



# COMMISSIONERS COURT COMMUNICATION

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

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DATE: 08/20/2024

**SUBJECT: BID NO. F2023181 - ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL - COUNTYWIDE - VARIOUS VENDORS - EXERCISE FIRST OPTION FOR RENEWAL - SAME FIRM FIXED PRICES**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve renewal of Bid No. F2023181, Annual Contract for Temporary Clerical Personnel, for the first optional twelve (12) month period at the same firm fixed prices.

**BACKGROUND**

On September 5, 2023, the Commissioners Court, through Court Order #141646, awarded Bid No. F2023181, Annual Contract for Temporary Clerical Personnel, Countywide, to the following vendors:

Primary	Tryfacta, Inc.
Secondary	COGENT Infotech Corporation
Alternate 1	Infojini, Inc.
Alternate 2	Goodwill Industries of Fort Worth
Alternate 3	Abacus Service Corporation

The award was based upon low bid meeting specifications and contained options to renew for two (2) additional twelve (12) month periods.

Primary users of this contract include Public Health and the Mailroom. Positions hired under this contract include Receptionists, General Clerks, Data Entry Clerks, Administrative Assistants, Executive Assistants, Accounting Clerks, and Mailroom Clerks.

The vendors notified Purchasing in writing that their prices will remain firm through September 30, 2025.

Therefore, it is the recommendation of Purchasing that the Commissioners Court approve renewal of Bid No. F2023181, Annual Contract for Temporary Clerical Personnel, for another twelve (12) month period.

**FISCAL IMPACT**

Expenses for last year were approximately \$178,089.05. Services are provided on an as-needed basis. The departments have included funding in the FY 2025 budget requests.

SUBMITTED BY: Purchasing

PREPARED BY: Brad Richards, NIGP-CPP  
APPROVED BY: Chris Lax, CPSM, CPSD, CPCP