



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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