



**FORMAL BID –  
REQUEST FOR APPROVAL**

**Approved by Consent Agenda:**  
  
*TO BE COMPLETED BY COUNCIL STAFF ONLY*

Title of Bid: Election Services  Bid #: Sole Source

Dept.: Election Authority Contact Person: Kurt Bahr  Ext.: 7551

Description (product/service, justification and use):

Provide Election Services prior to and including election dates. Print ballots. Provide operational support and maintenance of voting equipment. Assist in testing and programming the software necessary to administer elections. Provide support for Public Testing and on Election Day. Assist in the tabulation of ballots using voting equipment and tabulation flash drives. Troubleshoot and provide remedies to voting equipment issues. Provide election results and canvassing documentation, for Election Night Reporting website and SOS reporting. This is a continuation of existing services.

Award to: Henry M. Adkins & Son Inc.  Location: Election Authority

Price: \$ 492,272.46 Contract term (if applicable): One year w/ two one year renewal options

Bid opening held on: \_\_\_\_\_ Opened by: \_\_\_\_\_

Account number to be charged for purchase: 2340410-43330 and 2350430-44370

If bid was not awarded to lowest bidder, please explain:

Sole Source Bid. Documentation attached.

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:



# FORMAL BID – REQUEST FOR APPROVAL

Bid #: Sole Source

## Additional Bids Received

The following additional bids were received:

Vendor: <u>Henry M. Adkins &amp; Son Inc</u>	Price: _____
Location: _____ Meets all specifications: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: _____	Price: _____
Location: _____ Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: _____	Price: _____
Location: _____ Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: _____	Price: _____
Location: _____ Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: _____	Price: _____
Location: _____ Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: _____	Price: _____
Location: _____ Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	

For each vendor that doesn't meet specifications, please explain why:

Vendor: \_\_\_\_\_

Vendor: \_\_\_\_\_

Sole source justification memos from (1) dept. and (2) vendor attached.

Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.

[Signature]  
Department Director/Elected Official Signature

3-5-21  
Date

[Signature]  
Approval or Concurrence of Director of Finance

3-8-21  
Date

BELOW ONLY TO BE COMPLETED FOR BIDS AT LEAST \$15,000 AND LESS THAN \$50,000. See instructions at the top of pg. 1.

\_\_\_\_\_  
Director of Administration Signature

\_\_\_\_\_  
Date