



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF

4

DATE: 05/05/2015

SUBJECT: **BID NO. 2015-086 - ANNUAL CONTRACT FOR MICR PRINTER
MAINTENANCE AND PURCHASE OF MAINTENANCE KITS - INFORMATION
TECHNOLOGY - OFFICE STORE DEPOT, INC.**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid 2015-086, Annual Contract for MICR Printer Maintenance and Purchase of Maintenance Kits, for Information Technology, to Office Store Depot, Inc.

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 Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. One hundred nine (109) 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. One (1) bid was received.

The bid received from Office Store Depot, Inc. meets all specifications and is acceptable to Information Technology.

The term of the contract is twelve (12) months, effective June 1, 2015, with three (3) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Facilities Management and Purchasing that Bid 2015-086, Annual Contract for MICR Printer Maintenance and Purchase of Maintenance Kits, be awarded to Office Store Depot, Inc.

FISCAL IMPACT:

Estimated Expenditures in the amount of \$5,444.00 is available in account 578021/10000-2015/1810210000.

SUBMITTED BY: Purchasing

PREPARED BY: James L. Bocks, CPPB

APPROVED BY: