



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 08/20/2024

SUBJECT: **BID NO. F2024149 - ANNUAL CONTRACT FOR RENTAL OF TABLES AND CHAIRS -ELECTIONS ADMINISTRATION - NORTH TEXAS FIVE STAR EVENTS LLC - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award Bid No. F2024149, Annual Contract for Rental of Tables and Chairs, for Elections Administration, to North Texas Five Star Events LLC at the per unit price.

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. Five hundred fifty-two (552) 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 13, 2024 was attended by two (2) vendors as well as representatives from Elections Administration and Purchasing. Five (5) bids and one (1) no-bid were received.

The low bid received from North Texas Five Star Events LLC meets all specifications and is acceptable to Elections Administration.

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

This contract is to purchase the rental of tables and chairs to Elections Administration so that poll workers can facilitate the election process for all Tarrant County election sites.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that Bid No. F2024149, Annual Contract for Rental of Tables and Chairs, be awarded to North Texas Five Star Events LLC at the per unit price.

FISCAL IMPACT

Expenses for last year were approximately \$87,878.00. The County's future cost will be determined by the orders placed on an as-needed basis. Funding is available in account 10000-2024 General Fund/1420000000 Elections Administration/578051 Equipment Rentals

SUBMITTED BY:	Purchasing	PREPARED BY:	Amos Jones
		APPROVED BY:	Chris Lax, CPSM, CPSD, CPCP