



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.  
Purchasing Agent

Chris Lax, CPSM, CPSD, CPCP  
Assistant Purchasing Agent

May 4, 2023

Business Interiors  
1111 Valley View Lane  
Irving, TX. 75061  
817-858-2000  
817-858-2047  
Dana Cort Brassey  
dcort@businessinteriors.com

Re: BID 2022-138 Rental of Tables and Chairs

Dear Sir/Madam:

Referenced bid was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The original contract was for the period of July 27, 2022 through July 26, 2023. The effective dates for the first renewal option will run from July 27, 2023 through July 26, 2024.

☒ Yes, Business Interiors will accept the offer to extend the same contract pricing and discounts through the renewal period. **Please include a current 1295 Form with your response.**

☐ No, Business Interiors will NOT accept the offer to extend the same contract pricing and discounts through the renewal period.

Are any other governmental entities currently utilizing this contract? ☐ Yes ☒ No  
If yes, please return a listing of the participating entities with this letter.

Please fax or email your signed response.

Sincerely,

*Julie Nichols*

Julie Nichols, Senior Buyer  
(P) 817.884.1133  
(F) 817.884.1133  
(E) jmnichols@tarrantcountytexas.gov

*Dana Cort*

Name: Dana Cort  
(P) \_817-858-2047\_\_\_\_\_  
(F) \_817-858-2000\_\_\_\_\_  
(E) dcort@businessinteriors.com

# Memorandum

To: Troy Havard  
Dept.: Elections  
From: Julie Nichols, Senior Buyer, Purchasing Department  
Date: April 27, 2023  
Re: BID 2022-138 Rental of Tables and Chairs

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The above referenced contract will expire on 07/26/2023. This contract included options to renew with the vendor for two (2) additional twelve (12) month terms. The first renewal term will commence July 27, 2023 and would expire July 26, 2024.

If you wish to exercise this option to renew and continue this contract with the vendor(s) listed below for twelve (12) more months, please check the appropriate boxes and email this form **back to me on or before Friday, May 5, 2023.**

Business Interiors  
1111 Valley View Lane  
Irving, TX. 75061  
817-858-2000

☒ Yes, I wish to continue the current contract with the above mentioned vendor(s) for the first and final renewal term of the contract. Account information must be provided below.

578051 / 10000 / 1420000000 / \_\_\_\_\_  
(GL acct) / (Fund #) / (Cost Center) / (Grant # or NRG) \_

☐ No, I do not wish to continue the current contract with the above mentioned vendor(s) for the following reason(s).

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SIGNATURE:  DATE: 4/27/2023

Bid 2022-138 Annual Contract for Rental of Tables and Chairs			
VENDOR			
		Business Interiors Irving, TX  HUB- No                      Coop- Yes	
Item	Qty	Unit Price	Extension
<b>FOR GENERAL ELECTION</b>			
Folding Tables, 6"	90	\$ 10.00	\$ 900.00
Folding Chairs, Padded	200	\$ 3.00	\$ 600.00
Deliveries	50	\$ 225.00	\$ 11,250.00
Additional Deliveries	1	\$ 225.00	\$ 225.00
<b>FOR EARLY VOTING</b>			
Folding Tables, 6"	160	\$ 10.00	\$ 1,600.00
Chairs, Padded, Steno	200	\$ 15.00	\$ 3,000.00
Deliveries	50	\$ 225.00	\$ 11,250.00
Additional Deliveries	1	\$ 225.00	\$ 225.00
<b>FOR OTHER ELECTIONS</b>			
Folding Tables, 6"	40	\$ 10.00	\$ 40.00
Folding Chairs, Padded	20	\$ 3.00	\$ 60.00
Deliveries	40	\$ 225.00	\$ 9,000.00
Additional Deliveries	1	\$ 225.00	\$ 225.00
<b>FOR ELECTION OFFICIAL TRAINING</b>			
Folding Chairs, Padded	200	\$ 3.00	\$ 600.00
Deliveries	1	\$ 450.00	\$ 450.00
Additional Deliveries	1	\$ 450.00	\$ 450.00
Total		\$ 39,875.00	
<b>EMERGENCY REQUESTS</b>			
24 Hour Notice?		Yes	
Emergency Delivery	1	\$450.00	
<b>Award to Business Interiors</b>			