



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 11/07/2017

SUBJECT: **BID NO. 2018-013 - ANNUAL CONTRACT FOR PRINTING AND MAILING OF VOTER REGISTRATION CERTIFICATE CARDS, CONFIRMATION NOTICES, AND PRE-PRINTED STOCK - ELECTIONS ADMINISTRATION - VARIOUS VENDORS - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid 2018-013, Annual Contract for Printing and Mailing of Voter Registration Certificate Cards, Confirmation Notices, and Pre-Printed Stock, for Elections Administration, to the following vendors at the per unit price:

Primary	PrintMPro, Ltd., d/b/a NDSI Direct Solutions	Sections I and II
Secondary	Safeguard Services	Sections I and II

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 eighty-four (284) 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 October 4, 2017 was attended by five (5) vendors as well as representatives from Elections Administration and Purchasing. Three (3) bids were received.

Bids were evaluated by Elections Administration and Purchasing representatives. Award recommendations are to the low bids meeting specifications. Castle Business Solutions declined award as Alternate vendor.

The term of the contract is twelve (12) months, effective November 7, 2017, with one (1) option for a renewal period of twelve (12) months.

Therefore, it is the joint recommendation of Elections Administrator and Purchasing that Bid No. 2018-013, Annual Contract for Printing and Mailing of Voter Registration Certificate Cards, Confirmation Notices, and Pre-Printed Stock, be awarded to the vendors listed above at the per unit price.

FISCAL IMPACT:

Expenses for last year were approximately \$18,000.00. Orders are placed on an as-needed basis.

SUBMITTED BY:	Purchasing	PREPARED BY:	Rita C. Pauley, CPO
		APPROVED BY:	