



# COMMISSIONERS COURT COMMUNICATION

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

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DATE: 12/06/2022

**SUBJECT: BID NO. 2023-022 - ANNUAL CONTRACT FOR OFFICE SUPPLIES  
AND OTHER MISCELLANEOUS PRODUCTS - 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. 2023-022, Annual Contract for Office Supplies and Other Miscellaneous Products, Countywide, to the following vendors at the per unit price and discount from list price:

Primary	Staples Contract & Commercial LLC
Secondary	Preferred Office Products

## **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. One hundred forty (140) 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 November 2, 2022 was attended by nine (9) vendors as well as representatives from Purchasing. Two (2) bids and two (2) no-bids were received.

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

Items 46, 63, 70, 82, and 158 were not evaluated as they were not available from all responsive bidders.

The term of the contract is twelve (12) months, effective January 1, 2023, with four (4) options for renewal periods of twelve (12) months each.

Therefore, it is the recommendation of Purchasing that Bid No. 2023-022, Annual Contract for Office Supplies and Other Miscellaneous Products, be awarded to the vendors listed above at the per unit price and discount from list price.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	James Bocks, CPPB Chris Lax, CPSM, CPSD, CPCP
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### **FISCAL IMPACT**

Expenses for last year were approximately \$619,897.33. Orders are placed on an as needed basis. Staples Contract & Commercial LLC will rebate three percent (3%) of Tarrant County's net purchases as well as three percent (3%) of Tarrant County Purchasing Cooperative members net purchases. This rebate is due no later than forty-five (45) days after the close of a calendar year. This rebate constitutes revenue for Tarrant County.