



**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, January 4, 2012** to be opened at the County Purchasing Office the same date for **Uniformed Officers Badges and Patches for the County of El Paso.**

**Bids must be in a sealed envelope and marked:**  
**“Bid to be opened January 4, 2012**  
**Uniformed Officers Badges and Patches for the County of El Paso**  
**Bid #11-056”**

**Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Tuesday, December 27, 2011, 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

# 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>

## 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 #11-056</b> <b>Uniformed Officers Badges and Patches for the County of El Paso</b> Vendor must meet or exceed specifications
<b>Vendor must use EXHIBIT A</b> <b>PRICING SHEET provided on pages</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

\_\_\_\_\_  
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\*\*\***

# **Uniformed Officers Badges and Patches for the County of El Paso**

**Bid #11-056**



**Opening Date  
Wednesday, January 4, 2012**



**EL PASO COUNTY SHERIFF'S OFFICE  
DEPUTY BADGES**

**C.W. Nielsen - Model #S-300**

FINISH - Alloy either Alloy S or Alloy G depending on rank.

BADGE is 3 inches point to point with floral design in each tip. Badge has a 1/4" dap and is struck from .064 material.

LETTERING around badge circle is blue block:

**Deputy Sheriff**

**(seal)**

**El Paso County**

Lettering is separated by dot break points. The seal is a full color State of Texas seal 7/8" diameter with red rim blue center area and white star.

A top the badge and straddling the top two tips is the title banner. It is affixed 1/8" above the top circle of the badge. The title banner is 5/6" wide. The titles are standing Roman letters in a field of blue enamel.

All blue enamel colors are #643 blue.

Attachments are B.A. Ballou #105 joint #68 catch with 2" foot pin.

Gold Badges for the following officers:

Sheriff  
Chief Deputy  
Commander  
Detective  
Lieutenant  
Sergeant

Silver Badge for Deputy

**Please Note: Vendor must provide one sample of a Gold badge for Sheriff and one sample of a silver badge for Deputy.**

**EL PASO COUNTY SHERIFF'S OFFICE  
DETENTION OFFICER BADGE**

Badge Body Specifications:

Diameter	72.4 mm or 2.82 inches
Thickness	3.5 mm or .13 inches
Material	Brass
Metal Plating	TBD Silver for Detention Officer and Gold for Corporal and above
Curvature	10 mm convex
Fixture	Vertical Safety Pin 2" Style Clasp (Welded)
Enamel	Genuine Cloisonne hard enamel lettering and state seal
State Seal	3 D

Rank Ribbon Specifications:

Dimensions artwork	Approximately 50.46 X 18.46 mm "TBD upon final artwork
Thickness	2mm
Materials	Brass
Plating	To match badge body determined by rank
Lettering	Genuine Cloisonne hard enamel lettering

Bureau Ribbon Specifications:

Dimensions artwork approval	Approximately 50.46 X 18.46 mm TBD upon final artwork approval
Thickness	2 mm
Material	Brass
Plating	To match badge body DETENTION BUREAU
Lettering	Genuine Cloisonne hard enamel lettering

All die charges one time only fee as long as there are no changes to the physical design.

Badge Patch for the BDU Shirt

Submit sew on badge patch samples to resemble the Detention Officer, Corporal, Sergeant, Lieutenant and Commander as attached.

Gold Badges for the following officers:

Commander  
Lieutenant  
Sergeant

Corporal

Silver Badge for Detention Officer

**Please Note: Vendor must provide one sample of a Gold badge for a Commander and one sample of a silver badge for a Detention officer.**

**EL PASO COUNTY SHERIFF'S OFFICE  
COURTHOUSE SECURITY, COMMUNICATIONS AND ANIMAL CONTROL OFFICER**

**BACKING:** To be solid, no shell-backing is acceptable

**METAL:** Is either nickel or gold

**SIZE:** 3 " x 2 1/4

**LETTERING:** Black

**FASTENER:** Pin or screw back

Silver Courthouse Security

Silver Animal Control Officer

Silver Communications

Gold Communications Supervisor

**Please Note: Vendor must provide one sample of a Gold badge for a Communications Supervisor and one sample of a silver badge for a Courthouse Security.**

**Submit only one sample for the Rank/Longevity Insignia Sworn and Communication Personal Patches. See Attachment.**

a.	Master Sergeant	Honorary	3 chevrons, 3 rockers, star in wreath	
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**Detention Officer Ranks**  
**Corporal/Floor Control Officer**  
**Sergeant**  
**Lieutenant**

**Gold Deputy Officer Ranks**  
**Sergeant**  
**Lieutenant**  
**Commander**  
**Chief Deputy**  
**Sheriff**

**The pictures are attached. They are to be worn as pin on insignia for the shirt collar. Colors should be gold for Deputy Officer Ranks. For Detention Officer Ranks the colors should be in gold and subdued black.**

**BID WILL BE AWARDED FOR 1 YEAR WITH THE  
OPTION TO RENEW AN ADDITIONAL YEAR**

**BID WILL BE AWARDED BY EITHER LUMP SUM OR  
LINE ITEM IN THE BEST INTEREST OF THE COUNTY  
OF EL PASO**

**EXHIBIT A  
PRICING SHEET**

<b>EL PASO COUNTY SHERIFF'S OFFICE DEPUTY BADGES</b>	
<b>Description</b>	<b>Unit Cost per Item</b>
Gold Badge - Sheriff	
Gold Badge - Chief Deputy	
Gold Badge - Commander	
Gold Badge - Detective	
Gold Badge - Lieutenant	
Gold Badge - Sergeant	
Gold Badge - Sheriff	
Gold Badge - Chief Deputy	
Silver Badge - Deputy	
<b>EL PASO COUNTY SHERIFF'S OFFICE DETENTION OFFICER BADGE</b>	
<b>Description</b>	<b>Unit Cost per Item</b>
Gold Badge - Commander	
Gold Badge - Lieutenant	
Gold Badge - Sergeant	
Gold Badge - Corporal	
Silver Badge-Detention Officer	
<b>EL PASO COUNTY SHERIFF'S OFFICE COURTHOUSE SECURITY, COMMUNICATIONS AND ANIMAL CONTROL OFFICER</b>	
<b>Description</b>	<b>Unit Cost per Item</b>
Silver Badge - Courthouse Security	
Silver Badge - Animal Control Officer	
Silver Badge - Communications	
Gold Badge -Communications Supervisor	
<b>EI PASO COUNTY SHERIFF'S OFFICE PATCHES</b>	
<b>Description</b>	<b>Unit Cost per Item</b>
Detention Officer Badge Patch	
Sheriff's Office County of El Paso Texas (patch for all shirts on both shoulders)	
Security Threat Group - Intelligence Unit	
Sheriff's Office - SWAT	
Sheriff's Office - Special Response Team	
Sheriff's Office - Search and Rescue	
Sheriff's Office - K9	

<b>Rank/Longevity Insignia – Sworn Communications Personnel</b>	
<b>Description</b>	<b>Unit Cost per Item</b>
Master Sergeant, Honorary - 3 Chevrons, 3 rockers, Star in wreath	
Sergeant $\geq$ 30 years - 3 Chevrons, 3 rockers, star in field	
Sergeant $\geq$ 25 years - 3 Chevrons, 3 rockers, diamond in field	
Sergeant $\geq$ 20 years - 3 Chevrons, 3 rockers	
Sergeant $\geq$ 15 years - 3 Chevrons, 1 rocker, star in field	
Sergeant $\geq$ 10 years - 3 Chevrons, 1 rocker, diamond in field	
Sergeant $\geq$ 5 years - 3 Chevrons, 1 rocker	
Sergeant $<$ 5 years - 3 Chevrons	
Floor Control Office $\geq$ 25 years - 3 Chevrons, 2 rockers, diamond in field	
Floor Control Office $\geq$ 20 years - 3 Chevrons, 2 rockers	
Floor Control Office $\geq$ 15 years - 2 Chevrons, 1 rockers, star in field	
Floor Control Office $\geq$ 10 years - 2 Chevrons, 1 rockers, diamond in field	
Deputy/Detention Officer/Communications $\Rightarrow$ 15 years 1 chevron, 1 rocker, star in field	
Deputy/Detention Officer/Communications $\Rightarrow$ 10 years $<$ 15 years 1 chevron, 1 rocker, diamond in field	
Deputy/Detention Officer/Communications $\Rightarrow$ 5 years $<$ 10 years 1 chevron, 1 rocker, blank field	
Deputy $<$ 5 years No insignia	
Detention Officer $<$ 5 years No insignia	
<b>These need to be in Patch Format to be sewn on They also need to be in subdued black and gold for pin on insignia for the shirt collar.</b>	
Lines below maybe used for any additional miscellaneous cost:	

## PICTURES ATTACHED

- SHERIFF'S OFFICE BADGES
- RANK LONGEVITY INSIGNIA SWORN AND COMMUNICATIONS PERSONNEL SHOULDER PATCHES
- SHERIFF'S OFFICE PATCH FOR ALL PERSONNEL



DEPUTY

DEPUTY SHERIFF  
STATE OF TEXAS  
DEPUTY SHERIFF PASO COUNTY TEXAS









SERGEANT

DEPUTY SHERIFF

STATE OF TEXAS

EL PASO COUNTY

















ADP









Floor Control Officer/Corporal



Sergeant



Lieutenant



Sheriff


















Chief Deputy



Commander



Rank/Longevity Insignia – Sworn and Communications Personnel				
a.	Master Sergeant	Honorary	3 chevrons, 3 rockers, star in wreath	
b.	Sergeant	≥ 30 years	3 chevrons, 3 rockers, star in field	
c.	Sergeant	≥ 25 years	3 chevrons, 3 rockers, diamond in field	
d.	Sergeant	≥ 20 years	3 chevrons, 3 rockers	
e.	Sergeant	≥ 15 years	3 chevrons, 1 rocker, star in field	
f.	Sergeant	≥ 10 years	3 chevrons, 1 rocker, diamond in field	
g.	Sergeant	≥ 5 years	3 chevrons, 1 rocker	
h.	Sergeant	< 5 years	3 chevrons	
i.	Floor Control Officer	≥ 25 years	3 chevrons, 2 rockers, diamond in field	
j.	Floor Control Officer	≥ 20 years	3 chevrons, 2 rockers	
k.	Floor Control Officer	≥ 15 years	2 chevrons, 1 rocker, star in field	
l.	Floor Control Officer	≥ 10 years	2 chevrons, 1 rocker, diamond in field	
a.	Deputy/Detention Officer/ Communications	=>15 years	1 chevron, 1 rocker, star in field	
b.	Deputy/Detention Officer/ Communications	=>10 years <15 years	1 chevron, 1 rocker, diamond in field	
c.	Deputy/Detention Officer/ Communications	=>5 years <10 years	1 chevron, 1 rocker, blank field	
d.	Deputy	< 5 years	No insignia	
e.	Detention Officer	< 5 years	No Insignia	



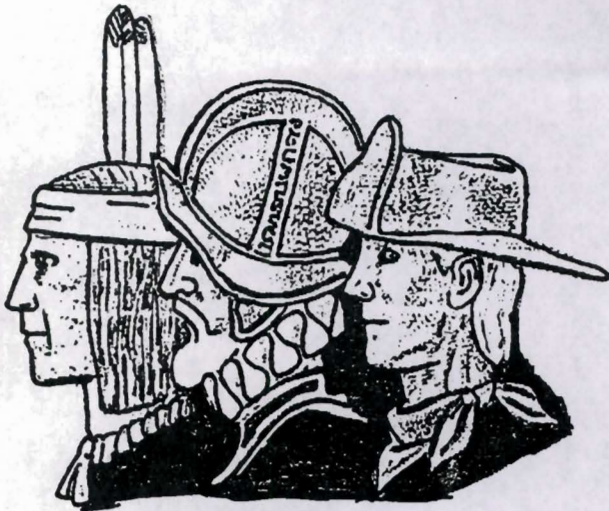






SHERIFF'S PATCH FOR ALL SHIRTS ON BOTH SHOULDERS



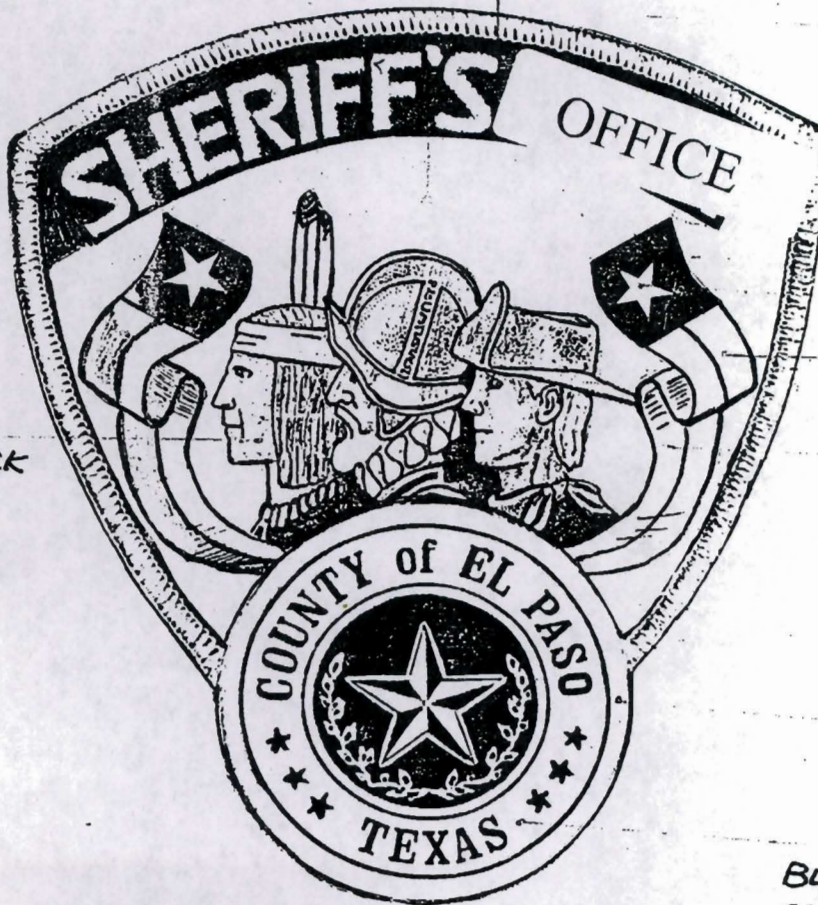


ENLARGED FIGURES  
FOR DETAIL

BLACK  
BACKGROUND

WHITE LETTERS  
SHERIFF'S DEPT.

WHITE BORDER



FIGURES IN  
WHITE WITH BLACK  
DETAIL

BLUE  
WHITE STAR

RED

WHITE

WHITE BORDER

ENTIRE SEAL IN  
BLACK & WHITE AS  
SHOWN

A SAMPLE PATCH MUST BE PROVIDED FOR APPROVAL FIRST.





Sold Only Through  
Uniform Stores & Authorized Resellers

Date: 07-23-11  
Version # 1

- Verify :
- 1.) Lettering - Spelling Spacing Color and Placement.
  - 2.) Colors - Border Background Detail and Lettering
  - 3.) Details - Size and Placement
- Customer #



HERO'S PRIDE  
 Direct Phone (877) 432-9141 ext. 6174  
 Fax (800) 527-9141  
 Mail to: PO Box 19033, Van Nuys, CA 91410-0033  
 Ship to: 8804 Oro Avenue, Chico, CA 95921

From: Andy Seales (mailto:andyseales@herospride.com)  
 Sent: Wed 7/27/2011 8:30 PM  
 To: Denise Kelley  
 Subject: Security Threat Group Intelligence Unit Sheriff's Office

*Send Trevino  
 Wis*

- Legend:**
- RS - Running Stitch
  - SS - Steel Stitch
  - SD - Stitch To Show Detail
  - O/D - Outline and Detail
  - O - Overlock
  - O/D - Outline & Detail

Size:	3" X 3"
Outer Border:	overlock #900
Background:	-
No. Thread Colors:	-
	#546
	#900
	#484
	#367
	#701
	#486
	#800

Above printed colors are approximates.  
See color swatches for actual thread shades.



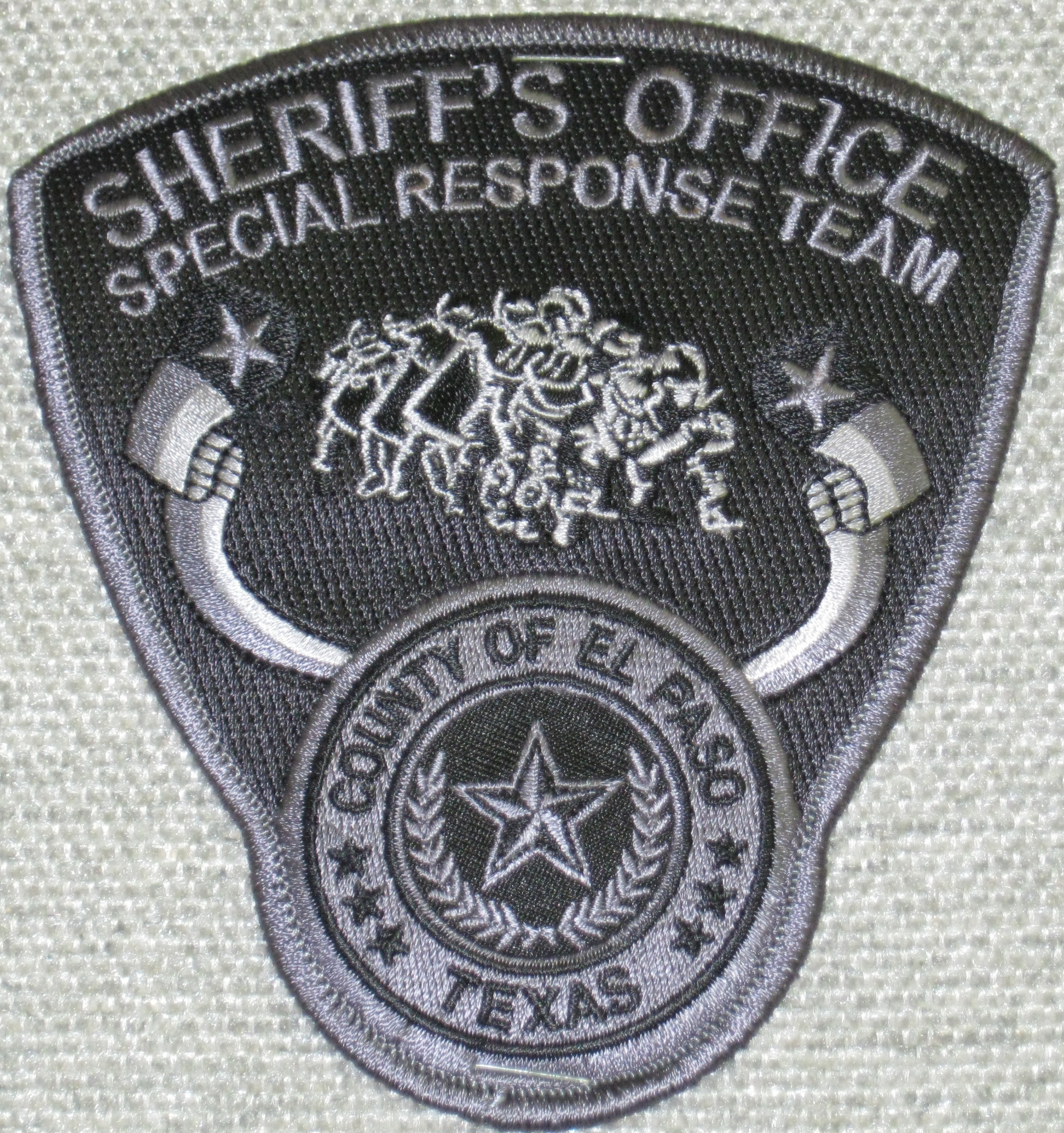
SHERIFF'S OFFICE

SWAT

COUNTY OF EL PASO

TEXAS















12/07/2011

# 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 #11-056, Uniformed Officers Badges and Patches for the County of El Paso

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 Veronica Escobar  
Commissioner Anna Perez  
Commissioner Sergio Lewis  
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  
Victor Duran, Buyer  
Richard D. Wiles, Sheriff  
Sylvia Aguilar Chief, Deputy

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 # 11-056

**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  
LUCY BALDERAMA, 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 915-543-3816 the attention of the County Clerk's 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**  
**Uniformed Officers Badges and Patches for the County of El Paso**  
**Bid #11-056**

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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., Wednesday, January 4, 2012. 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 915-543-3816 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 complete the mandatory ethics training course as indicated in page 2?
- \_\_\_\_\_ Did you provide one original and two (2) copies of your response?