



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 12/12/2017

SUBJECT: **BID NO. 2018-025 - ANNUAL CONTRACT FOR PURCHASE OF SERVICE AWARDS - HUMAN RESOURCES - VARIOUS VENDORS - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2018-025, Annual Contract for Purchase of Service Awards, for Human Resources, to the following vendors at the per unit price:

Primary	J. Brandt Recognition, Ltd.
Secondary	CFJ Manufacturing

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 thirty-six (236) 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 and one (1) no-bid were received.

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

The term of the contract is twelve (12) months, effective December 12, 2017, with one (1) option for a renewal period of twelve (12) months.

Therefore, it is the recommendation of Purchasing that Bid No. 2018-025, Annual Contract for Purchase of Service Awards, be awarded to the vendors listed above at the per unit price.

FISCAL IMPACT:

Expenses for last year were approximately \$34,684.90. Orders are placed on an as-needed basis.

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