



## LEGAL NOTICE

### REQUEST FOR BID SEALED BID 11-201

For

**Polling Place Reminder Cards and Inactive Mailers**

For

**ST. CHARLES COUNTY GOVERNMENT  
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Polling Place Reminder Cards and Inactive Mailers**. The vendor must guarantee the quoted prices for a period of one year. The County, with the consent of the vendor, shall have the option for two (2) one year extensions under the same terms and conditions. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

## BID INSTRUCTIONS

One original and one [1] signed copies of the bid must be received in a sealed envelope plainly marked “**Sealed Bid 11-201 Polling Place Reminder Cards and Inactive Mailers**” with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street, Room 541, St. Charles, MO 63301 prior to the bid opening.

**Bid opening will be on 12/06/2011 at 10:00 AM** , in **Room 523** of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by emailing a request to the St. Charles County Purchasing Manager at [purchasing@sccmo.org](mailto:purchasing@sccmo.org), **no phone calls please**. Include the name and number of the bid and date of the bid opening when requesting the results. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

### BID INQUIRIES

All questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Melanie Stilson, Asst. Director of Elections  
St. Charles County Government  
Election Authority  
397 Turner Blvd  
St. Peters, Mo 63376  
Fax: (636)949-7552  
[mstilson@sccmo.org](mailto:mstilson@sccmo.org)

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **11/28/2011**. Any question received after this deadline may not be answered.

**Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.**

### Prohibited Communication

**Contact with any representative, other than through the procedure outlined in the section titled “Bid Inquiries”, concerning this request is prohibited. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.**

**Any Offeror engaging in such prohibited communications may be disqualified at the sole discretion of St. Charles County.**

## TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The County, with the consent of the vendor, shall have the option to renew said contract for two (2) additional twelve (12) month periods at the same specifications and terms and conditions of any contract that may be derived from this request for proposal.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids, in blue ink.
- Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent taxes, fees or licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as "No Bid" and "Void" and will not be opened.
- The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.
- Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered.

When payments are to be made to the County, award will be made to the most advantageous offer.

- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

### **Open Records**

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

## **BID SPECIFICATIONS**

**This bid contains two parts and the successful bidder must be able to provide both types of mailings.**

### Part 1:

The following specifications pertain to printing and mailing the St Charles County Election Authority Polling Place Reminder Cards for elections held in the year 2012.

The successful bidder shall provide:

- Printing of the polling place reminder cards on forms provided by the vendor seeking the bid. Amount can range from 50 – 250,000.
- St Charles County Election Authority will provide a CD Rom containing necessary information to process and print Polling Place Reminder Cards.
- The information will consist of voter name and address, polling place, political subdivision information, ballot color, and the date and time of the election. (Color of form to be determined by the Election Authority.)
- CD must be picked up at the Election Authority's Office at 397 Turner Boulevard, St Peters, MO 63376.
- The successful bidder will submit, at least 1 week before the scheduled mailing the cards, a proof of the final version of the reminder card for approval. Approval will be indicated by signature of the proof by the authorized representative of the Election Authority.
- Data will be processed to CASS certify address and zip + 4 while adding postal bar code for automated carrier route mailing. Data will then be formatted to laser print notices.
- A sample of the proposed card stock will be submitted with the proposal with both card sizes enclosed.
- The larger card size will be printed only one time. The postal card size (6 x 4 ½") will be used for each election.
- The postal cards (6 x 4 ½" size) will be printed on appropriate card stock, (67 lb., no patina, dull finish) 3 color, printed on both sides containing information provided by St Charles County Election Authority and delivered to St Charles Post Office on Fifth Street, no later than the 2<sup>nd</sup> Friday before the election.
- The total amount of postage required to be reported to the Election Authority at least 48 hours before cards are delivered to the post office.
- The price will contain all charges for processing, printing, and mailing, including cost of card stock printed in 3 colors. The pricing will not include postage.
- A sample with both sizes of cards of the proposed card stock will be submitted with the proposal.

## Part 2:

The following specifications pertain to printing and sending the St Charles County Election Authority Inactive Mailers for the elections held in the year 2012.

- The number of mailers sent out at each mailing can range from 50 to 50,000. The nature of this project makes it extremely difficult to accurately predict the volume of the mailings. Therefore the amounts stated do not represent a guarantee of the volume of notices that will be mailed. The volume could be higher or lower and will fluctuate from election to election.
- St Charles County Election Authority will provide a CD Rom containing necessary information to process and print the Inactive Mailers.
- This information will consist of voter name and address. The CD must be picked up at the Election Authority's Office, 397 Turner Boulevard, St Peters, MO 63376.
- Data will be processed to CASS certify address and zip + 4 while adding postal bar code for automated carrier route mailing. Data will then be formatted to print on the Inactive Mailers.
- The Inactive Mailer form must be approved by St Charles County Election Authority and should include the following:
  - 1) Change of Address information and a business reply envelope.
  - 2) The outside envelope will display the Election Authority return address information, the address of the voter, their voter I.D. number, out permit number, and must be bar coded with our return address.
  - 3) The inside mailer will contain an envelope with the Election Authority return address and business reply mail statement, permit number, a statement written on both sides from the Election Authority's Office and a form for the voter to fill out and return to the Election Authority in a return envelope. The form is to be imprinted with the voters I.D. number plus their name and address.
- Inactive mailers must be delivered to the St Charles Post Office on Fifth Street by the vendor.
- The Election Authority will be notified at least 48 hours in advance of the delivery of the notices to the post office of the amount of postage needed to mail the notices.
- The price will include all charges for set up, processing, printing, and mailing. The pricing will NOT include postage.
- The successful bidder will submit a proof of the final version of the complete mailer for approval before printing takes place. Approval will be indicated by signature of the proof by the authorized representative of the Election Authority.
- Alternate methods of accomplishing these notifications are encouraged if the alternate is more efficient and less costly. If the bidder is offering an alternate they

should also submit a bid for what is detailed in this bid request and a bid for what the alternate method would cost. The alternate should be explained in detail so that an informed comparison can be made between what is being requested and the alternate method.

## Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_



BID FORM-SB 11-201

**Polling Place Reminder Cards and Inactive Mailers**

BID OPENING DATE: 12/06/2011 at 10:00 AM

\_\_\_\_\_  
(Bidder name)

Submits the following bid for this project:

**Bid Part 1:**

**Bid price per card (does not include postage)**

**Smaller size: \$ \_\_\_\_\_**

**Larger size: \$ \_\_\_\_\_**

**Bid Part 2:**

**Bid price per mailer (not including postage)**

**\$ \_\_\_\_\_**

**Contact Melanie Stilson of the St Charles County Election Authority at 636-949-7550, ext. 3895, to get a sample of the current reminder card and mailer.**

**(Both Parts 1 and 2 are being bid as one combined bid. They will NOT be awarded separately.)**

\_\_\_\_\_  
Authorized signature

Date \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID**

**Audit Clause for Contracts**

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(Indicates acceptance of all bid terms and conditions)

Date: \_\_\_\_\_