

## State of Georgia State Entity Standard Contract Form

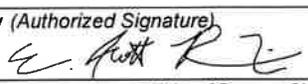
Solicitation Title <b>Security Seals</b>	Solicitation Number <b>47800-SOS0000041</b>	Contract Number <b>47800-SOS0000041</b>
1. This Contract is entered into between the State Entity and the Contractor named below:		
State Entity's Name <b>Secretary of State</b>		(hereafter called State Entity)
Contractor's Name <b>Intab, LLC</b>		(hereafter called Contractor)
2. Contract to Begin: <b>November 7, 2023</b>	Date of Completion: <b>November 6, 2024</b>	Renewals: <b>4 (1-year) Options to Renew</b>
3. Performance Bond, if any: <b>N/A</b>		Other Bonds, if any: <b>N/A</b>
4. Maximum Amount of this Contract: <b>No guaranteed amount</b>	Total Financial Obligation of the State Entity for the First Fiscal Year: <b>No guaranteed amount</b>	Total Financial Obligation of the State Entity for each Renewal Period if Renewed: <b>No guaranteed amount</b>
5. Authorized Person to Receive Contract Notices for State Entity: <b>Kim Ford</b>	Authorized Person to Receive Contract Notices for Contractor: <b>Scott Rudicil</b>	
6. The parties agree to comply with the terms and conditions of the following attachments which are by this reference made a part of the Contract:		
Attachment 1: <b>State Entity Contract for Goods and Ancillary Services</b>		
Attachment 2: <b>Solicitation (referenced above)</b>		
Attachment 3: <b>Contractor's Final Response</b>		

**IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.**

7.

### Contractor

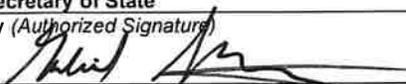
Contractor's Name (If other than an individual, state whether a corporation, partnership, etc.)  
**Intab, LLC**

By (Authorized Signature) 	Date Signed <b>11/8/2023</b>
Printed Name and Title of Person Signing <b>E. Scott Rudicil / President</b>	
Address <b>PO Box 186, Morrisville, NC 27560</b>	

8.

### State Entity

State Entity Name  
**Secretary of State**

By (Authorized Signature) 	Date Signed <b>11/9/2023</b>
Printed Name and Title of Person Signing <b>Gabriel Straling, COO</b>	
Address <b>2 Martin Luther King Jr. Dr., Suite 820, Atlanta, GA 30334</b>	

**STATE OF GEORGIA  
STATE ENTITY STANDARD CONTRACT  
Attachment 1**

**Contract Terms and Conditions for Goods and Ancillary Services - OPEN**

**A. DEFINITIONS AND GENERAL INFORMATION**

1. **Definitions.** The following words shall be defined as set forth below:

- (i) **"Contractor"** means the provider of the goods and services under the Contract.
- (ii) **"Purchase Instrument"** means the documentation issued by the State Entity to the Contractor for a purchase of goods and services in accordance with the terms and conditions of the Contract. It may include an identification of the items to be purchased, the delivery date and location, the address where the Contractor should submit the invoices, and any other requirements deemed necessary by the State Entity.
- (iii) **"Response", "Contractor's Response" or "Final Response"** means the Contractor's submitted response to the RFX, including any modifications or clarifications accepted by the State Entity.
- (iv) **"RFX"** means the Request for Proposal, Request for Bid, or other solicitation document (and any amendments or addenda thereto) specifically identified in the State Entity Standard Contract Form that was issued to solicit the goods and services that are subject to the Contract.
- (v) **"State"** means the State of Georgia, the State Entity, and any other authorized state entities issuing Purchase Instruments against the Contract.
- (vi) **"State Entity"** means the State of Georgia governmental entity identified in the State Entity Standard Contract Form to contract with the Contractor for the goods and services identified in the Contract.
- (vii) **"State Entity Standard Contract" or "Contract"** means the agreement between the State Entity and the Contractor as defined by the State Entity Standard Contract Form and its incorporated documents.
- (viii) **"State Entity Standard Contract Form"** means the document that contains basic information about the Contract and incorporates by reference the applicable Contract Terms and Conditions, the RFX, Contractor's Response to the RFX, the final pricing documentation for goods and services and any mutually agreed clarifications, modifications, additions and deletions resulting from final contract negotiations. No objection or amendment by a Contractor to the RFX requirements or the Contract shall be incorporated by reference into this Contract unless the State Entity has accepted the Contractor's objection or amendment in writing. The State Entity Standard Contract Form is defined separately and referred to separately throughout the State Entity Standard Contract as a means of identifying the location of certain information. For example, the initial term of the Contract is defined by the dates in the State Entity Standard Contract Form.

2. **Priority of Contract Provisions.** Any pre-printed contract terms and conditions included on Contractor's forms or invoices shall be null and void.
3. **Reporting Requirements.** Contractor shall provide all reports required by the RFX. In addition, unless otherwise provided in the RFX, Contractor shall keep a record of the purchases made pursuant to the Contract and shall submit a quarterly written report to the State Entity.

## B. DURATION OF CONTRACT

1. **Contract Term.** The Contract between the State Entity and the Contractor shall begin and end on the dates specified in the State Entity Standard Contract Form, unless terminated earlier in accordance with the applicable terms and conditions. Pursuant to O.C.G.A. Section 50-5-64, this Contract shall not be deemed to create a debt of the State for the payment of any sum beyond the fiscal year of execution or, in the event of a renewal, beyond the fiscal year of such renewal.
2. **Contract Renewal.** The State Entity shall have the option, in its sole discretion, to renew the Contract for additional renewals as defined in the State Entity Standard Contract Form on a year-to-year basis by giving the Contractor written notice of the renewal decision at least sixty (60) days prior to the expiration of the initial term or renewal term. Renewal will depend upon the best interests of the State, funding, and Contractor's performance. Renewal will be accomplished through the issuance of a Notice of Award Amendment. Upon the State Entity's election, in its sole discretion, to renew any part of this Contract, Contractor shall remain obligated to perform in strict accordance with this Contract unless otherwise agreed by the State Entity and the Contractor.
3. **Contract Extension.** In the event that this State Entity Standard Contract shall terminate or be likely to terminate prior to the making of an award for a new contract for the identified goods and services, the State Entity may, with the written consent of Contractor, extend this Contract for such period as may be necessary to afford the State a continuous supply of the identified goods and services.

## C. DESCRIPTION OF GOODS AND SERVICES

1. **Specifications in Bidding Documents.** The Contractor shall provide all goods and services required in the RFX that comply with the specifications contained in the RFX and the terms of the Contract, plus those goods, services and deliverables as may additionally be described in the Response.
2. **Product Shipment and Delivery.** All products shall be shipped F.O.B. destination. Destination shall be the location(s) specified in the RFX or any provided Purchase Instrument. All items shall be at the Contractor's risk until they have been delivered and accepted by the receiving entity. All items shall be subject to inspection on delivery. Hidden damage will remain the responsibility of the Contractor to remedy without cost to the State Entity, regardless of when the hidden damage is discovered.
3. **Non-Exclusive Rights.** The Contract is not exclusive. The State Entity reserves the right to select other contractors to provide goods and services similar to goods and services described in the Contract during the term of the Contract.

4. **No Minimums Guaranteed.** The Contract does not guarantee any minimum level of purchases.

#### D. COMPENSATION

1. **Pricing.** The Contractor will be paid for the goods and services sold pursuant to the Contract in accordance with the RFX and final pricing documents as incorporated into the State Entity Standard Contract Form and the terms of the Contract. Unless clearly stated otherwise in the State Entity Standard Contract, all prices are firm and fixed and are not subject to variation. Prices include, but are not limited to freight, insurance, fuel surcharges and customs duties.
2. **Billings.** If applicable, and unless the RFX provides otherwise, the Contractor shall submit, on a regular basis, an invoice for goods and services supplied to the State Entity under the Contract at the billing address specified in the Purchase Instrument or Contract. The invoice shall comply with all applicable rules concerning payment of such claims. The State Entity shall pay all approved invoices in arrears and in accordance with applicable provisions of State law.

Unless otherwise agreed in writing by the parties, the Contractor shall not be entitled to receive any other payment or compensation from the State Entity for any goods or services provided by or on behalf of the Contractor under the Contract. The Contractor shall be solely responsible for paying all costs, expenses and charges it incurs in connection with its performance under the Contract.

3. **Delay of Payment Due to Contractor's Failure.** If the State Entity in good faith determines that the Contractor has failed to perform or deliver any service or product as required by the Contract, the Contractor shall not be entitled to any compensation under the Contract until such service or product is performed or delivered. In this event, the State Entity may withhold that portion of the Contractor's compensation which represents payment for services or products that were not performed or delivered. To the extent that the Contractor's failure to perform or deliver in a timely manner causes the State Entity to incur costs, the State Entity may deduct the amount of such incurred costs from any amounts payable to Contractor. The State Entity's authority to deduct such incurred costs shall not in any way affect the State Entity's authority to terminate the Contract.
4. **Set-Off Against Sums Owed by the Contractor.** In the event that the Contractor owes the State Entity and/or the State any sum under the terms of the Contract, pursuant to any judgment, or pursuant to any law, the State Entity and/or the State may set off the sum owed to the State Entity and/or the State against any sum owed by the State Entity and/or the State to the Contractor in the State Entity's sole discretion.

#### E. TERMINATION

1. **Immediate Termination.** Pursuant to O.C.G.A. Section 50-5-64, this Contract will terminate immediately and absolutely if the State Entity determines that adequate funds are de-appropriated such that the State Entity cannot fulfill its obligations under the Contract, which determination is at the State Entity's sole discretion and shall be conclusive. Further, the State Entity may terminate the Contract for any one or more of the following reasons effective immediately without advance notice:
  - (i) In the event the Contractor is required to be certified or licensed as a condition precedent to providing goods and services, the revocation or loss of such license or

certification may result in immediate termination of the Contract effective as of the date on which the license or certification is no longer in effect;

- (ii) The State Entity determines that the actions, or failure to act, of the Contractor, its agents, employees or subcontractors have caused, or reasonably could cause, life, health or safety to be jeopardized;
- (iii) The Contractor fails to comply with confidentiality laws or provisions; and/or
- (iv) The Contractor furnished any statement, representation or certification in connection with the Contract or the bidding process which is materially false, deceptive, incorrect or incomplete.

**2. Termination for Cause.** The occurrence of any one or more of the following events shall constitute cause for the State Entity to declare the Contractor in default of its obligations under the Contract:

- (i) The Contractor fails to deliver or has delivered nonconforming goods or services or fails to perform, to the State Entity's satisfaction, any material requirement of the Contract or is in violation of a material provision of the Contract, including, but without limitation, the express warranties made by the Contractor;
- (ii) The State Entity determines that satisfactory performance of the Contract is substantially endangered or that a default is likely to occur;
- (iii) The Contractor fails to make substantial and timely progress toward performance of the Contract;
- (iv) The Contractor becomes subject to any bankruptcy or insolvency proceeding under federal or state law to the extent allowed by applicable federal or state law including bankruptcy laws; the Contractor terminates or suspends its business; or the State Entity reasonably believes that the Contractor has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law;
- (v) The Contractor has failed to comply with applicable federal, state and local laws, rules, ordinances, regulations and orders when performing within the scope of the Contract;
- (vi) The Contractor has engaged in conduct that has or may expose the State Entity or the State to liability, as determined in the State Entity's sole discretion; or
- (vii) The Contractor has infringed any patent, trademark, copyright, trade dress or any other intellectual property rights of the State Entity, the State, or a third party.

**3. Notice of Default.** If there is a default event caused by the Contractor, the State Entity shall provide written notice to the Contractor requesting that the breach or noncompliance be remedied within the period of time specified in the State Entity's written notice to the Contractor. If the breach or noncompliance is not remedied within the period of time specified in the written notice, the State Entity may:

- (i) Immediately terminate the Contract without additional written notice; and/or

- (ii) Procure substitute goods or services from another source and charge the difference between the Contract and the substitute contract to the defaulting Contractor; and/or,
  - (iii) Enforce the terms and conditions of the Contract and seek any legal or equitable remedies.
- 4. **Termination Upon Notice.** Following thirty (30) days' written notice, the State Entity may terminate the Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Contractor. Following termination upon notice, the Contractor shall be entitled to compensation, upon submission of invoices and proper proof of claim, for goods and services provided under the Contract to the State Entity up to and including the date of termination.
- 5. **Termination Due to Change in Law.** The State Entity shall have the right to terminate this Contract without penalty by giving thirty (30) days' written notice to the Contractor as a result of any of the following:
  - (i) The State Entity's authorization to operate is withdrawn or there is a material alteration in the programs administered by the State Entity; and/or
  - (ii) The State Entity's duties are substantially modified.
- 6. **Payment Limitation in Event of Termination.** In the event of termination of the Contract for any reason by the State Entity, the State Entity shall pay only those amounts, if any, due and owing to the Contractor for goods and services actually rendered up to and including the date of termination of the Contract and for which the State Entity is obligated to pay pursuant to the Contract or Purchase Instrument. Payment will be made only upon submission of invoices and proper proof of the Contractor's claim. This provision in no way limits the remedies available to the State Entity under the Contract in the event of termination. The State Entity shall not be liable for any costs incurred by the Contractor in its performance of the Contract, including, but not limited to, startup costs, overhead or other costs associated with the performance of the Contract.
- 7. **The Contractor's Termination Duties.** Upon receipt of notice of termination or upon request of the State Entity, the Contractor shall:
  - (i) Cease work under the Contract and take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the status of all work under the Contract, including, without limitation, results accomplished, conclusions resulting therefrom, and any other matters the State Entity may require;
  - (ii) Immediately cease using and return to the State Entity, any personal property or materials, whether tangible or intangible, provided by the State Entity to the Contractor;
  - (iii) Comply with the State Entity's instructions for the timely transfer of any active files and work product produced by the Contractor under the Contract;
  - (iv) Cooperate in good faith with the State Entity, its employees, agents and contractors during the transition period between the notification of termination and the substitution of any replacement contractor; and

- (v) Immediately return to the State Entity any payments made by the State Entity for goods and services that were not delivered or rendered by the Contractor.

## F. CONFIDENTIAL INFORMATION

1. **Access to Confidential Data.** The Contractor's employees, agents and subcontractors may have access to confidential data maintained by the State to the extent necessary to carry out the Contractor's responsibilities under the Contract. The Contractor shall presume that all information received pursuant to the Contract is confidential unless otherwise designated by the State. If it is reasonably likely the Contractor will have access to the State's confidential information, then:
  - (i) The Contractor shall provide to the State a written description of the Contractor's policies and procedures to safeguard confidential information;
  - (ii) Policies of confidentiality shall address, as appropriate, information conveyed in verbal, written, and electronic formats;
  - (iii) The Contractor must designate one individual who shall remain the responsible authority in charge of all data collected, used, or disseminated by the Contractor in connection with the performance of the Contract; and
  - (iv) The Contractor shall provide adequate supervision and training to its agents, employees and subcontractors to ensure compliance with the terms of the Contract.

The private or confidential data shall remain the property of the State at all times. Some services performed for the State Entity may require the Contractor to sign a nondisclosure agreement. Contractor understands and agrees that refusal or failure to sign such a nondisclosure agreement, if required, may result in termination of the Contract.

2. **No Dissemination of Confidential Data.** No confidential data collected, maintained, or used in the course of performance of the Contract shall be disseminated except as authorized by law and with the written consent of the State, either during the period of the Contract or thereafter. Any data supplied to or created by the Contractor shall be considered the property of the State. The Contractor must return any and all data collected, maintained, created or used in the course of the performance of the Contract, in whatever form it is maintained, promptly at the request of the State.
3. **Subpoena.** In the event that a subpoena or other legal process is served upon the Contractor for records containing confidential information, the Contractor shall promptly notify the State and cooperate with the State in any lawful effort to protect the confidential information.
4. **Reporting of Unauthorized Disclosure.** The Contractor shall immediately report to the State any unauthorized disclosure of confidential information.
5. **Survives Termination.** The Contractor's confidentiality obligation under the Contract shall survive termination of the Contract.

## G. INDEMNIFICATION

1. **Contractor's Indemnification Obligation.** The Contractor agrees to indemnify and hold harmless the State and State officers, employees, agents, and volunteers (collectively, "Indemnified Parties") from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments, including reasonable value of the time spent by the Attorney General's Office, related to or arising from:
  - (i) Any breach of the Contract;
  - (ii) Any negligent, intentional or wrongful act or omission of the Contractor or any employee, agent or subcontractor utilized or employed by the Contractor;
  - (iii) Any failure of goods to comply with applicable specifications, warranties, and certifications under the Contract;
  - (iv) The negligence or fault of the Contractor in design, testing, development, manufacture, or otherwise with respect to the goods or any parts thereof provided under the Contract;
  - (v) Claims, demands, or lawsuits that, with respect to the goods or any parts thereof, allege product liability, strict product liability, or any variation thereof;
  - (vi) The Contractor's performance or attempted performance of the Contract, including any employee, agent or subcontractor utilized or employed by the Contractor;
  - (vii) Any failure by the Contractor to comply with the "Compliance with the Law" provision of the Contract;
  - (viii) Any failure by the Contractor to make all reports, payments and withholdings required by federal and state law with respect to social security, employee income and other taxes, fees or costs required by the Contractor to conduct business in the State of Georgia or the United States;
  - (ix) Any infringement of any copyright, trademark, patent, trade dress, or other intellectual property right; or
  - (x) Any failure by the Contractor to adhere to the confidentiality provisions of the Contract.
2. **Duty to Reimburse State Tort Claims Fund.** To the extent such damage or loss as covered by this indemnification is covered by the State of Georgia Tort Claims Fund ("the Fund"), the Contractor (and its insurers) agrees to reimburse the Fund. To the full extent permitted by the Constitution and the laws of the State and the terms of the Fund, the Contractor and its insurers waive any right of subrogation against the State, the Indemnified Parties, and the Fund and insurers participating thereunder, to the full extent of this indemnification.
3. **Litigation and Settlements.** The Contractor shall, at its own expense, be entitled to and shall have the duty to participate in the defense of any suit against the Indemnified Parties. No settlement or compromise of any claim, loss or damage entered into by the Indemnified Parties shall be binding upon Contractor unless approved in writing by Contractor. No settlement or compromise of any claim, loss or damage entered into by Contractor shall be binding upon the Indemnified Parties unless approved in writing by the Indemnified Parties.

4. **Patent/Copyright Infringement Indemnification.** Contractor shall, at its own expense, be entitled to and shall have the duty to participate in the defense of any suit instituted against the State and indemnify the State against any award of damages and costs made against the State by a final judgment of a court of last resort in such suit insofar as the same is based on any claim that any of the goods constitutes an infringement of any United States Letters Patent or copyright, provided the State gives the Contractor immediate notice in writing of the institution of such suit, permits Contractor to fully participate in the defense of the same, and gives Contractor all available information, assistance and authority to enable Contractor to do so. Subject to approval of the Attorney General of the State of Georgia, the State Entity shall tender defense of any such action to Contractor upon request by Contractor. Contractor shall not be liable for any award of judgment against the State reached by compromise or settlement unless Contractor accepts the compromise or settlement. Contractor shall have the right to enter into negotiations for and the right to effect settlement or compromise of any such action, but no such settlement shall be binding upon the State unless approved by the State.

In case any of the goods is in any suit held to constitute infringement and its use is enjoined, Contractor shall, at its option and expense:

- (i) Procure for the State Entity the right to continue using the goods;
- (ii) Replace or modify the same so that it becomes non-infringing; or
- (iii) Remove the same and cancel any future charges pertaining thereto.

Contractor, however, shall have no liability to the State if any such patent, or copyright infringement or claim thereof is based upon or arises out of:

- (i) Compliance with designs, plans or specifications furnished by or on behalf of the State Entity as to the goods;
- (ii) Use of the goods in combination with apparatus or devices not supplied by Contractor;
- (iii) Use of the goods in a manner for which the same was neither designed nor contemplated; or
- (iv) The claimed infringement of any patent or copyright in which the State Entity or any affiliate or subsidiary of the State Entity has any direct interest by license or otherwise.

5. **Survives Termination.** The indemnification obligation of the Contractor shall survive termination of the Contract.

## H. INSURANCE

Contractor shall provide all insurance as required by the RFX.

## I. BONDS

The Contractor shall provide all required bonds in accordance with the terms of the RFX and as stated in the State Entity Standard Contract Form.

## J. WARRANTIES

- 1. Construction of Warranties Expressed in the Contract with Warranties Implied by Law.** All warranties made by the Contractor and/or subcontractors in all provisions of the Contract and the Contractor's Response, whether or not the Contract specifically denominates the Contractor's and/or subcontractors' promise as a warranty or whether the warranty is created only by the Contractor's affirmation or promise, or is created by a description of the materials, goods and services to be provided, or by provision of samples to the State shall not be construed as limiting or negating any warranty provided by law, including without limitation, warranties which arise through course of dealing or usage of trade, the warranty of merchantability, and the warranty of fitness for a particular purpose. The warranties expressed in the Contract are intended to modify the warranties implied by law only to the extent that they expand the warranties applicable to the goods and services provided by the Contractor. The provisions of this section apply during the term of the Contract and any extensions or renewals thereof.
- 2. Warranty – Nonconforming Goods.** All goods delivered by Contractor to the State Entity shall be free from any defects in design, material, or workmanship. If any goods offered by the Contractor are found to be defective in material or workmanship, or do not conform to Contractor's warranty, the State Entity shall have the option of returning, repairing, or replacing the defective goods at Contractor's expense. Payment for goods shall not constitute acceptance. Acceptance by the State Entity shall not relieve the Contractor of its warranty or any other obligation under the Contract.
- 3. Compliance with Federal Safety Acts.** Contractor warrants and guarantees to the State that the goods provided under the Contract are in compliance with Sections 5 and 12 of the Federal Trade Commission Act; the Fair Packaging and Labeling Act; the Federal Food, Drug, and Cosmetic Act; the Consumer Product Safety Act; the Federal Environmental Pesticide Control Act; the Federal Hazardous Substances Act; the Fair Labor Standards Act; the Wool Products Labeling Act; the Flammable Fabrics Act; the Occupational Safety and Health Act; the Office of Management and Budget A-110 Appendix A; and the Anti-Kickback Act of 1986.
- 4. Originality and Title to Concepts, Materials, and Goods Produced.** Contractor represents and warrants that all the concepts, materials, goods and services produced, or provided to the State pursuant to the terms of the Contract shall be wholly original with the Contractor or that the Contractor has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such concepts, materials and works. The Contractor represents and warrants that the concepts, materials, goods and services and the State's use of same and the exercise by the State of the rights granted by the Contract shall not infringe upon any other work, other than material provided by the Contract to the Contractor to be used as a basis for such materials, or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm or corporation and that the concepts, materials and works will not infringe upon the copyright, trademark, trade name, trade dress patent, literary, dramatic, statutory, common law or any other rights of any person, firm or corporation or other entity. The Contractor represents and warrants that it is the owner of or otherwise has the right to use and distribute the goods and services contemplated by the Contract.
- 5. Conformity with Contractual Requirements.** The Contractor represents and warrants that the goods and services provided in accordance with the Contract will appear and operate in conformance with the terms and conditions of the Contract.
- 6. Authority to Enter into Contract.** The Contractor represents and warrants that it has full authority to enter into the Contract and that it has not granted and will not grant any right or

interest to any person or entity that might derogate, encumber or interfere with the rights granted to the State and the State Entity.

7. **Obligations Owed to Third Parties.** The Contractor represents and warrants that all obligations owed to third parties with respect to the activities contemplated to be undertaken by the Contractor pursuant to the Contract are or will be fully satisfied by the Contractor so that the State and the State Entity will not have any obligations with respect thereto.
8. **Title to Property.** The Contractor represents and warrants that title to any property assigned, conveyed or licensed to the State is good and that transfer of title or license to the State is rightful and that all property shall be delivered free of any security interest or other lien or encumbrance.
9. **Industry Standards.** The Contractor represents and expressly warrants that all aspects of the goods and services provided or used by it shall at a minimum conform to the standards in the Contractor's industry. This requirement shall be in addition to any express warranties, representations, and specifications included in the Contract, which shall take precedence.
10. **Contractor's Personnel and Staffing.** Contractor warrants that all persons assigned to perform services under this Contract are either lawful employees of Contractor or lawful employees of a Subcontractor authorized by the State Entity as specified in the RFX. All persons assigned to perform services under this Contract shall be qualified to perform such services. Personnel assigned by Contractor shall have all professional licenses required to perform the services.
11. **Use of State Vehicles.** Contractor warrants that no State vehicles will be used by Contractor for the performance of services under this Contract. Contractor shall be responsible for providing transportation necessary to perform all services.

#### K. PRODUCT RECALL

In the event that any of the goods are found by the Contractor, the State, any governmental agency, or court having jurisdiction to contain a defect, serious quality or performance deficiency, or not to be in compliance with any standard or requirement so as to require or make advisable that such goods be reworked or recalled, the Contractor will promptly communicate all relevant facts to the State Entity and undertake all corrective actions, including those required to meet all obligations imposed by laws, regulations, or orders, and shall file all necessary papers, corrective action programs, and other related documents, provided that nothing contained in this section shall preclude the State Entity from taking such action as may be required of it under any such law or regulation. The Contractor shall perform all necessary repairs or modifications at its sole expense except to any extent that the Contractor and the State Entity shall agree to the performance of such repairs by the State Entity upon mutually acceptable terms.

#### L. CONTRACT ADMINISTRATION

1. **Order of Preference.** In the case of any inconsistency or conflict among the specific provisions of the State Entity Standard Contract Terms and Conditions (including any amendments accepted by both the State Entity and the Contractor attached hereto), the RFX (including any subsequent addenda and written responses to bidders' questions), and the Contractor's Response, any inconsistency or conflict shall be resolved as follows:

- (i) First, by giving preference to the specific provisions of the State Entity Standard Contract Terms and Conditions.
- (ii) Second, by giving preference to the specific provisions of the RFX.
- (iii) Third, by giving preference to the specific provisions of the Contractor's Response, except that objections or amendments by a Contractor that have not been explicitly accepted by the State Entity in writing shall not be included in this Contract and shall be given no weight or consideration.

**2. Intent of References to Bid Documents.** The references to the parties' obligations, which are contained in this document, are intended to supplement or clarify the obligations as stated in the RFX and the Contractor's Response. The failure of the parties to make reference to the terms of the RFX or the Contractor's Response in this document shall not be construed as creating a conflict and will not relieve the Contractor of the contractual obligations imposed by the terms of the RFX and the Contractor's Response. The contractual obligations of the State Entity cannot be implied from the Contractor's Response.

**3. Compliance with the Law.** The Contractor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders now or hereafter in effect when performing under the Contract, including without limitation, all laws applicable to the prevention of discrimination in employment and the use of targeted small businesses as subcontractors or contractors. The Contractor, its employees, agents and subcontractors shall also comply with all federal, state and local laws regarding business permits and licenses that may be required to carry out the work performed under the Contract. Contractor and Contractor's personnel shall also comply with all State and State Entity policies and standards in effect during the performance of the Contract, including but not limited to the State Entity's policies and standards relating to personnel conduct, security, safety, confidentiality, and ethics. Further, the provisions of O.C.G.A. Section 45-10-20 et seq. have not and must not be violated under the terms of this Contract. If the value of this Contract is \$100,000 or more and Contractor is a company that employs more than five persons, Contractor certifies that Contractor is not currently engaged in, and agrees for the duration of this Contract not to engage in, a boycott of Israel, as defined in O.C.G.A. § 50-5-85.

**4. Sexual Harassment Prevention.** The State of Georgia promotes respect and dignity and does not tolerate sexual harassment in the workplace. The State is committed to providing a workplace and environment free from sexual harassment for its employees and for all persons who interact with state government. All State of Georgia employees are expected and required to interact with all persons including other employees, contractors, and customers in a professional manner that contributes to a respectful work environment free from sexual harassment. Furthermore, the State of Georgia maintains an expectation that its contractors and their employees and subcontractors will interact with entities of the State of Georgia, their customers, and other contractors of the State in a professional manner that contributes to a respectful work environment free from sexual harassment.

Pursuant to the State of Georgia's Statewide Sexual Harassment Prevention Policy (the "Policy"), all contractors who are regularly on State premises or who regularly interact with State personnel must complete sexual harassment prevention training on an annual basis.

If the Contractor, including its employees and subcontractors, violates the Policy, including but not limited to engaging in sexual harassment and/or retaliation, the Contractor may be subject to appropriate corrective action. Such action may include, but is not limited to, notification to

the employer, removal from State premises, restricted access to State premises and/or personnel, termination of contract, and/or other corrective action(s) deemed necessary by the State.

- (i) If Contractor is an individual who is regularly on State premises or who will regularly interact with State personnel, Contractor certifies that:
  - (a) Contractor has received, reviewed, and agreed to comply with the State of Georgia's Statewide Sexual Harassment Prevention Policy located at <http://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/jointly-issued-statewide-policies/sexual-harassment-prevention-policy>;
  - (b) Contractor has completed sexual harassment prevention training in the last year and will continue to do so on an annual basis; or will complete the Georgia Department of Administrative Services' sexual harassment prevention training located at this direct link <https://www.youtube.com/embed/NjVt0DDnc2s?rel=0> prior to accessing State premises and prior to interacting with State employees; and on an annual basis thereafter; and,
  - (c) Upon request by the State, Contractor will provide documentation substantiating the completion of sexual harassment training.
- (ii) If Contractor has employees and subcontractors that are regularly on State premises or who will regularly interact with State personnel, Contractor certifies that:
  - (a) Contractor will ensure that such employees and subcontractors have received, reviewed, and agreed to comply with the State of Georgia's Statewide Sexual Harassment Prevention Policy located at <http://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/jointly-issued-statewide-policies/sexual-harassment-prevention-policy>;
  - (b) Contractor has provided sexual harassment prevention training in the last year to such employees and subcontractors and will continue to do so on an annual basis; or Contractor will ensure that such employees and subcontractors complete the Georgia Department of Administrative Services' sexual harassment prevention training located at this direct link <https://www.youtube.com/embed/NjVt0DDnc2s?rel=0> prior to accessing State premises and prior to interacting with State employees; and on an annual basis thereafter; and
  - (c) Upon request of the State, Contractor will provide documentation substantiating such employees and subcontractors' acknowledgment of the State of Georgia's Statewide Sexual Harassment Prevention Policy and annual completion of sexual harassment prevention training.

**5. Drug-free Workplace.** The Contractor hereby certifies as follows:

- (i) Contractor will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this Contract; and

- (ii) If Contractor has more than one employee, including Contractor, Contractor shall provide for such employee(s) a drug-free workplace, in accordance with the Georgia Drug-free Workplace Act as provided in O.C.G.A. Section 50-24-1 et seq., throughout the duration of this Contract; and
- (iii) Contractor will secure from any subcontractor hired to work on any job assigned under this Contract the following written certification: "As part of the subcontracting agreement with (Contractor's Name), (Subcontractor's Name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract pursuant to paragraph 7 of subsection (b) of Code Section 50-24-3."

Contractor may be suspended, terminated, or debarred if it is determined that:

- (i) Contractor has made false certification here in above; or
  - (ii) Contractor has violated such certification by failure to carry out the requirements of O.C.G.A. Section 50-24-3(b).
6. **Amendments.** The Contract may be amended in writing from time to time by mutual consent of the parties. If the contract award exceeds the delegated purchasing authority of the State Entity, then the State Entity must obtain approval of the amendment from the Department of Administrative Services (DOAS). All amendments to the Contract must be in writing and fully executed by duly authorized representatives of the State Entity and the Contractor.
7. **Third Party Beneficiaries.** There are no third-party beneficiaries to the Contract. The Contract is intended only to benefit the State Entity, the State, and the Contractor.
8. **Choice of Law and Forum.** The laws of the State of Georgia shall govern and determine all matters arising out of or in connection with this Contract without regard to the choice of law provisions of State law. In the event any proceeding of a quasi-judicial or judicial nature is commenced in connection with this Contract, such proceeding shall solely be brought in a court or other forum of competent jurisdiction within Fulton County, Georgia. This provision shall not be construed as waiving any immunity to suit or liability, including without limitation sovereign immunity, which may be available to the State.
9. **Parties' Duty to Provide Notice of Intent to Litigate and Right to Demand Mediation.** In addition to any dispute resolution procedures otherwise required under this Contract or any informal negotiations which may occur between the parties, no civil action with respect to any dispute, claim or controversy arising out of or relating to this Contract may be commenced without first giving fourteen (14) calendar days written notice to the other party of the claim and the intent to initiate a civil action. At any time prior to the commencement of a civil action, either party may elect to submit the matter for mediation. Either party may exercise the right to submit the matter for mediation by providing the other party with a written demand for mediation setting forth the subject of the dispute. The parties will cooperate with one another in selecting a mediator and in scheduling the mediation proceedings. Venue for the mediation will be in Atlanta, Georgia; provided, however, that any or all mediation proceedings may be conducted by teleconference with the consent of the mediator. The parties covenant that they will participate in the mediation in good faith, and that they will share equally in its costs; provided, however that the cost to State Entity shall not exceed five thousand dollars (\$5,000.00).

All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator or employees of any mediation service, are inadmissible for any purpose (including but not limited to impeachment) in any litigation or other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation. Inadmissibility notwithstanding, all written documents shall nevertheless be subject to the Georgia Open Records Act O.C.G.A. Section 50-18-70 et seq.

No party may commence a civil action with respect to the matters submitted to mediation until after the completion of the initial mediation session, forty-five (45) calendar days after the date of filing the written request for mediation with the mediator or mediation service, or sixty (60) calendar days after the delivery of the written demand for mediation, whichever occurs first. Mediation may continue after the commencement of a civil action, if the parties so desire.

- 10. Assignment and Delegation.** The Contract may not be assigned, transferred or conveyed in whole or in part without the prior written consent of the State Entity. For the purpose of construing this clause, a transfer of a controlling interest in the Contractor shall be considered an assignment.
- 11. Use of Third Parties.** Except as may be expressly agreed to in writing by the State Entity, Contractor shall not subcontract, assign, delegate or otherwise permit anyone other than Contractor or Contractor's personnel to perform any of Contractor's obligations under this Contract or any of the work subsequently assigned under this Contract. No subcontract which Contractor enters into with respect to performance of obligations or work assigned under the Contract shall in any way relieve Contractor of any responsibility, obligation or liability under this Contract and for the acts and omissions of all subcontractors, agents, and employees. All restrictions, obligations and responsibilities of the Contractor under the Contract shall also apply to the subcontractors. Any contract with a subcontractor must also preserve the rights of the State Entity. The State Entity shall have the right to request the removal of a subcontractor from the Contract for good cause.
- 12. Integration.** The Contract represents the entire Contract between the parties. The parties shall not rely on any representation that may have been made which is not included in the Contract.
- 13. Headings or Captions.** The paragraph headings or captions used in the Contract are for identification purposes only and do not limit or construe the contents of the paragraphs.
- 14. Not a Joint Venture.** Nothing in the Contract shall be construed as creating or constituting the relationship of a partnership, joint venture, (or other association of any kind or agent and principal relationship) between the parties thereto. Each party shall be deemed to be an independent contractor contracting for goods and services and acting toward the mutual benefits expected to be derived herefrom. Neither Contractor nor any of Contractor's agents, servants, employees, subcontractors or contractors shall become or be deemed to become agents, servants, or employees of the State. Contractor shall therefore be responsible for compliance with all laws, rules and regulations involving its employees and any subcontractors, including but not limited to employment of labor, hours of labor, health and safety, working conditions, workers' compensation insurance, and payment of wages. No party has the authority to enter into any contract or create an obligation or liability on behalf of, in the name of, or binding upon another party to the Contract.

15. **Joint and Several Liability.** If the Contractor is a joint entity, consisting of more than one individual, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the activities and obligations of the Contract, and for any default of activities and obligations.
16. **Supersedes Former Contracts or Agreements.** Unless otherwise specified in the Contract, this Contract supersedes all prior Contracts or Agreements between the State Entity and the Contractor for the goods and services provided in connection with the Contract.
17. **Waiver.** Except as specifically provided for in a waiver signed by duly authorized representatives of the State Entity and the Contractor, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Contract shall not be construed as affecting any subsequent right to require performance or to claim a breach.
18. **Notice.** Any and all notices, designations, consents, offers, acceptances or any other communication provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by Federal Express, courier or other similar and reliable carrier which shall be addressed to the person who signed the Contract on behalf of the party at the address identified in the State Entity Standard Contract Form. Each such notice shall be deemed to have been provided:
  - (i) At the time it is actually received; or,
  - (ii) Within one (1) day in the case of overnight hand delivery, courier or services such as Federal Express with guaranteed next day delivery; or,
  - (iii) Within five (5) days after it is deposited in the U.S. Mail in the case of registered U.S. Mail.

From time to time, the parties may change the name and address of the person designated to receive notice. Such change of the designated person shall be in writing to the other party and as provided herein.

19. **Cumulative Rights.** The various rights, powers, options, elections and remedies of any party provided in the Contract shall be construed as cumulative and not one of them is exclusive of the others or exclusive of any rights, remedies or priorities allowed either party by law, and shall in no way affect or impair the right of any party to pursue any other equitable or legal remedy to which any party may be entitled as long as any default remains in any way unremedied, unsatisfied or undischarged.
20. **Severability.** If any provision of the Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of the Contract. Further, if any provision of the Contract is determined to be unenforceable by virtue of its scope, but may be made enforceable by a limitation of the provision, the provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the applicable law. Any agreement of the parties to amend, modify, eliminate, or otherwise change any part of this Contract shall not affect any other part of this Contract, and the remainder of this Contract shall continue to be of full force and effect.

21. **Time is of the Essence.** Time is of the essence with respect to the performance of the terms of the Contract. Contractor shall ensure that all personnel providing goods and services to the State are responsive to the State's requirements and requests in all respects.
22. **Authorization.** The persons signing this Contract represent and warrant to the other parties that:
  - (i) It has the right, power and authority to enter into and perform its obligations under the Contract; and
  - (ii) It has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of the Contract and the Contract constitutes a legal, valid and binding obligation upon itself in accordance with its terms.
23. **Successors in Interest.** All the terms, provisions, and conditions of the Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.
24. **Record Retention and Access.** The Contractor shall maintain books, records and documents in accordance with generally accepted accounting principles and procedures and which sufficiently and properly document and calculate all charges billed to the State throughout the term of the Contract for a period of at least five (5) years following the date of final payment or completion of any required audit, whichever is later. Records to be maintained include both financial records and service records. The Contractor shall permit the Auditor of the State of Georgia or any authorized representative of the State Entity, and where federal funds are involved, the Comptroller General of the United States, or any other authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other records of the Contractor relating to orders, invoices or payments or any other documentation or materials pertaining to the Contract, wherever such records may be located during normal business hours. The Contractor shall not impose a charge for audit or examination of the Contractor's books and records. If an audit discloses incorrect billings or improprieties, the State reserves the right to charge the Contractor for the cost of the audit and appropriate reimbursement. Evidence of criminal conduct will be turned over to the proper authorities.
25. **Solicitation.** The Contractor warrants that no person or selling agency (except bona fide employees or selling agents maintained for the purpose of securing business) has been employed or retained to solicit and secure the Contract upon an agreement or understanding for commission, percentage, brokerage or contingency.
26. **Public Records.** The laws of the State of Georgia, including the Georgia Open Records Act, as provided in O.C.G.A. Section 50-18-70 et seq., require procurement records and other records to be made public unless otherwise provided by law.
27. **Clean Air and Water Certification.** Contractor certifies that none of the facilities it uses to produce goods provided under the Contract are on the Environmental Protection State Entity (EPA) List of Violating Facilities. Contractor will immediately notify the State Entity of the receipt of any communication indicating that any of Contractor's facilities are under consideration to be listed on the EPA List of Violating Facilities.

- 28. Debarred, Suspended, and Ineligible Status.** Contractor certifies that the Contractor and/or any of its subcontractors have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch.1 Subpart 9.4. Contractor will immediately notify the State Entity if Contractor is debarred by the State or placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.
- 29. Use of Name or Intellectual Property.** Contractor agrees it will not use the name or any intellectual property, including but not limited to, State trademarks or logos in any manner, including commercial advertising or as a business reference, without the expressed prior written consent of the State.
- 30. Taxes.** The State Entity is exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on Contractor's employee's wages. The State Entity is exempt from State and Local Sales and Use Taxes on the services. Tax Exemption Certificates will be furnished upon request. Contractor or an authorized subcontractor has provided the State Entity with a sworn verification regarding the filing of unemployment taxes or persons assigned by Contractor to perform services required in this Contract, which verification is incorporated herein by reference.
- 31. Certification Regarding Sales and Use Tax.** By executing the Contract the Contractor certifies it is either (a) registered with the State Department of Revenue, collects, and remits State sales and use taxes as required by Georgia law, including Chapter 8 of Title 48 of the O.C.G.A.; or (b) not a "retailer" as defined in O.C.G.A. Section 48-8-2. The Contractor also acknowledges that the State may declare the Contract void if the above certification is false. The Contractor also understands that fraudulent certification may result in the State Entity or its representative filing for damages for breach of contract.
- 32. Delay or Impossibility of Performance.** Neither party shall be in default under the Contract if performance is delayed or made impossible by an act of God. In each such case, the delay or impossibility must be beyond the control and without the fault or negligence of the Contractor. If delay results from a subcontractor's conduct, negligence or failure to perform, the Contractor shall not be excused from compliance with the terms and obligations of the Contract.
- 33. Limitation of Contractor's Liability to the State.** Except as otherwise provided in this Contract, Contractor's liability to the State for any claim of damages arising out of this Contract shall be limited to direct damages and shall not exceed the total amount paid to Contractor for the performance under this Contract.

No limitation of Contractor's liability shall apply to Contractor's liability for loss or damage to State equipment or other property while such equipment or other property is in the sole care, custody, and control of Contractor's personnel. Contractor hereby expressly agrees to assume all risk of loss or damage to any such State equipment or other property in the care, custody, and control of Contractor's personnel. Contractor further agrees that equipment transported by Contractor personnel in a vehicle belonging to Contractor (including any vehicle rented or leased by Contractor or Contractor's personnel) shall be deemed to be in the sole care, custody, and control of Contractor's personnel while being transported. Nothing in this section shall limit or affect Contractor's liability arising from claims brought by any third party.

- 34. Obligations Beyond Contract Term.** The Contract shall remain in full force and effect to the end of the specified term or until terminated or canceled pursuant to the Contract. All

obligations of the Contractor incurred or existing under the Contract as of the date of expiration, termination or cancellation will survive the termination, expiration or conclusion of the Contract.

35. **Counterparts.** The parties agree that the Contract has been or may be executed in several counterparts, each of which shall be deemed an original and all such counterparts shall together constitute one and the same instrument.
36. **Further Assurances and Corrective Instruments.** The parties agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of the Contract.
37. **Transition Cooperation and Cooperation with other Contractors.** Contractor agrees that upon termination of this Contract for any reason, it shall provide sufficient efforts and cooperation to ensure an orderly and efficient transition of services to the State or another contractor. The Contractor shall provide full disclosure to the State and the third-party contractor about the equipment, software, or services required to perform services for the State. The Contractor shall transfer licenses or assign agreements for any software or third-party services used to provide the services to the State or to another contractor.

Further, in the event that the State has entered into or enters into agreements with other contractors for additional work related to services rendered under the Contract, Contractor agrees to cooperate fully with such other contractors. Contractor shall not commit any act, which will interfere with the performance of work by any other contractor.

# Event Details

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
47800-SOS0000041	Sell	RFx	1
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Security Seals			
<b>Start Time</b>	<b>Finish Time</b>		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bid Number:** 1  
**Bid Date:** 10/19/2023 15:36:50 EDT  
**Total Bid Amount:** 31.98

**Bidder:** INTAB LLC  
 PO BOX 186  
 MORRISVILLE NC 27560  
 United States

**Submit To:** Secretary of State  
 Secretary Of State  
 Attn: Procurement Administration  
 2 MLK, Jr. Drive Ste 820 West Tower  
 Atlanta GA 30334  
 United States

**Contact:** Kimberly Ford 678/260-5378  
**Phone:** 678/260-5378  
**Email:** kford@sos.ga.gov

### Event Description

Pursuant to the State Purchasing Act (Official Code of Georgia Annotated §§50-5-50 et seq.), this electronic Request for Quotes (eRFQ) is being issued to establish a contract with one or more qualified suppliers who will provide Security Seals and other related election security products to the Secretary of State (hereinafter, the State Entity) as further described in this eRFQ.

### General Comments

- Pursuant to the State Purchasing Act (Official Code of Georgia Annotated §§50-5-50 et seq.), this electronic Request for Quotes (eRFQ) is being issued to establish a contract with one or more qualified suppliers who will provide Security Seals and other related election security products to the Secretary of State (hereinafter, the State Entity) as further described in this eRFQ.

### General Questions

Question	UOM	Best	Worst	Response
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Georgia Security Immigration

Pursuant to O.C.G.A. § 13-10-91, all contractors or subcontractors who enter into a contract with the State Entity in connection with the physical performance of services within this state, shall register and participate in the federal work authorization program to verify information of all employees. To be eligible for contract award, the supplier must return the attached form. Because this form must be signed and notarized, the supplier must comply with the State Entity's instructions for mailing and receiving this form. Does the supplier agree to fully comply with this requirement?

Yes

Required: Yes Mandatory Response: No

Y

#### Response Comments

Have you completed the Mandatory Response worksheet as defined in the eRFQ document?

Yes

Required: Yes Mandatory Response: Yes

Y

#### Response Comments

### Company Information

Have you provided your company and contact information (please see details in the eRFQ Instructions attachment)? You must provide this information as an attachment by clicking on the link to the right "Add Comments or Attachments."

Yes

Required: Yes Mandatory Response: No

Y

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
47800-SOS0000041	Sell	RFX	2
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Security Seals			
<b>Start Time</b>		<b>Finish Time</b>	
10/05/2023 09:44:29 EDT		10/23/2023 14:00:00 EDT	

**Bidder:** INTAB LLC  
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Secretary Of State  
Attn: Procurement Administration  
2 MLK, Jr. Drive Ste 820 West Tower  
Atlanta GA 30334  
United States

**Contact:** Kimberly Ford 678/260-5378  
**Phone:** 678/260-5378  
**Email:** kford@sos.ga.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No  
**Bid Number:** 1  
**Bid Date:** 10/19/2023 15:36:50 EDT  
**Total Bid Amount:** 31.98

**Response Comments**

Question	UOM	Best	Worst	Response
Have you read and do you agree to the Certificate of Independent Price Determination and Certificate of Non-Collusion as stated in the eRFQ Instructions attachment?		Yes		Y

Required: Yes Mandatory Response: No

**Response Comments**

Have you provided three (3) corporate references for services similar to those as defined in the eRFQ Document? You must provide this information as an attachment by clicking the link to the right "Add Comments or Attachments".

Yes

Required: Yes Mandatory Response: No

**Response Comments**

**Sales and Use Tax Compliance**

Have you completed the Sales and Use Tax compliance form (provided as a link in the eRFQ Instructions attachment)? You must provide the completed form as an attachment by clicking on the link to the right entitled Add Comments or Attachments.

Yes

Required: Yes Mandatory Response: No

**Response Comments**

You must indicate your response to RFX Section 3.4 "Certification Regarding Status as a 'Scrutinized Company' ". Please answer carefully.

**Select One**

  X  

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Options:
- I certify the offeror is NOT a "scrutinized company."
  - I certify the offeror is a "scrutinized company."
  - I received permission to bid as noted in RFX Section 3.4

Required: Yes Mandatory Response: No

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
47800-SOS0000041	Sell	RFx	3
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Security Seals			
<b>Start Time</b>	<b>Finish Time</b>		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

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 Secretary Of State  
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 2 MLK, Jr. Drive Ste 820 West Tower  
 Atlanta GA 30334  
 United States

**Contact:** Kimberly Ford 678/260-5378  
**Phone:** 678/260-5378  
**Email:** kford@sos.ga.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bid Number:** 1  
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**Total Bid Amount:** 31.98

### Response Comments

Question	UOM	Best	Worst	Response
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CHINA: A scrutinized company is any sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly owned subsidiaries, majority owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit owned or operated by the Government of China. The Government of China means the People's Republic of China led by the Chinese Communist Party. A scrutinized company is ineligible to submit a bid or proposal in response to this solicitation. False certification hereunder may result in a civil penalty in an amount that is equal to the greater of \$250,000 or twice the amount of the contract for which a bid or proposal was submitted, contract termination, and any other penalties available under law, rule, regulation or policy.

Options: I certify my company is NOT a "scrutinized company"  
 I certify my company is a "scrutinized company"

Required: Yes Mandatory Response: No

Select One

X

### Response Comments

RUSSIA/BELARUS: A scrutinized company is any sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly owned subsidiaries, majority owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit owned or operated by the Government of Belarus or the Government of Russia. The Government of Belarus means the Republic of Belarus, and the Government of Russia means the Russian Federation. A scrutinized company is ineligible to submit a response to this solicitation. False certification hereunder may result in a civil penalty in an amount that is equal to the greater of \$250,000 or twice the amount of the contract for which a bid or proposal was submitted, contract termination, and any other penalties available under law, rule or policy.

Options: I certify my company is NOT a "scrutinized company"  
 I certify my company is a "scrutinized company"

Required: Yes Mandatory Response: No

Select One

X

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
47800-SOS0000041	Sell	RFx	4
Event Round	Version		
1	1		
Event Name			
Security Seals			
Start Time	Finish Time		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

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**Bids allowed in other currency:** No

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**Contact:** Kimberly Ford 678/260-5378  
**Phone:** 678/260-5378  
**Email:** kford@sos.ga.gov

### Response Comments

Question	UOM	Best	Worst	Response
----------	-----	------	-------	----------

SUDAN: A scrutinized company is a company conducting business operations in Sudan that is involved in power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, but excludes a company which can demonstrate any of the following exceptions noted in O.C.G.A. Section 50-5-84. False certification hereunder may result in civil penalties, contract termination, ineligibility to bid on state contracts for three or more years, and/or any other available remedy. If the Supplier is a scrutinized company, the Supplier shall not be eligible to bid on or submit a proposal for a contract with the State Entity unless DOAS makes a determination in accordance with O.C.G.A. Section 50-5-84 that it is in the best interests of the State to permit the scrutinized company to submit a bid or proposal. Any scrutinized company desiring DOAS to make such a determination should contact both DOAS and the Issuing Officer immediately.

- Options:
- I certify my company is NOT a "scrutinized company"
  - I certify my company is a "scrutinized company"
  - I certify I have written permission from DOAS to bid

Required: Yes Mandatory Response: No

Select One

X

### Response Comments

### Standard Insurance Requirement

If awarded are you prepared to provide insurance as defined in the sourcing event?

Yes

Required: Yes Mandatory Response: No

Y

### Response Comments

### Confidentiality Clause

Do you agree to the Confidentiality Clause as defined in the eRFx document? If the answer is NO, you must provide detailed information as a comment or attachment by clicking on the link to the right "Add Comments or Attachments".

Yes

Required: Yes Mandatory Response: No

Y

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
47800-SOS0000041	Sell	RFx	5
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Security Seals			
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**Response Comments**

Question	UOM	Best	Worst	Response
----------	-----	------	-------	----------

Delivery Requirements

Supplier must be able to meet all the delivery requirements in Specifications document. Can you meet these requirements?

Yes

Required: Yes Mandatory Response: No

Y

**Response Comments**

Do you have any exceptions to the Agency Standard Contract as attached?

If yes, any exceptions to the contract must be in an original document using track changes functionality and may not be submitted in the form of highlighted changes to the original contract.

If yes, you must provide these terms by as an attachment by clicking on the link to the right "Add Comments or Attachments".

No

Required: Yes Mandatory Response: No

Y

**Response Comments**

Reciprocal Preference Law O.C.G.A. §50-5-60(b) In which state is your company domiciled?

For the purposes of evaluation only, Suppliers resident in the State of Georgia will be granted the same preference over Suppliers resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other state to Suppliers resident therein over Suppliers resident in the State of Georgia.

NOTE: For the purposes of this law, the definition of a resident Supplier is a Supplier who is domiciled in the State of Georgia.

Options: Wisconsin  
 Wyoming  
 Other

**Select One**

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
47800-SOS0000041	Sell	RFx	6
Event Round	Version		
1	1		
Event Name			
Security Seals			
Start Time	Finish Time		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

Event Currency: US Dollar  
 Bids allowed in other currency: No

Bid Number: 1  
 Bid Date: 10/19/2023 15:36:50 EDT  
 Total Bid Amount: 31.98

**Bidder:** INTAB LLC  
 PO BOX 186  
 MORRISVILLE NC 27560  
 United States

**Submit To:** Secretary of State  
 Secretary Of State  
 Attn: Procurement Administration  
 2 MLK, Jr. Drive Ste 820 West Tower  
 Atlanta GA 30334  
 United States

**Contact:** Kimberly Ford 678/260-5378  
**Phone:** 678/260-5378  
**Email:** kford@sos.ga.gov

Question	UOM	Best	Worst	Response
Alabama				_____
Montana				_____
West Virginia				_____
Washington				_____
Virginia				_____
Vermont				_____
Utah				_____
Texas				_____
Tennessee				_____
South Dakota				_____
South Carolina				_____
Rhode Island				_____
Pennsylvania				_____
Oregon				_____
Oklahoma				_____
Ohio				_____
North Dakota				_____
North Carolina				X
New York				_____
New Mexico				_____
New Jersey				_____
New Hampshire				_____
Nevada				_____
Nebraska				_____
Missouri				_____
Mississippi				_____
Minnesota				_____
Michigan				_____
Massachusetts				_____
Maryland				_____
Maine				_____
Louisiana				_____
Kentucky				_____
Kansas				_____
Iowa				_____
Indiana				_____
Illinois				_____
Idaho				_____
Hawaii				_____
Florida				_____
Georgia				_____
Washington DC				_____
Delaware				_____
Connecticut				_____
Colorado				_____
California				_____
Arkansas				_____
Arizona				_____
Alaska				_____

Required: Yes Mandatory Response: No

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
47800-SOS0000041	Sell	RFx	7
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Security Seals			
<b>Start Time</b>		<b>Finish Time</b>	
10/05/2023 09:44:29 EDT		10/23/2023 14:00:00 EDT	

**Bidder:** INTAB LLC  
 PO BOX 186  
 MORRISVILLE NC 27560  
 United States

**Submit To:** Secretary of State  
 Secretary Of State  
 Attn: Procurement Administration  
 2 MLK, Jr. Drive Ste 820 West Tower  
 Atlanta GA 30334  
 United States

**Contact:** Kimberly Ford 678/260-5378  
**Phone:** 678/260-5378  
**Email:** kford@sos.ga.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bid Number:** 1  
**Bid Date:** 10/19/2023 15:36:50 EDT  
**Total Bid Amount:** 31.98

### Response Comments

Question	UOM	Best	Worst	Response
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Please select the option that most accurately defines your company, based on the definitions below.

\*\*\*Georgia Resident Business means any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure.

\*\*A Small business is defined as a business that is independently owned and operated. In addition, such a business must either have fewer than 300 employees or less than \$30 million in gross receipts per year.

\*A Georgia Resident Small Business would be a business that meets the requirements for both a Georgia Resident and Small Business.

Also, the State encourages all companies to sub-contract portions of any state contract to small and minority business enterprises. Suppliers interested in taking advantage of the Georgia income tax incentives provided for by the Official Code of Georgia Annotated Section 48-7-38, relative to the use of minority subcontractors in the performance of contracts awarded by the State of Georgia, should contact the Vendor Relations Administrator:

Vendor Relations Administrator  
 Department of Administrative Services  
 200 Piedmont Avenue, S.E.  
 Suite 1308, West Tower  
 Atlanta, Georgia 30334 9010  
 Telephone: (404) 657-6000  
 Fax: (404) 657-8444

- Options:
- Georgia Resident Business
  - Georgia Resident Small Business
  - Small Business
  - Not Applicable

Required: Yes Mandatory Response: No

Select One

**X**

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
47800-SOS0000041	Sell	RFx	8
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Security Seals			
<b>Start Time</b>		<b>Finish Time</b>	
10/05/2023 09:44:29 EDT		10/23/2023 14:00:00 EDT	

**Bidder:** INTAB LLC  
PO BOX 186  
MORRISVILLE NC 27560  
United States

**Submit To:** Secretary of State  
Secretary Of State  
Attn: Procurement Administration  
2 MLK, Jr. Drive Ste 820 West Tower  
Atlanta GA 30334  
United States

**Contact:** Kimberly Ford 678/260-5378  
**Phone:** 678/260-5378  
**Email:** kford@sos.ga.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bid Number:** 1  
**Bid Date:** 10/19/2023 15:36:50 EDT  
**Total Bid Amount:** 31.98

**Response Comments**

Question	UOM	Best	Worst	Response
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Are you a Women-Owned business?

A business that is at least 51% owned and controlled by one or more women, and primarily managed by one or more women.

No

Required: Yes Mandatory Response: No

N

**Response Comments**

Are you a Veteran-Owned Small business?

Veteran-Owned Small Business as used in this provision means a small business that: (i) is at least 51% unconditionally owned by one or more veterans (as defined at 38 U.S.C 101(2)); or in the case of any publicly owned business, at least 51% of the stock of which is unconditionally owned by one or more veterans; and (ii) whose management and daily business operations are controlled by one or more veterans.

No

Required: Yes Mandatory Response: No

N

**Response Comments**

Can your company be classified as a Minority Owned Business?

Select the option(s) below that correctly identifies your company based on the below definition of a minority business.

A Minority Business enterprise means a small business concern which is at least 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly assessed and domiciled within this state (Official Code of Georgia Annotated §50-5-131).

- Options:
- African American
  - Asian American
  - Hispanic/Latino
  - Native American
  - Pacific Islander

**Select All That Apply**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
47800-SOS0000041	Sell	RFx	9
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Security Seals			
<b>Start Time</b>		<b>Finish Time</b>	
10/05/2023 09:44:29 EDT		10/23/2023 14:00:00 EDT	

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bid Number:** 1  
**Bid Date:** 10/19/2023 15:36:50 EDT  
**Total Bid Amount:** 31.98

**Bidder:** INTAB LLC  
 PO BOX 186  
 MORRISVILLE NC 27560  
 United States

**Submit To:** Secretary of State  
 Secretary Of State  
 Attn: Procurement Administration  
 2 MLK, Jr. Drive Ste 820 West Tower  
 Atlanta GA 30334  
 United States

**Contact:** Kimberly Ford 678/260-5378  
**Phone:** 678/260-5378  
**Email:** kford@sos.ga.gov

Question	UOM	Best	Worst	Response
Not Applicable Required: Yes Mandatory Response: No				<u>X</u>

**Response Comments**

Are you a Small Business? Small business means a business which is independently owned and operated and must have either 300 or fewer employees or \$30 million or less in gross receipts per year.

Tier 1 - (10 or fewer employees OR \$1 million or less in gross receipts per year)

Tier 2 - (100 or fewer employees OR \$10 million or less in gross receipts per year)

Tier 3 - (300 or fewer employees OR \$30 million or less in gross receipts per year)

- Options:
- Yes, Tier 1
  - Yes, Tier 2
  - Yes, Tier 3
  - No, I am not a small business

Required: Yes Mandatory Response: No

**Select One**

X

\_\_\_\_\_

\_\_\_\_\_

**Response Comments**

### Line Details

<b>Line:</b> 1	<b>Item ID:</b>	<b>Line Qty:</b> 1	<b>UOM:</b> Bags	<b>Bid Qty:</b> 1
<b>Required:</b> No		<b>Reserve Price:</b> No		

**Description:** PULL TIGHT SEALS (as per description in the Mandatory Requirements form) Qty 100 per bag



# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
47800-SOS0000041	Sell	RFx	11
Event Round	Version		
1	1		
Event Name			
Security Seals			
Start Time	Finish Time		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

**Bidder:** INTAB LLC  
 PO BOX 186  
 MORRISVILLE NC 27560  
 United States

**Submit To:** Secretary of State  
 Secretary Of State  
 Attn: Procurement Administration  
 2 MLK, Jr. Drive Ste 820 West Tower  
 Atlanta GA 30334  
 United States

**Contact:** Kimberly Ford 678/260-5378  
**Phone:** 678/260-5378  
**Email:** kford@sos.ga.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bid Number:** 1  
**Bid Date:** 10/19/2023 15:36:50 EDT  
**Total Bid Amount:** 31.98

## Appendix A - Line Specifications

**Line:** 1 **Item ID:** **Line Qty:** 1 **UOM:** Bags  
**Description:** PULL TIGHT SEALS (as per description in the Mandatory Requirements form) Qty 100 per bag

Item Specifications	
<b>Manufacturer:</b>	<b>Mfg Item ID:</b>
<b>Item Length:</b> 0	<b>Item Height:</b> 0
<b>Item Width:</b> 0	<b>Dimension UOM:</b>
<b>Item Volume:</b> 0	<b>Volume UOM:</b>
<b>Item Weight:</b> 0	<b>Weight UOM:</b>
<b>Item Size:</b>	<b>Item Color:</b>

Shipping Information	
<b>Schedule:</b> 1	<b>Ship To:</b> S Procurement Administration
<b>Quantity:</b> 1	SOS Procurement
<b>Due Date:</b> 10/28/2023	2 MLK Jr. Drive
<b>Freight Terms:</b>	Ste 820 W Tower
<b>Ship Via:</b>	Atlanta GA 30334
	United States

**Line:** 2 **Item ID:** **Line Qty:** 1 **UOM:** Bags  
**Description:** Lock Seal (as per Mandatory Requirements Form) Qty 100 per bag

Item Specifications	
<b>Manufacturer:</b>	<b>Mfg Item ID:</b>
<b>Item Length:</b> 0	<b>Item Height:</b> 0
<b>Item Width:</b> 0	<b>Dimension UOM:</b>
<b>Item Volume:</b> 0	<b>Volume UOM:</b>
<b>Item Weight:</b> 0	<b>Weight UOM:</b>
<b>Item Size:</b>	<b>Item Color:</b>

Shipping Information	
<b>Schedule:</b> 1	<b>Ship To:</b> S Procurement Administration
<b>Quantity:</b> 1	SOS Procurement
<b>Due Date:</b> 10/28/2023	2 MLK Jr. Drive
<b>Freight Terms:</b>	Ste 820 W Tower
<b>Ship Via:</b>	Atlanta GA 30334
	United States

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
47800-SOS0000041	Sell	RFx	12
Event Round	Version		
1	1		
Event Name	Security Seals		
Start Time	Finish Time		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bid Number: 1  
Bid Date: 10/19/2023 15:36:50 EDT  
Total Bid Amount: 31.98

Bidder: INTAB LLC  
PO BOX 186  
MORRISVILLE NC 27560  
United States

Submit To: Secretary of State  
Secretary Of State  
Attn: Procurement Administration  
2 MLK, Jr. Drive Ste 820 West Tower  
Atlanta GA 30334  
United States

Contact: Kimberly Ford 678/260-5378  
Phone: 678/260-5378  
Email: kford@sos.ga.gov

## Appendix B - Terms & Conditions

1. Introduction. The Team Georgia Marketplace is provided by the Georgia Department of Administrative Services ("DOAS") and its partners and serves as an electronic tool to support various state purchasing functions, such as registration of bidders and suppliers, advertisement of contract opportunities, electronic bidding, and contracts management. Access to and/or use of the Team Georgia Marketplace is governed by these Terms & Conditions. DOAS reserves the right to change the Terms & Conditions at any time with or without notice by posting revisions. You are responsible for reviewing these Terms & Conditions as well as any subsequent changes to the Terms & Conditions. Unless otherwise specified, any changes will be effective when posted. YOUR ACCESS TO OR USE OF THE TEAM GEORGIA MARKETPLACE CONSTITUTES YOUR AGREEMENT TO BE BOUND BY THESE TERMS & CONDITIONS, INCLUDING ANY CHANGES THAT EXIST WHEN YOU RE-ACCESS THE TEAM GEORGIA MARKETPLACE. IF YOU DO NOT AGREE WITH THESE TERMS & CONDITIONS, DO NOT USE THE TEAM GEORGIA MARKETPLACE.
2. Definitions. "You" and "your" refer to the individual accessing this System as well as the legal entity the individual is representing. "System" shall mean DOAS' eSource system and the Team Georgia Marketplace, including but not limited to the PeopleSoft® Supplier Relationship Management, Purchasing and other Financial modules. "DOAS", "we", "us" and "our" refer to the Georgia Department of Administrative Services.
3. Acceptance of These Terms. By accessing or using the System, you agree that (1) you have read and understood these Terms & Conditions and (2) you are bound by the Terms & Conditions during your access to and/or use of the System.
4. Registration. By registering and establishing certain account and password information, you will gain access to certain information, services and/or materials maintained on this System. YOU ARE SOLELY RESPONSIBLE FOR MAINTAINING THE MOST CURRENT AND ACCURATE INFORMATION FOR YOUR BUSINESS. FAILURE TO PROPERLY MAINTAIN YOUR ACCOUNT MAY LEAD TO YOUR INABILITY TO FULLY UTILIZE THE SYSTEM, INCLUDING BUT NOT LIMITED TO YOUR ABILITY TO RECEIVE CERTAIN EMAIL NOTICES OF BUSINESS OPPORTUNITIES. As part of properly maintaining your account, you must immediately deactivate registered representatives of your company who are no longer authorized to represent your company (e.g. terminated employees, etc.). DOAS reserves the right to assign expiration dates to registrations, classify registrations as inactive, or remove registrations when to do so is in our best interests. Please note the System's acceptance of your registration is not an indication that you are eligible for contract award. In addition, DOAS reserves the right to charge a fee for the provision of certain services, including, but not limited to, the provision of certain notification emails.
5. Use of the System. You are responsible for all content that you post, e-mail, transmit, upload or otherwise make available through the System. You agree not to use the System to make available any content that: (1) is unlawful, harmful to adults or minors, threatening, abusive, harassing, tortious, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful, or otherwise objectionable; (2) infringes any patent, trademark, trade secret, copyright or other proprietary rights of any person; (3) contains unauthorized advertising or solicitations; (4) is intended by you to interrupt, destroy or limit the functionality or integrity of any computer software, hardware or materials on the System; or (5) is misleading, false, fraudulent or criminal. You are responsible for maintaining the confidentiality of your password and any membership account information. You agree to immediately notify us of any unauthorized use of your password or other membership account information and further agree to indemnify and hold us harmless for any improper or illegal use of your password.
6. No Guarantee of Privacy. Your access to and/or use of the System may be subject to monitoring or tracking. Any and all materials entered into the System shall be considered "public records" and shall be subject to public disclosure in accordance with the Georgia Open Records Act.
7. Right to Restrict or Prohibit Access. You acknowledge and agree that DOAS may change, modify, amend, suspend or discontinue any aspect of the services or the System, at any time, without notice and without liability to you or to any third party. DOAS may impose limitations on the use of the System, including, but not limited to, limiting the time in which the System may be accessed and/or limiting the type or volume of materials which may be uploaded to the System. You are strongly cautioned to maintain your own records as any and all information contained on the System may be removed at DOAS' discretion at any time. DOAS may, at its sole and absolute discretion, refuse to accept your registration and may, at any time after accepting registration, refuse to permit your continued use of the System for any reason. In addition, in the event you violate the Terms & Conditions, we reserve the right to seek other appropriate remedies against you, including, but not limited to voiding contract award(s), suspension, debarment, criminal proceedings and any other remedies permitted by law.

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
47800-SOS0000041	Sell	RFx	13
Event Round	Version		
1	1		
Event Name			
Security Seals			
Start Time	Finish Time		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

**Bidder:** INTAB LLC  
PO BOX 186  
MORRISVILLE NC 27560  
United States

**Submit To:** Secretary of State  
Secretary Of State  
Attn: Procurement Administration  
2 MLK, Jr. Drive Ste 820 West Tower  
Atlanta GA 30334  
United States

**Contact:** Kimberly Ford 678/260-5378  
**Phone:** 678/260-5378  
**Email:** kford@sos.ga.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bid Number:** 1  
**Bid Date:** 10/19/2023 15:36:50 EDT  
**Total Bid Amount:** 31.98

8. **DISCLAIMER OF WARRANTIES.** DOAS does not represent or warrant that the System will operate uninterrupted or error-free. The System and any information or material contained on the System is provided to you on an "as is" and "as available" basis. Any material downloaded or otherwise obtained through the use of the System is done at your own discretion and risk and you shall be solely responsible for any damage to your computer system or loss of data that results from the download of any such material. All conditions, representations and warranties, whether express, implied, statutory, or otherwise, including any implied warranty of merchantability, fitness for a particular purpose, or non-infringement of third party rights, are hereby disclaimed. No advice or information, whether oral or written, obtained by you from the service shall create any warranty. DOAS is not liable and shall have no responsibility of any kind to you for any loss or damage that you incur in the event of (i) any failure or interruption of the System; (ii) any act or omission of any third party involved in making this System or the data contained herein available to you; (iii) any other cause relating to your access or use, or inability to access or use, any portion of this System or materials on this System, whether or not the circumstances giving rise to such cause may have been within the control of DOAS or of any vendor providing software, services or support. In no event will DOAS be liable to you for any direct, special, indirect, consequential, or incidental damages or any other loss or damages of any kind even if DOAS has been advised of the possibility thereof.
9. **Software & Third Party Content.** Information presented on the System is collected, maintained, and provided by DOAS, its partners, and other government entities. While every effort is made to keep such information accurate and up-to-date, DOAS does not certify the authenticity of any information that is provided on this System. Under no circumstances will DOAS be liable for any actions taken or omissions made from reliance on any information contained herein from whatever sources nor will DOAS be liable for any other consequences from any such reliance. Further, certain information and content available on the System may be provided by one or more third parties under license to DOAS ("Third Party Content"). The Third Party Content is, in each case, the copyrighted work of the creator/licensor. Without the consent of the applicable third party licensor, you shall only have the right to display the Third Party Content on your personal computer and to view such content for your personal use. Any use of the software other than as required to navigate the System and utilize the functionality offered through the System is expressly prohibited. No right to copy, distribute (in any manner through any means including without limitation rent, sales, lease, loan, or transfer), publicly display, publicly perform or modify the software accessible on the System is granted, or may be implied by these Terms & Conditions. You may not decompile, disassemble, reverse engineer, or otherwise attempt to discover the source code to the software without the express written permission of the creator/licensor.
10. **Links to Third Party Web Sites.** The System may contain links to other websites that are not under the control of or maintained by DOAS. You acknowledge that DOAS is providing these links to you only as a convenience and such provision of these links does not imply endorsement by DOAS of the websites or any part of its contents. You further agree that DOAS is not responsible for the content or links displayed on such websites.
11. **Indemnification.** You hereby waive, release, discharge and agree to indemnify, protect and save harmless the State of Georgia, its agencies, departments, authorities and instrumentalities, and the officers, directors and employees of each (hereinafter collectively referred to as "Indemnitees"), of and from any and all claims, demands, liabilities, losses, penalties, fines, fees, interest, awards, judgments, settlement payments, costs or expenses caused by, growing out of, or otherwise happening in connection with: (a) any breach of these Terms & Conditions hereof; (b) the violation of any applicable law, rule or regulation; or (c) damage to or destruction of tangible or intangible property (including data and software); (d) your misuse or modification of the System; in whole or in part caused by or resulting from any act or omission by you. This indemnification applies notwithstanding the fact that third parties or any of the Indemnitees may be partially responsible for the events giving rise to the claim; or the claim results in a monetary obligation that exceeds any contractual commitment. However, if any of the Indemnitees or third parties are partially responsible for the events giving rise to the claim, your indemnification obligation hereunder shall apply only to the extent that you contributed to the events. The foregoing indemnity is conditioned upon prompt written notice of any claim, action or demand for which indemnity is claimed.
12. **Relationship of Parties.** Each party shall be and act as an independent contractor of the other and shall not bind nor attempt to bind the other to any contract. No agency, partnership, joint venture, employee-employer or franchisor-franchisee relationship is intended nor created by these Terms & Conditions.
13. **Miscellaneous.** Each party agrees to comply with all applicable laws, statutes, ordinances and regulations regarding use of the System including any transactions entered into as a result of use of the System. If any provision of these Terms & Conditions is held by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
47800-SOS0000041	Sell	RFx	14
Event Round	Version		
1	1		
Event Name	Security Seals		
Start Time	Finish Time		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bid Number:** 1  
**Bid Date:** 10/19/2023 15:36:50 EDT  
**Total Bid Amount:** 31.98

**Bidder:** INTAB LLC  
PO BOX 186  
MORRISVILLE NC 27560  
United States

**Submit To:** Secretary of State  
Secretary Of State  
Attn: Procurement Administration  
2 MLK, Jr. Drive Ste 820 West Tower  
Atlanta GA 30334  
United States

**Contact:** Kimberly Ford 678/260-5378  
**Phone:** 678/260-5378  
**Email:** kford@sos.ga.gov

provision of these Terms & Conditions. Further, if any provision of these Terms & Conditions is determined to be unenforceable by virtue of its scope, but may be made enforceable by a limitation of the provision, the provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the applicable law. The failure of DOAS to enforce any right or provision in these Terms & Conditions shall not constitute a waiver of such right or provision. The Terms & Conditions comprise the entire agreement between you and DOAS and supersede all prior or contemporaneous negotiations, discussions or agreements, if any, between the parties regarding the subject matter contained herein. The laws of the State of Georgia shall govern and determine all matters arising out of or in connection with these Terms & Conditions and/or the use of this System without regard to the choice of law provisions of state law. In the event any proceeding of a quasi-judicial or judicial nature is commenced in connection with these Terms & Conditions and/or the use of this System, such proceeding shall solely be brought in a court or other forum of competent jurisdiction within Fulton County, Georgia. This provision shall not be construed as waiving any immunity to suit or liability, including without limitation sovereign immunity, which may be available to DOAS.

14. These terms are effective as of 10/21/2009 and supersede any previous versions.

Last Updated: 09/14/2010

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
47800-SOS0000041	Sell	RFx	15
Event Round	Version		
1	1		
Event Name			
Security Seals			
Start Time	Finish Time		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bid Number:** 1  
**Bid Date:** 10/19/2023 15:36:50 EDT  
**Total Bid Amount:** 31.98

**Bidder:** INTAB LLC  
 PO BOX 186  
 MORRISVILLE NC 27560  
 United States

**Submit To:** Secretary of State  
 Secretary Of State  
 Attn: Procurement Administration  
 2 MLK, Jr. Drive Ste 820 West Tower  
 Atlanta GA 30334  
 United States

**Contact:** Kimberly Ford 678/260-5378  
**Phone:** 678/260-5378  
**Email:** kford@sos.ga.gov

## Appendix C - Bid Responses

### Bid Comment

Thank you for the opportunity.

### General Questions

Question	Response
Georgia Security Immigration	

Pursuant to O.C.G.A. § 13-10-91, all contractors or subcontractors who enter into a contract with the State Entity in connection with the physical performance of services within this state, shall register and participate in the federal work authorization program to verify information of all employees. To be eligible for contract award, the supplier must return the attached form. Because this form must be signed and notarized, the supplier must comply with the State Entity's instructions for mailing and receiving this form. Does the supplier agree to fully comply with this requirement?

Y

Have you completed the Mandatory Response worksheet as defined in the eRFQ document?

Y

#### Company Information

Have you provided your company and contact information (please see details in the eRFQ Instructions attachment)? You must provide this information as an attachment by clicking on the link to the right "Add Comments or Attachments."

Y

Have you read and do you agree to the Certificate of Independent Price Determination and Certificate of Non-Collusion as stated in the eRFQ Instructions attachment?

Y

Have you provided three (3) corporate references for services similar to those as defined in the eRFQ Document? You must provide this information as an attachment by clicking the link to the right "Add Comments or Attachments".

Y

#### Sales and Use Tax Compliance

Have you completed the Sales and Use Tax compliance form (provided as a link in the eRFQ Instructions attachment)? You must provide the completed form as an attachment by clicking on the link to the right entitled Add Comments or Attachments.

Y

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
47800-SOS0000041	Sell	RFX	16
Event Round	Version		
1	1		
Event Name			
Security Seals			
Start Time	Finish Time		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

**Event Currency:** US Dollar

**Bids allowed in other currency:** No

**Bid Number:** 1

**Bid Date:** 10/19/2023 15:36:50 EDT

**Total Bid Amount:** 31.98

**Bidder:** INTAB LLC  
PO BOX 186  
MORRISVILLE NC 27560  
United States

**Submit To:** Secretary of State  
Secretary Of State  
Attn: Procurement Administration  
2 MLK, Jr. Drive Ste 820 West Tower  
Atlanta GA 30334  
United States

**Contact:** Kimberly Ford 678/260-5378

**Phone:** 678/260-5378

**Email:** kford@sos.ga.gov

### Question

You must indicate your response to RFX Section 3.4 "Certification Regarding Status as a 'Scrutinized Company' ". Please answer carefully.

### Response

I certify the offeror is NOT a "scrutinized company."

CHINA: A scrutinized company is any sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly owned subsidiaries, majority owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit owned or operated by the Government of China. The Government of China means the People's Republic of China led by the Chinese Communist Party. A scrutinized company is ineligible to submit a bid or proposal in response to this solicitation. False certification hereunder may result in a civil penalty in an amount that is equal to the greater of \$250,000 or twice the amount of the contract for which a bid or proposal was submitted, contract termination, and any other penalties available under law, rule, regulation or policy.

I certify my company is NOT a "scrutinized company"

RUSSIA/BELARUS: A scrutinized company is any sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly owned subsidiaries, majority owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit owned or operated by the Government of Belarus or the Government of Russia. The Government of Belarus means the Republic of Belarus, and the Government of Russia means the Russian Federation. A scrutinized company is ineligible to submit a response to this solicitation. False certification hereunder may result in a civil penalty in an amount that is equal to the greater of \$250,000 or twice the amount of the contract for which a bid or proposal was submitted, contract termination, and any other penalties available under law, rule or policy.

I certify my company is NOT a "scrutinized company"

SUDAN: A scrutinized company is a company conducting business operations in Sudan that is involved in power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, but excludes a company which can demonstrate any of the following exceptions noted in O.C.G.A. Section 50-5-84. False certification hereunder may result in civil penalties, contract termination,

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
47800-SOS0000041	Sell	RFX	17
Event Round	Version		
1	1		
Event Name			
Security Seals			
Start Time	Finish Time		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bid Number:** 1  
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ineligibility to bid on state contracts for three or more years, and/or any other available remedy. If the Supplier is a scrutinized company, the Supplier shall not be eligible to bid on or submit a proposal for a contract with the State Entity unless DOAS makes a determination in accordance with O.C.G.A. Section 50-5-84 that it is in the best interests of the State to permit the scrutinized company to submit a bid or proposal. Any scrutinized company desiring DOAS to make such a determination should contact both DOAS and the Issuing Officer immediately.

### Standard Insurance Requirement

If awarded are you prepared to provide insurance as defined in the sourcing event? Y

### Confidentiality Clause

Do you agree to the Confidentiality Clause as defined in the eRFx document? If the answer is NO, you must provide detailed information as a comment or attachment by clicking on the link to the right "Add Comments or Attachments". Y

### Delivery Requirements

Supplier must be able to meet all the delivery requirements in Specifications document. Can you meet these requirements? Y

Do you have any exceptions to the Agency Standard Contract as attached?

If yes, any exceptions to the contract must be in an original document using track changes functionality and may not be submitted in the form of highlighted changes to the original contract.

If yes, you must provide these terms by as an attachment by clicking on the link to the right "Add Comments or Attachments". Y

Reciprocal Preference Law O.C.G.A. §50-5-60(b) In which state is your company domiciled?

For the purposes of evaluation only, Suppliers resident in the State of Georgia will be granted the same preference over Suppliers resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other state to Suppliers resident therein over Suppliers resident in the State of Georgia.

NOTE: For the purposes of this law, the definition of a resident Supplier is a Supplier who is domiciled in the State of Georgia.

North Carolina

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
47800-SOS0000041	Sell	RFx	18
Event Round	Version		
1	1		
Event Name			
Security Seals			
Start Time	Finish Time		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

**Event Currency:** US Dollar

**Bids allowed in other currency:** No

**Bid Number:** 1

**Bid Date:** 10/19/2023 15:36:50 EDT

**Total Bid Amount:** 31.98

**Bidder:** INTAB LLC  
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Atlanta GA 30334  
United States

**Contact:** Kimberly Ford 678/260-5378  
**Phone:** 678/260-5378  
**Email:** kford@sos.ga.gov

### Question

### Response

Please select the option that most accurately defines your company, based on the definitions below.

\*\*\*Georgia Resident Business means any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure.

\*\*A Small business is defined as a business that is independently owned and operated. In addition, such a business must either have fewer than 300 employees or less than \$30 million in gross receipts per year.

\*A Georgia Resident Small Business would be a business that meets the requirements for both a Georgia Resident and Small Business.

Also, the State encourages all companies to sub-contract portions of any state contract to small and minority business enterprises. Suppliers interested in taking advantage of the Georgia income tax incentives provided for by the Official Code of Georgia Annotated Section 48-7-38, relative to the use of minority subcontractors in the performance of contracts awarded by the State of Georgia, should contact the Vendor Relations Administrator:

Vendor Relations Administrator  
Department of Administrative Services  
200 Piedmont Avenue, S.E.  
Suite 1308, West Tower  
Atlanta, Georgia 30334 9010  
Telephone: (404) 657-6000  
Fax: (404) 657-8444

Small Business

Are you a Women-Owned business?

A business that is at least 51% owned and controlled by one or more women, and primarily managed by one or more women.

N

Are you a Veteran-Owned Small business?

Veteran-Owned Small Business as used in this provision means a small business that: (i) is at least 51% unconditionally owned by one or more veterans (as defined at 38 U.S.C 101(2)); or in the case of any publicly owned business, at least 51% of the stock of which is unconditionally owned by one or more veterans; and (ii) whose management

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
47800-SOS0000041	Sell	RFx	19
Event Round	Version		
1	1		
Event Name			
Security Seals			
Start Time	Finish Time		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bid Number:** 1  
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and daily business operations are controlled by one or more veterans.

Can your company be classified as a Minority Owned Business?

Select the option(s) below that correctly identifies your company based on the below definition of a minority business.

A Minority Business enterprise means a small business concern which is at least 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly assessed and domiciled within this state (Official Code of Georgia Annotated §50-5-131).

Not Applicable

Are you a Small Business? Small business means a business which is independently owned and operated and must have either 300 or fewer employees or \$30 million or less in gross receipts per year.

Tier 1 - (10 or fewer employees OR \$1 million or less in gross receipts per year)

Tier 2 - (100 or fewer employees OR \$10 million or less in gross receipts per year)

Tier 3 - (300 or fewer employees OR \$30 million or less in gross receipts per year)

Yes, Tier 1

### Line Items

Line: 1 Item ID: Line Qty: 1 UOM: Bags Bid Qty:

Total Line Bid Amount: 15.99

Description: PULL TIGHT SEALS (as per description in the Mandatory Requirements form) Qty 100 per bag

Comment: The bid for each of our line items includes free shipping, either freight or UPS (at Intab's discretion).

Question	Response
What is your bid price?	15.99

Line: 2 Item ID: Line Qty: 1 UOM: Bags Bid Qty:

Total Line Bid Amount: 15.99

Description: Lock Seal (as per Mandatory Requirements Form) Qty 100 per bag

Comment: The bid for each of our line items includes free shipping, either freight or UPS (at Intab's discretion).

Question	Response
What is your bid price?	15.99

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
47800-SOS0000041	Sell	RFX	20
Event Round	Version		
1	1		
Event Name	Security Seals		
Start Time	Finish Time		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bid Number:** 1  
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# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
47800-SOS0000041	Sell	RFx	21
Event Round	Version		
1	1		
Event Name	Security Seals		
Start Time	Finish Time		
10/05/2023 09:44:29 EDT	10/23/2023 14:00:00 EDT		

**Event Currency:** US Dollar  
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**Contact:** Kimberly Ford 678/260-5378  
**Phone:** 678/260-5378  
**Email:** kford@sos.ga.gov

**Total number of attachments are : 10**

**File attachments included in this bid submission are as follows :**

### Attached File

### Attachment Description

IntabLLC\_NotarizedAffidavit\_E-Verify.pdf  
C\_Mandatory\_Requirements\_Form\_CompletedbyIntabLLC.xlsx  
IntabLLC\_CertificateofNonCollusion.pdf  
IntabLLC\_RedlinedContractProposal.doc  
IntabLLC\_ReferenceForm.pdf  
IntabLLC\_TaxCompliance.pdf  
IntabLLC\_W-9\_2023.pdf  
IntabLLC\_CompanyInformation.xlsx  
IntabLLC\_Catalog\_PricingDiscountsforGA.pdf  
IntabLLC\_Catalog\_PricingDiscountsforGA.pdf



**State of Georgia**

**State Entity: Secretary of State**

**Request for Quotes (“eRFQ”)**

**Event Name: Security Seals**

**RFQ (Event) Number: 47800-SOS0000041**

**1. Introduction**

**1.1. Purpose of Procurement**

Pursuant to the State Purchasing Act (Official Code of Georgia Annotated §§50-5-50 et seq.), this electronic Request for Quotes (“eRFQ”) is being issued to establish a contract with one or more qualified suppliers who will provide Security Seals and other related election security products to the Secretary of State (hereinafter, “the State Entity”) as further described in this eRFQ.

**1.2. Electronic Records and Signatures**

This eRFQ is being sourced through an electronic sourcing tool approved by the Department of Administrative Services and all suppliers’ responses must be submitted electronically in accordance with the instructions contained in Section 2 “Instructions to Suppliers” of this eRFQ. Electronic competitive sealed proposals will be administered pursuant to the Georgia Electronic Records and Signature Act. Please note electronic competitive sealed bids meet the sealed bidding requirements of the State of Georgia, an electronic record meets any requirements for writing, and an electronic signature meets any requirements for an original signature.

**1.3. Overview of the eRFQ Process**

The objective of the eRFQ is to select one or more qualified suppliers (as defined by Section 1.1 “Purpose of the Procurement”) to provide the goods and/or services outlined in this eRFQ to the State Entity. This eRFQ process will be conducted to gather and evaluate responses from supplier for potential award. All qualified suppliers are invited to participate by submitting responses, as further defined below. After evaluating all suppliers’ responses received prior to the closing date of this eRFQ and resolution of any contract exceptions, the preliminary results of the eRFQ process will be publicly announced, including the names of all participating suppliers and the evaluation results. Subject to the protest process, final contract award(s) will be publicly announced thereafter.

NOTE TO SUPPLIERS: The general instructions and provisions of this document have been drafted with the expectation that the State Entity may desire to make one award or multiple awards. For example, this document contains phrases such as “contract(s)” and “award(s)”. Please refer to Section 1.1 “Purpose of the Procurement” and Section 6.6 “Selection and Award” for information concerning the number of contract awards expected.

**1.4. Schedule of Events**

The schedule of events set out herein represents the State Entity’s best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the eRFQ will be publicly posted prior to the closing date of this eRFQ. After the close of the eRFQ, the State Entity reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, award and the contract term on an as needed basis with or without notice.

Description	Date	Time
-------------	------	------

Release of eRFQ	As Published on the Georgia Procurement Registry ("GPR")	N/A
Deadline for written questions sent via email to the Issuing Officer referenced in Section 1.5.	10/10/2023	5:00 p.m. ET
Bidders/Offerors' Conference N/A	As Published on the GPR	N/A
Responses to Written Questions	10/12/2023	5:00 p.m. ET
Bids Due/Close Date and Time	As Published on the GPR	See GPR
Bid Evaluation Completed (on or about)	2 to 3 Weeks after Closing	N/A
Finalize Contract Terms	2 to 3 Weeks after closing or Nine calendar days (Check with legal if more time is needed)	N/A
Notice of Intent to Award* [NOIA] (on or about)	2 to 3 Weeks after Closing	N/A
Notice of Award [NOA] (on or about)	10 calendar days after NOIA	N/A

\*In the event the estimated value of the contract is less than \$100,000, the State Entity reserves the right to proceed directly to contract award without posting a Notice of Intent to Award.

### 1.5. Official Issuing Officer (Buyer)

Kim Ford

[kford@sos.ga.gov](mailto:kford@sos.ga.gov)

470-312-2635

### 1.6. Definition of Terms

Please review the following terms:

Supplier(s) – companies desiring to do business with the State of Georgia.

State Entity – the governmental entity identified in Section 1.1 "Purpose of Procurement" of this eRFQ.

Any special terms or words which are not identified in this State Entity eRFQ Document may be identified separately in one or more attachments to the eRFQ. Please download, save and carefully review all documents in accordance with the instructions provided in Section 2 "Instructions to Suppliers" of this eRFQ.

### 1.7. Contract Term

The initial term of the contract(s) is for one (1) calendar year(s) from the execution date of the contract(s). The State Entity shall have four (4) one (1) year option(s) to renew, which options shall be exercisable at the discretion of the State Entity only upon receiving and agreeing to updated annual Goods pricing from the Contractor within 45 days prior to end of the 1-year term. If the State Entity agrees to the updated pricing, they may renew the contract for one (1) year at the new prices. Or the State Entity may decline to renew and void the contract and any remaining renewal terms. Each renewal term is subject to updated annual pricing from Intab and can only be renewed if the State Entity agrees to accept the new pricing. Renewal will be accomplished through the issuance of Notice of Award Amendment. In the event that the contract(s), if any, resulting from the award of this eRFQ shall terminate or be likely to terminate prior to the making of an award for a new contract for the identified products and/or services, the State Entity may, with the written consent of the awarded supplier(s), extend the contract(s) for such period of time as may be necessary to permit the State Entity's continued supply of the identified products and/or services. The contract(s) may be amended in writing from time to time by mutual consent of the parties. Unless this eRFQ states otherwise, the resulting award of the contract(s) does not guarantee volume or a commitment of funds.

## 2. Instructions to Suppliers

By submitting a response to the eRFQ, the supplier is acknowledging that the supplier:

1. Has read the information and instructions,
2. Agrees to comply with the information and instructions contained herein.

## 2.1. General Information and Instructions

### 2.1.1. Team Georgia Marketplace™ Registration System

DOAS requires all companies and/or individuals interested in conducting business with the State of Georgia to register in the State's web-based registration system, through Team Georgia Marketplace™. Registration is free and enables the supplier to gain access to certain information, services and/or materials maintained in Team Georgia Marketplace™ at no charge to the registering company. All registering companies must agree to be bound by the applicable terms and conditions governing the company's use of Team Georgia Marketplace™. In the event DOAS elects to offer certain optional or premium services to registered companies on a fee basis, the registered company will be given the opportunity to either accept or reject the service before incurring any costs and still maintain its registration. Companies may register at: [https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI\\_FRAMEWORK.PT\\_LANDING\\_PAGE.GBL?&](https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDING_PAGE.GBL?&)

### 2.1.2. Restrictions on Communicating with Staff

From the issue date of this eRFQ until the final award is announced (or the eRFQ is officially cancelled), suppliers are not allowed to communicate for any reason with any State staff except through the Issuing Officer named herein, or during the Bidders/Offerors' conference (if any), or as defined in this eRFQ or as provided by existing work agreement(s). Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. The State Entity reserves the right to reject the response of any supplier violating this provision.

### 2.1.3. Submitting Questions

All questions concerning this eRFQ must be submitted in writing via email to the Issuing Officer identified in Section 1.5. No questions other than written will be accepted. No response other than written will be binding upon the State. All suppliers must submit questions by the deadline identified in the Schedule of Events for submitting questions. Suppliers are cautioned that the State Entity may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section. All questions about this eRFQ must be submitted in the following format:

Company Name

Question #1 Question, *Citation of relevant section of the eRFQ*

Question #2 Question, *Citation of relevant section of the eRFQ*

Do not use the comments section of the Sourcing Event to submit questions to the issuing officer.

### 2.1.4. Attending Bidders/Offerors' Conference

The Bidders/Offerors' conference or any other information session (if indicated in the schedule of events) will be held at the offices referred to in Section 1.4 "Schedule of Events". Unless indicated otherwise, attendance is not mandatory; although suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory, then a representative of the supplier must attend the conference in its entirety to be considered eligible for contract award. The supplier is strongly encouraged to allow ample travel time to ensure arrival in the conference meeting room prior to the beginning of any mandatory conference. The State Entity reserves the right to consider any representative arriving late to be "not in attendance." Therefore, all suppliers are strongly encouraged to arrive early to allow for unexpected travel contingencies.

### 2.1.5. State's Right to Request Additional Information - Supplier Responsibility

Prior to an award, the State Entity must be assured that the selected supplier has all of the resources to successfully perform under the contract. This includes, but is not limited to, adequate

number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the on-going needs of the State Entity, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, the State Entity is unable to assure itself of the supplier's ability to perform, if awarded, the State Entity has the option of requesting from the supplier any information deemed necessary to determine the supplier's responsibility. If such information is required, the supplier will be so notified and will be permitted approximately seven (7) business days to submit the information requested.

**2.1.6. Failing to Comply with Submission Instructions**

Responses received after the identified due date and time or submitted by any other means than those expressly permitted by the eRFQ will not be considered. Responses must be complete in all respects, as required in each section of this eRFQ.

**2.1.7. Rejection of Responses; State's Right to Waive Immaterial Deviation**

The State Entity reserves the right to reject any or all responses, to waive any irregularity or informality in a response, and to accept or reject any item or combination of items, when to do so would be to the advantage of the State of Georgia. It is also within the right of the State Entity to reject responses **that do not contain all elements and information requested in this eRFQ**. A response will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the eRFQ requirements, which determination will be made by the State Entity on a case-by-case basis.

**2.1.8. State's Right to Amend and/or Cancel the eRFQ**

The State Entity reserves the right to amend this eRFQ. Any revisions must be made in writing prior to the eRFQ closing date and time. By submitting a response, the supplier shall be deemed to have accepted all terms and agreed to all requirements of the eRFQ (including any revisions/additions made in writing prior to the close of the eRFQ whether or not such revision occurred prior to the time the supplier submitted its response) unless expressly stated otherwise in the supplier's response. **THEREFORE, EACH SUPPLIER IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED eRFQ AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE SUPPLIER'S RESPONSE PRIOR TO THE CLOSE OF THE eRFQ.** Suppliers are encouraged to frequently check the eRFQ for additional information. Finally, the State Entity reserves the right to cancel this eRFQ at any time.

**2.1.9. Protest Process**

Suppliers should familiarize themselves with the procedures set forth in Chapter 6 of the *Georgia Procurement Manual*.

**2.1.10. Costs for Preparing Responses**

Each response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in the procurement process (including the protest process) is the sole responsibility of the supplier. The State will not provide reimbursement for such costs.

**2.1.11. ADA Guidelines**

The State of Georgia adheres to the guidelines set forth in the Americans with Disabilities Act. Suppliers should contact the Issuing Officer at least one day in advance if they require special arrangements when attending the Bidders/Offerors' Conference (if any). The Georgia Relay Center at 1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

## **2.1.12. Public Access to Procurement Records**

Solicitation opportunities will be publicly advertised as required by law and the provisions of the *Georgia Procurement Manual*. The State Purchasing Act delays the release of certain procurement records in the event the public disclosure of those records prior to the State Entity's public announcements of the results of a solicitation would undermine the public purpose of obtaining the best value for the State such as cost estimates, proposals/bids, evaluation criteria, supplier evaluations, negotiation documents, offers and counter-offers, and certain records revealing preparation for the procurement. After issuance of the Notice of Intent to Award (or the Notice of Award in the event the State Entity does not issue the Notice of Intent to Award), or after a solicitation has been cancelled following evaluation, without intent to rebid, requests for access to public records, shall be subject to the disclosure provisions of Georgia's Open Records Act. Pursuant to O.C.G.A. § 50-18-71(a), The State Entity must make all public records, including but not limited to, cost estimates, proposals/bids, evaluation criteria, supplier proposals, evaluation documents, negotiation documents, offers and counter offers, and records revealing preparation to the procurement, open for personal inspection and copying, except those records which by order of a court of this state or by law are specifically exempted from disclosure. The State Entity is allowed to assess a charge for search, retrieval, redaction, and to defray the cost of reproducing documents as permitted under O.C.G.A. § 50-18-71(c)(1).

### **2.1.12.1. Marking Submissions as "Confidential", "Proprietary", or "Trade Secret"**

If a Supplier considers any portion of the documents, data, or records submitted in response to this solicitation to be exempt from disclosure under Georgia law, the Supplier must clearly mark each such submission, or portions of the submission, considered to be exempt from disclosure as "Confidential," "Proprietary", or "Trade Secret" and specify the statutory exemption. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Wholesale designation of a response or substantial parts of a response as "Confidential" will not be accepted by the State. If only portions of a page are subject to some protection, Supplier should not mark the entire page. PLEASE NOTE: Even though information (financial or other information) submitted by a supplier may be marked as "confidential", "proprietary", etc., the State will make its own determination regarding what information may or may not be withheld from disclosure.

### **2.1.12.2. Submission of Redacted Copies**

If Supplier considers any portion of its bid/proposal to the solicitation to be trade secret or otherwise not subject to public disclosure under the Georgia Open Records Act, Supplier must, in addition to the required original documents, provide a separate redacted electronic copy of its bid/proposal, in PDF format, and briefly describe in a separate writing, as to each item redacted, the grounds for claiming exemption from the public records law, including citation to the appropriate exemption from disclosure requirements provided under Georgia law. This redacted copy should be clearly marked "Redacted Copy-Available for Public Review." In addition, the electronic file name should include the words "**Redacted Copy**" at the beginning of the file name. The redacted copy shall be submitted at the same time Supplier submits its bid/proposal and must only exclude or redact those specific portions that are claimed not subject to disclosure. The redacted copy should reflect the same pagination as the original and show the location from which information was redacted. Except for the redacted information, the redacted electronic copy must be identical to the original bid/proposal. The redacted copy will be open to public inspection under the Georgia Open Records Act without further notice to the Supplier. If Supplier fails to submit a redacted copy with its bid/proposal, the State is authorized to produce the Supplier's bid/proposal with the exception of audited financial statements in answer to any public records request under the Georgia Open Records Act. Even though information submitted by a Supplier may be marked as "confidential", "proprietary", "trade secret" etc., the State will make its own

determination regarding what information may or may not be withheld from disclosure. If the State of Georgia deems redacted information to be subject to disclosure under the Georgia Open Records Act, the Supplier will be contacted prior to the release of this information.

#### **2.1.12.3. Trade Secret:**

In addition, if the Supplier claims that certain information in its bid/proposal may be withheld as trade secret pursuant to O.C.G.A. 50-18-72(a)(34), the Supplier shall include **with its bid/proposal submission, an affidavit indicating the specific information** that the Supplier identifies as trade secret, affirmatively declaring that such information is trade secret. A sample affidavit template is provided as an attachment to this solicitation; however, use of the sample affidavit template does not guarantee that all requirements of the Open Records Act have been met. Along with the affidavit, the Supplier shall provide a justification regarding how and why each redaction request constitutes a trade secret pursuant to Georgia law. Designation of a "trade secret" shall not be binding on the State, but the State will review and consider the designation. Wholesale designation of a response or substantial parts of a response as "trade secrets" will not be accepted by the State. In general, the State does not consider pricing information to be trade secret. See *State Rd. & Tollway Auth. V. Elec. Transaction Consultants Corp.* 306 Ga. App. 487; 702 S.E. 2d 486 (2010)

#### **2.1.13. Registered Lobbyists**

By submitting a response to this eRFQ, the supplier hereby certifies that the supplier and its lobbyists are in compliance with the Lobbyist Registration Requirements in accordance with the *Georgia Procurement Manual*.

#### **2.1.14. Supplier Debriefing Process**

For all solicitations issued on or after November 1, 2020 that result in a contract award of \$250,000 or more, unsuccessful suppliers may request a supplier debriefing from the State Entity in accordance with the *Georgia Procurement Manual*, Section 6.6. The purpose of a supplier debriefing is to share information about the evaluation and award process. Unsuccessful suppliers can benefit from supplier debriefings by enhancing their understanding of the procurement process and gaining insights to improve the competitiveness of their responses to future solicitations. The supplier debriefing is not an adversarial proceeding and may not be used to challenge the state entity's selection. For more information, including the process and deadline for requesting a supplier debriefing, please review the *Georgia Procurement Manual*, Section 6.6.

## **2.2. Submittal Instructions**

### **Submittal Instructions for Team Georgia Marketplace™**

Listed below are key action items related to this eRFQ. The Schedule of Events in Section 1.4 identifies the dates and time for these key action items. This portion of the eRFQ provides high-level instructions regarding the process for reviewing the eRFQ, preparing a response to the eRFQ and submitting a response to the eRFQ. Suppliers are required to access, print and utilize the training materials identified in Section 2.2.1 of this eRFQ to ensure the supplier successfully submits a response to this eRFQ.

#### **2.2.1. eRFQ Released**

The release of the eRFQ is formally communicated through the posting of this eRFQ as an event in Team Georgia Marketplace™ and by a public announcement posted to the Georgia Procurement Registry, which is accessible online as follows: [http://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

This eRFQ is being conducted through Team Georgia Marketplace™, an online, electronic tool, which allows a supplier to register, logon, select answers and type text in response to questions, and upload any necessary documents. Team Georgia Marketplace™ permits a supplier to build

and save a response over time until the supplier is ready to submit the completed response. Each supplier interested in competing to win a contract award must complete and submit a response to this eRFQ using Team Georgia Marketplace™. Therefore, each supplier MUST carefully review the instructions and training information from the following link for a comprehensive overview of the functionality of Team Georgia Marketplace™: <http://doas.ga.gov/state-purchasing/purchasing-education-and-training/supplier-training>

### 2.2.2. eRFQ Review

The eRFQ (or “Sourcing Event”) consists of the following: this document, entitled “The State Entity eRFQ Document”, and any and all information included in the Sourcing Event, as posted online on Team Georgia Marketplace™, including any and all documents provided by the State Entity as attachments to the Sourcing Event or links contained within the Sourcing Event or its attached documents.

Please carefully review all information contained in the Event, including all documents available as attachments or available through links. Any difficulty accessing the Sourcing Event or opening provided links or documents should be reported immediately to the Issuing Officer (Section 1.5) and/or the Help Desk (Section 2.2.8). Attached documents may be found as follows:

1. First, the State Entity will provide documents at the “header” level of the Event. Please select “View/Add General Comments & Attachments”, which appears at the top of the screen of the Event under the “Event Details” Section. Next, by selecting “View Event Attachments”, the supplier may open and save all of the available documents. In this location, the supplier is most likely to find this document (The State Entity eRFQ Document) as well as the documents referenced in Section 4 “eRFQ Bid Factors.” Please thoroughly review all provided Event Attachments.
2. Second, the State Entity may also provide documents at the “line detail” level of the Event. Please navigate to “Step 2: Enter Line Bid Responses”, which appears towards the bottom of the screen of the Event. Please access any provided documents as follows:
  - a. First Method:
    - i. To the right of each line appearing under Step 2, the Event contains a “Bid” link. By selecting the “Bid” link, the supplier will navigate to a new page of the Event.
    - ii. On this new page, the supplier can select “View/Add Question Comments and Attachments” to locate attached documents.
  - b. Second Method:
    - i. To the right of each line appearing under Step 2, the Event contains a “Line Comments/Files” icon (appears as a bubble with text). By selecting the “Line Comments/Files” icon, the supplier will navigate to a new page of the Event.
    - ii. On this new page, the supplier can locate attached documents.

In this location, the supplier is most likely to find the cost worksheet (if any, as defined by Section 5 “Cost/Pricing”) as well as any other documents provided by the State Entity with respect to the identified line items. Please thoroughly review all provided attachments.

### 2.2.3. Preparing a Response

As noted earlier, Team Georgia Marketplace™ allows the supplier to answer questions by entering text and numeric responses. In addition, as noted in Section 2.2.4 “Uploading Forms”, the supplier may also provide information by uploading electronic files. When preparing a response, the supplier must consider the following instructions:

1. Use the provided worksheets to prepare your response. Enter your responses directly into the worksheet. Unless otherwise directed, do not insert "see attached file" (or similar statements) in the worksheet to reference separate documents.
2. Answer each question in sufficient detail for evaluation while using judgment with regards to the length of response.
3. Proofread your response and make sure it is accurate and readily understandable.
4. Label any and all uploaded files using the corresponding section numbers of the eRFQ or any other logical name so that the State Entity can easily organize and navigate the supplier's response.
5. Use caution in creating electronic files to be uploaded. If the State Entity is unable to open an electronic file due to a virus or because the file has become corrupted, the supplier's response may be considered incomplete and disqualified from further consideration.
6. Use commonly accepted software programs to create electronic files. The State Entity has the capability of viewing documents submitted in the following format: Microsoft Word or WordPad, Microsoft Excel, portable document format file (PDF), and plain text files with the file extension noted in parentheses (.txt). Unless the eRFQ specifically requests the use of another type of software or file format than those listed above, please contact the Issuing Officer prior to utilizing another type of software and/or file format. In the event the State Entity is unable to open an electronic file because the State Entity does not have ready access to the software utilized by the supplier, the supplier's response may be considered incomplete and disqualified from further consideration.
7. Continue to save your response until the response is ready to be submitted. Select the "Save for Later" button at the top of the page under "Event Details" of the Sourcing Event.

#### **2.2.4. Uploading Forms**

Once the supplier is ready to upload electronic files (completed forms or worksheets, product sheets, etc.), please following the directions within the eRFQ to upload these documents in the proper location. There are three places to upload completed documents:

1. First, the "View/Add General Comments & Attachments" link contains a place for the supplier to upload all of the documents and worksheets which were provided by the State Entity under the "View Event Attachments" link. Once the supplier has completed the Event Attachments, the supplier can then select "Add New Attachments" to upload the completed documents. The supplier can upload as many documents as necessary in this section of the Event.
2. Second, the supplier can also upload documents in response to each question or bid factor which appears on the main page of the Event, which appears below the "View/Add General Comments & Attachments" link of the Event. To the right of each question or bid factor, the supplier can select the "Add Comments or Attachments" link to either enter a written response or upload an electronic document in response to the question or bid factor. After selecting "Add Comments or Attachments", the supplier should select "Upload" under the "Add New Attachments" section to browse and upload an electronic file.
3. Third, the supplier can also upload documents in the bottom portion of the Event where pricing is requested. After selecting the comment bubble icon, the Event allows the supplier to select "Upload" in order to include an attachment as part of the supplier's response. In the alternative, the supplier can also select the link "Bid", which also appears to the right of any line items provided in the "Enter Line Bid Responses" portion of the Event. After selecting the "Bid" link, the supplier can select "View/Add Question Comments and Attachments" to upload a document.

#### **2.2.5. Reviewing the Response Prior to Submission**

Each supplier is responsible for ensuring all questions have been answered appropriately and that all necessary documents have been uploaded. Prior to final submission, please review the following checklist:

1. Please review and confirm that the supplier has answered all questions appropriately. Many questions require a “yes” or “no” response. Please ensure that the correct response has been selected.
2. Please review and confirm that the most competitive response has been provided.
3. Please confirm that all necessary files have been uploaded.
4. Please select the “Validate Entries” button under “Event Details” at the top portion of the Event. While the “Validate Entries” feature cannot verify whether the supplier has attached files, attached the correct files, or entered the correct responses, the “Validate Entries” feature will alert the supplier if one or more questions in the “Event Questions” section of the Event have not been answered. The “Validate Entries” feature is a useful tool; however, it is no substitute for careful preparation and review by the supplier. The State Entity will not consider the supplier’s use of the “Validate Entries” feature as an excuse for an error committed by the supplier in the preparation of its response.

#### **2.2.6. Submitting the Completed Response/Bid**

Once the completed response has been reviewed by the supplier, click the “Submit Bid” button at the top of the page under the “Event Details” section of the Event. Any information entered by the supplier into Team Georgia Marketplace™ but not submitted prior to the submission deadline will not be released to the State Entity and will not be considered for award. Only after a supplier selects the “Submit Bid” button, will the response to the eRFQ be sent electronically, time stamping the supplier’s response and sending a confirmation email to the supplier’s email address. Please note that submission is not instantaneous; therefore, each supplier must **allow ample time for its response to be submitted prior to the deadline.**

#### **2.2.7. Reviewing, Revising or Canceling a Submitted Response**

After the response has been submitted, the supplier may view and/or revise its response by logging into Team Georgia Marketplace™ and selecting the eRFQ event number and the “View/Edit” feature for the supplier’s previous response. Please take note of the following:

1. REVIEW ONLY. In the event the supplier only wishes to view a submitted response, the supplier may select “View/Edit”. Once the supplier has finished viewing the response, the supplier may simply exit the screen. **DO NOT SELECT “Save for Later.”** Team Georgia Marketplace™ recognizes any response placed in the “Save for Later” status as a work in progress and withdraws the originally submitted bid. As a result, unless the supplier selects “Submit” prior to the closing date and time, no response will be transmitted to the State Entity.
2. REVIEW AND REVISE. In the event the supplier desires to revise a previously submitted response, the supplier may select “View/Edit” and then revise the response. If the revisions cannot be completed in a single work session, the supplier should save its progress by selecting “Save for Later.” Once revisions are complete, the supplier **MUST** select “Submit” to submit its corrected response. Please permit adequate time to revise and then resubmit the response. Please note submission is not instantaneous and may be affected by several events, such as the supplier temporarily losing a connection to the Internet.

AS EACH SUPPLIER IS SOLELY RESPONSIBLE FOR RESUBMITTING ITS RESPONSE PRIOR TO THE eRFQ END DATE AND TIME TO ENSURE THE RESPONSE MAY BE CONSIDERED BY THE STATE ENTITY, PLEASE USE CAUTION IN DECIDING WHETHER OR NOT TO MAKE REVISIONS. The State will assume no responsibility for a supplier’s inability to correct errors or otherwise make revisions to the submitted response or the supplier’s inability to resubmit a response prior to the eRFQ end date and time.

3. WITHDRAW/CANCEL. In the event the supplier desires to revise a previously submitted response, the supplier may select “View/Edit” and then select “Save for Later”. Team

Georgia Marketplace recognizes any response placed in the "Save for Later" status as a work in progress and **withdraws the originally submitted bid**. As a result, unless the supplier selects "Submit" prior to the closing date and time, no response will be transmitted to the State Entity. In the event a supplier desires to withdraw its response after the closing date and time, the supplier must submit a request in writing to the Issuing Officer.

### 2.2.8. Help Desk Support

For technical questions related to the use of Team Georgia Marketplace™, suppliers have access to phone support through the DOAS Customer Service Help Desk at 404-657-6000, Monday through Friday 8:00 AM to 5:00 PM excluding State Holidays or any other day state offices are closed such as furlough days or closings in response to inclement weather. Suppliers can also email questions to: [ProcurementHelp@doas.ga.gov](mailto:ProcurementHelp@doas.ga.gov).

## 3. General Business Requirements

This section contains general business requirements. By submitting a response, the supplier is certifying its agreement to comply with all of the identified requirements of this section and that all costs for complying with these general business requirements are included in the supplier's submitted pricing.

### 3.1. Standard Insurance Requirements

If awarded a contract, the supplier shall procure and maintain insurance which shall protect the supplier and the State of Georgia (as an additional insured) from any claims for bodily injury, property damage, or personal injury covered by the indemnification obligations set forth in the contract attached to this solicitation throughout the duration of the contract. The supplier shall procure and maintain the insurance policies described below at the supplier's own expense and shall furnish the State Entity an insurance certificate listing the State of Georgia as certificate holder and as an additional insured. The insurance certificate must document that the Commercial General Liability insurance coverage purchased by the supplier includes contractual liability coverage applicable to the contract. In addition, the insurance certificate must provide the following information: the name and address of the insured; name, address, telephone number and signature of the authorized agent; name of the insurance company (authorized to operate in Georgia); a description of coverage in detailed standard terminology (including policy period, policy number, limits of liability, exclusions and endorsements); and an acknowledgment of notice of cancellation to the State Entity.

The supplier is required to maintain the following insurance coverage's during the term of the contract:

- 1) Workers Compensation Insurance (Occurrence) in the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers Compensation stating that the supplier qualifies to pay its own workers compensation claims.) In addition, the supplier shall require all subcontractors occupying the premises or performing work under the contract to obtain an insurance certificate showing proof of Workers Compensation Coverage with the following minimum coverage:

Bodily injury by accident - per employee	\$100,000;
Bodily injury by disease - per employee	\$100,000;
Bodily injury by disease – policy limit	\$500,000.
- 2) Commercial General Liability Policy with the following minimum coverage:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
- 3) Automobile Liability

Combined Single Limit	\$1,000,000
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The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed or allowed to lapse for any reason until at least thirty (30) days prior written notice

has been given to the State Entity. Certificates of Insurance showing such coverage to be in force shall be filed with the State Entity prior to commencement of any work under the contract. The foregoing policies shall be obtained from insurance companies licensed to do business in Georgia and shall be with companies acceptable to the State Entity, which must have a minimum A.M. Best rating of A-. All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.

Within ten (10) business days of award, the awarded supplier must procure the required insurance and provide the State Entity with two (2) Certificates of Insurance. Certificates must reference the contract number. The supplier's submitted pricing must include the cost of the required insurance. No contract performance shall occur unless and until the required insurance certificates are provided.

### **3.2. Bonds and/or Letter of Credit**

N/A

#### **Bid Bond**

N/A

#### **Performance Bond/Letter of Credit**

N/A

#### **Payment Bond**

N/A

### **3.3. Proposal Certification**

By responding to this solicitation, the supplier understands and agrees to the following:

1. That this electronically submitted proposal constitutes an offer, which when accepted in writing by the State Entity, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the supplier and the State Entity; and
2. That the supplier guarantees and certifies that all items included in the supplier's response meet or exceed any and all of the solicitation's identified specifications and requirements except as expressly stated otherwise in the supplier's response; and
3. That the response submitted by the supplier shall be valid and held open for a period of **one hundred and twenty (120) days** from the final solicitation closing date and that the supplier's offer may be held open for a lengthier period of time subject to the supplier's consent; and
4. That the supplier's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. Supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
5. That the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect.

### **4. eRFQ Bid Factors**

This section contains the detailed technical requirements and related services for this Sourcing Event. The State Entity has determined that it is best to define its own needs, desired operating objectives, and desired operating environment. The State Entity will not tailor these needs to fit a particular solution a supplier may have available; rather, the suppliers shall propose to meet the State Entity's needs as defined in this eRFQ. All claims shall be subject to demonstration. Suppliers are cautioned that conditional responses/bids, based upon assumptions, may be deemed non-responsive.

Unless requested otherwise, all responses must be provided within the provided forms/Excel worksheets included with this Sourcing Event. Except as otherwise indicated, all requested forms and documents must be submitted electronically via the sourcing tool as an uploaded document to the supplier's response.

#### 4.1. Introduction

All of the items described in this section are service levels and/or terms and conditions that the State Entity expects to be satisfied by the selected supplier. Each supplier must indicate its willingness and ability to satisfy these requirements in the supplier's submitted response.

Unless otherwise specified, references to brand name or trade name/mark products are intended to be descriptive, but not restrictive, and are used to indicate the quality and characteristics of products that may be offered. Other products may be considered for award if such products are clearly identified and are determined by the State Entity to meet its needs in all respects. Each supplier's response must indicate the brand name and model or series number of the product offered and include such specifications, catalog pages, or other data that will provide an adequate basis for determining the quality and functional capabilities of the product offered.

#### 4.2. Supplier General Information

Each supplier must complete all of the requested information in the electronic purchasing system entitled **Supplier's General Information Worksheet** for inclusion with their bid response.

#### 4.3. Mandatory Requirements

As noted in the preceding section, this eRFQ contains mandatory requirements (e.g. product specifications, service or quality levels, staff requirements, experience or license requirements, etc.) which must be met by the supplier in order for the supplier to be considered "responsive" and, therefore, eligible for contract award. These mandatory requirements will be defined in one or more of the following ways:

1. Requirements in this eRFQ document
2. Requirements contained in any attachment to the Sourcing Event, such as a Mandatory Requirements Worksheet and the cost worksheet

A Pass/Fail evaluation will be utilized for all mandatory requirements. Please review the Sourcing Event and its attachments carefully and respond as directed. Information regarding accessing attachments is provided in Section 2.2.2 "eRFQ Review" of this document. Information regarding uploading attachments is provided in Section 2.2.4 "Uploading Forms".

Some requirements may require a "Yes" or "No" response. Ordinarily, to be considered responsive, responsible and eligible for award, all requirements identified as mandatory must be marked "YES" to pass. There may be rare instances in which a response of "NO" is the correct and logical response in order to meet the mandatory requirement (e.g. responding "NO" that the supplier does not possess any conflicts of interest). Otherwise, any mandatory questions marked "NO" will fail the technical requirements and will result in disqualification of the supplier's response, except as otherwise provided in Section 6 "Evaluation and Award" of this eRFQ. Please note some requirements may require the supplier to provide product sheets or other technical materials.

### 5. Cost/Pricing

Each supplier is required to submit pricing as part of its response.

#### 5.1. General Pricing Rules

By submitting a response, the supplier agrees that it has read, understood, and will abide by the following instructions/rules:

1. The submitted pricing must include all costs of performing pursuant to the resulting contract; and
2. Bids containing a minimum order/ship quantity or dollar value, unless otherwise called for in the eRFQ, will be treated as non-responsive and may not be considered for award; and
3. The supplier is required to provide net prices. In the event there is discrepancy between a supplier's unit price and extended price, the unit price shall govern;
4. In the event there is a discrepancy between (1) the supplier's pricing as quoted on an uploaded, detailed cost sheet such as an Excel Worksheet (if any) and (2) the supplier's pricing as quoted

- by the supplier in one or more single line entries directly into the Sourcing Event screen, the former shall govern; and
5. The prices quoted and listed in the response shall be firm throughout the term of the resulting contract, unless otherwise noted in the eRFQ or contract; and
  6. Any cash discount offered to the State Entity must be clearly identified in the supplier's response. In the event the State Entity is entitled to a cash discount, the period of computation will commence on the date of delivery, or receipt of a correctly computed invoice indicating the discount, whichever occurs later; and
  7. Unless otherwise specified in any terms and conditions attached to the eRFQ, all product deliveries will be F.O.B. destination and all shipping charges must be included in the quoted cost; and
  8. Unless expressly permitted by the eRFQ, responses containing provisions for late or interest charges cannot be awarded a contract. Suppliers must "strike through" any such provisions in printed forms and initial such revisions prior to submitting a response to the State Entity; and
  9. Responses containing prepayment and/or progress payment requirements may be determined non-responsive unless otherwise permitted by the eRFQ; and
  10. Unless permitted by the eRFQ, responses requiring payment from the State Entity in less than thirty (30) days will be considered non-responsive; and
  11. The State of Georgia is exempt from certain taxes and no provision for such taxes should be included in the supplier's response.

## 5.2 Cost Structure and Additional Instructions

The State Entity's intent is to structure the cost format in order to facilitate comparison among all suppliers and foster competition to obtain the best market pricing. Consequently, the State Entity requires that each supplier's cost be structured as directed in the eRFQ. Additional alternative cost structures will not be considered. Each supplier is hereby advised that failure to comply with the eRFQ instructions, submission of an incomplete offer, or submission of an offer in a different format than the one requested may result in the rejection of the supplier's response.

The Sourcing Tool permits the State Entity to structure the Sourcing Event to allow the supplier to enter pricing directly into the line items of the Sourcing Event. However, if there are multiple products/services to be priced or the pricing structure is complex, the State Entity may attach one or more cost worksheets for the supplier to download, complete and then upload as part of the supplier's response.

Enter all information directly into the cost sheet(s). Enter numbers on each cost sheet in "number" (two-place decimal), not "currency" or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols. (e.g., \$7.90 should be entered as 7.90) Prices must be in US Dollars. Enter "n/a" to indicate not available or "0" if there is no charge. Cells left blank will be interpreted as "no offer".

Download the cost worksheet (if any), complete the worksheet and then upload the worksheet by following the instructions in Section 2.2.4 "Uploading Forms" of this eRFQ.

## 6. Evaluation and Award

All timely responses will be evaluated in accordance with the following steps. The objective of the evaluation process is to identify the most competitive bid. Once the evaluation process has been completed, the apparent successful supplier(s) will be required to enter into discussions with the State Entity to resolve any exceptions to the State Entity's contract. The State Entity will announce the results of the eRFQ as described further in Section 6.8 "Public Award Announcement."

### 6.1. Administrative/Preliminary Review

First, the responses will be reviewed by the Issuing Officer to determine compliance with the following requirements:

1. Response was submitted by deadline via in accordance with Section 2
2. Response is complete and contains all required documents

#### **6.2. Evaluating Bid Factors (Section 4)**

If the supplier's response passes the Administrative/Preliminary Review, the supplier's responses to Section 4 "eRFQ Bid Factors" will be evaluated. Responses to mandatory requirements will be evaluated on a pass/fail basis. If a response fails to meet a mandatory requirement, the State Entity will determine if the deviation is material. A material deviation will be cause for rejection of the response. An immaterial deviation will be processed as if no deviation had occurred.

#### **6.3. Evaluating Cost**

The State Entity may utilize lowest cost, lowest total cost, and total cost of ownership (TCO) or greatest savings to determine the most competitive pricing. Submitted pricing may be evaluated/scored on an overall basis or at the category/subcategory/line level (as applicable) relative to other responses/bids.

#### **6.4. Georgia Enterprises for Products and Services (GEPS)**

In the event the issuing officer has received a response from GEPS, the issuing officer must factor in a price preference of eight percent (8%) for purposes of cost evaluation. The price preference of 8% has been approved by DOAS in accordance with the State Use Law set forth at O.C.G.A. 50-5-135 et seq., which is intended to create opportunities for disabled persons employed by community-based rehabilitation programs and training centers that are certified by the State Use Council. To implement the price preference, the issuing officer must lower GEPS' price by 8% when comparing GEPS' price with any other supplier's response. However, in the event GEPS wins the contract award, GEPS must be paid at its actual bid price.

#### **6.5. Georgia Based Business/Reciprocal Preference Law O.C.G.A. §50-5-60(b)**

For the purposes of evaluation only, suppliers resident in the State of Georgia will be granted the same preference over suppliers resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other state to suppliers resident therein over suppliers resident in the State of Georgia. NOTE: For the purposes of this law, the definition of a resident supplier is a supplier who is domiciled in the State of Georgia.

#### **6.6. Selection and Award**

The State Entity reserves the right to: (a) waive minor irregularities, variances or non-material defects in a response; (b) reject any and all responses, in whole or in part; (c) request clarifications from suppliers; (d) request resubmissions from all suppliers; and (e) take any other action as permitted by law.

The primary intent of this eRFQ is to identify a single source (lowest priced, responsive and responsible supplier) to provide all of the needed goods and/or services; however, the State Entity reserves the right to make an additional contract award to the next best ranked supplier as a secondary (back-up) source of supply.

#### **6.7. Site Visits and Oral Presentations**

The State Entity reserves the right to conduct site visits, request product/work samples, or to invite suppliers to present their product/service solution to the evaluation team.

#### **6.8. Public Award Announcement**

The preliminary results of the evaluation will be announced through the public posting of a Notice of Intent to Award (in the event the value of the contract(s) is estimated to be \$100,000 or more in the first year) to the Georgia Procurement Registry. The Notice of Intent to Award ("NOIA") is not notice of an actual contract award; instead, the NOIA is notice of the State Entity's expected contract award(s) pending resolution of the formal protest complaint process. The NOIA (if any) will identify the apparent successful supplier(s), unsuccessful supplier(s), and the reasons why any unsuccessful suppliers were not selected for contract award. NO SUPPLIER SHOULD ASSUME PERSONAL NOTICE OF THE NOTICE OF

INTENT TO AWARD (“NOIA”) WILL BE PROVIDED BY THE STATE ENTITY. INSTEAD, ALL SUPPLIERS SHOULD FREQUENTLY CHECK THE GEORGIA PROCUREMENT REGISTRY FOR NOTICE OF THE NOIA.

The Notice of Award (“NOA”) is the State Entity’s public notice of actual contract award(s). The NOA will be publicly posted to the Georgia Procurement Registry.

## 7. Contract Terms and Conditions

The contract that the State Entity expects to award as a result of this eRFQ will be based upon the eRFQ, the successful supplier’s final response as accepted by the State Entity and the contract terms and conditions, which terms and conditions can be downloaded from the Sourcing Event. The “successful supplier’s final response as accepted by the State Entity” shall mean: the response submitted by the awarded supplier, written clarifications, and any other terms deemed necessary by the State Entity, except that no objection or amendment by a supplier to the eRFQ requirements or the contract terms and conditions shall be incorporated by reference into the contract unless the State Entity has explicitly accepted the supplier’s objection or amendment in writing.

Please review the State Entity’s contract terms and conditions prior to submitting a response to this eRFQ. Suppliers should plan on the contract terms and conditions contained in this eRFQ being included in any award as a result of this eRFQ. Therefore, all costs associated with complying with these requirements should be included in any pricing quoted by the suppliers. The contract terms and conditions may be supplemented or revised before contract execution and are provided to enable suppliers to better evaluate the costs associated with the eRFQ and the potential resulting contract.

### Exception to Contract

By submitting a response, each supplier acknowledges its acceptance of the eRFQ specifications and the contract terms and conditions without change except as otherwise expressly stated in the submitted proposal. If a supplier takes exception to a contract provision, the supplier must state the reason for the exception and state the specific contract language it proposes to include in place of the provision. Any exceptions to the contract must be redlined with comments explaining the rationale for the proposed revision, uploaded and submitted as an attachment to the supplier’s response. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in the eRFQ. Proposed exceptions should be in compliance with Georgia law. For further information regarding contracting with entities subject to DOAS purview, please see SPD-SP060 “Contracting with State Entities” provided as an attachment to this solicitation and located at <http://doas.ga.gov/state-purchasing/seven-stages-of-procurement/stage-3-solicitation-preparation#>.

In the event the supplier is selected for potential award, the supplier will be required to enter into discussions with the State Entity to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within the period of time identified in the schedule of events. Failure to resolve any contractual issues will lead to rejection of the supplier’s response. The State Entity reserves the right to proceed to discussions with the next best ranked supplier.

The State Entity reserves the right to modify the contract to be consistent with the apparent successful offer, and to negotiate other modifications with the apparent successful supplier. Exceptions that materially change the terms or the requirements of the eRFQ may be deemed non-responsive by the State Entity, in its sole discretion, and rejected. Contract exceptions which grant the supplier an impermissible competitive advantage, as determined by the State Entity, in its sole discretion, will be rejected. If there is any question whether a particular contract exception would be permissible, the supplier is strongly encouraged to inquire via written question submitted to the Issuing Officer prior to the deadline for submitting written questions as defined by the Schedule of Events.

## 8. List of eRFQ Attachments

The following documents make up this eRFQ. Please see Section 2.2.2 "eRFQ Review" for instructions about how to access the following documents. Any difficulty locating or accessing the following documents should be immediately reported to the Issuing Officer.

- A. State Entity eRFQ (this document)
- B. Department of Audits Immigration and Security Form
- C. Mandatory Response Worksheet, Specification Sheets, etc. from Section 4.3 of this eRFQ\*\*
- D. State Contract from Section 7 "Contract Terms and Conditions" of this eRFQ
- E. SPD-SP060 "Contracting with State Entities"
- F. Certificate of Non-Collusion
- G. Bidder's Reference Form
- H. IRS W-9 Form
- I. Tax Compliance Form
- J. eContract Terms
- K. Supplier Q and A Template

Within ten (10) business days of award, the awarded supplier must procure the required insurance and provide the State Entity with two (2) Certificates of Insurance. Please see section 3.1 for more details.

Company Name (Provide full legal name)	Intab LLC
Address 1	409 Airport Blvd
Address 2	Suite C600
City	Morrisville
State	NC
Zip Code	27560
Authorized Person's Name	Scott Rudicil
Telephone Number	336-578-6595
Email Address	<a href="mailto:scott.rudicil@intab.net">scott.rudicil@intab.net</a>

**RFQ/RFQC Mandatory Questions**

**Mandatory Questions**

**These questions are Pass/Fail. To be considered responsive, responsible and eligible for award or for selection as a qualified contractor, you must answer all questions in this section with a "YES" to pass and must be submitted via the system.**

**Any questions you answer with a "NO" or left blank will fail the technical requirements and results in disqualification from the RFQ or disqualification from selection as a qualified contractor.**

**By answering "Yes," you indicate that you meet the individual requirements in the response column provided. Only upload attachments if requested in the "Upload Attachments with Additional Information" column. Attachments that are not requested, will not be considered and will not be evaluated.**

**DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.**

Question #	Mandatory Questions	Response by Offeror. Only Yes or No Answers	Upload Attchts with Additional Information?
1	All seals must be bagged in packs of 100 seals per pack.	Yes	No
2	Pull tight seals must require scissors or a seal cutter to open and with a tail no more than 3/16 inch in diameter.	Yes	No
3	Pull tight seals must not be easily broken by hand.	Yes	No
4	Pull tight seal must be made of polypropylene 9712 build polymer with humidity resistant galvanized metal locking system and offered in red, green, and yellow.	Yes	No
5	Pull tight seals must have human readable characters, sequential unique non-repeated alphanumeric numbering, toothless tail, and be 11" in length.	Yes	No
6	Pull tight seal must have a maximum marking area of 30mm x 15mm with a minimum tail length of 7.5 inches and the tail must feed from behind the flag and not in front.	Yes	No
7	Lock seals must be made of acetal copolymer and offered in red, green, and yellow.	Yes	No
8	Lock seals must have a 26 lbs. breaking strength and be heat stamped with consecutive unique numbering.	Yes	No
9	Lock seals should be no larger than 1 inch by 1.75 inches when sealed with a tail that fits into openings of 1/8 inch or larger	Yes	No
10	Bidder must provide a minimum of 15 samples of pull tight seals and 15 samples of lock seals matching the bidder's quoted specifications for testing to 2 MLK Jr. Dr., Suite 820 West Tower before the bid close date.	Yes	No
11	Bidder allows the purchase of other election security products under the same scope of work offered in their catalog at a proposed discount by category. Bidder must attach catalog with discount offered. This will not be calculated in the scoring of the bid results.	Yes	Yes
			No

# Request for Taxpayer Identification Number and Certification

**Give Form to the requester. Do not send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Intab LLC</b>	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u>  S  </u> <small><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>  <input type="checkbox"/> Other (see instructions) ▶	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>PO Box 186</b>	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code <b>Morrisville, NC 27560</b>	
<b>7</b> List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>													
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<b>or</b>													
<b>Employer identification number</b>													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">4</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">7</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">4</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">2</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">4</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">1</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">8</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">4</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">1</td> </tr> </table>	4	7	-	4	2	4	1	8	4	1			
4	7	-	4	2	4	1	8	4	1				

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶ *Monte Hall*

Date ▶ *10-18-23*

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

2298988  
Federal Work Authorization User Identification Number

10/19/23  
Date of Authorization

Intah LLC  
Name of Contractor

RFQ 47800-5050000041  
Name of Project

State of Georgia  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on 10, 19, 2023 in Morrisville (city), NC (state).

Jake Price  
Signature of Authorized Officer or Agent

Jake Price Vice President  
Printed Name and Title of Authorized Officer or Agent

**JESSICA HINTON DICKENS**  
Notary Public  
Durham Co., North Carolina  
My Commission Expires Oct. 28, 2023

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE 19 DAY OF October, 2023.

Jessica Hinton Dickens  
NOTARY PUBLIC  
My Commission Expires: 10-28-2023



Georgia

## TAX COMPLIANCE

### INSTRUCTIONS TO SUPPLIERS

Please complete the following information:

- Supplier's Name: **Intab LLC**
- Physical Location Address: 409 Airport Blvd Ste C600 Morrisville, NC 27560
- Federal Identification Number (FEI): 47-4241841
- Have you ever been registered with Georgia Department of Revenue? No
- If so, please provide the following information, if applicable:
  - State Taxpayer Identification Number (STI):
  - Sales and Use Tax Number:
  - Withholding Tax Number:
- What type of service will you perform? None
- Will you sell any tangible personal property or goods? Yes
- Supplier's Affiliate's Name: N/A
  - FEI:
  - STI:
  - Sales and Use Tax Number:
  - Withholding Tax Number:

If there is more than one affiliate, please attach a separate sheet listing the information above.

- Person responsible for handling supplier's tax issues (such as the CFO, the company tax officer, etc.):
  - Name: Jake Price
  - Telephone Number: 336-578-6593
  - E-mail Address: Finance@intab.net

### NOTICE TO SUPPLIER:

In the event the supplier is considered for contract award, the information provided in the form will be submitted by the State Entity to the Georgia Department of Revenue ("DOR") for a determination as to whether the supplier is a "prohibited source" (as defined by O.C.G.A. §50-5-82) or whether there are any other outstanding tax issues. **MISSING, INCOMPLETE, OR ERRONEOUS DATA MAY DELAY OR PROHIBIT VERIFICATION OF YOUR ELIGIBILITY FOR CONTRACT AWARD. NO PROHIBITED SOURCE MAY RECEIVE CONTRACT AWARD; THEREFORE, YOU ARE STRONGLY ENCOURAGED TO CHECK YOUR TAX STATUS NOW AND RESOLVE ANY OUTSTANDING TAX LIABILITIES AND/OR MISSING TAX RETURNS.**

**STATE ENTITY:** Please submit this form via email to DOR at [compliance-state-con@dor.ga.gov](mailto:compliance-state-con@dor.ga.gov) for processing in accordance with the *Georgia Procurement Manual*.

## REFERENCE FORM

Bidder must provide a list of all clients for whom similar services of the same size and complexity have been provided during the past three years.

Complete Company Name: <u>Secretary of State, State of Georgia</u>
Address: <u>2 MLK JR DR SE STE 802, ATLANTA, GA 30334</u>
Name & Title of Contact Person: <u>Rachell Simmons, Operations</u>
Phone Number of Contact Person: <u>404-651-8509</u>
Email Address: <u>rsimmons@sos.ga.gov</u>
Dates of Service: <u>March 2016 - December 2022</u>
Description of Services: <u>Intab LLC provided the State of GA with millions of security seals during this timeframe. We were always on time or ahead of schedule for deliveries, &amp; there were zero reports of quality control issues for our millions of seals delivered.</u>

Complete Company Name: <u>Fulton County, Georgia - Elections</u>
Address: <u>5600 Campbellton Fairburn Rd, Fairburn, GA 30213</u>
Name & Title of Contact Person: <u>Derrick Gilstrap, Election Systems Supervisor</u>
Phone Number of Contact Person: <u>404-612-4070</u>
Email Address: <u>Derrick.Gilstrap@fultoncountyga.gov</u>
Dates of Service: <u>2021-2023</u>
Description of Services: <u>Intab LLC provided Fulton County with hundreds of thousands of security seals during this timeframe. We were always on time or ahead of schedule for deliveries, &amp; there were zero reports of quality control issues for the delivered seals.</u>

Complete Company Name: <u>DeKalb County, Georgia - Elections</u>
Address: <u>4380 Memorial Dr Ste 300, Decatur, GA 30032</u>
Name & Title of Contact Person: <u>Ron Hardaway, Elections Logistics</u>
Phone Number of Contact Person: <u>404-298-4020</u>
Email Address: <u>RHardaway@dekalbcountyga.gov</u>
Dates of Service: <u>2021-2022</u>
Description of Services: <u>Intab LLC provided DeKalb County with over a hundred thousand security seals during this timeframe. We were always on time or ahead of schedule for deliveries, &amp; there were zero reports of quality control issues for the delivered seals.</u>



## CERTIFICATE OF NON-COLLUSION

By responding to this solicitation, the supplier understands and agrees to the following:

1. That the submitted response constitutes an offer, which when accepted in writing by the State Entity, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the State Entity; and
2. That the supplier has read the specifications and requirements shown or referenced in the solicitation and that the supplier's response is made in accordance with the provisions of such specifications and requirements except as expressly stated otherwise in the supplier's response; and
3. That the supplier guarantees and certifies that all items included in the supplier's response meet or exceed any and all such stated specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
4. That, if awarded a contract, the supplier will deliver goods and/or services that meet or exceed the specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
5. That the response submitted by the supplier shall be valid and held open for a period of **one hundred and twenty (120) days (or such other time period as identified in the solicitation)** from the final solicitation closing date and that the response may be held open for an additional period of time subject to the supplier's consent; and
6. That the supplier's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
7. That the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect.

DO NOT MODIFY THE BID/PROPOSAL CERTIFICATION TERMS IN ANY WAY. THIS FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR RESPONSE.

<b>Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)</b>	Intab LLC
<b>Authorized Signature:</b>	
<b>Printed Name and Title of Person Signing:</b>	Jake Price Vice President
<b>Date:</b>	10/16/23
<b>Company Address:</b>	409 Airport Blvd Ste C600 Morrisville, NC 27560
<b>FAX Number:</b>	336-578-6597
<b>Email Address:</b>	Finance@intab.net
<b>*This table must be completed in its entirety by the supplier.</b>	

October 19, 2023

Kimberly Ford  
Secretary of State of Georgia  
Office of Procurement  
2 MLK Jr. Drive, Suite 820 W Tower  
Atlanta, Georgia 30334

RE: Intab Discounted Pricing on Non-RFQ Intab Products

Dear Kimberly,

Thank you for the opportunity to provide discounted pricing on many of Intab's other products beyond the current RFQ. Please see Intab LLC's current catalog in the following pages where we are excited to offer you discounts on a number of our items. We have listed a discount percentage above each item's code in our catalog (labeled "GA Discount: xx%"). This discount percentage can be applied to the list price of 1+ units of any given item. We request that you refer to our website for current pricing when you would like to order and apply the discount to that listed price point. Please note that this discount applies only to the base price and cannot be combined with any quantity discounts as we are offering the State of Georgia unique and best pricing for all listed items.

Additionally, instead of providing department discounts, we have provided specific discounts per item to maximize your overall savings. Lastly, we offer the State of Georgia Free Shipping for all security seals and security labels. We hope it helps and we appreciate the chance to work with you and the State of Georgia again.

Sincerely,



Scott Rudicil  
President  
Intab LLC

SECURING ELECTIONS SINCE 1971



\*The list price is shown in the catalog with the Georgia discount % highlighted above the item code. Free Shipping is included with security seals and security labels only.

- PRESENTS -

# ELECTION SUPPLIES CATALOG

2024 EDITION

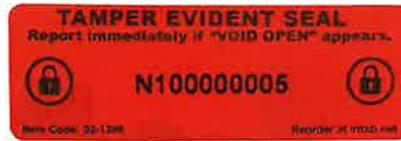


2024 Presidential Election Sticker

INTAB EXCLUSIVE • LIMITED EDITION

### N-Series Non-Residue Tamper Evident Labels

Dimensions: 1" x 3"  
 Sequential unique numbering  
 Human readable characters  
 Repeating "VOID OPEN" appears if label is removed  
 Perforated between each label  
 100 Labels per pack



\*GA Discount: 30%

Item: 03-1390	
EACH	PRICE
1+	\$34.95

### Barcode 3/4" x 2-3/16" Non-Residue Tamper Evident Labels

Dimensions: 3/4" x 2-3/16"  
 Sequential unique numbering  
 Barcode format: 3 of 9 (39)  
 Human readable characters  
 Repeating "VOID OPEN" appears if label is removed  
 Perforated between each label  
 100 Labels per pack



\*GA Discount: 30%

Item: 03-1371		
EACH	EACH	PRICE
● Red	1+	\$39.95
● Blue		
● Green		

### Barcode 1" x 3-3/8" Non-Residue Tamper Evident Labels

Dimensions: 1" x 3-3/8"  
 Sequential unique numbering  
 Barcode format: 3 of 9 (39)  
 Human readable characters  
 Repeating "VOID OPEN" appears if label is removed  
 Perforated between each label  
 100 Labels per pack



\*GA Discount: 30%

Item: 03-1372		
EACH	EACH	PRICE
● Red	1+	\$44.95
● Blue		
● Green		
● Yellow		

**NOW AVAILABLE IN YELLOW!**

### Barcode 1-3/16" x 4-5/16" Non-Residue Tamper Evident Labels

Dimensions: 1-3/16" x 4-5/16"  
 Sequential unique numbering  
 Barcode format: 3 of 9 (39)  
 Human readable characters  
 Repeating "VOID OPEN" appears if label is removed  
 Perforated between each label  
 100 Labels per pack



\*GA Discount: 30%

Item: 03-1375		
EACH	EACH	PRICE
● Red	1+	\$49.95
● Blue		
● Green		
● Yellow		

**NOW AVAILABLE IN YELLOW!**

\*GA Discount: 30%

### G-Series Non-Residue Tamper Evident Labels

Dimensions: 1" x 3"  
 Sequential unique numbering  
 Barcode format: 3 of 9 (39)  
 Protective overlaminates  
 Human readable characters  
 Repeating "VOID OPEN" appears if label is removed  
 Perforated between each seal  
 250 Seals per roll



Item: G03-1373	
EACH	PRICE
1+	\$139.95



\*GA Discount: 30%

### Barcode 2" x 4" Non-Residue Tamper Evident Labels

Dimensions: 2" x 4"  
 Sequential unique numbering  
 Barcode format: 3 of 9 (39)  
 Human readable characters  
 Repeating "VOID OPEN" appears if label is removed  
 Perforated between each label  
 100 Labels per pack



Item: 03-1378	
EACH	PRICE
1+	\$109.95

\*GA Discount: 25%

### SecureVue Tamper Evident Labels

Dimensions: 1" x 4"  
 Sequential unique numbering  
 Write-on surface  
 Repeating "VOID" appears if tape is removed  
 Leaves residue on surface from which the label is removed  
 Adheres to most plastics and metals  
 100 Labels per pack



Item: 03-1392	
EACH	PRICE
1+	\$24.95

\*GA Discount: 20%

### SecureVue Tamper Evident Labels

2" Wide  
 Repeating "OPENED" appears if tape is removed  
 Crack-and-peel backing  
 Leaves residue on surface from which the label is removed  
 180' Per roll



↑  
 REMOVEABLE LINER

Item: 03-1395	
EACH	PRICE
1+	\$39.95

Pricing subject to change due to supply chain constraints.  
 Want a Quote? Call us 800-232-1872 or email us at sales@intab.net



### Smooth Pull Tite Seals

Clip with regular seal cutter  
Toothless tail  
Human readable characters  
Sequential unique numbering  
Laser etched  
11" Length  
32lb Breaking Strength  
100 per pack



**\*GA Discount: See RFQ**

Item: 03-1349			
COLORS		PACKS	PRICE
● Red	● Blue		
● Yellow	● Orange		
● Green	○ White		

### Barcode Smooth Pull Tite Seals

Clip with regular seal cutter  
Toothless tail  
Barcode format: 3 of 9 (39)  
Human readable characters  
Sequential unique numbering  
Laser etched  
11" Length  
32lb Breaking Strength  
100 per pack



**\*GA Discount: 35%**

Item: 03-1350			
COLORS	PACKS	PRICE	
● Red	1+	\$37.95	
● Blue			
● Green			
● Yellow			

**NOW AVAILABLE IN YELLOW!**

### Prime Pull Tite Seals

Clip with regular seal cutter  
Heat stamped sequential unique numbering  
12" Length  
53 lb Breaking Strength  
Human Readable Characters  
100 Seals per pack



**\*GA Discount: 22%**

Item: 03-1340			
COLORS		PACKS	PRICE
● Red	● Blue	1+	\$22.95
● Yellow	● Orange		
● Green	○ White		

### Barcode Prime Pull Tite Seals

Clip with regular seal cutter  
Barcode format 128  
Sequential unique numbering  
Laser-etched imprint  
12" Length  
53 lb Breaking Strength  
Human Readable Characters  
100 Seals per pack



**\*GA Discount: 35%**

Item: 03-1341			
COLORS	PACKS	PRICE	
○ White	1+	\$37.95	
● Light Blue			

### Simple Pull Tite Seals

**BREAK BY HAND!**

Break by hand or use regular seal cutter  
 Heat stamped sequential unique numbering  
 10" Length  
 25lb Breaking Strength  
 100 per pack



\*GA Discount: 22%

Item: 03-1325			
COLORS		PACKS	PRICE
● Red	● Blue	1+	\$22.95
● Yellow	● Orange		
● Green	○ White		

### Barcode Simple Pull Tite Seals

**BREAK BY HAND!**

Break by hand or use regular seal cutter  
 Barcode format: 128  
 Human readable characters  
 Sequential unique numbering  
 10" Length  
 25lb Breaking Strength  
 100 per pack



\*GA Discount: 35%

Item: 03-1326		
COLORS	PACKS	PRICE
○ White	1+	\$37.95
● Light Blue		

**NEW!!**

### Lite Pull Tite Seals

**BREAK BY HAND!**

Break by hand or use regular seal cutter  
 Heat stamped sequential unique numbering  
 8" Length  
 24lb Breaking Strength  
 100 per pack



\*GA Discount: 25%

Item: 03-1320		
COLORS	PACKS	PRICE
● Neon Yellow	1+	\$17.95
● Neon Pink		

### Little Lock Seals

**BREAK BY HAND!**

Break by hand or use regular seal cutter  
 Heat stamped consecutive unique numbering  
 26 lb Breaking Strength  
 100 per pack



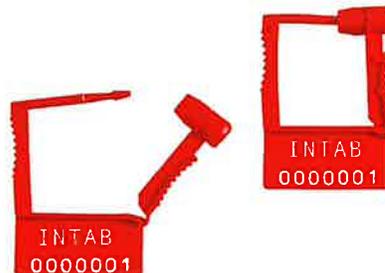
\*GA Discount: See RFQ

Item: 03-1339		
COLORS	PACKS	PRICE
● Red	● Blue	
● Yellow	● Orange	
● Green		

### Spring Lock Seals

**BREAK BY HAND!**

Break by hand or use regular seal cutter  
 Heat-stamped consecutive unique numbering  
 7lb Breaking Strength  
 100 per pack



\*GA Discount: 20%

Item: 03-1348		
COLORS	PACKS	PRICE
● Red	● Blue	1+ \$22.95
● Yellow	● Orange	
● Green		

Pricing subject to change due to supply chain constraints.

**Padlock Seals**

**BREAK BY HAND!**

Break by hand or use regular seal cutter  
Heat stamped sequential unique numbering  
Double scored hasp  
70lb Breaking Strength  
100 per pack



**\*GA Discount: 20%**

Item: 03-1300		
COLORS	PACKS	PRICE
● Red*	1+	\$22.95
● Blue		
● Green		
● Yellow		

**NEW!!**

**Barcode Padlock Seals**

**BREAK BY HAND!**

Break by hand or use regular seal cutter  
Dimensions (including Hook/Tail): 1.9" H x 1.8" W  
Barcode Format 128  
Laser-etched sequential unique numbering  
10-lb breaking strength  
100 per pack



**\*GA Discount: 35%**

Item: 03-1306		
COLORS	PACKS	PRICE
○ White	1+	\$34.95
● Light Blue		

**Combo Seals**

Heat-stamped consecutive unique numbering  
Two-piece construction  
Plastic body  
12" Wire  
Push to secure  
100 per pack



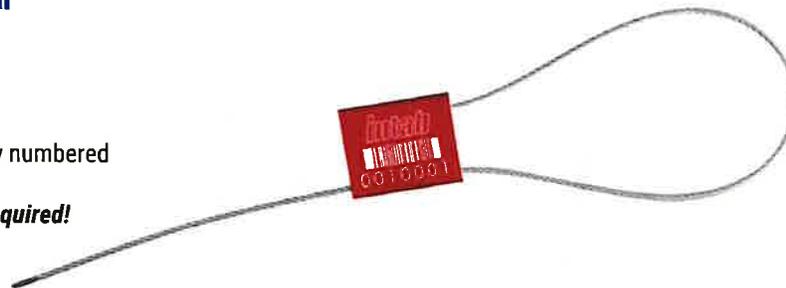
**\*GA Discount: 30%**

Item: 03-1366	
PACKS	PRICE
1+	\$37.95

**NEW!!**

**Barcode TuffTab Seal**

1.5mm cable diameter  
Barcode Format: 128  
Laser etched imprint  
12" cable length  
Sequentially and uniquely numbered  
10 per pack  
**Heavy-duty seal cutter required!**



**\*GA Discount: 25%**

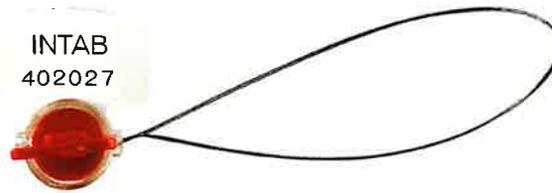
Item: 03-2064	
PACKS	PRICE
1+	\$13.95



**\*GA Discount: 25%**

**Easy Twist Seals**

Laser etched consecutive unique numbering  
 One piece construction  
 Plastic body  
 8" Wire  
 Twist to secure  
 100 per pack



NEW LOW PRICE!		
Item: 03-1369		
COLORS	PACKS	PRICE
● Red	1+	\$32.95
● Blue		

**Barcode Twist Seals**

Barcode format: 128  
 Human readable characters  
 Laser etched consecutive unique numbering  
 One piece construction  
 Plastic body  
 8" Wire  
 Twist to secure  
 100 per pack

**\*GA Discount: N/A**

Item: TBD	
PACKS	PRICE

**3/4" x 3/4" Holographic Tamper Evident Labels**

Dimensions: 3/4" x 3/4"  
 Sequential unique numbering  
 Repeating dot pattern appears if label is removed  
 Patriotic eagle design  
 100 Labels per pack



ENLARGED TO SHOW DETAIL

**\*GA Discount: 30%**

Item: 03-1426	
PACKS	PRICE
1+	\$34.95

**2" x 6" Tamper Evident Packaging Tape for Cardboard Only**

2" x 6" Labels  
 Perforated between each label  
 Uniquely numbered  
 160' Roll



**\*GA Discount: 20%**

Item: 03-1396	
PACKS	PRICE
1+	\$49.95

Pricing subject to change due to supply chain constraints.  
 Want a Quote? Call us 800-232-1872 or email us at sales@intab.net



### SureCast Ballot Bags by Intab

Dimensions: 14.5" L x 16" H x 6" D  
 New SureCast™ ballot slot provides maximum closure reliability and efficiency  
 Silver trim  
 Silver carrying strap with comfort pad  
 10.75" Security sealable SureCast™ ballot slot  
 Front 3" x 5" ID window  
 Back 8.5" x 11" ID window  
 Folds flat for storage



\*GA Discount: 15%

Item: 04-1955	
EACH	PRICE
1+	\$59.95

### Handi-Pouch Deluxe Bags

Dimensions: 18" L x 14" H  
 Heavy duty canvas bag  
 Imprint: WAVING AMERICAN FLAG GRAPHIC  
 Flexi-Seal zipper design  
 5.5" x 7.5" I.D. Window



\*GA Discount: 20%

Item: 04-1460	
EACH	PRICE
1+	\$14.95

### Handi-Pouch XL Bags

Dimensions: 20" L x 16" H  
 Heavy duty canvas bag  
 Imprint: WAVING AMERICAN FLAG GRAPHIC  
 Flexi-Seal zipper design  
 5.5" x 7.5" I.D. Window



\*GA Discount: 25%

Item: 04-1462	
EACH	PRICE
1+	\$16.95

### Titan Transfer Bags

Dimensions: 22" L x 16" H x 6" D  
 Heavy-duty polyester canvas material  
 Water and abrasion resistant  
 Strong red handles  
 Imprint: PROPERTY OF ELECTIONS DEPT  
 Sealable zipper design  
 3" x 5" I.D. Window



\*GA Discount: 25%

Item: 04-1440	
EACH	PRICE
1+	\$34.95

**Provisional Ballot Bags**

Dimensions: 18" L x 14" H  
 Neon orange lightweight nylon  
 Imprint: PROVISIONAL BALLOTS  
 Sealable zipper design

**I.D. Windows:**

- 1 Large for 8-1/2" x 11" insert (on back)
- 1 Small for 3" x 5" insert



\*GA Discount: 25%

Item: 04-1456	
EACH	PRICE
1+	\$16.95

**Handi-Pouch Mini Bags**

Dimensions: 10" L x 10" H  
 Heavy duty canvas bag  
 Imprint: WAVING AMERICAN FLAG GRAPHIC  
 Flexi-Seal zipper design  
 5.5" x 7.5" I.D. Window



\*GA Discount: 20%

Item: 04-1410	
EACH	PRICE
1+	\$11.95

**ClearView Bags**

Dimensions: 18" L x 14" H  
 Strong .016 Clear vinyl  
 Water Resistant  
 Sealable zipper design  
 3" x 5" I.D. Window  
 Zipper on 18" side



\*GA Discount: 25%

Item: 04-1468	
EACH	PRICE
1+	\$16.95

**Barcode SecurePacks**

Outer Dimensions: 15" L x 20" H  
 Inner Dimensions: 14" L x 19" H  
 Tamper evident adhesive seal  
 Water resistant  
 Impervious to tears and rips  
 Removable perforated receipt

**Receipt and Bag Include:**

- Sequential numbering
- Barcode format: 3 of 9 (39)
- Human readable characters

**Write-On Surfaces**

Bag body: To, From, Contents and three of Date, Name and Signature  
 Removable perforated receipt:  
 Contains and three of Date and Name



\*GA Discount: 30%

Item: 20-3024	
EACH	PRICE
1+	\$12.95

The best way to transport, store and archive your...

- Unused Ballots
- Provisional Ballots
- Tabulator Tape Results

Pricing subject to change due to supply chain constraints.  
 Want a Quote? Call us 800-232-1872 or email us at sales@intab.net



**I Voted Stickers**

1.75"  
 Rolls of 1,000 stickers  
 Dispenser box included  
 Perforated between each sticker  
 Imprint: I Voted  
 Garment safe adhesive  
 Bright glossy stickers



\*GA Discount: 20%

Item: 01-1100	
ROLLS	PRICE
1+	\$6.95

**I Voted Sticker Sheets**

1.75"  
 Packs of 1,008 stickers  
 24 Stickers per sheet  
 42 Sheets per pack  
 Perforated between each row  
 Imprint: I Voted  
 Garment safe adhesive  
 Bright glossy stickers



\*GA Discount: 20%

Item: 01-1103	
PACKS	PRICE
1+	\$8.95

**I Voted Early Stickers**

1.75"  
 Rolls of 1,000 stickers  
 Dispenser box included  
 Perforated between each sticker  
 Imprint: I Voted Early  
 Garment-safe adhesive  
 Bright glossy stickers



\*GA Discount: 20%

Item: 01-1146	
ROLLS	PRICE
1+	\$6.95

**I Voted Stickers, XL Series**

2.5"  
 Rolls of 1,000 stickers  
 Extra Large (XL) "I Voted" stickers!  
 Rolls of 1,000 stickers  
 Imprint: Flag and "I Voted"  
 Garment safe adhesive  
 Bright glossy stickers



\*GA Discount: 20%

Item: 01-1300	
ROLLS	PRICE
1+	\$8.95



**NEW!!**

**2024 Presidential Election Stickers**

1.5"  
 Rolls of 1000 stickers  
 Garment safe adhesive  
 Bright glossy stickers  
 Limited edition – **Buy while supplies last!**



**\*GA Discount: 20%**

Item: 99-2024	
ROLLS	PRICE
1+	7.95

**NEW!!**

**I Voted Stickers, Round**

1.5"  
 Rolls of 1000 stickers  
 Imprint: I Voted  
 Garment safe adhesive  
 Bright glossy stickers



**\*GA Discount: 20%**

Item: 01-1102	
ROLLS	PRICE
1+	\$7.95

**I Voted Yo Voté Stickers**

1.75"  
 Rolls of 1,000 Stickers  
 Perforated between each sticker  
 Bilingual Imprint: I Voted Yo Voté  
 Garment safe adhesive  
 Bright glossy stickers



**\*GA Discount: 20%**

Item: 01-1140	
ROLLS	PRICE
1+	\$6.95

**ELECTION OFFICIAL Self-Adhesive Name Badge Packs**

1,000 Name badges per pack  
 8 Name badges per sheet  
 125 Sheets per pack  
 Dimensions: 4" x 2-1/2"  
 Perforated between each sticker  
 Laser and inkjet printer safe



Imprint: ELECTION OFFICIAL  
 Garment safe adhesive  
 Bright glossy printing



**\*GA Discount: 25%**

Item: 01-1121	
PACKS	PRICE
1+	\$39.95

**View all of our "I Voted" stickers on our online store at [www.intab.net](http://www.intab.net)!**



Pricing subject to change due to supply chain constraints.  
 Want a Quote? Call us 800-232-1872 or email us at [sales@intab.net](mailto:sales@intab.net)

**I VOTED Selfie Sign Sets with Transport Bag**

**Includes**

- 1 selfie sign top
- 3 Sign posts
- 1 Sign base
- 1 Titan Tote Bag with ID Window (item 04-1200)

**Specifications**

- Sign height: 6' maximum with adjustability
- Sign face: 17" diameter
- Imprint: I Voted



**\*GA Discount: 15%**

Item: 02-2326	
UNIT	PRICE
1+	\$89.95



**Voter Registration Form Holders**

- New Patriotic design
- Imprint: REGISTER TO VOTE!
- Holds 2" of forms
- Maximum form width: 8-1/2"
- Maximum form height: 14"
- Ships flat



**\*GA Discount: 15%**

Item: 09-1912	
EACH	PRICE
1+	\$10.95

**Advantage Safety Vests**

- Vibrant Shock Yellow coloring for maximum visibility
- Bright reflective strips
- 2-Sided Imprint: ELECTIONS
- One size fits most
- Adjustable velcro closures
- Lightweight breathable mesh



**\*GA Discount: 20%**

Item: 18-2801	
UNIT	PRICE
1+	\$29.95

**Election Official Aprons**

- Item: 18-2813 & 18-2812
- Durable blue canvas
- Imprint: ELECTION OFFICIAL
- Imprint: Patriotic Flag Graphic
- Imprint: How may I help you?
- One size fits most



**\*GA Discount: 20%**

Item: 18-2813 and 18-2812	
UNIT	PRICE
1+	\$17.95

**Classic Aprons • Item: 18-2813**

- Adjustable neck strap
- 3 Large pockets

**Side-Tie Aprons • Item: 18-2812**

- Ties at Sides
- 2 Large Pockets

### Advantage 9' VOTE HERE Razor Flag Sets

**Includes:**

- 1 VOTE HERE Razor Flag, Single Reverse Print
- 1 Advantage transport & storage bag
- 1 Razor flag pole set
- 1 Ground spike

**Flag Set Specifications:**

- Single Reverse printing style on flag
- Over 9' tall
- Durable weather resistant polyester flag
- Stable galvanized metal ground stake
- Commercial fiberglass flag pole construction provides sturdy build



**\*GA Discount: 10%**

Item: 02-2401	
EACH	PRICE
1+	\$187.95

**Transport & Storage Bag Specifications:**

- Heavy-duty canvas
- Pouches for storage
- Easy-Carry strap

**Need to use on hard surface?  
View Base Stand and Water Weights on our online store!**

### Assist Bell Sign Set

**Includes**

- 1 Assist Bell® sign top
- 1 Assist Bell® wireless transmitter with Swipe Technology
- 1 Assist Bell® plug-in receiver
- 2 Sign posts
- 1 Sign base
- 1 Transport & Storage box w/ Easy-Carry handle

**Specifications**

- Sign height: 5'
- Sign face: 11" x 17"



**\*GA Discount: 20%**

Item: 17-1000	
EACH	PRICE
1+	\$117.95

### VOTE HERE Advantage A-Frame Signs

- Imprint: VOTE HERE
- Rugged steel frame
- Solid white plastic sign panel
- Double sided sign panel
- Weight: 8 pounds

**Dimensions:**

- Sign panel: 24" x 24"
- Folds to: 36" x 28-1/2" x 2-1/4"



**\*GA Discount: 15%**

Item: 02-1893	
EACH	PRICE
1+	\$109.95

### Elections Dept Cones

- 1 Cone included
- Proprietary Weighted Base
- Imprint: ELECTIONS DEPT
- High visibility fluorescent orange



**\*GA Discount: 15%**

SIZE	ITEM	PRICE
28"	02-8004	\$24.95
18"	02-8001	\$16.95

Pricing subject to change due to supply chain constraints.  
Want a Quote? Call us 800-232-1872 or email us at sales@intab.net

**NOW FEATURING**

# Flexi-Pockets!

- Great for tracking and labeling equipment.
- Future proof signage that changes with your department's needs!
- Clear flexible vinyl pocket
- Available in THREE sizes

## 2-1/4" x 3-3/4"

Use with 2" x 3-1/2" Inserts  
 Clear flexible vinyl pocket  
 Self-adhesive backing  
 Adheres to virtually any surface  
 Pack of 25 flexi-pockets

\*GA Discount: 30%

Item: 20-3003	
PACKS	PRICE
1+	\$17.95

GA Discount: 30%

## 3-1/4" x 5-1/4"

Use with 3" x 5" Inserts  
 Clear flexible vinyl pocket  
 Self-adhesive backing  
 Adheres to virtually any surface  
 Pack of 25 flexi-pockets

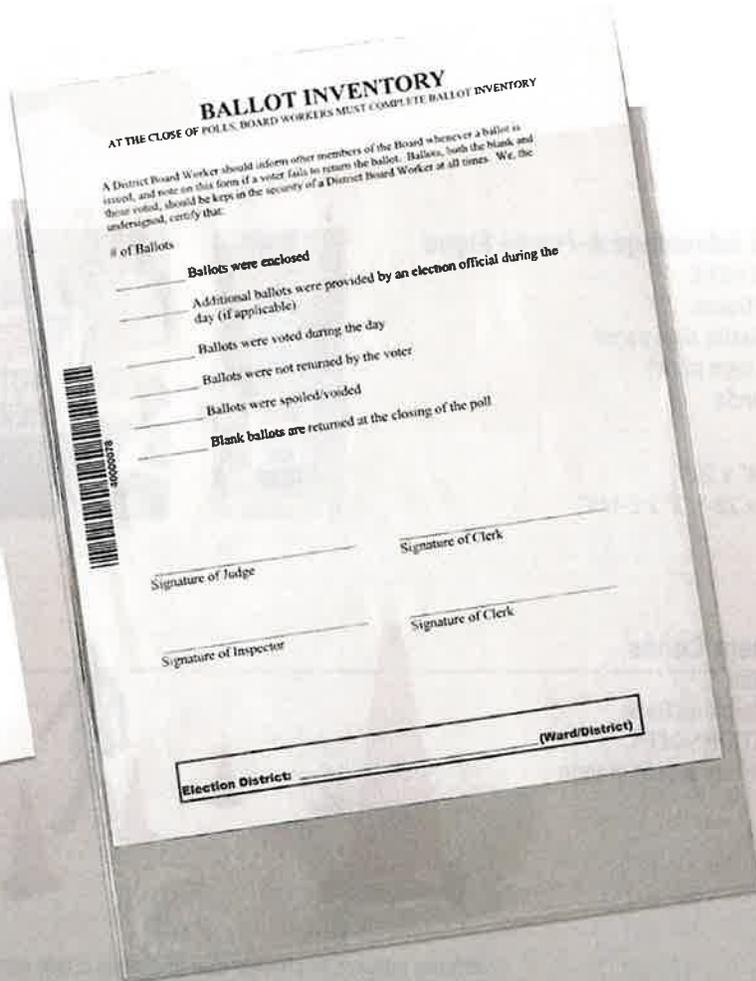
Item: 20-3006	
PACKS	PRICE
1+	\$22.95

## 9" x 11-1/2"

Use with 8-1/2" x 11" Inserts  
 Clear flexible vinyl pocket  
 Self-adhesive backing  
 Adheres to virtually any surface  
 Pack of 10 flexi-pockets

\*GA Discount: 30%

Item: 20-3009	
PACKS	PRICE
1+	\$21.95



### Pocket Pal Table Top Sign Set

Compact & lightweight  
 Visible from back of lines  
 Each Sign Set Includes:  
 1 Sign top with Flexi-pocket  
 2 Sign extensions  
 1 Sign base

Sign height: 38.5"  
 Pocket fits 8.5" x 11" paper



\*GA Discount: 20%

OPTION	ITEM	PRICE
With Vinyl Storage Bag	02-1350	\$39.95
Sign Set Only	02-1352	\$30.95

*You can now create your own sign in the comfort of your office!*

### Pocket Plus Sign Set with Weightable Base

**Specifications:**  
 Pockets fit 3" x 5" & 8-1/2" x 11" inserts  
 Weather resistant pocket design  
 Stable 18" wide base  
 Easy-carry handle  
 Transport & storage box  
 Future Proof!



\*GA Discount: 15%

Item: 02-1250	
EACH	PRICE
1+	\$64.95

Sign Height - 5'  
 Sign Face - 11" x 17"  
 Sign Set Weight - 6 pounds

### Pocket Plus Totem Sign

It's future-proof! Update your signage in seconds with clear XL totem pockets. Stands over 6 feet tall! Lightweight and easy to store when folded. Instant set-up. Patriotic imprint. Pockets are top-loading.

**Choose between Single or Double-Sided!**

Check out our product video on our online store at [www.intab.net](http://www.intab.net)



\*GA Discount: 10%

SINGLE-SIDED
Item: 02-1000
3 Clear XL Totem Pockets
\$99.95

\*GA Discount: 10%

DOUBLE-SIDED
Item: 02-1001
6 Clear XL Totem Pockets
\$119.95

**Specifications:**

Totem:  
 75" H x 24" W  
 Approximate when standing

Totem Pocket (Each):  
 11 1/2" H x 22 9/16" W

Pricing subject to change due to supply chain constraints.  
 Want a Quote? Call us 800-232-1872 or email us at [sales@intab.net](mailto:sales@intab.net)





INTAB LLC  
P.O. BOX 186  
MORRISVILLE, NC 27560

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PERMIT NO. 883

**The list price is shown in the catalog with the Georgia discount % highlighted above the item code. Free Shipping is included with security seals and security labels only.**

**Table Top Voting Booths**

**NEW PATRIOTIC IMPRINT!**

Ideal for use with standard 2' x 4' or 6' x 3' folding tables  
Durable corrugated plastic  
Imprint: I Voted

**Dimensions:**

Single table top voting booth - in use  
Booth - 21" x 17-1/2" x 20"  
Voting surface - 21" x 17-1/2"  
Easy-carry case - 22-1/2" x 20-1/2" x 3"

**Weight:**

Pack of 6 booths and 1 case - 8-1/2 pounds

**Includes:**

6 Table top voting booths  
1 Easy-carry case



**\*GA Discount: 20%**

Item: 05-1506	
PACKS	PRICE
1-49	\$117.95
50-99	
100-249	
250+	

**Need individual privacy screens?  
See our online store for details.  
Item code #05-9101**

**Crowd Control Advantage Packs**

**Includes:**

3 Bases  
3 Connector chains  
6 Post sections  
1 Transport & storage box with durable plastic handle (compare to other sellers who do not include carrying & storage case)

Designed for lightweight transport & storage but also durability & dependability!

**Specifications:**

Height: 3' tall  
Weight: 10 pounds  
Box size: 19" x 18" x 10-1/2"



**\*GA Discount: 10%**

Item: 02-2202	
PACKS	PRICE
1+	\$114.95