



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER

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DATE: 08/29/2017

SUBJECT: **BID NO. 2015-181 - ANNUAL CONTRACT FOR CUSTOM FILE FOLDERS - COUNTY CLERK'S OFFICE - AADS OFFICE SOLUTIONS - EXERCISE SECOND AND FINAL OPTIONAL FOR RENEWAL - SAME FIRM FIXED PRICES**

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

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court approve renewal of Bid No. 2015-181, Annual Contract for Custom File Folders, for the second and final optional twelve (12) month period at the same firm fixed prices.

Primary AADS Office Solutions

BACKGROUND:

On September 6, 2016, the Commissioners Court, through Court Order #123413, approved renewal of Bid No. 2015-181, Annual Contract for Custom File Folders, for the County Clerk's Office to the following vendors:

Primary AADS Office Solutions
Secondary Staples Print Solutions
Alternate Comade, Inc.

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.

Staples Print Solutions opted not to renew and Comade, Inc. was sold to another company and did not respond to renewal requests. AADS Office Solutions notified Purchasing in writing that their prices will remain firm through September 30, 2018. The County Clerk's Office notified Purchasing in writing that they are pleased with AADS Office Solutions and want to renew.

Therefore, it is the joint recommendation of the County Clerk's Office and Purchasing that the Commissioners Court approve renewal of Bid No. 2015-181, Annual Contract for Custom File Folders, for another twelve (12) month period.

FISCAL IMPACT:

Expenses for last year were approximately \$25,000.00. Orders are placed on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Rita C. Pauley, CPO

APPROVED BY: