

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE



Cecil Moore, Director



REQUEST FOR QUOTE NUMBER: 11CR79668C
WILL BE RECEIVED UNTIL 2:00 P.M. AUGUST 16, 2011

DESCRIPTION: ABSENTEE ENVELOPES/ REGISTRATION AND ELECTIONS

Quotes must be submitted electronically using our on-line Vendor Self Service system at www.fultonvendoreselfservice.co.fulton.ga.us. You must be a registered vendor in order to respond to quotes.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

CONTACT NAME: CYNTHIA RICHARDSON	E-Mail Address : cynthia.richardson@fultoncountyga.gov	Telephone Number 404-612-6959
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All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

Company Name:

Company Address:

City	State	Zip Code
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Telephone Number:	Fax Number:	E-Mail Address:
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RESPONSES MUST BE SUBMITTED ON-LINE AT www.fultonvendoreselfservice@co.fultonga.us BY THE TIME AND DATE INDICATED.

Person submitting QUOTE: (Please Print)	Date
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Title

*Signature of the person submitting QUOTE:

*The individual submitting this e-quote must have binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

**REQUEST FOR QUOTE
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses must be submitted for quotes on-line via the Vendor Self Service system at:
<https://fultonvendorselfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to quotes must be received no later than 2:00 p.m. on the date indicated.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
5. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
6. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
7. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
8. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent

product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.
11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized

alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.

18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

REQUEST FOR QUOTE SPECIFICATIONS
Quote Number: 11CR79668C
Opening Date: AUGUST 16, 2011 AT 2:00 P.M. EST

ABSENTEE ENVELOPES
REGISTRATION AND ELECTIONS

1. DESCRIPTION

The Fulton County Department of Purchasing & Contract Compliance is soliciting quotes from qualified vendors to provide Absentee Envelopes for the Fulton County Registration and Elections Department.

2. CONTACT PERSON

Please contact Cynthia Richardson, Procurement Officer, at (404) 612-6959 or by e-mail cynthia.richardson@fultoncountyga.gov, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website (www.fultonvendorselfservice.co.fulton.ga.us). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

3. PRODUCT/SERVICE SPECIFICATIONS: ABSENTEE ENVELOPES

4. PRICING SHEETS:

- 1. Yellow envelope 5.5x9 inches, 1 ¼ inch flap, 24 lbs. black print**
- 2. White envelope 6x9.5 inches, 1 ¼ inch flap, 24 lbs, black print**
- 3. Yellow envelope 5.5x9 inches, 1 ¼ inch flap, 24 lbs. red print**
- 4. White envelope 6x9.5 inches, 1 ¼ inch flap, 24 lbs, red print**

Item	Qty	DESCRIPTION	Total Price
001	15,000	Yellow envelope 5.5x9 inches, 1¼ inch flap 24 lbs w/black print	
002	15,000	White envelope 6x9.5 inches, 1 ¼ inch flap, 24 lbs w/black print	
003	1,000	White envelope 6x9.5 inches , 1 ¼ inch flap, 24 lbs w/red print	
004	1,000	Yellow envelope 5.5x9 inches, 1 ¼ inch flap 24 lbs w/red print	

5. SPECIAL CONDITIONS/INSTRUCTIONS

- a. Oath of Elector should be printed over the flap as shown in attachment 2. The Oath of Elector to be printed on these envelopes is included as Attachment 3. Mailing address and bar-coding will be provided by Fulton County. Leave this area blank. Inner flap should read "Thank You for Voting"
- b. Must have angled opening as specified on Attachment 1. Mailing address and bar-coding will be provided by Fulton County. Leave this area blank.
- c. Printing on Military Envelopes both Inner and Outer should be red.

***Please Note: Samples of envelopes may be viewed in the Fulton County Purchasing Department. Please call 404-612-6959 or 404-612-5823 if interested.**

6. INSURANCE AND RISK MANAGEMENT PROVISIONS: N/A

ABSENTEE ENVELOPE SPECIFICATIONS

OUTER MAILING ENVELOPE – Civilian

Color: White
Dimensions: 6 x 9.5 inches, 1 ¼ in flap
Weight: 24 lbs
Print Color: Black
Printing: As shown on Attachment 1
Quantity: 15,000

Special Instructions: Must have angled opening as specified on the Attachment 1.
Mailing address and barcoding will be provided by Fulton County. Leave this area blank.

INNER RETURN ENVELOPE – Civilian

Envelope Color: Yellow
Dimensions: 5.5 x 9 inches, 1 ¼ in flap
Weight: 24 lbs
Print Color: Black
Printing: As shown on Attachment 2
Quantity: 15,000

Special Instructions: Oath of Elector should be printed over the flap as shown in Attachment 2. The Oath of Elector to be printed on these envelopes is included as Attachment 3. Mailing address and barcoding will be provided by Fulton County. Leave this area blank. Inner flap should read “Thank you for Voting”

ABSENTEE ENVELOPE SPECIFICATIONS

OUTER MAILING ENVELOPE –Military

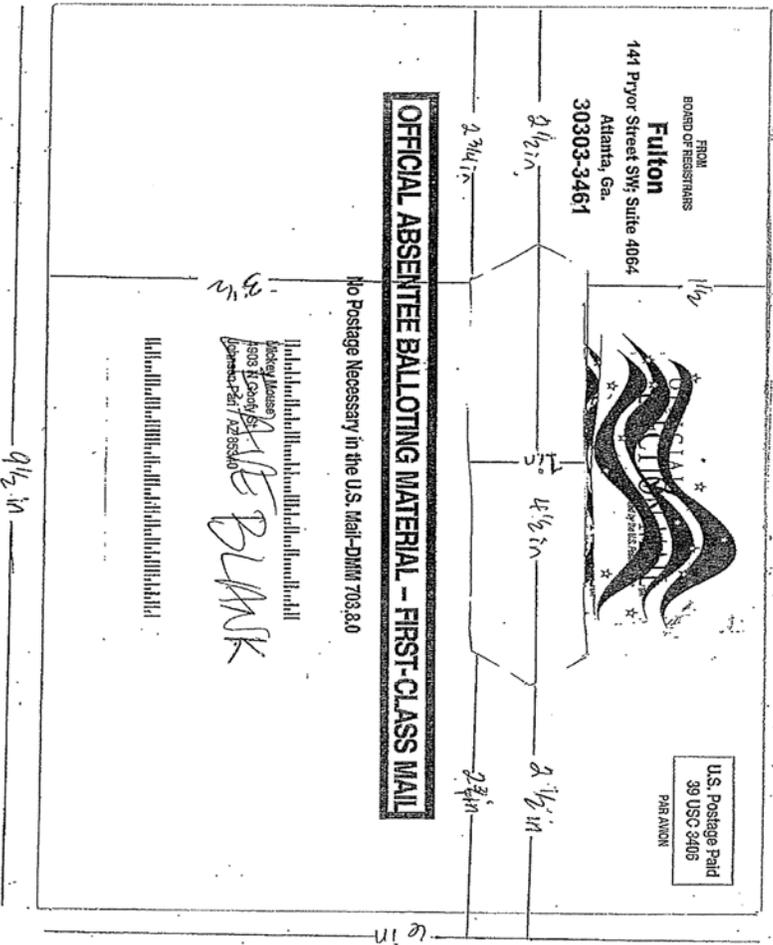
Color: White
Dimensions: 6 x 9.5 inches, 1 ¼ in flap
Weight: 24 lbs
Print Color: Red
Printing: As shown on Attachment 1
Quantity: 1,000

Special Instructions: Must have angled opening as specified on the Attachment 1.
Mailing address and barcoding will be provided by Fulton County. Leave this area blank.

INNER RETURN ENVELOPE – Military

Envelope Color: Yellow
Dimensions: 5.5 x 9 inches, 1 ¼ in flap
Weight: 24 lbs
Print Color: Red
Printing: As shown on Attachment 2
Quantity: 1,000

Special Instructions: Oath of Elector should be printed over the flap as shown in Attachment 2. The Oath of Elector to be printed on these envelopes is included as Attachment 4. Mailing address and barcoding will be provided by Fulton County. Leave this area blank. Inner flap should read “Thank you for Voting”



OUTER MAILING ENVELOPE - FRONT

Attachment 1,

INNER RETURN ENVELOPE - BACK

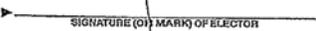
Attachment 2 BACK

OATH OF ELECTOR

I, the undersigned, do swear (or affirm), under penalty of perjury, that I am: 1) a member of the Uniformed Services or merchant marine on active duty; or an eligible spouse or dependent of such member; or, a U.S. citizen temporarily residing outside the U.S.; or, other U.S. citizen residing outside the U.S.; and 2) I am a U.S. citizen, at least 18 years of age (or will be by the date of the election), and I am eligible to vote in the requested jurisdiction; and 3) I have not been convicted of a felony, or other disqualifying offense, or been adjudicated mentally incompetent, or, if so, my voting rights have been reinstated; and 4) I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., except the jurisdiction cited in this voting form; and 5) I am a citizen of the State of Georgia; that my residence address is

(No. R.F.D., Street or Road) _____ In the County of _____
 (City) (State) (Zip) _____ that the date of my birth is _____
 (Month and day) _____; that I possess the qualifications of an elector required by the laws of the State of Georgia.

I understand that the offer or acceptance of money or any other object of value to vote for any particular candidate, list of candidates, issue, or list of issues included in this election constitutes an act of voter fraud and is a felony under Georgia law, O.C.G.A. Section 21-2-384(c), and O.C.G.A. Section 21-2-570.

Sign here:  SIGNATURE (OR) MARK OF ELECTOR

OATH OF PERSON ASSISTING ELECTOR (IF ANY)

I, the undersigned, do swear (or affirm) that I assisted the above-named elector in marking such elector's absentee ballot as such elector personally communicated such elector's preference to me, and that such elector is entitled to receive assistance in voting under provisions of subsection (e) of Code Section 21-2-109.

This, the _____ day of _____, 20____

Signature of person assisting elector-relationship _____

Reason for assistance (Check appropriate square):
 Elector is unable to read the English language.
 Elector requires assistance due to physical disability.

CAUTION: "Any voter who requires assistance to vote by reason of blindness, disability, or inability to read or write may be given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer or officer or agent of the voter's union." 42 U.S.C. 19732a-6.

PENALTIES: Georgia law provides that any person who knowingly falsifies information so as to vote illegally by absentee ballot, or who illegally gives or receives assistance in voting as specified in Code Sections 21-2-968, 21-2-973, or 21-2-570, shall be guilty of a felony.

(This box for office use only)

Date and Time Received: _____
 Certified and Approved: _____ (Signature of Registrar)

STOP

Have you signed the oath?
 Have you placed your ballot in the white envelope and sealed it?
 Have you affixed sufficient postage?


 Hickey House
 4803 Georgia St
 Johnson Park AZ 85340
 60272002501401

116

116

OATH OF ELECTOR

I, the undersigned, do swear (or affirm) that I am a citizen of the United States and of the State of Georgia; that my residence address is _____

(No., R.F.D., Street or Road)

_____ in the County of _____, that the

(City) (State) (Zip)

date of my birth is _____; that I possess the qualifications of an elector required by the laws of
(Month and Day)

the State of Georgia; that I am entitled to vote in the precinct containing my residence or, in the case of a permanent overseas elector entitled to vote in Georgia, my former residence in the primary or election in which this ballot is to be cast; that I am eligible to vote by absentee ballot; that I have not marked or mailed any other absentee ballot, nor will I mark or mail another absentee ballot for voting in such primary or election; nor shall I vote therein in person and that I have read and understand the instructions accompanying this ballot; and that I have carefully complied with such instructions in completing this ballot.

I understand that the offer or acceptance of money or any other object of value to vote for any particular candidate, list of candidates, issue or list of issues included in this election constitutes an act of voter fraud and is a felony under Georgia law. O.C.G.A. Section 21-2-384(c), and O.C.G.A. Section 21-2-570.

Sign Here: _____

SIGNATURE OR MARK OF ELECTOR

OATH OF PERSON ASSISTING ELECTOR (IF ANY)

I, the undersigned, do swear (or affirm) that I assisted the above named elector in marking such elector's absentee ballot as such elector personally communicated such elector's preference to me, and that by reason of disability such elector is entitled to receive assistance in voting under provisions of subsection (a) of Code Section 21-2-409.

This, the _____ day of _____, 20_____.

SIGNATURE OF PERSON ASSISTING ELECTOR-RELATIONSHIP

Reason for assistance (check appropriate square):

- Elector is unable to read the English language.
- Elector requires assistance due to physical disability.

CAUTION: A physically disabled or illiterate elector may receive assistance in preparing his or her ballot from one of the following: any elector who is qualified to vote in the same county or municipality as the disabled or illiterate elector; an attendant care provider or a person providing attendant care; or the mother, father, grandparent, aunt, uncle, brother, sister, spouse, son, daughter, niece, nephew, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, or sister-in-law of the disabled or illiterate elector. The person rendering assistance to the elector in preparing the ballot shall sign the oath printed on the same envelope as the oath to be signed by the elector. If the disabled or illiterate elector is sojourning outside his or her own county or municipality, a notary public of the jurisdiction may give such assistance and shall sign the oath printed on the same envelope as the oath to be signed by the elector. No person shall assist more than ten such electors in any primary, election, or runoff in which there is no federal candidate on the ballot.

PENALTIES: Georgia law provides that any person who knowingly falsifies information so as to vote illegally by absentee ballot, or who illegally gives or receives assistance in voting as specified in Code Sections 21-2-568, 21-2-573, or 21-2-579, shall be guilty of a felony.

(This box for office use only.)

Date and Time Received: _____

Certified and Approved: _____

(Signature of Registrar)

Form: 11-07-B-GA-1

Attachment 3

OATH OF ELECTOR

I, the undersigned, do swear (or affirm), under penalty of perjury, that I am: 1) a member of the Uniformed Services or Merchant Marine on active duty; or an eligible spouse or dependent of such member or a U.S. Citizen temporarily residing outside the U.S. or other U.S. citizen residing outside the U.S. and 2) I am a U.S. Citizen, at least 18 years of age (or will be by the date of the election) and I am eligible to vote in the requested jurisdiction and 3) I have not been convicted of a felony, or other disqualifying offense or been adjudicated mentally incompetent or if so, my voting rights have been reinstated and 4) I am not registering, requesting a ballot or voting in any other jurisdiction in the U.S., except the jurisdiction cited in this voting form and 5) I am a citizen of the State of Georgia; that my residence address is:

_____ (no., R.D.R., Street or Road) (City) (State) (Zip)

in the County of _____, that the date of my birth is _____; that I possess the (Month and Day) qualifications of an elector required by the laws of the State of Georgia.

I understand that the offer or acceptance of money or any other object of value to vote for any particular candidate, list of candidates, issue or list of issues included in this election constitutes an act of voter fraud and is a felony under Georgia law. O.C.G.A. Section 21-2-384(c), and O.C.G.A. Section 21-2-570.

Sign Here: _____ SIGNATURE OR MARK OF ELECTOR

OATH OF PERSON ASSISTING ELECTOR (IF ANY)

I, the undersigned, do swear (or affirm) that I assisted the above-named elector in marking such elector's absentee ballot as such elector personally communicated such elector's preference to me and that by reason of disability such elector is entitled to receive assistance in voting under provisions of subsection (a) of Code Section 21-2-409.

This, the _____ day of _____, 20_____.

_____ SIGNATURE OF PERSON ASSISTING ELECTOR-RELATIONSHIP

Reason for assistance (check appropriate square):

- Elector is unable to read the English language.
- Elector requires assistance due to physical disability.

CAUTION: A physically disabled or illiterate elector may receive assistance in preparing his or her ballot from one of the following: any elector who is qualified to vote in the same county or municipality as the disabled or illiterate elector; an attendant care provider or a person providing attendant care; or the mother, father, grandparent, aunt, uncle, brother, sister, spouse, son, daughter, niece, nephew, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, or sister-in-law of the disabled or illiterate elector. The person rendering assistance to the elector in preparing the ballot shall sign the oath printed on the same envelope as the oath to be signed by the elector. If the disabled or illiterate elector is sojourning outside his or her own county or municipality, a notary public of the jurisdiction may give such assistance and shall sign the oath printed on the same envelope as the oath to be signed by the elector. No person shall assist more than ten such electors in any primary, election, or runoff in which there is no federal candidate on the ballot.

PENALTIES: Georgia law provides that any person who knowingly falsifies information so as to vote illegally by absentee ballot, or who illegally gives or receives assistance in voting as specified in Code Sections 21-2-568, 21-2-573 or 21-2-579, shall be guilty of a misdemeanor.

(This box for office use only.)
Date and Time Received: _____
Certified and Approved: _____
(Signature of Registrar)

Attachment 4