



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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DATE: 04/07/2020

SUBJECT: **BID NO. 2020-099 - ANNUAL CONTRACT FOR PURCHASE OF WAREHOUSE BOXES AND LIDS - COUNTYWIDE - WESTERN BRW PAPER COMPANY - PER UNIT PRICE**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award Bid No. 2020-099, Annual Contract for Purchase of Warehouse Boxes and Lids, Countywide, to Western BRW Paper Company at the per unit 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. Three hundred twenty-two (322) 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. One (1) bid was received.

Award recommendation is to the low bid meeting specifications. The bid received from Western BRW Paper Company meets all specifications and is acceptable.

The term of the contract is twelve (12) months, effective September 1, 2020, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the recommendation of Purchasing that Bid No. 2020-099, Annual Contract for Purchase of Warehouse Boxes and Lids be awarded to Western BRW Paper Company at the per unit price.

**FISCAL IMPACT:**

Expenses from last year are approximately \$22,950.00. Orders are placed on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Susanna H. Lea, CPPB

APPROVED BY: