



Company Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

MELISSA LEE, C.P.M., A.P.P.
PURCHASING AGENT

CHRIS LAX, CPSM, CPCP
ASSISTANT PURCHASING AGENT

RFB NO. 2022-199

**REQUEST FOR BID
FOR
ANNUAL CONTRACT
FOR
ELECTIONS PRINTED FORMS AND
PRINTED ENVELOPES**

**BIDS DUE AUGUST 18, 2022
2:00 P.M. CST**

RFB NO. 2022-199

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This Table of Contents is intended as an aid to bidders and not as a comprehensive listing of the bid package. Bidders are responsible for reading the entire bid package and complying with all specifications.

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PRE-BID CONFERENCE

A Pre-Bid GoToMeeting Video Conference will be held:

MONDAY, AUGUST 8, 2022 AT 2:00 P.M. CST

RSVP: Vendors planning to attend the Pre-Bid GoToMeeting Video Conference must RSVP to Caleb Rojo, Senior Buyer, via fax 817-884-2629 or, if unable to fax, email to BidQuestions-RSVP@tarrantcounty.com by 5:00 p.m., CST, Friday, August 5, 2022. Confirmed receipt by Tarrant County of this email is required.

An RSVP must be completed by each company representative wishing to participate in the GoToMeeting Video Conference and an email must be provided for each. After the RSP deadline, a GoToMeeting invitation will be sent to participants.

Questions from bidders will be addressed at the pre-bid conference. Any vendor who submits a bid without attending the scheduled pre-bid conference does so at his own risk. Such applicant who submits a bid and does not attend the scheduled pre-bid conference waives any right to assert claims due to undiscovered conditions.

<p style="text-align: center;">ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES</p>

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES** for **ELECTIONS ADMINISTRATION**. All bids must be submitted on the attached Price Forms. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as “escalator” or “cost-plus” clauses.

Original and One (1) Copy
OF
**COMPLETED BID PROPOSALS
MUST BE RECEIVED IN THE
TARRANT COUNTY PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE AUGUST 18, 2022 AT 2:00 P.M.**

All bids are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. The original bid must be clearly marked "ORIGINAL" and contain all original signatures. “No-Bid” Response to be returned on the form included in the section under Forms.

Any bid received after the date and/or hour set for bid opening will not be accepted. The Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Bidder’s expense, or destroyed with written authorization of the Bidder. If bids are sent by mail to the Tarrant County Purchasing Department, the Bidder shall be responsible for actual delivery of the bid to the Tarrant County Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Bidder guaranteeing authenticity. After the official opening, bids become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendation of the Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this bid. Tarrant County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted and to waive any technicalities for the best interest of Tarrant County.

No oral explanation or instructions will be given by Tarrant County officials or employees in regard to the meaning of the specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Requests from interested bidders for additional information or interpretation of the information included in the specifications should be directed in writing, via fax or via email, to:

**ANNUAL CONTRACT FOR
ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES**

CALEB ROJO, SENIOR BUYER

FAX: 817-884-2629

EMAIL: BidQuestions-RSVP@tarrantcounty.com

All documents relating to the RFB, including but not limited to, the RFB document, questions and responses, addenda and special notices will be posted under the RFB number on the Tarrant County website and available for download by Bidders and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. It is the Bidder's sole responsibility to review this site and retrieve all related documents up to the RFB due date.

The deadline for receipt of all questions is 12:00 p.m., CST, Tuesday, August 9, 2022. After this deadline, all questions and responses will be posted on the website and available for download by interested parties.

All questions **must** be submitted in writing and directed to Caleb Rojo, Senior Buyer, via fax at **817-884-2629** or, if unable to fax, emailed to BidQuestions-RSVP@tarrantcounty.com.

Faxed Questions: Faxed questions **must** reflect the RFB number **or** include the RFB cover page.

Emailed Questions: The email **must** include the RFB No. in its subject and confirmation of receipt by Tarrant County is **required**.

All bids shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of bid. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Tarrant County Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to SAP-invoices@tarrantcounty.com. In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the Vendor in terms of Specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. The Vendor will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) day notice prior to cancellation.

Bids will be considered non-responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistencies of any kind. However, Tarrant County reserves the right to waive any inconsistencies and to make an award in the best interest of Tarrant County.

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Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids containing any inconsistencies.
2. Unbalanced value of any items.

Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one (1) Bid for the work contemplated.
3. Bidder being interested in any litigation against Tarrant County.
4. Bidder being in arrears on any existing contract or having defaulted on a previous contract.
5. Lack of competency as revealed, including but not limited to, by a financial statement, experience and equipment and questionnaires.
6. Uncompleted work, which in the judgment of Tarrant County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Bidders shall not owe delinquent property tax in Tarrant County.
8. Limited competition.

It is the Bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance With Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of the entire bid.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Section 552.136, Texas Government Code. Notice will be sent to you pursuant to Section 552.305 of the Texas Government Code should Tarrant County receive an open records request to inspect your bid. This notice will allow you to assert any objections to the release of confidential information in response to an open records request. It is your responsibility to assert any objections to the release of your bid in response to an open records request. Tarrant County cannot argue on your behalf that the information contained in your bid is exempt from public release. Trade secrets or confidential information **MUST** be placed in a separate envelope marked **"CONFIDENTIAL INFORMATION."** Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.**

Due care and diligence have been used in the preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Bidder. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Bidder to determine the full extent of the exposures.

Vendor may not assign their rights and duties under an award without the written consent of the Tarrant County Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

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TO THE EXTENT PERMITTED BY LAW, VENDOR AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS, AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (I) VENDOR'S BREACH OF ANY OF THE TERMS OF PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDORS, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

VENDOR(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

VENDOR(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS, AND PAY ALL TAXES, AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. THE SUCCESSFUL VENDOR ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. VENDOR ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

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Prices shall include all charges for freight, F.O.B. destination inside delivered to:

**TARRANT COUNTY ELECTIONS ADMINISTRATION
2700 PREMIER STREET
FORT WORTH, TEXAS 76111**

Or

**NPC, INC., C/O TARRANT COUNTY
13710 DUNNINGS HWY.
CLAYSBURG, PA 16625**

Hours of operation shall be between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Delivery date is important to Tarrant County and may be part of the bid and a factor in evaluation of each bid. Tarrant County considers delivery time to be that period elapsing from the time the individual order is placed until that order is received by Tarrant County at the specified delivery location. The delivery date indicates a guaranteed delivery to Tarrant County, Texas. Failure of the Vendor to meet guaranteed delivery dates or service performance could affect future Tarrant County orders.

Tarrant County reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If the order is given and the Vendor fails to furnish the materials by the guaranteed date, Tarrant County reserves the right to cancel the order without liability on its part.

A **packing list** must accompany each shipment and must include but is not limited, to the following:

1. Tarrant County Purchase Order Number
2. Name and address of Vendor
3. Name and address of receiving department
4. Description of material shipped, including item numbers, quantity, etc.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective from September 24, 2022, or notice to proceed as determined by the Tarrant County Purchasing Department. At Tarrant County's option and approval by the Vendor, the contract may be renewed for two (2) additional twelve (12) month periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**

2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Vendor for two (2) additional twelve (12) month periods, provided such option is stipulated and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. Required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option or seek a new solicitation.

3. **SECONDARY/ALTERNATE AWARD:** Secondary or Alternate Vendors serve in a backup capacity only. In the event the Primary is unable to honor the terms and conditions of the contract, the Secondary Vendor(s) may be called. If the Secondary Vendor is unable to honor the terms and conditions of the contract the Alternate Vendor(s) may be called. The Primary Vendor is the first contact. Use of the Secondary or Alternate Vendor(s) must be approved, in writing, by the Tarrant County Purchasing Agent or his designee in compliance with Texas Local Government Code 262.027(g).
 - A. In the event the Secondary or Alternate Vendors are called upon, they will offer the materials and services at their awarded price(s), or better. Any attempt to increase their awarded price(s) may cause the removal of the Vendor from the contract. Calling upon the Secondary or Alternate Vendors does not necessarily affect the status of any awarded Vendor, including the Primary Vendor.
 - B. If a Secondary or Alternate Vendor represents themselves as the Primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the Secondary or Alternate Vendor may be removed from the contract.
 - C. Would you, as the Vendor, be willing to accept a Secondary or Alternate Award based on the above?

_____ Yes _____ No

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among governmental entities that participate in its Cooperative Purchasing Program. Cooperative Purchasing can be a great benefit to Tarrant County vendors by providing an avenue to offer materials and services to participating entities. A current list of participating entities is included in this solicitation and an up-to-date list can be found on the Tarrant County website.

A. Should other Governmental Entities decide to participate in this contract, would you, as the Vendor, agree that all terms, conditions, specifications, and pricing would apply? **A "NO" answer could result in complete rejection of the bid.**

_____ Yes _____ No

- 1) If you, the Bidder, checked Yes, the following will apply:
 - a) Governmental Entities utilizing Intergovernmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials and services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material and services as needed.
 - b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the Vendor and each governmental entity.
 - c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing Vendor invoices. In the event Governmental Entities utilizing InterGovernmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the Vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the Vendor.
 - d) Vendor(s) awarded contract(s) resulting from bid will be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information should be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County.

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1. ALAMO COMMUNITY COLL DISTRICT	63. CITY OF BANGS	125. CITY OF FARMERSVILLE
2. ALAMO HEIGHTS ISD	64. CITY OF BASTROP	126. CITY OF FERRIS
3. ALEDO ISD	65. CITY OF BAYTOWN	127. CITY OF FLORESVILLE
4. ALLEN ISD	66. CITY OF BEDFORD	128. CITY OF FLOYDADA
5. ALVARADO ISD	67. CITY OF BELLMEAD	129. CITY OF FOREST HILL
6. ALVORD ISD	68. CITY OF BELLS	130. CITY OF FORNEY
7. ANNA FIRE DEPARTMENT	69. CITY OF BENBROOK	131. CITY OF FORT WORTH
8. ANDERSON COUNTY	70. CITY OF BIG SPRING	132. CITY OF FRISCO
9. ANDREWS COUNTY	71. CITY OF BLUE MOUND	133. CITY OF FULSHEAR
10. ARANSAS COUNTY	72. CITY OF BONHAM	134. CITY OF GAINESVILLE
11. ARGYLE ISD	73. CITY OF BOVINA	135. CITY OF GALENA PARK
12. ARLINGTON ISD	74. CITY OF BOWIE	136. CITY OF GALVESTON
13. ARMSTRONG COUNTY	75. CITY OF BOYD	137. CITY OF GANADO
14. ASPERMONT ISD	76. CITY OF BRADY	138. CITY OF GARLAND
15. ATASCOSA COUNTY	77. CITY OF BRIDGE CITY	139. CITY OF GATESVILLE
16. AUBREY ISD	78. CITY OF BRIDGEPORT	140. CITY OF GEORGETOWN
17. AZLE ISD	79. CITY OF BROWNWOOD	141. CITY OF GLEN HEIGHTS
18. BAILEY COUNTY	80. CITY OF BRYAN	142. CITY OF GODLEY
19. BASTROP COUNTY	81. CITY OF BUDA	143. CITY OF GRANBURY
20. BASTROP ISD	82. CITY OF BURKBURNETT	144. CITY OF GRAND PRAIRIE
21. BEAUMONT ISD	83. CITY OF BURLESON	145. CITY OF GRAND SALINE
22. BELL COUNTY	84. CITY OF CADDO MILLS	146. CITY OF GRAPEVINE
23. BENBROOK WATER AUTHORITY	85. CITY OF CANTON	147. CITY OF GREENVILLE
24. BETHANY SPEC UTILITY DIST	86. CITY OF CARROLLTON	148. CITY OF GUN BARRELL CITY
25. BEXAR COUNTY	87. CITY OF CASTLE HILLS	149. CITY OF HALTOM CITY
26. BEXAR COUNTY ESD No. 2	88. CITY OF CEDAR HILL	150. CITY OF HARLINGEN
27. BIRDVILLE ISD	89. CITY OF CEDAR PARK	151. CITY OF HASLET
28. BLUE RIDGE FIRE DEPARTMENT	90. CITY OF CELESTE	152. CITY OF HEATH
29. BOSSIER PARISH SHERIFF'S OFFICE	91. CITY OF CELINA	153. CITY OF HEWITT
30. BOSQUE COUNTY	92. CITY OF CIBOLO	154. CITY OF HITCHCOCK
31. BRANCH FIRE DEPARTMENT	93. CITY OF CLEBURNE	155. CITY OF HORIZON CITY
32. BRAZORIA COUNTY	94. CITY OF COCKRELL HILL	156. CITY OF HUDSON OAKS
33. BRAZOS COUNTY	95. CITY OF COLLEYVILLE	157. CITY OF HUNTSVILLE
34. BREWSTER COUNTY	96. CITY OF COLUMBUS	158. CITY OF HURST
35. BRIAR VOLUNTEER FIRE DEPT.	97. CITY OF COLORADO CITY	159. CITY OF HUTCHINS
36. BROOKS CNTY CNSTBLS. PRECS 1-4	98. CITY OF COMBINE	160. CITY OF HUTTO
37. BROWN COUNTY	99. CITY OF COMMERCE	161. CITY OF INGLESIDE
38. BULVERDE POLICE DEPARTMENT	100. CITY OF CONVERSE	162. CITY OF IRVING
39. BURNET COUNTY	101. CITY OF COPPELL	163. CITY OF ITALY
40. BYNUM ISD	102. CITY OF COPPERAS COVE	164. CITY OF JACKSBORO
41. CAMERON COUNTY	103. CITY OF CORINTH	165. CITY OF JACKSONVILLE
42. CANTON ISD	104. CITY OF CORSICANA	166. CITY OF JONESTOWN
43. CANYON ISD	105. CITY OF CROWLEY	167. CITY OF JEFFERSON
44. CARROLL ISD	106. CITY OF CUMBY	168. CITY OF JUSTIN
45. CARROLLTON-FARMERS BRANCH ISD	107. CITY OF DALWORTHINGTON GRDN	169. CITY OF KATY
46. CASTLEBERRY ISD	108. CITY OF DE LEON	170. CITY OF KEENE
47. CEDAR HILL ISD	109. CITY OF DECATUR	171. CITY OF KELLER
48. CHAMBERS COUNTY	110. CITY OF DEER PARK	172. CITY OF KENNEDALE
49. CHEROKEE COUNTY	111. CITY OF DENISON	173. CITY OF KERMIT
50. CITY OF ALEDO	112. CITY OF DENTON	174. CITY OF KILLEEN
51. CITY OF ALLEN	113. CITY OF DESOTO	175. CITY OF KINGSVILLE
52. CITY OF ALVORD	114. CITY OF DIBOLL	176. CITY OF KRUM
53. CITY OF AMARILLO	115. CITY OF DUNCANVILLE	177. CITY OF KYLE
54. CITY OF ANDREWS	116. CITY OF EARLY	178. CITY OF LAFERIA
55. CITY OF ANGLETON	117. CITY OF EASTLAND	179. CITY OF LA GRULLA
56. CITY OF ANNA	118. CITY OF EL PASO	180. CITY OF LA VERNIA
57. CITY OF ARLINGTON	119. CITY OF ELECTRA	181. CITY OF LAKE DALLAS
58. CITY OF ATHENS	120. CITY OF EMORY	182. CITY OF LAKE WORTH
59. CITY OF AUBREY	121. CITY OF ESCOBARES	183. CITY OF LANCASTER
60. CITY OF AUSTIN	122. CITY OF EULESS	184. CITY OF LAREDO
61. CITY OF AZLE	123. CITY OF EVERMAN	185. CITY OF LEAGUE CITY
62. CITY OF BALCH SPRINGS	124. CITY OF FARMERS BRANCH	186. CITY OF LEANDER

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

187.	CITY OF LEWISVILLE	248.	CITY OF SANSOM PARK	309.	DUNCANVILLE ISD
188.	CITY OF LINDALE	249.	CITY OF SEABROOK	310.	DUVAL COUNTY
189.	CITY OF LITTLE ELM	250.	CITY OF SEAGOVILLE	311.	EAGLE MOUNTAIN-SAGINAW ISD
190.	CITY OF LITTLEFIELD	251.	CITY OF SHERMAN	312.	EAST TEXAS COUNCIL OF GOVS.
191.	CITY OF LIVE OAK	252.	CITY OF SOUR LAKE	313.	EASTLAND COUNTY
192.	CITY OF LUBBOCK	253.	CITY OF SOUTHLAKE	314.	ECTOR COUNTY
193.	CITY OF LUCAS	254.	CITY OF SOUTHMAYD	315.	ECTOR COUNTY ISD
194.	CITY OF LUFKIN	255.	CITY OF SPRING VALLEY VILLAGE	316.	EDDY COUNTY, NM
195.	CITY OF LUMBERTON	256.	CITY OF SPRINGTOWN	317.	EL PASO COUNTY
196.	CITY OF MANSFIELD	257.	CITY OF STEPHENVILLE	318.	EL PASO CNTY HOSP DIST DBA...
197.	CITY OF MARSHALL	258.	CITY OF SULPHUR SPRINGS	319.	ELECTRA ISD
198.	CITY OF McALLEN	259.	CITY OF TAFT	320.	ELLIS COUNTY
199.	CITY OF MCKINNEY	260.	CITY OF TAYLOR	321.	ERATH COUNTY
200.	CITY OF MELISSA	261.	CITY OF TEMPLE	322.	EVERMAN ISD
201.	CITY OF MERKEL	262.	CITY OF TERRELL	323.	FANNIN COUNTY
202.	CITY OF MESQUITE	263.	CITY OF TEXARKANA, AR	324.	FARMERSVILLE ISD
203.	CITY OF MIDLAND	264.	CITY OF TEXARKANA, TX	325.	FLOYD COUNTY
204.	CITY OF MIDLOTHIAN	265.	CITY OF THE COLONY	326.	FORNEY ISD
205.	CITY OF MINEOLA	266.	CITY OF UNIVERSAL CITY	327.	FORT BEND COUNTY
206.	CITY OF MINERAL WELLS	267.	CITY OF UNIVERSITY PARK	328.	FORT BEND COUNTY ESD#2 & #7
207.	CITY OF MORGAN'S POINT RESORT	268.	CITY OF VAN ALSTYNE	329.	FORT WORTH HOUSING AUTHORITY
208.	CITY OF MURPHY	269.	CITY OF VENUS	330.	FORT WORTH ISD
209.	CITY OF NACOGDOCHES	270.	CITY OF VERNON	331.	FORT WORTH TRANSP AUTHORITY
210.	CITY OF NEDERLAND	271.	CITY OF WACO	332.	FRANKLIN COUNTY
211.	CITY OF NEW BRAUNFELS	272.	CITY OF WATAUGA	333.	FREESTONE COUNTY
212.	CITY OF NORTH RICHLAND HILLS	273.	CITY OF WAXAHACHIE	334.	FRISCO ISD
213.	CITY OF ODESSA	274.	CITY OF WEATHERFORD	335.	GLASSCOCK COUNTY
214.	CITY OF OVILLA	275.	CITY OF WESTWORTH VILLAGE	336.	GOLIAD COUNTY
215.	CITY OF PALESTINE	276.	CITY OF WHITE SETTLEMENT	337.	GONZALES COUNTY
216.	CITY OF PARKER	277.	CITY OF WHITESBORO	338.	GRAND PRAIRIE ISD
217.	CITY OF PASADENA	278.	CITY OF WHITEWRIGHT	339.	GRANDVIEW POLICE DEPT.
218.	CITY OF PELICAN BAY	279.	CITY OF WILLS POINT	340.	GRAPEVINE\COLLEYVILLE ISD
219.	CITY OF PERRYTON	280.	CITY OF WILMER	341.	GRAYSON COLLEGE
220.	CITY OF PHARR	281.	CITY OF WINNSBORO	342.	GRAYSON COUNTY
221.	CITY OF PLANO	282.	CITY OF WYLIE	343.	GREENVILLE ISD
222.	CITY OF PORT ISABEL	283.	CLAY COUNTY	344.	GREGG COUNTY
223.	CITY OF POTEET	284.	CLEAR CREEK ISD	345.	GRIMES COUNTY
224.	CITY OF POTTSBORO	285.	CLEBURNE ISD	346.	GUADALUPE COUNTY
225.	CITY OF PRINCETON	286.	COCHRAN COUNTY	347.	HARDIN COUNTY
226.	CITY OF QUINLAN	287.	COLLIN COUNTY	348.	HARRIS-FORT BEND EMG SVCS DIST #100
227.	CITY OF RALLS	288.	COLLIN COUNTY COMM COLL DIST.	349.	HARRIS CTY EMG SVCS DIST. #7, #10, #24, #48
228.	CITY OF RED OAK	289.	COLORADO COUNTY	350.	HARRISON COUNTY
229.	CITY OF RHOME	290.	COMAL COUNTY	351.	HAWKINS ISD
230.	CITY OF RICHARDSON	291.	COMMUNITY HEALTHCORE	352.	HAYS COUNTY
231.	CITY OF RICHLAND HILLS	292.	COOKE COUNTY	353.	HEART OF TX REG MHMR CENTER
232.	CITY OF RIO GRANDE CITY	293.	COPPELL ISD	354.	HENDERSON COUNTY
233.	CITY OF RIVER OAKS	294.	CORYELL COUNTY	355.	HEREFORD ISD
234.	CITY OF ROANOKE	295.	COTTONDALE VOL FIRE DEPT	356.	HIGHLAND PARK ISD
235.	CITY OF ROBINSON	296.	CROWLEY ISD	357.	HILL COUNTY
236.	CITY OF ROCKWALL	297.	DALLAS COUNTY	358.	HOOD COUNTY
237.	CITY OF ROUND ROCK	298.	DALLAS CNTY UTIL & RECLAM. DIST.	359.	HOPKINS COUNTY
238.	CITY OF ROWLETT	299.	DFW INT'L AIRPORT BOARD	360.	HOUSING AUTH OF CITY OF AUSTIN
239.	CITY OF ROYSE CITY	300.	DALLAS ISD	361.	HUMBLE ISD
240.	CITY OF RUNAWAY BAY	301.	DAWSON COUNTY	362.	HUNT COUNTY
241.	CITY OF RUSK	302.	DECATUR ISD	363.	HURST EULESS BEDFORD ISD
242.	CITY OF SACHSE	303.	DENISON ISD	364.	HUTCHINSON COUNTY
243.	CITY OF SAGINAW	304.	DENTON COUNTY	365.	IDEA PUBLIC SCHOOLS
244.	CITY OF SAN ANGELO	305.	DENTON CNTY FWS DIST. # 1-A & #10	366.	IRVING ISD
245.	CITY OF SAN BENITO	306.	DENTON ISD	367.	JACK COUNTY
246.	CITY OF SAN MARCOS	307.	DESOTO ISD	368.	JASPER COUNTY
247.	CITY OF SANGER	308.	DIANA SPECIAL UTILITY DISTRICT		

ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

369.	JEFFERSON COUNTY	430.	OLTON POLICE DEPARTMENT	491.	TX TECH UNIV HEALTH SCI CTR EL PASO
370.	JEFFERSON CNTY DRIN. DIST #7	431.	ORANGE COUNTY	492.	TEXAS WOMAN'S UNIVERSITY
371.	JIM WELLS COUNTY	432.	ORANGE CNTY DRAINAGE DIST	493.	THE WOODLANDS TOWNSHIP
372.	JOHNSON COUNTY	433.	PALO PINTO COUNTY	494.	TITUS COUNTY
373.	JOHNSON COUNTY SUD	434.	PANOLA COUNTY	495.	TML MULTIST. INTERGOV....
374.	JOSHUA SUD	435.	PARADISE ISD	496.	TOM GREEN COUNTY
375.	KARNES COUNTY	436.	PARKER COUNTY	497.	TOWN OF ADDISON
376.	KAUFMAN COUNTY	437.	PARKER CNTY EMG SERV DISTRICT 1	498.	TOWN OF ARGYLE
377.	KAUFMAN ISD	438.	PARMER COUNTY	499.	TOWN OF BARTONVILLE
378.	KELLER ISD	439.	PASADENA ISD	500.	TOWN OF DOUBLE OAK
379.	KENNEDALE ISD	440.	PLANO ISD	501.	TOWN OF EDGECLIFF VILLAGE
380.	KERENS ISD	441.	POTTER COUNTY	502.	TOWN OF FAIRVIEW
381.	KINNEY COUNTY	442.	PUBLIC TRANSIT SVC OF MIN.WELLS	503.	TOWN OF FLOWER MOUND
382.	KRUM ISD	443.	QUINLAN ISD	504.	TOWN OF HICKORY CREEK
383.	LAKE DALLAS ISD	444.	RAINS COUNTY ESD #1	505.	TOWN OF HIGHLAND PARK
384.	LAKE WORTH ISD	445.	RANCHO VIEJO POLICE DEPT.	506.	TOWN OF LAKESIDE
385.	LAMAR COUNTY	446.	RANDALL COUNTY	507.	TOWN OF LITTLE ELM
386.	LAMB COUNTY	447.	RED OAK ISD	508.	TOWN OF NORTHLAKE
387.	LAMPASAS COUNTY	448.	RED RIVER COUNTY	509.	TOWN OF PANTEGO
388.	LAVON POLICE DEPARTMENT	449.	REFUGIO COUNTY	510.	TOWN OF PECOS CITY
389.	LEON COUNTY	450.	REG 9 ED SVCE CENTER OF WICHITA	511.	TOWN OF PONDER
390.	LEONARD ISD	451.	REGION 11 EDU SERVICE CENTER	512.	TOWN OF PROSPER
391.	LEWISVILLE ISD	452.	RICHARDSON ISD	513.	TOWN OF PROVIDENCE VILLAGE
392.	LIBERTY COUNTY	453.	ROBERTSON COUNTY	514.	TOWN OF SUNNYVALE
393.	LIMESTONE COUNTY	454.	ROCKWALL COUNTY	515.	TOWN OF TROPHY CLUB
394.	LITTLE ELM ISD	455.	ROUND ROCK ISD	516.	TOWN OF WESTLAKE
395.	LOVEJOY ISD	456.	SAM RAYBURN ISD	517.	TOWN OF WESTOVER HILLS
396.	LOWRY CROSSING VOL FIRE DEPT.	457.	SAN JACINTO COM COLL DIST.	518.	TRAVIS COUNTY
397.	LUBBOCK COUNTY	458.	SAN PATRICIO COUNTY	519.	TRAVIS CNTY EMG SVCS DIST No.6
398.	MANSFIELD ISD	459.	SCHLEICHER COUNTY	520.	TRAVIS CNTY HEALTHCARE DISTRICT
399.	MAVERICK COUNTY	460.	SEABROOK VOL FIRE DEPT.	521.	TRINITY RIVER AUTHORITY
400.	McKINNEY ISD	461.	SR. CYR RES &PUBLIC...HUNT CNTY	522.	TYLER JUNIOR COLLEGE
401.	McLENNAN COUNTY	462.	SEVEN POINTS FIRE RESCUE	523.	U.S. MARSHALS SERVICE
402.	McLENNAN COMM. COLLEGE	463.	SHERMAN ISD	524.	UNIVERSITY OF NORTH TEXAS
403.	MARILEE SPECIAL UTILITY DIST.	464.	SMITH COUNTY	525.	UNIV OF N. TX HEALTH SCIENCE CTR
404.	MEDINA VALLEY ISD	465.	SPRINGTOWN ISD	526.	UNIVERSITY OF TEXAS AT ARLINGTON
405.	MHMR OF TARRANT COUNTY	466.	SOUTH MONTGOMERY FIRE DEPT	527.	UNIVERSITY OF TEXAS AT DALLAS
406.	MIDLAND COUNTY	467.	SOUTH TEXAS COLLEGE	528.	UNIV OF TX MD AND. CANCER CTR
407.	MIDLAND ISD	468.	SPAN, INC.	529.	UPPER TRINITY REG WATER DIST.
408.	MIDWAY ISD	469.	STARR COUNTY	530.	UPSHUR COUNTY
409.	MILAM COUNTY	470.	STEPHENS COUNTY	531.	UPTON COUNTY
410.	MILLS COUNTY	471.	STERLING COUNTY	532.	VAL VERDE COUNTY
411.	MITCHELL COUNTY	472.	STONEWALL COUNTY	533.	VAN ALSTYNE ISD
412.	MONAHANS WICKETT PYOTE ISD	473.	TARLETON STATE UNIVERSITY	534.	VAN ZANDT COUNTY
413.	MONTGOMERY COUNTY	474.	TARRANT APPRAISAL DISTRICT	535.	VERNON ISD
414.	MONTGOMERY CNTY ESC 10	475.	TARRANT CNTY 9-1-1 EMG ASS DIST	536.	VICTORIA COUNTY
415.	MONTGOMERY CNTY HOSP DIST.	476.	TARRANT COUNTY COLLEGE DIST.	537.	WACO ISD
416.	MOUNT PLEASANT POLICE DEPT.	477.	TARRANT CTY EMG SVCS DISTRICT 1	538.	WALKER COUNTY
417.	MOUNT VERNON POLICE DEPT.	478.	TARRANT COUNTY HOSP DIST	539.	WALLER COUNTY
418.	NACOGDOCHES COUNTY	479.	TARRANT CTY WORKFORCE DEV Bd	540.	WARD COUNTY
419.	NAVARRO COUNTY	480.	TARRANT REGIONAL WATER DIST	541.	WAXAHACHIE ISD
420.	NEVADA VOL. FIRE DEPT.	481.	TAYLOR COUNTY	542.	WEATHERFORD COLLEGE
421.	NEW CANEY ISD	482.	TEMPLE COLLEGE	543.	WEATHERFORD ISD
422.	NOLAN COUNTY	483.	TERRELL ISD	544.	WEBB CONSOLIDATED ISD
423.	NORMANGEE ISD	484.	TEXARKANA ISD	545.	WEST TEXAS A&M UNIVERSITY
424.	NORTH CENTRAL TX CNCL OF GOVS	485.	TEXAS A&M UNIV AT COMMERCE	546.	WESTMINSTER FIRE DEPT.
425.	NORTH TX MUNICIPAL WATER DIST	486.	TEXAS A&M UNIVERSITY-KINGSVILLE	547.	WESTON VOLUNTEER FIRE DEPT
426.	NORTH TEXAS TOLLWAY AUTH	487.	TEXAS A& M UNIV.-TEXARKANA	548.	WHITE SETTLEMENT ISD
427.	NORTHWEST ISD	488.	TEXAS ALCOHOLIC BEVERAGE COMM.	549.	WILLIAMSON COUNTY
428.	NUECES COUNTY	489.	TEXAS DEPT. OF PARK/WILDLIFE	550.	WILLIAMSON CNTY EMG SVCS DIST #3
429.	OCHILTREE COUNTY	490.	TEXAS DEPT. OF PUBLIC SAFETY	551.	WILSON COUNTY

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- 552. WINKLER COUNTY
- 553. WINNSBORO HOUSING AUTHORITY
- 554. WINNSBORO ISD
- 555. WISE COUNTY
- 556. WOOD COUNTY
- 557. YMCA OF METROPOLITAN DALLAS
- 558. YOUNG COUNTY
- 559. ZAPATA COUNTY

**ANNUAL CONTRACT FOR
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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. MINIMUM INSURANCE REQUIREMENTS:

- A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
- 1) Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage —
\$1,000,000 per occurrence/\$2,000,000 aggregate
- B. Tarrant County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
- C. Required Provisions:
- 1) Proof of Carriage of Insurance – All Certificates of Insurance will be required in duplicate and filed with the Tarrant County Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, Texas 76196 prior to work commencing.
 - 2) All Certificates shall provide Tarrant County with an unconditional thirty (30) days written notice in case of cancellation or any major change.
 - 3) As to all applicable coverage, policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 - 4) All copies of the Certificates of Insurance shall reference the project name and solicitation number for which the insurance is being supplied.
 - 5) Vendor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 - 6) If applicable, the Vendor is responsible for making sure any subcontractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

**ANNUAL CONTRACT FOR
ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES**

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

6. CRIMINAL BACKGROUND CHECK:

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a fingerprint-based Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
1. The Vendor must provide information, including, but not limited to, employee name, date of birth, a clear copy of employee's driver's license, and a copy of employee's social security card for each individual required to pass a Criminal Background Check.
 2. Award of a contract could be affected by the Vendor's refusal to agree to these terms.
 3. Failure of the Vendor to supply personnel who pass a Criminal Background Check could affect the award of the contract or could result in the termination of the contract.
 4. The Criminal Background Check applies to the individual and not the Company.
 5. Passing status must be maintained by Vendor personnel for duration of the contract.

7. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:

- A. The following is only applicable when Vendor is providing Information Technology hosted or cloud solution:
1. **Confidentiality, Integrity, Availability (CIA)**
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.
 2. **Breach Notification**
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspect unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
 3. **Data**
All Tarrant County data will remain in the 48 contiguous United States at all times.

**ANNUAL CONTRACT FOR
ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES**

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **Right to Audit**

Tarrant County reserves the right to audit vendor data centers which house Tarrant County Data or receive SSAE 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).

<p style="text-align: center;">ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES</p>

Evaluation Criteria will include, but is not limited to the following:

1. Unit Price
2. Delivery
3. Bidder's past performance record with Tarrant County
4. Tarrant County's evaluation of Bidder's ability to perform
5. Tarrant County's experience with products bid
6. Special needs and requirements of Tarrant County
7. Results of testing samples (if needed)

Quantities indicated on the Price Forms are estimates based upon the best available information. Tarrant County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

Any **catalog, brand name or manufacturer's reference** used is considered to be descriptive - - not restrictive -- and is indicative of the type and quality Tarrant County desires to purchase. Bids on similar items of like quality may be considered if the bid is noted and fully descriptive brochures are enclosed. If notation of substitution is not made, it is assumed the Vendor is bidding item specified. The Vendor will not be allowed to make unauthorized substitutions after award.

<p style="text-align: center;">ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES</p>

SPECIFICATIONS

1. Tarrant County is accepting Bids for the Annual Contract for the purchase of various printed forms and envelopes for Elections Administration. The items in this RFB have been divided into two (2) sections. Bidders may bid on any or all sections, but **must bid on every item within the section.**
2. Award of this contract shall be per section to the lowest overall bid that meets all specifications and is determined by Tarrant County to be the best value for Tarrant County.
3. Tarrant County reserves the right to make all awards in the best interest of the County.
4. All items must comply with laws, codes, and requirements of the Secretary of State for the State of Texas, whether specifically stated in this RFB or not.
5. Quantities indicated in the Price Form are estimates based upon the best available information. Quantities ordered will vary according to the type of election.
6. Envelope and form samples will be provided in PDF format and available for inspection in the Tarrant County Purchasing Office.
7. Awarded vendor must create plates and artwork, at no additional charge to Tarrant County, to produce the requested forms and envelopes. See Exhibits A and Exhibits B-D for form and envelope designs.
8. Standard delivery time for all forms and envelopes to be no more than six (6) weeks after written approval of proof.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County does recognize other agencies' certifications. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide bid notifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Tarrant County Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder meeting specifications as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Tarrant County Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

Amended: Court Order 127875 (June 19, 2018)

**ANNUAL CONTRACT FOR
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FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Price Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

Tarrant County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, Texas 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, Texas 76011
(817) 640-0606

IF YOUR COMPANY IS CERTIFIED, ATTACH A COPY OF THE CERTIFICATION TO THIS FORM AND RETURN WITH BID.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

NOTE: WITHOUT A VALID CERTIFICATION ON FILE, YOU WILL NOT BE EVALUATED AS A HUB/DBE.

ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES

TVORS REGISTRATION

An important part of doing business with Tarrant County is to sign up in our free Tarrant Vendor Online Registration System (TVORS).

TVORS is a web-based vendor registration program that is designed to be an easy-to-use, self-service application that allows vendors to establish and maintain their own company and certification data for the purpose of bid notification and information.

<https://tvorspublic.tarrantcounty.com/>

Welcome to TVORS!

Vendors that would like to receive bid opportunities from Tarrant County are encouraged to register in TVORS. Vendors are responsible to keep contact information current in TVORS so as to facilitate bid notifications from Tarrant County.

Changes to TVORS contact information DOES NOT affect vendor information pertaining to Purchase Order or Remit To addresses.

Login to TVORS	Register with TVORS
<p>If you have already registered with TVORS, please go ahead and login.</p> <p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="checkbox"/> Keep me signed in on this computer unless I sign out.</p> <p style="text-align: center; background-color: blue; color: white; padding: 2px;">VENDOR LOGIN</p> <p>If you have forgotten your password, enter your email address below and click the Forgot Password button. We will send you an email including your User ID and password.</p> <p>Email Address: <input type="text"/></p> <p style="text-align: center; background-color: blue; color: white; padding: 2px;">FORGOT PASSWORD</p>	<p>There are four steps to the TVORS registration process. You will have the option to save your work after the completion of each step. You may then login to your TVORS account at anytime to make changes or to complete the registration process.</p> <p><i>You must complete all mandatory information in order to be considered for bid opportunities from Tarrant County Purchasing.</i></p> <p>To complete your TVORS registration, you will go through the following steps:</p> <p>STEP 1: Enter company data</p> <p>STEP 2: Enter commodity/service codes (NIGP) Failure to select NIGP code(s), could result in improper bid notification or no notification at all.</p> <p>STEP 3: Enter user data (if applicable)</p> <p>STEP 4: Enter certifications (if applicable)</p> <p>If you have any questions during your registration, please call (817) 884-1414 or email TVORS@TarrantCounty.com.</p> <p>To begin the registration process, please click the button below.</p> <p style="text-align: center; background-color: blue; color: white; padding: 2px;">VENDOR REGISTRATION</p>

After registering, be sure to email or fax all copies of your current HUB/MBE certificate(s) to TVORS@Tarrantcounty.com or (817) 884-2629, respectively.

Already Registered? Please log into your profile to make sure all contact information is correct, then check the *Data Verified* box at the bottom of the *Company Data* Section of your profile.

Contact Teresa Lobacz, Tarrant County HUB Coordinator, at the email above or at (817) 884-1414 if you have any registration questions.

**ANNUAL CONTRACT FOR
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REFERENCES

Please list three (3) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes, but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Vendor's ability to provide the intended goods or service of the bid. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Vendor's company provides and that the Bidder has completed a project of similar size and scope of work in this response. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

Failure to supply the required references will deem the bid as non-responsive and will not be considered for award.

Bidder involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH BID!

**ANNUAL CONTRACT FOR
ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES**

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH BID!

**ANNUAL CONTRACT FOR
ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES**

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Bidder, agrees this bid becomes the property of Tarrant County after the official opening.

The undersigned affirms that the Bidder has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a bid.

The undersigned agrees, on behalf of Bidder, that if the bid is accepted, Bidder will furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this bid will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of this bid have not been communicated to any other Bidder or to any employee of Tarrant County prior to the official opening of this RFB.

Vendor hereby assigns to Tarrant County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire bid.***

Signature _____ **X**
Authorized Representative

Legal Name of Company

Date

Street Address

Printed Name of Authorized Representative

City, State and Zip

Title of Authorized Representative

Telephone Number

Fax Number

E-Mail Address

AFTER HOURS EMERGENCY CONTACT:

Name: _____

Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!



Did you sign and submit all
required forms?
If not, your Bid will be
rejected!

**ANNUAL CONTRACT FOR
ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES**

COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO

_____ Corporation organized & existing under the laws of the State of _____

_____ Partnership consisting of _____

_____ Individual trading as _____

_____ Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

**ANNUAL CONTRACT FOR
ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES**

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Bid in response to this solicitation, the Bidder certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Bid submission and time of award, the Bidder will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY KNOWN FOREIGN TERRORIST ORGANIZATIONS.

Bidder verifies that they do not boycott Israel and will not boycott Israel in accordance with Texas Government Code Section 2270.001(2) during the term of this contract. Bidder further verifies pursuant to Texas Local Government Code Section 2252.152 that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a nonexempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

VENDOR IS EXEMPT FROM CERTIFICATION REGARDING ENERGY COMPANIES AND FIREARM ENTITIES OR FIREARM TRADE ASSOCIATIONS:

Vendor is a sole proprietorship OR is a non-profit entity OR Vendor is a company that does NOT have 10 or more full-time employees AND/OR this contract does NOT have a value of \$100,000.00 or more that is to be paid wholly or partly paid from public funds of the governmental entity.

If the Vendor Cannot Certify that it is EXEMPT as Above, Vendor Must Certify as Follows:

Vendor is NOT EXEMPT and Certifies as follows:

Boycott of Energy Companies Prohibited. In compliance with Section 2274.002 of the Texas Government Code (added by 87th Legislature S. B. 13), Vendor verifies that it does not boycott energy companies and will not boycott energy companies during the term of the above-described contract. "Boycott energy company" is defined in Section 809.001(1) (added by 87th Legislature, S. B. 13) and means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by subsection (A).

**ANNUAL CONTRACT FOR
ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES**

COMPLIANCE WITH FEDERAL AND STATE LAWS

Discrimination against Firearm Entities or Firearm Trade Associations Prohibited. In compliance with Section 2274.002 of the Texas Governmental Code (added by 87th Legislature, S. B. 19), Vendor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the above-described contract] against a firearm entity or firearm trade association. “Discriminate against a firearm entity or firearm trade association” is defined in Section 2274.001(3) (added by 87th Legislature, S. B. 19) and means, with respect to the entity or association, to (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; the term *does not include*: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company’s refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity’s or association’s status as a firearm entity or firearm trade association.

Vendor Hereby Certifies (Mark Applicable Certification):

_____ Vendor is EXEMPT from Certification as set out above.

_____ Vendor is NOT EXEMPT from Certification as set out above, and Vendor Certifies that it does not and will not Boycott Energy Companies and that it does not and will not engage in prohibited Discrimination against Firearm Entities or Firearm Trade Associations.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!

**ANNUAL CONTRACT FOR
ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES**

AFFIRMATIONS/FORMS/DOCUMENTS

✓ Check Indicates Completion	
	1. References. Bidder has provided references, other than Tarrant County. References must be able to verify the quality of service the company provides and that the company has completed a project of similar size and scope of work in this RFB.
	2. Signatures. All forms requiring a signature must be signed. Bids not signed will not be considered for award.
	3. Price Forms. All sections of Price Forms have been completed.
	4. Bidder has acknowledged Secondary/Alternate Award and Cooperative Purchasing opportunities in the Special Terms and Conditions on pages 7 and 8.
	5. Insurance Certificates (If required). Bidders must submit all Insurance Certificates prior to commencement of work. If no insurance requirements specified, mark N/A.
	6. Addenda. When applicable, Bidder acknowledges receipt of all Addenda and any revised Forms. Bidder must sign and submit any required signature forms.
	7. It is the Bidders' sole responsibility to print and review all pages of the RFB document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance With Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.
	8. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements.
	9. Accuracy for all mathematical and numerical entries is the sole responsibility of the Bidder. Tarrant County will not be responsible for errors made by the Bidder.
	10. Bidder's company is registered on TVORS (Tarrant Vendor On-Line Registration System).
	11. Bidder has sealed and marked the envelope with the Company Name, RFB Number, RFB Title, and due date.

THE ORIGINAL AND ONE (1) COPY OF THIS FORM SHOULD BE RETURNED WITH BID!

NO-BID RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- Could not meet specifications.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- The scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- The project not suited to our organization.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other (please specify).

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:

Tarrant County Purchasing Department
100 E. Weatherford, Suite 303
Fort Worth, TX 76196-0104

ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES

PRICE FORM

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	EXTENDED PRICE
SECTION 1 - ENVELOPES				
1.	Envelope, Spoiled Ballot Information and Instructions	1,000	\$ _____/M	\$ _____
	24# white paper, size: 4-1/8" x 9-1/2", no window, printed on front only with black ink (English, Spanish and Vietnamese).	10,000	\$ _____/M	\$ _____
		25,000	\$ _____/M	\$ _____
2.	Envelope, Legal w/ Logo, W/ Window	1,000	\$ _____/M	\$ _____
	White, size: 4-1/8" x 9-1/2", with window size 1-1/8" x 4 1/2", printed on front only with black and gold ink. Printing includes return address and Official Election Mail Logo (with screen).	2,500	\$ _____/M	\$ _____
		5,000	\$ _____/M	\$ _____
		10,000	\$ _____/M	\$ _____
3.	Envelope, Legal w/ Logo, No Window	1,000	\$ _____/M	\$ _____
	White, size: 4-1/8" x 9-1/2", printed on front only with black and gold ink. Printing includes return address and Official Election Mail Logo (with screen).	5,000	\$ _____/M	\$ _____
		10,000	\$ _____/M	\$ _____
4.	Envelope, Early Voting Mail Out -- English/Spanish	2,500	\$ _____/M	\$ _____
	#24 green paper, size 6.06" x 10.25 with front open window size 1.25" x 4", hexagon glassine window on back 1 3/4" x 2 5/16", open side, diagonal seams, commercial full gum flap, prints 1/0, printed in black ink on front and with return address and Official Election Mail logo. Printed in English and Spanish. Will be processed on the Pitney Bowes Mailing System.	10,000	\$ _____/M	\$ _____
		25,000	\$ _____/M	\$ _____

Bidders may bid on any or all sections; but, must bid all items within a section.

THE ORIGINAL AND ONE (1) COPY MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES

PRICE FORM

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	EXTENDED PRICE
5.	Envelope, Early Voting Mail Out -- English/Vietnamese 24# green paper, size 6.06" x 10.25 with front open window size 1.25" x 4", hexagon glassine window on back 1 3/4" x 2 5/16", open side, diagonal seams, commercial full gum flap, prints 1/0, printed in black ink on front and with return address and Official Election Mail logo. Printed in English and Vietnamese. Will be processed on the Pitney Bowes Mailing System.	2,500	\$ _____ /M	\$ _____
		5,000	\$ _____ /M	\$ _____
		10,000	\$ _____ /M	\$ _____
		15,000	\$ _____ /M	\$ _____
6.	Envelope, Ballot Envelope for Early Voting -- English/Spanish 24# gray medium paper, size: 9 3/16" x 5 3/4", no window, open side, side seams, square full gummed flap, prints 1/1 black/black, printed on both sides in black ink. English on front, Spanish on back. Throat size 1/4". Hole drilled thru envelope on bottom left side. Will be processed on a Pitney Bowes Mailing System.	2,500	\$ _____ /M	\$ _____
		5,000	\$ _____ /M	\$ _____
		10,000	\$ _____ /M	\$ _____
		25,000	\$ _____ /M	\$ _____
7.	Envelope, Ballot Envelope for Early Voting -- English/Vietnamese 24# gray medium paper, size: 9 3/16" x 5 3/4", no window, open side, side seams, square full gummed flap, prints 1/1 black/black, printed on both sides in black ink. English on front, Vietnamese on back. Throat size 1/4". Hole drilled thru envelope on bottom left side. Will be processed on a Pitney Bowes Mailing System.	1,000	\$ _____ /M	\$ _____
		2,500	\$ _____ /M	\$ _____
		5,000	\$ _____ /M	\$ _____
8.	Affidavit for Provisional Ballot Envelope Combination form/envelope printed in black ink. Green provisional envelope, size: 12-7/8" L x 6" W. Envelope printed front and back. Envelope seals with adhesive strip tape. Printed in English and Spanish and Vietnamese. (Recipient pulls open at adhesive end.)	15,000	\$ _____ /M	\$ _____
		25,000	\$ _____ /M	\$ _____
		50,000	\$ _____ /M	\$ _____
		100,000	\$ _____ /M	\$ _____

Bidders may bid on any or all sections; but, must bid all items within a section.

THE ORIGINAL AND ONE (1) COPY MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES

PRICE FORM

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	EXTENDED PRICE
9.	Envelope, Carrier Envelope for Early Voting Mail-In -- English/Spanish 24# White paper, size 9.5" x 5.875", no window, open side, side seams, square full gummed flap, printed 3 color, purple/red/black, custom conversion with perforated box/tab. Printing included Official Election Mail logo. Printed in English and Spanish. Will be processed on a Pitney Bowes Mailing System.	2,500	\$ _____ /M	\$ _____
		5,000	\$ _____ /M	\$ _____
		10,000	\$ _____ /M	\$ _____
		25,000	\$ _____ /M	\$ _____
10.	Envelope, Carrier Envelope for Early Voting Mail-In -- English/Vietnamese 24# White paper, size 9.5" x 5.875", no window, open side, side seams, square full gummed flap, printed 3 color, purple/red/black, custom conversion with perforated box/tab. Printing included Official Election Mail logo. Printed in English and Vietnamese. Will be processed on a Pitney Bowes Mailing System.	1,000	\$ _____ /M	\$ _____
		2,500	\$ _____ /M	\$ _____
		5,000	\$ _____ /M	\$ _____
11.	Envelope, FPCA Carrier for Early Voting Mail In, English/Vietnamese 24# White paper, size 9.5" x 5.875", no window, open side, side seams, square full gummed flap, printed 3 color, purple/red/black, custom conversion with perforated box/tab. Printing included Official Election Mail logo, and U.S. postage paid indication. Printed in English and Vietnamese. Will be processed on a Pitney Bowes Mailing System.	2,500	\$ _____ /M	\$ _____
		5,000	\$ _____ /M	\$ _____
		10,000	\$ _____ /M	\$ _____
		15,000	\$ _____ /M	\$ _____

Bidders may bid on any or all sections; but, must bid all items within a section.

THE ORIGINAL AND ONE (1) COPY MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES

PRICE FORM

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	EXTENDED PRICE
12.	Envelope, FPCA, Carrier for Early Voting Mail In, English/Spanish	2,500	\$ _____ /M	\$ _____
	24# White paper, size 9.5" x 5.875", no window, open side, side seams, square full gummed flap, printed 3 color, purple/red/black, custom conversion with perforated box/tab. Printing included Official Election Mail log, and U.S. postaged paid indication. Printed in English and Spanish. Will be processed on a Pitney Bowes Mailing System.	5,000	\$ _____ /M	\$ _____
		10,000	\$ _____ /M	\$ _____
		15,000	\$ _____ /M	\$ _____
 Discount for Items Not Listed in Section 1:				_____ %
TOTAL EXTENSION OF SECTION 1 - ENVELOPES				\$ _____

Bidders may bid on any or all sections; but, must bid all items within a section.

THE ORIGINAL AND ONE (1) COPY MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES

PRICE FORM

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	EXTENDED PRICE
SECTION 2 - FORMS AND MISCELLANEOUS PRINTING				
13.	VOTER REGISTRATION APPLICATION FOR DEPUTY REGISTRARS (English Only)			
	White 7 pt. cardstock, size: 6" x 11", printed both sides in black ink. Two full horizontal perf lines. First perf line located 1 1/2" from bottom of form. Second perf line located 2 1/2" from bottom of form.	5,000	\$ _____ /M	\$ _____
		10,000	\$ _____ /M	\$ _____
		15,000	\$ _____ /M	\$ _____
		25,000	\$ _____ /M	\$ _____
14.	VOTER REGISTRATION APPLICATION FOR DEPUTY REGISTRARS (Spanish Only)			
	White 7 pt. Cardstock, size: 6" x 11", printed both sides in blue ink. Two full horizontal perf lines. First perf line located 1 1/8" from bottom of form. Second perf line located 2 1/4" from bottom of form.	5,000	\$ _____ /M	\$ _____
		10,000	\$ _____ /M	\$ _____
		15,000	\$ _____ /M	\$ _____
		25,000	\$ _____ /M	\$ _____
15.	VOTER REGISTRATION APPLICATION FOR DEPUTY REGISTRARS (Vietnamese Only)			
	White 7 pt. cardstock, size: 6" x 11", printed both sides in black ink. Two full horizontal perf lines. First perf line located 1 1/4" from bottom of form. Second perf line located 2 1/4" from bottom of form.	5,000	\$ _____ /M	\$ _____
		15,000	\$ _____ /M	\$ _____
		25,000	\$ _____ /M	\$ _____
16.	VOTER REGISTRATION APPLICATION (ENGLISH ONLY)			
	67# Vellum Bristol (white) 8 pt. cardstock, Flat size: 6" x 9 1/2", printed both sides in black ink, No Bleed, Finish size folds to 6" x 4" (double postcard), with 1 1/2" fold at top and another 5 1/2" from top, 1/2" glue strip located at top inside card, Score card at 1 1/2" from top and 5 1/2" from top of form (at folds). Printed with Business Reply Mail. Includes intelligent bar code.	5,000	\$ _____ /M	\$ _____
		10,000	\$ _____ /M	\$ _____
		25,000	\$ _____ /M	\$ _____
		50,000	\$ _____ /M	\$ _____
		100,000	\$ _____ /M	\$ _____

Bidders may bid on any or all sections; but, must bid all items within a section.

THE ORIGINAL AND ONE (1) COPY MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES

PRICE FORM

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	EXTENDED PRICE
17.	VOTER REGISTRATION APPLICATION (SPANISH ONLY)	1,000	\$ _____/M	\$ _____
		5,000	\$ _____/M	\$ _____
	67# Vellum Bristol (white) 8 pt. cardstock, Flat size: 6" x 9 1/2", printed both sides in black ink, No Bleed, Finish size folds to 6" x 4" (double postcard), with 1 1/2" fold at top and another 5 1/2" from top, 1/2" glue strip located at top inside card, Score card at 1 1/2" from top and 5 1/2" from top of form (at folds). Printed with Business Reply Mail. Includes intelligent bar code.	25,000	\$ _____/M	\$ _____
18.	VOTER REGISTRATION APPLICATION (VIETNAMESE ONLY)	1,000	\$ _____/M	\$ _____
		5,000	\$ _____/M	\$ _____
	67# Vellum Bristol (white) 8 pt. cardstock, Flat size: 6" x 9 1/2", printed both sides in black ink, No Bleed, Finish size folds to 6" x 4" (double postcard), with 1 1/2" fold at top and another 5 1/2" from top, 1/2" glue strip located at top inside card, Score card at 1 1/2" from top and 5 1/2" from top of form (at folds). Printed with Business Reply Mail. Includes intelligent bar code.	15,000	\$ _____/M	\$ _____
		25,000	\$ _____/M	\$ _____
19.	Application for Ballot by Mail (English Only)	2,500	\$ _____/M	\$ _____
		5,000	\$ _____/M	\$ _____
	White 8pt. Cardstock. Size: 11" x 8.5", printed on both sides in black ink, middle fold line lightly scored, with 1/2" permanent PS tape, and perforation on both ends for easy seal removal as per sample. Includes intelligent bar code, FIM code and medium size Official Election Mail Logo (with screen).	10,000	\$ _____/M	\$ _____
		15,000	\$ _____/M	\$ _____

Bidders may bid on any or all sections; but, must bid all items within a section.

THE ORIGINAL AND ONE (1) COPY MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES

PRICE FORM

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	EXTENDED PRICE
20.	Statement of Compensation and Oaths			
	White, size 11" x 8-1/2", printed on front in black and red ink. Sections include yellow highlight.	1,000	\$ _____ /M	\$ _____
		5,000	\$ _____ /M	\$ _____
		15,000	\$ _____ /M	\$ _____
	Discount for Items Not Listed in Section 2:			_____ %
	TOTAL EXTENSION OF SECTION 2 - FORMS AND MISCELLANEOUS FORMS			\$ _____

Bidders may bid on any or all sections; but, must bid all items within a section.

THE ORIGINAL AND ONE (1) COPY MUST BE RETURNED WITH BID!

Please cut out and affix to the outside of your response package



**TARRANT COUNTY
SEALED BID/PROPOSAL/RESPONSE**

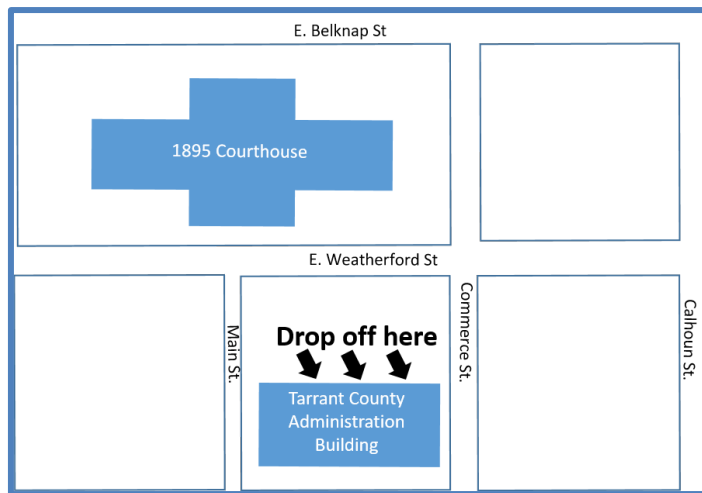
RFB No. 2022-199

**ANNUAL CONTRACT FOR ELECTIONS PRINTED
FORMS AND PRINTED ENVELOPES**

Due Date: AUGUST 18, 2022 AT 2:00 P.M. CST

**Tarrant County Administration Building
ATTN: Purchasing Department
100 E. Weatherford St., Third Floor, Suite 303
Fort Worth, Texas 76196-0104**

Street
View



Building
View

