



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF

8

DATE: 05/21/2019

SUBJECT: **BID NO. 2019-164 - ANNUAL CONTRACT FOR CUSTOM FILE FOLDERS -
DISTRICT CLERK'S OFFICE - VARIOUS VENDORS - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2019-164, Annual Contract for Custom File Folders, for the District Clerk's Office, to the following vendors at the per unit price:

Primary American Business Forms, Inc. d/b/a American Solutions for Business
Secondary Der Graphics and Custom Filing, Inc.

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. Two hundred fourteen (214) 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 24, 2019 was attended by two (2) vendors as well as representatives from the District Clerk's Office and Purchasing. Four (4) bids and two (2) no-bids were received.

Bids were evaluated by the District Clerk's Office and Purchasing representatives. Award recommendations are to the low bids meeting specifications.

The term of the contract is twelve (12) months, effective May 21, 2019, with one (1) option for a renewal period of twelve (12) months.

Therefore, it is the joint recommendation of the District Clerk's Office and Purchasing that Bid No. 2019-164, Annual Contract for Custom File Folders, be awarded to the vendors listed above at the per unit price.

FISCAL IMPACT:

Expenses for last year were approximately \$7,233.00. Orders are placed on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Tim Jones

APPROVED BY: