



## COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 06/18/2024

**SUBJECT: RFP NO. F2024086 - ANNUAL CONTRACT FOR PRINTING AND MAILING OF ABSENTEE BALLOTS - ELECTIONS ADMINISTRATION - VARIOUS VENDORS - PER CONTRACT TERMS**

### **COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court award RFP No. F2024086, Annual Contract for Printing and Mailing of Absentee Ballots, for Elections Administration, to the following vendors at the per contract terms:

Primary	Fort Orange Press, Inc.
Secondary	Taylor Corporation

### **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. Three hundred four (304) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested parties. A pre-proposal conference held on March 21, 2024 was attended by four (4) vendors as well as representatives from Elections Administration and Purchasing. Four (4) proposals and five (5) no-bids were received.

Proposals were evaluated by Elections Administration and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

Stone Shield Investments LLC was deemed non-responsive for failure to provide all submittal requirements necessary for evaluation, including a response that addresses the requirements and the scope of work.

Best and Final Offers were then requested from the two (2) highest scoring vendors which resulted in no reduction in price. The proposals received from the vendors listed above meet all specifications and are acceptable to Elections Administration.

The term of the contract is twelve (12) months, effective August 1, 2024, with two (2) options for renewal periods of twelve (12) months each.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Brad Richards, NIGP-CPP Chris Lax, CPSM, CPSD, CPCP
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This contract will provide vendors that can print and mail absentee ballots for each election. These vendors can handle a much larger volume in a shorter timeframe and at a lower per ballot rate than Elections Administration can, which frees up Elections personnel to process and validate absentee ballot requests in a timely manner.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that RFP No. F2024086, Annual Contract for Printing and Mailing of Absentee Ballots, be awarded to the vendors listed above at the per contract terms.

### **FISCAL IMPACT**

Expenses for last year were approximately \$139,285.00. Orders are placed on an as-needed basis. Funding is available in account 10000-2024 General Fund/1420000000 Elections/569011 Professional Services.