



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145503

PAGE 1 OF 6

DATE: 7/1/2025

SUBJECT: RFP NO. 2023-157 - ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER - OFFICE OF HISTORIC PRESERVATION AND ARCHIVES - IIMAGE RETRIEVAL, INC. - EXERCISE SECOND AND FINAL OPTION FOR RENEWAL - SAME CONTRACT TERMS

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of RFP No. 2023-157, Annual Contract for Large Format Overhead Scanner, for the second and final optional twelve (12) month period at the same contract terms.

BACKGROUND

On August 15, 2023, the Commissioners Court, through Court Order #141482, awarded RFP No. 2023-157, Annual Contract for Large Format Overhead Scanner, for the Office of Historic Preservation and Archives, to Iimage Retrieval, Inc.

On May 21, 2024, the Commissioners Court, through Court Order #143175, approved the first option for renewal.

The award was based upon evaluation criteria set forth in the RFP specifications and contained options to renew for two (2) additional twelve (12) month periods.

The vendor notified Purchasing in writing that they will extend the same contract terms through August 14, 2026. The Office of Historic Preservation and Archives notified Purchasing in writing that they are pleased with the vendor and want to renew.

The overhead scanner is used to scan books, periodicals, fragile documents, and larger objects, allowing patrons to save scans to email or USB, with the Office of Historic Preservation and Archives providing scans of collection materials upon request. It improves efficiency with automatic metadata and derivative creation, while protecting oversized and fragile items from damage caused by smaller scanners.

The purpose of this renewal is for maintenance services on the scanner, which include parts and labor needed for repair, preventative maintenance, supplies, diagnostics, and software support.

Therefore, it is the joint recommendation of the Office Historic Preservation and Archives and Purchasing that the Commissioners Court approve renewal of RFP No. 2023-157, Annual Contract for Large Format Overhead Scanner, for another twelve (12) month period.

SUBMITTED BY	Purchasing	PREPARED BY:	Wanyu Chen
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



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FISCAL IMPACT

Expenses for last year were \$5,500.00. Funding for Year 3 maintenance in the amount of \$5,500.00 has been requested in the FY 2026 budget



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.
Purchasing Agent

Chris Lax, CPSM, CPCP
Assistant Purchasing Agent

March 25, 2025

Andrew Jenkins,
Image Retrieval, Inc.
3620 N. Josey Lane, STE 103
Carrollton, TX 75007

Re: RFP No. 2023-157, Annual Contract for Large Format Overhead Scanner

Dear Andrew:

The contract referenced above will expire on August 14, 2025. The contract includes two (2) options to renew for an additional twelve (12) months. The effective dates for the second and final renewal option will run from August 15, 2025, through August 14, 2026.

Tarrant County's Purchasing Department hereby extends an invitation to Image Retrieval, Inc. to accept the second and final option for an additional twelve (12) month period as the Vendor of this contract as awarded on August 15, 2023. Please mark the appropriate response below and provide your signature above your printed name. All prices must remain firm for the renewal period through August 14, 2026.

Yes, Image Retrieval, Inc. will accept the offer to extend the same contract terms through August 14, 2026. **Please return a New 1295 Form with your response.**

No, Image Retrieval, Inc. will NOT accept the offer to extend the same contract terms through August 14, 2026.

Please email your signed response.

Sincerely,

Wanyu Chen, Senior Buyer
Tarrant County
817-884-1144
817-884-1144 (fax)

Andrew Jenkins

Andrew Jenkins

3/25/2025

Date

Memorandum

To: Jaimi K. Parker

Dept: Historic Preservation & Archives

From: Wanyu Chen, Sr. Buyer, Purchasing Department

Date: 3/21/2025

Re: Renewal of RFP 2023-157, ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER

The above-mentioned contract will expire on August 14, 2025. This contract included two (2) options to renew with the vendors for two (2) additional twelve (12) month terms. The second and final optional twelve (12) month period would commence on August 15, 2025 and would expire on August 14, 2026.

If you wish to exercise this second and final option to renew and continue this contract with IImage Retrieval, Inc. for twelve more months, please check the appropriate item and email it to me by March 28, 2025.

Yes, I wish to continue the current contract with IImage Retrieval, Inc. for the second and final renewal term of the contract.

Funds to support this contract will be provided by the following accounts:

Funding will be requested in FY26 budget.

No, I do not wish to continue the current contract with IImage Retrieval, Inc. for the following reason (s):

SIGNATURE: Jaimi Parker

DATE: 3/25/2025

RFP 2023-157 Annual Contract for Large Format Overhead Scanner

		Aaron J Burkel d/b/a Analogue Imaging LLC Germantown, WI HUB - No	Crowley Micrographics, Inc. d/b/a The Crowley Company Frederick, MD HUB - No
Evaluation Criteria	Max Points	Score	Score
Qualifications and Experience	150	75.00	87.50
Response to Requirements	200	111.63	94.00
Interview/Presentation	150	82.50	70.00
References	100	52.50	47.33
Project Approach and Implementation	100	61.00	50.00
Price	300	294.04	300.00
Total Score	1000	676.67	648.83

Award

		Crowley Micrographics, Inc. d/b/a The Crowley Company Frederick, MD HUB - No	Image Retrieval, Inc. Carrollton, TX HUB - No
Evaluation Criteria	Max Points	Score	Score
Qualifications and Experience	150	87.50	103.00
Response to Requirements	200	94.00	140.00
Interview/Presentation	150	70.00	95.00
References	100	47.33	62.50
Project Approach and Implementation	100	50.00	68.00
Price	300	227.64	285.25
Total Score	1000	576.47	753.75



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: RFP No. 2023-157 - Annual Contract for Large Format Overhead Scanner - Office of Historic Preservation and Archives - Image Retrieval, Inc. - Exercise Second and Final Option for Renewal - Same Contract Terms

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.
