BOONE COUNTY GOVERNMENT

40-09DEC26

Absentee Ballot Packets, Sample Ballots, and Related Services

Issue Date: 11/8/2026
Questions Deadline: 11/23/2026 02:00 PM (CT)
Response Deadline: 12/9/2026 02:00 PM (CT)

Contact Information

Contact: Amy Gerskin Senior Buyer
Address: Purchasing Department
5551 S. Tom Bass Road
Columbia, MO 65201
Phone: USA (573) 886-4393
Email: AGerskin@boonemo.gov

Event Information

Number:	40-09DEC26
Title:	Absentee Ballot Packets, Sample Ballots, and Related Services
Type:	Request for Proposal
Issue Date:	11/8/2026
Question Deadline:	11/23/2026 02:00 PM (CT)
Response Deadline:	12/9/2026 02:00 PM (CT)
Notes:	Boone County, hereafter referred to as “County,” proposes to contract with an individual(s) or organization(s), hereinafter referred to as “contractor” for a Term and Supply contract for **Absentee Ballots Packets, Sample Ballots, and Related Services** for the Boone County Clerk’s Office as specified in the following requirements.

Bid Activities

Deadline for Questions 11/23/2026 2:00:00 PM (CT)

Bid Attachments

40-09DEC26 - Absentee and Sample Ballot Packages and Related Services.pdf Download

40-09DEC26 - Full RFP

Debarment Certification.pdf View Online

Please sign and attach

E-Verify.pdf View Online

Please complete and attach

Individual Bidder & Affidavit.pdf View Online

Please complete and attach

CERTIFICATION REGARDING LOBBYING.doc View Online

Certification Regarding Lobbying

Requested Attachments

Proposal Response

(Attachment required)

Please attach all mandatory forms along with the complete proposal response. These may be uploaded together or separately.

Bid Attributes

1	**Agreement with Mandatory Requirements, Terms and Conditions** By checking the box, the offeror agrees to perform services in compliance with all mandatory requirements, terms and conditions of the RFP. ☐ Confirm *(Optional: Check if applicable)*

2	**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions** Make sure to complete and include the Certification Regarding Debarment with the uploaded RFP response ☐ Confirm *(Optional: Check if applicable)*
3	**Cooperative Procurement - Agreement** By checking the box, the offeror agrees to allow other political subdivisions to piggy-back off the resulting contract at the same terms, conditions and prices as those under contract. ☐ Confirm *(Optional: Check if applicable)*
4	**Primary Contact** Please provide the name of the person/persons who are to be the primary contact for the County _____ _____ _____ *(Required: Maximum 1000 characters allowed)*
5	**Contact Phone** (__ __ __) __ __ __ - __ __ __ __ ext: _____ *(Required)*
6	**Contact Email** _____ *(Required: Email address)*
7	**5.10** **Vendor's MUST submit samples of Sample Ballots and/or Absentee Ballots within 24-hours of the RFP closing to be considered responsive.** **Please send all samples to:** Boone County Purchasing ATTN: RFP 40-09DEC26 5551 S Tom Bass Rd. Columbia, MO 65201 ☐ Confirm *(Required: Check if applicable)*

Bid Lines

1	**5.9.1. Absentee Ballot Packet** - includes all labor, support, material, equipment, supplies, and mailing costs to produce, prepare, mail, track and report to the County Clerk as defined herein. Tier 1: 1-1,000 Packets Quantity: 1000 UOM: EA Packet Price: $ Total: $ Supplier Notes: _____ ☐ No bid ☐ Additional notes *(Attach separate sheet)*

2

5.9.2. Absentee Ballot Packet - includes all labor, support, material, equipment, supplies, and mailing costs to produce, prepare, mail, track and report to the County Clerk as defined herein.

Tier 2: 1,001-5,000 Packets

Quantity: 5000 UOM: EA Packet Price: $ Total: $

Supplier Notes:

☐ No bid

☐ Additional notes *(Attach separate sheet)*

3

5.9.3. Absentee Ballot Packet - includes all labor, support, material, equipment, supplies, and mailing costs to produce, prepare, mail, track and report to the County Clerk as defined herein.

Tier 3: 5,001-10,000 Packets

Quantity: 10000 UOM: EA Packet Price: $ Total: $

Supplier Notes:

☐ No bid

☐ Additional notes *(Attach separate sheet)*

4

5.9.4. Sample Ballot Packets – the offeror must provide a firm price per each sample ballot packet. The quoted price shall include all labor, support, material, equipment, supplies, and mailing costs to produce, prepare, mail, track and report to the County Clerk as defined herein.

Quantity: 15000 UOM: EA Packet Price: $ Total: $

Supplier Notes:

☐ No bid

☐ Additional notes *(Attach separate sheet)*

5

5.9.5. Sample Ballot Packets – the offeror must provide a firm price per each sample ballot packet. The quoted price shall include all labor, support, material, equipment, supplies, and mailing costs to produce, prepare, mail, track and report to the County Clerk as defined herein.

Quantity: 100000 UOM: EA Packet Price: $ Total: $

Supplier Notes:

☐ No bid

☐ Additional notes *(Attach separate sheet)*

6 **5.9.6. Other Required Costs:** The offeror shall identify and price all other required costs to perform services described herein. If no other prices are identified the County shall assume no other invoice prices or costs.

Quantity: 1 UOM: EA Unit Price: $ Total: $

Supplier Notes:

☐ No bid
☐ Alternate specification *(Attach separate sheet)*
☐ Additional notes *(Attach separate sheet)*

7 ## Package Header

5.9.7. Annual Renewals

The County shall have the sole option to renew the contract in one-year increments, or any portion thereof, for a total accumulated period of five (5) additional years following the initial term. If the options are exercised, pricing for the renewal period shall be the same as quoted for the initial or previous contract period subject to adjustment in accordance with the specific percentage of price adjustment quoted below for the applicable renewal contract period. Prices for the renewal period shall not exceed the maximum percent of increase for the applicable renewal period stated on the Pricing Page of the contract.
(Line excluded from response total)

Total: $

Supplier Notes:

☐ No bid
☐ Additional notes *(Attach separate sheet)*

Package Items

7.1 5.9.7.1. 1st Renewal

Total: %

Supplier Notes:

☐ No bid
☐ Additional notes *(Attach separate sheet)*

7.2 5.9.7.2. 2nd Renewal

Total: %

Supplier Notes:

☐ No bid
☐ Additional notes *(Attach separate sheet)*

7.3 5.9.7.3. 3rd Renewal

Total: %

Supplier Notes:

☐ No bid
☐ Additional notes *(Attach separate sheet)*

7.4 5.9.7.4. 4th Renewal

Total: %

Supplier Notes: _____

_____

☐ No bid

☐ Additional notes *(Attach separate sheet)*

7.5 5.9.7.5. 5th Renewal

Total: %

Supplier Notes: _____

_____

☐ No bid

☐ Additional notes *(Attach separate sheet)*

Supplier Information

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature