



Vendor Name:

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**TARRANT COUNTY**  
PURCHASING DEPARTMENT

*JACK BEACHAM, C.P.M.*  
PURCHASING AGENT

*ROB COX, C.P.M., A.P.P.*  
ASSISTANT PURCHASING AGENT

**RFP NO. 2010-053**

**REQUEST FOR PROPOSALS  
FOR  
FABRICATION AND PURCHASE OF  
EARLY VOTING WORKSTATIONS**

**PROPOSALS DUE APRIL 13, 2010  
2:00 P.M.**

**RFP NO. 2010-053**

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## **ATTACHMENT – DRAWINGS – PC CART AND JBC CART**

This Table of Contents is intended as an aid to vendors and not as a comprehensive listing of the proposal package. Vendors are responsible for reading the entire proposal package and complying with all specifications.

## MANDATORY PRE-PROPOSAL CONFERENCE

**A Mandatory Pre-Proposal Conference will be held in accordance with HB 3089, effective September 1, 2003, which allows a County to require vendors desiring to submit a bid or proposal to attend a Pre-Bid/Pre-Proposal Conference.**

**All vendors must attend the scheduled Mandatory Pre-Proposal Conference:**

**DATE: WEDNESDAY, MARCH 24, 2010**  
**TIME: 10:00 A.M. SHARP**  
**LATE ARRIVALS WILL NOT BE PERMITTED TO ATTEND!**  
**LOCATION: TARRANT COUNTY ELECTIONS ADMINISTRATION**  
**2700 PREMIER STREET**  
**FORT WORTH, TEXAS 76111**

Persons with disabilities requiring special accommodations should contact Ralph McBroom at (817) 212-7233 at least two (2) days prior to the scheduled Pre-Proposal Conference

**RSVP: Vendors planning to attend the Mandatory Pre-Proposal Conference should RSVP, in writing, via facsimile, no later than 5:00 p.m., Tuesday, March 23, 2010.**

**SEND RSVPs to Ralph McBroom at (817) 884-2629.**

**Questions from vendors will be addressed at the mandatory pre-proposal conference. Any vendor who submits a proposal without attending the scheduled Mandatory Pre-Proposal Conference will have their proposal disqualified. Such applicant who submits a proposal and does not attend the scheduled mandatory pre-proposal conference waives any right to assert claims due to undiscovered conditions.**

**NOTE: Late arrivals will not be permitted to attend the mandatory pre-bid/pre-proposal conference. Anyone leaving prior to the conclusion of the meeting will be removed from the eligibility list and not permitted to submit a bid/proposal.**

## RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

Tarrant County is soliciting proposals for **FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS**.

**THE ORIGINAL AND THREE (3) COPIES**  
**OF**  
**COMPLETED PROPOSALS**  
**MUST BE RECEIVED IN THE**  
**PURCHASING DEPARTMENT**  
**AT 100 E. WEATHERFORD, SUITE 303**  
**FORT WORTH, TEXAS 76102**  
**ON OR BEFORE APRIL 13, 2010 AT 2:00 P.M.**

**All proposals, including a "NO BID", are due in the Purchasing Department by the due date,** in sealed envelopes or boxes. **All proposals must be clearly marked with the RFP Number, the name of the company submitting the proposal, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt.** Original proposal must be clearly marked "**ORIGINAL**" and contain all original signatures.

**Any proposal received after the date and/or hour set for RFP opening will not be accepted. Respondent will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at respondent's expense, or destroyed with written authorization of the Respondent.** If proposals are sent by mail to the Purchasing Department, the respondent shall be responsible for actual delivery of the proposal to the Purchasing Department before the advertised date and hour for opening of RFPs. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the RFP opening, proposals thus delayed will not be considered and will be disposed of as authorized.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by proposer/respondent guaranteeing authenticity. After the official opening, proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax. Therefore, only applicable taxes must be included in this proposal.

**No oral explanation in regard to the meaning of the proposal specifications will be made and no oral instructions will be given before the award of the contract. Request from interested proposers for additional information or interpretation of the information included in the specifications and all questions should be directed in writing, via facsimile, to:**

**RALPH MCBROOM, SENIOR CONTRACTS ADMINISTRATOR**  
**FAX: (817) 884-2629**

## RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

**All documents associated with this RFP** including but not limited to, the proposal document, questions, and their responses, addenda and special notices will be posted under the RFP number on the Tarrant County website and available for download by bidders/respondents and other interested parties. **No documents will be faxed or e-mailed after the initial Notice of Intent prior to proposal award.** It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the Proposal due date.

The deadline for receipt of all written questions shall be 12:00 (Noon), Fort Worth time, Tuesday, March 30, 2010.

**Proposal Response Forms must be fully completed and included in your response. Forms that have been retyped or altered may result in rejection of proposal.**

This RFP is issued in compliance with the County Purchasing Act, Section 262.030. Negotiations shall be conducted with responsible vendor(s) who submit proposals determined to be reasonably susceptible of being selected for award.

**CONFIDENTIALITY:** Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable in the Open Records Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION**" and **EACH PAGE** must be marked "**CONFIDENTIAL INFORMATION.**" Tarrant County will make every effort to protect these papers from public disclosure as outlined in LGC, Section 262.030(c) of the State of Texas County Purchasing Act.

"The Texas Public Information Act gives the public the right to request access to government information, subject to certain narrow exceptions. Tarrant County is an entity subject to this Act. Therefore, please be advised that your company's declaration that certain information submitted in response to an RFP is "confidential" will not be treated as such if the County receives a request for a copy of the RFP. The County will of course make every effort to inform your company of such a request and to provide you with an opportunity to object to the release of any proprietary information, but Tarrant County cannot and will not make an agreement to withhold information from the public contrary to the County's responsibilities under the Act."

Additionally, to the extent your response is incorporated into the contract, that contract will become an official record available for public inspection.

Proposals shall be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All proposals that have been submitted shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

The successful Contractor shall defend, indemnify, and hold harmless Tarrant County from any and all liability or loss of any nature whatsoever arising out of or relating to the Contractor performing work on County premises, including, without limiting the generality of the foregoing coverage, any act or omission of the contractor, its agents, servants, employees, or invitees in the execution or performance of the contract.

## RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

**Continuing non-performance** of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

Proposals will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted, and to waive any technicalities for the best interest of the County. Proposals may be rejected, among other reasons, for any of the following specific reasons:

1. Proposals received after the time limit for receiving proposals.
2. Proposals containing any irregularities.
3. Unbalanced value of any items.

Vendors may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Vendors.
2. Reasonable grounds for believing that any Vendor is interested in more than one Bid for the work contemplated.
3. The Vendor being interested in any litigation against the County.
4. The Vendor being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work which in the judgement of the County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.

Failure to provide signatures, where required and/or submission of required forms, including but not limited to the Proposal Signature Form, Reference Page, Proposal Forms/Documents Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire response.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein, shall rest solely with the proposer. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

The successful proposer/respondent may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

## RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

### SPECIAL CONDITIONS

#### I. BOND REQUIREMENTS

##### A. Power of Attorney

1. Attorney-in-fact who signs bids, proposals, or contract bonds must file with each bond a certified and current copy of the power of attorney.

##### B. Performance Bond shall be as follows:

1. For a contract in excess of \$50,000, a Performance Bond shall be executed in the amount of the contract upon the faithful performance of the work in accordance with the plans, specifications, and contract documents. This bond shall be solely for the protection of Tarrant County.

- C. The cost for Bond premiums must be included in the Proposal Price.

**Note: Payment and Performance Bonds must be issued by an insurance/surety company licensed and authorized by the Texas State Board of Insurance to do business in the State of Texas.**

#### II. MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE RESPONDENTS

- A. A prospective respondent must affirmatively demonstrate its responsibility by providing evidence of the following requirements:
  1. Have adequate financial resources, or the ability to obtain such resources as required;
  2. Be able to comply with the required or proposed delivery schedule;
  3. Have a satisfactory record of performance;
  4. Have a satisfactory record of integrity and ethics; and
  5. Be otherwise qualified and eligible to receive an award.
- B. Tarrant County may request documentation and other information sufficient to determine respondent's ability to meet these minimum standards as specified above.

## **RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS**

### **SCOPE OF WORK**

#### **I. PURPOSE/OBJECTIVE**

- A. The intent of this RFP is to obtain proposals for the design and production of early voting workstations for storage and security of equipment to facilitate early voting by personal appearance.

#### **II. INFORMATION/QUESTIONS**

- A. No oral explanation in regard to the meaning of the proposal specifications will be made and no oral instructions will be given before the award of the contract. Request from interested proposers for additional information or interpretation of the information included in the specifications and all questions should be directed in writing, via facsimile, to Ralph McBroom, Senior Contracts Administrator, at (817) 884-2629.
- B. The deadline for the receipt of all questions is 12:00 (Noon), Fort Worth time, Tuesday, March 30, 2010.
- C. All questions received by the deadline and Tarrant County's response to those questions will be posted under the RFP number on the Tarrant County website and available for download by bidders/respondents and other interested parties.

#### **III. SUBMITTAL**

- A. For proper comparison and evaluation, Tarrant County requests that proposals address, at a minimum, the following format:
  - 1. Cover Letter: A brief introductory letter of representation.
  - 2. Proposal Pricing/Delivery: Pricing shall be itemized for all items requested in this proposal. Brief notes referencing specific line items may be included, if necessary, for explanation.
  - 3. Descriptive Literature: Illustrative or descriptive literature, brochures, specifications, drawings, diagrams, etc., that provide additional Respondent/product information with regard to issues addressed in other areas of the Respondent's proposal.
  - 4. Contractor Background Information: This section should include a description of the Respondent's experience with other services similar to the one described herein. This information should include, at a minimum, the information requested herein.
  - 5. References: The Respondent shall submit with this proposal a list of at least three (3) references of similar projects performed by their firm. Include name of firm, address, telephone number and name of representative. (See Reference Form, page 20).



## RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

### IV. EVALUATION CRITERIA

- A. The award of the contract shall be made to the responsible respondent whose proposal is determined to be the lowest evaluated proposal resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request for Proposal in accordance with the Texas Local Government Code, Chapter 262. The evaluation criteria will be grouped into percentage factors as follows:

- 1. Respondent's Total Proposed Price 60%**
  - a. Total Cost of Proposal
- 2. Respondent's Support/Service/Qualifications 30%**
  - a. Demonstrated prior experience in providing similar services (20%)
  - b. References (10%)
- 3. The proposed product and services meeting Tarrant County's needs and requirements 10%**
  - a. Demonstrated ability to fully meet the needs of Tarrant County (5%)
  - b. Adherence to requirements of RFP (5%)

- B. Discussions may be conducted with responsible respondents who submit proposals determined to be reasonably susceptible of being selected for award. All respondents will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Revisions to proposals may be permitted after submission and before award for the purpose of obtaining best and final offers as determined to be in the best interest of Tarrant County.

## RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

### V. MINIMUM TECHNICAL REQUIREMENTS – PC CART

A. Objective/Summary: Design and manufacture mobile PC Carts that will store, secure, transport and facilitate use of electronic terminal or computer terminal. The PC Cart will also be used to secure and transport voting booths and storage boxes. Unit will have a built-in hinged folding mount for holding a flat-panel computer monitor.

1. General Specifications:

- a. Estimated “live-load” (storage) capacity for each PC Cart should be 750 pounds.
- b. All features of the PC Carts, including but not limited to framing, casters, shelves, etc., should be premised on the above estimated weight.
- c. Provisions for braking and locking the PC Cart in place are required to allow loading and unloading without incidental movement.
- d. Heat cured or powder coated paint shall be used for all metal parts.
- e. The requested color of the PC Cart is Black.
- f. Proposal shall include the provision of all hardware, PC Cart assembly, a complete set of drawings of election equipment PC Cart design, product specifications, and a list of all materials utilized.
- g. A prototype shall be provided for approval before final production is begun.

2. Raw Materials:

- a. All formed material is to be fabricated from high grade commercial quality, low carbon cold rolled oiled steel conforming to ASTM-A-366 specifications.

3. Construction:

- a. Maximum dimensions (less the bumpers); 32” width, 26” in depth and 40” in height (less the casters).
- b. It should be all wire welded construction with 1/8” welds, 3/4” long on nominal 8” centers.
- c. The welded PC Cart should consist of multiform 14-gauge steel (0.075” thick) panels consisting of three (3) sides, one (1) top and one (1) bottom.
- d. The back panel is louvered at the top for ventilation and fabricated from 16-gauge reinforced steel (0.060” thick).
- e. The base should have two (2) full widths, 14-gauge reinforced channels and four (4) 1/4” thick corner plates.

## RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

- f. The base components should be wire welded as a unit and designed to withstand a vertical drop of 4”.
  - g. The live load storage capacity of the PC Cart should be 750 pounds.
- 4. Outer Doors:
  - a. Two (2) 14 gauge swing doors with a continuous, full-height 14 gauge steel hinge.
  - b. Each door should have a channel formed jamb and swing 270 degrees, flat to the side.
  - c. Four (4) magnetic door stops should be attached to the sides to hold the doors in an open position.
  - d. The left door should have Cam latch and fold away handle and key locking capability.
  - e. Both doors should feature a unique, formed cutout with attachment oblong hole for the field attachment of a customer supplied security clip.
  - f. This cutout should be 2 3/4” width, 1/2” in depth and not less than 5” in height.
  - g. The opening created by this cutout on the right door is covered on the interior by a wire welded, formed 16 gauge cover plate.
  - h. All locks to be keyed alike.
- 5. Graphics:
  - a. There should be graphic decal of the Tarrant County seal white with a transparent background.
  - b. Seal should not be less than 9” in diameter on the backside of the PC Cart.
  - c. The following wording should also be included: “TARRANT COUNTY ELECTIONS (817) 831-VOTE” in not more than 2” high white lettering.
- 6. Drawers:
  - a. Two (2) pull out drawers to accommodate computer related equipment.
  - b. Drawers will have full locking capability in the closed and open position with 500 lb. load capacity each.
  - c. The lower drawer will have 22” slides and the upper will have 18” slides.
  - d. Drawers will be modular to allow future reconfiguration.

## **RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS**

7. Monitor Hinge:
  - a. A hinged folding mount for holding a flat-panel computer monitor is to be mounted from the back of the lower drawer.
  - b. The hinged folding mount shall be placed in such a manner that a flat-panel monitor will rest over a standard computer keyboard in the fully lowered position and in a viewing position when raised.
8. Cables/Wiring:
  - a. Holes with grommets will be placed in the back of drawers and the bottom of each PC Cart for cable/wire runs.
  - b. Security anchors and tie backs will be placed along the cable/wire runs.
9. Casters:
  - a. Four (4) swivel 5" diameter by 1-1/2" wide top-plated casters should be attached to the base of the PC Cart.
  - b. Wheels should be Performa Rubber (gray) with wheel locks.
  - c. Each wheel should have a load capacity of 350 lbs. with a total load of not less than 1,400 lbs.
10. Handles:
  - a. Heavy duty large recessed chest handle flush mount spring loaded handle with black rubber grip 5" x 7" should be mounted on each side of the PC Cart.
11. Corner Bumpers:
  - a. Rubber corner bumpers, eight (8) total and gray in color, should be attached to top and bottom of each corner of PC Cart.
12. Finish:
  - a. Polyester TGIC Powder Coating or similar method.
  - b. Black Hammered Semi-Gloss.
13. Order will be for ninety (90) units.

## RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

14. Delivery:

- a. Delivery will be FOB Tarrant County, Texas.
- b. All delivery charges (i.e., packing, assembly and inside delivery) are to be included in the proposal price.
- c. Delivery location is to the Tarrant County Elections Center, 2700 Premier Street, Fort Worth, Texas 76111.

15. Receipt Date:

- a. Election Equipment PC Cart must be received by Tarrant County **no later than September 1, 2010.**

## RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

### VI. MINIMUM TECHNICAL REQUIREMENTS – JBC CART

- A. Objective/Summary: Design and manufacture mobile Carts that will store, secure, transport and facilitate use of electronic voting control console. The Cart will also be used to secure and transport voting booths and supplies.
1. General Specifications:
    - a. Estimated “live-load” (storage) capacity for each Cart should be 750 pounds.
    - b. All features of the Carts, including but not limited to framing, casters, shelves, etc., should be premised on the above estimated weight.
    - c. Provisions for braking and locking the Cart in place are required to allow loading and unloading without incidental movement.
    - d. Heat cured or powder coated paint shall be used for all metal parts.
    - e. The requested color of the JBC Cart is Gray.
    - f. Proposal shall include the provision of all hardware, Cart assembly, a complete set of drawings of election equipment Cart design, product specifications, and a list of all materials utilized.
    - g. A prototype shall be provided for approval before final production is begun.
  2. Raw Materials:
    - a. All formed material is to be fabricated from high grade commercial quality, low carbon cold rolled oiled steel conforming to ASTM-A-366 specifications.
  3. Construction:
    - a. Maximum dimensions (less the bumpers); 42” width, 27” in depth and 36” in height (less the casters).
    - b. It should be all wire welded construction with 1/8” welds, 3/4” long on nominal 8” centers.
    - c. The welded Cart should consist of multiform 14-gauge steel (0.075” thick) panels consisting of three (3) sides, one (1) top and one (1) bottom.
    - d. The back panel is louvered at the top for ventilation and fabricated from 16-gauge reinforced steel (0.060” thick).
    - e. The base should have two (2) full widths, 14-gauge reinforced channels and four (4) 1/4” thick corner plates.

## RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

- f. The base components should be wire welded as a unit and designed to withstand a vertical drop of 4"
  - g. The live load storage capacity of the Cart should be 750 pounds.
  - h. Back panel will have a louvered rear panel for ventilation.
- 4. Outer Doors:
  - a. Two (2) 14 gauge swing doors with a continuous, full-height 14 gauge steel hinge.
  - b. Each door should have a channel formed jamb and swing 270 degrees, flat to the side.
  - c. Four (4) magnetic door stops should be attached to the sides to hold the doors in an open position.
  - d. The left door should have Cam latch and fold away handle and key locking capability.
  - e. Both doors should feature a unique, formed cutout with attachment oblong hole for the field attachment of a customer supplied security clip.
  - f. This cutout should be 2 3/4" width, 1/2" in depth and not less than 5" in height.
  - g. The opening created by this cutout on the right door is covered on the interior by a wire welded, formed 16 gauge cover plate.
  - h. All locks to be keyed alike.
- 5. Graphics:
  - a. There should be graphic decal of the Tarrant County seal white with a transparent background.
  - b. Seal should not be less than 12" in diameter on the backside of the Cart.
  - c. The following wording should also be included: "TARRANT COUNTY ELECTIONS (817) 831-VOTE" in not more than 2" high white lettering.
- 6. Drawers:
  - a. Two (2) pull out drawers mounted side by side to accommodate JBC voting control console and voters from either direction.
  - b. Drawers will have full locking capability in the closed and open position with 500 lb. load capacity each.

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7. Cables/Wiring:
  - a. Holes with grommets will be placed in the shelf next to each drawer and the bottom of each JBC Cart for cable/wire runs.
  - b. Security anchors and tie backs will be placed along the cable/wire run.
8. Casters:
  - a. Four (4) swivel 5" diameter by 1-1/2" wide top-plated casters should be attached to the base of the Cart.
  - b. Wheels should be Performa Rubber (gray) with wheel locks.
  - c. Each wheel should have a load capacity of 350 lbs. with a total load of not less than 1,400 lbs.
9. Handles:
  - a. Heavy duty large recessed chest handle flush mount spring loaded handle with black rubber grip 5" x 7" should be mounted on each side of the JBC Cart.
10. Corner Bumpers:
  - a. Rubber bumper corners, eight (8) total and gray in color should be attached to top and bottom of each corner of Cart.
11. Finish:
  - a. Polyester TGIC Powder Coating or similar method.
  - b. Silver Hammered Semi-Gloss.
12. Order will be for seventy (70) units.
13. Delivery:
  - a. Delivery will be FOB Tarrant County, Texas.
  - b. All delivery charges (i.e., packing, assembly and inside delivery) are to be included in the proposal price.
  - c. Delivery location is to the Tarrant County Elections Center, 2700 Premier Street, Fort Worth, Texas 76111.
14. Receipt Date:
  - a. Election Equipment Cart must be received by Tarrant County **no later than September 1, 2010.**





# **TARRANT COUNTY**

## **HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY**

### **I. POLICY STATEMENT**

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

### **II. DEFINITIONS**

Historically underutilized businesses (HUBs), also know as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$25,000.

### III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
  1. Target goals should consider:
    - the availability of HUB firms within the specific category of goods or services to be procured; and
    - the diversity of the county's population.
  2. The goals should be reviewed and amended periodically.
  3. The program may apply to all County procurements including construction and professional services.
  4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
  5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
  2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
  3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
  4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
  2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
  3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
  4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

#### **IV. ADMINISTRATIVE GUIDELINES**

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
  2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
  3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
  4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
  5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

#### **510 Historically Underutilized Businesses Policy**

*Adopted: Court Order 64788 (December 17, 1990)*

*Amended: Court Order 69958 (December 7, 1993)*

*Amended: Court Order 99651 (December 28, 2006)*

## RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

### FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

**Disadvantaged Business Enterprises (DBE)** are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services  
Statewide HUB Program  
1711 Jacinto Blvd.  
PO Box 13047  
Austin, TX 78711-3047  
(512) 463-5872

**OR**

North Central Texas  
Regional Certification Agency  
624 Six Flags Drive, Suite 100  
Arlington, TX 76011  
(817) 640-0606

**If your company is already certified, attach a copy of your certification to this form and return with proposal.**

COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

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

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

**Indicate all that apply:**

\_\_\_\_\_ Minority-Owned Business Enterprise  
\_\_\_\_\_ Women-Owned Business Enterprise  
\_\_\_\_\_ Disadvantaged Business Enterprise

## RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

**VENDOR REFERENCES.** Please list three (3) references, **other than Tarrant County**, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine your firm's ability to provide the intended goods or service of this RFP. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this RFP. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your proposal.

### REFERENCE ONE

GOVERNMENT/COMPANY NAME: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
CONTACT PERSON AND TITLE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
SCOPE OF WORK: \_\_\_\_\_  
CONTRACT PERIOD: \_\_\_\_\_

### REFERENCE TWO

GOVERNMENT/COMPANY NAME: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
CONTACT PERSON AND TITLE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
SCOPE OF WORK: \_\_\_\_\_  
CONTRACT PERIOD: \_\_\_\_\_

### REFERENCE THREE

GOVERNMENT/COMPANY NAME: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
CONTACT PERSON AND TITLE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
SCOPE OF WORK: \_\_\_\_\_  
CONTRACT PERIOD: \_\_\_\_\_

**THE ORIGINAL AND THREE (3) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!**

## RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

### PROPOSAL SIGNATURE FORM

The undersigned agrees this proposal becomes the property of Tarrant County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and a storage of equipment and all other matters which may be incidental to the work, before submitting a proposal.

The undersigned agrees if this proposal is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be sixty (60) calendar days unless a different period is noted by the proposer/respondent.

The undersigned affirms that they are duly authorized to execute this contract, that this proposal has not been prepared in collusion with any other Proposer/Respondent, nor any employee of Tarrant County, and that the contents of this proposal have not been communicated to any other proposer/respondent or to any employee of Tarrant County prior to the official opening of this RFP.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this RFP package.

#### NAME AND ADDRESS OF COMPANY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tel. No. \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

#### AUTHORIZED REPRESENTATIVE:

Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
FAX No. \_\_\_\_\_

#### AFTER HOURS EMERGENCY CONTACT:

Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_

#### COMPANY IS:

Business included in a Corporate Income Tax Return? \_\_\_\_\_ YES \_\_\_\_\_ NO  
\_\_\_\_ Corporation organized & existing under the laws of the State of \_\_\_\_\_  
\_\_\_\_ Partnership consisting of \_\_\_\_\_  
\_\_\_\_ Individual trading as \_\_\_\_\_  
\_\_\_\_ Principal offices are in the city of \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND THE ORIGINAL AND THREE (3) COPIES RETURNED WITH PROPOSAL.**

<b>RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS</b>
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**CERTIFICATION OF ELIGIBILITY**

**(This provision applies if the anticipated contract exceeds \$25,000)**

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

\_\_\_\_\_  
Authorized Signature

**THIS FORM MUST BE SIGNED AND THE ORIGINAL AND THREE (3) COPIES RETURNED WITH PROPOSAL.**



**RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS**

# DEFICIENCIES AND DEVIATIONS FORM

Following is a listing of ALL deficiencies and deviations from the requirements and/or provisions as outlined in this Request for Proposals and Qualifications. Unless specifically listed here, your response will be considered to be in FULL compliance with the RFP. Respondent assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of the RFP stipulated must be fulfilled at no additional expense to Tarrant County.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**THE ORIGINAL AND THREE (3) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!**

## RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

### PROPOSAL FORMS/DOCUMENTS CHECKLIST

✓Indicates Compliance	<p>A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your proposal. The original and three (3) copies of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire proposal. All deviations from specifications must be documented separately and included with proposal.</p>
	<p>1. <b><u>Vendor References.</u></b> Respondent has provided three (3) references, <b>other than Tarrant County.</b> References must be able to verify the quality of service your company provides and that your company has completed a project of similar size and scope of work to this RFP.</p>
	<p>2. <b><u>Signatures.</u></b> All forms requiring a signature must be signed. Proposals not signed will not be considered for award.</p>
	<p>3. <b><u>Proposal Forms.</u></b> All sections of Proposal Forms have been completed.</p>
	<p>4. <b><u>Insurance Certificates (If required).</u></b> Respondents must submit all Insurance Certificates with proposal. If no insurance requirements specified, mark N/A.</p>
	<p>5. <b><u>Addenda.</u></b> When applicable, Respondent acknowledges receipt of all addenda and has included the signed Addenda cover pages and any revised Proposal Forms in their proposal.</p>
	<p>6. Failure to provide signatures, where required and/or submission of required forms, including but not limited to the Proposal Signature Form, References, Proposal Forms/Documents Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire proposal.</p>
	<p>7. <b>Accuracy for all mathematical and number entries is the sole responsibility of the Respondent.</b> Tarrant County will not be responsible for errors made by the Respondent.</p>
	<p>8. Respondent's company is registered on TVORS (Tarrant On-Line Vendor Registration System).</p>
	<p>9. Failure to comply with the requirements set forth in this Request for Proposal may result in rejection of proposal and/or cancellation of contract after award.</p>

**THE ORIGINAL AND THREE (3) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!**

# RFP FOR FABRICATION AND PURCHASE OF EARLY VOTING WORKSTATIONS

## PROPOSAL PRICING

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE	EXTENDED PRICE
1.	PC Cart	90	\$ _____	\$ _____
<b>Delivery Schedule:</b>				
_____ <b>PC Carts Per Truck Load</b>				
Earliest Possible Delivery Date A.R.O.: _____				
2.	JBC Cart	70	\$ _____	\$ _____
<b>Delivery Schedule:</b>				
_____ <b>JBC Carts Per Truck Load</b>				
Earliest Possible Delivery Date A.R.O.: _____				













