



Jennifer Ebner
La Salle County Clerk
REQUEST FOR BIDS

COUNTY OF LA SALLE, ILLINOIS

ELECTRONIC POLLBOOKS FOR ELECTION DAY USE

Bids are requested by the La Salle County Clerk and the La Salle County Board for new Pollbooks used by the County for Election Judge training prior to Election Day and to operate the election on Election Day at the polling locations throughout the County.

Submission of Bids

When: Bids will be accepted until Friday July, 11, 2025, 2:00 pm.

Where: La Salle County Governmental Complex, La Salle County Board Office Room 245, 707 E. Etna Road, Ottawa, IL 61350.

Bid Requirements:

1 - The bid must be submitted as a letter with printed attachments in a sealed envelope marked

“BID FOR ELECTRONIC POLLBOOKS FOR ELECTION USE”.

2 – The bid must have a Cover Page.

3 – The bid must have a detailed vendor response.

4 – The bid must have a cost breakdown.

Public Opening and Reading of Bids

When: Taxes, Election, and GIS Committee Meeting on Tuesday, July 15, 2025, 9:00 am.

Where: La Salle County Governmental Complex, Room 250, 707 E. Etna Road, Ottawa, IL 61350.

Bid Evaluation Criteria: The following are the criteria that will be utilized to weigh the lowest responsive and responsible bid.

1 – Quality and completeness of bid

2 – Compliance with specifications

3 – Pricing

Selected winning bid will be taken to the Taxes, Election, and GIS Committee meeting on Tuesday, August 19, 2025, 9:00 am and then to Full Board meeting on Monday, September 8, 2025 at 1:00 pm. Both meetings will be held in the La Salle County Governmental Complex, Room 250, 707 E. Etna Road, Ottawa, IL 61350.

La Salle County reserves the right to disqualify any non-compliant vendor and reserves the right to reject any or all bids submitted. All bidders shall be approved by the Illinois State Board of Elections to qualify as the successful bidder and vendor.

This overview provides a general description of the Electronic Pollbooks and services being solicited by La Salle County. It is the responsibility of the proposing vendor to ensure that all components necessary for the complete system are included in their bid.

Upon notification of the award, the accepted bid vendor understands that training will need to occur on or around October 1, 2025.

Description of Services Seeking:

Electronic Pollbooks to be used by La Salle County for Election Judge training prior to Election Day and to operate the election on Election Day at the polling locations throughout the County. These pollbooks need to adequately hold voter data and all components thereof, including any and all specific hardware, software, software maintenance and support.

La Salle County is seeking 140 complete pollbook units to include pollbook, stand if needed, printer, cords, and carrying/storage case.

General Requirements

For each of the following bullet points, indicate if the system can satisfy the requirements and if so how. Vendor shall itemize, specifically and in detail, the pricing for all equipment, including software, delivery, training, installation, support, maintenance, and any additional charges as deemed necessary.

- Electronic Pollbooks must have a training mode available to properly train the election workers prior to each election.
- Awarded vendor must supply a Pollbook manual in electronic form to the County Clerk, with permission to print as many copies as needed.
- Awarded vendor must commit to attending as least the first 5 election judge training classes for the first election cycle following the award. Cost for vendor attending additional classes may be listed under additional options.
- Electronic Pollbooks must allow election workers to check in voters at a specific precinct at each polling location on Election Day.
- Electronic Pollbooks must allow election workers to verify voter registration information at each precinct at each polling location on Election Day.
- Electronic Pollbooks must allow election judges to easily redirect voters in the wrong location to the correct polling location.
- Electronic Pollbooks must allow real-time updates of voter history.
- Electronic Pollbooks must notify an election judge if a voter already voted absentee or during the early voting period.
- Electronic Pollbooks must produce turnout numbers and list of who voted.
- Electronic Pollbooks must be able to register voters for same-day registration.

- Electronic Pollbooks must allow election workers to manage the voting process at each precinct at each polling location on Election Day.
- Electronic Pollbooks must have a secure central point that is connected to the County Clerk's office and can also be used for testing purposes before each election.
- Electronic Pollbooks testing must be able to be done without affecting the live election, as Early Voting and Absentee Voting run concurrent with pollbook testing.
- Electronic Pollbook testing must be done with the most current election data available.
- Electronic Pollbooks must adhere to all relevant state and federal laws and regulations.
- Electronic Pollbooks must be able to integrate with the Illinois State Board of Election's voter registration database.
- Electronic Pollbooks must ensure the security and integrity of voter data, including protection against unauthorized access and data breaches.
- Electronic Pollbooks must provide safeguard against a cyber-attack that could alter information on the electronic pollbook or disrupt the transmission of information.
- Electronic Pollbooks must have reporting capabilities.
- Electronic Pollbook maintenance should be included for the first two (2) complete election cycles. An annual estimated cost should be provided for after the first two (2) election cycles. A complete breakdown of what this entails should be given.
- Electronic Pollbooks maintenance must include software and firmware updates.

Additional Requirements:

- The successful bidder will be required to furnish and pay for a criminal background investigation for all employees involved in the project.
- The successful bidder will be required to comply with all provisions of the acts of the General Assembly of the State of Illinois related to Wage Rates, Discrimination, Sexual Harassment, Alcohol Use, and Preference to Illinois Workmen, Fair Employment Practices Commission, and Equal Employment Opportunity.
- No Illinois O.E. Sales Tax will be required for this work.
- Per latest prevailing wage ordinance adopted by La Salle County, the successful bidder shall not pay less than the prevailing rates of wages as determined by the Illinois Department of Labor to all laborers, workmen and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1-12). All contractors' bonds shall include a provision and will guarantee the faithful performance of such prevailing wage clause as provided by this bid specification or contract.
- A successful bidder shall provide certificate of insurance establishing compliance with La Salle County Resolution 21-18 **"A RESOLUTION UPDATING MINIMUM INSURANCE REQUIREMENTS"** dated August 12, 2021.
- The successful bidder will be required to submit evidence of compliance with the "responsible bidder" criteria as defined in La Salle County Board Resolution No. 00-184 **"A RESOLUTION DEFINING RESPONSIBLE BIDDER"**, dated December 8, 1997, and Resolution No. 10-32 **"AMENDING RESOLUTION DEFINING RESPONSIBLE BIDDER"** dated February 11, 2010.
- The successful bidder shall be required to comply with the Substance Abuse Prevention on Public Works Act (Public Act 95-0635).
- La Salle County reserves the right to reject any and all Bids, to waive any irregularities in the Bidding, and to award contract to La Salle County's best interests.

Payment Terms

- Each bid shall include a statement of the standard payment terms. Include warranty, licenses, maintenance, implementation, and support fees for the first year in the bid. Identify post-warranty costs separately.
- La Salle County reserves the right to negotiate payment terms upon contract award including the right to withhold up to 50% of the contract price until delivery, installation, and training are complete.

Cost Bid

- The vendor shall provide a breakdown of all costs associated with this bid.
- The vendor shall include all hardware, software, installation and configuration services, expenses, ongoing maintenance and support services, all broken out separately.
- The vendor may provide additional support options, rental costs, and any other costs for services and/or equipment separate from this bid. Please list additional options separately and give detail as to what purpose they serve and how they may help with the voter registration duties.
- While all the components are to be included in the total price for the system, annual support and maintenance shall be included in the total system price for the first year, but thereafter shall be for consideration as an annual maintenance contract.

La Salle County has attempted to provide information that may be of benefit in formulating this proposed solution, but it is the responsibility of the vendor to ensure their bid is accurate, complete, and capable of providing a complete and functional Voter Registration system for La Salle County that maintains compatibility with Windows 11 and continuing.

Project Award:

La Salle County intends to award this project to a single qualified vendor who can provide all the required capabilities. La Salle County reserves the right to waive informalities and irregularities, reject any and all bids, and make no award in response to the Request for Bid in the best interest of the County.

If an award is made as a result of this Request for Bid, it shall be awarded to the respondent whose bid is most advantageous to the County with price and other factors considered.

In the event that the award results from this Request for Bid, the winning vendor agrees that the vendor shall hold La Salle County and the La Salle County Clerk harmless from any lawsuits resulting from the work performed by the winning vendor or the acts or omissions of the winning vendor's employees, including any costs of defending such a lawsuit. The successful bidder shall also indemnify La Salle County and the La Salle County Clerk for any awards or judgements against them as a result of the actions or inactions of the successful bidder and or any of its agents, employees, or contractors. This hold harmless and indemnity clause shall specifically include, but not be limited to any allegation of patent infringement or copyright violations.