



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145477
PAGE 1 OF 4
DATE: 7/1/2025

**SUBJECT: BID NO. F2025120 - ANNUAL CONTRACT FOR BLANK BALLOT STOCK
BOXES - ELECTIONS ADMINISTRATION - TOCA LLC**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award Bid No. F2025120, Annual Contract for Blank Ballot Stock Boxes, for Elections Administration, to TOCA LLC for \$13,200.00.

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 fifty-nine (1,059) 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 22, 2025, was attended by one (1) vendor as well as representatives from Elections Administration and Purchasing. Two (2) bids and thirteen (13) no-bids were received.

The low bid received from TOCA LLC meets all specifications and is acceptable to Elections Administration.

The term of the contract is twelve (12) months, effective July 1, 2025, with one (1) option for a renewal period of twelve (12) months.

The purpose of this contract is to purchase boxes used to securely transport blank ballot stock from the Election’s Administration building to polling sites, required by the Texas Secretary of State Code 51.034. The ballots are secured by a locking mechanism that can only be removed using a specialized tool. The boxes will also be used by Early Voting to store absentee ballots.

Therefore, it is the joint recommendation of Elections Administration and Purchasing that Bid No. F2025120, Annual Contract for Blank Ballot Stock Boxes, be awarded to TOCA LLC for \$13,200.00.

FISCAL IMPACT

Funding in the amount of \$13,200.00 is available in account 45100-2025 Non-Debt Capital/1420000000 Elections/540000 Capital.

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

Bid No. F2025120 Annual Contract for Blank Ballot Stock Boxes

Award

			TOCA LLC Keller, TX HUB - No CO-OP - Yes		Flexcon Container Information Berkeley Heights, NJ HUB - No	
Item	Description	Qty	Unit Price	Ext Price	Unit Price	Ext Price
1	White corrugated plastic, 4mm thick, tuck-top box	2000	\$ 6.60	\$ 13,200.00	\$ 13.35	\$ 26,700.00
Bid Total			\$ 13,200.00		\$ 26,700.00	

No-bids were received from CandB Marketing Solutions, SW Elevator, LLC, 3-C Technology, LLC, Reliable Plant Maintenance, Inc., Hypertec USA Inc., CW Print Services Inc., 4Tech Solutions LLC, J. Reynolds & Co., ACCO Brands USA LLC, Dival Safety Equipment Inc., Texas Pipeline Services, MSC Industrial Supply, and Mastercraft Printed Products & Services.

CLINTON LUDWIG
Elections Administrator



TROY HAVARD
Assistant Elections Administrator

TARRANT COUNTY
ELECTIONS ADMINISTRATION

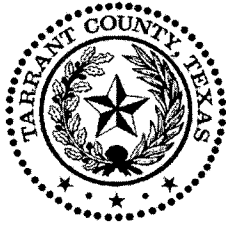
May 31, 2025

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

Dear Ms. Arter,

This letter is regarding RFB 2025120, Annual Contract for Blank Ballot Stock Boxes. Having reviewed the bids that your department received and submitted to our department, I am pleased to recommend that the contracts be awarded to TOCA LLC.

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. F2025120 - Annual Contract for Blank Ballot Stock Boxes - Elections Administration - TOCA LLC

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.
