



COMMISSIONERS COURT
COMMUNICATION

COURT ORDER NUMBER 145486
PAGE 1 OF 9
DATE: 7/1/2025

SUBJECT: **BID NO. F2025138 - ANNUAL CONTRACT FOR ELECTIONS PRINTED FORMS AND PRINTED ENVELOPES - ELECTIONS ADMINISTRATION - VARIOUS VENDORS - PER UNIT PRICE AND DISCOUNT FROM LIST PRICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award Bid No. F2025138, Annual Contract for Elections Printed Forms and Printed Envelopes, for Elections Administration, to the following vendors at the per unit price and discount from list price:

Section 1	Primary Secondary Alternate	Stone Shield investments, LLC d/b/a Digital Press CW Print Services Inc. American Business Forms d/b/a American Solutions for Business
Section 2	Primary Secondary	CW Print Services Inc. American Business Forms d/b/a American Solutions for Business

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. One thousand seven hundred eleven (1,711) 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 May 6, 2025, was attended by two (2) vendors as well as representatives from Elections Administration and Purchasing. Four (4) bids and nine (9) no-bids were received.

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

There is no alternate award for Section 2 due to only two (2) bids being received for this section.

All Seasons Window Tint d/b/a Walls Printing Company was deemed non-responsive for failure to bid on all lines in a section as required.

SUBMITTED BY	Purchasing	PREPARED BY:	Dallas Arter
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: 145486 DATE: 7/1/2025 PAGE 2 OF 9

The term of the contract is twelve (12) months, effective September 24, 2025, with two (2) options for renewal periods of twelve (12) months each.

The purpose of this contract is to purchase forms and envelopes required by the Secretary of State to deliver absentee ballots when a voter requests to vote by mail, in accordance with the Texas Election Code.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that Bid No. F2025138, Annual Contract for Elections Printed Forms and Printed Envelopes, be awarded to the vendors listed above at the per unit price and discount from list price.

FISCAL IMPACT

Expenses for the last twelve (12) months were \$3,185.70. The department has included funding in the FY 2026 budget request in account 10000-2026 General Fund/1420000000 Elections/521031 Voting Supplies.

Bid No. F2025138 Annual Contract for Elections Printed Forms and Printed Envelopes

		Primary Award		Secondary Award		Alternate Award		
Item	Description	QTY	Price Per M	Price	Price Per M	Price	Price	
	SECTION 1 - ENVELOPES							
1	Envelope, Spoiled Ballot Information and Instructions	1000	\$0.139	\$ 139.00	\$0.0588	\$ 58.80	\$0.0816	\$ 81.60
		10000	\$0.0626	\$ 626.00	\$0.0528	\$ 528.00	\$0.048	\$ 480.00
		25000	\$0.0539	\$ 1,347.50	\$0.0469	\$ 1,172.50	\$0.0407	\$ 1,017.50
2	Envelope, Legal w/Logo, W/Window	1000	\$0.213	\$ 213.00	\$0.1081	\$ 108.10	\$0.13	\$ 130.00
		2500	\$0.1236	\$ 309.00	\$0.0855	\$ 213.75	\$0.1154	\$ 288.50
		5000	\$0.0906	\$ 453.00	\$0.0758	\$ 379.00	\$0.08	\$ 400.00
		10000	\$0.0719	\$ 719.00	\$0.0733	\$ 733.00	\$0.0676	\$ 676.00
3	Envelope, Legal w/Logo, No Window	1000	\$0.208	\$ 208.00	\$0.1081	\$ 108.10	\$0.1081	\$ 108.10
		5000	\$0.0862	\$ 431.00	\$0.0747	\$ 373.50	\$0.0792	\$ 396.00
4	Envelope, Early Voting Mail Out -- English/Spanish	10000	\$0.0675	\$ 675.00	\$0.0728	\$ 728.00	\$0.0564	\$ 564.00
		2500	\$0.2904	\$ 726.00	\$0.4296	\$ 1,074.00	\$1.1885	\$ 2,971.25
		10000	\$0.2684	\$ 2,684.00	\$0.3324	\$ 3,324.00	\$0.4612	\$ 4,612.00
		25000	\$0.1798	\$ 4,495.00	\$0.3101	\$ 7,752.50	\$0.3254	\$ 8,135.00
5	Envelope, Ballot Envelope for Early Voting -- English/Spanish	2500	\$0.149	\$ 372.50	\$0.1705	\$ 426.25	\$0.5396	\$ 1,349.00
		5000	\$0.151	\$ 755.00	\$0.1502	\$ 751.00	\$0.3949	\$ 1,974.50
		10000	\$0.151	\$ 1,510.00	\$0.1408	\$ 1,408.00	\$0.2483	\$ 2,483.00
6	Envelope, Ballot Envelope for Early Voting -- English/Vietnamese	25000	\$0.1504	\$ 3,760.00	\$0.1287	\$ 3,217.50	\$0.1946	\$ 4,865.00
		1000	\$1.378	\$ 1,378.00	\$0.2241	\$ 224.10	\$0.9307	\$ 930.70
		2500	\$0.6032	\$ 1,508.00	\$0.2007	\$ 501.75	\$0.496	\$ 1,240.00
		5000	\$0.3556	\$ 1,778.00	\$0.1753	\$ 876.50	\$0.3579	\$ 1,789.50

Stone Shield Investments, LLC
d/b/a Digital Press
Crowley, TX
HUB - No
CO-OP - Yes

CW Print Services Inc.
Austin, TX
HUB - No
CO-OP - Yes

American Business Forms
d/b/a American Solutions for Business
Glenwood, MN
HUB - No
CO-OP - Yes

Bid No. F2025138 Annual Contract for Elections Printed Forms and Printed Envelopes

		Primary Award		Secondary Award		Alternate Award		
Item	Description	QTY	Price Per M	Price	Price Per M	Price	Price	
7	Affidavit for Provisional Ballot Envelope	15000	\$0.1765	\$ 2,647.50	\$0.2921	\$ 4,381.50	\$0.1639	\$ 2,458.50
			\$0.1765	\$ 4,412.50	\$0.2404	\$ 6,010.00	\$0.1373	\$ 3,432.50
			\$0.1765	\$ 8,825.00	\$0.1924	\$ 9,620.00	\$0.1165	\$ 5,825.00
			\$0.1451	\$ 14,510.00	\$0.1753	\$ 17,530.00	\$0.1025	\$ 10,250.00
8	Envelope, Carrier Envelope for Early Voting Mail-In -- English/Spanish	2500	\$0.7236	\$ 1,809.00	\$0.2261	\$ 565.25	\$0.7729	\$ 1,932.25
			\$0.495	\$ 2,475.00	\$0.2064	\$ 1,032.00	\$0.4826	\$ 2,413.00
			\$0.3045	\$ 3,045.00	\$0.1961	\$ 1,961.00	\$0.2922	\$ 2,922.00
			\$0.2957	\$ 7,392.50	\$0.1863	\$ 4,657.50	\$0.1869	\$ 4,672.50
9	Envelope, Carrier Envelope for Early Voting Mail-In -- English/Vietnamese	1000	\$1.529	\$ 1,529.00	\$0.3481	\$ 348.10	\$0.9381	\$ 938.10
			\$0.7236	\$ 1,809.00	\$0.3287	\$ 821.75	\$0.4348	\$ 1,087.00
			\$0.495	\$ 2,475.00	\$0.3087	\$ 1,543.50	\$0.2573	\$ 1,286.50
			\$0.233	\$ 2,330.00	\$0.2984	\$ 2,984.00	\$0.1625	\$ 1,625.00
10	Envelope, FPCA Carrier for Early Voting Mail In -- English/Vietnamese	15000	\$0.233	\$ 3,495.00	\$0.2887	\$ 4,330.50	\$0.136	\$ 2,040.00
			\$0.7236	\$ 1,809.00	\$0.2264	\$ 566.00	\$0.7729	\$ 1,932.25
			\$0.495	\$ 2,475.00	\$0.2067	\$ 1,033.50	\$0.4826	\$ 2,413.00
			\$0.3045	\$ 3,045.00	\$0.1968	\$ 1,968.00	\$0.2922	\$ 2,922.00
11	Envelope, FPCA Carrier for Early Voting Mail In -- English/Spanish	15000	\$0.3038	\$ 4,557.00	\$0.1918	\$ 2,877.00	\$0.2889	\$ 4,333.50
			\$0.2904	\$ 726.00	\$0.4296	\$ 1,074.00	\$1.191	\$ 2,977.50
			\$0.2784	\$ 1,392.00	\$0.3524	\$ 1,762.00	\$1.0521	\$ 5,260.50
			\$0.2684	\$ 2,684.00	\$0.3324	\$ 3,324.00	\$0.4961	\$ 4,961.00
12	Envelope, FPCA for Early Voting Mail Out -- English/Spanish	15000	\$0.2421	\$ 3,631.50	\$0.3101	\$ 4,651.50	\$0.4821	\$ 7,231.50

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Glenwood, MN
HUB - No
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Bid No. F2025138 Annual Contract for Elections Printed Forms and Printed Envelopes

		Primary Award		Secondary Award		Alternate Award		
Item	Description	QTY	Price Per M	Price	Price Per M	Price	Price	
13	Envelope, Voter Registration Certificate Mail-in	2500	\$0.06	\$ 150.00	\$0.1127	\$ 281.75	\$0.3432	\$ 858.00
		5000	\$0.06	\$ 300.00	\$0.1127	\$ 563.50	\$0.1971	\$ 985.50
		10000	\$0.06	\$ 600.00	\$0.1127	\$ 1,127.00	\$0.1198	\$ 1,198.00
		15000	\$0.06	\$ 900.00	\$0.1127	\$ 1,690.50	\$0.0952	\$ 1,428.00
14	Envelope -- 5" x 11 1/2"	2500	\$0.124	\$ 310.00	\$0.254	\$ 635.00	\$0.1152	\$ 288.00
		5000	\$0.1012	\$ 506.00	\$0.254	\$ 1,270.00	\$0.0936	\$ 468.00
		10000	\$0.0771	\$ 771.00	\$0.254	\$ 2,540.00	\$0.078	\$ 780.00
		15000	\$0.0692	\$ 1,038.00	\$0.254	\$ 3,810.00	\$0.0732	\$ 1,098.00
15	Envelope, Business Reply Mail	2500	\$0.0988	\$ 247.00	\$0.0736	\$ 184.00	\$0.0768	\$ 192.00
		5000	\$0.0776	\$ 388.00	\$0.0736	\$ 368.00	\$0.0606	\$ 303.00
		10000	\$0.0612	\$ 612.00	\$0.0736	\$ 736.00	\$0.0458	\$ 458.00
		15000	\$0.0527	\$ 790.50	\$0.0736	\$ 1,104.00	\$0.0416	\$ 624.00
	Discount for items not listed in Section 1:		0.0%		0.25%		0.0%	
	Total: Section 1			\$ 107,773.50		\$ 111,309.20		\$ 116,085.75

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HUB - No
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Bid No. F2025138 Annual Contract for Elections Printed Forms and Printed Envelopes

Secondary Award

Primary Award

Item	Description	QTY	Stone Shield Investments, LLC d/b/a Digital Press Crowley, TX HUB - No CO-OP - Yes		CW Print Services Inc. Austin, TX HUB - No CO-OP - Yes		American Business Forms d/b/a American Solutions for Business Glenwood, MN HUB - No CO-OP - Yes	
			Price Per M	Price	Price Per M	Price	Price Per M	Price
16	SECTION 2 - FORMS AND MISCELLANEOUS PRINTING Voter Registration Application for Deputy Registrars (English Only)	5000	No Bid		\$0.1276	\$ 638.00	\$0.1477	\$ 738.50
		10000	No Bid		\$0.0925	\$ 925.00	\$0.107	\$ 1,070.00
		15000	No Bid		\$0.083	\$ 1,245.00	\$0.0945	\$ 1,417.50
		25000	No Bid		\$0.0708	\$ 1,770.00	\$0.0816	\$ 2,040.00
		5000	No Bid		\$0.1276	\$ 638.00	\$0.1477	\$ 738.50
17	Voter Registration Application for Deputy Registrars (Spanish Only)	10000	No Bid		\$0.0925	\$ 925.00	\$0.107	\$ 1,070.00
		15000	No Bid		\$0.083	\$ 1,245.00	\$0.0945	\$ 1,417.50
		25000	No Bid		\$0.0708	\$ 1,770.00	\$0.0816	\$ 2,040.00
		5000	No Bid		\$0.1276	\$ 638.00	\$0.1477	\$ 738.50
18	Voter Registration Application for Deputy Registrars (Vietnamese Only)	15000	No Bid		\$0.083	\$ 1,245.00	\$0.0945	\$ 1,417.50
		25000	No Bid		\$0.0708	\$ 1,770.00	\$0.0816	\$ 2,040.00
		5000	No Bid		\$0.1276	\$ 638.00	\$0.1477	\$ 738.50
19	Voter Registration Application (English Only)	5000	No Bid		\$0.1581	\$ 790.50	\$0.1656	\$ 828.00
		10000	No Bid		\$0.1048	\$ 1,048.00	\$0.1288	\$ 1,288.00
		25000	No Bid		\$0.0818	\$ 2,045.00	\$0.0916	\$ 2,290.00
		50000	No Bid		\$0.0602	\$ 3,010.00	\$0.0872	\$ 4,360.00
		100000	No Bid		\$0.0531	\$ 5,310.00	\$0.0806	\$ 8,060.00
20	Voter Registration Application (Spanish Only)	1000	No Bid		\$0.4125	\$ 412.50	\$0.4602	\$ 460.20
		5000	No Bid		\$0.1581	\$ 790.50	\$0.1656	\$ 828.00
		25000	No Bid		\$0.0818	\$ 2,045.00	\$0.094	\$ 2,350.00

CLINTON LUDWIG
Elections Administrator



TROY HAVARD
Assistant Elections Administrator

TARRANT COUNTY
ELECTIONS ADMINISTRATION

May 23, 2025

Ms. Dallas Arter
Purchasing Department
100 East Weatherford St
Fort Worth, TX 76196

Dear Ms. Arter,

This letter is regarding BID F2025138, Annual Contract for Elections printed forms and printed envelopes. Having reviewed the bids that your department received and submitted to our department, I am pleased to recommend that the contracts be awarded as below:

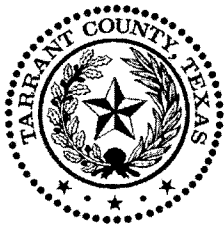
Section 1:

Primary – Stone Shield Investments LLC dba Digital Press
Secondary – CW Print Services Inc.
Alternate – American Business Forms Inc. dba American Solutions for Business

Section 2:

Primary – CW Print Services Inc.
Secondary – American Business Forms Inc. dba American Solutions for Business

Troy Havard
Assistant Elections Administrator



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. F2025138 - Annual Contract for Elections Printed Forms and Printed Envelopes - Elections Administration - Various Vendors - Per Unit Price and Discount from List Price

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.
