



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.