



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 01/17/2023

SUBJECT: **BID NO. 2023-052 - SEMI-ANNUAL CONTRACT FOR COPY PAPER, ENVELOPES, AND OTHER RELATED PRODUCTS - COUNTYWIDE - VARIOUS VENDORS - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award Bid No. 2023-052, Semi-Annual Contract for Copy Paper, Envelopes, and Other Related Products, Countywide, to the following vendors at the per unit price:

Primary	FasClampitt Paper Store	12 of 23 Items
	Western BRW Paper Company	10 of 23 Items
Secondary	FasClampitt Paper Store	10 of 23 Items
	Western BRW Paper Company	9 of 23 Items
Alternate	Lighthouse for the Blind	2 of 23 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. One hundred seventy-three (173) 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. Six (6) bids and one (1) no-bid were received.

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

Wedge Supply, LLC submitted a no-bid. Amazon Business was deemed non-responsive due to failure to sign the bid as required. Lindenmeyr Munroe did not meet specifications for Items 1-23 because vendor was unable to meet inside delivery requirements and added special terms and conditions to the bid specifications. There is no award for Item 20 because the only bid received for this item did not meet specifications. There are no secondary awards for Items 11, 15, and 22 because only two (2) bids were received for these items and one (1) bid did not meet specifications. There are no alternate awards for Items 2, 4-10, 12-14, 16-19, 21, and 23 because only two (2) bids were received for these items and one (1) bid did not meet specifications and the other vendors bid prices were too high to be considered.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Niki Jones Chris Lax, CPSM, CPSD, CPCP
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The term of the contract is six (6) months, effective February 2, 2023, with one (1) option for a renewal period of six (6) months.

Therefore, it is the recommendation of Purchasing that Bid No. 2023-052, Semi-Annual Contract for Copy Paper, Envelopes, and Other Related Products, be awarded to the vendors listed above at the per unit price.

FISCAL IMPACT

Expenses for the last six months were approximately \$109,441.74. Orders are placed on an as-needed basis. Funding is available in various accounts and cost centers.