



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 04/18/2023

**SUBJECT: BID NO. 2022-077 - ANNUAL CONTRACT FOR PURCHASE OF
DIGITAL COPIERS - COUNTYWIDE - VARIOUS VENDORS -
EXERCISE FIRST OPTION FOR RENEWAL - SAME FIRM FIXED
PRICES**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners approve renewal of Bid No. 2022-077, Annual Contract for Purchase of Digital Copiers, for the first optional twelve (12) month period at the same firm fixed prices to the following vendors:

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 Solutions	1 of 11 Items
Secondary	Xerox Business Solutions Southwest	5 of 11 Items
	Toshiba Business Solutions, A Division of Toshiba America Business Solutions, Inc.	3 of 11 Items
Alternate	Toshiba Business Solutions, A Division of Toshiba America Business Solutions, Inc.	1 of 11 Items

BACKGROUND

On April 12, 2022, the Commissioners Court, through Court Order #137920, awarded Bid No. 2022-077, Annual Contract for Purchase of Digital Copiers, Countywide, to the following vendors:

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	Xerox Business Solutions Southwest	3 of 11 Items
	Southwest Office Systems, Inc.	3 of 11 Items

SUBMITTED BY: Purchasing

PREPARED BY: Sheena Hargrove
APPROVED BY: Chris Lax, CPSM, CPSD, CPCP



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	Toshiba Business Solutions, A Division of Toshiba America Business Solutions, Inc.	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

The award was based upon low bid meeting specifications and contained options to renew for two (2) additional twelve (12) month periods.

Southwest Office Systems, Inc. elected not to renew. ImageNet Consulting LLC and Xerox Corporation did not respond to the request for renewal. The remaining vendors notified Purchasing in writing that their prices will remain firm through April 18, 2024.

Therefore, it is the recommendation of Purchasing that the Commissioners Court approve renewal of Bid No. 2022-077, Annual Contract for Purchase of Digital Copiers, for another twelve (12) month period.

FISCAL IMPACT

Expenses for last year were approximately \$82,686.42. Orders are placed on an as-needed basis.