



LakeCounty

Purchasing Division

<http://doingbusiness.lakecountyil.gov/>

Lake County will be accepting **only** electronic bid submissions for Invitation for Bid 25173 – Delivery and Storage of Election Equipment and Supplies.

Please follow the steps below to upload your electronic Bid Submission:

1. Go to www.lakecountypurchasingportal.com
2. Click on the Bid Number: 25173
3. Click on register for this bid
4. Enter your username and password
5. Under the Submittals section you will be able to upload your bid submittal
 - a. Click on the browse button
 - b. Navigate your computer and select the appropriate file
 - i. Multiple files can be uploaded, each file can be no more than 20 MB
 - ii. Files can also be uploaded as a .zip file
 - c. Click on save submittals
 - d. Close the browser

Please follow the following steps to attend the Public Bid Opening:

1. Go to www.lakecountypurchasingportal.com
2. Click on the “Under Review” tab
3. Click on the Bid Number: 25173
4. Click on the “Events” tab
5. Join the Zoom Meeting by clicking on the meeting link
 - a. Please plan on joining the meeting at least 5 minutes early and mute your microphone.

ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY. PLEASE USE BELOW LABEL FOR YOUR CONVENIENCE

Bid Number: 25173	Vendor Name: _____
Buyer: Michael Jeschke	
Bid Description: Delivery and Storage of Election Equipment and Supplies	Deliver to: Lake County
*Bid Due Date: Wednesday February 05, 2025 at 11:00am CST.	ATTN: PURCHASING DIVISION 18 N. County Street – 9 th Floor Waukegan, IL 60085

***Please note: Responses are due on Wednesday February 05, 2025 at 11am CST. Please allow sufficient time for any technical issues you may have and upload your bid early. Please email Purchasing at purchasing@lakecountyil.gov to receive confirmation that we have successfully received your submissions. Deadline for questions are due on January 29, 2025 at 11:00am CST.**



SUBMISSION INFORMATION

Lake County Purchasing Division
18 North County Street Ninth Floor-Admin
Waukegan, Illinois 60085-4350
(847) 377-2929

INVITATION: 25173
BID OPENING DATE: February 05, 2025
TIME: 11:00 am CST
LOCATION: Lake County Purchasing
Submit 1 electronic copy

E-Mail: purchasing@lakecountyil.gov

Access Bid Results:
<http://www.lakecountypurchasingportal.com>

ISSUANCE DATE: January 22, 2025
BUYER: Michael Jeschke

INVITATION TO BID VENDOR INFORMATION

COMPANY NAME: _____
ADDRESS: _____
CITY, STATE, ZIP CODE: _____

DELIVERY AND STORAGE OF ELECTION EQUIPMENT AND SUPPLIES

Item #	Description of Item	Quantity	Unit Price	Total
1	Storage Services	12	Month	
2	Delivery Services, 2 Elections per year			
2a	Approximately 90 Election Day Voting Sites per election	180	Cycle	
2b	17 Early Voting Sites per election	34	Cycle	
2c	16 Township Voting Sites per election	32	Cycle	
3	Delivery to Voting Sites on Election Days	20	Cycle	
4	One Time Moving Service for Clerk's Office Warehouse	1		
5	One Time Moving Service of Election Equipment currently in Storage	1		
	TOTAL ANNUAL BID AMOUNT	\$		

NOTE TO BIDDERS: Any and all exceptions to these specifications MUST be clearly and completely indicated on the bid sheet. Attach additional pages if necessary. Please be advised that any exceptions to these specifications may cause your bid to be disqualified.

If a bid includes any exceptions, Bidders must insert an "X" in the following box indicating a bid submission with exceptions.

PROMPT PAYMENT DISCOUNT: _____ % _____ DAYS

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this bid document, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Authorized Signature: _____ Company Name: _____
Typed/Printed Name: _____ Date: _____
Title: _____ Telephone Number: _____
E-mail: _____ Fax Number: _____

DELIVERY AND STORAGE OF ELECTION EQUIPMENT AND SUPPLIES

SCOPE OF WORK

January 2025

1. INTENT

It is the intent of Lake County to purchase delivery services for voting booths, election tabulators, ballot bins, ballots, Election equipment systems, laptops, early voting equipment, filing cabinets, and related materials for the Clerk's Office to support elections held in Lake County and for the storage of election equipment as listed herein, in accordance with these specifications.

2. SUBMISSION OF BIDS

Bids will be accepted until **February 05, 2025, 11:00am Central Standard Time**, at the via the Lake County Purchasing Portal.

3. SUBMITTALS

For your bid to be considered responsive, please see the below list of submittals. A responsive bidder is defined as a person who has submitted a bid that conforms in all material respects to the requirements set forth in the invitation for bids.

- Original "Invitation to Bid" including signed form with Total Bid Amount.
- Electronic copy of the complete bid submission.
- Contractor Qualification Form.
- Reference Form.
- Value Added Services.
- Statement of Sustainability.
- Addendum Acknowledgement Form.
- Vendor Disclosure Form.
- Vendor Certification Form.

1. BACKGROUND

Lake County is located in northeast Illinois, between the Chicago and Milwaukee metropolitan areas. Lake County is home to about 736,000 residents. Lake County is committed to open government and transparency, and the County Board's sound fiscal policies have allowed the County to maintain fiscal stability and to achieve AAA bond ratings from Standard & Poor's and Moody's.

2. AWARD

Lake County intends to award this contract to the lowest responsive and responsible bidder who is in compliance with the specifications, terms, conditions contained herein. The Contractor shall have specific experience supplying similar service to other customers with similar volume. Lake County reserves the right to request additional information subsequent to the bid date for evaluation purposes. Lake County reserves the right to split award this bid by item, in whole or in part if determined to be in the best interest of the County.

3. ENTIRE AGREEMENT

This bid document contains our terms and conditions and constitute the entire agreement between Lake County and the awarded bidder. Modifications and exceptions taken to the terms and conditions contained herein must be formally accepted in writing by both parties.

4. BID PRICE

The price bid shall include all material costs, labor and equipment included but is not limited to all transportation charges to and from destination, including delivery.

- All current or future surcharges on fuel or any other commodity.
- All other overhead charges of every kind and nature.

5. TERM

This contract shall be in effect for a two (2) year period from the date of award. Lake County reserves the right to renew this contract for three (3) additional one (1) year period(s), subject to acceptable performance by The Bidder. At the end of any contract term, Lake County reserves the right to extend this contract for a period of up to sixty (60) days for the purpose of getting a new contract in place. For any year beyond the initial year, this contract is contingent on the appropriation of sufficient funds; no charges shall be assessed for failure of the County to appropriate funds in future contract years.

4. PRICE ESCALATOR

Prices throughout the initial term of the contract shall remain firm/fixed. Written requests for price revisions after the initial term and subsequent renewals shall be submitted at least sixty (60) days in advance of the annual contract period. Requests must be based upon and include documentation of the actual change in the costs of the components involved in the contract and shall not include overhead and profit. Changes in the contract price shall be made in the amount of the actual change in Contractor cost or the percentage increase in the U.S. Average Consumer Price Index for the Midwest Urban - per category "All Items," whichever is less. Surcharges for fuel and/or other costs shall not be allowed. Manufacturer and/or Warehouse Distributor's price sheets or an equivalent document showing the new pricing may be considered sufficient documentation for a price increase. The County reserves the right to reject any price increase and to terminate the contract.

5. DELIVERY CONDITIONS

All Items shall be F.O.B. Destination. The term F.O.B. Destination shall mean delivered and unloaded at delivery sites within Lake County, with all charges for transportation and unloading paid by the Contractor. Any claim for loss or damage shall be between the Contractor and the carriers.

6. TERMINATION

Lake County reserves the right to terminate this bid as set forth below.

a. Termination for Convenience:

Lake County reserves the right to terminate this Agreement, or any part of this Agreement, with or without cause, upon 30 days' written notice. In case of such termination, Consultant shall be entitled to receive payment from Lake County for work completed to the date of termination in accordance with the terms and conditions of this Agreement.

b. Termination Due to Material Breach:

In the event that this Agreement is terminated due to the Consultant's material breach, Lake County shall be entitled to purchase substitute items or services elsewhere and charge Consultant with losses the County incurs, including attorney's fees and expenses, notwithstanding any damage limitations the parties may agree to elsewhere.

c. Termination Due to Lack of Appropriations:

If sufficient funds are not appropriated by the Lake County Board to continue the services under this Agreement, then Lake County may terminate this Agreement. Lake County agrees to give written notice of termination to Consultant at least 30 days prior to the end of the last fiscal year for which appropriations were made. Lake County shall remit payment for all work completed and approved or accepted by the County, to the date of termination. Termination under this subsection shall not entitle the Consultant to contractual damages of any kind.

d. Termination Due to Force Majeure Events:

(1) If a Force Majeure Event prevents a party from complying with any one or more obligations under this agreement, that inability to comply will not constitute breach if (1) that party uses reasonable efforts to perform those obligations, (2) that party's inability to perform those obligations is not due to its failure to (A) take reasonable measures to protect itself against events or circumstances of the same type as that Force Majeure Event or (B) develop and maintain a reasonable contingency plan to respond to events or circumstances of the same type as that Force Majeure Event, and (3) that party complies with its obligations under section 16(d)(3), below.

(2) For purposes of this agreement, "Force Majeure Event" means, with respect to a party, any event or circumstance, whether or not foreseeable, that was not caused by that party and any consequences of that event or circumstance.

(3) If a Force Majeure Event occurs, the noncomplying party shall promptly notify the other party of occurrence of that Force Majeure Event and may terminate the Agreement based on it, with an obligation to pay only for services performed prior to the Force Majeure Event.

7. VOLUME/ESTIMATED QUANTITY

County does not guarantee any specific amount and shall not be held responsible for any deviation. Lake County does not guarantee that the County will buy any or all estimated quantities or total amounts. This contract shall cover the County's requirements whether more or less than the estimated amount. All orders received by the Contractor during the term of the contract shall be filled in accordance with the terms and conditions set forth herein. Lake County reserves the right to add or delete locations to this contract. Pricing of additional locations will be negotiated with the Contractor.

8. SUBSTITUTIONS

No substitutions will be allowed during the term of the contract without the express permission of the Lake County Purchasing Division. The Contractor may request permission to substitute items of equal or higher quality when sufficient inventories of an ordered item are not available for delivery within the time required by the using agency.

9. PRECEDENCE

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Lake County Specifications; Lake County General Terms & Conditions, Lake County Invitation for Bids Terms & Conditions and the Contractor's Bid Response.

10. INVOICES AND PAYMENT

- A. At the start of this contract, the County will issue a purchase order for the work and bidder shall submit invoices detailing the products and services provided and identify the purchase order number on all invoices.
- B. Bidder shall maintain records showing the actual time its employees and agents devoted to the project, and the costs incurred. Bidder shall permit a representative from Lake County to inspect and audit all of Bidder's data and records for the work and services provided under this contract. Bidder shall make these records available at reasonable times during the contract period and for one year after the end of the contract.
- C. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act, which generally requires approval of a vendor's bill within 30 days of receiving the invoice for the services contained in it, and payment within an additional 30 days (50 ILCS 505/1 et seq.).

Lake County's fiscal year ends on November 30. Invoices for services the bidder has rendered up until November 30 of each year must be received by Lake County on or before January 15 of the subsequent calendar year.

Other than the timeframe for payments related to the end of Lake County's fiscal year, as stated above, Lake County shall not be held financially liable for payment of any services rendered if the invoice for such services is not sent to the County within 90 days from the date the services were provided.

If this contract is terminated prior to its expected expiration date, the bidder must submit all invoices to Lake County no later than 30 days after the effective date of the termination.

Payment for invoices received beyond the time periods in this subsection will be denied, absent an agreement to the contrary. Failure of the bidder to invoice the County in the timeframes noted in this section shall constitute the bidder's waiver of the bidder's right to payment.

Invoices shall be sent to the following addresses: **CountyClerk@Lakecountyil.gov, and/or ATTN: County Clerk, 18 N County St, Waukegan, IL 60085**

11. UNBALANCED BIDDING

Bidders shall not submit a bid which contains irregularities of any kind, including unbalanced bids. By an unbalanced bid, it is meant that one or more separate items are substantially out of line with the current market price for the materials and/or work covered hereby. The County reserves the right not to award any items or to negotiate unit prices that appear excessive or unbalanced.

12. INDEMNIFICATION

Bidder agrees to indemnify and defend Lake County (its employees, elected officials, executives, and agents) from all claims, actions, demands, judgments or liabilities, fines, penalties, and expenses, including without limitation reasonable legal fees and expert costs, arising out of this bid and arising from the bidder's (its employees', executives', and agents') actions, whether negligent, reckless, or intentional. Lake County shall provide notice to bidder promptly of any such claim, suit, or proceeding, and will assist bidder, at bidder's expense, in defending any such claim, suit, or proceeding.

13. CONFIDENTIALITY

Bids are subject to the Illinois Freedom of Information Act (FOIA) once an award is made. As such, all bidders responding are asked to submit one redacted copy of their bid that can be used by the County to respond to any future FOIA requests for the bid.

Please refer to the FOIA statute, 5 ILCS 140/1 et seq., and specifically Section 7 therein, for explanation of information that may be redacted. For example, information exempt from disclosure in response to a FOIA request includes but is not limited to: highly personal or objectionable information; trade secrets and commercial or financial information claimed as proprietary, privileged or confidential, the disclosure of which would cause your business competitive harm; valuable formulae, computer geographic systems, designs, drawings and research data when disclosure of the same

would produce private gain or public loss; certain construction related technical documents; and information associated with automated data processing operations that, if disclosed, would jeopardize system or data security.

If no redacted copy is provided, the Lake County Purchasing Division reserves the right to determine what information should be redacted as proprietary, privileged, or confidential in response to a FOIA request. A bidder who fails to provide a redacted copy of its proposal waives its right to maintain any claims against Lake County, its agents, or employees for disclosure of this information.

14. ASSIGNMENT

Any Agreement entered into as a result of this bid shall not be assigned, delegated, or modified without the express written consent of both parties. The Agreement supersedes all other agreements, oral or written, between the parties with respect to the subject matter of the Agreement.

If Lake County agrees that the bidder may assign, delegate, or subcontract the work under the Agreement, bidder shall remain contractually liable to Lake County unless otherwise agreed in writing.

15. ADDENDA

Any and all changes to the specifications and terms and conditions of this Bid are valid only if they are included by addendum issued by Lake County Purchasing. Bidders shall acknowledge addenda by signing the enclosed Addendum Acknowledgement form. Failure of any bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this bid as submitted. All addenda as issued shall become part of the bid documents. It is the vendor's responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum issued within three business days of the submittal due date.

16. ADDITIONAL INFORMATION

Should the bidder require additional information about this bid, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the bid number and addendum link. Questions may also be submitted via email to purchasing@lakecountyil.gov. All questions shall be submitted no less than seven (7) days prior to the bid opening date. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a bidder to improperly submit a bid.

17. NON-ENFORCEMENT BY THE COUNTY

The Contractor shall not be excused from complying with any of the requirements of the Contract because of any failure on the part of the County, on any one or more occasions, to insist on the Contractor's performance or to seek the Contractor's compliance with any one or more of said terms or conditions.

18. CHANGE IN STATUS

The Contractor shall notify Lake County immediately of any change in its status resulting from any of the following: (a) vendor is acquired by another party; (b) vendor becomes insolvent; (c) vendor, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. Lake County shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.

19. JOINT PURCHASING

The purchase of goods and services pursuant to the terms of this Contract shall also be offered for purchases to be made by other governmental units, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the "Act"). All purchases and payments made under the Act shall be made directly by and between each governmental unit and the successful Bidder. The Bidder agrees that Lake County shall not be responsible in any way for purchase orders or payments made by the other governmental units. The Bidder further agrees that all terms and conditions of this Contract shall continue in full force and effect as to the other governmental units during extended terms. The credit or

liability of each governmental unit shall remain separate and distinct. Disputes between Bidders and governmental units shall be resolved between the immediate parties.

The Bidder and the other governmental units may negotiate such other and further terms and conditions to this Contract ("Other Terms") as individual projects may require. To be effective, Other Terms shall be reduced to writing and signed by a duly authorized representative of both the successful Bidder and the other governmental unit.

The Bidder shall provide the other governmental units with all required documentation set forth in the solicitation including but not limited to: performance and payment bonds, Certificates of Insurance naming the respective governmental unit as an additional insured and certified payrolls to the other governmental unit as required.

20. REPORTING REQUIREMENTS

All awarded vendors will identify and report the type of ownership— L/W/MBE, and/or not L/W/MBE for any work that they or their approved subcontractors will perform. In addition, Lake County requests that all awarded vendors provide an accounting of employees assigned throughout the term of the contract in regards to their home address and ethnicity. Lake County may use any data collected to report on potential of businesses and workers benefitting from County contracts.

Lake County launched a **Buy Local. Build Local. Work Local.** initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County's procurement process, in accordance with applicable law. The County will take all necessary and reasonable steps to assure that business enterprises defined as L/W/MBE shall have a fair opportunity to participate in County contracts. As part of its Economic Opportunity Program (EOP) commitment the County will make every effort to achieve the following objectives:

- (a) To ensure nondiscrimination in the award and administration of contracts;
- (b) To create a level playing field on which L/W/MBEs can compete fairly for contracts by providing any necessary training and assistance in bid preparation;
- (c) To ensure that the County's EOP is narrowly tailored in accordance with applicable law;
- (d) To establish a means for firms identifying themselves as L/W/MBEs to register for procurement opportunities and work cooperatively with contracted firms to report on measures that demonstrates the County's commitment to its EOP; and,
- (e) To help remove barriers to the participation of L/W/MBEs through notification of contract opportunities.

Successful proposers are encouraged to work with Workforce Development to post any and all opportunities for employment on County contracts. Lake County's Workforce Development mission is to foster and ensure the economic prosperity of the Lake County community by maximizing the potential of businesses and workers. As such, Workforce Development provides a key resource for job seekers and employers.

State law mandates an open and competitive bidding process and requires that publicly procured contracts be awarded to the lowest responsible and responsive bidder with no demonstrated preference based on the bidder's location, race and gender.

21. DEBARMENT AND SUSPENSION WITH LAKE COUNTY

The Lake County Purchasing Ordinance § 33.125 through 33.126 defines the County's Authority and Decision to Debar.

The bidder certifies to the best of his or her knowledge and belief that the bidder:

- A. Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
- B. Has not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or

performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;

- C. Is not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- D. Has not, within a three-year period preceding this contract, had one or more public transactions (Federal, State, or local) terminated for cause or default.

Bidder agrees that, during the term of this Agreement, Bidder shall report to the County's contract administrator, within 10 days, any allegations to or findings by the National Labor Relations Board (NLRB) or Illinois Labor Relations Board (ILRB) that Bidder has violated a statute or regulation regarding labor standards or relations. If an investigation by the County results in a final determination that the matter adversely affects Consultant's responsibilities under this Agreement, then the County may terminate this contract.

22. NON-DISCRIMINATION

During the term of this agreement, Bidder agrees to and shall comply with (1) the Equal Opportunity Employer provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order Number 11246, as amended by Executive Order 11375, and (2) Chapter 33 of Title III of the Lake County Code of Ordinances (titled "Purchasing").

All Contracts may be subject to change

The Contractor must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A- VIII and provide the County with a Certificate of Insurance 15 days before the start of the project., and thereafter annually for contracts/ projects that will last more than one year. Insurance in the following types and amounts is necessary:

Commercial General Liability Insurance (Required)

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- Independent Contractors
- Products/Completed Operations – up to 2 years after each project completion • Liability assumed under an Insured Contract/ Contractual Liability
- Personal Injury and Advertising Injury

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the contractor’s projects away from premises owned or rented to contractor.

Automobile Liability Insurance

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The Contractor’s auto liability insurance, as required above, shall be written with limits of insurance not less than the following:

\$ 1,000,000 Combined single Limit (Each Accident)

Excess/ Umbrella Liability

Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage, limits of insurance will be based on size of project:

\$ 2,000,000 per occurrence limit (*minimum, and may be higher depending on the project*)

Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Workers Compensation Insurance covering all liability of the Contractor arising under the Worker’s Compensation Act and Worker’s Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers’ Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the Contractor’s employees, with limits listed below:

Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000
- c) Disease-Each Employee \$1,000,000

Such Insurance shall contain a waiver of subrogation in favor of Lake County.

Professional Liability – Errors and Omissions

The Contractor's Architect/ Engineer/Consultants for the plans of the project shall be written with limits of insurance not less than the following:

\$ 1,000,000 per claim per policy year

Coverage shall be provided for up to three (3) years after project completion. Policy is to be on a primary basis if other professional liability is carried.

Liability Insurance Conditions

Contractor agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
- b) The Contractor's insurance shall be primary & non-contributory over Lake County's insurance in the event of a claim.
- c) Contractor agrees that with respect to the above required insurance, Lake County shall be named as additional insured, including its agents, officers, and employees and volunteers and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change. A blanket additional insured ISO endorsement is preferred for Contractors who have multiple projects with the County.
- d) Lake County shall be provided with Certificates of Insurance and should include the appropriate corresponding ISO form endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies. No manuscript endorsements will be accepted. Any hard copies of said Notices and Certificates of Insurance and Endorsements shall be provided to:

**Lake County
Purchasing Division
18 N. County 9th Floor
Waukegan, Illinois 60085
Attn: Yvette Albarran, Lake County Purchasing Agent**

- e) **Electronic copies of Notices, Certificates of Insurance and Endorsements can be emailed to Purchasing@lakecountyil.gov in place of hard copies.**

Failure to Comply: In the event the Contractor fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Contractor.

1. DESCRIPTION

The work to be performed by the Contractor shall include

- Storage and inventory of:
 - Voting Booths
 - Voting Signs
 - Orange Cones
 - Additional Miscellaneous Materials
- Pick-up, routing and delivery of:
 - Election ballots
 - ExpressVote Ballot Marking Devices
 - Rolling cases
 - Storage cages
 - Tenex Touchpads and ballot on-demand printers
 - Voting Tabulators and Bins
 - Additional miscellaneous materials

Pick-up and delivery of election equipment and materials shall occur for each election cycle during the term of the contract. Election cycles vary between odd and even years. Odd year elections occur in February and April. The February election is a small consolidated primary election that only affects a portion of Lake County. The April Consolidated election is county-wide. The even year elections are in March and November and are county-wide elections. In the event that a Special Election is ordered by the Courts, State of Illinois, or Legislature, contract pricing shall remain in effect for all Special Elections, during the entire term of the contract. In the event that an election is moved by the State of Illinois, contract pricing shall remain in effect during the term of the contract.

Additionally, Lake County anticipates a one-time move sometime in mid-2025 from the current Clerk’s Warehouse at 415 W Washington in Waukegan to another facility approximately 5 miles away. The current warehouse consists of 3 suites totaling approximately 14,000 square feet.

2. SITE LOCATIONS

Locations for 2025 and beyond have not been finalized and exact locations and quantity are subject to change. The following summary and attached exhibits of the 2024 election locations approximately represent the future needs of the Clerk’s Office for the purpose of this bid.

- Bid Item 2a: Approximately 90 Voting sites
- Bid Item 2b: 17 Early Voting sites
- Bid Item 2c: 16 Township Voting Drop Off sites

3. STORAGE FACILITY

The storage facility must be located within a twenty-five (25) mile radius of the Lake County Administration Building, 18 North County Street, Waukegan, IL 60085. Additionally, the storage facility must be properly temperature controlled for long term storage of materials at all times and must exceed fifty degrees (50) for overnight storage. Lake County owned materials must be stored in areas that are equipped with modern fire and smoke detection systems, full coverage sprinkler system, interior fire-hose system, 24 hour monitored system, and an uninterruptible power supply with backup power generation. Security systems should be manned and monitored for employees and visitors with intrusion protection. The facility must be large enough to accommodate inside storage of vehicles loaded with Elections equipment and materials overnight before delivery. The Contractor shall provide crates and skids for storage of materials. The County currently uses approximately 40 crates (7'long, 5' wide, 7' high) and 16- 4'X4' skids for storage.

4. **DELIVERY SPECIFICATIONS**

The quantity of supplies and the number of voting sites, early voting sites, and township offices may vary for each election. Currently, election tabulators, bins, and election equipment with tables are stored in the County Clerk's warehouse including election ballots along with other materials. The County shall provide a checklist of the items to be delivered by the Contractor.

Contractor responsibilities include:

- Picking up the election equipment and materials as directed by Lake County Clerk's Office
- The delivery of storage cages with ballots, ballot tabulators, bins and Election equipment Systems to Early Voting sites no later than 3pm on the Thursday prior to the start of Early Voting
- Materials picked up on Election Day from all Early Voting locations shall be delivered to the County Clerk's Warehouse no later than 12:00pm on Election Day
- The delivery of approximately 1,000 to 1,800 containers of Election Day materials, touchpads, and ballots to approximately 16 township offices by 3:00pm on the Wednesday prior to Election Day
- All election tabulators, bins and related materials must be delivered between 8:00am and 2:00pm to all voting site facilities on the Friday or Monday before each election
- Handling the logistics of delivery at individual locations such as scheduling and signed acceptance of all materials
- Securing and inventory of election bins, tabulators, Election equipment systems and laptops for protection during moving and delivery
- Shall be responsible for any and all damages to election bins, tabulators, and related election materials.

5. **PICK-UP AND DELIVERY CYCLE**

The schedule for pick-up and delivery may vary depending on the election cycle; however, the following is an outline of the current schedule.

Election Day Voting Site Cycle (see Exhibit 1):

Pick-up from County Clerk: Thursday and Friday before Election Day

Delivery: Friday and Monday before Election Day, to Voting Sites

Pick-up: Wednesday and Thursday after Election, from Voting Sites

Return: As specified

Early Voting Cycle (see Exhibit 2):

Pick-up from County Clerk: Thursday before start of Early Voting (approximately 19 days before Election)

Delivery: Thursday before start of Early Voting, to Early-Voting Sites

Pick-up: Election Day from Early-Voting Sites

Return: As specified

Township Delivery Cycle (see Exhibit 3):

Pick-up from County Clerk: Wednesday before Election Day

Delivery: Wednesday before Election Day to Township Sites

Pick-up: none

The Contractor shall be responsible to pick-up all items including, but not limited to, voting booths, metal bins, Election equipment systems, poles, signs, orange cones, ballot cabinets and related voting materials as requested by Lake County Clerk. The Contractor shall be required to deliver bins, election equipment and tables, filing cabinets and voting materials back to the Lake County Clerk's Warehouse as directed by the Lake County Clerk. The Contractor shall store items, such as: voting booths, signs, cones and poles, in their STORAGE FACILITY throughout the year and deliver items during elections as requested by Lake County. The Contractor shall be responsible to pick up voting booths and all materials and return to their STORAGE FACILITY as per the inventory. The Contractor shall be responsible to have all doors and flaps on metal bins closed and locked as specified by Lake County.

6. STAFFING REQUIREMENTS & ACCESSIBILITY

The Contractor shall provide two employees per vehicle at all times. The Contractor shall be available by phone throughout the week prior to election on a twenty-four-hour basis. Each driver of each vehicle must be available by cellular phone. All delivery personnel must be courteous, quick, efficient and polite and able to effectively communicate with clients. All employees shall be required to be cleared through a thorough background check procedure prior to employment. The cost of this background check will be the responsibility of the bidder. Upon receipt of notice of award from Lake County Purchasing Agent, the bidder must supply personnel written documentation within ten (10) working days.

7. VEHICLES & EQUIPMENT

The Contractor shall own sufficient vehicles to provide the services specified herein. Currently, there are approximately ten (10) delivery routes on any one day.

8. PACKAGING

All packages, boxes and cartons shall be labeled as to township and precinct and the contents itemized.

9. INSPECTION & ACCESS TO STORAGE FACILITY

The County reserves the right to inspect, clean, audit, and access the contractor's facilities and our supplies and materials at any time during normal business hours. The Contractor shall accommodate the County's needs to work with our materials at their site, as needed and provide costs estimates for access and material usage in advance if applicable.

2024 Election Day Voting Sites

<u>Voting Site</u>	<u>Address</u>	<u>City, State, Zip</u>
Antioch Public Library	757 Main St	Antioch, IL 60002
Brookside Clubhouse	36153 Brookside Dr	Gurnee, IL 60031
Byron Colby Barn	1561 Jones Point Rd	Grayslake, IL 60030
Christ Church Lake Forest	100 N Waukegan Rd	Lake Forest, IL 60045
Christ Lutheran Church	595 N Deerpath Dr	Vernon Hills, IL 60061
Community Arts Center at BG Park District	225 Mchenry Rd	Buffalo Grove, IL 60089
Community HS District #117	1625 Deep Lake Rd	Lake Villa, IL 60046
Cornerstone Community Church	40413 N Delany Rd	Wadsworth, IL 60083
Crosslife Evangelical Free Church	431 W Austin Ave	Libertyville, IL 60048
CrossPoint Church	27430 W Nippersink Rd	Ingleside, IL 60041
CrossView Church	750 Highview Dr	Antioch, IL 60002
Cuba Township Highway Dept Garage	28070 W Cuba Rd	Barrington, IL 60010
Deerfield Village Hall	850 Waukegan Rd	Deerfield, IL 60015
Ela Area Public Library	275 Mohawk Trail	Lake Zurich, IL 60047
Ela Township Office	1155 E Rt 22	Lake Zurich, IL 60047
Encore Events	4555 W Yorkhouse Rd	Waukegan, IL 60083
Faith Evangelical Lutheran Church	24300 W Grass Lake Rd	Antioch, IL 60002
Foss Park District Community Center	1730 Lewis Ave	North Chicago, IL 60064
Foss Park Golf Course Pavilion	3124 Argonne Dr	North Chicago, IL 60064
Fox Lake Volunteer Fire Dept	114 Washington St	Ingleside, IL 60041
Fremont Public Library	1170 N Midlothian Rd	Mundelein, IL 60060
Fremont Township Center	22385 W Rt 60	Mundelein, IL 60060
Gorton Community Center	400 E Illinois Rd	Lake Forest, IL 60045
Grant Township Center	26744 W Molidor Rd	Ingleside, IL 60041
Grayslake Area Public Library	100 Library Ln	Grayslake, IL 60030
Grayslake North High School	1925 Rt 83	Grayslake, IL 60030
Highland Park Community House	1991 Sheridan Rd	Highland Park, IL 60035
Highwood Recreation Center	432 Green Bay Rd	Highwood, IL 60040
Immanuel Church	2300 N Dilleys Rd	Gurnee, IL 60031
Island Lake Village Hall	3720 Greenleaf Ave	Island Lake, IL 60042
Jane Addams Center	95 Jack Benny Dr	Waukegan, IL 60087
JIC Community Development Center	202 S Genesee St	Waukegan, IL 60085
Journey Church	12735 W Graves Ave	Beach Park, IL 60087
Kildeer Countryside School	3100 Old Mchenry Rd	Long Grove, IL 60047
Kracklauer Dance Studio	100 N Seymour Ave	Mundelein, IL 60060
Lake Barrington Village Hall	23860 N Old Barrington Rd	Lake Barrington, IL 60010
Lake Bluff Park District Rec Center	355 W Washington Ave	Lake Bluff, IL 60044
Lake County Central Permit Facility	500 W Winchester Rd	Libertyville, IL 60048
Lake County Forest Preserve General Office	1899 W Winchester Rd	Libertyville, IL 60048
Lake Forest West Side Train Station	911 Telegraph Rd	Lake Forest, IL 60045
Lake Villa District Library	140 N Munn Rd	Lake Villa, IL 60046
Lake Villa Township Office	37908 N Fairfield Rd	Lake Villa, IL 60046
Lakefront Park Building	71 Nippersink Blvd	Fox Lake, IL 60020
Langendorf Park	235 Lions Dr	Barrington, IL 60010

<u>Voting Site</u>	<u>Address</u>	<u>City, State, Zip</u>
LCFPD Operations & Public Safety	19808 W Grand Ave	Lindenhurst, IL 60046
New Hope Christian Community	1020 W Rollins Rd	Round Lake Beach, IL 60073
New Hope United Methodist Church	414 N McAree Rd	Waukegan, IL 60085
North Barrington School	24175 N Grandview Dr	North Barrington, IL 60010
North Point Christian Church	900 Lewis Ave	Winthrop Harbor, IL 60096
Oak Grove School	1700 O'Plaine Rd	Green Oaks, IL 60048
Park City City Hall	3355 Belvidere Rd	Park City, IL 60085
Patricia A. Jones Center	414 S Lewis Ave	Waukegan, IL 60085
Patty Turner Center	375 Elm St	Deerfield, IL 60015
Peter J. Palombi Middle School	133 Mckinley Ave	Lake Villa, IL 60046
Prairie Elementary School	1530 Brandywyn Ln	Buffalo Grove, IL 60089
Quentin Road Bible Baptist Church	60 Quentin Rd	Lake Zurich, IL 60047
Red Oak School	530 Red Oak Ln	Highland Park, IL 60035
Riverwoods Village Hall	300 Portwine Rd	Riverwoods, IL 60015
Round Lake Area Public Library	906 Hart Rd	Round Lake, IL 60073
Round Lake Beach Cultural & Civic Ctr.	2007 N Civic Center Way	Round Lake Beach, IL 60073
Round Lake Park Village Hall	203 E Lake Shore Dr	Round Lake Park, IL 60073
Schlader Recreation Center	2700 9 th St	Winthrop Harbor, IL 60096
St. Demetrius Greek Orthodox Church	1400 N O'Plaine Rd	Waukegan, IL 60085
St. Gregory's Episcopal Church	815 Wilmot Rd	Deerfield, IL 60015
St. John's United Church of Christ	1520 N McAree Rd	Waukegan, IL 60085
St. Mark Lutheran Church	1822 E Grand Ave	Lindenhurst, IL 60046
St. Paul the Apostle Church	6401 Gages Lake Rd	Gurnee, IL 60031
Sullivan Community Center	635 Aspen Dr	Vernon Hills, IL 60061
The Chapel - Grayslake	25270 W Rt 60	Grayslake, IL 60030
The Regent Center	1200 Regent Dr	Mundelein, IL 60060
Thunderhawk Golf Club	39700 N Lewis Ave	Beach Park, IL 60099
Trinity Episcopal Church	425 Laurel Ave	Highland Park, IL 60035
Trinity Grace Church	1506 Half Day Rd	Highland Park, IL 60035
Trinity Lutheran Church	25519 W Rt 134	Ingleside, IL 60041
United Methodist Church of Libertyville	429 Brainerd Ave	Libertyville, IL 60048
University Center of Lake County	1200 University center Dr	Grayslake, IL 60030
Vernon Hills Village Hall	290 Evergreen Dr	Vernon Hills, IL 60061
Vernon Township Community Service Bldg.	2900 N Main St	Buffalo Grove, IL 60089
Viking Park Dance Hall	4374 Old Grand Ave	Gurnee, IL 60031
Village Church of Lincolnshire	201 N Riverwoods Rd	Lake Forest, IL 60045
Village of Deer Park Vehe Barn	23680 Cuba Rd	Deer Park, IL 60010
Village of Hawthorn Woods Aquatic Center	94 Midlothian Rd	Hawthorn Woods, IL 60047
Warren Twp Center	17801 W Washington St	Gurnee, IL 60031
Wauconda Park District	600 N Main St	Wauconda, IL 60084
Wauconda Township	505 W Bonner Rd	Wauconda, IL 60084
Wauconda Village Hall	101 N Main St	Wauconda, IL 60084
Waukegan Community Church	1016 Grand Ave	Waukegan, IL 60085
Willow Grove School	777 Checker Dr	Buffalo Grove, IL 60089
Woodlands Academy - Gloria Dei Center	760 E Westleigh Rd	Lake Forest, IL 60045
Zion - Benton Township High School	3901 21 st St	Zion, IL 60099
Zion Park District Leisure Center	2400 Dowie Memorial Dr	Zion, IL 60099
Zion Park District Shiloh Center	2600 Emmaus Ave	Zion, IL 60099

2024 Early Voting Sites

<u>Voting Site</u>	<u>Address</u>	<u>City, State, Zip</u>
Avon Township Office	433 E Washington St	Round Lake Park, IL 60073
Community High School District 117	1625 Deep Lake Rd	Lake Villa, IL 60046
Deerspring Pool	200 Deerfield Rd	Deerfield, IL 60015
Ela Area Public Library	275 Mohawk Trail	Lake Zurich, IL 60047
Fremont Township Office	22385 W Route 60	Mundelein, IL 60060
Grant Township Center	26725 W Molidor Rd	Ingleside, IL 60041
Gurnee Village Hall	325 N O'Plaine Rd	Gurnee, IL 60031
Highwood Library	102 Highwood Ave	Highwood, IL 60040
Jane Addams Center (Bowen Park)	95 Jack Benny Dr	Waukegan, IL 60085
Lake Barrington Village Hall	23860 N Old Barrington Rd	Lake Barrington, IL 60010
Lake County Central Permit Facility	500 W Winchester Rd	Libertyville, IL 60048
Lake County Main Courthouse Lobby	18 N County St	Waukegan, IL 60085
Lake Forest City Hall	220 E Deerpath Rd	Lake Forest, IL 60045
Mundelein High School West District Office	1500 W Hawley St	Mundelein, IL 60060
North Chicago City Hall	1850 Lewis Ave	North Chicago, IL 60064
Wauconda Township Office	505 W Bonner Rd	Wauconda, IL 60084
William E Peterson Park	16652 N Buffalo Grove Rd	Prairie View, IL 60069
Zion City Hall	2828 Sheridan Rd	Zion, IL 60099

**2024
Township
Sites**

<u>Township</u>	<u>Address</u>	<u>City, State, Zip</u>
Antioch Township	1275 Main St	Lake Villa, IL 60046
Avon Township	433 E Washington St	Round Lake Park, IL 60073
Benton Township	40020 N Green Bay Rd	Beach Park, IL 60099
Cuba Township	28000 W Cuba Rd	Barrington, IL 60010
Ela Township	99 E Main St	Lake Zurich, IL 60047
Fremont Township	22376 W Erhart Rd	Mundelein, IL 60060
Grant Township	26725 W Molidor Rd	Ingleside, IL 60041
Lake Villa Township	37908 N Fairfield Rd	Lake Villa, IL 60046
Libertyville Township	359 Merrill Ct	Libertyville, IL 60048
Moraine Township	777 Central Avenue	Highland Park, IL 60035
Sheilds Township	906 Muir Ave	Lake Bluff, IL 60044
Vernon Township	3050 N Main St	Buffalo Grove, IL 60089
Warren Township	17801 W Washington St	Gurnee, IL 60031
Wauconda Township	505 W Bonner Rd	Wauconda, IL 60084
West Deerfield Township	601 Deerfield Road	Deerfield, IL 60015
Zion Township	2800 Sheridan Rd	Zion, IL 60099

***Clerk's
Warehouse
Inventory***

<u>Amount</u>	<u>Item</u>
500	Pollbooks and cases
480	Ballot on Demand Printers
115	Election Supply Cages (60" x 18" x 69")
274	DS200 Tabulators (ballot counters)
302	DS200 bins (ballot bins)
236	ExpressVote Machines (ADA ballot marking equipment)
154	Tables for ExpressVote Machines
635	10 ft orange extension cords
131	25 ft orange extension cords
131	5ft Power strips
120	10ft yellow power cords
76	Tent Signs
115	Transportation Cages
100	Black rolling cases for election judge supplies
3	pallets Ballot Stock

**DELIVERY AND STORAGE OF ELECTION EQUIPMENT AND SUPPLIES
CONTRACTOR QUALIFICATIONS**

January 2025

(ATTACH ADDITIONAL PAGES AS NEEDED)

Name and address of office from which this contract will be administered

Name _____

Address _____

Phone _____ Fax _____

Project Manager _____

Years in Business _____ **Number of Employees** _____
(Minimum 5 years)

Annual Sales: \$ _____ **Dunn & Bradstreet** _____

List employees who will be dedicated to Lake County: (Attach additional pages as necessary)

Name	Position	# Years	Responsibility/Experience	Task

DELIVERY AND STORAGE OF ELECTION EQUIPMENT AND SUPPLIES
VALUE ADDED SERVICES

January 2025

Please include any value-added services your firm provides in your response:

The County of Lake has a responsibility to balance fiscal, environmental and social considerations into its operational decision-making process. The County's commitment to green and sustainable practices and good environmental stewardship was memorialized by the Lake County Board in the County's 2013 Strategic Plan where sustainability is listed as a value and a goal. This was further strengthened in September 2020 by adopting a Net Zero Emissions goal through Joint Resolution. Therefore, we shall promote environmentally preferable purchasing, whenever practical, by procuring goods or services that lessen the destructive effects on the environment and the health and well-being of all citizens.

Consideration of the practices adopted by our contracted firms is key to magnifying the impact of the County's sustainability measures. Proposers are requested to provide a Statement of Sustainability demonstrating the methods they have incorporated into their firms. Sustainability may be one of the scoring criteria included the evaluation rubric for the award of this contract.

INSTRUCTIONS

Please provide a narrative outlining any policies or practices implemented by your firm to reduce your carbon footprint. Your response should include, but need not be limited to:

- A copy of your firm's sustainability policy, awards and accolades.
- Practices such as waste minimization, energy/water efficiency, methods instituted to reduce pollution, green products utilized, staff education, community involvement and volunteerism.
 - o Specifically include the percentage of your firm's energy that comes from renewable sources and percentage of your fleet that is non-emitting.
- Sustainable approaches your firm may have for this specific project.
- Cost variances to incorporate a more sustainable approach to this project and any calculated life cycle costs.