



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

100 West Washington Street, Room 3200 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331
www.washco-md.net

PUR-1352
INVITATION TO BID
INFORMATION TECHNOLOGY AND RELATED ELECTION TECHNICAL SERVICES
FOR THE
WASHINGTON COUNTY BOARD OF ELECTIONS
HAGERSTOWN, MARYLAND

DATE: Monday, May 15, 2017

BIDS DUE: Wednesday, May 31, 2017
2:00 P.M.

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of two (2) pages and one (1) attachment that is a Revised Form of Proposal consisting of two (2) pages.

NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible, and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include, but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: Inquiry: After reviewing the Solicitation we have decided to no-bid this opportunity based on the following unless you are open to making amendments to make the decision more viable for us:

- We do not have the direct voting equipment expertise required. Given the uniqueness of the equipment used there are not many companies that do have this expertise. If there were an opportunity to review the systems after an award, I am sure we could provide the necessary support and potentially offer a technically and financially acceptable solution.

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

- We don't feel that adequate information is provided to effectively determine the LOE to support this effort. Might you be able to provide the number of existing staff count, labor category title and description, and historical labor hours?? Without this information, we are bidding in the blind and cannot effectively provide the best solution possible.

Response:

- *Due to the required security for many of the systems, we would be unable to offer an opportunity to review the systems.*
- *Currently (1) staff person. Position will go from part-time to the position as required by and described in the original bid document and any Addenda thereto.*

ITEM NO. 2: **Inquiry:** It appears that to be responsive to this ITB, an offeror need only respond with a completed Signature to Bids (pages 29 and 30 of the Solicitation) and Form of Proposal (pages 31 and 32 of the Solicitation). Is it correct that to be responsive an offeror need only submit these two documents? If it is not correct that an offeror need only respond with these two documents, what other documents does the government require at the time of proposal submission in order for an offeror to be responsive?

Response:

- *Pages 28 thru 32 are required.*

ITEM NO. 3: Attached is a revised Form of Proposal that is to be used for bid submittal as mentioned in Item No. 2 above. Contrary to the information provided at the pre-bid conference, the hourly rate for Extra Work shall only be used if work is requested of the successful bidder by the County that is over and above the Scope of Work/Specifications outlined in the bid document. Overtime rates do not apply since the contractor must perform all services required by the Scope of Work/Specifications regardless of the number of hours required.

BY AUTHORITY OF:



Karen R. Luther, CPPO
Director of Purchasing

PUR-1352
(Revised – Addendum No. 1)
INFORMATION TECHNOLOGY AND RELATED ELECTION TECHNICAL SERVICES
FOR THE WASHINGTON COUNTY BOARD OF ELECTIONS
HAGERSTOWN, MARYLAND

FORM OF PROPOSAL

Description / Written Unit Price	Unit	Qty.	Unit Price	Total Bid Price (Total 12 Months)
Information Technology and Related Election Technical Services – PER MONTH _____ Dollars (written) _____ Cents per (written)	Month	12	\$ _____ (Figures)	\$ _____ (Figures)

Description / Written Unit Price	Unit	Unit Price
Service Rate for Extra Work <u>not</u> covered by Service Contract: _____ Dollars (written) _____ Cents per (written)	Hour	\$ _____ (Figures)

Repair parts and materials not included herein shall be billed at cost plus twenty-five (25%) percent.

REMARKS/EXCEPTIONS:
