



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

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, May 8, 2013 to be opened at the County Purchasing Office the same date for Printers, Scanners and Bar Code Readers for the County of El Paso.

**Bids must be in a sealed envelope and marked:
"Bid to be opened May 8, 2013
Printers, Scanners and Bar Code
Readers for the County of El Paso
Bid #13-028"**

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the Assistant Purchasing Agent before Wednesday, May 1, 2013, 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.

JOSE LOPEZ, JR.
Assistant 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 bid, responding to a request for qualifications or bids, 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. Keep a copy for future references/bids.

To view the list of the Vendors, the representatives and the date it expires.

- ❖ Go to <http://www.epcounty.com/ethicscom/training.htm>
- ❖ Select:

Vendors Who 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.



**EL PASO COUNTY PURCHASING DEPARTMENT
800 E. OVERLAND AVE., ROOM 300
EL PASO, TEXAS 79901
(915) 546-2048
FAX: (915) 546-8180**

Memorandum

To: All Vendors
From: Jose Lopez, Jr., Assistant Purchasing Agent
Date: February 6, 2012
Subject: County Purchasing New Vendor/Bid System & Online Vendor Registration

The Purchasing Department will be implementing its new bid processing vendor notification/registration system on April 1, 2012. The new system will allow vendors to register and maintain their vendor file real time without the intervention of the Purchasing Department. Vendors will maintain their address information and contact information; as well as the commodity information that the vendor wants to be considered for on County bid solicitations. Vendors will be given a choice of receiving hard copy bid notifications, or electronic notifications to the vendors designated email and/or cellular telephone text number. We hope that the changes will help our vendors receive their solicitations in a more effective and efficient manner that will benefit both the County and the vendor with more timely, accurate, competitive bids.

All vendors wishing to receive or continue to receive bid notifications must register by April 1, 2012. The Purchasing Department will be migrating to the new vendor system on April 1, 2012 and all vendors that have not registered in the new system will not receive bid notifications. Thank you for your cooperation. If you have any questions please contact me at (915)546-2068, or Sally Borrego at (915)546-2048.

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

Description – Bid #13-028 Printers, Scanners and Bar Code Readers for the County of El Paso 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. Please submit one (1) original copy and three (3) CD copies in Word/PDF Format of your bid.

Company	Mailing Address
Federal Tax Identification No.	City, State, Zip Code
Ethics Representative (refer to page 2)	Ethics Training Date or Expiration Date
CIQ Document Number	Conflict of Interest Questionnaire (CIQ) Filed Date
DUNS Number	
Representative Name & Title	Telephone Number include area code
Signature	Fax Number include area code
Date	Email Address

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

Printers, Scanners and Bar Code Readers for the County of El Paso

Bid #13-028



Opening Date
Wednesday, May 8, 2013

SECTION 1 –REQUIREMENTS AND GUIDELINES

1. SUBMISSIONS

All perspective bidders will submit their bid to:

Mr. Joe Lopez,
Purchasing Agent
El Paso County Purchasing Department
800 E Overland Room 300
El Paso, Texas, 79901

2. SCHEDULE

The following schedule of activities is planned. Any changes will be communicated to the prospective vendor's from the Purchasing Agent.

Events	Dates
Release/Advertise	April 21, 2013 & April 28, 2013
Deadline for questions	May 1, 2013
Opening	May 8, 2013

3. VENDOR QUALIFICATION

A representative of the County of El Paso (hereafter "COUNTY") will evaluate bids only from experienced, highly qualified VENDORS (hereafter "VENDOR(s)") that have proven successful experience in their respective industry as requested in this SOLICITATION. The VENDOR's response to the SOLICITATION must document and qualify this experience.

Only VENDORS who can provide information satisfactory to the County that they are authorized resellers for the products they are bidding will be considered. VENDORS will be required to provide documentation from the manufacturer of their proposed products that they are authorized to sell the products and provide information about the guarantees and warranties that they provide.

4. SUBMITTAL INFORMATION

VENDORS that have submitted bids are considered earnest participants and must conform to the following processes after submission.

4.1 SUBMITTALS

All prospective VENDORS must submit one (1) original and two (3) electronic copies of their bid, contract(s), terms and conditions for this project. Any agreements must be included in the SOLICITATION response package. All materials submitted in response to this Solicitation will become the property of The County of El Paso. The VENDOR is solely responsible for ensuring that the full bid is received by The County of El Paso, Purchasing Department (hereafter PURCHASING) on or before May 8, 2013 at 2:00 p.m. The COUNTY shall not be responsible for any delays in mail or by express mail carriers or by transmission errors or delays or missed

delivery. The VENDOR shall carefully review all documents referenced and made a part of the solicitation document to ensure that all information required to properly respond has been submitted or made available and all requirements are priced in the bid. Failure to examine any document, drawing, specification, or instruction will be at the Vendor's sole risk. VENDORS submitting bids do so entirely at their expense. There is no express or implied obligation by THE COUNTY to reimburse a vendor for any costs incurred in preparing or submitting bids, providing additional information when requested by THE COUNTY, participating in any selection interviews or product demonstrations, or participating in this procurement. Bids must include the VENDOR name, address, telephone and facsimile numbers, and federal tax identification number. The bid must be signed by a duly authorized officer or employee of the VENDOR and include the name, title, address, and telephone number of the Individual who is the proposer's designated representative. All bids must be submitted in the proper format, as stated in section 5.

4.2 AMENDMENTS

A vendor may amend its bid prior to the Bid Closing Time. All amendments must be in writing and received by PURCHASING prior to the Bid Closing Time. A vendor may withdraw its bid at any time prior to the Bid Closing Time by notifying PURCHASING in writing of its withdrawal. Amendments or withdrawals offered in any other manner, oral or written, will not be considered. Bids cannot be amended or withdrawn after the Bid Closing Time.

4.3 PRICING AND COSTS

The total price of unit-price items or individual line items will be the product of the unit or line item price and the quantity. If the unit or line item price is ambiguous, unintelligible, or uncertain for any cause, or is omitted, the unit or line item price shall be the amount obtained by dividing the "extension" price by the item quantity.

4.4 JOINT SUBMISSIONS AND MULTIPLE VENDORS

Unless a vendor is submitting a joint bid, the vendor represents and warrants that by submitting its bid it did not conspire with any other vendor to set prices in violation of anti-trust laws. A bid submitted by two or more VENDORS participating jointly in one bid may be submitted, but one vendor must be identified as the prime contractor and the other as the subcontractor. The COUNTY assumes no responsibility or obligation for the division of orders or purchases among joint subcontractors. Furthermore, all sub-contractors must meet the same expectations and requirements of the Solicitation.

4.5 QUESTIONS

VENDORS interested in responding to this solicitation may submit questions by fax (915) 546-8180 or by email to lbalderama@epcounty.com only on procedural matters related to the SOLICITATION or requests for clarification or modification of this solicitation document, including questions regarding the Scope of Services. If the VENDOR is requesting a change, the SOLICITATION must set forth the recommended change and the VENDOR's reasons for proposing the change. All questions and requests must be submitted by email to PURCHASING no later than May 1, 2013 at 12:00 noon. Questions or requests submitted after the due date will not be answered. All email submissions sent to PURCHASING must contain the SOLICITATION number and other appropriate identifying information in the email subject line. In the body of the email, always include paragraph numbers whenever references are made to content of this

SOLICITATION. Failure to include the SOLICITATION number as well as other sufficient identifying information in the email subject line may result in The COUNTY taking no action on a vendor's email submission.

4.6 COMMUNICATIONS

VENDORS are specifically directed NOT to contact any County personnel or consultants currently retained by The COUNTY for meetings, conferences, or discussions that are specifically related to this SOLICITATION at any time prior to any award of a contract. The COUNTY'S intent for this solicitation is to ensure that all VENDORS have the same information when creating their bids. Unauthorized contact with any County personnel or County consultants may be cause for rejection of the VENDOR's response. VENDORS are responsible for all costs incurred in preparing and submitting the VENDOR's response to the SOLICITATION.

5. RESPONSE FORMAT

VENDOR responses to the SOLICITATION must follow the forms and format provided in **Appendix A**. Additional information can certainly be provided but not in lieu of the prescribed format. It is intended that the technical and application data be presented separate from the cost data and that the cost data contain no technical data. Please refer to Appendix A for further explanations of each section.

6. VENDOR REFERENCES

Bids must include references of other entities that are currently utilizing the proposed equipment. The references are mandatory. The references must clearly establish that the proposed equipment is in production usage. The COUNTY is interested in receiving quality service on the listed equipment. The references must include projects that are similar to The COUNTY project in terms of scope and complexity.

7. VENDOR DEMONSTRATIONS

The COUNTY reserves the right to seek clarification or additional information from any vendor throughout the solicitation process, including a demonstration of the equipment proposed. The COUNTY may require a VENDOR's representative to answer questions during the evaluation process with regard to the VENDOR's bid. Failure of a bidder to demonstrate that the claims made in its bid are in fact true may be sufficient cause for deeming a bid non-responsive. If the Evaluation Committee requests a demonstration of the proposed equipment, the demonstration will be arranged by the VENDOR at a site that is agreeable to the COUNTY.

8. EVALUATION PROCESS

All responses received in compliance with the terms and conditions of COUNTY PURCHASING will be reviewed and evaluated by an Evaluation Committee. The Evaluation committee will be comprised of members from the Information Technology Department and the department stakeholders.

See **Appendix B** for the Evaluation Criteria. Although some factors are weighted more than others, all are considered necessary, and a bid must be technically acceptable in each area to be eligible for award. With regards to pricing, The COUNTY reserves the right, in its sole discretion, to reject any bid

whose price is outside of the competitive range. Recommendations from the Evaluation Committee will be presented to the Commissioners' Court for award.

9. NON-RESPONSIVE BIDS

Any bid that does not directly address the needs of The COUNTY as described in the SOLICITATION will be considered non-responsive and will not be considered. A bid that does not prove the VENDOR's ability to furnish a suitable solution, based on experience and references, as well as response to the equipment requirements in the SOLICITATION, will not be considered. A bid that does not provide information satisfactory to the County that VENDOR is an authorized reseller of the products proposed will be considered non-responsive.

10. AWARD

The Evaluation Committee will make a final recommendation for award of the contract. Upon award, the selected VENDOR will be required to execute an agreement in accordance with the specifications and conditions of this SOLICITATION . The period for execution of the agreement may be changed by mutual contract of the parties. Contracts are not effective until signed by both parties. The COUNTY may elect to make an award to multiple VENDORS based on product and/or service specific awards if it is in the COUNTY's best interest to do so. THE COUNTY reserves the right to make only one award, multiple awards or to reject any or all bids submitted in response to this RFP in whole or in part. The COUNTY further reserves the right to make no award and to modify or cancel, in whole or in part, this RFP. The COUNTY may elect, but are not required, to purchase products, and maintenance services from any agreements that result from this RFP.

11. ACCEPTANCE AND USE OF BIDS

All materials submitted in response to this solicitation document will become the property of the COUNTY. Results will be kept confidential until the selection process has been completed. One copy of a submitted bid will be retained for official files and become a public record. At that time, the contents of the bids and test results will become public record and open to inspection by all parties . Any material that a vendor considers as confidential but does not meet the disclosure exemption requirements of the Open Records Act / Texas Public Information Act should not be included in the VENDOR's bid as it may be made available to the public.

SECTION 2 –SPECIFICATIONS

1. INTENT

The COUNTY of El Paso is requesting solicitations for General IT hardware equipment, as further described below, that will be used by various departments within the County of El Paso.

2. SPECIAL CONSIDERATIONS

PIGGYBACK CLAUSE: The Vendor(s) agrees to allow the COUNTY of El Paso and other public agencies in El Paso to purchase additional items, at the same terms and conditions as this bid, during the period of time that this bid is in effect. Agencies may order additional items in quantities of one or more. Any liability created by Purchase Orders issued against this agreement shall be the sole responsibility of the agency placing the order. Prices and terms shall remain firm and in effect for 365 days following the award of this bid, unless otherwise specified.

SPECIFICATIONS: The specifications listed are to be interpreted as meaning required by the COUNTY. VENDOR commits to provide goods/services that are consistent with the COUNTY's specifications in every regard unless an exception is clearly noted. The COUNTY may accept a bid subject to an exception if, in the sole judgment of the COUNTY, the bid meets or exceeds the COUNTY's specifications. If the goods/services offered do not meet or exceed the COUNTY's specifications because of the exception, the COUNTY will consider the bid non-responsive. The COUNTY does not want refurbished, secondary, or grey market products or services to be quoted and/or shipped. The winning bidder must provide a complete price including warranties for products proposed in their bid. The COUNTY reserves the right to audit any pricing or warranties, or sourcing of products or services.

CONTRACTS OR AGREEMENTS: If any contracts are developed from this solicitation, The County of El Paso will work with the successful vendor's standard contract form, or will assist in creating one and this document will be used as the basis of any negotiations. The County will review the contract and has the right to the final wording. The successful vendor(s) will be expected to agree to a contract in form and substance satisfactory to the County of El Paso and its legal counsel.

3. CURRENT ENVIRONMENT& STANDARDIZATION

The COUNTY of El Paso wishes to standardize IT equipment in the expectations of saving monies by purchasing using economies of scale on scanners and printers. The specifications below are the baseline manufacturers and their general specifications that meet the standardization plans set forth by the COUNTY. It is encouraged that Vendors use the baseline manufactures as a point of reference when submitting their bids.

4. EQUIPMENT SPECIFICATIONS

The County believes the numbers used as item quantities are a reasonably accurate estimate; however, the actual quantity may be more or less than the estimate, and shall not be the basis for any change in the contract per unit price. Additionally, estimates are minimums, but not guaranteed minimums, and the contract cost can increase so long as the unit costs remain the same and increased funds are appropriated in the budget.

4.1.PRINTERS	
LaserJet Pro 400 Printer M401dn	
NOTE: the printer proposed must be printer listed above.	
Print Speed	black (normal quality mode) Up to 35 ppm
First page out	(black) As fast as 8 sec
Print resolution	black Up to 1200 x 1200 dpi
Print technology	Laser
Monthly duty cycle	Up to 50,000 pages
Memory, standard	256 MB
Memory, maximum	256 MB
Processor speed	800 MHz
Print languages	standard
Hard disk	None
Paper tray(s)	standard 2
Paper tray(s)	maximum 3
Paper handling	standard, input 50-sheet multipurpose tray 1, 250-sheet input tray 2, automatic duplexer for two-sided printing
Paper handling	optional, input Optional third 500-sheet tray
Paper handling	standard, output 150-sheet output bin
Duplex printing	(printing on both sides of paper) Automatic (standard)
Media sizes, standard	Letter, legal, executive, 8.5 x 13 in
Media sizes, custom	Multipurpose t 3 x 5 to 8.5 x 14 in; tray 2 and optional 500-sheet-tray 4.1 x 5.8 to 8.5 x 14 in3ray
Media types	Paper (plain, Green mode, light, heavy, bond, color, letterhead, preprinted, prepunched, recycled, rough); envelopes; labels; transparencies, cardstock
LaserJet Enterprise 600 Printer M601dn	
NOTE: the printer proposed must be printer listed above.	
Print speed	black (normal quality mode) Up to 45 ppm

Print speed footnote	Measured using ISO/IEC 24734, excludes first set of test docum
First page out	(black) As fast as 8.5 sec
Print resolution	black Up to 1200 x 1200 dpi
Print technology	Laser
Monthly duty cycle	Up to 175,000 pages
Recommended monthly print volume	3000 to 12,000 pages
Memory, standard	512 MB
Memory, maximum	1 GB
Processor speed	800 MHz
Hard disk	None
Paper tray(s)	standard 2
Paper tray(s)	maximum Up to 6
Paper handling standard	input 100-sheet multipurpose tray 1, 500-sheet input tray 2, Automatic duplexer for two-sided printing
Paper handling optional	input Optional 500-sheet input tray, optional Custom media cassette (for tray 2 position only), optional 1500-sheet High-capacity input tray (add up to 4 additional trays for up to 3600-sheet input capacity), optional 75-sheet envelope feeder
Paper handling standard	output 500-sheet output bin, 100-sheet rear output bin
Paper handling optional	output Optional 500-sheet stacker, optional 500-sheet stapler-stacker, optional 500-sheet 5-bin mailbox
Duplex printing	(printing on both sides of paper) Automatic (standard)
Media sizes, standard	Multipurpose tr letter, legal, executive, statement, 8.5 x 13 in, 3 x 5 in, 4 x 6 in, 5 x 7 in, 5 x 8 in, envelope (commercial No. 9, No. 10, Monarch), US postcard; Tray 2, optional 500-sheet input tray letter, legal, executive, 8.5 x 13 in; optional 1500-sheet High-capacity input tray
Media sizes, custom	Multipurpose tr 3 x 5 to 8.5 x 14 in; Tray 2, optional 500-sheet input tray 5.83 x 8.27 to 8.5 x 14 in; Optional Custom media cassette 4.02 x 5.83 to 6.69 x 11.10 in

Media types	Paper (bond, color, letterhead, plain, preprinted, prepunched, recycled, rough, light), envelopes, labels, cardstock, transparencies, shelf edge labels, user-defined
Document finishing	Sheetfed
LaserJet Enterprise 600 Printer M602x	
NOTE: the printer proposed must be printer listed above.	
Print speed	black (normal quality mode)
First page out	(black) As fast as 8.5 sec
Print resolution	black Up to 1200 x 1200 dpi
Print technology	Laser
Monthly duty cycle	Up to 225,000 pages
Recommended monthly print volume	3000 to 15,000
Memory, standard	512 MB
Memory, Maximum	1 GB
Processor speed	800 MHz
Memory Slots	1 slot, 144-pin, DDR2 DIMM
Hard disk	None
Paper tray(s), standard	3 / Up to 6
Paper tray(s), optional	Up to 6
Paper handling standard	input 100-sheet multipurpose tray 1, 500-sheet input tray 2, 500-sheet input tray 3, Automatic duplexer for two-sided printing
Paper handling optional	input optional 500-sheet input tray, optional Custom media cassette (for tray 2 position only), optional 1500-sheet High-capacity input tray (add up to 4 additional trays for up to 3600-sheet input capacity), optional 75-sheet envelope feeder
Paper handling standard	output 500-sheet output bin; 100-sheet rear output bin
Paper handling optional	output Optional 500-sheet stacker, optional 500-sheet stapler-stacker, optional 500-sheet 5-bin mailbox
Duplex printing	(printing on both sides offer) Automatic (standard)

Media sizes, custom	Multipurpose tr 3 x 5 to 8.5 x 14 in; Tray 2, 3ay 1 5.83 x 8.27 to 8.5 x 14 in; Optional Custom media cassette 4.02 x 5.83 to 6.69 x 11.10 in
Media sizes, standard	Multipurpose tr letter, legal, executive, statement, 8.5 x 13 in, 3 x 5 in, 4 x 6 in, 5 x 7 in, 5 x 8 in, envelope (commercial No. 9, No. 10, Monarch), US postcard; Tray letter, legal, executive, 8.5 x 13 in; optional 1500-sheet High-capacity input tray2, 3
Media types	Paper (bond, color, letterhead, plain, preprinted, prepunched, recycled, rough, light); envelopes; labels; cardstock; transparencies; shelf edge labels; user-defined
Document finishing	Sheetfed
Auto Sensor	No
Envelope feeder	Yes, 75
4.2.STANDARD SCANNER	
DR-M160	
NOTE: the scanner proposed must be scanner listed above.	
Type	Office Scanner
Document Feeding	Automatic or Manual
Document Size Width	2.0" - 8.5"
Document Size Length	2.12" - 14.0"
Long Doc. Mode	Up to 118.11"
Document Weight	7-68 lb. Bond
Feeder Capacity	60 Sheets
Grayscale	8-bit
Color	24-bit
Scanning Element	One-Line Contact Image Sensor (CMOS)
Light Source	RGB LED
Operating Modes	Grayscale, B&W, Color, Error Diffusion, ATE (multiple modes)
Drop Out Color	Red, Green, Blue
Optical Resolution	600 dpi
Output Resolution	150 / 200 / 300 / 400 / 600 dpi
Scanning Speeds	

Black And White	(Simplex/Du* Up to 60 ppm / Up to 120 ipmplex)
Grayscale	(Simplex/Du* Up to 60 ppm / Up to 120 ipmplex)
Color 24 Bit	(Simplex/Du* Up to 60 ppm / Up to 120 ipmplex)
Interface	Hi-Speed USB 2.0
Scanner Drivers	ISIS/TWAIN
Dimensions	9.09" x 11.02" x 9.76" (with trays closed)
Weight	7.05 lb.
Power Consumption	27W max. (Energy Saving Mode)
Suggested Daily Volume	7,000 scans
Other Features	Auto Page Size Detection, Auto Resolution Setting, Background Smoothing, Barcode Module, Deskew, Double-Feed Release, Feeding Retry, Folio Mode, Long Document Mode, MultiStream, Pre-Scan, Prevent Bleed-Through/Remove Background, Separation Retry, Shadow Cropping, Skip Blank Page, Text Orientation Recognition, Ultrasonic Double-Feed Detection
Bundled Software	ISIS/TWAIN Drivers, CapturePerfect, Nuance eCopy PDF Pro Office, Kofax VRS
Supported OS	Windows XP Professional (32-bit/64-bit), Windows XP Home (32-bit), Windows Vista? (32-bit/64-bit), Windows 7 (32-bit/64-bit)
4.3. BARCODE SCANNERS	
MC65	
NOTE: the scanner proposed must be scanner listed above.	
CPU Speed	MSM Qualcomm 7627/600 MHz
OS	Windows Mobile 6.5
RAM/ROM	256MB/1GB
Card slots	1 microSD (up to 32GB)
Display type	Transflective color TFT LCD

Display size/res	3.5-inch/480 x 640
Digitizer/pens	touch/1
Keyboard/keys	44-key QWERTY or 26-key numeric
Navigation	nav controls, stylus
Housing	impact-resistant plastic
Operating Temp	14 to 122F
Sealing	IP65
Shock	6 feet to concrete (two drops all six sides)
Tumble	2000 0.5 meter tumbles
Size (WxHxD)	6.4 x 3.1 x 1.3 inches
Weight	12.5 oz (with 3,600mAh battery)
Power	3.7V, 3,600mAH Li-Ion
Interface	USB 2.0 host and client, mic, speaker, 3.2-megapixel camera, Symbol SE4500 2D imager; optional snap-on magnetic stripe reader
Wireless	Bluetooth Class II version 2.0 EDR, 802.11a/b/g WiFi, dual 3.5G GSM HSPA/HSUPA and CDMA EVDO Rev. A, integrated stand-alone Assisted-GPS
Battery life	it can last 6 hours of talk-time or 100 hours in standby-mode

5. MAINTENANCE, WARRANTY, SUPPORT, AND DELIVERY

The VENDOR must offer the following:

1. The service warranty contract will have a minimum of three (3) years on all products with Next Business Day (NBD) on parts and allow for defective item returns.
2. Vendor must have stock on hand and a delivery schedule in place to meet the needs of this solicitation.
3. Gray market products or services, refurbished goods or services are unacceptable.
4. No white box products or services will be accepted. Tier 1 manufacturer quality only.
5. All equipment shall be guaranteed to be new and to perform to the manufacturer's specifications and VENDOR shall warrant the equipment against defects in installation, materials, and workmanship. If the equipment is not to this standard, the County reserves the right to take legal action against VENDOR.

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6. Vendor must include the toner requirements for the printers as the toner is a feature the County will consider in the overall review.

Appendix A

Response Format for County of El Paso, Texas

1. VENDORS are encouraged to note the following during the preparation of bids.
2. VENDORS should submit a complete bid that addresses all the requirements of this bid. VENDORS must provide enough information with their response to constitute a definite, firm, unqualified and unconditional offer. Irregularities of any kind which make the bid incomplete, indefinite, or otherwise ambiguous are not acceptable and may result in the bid being deemed non-responsive.
3. A VENDOR may submit more than one bid, but each one must satisfy all the requirements of this bid and be separately packaged and clearly identified.

SECTIONS

- A BID SCHEDULE (As Required by El Paso County Purchasing Department)
- B VENDOR REFERENCES
- C BUSINESS INFORMATION AND FINANCIAL STABILITY
- D SUPPORT, MAINTENANCE, WARRENTY and DELIVERY
- E PRICING SHEET

SECTION A

BID 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

Description – RFP #
Vendor must meet or exceed specifications
Total Cost
\$
Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. Please submit one (1) original copy and three (3) copies of your bid.

SAMPLE

Company

Federal Tax Identification No.

CIQ Confirmation Number

Representative Name & Title

Signature

Date

Mailing Address

City, State, Zip Code

CIQ Sent Date

Telephone

Fax Number

Email Address

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

SECTION B

VENDOR REFERENCES

The VENDOR will provide three (3) current references. The VENDOR shall include the following information for each reference:

1. Name of organization
2. Products and Services offered
3. Installation date
4. Contact name, title, address, and telephone number

SECTION C

BUSINESS INFORMATION AND FINANCIAL STABILITY

The VENDOR shall submit the following information:

1. Official name and address. Indicate what type of entity, e.g. corporation, company, etc.
2. Complete name, address, telephone number and fax number of person to receive correspondence and who is authorized to make decisions or represent the VENDOR. Please state his or her capacity within the company.
3. Verifiable documentation that VENDOR is an authorized reseller of the products proposed in the RFP response.
4. Total number of years VENDOR has been in business and, if applicable, number of years under the present business name.
5. Number of years' experience the VENDOR has had in providing equivalent products and services.
6. A description of the VENDOR's operation, facilities, business, objectives, number of employees (both nationally and locally), and previous experience and qualifications relating to the products and services requested.
7. Each bid must include a complete audited set of financial statements or suitable other documents for the last three (3) years. All required financial statements shall be prepared in conformity with generally accepted accounting principles.

SECTION D

SUPPORT, WARRANTY, MAINTENANCE and DELIVERY

In this section the VENDOR will provide a copy and description of the warranties associated with the proposed equipment/hardware and software.

1. Provide a complete description of the warranties, on-going maintenance services that are provided by VENDOR or provided by the Manufacturer. It is the VENDORS responsibility to clearly define who the COUNTY should contact for any questions or issues regarding warranties or maintenance.
2. In this section the VENDOR shall provide information on direct support. It is the VENDORS responsibility to clearly define who the COUNTY should contact for first level support on product failures or parts and labor.
3. In this section, the VENDOR shall provide information regarding the availability of Product and a preliminary delivery schedule.
 - a. The COUNTY is interested in product availability and quantities on hand.
 - b. Delivery timelines

SECTION E

EQUIPMENT PRICING LIST

EQUIPMENT AND SERVICES

Please adjust as needed to meet Solicitation requirements

Description	QTY	Unit Price	Total Price
LaserJet Pro 400 Printer M401dn	30		
LaserJet Enterprise 600 Printer M601dn	16		
LaserJet Enterprise 600 Printer M602x	4		
Scanners	120		
Barcode Scanners	69		
		Grand Total	

Appendix B

EVALUATION FACTORS FOR AWARD

1. All offers are subject to the terms and conditions of this solicitation. Material exceptions to the terms and conditions, or failure to meet the County's specifications, shall render the offer non-responsive to the solicitation.
2. Any award made under this solicitation shall be made to the bidder who provides goods or services, other than professional services as defined by Section 2254.002 of the Government Code, at the best value for the County. Factors to be considered in determining best value are included below.
3. Only one contract shall be awarded for all items as a result of this solicitation.
4. Prompt payment discounts will be considered when determining the apparent lowest bidder, providing the County is allowed at least thirty (30) days in which to take advantage of the discount.
5. As part of the requirement to establish the responsibility of the Vendor, the County of El Paso may perform a price analysis to determine the reasonableness of the price(s) at which the supplies and/or services are offered. Prices that are significantly lower than the mean of all offers and that appear to be unreasonably low may be determined to be evidence of non-responsibility, and cause the Offer to be rejected.

EVALUATION CRITERIA

<u>1</u>	<u>Lowest Proposed Cost for Products</u>	<u>50%</u>
<u>2</u>	<u>Extent to which the Goods or Services Meet the COUNTY's Needs in the form of:</u>	<u>30%</u>
	<ul style="list-style-type: none"> • <u>Integration with current environment</u> • <u>Manufacturer 3yr warranties</u> • <u>Ability to deliver products in a timely fashion</u> 	
<u>3</u>	<u>Vendors Stability and Reputation, determined by</u>	<u>20%</u>
	<ul style="list-style-type: none"> • <u>Financial records</u> • <u>3 References</u> • <u>Authorized Reseller Qualifications</u> 	

LOWEST BID COST

The County is seeking the lowest cost for the products solicited. The VENDOR should take into considerations all aspects of the product and bid a total solution, including all functional parts, warranties, and services.

Extent to which the Goods or Services Meet the COUNTY's Needs. This criterion will be the actual comparison of the proposed solution by the vendor versus the needs of the County. Points will be deducted if the County does not feel the vendor has fully proposed a suitable solution.

VENDORS STABILITY AND REPUTATION

This criterion is based on financial statements and references.

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 four (4) pages of this document must be included in all responses.

COUNTY OF EL PASO PURCHASING DEPARTMENT

MDR BUILDING, 800 EAST OVERLAND
ROOM 300, EL PASO, TEXAS 79901
LUCY BALDERMA, INVENTORY BID TECHNICIAN
ELVIA CONTRERAS, FORMAL BID BUYER

JOSE LOPEZ, JR. ASST. PURCHASING AGENT
(915) 546-2048, FAX: (915) 546-8180
ARACELI HERNANDEZ, 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 cashier's 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.

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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 bid due to failure of performance on deliveries. The Assistant 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 bid sent via express mail or overnight delivery service must have the bid number and title clearly marked on the outside of the express mail or overnight delivery service envelope or package. Failure to clearly identify your bid 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.

If form is not completed and filed with the County Clerk's office, bid will be considered non-responsive.

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?

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

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

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

RE: Bid #13-028, Printers, Scanners and Bar Code Readers 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 Carlos Leon
Commissioner Sergio Lewis
Commissioner Vicente Perez
Commissioner Dan Haggerty

County Employees: Jose Lopez, Jr., Assistant Purchasing Agent
Pete Gutierrez, Buyer II
Lucy Balderama, Inventory Bid Technician
Araceli Hernandez, Inventory Bid Technician
Elvia Contreras, Formal Bid Buyer
Edward Dion, County Auditor
Wallace Hardgrove, Budget & Financial Manager
Lee Shapleigh, Assistant County Attorney
Josie Brostrom, Assistant County Attorney
Michael Martinez, Contract Admin. Manager
Claudia Duran, Assist. Contract Admin. Manager
Nanette Olivas, Help Desk/Support Tech
Larry McLaughlin, Support Tech Sr.
Rene Camarillo, IT Project Manager, Senior
Ana K. Campos, IT Project Manager, Interm.

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 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 # 13-028

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

Adopted 06/29/2007

COUNTY OF EL PASO PURCHASING DEPARTMENT

JOSE LOPEZ, JR. ASST. PURCHASING AGENT
(915)546-2048, FAX (915)546-8180
LUCY BALDERAMA, INVENTORY BID TECHNICIAN
ELVIA CONTRERAS, FORMAL BID BUYER

MDR BUILDING, 800 E. OVERLAND
ROOM 300, EL PASO TEXAS 79901
ARACELI HERNANDEZ, INVENTORY BID TECHNICIAN

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 and will disqualify your bid. **If form is not completed and filed with the County Clerk's office, bid will be considered non-responsive.**
- 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 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, 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 form is not completed and filed with the County Clerk's office, bid will be considered non-responsive.**
- If you have any questions, please call Elvia Contreras or Lucy Balderama at 915-546-2048.

Tex. Local Gov't Code § 176.006

Sec. 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 if the person has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with an officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A); or

(2) has given an officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1).

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the person:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

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

(2) the date the person becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a); or

(B) that the person has given one or more gifts described by Subsection (a).

(b) The commission shall adopt a conflict of interest questionnaire for use under this section that requires disclosure of a person's business relationships 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 employment or business relationship the person has with each local government officer of the local governmental entity;

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

(3) identify each employment or business relationship described by Subdivision (1) with respect to which the person filing the questionnaire receives, or is likely to receive, taxable income, other than investment 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; and

(4) describe each employment 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.

(d) A person described by Subsection (a) shall file an updated completed questionnaire with the appropriate records administrator not later than the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

(e) Repealed by Acts 2009, 81st Leg., R.S., Ch. 87, Sec. 15.005, eff. September 1, 2009.

(f) A person commits an offense if the person knowingly violates this section. An offense under this subsection is a Class C misdemeanor.

(g) It is an exception to the application of Subsection (f) that the person filed the required questionnaire not later than the seventh business day after the date the person received notice from the local governmental entity of the alleged violation.

(h) A local governmental entity does not have a duty to ensure that a person described by Section 176.002 files a conflict of interest questionnaire.

(i) The validity of a contract between a person described by Section 176.002 and a local governmental entity is not affected solely because the person fails to comply with this section.

Added by Acts 2005, 79th Leg., Ch. [1014](#), Sec. 1, eff. June 18, 2005.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. [226](#), Sec. 6, eff. May 25, 2007.

Acts 2007, 80th Leg., R.S., Ch. [226](#), Sec. 9, eff. May 25, 2007.

Acts 2009, 81st Leg., R.S., Ch. [87](#), Sec. 15.005, eff. September 1, 2009.

Tex. Local Gov't Code § 176.001

Sec. 176.001. DEFINITIONS. In this chapter:

(1) "Agent" means a third party who undertakes to transact some business or manage some affair for another person by the authority or on account of the other person.

(1-a) "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

(1-b) "Charter school" means an open-enrollment charter school operating under Subchapter D, Chapter 12, Education Code.

(1-c) "Commission" means the Texas Ethics Commission.

(1-d) "Contract" means a written agreement for the sale or purchase of real property, goods, or services.

(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, except that the term does not include a person who is considered to be related to another person by affinity only as described by Section 573.024(b), Government Code.

(2-a) "Goods" means personal property.

(2-b) "Investment income" means dividends, capital gains, or interest income generated from:

(A) a personal or business:

(i) checking or savings account;

(ii) share draft or share account; or

(iii) other similar account;

(B) a personal or business investment; or

(C) a personal or business loan.

(3) "Local governmental entity" means a county, municipality, school district, charter school, 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;

(B) a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity; or

(C) an employee of a local governmental entity with respect to whom the local governmental entity has, in accordance with Section 176.005, extended the requirements of Sections 176.003 and 176.004.

(5) "Records administrator" means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity or another person designated by the local governmental entity to maintain statements and questionnaires filed under this chapter and perform related functions.

(6) "Services" means skilled or unskilled labor or professional services, as defined by Section 2254.002, Government Code.

Added by Acts 2005, 79th Leg., Ch. [1014](#), Sec. 1, eff. June 18, 2005.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. [226](#), Sec. 1, eff. May 25, 2007

**COUNTY OF EL PASO GUIDELINES AND CRITERIA
FOR
CONSIDERATION OF LOCATION
OF BIDDER'S PRINCIPAL PLACE OF BUSINESS
(LOCAL BUSINESS PREFERENCE POLICY)**

I. AUTHORIZATION

Section 271.905 of the Texas Local Government Code authorizes the County of El Paso to give consideration to the location of a bidder's principal place of business in awarding the bid ("Local Business Preference"). In order to do so, the County Commissioners Court must determine, in writing, that the local bidder offers the County the best combination of contract price and additional economic development opportunities for the County created by the contract award, including the employment of residents of the County and increased tax revenues to the County.

II. GENERAL PURPOSE AND INTENT

A. The purpose and intent of these Guidelines and Criteria is to set forth the parameters under which the County of El Paso may consider the location of a bidder's principal place of business in awarding the bid.

B. All applications for consideration will be considered on a case-by-case basis, and the decision to approve or deny consideration shall be at the discretion of the El Paso County Commissioners Court.

C. The County of El Paso reserves the right to reject all bids; award a contract to the lowest bidder; or to award the bidder whose principal place of business is in the local government if the governing body of the local government determines, in writing, that the local bidder offers the local government the best combination of contract price and additional economic development opportunities for the local government created by the contract award, including the employment of residents of the local government and increased tax revenues to the local government.

III. FACTORS THAT THE COUNTY MAY CONSIDER IN AWARDING A CONTRACT UNDER THE LOCAL PREFERENCE POLICY

A. The bids must be for any real property or personal property that is not affixed to real property.

B. The location of the bidder's principal place of business must be in the County, as evidenced by submission of the current and valid Franchise Tax Certificate and the Certificate of Account Status on file with the Texas Secretary of State, or other documents if applicable under the Texas Business Organizations Code.

C. The bidder's bid price must be within 3% of the lowest and best qualified bid.

D. The bidder must include in the bid a written application for the Local Business Preference providing objective information satisfactory to the Commissioners Court as to how the award of the bid will lead to additional economic development opportunities for the County created by the contract award, including (1) The employment of County residents, and (2) Increased tax

revenues to the local government. Such information shall be as appropriate to the type of bid, but may include, but is not limited to:

- (i) bid amount as percentage of reported local annual sales/revenue;
- (ii) economic impact- number of employees added within past 12 months
- (iii) new job by salary category
- (iv) local annual property taxes paid

E. The bidder must not be tax-delinquent as to federal, state, or local taxes.

F. The bidder may not subcontract the award, or any part of the award.

G. The bidder must not be indebted to the County. "Debt" includes delinquent taxes, fines, fees, and delinquencies arising from written agreements with the County. (This provision will take effect immediately upon the action by Commissioners Court required under Texas Local Government Code section 262.0276).

H. In determining who is a responsible bidder, the commissioners court may take into consideration the safety record of the bidder, of the firm, corporation, partnership or institution represented by the bidder. (This provision will take effect immediately upon the action by Commissioners Court required under Texas Local Government Code section 262.0275).

I. All bidders, including owners, principals or officers if the bidder is a corporation or other legal entity, seeking Local Business Preference will be required to submit an affidavit of any and all political contributions to members of Commissioners Court for the previous 12 months.

J. A business in which a member of Commissioners Court has a substantial business interest as defined under Texas Local Government Code Chapter 171 is not eligible for consideration under the Local Business Preference Policy.

IV. APPLICATION

A. Case By Case Basis. If the Purchasing Agent and Procurement Review Panel determines that a proposed bid is appropriate for Local Business Preference, it will include in the bid the information required from the bidder. Only bids for real property or personal property that is not affixed to real property are eligible for the Local Business Preference.

B. Written Application: A bidder may request consideration for Local Business Preference by submitting the required information as part of the bid. There is no charge to submit the application.

C. Contents of Application: The application shall consist of a completed application form. The application must include objective, verifiable information from the bidder as to how the local bidder offers the County the best combination of contract price and additional economic development opportunities for the County created by the contract award, including the employment of County residents and increased tax revenues to the County. The application form may require such financial and other information, as the County deems appropriate for evaluating the financial capacity and other relevant factors of the applicant.

V. ADMINISTRATION

A. Annual Assessment: Each September, the Purchasing Agent shall separately account for all bids awarded pursuant to the Local Preference Policy and the County Auditor shall annually determine the total value of contracts awarded pursuant to the Local Preference Policy.

B. Annual Reports: Each September, a company receiving a contract award pursuant to the Local Business Preference shall report to the County its annual revenues, annualized employment levels distributed by wage brackets, the addition or deletion of capital assets in excess of \$1,000,000.00, and any other pertinent information that would affect the ability of the local operation to maintain its status as a going concern.

C. "Buy Local" Provision: Each recipient of Local Business Preference shall additionally agree to give preference and priority to local manufacturers, suppliers, contractors and labor, except where not reasonably possible to do so without added expense, substantial inconvenience, or sacrifice in operating efficiency. The Annual Report by the company shall include a summary of the action taken by the company pursuant to the "Buy Local" Provision.

VI. CONFIDENTIALITY

Information that is provided to the County in connection with an application or request for Local Business Preference under these Guidelines and Criteria shall be kept confidential and not be subjected to public disclosure except as required by law, the Texas Attorney General, or by an order of a court. Written information shall be released pursuant to a request under the Public Information Act, Chapter 552 of the Texas Government Code, as amended, by the officer for public information or his or her designee in accordance with the standards established under that act for confidentiality and closed records.

Adopted this 17th day of December, 2012 by the El Paso County Commissioners Court.

ATTEST

COUNTY OF EL PASO



County Clerk, Delia Briones



County Judge Veronica Escobar

**COUNTY OF EL PASO
LOCAL BUSINESS PREFERENCE POLICY
APPLICATION for
BID NO. 13-028**

For additional information, see the Local Business Preference Policy (attached).

A. Qualification as a Local Business.

Where is your principal place of business?

Are you tax delinquent as to federal, state, or local taxes? _____

Are you registered to do business with the Texas Secretary of State? _____

____ **Attach a copy of your current Franchise Tax Certificate on file with the Texas Secretary of State.**

____ **Attach a copy of your current Certificate of Account Status on file with the Texas Secretary of State.**

If the above documents do not apply, explain why and provide the equivalent documents required by the Texas Secretary of State and/or Texas Business Organizations Code for your type of business entity.

B. Economic Development Opportunities.

How will the bid award lead to additional economic development opportunities for the County? *This information includes, but is not limited to, (1) The employment of County residents, and (2) Increased tax revenues to the local government. Such information shall be as appropriate to the type of bid, but may include, but is not limited to:*

- (i) *bid amount as percentage of reported local annual sales/revenue, or total commodity sales;*
- (ii) *economic impact- number of employees added within past 12 months*
- (iii) *new jobs by salary category*
- (iv) *local annual property taxes paid*

(You may attach your answer on a separate page, if you prefer).

C. No Subcontracting of Award.

The bidder may not subcontract the award, or any part of the award. Doing so will be grounds for termination of the contract and penalties. **Agreed** ___ **Yes** ___ **No**

D. Affidavit of Contributions to members of Commissioners Court.

Any and all political contributions by the bidder to members of Commissioners Court for the previous 12 months by the bidder must be disclosed. This includes owners, principals or officers if the bidder is a corporation or other legal entity must be disclosed. **Complete and sign the attached affidavit.**

E. Annual Report. If you are awarded the bid, you must provide the County, every September, a report of your revenues for the most recent year end, annual employment levels by wage brackets, the addition or deletion of capital assets in excess of \$1,000,000.00, and any other pertinent information that would affect the ability of your business to maintain its status as a going concern.

F. Agreement to “Buy Local.”

If you are awarded the bid, you agree to give preference and priority to County manufacturers, suppliers, contractors and labor, except where not reasonably possible to do so without added expense, substantial inconvenience, or sacrifice in operating efficiency. Your Annual Report (see Section E) must include a summary of the action taken by the company pursuant to the “Buy Local” Provision.

G. Confidentiality.

Information that is provided to the County in connection with an application or request for Local Business Preference shall be kept confidential and not be subjected to public disclosure except as required by law, the Texas Attorney General, or by an order of a court. Written information shall be released pursuant to a request under the Public Information Act, Chapter 552 of the Texas Government Code, as amended, by the officer for public information or his or her designee in accordance with the standards established under that act for confidentiality and closed records.

Name Of Business _____

Name Of Authorized Representative _____

Title Of Authorized Representative _____

Signature Of Authorized Representative _____

Date _____

AFFIDAVIT

To be completed by all vendors as described in section D of the local business preference application- By owner, if vendor is a sole proprietorship or all principals and officers if the vendor is a corporation or other legal entity

AFFIDAVIT

THE STATE OF _____)

COUNTY OF _____)

BEFORE ME, the undersigned authority, on this day personally appeared _____, who, first upon oath being duly sworn, deposed, and stated:

I am fully competent to make this affidavit, and the information contained herein is based upon my personal knowledge.

1. My name is _____. My title and principal place of business is _____.

2. For the period from January 1, 2012 to the present, I, made the following campaign contributions, gifts or any transfers of cash, checks or anything of value to any member of the El Paso County Commissioners Court, any person related by marriage or birth to the County Commissioners or County Judge or any member of the El Paso County administrative staff: (Provide Date, Amount or Cash Value of Gift, and Recipient's Name and Title): _____.

[add any additional information you think necessary or appropriate]

Affiant

The foregoing Affidavit was acknowledged before me on the ____ day of _____, 2013 by _____, (Name), _____(Title), both in his/her individual capacity and on behalf of _____(Company).

Notary Public, State of _____

COUNTY OF EL PASO, TEXAS
Solicitation Check List
Printers, Scanners and Bar Code Readers for the County of El Paso
Bid #13-028

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

- _____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, May 8, 2013. Did you visit our website (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) 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 form is not completed and filed with the County Clerk’s office, bid will be considered non-responsive.
- _____ If your bid totals more than \$100,000, did you include a bid bond?
- _____ Did you complete the mandatory ethics training course and include a confirmation print as indicated in page 2?
- _____ Did you provide one original and three (3) CD copies in Word/PDF Format of your response?
- _____ Did you submit the **County of El Paso Local Business Preference Policy Application?**