



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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6

DATE: 05/23/2017

SUBJECT: **BID NO. 2017-083 - ANNUAL CONTRACT FOR CUSTOM FILE FOLDERS - DISTRICT CLERK'S OFFICE - VARIOUS VENDORS - PER UNIT PRICE**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award Bid No. 2017-083, Annual Contract for Custom File Folders, for District Clerk's Office, to the following vendors at the per unit price:

Primary	TAB Products
Secondary	DER Graphics
Alternate	Drew & Rogers

**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. Two hundred nine (209) 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 March 29, 2017 was attended by three (3) vendors as well as representatives from the District Clerk's Office and Purchasing. Eleven (11) bids and one (1) no bid were received.

Bids were evaluated by the District Clerk's Office and Purchasing representatives. Award recommendations are to the low bids meeting specifications. The bids received from Winay Associates, Inc. and SDV Office Systems were deemed non-responsive for failure to sign both Addendums as required.

The term of the contract is twelve (12) months, effective May 23, 2017 with one (1) option for a renewal period of twelve (12) months.

Therefore, it is the joint recommendation of the District Clerk's Office and Purchasing that Bid No. 2017-083, Annual Contract for Custom File Folders, be awarded to the vendors listed above at the per unit price.

SUBMITTED BY: Purchasing

PREPARED BY: Rita C. Pauley, CPO

APPROVED BY:



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## **FISCAL IMPACT:**

Expenses for last year were approximately \$30,000.00. Orders are placed on an as-needed basis.