



# COMMISSIONERS COURT COMMUNICATION

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

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DATE: 06/21/2022

**SUBJECT: RFP NO. 2021-114 - ANNUAL CONTRACT FOR PRINTING AND MAILING OF ABSENTEE BALLOTS - ELECTIONS ADMINISTRATION - NPC, INC. - EXERCISE FIRST OPTION FOR RENEWAL - SAME CONTRACT TERMS**

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

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve renewal of RFP No. 2021-114, Annual Contract for Printing and Mailing of Absentee Ballots, for the first optional twelve (12) month period at the same contract terms to NPC, Inc.

**BACKGROUND**

On September 7, 2021, the Commissioners Court, through Court Order #136249, awarded RFP No. 2021-114, Annual Contract for Printing and Mailing of Absentee Ballots, for Elections Administration to the following vendors:

Primary	NPC, Inc.
Secondary	Fort Orange Press, Inc.

The awards were based upon evaluation criteria set forth in the RFP specifications and contained options to renew for two (2) additional twelve (12) month periods.

Fort Orange Press, Inc. elected not to renew. The remaining vendor notified Purchasing in writing that they will extend the same contract terms through September 6, 2023. Elections Administration notified Purchasing in writing that they are pleased with the vendor and want to renew.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that the Commissioners Court approve renewal of RFP No. 2021-114, Annual Contract for Printing and Mailing of Absentee Ballots, for another twelve (12) month period.

**FISCAL IMPACT**

Expenses for last year were approximately \$65,000.00. Orders are placed on an as-needed basis.

Funding is available in account 521031/10000-2022/1420000000.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Gwen Peterson, C.P.M., A.P.P. Chris Lax, CPSM, CPCP
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