

Summit County Board of Elections

470 Grant Street – Akron, Ohio 44311-1193
(330)-643-5200 – Fax (330)-643-5422
www.summitcountyboe.gov

Members:

William D. Rich
Thomas W. Bevan
Democrats

Bryan C. Williams
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Republicans

William D. Rich
Chairman

Lance E. Reed
Director
David A. Petty
Deputy Director

REQUEST FOR BID:

WINDOW SECURITY FILM

Summary:

- The Summit County Board of Elections (the “Board”) is seeking bids for the removal of window tinting and security tape and the application of tinted window security film with a wet glaze attachment system on all glass exterior windows and doors for both our Main Building (470 Grant St., Akron, OH 44311.) and our Early Vote Center (500 Grant St., Akron, OH 44311).

Job Requirements:

- Security film should be 8 mm in thickness.
- Security film must include tint for all glass exterior windows and doors.
- Must include wet glaze attachment system.
- Must have flexible hours in order to work with the Board and our work schedule.
- Must be able to remove existing window tinting and security tape.
- Must be able to complete project within a short timeframe.
- Should be able to work around desks and/or other furniture.
- Must be able to remove and reinstall window blinds (horizontal and vertical).

Installation Requirements:

- Early Vote Center (500 Grant St.) needs to be finished on or before Sunday, October 4th, 2020.
- Main Building (470 Grant St.) needs to be finished on or before Sunday, October 11th, 2020.

Bid Requirements:

- Bid **must** be inclusive of any/all labor and material costs, finishing, removal of previous window tinting and security tape and removal and re-installation of all blinds (horizontal and vertical).
- Bids and final invoices containing overruns of more than +/- 5% will not be accepted.
- Bid **must** be inclusive of turnaround time.
 - Please see installation requirements listed in the above installation section.
- Bid **must** be submitted in sealed envelope, addressed to both the Director and Deputy Director of the Summit County Board of Elections.
 - Place two (2) copies of the quote inside a sealed envelope and write “Attention: Director Lance E. Reed and Deputy Director David A. Petty” and “WINDOW SECURITY FILM.”
 - Bids must be delivered (by hand, US Mail or otherwise) in a sealed envelope to the Summit County Board of Elections offices located at:

470 Grant Street
Akron, Ohio 44311

- All correspondence with any vendor including bids and all contact with any Vendor shall be provided to both the Director and Deputy Director.

Other Information:

- Contact Information:
 - Director Lance E. Reed
 - lreed@summitcountyboe.gov
 - 330-643-5301
 - Deputy Director David A. Petty
 - dpetty@summitcountyboe.gov
 - 330-643-5424
- 1. The Summit County Board of Elections reserves the right to make any corrections, adjustments or changes to this Request for Bid at any time. Please check www.summitcountyboe.gov for any updates to this RFB.
- 2. RFBs are valid for a period of ninety (90) days after the deadline.
- 3. Records requests on RFBs or information on any RFBs submitted will NOT be fulfilled until after a Vendor has been chosen and an agreement has been negotiated.
- 4. Vendor may NOT make any changes, adjustments or corrections to an RFB once a deadline has passed unless the Board expressly permits the Vendor to do so.
- 5. Failure to meet all of the requirements of the RFB may result in disqualification.

Quotes are due by Monday, September 21st, 2020 at 4:30 p.m.