

REQUEST FOR PROPOSALS

Notice is hereby given that the Clerk of Hendricks County, Indiana will receive proposals for:

HENDRICKS COUNTY CLERK – 2023 MACHINE TECHNICIAN

Proposals will be received, via hard copy, either mailed or delivered in person, at the following location, no later than the time shown:

Office of the Clerk of Hendricks County

51 West Main Street #104

Danville, Indiana 46122

12:00 p.m. local time on the 9th day of February, 2023.

Any proposals received after the date and time stated above will not be considered and will be returned unopened. Proposals must include provisions for the services as noted below.

The Hendricks County Commissioners reserve the right to reject any or all offers as a whole, or in part, and to accept any part, or the entire offer, deemed most advantageous to Hendricks County without further recourse. The Hendricks County Commissioners may exercise the right, at its discretion to waive any informalities, or technicalities, in the offers, so long as the intent and purpose of this notice has been confirmed with, and to reject and re-advertise. Offerors accept these conditions without exception when making an offer.

Award may be made to more than one offeror whose proposals are determined in writing to be advantageous to the governmental body, taking into consideration price and other evaluation factors set forth in the request for proposals.

Discussions may be conducted with responsible offerors, who submit proposals determined to be reasonably susceptible of being selected for award.

Questions regarding the details of the proposal and/or services may be addressed to: Clerk, Marjorie Pike at 317-745-9388 or mpike@co.hendricks.in.us Questions regarding the Request for Proposal must be submitted by **February 3, 2023 at 3pm local time.**

Date to be awarded: February 14, 2023

Title: 2023 Machine Technician

Department: Election

FLSA: Contract Position

Seasonal Period: March/April/May and September/October/November: 2023

Summary of Services Needed:

A voting machine technician will oversee all aspects of machine upkeep, maintenance, programming, delivery and overall care for the fleet. This is a contract position. A qualified candidate for this position must provide a 2023 contract of services for review, which shall include a proposed price for the services to be rendered.

Essential Services:

- *Program all voting machines
- *Deliver all voting machines and VVPAT machines (vehicle/rental truck must be included in technician's contract)
- *Assist with test elections, poll worker training and Election Day services
- *Collect and return all equipment to storage facility and maintenance of fleet
- *Repair equipment as needed
- *Keep storage location clean and organized at all times

Qualifications:

- *Qualified candidates will have a strong knowledge of the Micro Vote Infinity voting system and the knowledge of repair
- *Have excellent oral communication skills
- *Have a strong knowledge of Hendricks County Township/Precinct and roads
- *Must possess a valid driver's license and a safe driving record
- *Must do a background check

Working Conditions and Physical Demands:

Duties will be performed mostly indoor (warehouse environment) and outdoor (delivery). This position requires the ability to walk/stand for long periods of time and lifting/carrying equipment weighing up to 55 lbs. Evenings and weekends are mandatory.

Criteria for Evaluation of Proposals Machine Technician Job Duties (include but not limited to)**1. PROGRAMMING MACHINES:**

All voting panels will be programmed with ALL ballots on EACH machine.

A zero tape will be printed, the date/time verified on the header, and verification of all precincts listed. Inspection of the booth, cords, and panel for damage, cleaning the screens, etc is required. The machines will then be secured with a numbered seal and recorded in a log provided by the Voter Registration office. The machine is then packed back into the case then placed in the order of delivery for that serial number. This will require approximately 25 minutes to program 1 panel; which is a total of 119 hours to program 280 panels. Programming will be completed prior to delivery.

2. BATTERY BACKUP MAINTENANCE:

Each battery backup will need a full charge (as they have been in storage) as close to delivery day as possible. The batteries weigh 42 pounds each and a full charge takes up to 4 hours. There are 98 batteries to be charged prior to delivery and only 10 charging stations. A pre-determined number will vary by Vote Center locations. Machine Technician will be informed of the number before delivery.

3. TEST ELECTION:

A test election is required by law BEFORE absentee voting begins. The Machine Technician will choose a pre-determined number of voting machines selected by VSTOP (at least 5% of fleet) and place random votes on them. This is performed in "verified mode" which is a separate segment of the hardware. The Machine Technician will then capture a tabulated tally card and audit trail tape. After the votes are cast and tallied, the Machine Technician will go back through the same machines to re-program and prints a new zero tape. The tally card, audit trail tape of cast votes, and new zero tape will be brought to the election office for comparison in the test election.

4. POLL WORKER TRAINING/INSPECTOR MEETING

Poll worker training includes training on Electronic Poll Books and voting machines, it may be necessary for the Machine Technician to assist as needed (training date to be determined). Saturday prior to the election is the Inspector meeting and materials are distributed, may need technician assistance.

5. BALLOT ERRORS/REDO'S

This is not a common occurrence; however, it can happen. There will be no additional pay for re-programming panels as a result of office error. It is usually a minimal impact. If it affects the entire fleet, the Supervisor will assist the Machine Technician, but there will be no additional pay.

6.

7. DELIVERY AND PICKUP OF EQUIPMENT:

Coordination for delivery times with the facilities administrator is the responsibility of the Machine Technician and contact information will be shared by the Voter Registration office. In addition to the voting machines (23 lbs.), the machine tech will also deliver all outdoor signage ("vote here" banners one per location), the backup batteries (42 lbs.), and handicap accessible signage for the parking lots. A pre-determined number of voting machines varies by location from 3 to 12. It is critical to check panel numbers to Vote Center locations and assure the location where voting machines are stored is locked before leaving the facility and requires signature of person who is taking custody of equipment and machines. The pickup of equipment post-election day. The Machine Technician will be responsible for collecting the same items dropped off for delivery unless otherwise advised and returning them to the storage location in an organized manner.

8. MACHINE REPAIR:

The Machine Technician will be trained and qualified to perform most minor equipment repairs. This is critical on Election Day to get machines up and running. The Machine Technician will be required to help poll workers having issues with equipment on Election Day which may involve speaking with the vendor of the equipment.

9. The Machine Technician will be responsible for hiring and compensation of an assistant. This is a demanding amount of work for one person to perform in a short period of time. Machine Technician will be responsible for rental of transportation for delivery and pick up. Machine Technician is responsible for providing a list of names of those assisting to the Clerk. Those persons assisting cannot be on probation, work release, parole, lawful detention or placed in a community correction program.
10. Machine Technician and those assisting technician will not receive additional pay for mileage.
11. Assist with election audits and inventory.
12. Once all equipment is returned to storage, Machine Technician must put all machines in numerical order on top of tables.
13. Tasks are mostly routine but require selection of applicable methods and procedures. Errors in work can cause significant inconvenience and/or costs.

THESE TIMES ARE APPROXIMATE

Machine Programming: 119 hours

Battery re-charge: (several can be done at once): 36 hours

Test Election: hours depend on number of machines selected by VSTOP (at least 5% of fleet)

Phone coordination with facilities: 2 hours

Night before Election: Depends on poll worker errors and/or machines and equipment.

Election Day: 16 hours

Delivery/Pickup: 25 hours