



Travis County Commissioners Court Agenda Request

Meeting Date: Tuesday, July 24, 2012

Prepared By/Phone Number: C.W. Bruner, 854-9760

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Approve Contract Award for Maintenance of Microfilm Equipment, IFB No. B1206-002-CW, to the low bidder, Source HOV d/b/a HOV Services, Inc.

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes. This contract will provide Maintenance of Microfilm Equipment services to Travis County Records Management and Communication Resources.

IFB No. B1206-002-CW was issued on July 16, 2012. A total of eighteen (18) vendors were solicited and two (2) bids were received. The Travis County Records Management and Communication Resources department recommends award to the low bidder, Source HOV d/b/a HOV Services, Inc.

- **Contract Expenditures:** Within the last twelve (12) months \$14,190.90 has been spent against this requirement.

- **Contract-Related Information:**

Award Amount: \$12,228.96

Contract Type: Annual

Contract Period: July 29, 2012 through July 28, 2013

- **Solicitation-Related Information:**

Solicitations Sent: 18 Responses Received: 2

HUB Information: N/A % HUB Subcontractor: N/A

- **Funding Information:**

Shopping Cart/Funds Reservation in SAP: 300000186

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

Unit Amount Text: Total Amount Text: Agency Notes:	Supplier Notes:
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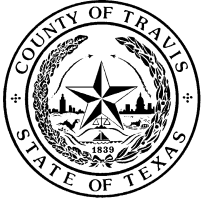
1206-002-CW--01-10 MINOLTA MS6000					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Source HOV [Ad]	First Offer - \$36.71	12 / month	\$440.52	Y	Y
Product Code: Unit Amount Text: PER MONTH FOR 1 UNIT Total Amount Text: PER YEAR FOR 1 UNIT Agency Notes:			Supplier Product Code: Supplier Notes:		
Western Micrographics & Imaging Systems Inc. [Ad]	First Offer - \$50.00	12 / month	\$600.00		Y
Product Code: Unit Amount Text: Total Amount Text: Agency Notes:			Supplier Product Code: Supplier Notes:		

Supplier Totals

Source HOV [Ad]		\$12,228.96 (10/10 items)
Bid Contact Minerva Parras gary.elrod@hovservices.com Ph 214-740-6517	Address 3232 McKinney Ave Ste 1000 Dallas, TX 75204	
Agency Notes:	Supplier Notes:	

Western Micrographics & Imaging Systems Inc. [Ad]		\$14,390.40 (10/10 items)
Bid Contact Ruth Shearer west4320@sbcglobal.net Ph 800-987-0482	Address 11665 Fuqua Street Ste. C308 Houston, TX 77034	
Agency Notes:	Supplier Notes:	

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TRAVIS COUNTY

RECORDS MANAGEMENT & COMMUNICATION RESOURCES

314 West 11th Street , Suite 110 PO Box 1748 Austin, TX 78767 Tel: (512) 854-9575 Fax: 854-4560

MEMORANDUM

TO: C.W. Bruner, Purchasing Agent II

FROM: Tom Ashburn, Support Services Manager

DATE: July 16, 2012

SUBJECT: **Solicitation # 1206-002-CW, Maintenance of Microfilm Equipment**

RMCR has reviewed the bids and recommends award to the low bidder, HOV. The commitment item for this procurement is 1570020001/511620. Thank you for your assistance in this matter.