



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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61

DATE: 06/04/2019

SUBJECT: **BID NO. 2019-146 - SEMI-ANNUAL CONTRACT FOR COPY PAPER, ENVELOPES, AND OTHER RELATED PRODUCTS - COUNTYWIDE - VARIOUS VENDORS - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2019-146, Semi-Annual Contract for Copy Paper, Envelopes, and Other Related Products, Countywide, to the following vendors at the per unit price:

Primary	Western BRW Paper Co.	71 of 155 Items
	FasClampitt Paper Store	65 of 155 Items
	Archive Supplies, Inc.	13 of 155 Items
Secondary	FasClampitt Paper Store	67 of 155 Items
	Western BRW Paper Co.	22 of 155 Items
	Archive Supplies, Inc.	3 of 155 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 sixty-five (165) 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. No vendors attended the pre-bid conference held on April 10, 2019. Four (4) bids and two (2) no-bids were received.

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

SUBMITTED BY:	Purchasing	PREPARED BY:	Dallas Arter
		APPROVED BY:	



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Olmsted-Kirk Company was deemed non-responsive because the vendor could not meet delivery requirements. There are no primary awards for items 7, 8, 89, 117, and 118 because only no-bids were received for these items. There is no award for item 138 because the only bid received from Fasclampitt Paper Store was withdrawn due to incorrect pricing. There are no secondary awards for items 5-8, 11-14, 17, 26-29, 32, 33, 35-42, 44, 59-61, 87-95, 99-102, 104, 106, 108, 110-114, 117, 118, 123, and 144-155.

Tie bids were received for item 84. The award recommendation was determined in accordance with Commissioners Court #60616 procedure for awarding tie bids.

The term of the contract is six (6) months, effective July 11, 2019, with one (1) option for a renewal period of six (6) months.

Therefore, it is the recommendation of Purchasing that Bid No. 2019-146, Semi-Annual Contract for Copy Paper, Envelopes, and Other Related Products, be awarded to the vendors listed above at the per unit price.

FISCAL IMPACT:

Expenses for the last six (6) months were approximately \$94,393.98. Orders are placed on an as-needed basis.