



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

PAGE 1 OF 22

DATE: 09/17/2024

**SUBJECT: BID NO. 2022-218 - ANNUAL CONTRACT FOR COPIER  
MAINTENANCE AND SUPPLIES - COUNTYWIDE - VARIOUS  
VENDORS - EXERCISE SECOND AND FINAL OPTION FOR  
RENEWAL - SAME FIRM FIXED PRICES, HOURLY RATES, AND  
MARKUP FOR PARTS**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve renewal of Bid No. 2022-218, Annual Contract for Copier Maintenance and Supplies, for the second and final optional twelve (12) month period at the same firm fixed prices, hourly rate, and markup for parts.

**BACKGROUND**

On October 11, 2022, the Commissioners Court, through Court Order #139396, awarded Bid No. 2022-218, Annual Contract for Copier Maintenance and Supplies, Countywide, to the following vendors:

Primary	Dynamic Advantage, Inc.	2 of 4 Sections
	Electronic Risks Consultants, Inc.	1 of 4 Sections
	Kyocera Document Solutions Southwest LLC	1 of 4 Sections
Secondary	Electronic Risks Consultants, Inc.	2 of 4 Sections
	Dynamic Advantage, Inc.	1 of 4 Sections
Alternate	Dynamic Advantage, Inc.	1 of 4 Sections

The awards were based upon low bid meeting specifications and contained options to renew for two (2) additional twelve (12) month periods.

On August 15, 2023, the Commissioners Court, through Court Order #141504, approved the first renewal option.

Tarrant County departments can choose to purchase annual maintenance contracts for copiers purchased. If the department does not purchase an annual maintenance contract, this bid will also provide an hourly labor rate and markup percentage for parts needed for copier repair. There is also an established fee to move the copier from one (1) County location to another.

SUBMITTED BY: Purchasing

PREPARED BY: Amos Jones  
APPROVED BY: Chris Lax, CPSM, CPSD, CPCP



## COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: \_\_\_\_\_ DATE: 09/17/2024 PAGE 2 OF 22

The vendors notified Purchasing in writing that their prices will remain firm through October 10, 2025.

Therefore, it is the recommendation Purchasing that the Commissioners Court approve renewal of Bid No. 2022-218, Annual Contract for Copier Maintenance and Supplies, for another twelve (12) month period.

### **FISCAL IMPACT**

Expenses for last year were approximately \$422,316.11. The County's future costs will be determined by the services provided on an as-needed basis. The departments have included funding in the FY 2025 budget requests.



## TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: Bid No. 2022-218 - Annual Contract for Copier Maintenance and Supplies - Countywide - Various Vendors - Exercise Second and Final Option for Renewal - Same Firm Fixed Prices, Hourly Rates, and Markup for Parts

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

\*\*\*\*\*

### I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

\*\*\*\*\*

**Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.**

### II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes \_\_\_\_\_ No ✓

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes \_\_\_\_\_ No ✓

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.

\*\*\*\*\*



**TARRANT COUNTY PURCHASING DEPARTMENT**

**100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)**

Melissa Lee, C.P.M., A.P.P.  
Purchasing Agent

Chris Lax, CPSM, CPCP  
Assistant Purchasing Agent

June 1, 2024

Jesse Olson  
Electronic Risks Consultants, Inc.  
1208 US Highway 22 East, Suite 4  
Phillipsburg, NJ 08865

Re: RFB No. 2022-218 – Annual Contract for Copier Maintenance and Supplies

Dear Mr. Olson:

Referenced bid was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The original contract was for the period of October 11, 2022, through October 10, 2023. The effective dates for the second renewal option will run from October 11, 2024, through October 10, 2025.

Tarrant County Purchasing Department hereby extends an invitation to Electronic Risks Consultants, Inc. to accept the first option for an additional one (1) year period as the primary vendor for this bid as awarded on October 11, 2022. Electronic Risks Consultants, Inc. acknowledges formal renewal of the option, and any contract is contingent upon review and approval by the Tarrant County Commissioner's Court at a later date. Please mark the appropriate response below and provide your signature above your printed name. All prices must remain firm for the optional renewal period through October 10, 2025.

☒ Yes, Electronic Risks Consultants, Inc. will accept the offer to extend the same firm fixed prices, hourly rates, and markup for parts through October 10, 2025. **Please include a current 1295 Form with your response.**

☐ No, Electronic Risks Consultants, Inc. will accept the offer to extend the same firm fixed prices, hourly rates, and markup for parts through October 10, 2025.

Are any other governmental entities currently utilizing this contract? ☐ Yes ☒ No

If yes, please return a listing of the participating entities with this letter.

Please email your signed response.

Sincerely,

A handwritten signature in black ink, appearing to read "Amos Jones".

Amos Jones, Senior Buyer  
Tarrant County  
817-212-6829

A handwritten signature in black ink, appearing to read "Jesse Olson".

Jesse Olson  
Electronic Risks Consultants, Inc.

August 19, 2024  
Date

RFB 2022-218 Annual Contract for Copier Maintenance and Supplies

				Dynamic Advantage, Inc Mineola, NY HUB - No CO-OP - Yes	
Item	Description	Minimum Copies per Machine Annually	Est Actual Qty	Unit Price	Ext Price
SECTION 1: HEWLETT PACKARD					
1	E77830DN, Black & White Copies	2,160	2,160	\$ 0.0500	\$ 108.00
2	E77830DN, Color Copies	1,440	1,440	\$ 0.1000	\$ 144.00
3	E783DN, Black & White Copies	2,160	2,160	\$ 0.0500	\$ 108.00
4	E783DN, Color Copies	1,440	1,440	\$ 0.1000	\$ 144.00
Section 1 Total				\$	504.00
Equipment Repair Labor Cost, Per Hour, For Equipment Without a Maintenance Agreement				\$	250.00
Fee to Move Equipment Between Tarrant County Locations				\$	1,500.00
Percent Mark Up on Repair Parts For Equipment without a Maintenance Agreement				25%	
SECTION 2: KONICA					
1	BIZHUB 181, Black & White Copies	3,600	3,600	\$ 0.0500	\$ 180.00
2	BIZHUB 222, Black & White Copies	7,200	7,200	\$ 0.0500	\$ 360.00
3	BIZHUB 223, Black & White Copies	22,800	114,000	\$ 0.0500	\$ 5,700.00
4	BIZHUB 250, Black & White Copies	14,400	28,800	\$ 0.0500	\$ 1,440.00
5	BIZHUB 284E, Black & White Copies	14,400	14,400	\$ 0.0500	\$ 720.00
6	BIZHUB 363, Black & White Copies	18,000	270,000	\$ 0.0500	\$ 13,500.00
7	BIZHUB 420, Black & White Copies	18,000	72,000	\$ 0.0500	\$ 3,600.00
8	BIZHUB 421, Black & White Copies	10,800	32,400	\$ 0.0500	\$ 1,620.00
9	BIZHUB 421, Color Copies	7,200	21,600	\$ 0.1000	\$ 2,160.00
10	BIZHUB 501, Black & White Copies	21,000	126,000	\$ 0.0500	\$ 6,300.00
11	BIZHUB 552, Black & White Copies	18,000	144,000	\$ 0.0500	\$ 7,200.00

# RFB 2022-218 Annual Contract for Copier Maintenance and Supplies

				Kyocera Document Solutions Southwest LLC Irving, TX HUB - No Co-Op - Yes	
Item	Description	Minimum Copies per Machine Annually	Est Actual Qty	Unit Price	Ext Price
SECTION 1: HEWLETT PACKARD					
1	E77830DN, Black & White Copies	2,160	2,160	No Bid	No Bid
2	E77830DN, Color Copies	1,440	1,440	No Bid	No Bid
3	E783DN, Black & White Copies	2,160	2,160	No Bid	No Bid
4	E783DN, Color Copies	1,440	1,440	No Bid	No Bid
Section 1 Total				No Bid	
Equipment Repair Labor Cost, Per Hour, For Equipment Without a Maintenance Agreement					
Fee to Move Equipment Between Tarrant County Locations				No Bid	
Percent Mark Up on Repair Parts For Equipment without a Maintenance Agreement				No Bid	
SECTION 2: KONICA					
1	BIZHUB 181, Black & White Copies	3,600	3,600	No Bid	No Bid
2	BIZHUB 222, Black & White Copies	7,200	7,200	No Bid	No Bid
3	BIZHUB 223, Black & White Copies	22,800	114,000	No Bid	No Bid
4	BIZHUB 250, Black & White Copies	14,400	28,800	No Bid	No Bid
5	BIZHUB 284E, Black & White Copies	14,400	14,400	No Bid	No Bid
6	BIZHUB 363, Black & White Copies	18,000	270,000	No Bid	No Bid
7	BIZHUB 420, Black & White Copies	18,000	72,000	No Bid	No Bid
8	BIZHUB 421, Black & White Copies	10,800	32,400	No Bid	No Bid
9	BIZHUB 421, Color Copies	7,200	21,600	No Bid	No Bid
10	BIZHUB 501, Black & White Copies	21,000	126,000	No Bid	No Bid
11	BIZHUB 552, Black & White Copies	18,000	144,000	No Bid	No Bid

RFB 2022-218 Annual Contract for Copier Maintenance and Supplies

					Electronic Risks Consultants, Inc. Phillipsburg, NJ HUB - No CO-OP - Yes		
Item	Description	Minimum Copies per Machine Annually	Est Actual Qty	Unit Price	Ext Price		
12	BIZHUB 558, Black & White Copies	18,000	18,000	\$ 0.0400	\$ 720.00		
13	BIZHUB 558, Color Copies	12,000	12,000	\$ 0.1600	\$ 1,920.00		
14	BIZHUB 754, Black & White Copies	36,000	180,000	\$ 0.0750	\$ 13,500.00		
15	BIZHUB C360, Black & White Copies	7,200	21,600	\$ 0.0600	\$ 1,296.00		
16	BIZHUB C360, Color Copies	4,800	14,400	\$ 0.2400	\$ 3,456.00		
17	BIZHUB C450i, Black & White Copies	4,800	4,800	\$ 0.3000	\$ 1,440.00		
18	BIZHUB C458, Black & White Copies	10,800	75,600	\$ 0.0750	\$ 5,670.00		
19	BIZHUB C458, Color Copies	7,200	50,400	\$ 0.3000	\$ 15,120.00		
20	BIZHUB C550i, Black & White Copies	3,600	7,200	\$ 0.2400	\$ 1,728.00		
21	BIZHUB C550i, Color Copies	2,400	4,800	\$ 0.9600	\$ 4,608.00		
22	BIZHUB C552, Black & White Copies	14,400	14,400	\$ 0.0600	\$ 864.00		
23	BIZHUB C552, Color Copies	9,600	9,600	\$ 0.2400	\$ 2,304.00		
24	BIZHUB C554, Black & White Copies	14,400	14,400	\$ 0.0600	\$ 864.00		
25	BIZHUB C554, Color Copies	9,600	9,600	\$ 0.2400	\$ 2,304.00		
26	BIZHUB C554e, Black & White Copies	14,400	14,400	\$ 0.0600	\$ 864.00		
27	BIZHUB C554e, Color Copies	9,600	9,600	\$ 0.2400	\$ 2,304.00		
28	BIZHUB C558, Black & White Copies	14,400	360,000	\$ 0.0700	\$ 25,200.00		
29	BIZHUB C558, Color Copies	9,600	240,000	\$ 0.2800	\$ 67,200.00		
30	Di3510, Black & White Copies	18,000	18,000	\$ 0.0340	\$ 612.00		
31	Di470, Black & White Copies	19,200	19,200	\$ 0.0450	\$ 864.00		
32	EP 4000, Black & White Copies	18,000	18,000	\$ 0.1200	\$ 2,160.00		
Section 2 Total					\$	196,921.20	

RFB 2022-218 Annual Contract for Copier Maintenance and Supplies

				Dynamic Advantage, Inc Mineola, NY HUB - No CO-OP - Yes	
Item	Description	Minimum Copies per Machine Annually	Est Actual Qty	Unit Price	Ext Price
Equipment Repair Labor Cost, Per Hour, For Equipment Without a Maintenance Agreement				\$	250.00
Fee to Move Equipment Between Tarrant County Locations				\$	1,500.00
Percent Mark Up on Repair Parts For Equipment without a Maintenance Agreement				25%	
SECTION 3: KYOCERA					
1	KM-5035, Black & White Copies	18,000	18,000	\$ 0.0500	\$ 900.00
2	TA5052ci, Black & White Copies	16,200	16,200	\$ 0.0500	\$ 810.00
3	TA5052ci, Color Copies	10,800	10,800	\$ 0.1000	\$ 1,080.00
4	TA5501i, Black & White	27,000	27,000	\$ 0.0500	\$ 1,350.00
5	TASKalfa 2552ci, Black & White Copies	7,200	7,200	\$ 0.0500	\$ 360.00
6	TASKalfa 2552ci, Color Copies	4,800	4,800	\$ 0.1000	\$ 480.00
7	TASKalfa 3010i, Black & White Copies	15,000	60,000	\$ 0.0500	\$ 3,000.00
8	TASKalfa 3011i, Black & White Copies	15,000	75,000	\$ 0.0500	\$ 3,750.00
9	TASKalfa 3051ci, Black & White Copies	10,800	129,600	\$ 0.0500	\$ 6,480.00
10	TASKalfa 3051ci, Color Copies	7,200	86,400	\$ 0.1000	\$ 8,640.00
11	TASKalfa 3212i, Black & White Copies	18,000	738,000	\$ 0.0500	\$ 36,900.00
12	TASKalfa 3252ci, Black & White Copies	9,000	36,000	\$ 0.0500	\$ 1,800.00
13	TASKalfa 3252ci, Color Copies	6,000	24,000	\$ 0.1000	\$ 2,400.00
14	TASKalfa 3501i, Black & White Copies	21,000	462,000	\$ 0.0500	\$ 23,100.00
15	TASKalfa 3511i, Black & White Copies	18,000	18,000	\$ 0.0500	\$ 900.00
16	Taskalfa 3551ci, Black & White Copies	21,000	21,000	\$ 0.0500	\$ 1,050.00
17	TASKalfa 4002i, Black & White Copies	21,000	420,000	\$ 0.0500	\$ 21,000.00



# RFB 2022-218 Annual Contract for Copier Maintenance and Supplies

				Kyocera Document Solutions Southwest LLC Irving, TX HUB - No Co-Op - Yes	
Item	Description	Minimum Copies per Machine Annually	Est Actual Qty	Unit Price	Ext Price
Equipment Repair Labor Cost, Per Hour, For Equipment Without a Maintenance Agreement				No Bid	
Fee to Move Equipment Between Tarrant County Locations				No Bid	
Percent Mark Up on Repair Parts For Equipment without a Maintenance Agreement				No Bid	
SECTION 3: KYOCERA				Primary Award	
1	KM-5035, Black & White Copies	18,000	18,000	\$ 0.0098	\$ 176.40
2	TA5052ci, Black & White Copies	16,200	16,200	\$ 0.0098	\$ 158.76
3	TA5052ci, Color Copies	10,800	10,800	\$ 0.0650	\$ 702.00
4	TA5501i, Black & White	27,000	27,000	\$ 0.0098	\$ 264.60
5	TASKalfa 2552ci, Black & White Copies	7,200	7,200	\$ 0.0098	\$ 70.56
6	TASKalfa 2552ci, Color Copies	4,800	4,800	\$ 0.0650	\$ 312.00
7	TASKalfa 3010i, Black & White Copies	15,000	60,000	\$ 0.0098	\$ 588.00
8	TASKalfa 3011i, Black & White Copies	15,000	75,000	\$ 0.0098	\$ 735.00
9	TASKalfa 3051ci, Black & White Copies	10,800	129,600	\$ 0.0098	\$ 1,270.08
10	TASKalfa 3051ci, Color Copies	7,200	86,400	\$ 0.0650	\$ 5,616.00
11	TASKalfa 3212i, Black & White Copies	18,000	738,000	\$ 0.0098	\$ 7,232.40
12	TASKalfa 3252ci, Black & White Copies	9,000	36,000	\$ 0.0098	\$ 352.80
13	TASKalfa 3252ci, Color Copies	6,000	24,000	\$ 0.0650	\$ 1,560.00
14	TASKalfa 3501i, Black & White Copies	21,000	462,000	\$ 0.0098	\$ 4,527.60
15	TASKalfa 3511i, Black & White Copies	18,000	18,000	\$ 0.0098	\$ 176.40
16	Taskalfa 3551ci, Black & White Copies	21,000	21,000	\$ 0.0098	\$ 205.80
17	TASKalfa 4002i, Black & White Copies	21,000	420,000	\$ 0.0098	\$ 4,116.00

RFB 2022-218 Annual Contract for Copier Maintenance and Supplies

					Electronic Risks Consultants, Inc. Phillipsburg, NJ HUB - No CO-OP - Yes		
Item	Description	Minimum Copies per Machine Annually	Est Actual Qty	Unit Price	Ext Price		
18	TASKalfa 4003i, Black & White Copies	21,000	21,000	\$ 0.0400	\$ 840.00		
19	TASKalfa 4012i, Black & White Copies	19,800	19,800	\$ 0.0350	\$ 693.00		
20	TASKalfa 4052ci, Black & White Copies	14,400	115,200	\$ 0.0300	\$ 3,456.00		
21	TASKalfa 4052ci, Color Copies	9,600	76,800	\$ 0.1200	\$ 9,216.00		
22	TASKalfa 4500i, Black & White Copies	24,000	48,000	\$ 0.0300	\$ 1,440.00		
23	TASKalfa 4501i, Black & White Copies	24,000	624,000	\$ 0.0300	\$ 18,720.00		
24	TASKalfa 4551ci, Black & White Copies	16,200	275,400	\$ 0.0300	\$ 8,262.00		
25	TASKalfa 4551ci, Color Copies	10,800	183,600	\$ 0.1200	\$ 22,032.00		
26	TASKalfa 5002i, Black & White Copies	27,000	675,000	\$ 0.0260	\$ 17,550.00		
27	TASKalfa 5003i, Black & White Copies	27,000	297,000	\$ 0.0300	\$ 8,910.00		
28	TASKalfa 5052ci, Black & White Copies	16,200	307,800	\$ 0.0300	\$ 9,234.00		
29	TASKalfa 5052ci, Color Copies	18,800	205,200	\$ 0.1200	\$ 24,624.00		
30	TASKalfa 5053ci, Black & White Copies	16,200	16,200	\$ 0.0400	\$ 648.00		
31	TASKalfa 5053ci, Color Copies	18,800	10,800	\$ 0.1600	\$ 1,728.00		
32	TASKalfa 5500i, Black & White Copies	27,000	135,000	\$ 0.0340	\$ 4,590.00		
33	TASKalfa 5501i, Black & White Copies	27,000	351,000	\$ 0.0340	\$ 11,934.00		
34	TASKalfa 5551ci, Black & White Copies	16,200	64,800	\$ 0.0400	\$ 2,592.00		
35	TASKalfa 5551ci, Color Copies	18,800	43,200	\$ 0.1600	\$ 6,912.00		
36	TASKalfa 6003i, Black & White Copies	30,000	390,000	\$ 0.0340	\$ 13,260.00		
37	TASKalfa 6500i, Black & White Copies	42,000	84,000	\$ 0.0400	\$ 3,360.00		
38	TASKalfa 6501i, Black & White Copies	42,000	378,000	\$ 0.0400	\$ 15,120.00		
39	TASKalfa 8001i, Black & White Copies	54,000	54,000	\$ 0.0400	\$ 2,160.00		

RFB 2022-218 Annual Contract for Copier Maintenance and Supplies

			Dynamic Advantage, Inc Mineola, NY HUB - No CO-OP - Yes	
Item	Description	Minimum Copies per Machine Annually	Est Actual Qty	Ext Price
Section 3 Total			\$	358,770.00
Equipment Repair Labor Cost, Per Hour, For Equipment Without a Maintenance Agreement			\$	250.00
Fee to Move Equipment Between Tarrant County Locations			\$	1,500.00
Percent Mark Up on Repair Parts For Equipment without a Maintenance Agreement			25%	
SECTION 4: TOSHIBA			Secondary Award	
1	E-Studio 2018A, Black & White Copies	9,600	28,800	\$ 0.0500 \$ 1,440.00
2	E-Studio 2018A, Coin-Op, Black & White Copies	9,600	19,200	\$ 0.0500 \$ 960.00
3	E-Studio 4518A, Black & White Copies	18,000	90,000	\$ 0.0500 \$ 4,500.00
4	E-Studio 456, Black & White Copies	18,000	18,000	\$ 0.0500 \$ 900.00
5	E-Studio 7508A, Black & White Copies	79,200	79,200	\$ 0.0500 \$ 3,960.00
6	E-Studio 7518A, Black & White Copies	79,200	158,400	\$ 0.0500 \$ 7,920.00
7	E-Studio 757, Black & White Copies	64,800	64,800	\$ 0.0500 \$ 3,240.00
8	E-Studio 857, Black & White Copies	72,000	72,000	\$ 0.0500 \$ 3,600.00
Section 4 Total			\$	26,520.00
Equipment Repair Labor Cost, Per Hour, For Equipment Without a Maintenance Agreement			\$	250.00
Fee to Move Equipment Between Tarrant County Locations			\$	1,500.00
Percent Mark Up on Repair Parts For Equipment without a Maintenance Agreement			25%	

RFB 2022-218 Annual Contract for Copier Maintenance and Supplies

				Kyocera Document Solutions Southwest LLC Irving, TX HUB - No Co-Op - Yes	
Item	Description	Minimum Copies per Machine Annually	Est Actual Qty	Unit Price	Ext Price
Section 3 Total				\$	99,629.16
Equipment Repair Labor Cost, Per Hour, For Equipment Without a Maintenance Agreement				\$	95.00
Fee to Move Equipment Between Tarrant County Locations				\$	175.00
Percent Mark Up on Repair Parts For Equipment without a Maintenance Agreement				25%	
SECTION 4: TOSHIBA					
1	E-Studio 2018A, Black & White Copies	9,600	28,800	No Bid	No Bid
2	E-Studio 2018A, Coin-Op, Black & White Copies	9,600	19,200	No Bid	No Bid
3	E-Studio 4518A, Black & White Copies	18,000	90,000	No Bid	No Bid
4	E-Studio 456, Black & White Copies	18,000	18,000	No Bid	No Bid
5	E-Studio 7508A, Black & White Copies	79,200	79,200	No Bid	No Bid
6	E-Studio 7518A, Black & White Copies	79,200	158,400	No Bid	No Bid
7	E-Studio 757, Black & White Copies	64,800	64,800	No Bid	No Bid
8	E-Studio 857, Black & White Copies	72,000	72,000	No Bid	No Bid
Section 4 Total				No Bid	
Equipment Repair Labor Cost, Per Hour, For Equipment Without a Maintenance Agreement				No Bid	
Fee to Move Equipment Between Tarrant County Locations				No Bid	
Percent Mark Up on Repair Parts For Equipment without a Maintenance Agreement				No Bid	