



Agenda Action Form Overview

The Board is requested to approve the Durham County Board of Elections request to acquire pickup and delivery services from Kline LLC dba Marrins' Mooving. Service will include the pickup and delivery of voting equipment and supplies to and from polling places and the Board of Elections Warehouse. Service delivery will occur during Early Voting and Election Day for four election events scheduled as follows:

- October 8, 2019 – Municipal Primary
- November 5, 2019 – Municipal Election
- March 3, 2020 – Primary Election
- April or May 2020 – Second Primary (if necessary)

The total cost of the request is; \$86,000.00.

Also, with the recommendation of Angela Perry from the Purchasing Department, we would like to request the following:

- The Durham County Board of Elections requests the BOCC to approve the contract and give the Manager authority to execute the contract in the amount not to exceed \$86,000.
- The Durham County Board of Elections requests that BOCC give the Manager authority to execute any other related contracts such as amendments within the budgeted appropriations, not to exceed \$86,000.

Background/Justification

In 2017, when the initial contract was executed, bids were solicited by Board of Elections personnel from DeHaven, LADD, and Marrins'. LADD did not have the resources required to engage in pricing at the time and DeHaven was significantly higher in cost than the amount quoted by Marrins' (>\$25,000 per event). Per Finance, since this is an amendment to the initial contract, bidding is not required.

This request is being made to ensure that election supplies and voting equipment are delivered and setup safely and securely to early voting sites and polling places throughout Durham County. Due to the number of precincts (57) and early voting sites (depends on the election year), this responsibility requires use of professional moving services.

Policy Impact

Acquiring pickup and delivery services from Marrins' will keep the Durham County Board of Elections in compliance with N.C. Gen Stat. §§163A-1133 which states; The county Board of Elections Shall: (1) Provide for the timely delivery to each voting place of supplies, records, and equipment necessary for the conduct of an election.

This type of service is consistent for the Board of Elections and it does not require an exception to Board policy. This request is also consistent with Goal 5 of the county strategic plan.



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)
- The contract between Kline LLC dba Marrins' Mooving and the Durham County Board of Elections is in its 4th amendment cycle and is set to expire on June 30, 2019 if approved. Informal bidding took place in 2017 when the initial contract was executed.

Fiscal Impact

Acquiring moving services for the purpose of transporting election equipment and supplies is a planned expense for each fiscal year. The expense amount will vary depending on the number of election events per year.

Recommendation

Due to the sensitive nature of Elections and the extent of accuracy that is required for ensuring the correct voting equipment and supplies are delivered to the correct polling places, we hope that the Commissioner's will approve continued usage of Marrins' per the terms contained herein. Marrins' has provided outstanding service to the Board of Elections since 2017 and is accustomed to our special instructions and need for efficiency.