

INVITATION TO BID

STATE OF ALABAMA

COUNTY OF BALDWIN

NOTICE IS HEREBY GIVEN that the County Commission of Baldwin County, Alabama, will receive bids in the Purchasing Office on November 28, 2023, at 1:30 P.M., for the Purchase and Implementation of One (1) New DS450 Absentee Voting Machine or Equivalent for the Baldwin County Commission. Bids will be opened on November 28, 2023, at 2:00 P.M., in the Purchasing Conference Room located at 257 Hand Ave., Bay Minette, Alabama. Bids received after the November 28, 2023, at 1:30 P.M., deadline will not be considered. All times to be determined solely by the clock on the wall of the Purchasing Conference Room. For all purposes and uses herein, a bid and all required paperwork is “received” at the time and date indicated on the Purchasing Office file stamp which shall be impressed on the face of all such documents when and as presented at the Purchasing Office.

SEE ATTACHED SPECIFICATIONS

This invitation package consists of **TEN (10)** pages. Bidders shall verify that they have received all pages as indicated. If all pages have not been received, then it is the responsibility of the bidder to contact Wanda Gautney, Purchasing Director, at (251) 580-2520.

GENERAL BID INFORMATION

Bidders shall carefully read all parts of the invitation package with its accompanying schedules and attachments, if any. Bidders shall direct all requests for explanation or additional information concerning the meaning or interpretation of the conditions or attached specifications of this invitation shall be referred to Wanda Gautney in writing or e-mail (wgautney@baldwincountyal.gov) in sufficient time for reply before submission date of bids. The Commission cannot and does not guarantee that inquiries sent by mail or e-mail will be received on or before the submission date and time as indicated. It is the responsibility of the bidder to contact Wanda Gautney, Purchasing Director, at (251) 580-2520, if a reply is not received.

The use of specific names and numbers in the attached specifications is not intended to restrict the bidder or any seller or manufacturer but is solely for the purpose of indicating the type, size and quality of materials, product services, or equipment considered best suited for Baldwin County. Contact initiated by a potential bidder with Baldwin County Commissioners will be only as specifically set out in this invitation. Any other contact with a county official initiated by a potential bidder or bidder regarding this bid, **between the date of this invitation to the date of bid award**, shall be deemed and treated as an attempt to improperly influence the bid award, and may be sufficient grounds for rejection of the bid submitted by the bidder initiating such other contact, at the discretion of the Baldwin County Commission.

BIDDER QUALIFICATIONS

All bidders, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular, and without limitation, all bidders must be licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders should be prepared to timely submit to the County non confidential evidence or documentation demonstrating that the fact they are presently licensed and permitted under Alabama law. Such non-confidential evidence or documentation is encouraged to be submitted with the Bid Package.

The bidder expressly acknowledges, to and for the benefit of the Baldwin County Commission, that this Agreement may be funded with **federal grant monies** and, therefore, bidder expressly warrants and agrees that it shall at all times comply with all applicable federal, state, local and municipal laws and regulations. For more information about the Federal regulations visit the website <http://www.gpoaccess.gov/index.html> Code of Federal Regulations.

All bidders must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. The Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.

All vendors, contractors and grantees are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Forms and documents will be included with award documents. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at www.baldwincountyal.gov

All Bidders that qualify as a Disadvantaged Business Enterprise (DBE) much provide supporting documentation in their bid response along with the completed DBE Registration form that may be downloaded from the County website www.baldwincountyal.gov A Disadvantaged Business Enterprise or DBE means a for profit small business that (1) is at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (2) whose management and daily business operation are controlled by one or more of the socially and economically disadvantaged individuals who own it.

PREPARING THE BID

Bids must be typed or handwritten in ink. A bid submitted in pencil shall not be accepted. The Bid Guarantee and Bid Response Form must be an original; copies shall not be accepted. All required paperwork must be received in the sealed Bid Package.

The attached specifications are intended and provided solely as a general and no exhaustive expression of the intent and purpose of Baldwin County regarding this bid; said specifications shall be so considered by the bidders. Accordingly, the bidder admits and agrees that said specifications are not complete in every detail and that the work and materials not indicated or expressly mentioned in said specifications, but which are reasonably necessary for the full and faithful performance of the item(s) bid in accordance with the full and faithful intent, will be included in the bid and incorporated in the work by the bidder and at the bidder's sole expense, the same as if indicated and specified.

The Bidders shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. The exceptions shall be labeled **“EXCEPTION(S) TO BID CONDITIONS AND SPECIFICATIONS,”** and shall be attached to the front of the bid. Variations shall be treated likewise, i.e., shall be labeled **“VARIATION(S) TO BID CONDITIONS AND SPECIFICATIONS,”** and shall be attached to the front of the bid.

SUBMITTING THE BID

In the event that a bidder is financing the product(s) through another agency other than itself, the financing agency must sign the Bid Response Form along with the bidder. A copy of the financing agreement and all conditions must be included with the Bid Response Form. The bidder and the financing agency will be held to, and they agree to be bound by the requirements stated in the Invitation to Bid. Any assignment of the financing agreement must be approved by the financing agency and the County Commission. Failure to disclose the financing information and all conditions will disqualify the bidder.

Bidders who return a **NO BID** statement shall write on the outside of the envelope, the **Bid Number (i.e., WG24-05) with “NO BID”** written underneath. The envelope will not be opened in public, but it will be noted that the bidder did respond.

Bids may be hand delivered at any time prior to the bid opening date and time to the Baldwin County Purchasing Office, Annex III Building, 257 Hand Avenue, ATTN.: Wanda Gautney, **(mailing address)** 312 Courthouse Square-Suite 15, Bay Minette, Alabama 36507. The Commission cannot and does not guarantee that bids sent by mail or courier will be received on or before the bid opening day and time as indicated. Bids received after the deadline shall not be accepted and shall be returned to the bidder unopened.

All bids received must be in a sealed envelope plainly marked, **“WG24-05” Purchase and Implementation of One (1) New DS450 Absentee Voting Machine or Equivalent.”** Bids submitted by Express/Overnight” services must be in a separate inner

envelope/package sealed and identified as stated in the previous sentence. Bidders and any other interested individuals are invited to attend the bid opening.

BID AWARD

All factors stated in this invitation package will be evaluated in determining the successful bidder. Any omission(s) of the herein stated requirements may be cause for rejection of the bid(s) submitted, solely as determined by the Baldwin County Commission. The County Commission reserves the right to evaluate bids for correctness and completeness, and to award the bid at any time within thirty (30) days following the bid opening. The Baldwin County Commission reserves the right to reject any and all bids, to waive any defects in the formality in bids, and to accept in whole or in part, such bid or bids, solely at its discretion.

Done this 7th day of November, 2023.

Billie Jo Underwood s/s
BILLIE JO UNDERWOOD, Chairman
Baldwin County Commission

BID #WG24-05 SPECIFICATIONS

The Baldwin County Commission is soliciting bids for the purchase and implementation of a secure computerized Absentee Voting machine (high-throughput scanner and tabular) to include on-site Election support. All pricing shall include delivery to Baldwin County Probate Judge, Bay Minette, Alabama. All bidders must meet the requirements, recommendations and mandates and shall be required to review and fully comply with Code of Alabama (1975), §17-4-2.1.

These specifications shall be construed as minimum requirements. All integral parts not specifically mentioned in the scope of these specifications that are necessary to provide a complete working unit shall be furnished.

Bidders shall give a unit price as indicated on the Bid Response Form. The price shall include all applicable shipping/handling charges, equipment/software, support, and services required.

AWARD

The intent of the County is to award the bid to one (1) vendor. A purchase order will be issued and sent to the awarded vendor via U.S. Postal Service.

The award will be to the lowest responsible bidder meeting specifications. Is it not the policy of the Baldwin County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery and past service and experience are among the factors that will be considered in determining the responsive bidder.

BID RESPONSE FORM:

Each supplier should use the Response Form provided for their bid. All warranties and exceptions are to be attached to the back of the Response Form. The Bid Guarantee should be attached to the front of the Response form. **All exceptions must be listed and attached to the Bid Response Form.**

WARRANTY:

Bidders shall submit a copy of the manufacturer's standard warranty along with a complete explanation of the warranty with their bid.

DELIVERY:

Not more than **sixty (60) days** after receipt of order or as soon as possible. Lead time shall be designated on the Bid Response Form. Delivery shall be to the Purchasing Office located at 257 Hand Avenue, Bay Minette, AL 36507. Delivery shall be set up with Wanda Gautney, Purchasing Director, at (251) 580-2520.

BID #WG24-05 SPECIFICATIONS

Purchase and Implementation of One (1) New DS450 Absentee Voting Machine or Equivalent

Performance:

- Expected Speed: 85 11-inch ballots per minute or 50 19-inch ballots per minute. Approx. 3,974 11-inch ballots/hour or 2,237 19-inch ballots per hour.**
- Maximum Speed: Optimal test speed is Approx. 4,561 11” ballots/hour or 2,690 19” ballots per hour.**
- Tray Capacity: Input Tray: 480 standard sized ballots. Output Tray: 480 standard sized ballots. Outstack Trays: 150 standard size ballots.**
- Memory: 1TB HDD holds Approx. 5 million ballot images and related data.**
- Maximum Ballot Styles: 9,990 precincts, 40 ballot styles per precinct in a ‘ballots by style’ election.**
- Processing Frequency: Between 5 and 9 full size batches per hour for 19” and 11” ballots, respectively.**

Ballot Target Capacity:

Ballot Size Targets Per Inch/Max Ballot Targets

8 1/2 X 11" 4 912/side

5 1200/side

8 1/2 X 14" 3 984/side

4 1200/side

5 1560/side

8 1/2 X 17" 3 1200/side

4 1488/side

5 1944/side

8 1/2 x 19” 3 1344/side

4 1680/side

5 2184/side

Quality Attributes:

- Reliability: Mean time before failure (MTBF) exceeds 163 hours.**
- Maintainability: Likelihood unscheduled corrective action will require more than 30 minutes to complete:<5%**
- Target Maintenance Ratio (MR): Maintenance Hours/Operating Hours = 0.25**
MR

Safety:

- Protective guards around all rollers and diverters (flippers) to reduce pinch hazards.**
- Safety Interlocks that disable the transport if the Image Capture area is opened.**

- Protective covers for all power supplies.
- Lift assist cylinders on the Image Capture lid to prevent it from dropping on the user.
- Stepper motor driven transport which more quickly detects jam situations and quickly brings the transport to a safe stop.
- DC motors provide low power and quiet operation.
- Large carrying handles for lifting and positioning the machine.
- Skid-resistant pads to keep unit from moving during operation.

Security:

- Lockable, sealable, clear-view access doors for all ports, as well as the power switch and cord connection.
- System functions will not execute if improperly configured.
- Pass code protection for all critical functions, including Election Administration, Processing Modes, System and Hardware Maintenance, and Results functions.
- Supervisor functions are limited to the controls provided in the system menus.
- Digital Signature and password security provides a high level of security on data transferred between Election Management Software and the DS450 or Equivalent.
- The DS450 or Equivalent requires the retention of paper ballots and proper election procedures by election officials as a redundant means of providing system security.

Weights & Measures:

**Component Size (HxWxD) Weight DS450 unit 32"x45"x20" or Equivalent
(81x114x51 cm)**

137 lbs

(62 kg)

DS450 Cart 30"x48"x26" or Equivalent

(76x122x66 cm)

178 lbs

(81 kg)

DS450 Cart with Accessories or Equivalent

30"x48"x26"

(76x122x66 cm)

262 lbs

(119 kg)

DS450 Cart Extension or Equivalent

2"x20"x26"

(5x51x66 cm)

16 lbs

(7 kg)

Backup:

- Battery Type: N/A (no internal battery)

- Backup Time: N/A (no internal battery)**
- Uninterruptable Power Supply (UPS) provides power to complete any interrupted run, save data, initiate a controlled shutdown, disposition the data on re-start. A backup generator is required for extended backup support.**

Supplies:

- Memory Devices: Delkin 512MB, 1GB, 2GB, 4GB, 8GB**
- Uninterruptable Power Supply (UPS): APC Back UPS Pro 1500**
- Report Printer: Dell S2810dn (Laser)**
- Audit Printer: OKI Microline 420 (Dot Matrix)**
- Marking Devices: BIC Grip Roller ball pen (.7mm): Part #6100, Absentee Pen: Part #00500 or Equivalent**

Connectivity:

- Network Connection: Local Ethernet for connection to a central reporting PC.**
- Local Ports:**
 - o (4x) High Speed USB 2.0.**
 - o (1x) High Speed USB 3.04**

Applicable Standards:

- EAC 2005 Voluntary Voting System Guidelines (VVSG 1.0)***
- National Election Code Standards***
- Americans with Disabilities Act***

BID #WG24-05 RESPONSE FORM

Purchase and Implementation of One (1) New DS450 Absentee Voting Machine or Equivalent
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Hardware & Software (includes On-site Election Support, Installation, Warranty)

DS450 Absentee Voting Machine (High-Throughput Scanner and Tabulator) or Equivalent:

Model: _____

Bid Amount: \$ _____

Delivery Time: _____ Days/ARO