



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 3

DATE: 06/07/2022

**SUBJECT: BID NO. 2022-138 - ANNUAL CONTRACT FOR RENTAL OF
TABLES AND CHAIRS - ELECTIONS ADMINISTRATION -
BUSINESS INTERIORS - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award Bid No. 2022-138, Annual Contract for Rental of Tables and Chairs, for Elections Administration, to Business Interiors 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. One hundred seven (107) 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. One (1) bid was received.

The bid received from Business Interiors meets all specifications and is acceptable to Elections Administration.

The term of the contract is twelve (12) months, effective July 27, 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 Bid No. 2022-138, Annual Contract for Rental of Tables and Chairs, be awarded to Business Interiors at the per unit price.

FISCAL IMPACT

Expenses for last year were approximately \$45,632.00. The County's future cost will be determined by the services provided on an as-needed basis.

Funding is available in account 578051/10000-2022/1420000000.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Susanna H. Lea, CPPB Chris Lax, CPSM, CPCP
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