

COUNTY OF UNION, ILLINOIS

REQUEST FOR PROPOSALS

FOR

**COUNTY CLERK
ELECTION AND VOTING EQUIPMENT**

Issue Date: July 3, 2019

Submittal Date: July 24, 2019

Contact:

County Clerk Lance Meisenheimer
Union County Clerk's Office
309 West Market Street, Room 116
Jonesboro, Illinois 62952
Telephone 618-833-5711

COUNTY CLERK ELECTION AND VOTING EQUIPMENT

Overview

The County of Union, Illinois (the “County”) is issuing this Request for Proposals (the “RFP”) for Union County is seeking bids for new Election Equipment. Equipment must be certified by the Election Assistance Commission and Illinois State Board of Elections under the Voluntary Voting System Guidelines 1.0 established in 2005. System must have been used in prior elections in Illinois that include a General Primary Election, General Election and Consolidated General Election.

Sealed proposals will be received by the County Clerk’s Office until July 24, 2019 at 4:00 p.m. in the Union County Clerk’s Office.

Questions regarding this RFP may be directed to Lance Meisenheimer, County Clerk, at 618-833-5711

The County reserves the right to reject any and all proposals received pursuant to this RFP and to waive or not waive any informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms or conditions of any proposal determined by the County to be in the best interests of the County even though not the lowest cost proposal.

ITEMS REQUESTED

- (17) Optical Scan Ballot Scanners
- (15) ADA Ballot Touch Screen Marking Devices
- Election Results Accumulation software and hardware (ballot boxes, carrying cases & etc.)
- All necessary supporting equipment and software for successful implementation
- Project Management, Technical training and Judge’s training
- Terms and financing options

Mandatory Requirements and Conditions

A response to this RFP must be **sealed** and must include and/or comply with the following:

- (1) A cover letter designating the name, address and telephone number of the person or persons available for contact concerning the proposal.
- (2) Descriptions and/or statements regarding labor, installation, warranties, shipping/delivery and experience regarding prior design and/or installations of similar systems.

- (3) Statements regarding manufacturer authorization regarding proposed products.
- (4) Availability of training, orientation and maintenance regarding the Election and voting equipment including experience and qualifications of service technicians.
- (5) A timeline regarding provision of services. Work must be completed by January 15, 2020
- (6) Other items the proposer wishes to have considered.
- (7) References.

Opening of Bids and Selection of Proposal

Proposals will be opened by the Union County Clerk at 9:00 a.m. on July 25, 2019.

Evaluation Criteria

In determining the most favorable proposal the County shall consider the following:

- (1) Terms of services to be provided and materials to be used.
- (2) Pricing.
- (3) References.
- (4) Prior knowledge or prior dealings of the proposer, as the knowledge or dealings relate to official business of the County.
- (5) Any other information and/or factors that the County considers relevant.