

## **Kristy A. Masching**

*Livingston County Clerk & Recorder*

112 W. Madison Street, PO Box 618

Pontiac, IL 61764-0618

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### **REQUEST FOR PROPOSALS**

The Livingston County Clerk's Office is accepting proposals for a new voting machines as well as for election services. The proposals are due on or before 11:00 a.m. on July 12<sup>th</sup>, 2019.

#### ***Special Instructions:***

A copy of each proposal should be directed to the Livingston County Clerk's Office. To return your proposal, please follow these instructions:

Clearly label your sealed envelope containing your proposal in the lower left-hand corner as follows:

Proposal for Voting Machines & Election Services  
11:00 a.m. on July 12<sup>th</sup>, 2019

Mail to: Livingston County Clerk's Office  
PO Box 618  
Pontiac, IL 61764

If you have questions regarding the above procedure or contents of proposal, please contact:

Kristy Masching, Livingston County Clerk  
112 West Madison Street  
P.O. Box 618  
Pontiac, IL 61764  
(815) 842-9313

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### **REQUEST FOR PROPOSALS**

#### **VOTING MACHINES AND ELECTION SERVICES**

**PURPOSE:** The Livingston County Clerk's office is accepting proposals for a new voting system. This voting system must be certified by the Election Assistance Commission and the Illinois State Board of Elections. All proposed election equipment must have been used in all types of elections, including a General Primary Election, a General Election, and a Consolidated Election, in the State of Illinois for Vote by Mail, Early Voting, and Election Day Voting in Polling Places.

Any proposals for voting machines and election services should be priced based on the specifics of Livingston County. Livingston County has approximately 22,000 registered voters. Currently the county has 46 precincts and 35 polling places in which they have 1 AccuVote Optical Scan machine and 1 TSx ADA Compliant Device in thirty polling sites and 2 AccuVote Optical Scan machines and 2 TSx ADA Compliant Devices in five polling sites. Livingston County also has 2 Optical Scans and 2 TSx Devices used at the Historic Courthouse for Early Voting. Livingston County plans to implement the new voting system in the 2020 General Primary Election.

**PROPOSAL FORMAT:** Each vendor shall be required to include the following items in their copies of the proposal. Exclusion of any of these items could be grounds for proposal rejection by Livingston County.

**A. Livingston County would like to be quoted out for 42 Optical Scans units and 42 ADA Compliant Devices.** Therefore, the following information must be included:

1. Pricing for the purchase of the proposed voting system and,
2. A detailed leasing option of the proposed voting system.
3. A proposed installation and training timeline.
4. An itemized client list that explains which Illinois Counties have been using their proposed new voting system and the length of time they've used the system.
5. Any literature on the proposed system, such as brochures on the equipment.
6. Provide the certification letter from the Illinois State Board of Elections.

**B. Any proposed voting systems must explain how they can meet the following requirements:**

1. Allow for write-in votes on any race, allow voters to write-in candidates and allow for a post-election review of any write-in votes.
  2. Allow for the prevention of a voter casting an over vote.
  3. Allow for the notification of an under vote.
  4. Allow for a voter to alter their ballot on their own accord during the voting process.
  5. Allow for clear error messages that do not jeopardize the voter's privacy.
  6. Allow for voters with physical disabilities to cast their ballot on their own.
- C. Any proposal will need to include costs and detailed explanations for the following required Election Services that Livingston County needs based on a 6 year Election Services Contract:
1. Ballot and Ballot Sample Printing
  2. Printed Test Decks
  3. Applications to Vote
  4. Precinct Supply Kits
  5. Ballot Coding and Audio
  6. Lock and Load of all Optical Scans and ADA Compliant Devices – the Pre-Testing of all Voting Units
  7. Early Vote and Ballot on Demand Setup
  8. Assistance during a Public Test
  9. Onsite Election Day Support along with Election Night Results Tabulation and Results Posting.
  10. Assistance during the Retabulation
  11. Annual Equipment Maintenance
- D. All proposals will need to include pricing on all installation costs that would be required for a successful implementation, such as but not limited to:
1. Election Judge Training
  2. Staff Training
  3. Shipping and Handling
  4. Initial License Fees
  5. Annual License Fees
  6. Annual Warranty Fees
  7. Firmware Upgrade Fees
- E. Vendors will need to list their company's legal name, address, website URL and primary contact information as well as a description of their agency, including qualifications addressing why your agency is suited to provide these services to Livingston County.

**CHANGES IN REQUEST FOR PROPOSAL:** Livingston County reserves the right to amend, modify or cancel this RFP at any time. If it becomes necessary to revise any part of the RFP, or otherwise provide additional information, an addendum will be issued by the county and furnished to all firms that have received copies of the original RFP.

**PROPRIETARY INFORMATION:** Any restrictions on the use of data contained within a proposal and all confidential information must be clearly stated at the top and bottom of each page of the proposal. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with applicable Illinois statutes.

To the extent permitted by law, it is the intention of Livingston County to withhold the contents of the proposals from public view until such time as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Livingston County. At that time, all proposals will be available for review in accordance with the Illinois Freedom of Information Act.

**ACCEPTANCE / REJECTION:** Livingston County reserves the right to accept or reject any or all proposals as deemed to be in the best interest of Livingston County and to waive all minor irregularities in the proposal process. Livingston County also reserves the right to enter into discussions and/or negotiations with one or more qualified bidders at the same time. Firms whose proposals are not accepted will be notified as soon as the awarded contract has been approved.

**TAXES:** Livingston County is exempt from all federal, state and local taxes.

**BIDS DUE:** Sealed proposals are due and must be received in the Livingston County Clerk's Office, 112 W. Madison, PO Box 618, Pontiac, IL 61764, no later than 11:00 a.m. (central time) on or before July 12, 2019. Bids will be delivered in a sealed envelope and will be clearly marked on the lower left-hand corner of the outside of the envelope the following information: PROPOSAL FOR VOTING MACHINES AND ELECTION SERVICES. No bids will be accepted after the time indicated.