



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

July 31, 2017

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: APPENDIX C TO REQUEST FOR PROPOSAL NO.: GSS17337-PRO_MOVING,
PROFESSIONAL MOVING SERVICES

APPENDIX C

The purpose of this appendix is to add the requirements associated with voting machines to the solicitation.

A. Responsibilities of the Department:

Provide the selected Vendor(s) a list of the buildings with addresses and contact information no later than thirty (30) days before elections. It should be noted that circumstances beyond the Department's control may result in the change of a building after the list is provided. Similar or additional information in this regard may be added to this Scope of Work at a later date should Delaware Counties in addition to New Castle County elect to participate in this contract.

Provide the Vendor(s) a list of the machines by serial number in the pre-determined route order and number and type of signs, traffic cones and posters to be delivered to each building at least three weeks before an election or on a date to be provided by the Department on election by election bases. A sample of this listing is provided as **Attachment B** to this RFP Package. **Bidders are cautioned this is only a sample and the actual list provided may differ from the Attachment.**

Have the machines and signs, traffic cones and posters available for pickup at the Departments' warehouse located at 220 Lisa Drive in New Castle from 7 a.m. until 3 p.m. the Thursday and Friday before an election or on a date to be provided by the on a election by election bases.



B. Responsibilities of the Vendor(s):

Note: Similar or additional information in this regard may be added to this Scope of Work at a later date should Delaware Counties in addition to New Castle County elect to participate in this contract.

Assign a single point of contact and back-up for use by the Department with the person's correct work, home and mobile numbers.

Coordinate pick-up and delivery of the voting machines with the Department's warehouse staff at least three (3) weeks afore the election. This includes the order in which the machines are to be loaded onto the vendor's trucks.

Contact each polling place using the information provided by the Department to schedule delivery and pickup at the machines and signs, traffic cones and posters. Some polling places are not open every day, and some are only open for certain hours.

Have trucks and crews available to correct delivery errors on the day before and the day of an election.

Deliver voting machines and signs/traffic cones to their designated polling places no later than 2:00 p.m. the Monday before an election or on a date to be provided by the Department on a election by election bases. Each machine is labeled with the name of the building to which it is to be delivered.

Record the name of the person or persons receiving the voting machines and other materials at each building on the form provided by the Department and the location where the person or persons puts the aforesaid machines and other materials.

Return the machines to their proper places in the Department's warehouse no later than 2 p.m. the Monday following an election or on a date to be provided by the Department on election by election bases.

Reimburse the Department for any damage to the machines that occurred while in the vendor's custody.

Use appropriately sized trucks for delivering machines to locations in the City of Wilmington and to other locations with narrow streets.

See the standards for handling and transporting voting machines below:

Within one (1) hour of occurrence, report any problems with delivering machines and signs to the Department's warehouse staff to include (but not limited to) a machine being dropped or other occurrence where it is reasonable to assume both visible and/or internal damage to a machine may have occurred.

Deliver and return the large foam-core posters in a manner to prevent damage to the overlay and the board.

The selected Vendor must utilize only trained and experienced labor. The Vendor must not utilize any labor obtained from a temporary employment agency, or any other source of temporary, untrained labor.

All employees of the Vendor must be in clean shirt uniform and identifiable at all times. It is requested that the supervisors be distinguishable from the general labor.

C. Standards for handling and transporting voting machines:

All voting machines must be rolled by hand.

The use of a hand truck or any other type of dolly is **NOT** allowed because they may damage the voting machines.

The voting machine weighs about 200 lbs. And **MUST** be transported, moved and handled with care.

A closed voting machines measures 32" wide, 17" deep and stands 44" high.

Voting machines must be transported in an enclosed vehicle with ETrack style rails and a lift gate or solid ramp (no rollers), that is at least thirty (30) inches in width. Pickup trucks and open trailers cannot be used.

Voting machines **SHALL NOT** be lifted off trucks but must be lowered to the ground using a lift gate or rolled down an appropriately size ramp.

Each machine must be completely padded to prevent damage.

Depending on the size of the truck every ten to fifteen (10 to 15) machines **MUST** be strapped using straps designed for the ETrack. This **DOES NOT** include bungee type cords.

Voting machines **MUST** be transported in the upright position. They cannot be stacked on top of one another when being transported.

Covered vehicles with locking doors must be used at all times to ensure against damage and/or loss. The articles moved shall be packed, transported and handled in a careful manner so as to avoid damage.

D. Pricing

Pricing proposals shall be presented as follows:

Description	Price (per polling place)
Delivery of voting machines and signs/traffic cones to their designated polling place (located in New Castle County). Rate to include packing, delivery and return of all signs/traffic cones and first voting machine.	
Delivery of voting machines to their designated polling place (located in New Castle County). Rate to include packing, delivery and return of each additional voting machine.	
Delivery of voting machines and signs/traffic cones to their designated polling place (located in Kent County). Rate to include packing, delivery and return of all signs/traffic cones and first voting machine.	
Delivery of voting machines to their designated polling place (located in Kent County). Rate to include packing, delivery and return of each additional voting machine.	
Delivery of voting machines and signs/traffic cones to their designated polling place (located in Sussex County). Rate to include packing, delivery and return of all signs/traffic cones and first voting machine.	
Delivery of voting machines to their designated polling place (located in Sussex County). Rate to include packing, delivery and return of each additional voting machine.	

All other terms and conditions remain the same.