



Lumpkin County, Georgia

Purchasing Department

Request for Quote

Monday, August 15, 2011

Dear Vendor:

The Lumpkin County Board of Commissioners is requesting quotes from qualified individuals or companies for the delivery, set-up and retrieval of election equipment for the voting precinct polling places of Lumpkin County.

Vendor must provide certificate of insurance and should be submitted with quote. Lumpkin County reserves the right to request vendor references.

Quote should be based on the following:

SCOPE OF WORK

1. Delivery and Set Up (generally the Monday prior to all countywide elections):**

Vendor shall procure from the election office storage area fourteen pre-loaded carts containing seventy voting units (number will increase upon population increase) weighing approximately 50 lbs each, for a total weight of 3,500 pounds. The carts also contain other election equipment including signage, cords, office supplies, hand held scanners, and stanchions. Eighteen folding tables must also be transported to three of the locations. Vendor shall transport the equipment carts to the seven voting precinct poll locations, maintaining security at all times, ensuring safe handling of the equipment and ensuring the equipment delivered belongs to that specific location. For the facilities to which you were not issued a key, vendor shall contact the facility owner to notify them of approximate delivery time.

Vendor shall set up voting units and arrange tables to promote voter flow. Set up two to three tables for the voting units in each precinct. Ensure the voting units face the wall and they are at least five feet from the wall and have a five foot access area to one side and there is enough room to place stanchions six feet in front of the units (in accordance with O.C.G.A. § 21-2-267(a)). Using the power cords and surge protectors located on the carts in the cord bag, plug the voting units into one another and then into the power source and verify with a night light provided, that they are receiving power. Secure the cords to the floor using supplied tape in order to minimize safety hazards. Security cable and padlock the units together. Set up two tables with access to a power source for equipment the poll managers will bring on Election Day. Set up one small table near the exit. Set up two to three tables, if room is available, near the entry for voters to fill out paperwork. A diagram and check list will be provided. A signed affidavit swearing all duties will be performed in accordance with state law and preventing any fraud, deceit, or abuse while delivering or retrieving the election equipment is required.

2. Retrieval (generally on the Wednesday after all countywide elections):**

Vendor shall retrieve all voting units and election equipment from the seven voting precinct poll locations. Load the voting units onto the carts, securing them with the security cable and padlocks.

Ensure all cords are retrieved and in the cord bag. If poll workers left any election signage, please retrieve and pack in the attached sign bag. Ensure all equipment delivered is retrieved. Retrieve the county owned tables from three precincts. Return all facility owned (non-county) furnishings to their original position. Retrieve the voting unit print out from the outer door of each poll. Ensure the poll workers did not leave any refuse, and if so, either retrieve the trash or dispose of it in accordance with the facility's practice. Return all carts and equipment to the election office storage area and return all keys, checklists and voting unit print outs to the election office.

3. Locations and Mileage:

Beginning and ending at the election office storage area and following the route in the order as listed below and using Mapquest, the round trip distance would be approximately fifty miles.

Precinct	Location
Dahlonega	Lumpkin County Community Center (Park & Rec) 365 Riley Rd Dahlonega, GA 30533
West	Dahlonega Assembly of God 2194 Dawsonville Hwy Dahlonega, GA 30533
South West	Auraria Community Clubhouse 4125 Auraria Rd Dawsonville, GA 30534
South East	St. Paul United Methodist Church 14 Martins Ford Rd Dahlonega, GA 30533
East	Berea Baptist Church 49 Pecks Mill Creek Rd Dahlonega, GA 30533
North East	Philippi Community Center 4675 Cavender Creek Rd Dahlonega, GA 30533
North	R-Ranch in the Mountains 65 R-Ranch Rd Dahlonega, GA 30533

Vendor must supply enclosed truck/van (vehicle must be enclosed to accommodate weather conditions), gas/fuel, moving equipment (i.e. hand trucks and dollies) and all labor.

*Please note that the amount of equipment, type of equipment, set up directions and precinct locations are subject to change depending upon population changes, equipment advances, facility owner requests and changes in state or federal law.

**Delivery may be made early on election day (Tuesday) as long as all equipment is delivered and ready for use before 6:00 am and may be picked up on election day (Tuesday) after 8:00 pm.

All quotes are due no later than 4:00pm, Monday, August 29, 2011. Any quote received after this time will be rejected and/or refused. Quotes may be mailed, e-mailed or hand delivered to:

Lumpkin County Board of Commissioners
Attn: Jodi Ligon, Purchasing Agent
99 Courthouse Hill, Suite D
Dahlonega GA 30533
RE: Elections Equipment Services
jodi.ligon@lumpkincounty.gov

Failure to return quotes per above instructions may result in rejection and/or refusal of the quote.

Lumpkin County reserves the right to reject any and all quotes submitted.

Thank you in advance for your attention to this request.

Respectfully,

Jodi Ligon
Purchasing Agent