



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER

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DATE: 03/03/2020

SUBJECT: **BID NO. 2020-069 - ANNUAL CONTRACT FOR TONER CARTRIDGES AND MAINTENANCE SUPPLIES FOR INKJET AND LASER PRINTERS - COUNTYWIDE - VARIOUS VENDORS - PER UNIT PRICE AND DISCOUNT OFF LIST PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2020-069, Annual Contract for Toner Cartridges and Maintenance Supplies for Inkjet and Laser Printers, Countywide, to the following vendors at the per unit price and discount off list price:

Primary	Dream Ranch, LLC	44 of 106 Items
	The Tree House, Inc.	43 of 106 Items
	Beepsmart Communications, Inc. d/b/a	13 of 106 Items
	Smart Group Systems	
	W.M. Corp.	5 of 106 Items
	CVR Computer Supplies, Inc.	1 of 106 Items
Secondary	W.M. Corp.	36 of 106 Items
	The Tree House, Inc.	26 of 106 Items
	Beepsmart Communications, Inc. d/b/a	16 of 106 Items
	Smart Group Systems	
	Double M Laser Products, Inc. d/b/a	11 of 106 Items
	Enhanced Laser Products	
	Encon Systems Ltd., Inc.	9 of 106 Items
	CVR Computer Supplies, Inc.	5 of 106 Items
	Dream Ranch, LLC	3 of 106 Items

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. One hundred eighteen (118) 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

SUBMITTED BY: Purchasing

PREPARED BY: Dallas Arter

APPROVED BY:



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January 22, 2020 was attended by two (2) vendors as well as representatives from Purchasing. Eleven (11) bids and two (2) no-bids were received.

Bids were evaluated by Purchasing representatives. Award recommendations are to the low bids meeting specifications.

Tie bids were received for items 16, 67, 83, 85 and Section E item b. The award recommendations were determined in accordance with Commissioners Court Order No. 60616, Procedure for Awarding Tie Bids.

The term of the contract is twelve (12) months, effective April 4, 2020, with one (1) option for a renewal period of twelve (12) months.

Therefore, it is the recommendation of Purchasing that Bid No. 2020-069, Annual Contract for Toner Cartridges and Maintenance Supplies for Inkjet and Laser Printers, be awarded to the vendors listed above at the per unit price and discount off list price.

FISCAL IMPACT:

Expenses for last year were approximately \$390,000.00. Orders are placed on an as-needed basis.