



RANDOLPH COUNTY GOVERNMENT

725 McDowell Road,
Asheboro, NC 27204-4728

Tel: (336) 318-6304

Email: ahalexander@co.randolph.nc.us

REQUEST FOR QUOTES

RFQ #11-0221

FOR

Voter Booths and Curbside Call Equipment

Issued on: Friday, February 25, 2011

Deadline: Thursday, March 10, 2011 at 11:00 AM EST

Administered by: Audrey Alexander, Purchasing Officer

NOTICE TO VENDORS

The Randolph County Elections Department is soliciting quotes for **Voter Booths and Curbside Call Equipment**. Quotes are due by **Thursday, March 10, 2011 at 11:00 AM EST**. Quotes shall be mailed or delivered to the following:

Randolph County Purchasing
ATTN: Audrey Alexander, Purchasing Officer
725 McDowell Road
Asheboro, NC 27205

Phone: (336) 318-6304
Email: ahalexander@co.randolph.nc.us

Please submit one (1) original and one (1) complete copy of your quote. Facsimile quotes will not be accepted. Late quotes will not be considered. It is the responsibility of the Vendor to ensure that the quote arrives at the correct location by the correct time.

Submission of a quote signifies the Vendor's agreement that the prices quoted are valid and will remain in effect for 90 days following the submission deadline.

Randolph County reserves the right to award and/or reject any and/or all quotes and waive any technicalities or irregularities.

Sincerely,

Audrey Alexander

Audrey Alexander
Purchasing Officer

TERMS and CONDITIONS:

1. All products proposed and delivered shall be **NEW**, of first quality material and workmanship.
2. The successful vendor(s) shall deliver the complete product to the specified location within thirty (30) consecutive calendar days after receipt of written notice of award.
3. Product may be returned within thirty (30) consecutive calendar days from date of delivery without penalty.
4. Should any product provided by the successful vendor(s) fail to comply with the specifications and/or requirements provided herein and/or fail by reason of defective material or workmanship under normal use within twelve (12) months from date of acceptance, the successful vendor(s) shall replace the product with an equal or better product at no charge to Randolph County. Replacement shall include all items, parts, attachments, and labor/transportation to complete the replacement.
5. Maintenance agreements may be renewed upon written acceptance by Randolph County. Escalation of annual maintenance fees shall not exceed 5% per year. Any maintenance agreements shall be subject to the terms and conditions of this Request for Quote.
6. Invoices shall be billed to Randolph County Elections, 158 Worth Street, Asheboro, NC 27203.
7. Payment terms shall be net 30 after date of acceptance by Randolph County.
8. It is the intent of Randolph County to award the contract to the lowest responsive and responsible quote meeting specifications. The County reserves the right to determine the lowest responsive and responsible on the basis of an individual item, groups of items, or any way determined to be in the best interest of the County. Award shall include, but shall not be limited to, the following factors: (a) adherence to all conditions and requirements of the document specifications; (b) price; (c) qualifications of the vendor, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.
9. Products contracted are subject to inspection and approval at the County's destination. The County reserves the right to reject and refuse acceptance of items which are not in accordance with the instructions, specifications, proposal documents, drawings and/or data of successful vendor's warranty (expressed or implied). Rejected products shall be removed by, and at the expense of, the successful vendor(s) promptly after rejection. Randolph County shall instruct the successful vendor(s) as to whether to replace the product with a new, like product, or to take steps to cancel this contract as described herein.
10. The contract shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this contract.

11. Addenda to these conditions and/or specifications shall be made in writing. Information provided verbally outside this Request For Quote shall not be binding.
12. Randolph County reserves the right to award the contract in full or in parts to multiple vendors if deemed in the best interest of the County. Randolph County reserves the right to remove any of the products from this Request for Quote before an award is made. Randolph County further reserves the right to contract with the successful vendor(s) for additional product(s) as awarded in this contract and to extend the terms and conditions of this contract for such additional product(s).
13. Randolph County may request an onsite demonstration for a minimum period of one. Upon such request, vendor(s) shall make arrangements for such demonstration within two weeks of notification. If an onsite demonstration cannot be executed by the vendor(s), Randolph County, at its sole discretion, may consider an offsite demonstration.
14. Quotes shall be valid for ninety (90) consecutive calendar days after the Request for Quote deadline.
15. Randolph County reserves the right to request additional information from vendor(s) (i.e. reference lists, financial statements, etc).
16. This Request for Quote represents an offer by Randolph County to vendors to contract for product(s) as specified herein. By submitting a quote, vendor(s) executes his/her acceptance to the offer specified and, if awarded by Randolph County, shall legally bind the undersigned vendor(s) to all terms and conditions in this Request for Quote which shall be exclusive herein to include any addenda incorporated by Randolph County.
17. All and any software included in the proposed system shall be fully compliant with any United States copyright and patent laws.

MINIMUM SPECIFICATIONS

<i>Product</i>	<i>Minimum Specification</i>	<i>Qty</i>
Voting Booth	4-Station Free Standing Voting Booth	44
	With four private polling stations for voters with and without disabilities (universal design)	
	Fully ADA compliant, with one of the four stations ADA-accessible with required approach and leg clearance for voters with disabilities	
	Telescopic leg assembly (non-collapsible)	
	One-piece construction	
	Folds up to a smaller size for storage and transport	
	Wheels/castors for transport once collapsed	
	One station is at an ADA-accessible height with ADAAG-required approach and leg clearance for voters with disabilities	
Clip-on Lights	Clip-on booth lights for each of the four stations (4-station light set per booth)	44
	Battery operated	
Curbside Alert System	Wireless alert system with oversized touchpad, LED activation light and battery receiver	44
	Post and bracket for temporary mounting on any flat surface, with post that extends to ADA-appropriate height	
	Sign with international access symbol and message to ring bell for assistance	
	Durable storage case with protective foam	

QUOTE FORM

PART I: QUOTE

Do NOT include sales tax. Quotes must include the minimum specifications. Vendors may attach additional documents if necessary.

DESCRIPTION	TOTAL COST
Voting Booths	
Voting Booth light package	
Curbside Alert System	
Shipping & Handling (Including any Shipping Insurance)	
TOTAL Cost	

PART II: ADDENDA ACKNOWLEDGEMENTS (if applicable)

Each vendor is responsible for determining that all addenda issued by the Randolph County was received before submitting a quote.

Addenda	Date Issued	Date Vendor Received
"A"		
"B"		
"C"		

PART III: REFERENCES

Provide at least three (3) business references

Company Name	Contact Name	Phone Number

PART IV: SUBMITTED BY

Company Name			
Company Address			
Telephone			
Representative's Name (print name)			
Signature of Representative		Date	
*Company Owner's Name (print name)			
*Signature of Company Owner		Date	

* The company owner's name and signature is required. Company owner shall be any person authorized in the company to execute a legally binding contract on its behalf.