



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 11/05/2019

SUBJECT: **BID NO. 2020-003 - ANNUAL CONTRACT FOR OFFICE SUPPLIES AND OTHER MISCELLANEOUS PRODUCTS - COUNTYWIDE - STAPLES CONTRACT AND COMMERCIAL, LLC - PER UNIT PRICE AND DISCOUNT OFF LIST PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2020-003, Annual Contract for Office Supplies and Other Miscellaneous Products, Countywide, to Staples Contract and Commercial, LLC at the per unit price and discount off list price.

BACKGROUND:

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, 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 eighty-six (286) 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. Two (2) bids and two (2) no-bids were received.

The low bid received from Staples Contract and Commercial, LLC meets all specifications.

The term of the contract is twelve (12) months, effective January 1, 2020, with four (4) options for renewal periods of twelve (12) months each.

Therefore, it is the recommendation of Purchasing that Bid No. 2020-003, Annual Contract for Office Supplies and other Miscellaneous Products, be awarded to Staples Contract and Commercial, LLC at the per unit price and discount off list price.

FISCAL IMPACT:

Expenses for last year were approximately \$510,345.83. Orders are placed on an as-needed basis. Staples Contract and Commercial, LLC will rebate three percent (3%) of cooperative purchases to Tarrant County, due forty-five (45) days after close of calendar year. This constitutes revenue to Tarrant County.

SUBMITTED BY: Purchasing

PREPARED BY: Dianna Lee, C.P.M.

APPROVED BY: