



**COUNTY OF EL PASO**  
County Purchasing Department  
500 East San Antonio, Suite PU500  
El Paso, Texas 79901  
(915) 546-2048  
(915) 546-8180 Fax

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### **Notice to Interested Parties**

Sealed bids will be received at the County Purchasing Department, 500 E. San Antonio, Suite PU500, El Paso, Texas 79901 before 2:00 p.m., **Tuesday, May 29, 2007** to be opened at the County Purchasing Office the same date for **Printers for Sheriff's Office.**

**Bids must be in a sealed envelope and marked:**

**"Bid to be opened May 29, 2007  
Printers for Sheriff's Office  
Bid #07-066"**

**Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Tuesday, May 22, 2007, at 12:00 p.m. Questions can be faxed to (915)-546-8180.**

Said contract shall be let to the lowest responsible bidder, and the **COMMISSIONER'S COURT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND WAIVE TECHNICALITIES.** Only bids that conform to specifications will be considered. Faxed bids will not be accepted. Successful bidder shall not order items or services until a Purchase Order is received from the County Purchasing Office. Payment will not be made on items delivered without a Purchase Order. Contract will be awarded by lump sum or line item, whichever is in the best interest of the County.

In order to remain active on the El Paso County Vendor list, each vendor receiving this bid must respond in some form. Vendors submitting a bid must meet or exceed all specifications herein. Vendors submitting a no bid must submit their reason in writing to the El Paso County Purchasing Department.

If the bid totals more than \$100,000.00, the bidder shall furnish a certified cashier's check made payable to the order of El Paso County or a good and sufficient bid bond in the amount of 5% of the total contract price, executed with a surety company authorized to do business in the State of Texas. The bid bond must be included with the bid at the time of the opening.

**PITI VASQUEZ**  
County Purchasing Agent

## BIDDING SCHEDULE

To: El Paso County, Texas

I or we agree to furnish the following described equipment, supplies, or services for the prices shown in accordance with specifications listed below or attached. By execution of this bid, I hereby represent and warrant to El Paso County that I have read and understood the Bid Documents and the Contract Documents and this bid is made in accordance with the Bid Documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

<b>Description – Bid # 07-066</b> <b>Printers for Sheriff's Office</b> Vendor must meet or exceed specifications
<b>TOTAL COST</b>
\$
Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. <b>Please submit one (1) original copy and two (2) copies of your bid.</b>

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Federal Tax Identification No.

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
CIQ Document Number

\_\_\_\_\_  
CIQ Sent Date

\_\_\_\_\_  
Representative Name & Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

**\*\*\*THIS MUST BE THE FIRST PAGE ON ALL BIDS\*\*\***

# COUNTY OF EL PASO, TEXAS

## Solicitation Check List

### Printers for Sheriff's Office Bid #07-066

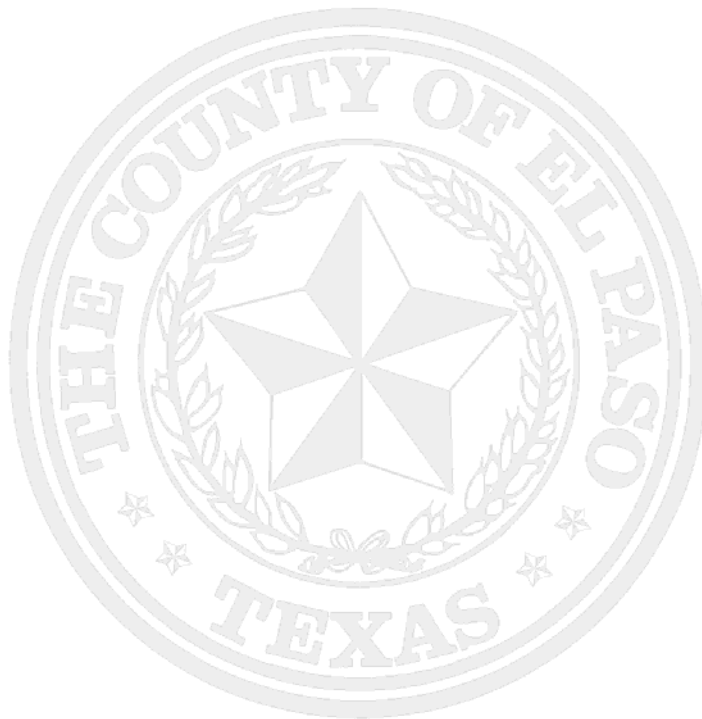
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#### THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

- \_\_\_\_\_ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Tuesday, May 29, 2007. Did you visit our website ([www.epcounty.com](http://www.epcounty.com)) for any addendums?
- \_\_\_\_\_ Did you sign the Bidding Schedule?
- \_\_\_\_\_ Did you sign the "Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status And Implementing Regulations" document?
- \_\_\_\_\_ Did you sign the "Consideration of Insurance Benefits" form?
- \_\_\_\_\_ Did you file a copy of the completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk (in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by fax to 915-546-2012 attention Joann) and write the confirmation number given as proof of filing on your bidding schedule? Please include the completed and signed form with your response whether a relationship exists or not.
- \_\_\_\_\_ If your bid totals more than \$100,000, did you include a bid bond?
- \_\_\_\_\_ Did you provide one original and two (2) copies of your response?
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# **Printers for Sheriff's Office**

**Bid #07-066**



**Opening Date**  
**Tuesday, May 29, 2007**

## **Specifications for Printers for Sheriff's Office**

<b>30</b>	<b>HP Compaq dc5700 MT</b>	
<b>7</b>	<b>Canon Dr-2580C</b>	
<b>4</b>	<b>HP 4240n Laser Printers</b>	
<b>10</b>	<b>HP 1022n Laser Printers</b>	
<b>3</b>	<b>HP 9050n Laser printers</b>	
<b>2</b>	<b>HP 3600n Color Laser Printers</b>	
	<b>Total</b>	

30	<p><b>HP Compaq dc5700 MT</b></p> <ul style="list-style-type: none"> <li>▪ <b>Processor:</b> Intel Core 2 Duo E6400 2.13 GHz/1066 MHz FSB / 4MBL2 Dual-core/VT, PSU 300 watt e-star, 3.0 Intel Q963 Express chipset</li> <li><b>Chassis:</b> Mini Tower</li> <li><b>Memory:</b> 1GB, 667MHz, PC2-5300 DDR2 SDRAM (DDR2-667)2x512</li> <li><b>Graphics Card:</b> Integrated Intel Graphics Media Accelerator 3000</li> <li><b>Network card</b> Intel Pro 1000 PT Gigabit PCIe LP NIC</li> <li><b>Audio</b> Integrated audio with internal speaker</li> <li><b>Hard Drive:</b> 160GB SATA 3.0 GB/s</li> <li><b>CDROM:</b> 48x/32x CDR-W/DVD Combo Drive</li> <li><b>Floppy:</b> 3.5 inch 1.44 MB Floppy Drive</li> <li><b>Monitors:</b> Promo HP L1906 Smart Buy Monitor + HP Silver Flat Panel Speaker Bar, 3YRS P/L On-site Warranty</li> <li><b>Keyboard and Mouse :</b> HP USB Keyboard and PS2/2-Button Optical Scroll Mouse</li> <li><b>Sound Card:</b> Integrated Audio</li> <li><b>Speakers:</b> integrated with monitor</li> </ul> <p><b>Hardware Support Services:</b> 3 year warranty parts and labor that include a 3 year next business day turn around on parts and on-site service, they must have a single website to obtain fixes during warranty period, patches and new drivers via the Internet for all components in the system, 7x24 toll free number to obtain technical assistance.</p> <p><b>Detail Specifications Sheets:</b> Required on all components listed, to include any non-integrated component must have detail specification sheet showing make, model and specifications of items. Full details on warranty, information that illustrates website features and information 7x24 toll free number that provides technical assistance.</p>		
7	<p><b>Canon Dr-2580C</b></p> <p><b>Type:</b> Compact Color Document Scanner</p> <p><b>Document-feeding:</b> Automatic or Manual</p> <p><b>Document size - width:</b> 2.1" -11.8"</p> <p><b>Document size - length:</b> 2.8" - 14"</p> <p><b>Thickness - Automatic Feeding:</b> 14 to 32 lb bond (U-turn) 11 to 40 lb bond (Straight Path)</p> <p><b>Thickness - Manual Feeding:</b> 11 to 40 lb bond (U-turn &amp; Straight Path)</p> <p><b>Feeder Capacity:</b> 50 Sheets</p> <p><b>Grayscale:</b> 8-bit</p> <p><b>Color:</b> 24-bit</p> <p><b>Scanning Element:</b> Contact Image Sensor (CMOS)</p> <p><b>Light Source:</b> RGB LED</p> <p><b>Operating Modes:</b> Simplex, Duplex, Color, Grayscale, Black and White, Advanced Text Enhancement, Error Diffusion</p> <p><b>Optical Resolution:</b> 600 dpi</p> <p><b>Hardware Support Services:</b> 3 year warranty parts and labor that include a 3 year next business day turn around on parts and on-site service, they must have a single website to obtain fixes during warranty period, patches and new drivers via the Internet for all components in the system, 7x24 toll free number to obtain technical assistance.</p>		

4	<p><b>HP 4240n Laser Printers</b></p> <p>Print speed Up to 40 ppm, letter  First page out 2 Less than 8 seconds  Resolution 1200 dpi  Processor 460 MHz  Memory 64 MB RAM  Memory, maximum Up to 512 MB RAM via two industry-standard 100-pin DDR DIMM slots  Compact Flash slots Two open industry-standard Compact Flash slots  Duty cycle 175,000 pages per month  Media  Input 100-sheet multipurpose tray 1, 500-sheet input tray 2  Output 50-sheet rear output bin, 250-sheet top output bin  Two-sided printing Optional automatic duplexer  Sizes Multipurpose tray: 3 by 5 in to 8.5 by 14 in (76 by 216 mm to 127 by 356 mm); letter, legal, 3 by 5 in, executive, statement, envelopes;  500 sheet input trays: 5.8 by 8.3 in to 8.5 by 14 in (148 by 216 mm to 210 by 356 mm); letter, legal, executive, statement;  1,500-sheet HCI tray: letter, legal; Automatic duplexer: letter, legal, executive,  Weights Multipurpose tray: 16 to 53 lb (60 to 200 g/m<sup>2</sup>); 500-sheet input trays, 1,500-sheet HCI tray, and automatic duplexer: 16 to 32 lb (60 to 120 g/m<sup>2</sup>);  Envelopes (in the multipurpose tray and optional envelope feeder): 20 to 28 lb (75 to 105 g/m<sup>2</sup>)  Types Paper (plain, preprinted, letterhead, prepunched, bond, recycled, color, rough), transparencies, labels, envelopes, cardstock, user-defined  Connectivity  Interfaces Hi-Speed USB 2.0 port, IEEE 1284-B compliant parallel port, two open EIO slots, HP Jetdirect Fast Ethernet embedded print server  Languages and fonts HP PCL 6, HP PCL 5e, HP postscript level 3 emulation, direct PDF (v 1.3) printing (with at least 128 MB printer memory), 80 HP font set (plus Greek, Hebrew, Cyrillic, Arabic)  Client operating systems Windows® 98, Me, NT 4.0® (parallel and network connections only), 2000, XP, Server 2003; Mac OS 9.x, OS X 10.1 or later; optional: IBM OS/2, UNIX®, Linux®, HP OpenVMS  Network operating systems  Via an HP Jetdirect print server: Windows 98, Me, NT 4.0, 2000, XP, XP 64-Bit, Server 2003; Novell NetWare 3.2, 4.2, 5.x, 6.x; Mac OS 8.6 and later; Red Hat Linux 6.x and later; SuSE Linux 6.x and later; HP-UX 10.20, 11.x; Solaris 2.5x, 2.6, 7, 8, 9, 10 (SPARC systems only); IBM AIX 3.2.5 and later; MPE-iX; Citrix MetaFrame; Windows Terminal Services  Network protocols Supported via an HP Jetdirect print server: TCP/IP (IP Direct mode; may require software from the NOS vendor or third party vendor: LPD, FTP, IPP), IPX/SPX, DLC/LLC, AppleTalk, Auto-IP, Apple Rendezvous compatible, NDS, Bindery, NCP, Telnet, SLP, IGMP, BOOTP/DHCP, WINS, SNMP (v 1, 2c, 3), HTTP  Dimensions (W by D by H) 16.5 by 17.8 by 14.8 in (418 by 451 by 377 mm )  Weight 45 lb (20.2 kg)  <b>Hardware Support Services:</b> 3 year warranty parts and labor that include a 3 year next business day turn around on parts and on-site service, they must have a single website to obtain fixes during warranty period, patches and new drivers via the Internet for all components in the system, 7x24 toll free number to obtain technical assistance.</p>		
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10	<p><b>HP 1022n Laser Printers</b></p> <p><b>Print speed</b> Up to 19 ppm letter</p> <p><b>First page out</b> Less than 8 seconds</p> <p><b>Resolution</b> 1200 by 1200 dpi</p> <p><b>Processor</b> 266 MHz</p> <p><b>Memory</b> 8 MB RAM</p> <p><b>Duty cycle</b> 8,000 pages per month</p> <p><b>Media</b></p> <p>Input 250-sheet input tray, 10-sheet priority input tray for specialty paper</p> <p>Output 150-sheet face down bin</p> <p>Sizes 3 by 5 in to 8.5 by 14 in (76 by 127 mm to 216 by 356 mm); letter, legal, executive, postcard, envelopes (No. 10, Monarch)</p> <p>Weights 250-sheet tray: 16 to 28 lb (60 to 105 g/m2), 10-sheet input tray: 16 to 43 lb (60 to 163 g/m2)</p> <p>Types Paper (plain, HP LaserJet, photo), envelopes, transparencies, labels, cardstock, postcards, rough paper, vellum</p> <p>Host-based printing</p> <p>Client operating systems Microsoft® Windows 98 SE, Me, 2000, XP 32 bit; Mac OS 10.2 and later</p> <p>Network operating systems Microsoft Windows 98, Me, 2000, XP 32 bit; Mac OS 10.2 and later</p> <p>Network protocols TCP/IP</p> <p>Hi-Speed USB 2.0 port, 10/100 Fast Ethernet embedded print server</p> <p><b>Dimensions (W by D by H)</b> 14.6 by 9.6 by 9.5 in (370 by 245 by 241 mm)</p> <p><b>Weight</b> 12.1 lb (5.5 kg)</p> <p><b>Hardware Support Services:</b> 3 year warranty parts and labor that include a 3 year next business day turn around on parts and on-site service, they must have a single website to obtain fixes during warranty period, patches and new drivers via the Internet for all components in the system, 7x24 toll free number to obtain technical assistance.</p>		
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3	<p><b>HP 9050n Laser printers</b>  Recommended monthly print volume: 15000 to 50000 pages  9050 series: up to 50 ppm, letter  First page out Approximately 8 seconds  Resolution 600 by 600 dpi with HP FastRes 1200 and Resolution Enhancement technology (REt)  Processor 533 MHz  Memory, standard 64 MB DDR RAM (two open DIMM slots) 128 MB DDR RAM (two available DIMM slots)  Memory, maximum 512 MB DDR RAM  Duty cycle Up to 300,000 pages per month  Paper handling  Paper input 500-sheet trays 2 and 3 100-sheet multipurpose tray, 500-sheet trays 2 and 3  Paper output 600-sheet output bin (500 sheets face down, 100 sheets face up)  Two-sided printing Optional automatic two-sided print unit Automatic two-sided printing unit  Sizes Multipurpose tray: 3.9 by 7.5 to 12.3 by 18.5 in (98 by 191 to 312 by 470 mm); letter, legal, tabloid, executive, JPostD  Automatic two-sided printing unit, trays 2 and 3: 5.8 by 8.3 to 11.7 by 17 in (148 by 210 to 297 by 432 mm); letter, letter-rotated, legal, tabloid, executive  Weights Multipurpose tray and 8-bin mailbox top bin: 17 to 58 lb (64 to 216 g/m2); Automatic two-sided printing unit, trays 2 and 3: 17 to 53 lb (64 to 200 g/m2)  Types Paper (plain, preprinted, letterhead, prepunched, bond, color, recycled, rough), transparencies, labels, cardstock  Connectivity  Interfaces Bidirectional IEEE-1284-B compliant parallel port, two available EIO slots  Bidirectional IEEE-1284-B compliant parallel port, two available EIO slots, HP Jetdirect Fast Ethernet embedded print server  Languages HP PCL 6, HP PCL 5e, HP postscript level 3 emulation, direct PDF printing (v 1.3) with at least 128 MB printer enabled, XHTML-Print v 0.95, HP PDL (Printer Job Language), PML (Printer Management Language)  Fonts 80 internal TrueType fonts scalable in HP PCL and HP postscript level 3 emulation; additional font solutions available via DIMMs  Client operating systems  Microsoft® Windows® 98, Me, NT®, 2000, XP, Macintosh OS 9, OS 10  Network operating systems  Via HP Jetdirect print servers: Microsoft Windows 98, Me, NT 4.0, 2000, XP, XP 64-Bit, Server 2003; Novell NetWare 3.2, 4.2, 5.x, 6.x; Apple Mac OS 8.6 and later;  Red Hat Linux 6.x and later; SuSE Linux 6.x and later; HP-UX 10.20, 11.x; Solaris 2.5x, 2.6, 7, 8, 9, 10 (SPARC systems only) ; IBM AIX 3.2.5 and later; MPE-iX  Network protocols supported  Via HP Jetdirect print servers: TCP/IP (IP Direct mode; may require software from the NOS vendor or third party vendor: LPD, FTP, IPP), IPX/SPX, DLC/LLC, AppleTalk, Auto-IP, Apple Rendezvous compatible, NDS, Bindery, NCP, Telnet, SLP, IGMP, BOOTP/DHCP, WINS, SNMP (v 1, v 2c, v 3), HTTP  Dimensions (w by d by h) 39 by 24.9 by 23.6 in (990.6 by 632.5 by 600 mm) 55 by 24.9 by 23.6 in (1397 by 632.5 by 600 mm)  <b>Hardware Support Services:</b> 3 year warranty parts and labor that include a 3 year next business day turn around on parts and on-site service, they must have a single website to obtain fixes during warranty period, patches and new drivers via the Internet for all components in the system, 7x24 toll free number to obtain technical assistance.</p>		
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2	<p><b>HP 3800n Color Laser Printers</b></p> <p>Up to 22 ppm  Less than 12.5 seconds  HP ImageREt 3600, 600 by 600 dpi  533 MHz (20KC MIPS embedded)  160 MB DDR SDRAM  One available DDR SDRAM slot  Memory, maximum 544 MB DDR SDRAM  Recommended monthly volume 1,500 to 5,000 pages per month  Maximum monthly duty cycle 65,000 pages  Paper  Input 100-sheet multipurpose tray, 250-sheet tray 2 for a total of 350 sheets, optional 500-sheet tray 3 100-sheet multipurpose tray, 250-sheet tray 2, 500-sheet tray 3 for a total of 850 sheets  Output 250-sheet top output bin  Duplex printing Manual two-sided printing Built-in automatic two-sided embedded printing  Sizes Multipurpose tray: 3 by 5 in (76 by 127 mm) to 8.5 by 14 in (216 by 356 mm); letter, legal, executive, statement; envelopes (No. 10, Monarch); Automatic two-sided printing unit, 250-sheet input tray, optional 500-sheet input tray: 5.8 by 8.3 in (148 by 210 mm) to 8.5 by 14 in (216 by 356 mm); letter, legal, executive  Weights8 Multipurpose tray: 16 to 42 lb bond (60 to 160 g/m2) Automatic two-sided printing unit, 250-sheet and 500-sheet input trays: 16 to 32 lb bond (60 to 120 g/m2)  Types Paper (plain, preprinted, letterhead, prepunched, bond, recycled, tough, color, glossy, rough), transparencies, labels, envelopes, cardstock, user-defined  Connectivity  Interfaces Hi-Speed USB 2.0 port, one available EIO slot (for optional network adapters, IEEE 1284-B parallel port, or hard disk), 1 Host-USB accessory slots  Network connectivity Optional HP Jetdirect Fast Ethernet embedded print server, optional Gigabit Ethernet, 802.11b/g Wireless LAN, and other networking accessories  Languages HP PCL6, HP PCL5, HP postscript level 3 emulation, direct PDF printing (v 1.4) with at least 128 MB printer memory  Fonts 80 HP font set (plus Greek, Hebrew, Cyrillic, Arabic)  Client operating systems Microsoft® Windows® 98, Me, 2000, XP®, Server 2003; Mac OS 9.1, 9.2, Mac OS X v10.2, v10.3, v10  Network operating systems9 Microsoft Windows 98, Me, 2000, XP, XP 64-Bit, Server 2003; Novell NetWare 3.2, 4.2, 5.x, 6.x (NDPS); Mac OS 9.1, 9.2, Mac OS X v10.2, v10.3, v10.4; Red Hat Linux® 6.x, 7.x; SuSE Linux 6.x; HP UX 10.20, 11.x; Solaris 2.5x, 2.6, 7, 8 (SPARC systems only); IBM AIX 3.2.5 and later; MPE-iX; Citrix MetaFrame; Windows Terminal Services  Network protocols supported9 Via HP Jetdirect print servers: TCP/IP (IP Direct mode; may require software from the NOS vendor or third party vendor: LPD, FTP, IPP), IPX/SPX, DLC/LLC, AppleTalk, Auto-IP, Apple Bonjour compatible, NDS, Bindery, NCP, Telnet, SLP, IGMP, BOOTP/DHCP, WINS, SNMP (v 1, 2c, 3), HTTP  <b>Hardware Support Services:</b> 3 year warranty parts and labor that include a 3 year next business day turn around on parts and on-site service, they must have a single website to obtain fixes during warranty period, patches and new drivers via the Internet for all components in the system, 7x24 toll free number to obtain technical assistance.</p>		
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## **COUNTY OF EL PASO, TEXAS**

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### **CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; FEDERAL DEBT STATUS, AND NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS\***

#### **Instructions for the certifications:**

#### **General Requirements**

The County of El Paso, Texas is required to obtain from all applicants of federal funds or pass-through certifications regarding federal debt status, debarment and suspension, and a drug free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Signature of the form provides for compliance with certification requirements under 21 CFR part 1405, "New Restrictions on Lobbying," 21 CFR part 1414, Government wide Debarment and Suspension (Non-procurement), Certification Regarding Federal Debt Status (OMB Circular A-129), and Certification Regarding the Nondiscrimination Statutes and Implementing Regulations. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the County of El Paso determines to award the covered cooperative agreement

#### **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented in 21 CFR part 1405, for persons entering into a cooperative agreement over \$100,000, as defined at 21 CFR Part 1405, the applicant certifies that;

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement,

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award document for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

## 1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension and implemented at 21 CFR Part 1404, for prospective participants in primary covered transactions

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or and a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to the application.

## 2. DRUG-FREE WORKPLACE

As required by the Drug Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. The applicant certifies that it will or will continue to provide a drug free workplace by:

(a). Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a)

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee must

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such convictions. Employers of convicted employees must provide notice including position title, to: The County of El Paso, Texas, 500 East San Antonio Street, Suite 406, El Paso, Texas 79901. Notice shall include the identification number of each affected grant

(f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health, law enforcement, or other appropriate agency

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

### 3. CERTIFICATION REGARDING FEDERAL DEBT STATUS (OMB Circular A-129)

The Applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

### 4. CERTIFICATION REGARDING THE NONDISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) title VI of the Civil right Act of 1964 (42 U.S.C. 2000D et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) title IX of the Education Amendments of 1972m as amended (20 U.S.C. 1981 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, and amended (42 U.S.C. 6101 ec seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary

for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

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Business Name

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Date

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Name of Authorized Representative

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Signature of Authorized Representative

# COUNTY OF EL PASO PURCHASING DEPARTMENT

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COUNTY COURTHOUSE, 500 EAST SAN ANTONIO,  
ROOM PU500, EL PASO, TEXAS 79901  
(915) 546-2048, FAX: (915) 546-8180

PITI VASQUEZ, PURCHASING AGENT  
JOSE LOPEZ, JR. ASST. PURCHASING AGENT  
LINDA GONZALEZ, INVENTORY BID TECHNICIAN

## **BIDDING CONDITIONS**

This is the only approved instruction for use on your invitation to bid. Items below apply to and become a part of the terms and conditions of the bid.

1. BY SUBMITTING A BID, EACH BIDDER AGREES TO WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY OF EL PASO, AND ITS OFFICERS, AGENTS AND EMPLOYEES, ARISING OUT OF OR IN CONNECTION WITH: THE DOCUMENTS, PROCEDURES, ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE BID DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY BIDS; AND THE AWARD OF THE CONTRACT.
2. Bids must be in the Purchasing Department BEFORE the hour and date specified. Faxed bids will not be accepted.
3. Late bids properly identified will be returned to bidder unopened. Late bids will not be considered under any circumstances.
4. All bids are for new equipment or merchandise unless otherwise specified.
5. Quotes F.O.B. destination. If otherwise, show exact cost to deliver.
6. Bid unit price on quantity specified-extend and show total. In case of error in extension, unit prices shall govern. Bids subject to unlimited price increases will not be considered.
7. Bids must give full firm name and address of bidder. Failure to manually sign bid will disqualify it. Person signing should show title or authority to bind his firm in a contract.
8. No substitutions or cancellations permitted without written approval of County Purchasing Agent.
9. The County reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid to the lowest responsible bidder. The County of El Paso reserves the right to award by item or by total bid. Prices should be itemized.
10. Bids \$100,000.00 and over, the bidder shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract prices and execute with a surety company authorized to do business in the State of Texas. The bid bond must be included with the bid at the time of the opening.
11. This is a quotation inquiry only and implies no obligation of the part of the County of El Paso.
12. The County of El Paso reserves the right to reject any proposal due to failure of performance on deliveries. The County Purchasing Agent will justify this.
13. Brand names are for descriptive purposes only, not restrictive.
14. The County of El Paso is an Equal Opportunity Employer.

15. Any proposal sent via express mail or overnight delivery service must have the proposal number and title clearly marked on the outside of the express mail or overnight delivery service envelope or package. Failure to clearly identify your proposal may be cause for disqualification.
16. PURSUANT TO TEXAS GOVERNMENT CODE SECTION 2253.021, A PRIME CONTRACTOR WHO IS AWARDED A PUBLIC WORKS CONSTRUCTION CONTRACT SHALL, PRIOR TO BEGINNING THE WORK, EXECUTE TO THE COUNTY:
  - a. A PERFORMANCE BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$100,000; AND
  - b. A PAYMENT BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$25,000.
17. PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 262.032(b), ANY SUCCESSFUL BIDDER WHO IS AWARDED ANY CONTRACT IN EXCESS OF \$50,000 MAY BE REQUIRED TO EXECUTE A PERFORMANCE BOND TO THE COUNTY. SAID BOND SHALL BE IN THE FULL AMOUNT OF THE CONTRACT AND MUST BE FURNISHED WITHIN 30 DAYS AFTER THE DATE A PURCHASE ORDER IS ISSUED OR THE CONTRACT IS SIGNED AND PRIOR TO COMMENCEMENT OF THE ACTUAL WORK. ANY PERFORMANCE BOND REQUIRED PURSUANT TO THIS SECTION SHALL BE NOTED IN THE ATTACHED DETAILED BID SPECIFICATIONS OR SCOPE OF WORK. THIS SECTION DOES NOT APPLY TO A PERFORMANCE BOND REQUIRED BY CHAPTER 2253, TEXAS GOVERNMENT CODE.
18. "Beginning January 1, 2006, in order to implement HB 914 (adding new Local Government Code Chapter 176), ALL VENDORS MUST SUBMIT A CONFLICT OF INTEREST QUESTIONNAIRE (Form CIQ) disclosing its affiliations and business relationships with the County's Officers (County Judge and Commissioners Court) as well as the County employees and contractors who make recommendations for the expenditure of County funds. The names of the County Officers and of the County employees and contractors making recommendations to the County Officers on this contract are listed in the Specifications.

THE CONFLICT OF INTEREST QUESTIONNAIRE MUST BE FILED WITH THE COUNTY CLERK AND A COPY OR PROOF OF FILING MUST BE ATTACHED TO THE BIDDER'S RESPONSE SUBMITTED TO THE PURCHASING DEPARTMENT.

Bidders should be aware that this bidding condition is not intended to cover or to advise you about all situations in which Local Government Code Chapter 176 would require you to file a Form CIQ. You should consult your private attorney with regard to the application of this law and your compliance requirements. Failure to comply is punishable as a Class C misdemeanor.



## **NOTICE:**

ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE EL PASO COUNTY PURCHASING DEPARTMENT. **THE EL PASO COUNTY CODE OF ETHICS PROHIBITS ALL PRIVATE COMMUNICATION BETWEEN VENDORS AND CERTAIN COUNTY OFFICIALS AND EMPLOYEES AS DESCRIBED BELOW:**

No vendor, its representative, agent, or employee shall engage in private communication with a member of the El Paso County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

## Health Insurance Benefits Provided By Bidder

### Consideration of Health Insurance Benefits\*

1. Do you or your subcontractor(s) currently offer health insurance benefits to your employees?

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If so, please describe those health insurance benefits that you or your subcontractor(s) currently provide/offer to your employees.

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2. What percentage, if any, of your of your subcontractor's employees are currently enrolled in the health insurance benefits program?

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**El Paso County may consider provision of health insurance benefits as part of the overall "best value" determination.** Failure to provide health insurance benefits will not disqualify you from participating in this bid selection process.

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Business Name

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Date

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Name of Authorized Representative

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Signature of Authorized Representative

\*

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\* This page must be included in all responses.



**COUNTY OF EL PASO**  
County Purchasing Department  
500 East San Antonio, Suite PU500  
El Paso, Texas 79901  
(915) 546-2048  
(915) 546-8180 Fax

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RE: Bid #07-066, Printers for Sheriff's Office

Dear Vendor:

As of January 1, 2006, the Texas Local Government Code Chapter 176 requires all vendors and potential vendors who contract or seek to contract for the sale or purchase of property, goods, or services with any local government entity to complete and submit a Conflicts of Interest Questionnaire. A copy of the requirements regarding vendors is attached. Also attached is a copy of the Questionnaire which needs to be filed and was prepared and approved for statewide use by the Texas Ethics Commission.

In filing out the Questionnaire, the following are the County Officers that will award the bid and the employees which will make a recommendation to the Commissioners Court:

County Officers:	County Judge Anthony Cobos Commissioner Luis C. Sariñana Commissioner Veronica Escobar Commissioner Miguel Teran Commissioner Dan Haggerty
County Employees:	Piti Vasquez, Purchasing Agent Jose Lopez, Jr., Assistant Purchasing Agent Linda Gonzalez, Inventory Bid Technician Jimmy Apodaca, Chief Deputy Frank Cress, IT Supervisor Sheriff's Department

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7<sup>th</sup> business day after submitting an application, response to an RFP, RFQ or bid** or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor

**Tex. Local Gov't Code § 176.006 (2005)**

**§ 176.006. Disclosure Requirements for Vendors and Other Persons; Questionnaire**

(a) A person described by Section 176.002(a) shall file a completed conflict of interest questionnaire with the appropriate records administrator not later than the seventh business day after the date that the person:

(1) begins contract discussions or negotiations with the local governmental entity; or

(2) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the local governmental entity.

(b) The commission shall adopt a conflict of interest questionnaire for use under this section that requires disclosure of a person's affiliations or business relationships that might cause a conflict of interest with a local governmental entity.

(c) The questionnaire adopted under Subsection (b) must require, for the local governmental entity with respect to which the questionnaire is filed, that the person filing the questionnaire:

(1) describe each affiliation or business relationship the person has with each local government officer of the local governmental entity;

(2) identify each affiliation or business relationship described by Subdivision (1) with respect to which the local government officer receives, or is likely to receive, taxable income from the person filing the questionnaire;

(3) identify each affiliation or business relationship described by Subdivision (1) with respect to which the person filing the questionnaire receives, or is likely to receive, taxable income that:

(A) is received from, or at the direction of, a local government officer of the local governmental entity; and

(B) is not received from the local governmental entity;

(4) describe each affiliation or business relationship with a corporation or other business entity with respect to which a local government officer of the local governmental entity:

(A) serves as an officer or director; or

(B) holds an ownership interest of 10 percent or more;

(5) describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to the expenditure of money;

(6) describe each affiliation or business relationship with a person who:

(A) is a local government officer; and

(B) appoints or employs a local government officer of the local governmental entity that is the subject of the questionnaire; and

(7) describe any other affiliation or business relationship that might cause a conflict of interest.

(d) A person described by Subsection (a) shall file an updated completed questionnaire with the appropriate records administrator not later than:

- (1) September 1 of each year in which an activity described by Subsection (a) is pending; and
- (2) the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.
- (e) A person is not required to file an updated completed questionnaire under Subsection (d)(1) in a year if the person has filed a questionnaire under Subsection (c) or (d)(2) on or after June 1, but before September 1, of that year.
- (f) A person commits an offense if the person violates this section. An offense under this subsection is a Class C misdemeanor.
- (g) It is a defense to prosecution under Subsection (f) that the person filed the required questionnaire not later than the seventh business day after the date the person received notice of the violation.

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**Tex. Local Gov't Code § 176.001 (2005)**

§ 176.001. Definitions

In this chapter:

- (1) "Commission" means the Texas Ethics Commission.
- (2) "Family member" means a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code.
- (3) "Local governmental entity" means a county, municipality, school district, junior college district, or other political subdivision of this state or a local government corporation, board, commission, district, or authority to which a member is appointed by the commissioners court of a county, the mayor of a municipality, or the governing body of a municipality. The term does not include an association, corporation, or organization of governmental entities organized to provide to its members education, assistance, products, or services or to represent its members before the legislative, administrative, or judicial branches of the state or federal government.
- (4) "Local government officer" means:
  - (A) a member of the governing body of a local governmental entity; or
  - (B) a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity.
- (5) "Records administrator" means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity.

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

## OFFICE USE ONLY

Date Received

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1 Name of person doing business with local governmental entity.

2

☐

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3

Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.

4

Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

5

**Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐

Yes

☐

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐

Yes

☐

No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐

Yes

☐

No

D. Describe each affiliation or business relationship.

6

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date