



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 11/18/2014

SUBJECT: **BID NO. 2015-018 - ANNUAL CONTRACT FOR OFFICE SUPPLIES - COUNTYWIDE - STAPLES ADVANTAGE - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2015-018, Annual Contract for Office Supplies, Countywide, to Staples Advantage 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 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 sixteen (216) 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 October 22, 2014 was attended by four (4) vendors as well as representatives from Purchasing. One (1) bid was received.

The bid received from Staples Advantage meets all specifications.

The term of the contract is twelve (12) months, effective January 1, 2015, with four (4) options for renewal periods of twelve (12) months each.

Therefore, it is the recommendation of Purchasing that Bid No. 2015-018, Annual Contract for Office Supplies, be awarded to Staples Advantage at the per unit price.

FISCAL IMPACT:

Expenses from last year are approximately \$664,340.79. Orders are placed on an as-needed basis. Staples will rebate four and one-half percent (4.50%) 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: Melissa Lee, C.P.M.,A.P.P.

APPROVED BY: