



COMMISSIONERS COURT  
COMMUNICATION

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

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DATE: 01/10/2023

**SUBJECT: BID NO. 2023-039 - ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES - 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. 2023-039, Annual Contract for Copier and Fax Supplies, Countywide, to the following vendors at the per unit price and discount from list price:

Primary	Encon Systems	6 of 10 Sections
	GCS Imaging Inc.	2 of 10 Sections
	SourceNow, LLC, d/b/a Beyond Technology	1 of 10 Sections
	The Tree House, Inc.	1 of 10 Sections
Secondary	Encon Encon Systems	2 of 10 Sections
	GCS Imaging Inc.	2 of 10 Sections
	SourceNow, LLC, d/b/a Beyond Technology	2 of 10 Sections
	Quill LLC	1 of 10 Sections
	The Tree House, Inc.	1 of 10 Sections
Alternate	Encon Systems	2 of 10 Sections
	GCS Imaging Inc.	2 of 10 Sections
	SourceNow, LLC, d/b/a Beyond Technology	2 of 10 Sections

**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. Three hundred thirty-six (336) 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. Seven (7) bids and one (1) no-bid were received.

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

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	James Bocks, CPPB Chris Lax, CPSM, CPSD, CPCP
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SourceNow, LLC, d/b/a Beyond Technology did not meet specifications for Section 6 and The Treehouse, Inc. did not meet specifications for Sections 2, 4, 6, 8, and 9 because both vendors failed to provide pricing for all items within these sections as required.

There are no secondary or alternate awards for Sections 4 and 5 because only one (1) bid was received for these sections. There are no alternate awards for Sections 3 and 9 because only two (2) bids were received for these sections.

The term of the contract is twelve (12) months, effective January 19, 2023 with one (1) option for a renewal period of twelve (12) months.

Therefore, it is the recommendation of Purchasing that Bid No. 2023-039, Annual Contract for Copier and Fax Supplies, 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 \$10,532.74. Orders are placed on an as-needed basis.