



**Agenda Action Form Overview**

The Board is requested to authorize the County Manager to amend a contract with ElectroRent Corporation, dba Rush Computer Rentals for Laptops to Support Execution of the 2024 Statewide Republican Second Primary Election in the Amount of \$14,929 for a (new total amount \$84,909) using Board of Elections current fiscal year 2023-2024 operating budget. Service will include the delivery and pickup of laptops that are pre-loaded with items listed on the attached quote. A certified standard wipe is also included prior to delivery to the Board of Elections and after pick-up to ensure that there is no transfer of secure information.

The current contract amount will increase from \$69,980.00 to \$84,909.00 per the attached quote for the May 14, 2024, Statewide Republican Second Primary Election.

The Durham County Board of Elections also requests the Board to extend authorization of future contract amendments to the Manager.

**Background/Justification**

This request is for services that include providing the Board of Elections with laptops that will be used during Early Voting and Election Day for the May 14, 2024, Statewide Republican Second Primary Election to process voters.

**Policy Impact**

Acquiring this service will permit the Durham County Board of Elections to operate in an efficient and effective manner consistent with Goal 5 of the county’s strategic plan. Enabling the Board of Elections to acquire this service will ensure continued statutory compliance and allow the Board to lead in innovative election services and internal administrative controls.

**Procurement Background**

**Type of purchase**

- Goods
- Services
- Architect, Engineer or Surveyor Services
- Construction and Repair

**Did this request for purchase go through a bid process? Yes  No**

*Goods: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*  
*Services: Bids required if  $\geq$  \$30,000, BOCC approval if  $>$  \$40,000*  
*Construction/Repair work: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$500,000*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.



If no, why?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other (please explain)

**Fiscal Impact**

Existing funds in the FY23-24 budget will be used to cover the requested amount in services provided by the vendor.

**Recommendation**

The County Manager recommends that the Board authorize the County Manager to approve the contract amendment with Electro Rent Corporation to provide critical election services to the residents of Durham County ahead of the 2024 Republican Statewide Primary Election, in the amount of \$14,929.00 for a (new total amount of \$84,909.00) using Board of Elections current fiscal year 2023-2024 operating budget. The County Manager also recommends that the Board allow the County Manager to sign off on subsequent renewals, extensions, or amendments associated with this contract as necessary to continue services as required.