



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER _____
PAGE 1 OF 5
DATE: 10/15/2024

**SUBJECT: RFP NO. 2023-020 - ANNUAL CONTRACT FOR ELECTIONS CURBSIDE
CARTS - ELECTIONS ADMINISTRATION - ELECTION WORKS, INC. -
EXERCISE SECOND AND FINAL OPTION FOR RENEWAL - SAME
CONTRACT TERMS**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of RFP No. 2023-020, Annual Contract for Elections Curbside Carts, for the second and final optional twelve (12) month period at the same contract terms.

BACKGROUND

On December 13, 2022, the Commissioners Court, through Court Order #139957, awarded RFP No. 2023-020, Annual Contract for Elections Curbside Carts, for Elections Administration, to Election Works, Inc.

On September 19, 2023, the Commissioners Court, through Court Order #141800, approved the first renewal option.

The award was based upon evaluation criteria set forth in the RFP specifications and contained options to renew for two (2) additional twelve (12) month periods.

The purpose of this RFP is for Tarrant County to be able to support the increased number of polling locations with curbside carts, which are required by law to be provided.

The vendor notified Purchasing in writing that they will extend the same contract terms through December 12, 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 RFP No. 2023-020, Annual Contract for Elections Curbside Carts, for another twelve (12) month period.

FISCAL IMPACT

Expenses for last year were approximately \$987,120.00. The County's future cost will be determined by the orders placed on an as-needed basis. Funding is available in account 45100-2025 Non-Debt Capital/1420000000 Elections/540000 Capital Outlay.

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



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

August 28, 2024

Sandra Hed
Election Works, Inc.
0S096 Catlin Square
Geneva, IL 60134

Re: RFP No. 2023-020 – Annual Contract for Elections Curbside Carts

Dear Ms. Hed:

Referenced bid was for twelve (12) months with three (3) options to renew for additional twelve (12) months each. The original contract was for the period of December 13, 2022, through December 12, 2023. The effective dates for the second and final renewal option will run from December 13, 2024, through December 12, 2025.

Tarrant County Purchasing Department hereby extends an invitation to Election Works, Inc. to accept the second and final option for an additional one (1) year period as the primary vendor for this bid as awarded on December 13, 2022. Election Works, Inc. 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 December 12, 2025.

☒ Yes, Election Works, Inc. will accept the offer to extend the same contract terms through December 12, 2025. **Please include a current 1295 Form with your response.**

☐ No, Election Works, Inc. will NOT accept the offer to extend the same contract terms through December 12, 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

Sandra Hed

Sandra Hed
Election Works, Inc.

8/30/24

Date

Memorandum

To: Troy Havard

Dept: Elections Administration

From: Caleb Rojo, Sr. Buyer, Purchasing Department

Date: August 22, 2024

Re: Renewal of RFP 2023-020 Annual Contract for Elections Curbside Carts

The above referenced contract will expire on December 12, 2024. This contract included two (2) options to renew with the vendor for additional twelve (12) month terms. The second and final renewal term would commence December 13, 2024, and would expire December 12, 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 this form back to me at CRojo@tarrantcountytx.gov

Election Works, Inc.

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

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

81000-45100-2025-1420000000

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

SIGNATURE: Troy Havard Digitally signed by Troy Havard
Date: 2024.08.22 12:39:22
-05'00'

DATE: 8/22/2024

RFP 2023-020 Annual Contract for Elections Curbside Carts

Award

		Election Works Inc. Geneva, IL HUB - No	Phoenix Metal Products, Inc. Freeport, NY HUB - No
Evaluation Criteria	Max Points	Score	Score
General Requirements	210	153.30	134.40
Structural Requirements	240	177.60	133.20
Capabilities	150	109.20	80.40
Price	300	237.73	300.00
References	100	100.00	100.00
Total Score	1000	777.83	748.00

Note: Calc Construction deemed non-responsive due to submitting an incomplete proposal.



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: _____ RFP No. 2023-020 - Annual Contract for Election Curbside Carts - Elections Administration - Election Works, Inc. - Exercise Second and Final Option for Renewal - Same Contract Terms

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.
