



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 07/23/2019

SUBJECT: **BID NO. 2019-187 - ANNUAL CONTRACT FOR RENTAL OF TABLES AND CHAIRS - ELECTIONS ADMINISTRATION - BUSINESS INTERIORS - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2019-187, Annual Contract for Rental of Tables and Chairs, for Elections Administration, to Business Interiors 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. Two hundred twenty-two (222) 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.

The bid received from Business Interiors meets all specifications and is acceptable to Elections Administration.

The term of the contract is twelve (12) months, effective July 27, 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. 2019-187, Annual Contract for Rental of Tables and Chairs, be awarded to Business Interiors at the per unit price.

FISCAL IMPACT:

Expenses for last year were approximately \$19,408.20. Orders are placed on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Susanna H. Lea, CPPB

APPROVED BY: