

Situation

During the November 2<sup>nd</sup> election, we had to distribute additional equipment to facilitate voters and due to equipment problems. The equipment is 4 years old and is beginning to show wear and tear.

It is advised that we have a backup Tally computer (the computer that totals all the votes together).

The scanner we are using is reaching end of life and parts will be difficult to obtain.

We will have a large election in 2012.

We have additional HAVA funds that have been awarded as well as the funds generated via our contracts to hold for other entities.

We have realigned the equipment to permanently assign extra equipment in our larger polling places, specific equipment for training, specific equipment for testing, and specific equipment for spare. With this realignment, we only have the following spare equipment:

- eScan = 2 (we have extra tubs the eScans are placed on during voting that we will not need to order additional tubs)
- eSlates = 4
- DAU's (Disabled Access Unit - required) = 2
- JBC (Judge's Booth Controller – used with eSlates and DAU's = 13

Recommendations for protecting equipment were discussed after the Houston fire, where all equipment was lost. This includes covers for the equipment while it is stored.

Recommended procedures have been released by the Secretary of State regarding proper storage of equipment and accounting for equipment to comply with HAVA requirements.

Ballot Now is used for scanning ballots voted by mail, any ballot that will not scan in the polling place, any ballots that will not scan in early voting, limited ballots, provisional ballots AND for printing ballots. On Election Day, we attempt to process as much of the early voting as possible to enable us to release early voting totals at 7 pm. If we have to print ballots to deliver to the polling place on Election Day, we cannot be scanning ballots at the same time. This can be remedied by purchasing an additional ballot now with ballot printer or by using eScans to scan ballots while printing.

Resolution

We have identified additional HART equipment that is needed including:

- Backup Tally
- 3 DAU's
- 5 eSlates
- 5 eScans
- 1 Caddy (for eSlate and DAU's)

There is additional equipment that we looked at purchasing including:

- A new scanner for Ballot Now
- A backup Ballot Now with ballot printer

We received three quotes from HART for additional equipment.

Quote 1 includes what we have identified that we need	\$48,886.79
Quote 2 includes what we need and a scanner.	\$66,886.79
Quote 3 includes what we need, a scanner, and a ballot now with ballot printer.	\$90,478.46

At minimum, I would like approval for quote 1.

Quote 1



Pricing Quote

Date December 13, 2010

Customer Tom Green County, TX

Customer PO (if applicable)

System Version HVS 6.2.1

Additional Notes Please fax with signature to 512-252-6923 to place this order.

Requested Delivery date

Table with 6 columns: Item, Description, Qty., Unit Price, Ext. Price, Remarks. Includes items like PC, technical services, eSlate, and license support.

Terms and Conditions: The PC has been used in only one election.

Prices are effective for 30 days.

Billing Address and Phone: Vona McKerley, Elections Administrator, 113 W. Beauregard, San Angelo, TX 76903...

Shipping Address and Phone: Vona McKerley, Elections Administrator, 113 W. Beauregard, San Angelo, TX 76903...

Hart Management Approval: Ken Trethewey, Name: Ken Trethewey, Title: Sales Representative

Customer Approval: Name: Title:

Quote 2



### Pricing Quote

Date December 13, 2010

Customer Tom Green County, TX

Customer PO (If applicable) \_\_\_\_\_

System Version HVS 6.2.1

Additional Notes Please fax with signature to 512-252-6923 to place this order.

Requested Delivery date \_\_\_\_\_

Item	Description	Qty.	Unit Price	Ext. Price	Remarks
1	PC, desktop, no monitor, used	1	\$2,300.00	\$2,300.00	Configured with Tally
2	Technical services	1	\$500.00	\$500.00	Re-image and lock old Tally PC as backup
3	Scanner, Kodak i620, used	1	\$18,000.00	\$18,000.00	Configured for use with Ballot Now
4	Kodak care plan*	1	included	included	
5	Scanner background kit, white	1	included	included	
6	eSlate, DAU	3	\$3,532.99	\$10,598.97	
7	eSlate, used	5	\$2,000.00	\$10,000.00	
8	eScan, no ballot box	5	\$4,782.23	\$23,911.15	
9	Caddy, eSlate	1	\$550.00	included	
10	Casters, eSlate caddy, set of 4	1	\$100.00	\$100.00	
	First year license and support for eSlates, prorated for 8 months to align with contract anniversary	8	\$80.00	\$426.67	Prorated
	First year license and support for eScans, prorated for 8 months to align with contract anniversary	5	\$150.00	\$500.00	Prorated
<b>Subtotal</b>				<b>\$66,336.79</b>	
	Shipping and handling			\$550.00	
<b>Total</b>				<b>\$66,886.79</b>	

**Terms and Conditions:**

\*Tom Green County must contact Kodak at 800-22KODAK to transfer the care kit. To schedule the maintenance visit, contact Kodak Service at 800-356-3253 (3 KODAK 3).

Used PCs and scanner referenced above have been used in only one election.

Prices are effective for 30 days.

**Billing Address and Phone**

Vona McKerley, Elections Administrator  
113 W. Beauregard  
San Angelo, TX 76903  
325-659-6541  
fax: 325-657-9226  
email: [Vona\\_mckerley@co.tom-green.tx.us](mailto:Vona_mckerley@co.tom-green.tx.us)

**Billing Instructions**

**Shipping Address and Phone**

Vona McKerley, Elections Administrator  
113 W. Beauregard  
San Angelo, TX 76903  
325-659-6541

**Shipping Instructions**

Hart Management Approval: \_\_\_\_\_

Name: Ken Trethewey

Title: Sales Representative

Customer Approval: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Quote 3



## Pricing Quote

Date December 13, 2010

Customer Tom Green County, TX

Customer PO (if applicable) \_\_\_\_\_

System Version HVS 6.2.1

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Requested Delivery date \_\_\_\_\_

Item	Description	Qty.	Unit Price	Ext. Price	Remarks
1	PC, desktop, no monitor, used	1	\$2,300.00	\$2,300.00	Configured with Tally
2	Technical services	1	\$500.00	\$500.00	Re-image and lock old Tally PC as backup
3	Scanner, Kodak i620, used	1	\$18,000.00	\$18,000.00	Configured for use with Ballot Now
4	Kodak care plan*	1	included	included	
5	Scanner background kit, white	1	included	included	
6	Ballot Now software, print only license	1	\$17,000.00	\$17,000.00	Medium county, 2nd seat, print only price
7	PC, desktop, used	1	\$2,600.00	\$2,600.00	configured with Ballot Now
8	Card reader	1	included	included	
9	eCM token	1	included	included	
10	MBB	1	included	included	
11	Ballot printer, Oki 9650dn	1	\$4,625.00	\$4,625.00	
12	eSlate, DAU	3	\$3,532.99	\$10,598.97	
13	eSlate, used	5	\$2,000.00	\$10,000.00	
14	eScan, no ballot box	5	\$4,782.23	\$23,911.15	
15	Caddy, eSlate	1	\$550.00	included	
16	Casters, eSlate caddy, set of 4	1	\$100.00	\$100.00	
	First year license and support for eSlates, prorated for 8 months to align with contract anniversary	8	\$80.00	\$426.67	Prorated
	First year license and support for eScans, prorated for 8 months to align with contract anniversary	5	\$150.00	\$500.00	Prorated
	First year license and support for print only Ballot Now, prorated for 8 months to align with contract anniversary	1	\$3,400.00	\$2,266.67	Prorated
Subtotal				\$92,828.46	
	Shipping and handling			\$650.00	
	Special package discount			-\$3,000.00	
Total				\$90,478.46	

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Used PCs and scanner referenced above have been used in only one election.

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 113 W. Beauregard  
 San Angelo, TX 76903  
 325-659-6541

**Shipping Instructions**

*Ken Trethewey*

Hart Management Approval: \_\_\_\_\_

Name: Ken Trethewey

Title: \_\_\_\_\_

Sales Representative

Customer Approval: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



Note - Navigational menus along with other non-content related elements have been removed for your convenience. Thank you for visiting us online.

## HAVA EAC Audit 'To Do' List

The following identifies areas of findings cited by the Election Assistance Commission (EAC). There are things your county can do **NOW** to prepare for a possible site visit from the EAC, and the Help America Vote (HAVA) Grant Monitor Review of your county.

### Property Management

Inventory list **MUST** identify the following:

1. description;
2. serial number;
3. source of funding;
4. who holds the title;
5. acquisition date;
6. the cost;
7. % of federal participation;
8. the location;
9. the use/condition;
10. any ultimate disposition data.

### Safety and Security

- Equipment should be stored in cases (if applicable) and protected from damage.
- Storage area should be climate controlled.
- Storage should be locked and not accessible to the public or non-election staff.

***One county was cited because the equipment was stored next to a ground level window and the equipment could be seen from outside.***

### Inventory

- Know where all equipment is at all times.
- Conduct a physical reconciliation of the equipment.
- Check serial numbers and make sure all grant funded equipment is identified.
- If equipment (commonly computers) are used for non-HAVA related duties, you **MUST** allocate the % attributable to HAVA vs. general use; and refund the amount allocated to general use to the SOS.

### Advance Payments of Grant Funds

- Calculate interest earned (start date: 3 days after receipt of funds).
- Refund the amount to the SOS.

01/08/2011

## Quotation

Tom Green County Elections  
Barbara Stone  
113 W Beauregard Ave.  
San Angelo, Tx 76903-5834  
barbara.stone@co.tomgreen.tx.us

1711.06  
131.62  

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1842.68

Dear Barbara

Thank you for considering the A. Rifkin Co. to fulfill your organization's needs. We appreciate the opportunity to submit to you the below quotation for your consideration.

Quantity	Part Number	Quote Name Description	Quote Number	Unit Price	Ext. Price
13	B15453-T10	E Slate caddy covers 3Ply V Cloth 55x32x29		131.62	1711.06
	Freight	To be prepaid and added			?

The quote is valid for 60 days and will expire on 3-9-2011.

To place your order, please sign in the box below and return via fax to 210-495-5478. Should you have further questions, please contact me at 210-495-0881 or email gvaughn@arifkin.com. Thank you for this opportunity to serve you.

Sincerely,

*Glenn Vaughn*

Glenn Vaughn  
Direct Line: (210) 495-0881  
E-Mail: gvaughn@arifkin.com

Authorized Signature

**Terms & Conditions:**

- Terms Net 10 days, F.O.B. shipping point.
- Shipping date to be assigned at time of order.
- Applicable taxes and shipping charges will be added to the invoice.

Every effort will be made to ship the exact quantity of a printed order. Standard industry practice for printed orders, however, provides a manufacturing allowance of +/-3% of the quantity ordered. It is our policy to ship unfinished products.

\*Reference our web site <http://www.arifkin.com/policies> for complete policies, terms and conditions.

Find more solutions to your business needs at <http://www.arifkin.com> - v

01/08/2011

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Tom Green County Elections  
Barbara Stone  
113 W Beauregard Ave.  
San Angelo, Tx 76903-5834  
barbara.stone@co.tomgreen.tx.us

Dear Barbara

Thank you for considering the A. Rifkin Co. to fulfill your organization's needs. We appreciate the opportunity to submit to you the below quotation for your consideration.

Quantity	Part Number	Quote Name Description	Quote Number	Unit Price	Ext. Price
5	Custom Cover Sm	Caddy Cover 3 ply v cloth 69.5x50x22.5 w/ Zipper down both sides of front	5092	169.04	845.20
10	Custom Sm Cover	Same As above	5092	153.29	1532.90
	Freight	To Be prepaid and added			

The quote is valid for 60 days and will expire on 3-9-2011.

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Every effort will be made to ship the exact quantity of a printed order. Standard industry practice for printed products, however, provides a manufacturing allowance of +/-3% of the quantity ordered. It is our policy to ship and invoice all finished products.

\*Reference our web site <http://www.arifkin.com/policies> for complete policies, terms and conditions.

*Find more solutions to your business needs at <http://www.arifkin.com> - visit today!*

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Quantity	Part Number	Quote Name Description	Quote Number	Unit Price	Ext. Price
5	Custom Cover Sm	Caddy Cover 3 ply v cloth 69.5x50x27 w/ Zipper down both sides of front	5092	173.30	866.50
10	Custom Sm Cover	Same As above	5092	158.31	1583.10
	Freight	To Be prepaid and added			

The quote is valid for 60 days and will expire on 3-9-2011.

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