILOUT - LISTING OF REGISTERED VOTERS
- 4.17.1 Section 14.001 of the Texas Election Code requires that the voter registrar mail new voter registration certificate to all registered voters with an active, or "A", status. This mail out must be completed between November 15 and December 6 of each **odd-numbered year**. The intent of the following specifications is to describe the printing needed to facilitate the above described mail-out.
- 4.17.2 **There are approximately 425,000 active voters in Collin County. The estimated number of active voters by November 2017 will be approximately 500,000. The Secretary of State will prescribe the color and design of the new certificates. A sample of the current certificate is available for viewing in the Purchasing Department (see Article 4.12).**

- 4.17.3 The Elections office will produce a text file and record layout of the file. Fields are fixed lengths. File may be transferred to vendor via FTP or burned to a CD and available for pickup by the vendor. The record layout will be available by September 15.
  - 4.17.4 Certificates shall be mailed first class with a “DO NOT FORWARD” message.
  - 4.17.5 The zip code information provided by the Elections office is not a zip+4.
  - 4.17.6 Vendor shall print barcode of the certificate number on the face of the certificate. Vendor shall also print barcode of the “Notice ID” number on the face of the certificate.
  - 4.17.7 Information provided in files shall be utilized for no other purpose than to produce documents required herein. A test file will be provided to vendor for formatting purposes.
  - 4.17.8 A test data file will be available from the Elections office no later than October 1. Live data file will be available no later than November 10.
  - 4.17.9 Samples and/or proofs must be made available to Collin County Elections Administrator from the test file within fourteen (14) days from receipt of file and must be approved in writing by Collin County Elections Administrator prior to actual printing. Corrected printing proof should be picked up by vendor no later than three (3) days after delivery of original proof.
  - 4.17.10 After correction has been made; the corrected proof shall be re-submitted by vendor for approval by Collin County Elections Administrator no later than three (3) days after delivery of re-submitted corrected printing proof.
  - 4.17.11 Certificates shall be mailed by the vendor no later than December 6th.
  - 4.17.12 Vendor shall bear all costs for required postage. Vendor shall provide Collin County with a written estimate for postage costs based upon postage rates at time of mailing and upon final approval of corrected printing proof. The County will issue a check to vendor for the estimated cost of mailing certificates. Vendor will mail certificates in accordance with election codes then bill for any additional postage or issue a refund for any unused portion within thirty (30) days of the mailing date of the certificates. Vendor shall provide to Collin County Elections Administrator a receipt, showing date of transaction, from the United States Post Office to verify postage expenditures.
- 4.18 ELECTION PRINTING SUPPLIES:
- 4.18.1 ELECTION CODE SECTION 51.013 (Identification of printers for primary election or general election for state and county officers).
    - 4.18.1.1 Each person who prints ballots or other election supplies for a primary election or the general election for state and

county officers shall file a statement with the Secretary of State as provided by this section.

4.18.1.2 The statement must be filed not later than the 60<sup>th</sup> day before the date of the applicable election.

4.18.1.3 The statement must include:

4.18.1.3.1 the name, business address, and business telephone number of the printer;

4.18.1.3.2 the name and telephone number of any agent or employee of the printer who is designated to receive inquiries or issue information about the printing of ballots or other election supplies; and

4.18.1.3.3 the name and address of each client for whom the ballots or other supplies are printed, the voting methods for which the materials are printed for the client, and a description of the materials printed for the client.

4.18.1.3.4 The Secretary of State shall prescribe the form for the statement required by this section.

4.18.1.4 Delivery for this section 4.16: Two (2) weeks ARO. All typesetting charges shall be included in bid price.

4.18.2 ELECTION BALLOTS: Estimated annual usage may vary from year to year depending on the number of elections held. Estimated usage is listed on each bid line item.

4.18.2.1 Below are minimum specifications for ELECTION BALLOTS. Samples of ballots will be available for viewing in the Purchasing Department. Ballots will be printed from a PDF file. The file may be transferred to the vendor via FTP or burned to a CD and available for pickup by the vendor. Proof samples must be submitted to Collin County for sign-off or approval prior to printing.

4.18.2.2 The successful bidder shall deliver Optical Scan Ballot orders 3-7 days ARO. The successful bidder shall deliver ballots in dedicated transport service, (point to point, without stops) from vendor location to the Elections Office in McKinney, Texas.

4.18.2.3 The successful bidder shall provide ballots for a sample test run for the purpose of quality control upon request. Quantity required will be determined by the Elections Administrator at the time the request is made.

4.18.2.4 The successful bidder shall provide one (1) additional reference specific to printing Optical Scan Election Ballots in addition to the standard references requested in the Company Information/Profile/Reference Section of this bid package.

#### 4.18.3 MAIL BALLOTS (OPTICAL SCAN)

4.18.3.1 FORMAT: Ballot data file will be .pdf format with option to print 8 ½ X 11, 8 ½ X 14, and 8 ½ X 18.

4.18.3.2 NUMBERING: Ballots must be consecutively numbered beginning with number one (1) and ending with the maximum number of ballots required for a particular election.

4.18.3.3 BUNDLING: Ballots must be bundled in increments of 25 or 50 and shrink wrapped according to precinct or ballot style as determined by the purchase order.

4.18.3.4 COLOR: Ballots must be printed on white 90# stock paper.

#### 4.18.4 PROVISIONAL BALLOTS (OPTICAL SCAN)

4.18.4.1 FORMAT: Ballot data file will be .pdf format with option to print 8 ½ X 11, 8 ½ X 14 and 8 ½ X 18.

4.18.4.2 NUMBERING: Ballots must be consecutively numbered beginning with number one (1) and ending with the maximum number of ballots required for a particular election.

4.18.4.3 BUNDLING: Ballots must be bundled in increments of 25 or 50 and shrink wrapped according to precinct or ballot style as determined by purchase order.

4.18.4.4 COLOR: Ballots must be printed on white 90# stock paper.

#### 4.18.5 SAMPLE BALLOTS:

4.18.5.1 FORMAT: Ballot data file will be .pdf format with option to print 8 ½ X 11, 8 ½ X 14, and 8 ½ X 18.

4.18.5.2 BUNDLING: Ballots must be bundled in increments of 25 or 50 and shrink wrapped according to precinct or ballot style as determined by purchase order.

4.18.5.3 COLOR: Ballots must be printed on yellow 20# paper stock.

4.18.5.4 SAMPLE WATER MARK: "SAMPLE" to be printed diagonally across front and back of each ballot when requested.

## **INFORMATION REGARDING CONFLICT OF INTEREST QUESTIONNAIRE**

During the 79<sup>th</sup> Legislative Session, House Bill 914 was signed into law effective September 1, 2005, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84<sup>th</sup> Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and

CIS: [http://www.ethics.state.tx.us/filinginfo/conflict\\_form  
s.htm](http://www.ethics.state.tx.us/filinginfo/conflict_form.s.htm)

The vendor acknowledges by doing business or seeking to do business with Collin County that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers:

<http://www.collincountytx.gov/government/Pages/officials.aspx>

The following County employees will be involved in the planning, recommending, selecting, and contracting for the attached procurement:

Department/Evaluation Team:

Bruce Sherbet - Elections Administrator

Cheryl Gorena – Office Administrator

Purchasing:

Michalyn Rains – Purchasing Agent

Sara Hogle, CPPB – Asst. Purchasing Agent

Judy Davis – Buyer II

Commissioners' Court:

Keith Self – County Judge

Susan Fletcher – Commissioner Precinct No. 1

Cheryl Williams – Commissioner Precinct No. 2

Chris Hill – Commissioner Precinct No. 3

Duncan Webb – Commissioner Precinct No. 4

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

