



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 01/22/2019

SUBJECT: **BID NO. 2019-057 - ANNUAL CONTRACT FOR PRINTING OF ELECTION BALLOTS - ELECTIONS ADMINISTRATION - HART INTERCIVIC, INC. - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2019-057, Annual Contract for Printing of Election Ballots, 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, 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 fourteen (214) 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 December 6, 2018 was attended by two (2) vendors as well as representatives from Elections Administration and Purchasing. One (1) bid was received.

The 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 January 22, 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. 2019-057, Annual Contract for Printing of Election Ballots, be awarded to Hart InterCivic, Inc. at the per unit price.

FISCAL IMPACT:

Expenses for last year were approximately \$584,050.00. Orders are placed on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Tim Jones

APPROVED BY: