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PHYSICAL LOCATION

Montgomery County
Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, AL 36104

PURCHASING DEPARTMENT

P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

Addendum to Invitation to Bid No. 51910-21B-011

Addendum No. 1

February 9, 2021

This addendum is issued to make additions to the original Invitation to Bid No. 51910-21B-011 Delivery, Setup and Retrieval of Election Equipment. The information in this addendum modifies and changes the original bidding document and takes precedence over the original document. Receipt of this addendum shall be acknowledged by the bidder signature and date below. Failure to acknowledge and submit this addendum with the bid may disqualify invitation to bid.

Addendum No. 1 – Replaces Cover Pg. and Pg. 7 - Scope of Work

All other specifications shall remain the same.

Please sign and date below and attach to the front of bid form when submitting to the Purchasing Office to acknowledge receipt.

Name

Company

Signature

Date

Florence M. Cauthen, County Administrator

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INVITATION TO BID

Delivery, Setup and Retrieval of Election Equipment

Mandatory Pre-Bid Meeting February 17, 2021 at 10:00 a.m.
125 Washington Avenue, Montgomery, AL

Bid Date: February 2, 2021	Bid Number: 51910-21B-011	Return Quotation By: February 22, 2021 10:00 a.m. CST
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Please submit a sealed price quotation on the items listed herein. (**Faxed bids will not be accepted.**) The submissions will be received at the Purchasing Department Office, 101 S. Lawrence Street until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

Complete specifications on items not fully described can be obtained on request. Brand names and catalog numbers are used to indicate levels of quality. If you are unable to furnish an item as specified and desire to furnish a substitute, give full description of the item. Final determination as to equal quality of substitution will be made by the Purchasing Agent.

The Montgomery County Commission reserves the right to award this bid on an all or none, item by item, or to refuse all bids, and to waive technicalities.

Questions regarding this bid should be directed to Khristie Davis, Buyer, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1267.



Florence M. Cauthen
County Administrator and Purchasing Agent

Scope of Work

Montgomery County Commission proposes to enter into a contract with a qualified professional moving company for the delivery and complete setup of election equipment and supplies to voting precincts before scheduled elections and retrieval of equipment and supplies after the election. Precincts may be added, removed and/or relocated during the term of the contract.

1. Specialized care of election equipment is required, especially during the delivery and retrieval.
2. The election equipment includes but is not limited to: electronic voting equipment, precinct specific ballots, signs, election supplies, ADA handicap accessible equipment and tabulation equipment. All equipment and supplies must be safely transported, accurately delivered, and staged at the designated precincts for the specified election.
3. The ability to provide the required personnel, labor and equipment to meet scheduled deadlines with an exceptional service level and attention to detail are critical factors.
4. Montgomery County Elections personnel will provide vendor detailed instructions on election equipment set-up and configurations.
5. All elections administered by the Judge of Probate for Montgomery County, which may include elections for the City of Montgomery and the Town of Pike Road, are included in the in the scope of work. All elections may not include delivery to all precincts.

Part I

Price per precinct for the above services \$ _____

**Price per precinct for services after
5:00p and/or weekends** \$ _____

Contract shall include moving services on an as need basis to relocate electronic voting equipment, election supplies, office equipment and furniture for Montgomery County departments. All jobs are four (4) hours minimum.

Part II

Crew rate for the above services \$ _____/per Hour

**Crew rate for after
5:00p and/or weekends** \$ _____/per Hour

Montgomery County Commission reserves the right to award this bid based on a combination of Part I and Part II, or separately.