



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 20

DATE: 10/17/2023

SUBJECT: BID NO. 2023-039 - ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES - COUNTYWIDE - VARIOUS VENDORS - EXERCISE FIRST AND FINAL 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. 2023-039, Annual Contract for Copier and Fax Supplies, for the first and final optional twelve (12) month period to the following vendors at the same firm fixed prices and discount from list price:

Primary	Encon Systems	7 of 10 Sections
	GCS Imaging, Inc.	2 of 10 Sections
	The Tree House, Inc.	1 of 10 Sections
Secondary	Encon Systems	2 of 10 Sections
	GCS Imaging, Inc.	2 of 10 Sections
	Quill LLC	1 of 10 Sections
	The Tree House, Inc.	1 of 10 Sections
Alternate	GCS Imaging, Inc.	2 of 10 Sections
	Encon Systems	1 of 10 Sections

BACKGROUND

On January 10, 2023, the Commissioners Court, through Court Order #140078, awarded Bid No. 2023-039, Annual Contract for Copier and Fax Supplies, Countywide, to the following vendors:

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 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

SUBMITTED BY: Purchasing

PREPARED BY: Stefani Felipe
APPROVED BY: Chris Lax, CPSM, CPSD, CPCP



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 10/17/2023 PAGE 2 OF 20

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

The awards were based upon low bid meeting specifications and contained an option to renew for one (1) additional twelve (12) month period.

This contract is utilized when toner cartridges and various other supplies are needed for copiers and fax machines that are not covered under a maintenance agreement.

SourceNow, LLC, d/b/a Beyond Technology elected not to renew. The remaining vendors notified Purchasing in writing that their prices will remain firm through January 18, 2025.

Therefore, it is the recommendation of Purchasing that the Commissioners Court approve renewal of Bid No. 2023-039, Annual Contract for Copier and Fax Supplies, for another twelve (12) month period.

FISCAL IMPACT

Expenses for last year were approximately \$6,077.95. Orders are placed on an as-needed basis. Funding is available in account 521011/10000-2024/Various Cost Centers.