
INVITATION FOR BIDS
IFB NO. 2016-63
SAMPLE BALLOT PRINTING

OPENING: MARCH 9, 2016 AT 11:00 A.M.

BUYER: J. Nita Wenger, Buyer
PHONE: 410-313-6519 ▪ EMAIL: jwenger@howardcountymd.gov



HOWARD COUNTY, MARYLAND

OFFICE OF PURCHASING

6751 Columbia Gateway Drive, Suite 501
Columbia, MD 21046



Formal IFBs and IFB Results are available on our website:
www.howardcountymd.gov/Departments/County-Administration/Purchasing

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**IMPORTANT: ADVISE THE ISSUING OFFICE IMMEDIATELY
IF ANY OF THE ABOVE SECTIONS ARE NOT ENCLOSED IN THIS DOCUMENT.**

SECTION A

KEY INFORMATION SUMMARY

IFB Number:	IFB-2016-63
IFB Name:	Sample Ballot Printing
Issue Date:	February 22, 2016
Buyer:	J. Nita Wenger jwenger@howardcountymd.gov (410) 313-6519
Pre-Bid Date:	N/A
Pre-Bid Location and Registration:	N/A
Questions Due and to Whom:	Questions due no later than 4:00 p.m. on March 2, 2016. Submit questions to: J. Nita Wenger at jwenger@howardcountymd.gov
Bid Due:	March 9, 2016 Prior to 11:00 a.m.
Mail/Deliver Bids to the Issuing Office:	Office of Purchasing 6751 Columbia Gateway Dr., Ste. 501 Columbia, MD 21046 410-313-6370
Agreement Term:	N/A
Bid Deposit/ Performance Bond:	N/A
EBO Subcontracting Participation:	10%

MINORITY BUSINESS ENTERPRISES are encouraged to respond to this solicitation. For more information, please contact Mr. Mahesh Sabnani, Equal Business Opportunity Coordinator, at 410-313-3694.

IMPORTANT NOTICE REGARDING ADDENDA

Addenda to solicitations often occur prior to bid opening. It is the potential Contractor's responsibility to visit the Office of Purchasing web site for updates to solicitations.

www.howardcountymd.gov/Departments/County-Administration/Purchasing

SECTION B

PURCHASE ORDER TERMS AND CONDITIONS

The following terms and conditions apply to all Purchase Orders issued by Howard County and are applicable to all purchases made as a result of this solicitation.

- 1 No purchase of materials, supplies, equipment, and/or services will be recognized unless made through the Office of Purchasing.
- 2 The County may at any time insist upon strict compliance with these terms and conditions, notwithstanding any previous custom, practice or course of dealing to the contrary.
- 3 The terms and conditions of sale as stated in this Purchase Order govern in the event of conflict with any terms of the Contractor's bid, and are not subject to change by reason of any written or verbal statements by the Contractor or by any terms stated in the Contractor's acknowledgement without prior written authority from the Office of Purchasing.
- 4 If the price is omitted on the Purchase Order, except where the Purchase Order is given in acceptance of quoted prices, it is agreed that Contractor's price will be the lowest prevailing market price and in no event is this Purchase Order to be filled at higher prices than last previously quoted or charged without prior written authority from the Office of Purchasing.
- 5 If requested, the Contractor shall acknowledge the order promptly and provide a delivery date.
- 6 Invoices must show Delivery Address and Purchase Order number, and indicate if it represents partial or complete billing. Separate invoices must be rendered for each Purchase Order. Invoices shall include the following information:
 - 6.1 Contractor's name;
 - 6.2 Address;
 - 6.3 Federal tax identification number;
 - 6.4 Contract number, if applicable (the first two digits are 44XXXXXXXX);
 - 6.5 Purchase Order number (the first digit is 2XXXXXXXX);
 - 6.6 Contract line number, if applicable;
 - 6.7 Unit price and extended price (if applicable, the unit price must match a line on the Contract); and
 - 6.8 Description of goods provided and/or services performed.
- 7 The County has the right to refuse to make payment on any invoice unless and until verification of receipt by the County can be determined. The County's payment for any material shall not constitute acceptance of the material or a waiver of any of the County's rights.
- 8 No freight/delivery/fuel charges will be paid by the County unless specifically provided for in the Purchase Order.
- 9 The County will not pay for packaging, boxing or cartage. Damage resulting from improperly packaged material will be charged to the Contractor.
- 10 The County reserves the right to cancel this Purchase Order or, any part thereof, without obligation, if delivery is not made or services completed at the time(s) specified.
- 11 This Purchase Order shall be governed and construed in accordance with the law of the State of Maryland without regard to any choice of law principles.
- 12 All deliveries and services furnished under this Purchase Order must be of the quality specified or in the event no quality is specified, must be the best of their respective kinds, and will be subject to inspection and approval of the County within a reasonable time after delivery of goods or completion of services. When manufacturing specifications are referred to in this Purchase Order, such specifications shall be deemed to be an integral part hereof as if duly set out herein. Goods and services shall be replaced at no additional charge to the County if they prove to be defective and/or not in accordance with specifications. Rejected materials shall be returned at the risk and expense of the Contractor. If the County does not desire replacement, the Contractor shall issue a full credit.
- 13 Requirement as to Materials, Contractor's Responsibilities and Warranties:
 - 13.1 The Contractor warrants and agrees that all materials supplied hereunder shall be manufactured and produced in compliance with the laws, regulations, codes, terms, standards and/or requirements of all Federal, State and local authorities and all other authorities having jurisdiction, and that performance of this Purchase Order shall be in accordance with the above laws, regulations, codes, terms, standards, and/or requirements, and agrees, upon request, to furnish the County a certificate of compliance in such forms as the County may require.
 - 13.2 The Contractor warrants that there has been no violation of copyrights or patent rights in manufacturing, producing, or selling the goods shipped or ordered and Contractor agrees to indemnify and hold the County harmless from any and all liability, loss or expense occasioned by such a violation.
- 14 The quantity of materials, and/or services, must not be exceeded without prior written authority from the Office of Purchasing.

- 15 Substitutions are not allowed without prior written authority from the Office of Purchasing.
- 16 If required, a sufficient number of shop drawings and/or catalog data shall be furnished to the County within 15 days (unless otherwise specified) for necessary approval.
- 17 In the event any article sold and delivered hereunder shall be defective in any respect whatsoever, the Contractor will indemnify and save harmless the County from all losses or expenses by reason of all accidents, injuries or damages to persons or property resulting from the use of such article or which are contributed to by said defective condition.
- 18 The Contractor shall indemnify and hold harmless the County, its employees, agents and officials from any and all claims, losses or expenses resulting from any accidents, injuries or damages to persons or properties, suits or demands including reasonable attorney fees which may be made against the County, its employees, agents or officials resulting from any act or omission committed in the performance of the duties imposed by and performed under the terms of this Purchase Order by the Contractor or anyone under agreement with the Contractor to perform duties under this Purchase Order. The Contractor shall not be responsible for acts of negligence or willful misconduct committed by the County, its employees, agents and officials. Any property or work to be provided by the Contractor under this Purchase Order will remain at the Contractor's risk until written acceptance by the County; and the Contractor will replace, at the Contractor's expense, all property or work damaged or destroyed by any cause whatsoever.
- 19 Liability for Damage: If this Purchase Order calls for work to be performed upon property owned or controlled by the County it is understood and agreed that:
- 19.1 Mechanic's Liens: The Contractor will keep the premises and work free and clear of all mechanic's liens, and furnish the County certificate and waiver as provided by law.
 - 19.2 Property and Casualty Losses: The work will remain at the Contractor's risk prior to written acceptance by the County and the Contractor will replace at its own expense all work damaged or destroyed by fire, force or violence of the elements or any cause whatsoever.
 - 19.3 Injury to Contractor's Personnel: The Contractor understands and agrees that they are the sole employer of all persons employed by Contractor to perform services under this Purchase Order and agrees on behalf of itself and its workers' compensation insurer that the County is not a dual employer of such personnel. If Contractor is hiring independent contractors or subcontractors to perform services under this Purchase Order, Contractor shall assure that all such persons are properly covered under Maryland workers' compensation law and will indemnify, save harmless and defend the County from all workers' compensation claims filed by such persons against the County.
 - 19.4 Workers' Compensation Insurance: During the term of this Purchase Order, the Contractor will provide workers' compensation insurance in compliance with Maryland law for its employees and shall be responsible to verify workers' compensation coverage for all independent contractors and subcontractors. Contractor shall indemnify the County for any uninsured losses relating to contractual services under this Purchase Order and subsequent amendments.
- 20 Bankruptcy: In the event of any proceedings, voluntary or involuntary, in bankruptcy or insolvency by or against the Contractor including any proceedings under the Chandler Act, or in the event of the appointment, with or without the Contractor's consent, of an assignee for the benefit of creditors or of a receiver then the County shall be entitled to cancel any unfulfilled part of this Purchase Order without any liability whatsoever.
- 21 Equal Employment Opportunity: The County requires that the Contractor not discriminate against any employee or applicant for employment because of race, creed, religion, physical or mental handicap, color, sex, national origin, age, occupation, marital status, political expression, gender identity/expression, sexual orientation or personal appearance. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated fairly and equally during employment with regard to the above. The Contractor warrants that, within the previous 12 months, it has not engaged in unlawful employment practices as set forth in Section 12.208 of the Howard County Code, Section 19 of Article 49B of the annotated Code of Maryland or Sections 703 and 704 of Title VII of the Civil Rights Act of 1964.
- 22 Material Safety Data Sheet (MSDS): If the work to be performed under this Purchase Order requires the use of any product that contains any ingredient that could be hazardous or injurious to a person's health, a MSDS must be provided to the Office of Purchasing, 6751 Columbia Gateway Drive, Suite 501, Columbia, Maryland 21046.
- 23 Termination
- 23.1 Termination for Convenience: The County may terminate this Purchase Order, in whole or in part, if the County determines that such termination is in the best interest of the County, without showing cause, upon giving at least 30 days written notice to the Contractor. The County shall pay all reasonable costs incurred by the Contractor up to the date of termination. However, in no event shall the Contractor be paid an amount which exceeds the price bid for the work performed. The Contractor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.
 - 23.2 Termination for Default: When the Contractor has not performed or has unsatisfactorily performed one or more material terms of the Purchase Order, the County may terminate the Purchase Order for default. Upon termination for default, payment may be withheld at the discretion of the County. Failure on the part of the Contractor to fulfill the contractual obligations shall be considered just cause for termination of the Purchase Order. If the damages exceed the undisbursed sums available for compensation, the County shall not be obligated to make any further disbursements hereunder. The Contractor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the County in reprocurng and completing the work.

SECTION C
GENERAL CONDITIONS

1 DEFINITIONS:

- 1.1 Addenda – Formal alteration of a solicitation or Agreement in writing (When applicable, Addenda are available on the Office of Purchasing website.)
- 1.2 Alternate Bids – A second bid for a single item that intentionally offers a substitute product or service that varies from the stated specifications
- 1.3 Bid – All information submitted by the Contractor in response to this solicitation
- 1.4 Bidder – Any entity that submits a response to this solicitation
- 1.5 Buyer – The County’s Purchasing Representative for the resulting Agreement
- 1.6 Agreement – The Invitation For Bid documents and any addenda, the Contractor’s response to this solicitation, and subsequent Purchase Orders
- 1.7 County – Howard County, Maryland
- 1.8 County Purchasing Agent – The Chief Administrative Officer for the County
- 1.9 Contractor – Any bidder; most often the successful bidder
- 1.10 Designee – Specifically appointed alternate signatory or decision maker
- 1.11 Invitation For Bid (IFB) – All documents identified in the Table of Contents, including any addenda
- 1.12 Equal Business Opportunity (EBO) – The County’s minority business enterprise program
- 1.13 Issuing Office – The Howard County Office of Purchasing
- 1.14 Purchase Order – The document by which the Contractor receives formal notification to perform work or deliver goods
- 1.15 Solicitation – The Invitation For Bid
- 1.16 User Agency – County department or office for which goods and/or services are being purchased

2 RESERVATIONS:

- 2.1 The County reserves the right to reject any or all bids or parts of bids when, in the County Purchasing Agent’s or Designee’s reasoned judgment, the public interest will be served thereby.
- 2.2 The County Purchasing Agent or Designee, with the approval of the County Executive, may waive formalities or technicalities in bids as the interest of the County may require.
- 2.3 The County Purchasing Agent or Designee reserves the right to increase or decrease the quantities to be purchased at the prices bid. The quantity intended to be purchased and the period and percentage amount of any such reservation will be stated in the solicitation.
- 2.4 The County Purchasing Agent or Designee reserves the right to award Agreements or place orders on a lump sum or individual item basis, or such combination as shall, in the County Purchasing Agent’s or Designee’s judgment, be in the best interest of the County.
- 2.5 The County Purchasing Agent or Designee may waive minor differences in specifications provided these differences do not violate the specification intent nor materially affect the operation for which the item or items are being purchased, nor increase estimated maintenance and repair cost to the County.
- 2.6 The County Purchasing Agent or Designee may reject any proposal which shows any omission, irregularity, alteration of forms, additions not called for, conditional or unconditional unresponsiveness, or proposals obviously unbalanced.

3 COMPETITION:

- 3.1 The name of any manufacturer, trade name, or manufacturer or vendor catalog number mentioned in this solicitation is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications unless otherwise stated in the solicitation.
- 3.2 A Contractor may offer only one price on each item. Submission by a single Contractor of more than one price for a single item shall be sufficient cause for rejection of all prices for that item submitted by the Contractor. Alternate bids are prohibited and will be rejected.

4 UNBALANCED BIDS: A Bid shall be mathematically unbalanced if the Bid contains unit pricing that does not reflect reasonable costs (including actual labor and material cost, overhead and profit) for the performance of the bid item(s) in question. A bid shall be materially unbalanced if there is a reasonable doubt that award of the mathematically unbalanced Bid will result in the lowest ultimate cost to the County. A Bid that is, in the sole discretion of the County Purchasing Agent both mathematically and materially unbalanced, may be rejected as non-responsive.

(An example would be bidding overhead labor rates below regular time rates, or bidding laborer rates above Supervisor or Foreman rates. Another example is bidding a 1 gallon container of a product higher than a 5-gallon container of the same product.)

5 PERIOD OF VALIDITY: Unless otherwise specified, all formal bids submitted shall be irrevocable for 120 days following the bid opening date, unless the Contractor, upon request of the County Purchasing Agent or Designee, agrees to an extension. Bids may not be withdrawn during this period.

6 DELIVERY:

- 6.1 Contractors shall guarantee delivery of supplies in accordance with such delivery schedule as may be provided in the solicitation.
- 6.2 All items shall be delivered F.O.B. Destination, Inside Delivery, and delivery costs and charges included in the bid, unless otherwise stated in the solicitation.
- 6.3 The County Purchasing Agent or Designee reserves the right to charge the Contractor for each day the supplies or services are not delivered in accordance with the delivery schedule. The per diem charge may be invoked at the discretion of the County Purchasing Agent or Designee and said sum to be taken as liquidated damages and deducted from the final payment, or charged back to the Contractor.
- 6.4 The County Purchasing Agent or Designee reserves the right to procure the supplies/services elsewhere on the open market if delivery is not made as specified, in which event, the extra cost of procuring the supplies/services may be charged against the Contractor and deducted from any monies due or which may become due.

7 GOVERNING LAW:

- 7.1 This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland without regard to any choice of law principles that would dictate the laws of any other jurisdiction. The parties agree that the exclusive venue for any and all actions related hereto shall be the appropriate Federal or State court located within the State of Maryland.
- 7.2 The laws of Maryland and Howard County shall govern the resolution of any issue arising in connection with the contract, including, but not limited to, all questions on the validity of the contract, the capacity of the parties to enter therein, any modification or amendment thereto, and the rights and obligations of the parties hereunder.

8 PROTEST: Any protest concerning the award of an Agreement shall be decided by the County. Protests shall be made in writing to the Issuing Office and shall be filed within ten days of issuance of award notification. A protest is considered filed when received by the Issuing Office. The written protest shall

include the name and address of the protestor, identification of the procurement, a statement of the specific reason for the protest and supporting exhibits. The Issuing Office will respond to the written protest within ten days. The County's decision is final.

- 9 **DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the County Purchasing Agent or Designee shall be final and binding on all parties. All other disputes arising under or related to the Agreement will be resolved, to the extent possible, by negotiation and settlement between the parties. Pending resolution, the Contractor shall proceed diligently with performance of the Agreement unless otherwise directed in writing.
- 10 **AUTHORITY:** Solicitations are issued pursuant and subject to the provisions of Article VIII, Howard County Charter; Sections 4.100 through 4.123, Howard County Code, 2003; and the rules and regulations as prescribed by the County.
- 11 **FAIR LABOR STANDARDS ACT:** All goods against this order must be produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended including Section 6, 7 and 12, and regulations and orders issued under Section 14 thereof.
- 12 **CASH DISCOUNTS:** If applicable, cash discounts will be taken into consideration in determining the award. However, an offer of a cash discount must allow a reasonable period of not less than 30 days in order to be included in evaluation of bid pricing. A bid offering a cash discount in a period of less than 30 days will be evaluated as a bid without a cash discount offer. If the Contractor obtains an award by reason of their gross price, the County will hold the offer of a cash discount and make every effort to obtain such discount.
- 13 **UNIT PRICES:** Unless the Contractor clearly shows that it is the intent that a reduced total price is being offered on the basis of receiving an award of all items covered by the total, any totals should be the actual sum of the extension of unit prices. Otherwise, in the event of any discrepancy between a unit price(s), extended price(s), and/or total price(s), unit prices will govern and the bid will be refigured accordingly.
- 14 **NON-WAIVER:** Any waiver of any breach of covenants herein contained to be kept and performed by the Contractor shall not be deemed or considered as a continuing waiver and shall not operate to bar or prevent the County from declaring a forfeiture for any succeeding breach either of the same condition of covenant or otherwise.
- 15 **PATENTS:** If applicable, the Contractor shall defend any suit or proceeding brought against the County so far as based on a claim on any equipment, or on any part thereof, furnished under this Agreement which constitutes an infringement of any patent of the United States, if notified promptly in writing and given authority, information and assistance (at the Contractor's expense) for the defense of same, and the Contractor shall pay all damages and costs awarded therein against the County. In case said equipment or any part thereof, in such suit is held to constitute infringement and the use of said equipment or part if enjoined, the Contractor shall, at its own expense, either procure for the County the right to continue using said equipment or part, or replace same with non-infringing equipment or part, or modify so that it becomes non-infringing.
- 16 **MARYLAND REGISTRATION:** Contractors must be registered to do business in, and must be in good standing in, the State of Maryland. Contractors not registered must obtain registration information from the Maryland Department of Assessments and Taxation website at: www.dat.state.md.us/ or by calling 410-767-1184 or Toll Free 888-246-5941.
- 17 **AVAILABILITY OF FUNDS:** The contractual obligation of the County under this Agreement is contingent upon the availability of appropriated funds from which payment for this Agreement can be made.
- 18 **INTEGRATION AND MODIFICATION:** This solicitation, the Contractor's response to this solicitation, subsequent Purchase Order(s), and, if applicable, the legal Agreement represents the entire understanding between the parties. Any additions or modifications shall only be made in writing and executed by both parties.

- 19 **NON-ASSIGNMENT OF AGREEMENT:** Neither the County nor the Contractor shall assign, sublet or transfer its interest or obligations under the resulting Agreement to any third party, without the written consent of the other. Nothing herein shall be construed to create any personal or individual liability upon any employee, officer or elected official of the County, nor shall the resulting Agreement be construed to create any rights hereunder in any person or entity other than the parties to this Agreement.
- 20 **COOPERATIVE PURCHASE:**
- 20.1 The County reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any Agreement resulting from this solicitation to any and all public bodies, subdivisions, schools districts, community colleges, colleges, and universities including non-public schools. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The Contractor agrees to notify the issuing body of those entities that wish to use any Agreement resulting from this solicitation and will also provide usage information, which may be requested.
- 20.2 The County assumes no authority, liability or obligation, on behalf of any other public or non-public entity that may use any Agreement resulting from this solicitation. All purchases and payment transactions will be made directly between the Contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the bid response.
- 21 **ENVIRONMENTALLY PREFERABLE PRODUCTS:** The County shall give a percentage price preference not exceeding 5% for the purchase of environmentally preferable products. The percentage price preference will not apply if doing so will cause a denial of Federal or State funding or is inconsistent with Federal or State law.
- 22 **AWARD NOTIFICATION:**
- 22.1 Award notification will be by U.S. Mail, e-mail or fax or a combination thereof.
- 22.2 The awarded Contractor(s) will be required to return an Insurance Certificate naming “Howard County, Maryland, its officials, employees, agents and volunteers” as Certificate Holder and as Additional Insured, the completed EBO Schedule of Participation and the Maryland Registration Certificate of Good Standing.
- 23 **TERMINATION:**
- 23.1 **Termination for Convenience:** The County may terminate this contract, in whole or in part, if the County determines that such termination is in the best interest of the County, without showing cause, upon giving at least 30 days written notice to the Contractor. The County shall pay all reasonable costs incurred by the Contractor up to the date of termination. However, in no event shall the Contractor be paid an amount which exceeds the price bid for the work performed. The Contractor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.
- 23.2 **Termination for Default:** When the Contractor has not performed or has unsatisfactorily performed one or more material terms of the contract, the County may terminate the Purchase Order for default. Upon termination for default, payment may be withheld at the discretion of the County. Failure on the part of the Contractor to fulfill the contractual obligations shall be considered just cause for termination of the contract. If the damages exceed the undisbursed sums available for compensation, the County shall not be obligated to make any further disbursements hereunder. The Contractor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the County in reprocurring and completing the work.

SECTION D
SPECIFICATIONS

- 1 SCOPE: Howard County, Maryland, (the “County”), seeks a qualified firm (the “Contractor”), to prepare, print, label and mail specimen ballots required for the 2016 Primary and General Elections as called for in the solicitation documents, specifications, and price pages.

- 2 INQUIRIES AND ADDENDA:
 - 2.1 The Buyer in the Issuing Office is the sole point of contact for this solicitation. Questions must be addressed in writing to the Buyer and received by the question deadline listed in Section A.
 - 2.2 Addenda to solicitations often occur prior to bid opening, sometimes within a few hours of the opening. It is the potential Contractor’s responsibility to visit the Office of Purchasing website at www.howardcountymd.gov/Departments/County-Administration/Purchasing to obtain Addenda. Addenda, when issued, must be acknowledged in the bid by signing and returning all addenda with the bid. Addenda must also be acknowledged in the space provided in Section F, Price Page No. 2.

- 3 CONTRACTOR’S QUALIFICATIONS:
 - 3.1 Contractors must be primarily engaged in the printing business and must have been actively engaged in this field for a period of no less than five (5) years.
 - 3.2 The Contractor must supply three (3) references for which the Contractor has produced work in the past five (5) years which is similar in size and scope to that which is specified in this solicitation.
 - 3.3 The Contractor must assign a representative to the County and provide the representative’s resume/credentials. The County reserves the right to reject a representative whom it feels is not qualified to properly support this project. The Contractor is prohibited from replacing the account representative without prior approval from the County.
 - 3.4 The Contractor shall not subcontract the printing without providing the County an explanation for why the printing is to be subcontracted. If subcontracting is approved by the County, then the Contractor must supply the County with the subcontractor’s samples as specified in Section D, Paragraph 9.
 - 3.5 The contract shall be awarded to the most responsive, qualified, lowest bidding Contractor meeting specifications.

- 4 ESTIMATED QUANTITIES:
 - 4.1 The dollar values and/or quantities stated herein are given as a general guide for bidding and are not guaranteed amounts. Actual requirements may be more or less than those estimated herein. The County reserves the right to add and delete items as necessary.
 - 4.2 Should a need arise for supplies or services which are not available, the County reserves the right to secure services from other sources to meet its immediate needs without prejudice of the contract.
 - 4.3 The County reserves the right to add or delete items to this contract on an “as needed” basis.

- 5 EXCLUSIVITY:
 - 5.1 The County is obligated during the period stipulated to purchase all of its normal requirements as specified from the Contractor and the Contractor shall be obligated to furnish the goods and/or services as stated.

- 5.2 Should a need arise for the supplies or services which are not available in the timeframe required, the County reserves the right to secure services from other sources to meet its immediate needs without prejudice of the Agreement.
- 5.3 Any alteration of the provisions of the contract between the County and the Contractor must be approved by an official County contract change. Any cost increases, from authors alterations, printers, or otherwise, must be approved by the County and documented by the Contractor before work can proceed or materials purchased.

6 METHOD OF ORDERING:

- 6.1 Purchase Orders will be issued from time to time for such quantities as may be required by the County.
- 6.2 Small purchases may also be made by the County Procurement Card (currently Visa). The Contractor agrees to accept the card for such quantities as may be required by the County.

7 METHOD OF AWARD: The County intends to award the lowest responsive and responsible Contractor meeting the specifications for the Total Bid Price, Price Pages, Section "F".

8 BILLING AND PAYMENT:

- 8.1 The Contractor shall submit invoices in triplicate to the Howard County Board of Elections, 9770 Patuxent Woods Drive, Suite 200, Columbia, Maryland 21046. Invoices in the proper form and approved by the County shall be paid by the County within 30 days of receipt thereof.
- 8.2 Each invoice shall include the following information:
 - 8.2.1 Contractor's name;
 - 8.2.2 Address;
 - 8.2.3 Federal tax identification number;
 - 8.2.4 Contract number (the first two digits are 44XXXXXXXXX);
 - 8.2.5 Purchase Order number (the first digit is 2XXXXXXXXXX);
 - 8.2.6 Contract line number;
 - 8.2.7 Unit price and extended price (the unit price must match a line on the contract);
 - 8.2.8 Description of goods provided and/or services performed;
 - 8.2.9 The proper form of County invoices requires that the information enumerated above be included on all invoices. In order to facilitate prompt payment, invoices must contain the prescribed information in order to be successfully entered into the County's financial system.
 - 8.2.10 Invoices failing to contain the information enumerated above may be returned for correction. The County reserves the right to approve such invoices, in its sole discretion, and to request such detail and additional information as the County, in its discretion deems appropriate.
 - 8.2.11 Provide a sample invoice with the bid response.
- 8.3 The County reserves the right to make payments on Visa procurement cards when orders are placed using procurement cards as indicated in Method of Ordering above. Contractors are prohibited from charging any additional fees over and above their bid prices to process payments on procurements cards.
- 8.4 The County reserves the right to make payments via electronic funds transfer (a.k.a. ACH) on contracts for which this payment vehicle is appropriate.
- 8.5 Delivery tickets signed by authorized County personnel shall accompany invoice.
- 8.6 Payment shall be made after delivery and upon receipt of proper invoice from Contractor and authorized by the head of the department or their designee.

8.7 All amounts, costs, or prices referred to herein pursuant to this contract shall be United States of America currency.

9 SAMPLES:

9.1 Contractors shall specify the product being bid and shall supply a sample and sufficient data for each type of sample ballot being bid. All samples shall be delivered to the Issuing Office before opening of bids. All packages shall be marked "IFB-2016-63, Samples for the Office of Purchasing" and each sample shall bear the name of the Contractor, item number, bid number and shall be tagged or marked in a substantial manner. Failure to submit the required samples may be sufficient cause for rejection of the bid.

9.2 The County reserves the right to retain the sample(s) for testing purposes and will be free from any redress or claim on the part of the Contractor if any articles or materials are lost or destroyed. Upon notification by the County that a sample is available for return, it shall be removed within ten days or the County will not be responsible for its disposition.

9.3 The Contractor must submit at least five (5) samples with their bid response, as follows:

- 9.3.1 All samples shall be produced by the bidding Contractor
- 9.3.2 Samples shall be printed on materials equivalent to those specified in this solicitation.
- 9.3.3 Prepared using the methods and equipment which shall be used in the production of the specified job.
- 9.3.4 Samples shall include the date they were printed, no older than 1 year.
- 9.3.5 Samples shall include recently completed projects, which are similar to the job described herein.
- 9.3.6 Each sample shall bear the name of the Contractor, item number, bid number and shall be tagged or marked in a substantial manner.
- 9.3.7 Failure to submit the required samples may be sufficient cause for rejection of the bid.

10 TECHNICAL REQUIREMENTS:

10.1 Specimen Ballot:

10.1.1 The Contractor shall design the specimen ballot as a self-mailer, printed on white paper with black ink. Text shall be on both front and back sides. Specimen Ballots shall meet all United States Postal size requirements and be suitable for mailing.

10.1.2 The County will furnish all candidate names and instructions pertaining to the content and text of the specimen ballot. The Contractor shall supply all specimen ballot artwork and shall submit proofs for all specimen ballot preparations to the County for final approval.

10.1.3 All ballot styles have certain identical ballot information, including voting instructions and certain ballot contest headings, and ballot questions. The General Election specimen ballot will also include nested page(s) containing Constitutional Amendment ballot questions and Constitutional Amendment ballot question summaries. Therefore, General Election specimen ballots will require nesting of 8-5/16" x 11" sheet(s) of paper that contain Constitutional Amendment ballot questions and Constitutional Amendment ballot question summaries.

10.1.4 The exact amount of Constitutional Amendment ballot questions and Constitutional Amendment ballot summaries are unknown at this time. Therefore, exact size required for nested paper insert is unknown at this time.

10.2 Primary and General Election Ballot Styles:

10.2.1 The Contractor shall provide 17 ballot styles for the April 26, 2016, Presidential Primary Election in Howard County.

- 10.2.2 The Contractor shall provide 7 ballot styles for the November 8, 2016, Presidential General Election in Howard County.
- 10.2.3 It is estimated that there may be sixteen (16) races or more with an average of 80-140 candidates per ballot style. In addition, the General Election Ballot may include three (3) to five (5) statewide questions, and possibly one (1) to three (3) local questions.

10.3 Form:

- 10.3.1 The Contractor shall have specimen ballot printed front and back per the sample provided.
- 10.3.2 The Contractor shall have the back of the form designed to include mailing information, postal endorsements, a message to the voters, and voting instructions.
- 10.3.3 The orientation of the address information shall place the single fold along the bottom, the double fold to the right side as you read the address, leaving the top and left edges open. Ballot style shall be visible to the left front side after the specimen ballot has been folded.
- 10.3.4 The Contractor shall have the specimen ballot front of the form designed to accommodate the specimen ballot heading, voting date, polls open times, ballot style, board attest, the list of filed write-in candidates (General Election Only), and the facsimile of the ballot (if the ballot is multiple screens, all screens must be shown):

- 10.3.4.1 Flat Size: 17" x 11"
- 10.3.4.2 First Folded Size: 8-5/8" x 11"
- 10.3.4.3 Finished Fold Size: 8-5/8" x 5-1/2"
- 10.3.4.4 Front Flap Size to View Ballot Style: 3/8"
- 10.3.4.5 Paper: 50# Offset, white
- 10.3.4.6 Ink: Black Litho. Printing

- 10.3.5 Specimen Ballot Nesting Form: The Contractor shall nest Constitutional Amendments and other enactments of the General Assembly, including information about early voting that will be supplied by the Board of Elections.

- 10.3.5.1 Flat Size: 16-5/8" x 11"
- 10.3.5.2 First Folded Size: 8-5/16" x 11"
- 10.3.5.3 Finished Fold Size: 8-5/16" x 5-9/16"
- 10.3.5.4 Paper: 50# Offset, white
- 10.3.5.5 Ink: Black Litho. Printing

10.4 Variable Imaging:

- 10.4.1 The County will provide two (2) voter registration export files per election. The Contractor shall be responsible for picking up the files from the County's Board of Elections Office at 9770 Patuxent Woods Drive, Suite 200, Columbia, Maryland 21046.
- 10.4.2 The first file for each election will contain all registered voters eligible to vote in each election as of two weeks before close of registration, which is April 5, 2016 for the Primary Election, and October 18, 2016 for the General Election. The Contractor shall mail specimen ballots to all voters on the first file.
- 10.4.3 The second data file for each election will contain all voters registered after the registration deadline, but who had produced a timely application. These data files shall be ready approximately one week from the above dates for each election. The Contractor shall perform a data-match comparing all data fields on the first and second data files, and shall generate and mail a specimen ballot for any voter that has different data in the data fields on the second data file.

- 10.4.4 The Contractor shall have the following voter information fields individually printed from the information supplied:
 - 10.4.4.1 Voter ID - Decimal (22)
 - 10.4.4.2 Last Name - String (30)
 - 10.4.4.3 First Name - String (30)
 - 10.4.4.4 Middle Name - String (30) Suffix - String (30)
 - 10.4.4.5 Mailing Address - String (256)
 - 10.4.4.6 Mailing City, State and Zip - String (256)
 - 10.4.4.7 Residential Address - String (256)
 - 10.4.4.8 City, State and Zip - String (256)
 - 10.4.4.9 Precinct Description - String (128)
 - 10.4.4.10 Ballot Style - String (10)
 - 10.4.4.11 Polling Place - String (256)
 - 10.4.4.12 Polling Place Address - String (256)
 - 10.4.4.13 Polling Place City, State and Zip - String (267)
 - 10.4.4.14 Status - String (23)
 - 10.4.4.15 Political Party - String (1024) Voter ID Barcode - Barcode 3 of 9

- 10.4.5 If data appears in the mailing address fields, the mailing address information is to be printed on the specimen ballot instead of the residence address information.

- 10.4.6 Contest Titles and Candidate Names: All contest titles and candidate information will be provided to the Contractor by the County. The names of the candidates and questions, which pertain to the precinct, will be imaged.

- 10.4.7 Special notice is given that all digital files prepared by the Contractor or supplied for this project shall be the property of the County and must be returned to the County following completion of the job(s).

- 10.5 Printing/Press:
 - 10.5.1 Sheet fed printing is preferred. The County must be notified and approve the use of web printing.
 - 10.5.2 Over-runs or under-runs shall not be charged to the County.
 - 10.5.3 The County shall not be charged for a press inspection if one is needed.

- 10.6 Quantities:
 - 10.6.1 The quantity of specimen ballots will be determined using the number of registered voters in each ballot style at the close of registration on April 5, 2016, for the Primary Election, and October 18, 2016, for the General Election, plus additional specified amounts in the spreadsheet per ballot style. The Contractor shall deliver on April 8, 2016, for the Primary Election, and October 19, 2016, for the General Election the specified amounts in the spreadsheet for additional specimen ballots per ballot style to the County at:
 - Howard County Board of Elections
9770 Patuxent Woods Drive, Suite 200
Columbia, Maryland 21046

 - 10.6.2 For estimating purposes, the specimen ballot quantities listed on the bid pricing sheet are as of February 10, 2016, and are approximate numbers of specimen ballots required. These amounts include the additional specified amounts in the spreadsheet per ballot style. It is anticipated that there is going to be a 2% rise in registered voters prior to the April 5, 2016, deadline for the Primary Election, and a 5% rise in registered voters prior to the October 18, 2016, deadline for the General Election. All registered voters must receive a Specimen Ballot by law.

- 10.7 The specimen ballot for 2016 will be comparable in layout and design to the 2006- 2014 specimen ballots. A sample of the 2006 specimen ballot is provided, Exhibit II.

10.8 Schedule:

- 10.8.1 Data file containing registered voter data fields will be made available for testing purposes upon award.
- 10.8.2 The Contractor shall deliver full proof of voter registration data-field layout on the specimen ballots 10 days after award.
- 10.8.3 Screenshots with final listing of candidates and ballot arrangements shall be delivered to the County on March 4, 2016 for the primary election and on September 16, 2016 for the general election.
- 10.8.4 Contractor shall deliver printed proofs to the County for review on March 16, 2016 for the primary election and on September 28, 2016 for the general election.
- 10.8.5 The first data file shall be delivered on March 25, 2016 for the primary election and on October 7, 2016 for the general election.
- 10.8.6 The Contractor shall mail specimen ballots from the first CD from a bulk mail center designated by the County on April 8, 2016 for the primary election and October 19, 2016 for the general election.
- 10.8.7 The Contractors shall deliver the specified specimen ballots, per ballot style, to the County on April 8, 2016 for the primary election and October 19, 2016 for the general election.
- 10.8.8 The second data file shall be delivered on April 8, 2016 for the primary election and on October 21, 2016 for the general election.
- 10.8.9 The Contractor shall mail specimen ballots from the second data file from a bulk mail center designated by the County on April 15, 2016 for the primary election and October 28, 2016 for the general election.

10.9 Postal Requirements:

- 10.9.1 The County has received authorization from the United States Postal Service to mail at nonprofit standard mail rates. Authorization will be provided to the Contractor.
- 10.9.2 The Contractor shall have postal bar codes printed on the specimen ballot.
- 10.9.3 The Contractor shall have closure tabs placed on the top cut edge.
- 10.9.4 The Contractor shall have the postal endorsement "RETURN SERVICE REQUESTED" ONLY IN THE GENERAL ELECTION, it is to appear 1/4 inch beneath the return address, must be eight (8) points or larger, and all capital letters.
- 10.9.5 The Contractor shall place the black, medium-sized "Official Election Mail" logo between the return address and postage area, with a 1/4-inch clear area around the entire logo.
- 10.9.6 The Contractor shall have the specimen ballots mailed "STANDARD MAIL ENHANCED CARRIER ROUTE SORTED".
- 10.9.7 The Contractor shall provide an estimate of postage expenses to the County two (2) weeks prior to the requirement of postage payment. The County will issue payment to the Contractor for the postage at that time. The Contractor shall provide to the County a certified copy of postage expenses from the United States Postal Service.

SECTION E

SUBMISSION REQUIREMENTS

1 INSTRUCTIONS:

- 1.1 All bids must be clearly identified on the front of the envelope or top of the carton with the solicitation number, title of the solicitation and the due date and time. Faxed or emailed bids in response to this formal Invitation for Bid are not acceptable.
- 1.2 All bids must be signed by an authorized officer or agent of the Contractor submitting the bid and delivered in sealed envelopes or cartons to the Issuing Office no later than the time and date indicated. Bids received after the time and date indicated will not be accepted or considered.
- 1.3 The submission of a bid shall be considered an agreement to all the terms, conditions, and specifications provided herein and in the various bid documents, unless specifically noted otherwise in the bid.
- 1.4 Each bid shall be accompanied by the Affidavit regarding price fixing, gratuities, bribery, and discriminatory employment practices in accordance with Section E.1.c. (3)(b) of the Howard County Purchasing Manual. When the Contractor is a corporation, a duly authorized representative of said corporation shall execute the Affidavit. The Affidavit is provided in the solicitation package.
- 1.5 The Foreign Services Disclosure Form must accompany bids for construction-related services, architectural services, engineering services and energy performance contract services of \$2 million or more. Section 12-111 of the Maryland State Finance and Procurement Article requires bidders to local governments to make certain disclosures regarding plans, at the time the bid is submitted, to perform any services under the contract outside the United States. When applicable, the Foreign Services Disclosure form is provided in the solicitation package.
- 1.6 If a discrepancy in or omission from the specifications is found, or if a Contractor is in doubt as to their meaning, or feels that the specifications are discriminatory, the Contractor shall notify the Buyer in writing not later than ten days prior to the scheduled opening of bids. Exceptions taken do not obligate the County to change the specifications. The Issuing Office will notify all Contractors of any changes, additions or deletions to the specifications by addenda posted on the Office of Purchasing web site, www.howardcountymd.gov/Departments/County-Administration/Purchasing.
- 1.7 The County will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications shall be directed to and will be issued by the Issuing Office.
- 1.8 The Contractor must identify as an attachment any subcontractors that will be used in conjunction with the project, if awarded.

2 BID DOCUMENTS: The required documents shall be submitted, in duplicate (original and one copy), to the Issuing Office prior to the bid due date and time specified in Section A. Failure to return required documents may be cause for rejection of the bid. This solicitation requires the return of the following documents:

- 2.1 Section “F”, (Price Pages and Contractor’s Qualification Information)
- 2.2 Section “G” (Environmentally Preferable Products)
- 2.3 Section “H” (Affidavit)
- 2.4 Section “I” (Equal Business Opportunity Participation)

- 2.5 Resume/credentials for the proposed account manager for this project (reference Section D, Paragraph 3.3)
- 3 **SAMPLE INVOICE:** Contractors are required to provide a sample invoice with the bid response. The sample invoice shall contain the details enumerated in Section D, Paragraph 8.
- 4 **SAMPLES:** The Contractor shall submit samples as specified in Section D, Paragraph 9.
- 5 **EXCEPTIONS:** If the Contractor cannot meet the terms, conditions and/or specifications of the solicitation, the Contractor must furnish a statement on company letterhead giving a complete description of any exceptions to the terms, conditions, and specifications. Failure to furnish the statement means that the Contractor agrees to all terms, conditions and specifications. Exceptions taken do not obligate the County to change the terms, conditions and/or specifications. Exceptions to the terms and/or conditions and/or to the County's standard Agreement may be sufficient cause for rejection of the bid.

SECTION F

PRICE PAGE NO. 1

(Must be completed, signed, and submitted with the bid.)

TITLE: Sample Ballot Printing

The undersigned agrees to furnish and deliver the above goods and/or services in accordance with the specifications issued for same, and subject to all terms, conditions, and requirements in the solicitation, and in the various bid documents:

COMPANY NAME: _____

FEDERAL TAX IDENTIFICATION NO./SOCIAL SECURITY NO.: _____

ADDRESS: _____
(Street) (City) (State) (Zip)

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

REPRESENTATIVE'S NAME: _____

TITLE: _____

(If applicable, for Agreements) Provide the name and title of the person with legal authority to sign on behalf of the Contractor. If the title of the individual is not "President" or "Vice President", provide verification of the signatory authority with your submittal.

NAME OF COMPANY SIGNATORY (Printed): _____

TITLE OF COMPANY SIGNATORY (Printed): _____

Howard County prefers to email Purchase Orders when possible, please provide an **EMAIL ADDRESS FOR RECEIPT OF PURCHASE ORDERS:** _____

Is the company a Minority-, Women-, or Disabled-Owned Business Enterprise? YES NO

If yes, indicate the type of minority ownership:

- African American Asian American Disabled Eskimo
- Female Hispanic Native American

Is the company certified? If yes, indicate the certification(s) held:

- Howard County Government MD Dept. of Transportation
- City of Baltimore Other

Certification Number(s) and Expiration Date(s): _____

Does the company have a written non-discrimination policy (i.e.: race, creed, religion, handicap, color, sex, national origin, age, occupation, marital status, political opinion, sexual orientation, gender identity/expression, personal appearance, familial status, source of income)? YES NO

The County reserves the right to request such documentation, if desired, at a later date.

Delivery Time After Receipt of Order: _____

This delivery time will be considered in determining the award.

The company accepts Visa cards: Yes No

Contractors are not permitted to charge the County any additional fees over and above their bid prices to process payments on procurements cards.

SECTION F

PRICE PAGE NO. 2

(Must be completed, signed, and submitted with the bid.)

COMPANY NAME: _____

Delivery Terms: F.O.B. Destination, Inside Delivery.

Payment Terms: (The payment terms shall be considered net 30 days unless otherwise indicated.) _____

Howard County is exempt from all local, state, and federal taxes, and prices stipulated by the Contractor are considered maximum and are not subject to any increase due to any taxes, or any other reason. The County's Tax Exemption Number is 30001219.

We wish to submit a "NO BID" at this time, but request that our company remain on the Contractors list for future solicitations.

TOTAL BID PRICE \$ _____

ACKNOWLEDGEMENT OF ADDENDA: The company shall identify by number and date the following addenda and agree that the prices shown in the bid reflect all changes made by addenda. To check for addenda go to: www.howardcountymd.gov/purchasing

Number: _____ Date: _____ Number: _____ Date: _____
Number: _____ Date: _____ Number: _____ Date: _____

THE PERSON SIGNING THE PRICE PAGE MUST INITIAL ANY ALTERATIONS IN FIGURES IN INK.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

SECTION F

PRICE PAGE NO. 3

(Must be completed, signed, and submitted with the bid.)

COMPANY NAME: _____

TITLE: Sample Ballot Printing

NIGP CODE/PRODUCT CODE: 966-36 Printing and Related Services, Forms Printing = Election Ballots

GROUP A - FOR PRIMARY ELECTION:

ITEM NO.	BREAKDOWN (LG., CONG., COUN.)	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
1	Style 1-Democrat	30332	Each	\$	\$
2	Style 1- Republican	14673	Each	\$	\$
3	Style 2- Democrat	11455	Each	\$	\$
4	Style 2- Republican	5223	Each	\$	\$
5	Style 3- Democrat	48940	Each	\$	\$
6	Style 3- Republican	33632	Each	\$	\$
7	Style 4- Democrat	3066	Each	\$	\$
8	Style 4- Republican	1781	Each	\$	\$
9	Style 5-Democrat	3369	Each	\$	\$
10	Style 5- Republican	1968	Each	\$	\$
11	Style 6- Democrat	394	Each	\$	\$
12	Style 6- Republican	476	Each	\$	\$
13	Style 7- Democrat	1812	Each	\$	\$
14	Style 7- Republican	642	Each	\$	\$
15	Style 1 Non-Partisan Ballot	46488	Each	\$	\$
16	Style 2 Non-Partisan Ballot	4385	Each	\$	\$
17	Style 3 Non-Partisan Ballot	398	Each	\$	\$
GROUP A TOTAL \$					_____

SECTION F

PRICE PAGE NO. 4

(Must be completed, signed, and submitted with the bid.)

GROUP B - FOR GENERAL ELECTION:

ITEM NO.	BREAKDOWN (LG., CONG., COUN.)	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
1	Style 1	61682	Each	\$	\$
2	Style 2	22984	Each	\$	\$
3	Style 3	111728	Each	\$	\$
4	Style 4	6487	Each	\$	\$
5	Style 5	7233	Each	\$	\$
6	Style 6	1065	Each	\$	\$
7	Style 7	3365	Each	\$	\$
		GROUP B TOTAL \$ _____			
		*TOTAL BID: GROUP A & B - PRICE \$ _____ *This figure should appear as Total Bid Price, Price Page No. 2			

* This figure should appear as Total Bid Price, Price Page No. 2

** Please note that prices shall only have **TWO DECIMAL PLACES**. The County’s financial system will not allow more than two decimal places, adjust responses accordingly.

Please note:

1. Quantities shown are estimated and include 200 additional per Ballot style.
2. Specimen ballot preparation, printing, labeling, and mailing must be included in the pricing.

The person signing the Bid Response shall initial any alterations in figures on this form in ink.

INVOICE PROCEDURE FOR SUCCESSFUL CONTRACTORS:

In order to facilitate prompt payment, invoices must contain the above commodity and/or service descriptions and pricing. Invoices failing to contain the required line item detail, including contract line number and unit pricing, may be returned for correction. Please submit a sample invoice with the response.

COMPANY NAME: _____

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

SECTION F
CONTRACTOR'S QUALIFICATION INFORMATION

COMPANY NAME: _____

1. References: Give name, address, and telephone number of owner or manager of three accounts for which Contractor has provided printing during the past three years.

1.1.	Account Name _____ Owner/Manager _____ Address _____ _____ _____	Contract Completion Date _____ Telephone _____ Email _____
1.2.	Account Name _____ Owner/Manager _____ Address _____ _____ _____	Contract Completion Date _____ Telephone _____ Email _____
1.3.	Account Name _____ Owner/Manager _____ Address _____ _____ _____	Contract Completion Date _____ Telephone _____ Email _____

2. The Contractor has provided the above services for ____ years. (Note: Five year minimum)

SECTION G

**PURCHASE OF RECYCLED AND ENVIRONMENTALLY PREFERABLE PRODUCTS,
SERVICES AND EQUIPMENT**

(Must be completed, signed, and submitted with the bid.)

Environmentally Preferred Products (EPP) and Services are defined as products and services that have a lesser or reduced effect on human health and the environment when compared to competing products and services that serve the same purpose. This applies to raw material acquisition, as well as product manufacturing, distribution, use, maintenance and disposal. EPPs include, but are not limited to, recycled materials (asphalt, tires, paper), low or no VOC paint, non-toxic dyes, designated green certified cleaning products, low emission vehicles, etc.

Howard County gives a price preference of up to 5% for the purchase of EPPs.*

The goods being bid:

are made from recycled, recyclable or are considered to be environmentally preferred materials. Specify what was reused, recycled or environmentally preferred: _____

represent _____% post-consumer waste.

represent _____% pre-consumer waste.

do not contain any recycled materials.

have a 3rd party certification, such as EnergyStar, FSC, ISO 14000 series, Green Label, etc. Please provide dates of completion and certificate numbers as appropriate: _____

are in the process of achieving 3rd party certification, such as EnergyStar, FSC, ISO 14000 series, Green Label, etc.

have no 3rd party certification.

If the goods specified in this solicitation are new, could the County have purchased remanufactured or reusable goods that would perform the same function equally to new goods? Yes No

If "yes", please provide specifics as to the remanufactured or reusable substitute goods, including prices for the remanufactured or reusable substitutes _____

If "no", please explain: _____

In the packaging of the goods for delivery to the County:

recycled and recyclable packaging materials will be used.

recyclable packaging materials will be used.

no recycled or recyclable packaging materials will be used.

Does your company have an environmental (and/or social) responsibility statement? Yes No

The County reserves the right to request such documentation, if desired, at a later date.

COMPANY NAME: _____

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

* The price preference will not apply if doing so will cause a denial of Federal or State funding or is inconsistent with Federal or State law.

**SECTION H
AFFIDAVIT**

Must be completed, signed by an officer of the company (President, CEO, Vice President, etc), and submitted with the bid.

Contractor _____

Address _____

I, _____, the undersigned, _____ of the above named
(Print Signer's Name) (Print Office Held)

Contractor does declare and affirm this _____ day of _____, _____, that I hold the aforementioned office
(Month) (Year)
in the above named Contractor and I affirm the following:

AFFIDAVIT I

The Contractor, his Agent, servants and/or employees, have not in any way colluded with anyone for and on behalf of the Contractor or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract herein.

AFFIDAVIT II

No officer or employee of Howard County, whether elected or appointed, has in any manner whatsoever, any interest in or has received prior hereto or will receive subsequent hereto any benefit, monetary or material, or consideration from the profits or emoluments of this contract, job, work or service for the County, and that no officer or employee has accepted or received or will receive in the future a service or thing of value, directly or indirectly, upon more favorable terms than those granted to the public generally, nor has any such officer or employee of the County received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable to the County in connection with this contract, job, work, or service for the County, excepting, however, the receipt of dividends on corporation stock.

AFFIDAVIT III

Neither I, nor the Contractor, nor any officer, director, or partners, or any of its employees who are directly involved in obtaining contracts with Howard County have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state, or of the federal government for acts of omissions committed after July 1, 1977.

AFFIDAVIT IV

Neither I, nor the Contractor, nor any of our agents, partners, or employees who are directly involved in obtaining contracts with Howard County have been convicted within the past 12 months of discrimination against any employee or applicant for employment, nor have we engaged in unlawful employment practices as set forth in Section 12.200 of the Howard County Code, or of Section 16 of Article 49B of the Annotated Code of Maryland or, of Sections 703 and 704 of Title VII of the Civil Rights Act of 1964.

AFFIDAVIT V

The Contractor:

- i. Is not currently identified on the list created by the Maryland State Board of Public Works as a person engaging in investment activities in Iran as described in Section 17-702 of the *Maryland State Finance and Procurement Article* ; or
- ii. Is not currently engaging in investment activities in Iran as described in Section 17-702 of the *Maryland State Finance and Procurement Article*.

If the person is unable to make the certification, it will provide the County, a detailed description of the Contractor's investment activities in Iran.

I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavits are true and correct to the best of my knowledge, information and belief.

Signature

Printed Name

Title

Rev. 09/25/2013

SECTION I

EQUAL BUSINESS OPPORTUNITY PARTICIPATION

NOTICE TO PRIME CONTRACTORS
10% SUBCONTRACTING GOAL ON CONTRACTS
VALUED AT \$50,000 OR MORE

Howard County Code Section 4.122 established an Equal Business Opportunity program to foster overall equity and fairness to all citizens in relation to business enterprises conducting business with the County.

If a contract is \$50,000 or more, the Prime Contractor shall make a good faith effort to comply with the Howard County Equal Business Opportunity (EBO) program's 10% subcontracting goal. The Prime Contractor shall make a good faith effort to obtain minority subcontractor participation even if the Prime Contractor has the capability to complete the work with its own workforce. This is also applicable to Prime Contractors that are minority-owned firms. The percentage requirement may vary. Prime Contractors should submit the following completed *Equal Business Opportunity Subcontractor Participation Form* with the bid. Identify subcontractors prior to submitting the proposal. **After contract award, changes in subcontractors require the written approval of the EBO Coordinator.**

Possible areas of obtaining subcontracting participation include, but are not limited to, flagging services, hauling, copying and printing, and the purchase of materials used in performing the contract. Contractors may use minority, women or disabled business enterprises certified by Howard County, Maryland; the Maryland Department of Transportation; the City of Baltimore, Maryland; or another certifying entity in order to satisfy the 10% subcontracting goal. The website addresses for lists of minority businesses are:

Howard County - Equal Business Opportunity List of Firms A-Z

http://www.mdot.state.md.us/MBE_Program/index.html

<http://cityservices.baltimorecity.gov/mwboo>

Contractors should submit a completed *Equal Business Opportunity Subcontractor Participation Form* with the bid identifying each certified EBO firm they intend to use on the contract. However, if the EBO Subcontractor Participation Form is not submitted with the bid, the County may request EBO subcontractor participation of the successful contractor.

Contractors failing to achieve the Equal Business Opportunity Program goal following a good faith effort to obtain participation must complete the *Equal Business Opportunity Program Request for Subcontracting Waiver* and provide documentation of its good faith attempts to obtain EBO participation. The County will determine if the efforts made satisfy a good faith attempt. A waiver will only be considered in rare contracts after a determination that the Contractor has made a good faith effort and thoroughly documented the efforts. Contractors should submit the *Equal Business Opportunity Program Request for Subcontracting Waiver* with the bid. However, if the request for waiver form is not submitted with the bid, the County may obtain the request for waiver of the successful contractor.

If the County exercises its option to renew the contract, it is expected that the EBO subcontracting goal will be met for each subsequent contract year when the contract amount is \$50,000.00 or more. Questions relating to the EBO program shall be directed to the EBO Coordinator 410-313-6370.

PRIME CONTRACTORS' COMPLIANCE OF EBO SUBCONTRACTOR PARTICIPATION

Prime Contractors that are awarded County contracts shall maintain adequate records of EBO participation on County contracts. The County may require that prime contractors report whether or not they met the proposed EBO subcontracting goal, so that the County can track compliance of EBO participation on County contracts.

Revised 12/20/2013



**HOWARD COUNTY, MARYLAND
EQUAL BUSINESS OPPORTUNITY (EBO)
SUBCONTRACTOR PARTICIPATION FORM**

COUNTY USE ONLY
EBO APPROVAL

CONTRACT TITLE: SAMPLE BALLOT PRINTING		
SOLICITATION # IFB-2016-63	CAPITAL PROJECT #	CONTRACT / PO #
TERM:	RENEWAL #	AMOUNT \$

PRIME CONTRACTOR NAME:		
ADDRESS:		PHONE:
EBO STATUS (Y/N):	*EBO TYPE:	CERTIFYING AGENCY:
		CERTIFICATION #

PRIME CONTRACTOR SHOULD LIST ALL EBO SUBCONTRACTORS / SUBCONSULTANTS / SUPPLIERS

INSTRUCTIONS FOR COMPLETING THIS FORM

- Complete the section below identifying each certified EBO firm (Minority (MBE), Woman (WBE), and Disabled (DBE) Business Enterprises) you intend to use on this project. Attach additional sheets if more than two (2) subcontractors.
- This form represents the contractor's commitment to utilize the named EBO firms at the percentages indicated should the contract be awarded to the contractor. This form should accompany your bid or proposal.
- ***EBO Types:** AA (African American), ASA (Asian American), HIS (Hispanic American), NA (Native American), FEM (Female), DIS (Disabled)

SUBCONTRACTOR NAME:		
ADDRESS:		PHONE:
CONTACT REPRESENTATIVE:		EMAIL:
*EBO TYPE (Check One) <input type="checkbox"/> AA <input type="checkbox"/> ASA <input type="checkbox"/> HIS <input type="checkbox"/> NA <input type="checkbox"/> FEM <input type="checkbox"/> DIS		
CERTIFYING AGENCY:	CERTIFICATION #	EBO PARTICIPATION %
DESCRIPTION OF WORK:		EBO PARTICIPATION \$

SUBCONTRACTOR NAME:		
ADDRESS:		PHONE:
CONTACT REPRESENTATIVE:		EMAIL:
*EBO TYPE (Check One) <input type="checkbox"/> AA <input type="checkbox"/> ASA <input type="checkbox"/> HIS <input type="checkbox"/> NA <input type="checkbox"/> FEM <input type="checkbox"/> DIS		
CERTIFYING AGENCY:	CERTIFICATION #	EBO PARTICIPATION %
DESCRIPTION OF WORK:		EBO PARTICIPATION \$

PRINTED NAME EMAIL

SIGNATURE (VENDOR OFFICIAL) TITLE DATE

**EXHIBIT I
SAMPLE INVOICE**

Your Company's Name

Address

Email address

Telephone/Fax Nos.

Mail Invoice To:

Howard County Government

Department/Office Name

Address (From the Purchase Order)

Address

Invoice No.:

Date:

FEIN:

Contract #: 44XXXXXXXXX

Purchase Order #: 2XXXXXXXXXX

Performance Period: __/__/13-__/__/14
(For Services)

Cont. Line #	PO Item #	Goods/Services Description	List Price	% Discount	Net Price	Quantity	Extended Price
Total							

Payment Terms:

Please make check payable to **Your Company's Name** and remit payment to:

Your Company's Name
Address
Address

If you have any questions regarding this invoice, please contact **Your Company's Contact Person's Name** at **Telephone No.** and **Email Address.**

VOTER INSTRUCTIONS AND SPECIMEN BALLOT

Howard County Board of Elections
9770 Patuxent Woods Dr., Ste 200
Columbia, MD 21046

NON-PROFIT, ORG.
U.S. POSTAGE
PAID
Columbia, MD
Permit No. 1006

Return Service Requested



Official Specimen Ballot for Presidential Primary Election on April 26, 2016

Your Polling Place is:

Voter's Name
Address
City, State, Zip

Voter ID # _____
Voter ID Barcode
Ballot Style # _____

A MESSAGE TO HOWARD COUNTY VOTERS

TO MAKE ELECTION DAY GO SMOOTHLY FOR EVERYONE:

- **PLEASE REVIEW AND BRING THIS SAMPLE BALLOT WITH YOU ON ELECTION DAY.** To keep the lines moving, bring this sample with you as a reference.
- **Verify your name and address indicated above.** This is how your name appears on your voter registration record. *If any corrections are necessary, notify the Election Judge at the poll; you may need to vote by provisional ballot.*
- **The location of your polling place is above.** This is where you will vote. For driving directions to your poll, enter your address in at the following link:
<https://voterservices.elections.maryland.gov/PollingPlaceSearch>
- **The polls are open Tuesday, April 26, 2016, between 7 AM and 8 PM.** Delays may be avoided if you can vote between the hours of 10 AM and 4 PM in your assigned polling place.
- **For more information on voting in Howard County** you may call our office at 410-313-5820, or view our website at www.howardcountymd.gov/boe
- **For more information on voting in the State of Maryland,** contact the State Board of Elections at 1-800-222-8683, or view their website at www.elections.maryland.gov

Instructions for Casting a Ballot

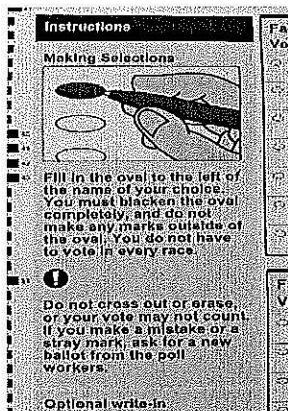
How Maryland Votes: Some voters, including voters with disabilities, will use ballot marking devices to mark and then print their paper ballots while most voters will mark paper ballots by hand at voting booths. All ballots will be inserted into a scanning unit. See a demonstration at our office or by visiting our website listed in this specimen ballot. #mdvotes2016

Step 1: When you check-in, you will be given a paper ballot.

Step 2: You will be directed to a voting booth.



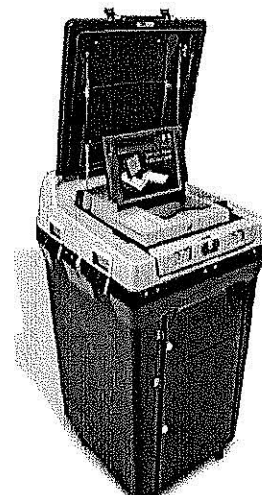
Step 3: Fill in the oval to the left of the name of your choice. Blacken the oval completely. Do not cross out or erase, or your vote may not count. If you make a mistake or a stray mark, ask for a new ballot from the election judges.



Step 4: Review your selections.



Step 5: Cast your vote by scanning the ballot. Ballot will automatically drop into the secure ballot box.



Voters With Disabilities

A ballot marking device with a keypad in each precinct allows you to navigate the ballot, make ballot choices and enter write-in candidates.

A Message about Early Voting

Maryland voters can vote in-person BEFORE Election Day at Early Voting! Early Voting will be held from Thursday, April 14, 2016, through Thursday, April 21, 2016 (**including Saturday and Sunday**) from 10 a.m. until 8 p.m. daily.

Early Voting will be held at: The Bain Center
5470 Ruth Keeton Way
Columbia, MD 21044



Miller Branch Library
9421 Frederick Road
Ellicott City, MD 21042

Ridgely's Run Community Center
8400 Mission Road
Jessup, MD 21784

If you vote during early voting, you cannot vote on Election Day or by absentee ballot.

New for 2016 – Same Day Registration and Address Change

Maryland residents who wish to vote and are not registered or have not updated their address with the election office are able to register or submit an address change at Early Voting.

Proof of residency must be provided in order to participate in same day registration and address changes. Forms of identification that are accepted and **MUST** be **CURRENT** include:

- Maryland driver's license;
- MVA-Issued State Identification Card;
- MVA-Issued Change of Address Card;
- Utility bill;
- Bank statement;
- Government check;
- Paycheck, or;
- Other current government document.

Ballot Face Page 1- TBD

Ballot Face Page 2- TBD