



## THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB  
PURCHASING AGENT

GWEN MCLAREN, CPPB  
ASST. PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

September 3, 2020

**PROJECT NAME:** Prepare & Print Ballots & Election Supplies

**SOLICITATION NO:** ITB #B202019

**Re:** ADDENDUM #1

To All Prospective Bidders:

The following information is being provided to aid in preparation of your bid submittal(s):

**Special Provisions and Line Item Details:**

The attached revised Special Provisions section and Line Item Detail sheets supersede and replace those in the original bid document. Bidders are instructed to utilize the attached Special Provisions and forms when preparing submittals.

**Question #1:** *Will Galveston County issue a correction to the ITB, revising the language to reflect the County's current system (referencing Tough equipment instead of eSlates, calling out unique identifiers instead of serial numbers, and making other changes as needed)? This will ensure the resulting contract addresses current needs and equipment.*

**Response:** Verity equipment, **Controller/Touch/Access Touch.** Please refer to the attached Revised Special Provisions.

**Question #2:** *Special Provisions page 5 states, "Sample ballots (a facsimile copy of the ballot) shall be proved. Ballots shall be labeled "Test Ballot". Said test ballots shall be suitable for processing on a Hart Voting Optical Scan Ballot for the purpose of testing the programming of the system for each paper maker-sense ballot format." Question: We respectfully request that the County provide a sample file or files, as well as the quantity required, for any sample ballot to be included with the ITB response. (Additionally, we assume "Hart Voting Optical Scan Ballot" will be changed to "Verity Central scanner" in the ITB Addendum).*

**Response:** Change to Verity Central Scanner. The County will print sample ballots if needed. If sample ballots are requested, the County will provide the appropriate files.

**Question #3:** *Line Item Detail page 1. Question: What ballot sizes are required for items 0001, 0002, 0003, 0004? (Additionally, we assume "HVS" will be changed to "Verity" in the ITB Addendum.)*

Response: Ballots size for 0001, 0002, 0003, 0004 are all 8 ½ x 11, 8 ½ x 14, and 8 ½ x 17.  
Depending on the Elections and number of contests we have for the Ballot.

**Question #4:** *Line Item Detail pages 3-4. Question: What ballot sizes are required for items 0015, 0016, 0017, and 0018?*

Response: Ballot size for 0015, 0016, 0017, and 0018 are 8 ½ x 11, 8 ½ x 14, and 8 ½ x 17.  
Depending on the Election and number of contests for the Ballot.

As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB  
Galveston County Purchasing Agent  
722 Moody, Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
E-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)

If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,

A handwritten signature in black ink that reads "Rufus Crowder" with a small "TD" above the "d".

Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County

**REVISED SPECIAL PROVISIONS  
PREPARE & PRINT BALLOTS & ELECTION SUPPLIES  
GALVESTON COUNTY, TEXAS**

**The Special Provisions and the General Provisions of this Invitation to Bid and the Exhibits attached hereto are made a part of the agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.**

**A. PURPOSE:**

It is the intent of these specifications and Invitation to Bid to describe and obtain through the formal competitive bidding process, an annual contract under which Galveston County, Texas may purchase, at fixed unit prices, ballots, election kits, and other related election supplies on an as-needed basis throughout the tenure of the contract.

Galveston County also expressly reserves the right to accept or reject in whole or in part any and/or all bids received in response to this bid and to award on an item-by-item basis or as a whole. Galveston County also hereby expressly reserves the right to take up to 30 days after the formal bid opening to render a decision.

Quantities and name brands of products offered in the following specifications are offered as guidelines only and in no way should be construed as contract amounts. Galveston County shall not be bound by this agreement to order, accept, or compensate for products not needed or received.

**B. BID GUARANTEE:**

A bid bond is not a requirement of this solicitation request.

**C. PERFORMANCE AND PAYMENT BONDS:**

Performance and Payment bonds are not a requirement of this solicitation.

**D. BEST AND FINAL OFFERS (BAFO):**

The Best and Final Offer process is not applicable to this solicitation.

**E. PROCUREMENT TIMELINE:**

A timeline for this ITB and initial process are included below. Galveston County reserves the right to change these dates and will notify Bidders of any changes via addendum:

Advertise ITB (first date of publication)	Thursday, August 13, 2020
Advertise ITB (second date of publication)	Thursday, August 20, 2020
Question Deadline	Thursday, August 27, 2020 by 5:00 p.m.
ITB's due from public/ITB Opening	Thursday, September 10, 2020 at 2:30 p.m.

**F. SUBMISSION INSTRUCTIONS:**

One (1) unbound original and three (3) copies of the requested bid submittals must be submitted no later than **2:30 P.M. CST, on Thursday, September 10, 2020 to:**

**Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
County of Galveston  
722 Moody Avenue (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) Floor  
Galveston, TX 77550**

**REVISED SPECIAL PROVISIONS  
PREPARE & PRINT BALLOTS & ELECTION SUPPLIES  
GALVESTON COUNTY, TEXAS**

The time stamp clock located in the Purchasing Agent's office shall serve as the official time keeping piece for this solicitation process. Any Bids received after 2:30 P.M. CST on the specified date will be returned unopened.

Specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21<sup>st</sup> Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <http://www.galvestoncountytexas.gov/pu/Pages/BidListing.aspx>.

**G. PERSONNEL TO CONTACT REGARDING THIS SOLICITATION:**

Bidders desiring an explanation or interpretation relative to this solicitation, must request it in writing. Oral explanations or instructions will not be binding. Any information given to a proposer, which in the opinion of the County affects all Bidders or would be prejudicial to other Bidders if not communicated, shall be furnished to all other Bidders as an addendum to the solicitation. Direct inquiries to the following:

Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
722 Moody (21<sup>st</sup> Street)  
Galveston, Texas 77550  
e-mail: [rufus.crowder@co.galveston.tx.us](mailto:rufus.crowder@co.galveston.tx.us)

Bidders must e-mail their inquiries (with the subject line "**Prepare & Print Ballots & Election Supplies – ITB #B202019 - Questions**") for additional information and/or clarification to the address listed above. The request must include the proposer's name and the ITB number and title. *Any request for additional information or clarification must be received in writing no later than seven (7) calendar days prior to the Bid due date.* Late requests or those not delivered to the proper address may not receive a reply. Bidders shall not attempt to contact the County by any other means.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the Response Submission Date. The County, at its sole discretion, may not issue a response to an ITB submittal. Bidders should not rely on any oral or written representations, statements, or explanations, other than those made in this ITB or in any written addendum to this ITB. Where there appears to be conflict between the ITB and any issued addenda, the last addendum issued will prevail. Addenda will be posted and made available on the County's procurement web page located at <http://www.galvestoncountytexas.gov/pu/Pages/BidListing.aspx>

The Bidder must acknowledge the receipt of all addenda on the forms provided. In the event a Bidder fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addendum does not materially affect the Response, waive the acknowledgement of one or more addenda.

Bidders who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline risk that its Bid will not be responsive or competitive because the County is not able to respond before the Bid receipt date or in sufficient time for the Proposer to prepare a responsive or competitive Bid.

All questions and responses as posted on the County website are considered as an addendum to, and part of, this ITB.

**H. TYPE OF CONTRACT:**

It is the intent of this solicitation to enter into a contract that meets federal guidelines. It is imperative that all responders seeking a contract under this Bid solicitation effort must familiarize and adhere to the procurement standards as referenced in 2 C.F.R. Part 200, Sections 200.317-200.326, and Appendix II, 2 C.F.R. Part 200, Sections 200.317-200.326 and Appendix II are attached hereto as **Exhibit A**.

**REVISED SPECIAL PROVISIONS  
PREPARE & PRINT BALLOTS & ELECTION SUPPLIES  
GALVESTON COUNTY, TEXAS**

The resultant contract consists of the following documents: Invitation to Bid, General Provisions, Special Provisions, General Terms and Conditions (including specifications, drawings, and addenda), Bid Sheets, contract award, and any other documents referenced herein or attached hereto for the work. Collectively these documents may also be referred to as the Plans and Specifications.

**The initial term of the resultant contract shall be one (1) year with two (2) one (1) year options to renew, mutually agreeable by both parties.** The total contractual period shall not exceed three (3) years unless otherwise superseded by the resultant contract language.

*In an effort to satisfy cost reasonableness responsibilities at the time of each extension period, the County of Galveston reserves the right to obtain additional quotes and current pricing information from the successful contractor and other contractors to perform the work as stated per the specification listed herein and in the resultant. The solicited results may be used by the County to determine if the contract extensions will be considered or other service options be utilized.*

**I. COLLATERAL CONTRACT:**

The County reserves the right to provide by separate contract or otherwise, in such manner as not to delay its programs or damage said Contractor, all labor and material essential to the completion of the work that is not included in this contract.

Award prices include all royalties and costs arising from patents, trademarks, and copyrights in any way involved in the work. Whenever the Awardee is required or desires to use any design, device, material or process covered by letters of patent or copyright, the Awardee shall indemnify and save harmless the County, its officers, agents and employees from any and all claims for infringement by reason of the use of any such patented design, tool, material, equipment, or process, to be performed under the contract, and shall indemnify the County its officers, agents, and employees for any costs, expenses and damages which may be incurred by reason of any infringement at any time during the prosecution or after the completion of the work.

**J. PROGRAM ADMINISTRATION:**

The Galveston County Clerk Department will designate a Program Administrator that will manage the work to be performed under the resultant contract, who for the purpose of this bid is:

**Dwight Sullivan  
County Clerk  
600 59<sup>th</sup> Street, Suite 2001  
Galveston, TX 77551  
(409) 766-2210  
[dwight.sullivan@co.galveston.tx.us](mailto:dwight.sullivan@co.galveston.tx.us)**

The Galveston County Commissioners Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract, and that pricing meets the agreed upon pricing methodology as specified in the contract, and that funds are available.

**K. SPECIFICATIONS;**

All printing required under this agreement must be performed to the highest trade standards in regard to legibility, quality of paper stocks, inks, and other materials, and must fully satisfy any and all requirements, general or specific, of the Galveston

**REVISED SPECIAL PROVISIONS  
PREPARE & PRINT BALLOTS & ELECTION SUPPLIES  
GALVESTON COUNTY, TEXAS**

County Clerk's Office, the Texas Secretary of State and all applicable provisions of Vernon's Texas Codes Annotated Election Code.

All works required by this contract must be performed in a timely manner, as determined by Galveston County, including the preparation and delivery of any advance proofs, etc., as may be required by the Galveston County Clerk's Office. Non-compliance with this requirement shall be sufficient cause for termination of the agreement.

**L. DISASTERS & EMERGENCY RESPONSE:**

The Galveston County Commissioners' Court recognizes the vulnerability of Galveston County citizens and their communities to damage, injury, and loss of life and property resulting from disasters. Such events require 24/7 responses from emergency first responders, government employees, various elected and appointed officials, state and local representatives, and other emergency management personnel.

In an effort to satisfy cost reasonableness responsibilities and reimbursement initiatives in times of declared emergencies or disasters and their recovery efforts, the County of Galveston reserves the right to obtain additional quotes and current pricing information from the successful contractor and other contractors to perform the work as stated per the specifications listed herein and in the resultant contract. These services shall be solicited on the open market with the same specifications as listed herein and as stated in the resultant contract, however, may include scope changes due to the unknown status of the emergency. The County of Galveston reserves the right to utilize the most advantageous and cost effective solution(s) during the duration of the declared event and recovery period in an effort to relieve the taxpaying citizens of increased burden and financial hardship.

**M. PRICING:**

All pricing requested by this bid must be offered on the basis of delivery and shipping included in the bid price. FOB inside delivery to the Galveston County Clerk's Office, located at the Galveston County Justice Center, 600 59<sup>th</sup> Street, Suite 2001, Galveston, Texas 77551-4180.

Successful bidder must be registered to produce these materials, as per requirements of the Texas Election Code. For registration information, contact Geoffrey S. Connor, Texas Secretary of State @ 1-800-252-8683.

This invitation, accompanying bid form, and contract document when completed by vendor, constitute a legally binding offer and become the governing contract document between Galveston County and the successful bidder upon award of the bid. Galveston County hereby expressly reserves the right to reject any incomplete bid.

The bid award shall be based on, but not limited to the following factors: Delivery time, Galveston County evaluation of vendor to supply and perform, vendor reputation, vendor's past performance record with Galveston County or other counties, lowest qualified bid, and overall bid value.

Any bid which Galveston County "PICKS UP" at the U.S. Post Office with postage due will be refused and sent back to the vendor unopened. Should this occur and vendor misses the bid opening, Galveston County will not honor or recognize protest.

Quantities listed are approximate amounts only based on normal usage for the term of the contract. Galveston County will not be obligated to buy exact quantities listed. All orders will be issued on an "as required" basis.

Vendor must present evidence of certification by the Texas Secretary of State within 24 hours when requested by the County Clerk.

Vendor must provide ballot layout, ballot formatting and printing from a list of candidates, positions and/or propositions in the English language only. Vendor must provide bilingual translation.

**REVISED SPECIAL PROVISIONS  
PREPARE & PRINT BALLOTS & ELECTION SUPPLIES  
GALVESTON COUNTY, TEXAS**

Vendor to provide pricing for size, design, stock and ink suitable for processing paper mark-sense ballots to be automatically tabulated. Indicate price for printing one side and two sides of each ballot size.

Ballot requires registration tolerance of +.010/

Sample ballots (a facsimile copy of the official ballot) shall be provided. Ballots shall be labeled "Test Ballot". Said test ballot shall be suitable for processing for the purpose of testing the programming of the system for each paper maker-sense ballot format.

The ballot language, styles(s) and format(s) must meet all provisions of the Texas Election Code.

Galveston County will accept bids only from vendors who have printed ballots for Texas Counties using paper Hart Voting Optical Scan Ballots and are able to complete the entire order in-house (job-outs not allowed). Vendor must submit with their bid a statement attesting to their actual experience (list name, address, contact person and phone number) of three (3) or more clients in comparable Texas counties for whom ballots have been printed and successfully tabulated.

Prior to final printing, proof of each form of ballot shall be submitted to the County Clerk for approval at no charge to Galveston County.

Vendor must provide pricing for each format change and/or precinct chairman change. Galveston County acknowledges that unforeseen changes in ballot formatting and overall complexity of the ballot can affect the pricing structure. Vendor is required to alert the County Clerk as to any such change immediately. Such situations shall not affect the ballot unit price, but rather affect the total pricing of formatting.

Vendor must provide printed ballots in quantities requested by the County Clerk on or before the 30<sup>th</sup> day before the date of the election for which ballots are to be used, or as soon as practical. These quantities are to be packaged and labeled for election day precincts. Ballots should be packaged as requested by the Galveston County Clerk. Each package shall be numbered with precinct number, total number of ballots in package and number of packages per precinct (i.e. 1 of 3, 2 of 3, 3 of 3).

Packaging shall be as follows: Each individual box to contain the following information on the outside of the box: (2) total number of ballots enclosed and (3) indication whether official ballots, sample ballots and or test ballots enclosed.

Successful bidder shall be liable for all charges and costs incurred by the County of Galveston for failure to deliver the ballots and any expenses arising in conducting said elections caused by delay in delivery.

All ballots must be shipped FOB inside delivery to the County Clerk's Office, Galveston County Justice Center located at 600 59<sup>th</sup> Street, Suite 2001, Galveston, Texas 77551-4180, between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday. No ballots are to be shipped without prior notification to the County Clerk.

Samples of official ballots, test ballots, and sample ballots are available for review in the County Clerk's office during normal business hours (see above). These samples or photocopies may not be removed.

"Kits" or "sets" are pre-printed forms addressing various areas of the conduct and administration of elections as required by law (referenced V.T.C.A. Election Code). DRE Kits for Early Voting, Early Voting Ballot Board, Election Precincts and Central Counting will be purchased. Otherwise, County will purchase custom kits. Prices for custom kits are to be included. See Attachments A & B for list of items in custom kits for Early Voting and Election Precincts. If further explanation of content explanation of contents is required by bidder, the County Clerk's Office may be contacted at (409) 766-2205.

**REVISED SPECIAL PROVISIONS  
PREPARE & PRINT BALLOTS & ELECTION SUPPLIES  
GALVESTON COUNTY, TEXAS**

If there are any questions concerning ballot printing, programming, election kits or supplies, please contact the County Clerk, at the Galveston County Justice Center, 600 59<sup>th</sup> Street, Suite 2001, Galveston, Texas 77551-4180, (409) 766-2200.

All programs and services of Galveston County are offered on a nondiscriminatory basis without regard for race, color, national origin, age, sex, religion, marital status, handicap, or disability.

Please provide a list of references with phone numbers and addresses.

Please provide samples for evaluation of this bid.

**N. SPECIAL NOTE:**

The County of Galveston participates in a Procurement Card (P-Card) program that allows payments made to the vendor by credit card. This method normally results in substantially faster bill payments sometimes within three (3) to five (5) days of the actual transaction date. If your company will accept payment via credit card (Visa, Master Card), please notate this in your bid submittal.

**O. EXCEPTIONS**

Any exceptions to bid conditions should be listed on a separate sheet of paper, attached to bid submittal and submitted with bid at the specified date and time of bid opening.

*Page intentionally left blank*

*End of Special Provisions*



VERITY DRE-ED-17V2500

ITEM NUMBER	ITEM NAME	QTY
17-0860	# 1 Envelope	1
17-0861	# 2 Envelope	1
17-0862	# 3 Envelope	1
17-0868	# 4 Envelope	1
17-2426	Resonable-Eng	2
17-2427	Resonable-Spanish	2
17-2430	Notice of Total Voters	1
17-2434	Carrier Case Wire Seals	2
17-2441	Distance Markers	2
17-2442	Cell Phone Poster	2
17-2443	Photo ID Poster	2
17-3403	Badge - Presiding Judge	1
17-3404	Badge - Poll Watcher	1
17-3405	Badge - Election Judge	1
17-3406	Badge - Alternate Judge	1
17-3407	Badge - Election Clerk	1
17-3408	Stamp Pad - Red	1
17-3720	Request to Cancel Application Ballot by Mail	2
17-3722	Envelope Request to / Canceled Ballot	1
17-3836	Statement of Residence	5
17-3868	Key Envelope	1
17-4167	Returns	2
17-6102	Oath of Assistants and Interpreters	1
17-6344	Stamp - "VOTED"	1
17-8010	Notice to Provisional Voter	2
17-8011	Affidavit for Provisional Ballot Envelope - Green	5
17-8012	List of ID Voter	1
17-8013	List of Provisional Voters	1
17-8014	Envelope for Provisional Ballot Affidavit Envelopes A/R	2
17-8017	Summary of Provisional Ballots	1
17-8018	Verification of Provisional Ballots and Serial Numbers	1
17-8020	Voter Information Poster	2
17-8021	Secrecy Envelope	5
17-8022	Voter Complaint	2
17-9318	Statement of Oaths / Compensation	1
17-9430	Instructions - Combination Form	1
17-9434	Combination Forms	16
17-9904	Outside Box	1
17-9980	Registration Omissions List	1
17V1000	Ballot & Seal	1
17V1001	Numbered Booth Pages	1
17V1501	Spoiled Ballot Log	1
17V1600	Daily Device Reports Envelope	1
17V1605	Reconciliation Log/Main Envelope - ED (DRE)	1
2001-509	Thermal Paper Roll - White	1

VERITY DRE-EV-17V3500

ITEM NUMBER	ITEM NAME	QTY
17-0860	# 1 Envelope	1
17-0861	# 2 Envelope	1
17-0862	# 3 Envelope	1
17-0868	# 4 Envelope	1
17-2426	Resonable-Eng	2
17-2427	Resonable-Spanish	2
17-2434	Carrier Case Wire Seals	2
17-2441	Distance Markers	2
17-2442	Cell Phone Poster	2
17-2443	Photo ID Poster	2
17-2444	Place of Early Voting Sign	1
17-3403	Badge - Presiding Judge	1
17-3404	Badge - Poll Watcher	1
17-3405	Badge - Election Judge	1
17-3406	Badge - Alternate Judge	1
17-3407	Badge - Election Clerk	1
17-3408	Stamp Pad - Red	1
17-3714	Early Voting Combination Forms	15
17-3720	Request to Cancel Application Ballot by Mail	2
17-3722	Envelope Request to / Canceled Ballot	1
17-3836	Statement of Residence	5
17-3868	Key Envelope	1
17-4167	Returns	2
17-6102	Oath of Assistants and Interpreters	1
17-6260	<b>Poll list 173753 or 176260</b>	3
17-6344	Stamp - "VOTED"	1
17-8010	Notice to Provisional Voter	2
17-8011	Affidavit for Provisional Ballot Envelope - Green	5
17-8012	List of ID Voter	1
17-8014	Envelope for Provisional Ballot Affidavit Envelopes A/R	2
17-8016	Early Voting List of Provisional Voters	1
17-8017	Summary of Provisional Ballots	1
17-8018	Verification of Provisional Ballots and Serial Numbers	1
17-8020	Voter Information Poster	2
17-8021	Secrecy Envelope	5
17-8022	Voter Complaint	2
17-9042	Early Voting Booth Seal for Serial Number Log	1
17-9318	Statement of Oaths / Compensation	1
17-9430	Instructions - Combination Form	1
17-9904	Outside Box	1
17-9980	Registration Omissions List	1
17V1000	Ballot & Seal	1
17V1001	Numbered Booth Pages	1
17V1501	Spoiled Ballot Log	1

17V1600	Daily Device Reports Envelope	12
17V1603	Reconciliation Log/Main Envelope - EV (DRE)	1
2001-509	Thermal Paper Roll - White	1

**176260 or 173753**  
**Depending on elec**

VERITY ADMINSTRATIVE KIT-17V1800

ITEM NUMBER	ITEM NAME	QTY
17-1078	Certificate of Election	3
17-2464	Writ of Election	2
17-2576	Oath of Office	3
17-2580	Pre-Oath Statement by Officer Elect	3
17-2734	Seal Log	2
17-3396	Ballot Transmittal Forms for Early Voting	1
17-3705	Notice of Defective Application for Ballot by Mail	2
17-4028	Notice of Drawing for Place	1
17-4136	Order of Election	1
17-4140	Notice of Election / 174138 Record of Posting	1
17-4148	Summary of Returns	1
17-4167	Returns	2
17-6108	Seal Serial Number List	2
17-9008	Ballot & Seal Certificate-Scan & Controller	1
17-9027	Out of Service Equipment Tag	3
17-9305	Central Count Outside Envelope	1
17-9318	Statement of Oaths / Compensation	1
17-9330	Test Certificate	1
17-9982	Record of Ballot Distribution	1
17-9986	Notice of Test	1
17V1000	Ballot & Seal Certificate - Controller	1
17V1002	Ballot & Seal Certificate-Scan & Touch	
17V1500	vDrive Tracking Log	1
17V1502	DRE Allocation Log	2
17V1503	Absentee Replacement Ballot Log	1
17V1601	vDrive Transfer Envelope	2
17V1606	LAT Log Envelope	1

**LINE ITEM DETAIL**

BID #: B202019  
 OPEN: 09/10/2020  
 2:30 PM

**Prepare & Print Ballots & Election Supplies**

**GALVESTON COUNTY, TEXAS**

**VENDOR**

Item No.	Product Code	Description	Quantity	Units	Catalog #	Unit Price	Extended Price
0001	60000	BALLOTS	25000	EA		\$ _____	\$ _____
0002	60000	BALLOTS	50000	EA		\$ _____	\$ _____
0003	60000	BALLOTS	75000	EA		\$ _____	\$ _____
0004	60000	BALLOTS	100000	EA		\$ _____	\$ _____
0005	60000	CUSTOMIZED EARLY VOTING ELECTION KITS PAPER & ELECTRONIC (SEE ATTACHMENT A)	1	EA		\$ _____	\$ _____
0006	60000	CUSTOMIZED ELECTION DAY KITS PAPER & ELECTRONIC (SEE ATTACHMENT B)	20	EA		\$ _____	\$ _____

**LINE ITEM DETAIL**

**BID #: B202019**  
**OPEN: 09/10/2020**  
**2:30 PM**

**Prepare & Print Ballots & Election Supplies**

**GALVESTON COUNTY, TEXAS**

**VENDOR**

<b>Item No.</b>	<b>Product Code</b>	<b>Description</b>	<b>Quantity</b>	<b>Units</b>	<b>Catalog #</b>	<b>Unit Price</b>	<b>Extended Price</b>
0007	60000	CUSTOMIZED ELECTION DAY KITS PAPER & ELECTRONIC (SEE ATTACHMENT B)	40	EA		\$ _____	\$ _____
0008	60000	CUSTOMIZED ELECTION DAY KITS PAPER & ELECTRONIC (SEE ATTACHMENT B)	60	EA		\$ _____	\$ _____
0009	60000	CUSTOMIZED ELECTION DAY KITS PAPER & ELECTRONIC (SEE ATTACHMENT B)	80	EA		\$ _____	\$ _____
0010	60000	CUSTOMIZED ELECTION DAY KITS PAPER & ELECTRONIC ONLY (SEE ATTACHMENT B)	100	EA		\$ _____	\$ _____
0011	60000	CUSTOMIZED EARLY VBOTING ELECTION DAY KIT ELECTRONIC ONLY (SEE ATTACHMENT C)	1	EA		\$ _____	\$ _____

**LINE ITEM DETAIL**

BID #: B202019  
 OPEN: 09/10/2020  
 2:30 PM

**Prepare & Print Ballots & Election Supplies**

**GALVESTON COUNTY, TEXAS**

**VENDOR**

Item No.	Product Code	Description	Quantity	Units	Catalog #	Unit Price	Extended Price
0012	60000	8 1/2" X 11" OFFICIAL BALLOT STOCK BALLOT PAPER	1	EA		\$ _____	\$ _____
0013	60000	8 1/2" X 14" OFFICIAL BALLOT STOCK BALLOT PAPER	1	EA		\$ _____	\$ _____
0014	60000	8 1/2" X 17" OFFICIAL BALLOT STOCK BALLOT PAPER	1	EA		\$ _____	\$ _____
0015	60000	BALLOTS PRINTED	25000	EA		\$ _____	\$ _____
0016	60000	BALLOTS PRINTED	50000	EA		\$ _____	\$ _____

**LINE ITEM DETAIL**

BID #: B202019  
 OPEN: 09/10/2020  
 2:30 PM

**Prepare & Print Ballots & Election Supplies**

**GALVESTON COUNTY, TEXAS**

**VENDOR**

Item No.	Product Code	Description	Quantity	Units	Catalog #	Unit Price	Extended Price
0017	60000	BALLOTS PRINTED	75000	EA		\$ _____	\$ _____
0018	60000	BALLOTS PRINTED	100000	EA		\$ _____	\$ _____
0019	60000	EARLY VOTING SETS 1-10	10	EA		\$ _____	\$ _____
0020	60000	EARLY VOTING SETS 11-24	24	EA		\$ _____	\$ _____
0021	60000	ELECTION DAY SETS 1-1	10	EA		\$ _____	\$ _____
0022	60000	ELECTION DAY SETS 11-24	24	EA		\$ _____	\$ _____



**LINE ITEM DETAIL**

BID #: B202019  
 OPEN: 09/10/2020  
 2:30 PM

**Prepare & Print Ballots & Election Supplies**

**GALVESTON COUNTY, TEXAS**

**VENDOR**

Item No.	Product Code	Description	Quantity	Units	Catalog #	Unit Price	Extended Price
0023	60000	ELECTION DAY SETS 25-49	49	EA		\$ _____	\$ _____
0024	60000	ELECTION DAY SETS 50-OVER	50	EA		\$ _____	\$ _____
0025	60000	BALLOT ENVELOPE-MAIL ABSENTEE	1	EA		\$ _____	\$ _____
0026	60000	CARRIER ENVELOPE-MAIL ABSENTEE	1	EA		\$ _____	\$ _____
0027	60000	ENVELOPE MAIL ABSENTEE BALLOT-GREEN	1	EA		\$ _____	\$ _____
0028	60000	JACKET ENVELOPE-GOLDENROD-MAIL ABSENTEE	1	EA		\$ _____	\$ _____

**LINE ITEM DETAIL**

**BID #: B202019**  
**OPEN: 09/10/2020**  
**2:30 PM**

**Prepare & Print Ballots & Election Supplies**

**GALVESTON COUNTY, TEXAS**

**VENDOR**

Item No.	Product Code	Description	Quantity	Units	Catalog #	Unit Price	Extended Price
0029	60000	APPLICATION FOR ABSENTEE BY MAIL	1	EA		\$ _____	\$ _____
0030	60000	ENVELOPE MAIL TO FPCA VOTER-ABSENTEE	1	EA		\$ _____	\$ _____
0031	60000	CARRIER ENVELOPE FOR FPCA VOTER-ABSENTEE	1	EA		\$ _____	\$ _____
0032	60000	ENVELOPE FOR PROVISIONAL BALLOTS AFFIDAVIT	1	EA		\$ _____	\$ _____
0033	60000	SECURITY ENVELOPE FOR PROVISIONAL BALLOTS	1	EA		\$ _____	\$ _____
0034	60000	STATEMENT OF RESIDENCE	1	EA		\$ _____	\$ _____

**LINE ITEM DETAIL**

BID #: B202019  
 OPEN: 09/10/2020  
 2:30 PM

**Prepare & Print Ballots & Election Supplies**

**GALVESTON COUNTY, TEXAS**

**VENDOR**

Item No.	Product Code	Description	Quantity	Units	Catalog #	Unit Price	Extended Price
0035	60000	POLL LISTS FOR ELECTION DAY	1	EA		\$	\$
0036	60000	CARRIER CASE WIRE SEALS (RED)	1	EA		\$	\$
0037	60000	EARLY BOTING COMBINATION FORMS	1	EA		\$	\$
0038	60000	EARLY VOTE BALLOT BOARD SET 1-10	1	EA		\$	\$
0039	60000	PAPER ROLLS FOR	1	EA		\$	\$
0040	60000	SIGNATURE ROSTER	1	EA		\$	\$

**LINE ITEM DETAIL**

**BID #: B202019**  
**OPEN: 09/10/2020**  
**2:30 PM**

**Prepare & Print Ballots & Election Supplies**

**GALVESTON COUNTY, TEXAS**

**VENDOR**

<b>Item No.</b>	<b>Product Code</b>	<b>Description</b>	<b>Quantity</b>	<b>Units</b>	<b>Catalog #</b>	<b>Unit Price</b>	<b>Extended Price</b>
0041	60000	BATTERIES FOR	100	EA		\$ _____	\$ _____
<b>Extended Price Total of all Items: \$ _____</b>							



**THE COUNTY OF GALVESTON**

**RUFUS G. CROWDER, CPPO, CPPB**  
PURCHASING AGENT

**GWEN MCLAREN, CPPB**  
ASST. PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

September 4, 2020

**PROJECT NAME: Prepare & Print Ballots & Election Supplies**

**SOLICITATION NO: B202019**

**RE: ADDENDUM #2**

To All Prospective Bidders:

The following information is being provided to aid in preparation of your bid submittal(s):

**OPENING DATE:**

**Bid #B202019, Prepare & Print Ballots & Election Supplies scheduled to be opened on Thursday, September 10, 2020 at 2:30 P.M has been re-scheduled.**

The new deadline for submitting a bidl is as follows:

**Date: Thursday, September 17, 2020**  
**Time: 2:30 P.M.**

As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB  
Galveston County Purchasing Agent  
722 Moody, Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
E-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)

If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,

A handwritten signature in black ink that reads "Rufus Crowder" with a stylized "RD" above the name.

Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County



## THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB  
PURCHASING AGENT

GWEN MCLAREN, CPPB  
ASST. PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

September 10, 2020

**PROJECT NAME:** Prepare & Print Ballots & Election Supplies

**SOLICITATION NO:** B202019

**Re:** ADDENDUM #3

To All Prospective Proposers:

The following information is being provided to aid in preparation of your bid submittal(s):

**Question #1:** *Addendum 1 includes revised Verity Election Day and Verity Early Voting Kits and revised Line Item Detail pages. However, the Revised Line Item Detail pages refer to customized election kits (Attachments A, B, and C) which were not included in Addendum 1 and contain outdated HVS items. Question: Does the County wish proposers to bid on Customized Election Kits (Attachments A-C)? Is so, please provide revised Customized Election Kits (Attachments A-C).*

**Response:** Customized Election Kits will not be needed as a result of this solicitation.

**Question #2:** *Additionally, the Revised Line Item Detail pages refer to "Early Voting Sets" and "Election Day Sets". Question: Do these items refer to "VERITY DRE-ED-17V2500" and "VERITY DRE-EV-17V3500" RESPECTIVELY?*

**Response:** The items do refer to both Early Voting Sets and Election Day Sets.


As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB  
Galveston County Purchasing Agent  
722 Moody, Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
E-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)

If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County