



Collin County Purchasing

2019-270

Supplies: Specialized Printing for Elections

Issue Date: 9/10/2019

Questions Deadline: 9/23/2019 05:00 PM (CT)

Response Deadline: 9/26/2019 02:00 PM (CT)

Collin County Purchasing

Contact Information

Contact: Matt Dobecka, CPPO, CPPB, CPCP

Address: 2300 Bloomdale Rd.

Ste. 3160

Purchasing

Admin. Building

Ste.3160

McKinney, TX 75071

Phone: (972) 548-4103

Fax: (972) 548-4694

Email: mdobecka@co.collin.tx.us

Event Information

Number: 2019-270
Title: Supplies: Specialized Printing for Elections
Type: Invitation for Bid
Issue Date: 9/10/2019
Question Deadline: 9/23/2019 05:00 PM (CT)
Response Deadline: 9/26/2019 02:00 PM (CT)
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.

Ship To Information

Contact: Cheryl Gorena
Address: 2010 Redbud Blvd.
Ste. 102
Elections
Elections
McKinney, TX 75069

Bid Activities

Mandatory Pre-Bid Conference

9/19/2019

A MANDATORY pre-bid conference will be held Thursday, September 19, 2019, at the Collin County Purchasing Department, 2300 Bloomdale Rd., Ste. 3160, McKinney, TX. 75071. Please contact Matt Dobecka, mdobecka@co.collin.tx.us, to schedule a time.

Intent to Bid

9/20/2019 5:00:00 PM (CT)

Do you plan to submit a bid?

Bid Attachments

General_Instructions_Bid.docx

[View Online](#)

General Instructions Bid

Terms_of_Contract_Bid - 5-20-19.docx

[View Online](#)

Terms of Contract - Bid

Insurance updated 1-26-2015.doc

[View Online](#)

Minimum Insurance Requirements

4.0_special_terms_and_conditions - Specialized Printing.doc

[View Online](#)

Specifications

HB23_CIQ_-_Pur.docx

[View Online](#)

Information Regarding Conflicts of Interest

CIQ_113015.pdf

[View Online](#)

Conflict of Interest Questionnaire

Requested Attachments

W-9

(Attachment required)

Please complete the W-9.

Conflict of Interest Questionnaire

Bid Attributes

1 eBid Notice

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 means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means. Please initial.

(Required: Maximum 1000 characters allowed)

2 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: Maximum 1000 characters allowed)

3 Exceptions

Do you take exceptions to the specifications. If so, by separate attachment, please state your exceptions.

☐ Yes ☐ No

(Required: Check only one)

4 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: Maximum 1000 characters allowed)

5 Subcontractors

State the business name of all subcontractors and the type of work they will be performing under this contract. If you are fully qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform".

(Required: Maximum 4000 characters allowed)

6 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: Maximum 4000 characters allowed)

7 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: Maximum 4000 characters allowed)

8 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: Maximum 4000 characters allowed)

9 Cooperative Contracts

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?

☐ Yes ☐ No

(Required: Check only one)

10 Preferential Treatment

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.

(Required: Maximum 4000 characters allowed)

11 Debarment Certification

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.

(Required: Maximum 1000 characters allowed)

1
2

Immigration and Reform Act

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.

(Required: Maximum 1000 characters allowed)

1
3

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.

Please initial.

(Required: Maximum 1000 characters allowed)

1
4

Anti-Collusion Statement

Bidder certifies that its Bid/Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid/Proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or provision of services. Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and the possible removal from bidders list. Please initial.

(Required: Maximum 1000 characters allowed)

1
5**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.

Please initial.

(Required: Maximum 1000 characters allowed)

1
6**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.

How did you receive notice of this request?

- ☐ Plano Star Courier ☐ Plan Room ☐ Collin County eBid Notification ☐ Collin County Website
☐ Other

(Required: Check only one)

1
7**Bidder Acknowledgement**

Bidder acknowledges, understands the specifications, any 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.

(Required: Maximum 1000 characters allowed)

1
8**Cooperative Contract Name**

State the cooperative contract name this quote is offered under. (i.e. TX DIR, TXMAS, TCPN, National IPA, Buyboard, TIPS/TAPS, etc.) If none, answer N/A.

(Required: Maximum 4000 characters allowed)

1
9**Cooperative Contract Number**

State the cooperative contract number this quote is offered under. If none, answer N/A.

*(Required: Maximum 4000 characters allowed)*2
0**Cooperative Contract Website**

Please provide the website URL for the cooperative contract this quote is offered under. If none, answer N/A.

*(Required: Maximum 1000 characters allowed)***Bid Lines**

1

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.

*(Response required)*Quantity: 10000 UOM: each Unit Price: \$ Total: \$ Supplier Notes:

- ☐ No bid
- ☐ Additional notes
(Attach separate sheet)

Item Attributes**1. Quantity (Each Price)**

500 - 1,000

\$ *(Required: Numbers only)***2. Quantity (Each Price)**

1,001 - 5,000

\$ *(Required: Numbers only)***3. Quantity (Each Price)**

5,001 - 10,000

\$ *(Required: Numbers only)*

- 2** 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.

(Response required)

Quantity: 5000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- ☐ No bid
☐ Additional notes
(Attach separate sheet)

Item Attributes

1. Quantity (Each Price)

100 - 500

\$

(Required: Numbers only)

2. Quantity (Each Price)

501 - 1,000

\$

(Required: Numbers only)

3. Quantity (Each Price)

1,001 - 5,000

\$

(Required: Numbers only)

- 3** 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: 60,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.

(Response required)

Quantity: 60000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

- ☐ No bid
☐ Additional notes
(Attach separate sheet)

Item Attributes

1. Quantity (Each Price)

10,000 - 20,000

\$

(Required: Numbers only)

2. Quantity (Each Price)

20,001 - 50,000

\$

(Required: Numbers only)

3. Quantity (Each Price)

50,001 - 60,000

\$

(Required: Numbers only)

4 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: 5,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.

(Response required)

Quantity: 3000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

Item Attributes

1. Quantity (Each Price)

100 - 1,000

\$

(Required: Numbers only)

2. Quantity (Each Price)

1,001 - 2,500

\$

(Required: Numbers only)

3. Quantity (Each Price)

2,501 - 5,000

\$

(Required: Numbers only)

5 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: 200,000. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.

(Response required)

Quantity: 200000 UOM: each Unit Price: \$ Total: \$

Item Notes:

This will be awarded along with line #6 to one vendor.

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

Item Attributes

1. Quantity (Each Price)

20,000 - 30,000

\$

(Required: Numbers only)

2. Quantity (Each Price)

30,001 - 40,000

\$

(Required: Numbers only)

3. Quantity (Each Price)

40,001 - 60,000

\$

(Required: Numbers only)

- 6** 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) to voters both inside and outside of the U.S.

Data to be printed will be provided by Collin County Elections Administrator.
See Line Item #5: FORM# M11 VOTER REGISTRATION CERTIFICATE FOR SAMPLES OF FORM.
Bidder shall state the price to mail 550,000 certificates.

(Response required)

Quantity: 550000 UOM: each Unit Price: Total:

Item Notes: **This will be awarded along with Line #5 to one vendor.**

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

- 7** 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.

(Response required)

Quantity: 20000 UOM: each Unit Price: Total:

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

Item Attributes

1. Quantity (Each Price)

10,000 - 20,000

(Required: Numbers only)

2. Quantity (Each Price)

20,001 - 30,000

(Required: Numbers only)

3. Quantity (Each Price)

30,001 - 40,000

(Required: Numbers only)

- 8** FORM# M47, CONFIRMATION CARD, Green post card, perforated, black print on two 92) 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.

(Response required)

Quantity: 75000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

Item Attributes

1. Quantity (Each Price)

10,000 - 20,000

\$

(Required: Numbers only)

2. Quantity (Each Price)

20,001 - 50,000

\$

(Required: Numbers only)

3. Quantity (Each Price)

50,001 - 60,000

\$

(Required: Numbers only)

- 9** 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.

(Response required)

Quantity: 100000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

☐ No bid
☐ Additional notes
(Attach separate sheet)

Item Attributes

1. Quantity (Each Price)

20,000 - 30,000

\$

(Required: Numbers only)

2. Quantity (Each Price)

30,001 - 40,000

\$

(Required: Numbers only)

3. Quantity (Each Price)

40,001 - 50,000

\$

(Required: Numbers only)

**1
0**

FORM# M50, DEPUTY VOTER REGISTRATION APPLICATIONS, 90 lb index, 11" x 6' green card with black writing on two (2) sides. One side to be printed IN ENGLISH and ONE side 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 of two (2) sided forms for all quantity breaks in the space provided.

(Response required)

Quantity: 75000 UOM: eachUnit Price: \$ Total: \$ Supplier Notes: _____
_____☐ No bid☐ Additional notes
(Attach separate sheet)**Item Attributes****1. Quantity (Each Price)**

10,000 - 20,000

\$

(Required: Numbers only)

2. Quantity (Each Price)

20,001 - 50,000

\$

(Required: Numbers only)

3. Quantity (Each Price)

50,001 - 60,000

\$

(Required: Numbers only)

**1
1**

FORM# M56, DEPUTY VOTER REGISTRAR IDENTIFICATION CARD, 3 3/16" x 2 3/16" white card stock, black lettering on one (1) side with Collin County logo in red, white and blue. Cards must be perforated on all sides. Eight (8) cards per page with perforations. Estimated Annual Usage: 2,800. Bidder shall state the price for quantity one (1) each for all quantity breaks in the space provided.

(Response required)

Quantity: 2800 UOM: eachUnit Price: \$ Total: \$ Supplier Notes: _____
_____☐ No bid☐ Additional notes
(Attach separate sheet)**Item Attributes****1. Quantity (Each Price)**

100 - 1,000

\$

(Required: Numbers only)

2. Quantity (Each Price)

1,001 - 2,000

\$

(Required: Numbers only)

3. Quantity (Each Price)

2,001 - 4,000

\$

(Required: Numbers only)

**1
2**

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.

(Response required)

Quantity: 50000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

☐ No bid☐ Additional notes
(Attach separate sheet)**Item Attributes****1. Quantity (Each Price)**

20,000 - 30,000

\$

(Required: Numbers only)

2. Quantity (Each Price)

30,001 - 50,000

\$

(Required: Numbers only)

3. Quantity (Each Price)

50,001 - 100,000

\$

(Required: Numbers only)

**1
3**

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.

(Response required)

Quantity: 20000 UOM: each Unit Price: \$ Total: \$

Supplier Notes: _____

☐ No bid☐ Additional notes
(Attach separate sheet)**Item Attributes****1. Quantity (Each Price)**

10,000 - 20,000

\$

(Required: Numbers only)

2. Quantity (Each Price)

20,001 - 30,000

\$

(Required: Numbers only)

3. Quantity (Each Price)

30,001 - 40,000

\$

(Required: Numbers only)

**1
4**

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.

(Response required)

Quantity: 10000 UOM: each

Unit Price: \$

Total: \$

Supplier Notes: _____

☐ No bid☐ Additional notes
(Attach separate sheet)**Item Attributes****1. Quantity (Each Price)**

1,000 - 5,000

\$

(Required: Numbers only)

2. Quantity (Each Price)

5,001 - 10,000

\$

(Required: Numbers only)

3. Quantity (Each Price)

10,001 - 20,000

\$

(Required: Numbers only)

**1
5**

#10 PLAIN ENVELOPE with Collin County logo, address, and banner of US Postal "OFFICIAL ELECTION MAIL" logo black imprint, one side only. Estimated Annual Usage: 20,000

(Response required)

Quantity: 20000 UOM: each

Unit Price: \$

Total: \$

Supplier Notes: _____

☐ No bid☐ Additional notes
(Attach separate sheet)**Item Attributes****1. Quantity (Each Price)**

1,000 - 5,000

\$

(Required: Numbers only)

2. Quantity (Each Price)

5,001 - 10,000

\$

(Required: Numbers only)

3. Quantity (Each Price)

10,001 - 20,000

\$

(Required: Numbers only)

**1
6****#10 LEFT WINDOW ENVELOPE with Collin County logo, address, and banner of US Postal "OFFICIAL ELECTION MAIL" logo black imprint, one side only. Estimated Annual Usage: 20,000.**

(Response required)

Quantity: 20000 UOM: each

Unit Price: \$

Total: \$

Supplier Notes: _____

☐ No bid☐ Additional notes
(Attach separate sheet)**Item Attributes****1. Quantity (Each Price)**

1,000 - 5,000

\$

(Required: Numbers only)

2. Quantity (Each Price)

5,001 - 10,000

\$

(Required: Numbers only)

3. Quantity (Each Price)

10,001 - 20,000

\$

(Required: Numbers only)

Supplier Information

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

Supplier Notes

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.

Print Name

Signature

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 (91st) 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 the date specified in the solicitation. 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://collincountytx.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.

1.25 Bidder shall comply with all local, state and federal employment and discrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or any other class protected by law.

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 56th 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 56th 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.

2.37 Vendors/Contractors/Providers must be in compliance with the provisions of Section 2252.152 and Section 2252.153 of the Texas Government Code which states, in part, contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations are prohibited. A governmental entity may not enter into a contract with a company that is listed on the Comptroller of the State of Texas website identified under Section 806.051,

Section 807.051 or Section 2253.253 which do business with Iran, Sudan or any Foreign Terrorist Organization. This Act is effective September 1, 2017.

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. Coverage must be written on occurrence form.

- Each Occurrence: \$1,000,000
- Personal Injury & Adv. Injury: \$1,000,000
- Products/Completed Operation Aggregate: \$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 which includes any automobile (owned, non-owned, and hired vehicles) used in connection with the contract.

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

3.1.4 **Professional/Errors & Omissions Liability** insurance with a two (2) year extended reporting period. If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

- Each Occurrence/Aggregate: \$1,000,000

3.1.5 **Umbrella/Excess Liability** insurance.

- Each Occurrence/Aggregate: \$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-VII 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. 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.

Transitional Period: Upon normal completion of this contract, not to include termination for default, and in the event that no new contract has been awarded by the original expiration date of the existing contract including any extension thereof, it shall be incumbent upon the Contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the original expiration date of the existing contract any extension thereof.

4.4 Pre-Bid Conference: A **MANDATORY** pre-bid conference will be held Thursday, September 19, 2019 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 mdobecka@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 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 within two (2) weeks ARO.

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.

4.16.1 MASS MAILOUT - LISTING OF REGISTERED VOTERS

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.

4.16.2 There are approximately 536,000 active voters in Collin County. The estimated number of active voters by November 2019 will be approximately 570,000. 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 4.4).

4.16.3 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.

4.16.4 Certificates shall be mailed first class with a "DO NOT FORWARD" message.

4.16.5 The zip code information provided by the Elections office is not a zip+4.

4.16.6 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.

4.16.7 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.

4.16.8 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.

4.16.9 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.

4.16.10 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.

4.16.11 Certificates shall be mailed by the vendor no later than December 5th.

4.16.12 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 60th 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.

INFORMATION REGARDING **CONFLICT OF INTEREST QUESTIONNAIRE**

During the 79th Legislative Session, House Bill 914 was signed into law effective September 1, 2015, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84th 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_forms.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.collincountytexas.gov/government/Pages/officials.aspx>

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

Department:

Bruce Sherbet – Elections Administrator

Cheryl Gorena – Office Administrator

Purchasing:

Michalyn Rains, CPPO, CPPB – Purchasing Agent

Michelle Charnoski, CPPB – Asst. Purchasing Agent

Matt Dobecka, CPPO, CPPB, CPCP – Purchasing Functional Analyst

Commissioners' Court:

Chris Hill – County Judge

Susan Fletcher – Commissioner Precinct No. 1

Cheryl Williams – Commissioner Precinct No. 2

Darrell Hale – Commissioner Precinct No. 3

Duncan Webb – Commissioner Precinct No. 4

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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.

Request for Taxpayer Identification Number and Certification

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

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

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	Social security number [][][] - [][] - [][][][][][] or Employer identification number [][] - [][][][][][][][]
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	Signature of U.S. person ▶ Date ▶
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.