

Request for Proposal (RFP)
Voting Equipment, Software and Services
Woodbury County, Iowa
07/02/2018

TABLE OF CONTENTS

1. Introduction.....1

2. Schedule1

3. Proposal Submission.....2

4. Overview of Woodbury County3

5. Overview of Woodbury County Election Office3

6. Vendor Requirements.....4

7. Equipment Requirements.....4

8. Software Requirements5

9. Ballot Printing.....5

10. Removal and Crediting of Old Equipment.....6

11. Delivery of New Equipment.....6

12. Training.....6

13. Equipment Ownership/Custody Options6

14. Software Ownership/Custody Options.....7

15. Financing7

16. Monetary Penalties.....7

17. Service and Support.....7

18. Product Demonstrations.....7

19. Vendor Interviews.....7

20. Short-Term Plans.....7

21. Company Vision.....8

22. Selection Criteria.....8

23. Limitation of Woodbury County's Liability for this RFP9

24. Agreement Term and Conditions9

25. Additional Materials Included in this RFP9

26. Other Desirable Features and Support Elements9

27. Vendor's Liability Insurance.....9

Cost Quotation.....Attachment A

Notice to Bidders.....Attachment B

Instructions to Bidders.....Attachment C

1. Introduction

Woodbury County invites your company (Vendor) to submit a proposal for vote tabulation equipment along with associated software and services to support elections administered by the Office of the Woodbury County Auditor/Commissioner of Elections.

This Request for Proposal (RFP) should not be construed as an order, offer, request to contract, or commitment by Woodbury County for this equipment or these services. Vendor shall submit its proposal according to the instructions in this RFP. Equipment proposals are to be submitted in a sealed envelope marked as: VOTING EQUIPMENT PROPOSAL and with VENDOR'S Name.

2. Schedule

The following schedule has been outlined for this request for proposal. The schedule is subject to change at Woodbury County's discretion.

July 2, 2018	RFP is released to Vendors. (Electronically and by US Mail)
Jul 17, 2018	4:30 PM CT is the deadline to submit completed RFPs to Steve Hofmeyer.
July 17, 2018	4:30 PM-Board of Supervisors convene their business meeting.
July 17, 2018	4:37 PM-Public Hearing to consider purchase of new voting equipment.
July 17, 2018	4:38 PM-Opening of sealed bids for new voting equipment.
July 24, 2018	Selection of proposed voting equipment vendor.

Any questions about the meaning, the intent or the specifications must be inquired into by the Vendor in writing, no later than July 9th, 2018 to:

Steve Hofmeyer, Deputy Commissioner of Elections
(712)-279-6465
Woodbury County Courthouse
620 Douglas Street, Room 103
Sioux City, IA 51101

Electronic or faxed proposals are prohibited.

3. Proposals for Voting Equipment, Software and Services.

Proposals must be received no later than 4:30PM Central Time on July 17, 2018 and be enclosed in a sealed envelope addressed as follows:

Steve Hofmeyer, Deputy Commissioner of Elections
Woodbury County Courthouse
620 Douglas Street, Room 103
Sioux City, IA 51101

Central Point of Contact. All communication from the date of issuance of this RFP through the selection of a vendor is restricted to requests for clarification or additional information deemed necessary by any vendor to present a proper proposal, and must be made in writing to the central point of contact, Woodbury County Election Deputy Steve Hofmeyer. Mr. Hofmeyer will respond in writing and provide his response to all vendors.

Late proposals will not be opened or considered and will be returned to Vendor. Woodbury County is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the County, or any other means of delivery employed by Vendor. All terms of the proposal shall be held firm for a period of ninety days (10/15/2018). Submitted proposals become property of Woodbury County.

Woodbury County reserves the right to withdraw or amend this RFP at any time when, in the sole discretion of Woodbury County, such action is in the best interests of Woodbury County. Woodbury County further reserves the right to waive irregularities and informalities in a proposal received or in the proposal process, to accept other than the lowest cost proposal(s) and to reject any or all proposals.

The ONLY official position of the County is that which is stated in writing and issued by the Auditor's Office or the Election Division of the Auditor's Office. No other means of communication, whether written or oral, shall be construed as a formal or official response statement. It is the Vendor's responsibility to seek clarification of any ambiguities or other issues regarding this RFP that are not fully understood.

Proposers must submit seven (7) copies of its proposal. A completed Attachment A (Cost Quotation) must be delivered in a separate envelope attached to the proposal package. Proposals shall remain the property of Woodbury County and will not be returned. Woodbury County reserves the right to distribute, use, copy, or issue the proposals as necessary based on its criteria and/or need. By submitting its proposal to Woodbury County, Vendor agrees to accept Woodbury County's determination of confidentiality and acknowledges that material for which confidential treatment is not granted may be disclosed after the award has been announced. **Woodbury County will abide by current Iowa statutes regarding open records.**

Vendors will be required to sign a Non-Collusion agreement form.

4. Overview of Woodbury County

The following statistics are presented to give the Vendor a general understanding of the size and complexity of managing elections in Woodbury County.

Population Data (2010 Census)

County: 102,172

Voter Registration Data (Active & Inactive) June 23, 2018

County Total: 61,770

General Election Stats

Year	#Voters	#Reg.	Turnout %
2010 (Gov.)	31,437	57,291	55
2012 (Pres.)	44,941	58,273	77
2014 (Gov.)	30,588	55,523	55
2016 (Pres.)	44,167	63,059	70

Voter Distribution – General Elections

Election	Total Voters	Voters at Polls	Polls % of total	Absentee Voters	Absentee % of Total
2010 (Gov.)	31,437	20,021	64	11,416	36
2012 (Pres.)	44,941	23,422	52	21,519	48
2014 (Gov.)	30,588	15,958	52	14,630	48
2016 (Pres.)	44,167	24,196	55	19,971	45

Miscellaneous Data

Number of Precincts= 44

Number of PEOs used in 2016 General (Pres)= 252

Number of PEOs used in 2014 General (Gov.) = 223

Number of US Congressional Districts = 1 (US Rep District 4)

Number of State Senate Districts = 3 (3, 7, & 9)

Number of State House Districts= 5 (5, 6, 13, 14, & 17)

Number of State Judicial Districts = 1 (3rd District)

Number of County Supervisor Districts = 5

Number of School Districts = 7

Number of Community College Director Districts= 9 (WIT)

Number of Cities = 14

Number of Townships That Elect Officers = 23

5. Overview of Woodbury County Election Office

The staff of Woodbury County Election Division has extensive experience in creating election databases and ballot layouts. Woodbury County intends to continue using internal staff to operate all aspects of the proposed software with vendor support.

System and software currently owned and operated by Woodbury County Election Office:

Precinct Optical Scan Units: (54) M100

ADA Marking Device: (47) AutoMark

Absentee DS850 High Speed Counter

Software: (1) Unity version 3.4.0.1

6. Vendor Requirements

Vendor must be the proprietary owner or authorized dealer/reseller of all equipment and software presented in this proposal. Vendor must have and maintain staff qualified to provide technical support for all hardware and software presented in this proposal.

Any Vendor who is an authorized dealer, but not the proprietary owner of said equipment and software shall, to the best extent possible, explain their relationship to the proprietary owner as it relates to the Vendor's ability to do the following:

- Acquire and distribute updates to hardware and software.
- Acquire parts for equipment maintenance.
- Effect changes to system software based on customer needs.
- Acquire additional equipment on short notice to support unforeseen needs.

Vendor must provide a minimum of three references, consisting of current clients that purchase similar products or services from Vendor. Provide name, address and phone number of each contact person.

7. Equipment Requirements

All voting equipment must be certified for use in the state of Iowa. Vendors are encouraged to elaborate on the functionality and benefits of the equipment they are proposing.

At a minimum, the proposal shall include the following:

- Costs for precinct scanners and associated equipment (ballot boxes, memory devices, equipment cases), with any price breaks based on volume. Woodbury County currently has 54 precinct scanners.
- Costs for precinct ADA- compliant voting devices, with any price breaks based on volume. Woodbury County currently has 47 ADA-compliant voting devices.
- Central Scan system for tabulating absentee ballots.
The Vendor should consider the number of absentee ballots that Woodbury County receives during General Elections in determining the number of absentee scanners needed.
 - The ownership or custody of additional absentee scanners, along with proposed costs or service fees shall be part of the Vendor's recommendation.
- Recommendations for backup equipment necessary for possible equipment failures.
 - The number of backup equipment needed shall be part of the proposal as a recommendation from the Vendor.
 - The ownership or custody of any backup equipment, along with proposed costs or service fees shall be part of the Vendor's recommendation.

Woodbury County is seeking creative solutions to additional equipment needs generated every two years for General Elections. Vendors are encouraged to provide more than one solution to choose from.

In addition, the Vendor is encouraged to provide answers to the following questions

- What is the life expectancy of the proposed equipment?
- Based on the real-world use of the proposed equipment in other jurisdictions, what component has failed the most?
- Based on the real-world use of the proposed equipment in other jurisdictions, out of the 44 Woodbury County precincts, how many precincts could expect to experience an equipment failure on Election Day?
- How are write-in ballots stored and retrieved from the ballot box?
- Are the proposed precinct scanners optimally designed for 11" or 14" ballots?

- Out of the jurisdictions currently using the proposed equipment, what ballot length is most commonly used?
- What measures are used to avoid equipment tampering?
- If equipment carts are an option for transporting the proposed precincts scanners and touch screens; can they both handle the increased vibration caused by this means of transport?

Pricing for equipment requirements must be included on Attachment A.

8. Software Requirements

All election management software must be certified for use in the state of Iowa. Vendors are encouraged to elaborate on the functionality and benefits of the software they are proposing.

Due to the numerous districts and associated ballot styles that Woodbury County must manage, the Vendor should include in the proposal a description of all administrative reports and other tools or procedures available to ensure proper setup of an election database.

The Vendor should explain how the software will meet the needs of the media, political campaigns and the public by providing election results quickly and in multiple formats. If the software can export data for import and analysis in MS Excel, this ability should be highlighted.

Vendor shall either provide hardware specifications for a server or include server pricing.

At a minimum, the proposal shall include pricing for the following:

- Operating system required to support software.
- Recommended computer specifications.
- Sample of administrative reports/exports.
- Sample of elections results reports/exports.

In addition, the Vendor is required to provide answers to the following questions:

- What are the security requirements for multi-user access to the proposed election management software?
- Can the system be programmed to manage a two-sheet (four-side) ballot?
- Can the system be programmed to manage a four-column ballot?
- What measures have been taken to avoid system tampering (encryption, etc.) Is there another company's software incorporated into the product?
- Does the precinct scanner software track and report the number of ballots with write-ins cast?

Pricing for software requirements must be included on Attachment A.

9. Ballot Printing

The Vendor shall indicate in the proposal their ability to print ballots and identify the location of their ballot printing operation. In addition, it shall be specified if it is advisable or required that the Vendor be the sole printer of ballots.

Woodbury County has used the printing services of multiple vendors and would prefer to continue to have that option. If the Vendor requires an exclusive printer relationship with the county, the need for this requirement shall be explained in the proposal.

10. Removal and Crediting of Old Equipment

Removal of old equipment shall take place during the 3rd Quarter of calendar year 2018. Exact dates will be established during contract negotiations. The Vendor shall propose a Removal Plan which specifies the following:

- Equipment that will be purchased by the Vendor for credit towards Woodbury County's purchase of new equipment.
 - Vendor to specify a credit amount for this equipment
- Equipment that the Vendor is not willing/able to purchase for credit.
 - Vendor to specify a cost, if any, to remove this equipment

Below is available equipment Woodbury County has for trade-in credit if we changed out all equipment:

- M100 Optical Scan: 54 units
- Ballot Boxes: 54 boxes
- AutoMARKS: 47 units
- DS 850 HS counter 1 unit
- Memory Cards: 59 cards
- Server 1 HP Compaq

Considerations will be given to other equipment configurations.

The Vendor shall provide instructions and/or supervision for retrofitting equipment carts currently used to store/transport precinct M100 scanners and AutoMARKS for use with the Vendor's equipment.

11. Delivery of New Equipment

Delivery of new equipment shall take place during the 3rd quarter of calendar 2018 and ready for use in the 2018 General Election. Exact dates will be established during contract negotiations and shall be coordinated with the removal of old equipment.

12. Training

Training for Woodbury County Elections Staff shall take place no later than July/August of 2018. A Training Plan shall be included with this proposal.

13. Equipment Ownership/Custody Options

Due to rapidly changing technology and a political climate that can be unpredictable, it may no longer be in a county's best interest to purchase and own its own equipment. Therefore, Woodbury County is seeking proposals where equipment ownership is maintained by the Vendor and equipment is leased to the county. Options of a 3-year lease and a 5-year lease shall be included in the proposal.

Leasing options shall be accompanied by proposals of which party, county or Vendor, shall have custody of the equipment when it is not needed for a pending election.

In addition to the leasing options a full purchase option shall also be included in the proposal. Woodbury County is not liable for taxes or for amounts representing taxes from which Woodbury County is exempt as a local government entity. Woodbury County's Federal Tax ID# 42-6005221.

14. Software Ownership/Custody Options

The Vendor shall propose options for software licensing that will meet the following requirements:

- Allows the county year-round access to full version of election management software.
- Allows for ownership by the county of computer equipment necessary to run the software.

15. Financing

If proposing leasing options, please specify if financing will be handled in-house or through a third party.

16. Monetary Penalties

Vendors are hereby notified that Woodbury County, after selecting a Vendor, will seek to include monetary penalties into the contract during the negotiations. These penalties will be designed to keep deliverables on-time for use in the 2018 General Election, including any software changes or upgrades agreed upon during negotiations.

17. Service and Support

At a minimum, the proposal shall include the following:

- Physical location of service stations/repair depots.
- Physical location of warehouses/storage facilities where backup equipment is stored.
- Organizational chart of the service and technical support division.
- Experience levels and qualifications of key technical support staff.
- Service plan for annual preventative maintenance and software and firmware updates.

The cost of a service plan shall be included in the proposal, but separate from the cost of equipment and software. The cost of annual software licensing may be included as part of the service plan.

In addition, the Vendor should indicate which parts/components, if any, can be serviced in-house by Woodbury County (cleaned and/or replaced).

18. Product Demonstrations

Vendors may or may not be required to present a demonstration of the Vendor's equipment and software, depending on any demonstrations recently presented.

19. Vendor Interviews

Woodbury County may request an additional interview with a vendor if questions remain after proposal reviews and product demonstrations. Vendors are also welcomed to request an interview to provide additional information or to clarify an answer.

20. Short-Term Plans

The Vendor is encouraged to share company, product or services changes expected in the short term that may impact Woodbury County's decision in selecting a proposal, such as an upgrade that has not yet been certified in Iowa.

21. Company Vision

Because technology changes rapidly, Woodbury County would like to give the Vendor an opportunity to share its vision for the future of elections. The Vendor is welcome to highlight industry innovations that they are leading or participating in.

22. Selection Criteria

Iowa Code Section 47.5 requires that when competitive bidding procedures are used, the purchase of goods or services shall be made from the lowest responsible bidder which meets the specifications or description of the services needed. Proposals will be evaluated based on the most competitive offer considering quality of products and services offered, cost, responsiveness to the RFP requirements and the Vendors' ability to understand and meet the needs of Woodbury County. The major criteria that will be used to evaluate proposals will include, but are not limited to, the following:

- Overall suitability of the equipment, software and services to the needs of Woodbury County.
- Ease of software to create election databases and design ballots.
- Current ability of software. Emphasis will be placed on the software's ability to generate reports sufficient to confirm correct database setup.
- Also important is the software's ability to report election results in multiple formats, including providing results while they are being entered.
- Future ability to customize software.
- Creativity shown for payment and financing options (lease with Vendor retaining ownership, lease-to-own, purchase with payment plan, etc.).
- Overall cost of proposal.
- Product service plan and cost.
- The central count mechanism provided for tabulation of absentee ballots.
- Adaptability of accessible voting device to satellite voting and vote center environments.
- Capability to capture write-in images.
- Creativity shown for the continued use of carts that Woodbury County owns and uses to transport current voting equipment.
- Vendor's commitment and experience in successfully supporting election operations for other jurisdictions.
- Value-added proposals.
- Process for providing election night returns as results are entered.
- Exportability of election results.

These factors will be weighed in any manner deemed appropriate to select a proposal that is in the best interest of Woodbury County.

Woodbury County may interview some or all the Vendors to determine each Vendor's

commitment to the proposed relationship and the quality of services offered. However, Woodbury County reserves the right to enter into a contract without further evaluation. Therefore, it is important that proposals be as complete as possible.

Woodbury County reserves the right to accept a proposal other than the lowest priced proposal or to reject, in whole or in part, any or all proposals for any reason.

23. Limitation of Woodbury County's Liability for this RFP

Issuance of this RFP and any actions taken hereunder shall not create a duty on the part of Woodbury County to pay any costs incurred by Vendor relating to, or resulting from, this RFP. This includes, but is not limited to, the preparation or submission of proposals, or responses to inquiries from Woodbury County related to this RFP or Vendor's proposal; or anticipation of a contract or otherwise with respect to this RFP or Vendor's proposal.

24. Agreement Terms and Conditions

The RFP will be incorporated by reference and made a part of the final contract. If an acceptable agreement is not reached within thirty (30) days of vendor selection, Woodbury County reserves the right to disqualify the Vendor and reevaluate the remaining proposals.

25. Additional Materials Included in this RFP

Vendors are encouraged to review the enclosed Administrative Reports generated from Unity for the 2016 General Election in Woodbury County. The reports are those most used by Woodbury County to verify proper setup of an election database. Vendors should be prepared to demonstrate the tools available in their system to validate proper database setup.

Woodbury County does not wish to hold up Unity as the "gold-standard" and is open to and appreciative of different software designs, interfaces and reports. However, since Unity is the software we currently use, references to it are inevitable and it is wise to use it as a basis for comparison.

26. Other Desirable Features and Support Elements

- Capability to service/clean in-house ballot scanner read heads.
- An accessible voting device that is easily adaptable to the Satellite Voting environment.
- Elimination of the need to purchase laser toner for ADA voting devices.
- Vendor support to successfully modify our existing voting equipment kart.
- Helpdesk support for software and hardware.
- Capability to capture write-in vote images.
- Software modeled after Unity software.

27. Vendor's Liability Insurance

The following is required by county policy.

A. During the contract/agreement, the contracted party will carry and maintain, at the contracted party's expense, the following insurance:

1. Commercial General Liability Insurance Policy, including but not limited to, insurance for premises construction operations (when applicable), contractual liability, completed operations with respect to liability arising out of the ownership, use, occupancy or maintenance of the premises and all areas appurtenant thereto, to afford protection with

respect to bodily injury, personal injury, death or property damage of not less than Five Million Dollars (\$5,000,000) per occurrence combined single limit/Five Million Dollars (\$5,000,000) general aggregate.

2. Comprehensive Automobile Liability Insurance Policy with limits for each occurrence of not less than One Million Dollars (\$1,000,000) Combined Single Limit with respect to bodily injury, property damage or death. Automobile Liability Insurance (to include owned, non-owned, and hired vehicles): \$1,000,000 per occurrence

3. Workers Compensation Insurance Policy or similar insurance in form and amounts required by law.

B. Should the bid require design elements (i.e. architectural, engineering, or professional system designs), the outside party may be required to carry professional errors and omissions coverage with a limit for each claim of not less than Five Million Dollars (\$5,000,000). If any of the foregoing insurance coverages are required to remain in force after final payment and are reasonably available, an additional certificate evidencing continuation of such coverage shall be submitted with the final Application for Payment as required by contract. The contracted party may be required to carry network security (cyber) coverage with a limit for each claim of not less than Five Million Dollars (\$5,000,000).

C. Coverage must be maintained by a financially stable carrier with a minimum AM Best rating of A-. It will be the outside party's responsibility to provide proof of its carrier's rating.

D. The contracted party shall agree to the following:

1. Woodbury County will be named as an additional insured with respect to all casualty insurance policies.

2. Certificate of insurance will be submitted to the County Risk Management Specialist prior to commencement of the contract/agreement and shall include a thirty- day notice of cancellation provision.

3. If the contracted party fails to perform any of its obligations under the County's Insurance and Policy Requirements, Woodbury County reserves the right to either purchase the required insurance coverage and assess the cost directly to the outside party, or to declare the contracted party's bid invalid.

4. Hold Harmless Agreement- The contracted party shall indemnify and hold harmless Woodbury County, its agents and employees, from and against all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense:

a. is attributable to bodily injury, sickness, disease or death, or to the damage to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and

b. is caused in whole or in part by any negligent act or omission of the contracted party or its subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether it is caused in part by a party indemnified hereunder.

c. Each contract/agreement shall contain the following language (when applicable): Contractor/Permitee/Licensee agrees that for all work done in the county road rights of way, easements and county property, it shall be

solely responsible for work zone safety and shall hold the County harmless and agree to indemnify the County for all claims that arise from its work in the right of way, and further, it agrees that it will adhere to the Manual on Uniform Traffic Control Devices during the project.

ATTACHMENT B

PUBLIC HEARING

NOTICE OF PROPOSED PUBLIC IMPROVEMENTS

Notice is hereby given in accordance with the Code of Iowa, by the Board of Supervisors of Woodbury County, State of Iowa that said Board proposes to consider bids for a voting machine system for use by said county located at the Woodbury County Courthouse at 620 Douglas St., Sioux City, IA.

Proposed plans, specifications and bid documents are available for inspection on the county website www.woodburycountyiowa.gov (click on the link Bidding Opportunities) or on file at the Woodbury County Courthouse, Elections Room 103, 620 Douglas St., Sioux City, IA 51101, or upon request by email at shofmeyer@woodburycountyiowa.gov.

A public hearing/bid opening will be held at which time all interested persons may appear and file objections or comments to the proposed plans, specifications, and proposed cost of the project. The hearing and bid opening are set for Tuesday, July 17, 2018, at 4:37pm and 4:38 pm respectively, in the Board of Supervisors Meeting Room, basement, in the Woodbury County Courthouse, 620 Douglas St., Sioux City, IA.

Published upon order of the Woodbury County Board of Supervisors, Rocky De Witt, Chair, Sioux City, IA, and dated this 2nd day of July 2018.

WOODBURY COUNTY STATE OF IOWA
Patrick Gill, County Auditor

NOTICE TO BIDDERS

The Woodbury County Board of Supervisors gives notice that sealed bids will be received for furnishing Woodbury County with a voting machine system at the courthouse building, 620 Douglas St., Sioux City, IA 51101. The bidder must be familiar with the specifications and requirements of the bid proposal and the bidder offers to furnish those services to the County as required in its bid proposal.

Proposed plans, specifications and bid documents are available for inspection on the county website www.woodburycountyiowa.gov (click on the link Bidding Opportunities) or on file at the Woodbury County Courthouse, Elections Room 103, 620 Douglas St., Sioux City, IA 51101, or upon request by email at shofmeyer@woodburycountyiowa.gov. This published notice is an abbreviation of the bid specifications.

Sealed bid proposals must be received no later than 4:30pm CT on July 17, 2018 at the Woodbury County Courthouse, Election Office, 620 Douglas St., Sioux City, IA 51101. Each bid is to be submitted in a sealed envelope clearly marked "**Bid for Equipment**". All bids must be hand-delivered or mailed to the above address and it is the sole responsibility of the bidder to ensure that the bid is received by Woodbury County at the specified date and time.

NO FAXED OR EMAILED BIDS WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES.

Any bid submitted after the specified date and/or time shall be rejected.

Upon signing the contract, a Performance Bond in the amount equal to 100% of the total amount of the accepted proposal price shall be required and submitted before work commences. The Performance Bond is to remain in force until the project is completed to the satisfaction of Woodbury County.

The public hearing and bid opening are set for Tuesday, July 17, 2018, at 4:37pm and 4:38 pm respectively, during the regular meeting of the Board of Supervisors, Woodbury County Courthouse, 620 Douglas St., Sioux City, IA. No bidder may withdraw his bid for at least ninety (90) calendar days after the scheduled opening of the bids.

The award of contract shall follow later following an examination of the bids for accuracy and possible product demonstrations. Upon signing of the contract, a Certificate of Insurance naming Woodbury County as an additional insured shall be required and submitted before work commences and remain in effect until the project is complete and accepted.

Published upon order of the Woodbury County Board of Supervisors, Rocky De Witt, Chair, Sioux City, IA, and dated this 2nd day of July 2018.

WOODBURY COUNTY STATE OF IOWA
Patrick Gill, County Auditor

Attachment A
Cost Quotation
Woodbury County Voting Equipment, Software and Services

Hardware	Cost per Unit	x Units	Total
Precinct Scanners			
Precinct ADA-Compliant Devices			
Central Scan Device			
Server (if included)			
Other (specify)			
Total Cost			

Software		Cost
Ballot Management		
Election Night Returns		
Other (specify)		
Other (specify)		
Total Cost		

Total Hardware and Software Cost	
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Annual Fees & Maintenance	Cost
Specify	
Specify	
Specify	
Specify	
Specify	
Total Cost	