



COMMISSIONERS COURT
COMMUNICATION

COURT ORDER NUMBER _____
PAGE 1 OF 6
DATE: 11/12/2024

SUBJECT: BID NO. F2024005 - ANNUAL CONTRACT FOR PRINTING AND MAILING OF VOTER REGISTRATION CERTIFICATE CARDS, CONFIRMATION NOTICES, AND PRE-PRINTED STOCK - ELECTIONS ADMINISTRATION - PRINTMPRO, LTD - EXERCISE FIRST AND FINAL OPTION FOR RENEWAL - SAME FIRM FIXED PRICES

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of Bid No. F2024005, Annual Contract for Printing and Mailing of Voter Registration Certificate Cards, Confirmation Notices, and Pre-Printed Stock, for the first and final optional twelve (12) month renewal period at the same firm fixed prices.

BACKGROUND

On November 7, 2023, the Commissioners Court, through Court Order #142093, awarded Bid No. F2024005, Annual Contract for Printing and Mailing of Voter Registration Certificate Cards, Confirmation Notices, and Pre-Printed Stock, for Elections Administration, to PrintMPro, LTD.

The award was based upon low bid meeting specifications and contained an option to renew for one (1) additional twelve (12) month period.

The purpose of this contract is for mailing of renewal certificates to each voter in the County in active status whose registration is effective on the proceeding November 14th. The mailing occurs at the end of each odd-numbered year in accordance with Texas Election Code Section 31.003. Mailing of confirmation notices is in accordance with Election Code Section 14.023. The voter registrar is required to mail a confirmation notice and response form to each voter whose renewal certificate was returned as undeliverable. The vendor will also provide stock of voter registration certificate and confirmation notices for in-house printing. The vendor prepares certificates and confirmation notices for mailing that allows the County to take advantage of the lowest possible first-class postage rate.

The vendor notified Purchasing in writing that their prices will remain firm through November 8, 2025. 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 Bid No. F2024005, Annual Contract for Printing and Mailing of Voter Registration Certificate Cards, Confirmation Notices, and Pre-Printed Stock, for another twelve (12) month period.

SUBMITTED BY	Purchasing	PREPARED BY:	Caleb Rojo
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP

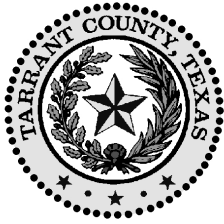


COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 11/12/2024 PAGE 2 OF 6

FISCAL IMPACT

Expenses for last year were approximately \$49,463.16. The County's future costs will be determined by orders placed on an as-needed basis. Funding is available in account: 10000-2025 General Fund/1420000000 Elections Administration/521031 Voting Supplies.



TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: Bid No. F2024005 - Annual Contract for Printing and Mailing of Voter Registration Certificate Cards, Confirmation Notices, and Pre-Printed Stock - Elections Administration - PrintMPro, LTD - Exercise First and Final Option for Renewal - Same Firm Fixed Prices

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.

II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes _____ No ✓

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes _____ No ✓

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.
Purchasing Agent

Chris Lax, CPSM, CPSD, CPCP
Assistant Purchasing Agent

September 26, 2024

Shelley Hyde
Managing Partner
PrintMPro, LTD.
2621 Lone Star Drive
Dallas, TX 75212

Re: RFP No. F2024005 – Annual Contract for Printing and Mailing of Voter Registration Certificate Cards, Confirmation Notices, and Pre-Printed Stock

Dear Ms. Hyde:

Referenced bid was for twelve (12) months with one (1) option to renew for an additional twelve (12) months. The original contract was for the period of November 9, 2023, through November 8, 2024. The effective dates for the first and final renewal option will run from November 9, 2024, through November 8, 2025.

Tarrant County Purchasing Department hereby extends an invitation to PrintMPro, LTD. to accept the first option for an additional one (1) year period as the primary vendor for this bid as awarded on November 7, 2023. PrintMPro, LTD. acknowledges formal renewal of the option, and any contract is contingent upon review and approval by the Tarrant County Commissioner's Court at a later date. Please mark the appropriate response below and provide your signature above your printed name. All prices must remain firm for the optional renewal period through November 8, 2025.

☒ Yes, PrintMPro, LTD. will accept the offer to extend the same firm fixed prices through November 8, 2025. **Please include a current 1295 Form with your response.**

☐ No, PrintMPro, LTD. will NOT accept the offer to extend the same firm fixed prices through November 8, 2025.

Are any other governmental entities currently utilizing this contract? ☐ Yes ☒ No
If yes, please return a listing of the participating entities with this letter.

Please fax or email your signed response.

Sincerely,

Caleb Rojo

Caleb Rojo, Senior Buyer
Tarrant County
817-884-1150

Shelley Hyde

Shelley Hyde, Managing Partner
PrintMPro, LTD.

10/1/24

Date

Memorandum

To: Troy Havard

Dept: Elections Administration

From: Caleb Rojo, Sr. Buyer, Purchasing Department

Date: 9/25/24

Re: Renewal of Bid No. F2024005, Annual Contract for Printing and Mailing of Voter Registration Certificate Cards, Confirmation Notices, and Pre-Printed Stock

The above referenced contract will expire on November 8, 2024. This contract included one (1) option to renew with the vendor for additional twelve (12) month terms. The first renewal term would commence November 9, 2024 and would expire November 8, 2025.

If you wish to exercise this option to renew and continue this contract with the vendor listed below for twelve more months, please check the appropriate item and email or fax this form back to me at CRojo@Tarrantcountytx.gov.

PrintMPro, Ltd

☒ Yes, I wish to continue the current contract with the above mentioned vendor for the first renewal term of the contract.

Funds to support this contract will be provided by the following accounts:

521031-10000-2025-1420000000

☐ No, I do not wish to continue the current contract with the above-mentioned vendor for the following reason(s).

SIGNATURE: _____



DATE: 9/26/24

F2024005 Annual Contract for Printing and Mailing of Voter Registration Certificate Cards, Confirmation Notices, and Pre-Printed Stock

Award

				PrintMPro, Ltd. Dallas, TX HUB - Yes	
				Total Price	\$53,300.50
Line #	Description	QTY	UOM	Unit	Extended
	SECTION 1: PRINTING AND PROCESSING VOTER REGISTRATION CERTIFICATE				\$34,182.00
1.1	Voter Registration Certificates Printed and Prepared for Mailing by Vendor and Delivered to Fort Worth Post Office	1180000	Per Thousand	\$22.20	
1.2	Confirmation Notice and Response Printed, Processed and Mailed by Vendor	55000	Per Thousand	\$128.20	
1.3	Tabbing of Confirmation Notice and Response Form, as required by Postal Service Regulations	55000	Per Thousand	\$17.00	
	SECTION 2: PRINTING STOCK FOR INTERNAL USE				\$19,118.50
2.1	Voter Registration Certificate Cardstock for Processing by Tarrant County Graphics Department - four (4) cards per form	150000	Price Per Thousand	\$73.40	
2.2	Reprint Quantities During Contract Period	50000	Price Per Thousand	\$94.40	
2.3	Voter Registration Certificate Cardstock for Processing by Tarrant County Elections Administration - one (1) card per form	5000	Price Per Thousand	\$234.90	
2.4	Artwork Changes for Revisions of Voter Registration Certificates (if required)	1	Per Change	\$125.00	
2.5	Confirmation Notice and Response Form for Processing by Tarrant County Elections Administration (includes folding and tabbing)	20000	Price Per Thousand	\$98.20	
2.6	Artwork Changes for Revisions of Confirmation and Response Form (if required)	1	Per Change	\$125.00	

Notes: No-bids were received from GTS Technology Solution, Inc., Empire Paper Company, Industrial Solutions Company, and Cyclone Services LLC.