

Request for Quote (RFQ)

Purpose

The purpose of this RFQ is for the delivery and pickup of voting equipment that is sent to as many as 6 early voting sites and 22 election day locations. The equipment consists of items purchased at tax payers' expense and must be deployed and retrieved with caution and attention to detail.

Items delivered are site and precinct specific. Therefore attention to each site's name and identification of equipment must match. An employee of the Board of Elections office will be present and will verify the items are correct.

Voting Equipment to Be Transported

Deployment/evacuation of early voting sites –

To each early voting site, the following will need to be delivered the day before early voting begins and picked up the last day of early voting:

1. (1) DS200 Tabulator – approximately 75lbs on wheels – Exhibit A
2. (1) ExpressVote machine in shoulder strap case – approximately 25 lbs-Exhibit B
3. (up to 5) Tote containers – approximately 50 lbs max - Exhibit C
4. (3) Traffic cones – approximately 5 lbs each- Exhibit D
5. (2) Signs – approximately 5 lbs each- Exhibit E
6. (up to 8) Voting booths – approximately 5 lbs each – Exhibit F

To each Election Day site, the following will need to be delivered the day before the election and picked up the day after the election:

1. (1) DS200 Tabulator – approximately 75lbs on wheels – Exhibit A
2. (1) ExpressVote machine in shoulder strap case – approximately 25 lbs-Exhibit B
3. (up to 5) Tote containers – approximately 50 lbs max - Exhibit C
4. (3) Traffic cones – approximately 5 lbs each- Exhibit D
5. (2) Signs – approximately 5 lbs each- Exhibit E
6. (up to 8) Voting booths – approximately 5 lbs each – Exhibit F

Delivery of equipment does not require any setup. However, take down of equipment may be required if items have not been properly taken down by precinct officials. Such take down example would be putting a voting booth in its box or packing the Expressvote into its case. A Board of Elections staff person will be present and will assist in this process.

Requirements for Quote

Quotes must contain the following:

1. Break down cost of each transportation type:
 - a. Pickup of early voting equipment from the Board of Elections Office and Annex and delivery to 6 early voting sites
 - b. Pickup of early voting equipment from 6 sites and return to the Board of Elections Office and Annex
 - c. Pickup of Election Day voting equipment from the Board of Elections Office and Annex and delivery to 22 Election Day voting sites
 - d. Pickup of Election Day voting equipment from 22 Election Day voting sites and delivery to the Board of Elections Office and Annex
2. In addition to the quote the following information will be required:
 - a. Company name with address
 - b. Contact person and phone number
 - c. Copy of bond information for the company
 - d. 5 professional references
3. The Quote provided must be directed to the Lenoir County Board of Elections Office, 110 S. Herritage St. Kinston, NC 28501.
4. The Quote must be typed on company letterhead and signed by the president/owner with contact information including a cell phone number.
5. The RFQ is due by 12noon on August, 29, 2022.

Exhibit A. DS200



Exhibit B. Expressvote



Exhibit C. Plastic Totes



Exhibit D. Traffic cones – 2 kinds



Exhibit E. 2 signs (pictures are for demonstration purpose and may not reflect the exact signage)



Exhibit F. Voting Booth in case.



