



County of Allegheny

SARA INNAMORATO
COUNTY EXECUTIVE

**DEPARTMENT OF MANAGEMENT AND BUDGET
DIVISION OF PURCHASING AND SUPPLIES
INVITATION FOR B I D**

for

TRANSPORTING OF VOTING EQUIPMENT- 2026 ELECTIONS

SPECIFICATION NO. 9441

This Invitation for Bid contains requirements for bidders to assist the County in meeting its Minority, Women, Disadvantaged Business Entity goals and our Veteran owned small business goals. Therefore, bidders must document their plan or good faith efforts to meet those goals.

Please see the Requirements contained within, complete Participation Statement and submit electronically with your bid.

DUE DATE: Thursday, February 18, 2026, 11:30 A.M., E.T.

MANATORY PRE BID MEETING: Tuesday, February 10, 2026 at 9:00 am.

BID SUBMITTAL: All bids must be submitted electronically. No bids shall be accepted in person, by U.S. Mail, by private courier service, via oral or email communication, telephone or fax transmission.

PERIOD OF CONTRACT: March 1, 2026 through December 31, 2026 with a one (1) year renewal option

Howard Balis
Purchasing Agent
412-350-4490

Howard.Balis@AlleghenyCounty.us



DEPARTMENT OF MANAGEMENT AND BUDGET
DIVISION OF PURCHASING AND SUPPLIES

County of Allegheny

SARA INNAMORATO
COUNTY EXECUTIVE

201 COUNTY OFFICE BUILDING ♦ 542 FORBES AVENUE
PITTSBURGH, PA 15219
PHONE (412) 350-4495 ♦ FAX (412) 350-5883

TIM COX
DIRECTOR

FRANK ALESSIO III, CPPB
CHIEF PURCHASING OFFICER

Dear Bidder:

Enclosed is Allegheny County's Invitation for Bid (IFB) for **TRANSPORTING OF VOTING EQUIPMENT – 2026 ELECTIONS**. I ask that you please read the entire document and decide if you would like to submit a bid for the County's requirements.

Allegheny County, with a population of approximately 1.3 million, is the second largest county in the State, and effective January 1, 2000 is a Home Rule county with an elected Chief Executive, an appointed County Manager and a 15-member County Council.

The Allegheny County Division of Purchasing and Supplies has taken a leadership role in public purchasing with a competent, professional and experienced staff who is committed to fair and open competition. We appreciate your interest in this solicitation and look forward to your participation.

There are three sections to this IFB: 1) your Bid, 2) the Specifications and 3) the Instructions to Bidders. All three sections will be incorporated into any resultant contract.

There are several things that will assist the County in processing and evaluating your bid, therefore it is important that all bidders:

- Submit a bid electronically. Hardcopy, email or facsimile submittals will not be accepted.
- If your company is not currently registered to submit bids electronically please visit <https://alleghenycounty.bonfirehub.com/portal/?tab=openOpportunities>
- Complete and submit all attachments electronically with your bid. i.e., MWDBE Plan and Waiver, VOSB Plan and Waiver, Vendor Creation Form, W9 Form, ALL other documents relevant to the solicitation.
- Be sure that you submit your bid before the opening date and time as stated on the cover page.
- Provide points of contact.
- If a bid bond is required, make sure it is in the correct amount and properly signed. Be sure you have affixed the corporate seal.
- Be sure the bid has pricing submitted with decimal points.
- Indicate whether other government agencies are permitted to purchase under this Contract.

Sincerely,

Frank Alessio III, CPPB
Chief Purchasing Officer

Revised 12/30/2010

NO BID SHEET

SPECIFICATION #9441

TRANSPORTATION OF VOTING EQUIPMENT – 2026 ELECTIONS

If your firm has chosen not to submit a bid for this IFB, please complete this form and mail or fax to:

County of Allegheny
Division of Purchasing and Supplies
Room 201 County Office Building
542 Forbes Avenue
Pittsburgh, PA 15219
(412) 350-5883 Fax

Please check all items that apply:

- Do not sell the item(s) required.**
- Cannot be competitive.**
- Cannot meet the Specifications highlighted in the attached Bid.**
- Cannot provide the Insurance required.**
- Cannot provide Performance Bond required.**
- Cannot comply with County Instructions to Bidders.**
- Job is too large.**
- Job is too small.**
- Cannot hold pricing for entire contract period.**
- Past problems with the County of Allegheny.**

Please Explain: _____

- County payment process is too slow.**
- Do not wish to do business with the County.**
- Other reason.**

Please Explain: _____

COMPANY NAME: _____

CONTACT: _____ **PHONE #** _____

HB/01/26

DEPARTMENT OF MANAGEMENT AND BUDGET
DIVISION OF PURCHASING AND SUPPLIES
ROOM 201 COUNTY OFFICE BUILDING

B I D

FOR

TRANSPORTATION OF VOTING EQUIPMENT – 2026 ELECTIONS

Spec. #9441

In accordance with the attached Specifications and Instructions to Bidders, we (or I) propose to furnish and **DELIVER F.O.B. Point of Delivery, TRANSPORTATION OF VOTING EQUIPMENT – 2026 ELECTIONS** at the prices referenced on the electronic bid submitted by our/my organization.

**WORKSHEET FOR REFERENCE PURPOSES ONLY – PRICING MUST BE SUBMITTED ONLINE
OR BID WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**

PRIMARY ELECTION

Item #	Description	Unit	Quantity
#1-1	Delivery and Return of approximately 635 lots of voting machines, equipment, and supplies to approximately 635 voting districts in approximately 400 polling locations. Warehouse #1. (Per Machine) Primary Election	Each	635
#1-2	Delivery and Return of approximately 687 lots of voting machines, equipment and supplies to approximately 687 voting districts in approximately 410 polling locations. Warehouse #2. (Per Machine) Primary Election	Each	687
#1-3	Delivery and Return of approximately 1322 voting machines to approximately 1319 voting districts in approximately 810 polling locations. Warehouse #1 & #2. (Per Machine) Primary Election	Each	1322

GENERAL ELECTION

Item #	Description	Unit	Quantity
#2-1	Delivery and Return of approximately 681 lots of voting machines, equipment, and supplies to approximately 635 voting districts in approximately 400 polling locations. Warehouse #1. (Per Machine) General Election	Each	681
#2-2	Delivery and Return of approximately 729 lots of voting machines, equipment and supplies to approximately 687 voting districts in approximately 410 polling locations. Warehouse #2. (Per Machine) General Election	Each	729
#2-3	Delivery and Return of approximately 1410 voting machines to approximately 1322 voting districts in approximately 810 polling locations. Warehouse #1 & #2. (Per Machine) General Election	Each	1410

SPECIAL ELECTION (If Needed)

Item #	Description	Unit	Quantity
#3-1	Delivery and Return of approximately <i>635 lots of voting machines, equipment, and supplies</i> to approximately 635 voting districts in approximately 400 polling locations. Warehouse #1. (Per Machine) Special Election	Each	635
#3-2	Delivery and Return of approximately <i>687 lots of voting machines, equipment and supplies</i> to approximately 687 voting districts in approximately 410 polling locations. Warehouse #2. (Per Machine) Special Election	Each	687
#3-3	Delivery and Return of approximately <i>1322 voting machines</i> to approximately 1322 voting districts in approximately 810 polling locations. Warehouse #1 & #2. (Per Machine) Special Election	Each	1322

PERIOD OF CONTRACT: March 1, 2026 through December 31, 2026 with a one (1) year renewal option

The use of the name of a manufacturer or of any special brand or make in describing an item does not restrict bidders to that manufacturer. The means or the method used is simply to indicate the character or quality of the articles desired; however, the articles on which bids are submitted must be of such character or quality that they will serve the purpose for which they are to be used equally as well as that specified. If bidding on other than the make, model or brand specified the manufacturer's name and catalogue reference must be given.

IF THESE SPECIFICATIONS ARE NOT CLEAR, OR YOU FEEL THEY ELIMINATE COMPETITIVE BIDDING IN AN UNFAIR AND UNNECESSARY MANNER, YOU MAY OBTAIN A BID PROTEST FORM BY CALLING 412-350-4490, or ON THE COUNTY'S WEB SITE <https://www.alleghenycounty.us/purchasing/docs/bid-protest-form.aspx>. THE BID PROTEST FORM MUST BE COMPLETED AND RETURNED TO THE PURCHASING DIVISION, ROOM 201 COUNTY OFFICE BUILDING, PITTSBURGH, PA 15219 OR FAX 412-350-5883, BY 12:00 P.M. E.T. ON THE MONDAY BEFORE THE BIDS ARE TO BE OPENED.

HB/01/26

DEPARTMENT OF MANAGEMENT AND BUDGET
DIVISION OF PURCHASING AND SUPPLIES
ROOM 201 COUNTY OFFICE BUILDING

S P E C I F I C A T I O N S

FOR

TRANSPORTATION OF VOTING EQUIPMENT – 2026 ELECTIONS

Spec. #9441

GENERAL INSTRUCTIONS TO SUPPLIERS

Purpose of Invitation for Bid

Separate and sealed Bids will be received electronically until **11:30 A.M., E.T., Thursday, February 18, 2026**, and will be publicly opened at **11:30 A.M., E.T., Thursday, February 18, 2026**, in the presence of the Chief Purchasing Officer of the Division of Purchasing and Supplies, or his designee, in Room 201, Second Floor of the County Office Building, 542 Forbes Avenue, Pittsburgh, PA for **TRANSPORTING OF VOTING EQUIPMENT – 2026 ELECTIONS**.

SPECIFICATIONS

A Mandatory Pre-Bid Walkthrough will start promptly at 9:00 A.M., E.T. on Tuesday, February 10, 2026. We will meet at the warehouse and walk the space at 901 Pennsylvania Avenue LP, Pittsburgh, PA 15233.

WAREHOUSE SPECIFICATIONS:

LOCATION OF WAREHOUSE

901 Pennsylvania Avenue LP
Pittsburgh PA 15233

NOTE: MACHINES TO BE RETURNED TO THE WAREHOUSE SHOWN ABOVE.

Delivery of the machines, equipment, and supplies to the polling places shall be herein after referred to as "Delivery Transportation" and the return of the machines from the polling places shall be hereinafter referred to as "Return Transportation".

Required: Two (2) references verifying successful completion of large-scale office equipment, machinery, and/or IT equipment from the last 3 years similar in size/scope

Machines, equipment, and supplies include, but is not limited to, tables, chairs, ramps, cones, and signs.

THE CONTRACTOR MUST ADHERE TO THE FOLLOWING PROCEDURE

When the awardee picks up the voting machines from the warehouse, the machines and other equipment will be in load order in a warehouse staging area beyond the loading dock. The awardee will be responsible for loading the equipment from the staging area to their trucks. The awardee will provide personnel for moving the machines from the staging area to the dock and onto their trucks. All machines must be secured during transport using commercial grade E-Track ratchet straps.

The division of elections will furnish the name and telephone number for each polling place. See Exhibit A

SPECIFICATIONS for **TRANSPORTATION OF VOTING EQUIPMENT – 2026 ELECTIONS**

SPEC#9441

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The contractor will be required to contact each polling place the day at least 3 weeks before delivery and again the day of delivery to adhere to the recommended schedule of delivery. The same procedure must be followed when the machines are picked up for return transportation.

Hauler must adhere to daily delivery and pick up runsheets provided by the Division of Elections and make a part of this bid. Hauler must add Allegheny County elections pseudocodes to the runsheets. (see exhibit b) any changes in the delivery schedule must be approved by the county.

Loadsheets must be submitted to division of elections no later than 30 days prior to election day.

Should any noncompliance with stated delivery schedules occur, vendor shall be penalized \$750 per warehouse for the first day and \$1000 per day per warehouse after that. In addition, vendor shall be responsible for all additional costs incurred by county.

The Division of Elections reserves the right to make any changes in the following delivery schedule and return that it deems necessary in the best interest of the County either by advancing or deferring any delivery(s) or return(s).

The Division of Elections will be responsible for all labor costs incurred in moving the machines to staging areas in the warehouses and placing them in load order as directed by the contractor. The contractor will be responsible for all labor costs incurred in rearranging the voting machines after they have been placed in load order in the warehouse staging area.

A list will be furnished at the hauler's request of all the machines in its charge. The machines will be checked by the bidder prior to actual pre-loading. The hauler shall be responsible for filling out a pre-load sheet which shall be provided by the Department of Elections so that the Department of Elections will know the exact machines and handicapped-accessible items that will be delivered to specific sites in a specific order on a specific day.

All trucks must be pre-loaded the day before scheduled deliveries. This must be adhered to each day of the contract. Note: Monday deliveries must be pre-loaded on Friday, the awardee must provide a dispatcher at the warehouse while the voting machines are being loaded on the trucks and while the voting machines are being returned to the warehouse.

The awardee shall deliver the voting machine(s) to the voting room of the polling location (no other rooms are permitted). The awardee shall not leave the polling location until after a county employee has verified that the awardee has delivered the correct number of voting machines to that polling location.

Deliveries shall be made between the hours of 8 A.M. and 4 P.M. prevailing time.

ALL "DELIVERY TRANSPORTATION" AND "RETURN TRANSPORTATION" FROM/TO WAREHOUSE AS LISTED.

The successful bidder shall be required to furnish the Division of Elections with a schedule of its estimated return transportation delivery within ten (10) days after contract is awarded. The machines are to be picked up in reverse order from which they were delivered.

All voting machines scheduled for return transportation must be returned by the contractor to the XYZ Customs Inc. Warehouse, 901 Pennsylvania Avenue, Pittsburgh PA 15233, starting at 7:00 AM the morning after the day of pickup. A document which clearly indicates the municipality, ward and district must be given to the warehouse dispatcher with each return delivery of voting machines. There shall be **no exceptions** to these requirements.

From 8 A.M. until the return transportation is complete, the contractor will be required without extra compensation to provide for and **maintain constant and uninterrupted telephone service** so that instructions and directions may be given to him at any time by the voting machine custodian or other representative of the County. **A dispatcher must physically be at the warehouse during all loading and unloading of equipment (no exceptions)**

All transportation must be accomplished on pneumatic tired motor-driven equipment meeting the approval of the Division Manager. Vendor must furnish written proof of Equipment and Regular Personnel. "Equipment" means pneumatic tired motor-driven equipment scheduled to be used to carry out provisions of the subject contract. "Regular Personnel" mean those employees, agents, servants or independent contractors currently scheduled to work within the scope of the subject contract. The names and positions of the "Regular Personnel" shall be listed.

The division of elections reserves the right to designate the amount of equipment and personnel to be used each day to ensure the successful completion of the contract within the stated time-period.

Machines can be seen upon inquiry at the Division of Elections, County Office Building, XYZ Warehouse Pittsburgh PA. All bids which are not based upon the specifications, or which are considered informal, may be rejected.

No claim on account of mistake or omissions in the bid will be considered.

It will be the duty of the successful bidder to familiarize itself with the polling places of each election district, the best method of delivery thereto, and any difficulties that may be encountered.

The following instructions are for the information and guidance of bidders and relate to the proper form and method for the submission of bids.

Before the contract is awarded, the bidder must satisfy the County that it has the requisite organization, capital, equipment, ability and experience to execute satisfactorily the work under this contract in accordance with the provisions of the contract and in conformity with the best modern practices, and that it is authorized under the law to enter into and perform such a contract. The bidder must have all of the facilities and equipment required to be devoted to the performance of this contract regularly located within Allegheny County or any of the following counties: Armstrong, Beaver, Butler, Washington and Westmoreland.

If, at any time, the Division of Elections shall be of the opinion that the contract performance or any part thereof is unnecessarily delayed, the work would not be completed within the contract time at the rate of progress being made, or that the contractor is willfully violating any of the conditions or covenants of the contract or is executing the same in bad faith, the Division of Elections shall have the right to notify the contractor to discontinue any work under the contract, or any part or parts thereof, which they may specify and thereupon have the right, by contract or otherwise, to place such and so many persons as they may deem necessary to work to complete the contract performance or such part thereof, and to use such materials, tools and equipment as they may find at point of origin or point of destination, and procure other materials, tools, equipment, for the completion of the contract performance, and to charge the expense of said contract, labor and materials, tools and equipment to the contractor and the expense if so charged will be deducted from such monies as may be due or may at any time thereafter become due to the contractor from the County; and in case of such expense is less than the sum would have become payable under this contract, if the same had been satisfactorily completed by the contractor, the contractor shall then be entitled to receive the difference. In case such expense shall exceed the amount of money due, then or thereafter to become due to the contract agrees for itself, his executors, administrators, successors and assigns to pay the amount of such excess to the County on notice from the Division of Elections of the amount due. Bidders are instructed that the voting machines to be transported are intricate and carefully adjusted mechanisms and must be handled with this fact controlling. Machine must in no instance be submitted to sudden jarring, moved up or down stairs, stoops, or to other levels without the use of skids or other equipment.

The machine number of any machine dropped must be reported immediately to the Division of Elections. Methods of moving must be adapted to the situation and must be subject to the supervision and meet the approval of the Manager, Division of Elections or such persons as he may designate.

The successful bidder shall notify the Division of Elections immediately in writing of any personal injury, property damage or damage to voting machines incurred during delivery of machines to the various delivery points or return there from. This report must include the municipality, Ward, District, number or numbers of machine or machines damaged, as well as cause,

nature and extent of damage or injury. In case of personal injury, the name and address of the person or persons injured and names and addresses of witnesses must be submitted.

Where polling places and entrances have highly finished floors and flooring, necessary equipment must be furnished by the contractor for the rolling of the machine over these floors so that the floors will not be damaged or destroyed. Furthermore, the contractor must place voting machines on plywood or similar material under the wheels of the machine of sufficient size to prevent damage while on location. A list of these places will be furnished by the Division of Elections.

Contractor will be responsible for damage occasioned to polling places or other property while the machines are in his custody or control. To ensure that the hauler is aware of present damage to the voting machine, it is to be notified in writing prior to leaving the warehouse, and the present damage on the machine will be visibly marked with some sort of sticker. The contractor agrees to reimburse the County for reasonable cost to the County for replacing or repairing any voting machine, part of a voting machine or any other item that the contractor is responsible for transporting that is lost, bent, broken, damaged, defaced or destroyed, with or without negligence on the part of the contractor while said item is in the contractor's custody.

Sustainable Procurement

Allegheny County passed a Sustainable and Socially Responsible Procurement amendment to the county's procurement and contracting code, which supports our ongoing efforts to integrate sustainable best practices in all county activities. Potential vendors must complete a Vendor Internal Sustainability Profile, demonstrating a commitment to sustainable business practices including actions and/or policies that address preservation of the environment, minimizing carbon impact, and protecting local and global communities. This could include energy and water efficiency efforts, greenhouse gas emission reductions, waste diversion practices, environmental responsibility, and awareness as part of investment decisions or in the development of goods and services, and more. Suppliers shall comply with all applicable environmental laws, regulations, and standards. Contracted vendors should be prepared to provide this information about their own sustainable business practices, along with annual reporting requirements concerning the sustainable practices related to their goods and/or services provided to the county. These reporting requirements will be specified in each bid.

Waste Management

Supplier must practice responsible waste management and disposal. Supplier should take back shipping material or packaging that can be reused for future deliveries, including but not limited to pallets, plastic wrap, and cardboard boxes. Suppliers should provide the county will information on any take-back programs available to reuse or recycle spent or unused items.

Packaging

Supplier shall eliminate packaging or use the minimum amount necessary for product protection, including reductions in cardboard boxes, when possible, elimination of all Styrofoam packaging and minimizing plastic packaging. Supplier shall use where possible recyclable or compostable materials for packaging.

Transportation

Deliveries will occur on agreed upon days, 1-2 days a week, to reduce trips and carbon footprint.

Addenda and Modifications

Any changes, additions, deletions, or clarifications to the IFB are made by Bulletins (addenda). Any supplier in doubt as to the true meaning of any part of the IFB may request any interpretation thereof from the Issuing Office. At the request of the supplier, or in the event the Issuing Office deems the interpretation to be substantive, the interpretation will be made by written addendum issued by the Issuing Office. Such addendum issued by the Issuing Office will be sent to all suppliers

receiving the original IFB and will become part of the IFB having the same binding effect as provisions of the original IFB. No verbal explanations or interpretations will be binding. In order to have a request for interpretation considered, the request must be submitted in writing and must be received by the Issuing Office no later than seven (7) days prior to the IFB due date.

All addenda, bulletins, and interpretations of this solicitation shall be in writing. Any amendment or interpretation that is not in writing shall not legally bind the County. Only information supplied by the Issuing Office in writing or in this IFB should be used in preparing bids. All contact that a supplier may have had before or after receipt of this IFB with any individuals, employees, or representatives of the County and any information that may have been read in any news media or seen or heard in any communications facility regarding this IFB should be disregarded in preparing responses. The County does not assume responsibility for the receipt of any addendum sent to suppliers. A copy of all addenda issued must be signed and submitted with your electronic bid.

Clarification of Requirements & General Questions

It is the intent and purpose of the County that this IFB encourage competitive bids. It shall be the supplier's responsibility to advise the Issuing Office if any language, requirements, or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notifications and general questions regarding this solicitation must be submitted electronically via the Bonfire system <https://allegHENYcounty.bonfirehub.com/portal/?tab=openOpportunities> and must be received no later than seven (7) days prior to the date and time noted above. A review of such notification and questions will be made and a timely response will be posted on the Bonfire site.

Conflict of Interest

The supplier shall not accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the County. By submitting their bid, the supplier certifies and represents to the County that the supplier has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged, information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this IFB.

Bid Submission

Bidders are required to submit bids electronically via

<https://allegHENYcounty.bonfirehub.com/portal/?tab=openOpportunities>. No bids shall be accepted in person, by U.S. Mail, by private courier service, via oral or e/mail communication, telephone or fax transmission.

PERIOD OF CONTRACT: March 1, 2026 through December 31, 2026 with a one (1) year renewal option

OPTION TO EXTEND

The Division of Purchasing and Supplies, reserves the right, upon notice to the supplier, to extend the Contract or any part of the Contract for up to one year, upon the same terms and conditions after the indicated expiration date as described in the Contract. This will be utilized to prevent a lapse in Contract coverage for the goods or services indicated on the Contract, and only for the time necessary to enter into a new Contract. When applicable, an extension notice will be issued defining the exact extension of the Contract; all other terms and conditions of the extended Contract will remain in full force and effect.

RIGHT TO TERMINATE

The County retains the right to terminate any contract(s) resulting from this solicitation upon thirty (30) days written notice.

Veteran Owned Small Business – Allegheny County has an annual goal of not less than five (5) percent participation by veteran-owned small businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to contracts. The County, therefore, requires that all prospective Contractors demonstrate good faith efforts to obtain the participation of veteran-owned small businesses in work to be performed under County contracts. In order to demonstrate this good faith commitment, all prospective Contractors are required to complete and submit with their bids an MBE/WBE/Veteran Owned Solicitation and Commitment Form, which details the efforts made by the prospective Contractor to obtain such participation. Failure to submit an MBE/WBE/Veteran Owned Solicitation and Commitment Form will result in rejection of the bid.

- A. Veteran-owned small business is defined by the County as a business having one hundred (100) or fewer full-time employees and not less than fifty-one (51) percent of which is owned by one (1) or more veterans, or in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one (1) or more veterans, and the management and daily business operations of which are controlled by one (1) or more veterans. Vendor **MUST** provide proof of veteran ownership including percentage & name and address of business.
- B. For contracts under one hundred thousand dollars (\$100,000.00), veteran-owned small businesses shall be exempt from all bonding requirements.
- C. THE ATTACHED FORMS (VETERAN OWNED SMALL BUSINESS PARTICIPATION STATEMENT AND VETERAN OWNED SMALL BUSINESS-WAIVER REQUEST) MUST BE COMPLETED AND SUBMITTED WITH ALL BIDS AND PROPOSALS. FAILURE TO SUBMIT THESE DOCUMENTS MAY RESULT IN THE REJECTION OF YOUR BID OR PROPOSAL.
- D. Attach copy of vendor's DD 214 discharge form to participation statement.

Insurance -The supplier shall obtain and maintain during the life of the contract, with an insurance supplier rated not less than A- by A.M. Best, authorized to do business in the Commonwealth of Pennsylvania, the following insurance requirements:

Automobile Liability – Commercial Auto Insurance covering any owned, hired, and/or non-owned autos with minimum limits of \$1,000,000 per accident for bodily injury and property damage.

Commercial General Liability – Commercial General Liability (CGL) insurance written on an occurrence basis covering bodily injury, property damage, personal & advertising injury, products, completed operations, and contractual liability with limits of no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate.

Professional Liability / Pollution – Coverage shall protect the Supplier and any subcontractor performing work under the Contract from claims, errors, and omissions which arise from operation of the Contract, whether such operations are performed by the Supplier, any subcontractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$5,000,000 each occurrence and in the aggregate. The policy shall also include pollution liability coverage on a combined form covering bodily injury, property damage, and cleanup costs with limits of at least \$1,000,000 per incident.

Workers Compensation and Employers Liability – The Supplier shall meet the statutory requirements of the Commonwealth of Pennsylvania and shall have Part II Employer's Liability Insurance with limits of no less than \$500,000 per accident, \$500,000 disease per policy limit, and \$500,000 disease each employee.

Umbrella Liability - A "follow form" policy with minimum limits of \$5,000,000 per occurrence over the underlying policies, which at minimum must include General Liability, Commercial Auto, and Workers' Compensation Part II.

Proof of Insurance – The Supplier shall not commence any work in connection with the contract until it has obtained all of the forgoing types of insurance and proof of such insurance provided on an ACORD form 25 has been approved by the

County. The supplier shall not allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been obtained and approved.

Deductibles – The County shall be exempt from, and in no way liable for, any sums of money which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the supplier and/or subcontractor providing such insurance.

Additional Insured – The County shall be named as an additional insured for operations or services rendered under the CGL, Auto, Professional Liability, Pollution, and Umbrella coverages. The supplier's insurance shall be primary and non-contributory of any self-funding and/or insurance otherwise carried by the County for all loss or damages arising from, caused by, or related to the supplier operations under this agreement.

Additional Requirements – Certificates of insurance will be furnished to the County and shall contain the provisions that the County be given thirty (30) days written notice of any intent to amend or terminate by either the insured or the insuring supplier. Should any or all of the required insurance coverage be self-funded/self-insured a copy of the certificate of Self Insurance or other documentation from the County Department of Insurance shall be furnished. If any part of the work under the contract is sublet, the subcontractor shall be required to meet all insurance requirements set forth in the Contract.

Supplier hereby grants to County a waiver of any right to subrogation which any of Supplier's insurers may acquire against County by virtue of the payment of any loss under such insurance. Supplier agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not County has received a waiver of subrogation endorsement from the insurer. Nothing contained herein shall relieve the Supplier from meeting all insurance requirements or otherwise being responsible for the subcontractor.

No program of self-insurance shall apply to any of the foregoing coverages without prior approval of the County. The successful bidder shall be responsible to require his sub-contractors to comply with all of the insurance requirements of this agreement.

The Chief Purchasing Officer may waive or modify any of the insurance requirements at his discretion.

MINORITY, WOMEN AND DISADVANTAGED BUSINESS ENTERPRISES

- a. The Allegheny County Department of Equity and Inclusion (MBE/WBE/DBE) has established in connection with this contract, the goals of 13 percent of the original amount for the utilization of MBEs and 2 percent of the original contract amount for the utilization of WBEs. These goals remain in effect throughout the life of the contract. When the County awards the contract with less participation than the contract goals, good faith efforts should continue throughout the life of the contract to increase the MWDBE participation to meet the contract goals. A copy of the above program is attached and will be considered part of the contract documents.
- b. MWDBE firms certified through the Pennsylvania Unified Certification Program (PA UCP) **must** be used for all County contracts funded by PennDOT or US DOT. Firms certified by the PA UCP or the PA DGS may be used on non-DOT funded contracts. MWDBE firms certified by entities other than the PA UCP or the PA DGS will be reviewed for acceptance on a case by case basis for non-DOT funded contracts.
- c. Once a bid or proposal is determined to be the apparent winning bid or proposal, an MWDBE plan must be provided within seven calendar days after notification. If the plan is not acceptable or not submitted, the County will deem the bid or proposal non-responsive. The County will then request that the next apparent winning bidder or selected proposer provide an MWDBE plan. Thus, it behooves all proposers and bidders to formulate its MWDBE plan **before** submitting a bid or proposal.

A list of PA certified MWDBE firms can be found on the Internet at <https://www.alleghenycounty.us/Projects-and-Initiatives/Equity-and-Inclusion/Pennsylvania-Unified-Certification-Program%C2%A0PA-UCP>, or www.paucp.com

A copy of above program is attached and will be considered part of the contract documents.

Further MWDBE Specifications can be found in the following section.

The County will purchase **TRANSPORTATION OF VOTING EQUIPMENT – 2026 ELECTIONS** as needed during the contract period.

The County reserves the right to reject any and all bids, also the right to waive any minor discrepancies in the bids when deemed to be in the best interest of the County.

"The successful bidder is required to comply with the Worker and Community Right to Know Act, 35 P.S. S7301 et seq. In addition to any requirements of the Act, the successful bidder shall supply the Purchasing Division with a copy of the Material Safety Data Sheet for each hazardous substance or hazardous mixture supplied."