



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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DATE: 07/11/2017

SUBJECT: **BID NO. 2017-117 - ANNUAL CONTRACT FOR PRESORT MAILING SERVICES - FACILITIES MANAGEMENT - PITNEY BOWES PRESORT SERVICES, INC. - PER UNIT PRICE**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award Bid No. 2017-117, Annual Contract for Presort Mailing Services, for Facilities Management-Mail Room Services, to Pitney Bowes Presort Services, Inc. at the per unit price.

**BACKGROUND:**

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Thirty (30) vendors were contacted and requested to participate in this bid process. All documents pertaining to this bid were posted on the Tarrant County website and were downloaded by interested bidders. A pre-bid conference held on May 17, 2017 was attended by representatives from Facilities Management and Purchasing. No vendors attended. One (1) bid was received.

The bid was evaluated by Facilities Management-Mail Room Services and Purchasing representatives. Award recommendation is to the low bid meeting specifications.

The term of the contract is twelve (12) months, effective October 13, 2017, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Facilities Management-Mail Room Services and Purchasing that Bid No. 2017-117, Annual Contract for Presort Mailing Services, be awarded to Pitney Bowes Presort Services, Inc. at the per unit price.

**FISCAL IMPACT:**

The costs associated with this action are unknown at this time. This action simply sets the presort prices. Services are provided on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Dallas Arter

APPROVED BY: