



COMMISSIONERS COURT
COMMUNICATION

COURT ORDER NUMBER <#CourtOrderNumber#>

PAGE 1 OF 6

DATE: 6/17/2025

**SUBJECT: BID NO. F2025122 - ANNUAL CONTRACT FOR BLACK AND WHITE
COPIER SYSTEM AND MAINTENANCE - REPROGRAPHICS DIVISION -
KNIGHT OFFICE SOLUTIONS, INC. D/B/A KNIGHT ENTERPRISE
SOLUTIONS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award Bid No. F2025122, Annual Contract for Black and White Copier System and Maintenance, for Reprographics Division, to Knight Office Solutions, Inc. d/b/a Knight Enterprise Solutions, for \$40,674.40.

BACKGROUND

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. One thousand five hundred sixty-one (1,561) vendors were contacted and requested to participate in this bid process. All documents pertaining to this bid were posted on the Tarrant County website and were downloaded by interested bidders. A pre-bid conference held on April 23, 2025, was attended by three (3) vendors as well as representatives from the Reprographics Division and Purchasing. Six (6) bids and sixteen (16) no-bids were received.

Canon Solutions of America, Inc., was deemed non-responsive for offering a lease only option.

The low bid received from Knight Office Solutions, Inc. d/b/a Knight Enterprise Solutions meets all specifications and is acceptable to the Reprographics Division.

The term of the contract is twelve (12) months, effective June 17, 2025, with two (2) options for renewal periods of twelve (12) months each.

The purpose of this contract is for a high-speed, high-quality monochrome copier capable of producing large print volumes in a short timeframe. The Reprographics Division uses this machine to print flyers, brochures, and forms for various departments in the County. This purchase will replace a 10-year old unit.

Therefore, it is the joint recommendation of Reprographics Division and Purchasing that Bid No. F2025122, Annual Contract for Black and White Copier System and Maintenance, be awarded to Knight Office Solutions, Inc. d/b/a Knight Enterprise Solutions, for \$40,674.40.

SUBMITTED BY	Purchasing	PREPARED BY:	Dallas Arter
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



COMMISSIONERS COURT COMMUNICATION

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FISCAL IMPACT

Expenses for last year were \$1,286.00. Funding in the amount of \$36,674.40 is available in account 45100-2025 Non-Debt Capital/1860300000 Graphics/540000 Capital Outlay. Annual Maintenance fees in the amount of \$2,000.00 for year two (2) and year three (3) will be requested in future budgets.

Bid No. F2025122 Annual Contract for Black and White Copier System and Maintenance

Award

		Knight Office Solutions, Inc. d/b/a Knight Enterprise Solutions San Antonio, TX HUB - No CO-OP - Yes		UBEO Business Solutions Grapevine, TX HUB - No		XEROX Business Solutions Southwest Dahill Office Technology Corporation San Antonio, TX HUB - No	
Item	Description	Price		Price		Price	
	Model Proposed	Ricoh Pro 8420S		Ricoh Pro 8420S		Xerox Primelink B9136	
1	Equipment Price for Digital InkJet Envelope Printing System	\$	34,674.40	\$	49,189.00	\$	54,981.63
1A	Setup		Included	\$	210.00		Included
1B	Training - In-Person		Included	\$	100.00		Included
1C	Equipment Total	\$	34,674.40	\$	49,499.00	\$	54,981.63
2	Year 1 - Maintenance Agreement Price Per Month	Estimated Quantity	Price Per Month	Extended Price	Estimated Quantity	Price Per Month	Extended Price
		12	\$ 166.66	\$ 2,000.00	12	\$ 175.00	\$ 2,100.00
3	Security Services Fees	12	Included	Included	12	Included	Included
4	Year 2 - Maintenance Agreement Price Per Month	Estimated Quantity	Price Per Month	Extended Price	Estimated Quantity	Price Per Month	Extended Price
		12	\$ 166.66	\$ 2,000.00	12	\$ 183.33	\$ 2,200.00
5	Security Services Fees	12	Included	Included	12	Included	Included
6	Year 3 - Maintenance Agreement Price Per Month	Estimated Quantity	Price Per Month	Extended Price	Estimated Quantity	Price Per Month	Extended Price
		12	\$ 166.66	\$ 2,000.00	12	\$ 191.66	\$ 2,300.00
7	Security Services Fees	12	Included	Included	12	Included	Included
TOTAL			\$	40,674.40		\$	56,099.00
						\$	59,481.63

Bid No. F2025122 Annual Contract for Black and White Copier System and Maintenance

		Documation of DFW, LLC Fort Worth, TX HUB - Yes		Dynamic Advantage, Inc. Queens, NY HUB - No	
Item	Description	Price		Price	
	Model Proposed	Ricoh Pro 8420S		Ricoh Pro 8420S	
1	Equipment Price for Digital InkJet Envelope Printing System	\$	64,460.00	\$	54,000.00
1A	Setup		Included	\$	2,000.00
1B	Training - In-Person		Included	\$	1,500.00
1C	Equipment Total	\$	64,460.00	\$	57,500.00
2	Year 1 - Maintenance Agreement	Estimated Quantity	Price Per Month	Estimated Quantity	Price Per Month
	Price Per Month	12	\$ 470.83	12	\$ 458.33
3	Security Services Fees	12	Included	12	\$ 250.00
4	Year 2 - Maintenance Agreement	Estimated Quantity	Price Per Month	Estimated Quantity	Price Per Month
	Price Per Month	12	\$ 470.83	12	\$ 458.33
5	Security Services Fees	12	Included	12	\$ 2,500.00
6	Year 3 - Maintenance Agreement	Estimated Quantity	Price Per Month	Estimated Quantity	Price Per Month
	Price Per Month	12	\$ 470.83	12	\$ 458.33
7	Security Services Fees	12	Included	12	\$ 250.00
TOTAL			\$ 81,410.00		\$ 110,000.00

The bid received from Canon Solutions of America, Inc. was deemed non-responsive for offering a lease only option. No-bids were received from The Stewart Organization, American Solutions for Business, CSI Leasing, Inc., 3-C Technology LLC, Communication Concepts, Hypertec USA Inc., CW Print Services Inc., 4Tech Solutions LLC, AOK Specialties LLC, J. Reynolds & Co., CMIT Solutions of Best Southwest Dallas County, ACCO Brands USA LLC, Security Scorecard, Inc., Texas Pipeline Services, MCS Industrial Supply, and Tall City Cyber LLC.



TARRANT COUNTY
DEPARTMENT OF FACILITIES MANAGEMENT

To: Dallas Arter

From: Robert Carter Jr., Assistant Director of Support Services

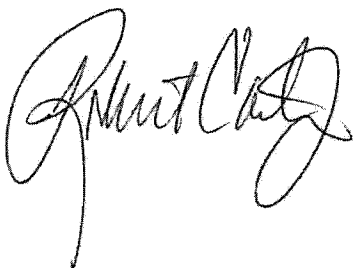
Date: 05/13/2025

RE: F2025122 - Purchase of Black and White Copier System System

Tarrant County Facilities Management recommends accepting the bid from Knight Office Solutions, Inc. for the purchase of the Ricoh Pro 8420s Black and White Copier System to be located in the Graphics and Printing facility.

A review of the bid package was conducted to verify the scope of product and maintenance services. We have determined that the bid from Knight Office Solutions, Inc. meets the listed requirements.

It is in our determination that it is in the best interest of Tarrant County to accept the bid from Knight Office Solutions, Inc. and that they will meet our expectations.

 5-13-25



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: Bid No. F2025122 - Annual Contract for Black and White Copier System and Maintenance - Facilities Management - Knight Office Solutions, Inc. d/b/a Knight Enterprise Solutions

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.
