



County of El Paso Purchasing Department  
800 E. Overland Room 300  
El Paso, Texas 79901  
(915) 546-2048 / Fax: (915) 546-8180

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**ADDENDUM 3**

To: All Interested Bidders

From: Lucy Balderama, Inventory Bid Technician

Date: November 2, 2011

Subject: BID # 11-029, Traffic Signals - Pellicano at Sun Fire Project

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Please note the following mandatory Ethics Training:

# IMPORTANT NOTICE FOR VENDORS

## EL PASO COUNTY CODE OF ETHICS TRAINING REQUIREMENT FOR VENDORS

**Vendors.** Any vendor involved in a single procurement exceeding \$50,000 must complete training on the El Paso County Code of Ethics. **This training must be completed prior to submitting a bid or proposal, responding to a request for qualifications or proposals, or otherwise contracting with the county.** The training must be completed by an officer, principal, or other person with the authority to bind the vendor. The certification of completed training on the Ethics Code issued by the County Human Resources Department is valid for one (1) calendar year from the date of completion. A list of those Vendors with a current certification of completion and the corresponding date of expiration shall be maintained on the El Paso County website under the Purchasing Department's Current List of Training Certified Bidders. This training requirement does not apply to emergency purchases.

### Training

In compliance with Section 161 of the Texas Local Government Code, training on the El Paso County Code of Ethics will be accessible in an online format to Vendors and Lobbyists on an ongoing basis, subject only to limitations due to technical resources. No person or entity required to complete training will have to do so more than once per year.

**The required training for Vendors may be accessed and completed at:**

**<http://www.epcounty.com/ethicscom/training.htm>**

Once you have taken the ethics training course print out the confirmation and attach a copy to your bid. Make sure you keep one for your records for future bids. You may also include the list of vendors to show that your company has been added. Go to our website at [www.epcounty.com](http://www.epcounty.com) then click on *Bids & More* then on *Purchasing Home* then click on *Vendors that have Completed Ethics Training.*

If you have taken the training and your name has not been added to the list, Please contact Gabby at our Human Resource Department at (915)546-2218 ext. 4069