



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 03/09/2021

SUBJECT: **BID NO. 2021-055 - ANNUAL CONTRACT FOR ELECTION SUPPLY BAGS - ELECTIONS ADMINISTRATION - MASCOT METROPOLITAN, INC. - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2021-055, Annual Contract for Election Supply Bags, for Elections Administration, to Mascot Metropolitan, 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. Twenty-five (25) 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. One (1) bid was received.

The bid received from Mascot Metropolitan, Inc. meets all specifications and is acceptable to Elections Administration.

The term of the contract is twelve (12) months, effective March 9, 2021, with one (1) option for a renewal period of twelve (12) months.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that Bid No. 2021-055, Annual Contract for Election Supply Bags, be awarded to Mascot Metropolitan, Inc. at the per unit price.

FISCAL IMPACT:

Annual expenses are estimated to be approximately \$52,000.00. Orders are placed on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Chris Lax, CPSM

APPROVED BY: