



## **Request for Proposals No. 2022-044 Election Voting Equipment Delivery**

**Due Date:** February 23, 2022  
**Time:** 10:00 AM EST  
**Receipt Location:** Union County Government Center  
Procurement Department  
500 N. Main Street, Suite 709  
Monroe, NC 28112  
(Note: Follow the submittal instructions listed in this document to electronically upload a proposal package)

**Procurement Contact:**

Ava Strawn  
Procurement Specialist  
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Ava.Strawn@unioncountync.gov

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## 1 NOTICE OF ADVERTISEMENT

### Union County, North Carolina Request for Proposals No. 2022-028 Election Voting Equipment Delivery

Electronic proposals will be received by the Union County's Procurement Department at the Union County Government Center, 500 North Main Street, Monroe, NC 28112 until **10:00 AM EST on February 23, 2022**. Late submittals will not be accepted.

Union County, North Carolina, through Union County Board of Elections, is soliciting proposals from experienced and qualified moving firms to deliver voting equipment to voting sites.

Copies of the solicitation may be obtained from the locations listed below:

1. Download the Proposal Documents from the Union County website:  
<https://www.unioncountync.gov/departments/bids-procurement/current-bids>
2. Download the Solicitation Documents from the State of North Carolina IPS website:  
[www.ips.state.nc.us](http://www.ips.state.nc.us) (Bid by Departments, search County of Union).

Union County reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest.

Union County reserves the right to award to multiple vendors.

Offerors are required to comply with the non-collusion requirements set forth in the Solicitation Documents.

Union County encourages good faith effort outreach to Minority Businesses (HUB Certified) and Small Businesses.

## 2 SUBMITTAL DETAILS

### 2.1 PROPOSAL SUBMISSION DEADLINE AND DELIVERY ADDRESS

All Proposal Submittals are to be received by the Union County Procurement Department no later than **10:00 AM EST on February 23, 2022** per the instructions below. Any submittals received after this date and time shall be rejected without exception.

### 2.2 PROPOSAL SUBMISSION REQUIREMENTS

The proposal must be submitted electronically using the following link: <https://portal.unioncountync.gov/Forms/procurementsubmit>. Select the Solicitation drop down arrow and choose this RFP from the list. Complete the form, upload your proposal, and select submit. An email will be sent to the address listed on the form as your confirmation of receipt.

The proposal package **must be signed** by a person who is authorized to bind the proposing Company. Instructions for preparing the proposal are provided herein.

#### **Paper submissions will not be accepted.**

There is no expressed or implied obligation for Union County to reimburse Offerors for any expenses incurred in preparing proposals in response to this request.

Union County reserves the right to:

- Reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest;
- Cancel this solicitation; and
- Award to multiple vendors.

### 2.3 PROPOSAL QUESTIONS

Proposal questions will be due on or before **February 4, 2022 at 5:00 PM EST**. The primary purpose is to provide participating Offerors with the opportunity to ask questions, in writing, related to the RFP.

Submit questions in a Word Document or in the body of an email and send to Ava Strawn at [ava.strawn@unioncountync.gov](mailto:ava.strawn@unioncountync.gov) by the deadline shown above. Questions send in graph or Excel sheet format will not be accepted. **The email subject line should identify the proposal number and project title.** All questions and answers may be posted as addenda on [www.unioncountync.gov](http://www.unioncountync.gov) and/or [www.ips.state.nc.us](http://www.ips.state.nc.us).

### 2.4 PROPOSAL ADDENDUM

Union County may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum.

Should an Offeror find discrepancies or omissions in this RFP or any other documents provided by Union County, the Offeror should immediately notify the County of such potential discrepancy in writing via email as noted above.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the

written addenda. Receipt of Addenda shall be acknowledged by the Offeror on Appendix C – Addendum and Anti-Collusion form.

## 2.5 COMMUNICATION

All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this Request for Proposals must be made only through the Procurement Contact noted on the cover of this RFP. A violation of this provision is cause for the County to reject a Company’s proposal. No contact regarding this document with other County employees is permitted and may be grounds for disqualification.

## 3 PURPOSE

### 3.1 COUNTY

The County (estimated population 239,859) is located in the central, southern piedmont. The County provides its citizens with a full array of services that include public safety, water/wastewater utilities and sanitation, human services, cultural and recreational activities, and general government administration.

### 3.2 INTRODUCTION

The intent of this Request for Proposals (RFP) is for Union County to obtain services from qualified moving firms for delivery and pick up of voting equipment.

## 4 SCOPE OF WORK

### 4.1 OVERVIEW

Union County Board of Elections is seeking proposals from qualified moving firms to deliver voting equipment to voting sites before the scheduled election events and to retrieve the same equipment after the election’s event. The election schedule consists of up to five election events with twelve movements during 2022 and with deliveries to as few as six voting sites or as many as fifty-two sites, depending on the election type.

The delivery service will be for five election events with twelve movements:

|                               |                               |
|-------------------------------|-------------------------------|
| Early Voting Primary Election | April 28, 2022 – May 14, 2022 |
| Primary Election              | May 17, 2022                  |
| 2nd Primary (If applicable)   | Date to be Determined         |
| Early Voting General Election | October 20 – November 5, 2022 |
| General Election              | November 8, 2022              |

### 4.2 DELIVERY SERVICE LOCATIONS AND EVENTS

Delivery schedule routes will be provided by the Union County Board of Elections. All voting equipment will be picked up from and returned to: 316B E. Windsor Street, Monroe, NC 28112 in accordance with the route given on delivery and retrieval days.



#### **4.2.1 EARLY VOTING PRIMARY ELECTION**

Equipment will be delivered to 6 Early Voting Sites in Union County beginning with three sites at 8 AM on April 26, 2022 and the remaining at 8 AM on April 27, 2022. All voting equipment is retrieved a day after the polls close on Sunday, May 15, 2022. This equipment will be returned to the Board of Elections' warehouse.

For the early voting, the Board of Elections anticipates needing:

- One 28 ft. box truck with a lift gate for both delivery days
- One driver and one helper per truck
- Packing blankets, speed packs, rain protection, straps and dollies, and one appliance dolly per truck
- One on-site supervisor for delivery and retrieval days

#### **4.2.2 PRIMARY ELECTION**

Equipment will need to be delivered to 52 Voting Precincts (refer to Exhibit A) throughout Union County. Deliveries will start at 7 AM on Monday, May 16, 2022. The voting equipment retrieval process will start at 8 AM on Wednesday, May 18, 2022. All equipment will be returned to the Board of Elections warehouse.

For this election, the Board of Elections anticipates needing:

- Five box trucks with lift gates (three of these trucks will have double runs)
- One driver and one helper per truck
- One on-site supervisor for both days
- Packing

#### **4.2.3 SECOND PRIMARY (IF APPLICABLE)**

Equipment will need to be delivered to 52 Voting Precincts throughout Union County. Deliveries will start at 7 AM on the Monday before the election. The voting equipment retrieval process will start at 8 AM on the Wednesday after the election. All equipment will be returned to the Board of Elections warehouse.

For this election, the Board of Elections anticipates needing:

- Five box trucks with lift gates (three of these trucks will have double runs)
- One driver and one helper per truck
- One on-site supervisor for both days
- Packing blankets, speed packs, rain protection, straps and dollies, and one appliance dolly per truck



#### **4.2.4 EARLY VOTING GENERAL ELECTION**

Equipment will be delivered to 6 Voting Sites in Union County beginning with three sites at 8 AM on October 18, 2022 and the remaining at 8 AM on October 19, 2022. All voting equipment is retrieved a day after the polls close on Sunday, November 6, 2022. This equipment will be returned to the Board of Elections' warehouse.

For the early voting, the Board of Elections anticipates needing:

- One 28 ft. box trucks with a lift gate for both delivery days
- One driver and one helper per truck
- Packing blankets, speed packs, rain protection, straps and dollies, and one appliance dolly per truck
- One on-site supervisor for delivery and retrieval days

#### **4.2.5 GENERAL ELECTION**

Equipment will need to be delivered to 52 Voting Precincts (refer to Exhibit A) throughout Union County. Deliveries will start at 7 AM on Monday, November 7, 2022. The voting equipment retrieval process will start at 8 AM on Wednesday, November 9, 2022. All equipment will be returned to the Board of Elections warehouse.

For this election, the Board of Elections anticipates needing:


- Five box trucks with lift gates (three of these trucks will have double runs)
- One drive and one helper per truck
- One on-site supervisor for both days
- Packing blankets, speed packs, rain protection, straps and dollies, and one appliance dolly per truck

## **5 DETAILED SUBMITTAL REQUIREMENTS AND INSTRUCTIONS**

### **5.1 TERMS OF SUBMISSION**

All material received from a person or company ("Respondent") in response to this solicitation shall become the property of Union County and will not be returned to the Respondent. Any and all costs incurred by a Respondent in preparing, submitting, or presenting submissions are the Respondent's sole responsibility and Union County shall not reimburse the Respondent. All responses to this solicitation will be considered a public record and subject to disclosure under applicable public records law.





Any material in a response which the Respondent considers a trade secret and exempt from disclosure as a public record under applicable law, including N.C.G.S. §§ 132-1.2 and 66-152, must be properly designated as a trade secret. In order to properly designate such material, the Respondent must: (i) submit any trade secret materials in a separate envelope, or file, from all other submitted material, being clearly marked as “Trade Secret – Confidential and Proprietary Information,” and (ii) stamp the same trade secret/confidentiality designation on each page of the materials therein which contain trade secrets.

To the extent consistent with public records law, Union County will make reasonable efforts to maintain the confidential nature of trade secrets, as determined by Union County and subject to the conditions set forth herein. Respondent understands and agrees by submitting a response to this solicitation, that if a request is made to review or produce a copy of any information in the Respondent’s materials which was properly labeled by the Respondent as a trade secret, Union County will notify the Respondent of the request and the date that such materials will be released to the requestor unless the Respondent obtains a court order enjoining that disclosure. If the Respondent fails to obtain the court order enjoining disclosure prior to that date, Respondent understands and agrees that Union County will release the requested information to the requestor on that date.

Furthermore, the Respondent also agrees to indemnify and hold harmless Union County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that has been designated as a trade secret by Respondent.

## **5.2 PROPOSAL FORMAT**


**The County desires all responses to be identical in format in order to facilitate comparison.** While the County’s format may represent a departure from the vendor’s preference, the County requests adherence to the format. All responses are to be in the format described below.

Offerors should prepare their proposals in accordance with the instructions outlined in this section. Each Offeror is required to submit the proposal electronically – Refer to page 4, item 2.2. Each section should be identified as described below. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the RFP.

The County may award a contract based on initial offers received without discussion of such offers. A proposer’s initial offer should, therefore, be based on the most favorable terms available. The County reserves the right to contact proposers regarding cost and scope clarification at any time throughout the selection process.

The successful Offeror’s proposal must include all responses to the requirements contained within this RFP and all appendices (if applicable) must be completed in their entirety.

By submitting a proposal, the successful Offeror’s Offeror agrees to all applicable provisions, terms and conditions associated with this RFP. This solicitation, the successful



bidder's submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

Omissions and incomplete answers may be deemed unresponsive. Please initial any corrections.


**The proposal should be organized and identified by section as follows:**

- **Section A** – Cover Letter
- **Section B** – Qualifications and Experience
- **Section C** – Proposed Strategy, Approach and Implementation
- **Section D** – References
- **Section E** – Cost Proposal
  - Appendix A – Price Form (completed); submit with proposal.
- **Section F** – Required Forms
  - Appendix B – Proposal Submission (signed)
  - Appendix C - Addenda Receipt and Anti-Collusion (signed)

**5.2.1 SECTION A – COVER LETTER**

Provide the following information about your company. Respond to each item and provide supporting documentation and/or exhibits as requested or desired.

1. Legal Company Name and DBA (if applicable)  
Address  
Telephone Number  
Website Address  
Name of Single Point of Contact  
Title  
Telephone Number  
Email Address
2. Name of Person with Binding Authority  
Title  
Address  
Telephone Number  
Email Address
3. Stipulate that the proposal price will be valid for a period of 180 days.
4. Make the following representations and warranty in the cover letter, the falsity of which might result in rejection of its proposal: “The information contained in this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be



delivered to the County, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts.”

### **5.2.2 SECTION B – PROPOSED STRATEGY, APPROACH, AND IMPLEMENTATION**

Include a general discussion of the proposer’s overall understanding of the project and the scope of work proposed. The statement should include details on available equipment, ability to meet scheduling requirement, personnel, levels of service, and other factors the Proposer feels may impact Union County’s decision.

### **5.2.3 SECTION C – QUALIFICATIONS AND EXPERIENCE**

This section provides each vendor with the opportunity to demonstrate how its history, organization, and partnerships differentiate it from other vendors. Careful attention should be paid to providing information relevant to Union County needs.

Provide a concise profile of the Vendor’s organization to include the following:

- Number of years in business under the current organizational name and structure and services offered.
- The proposer should demonstrate full knowledge and understanding of the project and the requirements for this type of work.
- Track record of successful projects and satisfied customers.
- Is the bidder’s organization involved in any pending litigation that may affect its ability to provide its proposed solution or ongoing maintenance or support of its products and services

### **5.2.4 SECTION D – REFERENCES**

Provide, at a minimum, three (3) comparable clients with whom your firm has an established relationship similar to the Scope of Work outlined in this RFP and include the following:

- Company Name
- Contact Name and Title
- Address
- Phone Number
- Email Address

### **5.2.5 SECTION E – PRICE FORM**

Complete Appendix A – Price Form and submit with proposal.

### **5.2.6 SECTION F – REQUIRED FORMS**

Offerors must include signed copies of the following documents:

- Appendix B – Proposal Submission (signed)
- Appendix C – Addenda Receipt and Anti-Collusion (signed)

### 5.3 SELECTION PARTICIPANTS

1. Maintaining the integrity of the RFP process is of paramount importance for the County. To this end, please do not contact any members of Union County or its staff regarding the subject matter of this RFP until a selection has been made, other than the County's designated contact person identified in the introduction to this RFP.
2. Representatives of Union County will read, review, and evaluate the RFP independently based on the evaluation criteria. Failure to abide by this requirement shall be grounds for disqualification from this selection process.
3. The County will establish an RFP Evaluation Team to review and evaluate the RFPs. The RFP Evaluation Team will assess the RFPs independently in accordance with the published evaluation criteria. Union County reserves the right to conduct interviews with a shortlist of selected respondents.
4. At its sole discretion, the Owner may ask written questions of Offerors, seek written clarification, and conduct discussions with Offerors on the RFPs.
5. The County reserves the right to determine the suitability of proposals on the basis of a proposal meeting scope and submittal criteria listed in the RFP. Evaluation criteria and other relevant RFP information will be used to assist in determining the finalist Vendor.

### 5.4 EVALUATION SELECTION PROCESS

A weighted analysis of the evaluation criteria will be utilized to determine the Vendor that represents the best value solution for the County.

In the evaluation and scoring/ranking of Offerors, the County will consider the information submitted in the RFP as well as the meetings (if applicable) with respect to the evaluation criteria set forth in the RFP.

The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the Proposed Offeror or for the purpose of selecting Short-Listed Offerors. The County may choose to award without engaging in interview discussions.

| RFP Criteria                                    | Weights |
|---|---------|
| Qualifications and Experience                   | 35%     |
| Proposed Strategy, Approach, and Implementation | 30%     |
| Price Schedule                                  | 20%     |
| Compliance with Submittal Requirements          | 15%     |

Vendors may be invited to give a demonstration of the capabilities of the proposed solution to the Union County evaluation team. The successful bidder's demonstration (if requested), along with questions and answers, will be a critical component of the overall vendor evaluation.

After identification of Short-Listed Offerors, the County may or may not decide to invite Short-Listed Offerors to vendor demonstration/interviews. If interviews are scheduled with

the Short-Listed Offerors, previous evaluation and rankings are not carried forward. For the purpose of selecting a Preferred Offeror, the evaluation criteria will be given the following relative weights:

| Interview Criteria   | Weights |
|--|---------|
| Proposed Strategy, Approach and Staff                                    | 65%     |
| Quality and Relevance of Interview as it Relates to the Scope of the RFP | 35%     |

Additional meetings may be held to clarify issues or to address comments, as deemed appropriate. Proposers will be notified in advance of the time and format of such meetings.

### 5.5 AWARD PROCEDURE

Union County has the right to reject any or all proposals, to engage in further negotiations with any Company submitting a proposal, and/or to request additional information or clarification. The County is not obligated to accept the lowest cost proposal. The County may accept the proposal that best serves its needs, as determined by County officials in their sole discretion.

The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms.

A proposal may be rejected if it is incomplete. Union County may reject any or all proposals and may waive any immaterial deviation in a proposal.

More than one proposal from an individual, Offeror, partnership, corporation or association under the same or different names, will not be considered.

The County reserves the right to enter into negotiations with the top ranked Offeror. However, negotiations with the top ranked Offeror does not signify a commitment by Union County to execute a contract or to continue discussions.

The County reserves the right to terminate negotiations at any time and for any reason.

The County may select and enter into negotiations with the next most advantageous Proposer if negotiations with the initially chosen Proposer are not successful.

The award shall be made in the best interest of the County. This Request for Proposal is not subject to any competitive bidding requirements of North Carolina law. The County reserves the right to accept other than the most financially advantageous proposal.

The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.



## 5.6 CONFLICT CERTIFICATION

The Offeror must certify that it does not have any actual or potential conflicts of interest with, or adversarial litigation against the County or any of its officers or employees. During the course of the contractual relationship formed pursuant to this solicitation, any such conflict of interest, whether newly arising or newly discovered, must be disclosed to the County in writing.

## 6 GENERAL CONDITIONS AND REQUIREMENTS

### 6.1 TERMS AND CONDITIONS

The contract award will have an initial term of one (1) year with three (3) one-year renewal options at the County's discretion, pending annual budget approval.

Union County has the right to reject any or all proposals, to engage in further negotiations with any Company submitting a proposal, and/or to request additional information or clarification. The County is not obligated to accept the lowest cost proposal. The County may accept that proposal that best serves its needs, as determined by County officials in their sole discretion.

All payroll taxes, liability and worker's compensation are the sole responsibility of the Offeror. The Offeror understands that an employer/employee relationship does not exist under this contract.

All proposals submitted in response to this request shall become the property of Union County and as such, may be subject to public review.

### 6.2 CONTRACTUAL OBLIGATIONS


The contents of this Proposal and the commitments set forth in the selected Proposal(s) shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award. All legally required terms and conditions shall be incorporated into final contract agreements with the selected Service Provider(s).

### 6.3 SUB-CONTRACTOR/PARTNER DISCLOSURE

If the proposal by any Company requires the use of sub-contractors, partners, and/or third-party products or services, this must be clearly stated in the proposal. The Company submitting the proposal shall remain solely responsible for the performance of all work, including work that is done by sub-contractors.

### 6.4 EXCEPTION TO THE PROPOSAL

An "exception" is defined as the Service Provider's inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the Proposal. All exceptions taken must be identified and explained in writing in the proposal and must specifically reference the relevant section(s) of this Proposal. Other than exceptions that are stated in compliance with this Section, each proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this Proposal. If the Service Provider provides an alternate solution when taking an exception to a requirement,



the benefits of this alternate solution and impact, if any, on any part of the remainder of the Service Provider's solution, must be described in detail.

#### **6.5 MODIFICATION OR WITHDRAWAL OF PROPOSAL**

Prior to the scheduled closing time for receiving proposals, any Vendor may withdraw their proposal. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 180 days. Only written requests for the modification or correction of a previously submitted proposal that are addressed in the same manner as proposals and are received by the County prior to the closing time for receiving proposals will be accepted. The proposal will be corrected in accordance with such written requests, provided that any such written request is in a sealed envelope that is plainly marked "Modification of Proposal" – with solicitation number and name on the front of the envelope. Oral, telephone, or fax modifications or corrections will not be recognized or considered.

#### **6.6 EQUAL EMPLOYMENT OPPORTUNITY**

All Offerors will be required to follow Federal Equal Employment Opportunity (EEO) policies. Union County will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

#### **6.7 MINORITY BUSINESSES (MBE) OR DISADVANTAGED BUSINESSES (DBE)**

It is the policy of Union County that Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

#### **6.8 LICENSES**

The successful Offeror(s) shall have and maintain a valid and appropriate business license (if applicable), meet all local, state, and federal codes, and have current all required local, state, and federal licenses.

#### **6.9 E-VERIFY**

E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Vendor/Offeror shall ensure that Offeror and any Sub-Contractor performing work under this contract: (i) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

## 6.10 DRUG-FREE WORKPLACE

During the performance of this Request, the Offeror agrees to provide a drug-free workplace for their employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the Offeror that the Offeror maintains a drug-free workplace.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a Offeror/Offerors in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.

## 6.11 INSURANCE

One or more of the following insurance limits may be required if it is applicable to the project. The County reserves the right to require additional insurance depending on the nature of the agreement.

At Contractor’s sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

### A. WORKERS’ COMPENSATION

Statutory (coverage for three or more employees) limits covering all employees, including Employer’s Liability with limits of:

|           |                         |
|-----------|-------------------------|
| \$500,000 | Each Accident           |
| \$500,000 | Disease - Each Employee |
| \$500,000 | Disease - Policy Limit  |

### B. COMMERCIAL GENERAL LIABILITY

(for any agreement unless otherwise waived by the Risk Manager)  
Covering Ongoing and Completed Operations involved in this Agreement.


|             |   |
|-------------|---|
| \$2,000,000 | General Aggregate                       |
| \$2,000,000 | Products/Completed Operations Aggregate |
| \$1,000,000 | Each Occurrence                         |
| \$1,000,000 | Personal and Advertising Injury Limit   |

### C. COMMERCIAL AUTOMOBILE LIABILITY

(for any agreement involving the use of a contractor vehicle while conducting services associated with the agreement)

|             |                                  |
|-------------|----------------------------------|
| \$1,000,000 | Combined Single Limit - Any Auto |
|-------------|----------------------------------|



- 
- D. PROFESSIONAL LIABILITY  
(only for any agreement providing professional service such as engineering, architecture, surveying, consulting services, etc.)

\$1,000,000 Claims Made

- E. NETWORK SECURITY & PRIVACY LIABILITY (CYBER)  
(for any agreement involving software applications)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

#### **ADDITIONAL INSURANCE REQUIREMENTS**

- A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

**UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.**

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 N. Main Street # 130, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- G. The Certificate of Insurance should note in the Description of Operations the following:



Department: \_\_\_\_\_  
Contract #: \_\_\_\_\_

H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.

I. Certificate Holder shall be listed as follows:

Union County  
Attention: Keith A. Richards, Risk Manager  
500 N. Main Street, Suite #130  
Monroe, NC 28112

J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

**6.12 INDEMNIFICATION**

Contractor agrees to protect, defend, indemnify and hold Union County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

*Intentionally Left Blank*

## 7 APPENDIX A – PRICE FORM

### RFP 2022-044 Election Voting Equipment Delivery

**Submit with Proposal**

Company Name \_\_\_\_\_

| Event                          | Description   | Anticipated Delivery Date(s)            | Date(s) of Events             | Event Cost |
|--------------------------------|---|---|-------------------------------|------------|
| Early Voting Primary Election  | Delivery to six (6) voting sites; All equipment, staffing, supplies must be included in the cost as described in the Scope of Work described in Section 4.2 | April 26th, 2022 & April 27th, 2022     | April 28, 2022 – May 14, 2022 | \$         |
| Primary Election               | Delivery to 52 Voting Precincts; All equipment, staffing, supplies must be included in the cost as described in the Scope of Work described in Section 4.2  | May 16th                                | May 17, 2022                  | \$         |
| Second Primary (If applicable) | Delivery to 52 Voting Precincts; All equipment, staffing, supplies must be included in the cost as described in the Scope of Work described in Section 4.2  | TBD                                     | TBD                           | \$         |
| Early Voting General Election  | Delivery to six (6) voting sites; All equipment, staffing, supplies must be included in the cost as described in the Scope of Work described in Section 4.2 | October 18th, 2022 & October 19th, 2022 | October 20 – November 5, 2022 | \$         |
| General Election               | Delivery to 52 Voting Precincts; All equipment, staffing, supplies must be included in the cost as described in the Scope of Work described in Section 4.2  | November 7th, 2022                      | November 8, 2022              | \$         |
| <b>Total Bid Amount</b>        |   |   |                               | \$         |

**Note:** If the bid figures and the written bid are different, the written bid will be used as the official bid amount.



**8 APPENDIX B – PROPOSAL SUBMISSION**  
**RFP 2022-044 Election Voting Equipment Delivery**

**Submit with Proposal**

***This Proposal is submitted by:***

Company Legal Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Representative Title: \_\_\_\_\_

Address: \_\_\_\_\_

County/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

**It is understood that Union County reserves the right to reject any and all proposals, to make awards according to the best interest of the County, to waive formalities, technicalities, to recover and re-advertise this project. Proposal is valid for 180 days. Proposal is submitted by an executive of the company that has authority to contract with Union County, NC.**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Required Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**9 APPENDIX C – ADDENDUM AND ANTI-COLLUSION**  
**RFP 2022-044 Election Voting Equipment Delivery**

**Submit with Proposal**

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on [unioncountync.gov](http://unioncountync.gov) and/or [www.ips.state.nc.us](http://www.ips.state.nc.us). It is your responsibility to check for this information.

| Addendum No. | Date Downloaded |
|--------------|-----------------|
| _____        | _____           |
| _____        | _____           |
| _____        | _____           |
| _____        | _____           |

**I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of Union County.**

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## 10 APPENDIX D (EXHIBIT A) – ELECTION DAY PRECINCTS

**Informational Purposes Only - Do not submit with proposal.**

# UNION COUNTY BOARD OF ELECTIONS

## PRECINCTS

| PREC# | LOCATION                               | ADDRESS  |
|-------|--|--|
| 001   | IGLESIA DE DIOS (CHURCH OF GOD)        | 1111 Concord Avenue, Monroe NC 28110                   |
| 002   | J. RAY SHUTE CENTER                    | 506 Green Street, Monroe NC 28112                      |
| 003   | ST. LUKE'S LUTHERAN CHURCH             | 909 Circle Drive, Monroe NC 28112                      |
| 004   | SUTTON PARK RECREATION CENTER          | 2303 Brooks Street, Monroe NC 28110                    |
| 005   | MONROE FIRE DEPARTMENT, STATION 4      | 3907 Old Charlotte Hwy, Monroe NC 28110                |
| 006   | BENTON HEIGHTS PRESBYTERIAN CHURCH     | 2701 Concord Hwy (601) Monroe NC 28110                 |
| 007   | MT. CARMEL UNITED METHODIST CHURCH     | 1712 Carmel Church Rd., Monroe NC 28112                |
| 008   | WINGATE COMMUNITY CENTER               | 315 West Elm Street, Wingate NC 28174                  |
| 009   | BEAVER LANE VFD                        | 310 Olive Branch Ext, Marshville NC 28103              |
| 010   | THE OLD ARMORY                         | 500 South Johnson Street, Monroe NC 28112              |
| 011   | EUTO BAPTIST CHURCH                    | 6019 Hwy 205, Marshville NC 28103                      |
| 012   | BETHLEHEM PRESBYTERIAN CHURCH          | 7608 Concord Hwy (601) Monroe NC 28110                 |
| 013   | UNIONVILLE VFD                         | 4919 Unionville Rd., Monroe NC 28110                   |
| 014   | INDIAN TRAIL LIBRARY                   | 123 Unionville Indian Trail Rd., Indian Trail NC 28079 |
| 015   | STALLINGS UNITED METHODIST CHURCH      | 1115 Stallings Rd., Matthews NC 28104                  |
| 016   | HEMBY BRIDGE ELEMENTARY SCHOOL         | 6701 Indian Trail Fairview Rd., Indian Trail NC 28079  |
| 017A  | WESLEY CHAPEL ELEMENTARY SCHOOL        | 110 South Potter Rd., Monroe NC 28110                  |
| 017B  | SILER PRESBYTERIAN CHURCH              | 6301 Weddington Monroe Rd., Matthews NC 28104          |
| 018   | WESLEY CHAPEL VFD - WEDDINGTON STATION | 5025 Hemby Rd., Matthews NC 28104                      |
| 019   | MINERAL SPRINGS VFD                    | 5804 Waxhaw Hwy, Monroe NC 28112                       |
| 020A  | WAXHAW VFD                             | 3500 Waxhaw Parkway, Waxhaw NC 28173                   |
| 020B  | WAXHAW BIBLE CHURCH                    | 6810 Pleasant Grove Rd., Waxhaw NC 28173               |
| 021   | JACKSON VFD                            | 8323 Lancaster Hwy, Waxhaw NC 28173                    |
| 022   | JAARS - TOWNSEND BLDG                  | 7405 Jaars Rd., Waxhaw NC 28173                        |
| 023   | GRIFFITH ROAD VFD                      | 3310 Griffith Rd., Monroe NC 28112                     |

|      |                                |  |
|------|--------------------------------|--|
| 024  | PROSPECT ELEMENTARY SCHOOL     | 3005 Ruben Rd., Monroe NC 28112                  |
| 025  | ROCK REST ELEMENTARY SCHOOL    | 814 Old Pageland Monroe Rd., Monroe NC 28112     |
| 026  | UNION BAPTIST CHURCH           | 4608 Old Pageland Monroe Rd., Monroe NC 28112    |
| 027  | ALLEN'S CROSSROADS VFD         | 5408 White Store Rd., Wingate NC 28174           |
| 028A | SANDY RIDGE ELEMENTARY SCHOOL  | 10101 Waxhaw Manor Dr., Waxhaw NC 28173          |
| 028B | MARVIN ELEMENTARY SCHOOL       | 9700 Marvin School Rd., Waxhaw NC 28173          |
| 028C | MARVIN AME ZION CHURCH         | 1525 Crane Rd., Waxhaw NC 28173                  |
| 028D | KENSINGTON ELEMENTARY SCHOOL   | 8701 Kensington Dr., Waxhaw NC 28173             |
| 029A | SHILOH ELEMENTARY SCHOOL       | 5210 Rogers Rd., Monroe NC 28110                 |
| 029B | BRANDON OAKS CLUBHOUSE         | 2333 Brandon Oaks Parkway, Indian Trail NC 28079 |
| 029C | STALLINGS VFD                  | 4616 Old Monroe Rd., Indian Trail, NC 28079      |
| 030  | CORNERSTONE COMMUNITY CHURCH   | 2707 Secrest Short Cut Rd., Monroe NC 28110      |
| 031  | GRACE BAPTIST CHURCH           | 3411 Weddington Rd., Monroe NC 28110             |
| 032  | FAIRVIEW ELEMENTARY SCHOOL     | 110 Clontz Rd., Monroe NC 28110                  |
| 033  | WAXHAW ELEMENTARY SCHOOL       | 1101 Old Providence Rd., Waxhaw NC 28173         |
| 034  | MIDWAY BAPTIST CHURCH          | 4615 Olive Branch Rd., Wingate NC 28174          |
| 035  | ROCK HILL AME ZION CHURCH      | 2723 West Lawyers Rd., Indian Trail NC 28079     |
| 036  | CROSSROADS AME ZION CHURCH     | 7110 Old Goldmine Rd., Marshville NC 28103       |
| 037A | STALLINGS ELEMENTARY SCHOOL    | 3501 Stallings Rd., Matthews NC 28104            |
| 037B | THE DIVIDE CLUBHOUSE           | 6800 Stevens Mill Rd, Matthews NC 28104          |
| 038A | SARDIS ELEMENTARY SCHOOL       | 4416 Sardis Church Rd., Monroe NC 28110          |
| 038B | LAKE PARK COMMUNITY CENTER     | 3801 Lake Park Rd., Indian Trail NC 28079        |
| 039  | PORTER RIDGE ELEMENTARY SCHOOL | 2843 Ridge Rd., Indian Trail NC 28079            |
| 040  | SPIRIT OF JOY LUTHERAN CHURCH  | 8600 North Potter Rd., Matthews NC 28104         |
| 041  | WEDDINGTON ELEMENTARY SCHOOL   | 3927 Twelve Mile Creek Rd., Matthews NC 28104    |
| 042  | NEW SALEM BAPTIST CHURCH       | 2915 Goldmine Rd., Monroe NC 28110               |
| 043  | WINCHESTER COMMUNITY CENTER    | 1001 Winchester Ave., Monroe NC 28110            |





**11 APPENDIX E – SAMPLE VENDOR PAYMENT NOTIFICATION**  
**RFP 2022-044 Election Voting Equipment Delivery**

**Informational Purposes Only - Do not submit with proposal.**

## ATTENTION: ACCOUNTS PAYABLE VENDORS

As part of our Fraud Prevention Program, Union County now prefers two methods for payments to vendor accounts. These methods allow for faster and easier payments to vendors.

The first and preferred method available is to accept a VISA card payment from the County. If you accept payment via VISA, payment is made at the time of the transaction or upon receipt and approval of the invoice.

The second method is an Electronic Funds Transfer. (EFT) This means that you will receive payment of invoices due directly into your bank account. With this method, you will get an email confirmation giving you the date, invoice numbers, and total amount paid. Your payment will be available to you on Monday (or the first banking day if Monday is a bank holiday) following receipt of an approved invoice from the County department invoiced.

An EFT Enrollment Form to enroll in the program is attached for your convenience. You can also visit the Union County website at [www.unioncountync.gov](http://www.unioncountync.gov) at any time to get a new form if your banking information changes. If the banking information changes and you do not notify us, it will delay receipt of payment for invoices.

If you wish to receive payment via the County's VISA card, please contact Heather Howey at 704-283-3539, or send an email to [heather.howey@unioncountync.gov](mailto:heather.howey@unioncountync.gov) and you will be added to the list of vendors accepting the VISA card method of payment.

Union County prefers all vendors participate in one of the two methods described above.

Thank you in advance for your participation.



Please return this completed form and supporting documents to:



Union County -Finance Office  
Suite 714, 7th Floor, 500 N. Main Street, Monroe NC 28112

Phone: (704) 283-3886 Fax: (704) 225-0664

Email: ap@unioncountync.gov

**Authorization for payment via Electronic Funds Transfer (EFT)**

Initial Enrollment

Change Information

Today's Date \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

By signing below, I hereby authorize Union County to electronically deposit funds into the account indicated below. I understand that if my banking information changes and Union County is not made aware of this change, then payment may be delayed.

Bank Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Routing/ABA # \_\_\_\_\_ Bank Acct No. \_\_\_\_\_

**Payment Notification:** I hereby authorize the following individual to receive an email notification of payment details for all funds deposited to the above account by Union County.

Name & Title \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Officer Name & Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature: \_\_\_\_\_

**FOR ACCOUNT VERIFICATION, PLEASE ATTACH A VOIDED CHECK.**

This authorization will remain in effect until Union County has received written notice to discontinue.

Print Form