REQUEST FOR BID AND BID SHEET
ON: DOUGLAS COUNTY Election Equipment Pickup & Delivery

RETURN BIDS TO:
CITY CLERK
1819 Farnam Street
LC-1 Omaha-Douglas Civic Center
Omaha, Nebraska 68183-0011

BID BOND OR CERTIFIED CHECK REQUIRED IN THE AMOUNT OF
$1,000.00

BID MUST INCLUDE ANY DELIVERY OR SHIPPING CHARGES.

Bid Opening Time & Date: 11:00 a.m. CST on Wednesday, February 24, 2016

IMPORTANT

1. Bid must be in the office of the CITY CLERK, 1819 Farnam Street, LC-1, Omaha-Douglas Civic Center, Omaha, NE 68183-0011 by the opening date and time indicated in a sealed envelope marked: ON: DOUGLAS COUNTY Election Equipment Pickup & Delivery

2. As evidence of good faith a bid bond or certified check must be submitted with bid. Bid bond or certified check shall be made payable to "Douglas County"

3. Right is reserved to accept or reject any or all bids in their entirety and the bidders shall have the right to appeal any decision to the Douglas County Board of Commissions. Right is also reserved to accept or reject any part of your bid unless otherwise indicated by you.

4. If Federal Excise Tax applies, show amount of same and deduct. Exemption certificates will be furnished. Do not include tax in bid.

5. BID MUST INCLUDE ANY DELIVERY OR SHIPPING CHARGES.

6. When submitting bid on items listed, bidder may on a separate sheet, make suggestions covering reduction in costs wherever this is possible through redesign, change of material or utilization of standard items or quantity change.

7. If you do not bid, return sheets with reason for declining. Failure to do so will indicate your desire to be removed from our mailing list. TABULATION SHEETS FOR THE BIDS SUBMITTED ARE AVAILABLE ON THE DOUGLAS COUNTY WEBSITE AT www.douglascountypurchasing.org. DO NOT CALL FOR THIS INFORMATION.

Quote your lowest price, best delivery and terms, F.O.B. delivery point on the item(s) listed below:

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>EXTENSION</th>
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<tbody>
<tr>
<td>Election Equipment Pickup and Delivery as per the attached specifications.</td>
<td>$</td>
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TOTAL ALL OR NONE BID (from Page 2):

Questions regarding this bid should be directed to:
Michelle Frascht via email at Michelle Frascht@douglascounty-ne.gov

The deadline to submit questions on this bid is 11:00 a.m. on the Thursday before the bid opening date, unless otherwise stated in the bid documents.

REQUIREMENTS FOR BID BOND: The surety company issuing the bid bond should be licensed by the State of Nebraska and listed on the current edition of Circular 570 of the United States Department of the Treasury. A certified check, an official bank check, or cashier's checks drawn on a national bank or a bank chartered under the laws of the state, payable to Douglas County, or lawful money of the United States, or a United States Government Bond (negotiable) are acceptable substitutes for bond requirements. LETTERS OF CREDIT AND COMPANY CHECKS ARE NOT ACCEPTABLE SUBSTITUTES FOR A BID BOND AND WOULD BE CAUSE FOR REJECTION OF BID.

(PLEASE PRINT LEGIBLY OR TYPE)

Payment Terms %  
Firm:  
Incorporated in:  

Delivery (or completion)  
Name:  
Signature:  
Title:  
Phone:  
Fax:  

Address:  
Street/P.O. Box:  
City:  
State:  
Zip:  

Email Address:  

Published: February 3, 2016 & February 10, 2016

Page 1
<table>
<thead>
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<th>DESCRIPTION</th>
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<tbody>
<tr>
<td><strong>Estimated</strong></td>
<td></td>
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<tr>
<td>218 sites</td>
<td>PHASE I: Delivery of election equipment to polling sites for Statewide Presidential Primary Election, as per the attached specifications.</td>
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<tr>
<td>218 sites</td>
<td>PHASE II: Pick up AutoMARKs from polling sites for return to Election Commission (post-Statewide Presidential Primary Election), as per the attached specifications.</td>
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<tr>
<td>218 sites</td>
<td>PHASE III: Delivery of election equipment to polling sites for Statewide Presidential General Election, as per the attached specifications.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>218 sites</td>
<td>PHASE IV: Pick up AutoMARKs from polling sites for return to the Election Commission (post-Statewide Presidential General Election), as per the attached specifications.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ALL OR NONE BID:** $____________

($1,000 Bid Bond)

The quantity of sites is estimated. The actual quantity may be more or less than the quantity listed. The invoiced amount must be on the actual quantity of sites serviced and not the estimated quantity.

This is an All or None bid. Failure to bid all line items (Phase I through IV) will be cause for rejection of bid.
CONTINUATION SHEET

The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. § 4-108.

The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within Douglas County. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Contractor is an individual or sole proprietorship, the following applies:

1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.
2. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the US Citizenship and Immigration Services documentation required to verify the Contractor’s lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. § 4-108.
Bid Specifications For Delivery and Pick Up of Election Equipment
Statewide Presidential Primary and General Elections
May 10, 2016 and November 8, 2016

PHASE I: Delivery of Election Day Equipment to Polling Sites for Statewide Presidential Primary Election.

1. The delivery of a total of 228 precinct boxes, 228 ballot boxes, and 218 AutoMARKs (see Conclusion 8 below for dimensions of each piece) to approximately 218 sites on Monday, May 9, 2016. All deliveries must be made prior to the close of business, 5:00 p.m., Monday, May 9, 2016. This deadline is crucial due to an election being held the following day. No other election equipment is included in this bid.

2. The successful bidder will receive a set of approximately 218 delivery cards which list the site address and any special instructions necessary. Each card is to be signed by an attendant at the site in acknowledgement of having received said equipment. All cards and any undelivered pieces must be returned to the election office by 6:00 p.m. on Monday, May 9, 2016.

3. The successful bidder shall also provide written notification to each and every site stating the approximate time the delivery (within a two-hour time frame) is to occur. This notice shall be sent to every site at least fifteen (15) calendar days prior to delivery. Copies of the written notification shall be provided to the Douglas County Election Commission no later than seven (7) calendar days prior to delivery for cross reference of expected delivery times. Proof of notification and the date mailed shall also be required. PENALTY CLAUSE: If these notifications are not sent at least fifteen (15) calendar days prior to delivery, the amount of the accepted bid shall be reduced by $2.50 for each of the 218 sites.

4. The successful bidder shall provide the Election Commission with status reports on Monday, May 9, 2016 by calling (402) 444-VOTE (8683) at 12:00 p.m., 3:00 p.m., and 5:00 p.m. to report on the progress of delivery.

5. This bid eliminates any special delivery on Election Day.

6. PENALTY CLAUSE: If any precincts have not had the above-mentioned equipment delivered within the stated time constraints, the amount of the accepted bid will be reduced by $100.00 per affected precinct, and the equipment is to be returned to the Douglas County Election Commission by 6:00 p.m. on Monday, May 9, 2016.

7. This bid will not include the return of the precinct boxes or ballot boxes.

PHASE II: Pick up AutoMARKs from Polling Sites for Return to the Election Commission (post-Statewide Presidential Primary Election).

1. This bid will include that the successful bidder shall pick up the AutoMARKs at each of the approximately 218 sites over the two-day period succeeding the election (Wednesday, May 11, 2016 and Thursday, May 12, 2016) and deliver to the Douglas County Election Commission. As an alternative, the successful bidder may choose to pick up all of the AutoMARKs from the
approximately 218 sites and return them to the Election Commission on Wednesday, May 11, 2016. Please note: The precinct boxes and ballot boxes will have been returned to the Election Commission on Election Night, May 10, 2016, by precinct workers.

2. The successful bidder will again provide written notification to each and every site stating the approximate time (within a two-hour time frame) that the pickup of said AutoMARK is to occur. This notice shall be sent to every site at least fifteen (15) calendar days prior to pickup. Copies of the written notification shall be provided to the Douglas County Election Commission no later than seven (7) calendar days prior to pickup for cross reference of expected pickup times. Proof of notification and the date mailed shall also be required. PENALTY CLAUSE: If these notifications are not sent at least fifteen (15) calendar days prior to the date of pickup, the amount of the accepted bid shall be reduced by $2.50 for each of the 218 sites.

3. PENALTY CLAUSE: If any sites have not had the above-mentioned equipment picked up within the stated time constraints, the amount of the accepted bid will be reduced by $50.00 per affected site.

4. Quantity of sites is estimated. At the completion of Phases I and II, the successful bidder will invoice according to the actual quantity of sites serviced and not the estimated quantity.

PHASE III: Delivery of Election Day Equipment to Polling Sites for Statewide Presidential General Election.

1. The delivery of a total of 228 precinct boxes, 228 ballot boxes, and 218 AutoMARKs (see Conclusion 8 below for dimensions of each piece) to approximately 218 sites on Monday, November 7, 2016. All deliveries must be made prior to the close of business, 5:00 p.m., Monday, November 7, 2016. This deadline is crucial due to an election being held the following day. No other election equipment is included in this bid.

2. The successful bidder will receive a set of approximately 218 delivery cards which list the site address and any special instructions necessary. Each card is to be signed by an attendant at the site in acknowledgement of having received said equipment. All cards and any undelivered pieces must be returned to the election office by 6:00 p.m. on Monday, November 7, 2016.

3. The successful bidder shall also provide written notification to each and every site stating the approximate time the delivery (within a two-hour time frame) is to occur. This notice shall be sent to every site at least fifteen (15) calendar days prior to delivery. Copies of the written notification shall be provided to the Douglas County Election Commission no later than seven (7) calendar days prior to delivery for cross reference of expected delivery times. Proof of notification and the date mailed shall also be required. PENALTY CLAUSE: If these notifications are not sent at least fifteen (15) calendar days prior to delivery, the amount of the accepted bid shall be reduced by $2.50 for each of the approximately 218 sites.

4. The successful bidder shall provide the Election Commission with status reports on Monday, November 7, 2016 by calling (402) 444-VOTE (8683) at 12:00 p.m., 3:00 p.m., and 5:00 p.m. to report on the progress of delivery.

5. This bid eliminates any special delivery on Election Day.

6. PENALTY CLAUSE: If any precincts have not had the above-mentioned equipment delivered within the stated time constraints, the amount of the accepted bid will be reduced by $100.00 per affected precinct, and the equipment is to be returned to the Douglas County Election Commission by 6:00 p.m. on Monday, November 7, 2016.

7. This bid will not include the return of the precinct boxes or ballot boxes.
PHASE IV: Pick up AutoMARKs from Polling Sites for Return to the Election Commission (post-Statewide Presidential General Election).

1. This bid will include that the successful bidder shall pick up the AutoMARKs at each of the approximately 218 sites over the two-day period succeeding the election (Wednesday, November 9, 2016 and Thursday, November 10, 2016) and deliver to the Douglas County Election Commission. As an alternative, the successful bidder may choose to pick up all of the AutoMARKs from the approximately 218 sites and return them to the Election Commission on Wednesday, November 9, 2016. Please note: The precinct boxes and ballot boxes will have been returned to the Election Commission on Election Night, November 8, 2016, by precinct workers.

2. The successful bidder will again provide written notification to each and every site stating the approximate time (within a two-hour time frame) that the pickup of said AutoMARK is to occur. This notice shall be sent to every site at least fifteen (15) calendar days prior to pickup. Copies of the written notification shall be provided to the Douglas County Election Commission no later than seven (7) calendar days prior to pickup for cross reference of expected pickup times. Proof of notification and the date mailed shall also be required. PENALTY CLAUSE: If these notifications are not sent at least fifteen (15) calendar days prior to the date of pickup, the amount of the accepted bid shall be reduced by $2.50 for each of the approximately 218 sites.

3. PENALTY CLAUSE: If any sites have not had the above-mentioned equipment picked up within the stated time constraints, the amount of the accepted bid will be reduced by $50.00 per affected site.

4. Quantity of sites is estimated. At the completion of Phases III and IV, the successful bidder will invoice according to the actual quantity of sites serviced and not the estimated quantity.

CONCLUSION

1. This is an All or None bid. Bidders must submit pricing on all Phases (I - IV). Bids for any single phase, or combination of phases, will not be accepted.

2. The quantity of sites is estimated. The total quantities of sites and/or precinct boxes, ballot boxes, and AutoMARKs are subject to change.

3. Some sites not available for Monday-prior delivery or post-election pickup.

4. The Election Commissioner reserves the right to determine which of the bidders should be awarded the contract and reserves the right to reject all bids if so desired.

5. The Election Commissioner reserves the right to terminate continuance to Phases III and IV in the event the successful bidder fails to satisfactorily perform the services and duties or satisfy the conditions described in Phases I and II.

6. The successful bidder shall furnish certificates of insurance.

7. All bidders and all interested parties are welcome to be present at the time of the bid opening. Questions should be directed to the procurement contact, Michelle Frascht, via email at Michelle.Frascht@dougla...gov.

8. EQUIPMENT DIMENSIONS:
   - Precinct Supply Box: 24” X 13” X 18.5” 25 - 60 lbs.
   - Ballot Box: 17” X 15” X 11” 12 lbs.
   - AutoMARK: 14.5” X 28” X 34” 50 lbs.