



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 09/19/2023

SUBJECT: **BID NO. 2023-022 - ANNUAL CONTRACT FOR OFFICE SUPPLIES
AND OTHER MISCELLANEOUS PRODUCTS - COUNTYWIDE -
VARIOUS VENDORS - EXERCISE FIRST OPTION FOR RENEWAL
- SAME FIRM FIXED PRICES AND DISCOUNT FROM LIST PRICE**

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of Bid No. 2023-022, Annual Contract for Office Supplies and Other Miscellaneous Products, for the first optional twelve (12) month period at the same firm fixed prices and discount from list price.

BACKGROUND

On December 6, 2022, the Commissioners Court, through Court Order #139845, awarded Bid No. 2023-022, Annual Contract for Office Supplies and Other Miscellaneous Products, to the following vendors at the per unit price and discount from list price:

Primary	Staples Contract & Commercial LLC
Secondary	Preferred Office Products

The award was based upon low bid meeting specifications and contained options to renew for four (4) additional twelve (12) month periods.

The purpose of this contract is to provide supplies for county office workers in order for them to complete their job duties.

The contract term allows for price adjustments. Staples Contract & Commercial LLC requested an increase on three (3) products effective January 6, 2024. Annual expenditures are estimated at \$404,380.93. The estimated cost of the proposed increases are \$230.96 annually or 0.057% of annual expenditures. The vendors notified Purchasing in writing that all other pricing will remain firm through December 31, 2024.

Therefore, it is the recommendation of Purchasing that the Commissioners Court approve renewal of Bid No. 2023-022, Annual Contract for Office Supplies and Other Miscellaneous Products, for another twelve (12) month period.

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 \$404,380.93. Orders are placed on an as-needed basis. Expenses for other entities utilizing this contract last year were approximately \$4,488,350.66. Staples Contract & Commercial LLC will rebate three percent (3%) of cooperative purchases to Tarrant County due forty-five (45) days after close of calendar year. This constitutes revenue to Tarrant County.

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.