

MUSKOGEE

County, Oklahoma

COUNTY PURCHASING OFFICE

400 W BROADWAY, SUITE 110

MUSKOGEE, OKLAHOMA 74401

Phone Number (918) 682-2169

Invitation to Bid

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE SIDE
RELATING TO SUBMISSION OF THIS BID.
Notarized Affidavit completions and signature required on reverse side.

Date Issued October 6th, 2025

Page 1 of 214

BID NUMBER

#38

BID CLOSING DATE AND HOUR

10/27/2025 @ 9am

REQUIRED DELIVERY DATE

(Days after award of Purchase Order)
Date of Delivery

TERMS

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ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
			<p>Muskogee County Commissioners are now accepting bids for Ballot Printing</p> <p>Please make sure the terms and conditions are notarized.</p> <p>Bids MUST be time stamped at the County Clerk's office NO later than 9:00 am 10/27/2025</p> <p>Please put bid# on the outside of the sealed envelope</p> <p>Bids may be mailed to:</p> <p>Polly Irving, Muskogee County Clerk PO Box 1008 Muskogee, OK 74401 or delivered to the office at: 400 W Broadway Muskogee, OK 74401</p>		

TERMS and CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, 400 W BROADWAY, SUITE 010
MUSKOGEE, Oklahoma, at the time and date shown on the
invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by MUSKOGEE County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until 10/27/2025 (Date) 9:00am

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say the he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to the bid.

Subscribed and sworn before this 9TH day
of OCTOBER, 20 25



My commission expires 01/22/28

Signed by:

(Manual Signature of Undersigned)

Address:

PO BOX 650, SAPULPA, OK

Phone:

918-224-3666

Zip:

74067

Betty Seay
NOTARY PUBLIC, CLERK OR JUDGE

In accordance with 62 O.S. § 310.9

NOTE: Other terms and conditions can be added at the discretion of the county officers.

DIGITAL PRINTING CONTRACT

Contracts shall only be awarded to printers, pursuant to 230: 25-21 of the Oklahoma Administrative Code, who have been approved by the State Election Board upon successful completion of the digital ballot printing certification process.

Objective

To secure the digital printing and delivery of official ballots, sample ballots, and absentee ballots (if applicable) for all orders placed during the period of the contract.

Agreement

This Contract is between the MUSKOGEE County Election Board (in conjunction with its agents and appropriate officials) henceforth referred to as "County Election Board", and MID-WEST PRINTING COMPANY, to whom the bid is awarded, henceforth referred to as "Printer". On this 27TH day of OCTOBER, 2025, both parties have agreed to the terms and conditions stated in this contract, indicated by their signatures.

Contract Length

Contract is effective on this 27TH day of OCTOBER, 2025. It will remain in effect for the period of 12 months. Ending on the 30TH day of NOVEMBER, 2026.

Contract Details

I. In accordance with 26 O.S. § 6-120

- a. There shall be no split contracts; only one (1) Printer shall be awarded the contract for the time period listed above.
- b. Printer shall be required to provide proof of insurance at the time of the award. A copy of their insurance certificate must be provided to the County Purchasing Agent in the amount of \$_____ for the duration of the contract.
- c. Ballot quantity requirements for any election may be raised or reduced from the quantity originally ordered if deemed necessary by the Secretary of the County Election Board.

II. Ballot Quantities/Pricing Adjustments

The Secretary of the State Election Board shall determine the number of ballots to be printed for statewide elections. The Secretary of the County Election Board shall determine the number of ballots to be printed for county, school, municipal, and local elections. The printing cost for each election shall be based on the final quantity of

DIGITAL PRINTING CONTRACT

ballots ordered by and delivered to the County Election Board. If the quantity of any type of ballot provided is less than or greater than the quantity originally ordered, the cost of printing should reflect the exact final quantity accepted by the County Election Board. Payment will be per the approved rate for each ballot printed stated in the accepted bid and rate listed on the included pricing form.

Note: *Additional shipping charges may be included on small orders of 200 or fewer.*

III. Specifications

All digitally printed ballots and stubs must be prepared in accordance with specifications listed in the document attached, *Oklahoma Specifications for Digital Ballot Printing*. The County Election Board is not responsible for payment on ballots that are not properly printed due to any deviation from these specifications.

IV. Ballot Materials

Printer agrees to furnish all ballot stock, materials and equipment necessary to complete digital printing of ballots, proper packaging, and delivery of said ballots to the County Election Board.

V. Delivery Date

Delivery dates specified by the State and County Election Board are critical. For all elections conducted on the date of a federal and/or state election, all printed ballots shall be delivered to the County Election Board no less than fifty (50) days prior to the election date; however, for any local or county elections, not part of a federal or state election, the State Election Board may adjust the ballot delivery schedule. For all other elections, ballots shall be delivered to the County Election Board no less than thirty (30) days prior to the election date. Any changes or adjustments to these outlined timelines must be approved by the Secretary of the County Election Board.

VI. Late Delivery

If Printer breaches its obligation to deliver all ballots by the dates agreed upon in this contract, the County Election Board shall have the right to recover liquidated damages for each day that the ballots were delayed past the deadline. Damages will be applied as follows: ten percent (10%) of the total cost of all ballots printed, per day. Such damage amounts shall be subtracted from the original total amount billed on Printer's invoice to the County Election Board.

VII. Ballot Security

Printer is obligated to maintain security of any and all digital data, materials and physical ballots in their custody. Custody of ballots ends only when successfully delivered to the County Election Board. Printer will be responsible for taking all necessary precautions to maintain the highest level of security at their location and while ballots are in transit. Printer must prevent any unauthorized access to ballots, election-related computers, digital ballot data and/or printed ballot data, and all other ballot related materials provided to Printer by the State Election Board. Printer may not release any of the aforementioned items to anyone other than an approved representative of the State or County Election Board.

DIGITAL PRINTING CONTRACT

The following credentials have been met and this contract agreed upon this 27TH day of OCTOBER, 2025.

- ☐ Completed Digital Ballot Printing Certification
- ☐ Approved by State Election Board

Contract entered into by:

Secretary of MUSKOGEE County Election Board

Representative (Please Print)

Address

Phone Number

Signature

Awarded Printer

HOWARD SEAY

Representative (Please Print)

PO BOX 650, SAPULPA, OK 74067

Address

918-224-3666

Phone Number

Howard Seay
Signature

**DIGITAL BALLOT PRINTING CONTRACT
BALLOT PRICING FORM**

All ballots are 8.5 inches in width. 11 inch and 14 inch ballots will have a three-inch stub. 17 inch ballots will have a two-inch stub. All ballots will have required coding and format printing on both the front and the back side of the ballot.

REGULAR BALLOTS

* Maximum quantity per election:	<u>N/A</u>	Additional Cost for
	<u>Unit Price</u>	<u>Color Distinction Paper (yellow, pink, ivory)</u>
8.5 x 14.0 inches		
Price per ballot:	<u>.15¢</u>	<u>.01¢</u>
8.5 x 17.0 inches		
Price per ballot:	<u>.16¢</u>	<u>.02¢</u>
8.5 x 19.0 inches		
Price per ballot:	<u>.16¢</u>	<u>.02¢</u>

ABSENTEE BALLOTS

* Maximum quantity per election:	<u>N/A</u>	Additional Cost for
	<u>Unit Price</u>	<u>Color Distinction Paper (yellow, pink, ivory)</u>
8.5 x 14.0 inches		
Price per ballot:	<u>.15¢</u>	<u>.01¢</u>
8.5 x 17.0 inches		
Price per ballot:	<u>.16¢</u>	<u>.02¢</u>
8.5 x 19.0 inches		
Price per ballot:	<u>.16¢</u>	<u>.02¢</u>

SAMPLE BALLOTS

* Maximum quantity per election:	<u>N/A</u>	Additional Cost for
	<u>Unit Price</u>	<u>Color Distinction Paper (yellow, pink, ivory)</u>
8.5 x 14.0 inches		
Price per ballot:	<u>.15¢</u>	<u>.01¢</u>
8.5 x 17.0 inches		
Price per ballot:	<u>.16¢</u>	<u>.02¢</u>
8.5 x 19.0 inches		
Price per ballot:	<u>.16¢</u>	<u>.02¢</u>

- * BID PRICES INCLUDE ALL CHARGES FOR FREIGHT, F.O.B. WITH INSIDE DELIVERY.
EXCEPTION: A SHIPPING CHARGE OF \$20.00 WILL BE INCLUDED ON ORDERS
OF 200 OR FEWER BALLOTS

Mid-West Printing Company

P.O. Box 650 • Sapulpa, Oklahoma 74067
Toll Free 800-375-3494 • 918-224-3666 • Fax 918-224-0636
E-Mail: home@mwprint.net

Muskogee County

DIGITAL BALLOT PRINTING CONTRACT BALLOT PRICING FORM

Printing of voter ballot cards : BID PERIOD: December 1, 2025 to November 30, 2026

* All ballots are 8.5 inches in width. 11 inch and 14 inch ballots will have a three-inch stub. 17 inch ballots will have a two-inch stub. All ballots will have required coding and format printing on both the front and the back side of the ballot.

County may pick its colors by contacting Royal Printing Co., Inc. prior to Royal obtaining the print files from the Oklahoma State Election Board

Ballot Color Choices Include: Paper (solid colors): White, Yellow, Pink, and Ivory
Color Bar Colors: Gray, Black, Cyan, Magenta, Yellow, Red, Green, Dark Blue, Purple, Orange, and Brown

REGULAR BALLOTS

Maximum quantity per election:	<u>Unit Price</u>	<u>Additional Cost for Color Distinction</u>
8.5 x 14.0 inches * Price per ballot:	<u>16.5¢</u>	<u>0.0¢</u>
8.5 x 17.0 inches * Price per ballot:	<u>17.5¢</u>	<u>0.0¢</u>
8.5 x 19.0 inches * Price per ballot:	<u>17.5¢</u>	<u>0.0¢</u>

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Maximum quantity per election:	<u>Unit Price</u>	<u>Additional Cost for Color Distinction</u>
8.5 x 14.0 inches * Price per ballot:	<u>16.5¢</u>	<u>0.0¢</u>
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8.5 x 19.0 inches * Price per ballot:	<u>17.5¢</u>	<u>0.0¢</u>

To protect your ballots, Royal Printing will personally deliver ballots inside your election board by means of a Royal Printing Company Vehicle, using a Royal Printing Company employee. Royal Printing will not use 3rd party vendors.

DELIVERY CHARGE

** A delivery charge of \$15.⁰⁰ will be included on orders of 200 or fewer ballots.**

This charge will only be added if the **entire county's quantity** (all entities combined for month) is ≤200 ballots.

Royal Printing Co., Inc.

1830 N.W. 4th Drive • Oklahoma City, OK 73106 • (405) 235-8581 • 1-800-422-5568

F.E.I. #73-1463552

MUSKOGEE

County, Oklahoma

COUNTY PURCHASING OFFICE

400 W BROADWAY, SUITE 110

MUSKOGEE, OKLAHOMA 74401

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5. Purchases by MUSKOGEE County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until 11-30-26
10/27/2025 (Date) 9:00am

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say the he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this

of October



My commission expires 11/22/26

Cori June Thomas
NOTARY PUBLIC (CLERK OR JUDGE)

Royal Printing Co., Inc.

Heather Thomas

(Manual Signature of Undersigned)

Address:

1830 NW 4th Dr.
OKC, OK

Phone:

800-422-5568
405-235-8581

Zip:

73106

In accordance with 62 O.S. § 310.9

NOTE: Other terms and conditions can be added at the discretion of the county officers.

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Agreement

This Contract is between the Muskogee County Election Board (in conjunction with its agents and appropriate officials) henceforth referred to as "County Election Board", and Royal Printing Co., Inc., to whom the bid is awarded, henceforth referred to as "Printer". On this _____ day of _____, 20____, both parties have agreed to the terms and conditions stated in this contract, indicated by their signatures.

Contract Length

Contract is effective on this 1 day of December, 2025. It will remain in effect for the period of 12 months. Ending on the 30 day of November, 2026.

Contract Details

I. In accordance with 26 O.S. § 6-120

- a. There shall be no split contracts; only one (1) Printer shall be awarded the contract for the time period listed above.
- b. Printer shall be required to provide proof of insurance at the time of the award. A copy of their insurance certificate must be provided to the County Purchasing Agent in the amount of \$See Attached for the duration of the contract.
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DIGITAL PRINTING CONTRACT

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DIGITAL PRINTING CONTRACT

The following credentials have been met and this contract agreed upon this ____ day of _____, 20__.

☐ Completed Digital Ballot Printing Certification

☐ Approved by State Election Board

Contract entered into by:

Secretary of _____ County Election Board

Representative (Please Print)

Address

Phone Number

Signature

Awarded Printer

Representative (Please Print)

Address

Phone Number

Signature

DIGITAL PRINTING CONTRACT

COLOR DISTINCTION

Describe the color distinction method to be employed where distinction is required.

When distinction is required, a county election board may choose between the available ballot colors (white, yellow, pink, ivory). A county election board may also choose to use color bars to help further distinguish ballots if there are more than four entities during that election date. Due to time constraints, Royal Printing prefers the use of black color bars on the stub of the four ballot colors (white, yellow, pink, ivory) and then, if needed, color bars are also available to be printed on the stubs of white ballots. Royal Printing Co., Inc is happy to work with any county's preferences. **Color bars are not required to be used if a county election board chooses not to utilize them, except in circumstances where the use of color bars may be required** (i.e if all four colors get a partisan designation during an election). Royal Printing Co, Inc. will refer to and follow the State Election Board's guidance on any applicable laws or policies.

There is no additional charges for color distinction, the use of color paper, or color bars.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Cole, Paine & Carlin Insurance
PO Box 18444
1140 NW 50th Street
Oklahoma City OK 73154

CONTACT NAME: Lynn Power

PHONE (405) 843-5678

FAIC No. Est. 14051843-5781
E-MAIL 1power@cpainsurance.com
ADDRESS: 1power@cpainsurance.com

FAX (405) 843-5781

INSURER(S) AFFORDING COVERAGE

INSURER	NAIC #
INSURER A: ACE Fire Underwriters Ins Co	20702
INSURER B: Chubb National Ins	10052
INSURER C: Bankers Standard Ins Co.	18279
INSURER D: Chubb Indemnity Ins. Co.	12777
INSURER E:	
INSURER F:	

INSURED

Royal Printing Company, Inc.
1830 NW 4th Drive

Oklahoma City OK 73106

COVERAGES

CERTIFICATE NUMBER: 2024

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		D9832401A	11/1/2024	11/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 Polluting Services E&O \$ Included COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		H25721822	11/1/2024	11/1/2025	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$		D98328257	11/1/2024	11/1/2025	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	71808474	11/1/2024	11/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

State of Oklahoma
C/O Supplier Registration
2401 N. Lincoln Blvd. Ste. 116
Oklahoma City, OK 73105

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mark Carlin/CHOWLY

mk ch