



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 03/26/2019

SUBJECT: **BID NO. 2019-105 - ANNUAL CONTRACT FOR PURCHASE OF DIGITAL COPIERS AND MAINTENANCE - COUNTYWIDE - VARIOUS VENDORS - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2019-105, Annual Contract for Purchase of Digital Copiers and Maintenance, Countywide, to the following vendors at the per unit price:

Primary	Novatech, Inc.	4 of 11 Items
	Nevill Document Solutions	3 of 11 Items
	Toshiba America Business Solutions, Inc.	3 of 11 Items
	ImageNet Consulting, LLC	1 of 11 Items
Secondary	Nevill Document Solutions	4 of 11 Items
	ImageNet Consulting, LLC	2 of 11 Items
	Novatech, Inc.	2 of 11 Items
	Toshiba America Business Solutions, Inc.	2 of 11 Items
	Denitech Corporation	1 of 11 Items
Alternate	Nevill Document Solutions	3 of 11 Items
	Novatech, Inc.	3 of 11 Items
	ImageNet Consulting, LLC	3 of 11 Items
	Texas Document Solutions, Inc.	2 of 11 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. Eighty-seven (87) 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

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



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February 13, 2019 was attended by eleven (11) vendors as well as representatives from Purchasing. Ten (10) bids and three (3) no-bids were received.

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

The term of the contract is twelve (12) months, effective April 19, 2019, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the recommendation of Purchasing that Bid No. 2019-105, Annual Contract for Purchase of Digital Copiers and Maintenance, be awarded to the vendors listed above at the per unit price.

FISCAL IMPACT:

Expenses for last year were approximately \$181,031.20. Orders are placed on an as-needed basis.