



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 03/19/2024

SUBJECT: **BID NO. F2024059 - PURCHASE OF MAIL OPENER AND OPENER SYSTEM - TAX OFFICE - OPEX CORPORATION**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award Bid No. F2024059, Purchase of Mail Opener and Opener System, for the Tax Office, to OPEX Corporation for \$55,545.00.

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. Two hundred thirty-five (235) 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 January 25, 2024 was attended by one (1) vendor as well as representatives from the Tax Office and Purchasing. One (1) bid and five (5) no-bids were received.

The bid received from OPEX Corporation meets all specifications and is acceptable to the Tax Office.

This purchase is for a new mail opener and opener system that will process incoming mail and property tax payments. These machines are used daily to open and process a large amount of mail. This will be a replacement for an older machine approaching the end of its useful life.

Therefore, it is the joint recommendation of the Tax Office and Purchasing that Bid No. F2024059, Purchase of Mail Opener and Opener System, be awarded to OPEX Corporation for \$55,545.00.

FISCAL IMPACT

Funding in the amount of \$55,545.00 is available in account 45100-2024 Non-Debt Capital/1310100000 Administration/540000 Capital Outlay.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Brad Richards Chris Lax, CPSM, CPSD, CPCP
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