

Scope of Work

For

Delivery and Pick up of Election Equipment

Number of Current Locations (vary from election to election):

- 56 Mail Ballot Drop-off
- 6 Early Vote sites
- 400 plus Polling Places
- 26 Depots

Background and Description on our current way of doing business:

The San Bernardino County Registrar of Voters currently delivers and picks-up election equipment/material from 400 plus polling locations, 6 early vote sites and 56 mail ballot drop-off locations within the county. In addition, 26 depot locations are established in specific areas throughout the county. In order to complete such tasks, temporary associates and vehicle rentals are needed. Each process (Mail ballot drop-off locations, Early Vote deliveries, etc.) differs from one another.

The Logistics Department utilizes the following to complete **Mail Ballot Drop-off Location** process:

- Routes are generated and include:
 - Communicates Dates and times of drop-off/pickups with locations
 - Locations are City Clerk's offices and County Branch Libraries
 - Routes are created by region (High Desert, Low Desert), Hours of Operation and specific pickup dates
- Mail ballot supplies that are dropped off:
 - Yellow Ballot Boxes
 - "I Voted" stickers
 - Ballot box seals
 - Election signage
- Ballot boxes are picked up according to schedule starting four weeks prior to the election and include
 - Filling out Ballot Security Logs
 - Constructing a new ballot box for facility (if a ballot box is being picked up)
- Full size vehicles are rented for each scheduled day
- 2 man teams per route-Required when handling ballots in ballot boxes
- All Mail Ballot material needs to be delivered 30 days before the election to all locations
- Ballot boxes with ballots in them need to be picked up every 96 hours between the 30th and 11th day before the election
- Ballot boxes with ballots in them need to be picked up every 72 hours between the 10th day and Election day

The Logistics Department utilizes the following to complete the **Early Vote Delivery/Pickup** process:

- Routes are generated and include:

- Schedules Date and time of delivery and pickup of each site
- Rented 16' foot box trucks w/lift gates
- Help site coordinators setup/breakdown election equipment

The Logistics Department utilizes the following to complete the **Delivery/Pickup** process for each poll location:

- Routes are generated and include:
 - Schedules Date and time window for each delivery/pickup
 - Routes are created by region (High Desert, Low Desert), Location Proximity, and Hours of Operation
 - Delivery/Pickup schedules are done with each facility weeks in advance
 - Letters are also generated to be mailed out detailing schedule
- 23 16' foot box trucks w/ lift gates are rented for 33 routes
- 3 Cargo Vans are rented for delivery/depot for Needles, Trona and Big River locations
- Each route gets a "Delivery/Pickup" Manifest to be filled out during each process
- Manifest includes the following items:
 - Cage(s) which include election equipment and various supplies:
 - Ballot Marking Device(s)
 - Electronic Poll Book(s)
 - Printer(s)
 - Precinct Scanner(s) (used after March 2020)
 - Polling Place Supply Bags
 - Voting Booths
 - Election Signage
 - Flags
 - Tables and Chairs
- Equipment pallets are staged according to route along with generic equipment to be loaded
- The Equipment Team loads the trucks with the night before we are scheduled to deliver.
- Drivers are to follow delivery/pickup routes according to schedule
- Election equipment is delivered/picked up from each location with the quantities being recorded on the manifests
- Special serial numbers on the Touch Screen Voting Machine needs to be verified by the Dispatching Team before drivers leave each facility
- As trucks return from their deliveries, the team loads the equipment for the next day.
- A Dispatching Team is utilized to keep in contact with the delivery teams out in the field. They are responsible for:
 - Contacting facility's if we are experiencing any delays, trouble getting access to facility or the need to reschedule delivery/pickup for a later time in the day
- Conduct alternate deliveries as necessary

The Logistics Department utilizes the following to complete the **Depot** process:

- Depot happens the Friday and Saturday before the election and again on election night to collect election supplies
- 23 16' foot box trucks from delivery convert over to be depot trucks
- Poll Supervisor material and election material is loaded into the trucks according to depot location
- Trucks are then dispatched to the depot location
- Trucks will be stationed at their depot location for several hours waiting for Poll Supervisors to pick up their election supplies
- Trucks will distribute correct election materials to Poll Supervisors

Delivery Companies:

The Registrar of Voters is seeking a company that will provide us with the following services:

Mail Ballot Drop-off

- Create drop-off/pickup schedule and routing for 56 drop-off locations
 - Drop off begins approximately 5 weeks prior to an election
 - Pickup begin 30 days prior to the election through the day before an election.

Example:

- Drop-off starts January 29-30, 2020
- Pickups start February 3, 2020 and runs through March 2, 2020
- Provide ROV with schedules and routing at least 4 weeks in advance
- Deliver necessary election material and supplies to each location
- Assemble ballot boxes when necessary
- Post all election signage within each location
- Pick up mail ballot boxes according to schedule
- Fill out all documentation that involves the pickup process
- Drop-off all mail ballot boxes and documentation to the ROV
- Continue pickup process until the day before the election

Early Vote Delivery

- Create delivery/pickup schedule and routing for all Early Vote sites
 - Deliveries begin approximately two weeks before an election and continue for one week.
 - Pickup begin the day after an Election.

Example:

- Deliveries start the week of February 17, 2020 and run through February 21, 2020
- Pickups start the day after the election-March 4, 2020
- Provide ROV with schedules and routing at least 4 weeks in advance
- Load trucks with Early Vote supplies and deliver them to each site
- Fill out all documentation that involves the delivery process
- Unload Early Vote supplies at each site
- Help site coordinator setup any election equipment needed
- Return all documentation to the ROV via email
- Pickup Early Vote supplies the day after the election and return to the ROV

Poll Location Delivery/Pickup

- Create delivery/pickup schedule and routing for all 400 plus polling place locations
 - Deliveries start the week prior to and run through the day before an election (for alternate deliveries)
 - Pickups start the day after the election and run for approximately one week after election.
- Provide ROV with schedules and routing at least 4 weeks in advance

- Load trucks with supply carts and other generic election equipment
- Deliver all election supplies to each polling place location
- Setup collapsible ballot boxes or any other election equipment requested
- Fill out Delivery Manifest accordingly
- Verify any serial numbers with ROV (if necessary)
- Complete all deliveries within 5 business days
- Complete alternate deliveries the day before the election before end of business
- Email completed Delivery Manifests at the end of each day via email
- Pickup supply carts and election supplies from each polling place location
- Fill out Pickup Manifest accordingly
- Complete all pickups within 5 business days
- Return all supplies and documentation to the ROV

Depot

- Depot Dates:
 - Friday before an election (pickup window 2:00pm to 6:00pm)
 - Saturday before an election (Pickup window 9:00am to 1:00pm)
 - Election Day (Drop-off window 8:00pm to 9:30pm)

Example:

- Friday, February 28, 2020 (Pickup window 2:00pm to 6:00pm)
- Saturday, February 29, 2020 (Pickup window 9:00am to 1:00pm)
- Tuesday, March 3, 2020 (Drop-off window 8:00pm to 9:30pm)
- Load pallets of Poll Supervisor supplies onto trucks
- Drive and station the depot truck at assigned location
- Distribute assigned supplies to correct Poll Supervisor
- Fill out necessary documentation for each pickup
- Verify with ROV after each Poll Supervisor pickup
- Wait at Depot until clearance from ROV
- Head back to ROV to store remaining supplies
- Collect Poll Supervisor supplies election night
- Fill out necessary documentation for each drop-off