



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 07/11/2023

**SUBJECT: BID NO. 2023-117 - PURCHASE OF FORKLIFTS - ELECTIONS
ADMINISTRATION - DARR EQUIPMENT - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award Bid No. 2023-117, Purchase of Forklifts, for Elections Administration, to Darr Equipment 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. Two hundred seventy (270) 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 April 26, 2023 was attended by two (2) vendors as well as representatives from Elections Administration, Facilities Management, and Purchasing. Two (2) bids were received.

The bid received from Technology International, Inc. was deemed non-responsive for failure to sign the required Addendum. The bid received from Darr Equipment meets all specifications and is acceptable to Elections Administration.

Therefore, it is the joint recommendation of Elections Administration, Facilities Management, and Purchasing that Bid No. 2023-117, Purchase of Forklifts, be awarded to Darr Equipment at the per unit price.

The forklifts will be used to move storage containers to Elections Administration's new warehouse.

FISCAL IMPACT

Funding in the amount of \$189,602.12 is available in account 540000/45100-2023/3110902000.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Emily Salter Chris Lax, CPSM, CPSD, CPCP
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