



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF

41

DATE: 07/06/2021

SUBJECT: **BID NO. 2021-108 - SEMI-ANNUAL CONTRACT FOR COPY PAPER, ENVELOPES, AND OTHER RELATED PRODUCTS - COUNTYWIDE - VARIOUS VENDORS - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2021-108, Semi-Annual Contract for Copy Paper, Envelopes, and Other Related Products, Countywide, to the following vendors at the per unit price:

Primary	FasClampitt Paper Store	91 of 153 Items
	Western BRW Paper Company	54 of 153 Items
Secondary	FasClampitt Paper Store	51 of 153 Items
	Western BRW Paper Company	40 of 153 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 sixty-one (161) 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. Four (4) bids and two (2) no-bids were received.

Bids were evaluated by Purchasing representatives. Award recommendations are to the low bids meeting specifications. Archive Supplies, Inc. and Unipro Business Resources were deemed non-responsive for failure to include the required signed Addendum. Western BRW Paper Company did not meet specifications for item 113 because they did not bid the required brand. There are no awards for items 88, 100, 101, 103, 106, 109, 111, and 112.

The term of the contract is six (6) months, effective July 11, 2021, with one (1) option for a renewal period of six (6) months.

SUBMITTED BY: Purchasing

PREPARED BY: Susanna H. Lee, C.P.M., A.P.P.

APPROVED BY:



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 07/06/2021 PAGE 2 OF 40

Therefore, it is the recommendation of Purchasing that Bid No. 2021-108, Semi-Annual Contract for Copy Paper, Envelopes, and Other Related Products, be awarded to the vendors listed above at the per unit price.

FISCAL IMPACT:

Expenses for the last six (6) months were approximately \$156,984.748. Orders are placed on an as-needed basis.