



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 05/21/2019

SUBJECT: **BID NO. 2019-162 - ANNUAL CONTRACT FOR TIME/DATE STAMP MACHINES, SERVICE, AND SUPPLIES - COUNTYWIDE - ASSOCIATED TIME INSTRUMENTS CO., INC. - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2019-162, Annual Contract for Time/Date Stamp Machines, Service, and Supplies, Countywide, to Associated Time Instruments Co., 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, 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. One hundred eighteen (118) 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.

Award recommendation is to the low bid meeting specifications.

The term of the contract is twelve (12) months, effective May 27, 2019, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the recommendation of Purchasing that Bid No. 2019-162, Annual Contract for Time/Date Stamp Machines, Service, and Supplies, be awarded to Associated Time Instruments Co., Inc. at the per unit price.

FISCAL IMPACT:

Expenses for last year were approximately \$22,654.18. Orders are placed on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Susanna H. Lea, CPPB

APPROVED BY: