



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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25

DATE: 08/13/2019

SUBJECT: **BID NO. 2019-177 - ANNUAL CONTRACT FOR COPIER MAINTENANCE AND SUPPLIES - COUNTYWIDE - VARIOUS VENDORS - PER UNIT PRICE**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award Bid No. 2019-177, Annual Contract for Copier Maintenance and Supplies, Countywide, to the following vendors at the per unit price:

Primary	Kyocera Document Solutions America, Inc., d/b/a Kyocera Document Solutions Southwest, LLC LogixService, Inc. d/b/a Amtek Computer Services Electronic Risks Consultants, Inc.	47 of 52 Items  4 of 52 Items 1 of 52 Items
Secondary	LogixService, Inc., d/b/a Amtek Computer Services Electronic Risks Consultants, Inc. Novatech, Inc. Kyocera Document Solutions America, Inc., d/b/a Kyocera Document Solutions Southwest, LLC	31 of 52 Items 16 of 52 Items 3 of 52 Items 2 of 52 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. Sixty-nine (69) 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 May 29, 2019 was attended by one (1) vendor as well as representatives from Purchasing. 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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The term of the contract is twelve (12) months, effective October 1, 2019, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the recommendation of Purchasing that Bid No. 2019-177, Annual Contract for Copier Maintenance and Supplies, be awarded to the vendors listed above at the per unit price.

**FISCAL IMPACT:**

Expenses for last year were approximately \$151,276.15. Orders are placed on an as-needed basis.