



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER

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DATE: 09/15/2020

SUBJECT: **BID NO. 2020-176 - ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL - COUNTYWIDE - VARIOUS VENDORS - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2020-176, Annual Contract for Temporary Clerical Personnel, Countywide, to the following vendors at the per unit price:

Primary	COGENT Infotech Corp.
Secondary	RD Adams Enterprise, LLC, d/b/a One Elite Staffing
Alternate 1	Goodwill Industries of Fort Worth
Alternate 2	Abacus Service Corp.

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 seventy-five (275) 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 July 30, 2020 was attended by forty (40) vendors as well as representatives from Purchasing. Thirty-two (32) bids and three (3) no-bids were received.

Award recommendations are to the low bids meeting specifications.

The term of the contract is twelve (12) months, effective October 1, 2020, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the recommendation of Purchasing that Bid No. 2020-176, Annual Contract for Temporary Clerical Personnel, be awarded to the vendors listed above at the per unit price.

FISCAL IMPACT:

Expenses for last year were approximately \$43,884.84. Services are provided on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Erick Ware

APPROVED BY: