



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 02/20/2018

SUBJECT: **BID NO. 2018-043 - ANNUAL CONTRACT FOR PURCHASE OF RETIREMENT WATCHES - HUMAN RESOURCES - VARIOUS VENDORS - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2018-043, Annual Contract for Purchase of Retirement Watches, for Human Resources, to the following vendors at the per unit price:

Primary	MTM Recognition Corp.
Secondary	Far From Boring Promotions
Alternate	J. Brandt Recognition, Ltd.

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. Eighty-eight (88) 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. Six (6) bids were received.

Award recommendations are to the low bids meeting specifications. Spark Promotional and AMC Promotional withdrew their bids.

The term of the contract is twelve (12) months, effective March 1, 2018, with one (1) option for a renewal period of twelve (12) months.

Therefore, it is the joint recommendation of Human Resources and Purchasing that Bid No. 2018-043, Annual Contract for Purchase of Retirement Watches, be awarded to the vendors listed above at the per unit price.

FISCAL IMPACT:

Expenses for last year were approximately \$26,320.00. Orders are placed on an as-needed basis.

SUBMITTED BY:	Purchasing	PREPARED BY:	Susanna H. Lea, CPPB
		APPROVED BY:	