



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055

www.sedgwickcounty.org/finance/purchasing.asp

REQUEST FOR BID
#14-0060
TRANSPORT AND DELIVERY OF VOTING EQUIPMENT

June 3, 2014

Dear Vendors,

Sedgwick County is seeking a firm to provide transportation and delivery of voting equipment for elections. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid.

Kim Evans
Purchasing Agent

Attachment A
Voting Locations

Polling Place Name	Address
Andale City Building	326 N Main, Andale, KS 67001
Auburn Hills Golf Course Clubhouse	443 S 135th St W, Wichita, KS 67235
Bel Aire City Building	7651 E Central Park, Bel Aire, KS 67226
Bentley City Hall	150 S Wichita, Bentley, KS 67016
Calvary Baptist Church	1636 E Patriot Ave, Derby, KS 67037
Center for Health & Wellness	2707 E 21st St N, Wichita, KS 67214
Central Christian Church	2900 N Rock Rd, Wichita, KS 67226
Cheney Baptist Church	1502 N Main, Cheney, KS 67025
Christ the King Church	4411 W Maple, Wichita, KS 67209
Church of the Holy Spirit	18218 W Hwy 54, Goddard, KS 67052
Church of the Magdalen	12626 E 21st St N, Wichita, KS 67206
Colwich City Building	310 S 2nd St, Colwich, KS 67030
Congregation Emanu-El	7011 E Central Ave, Wichita, KS 67206
Country Acres Baptist Church	8810 W 10th St N, Wichita, KS 67212
Countryside Christian	1919 S Rock Rd, Wichita, KS 67207
Dawson Methodist Church	2741 Laura, Wichita, KS 67216
East Evangelical Free Church	14725 E Harry St, Wichita, KS 67230
Eastborough City Hall	1 Douglas Ave, Eastborough, KS 67207
Eastminster Presbyterian	1958 N Webb Rd, Wichita, KS 67206
Edgemoor Rec Center	5815 E 9th St N, Wichita, KS 67208
Evergreen Recreation Ctr	2700 Woodland, Wichita, KS 67204
Faith Christian Church	2110 W 45th St S, Wichita, KS 67217
First Baptist - Mulvane	1020 N 2nd Ave, Mulvane, KS 67110
First Mennonite Brethren	8000 W. 21st St. N., Wichita, KS 67205
First Methodist Church-VC	560 N Park Ave, Valley Center, KS 67147
First Presbyterian Church, Wichita	525 N Broadway, Wichita KS 67214
First United Pentecostal Church	1755 E MacArthur Rd, Wichita, KS 67216
Glenn Park Christian	2757 S Glenn, Wichita, KS 67217
Glenville Baptist Church	4604 S Seneca St, Wichita, KS 67217
Gloria Dei Lutheran	1101 N River Blvd, Wichita, KS 67203
Grace Presbyterian Church	5002 E Douglas Ave, Wichita, KS 67218
Greenwich Rd Ch of Christ	1746 S Greenwich Rd, Wichita, KS 67207
Haysville Activity Center	7106 S Broadway, Haysville, KS 67060
Haysville Community Library	210 Hays Ave, Haysville, KS 67060
Health Department Adm Ctr	1900 E 9th St N, Wichita, KS 67214
Holy Cross Lutheran	600 N Greenwich Rd, Wichita, KS 67206
Independent Living Center	3033 W 2nd St N, Wichita, KS 67203
Kechi City Building	220 W Kechi Rd, Kechi, KS 67067
Larsen Community Center	105 S Ohio, Mount Hope, KS 67108
Linwood Recreation Center	1901 S Kansas, Wichita, KS 67211

Polling Place Name	Address
Machinists Building	3830 S Meridian Ave, Wichita, KS 67217
Maize City Building	10100 W Grady Ave, Maize, KS 67101
Maranatha Worship Center	888 S Webb Rd, Wichita, KS 67207
Mt Saint Marys Auditorium	3700 E Lincoln, Wichita, KS 67218
Northside Church Christ	4545 N Meridian Ave., Wichita, KS 67204
Olivet Baptist Church	3440 W 13th St N, Wichita, KS 67203
Park City Senior Center	6100 N Hydraulic, Park City, KS 67219
Pathway Church	2001 N Maize Rd, Wichita, KS 67212
Pilgrim Congregational	6000 E Harry, Wichita, KS 67218
Pleasantview Baptist	1335 N Buckner, Derby, KS 67037
Reformation Lutheran	7601 E 13th St N, Wichita, KS 67206
Sdg Co Zoo Cargill Ctr	5555 Zoo Blvd, Wichita, KS 67212
Sharon Baptist Church	2221 S Oliver, Wichita, KS 67218
St Andrew's Lutheran	2555 Hyacinth Ln, Wichita, KS 67204
St Anthony's Parish Hall	635 N Main, Garden Plain, KS 67050
St Elizabeth Ann Seton	645 N 119th St W, Wichita, KS 67235
United Methodist Church	130 N 1st St, Clearwater, KS 67026
Viola Community Hall	100 N Grice, Viola, KS 67149
West Evangelical Free Church	1161 N Maize Rd, Wichita, KS 67212
West Side Church of God	1900 McCormick, Wichita, KS 67213
Westlink Church of Christ	10025 W Central Ave, Wichita, KS 67212
Westwood Presbyterian	8007 W Maple, Wichita, KS 67209
Woodlawn Methodist Church	431 S Woodlawn Blvd, Derby, KS 67037
WSU Metropolitan Complex	5015 E 29th St N, Wichita, KS 67220

Attachment A

Advance Vote Center Locations

Advance Vote Center	Address
Bel Aire City Building	7651 E Central Park, Bel Aire, KS 67226
Center for Health & Wellness	2707 E 21st St N, Wichita, KS 67214
Church of the Holy Spirit	18218 W Hwy 54, Goddard, KS 67052
First Methodist Church-VC	560 N Park Ave, Valley Center, KS 67147
Grace Presbyterian Church	5002 E Douglas Ave, Wichita, KS 67218
Greenwich Rd Ch of Christ	1746 S Greenwich Rd, Wichita, KS 67207
Haysville Activity Center	7106 S Broadway, Haysville, KS 67060
Independent Living Center	3033 W 2nd St N, Wichita, KS 67203
Machinists Building	3830 S Meridian Ave, Wichita, KS 67217
Reformation Lutheran	7601 E 13th St N, Wichita, KS 67206
Sdg Co Zoo Cargill Ctr	5555 Zoo Blvd, Wichita, KS 67212
Sharon Baptist Church	2221 S Oliver, Wichita, KS 67218
St Andrew's Lutheran	2555 Hyacinth Ln, Wichita, KS 67204
Westlink Church of Christ	10025 W Central Ave, Wichita, KS 67212
Woodlawn Methodist Church	431 S Woodlawn Blvd, Derby, KS 67037

Attachment B Voting
Locations Needing Materials for ADA Compliance

SITE NAME	ITEM NEEDED & ACTION REQUIRED		
Andale City Building	PP		None
Auburn Hills Golf Course	PP		None
Bel Aire City Building Community Room	PP		None
Bentley City Hall	PP		None
Calvary Baptist Church, Derby	PP	1 Custom Sign	None
Center for Health & Wellness	PP	1 Van Accessible Parking Sign	Set accessible parking sign by accessible space painted on pavement.
Central Christian Church	PP		None
Cheney Baptist Church	PP	2 Van Accessible Parking Signs 4 Cones	Prop open doors to voting room for accessibility. Create accessible parking space with 2 signs & cones using 2 additional spaces closest to the voter entry.
Christ the King Church Charity Hall	PP	1 Van Accessible Parking Sign	Position accessible parking sign in front of accessible space painted on pavement West of ramp. Tape down thumb latch on voter entry. Prop open double-leaf doors to voting room.
Church of the Holy Spirit, Goddard	PP		None
Church of the Magdalen	PP	2 Custom Accessible Entry Signs Custom signs – 2- Additional Vote Here and Arrow Signs 2- Additional Vinyl Vote Here Signs	Post custom accessible entry sign on main voter entries, accessible entrance is large doors on SW side of Church Prop open interior doors to voting room for accessibility.

Colwich City Building	PP		None
Congregation Emanu-El	PP	1 Van Accessible Parking Sign 1 Accessible Parking Sign 1 Custom Accessible Entry Sign	Place accessible parking signs in front of accessible spaces painted on pavement but not signed (van sign with access isle on passenger side). Post custom accessible entry sign on main voter entry.
Country Acres Baptist Church	PP		None
Countryside Christian Church	PP		Tape down thumb latch on voter entry.
Dawson United Methodist Church	PP		Prop open double-leaf doors to voting room.
East Evangelical Free Church	PP	1 Van Accessible Parking Sign 4 Custom Accessible Entry Signs 1 – Accessible Entry – use door on right 1 – Accessible Exit – use door on left 2 – Not Accessible Entrance/Exit 2- Additional Vote Here and Arrow Signs 2- Additional Vinyl Vote Here Signs	Set van accessible parking sign by existing sign which is too short. Post custom accessible entry sign on main voter entries, accessible entrance is on the East, post Not Accessible Entrance/Exit signs on entry/exit doors in Gym Prop open interior doors to Gym
Eastborough City Hall	PP		None
Eastminster Presbyterian Church	PP		Prop open interior doors with thumb latch
Edgemoor Recreation Center	PP		Prop open double-leaf doors to voting room for accessibility.
Evergreen Recreation Center	PP		None

Faith Christian Church	PP	2 Lever Handles to Fit Over Door Knob at Voter Entry 2 Cones	Use cones to create an access isle in space adjacent to signed accessible parking space. Move ashtray by voting entry for 18" of unobstructed wall space on pull side of door. Attach lever handle over door knob at voting entry. Prop open interior door to voting room.
First Baptist Church, Mulvane	PP		None
First Mennonite Brethren Church	PP	Custom Signage Church providing 3 white boards with arrows pointing direction to voting room. This is for inside use only for voters wandering lobby area. Custom signs – 2- Exit 2- NE Entrance Signs 2- Not accessible voter exit for glass doors inside voting room	Prop open interior doors to voting room for accessibility. Post custom directional signage to new entrance inside & outside. 7 Vote Here vinyl signs directing voters to correct entrance. SJ to pickup key and it fits all doors in voting room area.
First United Methodist Church, Valley Center	PP	Custom Accessible Parking Sign	None
First Presbyterian Church, Wichita	PP	7 Double-sided Access Parking Sign 3 Cones Custom signs – 2- Exit 2- South Entrance Signs 2- Not accessible voter exit for West doors 2- Additional Vote Here and Arrow Signs 2- Additional Vinyl Vote Here Signs	Use 2 cones to create access isle next to signed accessible space with no isle; place double-sided signs at spaces painted on pavement but not signed and next to existing signs which are too short Prop open interior doors to voting room for accessibility. Place 1 cone under water fountain to make the area cane detectable. Post custom directional signage to entrance inside & outside.

First United Pentecostal Church	PP	1 Custom Accessible Entry Sign	Place accessible entry sign on voter (south) entry directing voters to main (north) entry. Position outside non-skid carpet on North entry to butt up against door threshold for accessibility.
Glenn Park Christian Church	PP	1 Custom Accessible Entry Sign	Place accessible entry sign on voter entry directing voters with disabilities to use main entrance.
Glenville Baptist Church	PP	Pending	Pending
Gloria Dei Lutheran Church	PP	2 Cones	Use 2 cones to create an access aisle between the van accessible space and 3rd accessible space.
Grace Presbyterian Church	PP	4 “Exit” Signs & Arrows 2 “No Entrance” Signs	None
Greenwich Road Church of Christ	PP	1 Van Accessible Parking Sign 1 Accessible Parking Sign	Position accessible parking signs in front of painted accessible spaces on either side of accessible (van accessible on South space).
Haysville Activity Center	PP		None
Haysville Community Library	PP		Pending
Health Department Administrative Center	PP		None

Holy Cross Lutheran Church-Bell (Fellowship Hall)	PP	Special Sign for Voter Entrance	<p>Place entry sign at voter entry directing voters with disabilities ability to use elevator.</p> <p>Use other voter signs for voter instruction.</p> <p>Prop open interior doors to voting room for accessibility.</p> <p>6 Cones/2 Van Accessible Signs to make 3 more Van Accessible Parking Spaces <u>Closest to Bell Tower Entrance.</u></p>
Independent Living Resource Center	PP		None
Kechi City Building	PP		None
Larsen Community Building, Mount Hope	PP	<p>2 Lever handles to fit over door knobs at voter entry</p> <p>1 custom accessible entry sign</p>	Attach 2 door levers over door knobs at voter entry
Linwood Recreation Center	PP		Prop open interior door to voting room for accessibility.
Machinist's Building	PP		Prop open interior door with door knob.

Maize City Building	PP	<p>3 Accessible Parking Sign 2 Cones 1 Van Accessible Parking Sign</p> <p>1 Custom Accessible Entry Sign 3 Custom Entry at Main Entrance on South</p>	<p>Create accessible parking place with temporary sign & access isle with cones in 2 spaces closest to voter entry.</p> <p>Place 2 Accessible Parking Signs and 1 Van Accessible Parking Sign at the front of existing accessible spaces with indicators painted on pavement.</p> <p>Remove (during voting hours only) 3 mats inside entrance doors & by information desk as they are a trip hazard for ADA compliance.</p> <p>Post Accessible Entry on main building entrance and Accessible Entry at Main Entrance on South on all other voter entries</p>
Maranatha Worship Center	PP	<p>1 Custom Accessible Entry Sign</p>	<p>Post accessible entry sign on West voter entry to encourage voters with disabilities to use East entry so they do not have to go into traffic behind parked cars to get to ramp.</p>
Mount St. Mary's Convent – Auditorium	PP	<p>4-Special Signs & Arrows for Voter Entrance</p>	<p>Prop open interior door to voting room for accessibility</p> <p>Make 2 more Van Accessible Parking Spaces 1st Row W. of Lot. 4 Cones/3 Signs</p>
Northside Church of Christ	PP		<p>None</p>
Olivet Southern Baptist Church	PP	<p>6 Cones</p>	<p>Create 2 access isles with cones for the signed accessible spaces North of the voter entry.</p> <p>Position chairs at each end of wall-mounted coat rack to alert visually impaired and avoid head injury.</p>

Park City Senior Center	PP		None
Pathway	PP	1 Custom Sign to Direct Voters	None
Pilgrim Congregational Church	PP	1 Van Accessible Parking Sign 4 Cones	Create access isle with cones in extra-wide accessible spaces that have no isle defined.
Pleasantview Baptist Church, Derby	PP	Special Voter Entrance Sign 2 Cones	Use 2 cones to create access isle by marked accessible parking spaces at North entrance.
Reformation Lutheran Church Parish Hall	PP		None
Sedgwick County Zoo Cargill Learning Center	PP		None
Sharon Baptist Church	PP	1 Double-sided Access Parking Sign 2 Cones	South parking lot: use 2 cones to create access isle next to signed accessible space with no isle; place double-sided sign between spaces painted on pavement but not signed. Prop open door to voting room for accessibility.
St. Andrew's Lutheran Church	PP	1 Accessible Parking Sign 2 Cones	Create accessible parking place with temporary sign & access isle with cones in 2 spaces closest to voter (East) entry. Prop open interior door to voting room with insufficient clear space on pull side of door.
St. Anthony's Parish Hall, Garden Plain	PP	1 Accessible Parking Sign 2 Cones	Position temporary accessible parking sign by accessible space marked on pavement. Tape down thumb latch on voter entrance
St. Elizabeth Ann Seton School	PP		None
United Methodist Church, Clearwater	PP		None

Viola Community Hall No Floor Plan Available At This Time	PP		None
West Evangelical Free Church	PP		Prop open door to voting room (gym).
Westside Church of God	PP		Prop open door to voting room (gym).
Westlink Church of Christ	PP		None
Westwood Presbyterian Church	PP		Tape down thumb latch on main entry door for accessibility. Prop open doors to voting room.
Woodlawn United Methodist Church, Derby	PP		None
WSU Metropolitan Complex	PP	1 Custom Sign to Direct Voters to Correct Entrance.	Prop open interior doors with thumb latch

Attachment B

Advance Vote Centers Needing Materials for ADA Compliance

SITE NAME	AVC	ITEM NEEDED & ACTION REQUIRED	ACTION REQUIRED
Bel Aire City Building Community Room	AVC		None
Center for Health & Wellness	AVC	1 Van Accessible Parking Sign	Set accessible parking sign by accessible space painted on pavement.
Church of the Holy Spirit, Goddard	AVC		None
First United Methodist Church, Valley Center	AVC	Special Signs for Doors	None
Grace Presbyterian Church	AVC	4 "Exit" Signs & Arrows 2 "No Entrance" Signs	None
Greenwich Road Church of Christ	AVC	1 Van Accessible Parking Sign 1 Accessible Parking Sign	Position accessible parking signs in front of painted accessible spaces on either side of accessible (van accessible on South space).
Haysville Activity Center	AVC		None
Independent Living Resource Center	AVC		None
Machinist's Building	AVC		Prop open interior door with door knob.
Reformation Lutheran Church Parish Hall	AVC		None
Sedgwick County Zoo Cargill Learning Center			
Sharon Baptist Church	AVC		None

St. Andrew's Lutheran Church	PP	1 Accessible Parking Sign 2 Cones	Create accessible parking place with temporary sign & access isle with cones in 2 spaces closest to voter (East) entry. Prop open interior door to voting room with insufficient clear space on pull side of door.
Westlink Church of Christ	AVC	1 Access Parking Sign Facing 2 Ways 2 Cones	South parking lot: use cones to create access isle next to signed accessible space with no isle & place sign between spaces painted on pavement but not signed. Prop open door to voting room.
Woodlawn United Methodist Church, Derby	AVC		None

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END OF SECTION

I. Purpose

Sedgwick County is seeking a firm to provide general transportation of voting equipment from county storage facility located in Wichita and deliver to various polling precincts during elections. The equipment to be transported will include voting machines, ballot boxes, privacy panels, and supply carts. Delivery will be made with instructions furnished, at the times specified by the Election Commissioner. The successful bidder will be required to pick up the machines at the place of storage, deliver to the various voting precincts and place them in the designated areas. The successful bidder will also pick up all voting machines and equipment, returning them to the central warehouse after the election. The scheduled election dates are as follows:

August 5, 2014
November 4, 2014

March 3, 2015
April 7, 2015

August 2, 2016
November 8, 2016

February 28, 2017
April 4, 2017

August 7, 2018
November 6, 2018

Special elections will also occur that the Election Commissioner is not aware of at the present time.

II. Submittals

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) electronic copy (CD or flash drive) of the entire document with any supplementary materials to:

Kim Evans
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CDT, TUESDAY, June 17, 2014**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Bid responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CDT, on the due date.

III. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 480,000 persons. It is the sixteenth largest in area, with 1008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,900 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

There are 64 voting sites listed for Sedgwick County (this number may vary). A total of 612 touch screen machines (ESS IVotronic's) and 64 ballot scanners (ESS M-IOO's) and their cabinets and support supplies are to be delivered. Voting

machines are to be carried or moved on supplied carts, and all equipment is to be tied down and blanketed during transport.

There are presently 15(fifteen) Advance Sites that require 5(five)-10(ten) Touch Screen Voting Machines at each location (weighing 42 lbs. each), the M-100 cabinet and 2(two) supply boxes with additional peripherals as necessary. The supply boxes are 2'x2'x3'. These are delivered approximately 1½ weeks before Election Day, removed the day before the election and replaced with Election Day Machines. (Advance Site Machines must be returned to VMSC before delivering out Election Day machines to sites to avoid confusing machines.) ADA supplies may be required at these sites at some point. These supplies consist of ramps, signs, door handles, and threshold covers (currently, these items are being moved by Sedgwick County Facilities Staff). All other Election Day Machines are delivered out the week previous to Election Day. Each precinct will require delivery of a supply box. Approximately half of the precincts will also need materials delivered for ADA compliance (metal sign, fiberglass post, tire platform, sign, and cones). Occasionally, tables and chairs will need to be delivered as part of the supplies for a precinct. Election Day Machines used in advance sites receive approximately 2(two)-12(twelve) IVotronic machines and 1(one) each M-100 Scanners (1 8"x 1 6"x 9' Black Case less than 10 lbs) and are delivered out after the return of the Advance Machines the day before Election Day.

Return of the Voting Machines is to begin on the Wednesday (next day after the election) and must be concluded by Friday after the election. A few of the sites have activities the day after the election and have no storage for the machines. Those will be required to be picked up the day after the election to accommodate the locations' needs.

See attachment A for a list of voting locations. Attachment B lists the locations needing materials for ADA compliance.

IV. Mandatory Requirements and Supplemental Request

Mandatory Requirements

1. Provide a list of vehicles/equipment to be used to transport voting machines.
2. Have an inventory management process to coordinate pick up, delivery and return of specified machines to specified delivery locations (precincts).
3. Inventory machines prior to pick up and note on the inventory the physical condition of each machine.
4. Deliver machines to specified precincts and put in designated place.
5. Provide and acquire a delivery receipt of machines from each polling site.
6. Pick-up machines and equipment and return to the central warehouse within 3 working days after the election. All machines must be returned to storage facility no later than 5:00p.m. Friday following election.
7. Establish and use a routing system to ensure the efficient and expeditious movement of the voting machines. Provide samples of standard routing paperwork with bid response.
8. Use methods of blocking/parking for handling of machines in accordance with instructions set forth by the custodian of voting machines. **Machines must not be stacked.**
9. Must not place or store machines at any location except those which are specifically designated by the custodian of the equipment.
10. Machines that are picked up from storage must be delivered the **same day** to designated location.
11. Provide adequate supervisory personnel to properly evaluate the performance of the operations.
12. Promptly comply with all reasonable requests made by the custodian of the voting machines or other officials directly connected with the use or operation of the voting machines.
13. Submit to the custodian of the voting machines a dispatch list at the beginning of each day detailing schedule of stops and at the end of the day the stops that were not completed.
14. Contact the delivery locations before delivery. The Election Commissioner's Office will provide the machine delivery information with corresponding telephone numbers.
15. Pick-up and deliver to specified locations any required ADA supplies.

VI. Bid Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted **in writing** to Kim Evans at kjevans@sedgwick.gov .

B. Minimum Firm Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Bid. Firms must meet or exceed these qualifications to be considered for award. Bids submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Any exceptions to the requirements listed should be clearly detailed in proposer’s response.

Bidders shall:

1. Have proper certification(s) or license(s) for the services/product specified in this document.
2. Ensure that project work meets all local, state and federal laws, regulations and ordinances.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.
4. Have a minimum of three (3) years experience in providing services/products similar to those specified in this Request for Bid.
5. Provide appropriate project supervision and quality control procedures.
6. Have appropriate material, equipment and labor to perform job safely and efficiently. *All costs associated with meeting this requirement will be the sole responsibility of the vendor.*

C. Selection Criteria

An award will be made based on the **lowest and best** bid. Price alone will not necessarily substantiate an award recommendation.

D. Contract Period and Payment Terms

The contract period with the successful proposer shall begin immediately following formal approval of the Board of County Commissioners, anticipated to be July 2, 2014 and continue for a period of one (1) year. The County may, at its own option, offer to extend the contract for four (4) one (1) year periods for the terms and prices proposed or as negotiated. Any change in law that will affect the terms, conditions, or costs subsequent to contract initiation will be negotiated on an as need basis with Sedgwick County maintaining the final right of approval to determine applicability.

Payments for all specified service(s) and/or products to the successful proposer can be made with the following criteria taken into consideration:

- Successful completion of the service(s) or product(s) requested;
- Completion of any necessary forms and/or service results;
- Monthly receipt of a detailed invoice.

E. Insurance Requirements

Worker’s Compensation:	
Applicable State Statutory Employer’s Liability	
Employer’s Liability Insurance:	\$100,000.00
Contractor’s Liability Insurance - Form of insurance shall be by a Commercial General Liability and include Automobile comprehensive/liability	
Bodily Injury:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury:	
Each Person Aggregate	\$500,000.00

General Aggregate	\$500,000.00
Automobile Liability-Owned, Non-owned and Hired	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00
Professional Liability	\$500,000.00

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, worker’s compensation and employer’s liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

F. Indemnification

To the fullest extent of the law, the Provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the providers performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney’s fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

G. Damages

The successful proposer will take extra precautions with the voting machines and other equipment being delivered so not to be dropped or damaged. Due care must be taken not to cause property damage with driving or unloading vehicles. Any damage to the voting machines, equipment or to the polling site that is caused by the contractor will be the sole responsibility of the contractor. Machines will be inspected within 60 days of delivery to the central warehouse after election event. If damages are assessed, vendor will take financial responsibility of the cost of a machine up to \$3,020.00 per unit. All reasonable efforts will be made by County to secure the purchase of a pre owned machine in order to minimize costs incurred by the vendor.

H. Penalties

In the event the successful bidder fails to pick-up and return to the warehouse a voting machine within six (6) working days after an election, a penalty of \$50.00 per machine per day will be assessed.

I. Bid Conditions

In submitting a response to this Request for Bid, vendors hereby understand the following (if any duplication exists previous subsections prevail):

http://www.sedgwickcounty.org/purchasing/pdf_files/bidcond.pdf

VII. Required Response Content

Bid response should include the following:

1. Bid Document and Response Form, as attached.
2. Single point of contact information.
3. Any certificates, licenses or insurance applicable to any work performed.

VIII. General Contract Provisions

The following appendix is language the County requires for all contracts that are entered in to (if duplication exist previous sections prevail).

http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf

IX. Pricing

Flat rate cost per round-trip, per stop \$ _____
Fuel surcharge (if applicable) \$ _____

Additional comments:

NEXT PAGE

IX. Bid Response Form

**REQUEST FOR BID
#14-0060
TRANSFER AND DELIVERY OF VOTING EQUIPMENT**

The undersigned, on behalf of the Bidder , certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bidder is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAX PAYER I.D. NUMBER _____ STATE _____

INCORPORATED _____

COMPANY WEB SITE ADDRESS _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Small Business _____ Manufacturer _____ Distributor _____ Retail _____ Dealer _____

General Nature of Business _____ FEIN/SS # _____ W-9 included _____

Not a Minority Owned Business _____ Minority Owned Business: _____ Certification # _____

African American _____ Asian _____ Hispanic _____ Native American _____ Other _____ Woman Owned Business _____

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

Yes, I would like to be on the emergency vendor list.

No, I would not like to be on the emergency vendor list.

After Hours Phone #: _____ **Emergency Contact Name:** _____

After Hours Fax #: _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____