



**OFFICE OF THE COUNTY CLERK
COUNTY OF MAUI**

RELEASE DATE: MARCH 16, 2022

**INVITATION FOR BIDS
IFB 22-001OCC**

**FURNISH AND DELIVER VOTER CARDS AND
MAILING SERVICES**

**WILL BE RECEIVED UP TO 2:00 P.M. HST ON
MARCH 30, 2022**

**BID OPENING DATE:
MARCH 28, 2022**

DIGITAL SUBMITTALS ONLY TO
COUNTY.CLERK@MAUICOUNTY.US

03/16/2022
Date

Kathy L. Kaohu
Kathy L. Kaohu
County Clerk
Office of the County Clerk

Addendum No. 1
IFB 22-001OCC

FURNISH AND DELIVER VOTER CARDS AND MAILING SERVICES

March 29, 2022

This addendum is hereby made a part of IFB 22-001OCC and it shall amend said document by the Office of the County Clerk, County of Maui, as follows:

1. On page (1), the Bid Opening Date is corrected by deleting "MARCH 28, 2022" and inserting in its place the following:
"AFTER 2:00 P.M. HST ON MARCH 30, 2022"

Approval:



Kathy L. Kaohu
County Clerk
Office of the County Clerk

Issued: March 29, 2022

THE OFFICE OF THE COUNTY CLERK, COUNTY OF MAUI
IFB 22-0010C

OVERVIEW

The objective of this solicitation is to:

1. Design, manufacture, personalize, and mail Notice of Voter Registration cards, or "Yellow Cards," variable data voting material via United States Postal Service ("USPS") Non-Profit Mail and First-Class Mail to individual registered voters of the County of Maui.
2. Design, manufacture, personalize, and mail the National Voter Registration Act ("NVRA") Final Notification cards, or "White Cards," and the In-County Address Transfer Notification cards, "or "Blue Cards," variable data voting material via First Class Mail to individually identified registered voters of the County of Maui. White Cards and Blue Cards are Business Reply Mail ("BRM").

The County of Maui Office of the County Clerk ("Client") will specify for each type of mail piece the number of mailing batches and timing of entry into the USPS postal stream.

The term of the contract shall be from award until February 28, 2023, unless project delays require a different time period.

MINIMUM SPECIFICATIONS

A. Printing of Cards

I. Estimated Quantities, by Card Type:

<u>Yellow Cards</u>	<u>White Cards</u>	<u>Blue Cards</u>
130,000	18,000	2,000

II. Sizes

<u>Yellow Cards</u>	<u>White Cards and Blue Cards</u>
Overall Size: 8" x 6"	Overall Size: 6" x 12¾"
Finished Size: 8" x 6"	Finished/Folded Size: 6" x 4¼"

Wafer tab or equivalent as required to meet USPS standard for First Class Mail

III. Paper Stock

90 lb. white index or comparable stock of a weight of paper that is suitable for meeting USPS requirements. No gloss cardstock.

IV. Ink

4/4 color process.

V. Perforation and Folding for White Cards and Blue Cards

One horizontal full width, clean and hard to tear perforation, at a specified distance from the indicated edge for each form. The folded edge of the card must be at the bottom with the top edge sealed (or as acceptable to the USPS). The cards must be tabbed closed in a manner acceptable to the USPS

VI. Format

Three digital files will be issued by the Client.

B. Personalization and Mailing of Cards

I. Mailing Schedule

<u>Date</u>	<u>Card Type</u>	<u>Postage</u>
April 25	Yellow Cards	Non-Profit
April 25	White Cards and Blue Cards	First-Class
May 9	White Cards	First-Class
July 1	Yellow Cards	First-Class
October 3	Yellow Cards	First-Class
December 5	White Cards and Blue Cards	First-Class

Dates are subject to change.

II. Data

Data for all mailings will be provided at least one week prior to each mail date.

Data files will consist of fixed width text or .csv files containing the following information for each individual registered voter: last name, first name, middle initial, suffix, mailing street address, city, and 5-digit zip code, residence street address, legislative districts, and unique identifier (NOTE-ID). See record content sheet for requirements. Data will solely be used for the purposes of this mailing and will not be outsourced to another subcontractor.

III. Personalization

Postcard must reflect only data elements unique to each registered voter as it appears on the data provided by the Client. The encrypted NOTE-ID data will be converted into a linear code 128.

IV. Postal Processing

The Vendor must be certified as a USPS full-service mailer and must presort to the carrier route, tray and mail at full service for Non-Profit rate. The Vendor must perform Coding Accuracy Support System ("CASS") Certification on the data to standardize addresses to adhere to USPS address formatting. Records that fail CASS Certification or have secondary addresses removed must be returned to the Client for review. After the Client has reviewed the records, the Vendor will mail the approved pieces at full First-Class rate to the unstandardized address. The Vendor must also conduct Informed Visibility on the mailings and provide a complete list of all records mailed as proof of processing all records contained in the data that the Client provided within three days of the delivery of the postcards to the USPS.

National Change of Address ("NCOA") services using data provided by the Client, as may be necessary to perform the mailing. The results of the NCOA will be used by the Client to create the data for the white and blue cards mailings. The NCOA will be conducted at a time mutually agreed upon by the Vendor and the Client.

The Vendor must not apply forwarding address corrections to voter's addresses.

V. Quality Control

The Vendor is required to provide digital proof of each of the personalized postcards prior to printing. The Vendor must perform a manual inspection and provide reconciliation reports to the Client after mailing to ensure all pieces are accounted for. The Vendor must also allow the Client the option to be physically present at the time of personalization and mailing preparation to inspect the process.

VI. Postage

The Vendor is required to provide the Client total amount of postage at least three business days prior to delivering the postcards to the USPS. The Client possesses a mail permit account and will ensure that sufficient postal funds are available for the mailing of the postcards.

The Vendor must ensure maximum postal discounts are attained.

VII. Distribution

Cards must be entered directly from the Contractor's facility into a USPS Business Mail Entry Unit ("BMEU"). If the Vendor is mailing from the Continental United States, the Vendor must perform all work relating to establishing an Enterprise Payment System ("EPS") account with local USPS.

VIII. Storage

The Vendor shall store the remaining cards at no additional cost until the end of the contract.

IX. Delivery

Any remaining non-personalized postcards after the completion of the contract are to be delivered to the Client.

C. Design and Proof

The Vendor must provide layout and design services, in consultation with the Client, towards the final design of the mail pieces. After the design is established, the Contractor must provide a detailed mock-up illustrating the construction, composition and personalization requirement prior production. The mock-up must be pre-approved by the USPS, demonstrating compliance with all postal regulations. The Vendor must ensure complete postal compliance.

The detailed mock-up must be submitted to the Client. The Client reserves the right to make changes before approving the mock-up, at no additional cost the Client.

Two different types of proofs are required for each type of card:

1. A proof defining the printing layout.
2. A data print proof which confirms the proper location and data type to appear on the mail piece.

If any specification herein is not compatible with USPS regulation governing the mailing, the Vendor will assist the Client with modifying the mail piece to conform with regulations.

Example mailings from previous elections are included with this solicitation.

SPECIAL PROVISIONS

IFB 22-001OCC

- 1) Offers shall be received by the Office of the County Clerk via email (County.Clerk@mauicounty.us), by 2:00 p.m. HST on March 28, 2022, and will then be publicly opened thereafter.
- 2) Bidders are required to comply with the newest procurement code, HRS, Chapter 103-D, any rules and regulations and policy directives issued with respect to Chapter 103-D and any amendments thereof.
- 3) Offer must include all applicable taxes, except Federal Excise Tax from which the County is exempt.
- 4) Bidder must complete and submit the offer form.
- 5) Contract shall be awarded to the lowest responsible and responsive bidder, based on the lowest "Net Total Lump Sum" bid.
- 6) Quantities listed in the Offer Form are estimated requirements of the Office of the County Clerk for the period covered by the contract. Amounts to be furnished shall be the amounts ordered from time to time during the period of the contract. The Office of the County Clerk reserves the right to purchase greater or lesser quantities as conditions may warrant at the same unit bid price. In the event the requirements do not materialize in the quantities specified, such failure shall not constitute grounds for equitable adjustment under the contract.
- 7) The County Clerk reserves the right to accept or reject any or all offers and to waive any minor or inadvertent discrepancy in the bid documents.
- 8) The County Clerk reserves the right to withhold confirmation of award for a period of sixty (60) calendar days from the date of bid opening;
- 9) The County Clerk reserves the right to cancel solicitation in its entirety, any time prior to award, and the vendor agrees not to claim loss of profit from this change.
- 10) Bidders shall not submit more than one (1) offer form and shall not submit more than one (1) offer. Doing so, shall be cause for rejection of all offers from that bidder.
- 11) Whenever there is a mathematical error, the unit price shall govern.
- 12) A bid bond and performance bond shall not be required.

- 13) No offer shall be withdrawn from the set time of the bid opening.
- 14) Any questions pertaining to this solicitation may be directed to James Krueger, Office of the County Clerk. Telephone: (808) 270-7748 or email: county.clerk@mauicounty.us.
- 15) Questions must be received at least five (5) business days prior to the bid opening date. Any acceptable modifications or clarifications shall be made by issuance of an addendum and shall be given by written notice to all parties.
- 16) The Purchasing General Terms and Conditions for Goods and/or Services for the County of Maui applies and available on the County website at <https://www.mauicounty.gov/DocumentCenter/View/3186/Goods-and-Services-?bidId=>.
- 17) In accordance with Section 3-122-112, as amended, of the Hawaii Administrative Rules, the successful bidder must produce the following documents:
 - a. Tax Clearance Certificate
 - b. DLIR Certificate of Compliance
 - c. Certificate of Good Standing from the DCCAThe awarded vendor is encouraged to use the Hawaii Compliance Express website to assist to them in obtaining the above certificates. The state website is <http://vendors.ehawaii.gov>.

Record Content Sheet
(Comma separated values text file)

Field	Field Name	Description/ Instructions	Print Area on Example Cards
1	vrID	N/A	
2	vrVoterStatus	N/A	
3	vrNameFirst	First Name	3
4	vrNameLast	Last Name	3
5	vrNameMiddle	Middle Initial(s)	3
6	vrNameSuffix	Name Suffix	
7	vrAddress	N/A	2
8	vrAptSuite	N/A	2
9	vrCity	N/A	
10	vrZip	N/A	
11	vrMailingAddress	Mailing Address	4
12	vrMailingCity	Mailing Address City	4
13	vrMailingZip	Mailing Address Zip Code	4
14	vrMailingState	Mailing Address State	4
15	DP	N/A	
16	PAB	N/A	
17	Precinct	N/A	
18	Senate	N/A	6
19	House	N/A	7
20	Congressional	N/A	5
21	Council	N/A	
22	PollingPlace	N/A	
23	PollingPlaceAddress	N/A	
24	Barcode	Postcard identifier printed as barcode (Convert to Code 128) and readable text below (i.e. NOTE-123456)	1

Sample Address Caption (Resident Address Indented):

123 ALOHA LANE
JONES, JOE VOTER
PO BOX 1234
KAHULUI, HI 96732

Note: 123 ALOHA LANE is the voter's residence address.

Yellow Card Example



2018 Notice of Voter Registration

Election Dates:

Primary Election: August 11, 2018
General Election: November 6, 2018

Representative District / Precinct	Senatorial District	Congressional District
7	6	5
1		

County of Maui
Office of the County Clerk
Elections Division
200 S. High St. Ste. #708
Wailuku, HI 96793-2135

RETURN SERVICE
REQUESTED

PRESORTED
FIRST-CLASS MAIL
US POSTAGE
PAID
HONOLULU, HI
PERMIT NO. 1766

2
3
4



Voter Information

2018

COUNTY OF MAUI 2018 ELECTION INFORMATION

	Primary Election	General Election
Voter Registration Deadline:	Thursday, July 12, 2018	Tuesday, October 9, 2018
Early Voting (Walk-in) Period *Open 8:00 a.m. to 4:00 p.m. Monday - Saturday <small>*Times vary at different locations. For more information go to mauicounty.gov/elections</small>	Monday, July 30 to Thursday, August 9, 2018	Tuesday, October 23 to Saturday, November 3, 2018
Absentee Ballot Application Deadline:	Saturday, August 4, 2018	Tuesday, October 30, 2018
Election Day Polls Open 7:00 a.m. to 6:00 p.m.	Saturday, August 11, 2018	Tuesday, November 6, 2018
IMPORTANT! NEW LOCATION FOR EARLY (Walk-in) VOTING: Velma McWayne Santos Community Center (Wailuku Community Center) 395 Waena Street Wailuku, Hawaii 96793 <small>There is no early voting at the county building. Office of the County Clerk. For more information on early voting locations, please go to mauicounty.gov/elections.</small>		On-line Voter Registration: olvr.hawaii.gov Find your Polling Place: elections.hawaii.gov

**Questions? Call the Elections Division at
808-270-7749 or go to mauicounty.gov/elections.**

White Card Example
Outside

County of Maui
Office of the County Clerk
Elections Division
200 S High St
Wailuku HI 96793-2165

PRESORTED
FIRST-CLASS
MAIL
US POSTAGE
PAID
HONOLULU, HI
PERMIT NO. 1766

1
2
3
4

county.clerk@mauicounty.us

808.270.7749



ELECTIONS DIVISION
OFFICE OF THE COUNTY CLERK
200 S HIGH ST
WAILUKU HI 96793-8920

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 85 WAILUKU HI

POSTAGE WILL BE PAID BY ADDRESSEE

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



White Card Example

Inside

WHERE ARE YOU?

We have received information that the residence and/or mailing address associated with your voter registration in Hawaii was possibly changed. If you have:

- **Changed either address and still live WITHIN the State of Hawaii**, please complete the enclosed reply card with the changes. Replying will update your voter record and ensure you will receive your ballot.
- **Moved OUT of Hawaii**, please complete the enclosed reply card and check off the "Cancel my voter registration" box on the card. You **MUST** be a resident in the State of Hawaii to vote in Hawaii Elections. You may, however, register to vote in the jurisdiction of your new residence.

If you do not update your voter registration in the next two General Elections, you will be removed from the voter registration rolls.

To return, carefully detach this panel along the perforated edge, fold to cover your personal information, and tape close.

☐ Correct my voter registration below ☐ CANCEL my voter registration in the State of Hawaii

COMPLETE all sections below, FOLD CLOSE, and RETURN.

Last Name		First Name		M.I.	Suffix (Jr., II)
HI Driver License or HI State ID Number <i>If you do not have either, complete box to the right.</i>		<input type="checkbox"/> I do not have a HI Driver License or HI State ID. <i>Provide the last 4-digits of your Social Security Number.</i>			
		<input type="checkbox"/> I do not have a HI Driver License, HI State ID, or SSN.			
Date of Birth	Phone Number		Email		
Residence Address (P.O. Box, R.R., S.R., are not acceptable)			Apt. No.	City	Zip Code
Mailing Address in Hawaii <input type="checkbox"/> Same as Residence			Apt. No.	City	Zip Code
If your residence does not have a street address, describe the location (cross streets, landmarks)					
Warning: Any person who knowingly furnishes false information may be guilty of a Class C Felony. I hereby swear (or affirm) that all information furnished on this application is correct.					
Signature				Date	
If you are unable to sign mark the signature line and have a witness provide signature, address, and phone number.					
OFFICE USE ONLY	ID Number	Location Code		Document Number/Notes	

Notice: The identity of the voter registration agency through which any particular voter was registered shall not be publicly disclosed. A person's decision to register to vote is also confidential and is used for voter registration purposes only (National Voter Registration Act of 1993).



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 85 WAILUKU HI

POSTAGE WILL BE PAID BY ADDRESSEE

ELECTIONS DIVISION
OFFICE OF THE COUNTY CLERK
200 S HIGH ST
WAILUKU HI 96793-9920



808.270.7749

county.clerk@mauicounty.us

4

3

2

1

PRESORTED
FIRST-CLASS
MAIL
US POSTAGE
PAID
HONOLULU, HI
PERMIT NO. 1766

County of Maui
Office of the County Clerk
Elections Division
200 S High St
Wailuku HI 96793-2155

Blue Card Example
Outside

Blue Card Example Inside

To return, carefully detach this panel along the perforated edge, fold to cover your personal information, and tape closed.

WE'VE UPDATED YOUR VOTER REGISTRATION

You are receiving this notice because you completed a change of address with the U.S. Postal Service and it appears that you reside and receive mail as addressed on this notice. As such, we have automatically updated your voter registration. If this is correct, no further action is required.

If the information we have updated is incorrect or you do not want your voter registration updated, please indicate below and return.

You may also update your voter registration online if you have a Hawaii Driver License or a Hawaii State Identification card at elections.hawaii.gov.

NEW ADDRESS

PREVIOUS ADDRESS

☐ Do not update my address

We will restore the residence address associated with your voter registration to the previous address listed above.

☐ Update my voter registration

Residence Address (P.O. Box, R.R., S.R., are not acceptable)	Apt. No.	City	Zip Code	
<hr/>				
Mailing Address in Hawaii	<input type="checkbox"/> Same as Residence	Apt. No.	City	Zip Code
<hr/>				

Warning: Any person who knowingly furnishes false information may be guilty of a Class C Felony.

I hereby swear (or affirm) that all information furnished is correct



Signature

Date

B I D F O R M

IFB 22-001OC

County Clerk
County of Maui
Wailuku, Maui, Hawaii 96793

DATE

Dear County Clerk:

The undersigned hereby agrees to furnish and deliver voter cards and mailing services for the amount set forth below, all in strict compliance with the Special Provisions, Minimum Specifications, General Terms & Conditions, and this Offer Form. All bids are to include all costs, including taxes.

Description	Estimated Quantity	Price per Piece	Total Price
Design, manufacture, personalize, and mail Yellow Cards	130,000		
Design, manufacture, personalize, and mail White Cards	18,000		
Design, manufacture, personalize, and mail Blue Cards	2,000		
Net Total Lump Sum	150,000	N/A	

The undersigned shall acknowledge receipt of any addendum issued by the Office of the County Clerk by recording in the spaces below the date of receipt.

Addendum No.1 _____

Addendum No.3 _____

Addendum No.2 _____

Addendum No.4 _____

Respectfully submitted,

NAME OF FIRM**

SIGNATURE OF BIDDER**

ADDRESS OF FIRM

PRINT OR TYPE NAME OF BIDDER

TELEPHONE & FAX NUMBER

PRINT OR TYPE TITLE OF BIDDER

EMAIL ADDRESS

DATE SIGNED

FEDERAL ID/SOCIAL SECURITY NO.
(FEDERAL ID No. for Partnerships and Corporations only)

HAWAII STATE GENERAL EXCISE TAX LICENSE NUMBER

PLEASE SPECIFY TYPE OF ORGANIZATION:

INDIVIDUAL _____ PARTNERSHIP _____ CORPORATION _____

STATE OF INCORPORATION: _____

OTHER _____ PLEASE SPECIFY

**** If Corporation, please attach to this page your corporate seal; also, evidence of the authority of this officer to submit a bid on behalf of the corporation. Such authority must be in the form of a corporate resolution. Give also the names and addresses of the officers of the corporation.**

(SEAL)