



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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DATE: 08/07/2018

SUBJECT: **BID NO. 2018-140 - ANNUAL CONTRACT FOR MICROFICHE AND MICROFILM EQUIPMENT MAINTENANCE AND SUPPLIES - COUNTYWIDE - OFFICE STORE DEPOT, INC. - PER UNIT PRICE**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award Bid No. 2018-140, Annual Contract for Microfiche and Microfilm Equipment Maintenance and Supplies, Countywide, to Office Store Depot, Inc. at the per unit price.

**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. Seventy-seven (77) 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. No vendors attended the pre-bid conference held on July 7, 2018. One (1) bid was received.

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

The term of the contract is twelve (12) months, effective October 1, 2018, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the recommendation of Purchasing that Bid No. 2018-140, Annual Contract for Microfiche and Microfilm Equipment Maintenance and Supplies, be awarded to Office Store Depot, Inc. at the per unit price.

**FISCAL IMPACT:**

Expenses for last year were approximately \$62,170.00. Orders are placed on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Dallas Arter

APPROVED BY: