



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 08/22/2017

SUBJECT: **BID NO. 2017-158 - PURCHASE OF FORMAX 2054 HIGH VOLUME PRESSURE SEALERS - REPRODUCTION CENTER – SQUAREONE BUSINESS MACHINES - \$29,963.00**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2017-158, Purchase of Formax 2054 High Volume Pressure Sealers, for the Reproduction Center, to SquareOne Business Machines for \$29,963.00.

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. Twenty three (23) 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. A pre-bid conference held on July 12, 2017 was attended by four (4) vendors as well as representatives from the Reproduction Center and Purchasing. Five (5) bids were received.

Bids were evaluated by the Reproduction Center and Purchasing representatives. Award recommendation is to the low bid meeting specifications. The bid received from SquareOne Business Machines meets all specifications and is acceptable to the Reproduction Center.

Therefore, it is the joint recommendation of the Reproduction Center and Purchasing that Bid No. 2017-158, Purchase of Formax 2054 High Volume Pressure Sealers, be awarded to SquareOne Business Machines for \$29,963.00.

FISCAL IMPACT:

Funding in the amount of \$29,963.00 is available in account 540000/45100-2017/1860300000.

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