



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 03/21/2023

**SUBJECT: BID NO. 2023-084 - ANNUAL CONTRACT FOR VENDING
MACHINE SERVICES - FACILITIES MANAGEMENT - VARIOUS
VENDORS - PER UNIT PRICE AND COMMISSION RATE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award Bid No. 2023-084, Annual Contract for Vending Machine Services, for Facilities Management, to the following vendors at the per unit price and commission rate:

Primary	Compass Group USA, Inc. by and through Canteen Vending
Secondary	Refreshing Texas

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. Thirty (30) 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. A pre-bid conference held on February 8, 2023 was attended by two (2) vendors as well as representatives from Facilities Management and Purchasing. Two (2) bids were received.

Bids were evaluated by Facilities Management and Purchasing representatives. Award recommendations are to the low bids meeting specifications.

The term of the contract is twenty-four (24) months, effective March 29, 2023, with three (3) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Facilities Management and Purchasing that Bid No. 2023-084, Annual Contract for Vending Machine Services, be awarded to the vendors listed above at the per unit price and commission rate.

FISCAL IMPACT

This constitutes revenue for the County.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	James Bocks, CPPB Chris Lax, CPSM, CPSD, CPCP
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