



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145090
PAGE 1 OF 6
DATE: 4/15/2025

SUBJECT: RFP NO. F2024086 - ANNUAL CONTRACT FOR PRINTING AND MAILING OF ABSENTEE BALLOTS - ELECTIONS ADMINISTRATION - TAYLOR CORPORATION D/B/A TAYLOR PRINT & VISUAL IMPRESSIONS - EXERCISE FIRST OPTION FOR RENEWAL - SAME CONTRACT TERMS

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of RFP No. F2024086, Annual Contract for Printing and Mailing of Absentee Ballots, for the first optional twelve (12) month period, at the same contract terms to Taylor Corporation d/b/a Taylor Print & Visual Impressions.

BACKGROUND

On June 18, 2024, the Commissioners Court, through Court Order #143335, awarded RFP No. F2024086, Annual Contract for Printing and Mailing of Absentee Ballots, for Elections Administration, to the following vendors:

Primary Fort Orange Press, Inc.
Secondary Taylor Corporation d/b/a Taylor Print & Visual Impressions

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

The contract allows the printing and mailing of absentee ballots for each election. The mass volume is printed in a shorter timeframe, at a lower cost than the Elections Administration can produce, allowing Elections Administration to validate the absentee ballots in a timely manner.

On August 16, 2024, Fort Orange Press, Inc., Elections Administration, and Purchasing agreed not to move forward with the printing and mailing of absentee ballots for the November general election. Fort Orange Press, Inc. could not fulfill the requirements unless the Elections Administration changed the envelope stock at the County's expense.

Taylor Corporation has requested that its full business name Taylor Corporation d/b/a Taylor Print & Visual Impressions be listed on the contract. Taylor Corporation d/b/a Taylor Print & Visual Impressions notified Purchasing in writing that they will extend the same contract terms through July 31, 2026. Elections Administration notified Purchasing in writing that they are pleased with the vendor and wants to renew.

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



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Therefore, it is the joint recommendation of Elections Administration and Purchasing that the Commissioners Court approve renewal of RFP No. F2024086, Annual Contract for Printing and Mailing of Absentee Ballots, for another twelve (12) month period.

FISCAL IMPACT

Expenses for last year were approximately \$47,085.00. Funding in the amount of \$38,000.00 is available in account 10000-2025 General Fund/1420000000 Elections/569011 Professional Services.



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

March 3, 2025

Becky Oaks
Taylor Corporation
d/b/a Taylor Print & Visual Impressions
Business Unit President
1101 Frontage Rd NW
Byron, MN 55920

Re: RFP No. F2024086 – Annual Contract for Printing and Mailing of Absentee Ballots

Ms. Oakes,

Referenced RFP was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The original contract was for the period of August 1, 2024, through July 31, 2025. The effective dates for the first renewal option will run from August 1, 2025, through July 31, 2026.

Tarrant County Purchasing Department hereby extends an invitation to Taylor Corporation d/b/a Taylor Print & Visual Impressions to accept the first option for an additional one (1) year period as the primary vendor for this contract as awarded on June 18, 2024. 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 July 31, 2026.

Yes, Taylor Corporation d/b/a Taylor Print & Visual Impressions will accept the offer to extend the same contract terms through July 31, 2026. **Please include a current 1295 Form with your response.**

No, Taylor Corporation d/b/a Taylor Print & Visual Impressions will NOT accept the offer to extend the same contract terms through July 31, 2026.

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 return your signed response via email to Dallas Arter, Senior Buyer, Tarrant County Purchasing.

Sincerely,

Dallas Arter

Dallas Arter, Senior Buyer
Tarrant County
817-884-1057

Becky Oaks

Becky Oaks
Business Unit President
Taylor Corporation
d/b/a Taylor Print & Visual Impressions

3/12/25

Date

Memorandum

To: Troy Havard
Dept: Elections Administration
From: Dallas Arter, Sr. Buyer, Purchasing Department
Date: 03/03/2025

Re: Renewal of RFP F2024086, Annual Contract for Printing and Mailing of Absentee Ballots

The above referenced contract will expire on July 31, 2025. This contract included two (2) options to renew with the vendor for additional twelve (12) month terms. The first renewal term would commence August 1, 2025, and expire July 31, 2026.

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 by March 17, 2025:

Taylor Corporation

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:

569011-10000-2025-1420000000

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

SIGNATURE: _____



DATE: 3/3/2025

RFP No. F2024086 Annual Contract for Printing and Mailing of Absentee Ballots

| Evaluation Criteria | Max Points | Primary Award | | Secondary Award | |
|--|------------|--|--|---|--|
| | | Fort Orange Press, Inc. Albany, NY HUB - No Co-op - Yes | Taylor Corporation North Mankato, MN HUB - No Co-op - Yes | Integrated Voting Systems, Inc. Dinuba, CA HUB - No | Robis Elections, Inc. Wheaton, IL HUB - No |
| Ballot Printing and Packing: Compatibility | 123 | 118.90 | 102.50 | 90.20 | 94.33 |
| Ballot Printing and Packing: Packaging | 200 | 200.00 | 160.00 | 140.00 | 133.33 |
| Mailing: Mailing Services | 200 | 180.00 | 146.70 | 106.70 | 180.00 |
| Extras: Added Value | 77 | 38.50 | 7.70 | 0.00 | 46.20 |
| References | 50 | 48.30 | 34.90 | 8.33 | 25.00 |
| Price | 350 | 220.50 | 298.60 | 350.00 | 155.40 |
| Total Score | 1000 | 806.20 | 750.40 | 695.23 | 634.26 |

Notes: Stone Shield Investments LLC was deemed non-responsive for failure to provide all submittal requirements necessary for evaluation, including a response that addresses the requirements and the scope of work. No-bids were received from American Solutions for Business, Empire Paper Company, CW Print Services Inc., NPC, Inc., and Petroserv Inc.



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. F2024086 - Annual Contract for Printing and Mailing of Absentee Ballots - Elections Administration - Taylor Corporation d/b/a Taylor Print & Visual Impressions - Exercise First 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.
