



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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24

DATE: 12/11/2018

SUBJECT: **BID NO. 2019-046 - ANNUAL CONTRACT FOR GRAPHIC AND PHOTOGRAPHIC SUPPLIES - COUNTYWIDE - VARIOUS VENDORS - PER UNIT PRICE AND DISCOUNT FOR ITEMS NOT LISTED**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award Bid No. 2019-046, Annual Contract for Graphic and Photographic Supplies, Countywide, to the following vendors at the per unit price and discount for items not listed:

Primary

Section A	Graphic Finishing Systems, Inc.	14 of 15 Items
Section A	Mark Andy, Inc., d/b/a Mark Andy Print Products	1 of 15 Items
Section B	Archive Supplies, Inc.	4 of 4 Items
Section C	Archive Supplies, Inc.	3 of 3 Items
Section D	Archive Supplies, Inc.	2 of 2 Items
Section E	Arlington Camera, Inc.	3 of 4 Items
Section F	Arlington Camera, Inc.	4 of 4 Items
Section G	Mark Andy, Inc., d/b/a Mark Andy Print Products	1 of 1 Item
Section H	Mark Andy, Inc., d/b/a Mark Andy Print Products	1 of 1 Item
Section I	Mark Andy, Inc., d/b/a Mark Andy Print Products	3 of 3 Items
Section J	Arlington Camera, Inc.	1 of 1 Item

Secondary

Section A	Mark Andy, Inc., d/b/a Mark Andy Print Products	14 of 15 Items
Section B	Mark Andy, Inc., d/b/a Mark Andy Print Products	1 of 4 Items
Section G	Graphic Finishing Systems, Inc.	1 of 1 Item
Section J	Mark Andy, Inc., d/b/a Mark Andy Print Products	1 of 1 Item

SUBMITTED BY: Purchasing

PREPARED BY: Tim Jones

APPROVED BY:



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: \_\_\_\_\_ DATE: 12/11/18 PAGE 2 OF 24

## **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. One hundred fourteen (114) 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. Four (4) bids were received.

Bids were evaluated by the Graphics Department and Purchasing representatives. Award recommendations are to the low bids meeting specifications.

There is no award for Section E, item 3 because only no-bids were received for this item. There is no secondary award for Section A, item A-1 because only one (1) bid was received for this item. There are no secondary awards for Section B, items B-1, B-2, and B-3 because only one (1) bid was received for these items. There are no secondary awards for Sections C, D, E, F, H, and I because only one (1) bid was received for these items.

The term of the contract is eighteen (18) months, effective December 11, 2018, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of the Graphics Department and Purchasing that Bid No. 2019-046, Annual Contract for Graphic and Photographic Supplies, be awarded to the vendors listed above at the per unit price and discount for items not listed.

## **FISCAL IMPACT:**

Expenses for last year were approximately \$10,128.00. Orders are placed on an as-needed basis.