August 7, 2023

Subject: Request For Proposals – Movers – 2024 Elections

Enclosed please find our invitation to submit a proposal for the delivery and collection of voting equipment and other moving requirements for the upcoming 2024-2025 elections.

We would appreciate your completing the enclosed bid proposal and returning it no later than Thursday, August 24, 2023.

We are happy to answer any questions before you submit a bid. For moving related questions, please contact Hector Lugo at 561-840-4588 or hector@votepalmbeach.gov. If you have any questions regarding the bid process, please contact Mark Tatoul using the contact information below. Thank you for your anticipated interest and we look forward to receiving your proposal.

Mark Tatoul

Audit and Contracts Manager

Email: [marktatoul@votepalmbeach.gov](mailto:marktatoul@votepalmbeach.gov)

Telephone (Office): 561-656-6275

SPECIFICATIONS FOR

# DELIVERY AND PICK-UP OF VOTING EQUIPMENT

**VENDOR INFORMATION**

To be considered, vendor must be qualified to provide work specified and must submit the following information with proposal:

* Experience record showing the bidder’s training and experience in similar work.
* List and brief description of similar work satisfactorily completed with locations dates of contracts, names and addresses of employers.
* List of equipment and facilities available to do the work.
* Will need a minimum of ten-to-twelve (10-12) 24-foot trucks with lift per day. Each truck to run one delivery route a day (at least).

**PRE-BID CONFERENCE**

A pre-bid conference is required. Pleasecontact Hector Lugo at 561-840-4588 to arrange the date and time to meet with him.

**EQUIPMENT AND SUPPLIES**

The following is a list of equipment to be delivered to and collected from the approximately 425 polling locations for the Presidential Preference Primary, Primary and General Elections (2024). Equipment information listed below are approximate estimates and may vary.

* Approximately 425 transport carts – size: 65” wide x 32” depth x 73 ½” height

Approximate weight of each cart – 500 lbs.

* Approximately 700 polling location “metal” signs
* Approximately 200 folding chairs
* Miscellaneous equipment: parking cones, box fans, 6ft/8ft folding tables, “Mobi-mats”, various sized rubber or aluminum ramps, stanchions.
* Approximately 6-9 training cabinets

SPECIFICATIONS FOR

# DELIVERY AND PICK-UP OF VOTING EQUIPMENT (cont.)

**SCHEDULED ELECTION DATES:**

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PPP/MUNICIPAL ELECTIONS --------------------------------------TUESDAY, MARCH 19, 2024

MUNICIPAL RUN-OFFS (**IF NEEDED**) --------------------------------TUESDAY, APRIL 2, 2024

PRESIDENTIAL PRIMARY ELECTION --------------------------TUESDAY, AUGUST 20, 2024

PRESIDENTIAL GENERAL ELECTION ----------------------TUESDAY, NOVEMBER 5, 2024

MUNICIPAL ELECTIONS ‘25 --------------------------------------TUESDAY, MARCH 11, 2025

MUNICIPAL RUN-OFFS ‘25 (**IF NEEDED**) ---------------------TUESDAY, MARCH 25, 2025

\*\*\*If a Special Election is mandated, Vendor shall be required to perform service on a 1st priority basis\*\*\*

**DELIVERY DATES FOR POLLING LOCATIONS (379 LOCATIONS Est.):**

|  |  |  |
| --- | --- | --- |
| **ELECTION** | **DELIVERY TO PRECINCTS** | **PICKUP FROM PRECINCTS** |
| PPP/MUNICIPAL ELECTIONS | 3/11/24 - 3/18/24 | 3/20/24 - NO LATER THAN 3/22/24 |
| MUNICIPAL RUN-OFFS  (**IF NEEDED**) | 3/28/24 - 3/29/24 | 4/3/24 |
| PRIMARY ELECTION | 8/12/24 - 8/19/24 | 8/21/24 - NO LATER THAN 8//23/24 |
| GENERAL ELECTION | 10/28/24 -11/4/24 | 11/6/24 - NO LATER THAN 11/8/24 |
| MUNICIPAL ELECTIONS ‘25 | 3/3/25 - 3/7/25 | 3/12/25 - NO LATER THAN 3/14/25 |
| MUNICIPAL RUN-OFFS ‘25  (**IF NEEDED**) | 3/20/25 - 3/21/25 | 3/26/25 |

**DELIVERY DATES FOR EARLY VOTING SITES (23 LOCATIONS):**

|  |  |  |
| --- | --- | --- |
| **ELECTION** | **DELIVERY TO EARLY VOTING SITES** | **PICKUP FROM EARLY VOTING SITES** |
| PPP/MUNICIPAL ELECTIONS | 2/26/24 - 3/1/24 (Est.) | 3/18/24 |
| PRIMARY ELECTION | 7/29/24 - 8/2/24 (Est.) | 8/19/24 |
| GENERAL ELECTION | 10/14/24 - 10/18/24 (Est.) | 11/4/24 |

**DELIVERY DATES FOR TRAINING SITES (3 LOCATIONS):**

|  |  |  |
| --- | --- | --- |
| **ELECTION** | **DELIVERY TO TRAINING SITES** | **PICKUP FROM TRAINING SITES** |
| PPP/MUNICIPAL ELECTIONS | 1/22/24 (Est.) | 3/1/24 (Est.) |
| PRIMARY ELECTION | 6/24/24 (Est.) | 8/2/24 (Est.) |
| GENERAL ELECTION | 9/16/24 (Est.) | 10/18/24 (Est.) |

**\*\* NOTES \*\***

1. **All equipment must be delivered and picked up by these dates.**
2. **The Supervisor of Elections office will need an on call 24/7 contact during the Election Delivery schedule.**
3. **A supervisor representing the successful bidder shall be on site at the Voting Equipment Center on election nights to assist with the drivers arriving from the Collection Centers.**

1. **Services are paid for by the Supervisor of Elections for all elections except for the municipal elections. Billings must be directed to the individual participating municipalities.**
2. **The successful bidder shall be awarded a contract through December 2025. Payment for services required by this agreement is subject to appropriation of funds by the Board of Palm Beach County Commissioners. Failure to secure funding from the Board will result in termination of the request for services and terms of the agreement.**

**TERMS OF AGREEMENT JANUARY 1, 2024 - DECEMBER 31, 2025**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM NO.** | **DESCRIPTION** | **QUANTITY** | **PRICE PER**  **LOCATION** |
| 1. | DELIVERY AND PICK-UP OF VOTING EQUIPMENT PER LOCATION. PRICING TO INCLUDE PICK-UP OF EQUIPMENT FROM THE SUPERVISOR OF ELECTIONS’ FACILITY, DELIVERY TO POLLING LOCATIONS AND RETURN OF EQUIPMENT TO THE SUPERVISOR OF ELECTIONS’ FACILITY. | 1,516 (est.) election day locations PLUS 69 (est.) Early Voting Sites \* | $ \_\_\_\_\_\_\_\_\_\_\_ |
| 2.  3. | PROVIDE 16 TRUCKS FOR THE 16 ELECTION NIGHT COLLECTION CENTER LOCATIONS TO COLLECT OFFICIAL VOTED BALLOTS AND RETURN TO SUPERVISOR OF ELECTIONS LOCATION AT:  7835 CENTRAL INDUSTRIAL DRIVE  SUITE 201  RIVIERA BEACH, FL 33404\*\*\*  ELECTION NIGHT: TIME 7:00 PM – 10:00 PM  DELIVERY AND PICK-UP OF TRAINING  CABINETS. PRICING TO INCLUDE PICK-UP OF CABINETS FROM THE SUPERVISOR OF ELECTIONS’ FACILITY, DELIVERY TO TRAINING LOCATIONS AND RETURN OF EQUIPMENT TO THE SUPERVISOR OF ELECTIONS’ FACILITY. | 64 \*\*    9 \* | $ \_\_\_\_\_\_\_\_\_\_\_  $ \_\_\_\_\_\_\_\_\_\_\_ |

\* ESTIMATED QUANTITY BASED ON 3 TRAINING LOCATIONS, 23 EARLY VOTING LOCATIONS, AND 393 ELECTION DAY LOCATIONS: FOR THE 2024 PRESIDENTIAL PREFERENCE PRIMARY, 2024 PRIMARY, 2024 GENERAL, AND 2025 MUNICIPAL ELECTIONS.

\*\* ESTIMATED QUANTITY BASED ON 16 ELECTION NIGHT COLLECTION CENTERS FOR THE FOUR (4) ELECTIONS.

\*\*\* ADDRESS WILL CHANGE WHEN WE RELOCATE INTO NEW SOE BUILDING AFTER MARCH 2024.

*QUOTED RATES FOR THE 2024 PRESIDENTIAL PRIMARY, 2024 PRIMARY AND 2024 GENERAL ELECTIONS* **WILL BE APPLICABLE TO *EQUIPMENT******MOVES FOR 2025 MUNICIPAL ELECTIONS WHICH ARE TO BE BILLED INDIVIDUALLY TO THE MUNICIPALITIES****, AND FOR ANY SPECIAL ELECTIONS, IF REQUIRED.*

**TOTAL OFFER: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PAYMENT TERMS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Upon signing this bid proposal, I agree to adhere to the specifications included in this Invitation to Bid.

NAME OF FIRM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (TYPE OR PRINT) (TITLE) (DATE SIGNED)

SIGNATURE \* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* Please Provide Authorized Signature Only*