



RFP #705
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington
Release date: Wednesday, November 11, 2015

Request for Proposal for:
Ballot Envelope Design, Layout, Printing, Storage and Shipping

PROPOSALS DUE: Monday, November 30, 2015 by 3:00 p.m.

Proposal(s) shall be sealed and clearly marked on the package cover with RFP #, Project Title and Company name.

Submit one (1) original and three (3) complete copies of the Proposal to:

Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington 98660
(360) 397-2323

Refer Questions to:

Project Manager:

Richard Cooper
Clark County Elections Coordinator
Richard.Cooper@clark.wa.gov

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposer's own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALITY: Proposer shall comply with all applicable state and federal laws governing the confidentiality of information."

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES: Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS: An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS must be submitted to the Purchasing Department.

PUBLIC SAFETY may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS: Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE - The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office; V (360) 397-2025;
TTY (360) 397-2445; ADA@Clark.wa.gov

Request for Proposals

Table of Contents

PART I	PROPOSAL REQUIREMENTS
	Section IA: General Information
	1. Introduction
	2. Background
	3. Scope of Project
	4. Project Funding
	5. Timeline for Selection
	6. Employment Verification
	Section IB: Work Requirements
	1. Required Services
	2. County Performed Work
	3. Deliverables and Schedule
	4. Place of Performance
	5. Period of Performance
	6. Insurance/Bond
	7. Plan Holder's List
PART II	PROPOSAL PREPARATION AND SUBMITTAL
	Section IIA: Pre-Submittal Meeting/Clarification
	1. Pre-Submittal Meeting
	2. Proposal Clarification
	Section IIB: Proposal Submission
	1. Proposals Due
	2. Proposal
	Section IIC: Proposal Content
	1. Cover Sheet
	2. Project Team
	3. Management Approach
	4. Respondent's Capabilities
	5. Project Approach and Understanding
	6. Proposed Cost
PART III	PROPOSAL EVALUATION & CONTRACT AWARD
	Section IIIA: Proposal Review and Selection
	1. Evaluation and Selection
	2. Evaluation Criteria Scoring
	Section IIIB: Contract Award
	1. Consultant Selection
	2. Contract Development
	3. Award Review
	4. Orientation/Kick-off Meeting
ATTACHMENTS	A: Proposal Cover Sheet
	B: Letter of Interest
	C: Pricing Worksheet
	D-I: Examples of Envelopes

Request for Proposal # 705

Ballot Envelope Design, Layout, Printing, Storage and Shipping

Part I Proposal Requirements

Section IA General Information

1. Introduction The purpose of this RFP is to permit the consultant community to suggest various approaches to meet this "defined need" at a given price.

The Clark County Elections Office has submitted this RFP for the purpose of entering into a contract with a qualified vendor to provide necessary services for the Clark County Elections Office which includes the design, layout, printing, storage and shipping of ballot envelopes. The quantities and specific projects described are intended to identify the type and volume of work that the Elections Office anticipates.

2. Background The Clark County Elections Office is located at 1408 Franklin Street, Vancouver, Washington. The Clark County Elections Office is one of many departments of the Clark County Auditor's Office. The Elections Office is responsible for conducting all local, city, county, state and federal elections. A crucial step in conducting elections is having envelopes designed and printed in a timely fashion to ensure all state and federal deadlines are met. (Up to approximately 275,000 ballots per election. One to five full county elections will be held each year.) Each election requires three (3) envelopes; a #11 White Outgoing Window Envelope, a #10 White Incoming Voter Affidavit Envelope and a #9 Yellow Secrecy Envelope. A total of approximately 825,000 envelopes will be used for each election.

3. Scope of Project Key Requirements are:

1. designing ballot envelopes,
2. printing and packaging ballot envelopes,
3. proper storage and shipping of ballot envelopes,
4. meet all deadlines - as outlined prior to each project's beginning,
5. miscellaneous specialized/certified services.

4. Project Funding Adequate funds for this RFP are within the Clark County Elections Bi-Annual Budget.

5. Timeline for Selection The following dates are the **intended** timeline:

Proposals due	November 30, 2015
Proposal review/evaluation period	December 1 - 9 , 2015
Interviews/demonstration (if deemed necessary)	December 8-9, 2015
Selection committee recommendation	December 10, 2015
Contract negotiation/execution	December 30, 2015
Contract intended to begin	January 15, 2016

Clark County reserves the right to deviate from this schedule.

6. Employment Verification Effective November 1st, 2010, to be considered responsive to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within 24 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employees hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the MOU in advance of the submittal date:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. Fax to (360) 397-6027, or;
3. Call Purchasing at (360) 397-2323 for a current email address.

Note : Sole Proprietors are exempt.

Request for Proposal # 705

Ballot Envelope Design, Layout, Printing, Storage and Shipping

Section IB

Work Requirements

1. Required Services

Clark County may have up to five (5) elections in any given year; however the average is four (4). Elections are scheduled for February, April, August, November and in Presidential Election Years, May. An estimated 275,000 of each type of envelope are required for each election event. Annual envelope usage is estimated to be 1,100,000 of each type of envelope (excluding Presidential Election years.) Clark County reserves the right to increase/decrease the stated estimated election event requirements as necessary to meet actual requirements.

Key Requirements are:

1. designing ballot envelopes,
2. printing and packaging ballot envelopes,
3. proper storage and shipping of ballot envelopes,
4. meet all deadlines - as outlined prior to each project's beginning,
5. miscellaneous specialized/certified services,
(details of each requirement are outlined below)

1. Proposer must be able to provide recommendations to the Clark County Elections Office for Election Ballot Envelopes. There are certain specifications which the county will address with the selected vendor. The current specifications for Clark County Election Ballot Envelopes are:

ENVELOPE 1 – WHITE OUTGOING ENVELOPE

Size:	Standard # 11
Window:	1-3/4" x 4-1/2" Poly-clear Square ends located 3/4" from left and 3/4" from bottom
Hole	None
Flap:	1-1/2"
Stock:	24 # White Wove
Ink Color:	Black and PMS 485
Packaging:	500/carton
Pallets:	8 lifts maximum and corner protectors required
Gum:	solid regular gum
Print	2 sided + USPS election mail indicia on front + Bulk Permit Box 1345

Example: See Attachment D

ENVELOPE 2 – WHITE RETURN ENVELOPE W/ GREEN STRIPE

Size:	Standard # 10
Window:	None
Hole	5/16" center located 4-3/4" from left and 2-1/8" from bottom
Flap:	1-1/4"
Stock:	24 # White Wove
Ink Color:	Black and PMS 361 – Green stripe on top and bottom left half of envelope
Packaging:	500/carton no more than 2,500 per case – no more than 2,000 in bulk case
Pallets:	8 lifts maximum and corner protectors required
Gum:	solid regular gum
Print	2 sided + flap + USPS election mail indicia and FIM on front

Example: See Attachment E

Request for Proposal # 705
 Ballot Envelope Design, Layout, Printing, Storage and Shipping

ENVELOPE 3 – YELLOW SECRECY ENVELOPE

Size:	Standard # 9
Window:	None
Holes	2 - 5/16" holes centers located 1-11/16" & 7-3/16" from left and 2" from bottom
Perforations	Easy open/pop open scallop perforations all the way to the corner on back of envelope
Flap:	1-1/4"
Stock:	24 # Canary Wove
Ink Color:	Black
Packaging:	500/carton no more than 2,500 per case – no more than 2,000 in bulk case
Pallets:	8 lifts maximum and corner protectors required
Gum:	solid regular gum
Print	2 sided + flap + Inside Grey Tint

Example: See Attachment F

ENVELOPE 4 – WHITE OUTGOING ENVELOPE MILITARY – OFFICE USE

Size:	Standard # 11
Window:	1-5/8" x 4-1/4" Poly-clear Square ends located 3/4" from left and 3/4" from bottom
Hole	None
Flap:	1-1/2"
Stock:	24 # White Wove
Ink Color:	Black
Packaging:	500/carton
Pallets:	8 lifts maximum and corner protectors required
Gum:	Self sealing
Print	2 sided + USPS election mail indicia on front + permit and FIM

Example: See Attachment G

ENVELOPE 5 – WHITE RETURN MILITARY ENVELOPE W/ GREEN STRIPES – OFFICE USE

Size:	Standard # 10
Window:	None
Hole	5/16" center located 4-3/4" from left and 1-3/4" from bottom
Flap:	1-1/4"
Stock:	24 # White Wove
Ink Color:	Black and PMS 361 – 2" Green stripe in center of envelope and left edge
Packaging:	500/carton no more than 2,500 per case – no more than 2,000 in bulk case
Pallets:	8 lifts maximum and corner protectors required
Gum:	solid regular gum
Print	2 sided + flap + USPS election mail indicia on front + postage paid permit

Example: See Attachment H

Request for Proposal # 705
 Ballot Envelope Design, Layout, Printing, Storage and Shipping

ENVELOPE 6 – YELLOW SECRECY MILITARY ENVELOPE – OFFICE USE

Size:	Standard # 9
Window:	None
Holes	2 - 5/16" holes centers located 1-9/16" & 7-1/4" from left and 2" from bottom
Perforations	Easy open/pop open scallop perforations all the way to the corner on back of envelope
Flap:	1-1/4"
Stock:	24 # Canary Wove
Ink Color:	Black
Packaging:	500/carton no more than 2,500 per case – no more than 2,000 in bulk case
Pallets:	8 lifts maximum and corner protectors required
Gum:	solid regular gum
Print	1 sided + flap + Inside Grey Tint

Example: See Attachment I

NOTE: The purpose of the specifications in this RFP is to allow for the comparison and selection of a vendor based upon a common set of criteria. Nothing in this RFP shall prohibit the county from changing the specifications of a product once a selection is made.

2. Typically, a print order shall be given to the vendor by email or written letter at least 45 days in advance of an upcoming shipping date. Once a print order is received, the vendor will send a layout sample and also provide the county with a final printed proof of the job order for signed approval prior to production. This may be done in person, by mail, email, or fax. The vendor will have quality control measures in place to ensure that the specifications of certain envelopes were tested prior to acceptance of stock. All items are subject to final inspection and acceptance by the county. Final inspection and acceptance shall be made within a reasonable time after delivery. The vendor must provide a delivery or packing slip detailing the specific quantities shipped, including the quantity and type of envelopes, number of packing cartons, and number of pallets. All quantities rejected by the county must be replaced by the vendor at no cost to the county. Representatives of the county may be present during the printing and gluing of the envelope process to ensure that the measures are in place and are being followed. Travel and lodging expenses for the Auditor's Office or other county employees will be the responsibility of the County. Ballots shall be packaged according to the specifications outlined above. If envelopes are damaged due to insufficient care in packaging and/or shipping they shall be replaced by the vendor at no cost to the County.

3. The Vendor shall have the ability to store at least one (1) set of envelopes (275,000 #9 Secrecy envelopes, 275,000 #10 Signature Return Envelopes and 275,000 #11 VBM Outgoing Window Envelopes) for Clark County Elections in a climate-controlled warehouse. Typically, notice for delivery shall be given to the vendor by email or written letter 30 days in advance of the needed date. The Elections Office shall specify the delivery location whether it be the Elections Office located at 1408 Franklin Street, Vancouver, WA 98660, or the mailing bureau selected by the County to process the election materials. Clark County currently has a contract with Sendit Direct Mailing & Fulfillment Inc. located at 12715 NE Whitaker Way, Portland, OR 97230.

Under Emergency conditions as determined by Clark County, envelopes shall be delivered within 72-hours (three working days) of the Notice for Emergency delivery. If the Notice of Emergency is sent such that the delivery would be on a weekend or County Observed Holiday, then the delivery shall be due the next working day. Notice for Emergency Delivery may be sent by FAX or email and the 72-hour period shall begin upon receipt of the order by the Vendor. If the order includes alterations or changes to the above bid Items, a delivery date must be agreed upon by both parties. Ordered items shall be delivered to the location specified by the Elections Office. The Contractor will be allowed up to a five percent (5%) bid price increase for 72-hour orders for the special handling/processing required.

For both Routine and Emergency deliveries, deliveries shall be accepted between the hours of

Request for Proposal # 705

Ballot Envelope Design, Layout, Printing, Storage and Shipping

8 am through 3:30 pm, Pacific Time, Monday through Friday. No County-acknowledged holiday deliveries will be accepted.

The County reserves the right to change delivery sites throughout the contract period. New sites may be added and/or others may be dropped. Closing or deletion of any such sites shall not change the vendor's obligations to provide all products and services described herein to all remaining or added County locations.

4. Elections have strict state and federal timelines. Clark County will be responsible for providing vendor deadlines for both printing and delivery.

Failure to deliver on time may result in termination of the contract. Acceptance by the County of a late delivery shall not waive the right to claim damage for such breach of contract nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by the vendor. The county reserves the right to procure the products and services from another source and may bill the vendor or deduct unpaid balances due the vendor for excess costs so paid, and the prices paid by the County.

Under unusual circumstances such as, (but not limited to), a court injunction, it may become necessary for the County to request the vendor to delay or stop printing certain materials. Such request will be made by telephone by an authorized representative of the County and confirmed in writing as soon as possible. In the event of an authorized delay, the County shall notify the vendor of a revised schedule concerning materials.

In the event of nonperformance under the resulting contract, the County shall have the right to obtain from other sources such products and/or services as may be required to accomplish the work not performed, and it is agreed that the difference in cost, if any, for said work or goods shall be borne by the Contractor. The Contractor will also bear any costs incurred for errors made on the part of the Contractor on a single project, such as rejection by the United States Postal Service (USPS). For purposes of this section, nonperformance shall be defined as failure to appear and perform work and/or deliver goods as specified and scheduled.

If items ordered by the County are not delivered when required by the contract, the County may terminate the contract. If this occurs within the first year of the contract the County may initiate a contract with the second highest scoring vendor.

5. The vendor shall be aware of USPS postal regulations regarding election mail. It is crucial in the design and layout process. Clark County will be responsible for obtaining USPS acceptance of the vendor-provided proof.

Ballot envelopes must be printed with the same quality and layout of the signed proof. Any printing errors that result in additional costs for mailing ballots will be charged to the vendor.

- | | |
|----------------------------|---|
| 2. County Performed Work | The Elections Office will provide all necessary data, logos, indicia and specifications to the vendor. The Elections Office will sign-off on all proofs prior to a job being printed. |
| 3. Deliverables & Schedule | All schedules and deliveries will be made on a per election basis. It will be the responsibility of the Elections Office to coordinate a schedule with the vendor. |
| 4. Place of Performance | All contract performance must take place in the Proposer's facility. The Proposer's facility shall have adequate storage space for a set of ballot envelopes (see Section IB (3)). Proposer's facility must be climate-controlled to avoid damaging stored envelopes. |
| 5. Period of Performance | A contract awarded as a result of this RFP will be for (1 year) and is intended to begin on January 15, 2016, and end January 14, 2017. |

Clark County reserves the right to extend the contract resulting from this RFP for a period of four (4) additional one (1) year periods, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.

Request for Proposal # 705

Ballot Envelope Design, Layout, Printing, Storage and Shipping

6. Insurance/Bond
- A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one year policy period. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.
- B. Automobile
If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.
- C. Proof of Insurance
Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30 day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.
All policies must have a Best's Rating of A-VII or better.
7. Plan Holder's List
- All proposers are required to be listed on the Plan Holder's List.
✓ Prior to submission of proposal, please confirm your organization is on the Plan Holder's List below:
- To view the Plan Holder's List, please click on the link below or copy and paste into your browser. Clark County RFP site:
<http://www.clark.wa.gov/general-services/purchasing/rfp.html>
- If your organization is NOT listed, submit the "Letter of Interest" to ensure your inclusion. See Attachment B.
- Proposals received by Clark County by proposers not included on the Plan Holder's List may be considered non-responsive.

Request for Proposal # 705

Ballot Envelope Design, Layout, Printing, Storage and Shipping

Part II Proposal Preparation and Submittal

Section IIA Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting
2. Proposal Clarification

There will be no pre-submittal meeting or site visit scheduled for this project.

Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is seven calendar days prior to the due date for proposals.

An addendum will be issued no later than six calendar days prior to the proposal due date to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site: <http://www.clark.wa.gov/general-services/purchasing/rfp.html>

Section IIB Proposal Submission

1. Proposals Due

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal

Proposals must be clear, succinct and not exceed 20 pages (excluding cover sheet and E-verify). Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should be included with each copy

Request for Proposal # 705

Ballot Envelope Design, Layout, Printing, Storage and Shipping

unless otherwise specified.

Section IIC

Proposal Content

1. Cover Sheet
This form is to be used as your proposal Cover Sheet
See Cover Sheet - Attachment A
2. Project Team
Provide a staffing plan that demonstrates how professional staff will be made available to perform scheduled tasks for the Clark County Elections Office. Clearly outline the number of staff (permanent and temporary) that will be dedicated during a project. Describe the level of experience that permanent staff have. Describe a 5 year plan your firm will have in place to maintain/replace experienced permanent staff.
3. Management Approach
Provide a brief description of your firm's history and its capabilities related to envelope design and printing. Describe your firm's experience in handling election material. Describe your firm's philosophy towards providing quality service for high volume, deadline driven projects.
4. Respondent's Capabilities
Describe the location ballot envelopes will be printed. Describe your firm's capacity to store and stage the large quantities of supplies described in this RFP. Describe your capabilities to perform the contract over the next five (5) years (staffing, machine repair/replacement, storage etc.) Provide four samples of all six envelopes using the specs provide in section IB and using attachments D-I. Proposer may provide ballot envelope samples printed in black ink only or in appropriate colors. Proposer will not receive higher score by printing with color ink.
5. Project Approach and Understanding
Describe your firm's philosophy towards providing quality service for high volume, deadline driven projects. Describe how your firm will meet all requirements outlined in Sec IB(1-5).
6. Proposed Cost
Complete Attachment C – Pricing Worksheet
7. Employment Verification
Please refer to section 1A.6. – e-Verify

IMPORTANT NOTE: Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County.

Current vendors on file can be viewed at:

<http://www.clark.wa.gov/general-services/purchasing/documents/e-verifylog.pdf>

This should be submitted immediately **after the cover page**, so it's easy for Purchasing to find it immediately after opening as that will need to be done within 24 hours after closing the rfp.

Request for Proposal # 705
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Part III Proposal Evaluation & Contract Award

Section IIIA Proposal Review and Selection

- 1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Board of Councilors.
- 2. Evaluation Criteria Scoring: Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

A one hundred (100) point system will be used, weighted against the following criteria:

Approach and Understanding	30
Experience	20
Quality of Examples	30
Cost	20
Total Points	100

Section IIIB Contract Award

- 1. Consultant Selection: The County will award a contract to the highest scoring Proposer. Should the County not reach a favorable agreement with the highest scoring Proposer, the County shall suspend or terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.
- 2. Contract Development: The proposal and all responses provided by the successful Proposer may become a part of the final contract.

The form of contract shall be the County's Contract for Professional Services.
- 3. Award Review: The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a 'trade secret' will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

Request for Proposal # 705
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Attachment A COVER SHEET

General Information:

Legal Name of Applicant/Company/Agency _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____ Email address _____

Tax Identification Number _____

ADDENDUM:

Proposer shall insert number of each Addendum received. If no addendum received, please mark "**NONE**".

No. _____ Dated: _____ No. _____ Dated: _____ No. _____ Dated: _____.

NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

→ Does the proposal comply with the requirements contained within the RFP?
A "No" response may disqualify the proposal from further consideration.

Yes No

→ Did outside individuals or agencies assist with preparation of this proposal?

Yes No *(if yes, describe.)***

Total Funds Requested Under this Proposal \$ _____

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Councilors.

Signature, ***Administrator of Applicant Agency****

Date

Request for Proposal # 705
Ballot Envelope Design, Layout, Printing, Storage and Shipping

Attachment B LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email address _____

- All proposers are required to be included on the plan holder's list. If your organization is NOT listed, submit the "Letter of Interest" to ensure your inclusion.

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: Beth.Balogh@clark.wa.gov

Clark County web link:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

This document will only be used to add a proposer to the plan holder's list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holder's list.

Request for Proposal # 705
 Ballot Envelope Design, Layout, Printing, Storage and Shipping

Attachment C: PRICING WORKSHEET

Description	Est. Annual Qty.	Unit Price	Total
Envelope 1 – White Outgoing Envelope	1,100,000	\$ /1000	\$
Envelope 2 – White Return Envelope w/ Green Stripe	1,100,000	\$ /1000	\$
Envelope 3 – Yellow Security Envelope	1,100,000	\$ /1000	\$
Envelope 4 – White Outgoing Military Envelope – Office Use	15,000	\$ /1000	\$
Envelope 5 – White Return Military Envelope w/ Green Stripe – Office Use	15,000	\$ /1000	\$
Envelope 6 – Yellow Security Military Envelope – Office Use	15,000	\$ /1000	\$
Storage – Surplus set of envelopes (per pallet/year)	15 (rotating)	\$ /pallet	\$
One time set-up, typesetting & testing	1 lot	\$	\$
		Sub-Total =	\$
		Freight =	\$
		8.4 % Sales Tax =	\$
		Total =	\$

Request for Proposal # 705
Ballot Envelope Design, Layout, Printing, Storage and Shipping

Attachment D: Envelope 1 – White Outgoing Envelope

4-1/2 x 10-3/8
#11 WEB
1-1/2 FLAP
11-1/2 ROLL

For other formats contact the Clark County ADA Program:
Voice (360) 397-2322; Relay 711 or (800) 833-6388
Fax (360) 397-6165; Email ADA@clarkwa.gov



Greg Kimsey, Auditor
Clark County Elections
PO Box 8815
Vancouver WA 98666-8815

RETURN SERVICE REQUESTED



NONPROFIT
ORGANIZATION
U.S. POSTAGE PAID
PORTLAND, OR
PERMIT #1345

OFFICIAL BALLOT - DO NOT DELAY

1-3/4" x 4-1/2"



3/4"

3/4"

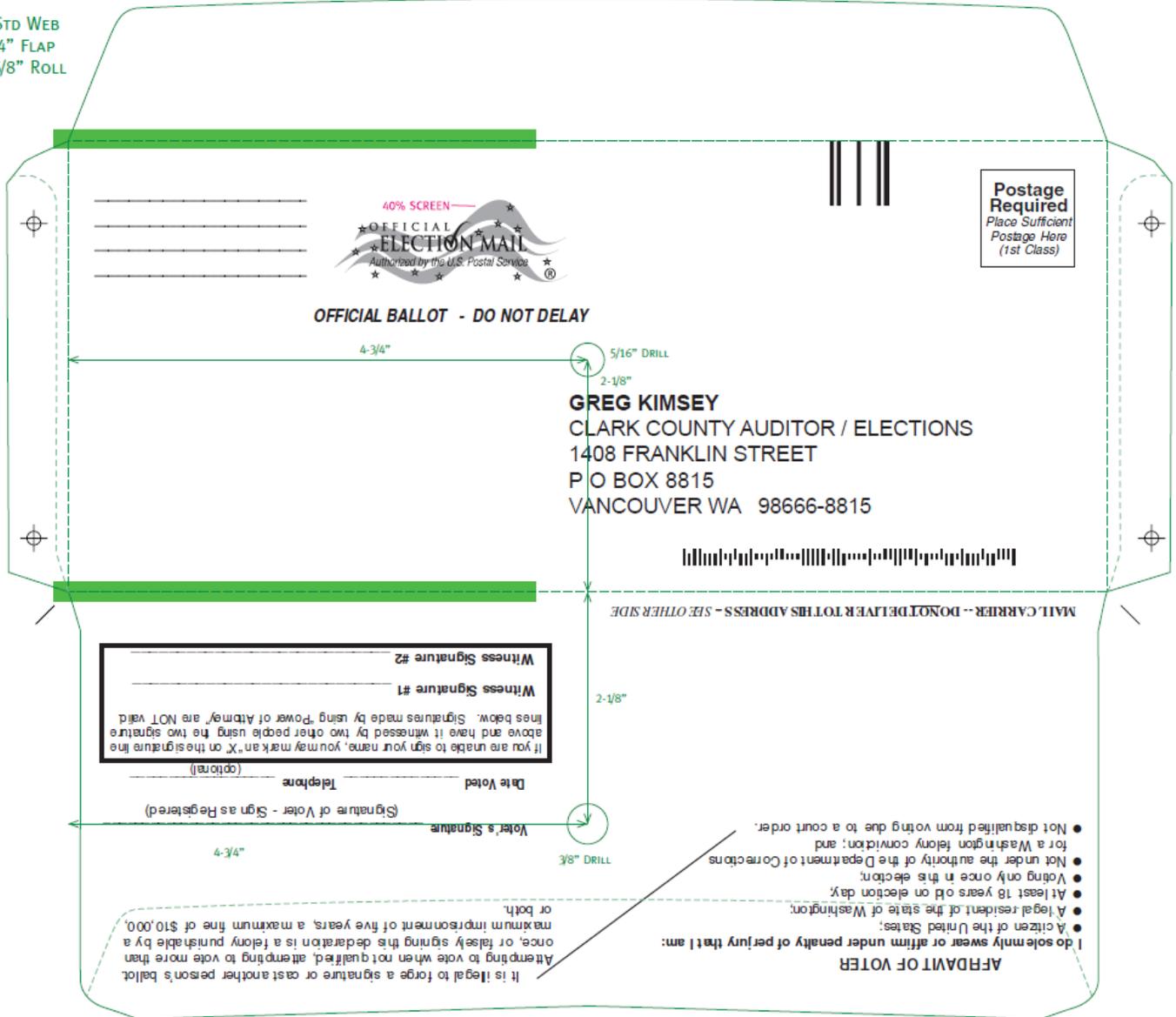
Official Election Ballot
Please Open Promptly, Vote & Return

FLAP COVERS THIS AREA

Request for Proposal # 705 Ballot Envelope Design, Layout, Printing, Storage and Shipping

Attachment E: Envelope 2 – White Return Envelope w/ Green Stripe

10 STD WEB
1-1/4" FLAP
10-5/8" ROLL

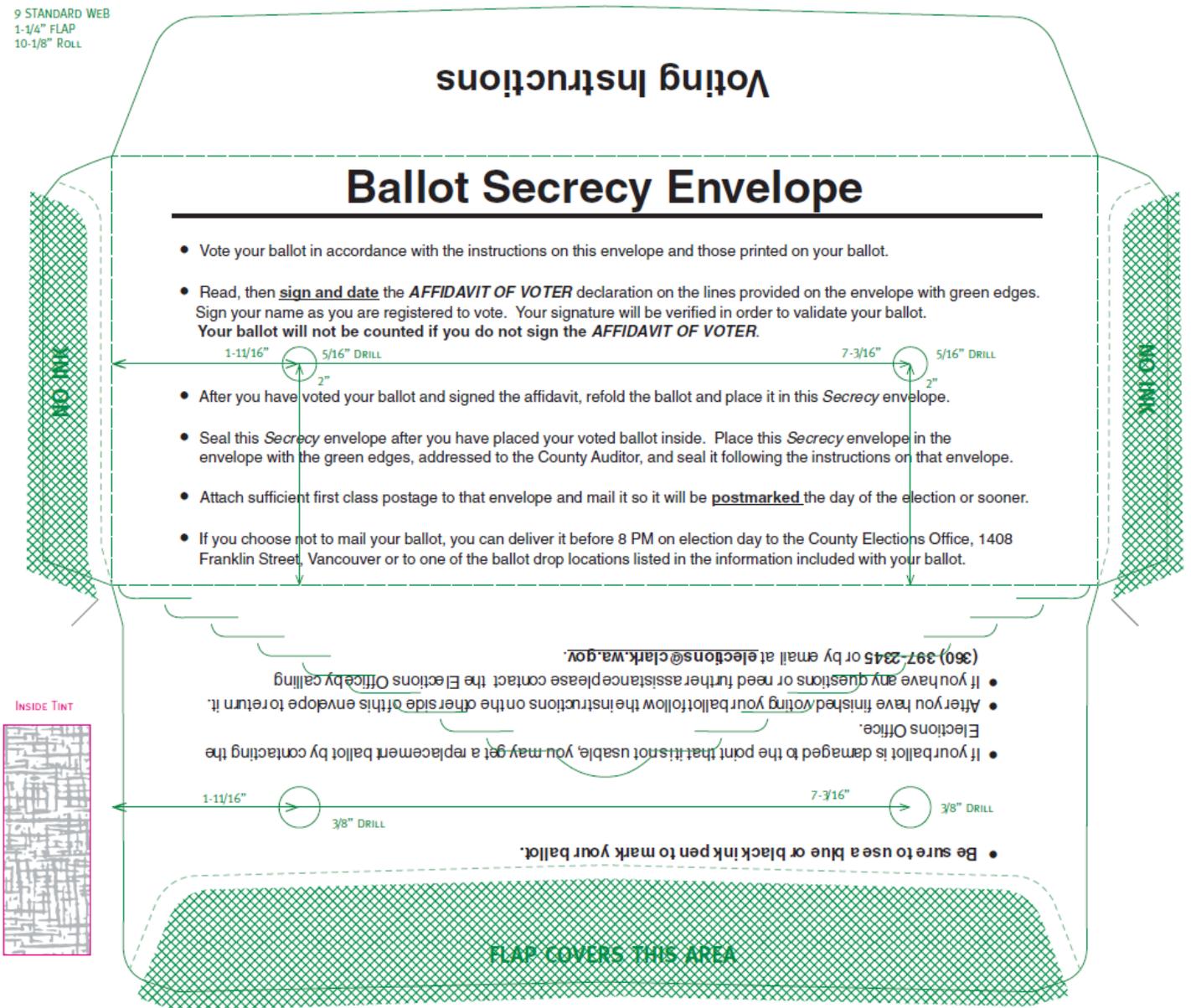


Attachment F: Envelope 3 – Yellow Secrecy Envelope

Request for Proposal # 705

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9 STANDARD WEB
 1-1/4" FLAP
 10-1/8" ROLL



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DIE# 0408
#11
4-1/2"x10-3/8"
OSISS

For other formats contact the Clark County ADA Program:
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Fax (360) 397-6165; Email ADA@clark.wa.gov



Greg Kimsey, Auditor
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Vancouver WA 98666-8815



U.S. Postage
Paid
39 USC 3406
PAR AVION

OFFICIAL ABSENTEE BALLOTING MATERIAL--FIRST-CLASS MAIL

NO POSTAGE NECESSARY IN THE U.S. MAIL -- DMM 703.8.0

1-5/8" x 4-1/4"

3/4"

3/4"

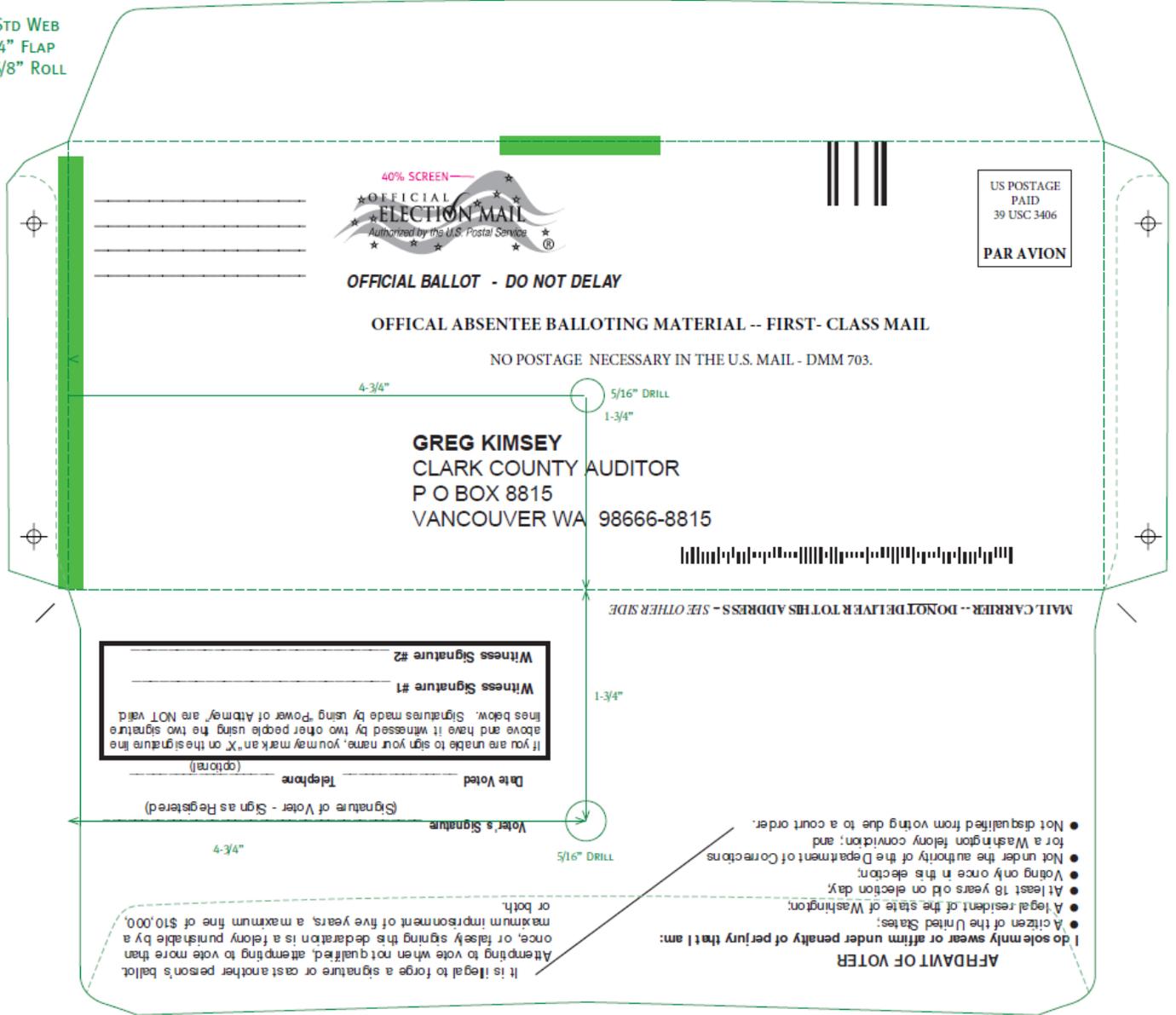
Official Election Ballot
Please Open Promptly, Vote & Return

FLAP COVERS THIS AREA

Request for Proposal # 705

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10 STD WEB
1-1/4" FLAP
10-5/8" ROLL



Attachment I: Envelope 6 – Yellow Secrecy Military Envelope – Office Use

Request for Proposal # 705
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