



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 12/10/2019

SUBJECT: **BID NO. 2020-037 - ANNUAL CONTRACT FOR BALLOT STOCK PAPER - ELECTIONS ADMINISTRATION - HART INTERCIVIC, INC. - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2020-037, Annual Contract for Ballot Stock Paper, for Elections Administration, to Hart InterCivic, 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 eighty (180) 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 pre-bid conference held on November 7, 2019 was attended by one (1) vendor as well as representatives from Elections Administration and Purchasing. One (1) bid and two (2) no-bids were received.

The low bid received from Hart InterCivic, Inc. meets all specifications and is acceptable to Elections Administration.

The term of the contract is twelve (12) months, effective December 10, 2019, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that Bid No. 2020-037, Annual Contract for Ballot Stock Paper, be awarded to Hart InterCivic, Inc. at the per unit price.

FISCAL IMPACT:

Annual expenditures are estimated to be approximately \$2,000,000.00. Orders are placed on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Christina Martinez

APPROVED BY: