



## Travis County Commissioners Court Agenda Request

**Meeting Date:** Friday, November 7, 2014

**Prepared By/Phone Number:** Sydney Ceder, (512)854-9882

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve contract award for Case File Folders, IFB No. 1406-012-SC, to the low bidder, Der Graphics, 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 case file folders for the Travis County Clerk.

On September 9, 2014, IFB 1406-012-SC, Case File Folders, was issued through BidSync. Seven (7) bids were received on September 29<sup>th</sup>, 2014.

The Purchasing Office concurs with the Travis County Clerk's recommendation to award a contract to the low bidder, Der Graphics, Inc.

- **Contract-Related Information:**

Award Amount: estimated requirements

Contract Type: annual, unilateral

Contract Period: November 7, 2014 – November 6, 2015

- **Solicitation-Related Information:**

Solicitations Sent: 41

Responses Received: 7

HUB Information: N/A

% HUB Subcontractor: N/A

- **Funding Information:**

SAP Shopping Cart #: N/A

Funding Account(s): budget cost centers are 1200060001, 1200070001 and 1200080001

Comments: N/A

## MEMORANDUM

TO: Sydney Ceder, Purchasing Agent Assistant III  
FROM: Dana DeBeauvoir, County Clerk  
DATE: October 29, 2014  
SUBJECT: **Bid Award – Case File Folders**

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Our department has reviewed all of the submitted bids and would like to award the bid to Der Graphics. This vendor meets all of our specifications. It is also important to note, this vendor includes the “white glove” delivery that is crucial for this contract.

If you have any questions, please contact Denise Bell at 512-854-3997.

Thank you for your assistance.

<b>Total Amount Text:</b> freight included		unit prices.			
<b>Agency Notes:</b>					
Data Flex Business Products	First Offer - \$0.00	1 / each	\$0.00		Y
<b>Product Code:</b> <b>Unit Amount Text:</b> point zero <b>Total Amount Text:</b> point zero <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			
TAB Products Co LLC [Ad]	First Offer - \$0.00	1 / each	\$0.00		Y
<b>Product Code:</b> <b>Unit Amount Text:</b> Zero Dollars <b>Total Amount Text:</b> Zero Dollars <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b> Included in above pricing			
Accurate Forms & Supplies	First Offer - \$0.00	1 / each	\$0.00		Y
<b>Product Code:</b> <b>Unit Amount Text:</b> zero <b>Total Amount Text:</b> zero <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b> Included in price			
Der Graphics Inc. [Ad]	First Offer - \$450.00	1 / each	\$450.00		Y
<b>Product Code:</b> <b>Unit Amount Text:</b> four hundred and fifty dollars <b>Total Amount Text:</b> four hundred and fifty dollars <b>Agency Notes:</b>		<b>Supplier Product Code:</b> <b>Supplier Notes:</b>			

**Supplier Totals**

<b>Der Graphics Inc. [Ad]</b>		<b>\$21,240.00 (5/5 items)</b>	
Bid Contact	<b>Debbie Sorger</b> mike@dergraphics.com Ph 800-467-0710 Fax 514-342-9148	Address	<b>5534 Ferrier</b> T.M.R., QC H4P 1M2
Qualifications	SB	<b>Agency Notes:</b>	
<b>Agency Notes:</b>		<b>Supplier Notes:</b>	
<b>GBS Corp. [Ad]</b>		<b>\$23,299.00 (5/5 items)</b>	
Bid Contact	<b>Alan Bartlett</b> abart@gbscorp.com Ph 740-350-9257	Address	<b>224 Morges Road</b> Malvern, OH 44644
Qualifications	SB	<b>Agency Notes:</b>	
<b>Agency Notes:</b>		<b>Supplier Notes:</b>	
<b>Accurate Forms &amp; Supplies</b>		<b>\$32,694.00 (5/5 items)</b>	
Bid Contact	<b>Jim Kurtz</b> krscampbell@hotmail.com Ph 817-498-4840	Address	<b>1550 Norwood Drive #412</b> Hurst, TX 76054
Qualifications	CISV SB TX	<b>Agency Notes:</b>	
Bid Notes	<b>Delivery will be 5 weeks from receipt of purchase order and artwork</b>		
<b>Agency Notes:</b>		<b>Supplier Notes:</b> Delivery will be 5 weeks from receipt of purchase order and artwork	
<b>Data Flex Business Products</b>		<b>\$33,809.86 (5/5 items)</b>	
Bid Contact	<b>Art Throgmorton</b> throga97@bigplanet.com Ph 817-370-0690	Address	<b>P.O. Box 33406</b> Fort Worth, TX 76162
Qualifications	SB	<b>Agency Notes:</b>	
<b>Agency Notes:</b>		<b>Supplier Notes:</b>	
<b>A2Z Filing Systems</b>		<b>\$34,094.00 (5/5 items)</b>	
Bid Contact	<b>Angie Ghiraldini</b> Angie@a2zfilingsystems.com Ph 415-898-7476	Address	<b>1170 McClelland Dr.</b> Novato, CA 94945
Bid Notes	<b>Cost includes freight and inside delivery. Samples and Purchase Order is required. Sales tax is additional. Lead time is approximately 6-7 weeks after proofs are approved, Quote is based as one shipment, one location, one order, Quote is Based on all or none.</b>		
<b>Agency Notes:</b>		<b>Supplier Notes:</b> Cost includes freight and inside delivery. Samples and Purchase Order is required. Sales tax is additional. Lead	

time is approximately 6-7 weeks after proofs are approved,  
Quote is based as one shipment, one location, one order,  
Quote is Based on all or none.

**Comade, Inc. [Ad]**

**\$36,326.08 (5/5 items)**

Bid Contact **Contract Administration**  
**sales@comade.com**  
**Ph 949-474-0160**  
**Fax 714-389-9696**

Address **17915 Sky Park Circle, Suite B**  
**Irvine, CA 92614**

Qualifications **CISV HUB MBE WBE**

**Agency Notes:**

**Supplier Notes:**

**TAB Products Co LLC [Ad]**

**\$49,856.00 (5/5 items)**

Bid Contact **Betsy Streblow**  
**keschenfelder@tab.com**  
**Ph 920-387-1740**  
**Fax 920-387-1821**

Address **605 Fourth Street**  
**Mayville, WI 53050**

**Agency Notes:**

**Supplier Notes:**

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