



OFFICE OF THE PURCHASING AGENT

TOWN OF ARLINGTON  
730 Massachusetts Avenue  
Arlington, MA 02476

Telephone (781) 316-3003  
Fax (781) 316-3019

DATE: August 30, 2017

TO ALL BIDDERS

BID NO. 17-46

SUBJECT: Electronic Voting System

**ADDENDUM NO. 1**

TO WHOM IT MAY CONCERN:

With reference to the bid request relative to the above subject, please note the following:

**ATTACHED PAGES (2) WITH CORRECTED DATES**

All other terms, conditions and specifications remain unchanged.

Very truly yours,

Town of Arlington

Domenic R. Lanzillotti  
Purchasing Officer

**TOWN OF ARLINGTON  
MASSACHUSETTS**

**#17-46**

**Invitation for Bids**

The Town of Arlington, Massachusetts (the Town) acting through the Town Manager is requesting bids from qualified firms for a staffed, rental of an appropriate electronic voting system for use at its 201: Representative Town Meeting commencing April 25, 201: .

Bids are invited and will be received by the Purchasing Officer, Town of Arlington, Massachusetts on or before **September 12, 2017, 10:30 A.M.** at the Town Manager's/Purchasing Office, Town Hall Annex 2<sup>nd</sup> floor, 730 Massachusetts Avenue, Arlington, MA 02476. Bids delivered after the appointed time and date will not be considered.

The Town reserves the right to cancel any invitation for bids, and to reject in whole or in part any and all bids, when it is deemed in the best interests of the Town to do so.

Adam W. Chapdelaine

Town Manager

August 17, 2017

## 1. Introduction

In its Annual Town Meeting in the Spring of 2013 Arlington's Representative Town Meeting approved changes in Town bylaws to permit, but not require, the use of electronic systems to record, tally, display and archive the individual votes of Town Meeting Members. (See Appendix A, voting section of Town Bylaws.) This action followed an investigation and subsequent proposals by the Town Meeting Electronic Voting Study Committee.

After a successful utilization of an electronic voting system in 2014, the Town Meeting appropriated a maximum of \$35,000 for FY2018 thru FY2020 for the purpose of renting an appropriate system for use at Annual Town Meeting 201: that commences April 25.<sup>423</sup>, for as many sessions as the maximum budget will permit. Annual Town Meeting sessions are Monday and Wednesday evenings from 8 to 11 pm. and typically require 8 to 10 nights to complete the Warrant.

## 2. Key dates for RFP response, and overview of the selection process

Bid Deadline: September 12, 2017, 10:30 A.M.

Award: Within 30 days from deadline.

## 3. Scope of Services

### A. Project objective

The Town of Arlington, Massachusetts (“Town”), is seeking to rent an electronic tally and display system (“System”) that uses handheld devices to provide for voting at its 252-member representative Town Meeting where each member is a potential voter. The System typically will operate in the Town Hall Auditorium at 730 Massachusetts Avenue. The Town requires onsite, vendor-supplied personnel to take primary responsibility for operation of the System during the covered Town Meeting sessions.

The System will:

- **Provide a visual vote confirmation to each individual authorized voter** on any item or procedure that may be presented for an electronic vote at sessions of the 2018 Arlington Town Meeting;
- **Tally and display in-progress voting and voting results** to all Town Meeting attendees in varying customized formats and levels of granularity, and