



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF

5

DATE: 09/05/2017

SUBJECT: **BID NO. 2017-159 - ANNUAL CONTRACT FOR PANASONIC DIGITAL BUSINESS SYSTEMS AND SERVICES - INFORMATION TECHNOLOGY - DIGITECH COMMUNICATIONS, LLC - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2017-159, Annual Contract for Panasonic Digital Business Systems and Services, for Information Technology, to Digitech Communications, LLC at the per unit price.

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. Five hundred eighty-three (583) 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.

The bid received from Digitech Communications, LLC meets all specifications and is acceptable to Information Technology.

The term of the contract is twelve (12) months, effective October 1, 2017, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Information Technology and Purchasing that Bid No. 2017-159, Annual Contract for Panasonic Digital Business Systems and Services, be awarded to Digitech Communications, LLC at the per unit price.

FISCAL IMPACT:

Expenses are estimated to be approximately \$20,000.00 annually. Orders are placed on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Gwen Peterson, C.P.M.,A.P.P.

APPROVED BY: