

CALL FOR BIDS
County Printing Election Ballots

Lincoln County is soliciting competitive bids from interested parties for the **county election ballot printing** for the 2-year period of July 1, 2026 through June 30, 2027.

This contract shall include **only** the printing of election ballots. This contract is for the printing of election ballots and absentee/mail-out materials only. This contract also excludes any printing that can be done with county equipment.

Scope of Work & Bid Items

Qualified vendors should submit pricing for the following election printing services:

Election Ballots

- Double-sided, single-sheet ballot
- Size: 8.5” x 17” with perforation at the 15” mark
- Printed 4/4 color on 70# Cougar offset
- Includes cutting, design, perforation, and numbering by precinct
- To be shrink-wrapped in 100s and boxed by precinct
- Ballots prepared for both poll voting and mail-out use
- Ballot stock to be supplied by the County

Envelopes for Mail-Out Ballots

- **#12 White Window Standard Envelope**
 - Front imprint in black ink
- **#11 White Non-Window Affidavit Envelope**
 - Front imprint in black and one additional color
 - Back imprint in black and one additional color
- **#10 White Non-Window Secrecy Envelope**
 - Front imprint in black and one additional color

Voter Communication Cards (NVRA)

- **First Notice – 110# Blue Index**
 - Printed double-sided in black ink
- **Second Notice – 110# Yellow Index**
 - Printed double-sided in black ink

All quantities and specifications must be listed in the bid submission. Shipping charges must be indicated separately.

The bid will be awarded to the printing establishment that in the judgment of the County Commissioners is the most suitable for performing the work. Lincoln County reserves the right to reject any or all proposals received, to waive informalities therein, to postpone the award of the contract for a period of time not to exceed thirty (30) days and to accept the lowest responsive and responsible proposal(s) determined to be in the best interests of Lincoln County. Past performance and ability to deliver will be two of the criteria used in the bid award.

Sealed bids must be received at the Clerk and Records Office, Lincoln County Courthouse, 512 California Avenue, Libby, MT 59923 no later than 5:00 p.m. MST on

Friday, June 5th, 2026. The envelope containing the sealed bid will be labeled “BID FOR COUNTY PRINTING ELECTION BALLOTS”.

Bids will be opened and read aloud at the public meeting of the County Commissioners at 11:15 a.m. MST on Wednesday, June 10th, 2026, in the County Commissioners’ room, 512 California Avenue, Libby, MT.

Bids must be submitted on a bid form available from Jim Hammons, 512 California Avenue, Libby, MT. For additional information, please contact Jim Hammons at (406) 283-2345, or email nfox@libby.org.

Legal Ad: The Kootenai Valley Record

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