



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 144864

PAGE 1 OF 3

DATE: 3/11/2025

SUBJECT: ACCEPTANCE OF REBATE CHECK - BID NO. 2023-022 - ANNUAL CONTRACT FOR OFFICE SUPPLIES AND OTHER MISCELLANEOUS PRODUCTS - COUNTYWIDE - STAPLES CONTRACT AND COMMERCIAL, LLC

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve acceptance of rebate check for Bid No. 2023-022, Annual Contract for Office Supplies and Other Miscellaneous Products, for \$102,028.33.

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, Countywide, to Staples Contract and Commercial, LLC.

On September 19, 2023, the Commissioners Court, through Court Order #141801, approved the first renewal option.

On November 19, 2024, the Commissioners Court, through Court Order #144273, approved the second renewal option.

The purpose of this agreement is to purchase office supplies for Tarrant County personnel.

The bid from Staples Contract and Commercial, LLC included a rebate to Tarrant County of three percent (3%) based on the spending of the entities participating in the Tarrant County Cooperative Purchasing Program. Currently, there are thirty-three (33) participating entities.

FISCAL IMPACT

This constitutes revenue to Tarrant County in the amount of \$102,028.33. This funding will be deposited into account 10000-2025 General Fund/1140100000 Non-Departmental/482003 Vendor Rebate/Comm.

SUBMITTED BY	Purchasing	PREPARED BY:	Christopher Lax, CPSM, CPSD, CPCP
		APPROVED BY:	James Bocks, CPPB



Tarrant County Auditors

Customer Number:

70001595DAL

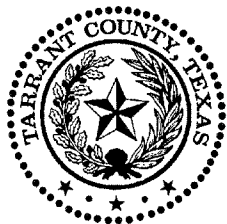
Group ID:	21403
Group Name:	TCP

Contract Effective Date:	01/01/2024
Duration:	12
Rebate Frequency:	ANNUAL
Rebate Type:	VOLUME

Rebate Calculations:

FIXED RATE SALES VOLUME
Primary Product Hierarchy Exclude Filter:
PROMO,PROJECT_FURNITURE

Group Results	
All Sales	\$3,405,089.97
Exclusions	\$4,145.67
Rebate Sales	\$3,400,944.30
Rebate %	3.00%
Rebate Amount	\$102,028.33



TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: Acceptance of Rebate Check - Bid No. 2023-022 - Annual Contract for Office Supplies and Other Miscellaneous Products - Countywide - Staples Contract and Commercial, LLC

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.

II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes _____ No √

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes _____ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.
