



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF

57

DATE: 07/03/2018

SUBJECT: **BID NO. 2018-079 – SEMI-ANNUAL CONTRACT FOR COPY PAPER, STOCK PAPER, AND ENVELOPES – COUNTYWIDE – VARIOUS VENDORS – PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2018-079, Semi-Annual Contract for Copy Paper, Stock Paper, and Envelopes, Countywide, to the following vendors at the per unit price:

Primary	Fasclampitt Paper Store	120 of 148 Items
	Western BRW Paper Co.	19 of 148 Items
	Archive Supplies, Inc.	5 of 148 Items
	Proserv	4 of 148 Items
Secondary	Western BRW Paper Co.	67 of 148 Items
	Fasclampitt Paper Store	17 of 148 Items
	Archive Supplies, Inc.	2 of 148 Items

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 sixty-two (162) 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. Five (5) bids and one (1) no bid were received.

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

The bid received from Pollock Paper Distributors was deemed non-responsive, they did not meet specification requirements and bid contained irregularities.

Tie bids were received for item 4. The award recommendation was determined in accordance with Commissioners Court #60616, Procedure for Awarding Tie Bids.

SUBMITTED BY:	Purchasing	PREPARED BY:	Dallas Arter
		APPROVED BY:	



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 7/3/2018 PAGE 2 OF 57

The bid received from Proserv did not meet specifications for item 125, vendor's minimum order requirements exceeds estimated usage.

There is no secondary award for items 9-12, 16-18, 21-23, 28-29, 32-33, 35-42, 44, 58, 61-70, 78-80, 86, 96-100, 122-137, 139, 141, and 143.

The term of the contract is six (6) months, effective July 11, 2018, with one (1) option for a renewal period of six (6) months.

Therefore, it is the recommendation of Purchasing that Bid No. 2018-079, Semi-Annual Contract for Copy Paper, Stock Paper, and Envelopes, be awarded to the vendors listed above at the per unit price.

FISCAL IMPACT:

Expenditures for the last six (6) months were approximately \$102,249.63. Orders are placed on an as-needed basis.