



81

CO# 139957

COMMISSIONERS COURT  
COMMUNICATION

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

PAGE 1 OF 4

DATE: 12/13/2022

SUBJECT: **RFP NO. 2023-020 - ANNUAL CONTRACT FOR ELECTIONS  
CURBSIDE CARTS - ELECTIONS ADMINISTRATION - ELECTION  
WORKS INC. - PER CONTRACT TERMS**

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court award RFP No. 2023-020, Annual Contract for Elections Curbside Carts, for Elections Administration, to Election Works Inc. per contract terms.

**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. Four hundred forty-seven (447) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this proposal were posted on the Tarrant County website and were downloaded by interested parties. A pre-proposal conference held on October 11, 2022 was attended by four (4) vendors as well as representatives from Elections Administration and Purchasing. Three (3) proposals were received.

Proposals were evaluated by Elections Administration and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP. Calc Construction was deemed non-responsive due to submitting an incomplete proposal. The proposal received from Election Works Inc. meets all specifications and is acceptable to Elections Administration.

The term of the contract is twelve (12) months, effective December 13, 2022, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that RFP No. 2023-020, Annual Contract for Elections Curbside Carts, be awarded to Election Works Inc.

**FISCAL IMPACT**

Estimated annual expenditures for Year 1 are \$1,028,250.00. Funding is available in account 545051/45100-2023/1420000000.

SUBMITTED BY: Purchasing

PREPARED BY: Caleb Rojo  
APPROVED BY: Chris Lax, CPSM, CPSD, CPCP





## TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: RFP No. 2023-020 - Annual Contract for Elections  
Curbside Carts - Elections Administration - Election Works Inc. - Per Contract Terms

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

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### I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

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**Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.**

### II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes \_\_\_\_\_ No √

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes \_\_\_\_\_ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.

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# RFP 2023-020 Annual Contract for Elections Curbside Carts

## Award

		Election Works Inc. Geneva, IL HUB - No	Phoenix Metal Products, Inc. Freeport, NY HUB - No
Evaluation Criteria	Max Points	Score	Score
General Requirements	210	153.30	134.40
Structural Requirements	240	177.60	133.20
Capabilities	150	109.20	80.40
Price	300	237.73	300.00
References	100	100.00	100.00
Total Score	1000	777.83	748.00

Note: Calc Construction deemed non-responsive due to submitting an incomplete proposal.



HEIDER GARCIA  
Elections Administrator



TROY HAVARD  
Assistant Elections Administrator

**TARRANT COUNTY**  
**ELECTIONS ADMINISTRATION**

November 29, 2022

Mr. Caleb Rojo  
Purchasing Department  
100 East Weatherford St  
Fort Worth, TX 76196

Dear Mr. Rojo,

This letter is regarding RFP 2023-020, Annual Contract for Curbside Carts. Having reviewed the bids that your department received and submitted to our department, I am pleased to recommend that the contract be awarded to Election Works.

A handwritten signature in cursive script, appearing to read "Havard", is written over a horizontal line.

Troy Havard  
Assistant Elections Administrator

