



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 09/27/2016

SUBJECT: **BID NO. 2016-197 - ANNUAL CONTRACT FOR COPIER MAINTENANCE, SUPPLIES, AND REPAIRS - COUNTYWIDE - NEVILL DOCUMENT SOLUTIONS - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2016-197, Annual Contract for Copier Maintenance, Supplies, and Repairs, Countywide, to Nevill Document Solutions at the per unit price.

BACKGROUND:

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, 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. Ninety-eight (98) 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 August 11, 2016 was attended by two (2) vendors as well as representatives from Purchasing. Four (4) bids and two (2) no-bids were received.

Bids received from Office Store Depot and Dynamic Advantage, Inc. were deemed non-responsive for failure to submit Training Certificates that verify factory trained technicians as required. ImageNet Consulting withdrew their bid. The bid received from Nevill Document Solutions meets all specifications and is acceptable.

The term of the contract is twelve (12) months, effective October 1, 2016, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the recommendation that Bid No. 2016-197, Annual Contract for Copier Maintenance, Supplies, and Repairs, be awarded to Nevill Document Solutions at the per unit price.

FISCAL IMPACT:

Expenses for last year were approximately \$156,770.31. Orders are placed on an as-needed basis.

SUBMITTED BY:	Purchasing	PREPARED BY:	Debra Feaster
		APPROVED BY:	