



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 04/12/2022

**SUBJECT: BID NO. 2022-077 - ANNUAL CONTRACT FOR PURCHASE OF
DIGITAL COPIERS - COUNTYWIDE - VARIOUS VENDORS - PER
UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award Bid No. 2022-077, Annual Contract for Purchase of Digital Copiers, Countywide, to the following vendors at the per unit price:

Primary	Toshiba Business Solutions a Division of Toshiba America Business Solutions, Inc.	8 of 11 Items
	Xerox Business Solutions Southwest	2 of 11 Items
	Sharp Business Systems	1 of 11 Items
Secondary	Southwest Office Systems, Inc.	3 of 11 Items
	Toshiba Business Solutions a Division of Toshiba America Business Solutions, Inc.	3 of 11 Items
	Xerox Business Solutions Southwest	3 of 11 Items
	ImageNet Consulting LLC	2 of 11 Items
Alternate	ImageNet Consulting LLC	7 of 11 Items
	Xerox Business Solutions Southwest	3 of 11 Items
	Xerox Corporation	1 of 11 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. Ninety-two (92) 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 17, 2022 was attended by eighteen (18) vendors as well as representatives from Purchasing. Six (6) bids and two (2) no-bids were received.

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

SUBMITTED BY: Purchasing

PREPARED BY: Susanna H. Lea, CPPB
APPROVED BY: Chris Lax, CPSM, CPCP



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The term of the contract is twelve (12) months, effective April 19, 2022, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the recommendation of Purchasing that Bid No. 2022-077, Annual Contract for Purchase of Digital Copiers, be awarded to the vendors listed above at the per unit price.

FISCAL IMPACT

Expenses for last year were approximately \$96,380.00. Orders are placed on an as-needed basis.