



Julie Haywood
Sequoyah County Clerk

120 E. Chickasaw, Suite 105 Sallisaw, OK 74955 * P: 918-775-4516 * F: 918-775-1218 * seqcoclerk@diamondnet.us

October 19, 2026

RE: **Printing of 2027 Election Ballots**

Dear Sir/Madam:

Please find enclosed an invitation to bid for the printing of the 2027 ballots for the Sequoyah County Election Board. The bid must be received in the County Clerk's Office no later than 9:00am on Monday, November 16, 2026. The bids will be opened at the Sequoyah County Commissioner's meeting at 10:00am on Monday, November 16, 2026.

Should you have any questions, please feel free to contact us.

Thank you,

A handwritten signature in blue ink that reads "Julie Haywood".

Julie Haywood
Sequoyah County Clerk

INVITATION TO BID

DATE ISSUED:
10/19/2026

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TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Sequoyah County Courthouse, Sallisaw, Oklahoma at the time and date shown on the "INVITATION TO BID" form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchased by Sequoyah County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County, constitutes a firm Contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish an originally signed and notarized sworn "STATEMENT OF NON-COLLUSION". A form is supplied below. Bids without a notarized signature or seal will be rejected.
8. Bids will be firm until completion of Contract.

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

Subscribed and sworn before me this _____ day of _____, 2026 (S E A L)

My Commission expires: _____

Notary Public (Clerk or Judge)

FIRM: _____

Signed by: _____

Please print name of signee

Address: _____

Telephone: _____

FAX: _____

F.I.D. #: _____

Return to:

Julie Haywood
Sequoyah County Clerk
120 E. Chickasaw, Suite 105
Sallisaw, OK 74955

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

INSTRUCTIONS FOR SUBMITTING BID PROPOSALS

1. Fill out the "INVITATION TO BID" form completely.
2. Sign the "TERMS AND CONDITIONS" form and have signature notarized.
3. Identify the outside of the sealed envelope as follows:

"SEALED BID # 2027-2 / CLOSING 11/16/2026, 9:00AM"

4. Make sure the company name and return address appears on the outside of the envelope.
5. File the bid proposal with the Sequoyah County Clerk, either by mail or in person, before 9:00am, Monday November 16, 2026. Bids received after this time will be rejected and returned unopened. All bids will be opened at 10:00AM, Monday, November 16, 2026 during the County Commissioners' meeting held at 117 South Oak Suite 112, Sallisaw, Oklahoma.
6. All forms must be filled out completely. Any incomplete forms could result in rejection of bid if the Board of County Commissioners considers such action to be in the best interest of Sequoyah County.
7. The mailing address of the Sequoyah County Purchasing Department is as follows:
Julie Haywood, County Clerk
120 East Chickasaw
Suite 105
Sallisaw, OK 74955
8. All bid information shall be typewritten or legibly written in ink. The person signing the "TERMS AND CONDITIONS" form shall initial all corrections.
9. On all bids requiring services or contract labor, proof of liability insurance may be required. Read the bid specifications carefully.
10. For prompt payment of all invoices, please submit original invoice with reference to the Sequoyah County purchase order number, to the ordering agency. Upon receipt of properly executed invoice and receiving report are received by the County Clerk's Office by 11:00am on Fridays, payment will be processed for the following Monday.
11. If you have any questions regarding the bid specifications please contact Ruby Brunk, Sequoyah County Election Board at (918) 775-2614. For questions regarding bid deadlines, opening or payment process please contact Sequoyah County Clerk Julie Haywood at (918) 775-4516.

NOTE: ALL BID PROPOSALS WILL BE DEEMED INVALID AND THEREFORE REJECTED WHICH DO NOT CONTAIN THE "INVITATION TO BID" AND THE SIGNED AND NOTARIZED "TERMS AND CONDITIONS".

DIGITAL PRINTING CONTRACT

DIGITAL BALLOT PRINTING CONTRACT BALLOT PRICING FORM

All ballots and stubs printed, cut, and delivered shall meet size and bar-coding requirements listed in the current version of *Oklahoma Specifications for Digital Ballot Printing*.

REGULAR BALLOTS

	<u>Unit Price</u>	<u>Additional Cost for Color Distinction</u>
8.5 x 14.0 inches Price per ballot:	_____	_____
8.5 x 17.0 inches Price per ballot:	_____	_____
8.5 x 19.0 inches Price per ballot:	_____	_____

ABSENTEE BALLOTS (If Applicable, e.g., in Oklahoma and Tulsa Counties)

	<u>Unit Price</u>	<u>Additional Cost for Color Distinction</u>
8.5 x 14.0 inches Price per ballot:	_____	_____
8.5 x 17.0 inches Price per ballot:	_____	_____
8.5 x 19.0 inches Price per ballot:	_____	_____

SAMPLE BALLOTS

	<u>Unit Price</u>	<u>Additional Cost for Color Distinction</u>
8.5 x 14.0 inches Price per ballot:	_____	_____
8.5 x 17.0 inches Price per ballot:	_____	_____
8.5 x 19.0 inches Price per ballot:	_____	_____

SHIPPING CHARGE

Optional shipping charge may be included on orders of 200 or fewer ballots at \$_____.

DIGITAL PRINTING CONTRACT

COLOR DISTINCTION

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