



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF

16

DATE: 01/19/2021

SUBJECT: **BID NO. 2021-044 - ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES - COUNTYWIDE - VARIOUS VENDORS - PER UNIT PRICE AND DISCOUNT FROM LIST PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2021-043, Annual Contract for Copier and Fax Supplies, Countywide, to the following vendors at the per unit price and discount from list price:

Primary	Encon Systems	52 of 87 Items
	The Tree House	22 of 87 Items
	CVR Computer Supplies	12 of 87 Items
	Dahill Office Technology Corporation	1 of 87 Items
Secondary	The Tree House	49 of 87 Items
	Encon Systems	28 of 87 Items
	CVR Computer Supplies	10 of 87 Items
Alternate	CVR Computer Supplies	54 of 87 Items
	Dahill Office Technology Corporation	13 of 87 Items
	The Tree House	12 of 87 Items
	Encon Systems	7 of 87 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. Seven hundred four (704) 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. Four (4) bids were received.

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

SUBMITTED BY:	Purchasing	PREPARED BY:	Dianna Lee, C.P.M.
		APPROVED BY:	



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 01/19/2021 PAGE 2 OF 16

There is no alternate award for Item C-4 because only two (2) bids were received for this item.

Tie bids were received for Items B-12, B-20a, C-5, D-8, and E-6. The award recommendation was determined in accordance with Commissioners Court #60616, Procedure for Awarding Tie Bids.

The term of the contract is twelve (12) months, effective January 20, 2021, with one (1) option for a renewal period of twelve (12) months.

Therefore, it is the recommendation of Purchasing that Bid No. 2021-043, Annual Contract for Copier and Fax 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 \$17,833.24. Orders are placed on an as-needed basis.