

FORSYTH COUNTY
BOARD OF COMMISSIONERS

**BRIEFING
DRAFT**

MEETING DATE: JUNE18, 2020 AGENDA ITEM NUMBER: 11

SUBJECT: RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF A CONTRACT FOR THE PURCHASE OF PRINTING CONSUMABLES/TONER FOR FORSYTH COUNTY GENERAL SERVICES

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

ATTACHMENTS: yes no

SIGNATURE: _____ DATE: _____
COUNTYMANAGER

**RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF A CONTRACT FOR
THE PURCHASE OF PRINTING CONSUMABLES/TONER FOR
FORSYTH COUNTY GENERAL SERVICES**

WHEREAS on March 27, 2020, Requests for Proposals (RFPs) to provide printing consumables/toner to be released, as needed, by General Services Print Shop to fulfill requests received from all County departments were issued directly to a total of eleven qualified businesses, as well as being advertised on the City/County Purchasing website, State Purchasing website, and in the Winston-Salem Journal;

WHEREAS bid responses were received and publicly opened by the City/County Purchasing Department at 10:00 a.m., Friday, May 1, 2020, in response to Forsyth County's RFP for the purchase of various types of printing consumables/toner cartridges on an as-needed basis, for Forsyth County General Services Print Shop to fulfill requests from all County departments, and the summary of responses received are as follows:

Toshiba America Business Solutions, Inc.	\$111,439.43
Barbarian USA Inc.	\$136,466.00
BeepSmart Communications Inc.	\$140,520.00
Systel Business Equipment Co., Inc.	\$145,881.06
The Tree House, Inc.	\$149,351.80
State Toner	\$151,727.10
Business Machine Products, Inc.	\$189,526.00
Inland Associates, Inc.	\$200,901.36
Access Products, Inc.	Nonresponsive
Canon Solutions America, Inc.	Nonresponsive
CVR Computer Supplies	Nonresponsive

WHEREAS the Proposals offered by Access Products, Inc., Canon Solutions America, Inc., and CVR Computer Supplies failed to provide pricing for all items as required per terms of the proposal specifications and are considered non-responsive and cannot be considered for an award; and

WHEREAS Toshiba America Business Solutions, Inc., was the lowest responsive, responsible vendor that could supply all items per the bid specifications, therefore, the County Manager, the County General Services Director, and the City/County Purchasing Director recommend that a contract be awarded to Toshiba America Business Solutions, Inc., issued in the form of multiple Purchases Orders as-needed, for a cumulative total not to exceed amount of \$111,439.43, for the purchase of various types of printing consumables/toner cartridges on an as-needed basis, for Forsyth County General Services Print Shop to fulfill requests from all County departments;

NOW, THEREFORE, BE IT RESOLVED, by the Forsyth County Board of Commissioners that a contract for the purchase of various types of printing consumables/toner cartridges for Forsyth County General Services Print Shop, is hereby awarded to Toshiba America Business Solutions, Inc., and all other bid responses are hereby rejected, and the County

Manager and Clerk to the Board are hereby authorized to execute a contract, on behalf of Forsyth County, with Toshiba America Business Solutions, Inc., for a period beginning July 1, 2020, through June 30, 2021, to be purchased in variable increments for a cumulative total not to exceed amount of \$111,439.43, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney.

Adopted this 18th day of June 2020.