



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 09/20/2016

SUBJECT: **BID NO. 2016-186 - ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS - ELECTIONS ADMINISTRATION - VARIOUS VENDORS - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2016-186, Annual Contract for Elections Printed Forms, for Elections Administration, to the following vendors at the per unit price:

Primary	American Solutions for Business	Section 1 and 2
Secondary	Jayden Graphics, Inc.	Section 1
	Castle Business Solutions	Section 2
Alternate	Castle Business Solutions	Section 1

BACKGROUND:

Notice of the County’s intent to bid was advertised in local newspapers, as required by State statute and posted on the Internet and at 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. Two hundred thirty-three (233) 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 mandatory pre-bid conference held on August 4, 2016 was attended by ten (10) vendors as well as representatives from Elections Administration and Purchasing. Three (3) bids were received.

Bids were evaluated by Election Administration and Purchasing representatives. Award recommendations are to the low bids meeting specifications.

The term of the contract is September 20, 2016 through September 15, 2017, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Elections Administration that Bid No. 2016-186, Annual Contract for Elections Printed Forms, be awarded to the vendors listed above at the per unit price.

SUBMITTED BY:	Purchasing	PREPARED BY:	Mille McManus
		APPROVED BY:	



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FISCAL IMPACT:

Annual expenses are estimated to be approximately \$63,305.00. Orders are placed on an as-needed basis.