



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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80

DATE: 04/02/2019

SUBJECT: **BID NO. 2019-115 - ANNUAL CONTRACT FOR MISCELLANEOUS OFFICE FURNITURE - COUNTYWIDE - VARIOUS VENDORS - PER UNIT PRICE AND DISCOUNT OFF LIST PRICE**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award Bid No. 2019-115, Annual Contract for Miscellaneous Office Furniture, Countywide, to the following vendors at the per unit price and discount off list price:

Category 1 – Allsteel

Primary Plano Office Supply Co.

Category 2 - ErgoGenesis

Primary Panther Ergonomics and Product Solution

Secondary Plano Office Supply Co.

Category 3 - Global

Primary Facilitech, d/b/a/ Business Interiors

Category 4 – HON

Primary Plano Office Supply Co.

Secondary Texas Furniture Source, Inc.

Alternate Facilitech, d/b/a Business Interiors

Category 5 - Humanscale

Primary TX Interior Resources, LLC, d/b/a Interior Resources

Category 6 - Kimball

Primary TX Interior Resources, LLC, d/b/a Interior Resources

Secondary Facilitech, d/b/a Business Interiors

Category 7 - National

Primary Facilitech, d/b/a Business Interiors

Category 8 - Miscellaneous Furniture-Discount Off List Price

Primary Facilitech, d/b/a Business Interiors Items 1, 6, and 8

Texas Furniture Source, Inc. Item 5

Plano Office Supply Co. Items 7, 9, and 10

Secondary Facilitech, d/b/a Business Interiors Item 5

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, 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 twenty-six (226) 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 February 13, 2019 was attended by nine (9) vendors as well as representatives from Purchasing. Seven (7) bids and two (2) no-bids were received.

Office Depot was deemed non-responsive because vendor added terms and conditions to their bid. Versa Products, Inc. was deemed non-responsive because vendor submitted its bid via email.

There are no awards for Category 8, items 2, 3, and 4 because only no-bids were received.

The term of the contract is twelve (12) months, effective April 2, 2019, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the recommendation of Purchasing that Bid No. 2019-115, Annual Contract for Miscellaneous Office Furniture, be awarded to the vendors listed above at the per unit price and discount off list price.

## **FISCAL IMPACT:**

Expenses for last year were approximately \$71,461.30. Orders are placed on an as-needed basis.