



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 09/05/2023

**SUBJECT: BID NO. F2023181 - ANNUAL CONTRACT FOR TEMPORARY
CLERICAL PERSONNEL - COUNTYWIDE - VARIOUS VENDORS -
PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award Bid No. F2023181, Annual Contract for Temporary Clerical Personnel, Countywide, to the following vendors at the per unit price:

Primary	Tryfacta, Inc.
Secondary	COGENT Infotech Corporation
Alternate 1	Infojini, Inc.
Alternate 2	Goodwill Industries of Fort Worth
Alternate 3	Abacus Service Corporation

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. Ninety-three (93) 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 July 20, 2023, was attended by eleven (11) vendors as well as representatives from Public Health, Housing Assistance, and Purchasing. Fifteen (15) bids and one (1) no-bid were received.

Award recommendations are to the low bids meeting specifications.

The term of the contract is twelve (12) months, effective October 1, 2023, with two (2) options for renewal periods of twelve (12) months each.

This contract is used by various County departments to fill positions that perform office-related tasks such as paperwork, data entry, creating reports, memos, accounting, answering phone calls, greeting visitors, and handling mail. Primary users of this contract include Public Health, Human Resources, the County Administrator's Office, the County Clerk's Office, the Tax Office, and the County Auditor. Positions hired under this contract include receptionists, general clerks, data entry clerks, administrative assistants, executive assistants, accounting clerks, and mailroom clerks.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Brad Richards Chris Lax, CPSM, CPSD, CPCP
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Therefore, it is the recommendation of Purchasing that Bid No. F2023181, Annual Contract for Temporary Clerical Personnel, be awarded to the vendors listed above at the per unit price.

FISCAL IMPACT

Expenses for last year were approximately \$268,915.10. Services are provided on an as-needed basis. The departments have included funding in the FY24 budget requests.

Funding is available in 10000-2024/Various Cost Centers/575611