



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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25

DATE: 09/15/2020

SUBJECT: **BID NO. 2020-206 - ANNUAL CONTRACT FOR SEATING AND WORK SURFACES FOR WIC CLINICS - PUBLIC HEALTH - VARIOUS VENDORS - PER UNIT PRICE AND DISCOUNT FROM LIST PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2020-206, Annual Contract for Seating and Work Surfaces for WIC Clinics, for Public Health, to the following vendors at the per unit price and discount from list price:

Group 1-Guest Chairs

Primary Mary Spencer Company, d/b/a Spencer & Company
Secondary Plano Office Supply

Group 1-Alternate Guest Chairs

Primary Plano Office Supply
Secondary Facilitech, d/b/a Business Interiors

Group 2-Work Surfaces

Primary Plano Office Supplies
Secondary BKM Total Office of Texas

Group 2-Alternate Work Surfaces

Primary Just Ergonomics, LLC
Secondary Mary Spencer Company d/b/a Spencer & Company

Group 3-Task Chairs

Primary Plano Office Supply
Secondary Facilitech, d/b/a Business Interiors

Group 3-Alternate Task Chairs

Primary Mary Spencer Company, d/b/a Spencer & Company
Secondary Facilitech, d/b/a Business Interiors

SUBMITTED BY: Purchasing

PREPARED BY: Susanna H. Lea, CPPB

APPROVED BY:



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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 thirty-nine (239) 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. Seven (7) bids were received.

Bids were evaluated by Public Health and Purchasing representatives. Award recommendations are to the low bids meeting specifications. Facilitech d/b/a Business Interiors did not meet specifications for Group 1-Guest Chair because they added a minimum order required to the terms and conditions.

The term of the contract is twelve (12) months, effective September 15, 2020, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Public Health and Purchasing that Bid No. 2020-206, Annual Contract for Seating and Work Surfaces for WIC Clinics, be awarded to the vendors listed above at the per unit price.

FISCAL IMPACT:

The costs associated with this action are unknown at this time. The County's future cost will be determined by the orders provided on an as-needed basis.