



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 08/09/2016

SUBJECT: **BID NO. 2015-173 - ANNUAL CONTRACT FOR FACSIMILE AND MULTIFUNCTION MACHINE MAINTENANCE, REPAIRS AND SUPPLIES - COUNTYWIDE - VARIOUS VENDORS - EXERCISE FIRST OPTION FOR RENEWAL - SAME FIRM FIXED PRICES**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court approve renewal of Bid No. 2015-173, Annual Contract for Facsimile and Multifunction Machine Maintenance, Repairs and Supplies, to the following vendors for the first optional twelve (12) month period at the same firm fixed prices:

Primary	Office Store Depot, Inc.	Sections A, B, and C
Secondary	USA Data Fax, Inc.	Sections A, B, and C

BACKGROUND:

On September 22, 2015, through Court Order #121078, the Commissioners Court awarded Bid No. 2015-173, Annual Contract for Facsimile and Multifunction Machine Maintenance, Repairs and Supplies, Countywide, to the following vendors:

Primary	Office Store Depot, Inc TIC Express, LLC	Sections A and B Section C
Secondary	USA DataFax, Inc. Office Store Depot, Inc.	Sections A and B Sections C
Alternate	TIC Express, LLC Office Store Depot, Inc.	Sections A and B Section C

On November 3, 2015, through Court Order #121400, the Commissioners Count approved to cancel award made to TIC Express, LLC and removal from Vendor List for two (2) years.

The awards were based upon low bid per item and contained options to renew for two (2) additional twelve (12) month periods at the same prices.

SUBMITTED BY: Purchasing

PREPARED BY: Dallas Arter
APPROVED BY:



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The vendors notified Purchasing in writing that their prices will remain firm through September 30, 2017.

Therefore, it is the recommendation of Purchasing that the Commissioners Court approve renewal of Bid No. 2015-173, Annual Contract for Facsimile and Multifunction Machine Maintenance, Repairs and Supplies, for another twelve (12) month period.

FISCAL IMPACT:

Expenses for last year were approximately \$63,652.14. Services are provided on an as-needed basis.