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**MULTNOMAH COUNTY**  
**DEPARTMENT OF COMMUNITY SERVICES**

**REQUEST FOR COMPETITIVE PROPOSAL QUOTES (CPQ)**  
***FOR***  
**ELECTION BALLOT DROP BOXES**

February 10, 2014

**PROPOSALS DUE: February 26, 2014**

Proposals by email [claudia.j.arvidson@multco.us](mailto:claudia.j.arvidson@multco.us)

**Submit Proposals to the Attention of:**

Multnomah County Elections  
Attention Claudia Arvidson  
1620 SE 190<sup>th</sup> Ave.  
Portland, Oregon 97233  
PH 503-988-5068 Fax 503-988-3419  
[claudia.j.arvidson@multco.us](mailto:claudia.j.arvidson@multco.us)

**Refer Questions in Writing to:**

Claudia Arvidson  
Procurement Analyst Sr.  
1620 SE 190<sup>th</sup> Ave.  
Portland, Oregon 97233  
PH 503-988-5068 Fax 503-988-3419  
[claudia.j.arvidson@multco.us](mailto:claudia.j.arvidson@multco.us)

The last day for questions regarding this solicitation is February 24, 2010.

## OFFEROR REPRESENTATIONS AND CERTIFICATIONS

### FAILURE OF THE OFFEROR TO COMPLETE AND SIGN THIS FORM MAY RESULT IN REJECTION OF THE SUBMITTED OFFER

The undersigned, having full knowledge of the specifications for the goods or services specified herein, offers and agrees that this offer shall be irrevocable for at least 30 calendar days after the date offers are due, and if accepted, to furnish any and/or all goods or services as described herein at the prices offered and within the time specified.

OFFEROR NAME: \_\_\_\_\_

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

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

DATE/STATE OF INCORPORATION: \_\_\_\_\_

BUSINESS DESIGNATION: ☐ Corporation ☐ Sole Proprietor ☐ Partnership ☐ S Corporation  
☐ Non-Profit ☐ Government ☐ Other \_\_\_\_\_

MWESB CERTIFICATION: Number \_\_\_\_\_ ☐ Minority-Owned ☐ Woman-Owned ☐ Emerging, Small ☐ N/A

### ASSURANCES - The Offeror attests that:

1. The person signing this offer has the authority to submit an offer and to represent Offeror in all phases of this procurement process;
2. The information provided herein is true and accurate;
3. The Offeror is a resident proposer, as described in ORS 279A.120, of the State of \_\_\_\_\_, **(insert State)** and has not discriminated against any minority, women, or emerging small business enterprises in obtaining any required subcontracts, in accordance with ORS 279A.110.

"Resident bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a "resident bidder". ORS 279A.120 (1) (b)

4. Any false statement may disqualify this offer from further consideration or be cause of contract termination;
5. The Offeror will notify the Department Contracts Officer within 30 days of any change in the information provided on this form.

### CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS - The Offeror certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency;
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in paragraph 2. of this certification;
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

**Where Offeror is unable to certify to any of the statements in this certification, Offeror shall attach an explanation to their offer. The inability to certify to all of the statements shall not necessarily preclude Offeror from award of a contract under this procurement.**

### SIGNATURE OF AUTHORIZED PERSON

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name & Title \_\_\_\_\_

Contact Person for this procurement: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

<b>Department:</b>	<b>Community Services</b>
<b>Division:</b>	<b>Elections</b>
<b>CPQ No.:</b>	<b>RFX# 4000002291</b>
<b>Title:</b>	<b>Election Ballot Boxes</b>

## INTRODUCTION

Multnomah County proposes to buy up to 9 (nine) all-weather steel ballot drop boxes with either one or two deposit slots. The vendor may request to keep their unique design confidential by marking any of their design drawings or specifications as “confidential” on those pages *only*.

## SCOPE OF WORK

The boxes must provide security as well as protection for election ballots. The boxes must minimize opportunities to place any device such as a pry bar or other tool to forcibly open the box. The contents must stay dry. Openings in receiver slots should meet, but not exceed specified openings to prevent unintended material from being deposited.

The base design will be identical to all units; there is a difference in mounting and the number of receiver slots. Five of these units will be mounted permanently on concrete pads outdoors subject to weather found in the Portland, OR area and will have a vehicle-accessible deposit slot protruding from the box on the long side. Three units will be mobile outdoor boxes with fittings for forklift tongs attached on the bottom of the box and in addition to a vehicle accessible slot the same as above, will have a second slot for walk-up use mounted on the opposite side.

## Requirements:

1. The material used must be 3/16 sheet steel throughout in an appropriate grade
2. The drop boxes must be water tight except for the door(s) opening. It is expected that to accomplish this all seams and receiver slot mounts must be welded without any gaps. Caulking or other non-permanent solutions are not acceptable. The door(s) opening should be designed to resist water intrusion, including when being opened to empty contents.
3. The floor must have 49 X 38 inches of usable flat space to accommodate transfer box inserts. This dimension may be as large as 50 X 39 if this facilitates a better or less expensive design. Bolt heads not exceeding ½ inch high are permissible in this area if necessary to mount the box to the pavement but should not impede removal and insertion of inserts.
4. The boxes must be prepped and painted in a high-gloss exterior white; interior, the bottom of the box, and forklift tang receptacles may be painted in a durable flat light color, gray is preferred. Please specify the proposed interior color in your bid. The high-gloss white coating must be able to withstand continuous outdoor use without rusting for a period of at least 10 years. Please specify your coating (e.g. automotive grade primer and top coat, etc)
5. On the short side adjacent, counter-clockwise from the drive up slot of the drop box an access door(s) is required. The door(s) should be as large as possible to accommodate daily access to portable insert boxes inside as well as recover envelopes that have missed the portable insert boxes or overflowed the capacity of the portable insert boxes. Minimum opening is 30 inches wide by 40 inches tall.
  - a. The door(s) may be single or double
  - b. The door hinges to the extent possible should be on the inside of the box and robust enough to resist any attempt to remove the door by attacking the hinges

- c. It is required that the door retains its rigidity and not be a source of unauthorized access. For that reason consider approaches such as a multi-point sliding bar lock, interior re-enforcement panels, etc.
  - d. The door(s) must have a reasonably high-security lock e.g. cylindrical or other special shape key and robust enough to resist impact or other means of defeating the lock. The lock must be built into the door or box— all locks on multiple boxes must work with the same key yet unique enough that another County is not likely to have a key that matches. The key must not be removable unless the lock is engaged
  - e. It is desirable that the door come open if it is not engaged with the box body
  - f. The door(s) and openings should be designed to resist collecting water and provide drip-design that channels any surface water away from the interior.
6. The receiver slots should be suitable to pass an 11 inch long x 6 inch wide x ¼ inch thick envelope
  7. The drive up receiving slot must protrude from the box body a sufficient distance to accommodate drivers reach. The drive up slot must be centered horizontally and between 50 to 52 inches high. The slot design must be provided with enough slope relative to the box body so that an envelope deposited will freely fall into the box under any conditions.
  8. The walk up receiver slot must be centered horizontally and from 40 to 44 inches high
  9. Both the drive-up and walk-up receivers must be lockable and not provide space where an envelope could be partially deposited when locked.
  10. On six boxes, a means of securing the box to studs embedded in concrete must be incorporated into the design; the method of securing the box to the concrete must not allow access externally to dismount the box. The pattern and size of any opening must be the same on all six units. At least four points of contact must be used.
  11. On the remaining three boxes, forklift tang receptacles must be secured to the floor. The receptacles must be able to accommodate 4 inch wide by 2 inch high tangs with enough clearance to allow easy access and exit and sturdy enough to resist any minor hits to the receptacles without incurring meaningful damage.
  12. Please specify what your warranty covers and the duration. It is expected that workmanship, materials and coating (except for occasional spot touch-ups) and weatherproofing will last at least 10 years unless otherwise specified
  13. Vendor must supply a top-level design showing how you intend to meet the needs listed here with your quote.
  14. Vendor must include any unique charge for design and set-up on the first box (e.g. First box is \$8,000 each additional box is \$3,500).
  15. Multnomah County expects that vendors may modify an existing design or concept; we therefore reserve the right to cancel the procurement if the design portion of the contract exceeds what we reasonably expect to be a modification.

## **METHOD OF AWARD**

The County will award this procurement to a single vendor. Multnomah County will be considering many variables in selection including security, expected durability, experience in the ballot box or related field building similar boxes, as well as price in selecting the vendor. The lowest price may not be the winner.

## **ESTIMATED PURCHASES**

Multnomah County intends to purchase 9 boxes for fiscal year 2014. The County reserves the right to order additional boxes as needed during the term of the contract with no guarantee as to the amount.

## **METHOD OF CONTRACTING**

This solicitation will result in a Multnomah County Purchase Order.

## **TERM OF CONTRACT**

The term of this procurement will be for 5 years or a maximum amount of \$150,000.

## **CONTRACT NEGOTIATIONS**

After the procurement is awarded the County will expect to receive the first unit for inspection before proceeding to build the remaining units. If minor changes to design are initiated by Multnomah County, and result in a higher cost, the County will negotiate a new price for those modifications. Cost increases due to changes to the design necessitated because the requirements have not been met will be borne by the vendor.

## **MINIMUM PROPOSAL SUBMITTAL REQUIREMENTS**

Vendor must have the ability to provide references for building similar type ballot boxes for other Counties.

Vendor must be able to complete and deliver required 9 ballot boxes by June 30<sup>th</sup>, 2014.

## **INSURANCE REQUIREMENTS**

There are no insurance requirements.

## **PRE-PROPOSAL CONFERENCE**

No pre-proposal conference will be held.

## **EVALUATION PROCESS FOR WRITTEN RESPONSE**

Proposals will be evaluated by a panel of 4 individuals who will be looking at overall design, costs and timely completion.

## **PROPOSAL QUESTIONS & SCORING**

Does ballot box proposed design meet all of Multnomah County's technical specifications? 25 points

Does vendor have experience in fabricating similar boxes for other municipalities? 15 points

Is vendor capable of meeting the deadline for delivery ballot boxes? 25 points

Overall product cost to County. 10 points

Sustainability (on response sheet) 25 points

## **CHECKLIST**

Return the "**Offeror Representations and Certifications**" page numbered 1 of this solicitation.

Return the "**Quote Response**" pages 7, 8 and 9 (total of 3).

Vendor can submit proposal with design drawings on separate paper in addition to the pages listed above.

## INSTRUCTIONS TO OFFERORS

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**A. SPECIAL CONDITIONS** Where special conditions are written in the Competitive Proposal Quote, these special conditions shall take precedence over any conditions listed under the "Contract Terms and Conditions".

**B. COST OF PROPOSAL QUOTE** Responses to this Competitive Proposal Quote do not commit the County to pay any costs incurred by any offeror in the submission of a proposal quote, in making necessary studies or designs for the preparation thereof, or for procuring or contracting for the services to be furnished under the Competitive Proposal Quote. The Offeror assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

**C. CLARIFICATION OF SPECIFICATIONS** Any Offeror requiring clarification of information must submit specific questions in writing to the contact person named on the cover sheet of this CPQ.

**D. ADDENDUM** Any change to this CPQ shall be made by written addendum. The county is not responsible for any explanation, clarification or approval made or given in any manner except addendum.

**E. CANCELLATION** Multnomah County reserves the right to cancel this CPQ solicitation or award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in Multnomah County's best interest. In no event shall Multnomah County have any liability for the cancellation of award.

**F. REJECTION OF PROPOSAL QUOTES** Multnomah County reserves the right to reject any or all responses to this Competitive Proposal Quote.

**G. LATE PROPOSAL QUOTES** Quotes received after the scheduled closing date for filing will be returned to the offeror unopened.

**H. DISPUTES** In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the CPQ, the decision of Multnomah County shall be final and binding upon all parties.

**I. CLARIFICATION OF RESPONSES** Multnomah County reserves the right to request clarification of any item in a firm's proposal or to request additional information necessary to properly evaluate a particular proposal. All requests for clarification and responses shall be in writing. Except for requests and responses related to a clarification necessary to evaluate whether a proposal has met minimum requirements, all requests for clarification and responses shall be provided to each evaluation committee member.

### **J. CONFIDENTIALITY**

Multnomah County is required to disclose non-exempt public documents pursuant to ORS 192.410-192.505). ORS 192.502(4) exempts the County from disclosing information submitted in response to a solicitation where the information is such that it "should reasonably be considered confidential."

A Proposer who determines that information within a proposal meets the statutory requirement and desires that such information remain confidential shall mark the pages containing such information with the word "CONFIDENTIAL."

If a Proposer marks every page of a proposal as "CONFIDENTIAL" the statutory requirement is not met; any proposal so marked will not be deemed to have been submitted in confidence and, upon request, the entire proposal will be disclosed.

The County will keep properly marked information confidential unless ordered to release the information and materials by the District Attorney pursuant to ORS 192.460.

After award, the contract executed by the County and the successful Proposer will be a public document subject to disclosure. No part of the contract can be designated as confidential.

**K. PUBLICITY** Any publicity giving reference to this project, whether in the form of press releases, brochures, photographic coverage, or verbal announcement, shall be done only after prior approval of Multnomah County.

**L. CONFLICT OF INTEREST** An Offeror filing a proposal thereby certifies that no officer, agent or employee of the County who has a pecuniary interest in this Competitive Proposal Quote has participated in the contract negotiations on the part of the County, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Offeror of the same call for proposals, and that the Offeror is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

**M. COLLUSION** An Offeror, submitting a proposal hereby certifies that no officer, agent, or employee of Multnomah County has a financial interest in this proposal; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Offeror and that the Offeror is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

**N. M/W/ESB PARTICIPATION** Multnomah County strongly encourages the participation of Minority, Women and Emerging Small Businesses in this and all County projects, programs and services.

**O. EEO CERTIFICATION REQUIREMENT** PCRB Rule 60-0040 requires that all contractors furnishing goods and services to the County in excess of \$75,000 must be certified as an **Equal Opportunity Employer**. Contracts in excess of \$75,000 which originate from this CPQ are subject to the County's Equal Employment Opportunity (EEO) requirements, and will include vendor certification as indicated in Exhibit 5 of the Sample Multnomah County Contract attached to this CPQ. Contractors must be certified before a contract is executed.

**P. REFERENCES** The County reserves the right to investigate references including customers other than those listed in Offeror's submission. Investigation may include past performance of any Offeror with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers.

**Multnomah County Elections  
Ballot Drop Boxes**

**Quote Response (page 1 of 3)**

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Contact Person \_\_\_\_\_

Quote Price: Ballot Drop Box with drive up access (quantity 6) \_\_\_\_\_

\_\_\_\_\_

Quote Price: Ballot Drop Box with dual receiver slots (quantity 3) \_\_\_\_\_

\_\_\_\_\_

Estimated Shipping \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



# Multnomah County Elections Ballot Drop Boxes

## Quote Response (page 2 of 3)

### Evaluation Questions 100 points possible

#### Part 1: Product Information (75 points)

1. Does ballot box proposed design meet all of Multnomah County's technical specifications?  
Explain if specifications are not able to be met or other concerns. **25 points**

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2. Does vendor have experience in fabricating similar boxes for other municipalities? **15 points**

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3. Is vendor capable of meeting the June 30<sup>th</sup>, 2014 deadline for delivery of ballot boxes? **25 points**

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4. Overall product cost to County. Please list total dollar amount for boxes less shipping. **10 points**

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# Multnomah County Elections Ballot Drop Boxes

## Quote Response (page 3 of 3)

### Part 2: Sustainability (25 points)

The County has an interest in measures used by its suppliers to ensure sustainable operations with minimal adverse impact on the environment. Please demonstrate your firm's commitment to sustainable business practices, which could include, but is not limited to a formal sustainability program or policy; alternative fuel vehicles; recycling measures; energy conservation plans; water conservation policies; computers shutdown practices; or a green cleaning policy.

Describe your company's recycling program and whether any recycled material will be used in the fabrication of the requested boxes.

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Describe your company's policy for water conservation both in the fabrication process and as a normal business practice.

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Describe your company's energy efficiency measures in the use of electricity, natural gas or other energy sources.

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What measure does your company have in place to ensure that the materials that are used in the fabrication processes are responsibly sourced taking onto account of their environmental impact?

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