



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 07/11/2017

SUBJECT: **BID NO. 2017-115 - PURCHASE OF POSTAGE MACHINE - ELECTIONS
ADMINISTRATION - PITNEY BOWES, INC. - \$9,152.00**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2017-115, Purchase of Postage Machine, for Elections Administration, to Pitney Bowes, Inc. for \$9,152.00.

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. Eight (8) 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 June 1, 2017 was attended by two (2) vendors as well as representatives from Elections Administration and Purchasing. Two (2) bids were received.

Bids were evaluated by Elections Administration and Purchasing representatives. Award recommendation is to the low bid meeting specifications. Neopost USA, Inc. did not meet specifications for item F because it did not include a time stamp as required.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that Bid No. 2017-115, Purchase of Postage Machine, be awarded to Pitney Bowes, Inc. for \$9,152.00.

FISCAL IMPACT:

Funding in the amount of \$9,152.00 is available in account 540000/T7100-2017/1420000000.

SUBMITTED BY: Purchasing

PREPARED BY: Dallas Arter

APPROVED BY: