



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 101

DATE: 07/18/2023

SUBJECT: BID NO. 2021-144 - ANNUAL CONTRACT FOR FACSIMILE AND MULTIFUNCTION MACHINE MAINTENANCE, REPAIRS, AND SUPPLIES - COUNTYWIDE - VARIOUS VENDORS - EXERCISE SECOND AND FINAL OPTION FOR RENEWAL - SAME FIRM FIXED PRICES

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of Bid No. 2021-144, Annual Contract for Facsimile and Multifunction Machine Maintenance, Repairs, and Supplies, for the second and final optional twelve (12) month period at the same firm fixed prices.

BACKGROUND

On September 28, 2022, the Commissioners Court, through Court Order #136507, awarded Bid No. 2021-144, Annual Contract for Facsimile and Multifunction Machine Maintenance, Repairs, and Supplies, Countywide, to the following vendors:

Primary	Office Store Depot, Inc.
Secondary	PopSmart Technologies, LLC

The awards were based upon low bids meeting specifications and contained options to renew for two (2) additional twelve (12) month periods.

On August 30, 2022, the Commissioners Court, through Court Order #138993, approved renewal of Bid No. 2021-144, Annual Contract for Facsimile and Multifunction Machine Maintenance, Repairs, and Supplies, Countywide, with the vendors listed above.

The vendors notified Purchasing in writing that their prices will remain firm through September 30, 2024.

Therefore, it is the recommendation of Purchasing that the Commissioners Court approve renewal of Bid No. 2021-144, Annual Contract for Facsimile and Multifunction Machine Maintenance, Repairs, and Supplies, for another twelve (12) month period.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Niki Jones Chris Lax, CPSM, CPSD, CPCP
---------------	------------	------------------------------	---



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 07/18/2023 PAGE 2 OF 101

FISCAL IMPACT

Expenses for last year were approximately \$32,783.21. Services are provided on an as-needed basis. Funding is available in multiple accounts and cost centers. The departments have included funding in the FY 2024 budget requests.

Please Note: Due to the volume of information, copies of the entire packet are not being reproduced for distribution. However, the information may be viewed online in the Commissioners Court's agenda on the Tarrant County website or in the Commissioners Court records within the County Clerk's Office.