

INVITATION TO BID

ITB #180000040



RETURN THIS BID TO THE ISSUING OFFICE AT:

Office of the Lieutenant Governor
Division of Elections
C/O Steve Davis
240 Main Street, Suite 300
Juneau, Alaska 99811-0001

THIS IS NOT AN ORDER

DATE ITB ISSUED: February 22, 2018

ITB TITLE: TYPESETTING, LAYOUT, PRINTING, BINDING, MAILING, DELIVERY AND DISTRIBUTION OF THE 2018 BALLOT MEASURE PAMPHLET (BMP) AND THE 2018 OFFICIAL ELECTION PAMPHLET (OEP)

SEALED BIDS MUST BE SUBMITTED TO THE DIVISION OF ELECTIONS OFFICE FROM WHICH THEY WERE ISSUED AND MUST BE TIME AND DATE STAMPED BY THE PURCHASING SECTION PRIOR TO 10:00 A.M. ALASKA TIME, ON MARCH 15, 2018 AT WHICH TIME THEY WILL BE PUBLICLY OPENED.

DELIVERY LOCATION: Office of the Lieutenant Governor, Division of Elections
C/O Steve Davis
240 Main Street, Suite 300
Juneau, AK 99811-0001

F.O.B. POINT: FINAL DESTINATION

IMPORTANT NOTICE: If you received this solicitation from the State's "Online Public Notice" web site, you must register with the Procurement Officer listed on this document to receive notification of subsequent amendments. Failure to contact the Procurement Officer may result in the rejection of your offer.

BIDDER'S NOTICE: By signature on this form, the bidder certifies that:

- (1) the bidder has a valid Alaska business license, or will obtain one prior to award of any contract resulting from this ITB. If the bidder possesses a valid Alaska business license, the license number must be written below or one of the following forms of evidence must be submitted with the bid:
 - a canceled check for the business license fee;
 - a copy of the business license application with a receipt date stamp from the State's business license office;
 - a receipt from the State's business license office for the license fee;
 - a copy of the bidder's valid business license;
 - a sworn notarized statement that the bidder has applied and paid for a business license;
- (2) the price(s) submitted was arrived at independently and without collusion and that the bidder is complying with:
 - the laws of the State of Alaska;
 - the applicable portion of the Federal Civil Rights Act of 1964;
 - the Equal Employment Opportunity Act and the regulations issued thereunder by the State and Federal Government; and
 - all terms and conditions set out in this Invitation to Bid (ITB).

If a bidder fails to comply with (1) at the time designated in the ITB for opening the state will disallow the Alaska Bidder Preference. If a bidder fails to comply with (2) of this paragraph, the state may reject the bid, terminate the contract, or consider the contractor in default. Bids must be also submitted under the name as appearing on the bidder's current Alaska business license in order to receive the Alaska Bidder Preference.

A handwritten signature of Steve Davis in black ink.

Steve Davis
Contracting Officer

steve.davis@alaska.gov

TELEPHONE NUMBER
907.465.3898

COMPANY SUBMITTING BID

AUTHORIZED SIGNATURE

PRINTED NAME

DATE

*DOES YOUR BUSINESS QUALIFY FOR THE ALASKA BIDDER PREFERENCE?

[] YES [] NO

*DOES YOUR BUSINESS QUALIFY FOR THE ALASKA VETERAN PREFERENCE?

[] YES [] NO

*SEE ITB FOR EXPLANATION OF CRITERIA TO QUALIFY

E-MAIL ADDRESS

ALASKA BUSINESS LICENSE NUMBER

FEDERAL TAX ID NUMBER

TELEPHONE NUMBER

STANDARD TERMS AND CONDITIONS

INSTRUCTIONS TO BIDDERS:

1. INVITATION TO BID (ITB) REVIEW: Bidders shall carefully review this ITB for defects and questionable or objectionable material. Bidders' comments concerning defects and questionable or objectionable material in the ITB must be made in writing and received by the purchasing authority at least ten (10) days before the bid opening date. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective bid, upon which award cannot be made, and the resultant exposure of bidders' prices. Bidders' original comments should be sent to the purchasing authority listed on the front of this ITB.

2. BID FORMS: Bidders shall use this and attached forms in submitting bids. A photocopied bid may be submitted.

3. SUBMITTING BIDS: Envelopes containing bids must be sealed, marked, and addressed as shown in the example below. Do not put the ITB number and opening date on the envelope of a request for bid information. Envelopes with ITB numbers annotated on the outside will not be opened until the scheduled date and time.

<p>Bidder's Return Address: Office of the Lieutenant Governor</p> <p>Division of Elections C/O Steve Davis 240 Main Street, Suite 300 Juneau, AK 99811-0001</p> <p>ITB No.: 180000040</p> <p>Opening Date: <u>March 15, 2018</u></p>

4. PRICES: The bidder shall state prices in the units of issue on this ITB. Prices quoted for commodities must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices quoted for services must be quoted in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost. Prices quoted in bids must be exclusive of federal, state, and local taxes. If the bidder believes that certain taxes are payable by the State, the bidder may list such taxes separately, directly below the bid price for the affected item. The State is exempt from Federal Excise Tax except the following:

- Coal - Internal Revenue Code of 1986 (IRC), Section 4121 - on the purchase of coal;
- "Gas Guzzler" - IRC, Section 4064 - on the purchase of low m.p.g. automobiles, except that police and other emergency type vehicles are not subject to the tax;
- Air Cargo - IRC, Section 4271 - on the purchase of property transportation services by air;
- Air Passenger - IRC, Section 4261 - on the purchase of passenger transportation services by air carriers.
- Leaking Underground Storage Tank Trust Fund Tax (LUST) - IRC, Section 4081 - on the purchase of Aviation gasoline, Diesel Fuel, Gasoline, and Kerosene.

5. VENDOR TAX ID NUMBER: If goods or services procured through this ITB are of a type that is required to be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the State of Alaska before payment will be made.

6. FILING A PROTEST: A bidder may protest the award of a contract or the proposed award of a contract for supplies, services, or professional services. The protest must be filed in writing and include the following information: (1) the name, address, and telephone number of the protester; (2) the signature of the protester or the protester's representative; (3) identification of the contracting agency and the solicitation or contract at issue; (4) a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) the form of relief requested. Protests will be treated in accordance with Alaska Statutes (AS) 36.30.560-36.30.610.

CONDITIONS:

1. AUTHORITY: This ITB is written in accordance with AS 36.30 and 2 AAC 12.

2. COMPLIANCE: In the performance of a contract that results from this ITB, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws; be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and borough taxes.

3. SUITABLE MATERIALS, ETC.: Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.

4. SPECIFICATIONS: Unless otherwise specified in the ITB, product brand names or model numbers specified in this ITB are examples of the type and quality of product required, and are not statements of preference. If the specifications describing an item conflict with a brand name or model number describing the item, the specifications govern. Reference to brand name or number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.

5. FIRM OFFER: For the purpose of award, offers made in accordance with this ITB must be good and firm for a period of ninety (90) days from the date of bid opening.

6. EXTENSION OF PRICES: In case of error in the extension of prices in the bid, the unit prices will govern; in a lot bid, the lot prices will govern.

7. BID PREPARATION COSTS: The State is not liable for any costs incurred by the bidder in bid preparation.

8. CONSOLIDATION OF AWARDS: Due to high administrative costs associated with processing of purchase orders, a single low bid of \$50 or less may, at the discretion of the State, be awarded to the next low bidder receiving other awards for consolidation purposes. This paragraph is not subject to the protest terms enumerated in "INSTRUCTION TO BIDDERS", "FILING A PROTEST" above.

9. CONTRACT FUNDING: Bidders are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.

10. CONFLICT OF INTEREST: An officer or employee of the State of Alaska may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the officer or employee is an employee of the administrative unit that supervises the award of this contract; or (2) the officer or employee has the power to take or withhold official action so as to affect the award or execution of the contract.

11. ASSIGNMENT(S): Assignment of rights, duties, or payments under a contract resulting from this ITB is not permitted unless authorized in writing by the procurement officer of the contracting agency. Bids that are conditioned upon the State's approval of an assignment will be rejected as nonresponsive.

12. SUBCONTRACTOR(S): Within five (5) working days of notice from the state, the apparent low bidder must submit a list of the subcontractors that will be used in the performance of the contract. The list must include the name of each subcontractor and the location of the place of business for each subcontractor and evidence of each subcontractor's valid Alaska business license.

13. FORCE MAJEURE (Impossibility to perform): The parties to a contract resulting from this ITB are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this ITB, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

14. LATE BIDS: Late bids are bids received after the time and date set for receipt of the bids. Late bids will not be accepted.

15. CONTRACT EXTENSION: Unless otherwise provided in this ITB, the State and the successful bidder/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.

16. DEFAULT: In case of default by the contractor, for any reason whatsoever, the State of Alaska may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.

17. DISPUTES: If a contractor has a claim arising in connection with a contract resulting from this ITB that it cannot resolve with the State by mutual agreement, it shall pursue a claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

18. CONSUMER ELECTRICAL PRODUCT: AS 45.45.910 requires that "...a person may not sell, offer to sell, or otherwise transfer in the course of the person's business a consumer electrical product that is manufactured after August 14, 1990, unless the product is clearly marked as being listed by an approved third party certification program." Electrical consumer products manufactured before August 14, 1990, must either be clearly marked as being third party certified or be marked with a warning label that complies with AS 45.45.910(e). Even exempted electrical products must be marked with the warning label. By signature on this bid the bidder certifies that the product offered is in compliance with the law. A list of approved third party certifiers, warning labels and additional information is available from: Department of Labor and Workforce Development, Labor Standards & Safety Division, Mechanical Inspection Section, P.O. Box 107020, Anchorage, Alaska 99510-7020, (907)269-4925.

19. SEVERABILITY: If any provision of the contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

20. GOVERNING LAW; FORUM SELECTION: A contract resulting from this ITB is governed by the laws of the State of Alaska. To the extent not otherwise governed by section 17 of these Standard Terms and Conditions, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

SPECIAL CONDITIONS:

1. ORDER DOCUMENTS: Except as specifically allowed under this ITB, an ordering agency will not sign any vendor contract. The State is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the State under this ITB. The State of Alaska Purchase Order, Contract Award and Delivery Order are the only order documents that may be used to place orders against the contract(s) resulting from this ITB.

2. BILLING INSTRUCTIONS: Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order, not to the Division of General Services. The ordering agency will make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to the ordering agency.

3. CONTINUING OBLIGATION OF CONTRACTOR: Notwithstanding the expiration date of a contract resulting from this ITB, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

PREFERENCES:

- 1. ALASKA BIDDER PREFERENCE:** Award will be made to the lowest responsive and responsible bidder after an Alaska bidder preference of five percent (5%) has been applied. The preference will be given to a person who: (1) holds a current Alaska business license at the time designated in the invitation to bid for bid opening; (2) submits a bid for goods or services under the name on the Alaska business license; (3) has maintained a place of business within the state staffed by the bidder, or an employee of the bidder, for a period of six months immediately preceding the date of the bid; (4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and, (5) if a joint venture, is composed entirely of ventures that qualify under (1) - (4) of this subsection. AS 36.30.170, AS 36.30.321(a) and AS 36.30.990(2)
 - 2. ALASKA VETERAN PREFERENCE:** If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2) and is a qualifying entity as defined in AS 36.30.321(f), they will be awarded an Alaska veteran preference of five percent (5%). The preference will be given to a (1) sole proprietorship owned by an Alaska veteran; (2) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans; (3) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or (4) corporation that is wholly owned by individuals and a majority of the individuals are Alaska veterans, and may not exceed \$5,000. The bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other governments, or the general public - AS 36.30.321(i).
 - 3. USE OF LOCAL FOREST PRODUCTS:** In a project financed by state money in which the use of timber, lumber and manufactured lumber is required, only timber, lumber and manufactured lumber products originating in this state from Alaska forests shall be used unless the use of those products has been determined to be impractical, in accordance with AS 36.15.010 and AS 36.30.322.
 - 4. LOCAL AGRICULTURAL AND FISHERIES PRODUCTS PREFERENCE:** When agricultural, dairy, timber, lumber, or fisheries products are purchased using state money, a seven percent (7%) preference shall be applied to the price of the products harvested in Alaska, or in the case of fisheries products, the products harvested or processed within the jurisdiction of Alaska, in accordance with AS 36.15.050.
 - 5. ALASKA PRODUCT PREFERENCE:** A bidder that designates the use of an Alaska Product which meets the requirements of the ITB specification and is designated as a Class I, Class II or Class III Alaska Product by the Department of Community & Economic Development shall receive a preference in the bid evaluation in accordance with AS 36.30.332 and 3 AAC 92.010.
 - 6. EMPLOYMENT PROGRAM PREFERENCE:** If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2), and is offering goods or services through an employment program as defined under 36.30.990(12), they will be awarded an Employment Program Preference of fifteen percent (15%) in accordance with AS 36.30.321(b).
 - 7. ALASKANS WITH DISABILITIES PREFERENCE:** If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2), and is a qualifying entity as defined in AS 36.30.321(d), they will be awarded an Alaskans with Disabilities Preference of ten percent (10%) in accordance with AS 36.30.321(d). A bidder may not receive both an Employment Program Preference and an Alaskans with Disabilities Preference.
 - 8. PREFERENCE QUALIFICATION LETTER:** Regarding preferences 6 and 7 above, the Division of Vocational Rehabilitation in the Department of Labor and Workforce Development maintains lists of Alaskan; [1] employment programs that qualify for preference, and [2] individuals who qualify for preference as Alaskan's with disabilities. In accordance with AS 36.30.321(i), in order to qualify for one of these preferences, a bidder must add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, a bidder must have sold supplies of the general nature solicited to other state agencies, governments, or the general public.
- As evidence of an individual's or a business' right to a certain preference, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the preferences 6 or 7 above, an individual or business must be on the appropriate Division of Vocational Rehabilitation list at the time the bid is opened, and must attach a copy of their certification letter to their bid. The bidder's failure to provide this certification letter with their bid will cause the State to disallow the preference.

1. **SCOPE OF CONTRACT:** The contractor shall be responsible for the general design, organization, original artwork/graphics, typesetting, camera work, screens, layout, and paste-up, printing, binding, shipping and distribution of the voter pamphlets for the Primary and General elections. All printing, addressing and mail preparation of pamphlets must be performed onsite at vendor's location, for all books under 224 pages.

The Primary Ballot Measure Pamphlet (BMP) will only be produced if there is a ballot measure on the Primary election ballot. It will not be determined until April 15, 2018 if the BMP will be produced. If a BMP must be produced, it will consist of information about the ballot measures appearing on the Primary election ballot. There is one (1) English pamphlet produced and one (1) English/Tagalog/Spanish translated combined pamphlet. Each registered household in the State is sent the English pamphlet, with the exception of each registered household in the following four (4) precincts are sent the English/Tagalog/Spanish combined pamphlet: 37-720 King Cove, 37-744 Sand Point, 37-700 Akutan and 37-706 Unalaska. The state will provide the vendor with the pages for the pamphlet, formatted as PC File (8.5" x 11") in Microsoft Word or as Adobe PDF.

The General election, Official Election Pamphlet, consists of information and photos of candidates appearing on the ballot, including judicial retention candidates, and various other election related information. There are four (4) unique English pamphlets with each one being specific to the four election regions in the State of Alaska and one (1) English/Tagalog/Spanish combined pamphlet. Each registered household in the State is sent the English pamphlet that corresponds to the region they are in, with the exception of each registered household in the following four (4) precincts are sent the English/Tagalog/Spanish combined pamphlet: 37-720 King Cove, 37-744 Sand Point, 37-700 Akutan and 37-706 Unalaska. The state will provide the vendor with the pages for the pamphlet, formatted as PC File (8.5" x 11") in Microsoft Word or as Adobe PDF. Candidate Photos will be available, in JPEG or PDF format, as outlined in tentative time schedule included in this Invitation to Bid (ITB), with final photos available on or before Tuesday, September 25, 2018. All photographs, regardless of size, must be reduced or trimmed (to show only the head and shoulders) to fill in the box space provided on the 8-1/2" x 11" originals. The box space parameters are 2-1/4" x 3" high. Photographs must be reduced or trimmed to allow a 1/10" space between the edge of the photograph and the box lines. No changes in text will be allowed. No changes in format will be allowed without prior approval of the contracting officer.

In addition to sending the pamphlets to the registered households, both the Primary Ballot Measure Pamphlet and the Official Election Pamphlet are sent to the various Election Offices and Legislative Information Offices as described in this ITB. The State will provide the Tagalog and Spanish translated text of each pamphlet. The State will have final approval of the format, design, content, continuity and general appearance of the final product.

2. **ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES:** Prior to the award of a contract, a bidder must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaskans with Disabilities Preference, a bidder must hold a valid Alaska business license at the time designated for bid opening. Bidders should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses.

Acceptable evidence that the bidder possesses a valid Alaska business license may consist of any one of the following:

- (a) copy of an Alaska business license;
- (b) certification on the bid that the bidder has a valid Alaska business license and has included the license number in the bid (see front page);
- (c) a canceled check for the Alaska business license fee;
- (d) a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- (e) a sworn and notarized statement that the bidder has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time bids are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

At the time designated for bid opening, all bidders must hold any other necessary applicable professional licenses required by Alaska Statute.

2. **ALASKA BIDDER PREFERENCE:** An Alaska Bidder Preference of five percent will be applied prior to evaluation. The preference will be given to a bidder who:

- (1) holds a current Alaska business license at the time designated for bid opening;
- (2) submits a proposal for goods or services under the name appearing on the bidder's current Alaska business license;
- (3) has maintained a place of business within the state staffed by the bidder, or an employee of the bidder, for a period of six months immediately preceding the date of the bid;
- (4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- (5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

Alaska Bidder Preference Statement

In order to receive the Alaska Bidder Preference, the bid must also include a statement certifying that the bidder is eligible to receive the Alaska Bidder Preference.

If the bidder is a LLC or partnership as identified in (4) of this subsection, the statement must also

identify each member or partner and include a statement certifying that all members or partners are residents of the state.

If the bidder is a joint venture which includes a LLC or partnership as identified in (4) of this subsection, the statement must also identify each member or partner of each LLC or partnership that is included in the joint venture and include a statement certifying that all of those members or partners are residents of the state.

3. **BIDDERS WITH DISABILITIES:** The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this procurement should contact the Procurement Officer at one of the following numbers at least 10 days before the bid due date to make necessary arrangements.

Telephone: (907) 465-3899
Fax: (907) 465-2211
TDD: (907) 465-3514

4. **COMPLIANCE WITH ADA:** By signature of their bid the bidder certifies that they comply with the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government.

Services or activities furnished to the general public on behalf of the state must be fully accessible. This is intended to ensure that agencies are in accordance with 28 CFR Part 35 Section 35.130 and that services, programs or activities furnished to the public through a contract do not subject qualified individuals with a disability to discrimination based on the disability.

5. **PREFERENCE QUALIFICATION:** In order to qualify for an Alaska Veterans Preference, Employment Program Preference, or Alaskans with Disabilities Preference, a bidder must add value by actually performing, controlling, managing, and supervising the services provided, or a bidder must have sold supplies of the general nature solicited to other state agencies, governments, or the general public.
6. **CONTRACT PERFORMANCE LOCATION:** By signature on their bid, the bidder certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the bidder cannot certify that all work will be performed in the United States, the bidder must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of bids.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the state to reject the bid as non-responsive, or cancel the contract.

7. **HUMAN TRAFFICKING:** By signature on their bid, the bidder certifies that the bidder is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/g/tip/>.

Failure to comply with this requirement will cause the State to reject the bid or proposal as non-responsive, or cancel the contract.

8. **CONTRACT INTENT:** This Invitation to Bid (ITB) is intended to result in the production and mailing of voter pamphlets for the 2018 Primary and General Elections.
9. **NOTICE OF INTENT TO AWARD:** After the responses to this ITB have been opened and evaluated, a tabulation of the bids will be prepared. This tabulation, called a Notice of Intent to Award, serves two purposes. It lists the name of each company or person that offered a bid and the price they bid. It also provides notice of the state's intent to award a contract(s) to the bidder(s) indicated. A copy of the Notice of Intent will be mailed to each company or person who responded to the ITB. Bidders identified as the apparent low responsive bidders are instructed not to proceed until a Purchase Order, Contract Award, Lease, or some other form of written notice is given by the contracting officer. A company or person who proceeds prior to receiving a Purchase Order, Contract Award, Lease, or some other form of written notice from the contracting officer does so without a contract and at their own risk.
10. **PAYMENT FOR STATE PURCHASES:** Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a state agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement that establishes a lower interest rate or precludes the charging of interest.

Prompt Payment for State Purchases

The state is eligible to receive a 5% discount for all invoices paid within 15 business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount. The state shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

11. **CONTRACT ADMINISTRATION:** The administration of this contract is the responsibility of the Division of Elections and the departmental Contracting Officer.
12. **SHIPPING DAMAGE:** The state will not accept or pay for damaged goods. The contractor must file all claims against the carrier(s) for damages incurred to items in transit from the point of origin to the ultimate destination. The state will provide the contractor with written notice when damaged goods are received. The state will deduct the cost of the damaged goods from the invoice prior to payment. The contractor must file all claims against the carrier(s) for reimbursement of the loss.
13. **INDEMNIFICATION:** The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to

each. The term “independent negligence” is negligence other than in the Contracting agency’s selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor’s work.

14. **SUPPORTING INFORMATION:** The State strongly desires that bidders submit all required technical, specification, and other supporting information with their bid, so that a detailed analysis and determination can be made, by the contracting officer that the product offered meets the ITB specifications and that other requirements of the ITB have been met. However, provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the State reserves the right to request supplemental information from the bidder, after the bids have been opened, to ensure that the products offered completely meet the ITB requirements. The requirement for such supplemental information will be at the reasonable discretion of the State and may include the requirement that a bidder will provide a sample product(s) so that the State can make a first-hand examination and determination.

A bidder's failure to provide this supplemental information or the product sample(s), within the time set by the State, will cause the State to consider the offer nonresponsive and reject the bid.

15. **FIRM, UNQUALIFIED AND UNCONDITIONAL OFFER:** Bidders must provide enough information with their bid to constitute a definite, firm, unqualified and unconditional offer. To be responsive a bid must constitute a definite, firm, unqualified and unconditional offer to meet all of the material terms of the ITB. Material terms are those which could affect price, quantity, quality, or delivery. Also included as material terms are those which are clearly identified in the ITB and which, for reasons of policy, must be complied with at risk of bid rejection for non-responsiveness.
16. **ALTERATIONS:** The contractor must obtain written approval from the Contracting Officer prior to making any alterations to the specifications contained in this ITB. The State will not pay for alterations that are not approved in advance and in writing by the Contracting Officer.
17. **ALASKA PRODUCT PREFERENCE:** Bidders who offer products which have received certification by the Department of Commerce and Economic Development and that are listed in the current published edition of the "Alaska Products Preference List" will receive this preference. In order to qualify for the Alaska Product Preference, a bidder must provide the qualified product on a 100% basis. There are no provisions under Alaska Statutes or regulations that allow for product exchanges/substitutions, or permit the product to be co-mingled with other products. Rather, AS 36.30.330 provides for a penalty for failing to use the designated Alaska products.

Products are classified in one of three categories:

- ~ Class I products receive a (3) percent preference.
- ~ Class II products receive a (5) percent preference.
- ~ Class III products receive a (7) percent preference.

Bidders must check the correct preference box beneath each line item. When the bids are evaluated, the preference percentage will be deducted from the bid price. If a bidder fails to check one of the product preference boxes, no preference will be given.

18. **RECYCLED PRODUCT PREFERENCE:** A recycled product preference shall be applied to paper that meets specifications of the bid and minimum recycled content. A 5% reduction in the price of the paper, for evaluation purposes, shall be applied to an individual item. To qualify for the recycled product preference, the paper used must contain a minimum of 50% "Waste Paper".

"Waste Paper" is defined as any of the following "recovered materials":

A. Postconsumer Materials: Paper, paperboard, and fibrous waste from retail stores, office buildings, homes, and so forth, after they have been passed through their end usage as a consumer item, including used corrugated boxes, old newspapers, old magazines, mixed waste paper, tabulating cards, and used cordage and, all paper, paperboard, and fibrous waste that enter and are collected from municipal solid wastes.

B. Manufacturing, Forest Residues, and Other Wastes: Dry paper and paperboard wastes generated after completion of the paper making process (i.e., those manufacturing operations up to and including the cutting and trimming of the paper machine reel into smaller rolls or rough sheets), including envelope cuttings, bindery trimmings, and other paper and paperboard wastes resulting from printing, cutting, forming, and other converting operations; bag, box, and carton manufacturing wastes; and butt rolls, mill wrappers, and rejected unused stock and, finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters or others.

19. **CERTIFICATION:** Bidders offering recycled paper must identify the mill and brand offered and provide a certificate from the mill that the brand offered contains the specified recycled waste paper content.
20. **F.O.B. POINT:** The F.O.B. point for all items purchased under this contract is the final destination(s) of the Regional Offices (Anchorage, Fairbanks, Juneau and Nome), the Director's Office (Juneau), the Absentee & Petition Office (Anchorage), the Mat-Su satellite office (Wasilla) and 11 Legislative Information Offices located across the state. Ownership of and title to the ordered items remains with the contractor until the items have been delivered to their final destination and are accepted by the State.
21. **INVOICES:** Invoices must be sent directly to the ordering agency's address shown on the individual Delivery Order. The ordering agency will only make payment after it receives the merchandise or service and the invoice. Question concerning payment must be addressed to the ordering agency.
22. **THIRD-PARTY FINANCING AGREEMENTS NOT ALLOWED:** Because of the additional administrative and accounting time required of State agencies when third party financing agreements are permitted, they will not be allowed under this contract.
23. **OVER/UNDERRUN:** No over/underrun shall be accepted. The State will only pay for quantities ordered.
24. **CONTRACTOR/STATE MEETINGS:** The contractor and any subcontractor(s) shall meet with the Official Election Pamphlet (OEP) staff within one month after notice of final award to discuss the pamphlet development and proofing schedules, final distribution details and all technical aspects of the pamphlet production. The OEP staff will travel to the contractor's location at State expense.

25. **WORKMANSHIP AND MATERIALS:** All work shall be performed in a thorough, professional manner. The contractor shall be held responsible for the quality of the finished product. If any job is rejected because of error attributable to the contractor or a subcontractor hired by the contractor, or if the quality of the finished product is less than called for, the State may, at its option, receive a no cost reprint, negotiate a lower price, or hold the vendor in default. The contractor is responsible for purchasing any necessary materials, equipment, software, training or insurance prior to performing the work.
26. **STATE SAMPLE:** A sample of a Primary Ballot Measure Pamphlet and an Official Election Pamphlet may be obtained by contacting the Contracting Officer.
- Electronic copies of past Official Election Pamphlets are also available on the Division's website at: <http://elections.alaska.gov/Core/publications.php>.
27. **VENDOR SAMPLE:** Prior to award of a bid, samples of similar work as that requested in the specifications may be required from the bidder.
28. **PACKAGING:** All unaddressed pamphlets for drop shipment must be boxed in a manner which will protect the contents from damage. Each box must be clearly labeled with the form and purchase order numbers, locations of drop shipment, title of region pamphlet(s), and quantity contained. A packing slip must be attached showing actual quantities delivered. The vendor must be a certified mailer and verified by the postal system for drop shipment onsite.
29. **SUBCONTRACTS:** Subcontracts may be allowed if the contractor does not have complete facilities for all portions of the contract. No extension of the delivery date will be allowed for subcontractor(s)' work.
30. **ARTWORK:** Any materials supplied or generated as a result of this contract award, or other material submitted to the contractor by the Division of Elections shall remain or become the property of the State and must be returned to the Division of Elections at the completion of this job.
31. **PROOFS:** Page proofs are required, and must be proofread and corrected by the contractor prior to submission to the Official Election Pamphlet Staff, Division of Elections for review. The contractor shall specifically arrange to have this project proofed by qualified, experienced proofing personnel at the contractor's expense and as fulfillment of the contractor's responsibility in providing a professional, quality product. The contractor shall be responsible for the accuracy of the typesetting and proofreading. The contractor will provide copies of page or signature proofs as they are finalized to the designated Division of Elections (DOE) Staff. The DOE staff will review and return proofs to the contractor within three (3) workdays of initial receipt indicating any additional changes that are required. Proofs are to be sent to OEP staff electronically. The contractor will make all corrections requested. Errors attributable to the contractor will be corrected at no cost to the State.
32. **CONTRACT CHANGES:** The pamphlets may require revisions and changes not specified in the initial submittal of materials. If such revisions or changes result in additional charges beyond the original scope of the contract, the contractor must obtain the written approval from the State Contracting Officer for the changes and their cost prior to beginning the work.
33. **VENDOR LOCATION:** It will be necessary for two (2) representatives from the State to be present at the contractor's location for a minimum of three (3) days and nights to provide final on-site proof work

before and during the initial press run. The State representatives will review the final proof of all pamphlets prior to printing and will again review the first pamphlet off the press for each version of the pamphlet. The State representatives will inspect bound and addressed pamphlets to confirm quality of the pamphlets.

The State will be responsible for expenses involved including air travel to contractor's location and return, hotel accommodations, and local car rental. The contractor shall provide a location with tables or desks and internet access for the State's representatives to work at no additional cost to the State.

34. **COMMUNICATIONS COSTS:** The contractor shall provide and pay for long distance telephone, fax, and hard copy transmission costs associated with the printing at no additional cost to the State.
35. **PRICE:** Vendor must pay for layout, printing, addressing, mailing, and shipping based on specified pamphlet quantities.
36. **AWARD:** The award shall be made to a single contractor for all items based upon the low responsive and responsible bid price.
37. **ADDRESSING AND MAILING OF PAMPHLETS:** Based on the quantities as described for each pamphlet in the attached specifications, the pamphlets must be addressed to each registered voter household in the State of Alaska. The same Primary pamphlet is sent to each registered voter household. The Official Election Pamphlet is sent to each registered voter household based on the region of the voter household and the appropriate regional pamphlet must be addressed to each registered voter household in the State of Alaska. The registered voter household name and address must be on the back of the pamphlet, including a nine-digit zip code. The vendor must supply the nine digit zip code (CASS certified, U.S. Post Office approved) if any registered voter household name does not include the necessary zip code. The address must include the election district and precinct for that household. The Division shall provide the vendor with an electronic file (FTP or CD ROM) to extract the information regarding registered voter households and district/precinct coding that will be printed directly onto the pamphlet.
- The vendor must hold a U.S. Postal Service bulk mail permit approved by the U.S. Postal Service for in-plant mail verification and drop shipments. The vendor must mail all pamphlets by bulk mail with the nine digit zip code and in accordance with U.S. Postal Service specifications to guarantee the lowest automated rates possible. The vendor is responsible for ensuring that a bulk mail non-profit-permit imprint appears in the upper right hand corner on the back cover of the pamphlet. Upon mutual agreement, the state bulk mailing permit may be used. If using the state's bulk mailing permit, pamphlets mailed to voter households must be mailed from the Anchorage International Post Office, except the pamphlets addressed with a 998 or higher zip code must be mailed from the Juneau Post Office.
38. The vendor must mail one English pamphlet to each registered voter household in the State of Alaska, with the exception of each registered household in the following four (4) precincts are sent the English/Tagalog/Spanish combined pamphlet: 37-720 King Cove, 37-744 Sand Point, 37-700 Akutan and 37-706 Unalaska.

Ballot Measure Pamphlet: The English pamphlets and the English/Tagalog/Spanish combined pamphlets will be mailed to voter households on Friday, July 20, 2018.

Official Election Pamphlet: The English pamphlets and the English/Tagalog/Spanish combined pamphlets will be mailed to voter households on Tuesday, October 9, 2018.

39. **UNADDRESSED PAMPHLETS:** All unaddressed pamphlets shall be delivered to each Elections Office for the Division of Elections and the Legislative Information Offices in the quantities described in the attached specifications. The unaddressed pamphlets shall be mailed in such a manner that each office receives the pamphlets by:

Ballot Measure Pamphlet: Monday, July 23, 2018

Official Election Pamphlet: Wednesday, October 10, 2018

The vendor must include the cost of delivering the pamphlets to each office in the quoted amount. Pamphlets shall be boxed in a manner that will protect the contents from damage. Each package must be clearly labeled with form and purchase order numbers, location of drop shipment, title of pamphlets, and quantity contained. A packing slip must be attached showing actual quantities delivered.

40. **POSTAGE:** The Division of Elections will provide either its mailing permit or provide payment to vendor if using vendor provided mailing permit to pay for the postage to mail the pamphlets as specified only if the contractor is choosing the most cost-effective and fastest shipping method. *The vendor is required to treat international bound OEPs separately by placing them in envelopes, paying the mailing costs, and then billing the Division to cover the cost. Again, the printer is responsible for finding the most inexpensive and fast manner of shipping in order to be reimbursed.*
41. **DELIVERY:** By law, all election pamphlets addressed for mailing to registered voters must be mailed 22 days before each election; however, to insure voters receive the pamphlet on time, the vendor must mail the pamphlets at least 29 days prior to the election.

Ballot Measure Pamphlet: The successful bidder will be required to mail all preaddressed election pamphlets on or before Friday, July 20, 2018. (The 22nd day falls on Monday, July 30, 2018)

Official Election Pamphlet: The successful bidder will be required to mail all preaddressed election pamphlets on or before Tuesday, October 9, 2018. (The 22nd day falls on Monday, October 15, 2018)

42. **TENTATIVE TIME SCHEDULE:** Vendor must meet the following deadlines for both pamphlets:

BALLOT MEASURE PAMPHLET:

Day	Pages	Material
Monday May 14 (to OEP staff for review/approval)	2	Proofs of: Covers for each pamphlet
Monday May 28 (to printer)	4	(Info, District Listing, Polling Place Info, Statewide Map)
	6	Misc. Information Pages (Voting Info, Voter Rights, Absentee Voting, Absentee Application, Primary Ballot Choices)

	18	Specific Ballot Measure Information Pages
	2	Sample Ballot
Friday June 8 (to DOE)		Vendor's deadline to give DOE proofs of all individual pages
Monday June 25 (to printer)		Final materials and/or changes and address file delivered to vendor.
Monday July 2		Vendor's deadline to have all individual pages and Table of Contents page provided to DOE in print-ready and blue-lined format, folded, stitched and trimmed to represent finished book
Wednesday July 9 (printer)		Printing of BMP begins. DOE Staff on site for press-checks. Vendor must provide adequate space for DOE staff to work on site.
Friday July 20		Deadline for vendor to mail BMP to voter households
Monday July 23		Deadline for unaddressed BMP copies to be in DOE offices and Legislative Information Offices.
Monday July 30		Statutory deadline for BMP to be mailed to all voter households

OFFICIAL ELECTION PAMPHLET:

Day	Pages	Material
Monday July 16 (to printer)	41	Statewide and District Maps
	5	Misc. information pages (Voting Info, Voter Rights, Absentee Voting, Absentee Application)
Monday July 23 (to DOE for Review/approval)	5	Proofs of: Cover pages for each booklet
Friday August 3 (to printer)	318	Candidate Statements (narrative plus photo)

Monday
August 13 (to printer)

1	Alaska Public Offices Commission page
6	Political Party Pages
1	Absentee location pages
17	Ballot measure pages (if applicable)
41	Judicial Retention Candidate Statements (narrative and photo)
41	Judicial Council Retention Candidate Recommendation (narrative and graph)
4	Judicial Candidate List
2	Judicial Council Evaluation Summary

Friday
August 17 (to DOE
for review/approval)

Proofs of: Candidate pages/photos, misc. information pages,
political party pages, absentee voting location pages

**Tuesday
August 21**

Primary Election day

Friday
August 24 (to DOE
for review/approval)

Proofs of: Judicial retention statements, recommendations and
Judicial Council Evaluation, ballot measure pages

Monday
September 3 4

Alaska Permanent Fund Pages

Tuesday
September 4

Target date for DOE to certify Primary Election, final
candidates determined (except for recount)

Thursday
September 6 (to printer) 4
10
4

Polling place change pages
Section divider pages (4) and additional filler pages if needed
List of statewide and district candidates

Friday
September 14 (to printer)

Electronic address file will be available for the vendor

Tuesday
September 18 (to printer) 45

Sample Ballots ready

Wednesday
September 19
(to OEP Staff)

Vendor's deadline to have all individual pages provided to OEP
(i.e. those that have been provided by this date) in print-ready
and blue-lined proof format, folded, stitched and trimmed to
represent finished pamphlets. The Table of Contents and page
numbering may be finalized after the Primary is certified. The
pages of candidates unsuccessful in the Primary will not be
printed)

Wednesday September 19	Exact number of pages for each pamphlet is determined.
Wednesday September 19 (printer)	Vendor prepares address for mailing and notifies DOE of approximate mailing cost
Tuesday September 25	Final materials delivered to printer to begin printing. This deadline is in the event of recounts or lawsuits that may cause minor adjustments. All other materials will be provided as outlined and as available. DOE staff will be on-site for press checks and initial binding of each pamphlet. Vendor must provide adequate space for DOE staff to work on site.
Tuesday October 9	Target date to mail OEPs to voter households.
Wednesday October 10	Deadline for unaddressed OEPs to arrive in DOE offices and Legislative Information Offices
Monday October 15	Statutory deadline for OEP to be mailed to all voter households

GENERAL SPECIFICATIONS – BALLOT MEASURE PAMPHLET

- SIZE:** 8-1/2" x 11" (+ or – 1.5"), trimmed
- STOCK:** Regular newsprint, 28# standard
- INK:** CMYK built colored band on top and bottom of cover; colored graphic in the middle of cover and black for inside text pages and back cover.
- COVER:** There will be a colored graphic on the front cover. Vendor will design each cover to ensure the best quality and will submit cover designs to Division of Elections for approval.
- PAGES:** The originals will be formatted using Word and sent to the vendor for printing. Finished pamphlet will have approximately 45 pages, including covers. Tagalog and Spanish pages will have a grey scale edging to differentiate those pages from the English pages.
- BINDING:** Saddle stitch, 3 staple or vendor's recommended binding.
- COST BLOCK:** Each election pamphlet must contain a cost block that indicates the location of the vendor (city, state) and the cost of printing per pamphlet as required by Alaska Statute 44.99.210. Wording for the cost block will be provided by the Division of Elections.

PAMPHLET CONTENTS:

The pamphlet will contain information about ballot measures appearing on the 2018 Primary Election ballot. There will be one English pamphlet sent to each registered voter household in the State of Alaska, with the exception of the English/Tagalog/Spanish translated combined pamphlet will be sent to the registered voter households in the King Cove, Sand Point, Akutan and Unalaska precincts. The cover will be designed by the vendor and will include a colored graphic plus an additional color may be used as a single band on top and bottom. The Division must approve the design for layout. The front and back covers have printing on both sides. The inside text pages are double sided and in black ink only.

QUANTITY:	<u>English</u>	<u>English/Tagalog/Spanish combined</u>
(Mailed to voter households)	375,000 (approximate)	2,200 (approximate)
Unaddressed/Bulk ship F.O.B.		
RI Juneau Office	20	
RII Anchorage Office	30	
RIII Fairbanks Office	25	
RIV Nome Office	15	5
Matanuska-Susitna Office	15	
Absentee & Petition Office	5	

Director's Office	15	5
Legislative Information Office	55	5
Totals	180	15
Estimated number to be printed	375,180	2,215

Below are the addresses and locations for the Director's office, the four regional offices, Mat Su Satellite office, Absentee & Petition Office and the Legislative Information Offices (each Legislative Information Office is to be sent 5 copies of each English pamphlet and just the Nome Office will receive 5 copies of the English/Tagalog/Spanish combined pamphlet):

Director's Office

240 Main Street
Court Plaza Building, Suite 400
Juneau, AK 99801

Region II Elections Office

2525 Gambell Street, Suite 100
Anchorage, AK 99503

Mat-Su Elections Office

N. For Professional Building
1700 E. Bogard Road, Suite B102
Wasilla, AK 99654

Anchorage Legislative Information Office

733 W. 4th Avenue, Suite 100
Anchorage, AK 99501

Bethel Legislative Information Office

301 Willow Street
Bethel, AK 99559

Juneau Legislative Information Office

State Capitol, Terry Miller Bldg., Suite 111
Juneau, AK 99801

Ketchikan Legislative Information Office

1900 First Avenue, Suite 310
Ketchikan, AK 99901

Mat-Su Legislative Information Office

600 E. Railroad Avenue
Wasilla, AK 99654

Seward Legislative Information Office

302 Railway Avenue, Suite 107
Seward, AK 99664

Region I Elections Office

9109 Mendenhall Mall Road, Suite 3
Juneau, AK 99801

Region III Elections Office

675 7th Avenue, Suite H-3
Fairbanks, AK 99701

Region IV Elections Office

Sitnasuak Office Building
214 Front Street, Suite 130
Nome, AK 99762

Absentee and Petition Office

2525 Gambell Street, Suite 105
Anchorage, AK 99503

Fairbanks Legislative Information Office

1292 Sadler Way, Suite 308
Fairbanks, AK 99701

Kenai Peninsula Legislation Information Office

145 Main Street Loop, Suite 217
Kenai, AK 99611

Kodiak Legislative Information Office

305 Center Avenue, Suite 1
Kodiak, AK 99615

Nome Legislative Information Office

State Office Building
103 Front Street
Nome, AK 99762

Sitka Legislative Information Office

201 Katlian Street, Suite 103
Sitka, AK 99835

GENERAL SPECIFICATIONS – OFFICIAL ELECTION PAMPHLET (OEP)

SIZE: 8-1/2" x 11" (+ or – 1.5"), trimmed

STOCK: Regular newsprint, 28# standard

COVER: The 32# Hi-brite cover pages may be ran as 8 pages with 4 pages being printed inside the booklets. The Division shall determine where the 4 inside pages are placed. Vendor will use a minimum of 70 brightness. The covers will be designed by the vendor and will include a colored graphic for each cover plus an additional color for each book may be used as a single band on top and bottom. CMYK built color will be used for the covers.

INK: Covers shall be printed with full color reproductions on front cover and a one-color band wrapping around to back cover. Each of the five election pamphlets (four regional pamphlets and one English/Tagalog/Spanish combined) shall have a different color band.

All interior pages, including pictures and text, shall be printed in black ink.

PAGES: Vendor is responsible for pre-press work, including general design, typesetting, organization, original artwork, graphics, camera work, screens, lay-out and paste up. The state will provide candidate biographies in Microsoft Word for PC files. The state will provide other pages in Microsoft Word for PC files or in PDF format. Biographies and other pages can be sent via FTP as stuffed or zipped files and in one format if desired in Microsoft Word. Sample ballots and maps will be camera ready. The State will have final approval of format, design, content, continuity and general appearance. Pamphlets printed head to head. Material includes half-tones. Tagalog and Spanish pages will have a grey scale edging to differentiate those pages from the English pages.

BINDING: Saddle stitch, 3 staple or vendor's recommended binding.

COST BLOCK: Each election pamphlet must contain a cost block that indicates the location of the vendor (city, state) and the cost of printing per pamphlet as required by Alaska Statute 44.99.210. Wording for the cost block will be provided by the Division of Elections.

PAMPHLET CONTENTS:

There will be five different pamphlets, one for each of the four election regions in the State, and one English/Tagalog/Spanish combined. Voters in House District 29-36 will be sent a Region I book; voters in House District 7-8, 10-28 will be sent the Region II book; voters in House Districts 1-6 and 9 will be sent the Region III book; and voters in House Districts 37-40 will be sent the Region IV book, with the exception of the voters in House District 37 precinct of 37-720 King Cove, 37-744 Sand Point, 37-700 Akutan, and 37-706 Unalaska, will be sent the English/Tagalog/Spanish combined book. There is an estimated 45 common pages in each pamphlet.

NOTE: The number of pages in each pamphlet is only an estimate. The exact number of pages for each pamphlet will not be known until the Tuesday, September 25, 2018 final deadline for submission of information to the vendor. Additionally, recounts and/or legal proceedings could require last minute inclusion or exclusion of material. Attempts will be made, if possible, by the Official Election Pamphlet staff to anticipate potential changes in advance and supply the appropriate number of filler pages.

CONTENTS	Region I	Region II	Region III	Region IV	English/Tagalog Spanish
House Districts	29-36	7-8, 10-28	1-6, 9	37-40	37
Senate Districts	O, Q	E, G, I, K, M	A, C, E	S	S
Judicial Districts	1, 3	3	3, 4	2, 3, 4	3
Est. number of pages (layout)	164	219	166	159	319
Est. number of pages (printed)	149	204	151	144	319

The number of pages requiring layout and those printed in pamphlet are different because the layout numbers include all candidates in the primary election and the final pamphlet will contain only those candidates who will appear on the general ballot.

37 of the laid out pages will be the same in each pamphlet; 20 of the printed photos will be the same in each pamphlet.

Half-Tones (5" x 7")

Estimated number of Candidate photos:

Layout	50	82	50	40	66
Printed	35	67	35	25	51

Estimated number of Judicial photos:

Layout and Printed same	17	15	18	19	15
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Additional photographs/reproductions:

Each pamphlet may contain 5 additional black and white half-tone reproductions

	Region I	Region II	Region III	Region IV	Eng/Tag/Spanish
QUANTITIES (est.):	92,000	183,000	68,500	31,000	2,200
(Shipped to voter households)					

Unaddressed/Bulk ship F.O.B.

RI Juneau Office	20	10	10	10	
RII Anchorage Office	5	30	5	5	
RIII Fairbanks Office	5	5	50	5	
RIV Nome Office	5	5	5	25	5
Matanuska-Susitna Office	5	20	5	5	
Absentee & Petition Office	5	5	5	5	
Director's Office	15	5	5	5	5
<u>Legislative Info. Offices</u>	<u>55</u>	<u>55</u>	<u>55</u>	<u>55</u>	<u>5</u>
Totals	115	135	140	115	15

Estimated number to be printed	92,115	183,135	68,640	31,115	2,215	=
					377,220	

Below are the addresses and locations for the Director's office, the four regional offices, Mat Su Satellite office, Absentee & Petition Office and the Legislative Information Offices (each Legislative Information

Office is to be sent 5 copies of each English pamphlet, and just the Nome Office will receive the 5 copies of the English/Tagalog/Spanish combined pamphlet)

Director's Office

240 Main Street
Court Plaza Building, Suite 400
Juneau, AK 99801

Region II Elections Office

2525 Gambell Street, Suite 100
Anchorage, AK 99503

Mat-Su Elections Office

N. For Professional Building
1700 E. Bogard Road, Suite B102
Wasilla, AK 99654

Anchorage Legislative Information Office

733 W. 4th Avenue, Suite 100
Anchorage, AK 99501

Bethel Legislative Information Office

301 Willow Street
Bethel, AK 99559

Juneau Legislative Information Office

State Capitol, Terry Miller Bldg., Suite 111
Juneau, AK 99801

Ketchikan Legislative Information Office

1900 First Avenue, Suite 310
Ketchikan, AK 99901

Mat-Su Legislative Information Office

600 E. Railroad Avenue
Wasilla, AK 99654

Seward Legislative Information Office

302 Railway Avenue, Suite 107
Seward, AK 99664

Region I Elections Office

9109 Mendenhall Mall Road, Suite 3
Juneau, AK 99801

Region III Elections Office

675 7th Avenue, Suite H-3
Fairbanks, AK 99701

Region IV Elections Office

Sitnasuak Office Building
214 Front Street, Suite 130
Nome, AK 99762

Absentee and Petition Office

2525 Gambell Street, Suite 105
Anchorage, AK 99503

Fairbanks Legislative Information Office

1292 Sadler Way, Suite 308
Fairbanks, AK 99701

Kenai Peninsula Legislation Information Office

145 Main Street Loop, Suite 217
Kenai, AK 99611

Kodiak Legislative Information Office

305 Center Avenue, Suite 1
Kodiak, AK 99615

Nome Legislative Information Office

State Office Building
103 Front Street
Nome, AK 99762

Sitka Legislative Information Office

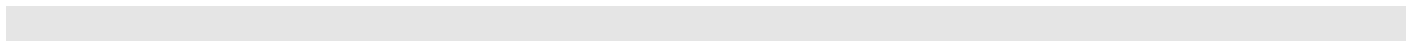
201 Katlian Street, Suite 103
Sitka, AK 99835

BID SCHEDULE – BALLOT MEASURE PAMPHLET

Item Number	Estimated Quantity	Unit	Description	Unit Price	Extended Price
1. (English)	375,180	EA	Print & deliver the Ballot Measures Pamphlet #1, approx. 45 pages plus cover Add for each additional 8 pages over 24 pages: _____ Deduct for each 8 pages under 24 pages: _____ Additional price to print each 500 booklets over 375,180 : \$_____/500 Reduction in price to print each 500 fewer booklets under 375,180: \$_____/500 Price to print same PMS color as cover on one signature: \$ _____ Size of signature page for color: _____	\$_____	\$_____

I certify that the product offered is entitled to a Class I @ 3% ☐ Class II @ 5% ☐ Class III @ 7% ☐ Alaska Products Preference in accordance with 3 AAC 92. ☐ YES ☐ NO

Paper Mill and Brand Name: _____



BID SCHEDULE – BALLOT MEASURE PAMPHLET

Item Number	Estimated Quantity	Unit	Description	Unit Price	Extended Price
2. (Eng/Tag/Spa)	2,215	EA	Print & deliver the Ballot Measures Pamphlet #2, approx. 128 pages plus cover	\$_____	\$_____
			Add for each additional 8 pages over 128 pages: _____		
			Deduct for each 8 pages under 128 pages: _____		
			Additional price to print each 500 booklets over 2,215: \$_____/500		
			Reduction in price to print each 500 fewer booklets under 2,215: \$_____/500		
			Price to print same PMS color as cover on one signature: \$ _____		
			Size of signature page for color: _____		

I certify that the product offered is entitled to a Class I @ 3% ☐ Class II @ 5% ☐ Class III @ 7% ☐ Alaska Products Preference in accordance with 3 AAC 92. ☐ YES ☐ NO

Paper Mill and Brand Name: _____

BID SCHEDULE – OFFICIAL ELECTION PAMPHLET (OEP)
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Item Number	Estimated Quantity	Unit	Description	Unit Price	Extended Price
1.	92,115	EA	Print & deliver the Official Election Pamphlet #1 (Region 1), approx. 149 pages plus cover Add for each additional 8 pages over 149 pages: _____ Deduct for each 8 pages under 149 pages: _____ Additional price to print each 500 booklets over 92,115: \$_____/500 Reduction in price to print each 500 fewer booklets under 92,115: \$_____/500 Price to print same PMS color as cover on one signature: \$ _____ Size of signature page for color: _____	\$_____	\$_____

I certify that the product offered is entitled to a Class I @ 3% ☐ Class II @ 5% ☐ Class III @ 7% ☐ Alaska Products Preference in accordance with 3 AAC 92. ☐ YES ☐ NO

Paper Mill and Brand Name: _____

BID SCHEDULE OEP CONTINUED

Item Number	Estimated Quantity	Unit	Description	Unit Price	Extended Price
2.	183,135	EA	Print & deliver the Official Election Pamphlet #2 (Region 2), approx. 206 pages plus cover Add for each additional 8 pages over 204 pages: _____ Deduct for each 8 pages under 204 pages: _____ Additional price to print each 500 booklets over 183,135: \$_____/500 Reduction in price to print each 500 fewer booklets under 183,135: \$_____/500 Price to print same PMS color as cover on one signature: \$ _____ Bidder shall indicate size of signature page for color: _____	\$_____	\$_____

I certify that the product offered is entitled to a Class I @ 3% ☐ Class II @ 5% ☐ Class III @ 7% ☐ Alaska Products Preference in accordance with 3 AAC 92. ☐ YES ☐ NO

Paper Mill and Brand Name: _____

BID SCHEDULE OEP CONTINUED

Item Number	Estimated Quantity	Unit	Description	Unit Price	Extended Price
3.	68,640	EA	Print & deliver the Official Election Pamphlet #3 (Region 3), approx. 151 pages plus cover Add for each additional 8 pages over 151 pages: _____ Deduct for each 8 pages under 151 pages: _____ Additional price to print each 500 booklets over 68,640: \$_____/500 Reduction in price to print each 500 fewer booklets under 68,640: \$_____/500 Price to print same PMS color as cover on one signature: \$ _____ Bidder shall indicate size of signature page for color: _____	\$_____	\$_____

I certify that the product offered is entitled to a Class I @ 3% ☐ Class II @ 5% ☐ Class III @ 7% ☐ Alaska Products Preference in accordance with 3 AAC 92. ☐ YES ☐ NO

Paper Mill and Brand Name: _____

BID SCHEDULE OEP CONTINUED

Item Number	Estimated Quantity	Unit	Description	Unit Price	Extended Price
4.	31,115	EA	Print & deliver the Official Election Pamphlet #4 (Region 4), approx. 144 pages plus cover Add for each additional 8 pages over 144 pages: _____ Deduct for each 8 pages under 144 pages: _____ Additional price to print each 500 booklets over 31,115: \$_____/500 Reduction in price to print each 500 fewer booklets under 31,115: \$_____/500 Price to print same PMS color as cover on one signature: \$ _____ Bidder shall indicate size of signature page for color: _____	\$_____	\$_____

I certify that the product offered is entitled to a Class I @ 3% ☐ Class II @ 5% ☐ Class III @ 7% ☐ Alaska Products Preference in accordance with 3 AAC 92. ☐ YES ☐ NO

Paper Mill and Brand Name: _____

BID SCHEDULE OEP CONTINUED

Item Number	Estimated Quantity	Unit	Description	Unit Price	Extended Price
5.	2,215	EA	Print & deliver the Official Election Pamphlet #5 (Region 4 English/Tagalog/Spanish), approx. 319 pages plus cover Add for each additional 8 pages over 319 pages: _____ Deduct for each 8 pages under 319 pages: _____ Additional price to print each 500 booklets over 2,215: \$_____/500 Reduction in price to print each 500 fewer booklets under 2,215: \$_____/500 Price to print same PMS color as cover on one signature: \$ _____ Bidder shall indicate size of signature page for color: _____	\$_____	\$_____

I certify that the product offered is entitled to a Class I @ 3% ☐ Class II @ 5% ☐ Class III @ 7% ☐ Alaska Products Preference in accordance with 3 AAC 92. ☐ YES ☐ NO

Paper Mill and Brand Name: _____

RECYCLED PRODUCTION PREFERENCE

RECYCLED PAPER PRODUCT: YES [] NO []

TOTAL COST OF PAPER: \$ _____

MILL AND BRAND NAME: _____

BIDDERS SHOULD INDICATE THE FOLLOWING INFORMATION FOR **ALL** SUBCONTRACTORS.
ADDITIONAL SHEETS MAY BE USED IF NECESSARY.

NAME: _____
PHYSICAL LOCATION/ADDRESS: _____
TELEPHONE NUMBER: _____
ALASKA BUSINESS LICENSE NO: _____

NAME: _____
PHYSICAL LOCATION/ADDRESS: _____
TELEPHONE NUMBER: _____
ALASKA BUSINESS LICENSE NO: _____

NAME: _____
PHYSICAL LOCATION/ADDRESS: _____
TELEPHONE NUMBER: _____
ALASKA BUSINESS LICENSE NO: _____

NAME: _____
PHYSICAL LOCATION/ADDRESS: _____
TELEPHONE NUMBER: _____
ALASKA BUSINESS LICENSE NO: _____