

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. FB-00366

Contract
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQEL1700003
 TERM OF CONTRACT: 4 YEAR(S) WITH 4 YEAR(S) OTR

Requisition /Project Title: Ballot on Demand Printer Rentals

Description: The objective of this solicitation is to secure the rental of BOD Printers in conjunction with needs of Miami-Dade County Election's Department.

Issuing Department: Elections
 Contact Person: John Clouser
 Phone: 305-499-8551

Estimate Cost: \$700,000

Funding Source:
 GENERAL ELEFINADM
 FEDERAL
 OTHER

ANALYSIS

Commodity Codes:	985-87				
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:					
Small Business Enterprise:					
Contract Value:					
Comments:					

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: Tiondra Wright	Date sent to SBD: 6/30/17
	Date returned to DPM:



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SPECIAL CONDITIONS

BALLOT ON DEMAND PRINTER RENTALS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the rental of Ballot on Demand (BOD) Printers in conjunction with needs of Miami-Dade County Election's Department on an as needed basis.

2.2 PRE-BID CONFERENCE (RECOMMENDED)

A pre-bid conference will be held on **Month XX, XXXX** at Stephen P. Clark Center in conference room no. **XX-XX** to discuss the special conditions and specifications included within this solicitation. It is recommended that a representative of the firm attend this conference as the "Cone of Silence" will be lifted during the course of the conference and informal communication can take place.

Bidders are requested to bring this solicitation document to the conference, as additional copies may not be available.

2.3 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the forty-eighth (48) month.

2.4 OPTION TO RENEW FOR (48) ADDITIONAL MONTHS

The initial contract prices resultant from this solicitation shall prevail for a forty-eight (48) month period from this contract's initial effective date. Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for an additional forty-eight (48) month period. The awarded bidder shall maintain, for the entirety of the stated additional period, the same prices, terms, and conditions included within the originally awarded contract. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

The County reserves the right to negotiate lower pricing for the additional term based on market research information or other factors that influence price.

Should the bidder decline the County's right to exercise the option period, the County will consider the bidder in default which decision shall effect that bidder's eligibility for future contracts.

2.5 METHOD OF AWARD



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Award of this contract will be made to the responsive, responsible bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate based on the extended cost when multiplied by estimated quantities. If a vendor fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single vendor.

2.6 PRICES

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed and firm during the term of contract. However, the awarded Bidder may offer incentive discounts to the County at any point during the term of the contract.

2.7 ACCEPTANCE OF PRODUCT BY THE COUNTY

The product(s) to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If a bidder-provided product is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the item will be returned, at bidder expense, to the bidder. At the County’s own option, the vendor shall either provide a direct replacement for the item, or provide a full credit for the returned item. The bidder shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

2.8 EQUAL PRODUCT - CAN BE CONSIDERED UPON RECEIPT OF SPECIFIED DATA

The manufacturer's name, brand name and/or model number information contained in this solicitation are being used for the sole purpose of establishing the minimum requirement of level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer's items of equal material.

This specific solicitation requires submission of the following documentation to enable County evaluation of “equal” products:

- : Product Information Sheets Upon Specific Request
- : Product Samples with Initial Offer
- : Product Samples Upon Specific Request
- : Product labels
- : Performance Test Results

If an “equal” product may be considered by the County in accordance with the Bid/Proposal Submission Form, the unit shall be equal in quality and standards of performance to the item specified in the solicitation. If samples and/or product information sheets of all “or equal” items bid are requested for evaluation, such items are to be provided at no cost to the County, and should be submitted with the initial offer or at the time of specific request. Failure to meet this requirement may result in your offer being rejected. All supporting documentation such as print samples, factory specifications, standard manufacturer information sheets, catalogs, and



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brochures submitted by the Bidder must in total meet the required specifications set forth in this solicitation.

The County shall be sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final.

2.9 DELIVERY SHALL TAKE PLACE OVER PHASED INTERVAL PERIODS

The bidder shall deliver the equipment required in conjunction with this contract based on phased intervals. The initial delivery shall be for 15 units and shall take place within 30 calendar days after the date of the purchase order or other notice-to-proceed. The next delivery shall be for the remaining units by September 1, 2016, unless otherwise stipulated by the County. Back orders shall not be allowed.

All deliveries shall be made in accordance with good commercial practice, and all required delivery timeframes shall be adhered to by the vendor; except in such cases where the delivery will be delayed due to acts of God, strikes, or other causes beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

2.10 WARRANTY REQUIREMENTS

The monthly rental price shall include full coverage maintenance, including preventative maintenance, all service calls and replacement of all defective or worn parts including expendable parts. Warranty and maintenance services must include parts and labor, and on-site, next business day response. Any payment by the County on behalf of the goods or services received from the Bidder does not constitute a waiver of these warranty provisions.

If the Bidder fails to honor the full coverage maintenance warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the Bidder, in writing, that the Bidder may be debarred as a County Bidder and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the Bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the Bidder in default of its contract, and/or (b) procure the products or services from another firm and charge the Bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

2.11 INFORMATION SHEETS SHOULD BE SUBMITTED FOR EACH ITEM OFFERED



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The offer should be accompanied with two (2) complete sets of factory information sheets (specifications, brochures, etc.) for each item offered by the vendor. Failure to meet this requirement may result in rejection of the offer. The County's decision as to quality of the product based on submission of the information sheets shall be final.

2.12 OMISSION FROM THE SPECIFICATIONS

The apparent silence of this specification and any addendum regarding any details or the omission from the specification of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this agreement.

2.13 RENTAL OF OTHER ITEMS NOT LISTED IN THIS SOLICITATION BASED ON PRICE QUOTES

While the County has listed all major items within the scope of this solicitation which are utilized by County departments in conjunction with its operations, there may be additional like items that must be rented by the County during the term of this contract. Under these circumstances, a County representative will contact the vendor and obtain a price quote for the additional like items. The County reserves the right to award these additional like items to the vendor under this contract, or another commercial source as deemed in the best interest of the County.

2.14 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES:

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the primary vendor to obtain a price quote for the similar items. If there are multiple vendors on the contract, the County representative may also obtain price quotes from these vendors. The County reserves the right to award these similar items to the primary contract vendor, another contract vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

2.15 WHITE PAPER SAMPLE SHOULD BE SUBMITTED WITH PROPOSAL

Since the Bid does not list specified manufacturers and brand names as a standard for product quality, the Bidder should submit a white paper sample with its Bid Proposal for evaluation. Failure to meet this requirement may result in your bid being declared non-responsive. Each individual sample shall be clearly labeled with the bidder's name, bid number, bid title, manufacturer's name and brand name, and style number if applicable. If the bidder fails to



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submit the samples, properly labeled, with its Bid Proposal, the County may not consider the bidder's proposal for that item(s).; provided however, that, in the event of a group or aggregate award, the bidder's proposal may not be eligible for that group or in the aggregate as applicable. All samples shall become the property of Metropolitan Dade County.

The County reserves the right to perform its own testing procedures or to send any and all samples to the State of Florida's Department of General Services, Division of Purchasing, Bureau of Standards Laboratory or any other certifiable laboratory for analysis. Any costs for testing shall be borne by bidder. On the basis of this testing and analysis, the County shall be sole judge of the acceptability of the sample in conformance with the bid specifications and its decision shall be final. Any sample submitted shall create an express warranty that the whole of the goods and/or services to be provided by the bidder during the contract period shall conform to the sample submitted. The bidder shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.



SECTION 3
TECHNICAL SPECIFICATIONS

3.1 OBJECTIVE

The objective of this solicitation is to secure the rental of BOD Printers in conjunction with needs of Miami-Dade County Election's Department. The selected bidder will be responsible for providing a complete, integrated solution that automates the ballot printing, duplication, tracking and reporting for all facets of the County's ballot needs at Early Voting using on demand printing technology. The selected bidder will be responsible for delivery of a BOD solution inclusive of all installation of hardware/software, configuration, implementation, training, maintenance, and support services.

3.2 BACKGROUND

The Elections Department is responsible for ensuring that elections are free, fair, accurate, convenient, transparent, and accessible to voters throughout Miami-Dade County. It is therefore mission critical to the Elections Department that Ballot on Demand printers are available to assist in the minimization of voting errors.

3.3 BALLOT ON DEMAND PRINTER REQUIREMENTS

The solution provided must include integration with the County's Electronic Poll Book (EViD) system, equipment to transport, set up, and secure the equipment. The vendor must also provide training and support necessary to properly configure, supply, trouble shoot the software and hardware, and must be able to provide assistance during Early Voting operations.

The following specifications are that of the Ballot on Demand Printers. Equal product will be considered provided that it meets specifications as provided below:

- **Printer Type:** Okidata Model #9650 and C711
- **Estimated Amount:** 70 - 100
- **Printing Capability:** Prints two-sided, duplexed, ballots in high quality color up to 11" x 18"
- **Paper Compatibility:** Use heavy paper stock of up to 300gsm
- **Print Speed:** 20 seconds per page color or faster (duplexed)
- **Time to first print:** 10.5 seconds color or faster
- **Resolution:** 1200 x 600 dpi
- **Windows compatibility:** Windows 7 Professional
- **Printer Cabinet:** Built in handles to accommodate movement of unit
Pole with tray to hold LCD monitor and keyboard and mouse
Large rubber wheels to accommodate movement of unit and help prevent damage to electronic components
Storage capacity for printer supplies and paper
Built in rack for installation of CPU and UPS
All required network cables and power cords
Channels for clutter free installation of all required cables
Cover to protect unit during transport
- **Power Supply:** Uninterrupted Power Supply for safe shutdown of CPU in event of power outage



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- **Feeder:** Alignment Feeder for consistent, accurate printing
- **Print Spooling:** Ability to automatically assign print jobs to multiple printers based on availability without human intervention
- **Audit and Security Systems:** Software Security designed to protect against unauthorized access and/or printing
Enforced Windows password protection
VR Systems and EViD request validation

3.4 HARDWARE/SOFTWARE REQUIREMENTS

- The BOD system shall have reporting functions for documenting the quantities and styles of ballots printed for both production and test ballots, and provide reporting for independent auditing of the system. The capability to provide an audit trail of all ballots printed in report and electronic file formats to allow for electronic reconciliation of ballots printed against voter registration system.
- The BOD system shall have physical and software security features to prevent un-authorized use of the system.
- The BOD system shall be capable of automatically printing 2 sided ballots up to 17 inches in length with a 1 inch ballot stub.
- The BOD system shall have the ability to handle ballot print requests from multiple EViD's simultaneously. The BOD software must be able to assign the print jobs (based on printer availability) to multiple BOD printers without any human intervention.
- The BOD system shall electronically integrate with the Early Voting check-in system (Voter Registration System) to identify the correct ballot style for the voter and automatically print a ballot only after the Early Voting System has validated the voter's eligibility. This integration shall be configured to optionally allow the EV check-in system to operate without being connected to the EV BOD System.
- The BOD system shall automatically print a ballot specific to the voter based the voter's precinct, political party, and precinct and split information as provided by the EV Check In System.
- The BOD system shall print information on the ballot stub, such as, but not limited to, the voters name, the voters party, the voters precinct, ballot style, and page numbers, random number using color and Flexible pitch, font, face, size and barcode support
- The BOD system shall print ballots for accurate scanning on the ES&S DS200 Precinct Scanner. Once set, the system must have features to maintain the paper and print alignment.
- The BOD system shall print the ballots in the same print image layout as the .PDF files.
- The BOD system shall be capable of automatically printing double sided ballots (duplex printing) without intervention from the operator to reinsert ballot pages.



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- The BOD system shall print collated ballot sets sorted by page number with page numbering printed on the ballot stub.
- The BOD system shall print original ballots when it receives an automated authorization from the EV check-in system. A secure override feature shall be available to manually print ballots in the event of a failure of the EV check-in system. In either case, the system shall record and report all ballot production information for reporting purposes.
- The BOD system shall print replacement ballots when it receives an automated authorization from the EV check-in system.

3.5 VENDOR SUPPORT REQUIREMENTS

- The vendor shall supply all hardware, software, and complementary equipment for the BOD system, including, but not limited to, computers, printers, operating systems, stackers, storage equipment, and consumable supplies.
- The vendor shall provide supply chain services for parts and supplies needed for the system and maintain readily available stock at Miami-Dade Elections, or at an agreed upon location. The vendor shall be responsible for assisting Miami-Dade Elections with estimating the quantities for ordering of parts and supplies sufficient to support the election schedule.
- The vendor shall provide technical services to configure, test, and operate the system in preparation of, during, and following each election as required.
- The vendor shall provide installation services. After installation, the vendor, with direction from Miami-Dade Elections, shall perform an acceptance test for approval by Miami-Dade Elections.
- The vendor shall provide both scheduled and emergency maintenance and repair services needed to keep the system operational under a mutually agreed upon level of service.
- The vendor shall develop a project plan that will fully implement the system for production based upon a mutually agreed upon schedule.
- The vendor shall perform acceptance testing after installation, to demonstrate for Elections the system is ready for production use.
- The vendor shall make available and implement any upgrades, corrections, or enhancements to the system on a mutually agreed upon schedule.
- The vendor shall provide 24 hour tiered support for escalating problems, including on-site support needs, based on a mutually agreed upon service level agreement. On-site support shall be required during the preparation for Early Voting, during Early Voting operations, and post-election for a period of time to be mutually agreed upon.



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3.6 TRAINING

The successful Bidder shall train approximately fifteen (15) County employees how to use and maintain the BOD system. The training shall be conducted at a location to be determined at a later date once the equipment has been installed, tested, and accepted by the County.

3.7 FULL SERVICE MAINTENANCE AND SUPPORT SERVICES

Rental prices shall be for forty-eight (48) months and shall include full coverage maintenance, including preventative maintenance, all service calls and replacement of all defective or worn parts including expendable parts. Warranty and maintenance service shall include parts and labor, telephone, email, and next business day on-site response. No third party rentals will be allowed.