



TANEY COUNTY MISSOURI

Purchasing Department 132 David Street / P. O. Box 1630
Forsyth, Missouri 65653

SOLICITATION TITLE: Voting Machines
RFB # 202510-587

SOLICITATION TYPE:

- (☒) = Full / Formal Bid for Products *or* Materials *ONLY*.
() = Full / Formal Bid for Products *and* Services.
() = Full / Formal Bid for *Services ONLY*.
() = Full / Formal Request for Proposals.
() = Full / Formal Request for Qualifications.

SCHEDULE & DEADLINES:

October 18, 2025 – November 17, 2025

Proposal Release Date / Advertising Period

November 7, 2025 at 5:00 PM

Deadline For Submitting Questions

November 17, 2025 at 5:00 PM

Closing Date / Time

November 19, 2025 at 9:30 AM

Opening Date / Time

Responding Vendor / Company Name

City / State

TOTAL BID PRICE: _____
(includes delivery)

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Request for Bid Title: VOTING MACHINES
PLEASE MARK YOUR ENVELOPE "SEALED BID #202510-587"
RETURN ONE (1) ORIGINAL & THREE (3) HARD COPIES.

Bid Submission

Location / Mail Address: Taney County Purchasing Department (Second Floor)
P. O. Box 1630 (PO Box MUST be used for U.S.P.S .delivery.)
132 David St. (Physical Address MUST be used for Courier delivery.)
Forsyth, MO 65653

Bid Opening

Location / Address: Taney County Purchasing Office (Old Courthouse)
Forsyth, MO 65653

The undersigned certifies their authority to bind this vendor in an agreement to supply the products, or services, in accordance with all terms, conditions, and pricing specified herein *or* to offer a "No Bid."

Bidder is REQUIRED to complete, sign and return this form with their submittal to our solicitation as well as **initial all pages**. *An authorized signature and email address, printed clearly is mandatory, lack thereof *may* result in a determination of "Non-Responsive" and disqualify from participation.

_____ Company Name		_____ Authorized Person (Print)	
_____ Address		_____ *Signature	
_____ City / County / State / Zip		_____ Title	
_____ Telephone #	_____ Fax #	_____ Date	_____ Tax ID #
_____ *E-mail (MUST be legible.)		_____ Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

INTRODUCTION & BASIC PROCESSING INFORMATION:

Sealed bids cannot be emailed and must either be delivered by hand, courier, or U.S.P.S. All formal invitations for bid are handled by the Taney County Purchasing Department. However, technical requirements and product specifications are the responsibility of the specific requesting department as listed in Section 2. Specifications.

Read ALL solicitation documents closely. Note any/all special dates and submit your response as soon as possible. See Items 1.21-1.22 for the process to submit questions.

Section #1 includes instructions, conditions, guidelines, requirements and other key factors.

Use a checkmark (✓), in the box adjacent to the section number, in order to acknowledge each of the following items. Any item unchecked in this section, will be considered non-responsive and may be disqualified.

Section 1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 ☐

Sealed responses may be submitted to the Taney County Purchasing Office until the solicitation closing date and time indicated herein, subject to Instructions and General Conditions and any special conditions.

1.2 ☐

Closing: *Sealed Responses* must be delivered before “Closing Date/Time” as listed on page one, to the Taney County Purchasing Department as listed on page two.

1.3 ☐

United States Postal Service (“U.S.P.S.”) WARNING: Because there is no mail delivery service at our offices, we **strongly** discourage bidders from using the U.S.P.S. If a Bidder elects to use the U.S.P.S., do **NOT** send “return receipt requested.” The Post Office only recognizes the P.O. Box address. Other delivery services require the physical address. It is the Bidder’s responsibility to ensure responses are delivered in a timely fashion to the Purchasing Department. Courier or hand delivery is recommended.

1.4 ☐

Late Packages: The County will not accept any response received after the listed closing date/time. Late arrivals are considered “NON-RESPONSIVE” and will not be opened or returned.

1.5 ☐

Opening: Bids will be opened publicly at “Opening Date/Time” and read aloud. All responses will be considered public information as soon as they are opened and become a part of the public record to be released to any person or firm who formally requests a copy.

1.6 ☐

Award/Timeline: Recommendation for award will be made formally to the Taney County Commission as soon as possible after a complete departmental review. Updates may be sent via email should the award process become delayed, 10 or more days, for any reason.

1.7 ☐

Withdrawals: Responses may be withdrawn on written request from the Bidder at the address shown prior to the time of acceptance of the response. Once a response is opened, and accepted, it can only be withdrawn by order of the Taney County Commission.

1.8 ☐

Sealed & Marked: Responses must be submitted in a sealed envelope identified with the bid number and dates of closing & opening. List the bid number on the outside surface of the box or envelope and note “*Response to Request for Bid enclosed*” with a return name & address. No fax or electronic transmitted responses will be accepted.

1.9 ☐

Bidder Expenses: This County is not responsible for any expenses, which Bidders may incur in estimating, inspecting, or preparing information to respond to this solicitation.

1.10 ☐

Presentations/Inspections: The County reserves the right to conduct personal interviews or require presentations, inspections, of or from any/all Bidders prior to selection. The County will not be liable for ANY costs incurred by the Bidder in connection with such interviews, presentations, or inspections.

1.11 ☐

Bid Term: All Responses submitted shall be binding and remain firm for ninety (90) calendar days following the opening, unless otherwise indicated. Pricing/Costs submitted with a response must be honored for that set timeframe. Submitted pricing, once opened, cannot be changed for any reason. Any such changes will disqualify that response.

1.12 ☐

Bid Rejection: The Taney County Commission reserves the right to reject any or all responses when such rejection is in the best interest of the County.

1.13 ☐

Multiple Awards: Responses may be awarded to one company or multiple companies, when such award is deemed in the best interest of the County.

1.14 ☐

Payment Terms: Standard payment terms are *Net 30* after receipt of an invoice. The County cannot, and will not, agree to any other payment terms. Once products, or services, are received and accepted, Taney County will process payment in full. Invoices need to be issued and mailed to the requesting department - not Purchasing.

1.15 ☐

Requests for credit applications and deposits are not necessary and will – in most cases – not be processed or accepted.

1.16 ☐

Any award agreement shall take effect upon the approval by the Taney County Commission.

1.17 ☐

Alterations: Any alterations, changes, lining out, or margin notes to any items within these instructions may result in the response being disqualified.

1.18 ☐

Direct Email Address: An email address, not a website, **MUST** be provided in order to receive award results. Final award results are by email only and will be emailed to all responding Vendors. Please do not call for results.

1.19 ☐

Results are always posted at: www.taneycounty.org

1.20 ☐

All questions for this solicitation must be submitted by the time indicated on page 1. Questions must be emailed to the department point of contact listed within this request as well as copied (cc) to the Purchasing Director at: nikki.lawrence@taneycountymo.gov

1.21 ☐

If it becomes necessary to revise any part of this solicitation due to a significant question received which could impact specifications; a written Addendum will be issued to explain any new/necessary modifications.

1.22 ☐

Any/all solicitation questions that result in modifications will be combined into one written Addendum with answers and explanations to cover any/all new issues.

1.23 ☐

Addenda are valid only if in writing and issued by the Taney County Purchasing Department.

1.24 ☐

Any necessary Addendum will be emailed as close as possible to the day following the question submission deadline to all parties who had previously been part of the original Direct Bid Invitation email or had made email contact during the open questioning timeframe.

1.25 ☐

When an Addendum is necessary, Bidders are required to formally respond. Follow the instructions as indicated in the Addendum.

1.26 ☐

Any necessary Addendum will be posted on the Taney County website with the original solicitation. An indication will be in red and placed at the end of the affected proposal.

1.27 ☐

Award of Contract: Multiple awards may be made on the basis of a primary, secondary, and tertiary vendor. The primary vendor shall furnish the County's requirements until such time as the County determines that it is in the best interest of the County to seek performance from the secondary vendor, then tertiary vendor. The County's decision to utilize the secondary and tertiary sources shall be final and conclusive. In addition, the resulting contract from this solicitation will be considered "Non-Exclusive". The County reserves the right to obtain service, or product(s), from other vendors when it is in the best interest of the County.

1.28 ☐

Agreement: The selected vendor(s) will be required to enter into a written agreement with the County, in cooperation with the County's Legal Services Department and completed to the mutual satisfaction of the parties, consistent with the RFB and response. The RFB and response documents submitted by the successful Bidder will become a part of any contract award as a result of this solicitation. These signed documents will be binding. Bidder shall initial all pages where the document denotes "Bidder's Initials: ____" at the bottom of the page after completing said page. Any responses not complying with this condition may be considered non-responsive.

1.29 ☐

Response Content: In order to enable direct comparison of competing responses, Bidders must submit responses in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All responses must be submitted using the forms provided herein. Every question should be answered. If not applicable, the section should contain "N/A."

1.30 ☐

Advice of Award: The County's Responses, Bid Tabulations, and Bid Award information may be viewed on our website at www.taneycounty.org. (Purchasing Department Page.) If a Vendor wants a copy of the bid tabulation they must include a direct email address, not website, in order to receive results.

1.31 ☐

Response Clarification: The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of responses.

1.32 ☐

Rejection or Correction of Responses: Minor irregularities or informalities in any response which are immaterial or inconsequential in nature, neither affected by law nor at substantial variance with bid conditions, may be waived at the County's discretion whenever it is determined to be in the best interest of Taney County, Missouri.

1.33 ☐

Evaluation Process: The County's sole purpose in the evaluation process is to determine from among the responses received which one is best suited to meet the County's needs at the lowest possible cost.

1.34 ☐

Acceptability: The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.

1.35 ☐

Sunshine Law: All responses to this request will be considered public information as soon as they are opened and become a part of public record subject to disclosure to any person or firm that requests it. Requests for copies of responses, must be made through the Taney County Clerk's Office (417-546-7202) by submitting a Public Service Request Form (PSR). Charges for time spent as well as a cost per page apply and may be collected prior to the making of copies.

Section 2. SPECIFICATIONS

The Taney County Purchasing Department will accept and review responses to this RFB in an effort to complete the purchase of:

Voting Machines. The Taney County Clerk is seeking a total of 47 machines, 25 optical scan machines, and 22 machines being ADA compliant. Taney County Missouri has 21 precincts with a population of 40,000 eligible to vote.

For questions concerning the below listed specifications, or any other technical questions, please feel free to contact:

Department Contact(s):

Stephanie Spencer, County Clerk
Taney County Clerk's Office
417-546-7202 (off)
stephanie.spencer@taneycountymo.gov

Please check (✓) off the appropriate box to indicate compliance with the specifications. The County will always look for 100% COMPLIANCE. These "SPECIFICATIONS" and "STANDARD TERMS AND CONDITIONS" are critical to all County solicitations. If after reviewing each of the following items a potential participant is not able to comply with ALL requirements, reconsider whether to submit a bid response to the solicitation. All "D" check (✓) marks will be considered toward disqualification. Check every item. Any blank item in this section will be considered non-responsive and may disqualify.

C = Comply with item. (In some cases this will serve as a simple acknowledgement.)

D = Do not / cannot comply with item.

C D

Interested parties should complete the following information requests, as asked for, with their lowest possible prices

- | | | | |
|-----|-----|------|--|
| ___ | ___ | 2.1 | Quantity: 25 optical scan voting machines, and 22 voting machines being ADA compliant which totals 47 machines. |
| ___ | ___ | 2.2 | The equipment must meet all Federal and State requirements for voting equipment, standard and ADA. |
| ___ | ___ | 2.3 | The system must be comprehensible and easy to use by the entire voting population, regardless of age, infirmity, or disability. |
| ___ | ___ | 2.4 | All ballots and ballot markings must be human readable. |
| ___ | ___ | 2.5 | The anonymity of the voter's ballot must be preserved. |
| ___ | ___ | 2.6 | The voting system is the total combination of mechanical, electromechanical, and electronic equipment (including the software, firmware, and documentation required to program, control and support the equipment) used to define ballots; cast and count votes; report or display election results; and maintain and produce any audit trail information, all consistent with Missouri and Federal law. |
| ___ | ___ | 2.7 | The equipment must distinguish and identify write-in images on ballots and also be able to print a write-in report containing the actual write-in images at end of Election Day. |
| ___ | ___ | 2.8 | Equipment must have cases for storage and transport. |
| ___ | ___ | 2.9 | Please provide copies of actual invoices for the last Primary and General Elections. |
| ___ | ___ | 2.10 | Include a listing of at least twenty-five (25) Missouri users that have used the proposed system for a minimum of two elections. |
| ___ | ___ | 2.11 | Ballot box must have wheels and precinct equipment must be able to be transported inside ballot box with minimum effort. |
| ___ | ___ | 2.12 | Include pricing for accumulation software and hardware requirements. |
| ___ | ___ | 2.13 | ADA accessibility unit must have a touch screen to allow voters with limited mobility or visual impairments (screen magnification or use of stylus) the opportunity for access and participation in the voting process (including privacy and independence) as for other voters. |
| ___ | ___ | 2.14 | The system must allow each unit to be used independently of each other. |
| ___ | ___ | 2.15 | The voting system must also provide options for the pre-election set-up and testing of voting devices, opening and closing of polls, regular voting, accessible voting, pertinent types of absentee voting, provisional voting, and vote tabulation and election reporting at the precinct, district, county, and state levels to include individuals contest reports, and reports of ballots cast with a break down by precinct and equipment type. Reports must be available in formats suitable for transfer to website for election night reporting. |

- ___ ___ 2.16 The voting system must have the ability to audit results by contest, including blank, under-voted and over-voted ballots.
- ___ ___ 2.17 Vendor must have ability to deliver equipment within thirty (30) days of contract signing.
- ___ ___ 2.18 **QUESTIONS:**
*Can this system allow non-ADA Voters to continue to cast ballots while an ADA Voter is using an ADA compliant machine without causing delays?
*Does your equipment work without the ballot box, are there any requirements to make that happen please explain?
*If a polling place runs out of ballots does your equipment have the ability to print a ballot?
*Can repairs be done in-state or do they have to be sent to another state for repairs? Please explain.
*Do you offer a payment plan? If so include details, requirements, down payment, minimum payment, etc.
- ___ ___ 2.19 System MUST allow for early voting.
- ___ ___ 2.20 New equipment must be in place for the April, 2026 election.
- ___ ___ 2.21 Reasonable allowance / value for trading in our existing equipment.
- ___ ___ 2.22 **MUST** include optical scan type equipment and ADA equipment both compatible with each other and include carrying cases, ballot boxes, memory cards, computer and program to up load results.
- ___ ___ 2.24 Maintenance fees MUST be included within the Bid Pricing Response as well as a detailed sheet explaining all of what is included in the maintenance process.
- ___ ___ 2.25 Final reports must include a write in report that shows each write in ballot name so that write in ballots don't have to be pulled and manually counted.
- ___ ___ 2.26 **MUST** include cost of key pads and head phones including touch screen for sight impaired voters.
- ___ ___ 2.27 Please explain where programming is to be done? In state or out? (Circle one here.)
- ___ ___ 2.28 Voter must not be required to manually pull ballot out and re-insert into the ADA ballot to continue printing.
- ___ ___ 2.29 Provide license/certification (LICENSED WITH ALL REQUIRED AGENCIES), references and key personnel.
- ___ ___ 2.30 TOTAL BID PRICE: \$ _____.
- ___ ___ 2.31 **MANDATORY:** Specific bid pricing **MUST** be listed using the table on the cover page of this bid. A check mark here in the "C" column acknowledges pricing has been added accordingly, to the cover page as required.
- ___ ___ 2.32 **RESPONSE TIME/DELIVERY:** _____
(After receipt of Order)

NOTE: Bidders must procure and maintain, at a minimum, the following policies of insurance against all claims for injuries against persons or damage to property which may arise from or in connection with the performance of the subject matter of the request for bid: (1) workers' compensation insurance for all employees as required by state law; (2) comprehensive general liability insurance in an amount not less than \$500,000 per occurrence and \$3,000,000 in aggregate, covering both bodily injury and property damage, including accidental death; (3) automobile liability insurance during the term of the Agreement not less than \$500,000 per occurrence and \$3,000,000 in aggregate, covering both bodily injury, including accidental death, and property damage to protect themselves from any and all claims; and (4) insurance for loss of materials, supplies, tools and equipment during the term of the Agreement in an amount which will adequately cover the potential loss or damage to such items. The bidder shall furnish the County with Certificates of Insurance establishing the insurance requirements as set forth in this section. Each policy of insurance must contain a thirty (30) day mandatory cancellation notice.

Bidder's Initials _____

4. FINAL COMPLIANCE CHECKLIST

By using the below table as a checklist you will help to insure that your proposal is fully compliant before you seal it for submission. Your full proposal response needs to comply with **all** of the below listed requirements or it may **not** be included for consideration. **Use a checkmark (✓) next to each item to avoid leaving out required information or missing an instruction which could cause your response to be disqualified.** Please call or email me with any questions pertaining to these requirements or any other written instructions.

Nikki Lawrence, Director of Purchasing
Office: 417-546-7281 / FAX: 417-546-3931
nikki.lawrence@taneycountymo.gov

(✓) = Acknowledge intent to comply with the following item:

ITEM #	FINAL COMPLIANCE CHECKLIST	(✓)
6.1	The County will not accept any late proposals. Late packages will not be opened or returned.	
6.2	No fax or electronic transmitted proposals will be accepted.	
6.3	Please include a current/signed W-9 form with your company information. Taney County Accounts Payable Department cannot process payment(s) without a current W9. The name and address on your W9 will be used as the formal name/address on any subsequent post-award Agreement.	
6.4	Remember to sign the mandatory proposal sheet. Missing signatures <u>WILL</u> disqualify.	
6.5	Un-readable responses, including an unreadable email address, <u>WILL</u> disqualify.	
6.6	Submit the original bid response plus three complete copies of the bid response. Please indicate copies versus original. One sided copies <u>ONLY</u> - no double-sided responses.	
6.7	ALL pages of the bid document must be initialed by hand, not typed, on the bottom of each page. Incomplete responses may result in disqualification.	

NO BID RESPONSE FORM: Completion of this form is optional and is included within solicitations as an additional tool to improve future solicitation processes. If you, or your company, have decided not to participate and *not* offer a proposal, please complete the below form and return it to the Purchasing Department by email.

RFB #202510-587 Voting Machines

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not Submitting:	
Would you like to be removed from our list(s) for future proposals/bids? (Yes or No.)	
