



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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DATE: 11/13/2018

SUBJECT: **BID NO. 2019-022 - ANNUAL CONTRACT FOR CUSTOM FILE FOLDERS - COUNTY CLERK'S OFFICE - VARIOUS VENDORS - PER UNIT PRICE**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award Bid No. 2019-022, Annual Contract for Custom File Folders, for the County Clerk's Office, to the following vendors at the per unit price.

|           |                                    |
|-----------|------------------------------------|
| Primary   | AADS Office Solutions              |
| Secondary | Proserv                            |
| Alternate | Lighthouse Sourcing Solutions, LLC |

**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 twenty-one (221) 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. Ten (10) bids and one (1) no-bid were received.

Bids were evaluated by the County Clerk's Office and Purchasing representatives. Award recommendations are to the low bids meeting specifications.

The term of the contract is twelve (12) months, effective November 13, 2018, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of the County Clerk's Office and Purchasing that Bid No. 2019-022, Annual Contract for Custom File Folders, be awarded to the vendors listed above at the per unit price.

**FISCAL IMPACT:**

Expenses for last year were approximately \$15,600.00. Orders are placed on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Tim Jones

APPROVED BY: