



**COUNTY OF EL PASO**  
County Purchasing Department  
800 E. Overland, Suite 300  
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, 800 E. Overland, Suite 300, El Paso, Texas 79901 before 2:00 p.m., **Wednesday, August 4, 2010** to be opened at the County Purchasing Office the same date for **2010 Copier Maintenance Contract.**

**Bids must be in a sealed envelope and marked:**  
**"Bid to be opened August 4, 2010**  
**2010 Copier Maintenance Contract**  
**Bid #10-051"**

**Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Tuesday, July 27, 2010, 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 #10-051</b> <b>2010 Copier Maintenance Contract</b> Vendor must meet or exceed specifications
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	_____ Mailing Address
_____ Federal Tax Identification No.	_____ City, State, Zip Code
_____ CIQ Document Number	_____ CIQ Sent Date
_____ Representative Name & Title	_____ Telephone
_____ Fax Number	_____ E-mail
_____ Signature	_____

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

# **2010 Copier Maintenance Contract**

**Bid #10-051**



**Opening Date  
Wednesday, August 4, 2010**

**Requirements:**

- Pricing must include all parts, labor, toner and any initial start up or check up cost.
- Contract term will be for one (1) year with two (2) one (1) year renewable options. Contract will be for the machines listed below and any other the County wishes to add or delete during the term of the contract.
- Vendor must respond to a service call within the day of the call; and must have replacement parts within two (2) business days of ordering the part.
- Vendor must perform one (1) preventative maintenance service call on the covered machines during the annual maintenance period. (This preventative maintenance service call may be performed in conjunction with a non-scheduled emergency call.)
- The bid will be awarded based on the vendor's price, experience and technical capabilities. The County will award the bid to the vendor that provides the best value to the County of El Paso.
- The evaluation factors shall include the past performance of vendors in complying with all the requirements of the bid, and the timeliness and effectiveness of said service.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

	<b>Office</b>	<b>Make/Model</b>	<b>Serial No.</b>	<b>Est. Annual Copy Allowance</b>	<b>Monthly Cost</b>	<b>Annual Cost</b>	<b>Overage</b>
1.	120 <sup>th</sup> District Court	Xerox Phaser3635 MFP	LBT202271	35,658			
2.	168 <sup>th</sup> District Court	Canon IR210S	NRP39081	202,727			
3.	171 <sup>st</sup> District Court	Canon PC795	NPR02713				
4.	205 <sup>th</sup> District Court	Canon IR210S	NP421546	40,000			
5.	210 <sup>th</sup> District Court	Sharp AR-M277	55041148	100,000			
6.	243 <sup>rd</sup> District Court	Canon IR210S	NPR39121	134,749			
7.	327 <sup>th</sup> District Court	Canon IR210S	NPR39099	135,935			
8.	346 <sup>th</sup> District Court	Xerox Phaser3635 MFP	LBT202272	24,655			
9.	34 <sup>th</sup> Tax Court	Canon F243000	ZEZ31225				
10.	34 <sup>th</sup> Tax Court	Sharp AL-1631	75049471				
11.	383 <sup>rd</sup> District Court	Canon IR210S	NPR39104	133,402			
12.	384 <sup>th</sup> District Court	Xerox Workcentre 4150	L99038762	117,289			
13.	388 <sup>th</sup> District Court	Canon 210S	XEX70671				
14.	409 <sup>th</sup> District Court	Xerox 426	MAE501119				
15.	41 <sup>st</sup> District Court	Canon IR210S	NPR02683	250,756			
16.	448 <sup>th</sup> District Court	Xerox Workcentre 4150	L99046245	25,227			
17.	65 <sup>th</sup> District Court	Canon IR210S	NPR39120	229,104			
18.	65 <sup>th</sup> Family Court	Canon IR2230	KJC09667	151,583			

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19.	Adult Probation - Airport	Sharp AR-M455	5E008904	90,000			
20.	Adult Probation - CIC	Samsung SCX-65550	9D61B1CQ800258F	90,000			
21.	Adult Probation - DCP	Sharp AL-1651	48069362	12,000			
22.	Adult Probation - DCP	Xerox Workcentre 4150S	L99363338	48,000			
23.	Adult Probation - Eastside	Sharp AR-M455	5E008874	90,000			
24.	Adult Probation - Fiscal	Canon IR3300	MPH37520	90,000			
25.	Adult Probation HR	Canon IR3530	THL01397	90,000			
26.	Adult Probation - Intake	Sharp AR-M205	45072195	48,000			
27.	Adult Probation - Interstate Compact	Canon IR3530	THL01269	48,000			
28.	Adult Probation - IPP	Canon NP6545	NJF22536	90,000			
29.	Adult Probation - IPP	Samsung SCX6345N	BICQ300380	90,000			
30.	Adult Probation - Northeast	Sharp AR-M205	35043229	90,000			
31.	Adult Probation - Northeast	Xerox Workcentre 4150	SNLN8004172	90,000			
32.	Adult Probation - PR Bond (Jail)	Sharp AR-M205	45077425	72,000			
33.	Adult Probation - PTD	Samsung SCX-65550	9D61B1CQ800205Y	90,000			
34.	Adult Probation - TAIP (KS)	Xerox Workcentre 4150	BICP700257	48,000			
35.	Adult Probation - TAIP (ADM)	Canon IR5070	SXP19328	72,000			
36.	Adult Probation - TAIP (YS)	Xerox Workcentre 4150	BICP700272	48,000			

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37.	Adult Probation - Victims	Konica 7222	27LE12136	36,000			
38.	Agricultural Co-Op Extension	Canon PD170	KTE10404				
39.	Agricultural Co-Op Extension	Toshiba Studio 600T	CQH722532				
40.	Agricultural Co-Op Extension	Toshiba DP4540	CIH847808				
41.	Ascarate Golf Course	Canon NP7130	NVF66569	10,000			
42.	Ascarate Park	Canon IR3300	YLM93272	20,000			
43.	Associate Family Court #1	Canon IR210S	NPR39119				
44.	Associate Family Court #2	Canon IR210S	NPR39100	290,000			
45.	Associate Family Court #4	Canon ZEZ36394	NPR02900				
46.	Auditor	Canon 6551	NJE40514				
47.	Auditor	Canon 6551	NJE44586				
48.	Auditor	Sharp AR-M277	35039208				
49.	Auditor	Canon 400S	MRZ02745				
50.	Auditor	Canon IR9000	10905				
51.	BCMHC	Samsung SCX-6555N	9D61B1CQ800219A	10,000			
52.	CC1	Toshiba E-Studio 282	CUG732167				
53.	CC2	Canon IR210S	NPR21547	25,000			
54.	CC2	Sharp AL-1631	75041591	42,000			

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55.	CC2	Sharp AL-1631	75041271	22,000			
56.	CC3	Canon IR210S	NPR39007	115,842			
57.	CC4	Canon IR210S	NPR02629	246,500			
58.	CC5	Canon IR210S	NPR39112	122,935			
59.	CC5	Xerox Phaser 3635 MFP	LBP239321	2,381			
60.	CC6	Toshiba E-Studio 282	CUG731861				
61.	CC7	Canon IR2800	NPJ15118	343,450			
62.	CCR1	Canon IR210S	NPR39103				
63.	CCR2	Canon IR210S	NPR36928	185,118			
64.	CCR3	Xerox Workcentre 4260	BICQ705932				
65.	CCR4	Xerox 4260S	MAE501419				
66.	CDC1 (Criminal District Court 1)	Canon IR210S	NPR39105				
67.	CDC1	Sharp AL-2030	75051695				
68.	Child Welfare Board	Xerox Phaser 3635 MFP	LBP242207	9,000			
69.	Children's Court	Canon IR2230	KJC09667	138,302			
70.	Community Development	Canon FC3 9800	NPR36784				
71.	Constable Precinct 6	Canon F138302	NV806277				
72.	Council of Judges Administration	Canon IR210S	NPR39110	271,940			



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73.	County Attorney	Ricoh Aficio 1018	16502671	10,000			
74.	County Clerk Administration	Sharp AR-M3OUT	55001211				
75.	County Clerk Administration	Sharp AR-M3OUT	55000991				
76.	County Clerk Administration	Xerox Workcentre 255	UTV8701954E				
77.	County Clerk Administration	Xerox 3635 MFP/S	LBT202246				
78.	County Clerk Archives	Canon IR	NQJ47697				
79.	County Clerk Archives	Canon PC940	TVD59051				
80.	County Clerk Archives	Xerox Workcentre 5655	WTD733017				
81.	County Clerk Collections	Sharp AR-M277	55004647				
82.	County Clerk NE Annex	Sharp Image	96502506				
83.	County Clerk NE Annex	Brother DCP1000	K2J765927				
84.	County Court at Law Administration	Xerox 2205T	GYM028856				
85.	County Court at Law Administration	Canon IR210S	NPR39110				
86.	County Judge	Canon IR5055	MAS02405				
87.	Courtmaster 4	Canon NP6544	NJP00252				
88.	District Attorney	Ricoh 1055	C15000365				
89.	District Attorney	Ricoh Aficio 2060	C15000883				
90.	District Attorney	Samsung C1X-8380ND	9D61B1CQ600260P				

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91.	District Attorney	Xerox C3545	CQG721736				
92.	District Clerk	Canon IR3300	10945				
93.	District Clerk	Canon D340	MGZ46245				
94.	Domestic Relations	Canon IR2830	NPR14290	102,652			
95.	Elections - Administration	Xerox DC555	LKF002047	10,000			
96.	Elections – Computer Room	Canon IR2800	MPJ20364	5,000			
97.	Elections - Justice	Xerox Copycentre C20	RYR361027	5,000			
98.	Elections - R. Okeefe's Office	Canon IR210S	NPP02928	5,000			
99.	Facilities Management	Canon 6412F	NUP08398				
100.	Facilities Management	Xerox C20	RYR376848				
101.	Family Court #1	Canon IR210S	NPR39119				
102.	General Assistance	Xerox 3635	LBT202307				
103.	General Assistance Ysleta	Xerox Phaser 3635 MFP/S	LBT202305				
104.	HIDTA Financial Disruption Task Force	Minolta DI-250	6045325				
105.	HIDTA Financial Disruption Task Force	Minolta DI5200	312496				
106.	Human Resources	Sharp AR-M355NCT	65021257	80,000			
107.	ITD	Toshiba E-Studio 3500C	CCH717566	84,000			
108.	Jail Magistrate	Canon IR210S	NPR40157	144,383			

	Office	Make/Model	Serial No.	Est. Annual Copy Allowance	Monthly Cost	Annual Cost	Overage
109.	JP1	Sharp AL-1642CS	55111956	7,000			
110.	JP1	Canon IR2000	122073	7,225			
111.	JP2	Xerox Workcentre M20i	RYU362385	13,000			
112.	JP2	Canon IR210S	NPR02604	19,000			
113.	JP3	Canon IR2020I	SRB04867	19,647			
114.	JP4	Xerox Phaser 3635 MFP	LBP245282				
115.	JP4	HP OfficeJet PRO L7680	144254/C8189A				
116.	JP6, Place 1	Sharp AR-M317	7504615X	250,000			
117.	JP6, Place 1	Canon 6551	S0273309	250,000			
118.	JP6, Place 1	Canon IR210S	NPR36895	250,000			
119.	JP6, Place 2	Canon IR2020I	MCJ01593	12,000			
120.	JP7	Canon IR210S	NPR39075	30,000			
121.	JP7	Xerox Phaser 3635 MFP	BNLQ401132	30,000			
122.	JP7	Canon NP7130F	NVH16781	30,000			
123.	JPD	Canon IR4570	SKU04721	250,000			
124.	JPD	Canon IR4570	SKU04723	250,000			
125.	JPD	Canon IR4570	SKU04760	250,000			
126.	JPD	Riso RZ220 UI	17961	270,000			

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127.	JPD	Riso GR2750	1566	250,000			
128.	Jury Duty Court	Sharp AL1631	75040161				
129.	Juvenile Referee Court #1	Xerox 4260	MAE500359				
130.	Law Library	C360	8071652	10,000			
131.	Medical Examiner	Samsung SCX5935FN	14BUBAKQ900007N	27,000			
132.	Metro Narcotics Task Force	Sharp AR336	96513446				
133.	Nutrition	Toshiba E-Studio 352	DP3540 CGG738550	27,000			
134.	Probate Court #1	Xerox Copycentre 238	URT157906P				
135.	Probate Court #2	Sharp AR-M207	63067357	62,344			
136.	Public Defender	Canon NP1218	CPX02542				
137.	Purchasing	Toshiba E-Studio 352	CGG738574	180,000			
138.	Road & Bridge	Canon IR2830	KJY01949	90,000			
139.	Road & Bridge Fabens	Samsung SCX-5935FN					
140.	Road & Bridge Sewage Inspection	Sharp AR-M208D	85011638				
141.	Sheriff - BITS (Jail)	Xerox CC20	RYR39042	24,000			
142.	Sheriff - Civil (Headquarters)	Xerox CC20	RYR30947	24,000			
143.	Sheriff – IA (Headquarters)	Canon IR210	25736	36,000			
144.	Sheriff - Law Library (Annex)	Canon IR210	NPR29829	60,000			

	<b>Office</b>	<b>Make/Model</b>	<b>Serial No.</b>	<b>Est. Annual Copy Allowance</b>	<b>Monthly Cost</b>	<b>Annual Cost</b>	<b>Overage</b>
145.	Sheriff - Patrol (Headquarters)	Sharp AL1655	55044710	60,000			
146.	Sheriff - Supply (Headquarters)	Sharp S1685	45062790	60,000			
147.	Sheriff - UVD Patrol (Vinton)	Canon IR1023N	NJP12469	60,000			
148.	Tax	Canon IR5570	SLQ25550	150,000			
149.	Tax	Canon IR4570	SKU09020	50,000			
150.	Tax	Canon IR4570	SKU24079	75,000			
151.	Tax	Canon IR4570	SKU09014	60,000			
152.	Tax	Canon IR210S	MPR36906	20,000			
153.	Tax	Canon IR1600		60,000			
154.	Tax	Toshiba E-Studio 352	CGG738592	75,000			
155.	Tax	Toshiba E-Studio 352	CGG738572	90,000			
156.	Tax	Toshiba E-Studio 352	CLG749753	40,000			
157.	Tax Court (171 Loan)	Sharp AL1637	CN75049471				

# COUNTY OF EL PASO, TEXAS

## 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

(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.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\*All three (3) pages of this document must be included in all responses.



# COUNTY OF EL PASO PURCHASING DEPARTMENT

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MDR BUILDING, 800 EAST OVERLAND  
ROOM 300, EL PASO, TEXAS 79901  
(915) 546-2048, FAX: (915) 546-8180

PITI VASQUEZ, PURCHASING AGENT  
JOSE LOPEZ, JR. ASST. PURCHASING AGENT  
LINDA MENA, 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.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\* This page must be included in all responses.



**COUNTY OF EL PASO**  
County Purchasing Department  
800 East Overland, Suite 300  
El Paso, Texas 79901  
(915) 546-2048  
(915) 546-8180 Fax

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RE: Bid #10-051, 2010 Copier Maintenance Contract

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 Anna Perez  
Commissioner Veronica Escobar  
Commissioner Willie Gandara Jr.  
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent  
Jose Lopez, Jr., Assistant Purchasing Agent  
Pete Gutierrez, Buyer II  
Linda Mena, Inventory Bid Technician  
Lucy Balderama, Inventory Bid Technician  
Myrna Ruz, Buyer

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

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity 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 knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

### OFFICE USE ONLY

Date Received

Bid # 10-051

**1** Name of person who has a business relationship 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 the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3**

**Name of local government officer with whom filer has employment or business relationship.**

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. 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, other than investment income, from the filer of the questionnaire?

Yes       No

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

Yes       No

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

Yes       No

D. Describe each employment or business relationship with the local government officer named in this section.

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

\_\_\_\_\_  
Date

## COUNTY OF EL PASO PURCHASING DEPARTMENT

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

MDR BUILDING, 800 E. OVERLAND  
ROOM 300, EL PASO TEXAS 79901  
(915)546-2048, FAX (915)546-8180

### Instructions: Conflict of Interest Form (CIQ)

- **Please complete CIQ Form whether or not a conflict exists.**
- **Box #1 All Vendors** Must Print Clearly their names and company name.
- **Box #2** If the vendor has already filed a CIQ for the current year and is updating (filing a new one) due to changes on bid, please check box. If this is the first time within the current year that the vendor is submitting a CIQ, then do not check this box.
- **Box #3** If you are filing a disclosure of conflict of interest, meaning that you do have a relationship with someone listed on the page prior to the CIQ form on your BID, RFP, RFQ, or RFI, then you must print the name of the person whom you have a business relationship with.
- If you answer **yes** to any of the following: **Item A, B, C** you have a conflict and must disclose on this form.
- **Item D** List the type of relationship and what department in the local government the person you have listed in **Box #3**.
- **Box #4** Please have the person that is named on **Box# 1**, sign and date in this box. We request a contact number in case there are any questions or form is missing information. This is a courtesy to you.
- It is the vendor's responsibility to submit the CIQ document number provided by the County Clerk's to the Purchasing Department.
- Please note that the state law requires that the Questionnaire be filed with the COUNTY CLERK no later than the 7th business day after submitting an application, response to an RFP, RFQ, RFI 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.
- File a 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 the attention of the County Clerks office.
- If filing by fax use your fax confirmation (date/time) for your records. To obtain a copy/CIQ document number go to our website at [www.epcounty.com](http://www.epcounty.com), click on public records, click on to Official Public Records - Deeds of Trust, Liens and other public documents (County Clerk), type in the name of your company, on Style: scroll to CIQ-Conflict INT. QUESTIONNAIRE, and click on Search. It will be available on the web-site approximately 5 to 10 business days. Please fax a copy of your fax confirmation (date/time) to The Purchasing Department at (915) 546-8180. If you have not yet placed it in your Bid, RFP, RFQ, RFI.
- If you have any questions, please call Linda Mena or Lucy Balderama at 915-546-2048.

**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.

**COUNTY OF EL PASO, TEXAS**

Solicitation Check List

**2010 Copier Maintenance Contract  
Bid #10-051**

**THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE**

\_\_\_\_\_ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, August 4, 2010. 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

\_\_\_\_\_ **CIQ forms** - you must write the name of your company underneath the signature with your phone number and bid number. 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?