



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 03/22/2022

**SUBJECT: BID NO. 2022-079 - ANNUAL CONTRACT FOR TONER
CARTRIDGES AND MAINTENANCE SUPPLIES FOR INKJET AND
LASER PRINTERS - COUNTYWIDE - VARIOUS VENDORS - PER
UNIT PRICE AND DISCOUNT FROM LIST PRICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award Bid No. 2022-079, 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 from list price:

Primary	Dream Ranch, LLC	17 of 37 Items
	The Tree House, Inc.	13 of 37 Items
	Beepsmart Communications, Inc.	4 of 37 Items
	d/b/a Smart Group Systems	
	Coast to Coast Computer Products, Inc.	3 of 37 Items
Secondary	Dream Ranch, LLC	15 of 37 Items
	Beepsmart Communications, Inc.	8 of 37 Items
	d/b/a Smart Group Systems	
	The Tree House, Inc.	7 of 37 Items
	Rasix Computer Center, Inc.	4 of 37 Items
	d/b/a Academic Supplier	
	Enhanced Laser Products	2 of 37 Items
	Encon Systems	1 of 37 Items
Alternate	Beepsmart Communications, Inc.	15 of 37 Items
	d/b/a Smart Group Systems	
	The Tree House, Inc.	9 of 37 Items
	Dream Ranch, LLC	5 of 37 Items
	Enhanced Laser Products	3 of 37 Items
	Encon Systems	2 of 37 Items
	Rasix Computer Center, Inc.	2 of 37 Items
	d/b/a Academic Supplier	
Coast to Coast Computer Products, Inc.	1 of 37 Items	

SUBMITTED BY: Purchasing

PREPARED BY: Niki Jones
APPROVED BY: Chris Lax, CPSM, CPCP



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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. Forty-eight (48) 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 February 9, 2022 was attended by seven (7) vendors as well as representatives from Purchasing. Eleven (11) bids and one (1) no-bid were received.

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

Tie bids were received for Section A, Item 21, and Section B, Item 1. 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, 2022, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the recommendation of Purchasing that Bid No. 2022-079, 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 from list price.

FISCAL IMPACT

Expenses for last year were approximately \$386,861.46. Orders are placed on an as-needed basis.