



Small Business Development Division

Project Worksheet

Project/Contract Title: Early Voting Ballot Drop-off Boxes

Received Date: 6/24/2020

Project/Contract No: RQEL2000006

Funding Source: Other

Department: Elections

Estimated Cost of Project/Bid: \$100,000.00

Description of Project/Bid: The Elections Department has requested to create a Sole Source Agreement with American Security Cabinets, LLC. to purchase ballot drop-off boxes. These boxes are required due to the Covid-19 pandemic. The boxes will be installed at various locations including all Early Voting sites. These boxes will allow voters to securely and timely return their vote-by-mail ballots during elections.

Contract Measures		
Measure	Program	Goal Percent
No Measure	SBE/GS	

Reasons for Recommendation

An analysis of the factors contained in Implementing Order 3-41, as well as, an analysis of the project indicates a **No Measure** is appropriate for this project as this is a Sole Source awarded to (American Security Cabinets, LLC.).

There are no SBE certified firms under this commodity code.

NIGP 57835 Election Equipment and Supplies, Non-Electronic (Inactive, please see commodity code 578-34 effective January 1, 2016)

Living Wages: YES NO Highway: YES NO Heavy Construction: YES NO

Responsible Wages: YES NO Building: YES NO

SBD Director

6/25/20

Date