

TAYLOR COUNTY, FLORIDA
REQUEST FOR PROPOSALS
VOTING TABULATION SYSTEM
HARDWARE AND SOFTWARE
SUPERVISOR OF ELECTIONS

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Clerk of the Circuit Court
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January 2016
PREPARED BY:
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PART 1 – BIDDING REQUIREMENTS



TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

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INVITATION TO BID

The Taylor County Board of County Commissioners is soliciting sealed bids for Voting Tabulation System Hardware and Software. The Board seeks to replace its current Voting Tabulation System Hardware and Software with equipment that will be compliant with Chapter 101.56075, Florida Statutes.

Qualified firms or individuals desiring to provide the required products must submit five (5) packages in a sealed envelope or similar package marked "*Sealed Bid for Voting System*" to the Clerk of Court, 1st Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347, to arrive no later than 4:00 P.M., local time, on Friday, March 18, 2016. **All Proposals MUST have the respondent's name and mailing address clearly shown on the outside of the envelope or package when submitted.** Proposals will be opened and respondents announced at 6:00 P.M. local time, or as soon thereafter as practical, on Tuesday, March 22, 2016, in the Taylor County Administrative Complex, 201 East Green Street, Perry, Florida 32347.

Bid information may be obtained on-line at <http://www.taylorcountygov.com/Bids/Index.htm>.

The County reserves the right, in its sole and absolute discretion, to reject any or all Bids, to cancel or withdraw this solicitation at any time and waive any irregularities in the Solicitation process. The County reserves the right to award any contract to the respondent which it deems to offer the best overall service; therefore, the County is not bound to award any contract(s) based on the lowest quoted price. The County, in its sole and absolute discretion, also reserves the right to waive any minor defects in the process and to accept the proposal deemed to be in the County's best interest. **No faxed Proposals will be accepted.**

Additional information may be obtained from:

Taylor County Administrative Department
201 East Green Street
Perry, FL 32347
(850) 838-3500

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS, Taylor County, Florida

INSTRUCTIONS TO BIDDERS

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ARTICLE 1 - DEFINED TERMS

1.01 Terms used in these Instructions to Bidders have the meanings indicated in the General Conditions and Supplementary Conditions. Additional terms used in these Instructions to Bidders have the meanings indicated below:

- A. *Issuing Office*--The office from which the Bidding Documents are to be issued and where the bidding procedures are to be administered. The issuing office for this solicitation will be the *Taylor County Clerk of Courts located at 1st Floor Courthouse, 108 N. Jefferson St., Suite 102, Perry, FL*. Bidding procedures will be administered at the *Taylor County Administrative Complex located at 201 East Green St., Perry, FL*.
- B. *Bidder*-- One who submits a Bid directly to Owner as distinct from a sub-bidder, who submits a bid to Bidder.
- C. *Owner* – Taylor County Board of County Commissioners
- D. *Solicitation Manager* – The person responsible for managing the solicitation process, documents and questions. The Solicitation Manager will be the Taylor County Administrative Department.
- E. *Successful Bidder*--The lowest, responsible and responsive Bidder to whom Owner (on the basis of Owner’s evaluation as hereinafter provided) makes an award.

ARTICLE 2 - COPIES OF BIDDING DOCUMENTS

2.01 Complete sets of the Bidding Documents in the number and for the deposit sum, if any, stated in the Advertisement or Invitation to Bid may be obtained from the Issuing Office.

2.02 Complete sets of Bidding Documents shall be used in preparing Bids; neither Solicitation Manager assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

2.03 Solicitation Manager, in making copies of Bidding Documents available on the above terms, do so only for the purpose of obtaining Bids for the Work and do not confer a license or grant for any other use.

ARTICLE 3 - QUALIFICATIONS OF BIDDERS

3.01 To demonstrate Bidder's qualifications to perform the Work, Bidder shall submit written evidence such as financial data, previous experience, present commitments, and such other data as may be called for below.

[A. Valid Business Licensing/Registration Information]

3.02 To demonstrate Bidder's qualifications to provide Equipment (Hardware and Software), Bidder shall submit a sworn certification that the voting system, voting system component, or voting system upgrade being offered has been certified by the Florida Division of Elections pursuant to Chapter 101.294(5), Florida Statutes.

ARTICLE 4 - EXAMINATION OF BIDDING DOCUMENTS, OTHER RELATED DATA, AND SITE

4.01 It is the responsibility of each Bidder before submitting a Bid to:

A. examine and carefully study the Bidding Documents, the other related data identified in the Bidding Documents, and any Addenda;

B. visit the Site and become familiar with and satisfy Bidder as to the general, local, and Site conditions that may affect cost, progress, and performance of the equipment/products/supplies;

C. become familiar with and satisfy Bidder as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the equipment/products/supplies;

D. determine that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the requested equipment/products/supplies.

ARTICLE 5 - SITE AND OTHER AREAS

5.01 The Site(s) is/are identified as the Supervisor of Elections office and the Supervisor's voting equipment storage facility (both) located at Perry, Florida.

ARTICLE 6 - INTERPRETATIONS AND ADDENDA

6.01 All questions about the meaning or intent of the Bidding Documents are to be submitted to the Solicitation Manager in writing. Interpretations or clarifications considered necessary by the Solicitation Manager in response to such questions will be issued by Addenda mailed or delivered to all parties recorded by Solicitation Manager as having received the Bidding Documents. Questions received less than ten (10) days prior to the date for opening of Bids may not be answered. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

6.02 Addenda may be issued to clarify, correct, or change the Bidding Documents as deemed advisable by Solicitation Manager.

ARTICLE 7 - SUBSTITUTE AND "OR-EQUAL" ITEMS

7.01 The award will be on the basis of materials and equipment specified or described in the Bidding Documents without consideration of possible substitute or "or-equal" items. Whenever it is specified or described in the Bidding Documents that a substitute or "or-equal" item of material or equipment may be furnished or used by Bidder if acceptable to Owner, application for such acceptance will not be considered by Owner until after the Bid award.

ARTICLE 8 - PREPARATION OF BID

8.01 The Bid Form is included with the Bidding Documents. Additional copies may be obtained on-line or from the Issuing Office.

8.02 All blanks on the Bid Form shall be completed by printing in ink or by typewriter and the Bid signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Bid Form. A Bid price shall be indicated for each [section, Bid item, alternative, adjustment unit price item, and unit price item] listed therein, or the words "No Bid," "No Change," or "Not Applicable" entered.

8.03 A Bid by a corporation shall be executed in the corporate name by the president or a vice-president or other corporate officer accompanied by evidence of authority to sign. The corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.

8.04 A Bid by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership shall be shown below the signature.

8.05 A Bid by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm shall be shown below the signature.

8.06 A Bid by an individual shall show the Bidder's name and official address.

8.07 A Bid by a joint venture shall be executed by each joint venturer in the manner indicated on the Bid Form. The official address of the joint venture shall be shown below the signature.

8.08 All names shall be typed or printed in ink below the signatures.

8.09 The Bid shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Bid Form.

8.10 The address and telephone number for communications regarding the Bid shall be shown.

8.11 The Bid shall contain evidence of Bidder's authority and qualification to do business in the state of the Solicitation or covenant to obtain such qualification prior to award of the Bid.

ARTICLE 9 - BASIS OF BID; COMPARISON OF BIDS

9.01 *Lump Sum*

- A. Bidders shall submit a Bid on a lump sum basis for the base Bid and include a separate price for each alternate described in the Bidding Documents as provided for in the Bid Form. The price for each alternate will be the amount [added to] *[or]* [deleted from] the base Bid if Owner selects the alternate. In the comparison of Bids, alternates will be applied in the same order as listed in the Bid form.

ARTICLE 10 - SUBMITTAL OF BID

10.01 An unbound copy of the Bid Form is to be completed and submitted with the following data:

- [A. Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3)(a)]
- [B. Non-Collusion Affidavit]
- [C. Valid Business Licensing/Registration Information]

10.02 A Bid shall be submitted no later than the date and time prescribed and at the place indicated in the Advertisement or Invitation to Bid and shall be enclosed in an opaque sealed envelope plainly marked with the Solicitation title (and, if applicable, the designated portion of the Solicitation for which the Bid is submitted), the name and address of Bidder, and shall be accompanied by the Bid security (when required) and other required documents. If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate envelope plainly marked on the outside with the notation "*Sealed Bid for Voting Equipment.*" Hand deliveries and mailed Bids shall be addressed to Clerk of Court, 1st Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347. Bids submitted by Overnight delivery shall also be delivered to the physical address of the Clerk of Court: Clerk of Court, 1st Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347.

10.03 The Taylor County Board of County Commissioners **DOES NOT ACCEPT FAXED PROPOSALS.**

10.04 Proposals that are not delivered to the place indicated in the Advertisement or Invitation to Bid prior to the date and time prescribed shall not be considered and will be returned to the responder unopened.

10.05 Incomplete Bid proposals that do not provide the required information and/or the required number of copies, may be deemed incomplete by the Board of County Commissioners and not considered during the Bid Evaluation.

ARTICLE 11 - MODIFICATION AND WITHDRAWAL OF BID

11.01 A Bid may be modified or withdrawn by an appropriate document duly executed in the manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids.

11.02 Once opened, no Bid may be withdrawn prior to the Board of County Commissioners action without written consent of the Clerk of Court.

ARTICLE 12 - OPENING OF BIDS

12.01 Bids will be opened at the time and place indicated in the Advertisement or Invitation to Bid and, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the base Bids and major alternates, if any, will be made available to Bidders after the opening of Bids.

ARTICLE 13 - BIDS TO REMAIN SUBJECT TO ACCEPTANCE

13.01 All Bids will remain subject to acceptance for the period of time stated in the Bid Form, but Owner may, in its sole discretion, release any Bid and return the Bid security prior to the end of this period.

ARTICLE 14 – EVALUATION OF BIDS AND AWARD OF CONTRACT

14.01 Owner reserves the right, in its sole and absolute discretion, to reject any or all Bids, to cancel or withdraw this bid solicitation at any time and waive any irregularities in the Bid process. Owner reserves the right to award any contract to the respondent which it deems to offer the best overall service; therefore, Owner is not bound to award any contract based on the lowest quoted price. Owner, in its sole and absolute discretion, also reserves the right to waive any minor defects in the process and to accept the bid deemed to be in the County's best interest.

14.02 Owner, in its sole and absolute discretion, also reserves the right to assign a local business preference in a maximum amount of five (5) percent of the bid price pursuant to Taylor County Ordinance No. 2003-12.

14.03 More than one Bid for the same products from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the Work may be cause for disqualification of that Bidder and the rejection of all Bids in which that Bidder has an interest.

14.04 In evaluating Bids, Owner will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.

14.05 In evaluating Bidders, Owner will consider the qualifications of Bidders and may consider the qualifications and experience of Suppliers, Equipment manufacturers and other individuals included as part of the bid package.

14.06 If the Contract is to be awarded, Owner will award the Contract to the Bidder whose Bid is in the best interests of the Solicitation.

14.07 In evaluating Bids, Owner reserves the right to ask for additional information up to and including an in-person, on-site demonstration of the equipment.

14.08 In evaluating Bids, Owner reserves the right to consider the response time for any service request that might be placed for the equipment.

14.09 In evaluating Bids, Owner reserves the right to consider any proposed legislation, rules or directives, both State and Federal, which might affect the future value of the equipment and/or software being offered by the Bidder.

ARTICLE 15 - SALES AND USE TAXES

15.01 Owner is exempt from Florida state sales and use taxes on all Direct Purchased materials and equipment to be incorporated in the Work. Said taxes for such items shall not be included in the Bid. Refer to Paragraph SC-6.10 of the Supplementary Conditions for additional information.

15.02 Owner is exempt from payment of sales and compensating use taxes of the State of Florida and of cities and counties thereof on all materials to be incorporated into the Work which are Direct Purchased by Owner. Contractor purchases are not eligible for this exemption and such costs shall be accounted for within the Bid.

1. Owner will furnish the required certificates of tax exemption to Contractor for use in the purchase of Direct Purchased supplies and materials to be incorporated into the Work.

2. Owner's exemption does not apply to supplies, materials, or construction tools, machinery, equipment, or other property purchased by or leased by Contractor, or to supplies or materials not incorporated into the Work.

BID FORM

Voting System

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ARTICLE 1 - BID RECIPIENT

1.01 This Bid is submitted to:

*Taylor County Board of County Commissioners
Via the Clerk of Court
1st Floor Courthouse, Suite 102
108 North Jefferson St.
Perry, Florida 32347*

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to provide products/equipment/supplies that fully meet all specifications outlined in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 - BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 - BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged.

<u>Addendum No.</u>	<u>Addendum Date</u>
_____	_____
_____	_____

- B. Bidder has visited or is familiar with the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the equipment/products/supplies.
- D. Bidder has given Solicitation Manager written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Solicitation Manager is acceptable to Bidder.
- E. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the equipment/products/supplies for which this Bid is submitted.
- F. Bidder will submit written evidence of its authority and qualification to do business in the state of the Solicitation or covenant to obtain such qualification prior to award of the Bid.

ARTICLE 4 - FURTHER REPRESENTATIONS

4.01 Bidder further represents that:

- A. this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

ARTICLE 5 - BASIS OF BID

2.01 Bidder will provide the requested equipment/products/supplies in accordance with the Contract Documents for the following price(s):

Total Lump Sum Bid Price for Voting System including Delivery, installation and Testing. Initial warranty and licenses are to be included.	_____	\$ _____
	(words)	(numerals)
	_____	\$ _____
	(words)	(numerals)
Cost of Support beyond the initial Scope of Work.	_____	\$ _____
	(words)	(numerals)
	_____	\$ _____
	(words)	(numerals)
	_____	\$ _____
	(words)	(numerals)
	_____	\$ _____
	(words)	(numerals)
	_____	\$ _____
	(words)	(numerals)

Bidder also acknowledges that the award of this solicitation or any portion thereof will be contingent upon the availability of funds. If funding is not available to award the solicitation in its entirety, the Board of County Commissioners reserves the right to award portions thereof so as to remain within available funding. Such partial award will not relieve the Bidder from complying with the full requirements of the awarded portions.

ARTICLE 6 - TIME OF COMPLETION

6.01 Bidder agrees that the equipment/products/supplies will be delivered and ready for final payment (or initial payment in the case of a lease) on or before the dates or within the number of calendar days indicated in the Bid.

ARTICLE 7 - ATTACHMENTS TO THIS BID

7.01 The following documents are attached to and made a condition of this Bid:

- Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3)(a), F.S.
- Non-Collusion Affidavit
- Valid Business Licensing/Registration Information

ARTICLE 8 - DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders.

ARTICLE 9 - BID SUBMITTAL

9.01 This Bid submitted by:

If Bidder is:

An Individual

Name (typed or printed): _____

By: _____ (SEAL)
(Individual's signature)

Doing business as: _____

A Partnership

Partnership Name: _____ (SEAL)

By: _____
(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): _____

A Corporation

Corporation Name: _____ (SEAL)

State of Incorporation: _____
Type (General Business, Professional, Service, Limited Liability): _____

By: _____
(Signature -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____ (CORPORATE SEAL)

Attest _____

Date of Authorization to do business in FLORIDA is ____/____/____.

A Joint Venture

Name of Joint Venture: _____

First Joint Venturer Name: _____ (SEAL)

By: _____
(Signature of first joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Second Joint Venturer Name: _____ (SEAL)

By: _____
(Signature of second joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

Bidder's Business Address _____

Phone No. _____ Fax No. _____

SUBMITTED on _____, 20_____.

State Contractor License No. _____. (If applicable)

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. _____
for _____

2. This sworn statement is submitted by _____
(Name of entity submitting sworn statement)

Whose business address is _____

_____ and

(if applicable) its Federal Employer Identification Number (FEIN) is _____,
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn
statement: _____.)

3. My name is _____ and my relationship to the entity
name above is _____.

4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Paragraph 287-133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court or record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
a. A predecessor or successor of a person convicted of a public entity crime: or
b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Paragraph 287.133(1)(g)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term

“person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 AND (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order).

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing office of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

(Signature)

(Date)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____,
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this _____ day
of _____, _____.

NOTARY PUBLIC

My commission expires: _____

NON-COLLUSION AFFIDAVIT

(STATE OF _____, COUNTY OF _____)

_____ being first duly sworn, deposes and says that:

- (1) He/She/They is/are the _____ of
(Owner, Partner, Officer, Representative or Agent)
_____, the Bidder that has submitted the attached Bid;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from Bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix any overhead, profit, or cost elements of the Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid Price or the Bid Price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

By: _____
Signature

Witness

Print Name and Title

STATE OF _____, (COUNTY OF _____)

On this the _____ day of _____, _____, before me, the undersigned Notary Public, personally appeared (Name(s) of individual(s) who appeared before notary) _____ and whose name(s) is/are subscribed to the within Affidavit of Non-Collusion, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal.

Notary Public, State of _____

NOTARY PUBLIC:

(Name of Notary Public: Print, Stamp or type as commissioned)

____ Personally known to me, or
____ Personal identification:

____ Did take an oath, or
____ Did Not take an oath.

_____ Type of Identification Produced

COUNTY OF: _____

PART 2 – EQUIPMENT SPECIFICATIONS

SCOPE OF WORK

It is the objective of the Taylor County Supervisor of Elections to provide the voters of Taylor County with an accurate, user friendly and cost effective election system that provides uniform and non-discriminatory election technology while meeting the voting standards set forth in Florida Statutes, specifically Chapter 101.56075, F.S. The Voting System shall be used to conduct all aspects of elections in Taylor County including, but not limited to, absentee voting, early voting and Election Day voting beginning with the next scheduled election in Taylor County following the 2016 Presidential Election which would be the Primary in 2018. The purchase and installation, including testing and training, of the new Voting System must meet such timeline.

The Taylor County electorate is comprised of 12,720 (1/12/2016) registered voters who vote in 14 polling places. The voter registration system utilized by the Supervisor of Elections is VR Systems. The Supervisor's office is currently within the Taylor County Courthouse and the voting equipment is stored offsite in a metal building located on the compound of the Taylor County Road Department. The building is under the direct control of the Supervisor of Elections and is climate controlled.

The successful Bidder shall provide a Turnkey Solution with the necessary components for the operation of a vote tabulation system consisting of the hardware, software and associated equipment along with provisions for the ongoing on-site warranty repair and maintenance and technical support in accordance with specifications and provisions herein referred to. The expectation is the solution shall encompass system delivery, installation, configuration, integration, testing, implementation, and on-site training; as well as, a mutually agreed upon time period of direct election support.

Precinct Tabulation Hardware and Software

Bidder shall state in writing a complete description of its proposed Precinct Tabulation Hardware and Software equipment, including the size of memory cards, all products included with the tabulation hardware and software system. Bidder will describe in detail how the equipment complies with Chapter 101.56075 (3), Florida Statutes. Bidder may also be asked to demonstrate the proposed equipment to the Bid Committee at a location to be selected by the Supervisor of Elections.

Bidder must state in writing within the Bid submission that all proposed equipment and software has or will be certified in accordance with section 101.015, Florida Statutes, no later than the award of the contract and will be available for delivery to the Supervisor of Elections on or before March 1, 2017, or a date determined by the County as date of contract award. In the event that Bidder fails to meet this requirement after award is made, award may be rescinded, and the County or Supervisor of Elections will not be liable for any costs, demands, claims, or any other charges or associated costs incurred by the Proposer.

The Supervisor of Elections requires (18) eighteen Precinct Level Tabulators capable of allowing all voters, including ADA voters, to vote on the same piece of equipment. The equipment must be able to meet the 2020 ADA voting equipment requirements. It is the intent of the Supervisor of Elections to protect the secrecy of the ballot for those voters with a disability as much as possible.

In addition to the above, the Supervisor of Elections requires (2) two Precinct Level Tabulators to count absentee ballots and to facilitate Early Voting.

The Supervisor of Elections requires (20) twenty Ballot Boxes or proposed amount sufficient for proposed equipment and voting environment.

The Supervisor of Elections requires (20) twenty sets of any required ADA accessories for Precinct Level Tabulators.

The Supervisor of Elections requires the following:

Adequate memory media to have two (2) full elections programmed for all equipment without having to erase cards.

All necessary equipment for modem transmission of results.

Any required devices for technical operations or supervisor functions for precinct tabulation.

Warranties and Licenses for equipment and software and an indication of the expiration dates of the licenses and warranties. Bidder will identify any third party software/firmware. Bidder must state in writing that they are able to provide annual on-site maintenance and software/firmware licensing after the initial warranty and software/firmware license. At a minimum, initial warranty and licenses to extend to July 1, 2020, (if purchased directly) or during the entire contract (if leased) and to include any State Certified upgrades or other changes to EMS or equipment software. Any deviation from this date must be clearly specified in the submitted Bid Documents.

Bidder shall detail in writing how the election management system works, the minimum hardware requirements and any other accessories or equipment necessary for the proposed equipment.

Bidder must state in writing the amount of telephone support that it will provide for its equipment, and the limits upon such support.

The Supervisor of Elections requires all software licenses needed for the servers to operate the voting system and process results. The Supervisor of Elections requires the hardware and software to allow for up to (4) four incoming results transmissions at one time.

The Supervisor of Elections requires the necessary servers (Rack style preferred) needed to program ballots, program equipment and accessories, receive results, and produce reports to comply with Florida laws and Regulations including:

Logic and Accuracy Testing (101.5612, F.S.)

Upload of Early and Absentee ballots (102.141(4), F.S.)

Reporting of incremental results on Election Night, as well as, 1st and 2nd Unofficial results as needed (102.141, F.S.)

Reporting of Official Election Results (102.112, F.S.)

Reporting of Over and Under votes (101.595, F.S.)

Reporting of precinct level results (98.0981, F.S.)

Other reports as required by the State of Florida

Firewall and security protection that do not expose the EMS server system to the general County or any other non-Supervisor of Elections network. (Currently, the Supervisor of Elections is not connected to any non-Supervisor of Elections network.)

Additional accessories, supplies, or consumables necessary for the functional use of the Voting System, in the course of an election and for routine maintenance or emergency services.

Preparation for and delivery of Voting System:

Include the positions and contact information for those who will approve, facilitate and support the purchase, delivery, installation and testing of the Voting System.

Within 90 days of the awarding of a contract and its execution, or at a mutually agreed upon time, the successful Bidder shall conduct a survey of the Supervisor of Elections' existing environment and identify outstanding issues that may hinder a successful installation of the Voting System and provide recommendations on how to resolve them prior to receipt of the Voting System.

Within 90 days of the awarding of a contract and its execution, or at a mutually agreed upon time, the successful Bidder shall begin assisting the Supervisor of Elections in development of acceptance testing procedures in compliance with Florida Voting System Standards (FVSS) and as approved by the Supervisor of Elections. The successful Bidder will provide adequate staff and associated documentation and materials to facilitate unpacking and acceptance testing.

The successful Bidder will configure the components of the EMS on the hardware platform and provide skills transfer to Supervisor of Elections and staff. Included will be the integration of the EMS into the Supervisor of Elections environment including closed network configurations and receipt of result transmissions, as well as providing information on best practices and procedures for maintaining EMS security.

The successful Bidder will assist the Supervisor of Elections with developing procedures and materials for logic and accuracy testing of the Voting System in compliance with Florida Statutes. In addition, Bidder will provide all product documentation in electronic format for the components of the Voting System and for all user levels, i.e., administrator, technical, operator, and poll worker.

The Successful Bidder will advise the Supervisor of Elections concerning any special criteria to be considered in the selection of polling places for pre-election delivery of the equipment, proper operation of the equipment and transmission of results.

As the Supervisor of Elections utilizes VR Systems for voter registration, the successful Bidder will advise on how to interface with any VR Systems application modules.

Bidder shall state in writing and in detail the amount and manner of field support training for two elections, to be provided prior to the elections, and on the day of elections.

Bidder will provide costs associated with conducting a county-wide mock election.

The Bidder will provide costs associated with on-site training of Supervisor of Elections staff on all levels of the Voting System required to conduct elections and train poll workers including materials to be used for each level of staff training. Bidder shall allow duplication of any training materials for the purpose of staff training and poll worker training.

The Bidder will provide costs associated with providing voter education materials in digital reproducible format on the Precinct Tabulators and any accessibility devices relating to the methods used to cast a ballot and to have a ballot tabulated.

The Bidder will provide costs associated with using a vendor-specified ballot printing service; however, nothing in any contract shall require the Supervisor of Elections to use a specific vendor for ballot printing services. The Successful Bidder will provide costs associated with

certifying a ballot-printing vendor of the Supervisor of Elections' choosing. Nothing in any contract between the Successful Bidder and the Supervisor of Elections shall imply any penalty in costs of goods or services associated with the Supervisor's choice of ballot printing service.