



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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22

DATE: 09/08/2020

SUBJECT: **BID NO. 2020-183 - ANNUAL CONTRACT FOR GRAPHIC AND PHOTOGRAPHIC SUPPLIES - REPROGRAPHICS DIVISION - VARIOUS VENDORS - PER UNIT PRICE AND DISCOUNT FROM LIST PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2020-183, Annual Contract for Graphic and Photographic Supplies, Countywide, to the following vendors at the per unit price and discount from list price:

Primary

Section A	Mark Andy Print Products	16 of 16 Items
Section B	Archive Supplies, Inc.	3 of 5 Items
	Mark Andy Print Products	1 of 5 Items
Section C	Archive Supplies, Inc.	3 of 3 Items
Section D	Archive Supplies, Inc.	5 of 5 Items
Section F	Mark Andy Print Products	1 of 1 Items
Section G	Mark Andy Print Products	1 of 1 Item
Section H	Mark Andy Print Products	3 of 3 Item
Section I	Mark Andy Print Products.	1 of 1 Items

Secondary

Section B	Archive Supplies, Inc.	1 of 5 Items
Section B	Mark Andy Print Products	1 of 5 Items

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 hundred nineteen (119) 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 July 16, 2020 was attended by one (1) vendor as well as representatives from the Reprographics Division and Purchasing. Two (2) bids and two (2) no-bids were received.

SUBMITTED BY:	Purchasing	PREPARED BY:	Christina Martinez
		APPROVED BY:	



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Bids were evaluated by the Reprographics Division and Purchasing representatives. Award recommendations are to the low bids meeting specifications.

There is no award for item B5 and items E1-E4 because only no-bids were received for these items. There is no secondary award for items A1-A16, items B1-B2, items C1-C3, D1-D5, F1, G1, H1-H3, and I1 because only one (1) bid was received for these items.

The term of the contract is twelve (12) months, effective September 18, 2020, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of the Reprographics Division and Purchasing that Bid No. 2020-183, Annual Contract for Graphic and Photographic Supplies, be awarded to the vendors listed above at the per unit price and discount from list price.

FISCAL IMPACT:

Expenses for last year were approximately \$10,000.00. Orders are placed on an as-needed basis.