



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 06/18/2024

SUBJECT: BID NO. F2024019 - SEMI-ANNUAL CONTRACT FOR COPY PAPER, ENVELOPES, AND OTHER RELATED PRODUCTS - COUNTYWIDE - VARIOUS VENDORS - EXERCISE FIRST AND FINAL 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. F2024019, Semi-Annual Contract for Copy Paper, Envelopes, and Other Related Products, for the first and final optional six (6) month period to the following vendors at the same firm fixed prices:

| | | |
|-----------|---------------------------------|----------------|
| Primary | Western BRW Paper Co. | 26 of 27 Items |
| Secondary | Limitless Empress LLC | 8 of 27 Items |
| | Infinity Supply & Service, Inc. | 2 of 27 Items |

BACKGROUND

On January 9, 2024, the Commissioners Court, through Court Order #142413, awarded Bid No. F2024019, Semi-Annual Contract for Copy Paper, Envelopes, and Other Related Products, Countywide, to the following vendors at the per unit price:

| | | |
|-----------|---------------------------------|----------------|
| Primary | Western BRW Paper Co. | 14 of 27 Items |
| | Lindenmeyr Munroe | 7 of 27 Items |
| | FasClamplitt Paper Store | 6 of 27 Items |
| Secondary | FasClamplitt Paper Store | 10 of 27 Items |
| | Western BRW Paper Co. | 9 of 27 Items |
| | Lindenmeyr Munroe | 7 of 27 Items |
| | Empire Paper Company | 1 of 27 Items |
| Alternate | FasClamplitt Paper Store | 11 of 27 Items |
| | Empire Paper Company | 3 of 27 Items |
| | Limitless Empress LLC | 3 of 27 Items |
| | Lindenmeyr Munroe | 3 of 27 Items |
| | Western BRW Paper Co. | 3 of 27 Items |
| | Infinity Supply & Service, Inc. | 2 of 27 Items |

SUBMITTED BY: Purchasing

PREPARED BY: Stefani Felipe
APPROVED BY: Chris Lax, CPSM, CPSD, CPCP



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The awards were based upon low bid meeting specifications and contained an option to renew for one (1) additional six (6) month period.

This contract is for the purchase of copy paper, envelopes, and other related products to be used by various County departments.

FasClampitt Paper Company, Empire Paper Company, and Lindenmeyr Munroe elected not to renew. There is no award for item 11 as the primary and secondary vendors declined to renew and there was no alternate vendor awarded. The remaining vendors notified Purchasing in writing that their prices will remain firm through February 1, 2025.

Therefore, it is the recommendation of Purchasing that the Commissioners Court approve renewal of Bid No. F2024019, Semi-Annual Contract for Copy Paper, Envelopes, and other Related Products, for another six (6) month period.

FISCAL IMPACT

Expenses for the last six (6) months were approximately \$90,185.00 The County's future cost will be determined by the orders paced on an as-needed basis. Funding is available in account 10000-2024 General Fund/Various Cost Centers/521011 Supplies.