



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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DATE: 08/25/2020

SUBJECT: **RFP NO. 2020-148 - ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR - ELECTIONS ADMINISTRATION - VARIOUS VENDORS - PER CONTRACT TERMS**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award RFP No. 2020-148, Annual Contract for Payroll Services for Temporary Labor, for Elections Administration, to the following vendors at the per contract terms:

- Primary            Smith Temporaries, Inc. d/b/a Cornerstone Staffing
- Secondary        22nd Century Technologies, Inc.
- Alternate 1       Diskriter, Inc.
- Alternate 2       AD-A-Staff, Inc.

**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. Two hundred seventy-eight (278) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested parties. Twelve (12) proposals were received.

Proposals were evaluated by Elections Administration and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP. After the initial evaluation, Purchasing requested a Best and Final Offer from the top four (4) scoring vendors which resulted in a reduction in pricing.

The term of the contract is twelve (12) months, effective September 1, 2020, with three (3) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that RFP No. 2020-148, Annual Contract for Payroll Services for Temporary Labor, be awarded to the vendors listed above at the per contract terms.

**FISCAL IMPACT:**

Annual expenditures range from \$1,200,000.00 and \$3,350,000.00. Services are provided on an as-needed basis.

SUBMITTED BY:	Purchasing	PREPARED BY:	Erick M. Ware
		APPROVED BY:	