



County of El Paso Purchasing Department
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www.epcounty.com

ADDENDUM 1

To: All Interested Bidders

From: Lucy Balderama Inventory Bid Technician

Date: February 24, 2012

Subject: Bid# 12-011, Office Supplies for the County of El Paso

The Purchasing Department received request/questions relating to the above referenced Bid; the following is the response to the request/questions:

1. Can we use similar items on this bid? For example, line 13 has WLJ36214W but BSN09953 is the same product.
Yes.
2. Is this an all or nothing bid? Or will this bid be awarded by line item?
All or nothing.
3. Will only one vendor be selected?
Yes.
4. What about items that are not on the bid? Will there be an RFQ process or will the awarded vendor get that business as well?
The awarded vendor will get that business.
5. Usage Quantities per shipment- Total Usage.
Estimated usage 400-500 cases a month
6. #151, 160, 203, 204, 211, 212, 213, 243, 244, 258, 260, 355, 356, 357, 358, 359, 360, 361, 62, 363, 364, are HP (Hewlett Packard) Toner. Are remanufactured toner acceptable, or only HP Brand.
HP Brand

7. In an effort to help protect our environment and reduce costs to our customers we would like to recommend reducing the number of deliveries by implementing a MOV (minimum order value) of \$50.00. No order can be placed until the product value equals or exceeds \$50.00. Will this be acceptable to El Paso County?
No. Purchase Orders have minimum orders.
8. May we quote our Private Brand products when we believe they are appropriate alternates to the requested item?
Yes, as long as they meet specifications.
9. May we offer remanufactured Ink/Toner cartridges (not refilled, but truly remanufactured to OEM specs) as well as OEM cartridges?
Yes.
10. How will the County present the contract to its departments, as a required supplier or as an optional supplier?
As a required supplier.
11. Will purchases be restricted to only those items covered by the contract?
No.
12. Will the County allow off contract purchases of items not covered by the awarded contract?
Yes
13. Will purchasing do all the buying or will departments be allowed to purchase for their own requirements?
All buying will go through Purchasing.
14. Will this contract be awarded by line item, winner take all, or multiple vendors?
Line item
15. How was this list of items created, from last year's usage or prior year's data, or from your warehoused office supplies data when you operated the warehouse?
Last fiscal years usage.
16. Your bid requires a 5% bid bond if the total of the bid exceeds \$100,000. We have no projected usage so on what basis are we to calculate whether a bid bond is required or determine the value of the bid bond? Can you clarify this requirement for us please?
No Bid bond is required for this bid.
17. Can the El Paso County Code of Ethics training be done by our District Sales Manager?
Yes.

18. Can you provide us a usage report based on last year's usage of office supplies for the items on the list?
Estimate 105,000.00
19. How are orders going to be placed, daily, weekly, or as needed? What is your average order value?
As needed. Ranges from \$5 or up
20. What will be the evaluation factors to select the vendor(s) and how will those factors be weighted?
Lowest price on quality office supplies & Customer Service
21. Will the County allow contract purchases to be made in the vendor(s) retail stores, if they have stores and can honor contract pricing in the stores?
Vendors may honor bid however vendor chooses delivery of purchases are required.
22. How do you anticipate ordering from the selected vendor, website, telephone, fax, email, EDI or some other method?
All of the above.
23. Can the bid due date be extended 2 weeks to allow vendors enough time to properly respond after receipt of County answers to these questions?
No. We must award as soon as possible.
24. For bid bond purposes and proper vendor evaluation, what is the total spend for this contract historically and expected?
No bid bond is required.
25. What is the contract term? One year with options? How many years total?
One year with no options
26. Do you have actual usage for the 385 items specified in the bid
Not available at this time
27. Is the bid item list available in Excel format?
No.
28. Will this contract be awarded as a single source to the lowest responsible bidder?
Will be awarded by line item.
29. Is delivery to a single location (County warehouse) or departmental/multiple location?
Mainly to central purchasing location ,the county warehouse but also to county satellite offices
30. Will end users place all orders on-line via the successful vendor's website? If so, will you require approval routing, or "cost center" capture?
Office Supply Buyer will be doing the ordering on line.

31. How will responses be evaluated?
By committee?
Point system by weighted evaluation criteria?
Market basket (385 specified items)?
"Non-core" Catalog pricing? On-line ordering system/capabilities?
Account Management/reporting? Program rollout and training?
Lowest bid- line item meeting specifications
32. Will vendors have an opportunity to formally present their response, offering, and value proposition?
No.
33. When does the County anticipate contract award and program launch?
Bid opens on February 29, 2012. Spreadsheet tabulation will be done and posted on website and set up for award. We are estimating Mid March.
34. What are the County's payment terms and what billing process and format is required?
30 days
35. When will the County's responses to these questions be posted?
As soon as they are answered.
36. What will your delivery requirement be for this bid?
3 day delivery & to deliver to county satellite offices as well as specified on Purchase Ordered.