



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

CREATION DATE : 26-JAN-16
BID NUMBER: 7550211
TITLE: DELIVERY AND PICK UP OF VOTING EQUIPMENT AND SUPPLIES - BE
BLANKET START : 01-MAR-16
BLANKET END : 31-DEC-16
BID CLOSING DATE AND TIME: 22-FEB-2016 10:30:00

BUYER: Cadoret, David
PHONE #: N/A

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DOA CONTROLLER
ONE CAPITOL HILL, 4TH FLOOR
SMITH ST
PROVIDENCE, RI 02908
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BE MAIN OFFICE
50 BRANCH AVE
PROVIDENCE, RI 02904
US

Requisition Number:

Note to Bidders: Questions concerning this solicitation may be e-mailed to the division of purchases at doa.purbidinfo@purchasing.ri.gov no later than February 11, 2016 at 5pm (EST). Please reference the RFQ number on all correspondence. Questions should be submitted in a Microsoft word attachment. Answers to questions received, if any, will be posted on the internet as an addendum to this solicitation (www.purchasing.ri.gov). It is the responsibility of all interested parties to download this information.

Line	Description	Quantity	Unit	Unit Price	Total
1	DELIVERY AND PICKUP OF THE VOTING EQUIPMENT (BASED ON 1 VOTING MACHINE, 1 VOTER ASSISTANCE DEVICE, 1 SUPPLY BOX, UP TO 10 BOOTHS PER LOCATION, 1 TABLE) FOR THE PRESIDENTIAL PREFERENCE PRIMARY 4/26/16. BID AS A TOTAL FOR ALL 140 LOCATIONS.	1.00	Total		
2	DELIVERY AND PICKUP OF THE VOTING EQUIPMENT (BASED ON 1 VOTING MACHINE, 1 VOTER ASSISTANCE DEVICE, 1 SUPPLY BOX, UP TO 10 BOOTHS PER LOCATION, 1 TABLE) FOR THE PRIMARY ELECTION 9/13/16. BID AS A TOTAL FOR ALL 419 LOCATIONS	1.00	Total		
3	DELIVERY AND PICKUP OF THE VOTING EQUIPMENT (BASED ON 1 VOTING MACHINE, 1 VOTER ASSISTANCE DEVICE, 1 SUPPLY BOX, UP TO 10 BOOTHS PER LOCATION, 1 TABLE) FOR THE GENERAL ELECTION 11/8/16. BID AS A TOTAL FOR ALL 460 LOCATIONS	1.00	Total		
4	ADDITIONAL DELIVERY AND PICKUP CHARGES FOR SURPLUS EQUIPMENT IF REQUIRED. FOR EACH PRIVACY BOOTH OVER THE MAXIMUM OF 10 PER PRECINCT.	1.00	Each		
5	ADDITIONAL DELIVERY AND PICKUP CHARGES FOR SURPLUS EQUIPMENT IF REQUIRED. FOR EACH EXTRA SUPPLY BOX OVER 1 PER PRECINCT.	1.00	Each		
6	ADDITIONAL DELIVERY AND PICKUP CHARGES FOR SURPLUS EQUIPMENT IF REQUIRED. FOR EACH BALLOT BOX.	1.00	Each		

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

There will be a non-mandatory pre bid conference to be held 2/9/16 at 11am, at the Board of Elections, 50 Branch Ave, Providence, RI.

Scope of project

The Rhode Island State Board of Elections (BOE) is responsible for providing each voting precinct in the State with all the necessary equipment & supplies to conduct an election. There will be three statewide elections in 2016 and we are seeking a vendor(s) to deliver and pick up the equipment & supplies for each of them.

The State of RI currently uses an "Eagle" voting machine and an "Automark" voter assistance device. The State is currently in the bidding process to obtain new voting equipment, which may or may not be ready for the 4/26/16 PPP. We anticipate that if new voting machines are purchased to replace the current voting machines, the actual dimensions will vary slightly from the Eagles. We can provide updated information at the time of the pre-bid conference.

Election information:

Election	Date	Estimated number of voting precinct locations	Estimated Delivery/Pick up window
Presidential Preference Primary	April 26, 2016	150	Deliver: April 18th to 22nd (5 Days) Pick up: April 27th to May 3rd (5 Days)
Primary Election	September 13, 2016	421	Deliver: Aug. 29th to Sept. 9th (9 Days) Pick up: Sept. 14th to Sept. 23th (8 Days)
General Election	November 8, 2016	461	Deliver: Oct. 24th to Nov. 4th (10 Days) Pick up: Nov. 9th to Nov. 22nd (10 Days)

Deliver and Pickup to each Voting Precinct:

Item	Warehouse Location
1 Voting Machine	50 Branch Ave.
1 AutoMARK	50 Branch Ave.
1 to 4 Supply Boxes	118 Parade St.
2 to 18 Regular Privacy Booths	118 Parade St.
1 to 2 Handicap Privacy Booths	118 Parade St.
1 AutoMARK Table	118 Parade St.
0 to 3 extra ballot boxes	118 Parade St.

Timeline

3 weeks prior to each election

Voting Precinct location list (with addresses) & BOE schedule available.

(Samples attached)

This is a Microsoft excel spreadsheet listing all voting precinct locations, addresses & the amount of equipment to deliver to each voting precinct.

2 weeks prior to each election
(attached)

Delivery tickets ready - Drivers will have BOC representative sign off upon receipt at each stop. (Sample attached)

2 weeks thru Friday before Election

Deliver equipment.
The actual start date will be determined by the BOE, based on the number of polls & amount of equipment sent.

Monday before Election

Vendor(s) must have any remaining equipment delivered by 1:00 pm.

Day after Election

Begin pickup and return of equipment
Note: The BOE may hold/delay return of equipment to 50 Branch Avenue to conduct recounts or other activities in the warehouse.

Details of project

The BOE is required to test all voting equipment prior to shipment. Once tested and certified by the BOE it will be sealed and/or locked and staged at the end of the warehouse.

The equipment for each of the 39 cities and towns is tested in an order determined by the BOE and vendor(s).

The vendor(s) will be responsible contacting each city and town prior to delivery to coordinate delivery/pickup schedule. Each City & Town will have a representative(s) from the Board of Canvassers (BOC's) that will follow delivery

trucks and signoff at each stop for receipt/custody of equipment. Vendor(s) will be responsible for placing equipment in secure location at each stop, which will be determined by City/Town representative. The BOE will furnish the vendor(s) with contact information for each of the 39 Cities & Towns.

Vendor(s) will need to be flexible when working with the BOC's, some of the issues that should be confirmed prior to delivery/pickup:

- Meeting place & time for 1st stop(s) The BOC's will follow delivery trucks and sign off at each stop.
- Any contact info (phone numbers) of representatives from BOC's needed for drivers.
- Any access issues to locations (they may be closed or locked).

The vendor(s) actual order of shipment to the Cities & Towns may vary from the order that the BOE tests & stages them based on the needs each city/town and the discretion of the vendor(s).

BOE regular office hours are: Monday through Friday 8:00AM – 4:00PM
Delivery & pickup of equipment is done weekdays only (unless approved by the BOE).

2016 State Holidays (offices closed):

Monday September 5, 2016	Labor Day
Monday October 10, 2016	Columbus Day
Friday November 11, 2016	Veterans' Day

Prior to loading equipment

50 Branch Avenue – Main Warehouse

The BOE will stage the Voting Machine and AutoMARK (each with a unique ID tag) at the end of the warehouse. They will not be in exact order, the vendor(s) may arrange them (recommended) prior to loading in the order they deem most efficient. Vendor(s) will need to supply materials to secure equipment in trucks to prevent

damage during transport.

**Cranston Street Armory
118 Parade Street Providence**

The BOE has a second warehouse location (the Armory) that is just over three miles from the Branch Ave location.

The BOE shares the Cranston Street Armory with other state agencies and is a secure facility. Key cards will be given to vendor(s) prior to election and must be returned to BOE after returns are completed.

The Armory has a loading dock. Vendor(s) may need to provide ramps, as the dock height may not line up with the truck loading door.

The vendor(s) will pickup and return the following from the Armory:

Blue Supply Boxes – These will be packaged, sealed and stacked (up to 4 high) in deliver order by town. They will not be in exact order, the vendor(s) may arrange them (recommended) prior to loading, in the order they deem most efficient. Note that there are two sizes of boxes, the BOE will determine which size box will be used for each precinct (most will be large size). There may be more than 1 box for a precinct that info will be given to vendor prior to election. Each box will have two ID tags on them (one on each side) identifying the precinct location.

Each box will also be sealed with 2 security seals; care must be taken to ensure that these seals are not broken during shipment. If they are a BOE staff member must be notified immediately and it must be returned to the BOE for inspection and to be resealed.

These boxes must remain upright at all times, Do not lay them on there side! Also note that these boxes can be quite heavy!

Regular Privacy Booths – The quantity delivered to each precinct for each election will be determined by the BOE prior to the election.

Handicap Privacy Booths – These have two tags that identify them as Handicap. Each precinct will receive one (on occasion the BOE may send more than one).

All privacy booths have a light bulb in them and must be treated with care!

AutoMARK Tables – Each precinct will receive one.

Extra Ballot Boxes – The BOE may send extra ballot boxes. The BOE will determine the number sent and will have an ID tag on each extra box to be sent.

Delivering Equipment

The vendor(s) will meet each city and town representative(s) from the Board of Canvassers (BOC's) that will follow delivery trucks and signoff at each stop for receipt/custody of equipment. Vendor(s) will be responsible for placing equipment in secure location at each stop, which will be determined by City/Town representative. The BOE will furnish the vendor(s) with contact information for each of the 39 Cities & Towns.

The Eagle, AutoMARK & Blue Supply boxes all have ID tags with the City/Town, precinct number, location name & address. The BOE will supply the vendor(s) with delivery tickets (see attached sample). It is critical that the vendor & BOC's both verify that the correct equipment is delivered to each location.

Any discrepancies (id tag info not matching delivery tickets) must be reported immediately to the BOE staff.

Picking up Equipment

The vendor(s) are to begin picking up equipment (in reverse order of delivery) the following morning after the election.

Note: The BOE may hold/delay return of equipment to 50 Branch Avenue to conduct recounts or other activities.

All equipment is to be returned to the location it was picked up, unless otherwise directed by the BOE.

TIP: Having the same person(s) pickup as delivered to a location should save time, as they know where the equipment is located at each stop.

The BOC's are not required to escort the vendor(s) during pickup, but should confirm pickup schedule with BOC's (some locations may not be accessible).

Other

New Shoreham: Equipment is delivered to and picked up at the Block Island Ferry dock (304 Great Island Road, Narragansett). Vendor will arrange with the New Shoreham BOC.

Portsmouth BOC will determine where vendor will deliver Prudence Island equipment; BOC will transport it to and from Island.

The Voting Equipment Delivery Tickets are to be returned to the BOE when equipment is returned.

Vendor(s) must have flexibility and understand that Elections happen on time regardless of weather conditions!

Bid Specifications

NOTE: The State of Rhode Island currently has an RFP for new voting equipment and this equipment may be used for 2016. We anticipate that if the State does purchase new equipment to replace the "Eagle" & "Automark" the dimensions and weight of the new equipment will vary from the existing equipment, but should be only slightly.

The attached information sheets are from previous elections and should be used for estimating purposes only.

Actual 2016 figures & schedules will vary.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

INSPECTION REQUIREMENTS

BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS* WHEN REQUIRED, AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENT BEFORE SUBMITTING A BID. *MEASUREMENTS PROVIDED WITH ANY BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND, DIVISION OF PURCHASES

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF

THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END

AWARDS EXTENDING BEYOND JUNE 30TH ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.