



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., Tuesday, July 26, 2016 to be opened at the County Purchasing Office the same date for Office Supplies for the County of El Paso.

**Bids must be in a sealed envelope and marked:
"Bid to be opened Tuesday, July 26, 2016
Office Supplies for the County of El Paso
Bid #16-042"**

Do not contact the requesting department. Any questions or additional information required by interested vendors must be emailed to: bidquestions@epcounty.com before 07/14/2016, at 12:00 p.m. Bid number and title must be on the "Subject Line" of the email. Attempts to circumvent this requirement may result in rejection of the bid as non-compliant.

Any changes in the specifications will be posted on the County website as an addendum. It shall be the bidder's responsibility to check the website prior to the bid opening date to verify whether any addendums have been posted. Website: www.epcounty.com; Bids and more.

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.

Joe Lopez Jr.
Interim Purchasing Agent

El Paso County Code of Ethics Training Affidavit

(This form must be signed by an officer, principal, or individual authorized to bind the company under a contract with the County.)

IN COMPLIANCE WITH CHAPTER 161 OF THE TEXAS LOCAL GOVERNMENT CODE, ANY VENDOR INVOLVED IN A SINGLE PROCUREMENT EXCEEDING \$50,000 MUST COMPLETE THE ENCLOSED ETHICS TRAINING BEFORE SUBMITTING A BID OR BID WITH THE COUNTY OF EL PASO.

Purpose: The stability of democracy depends upon the continuing consent of the governed, which in turn depends upon the trust the electorate holds for its government. The Ethics Commission of the County of El Paso, Texas, in concert with elected county officials, as well as leaders of the various county departments, recognizes the need to maintain the public trust and confidence in the workings of county government and thus adopts this Code of Ethics.

What is a vendor:

Any person or their representative or employee whose goods and services are purchased under the terms of a purchase order or contractual agreement with the county; and any other persons doing business with the County.

Procurement: In advising upon, discussing, recommending, and/or granting any County purchases, bids or contracts, County public servants shall inform themselves about their financial interests, and shall make a reasonable effort to inform themselves about the financial interest of their family members.

County public servants shall excuse themselves from exercising influence, participating in, discussing, recommending, and/or granting of any County purchases, bids, or contracts if they or a family member have a substantial financial interest.

Private Communication: No member of the El Paso County Commissioners Court, County Elected Officials/Department Heads or the El Paso County Hospital District Board of Managers shall permit any vendor, its lobbyists, representative, or employee to communicate with him privately regarding any procurement of items by the County or the Hospital District from the date that the bid, RFP, or RFQ is authorized or released, whichever is first. No private communication regarding the purchase shall be permitted by a member of the Commissioners Court, a county elected official/department head, or

El Paso County Code of Ethics Training Affidavit (continued)

the hospital district board of managers until the procurement process is complete and a purchase order is granted or a contract is entered into.

Members of the Commissioners Court, county elected officials/department heads and the board of managers shall make a reasonable effort to inform themselves regarding procurements and shall have a duty to inquire of vendors, their lobbyists, representatives, or employees, the nature of the private communication being sought prior to engaging in any communication.

This prohibition against private communication with vendors, their lobbyists, representatives, or employees shall apply to commissioners court approval of hospital district purchases.

I _____ am an officer, principal, or individual
(Full Name)
authorized to bind the company, known as

(Company name)

By reading and signing this document, I confirm that I have been trained in the County of El Paso's Code of Ethics regarding Vendors. I understand that any contact by myself or any representative of the company with a County of El Paso official or county employee, other than those shown on the RFP or bid documents shall cause the bid or bid to be immediately disqualified from consideration of award.

Name _____

Title _____

Company Name _____

Address _____

Signature _____

Date _____



**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

Subject: County Purchasing New Vendor/Bid System & Online Vendor Registration

The Purchasing Department has implemented its new bid processing vendor notification/registration system. 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 in this new system at www.epcounty.com. /Bids & More/Vendors List. Thank you for your cooperation. If you have any questions please contact us at (915)546-2048.

EL PASO COUNTY SIGNATURE PAGE

<p>Bid # 16-042 Office Supplies for the County of El Paso Vendor must meet or exceed specifications</p>
<p>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 two (2) electronic versions of the complete bid (CD/DVD/Flashdrive) in Word/PDF Format. Electronic copies must reflect the original hard copy.</p>

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

Company

Mailing Address

Federal Tax Identification No.

City, State, Zip Code

DUNS Number (Applicable to Grant
Funded Project)

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*****

Office Supplies for the County of El Paso

Bid # 16-042



**Opening Date
Tuesday, July 26, 2016**

INTRODUCTION

This Request for Bid sets forth the specifications and requirements for the purchase of office supplies for use by all departments within El Paso County jurisdiction.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

I. CONTRACT TERMS:

- A. Contract will be awarded by lump sum or line item, whichever is in the best interest of the County. Successful vendor(s) will be awarded a one year (1) contract, effective from date of award or notice to proceed as determined by El Paso County Purchasing, hereinafter "County". **Prices must remain firm for the entire contract.**

II. EL PASO COUNTY HOLIDAYS:

- A. County offices are closed in observance of the following holidays and no deliveries should be scheduled for the dates that correspond with these holidays:

1. New Year's Day
2. Day after New Year's
3. Martin Luther King, Jr. Day
4. President's Day
5. Cesar Chavez Day, March 31
6. Good Friday
7. Memorial Day
8. Juneteenth, June 19
9. Independence Day
10. Labor Day
11. Columbus Day
12. Veterans' Day
13. Thanksgiving Day
14. Day after Thanksgiving
15. Christmas Eve
16. Christmas Day
17. Day after Christmas
18. New Year's Eve

Evaluation Criteria – Award shall be made to the lowest responsible bidder that provides the lowest cost per line item. The County reserves the right to award a contract to more than one bidder. Evaluation of the lowest bidder shall include, but is not limited to the following:

- a. Unit Price
- b. Delivery shall be next business day.
- c. Quality of Products – evaluation of alternates or equivalents.

Any **catalog, brand name or manufacturer's reference** used is considered to be descriptive—not restrictive—and is indicative of the type, **QUALITY** and **PACKAGING** the County desires to purchase for most items. Bids on similar items of like quality will be considered if the bid is noted, full description is provided AND IS PACKAGED EXACTLY THE SAME AS REQUESTED. If notation of substitution is not made, it is assumed vendor is bidding on the item specified. Successful vendor will not be allowed to make unauthorized substitutions after award.

If alternate brands are bid, samples may be requested by the Purchasing Department. The County has the right to examine all products and determine if they are of equal quality as the item specified. The County is not willing to settle for anything less than manufacturer requested on a few items. The bid price sheet will indicate these items.

SPECIFICATIONS

I. SCOPE OF SERVICES:

A. El Paso County desires to implement a program for purchase and delivery of all office supplies. To serve its customers, the County requires next day, desk top delivery schedule. Bidders are expected to have a wide range of products available for immediate shipment or delivery.

B. **Qualifications:** Minimum qualifications include:

1. Be in business at least one (1) year.
2. Have an on-line ordering system via business connector.
3. Have a telephone contact number that is answered by a live person during normal business hours.
4. Provide references of companies with same type and size as El Paso County which can attest to the type and quality of the company's service.

II. THE SUCCESSFUL VENDOR WILL BE REQUIRED TO PROVIDE THE FOLLOWING:

A. A "next working day" delivery on all stocked items to specific locations throughout the County, per Exhibit A. This list of locations is subject to change. The successful bidder must be able to load all the County's ship-to locations into their system.

B. Usage reports on a monthly basis by total spent and product groups—the exact format to be determined after award with assistance from the successful vendor.

C. No restocking fee for returned items.

D. Electronic commerce capabilities.

- E. The successful bidder must provide a “Price Announcement” to Purchasing and all County Departments at least five (5) business days before any price changes occur via the vendor’s website.

III. THE INTERNET SYSTEM MUST PROVIDE THE FOLLOWING:

- A. Contractor must be able to provide a secure website catalog tool with the County’s specific pricing.
- B. Automated Order Confirmation.
- C. Access to vendor’s system a minimum of nine (9) hours per day (8:00 a.m. – 5:00 p.m. Mountain Time) for checking inventory, pricing, placing orders and backorders reports.
- D. A real-time ordering system.
- E. Ability to create an actual order at point of order with the County’s discounted price.
- F. Ability to add comments on order.
- G. Ability to look up an item by number or name to retrieve price and availability.
- H. Ability to request pick-up of return, damaged, or incorrect merchandise.
- I. The County also desires the ability to correspond with Sales Representative and Customer Service personnel through vendor’s E-Mail.
- J. On-site training on vendor’s website as required.

IV. DELIVERY REQUIREMENTS:

- A. **Freight and inside delivery will be at no charge to the County.** The County will not pay for delivery charges. There will be numerous deliveries to locations throughout the County. Delivery will be to the County location designated on individual purchase orders and/or the Internet system. Delivery includes buildings, floor, and department. Unless stated otherwise, all items requiring delivery are to be delivered inside County buildings as designated by County Purchasing. All prices must include inside delivery.
- B. **Orders must be packaged in a manner which will help protect items from weather and to help eliminate tampering and spillage.**
- C. Vendors must maintain a 98% or better fill ratio on all contract items. An item will be considered “filled” only if received in the initial shipment received the next day.

D. Hours of delivery for all locations will vary. The County will provide a list of delivery locations. The County reserves the right to add additional delivery sites as needed. Actual times and specific locations per delivery will need to be developed by the vendor and the various departments, buildings, office, etc.

E. **Partial Deliveries.** Partials will be accepted, but the invoice must state PARTIAL and indicate if balance is backordered or canceled.

F. **Deliveries must be separately packed by individual purchase order numbers.** An **invoice** shall accompany each shipment and shall show:

1. El Paso County Purchase Order Number
2. Name of Vendor
3. Name and address of receiving department
4. Vendor Invoice Number
5. Description of material shipped, including item numbers, quantity, etc.

V. **SUBSTITUTIONS:**

Substitutions will be accepted with prior approval only. Substitutions will be of equal or better quality at equal or less price than the original item ordered.

VI. **CATALOGS:**

An On-Line Catalog must also be available for end users to view products, product information, and contract pricing, but with no access to place orders.

VII. **ORDERS:**

All orders will be placed via an electronic ordering system, email or fax.

VIII. **BACKORDERS:**

It is the County's intention to minimize backorders, thereby reducing time and costs associated with handling each order. If a backorder is unavoidable, successful bidder shall notify the County and provide the estimated delivery date. The successful vendor will provide access to a backorder report on the internet system.

IX. **WARRANTY/RETURN GOODS POLICY:**

A. Vendor warrants that ordered goods shall be free from defects in material or workmanship, of merchantable quality, and fit for the purpose for which intended.

- B. Vendor shall pick up/accept all returns with no restocking charge within a 48-hour maximum time period. Even exchanges will be made on damaged merchandise. Replacement merchandise will be shipped next day. There will be no freight charges for these transactions. The County will have no financial obligations to any vendor for deliveries that do not meet our specifications. If an item or items are not picked up within thirty (30) days of delivery, the County will dispose of them.
- C. Vendor agrees to accept for full credit all merchandise returned in good condition within five (5) business days after receipt of goods without handling charges; however, no return shall be made of material which has been put into operation other than for test.

X. QUANTITIES:

The County will issue purchase orders for supply requests on an “as needed” basis. Quantities on the Bid Price Sheet are the County’s annual estimates of office supply needs. Actual quantities ordered may be higher or lower than estimated.

XI. GENERAL:

- A. County departments will order their most “commonly” used items. The majority of these items are ordered as a result of this contract. Items such as toner and related items, certain paper supplies, furniture, etc., are ordered through other contracts or bid separately.
- B. Exhibit A is a list of all current County delivery addresses. All of these addresses could be placing orders for next day delivery.

XII. PRICING INSTRUCTIONS:

- A. The cost component of this solicitation is for Fixed Pricing offers only. The County will not accept, and may reject alternate pricing methodologies submitted by Suppliers including, but not limited to: discount off list or manufacturer’s pricing, cost-plus, and/or any type of floor structure.
- B. Suppliers must propose pricing on the Bid Price Sheets or an Excel spreadsheet in the same order as listed herein. The fixed price provided must be for the exact manufacturer’s name and product code, and **UNIT OF MEASURE**. **Bidding product via unit of measure conversion is not permitted.** Do not substitute unless it is identified as generic/private brand product.
- C. When submitting with a generic/private brand product, the proposed substitute must be the same or better quality of specification and **same exact unit of measure**. Any item that is determined not to be of the same or better

quality or exact unit of measure may be returned for full credit at the expense of the Supplier.

- D. Any proposed equipment or supplies must be new, unused, a current model.
- E. The County reserves the right to reject any and all bids that stipulate minimum order requirements.
- F. Supplier to quote F.O.B. destination, Freight Prepaid and Allowed. All charges include, but not limited to, transportation. Packing and installation to any location, including desktop delivery with agency facilities, anywhere within the County. Must be inclusive in the Suppliers pricing.
- G. **One (1) price only will be considered for each item. When two (2) prices are bid, both will be rejected.**
- H. Errors in Bids: When an error is made in extending the total price, unit price will govern. Erases in bids must be initialed by the bidder. Carelessness in bidding pricing or in preparation of bid otherwise, will not relieve the bidder. Bidders are cautioned to recheck their bids for possible errors. Errors discovered after public opening cannot be corrected and the bidder will be required to perform if his bid is accepted.
- I. Services: The awarded vendor will be expected to provide quality customer service. To ensure the goal is met, please include evidence of superior customer service reports or surveys.
- J. Prior bid award tabulations can be found at the El Paso County website: www.epcounty.com. Click Bids and More; click List of Bids; click 2015 List of Bids; scroll to Bid 15-021; click on 15-021-tab to view the tabulation.

XIII. VENDOR REFERENCES:

- A. It is the Vendor's sole responsibility to ensure that the firm's name and point of contact's name, title and phone number for each reference is accurate.
- B. The county may disqualify a Vendor if:
 - 1. References fail to substantiate Bidder's description of the services provided;
 - 2. References fail to support that Bidder has a continued pattern of providing capable, productive and skilled personnel; or
 - 3. The County is unable to reach the point of contact with reasonable effort. It is the Vendor's responsibility to inform the point of contact of normal working hours.

EXHIBIT A

County Purchasing	800 E. Overland, Lower Level, 79901
County Courthouse.....	500 E. San Antonio, 79901
Adult Probation – Clint	190 San Elizario Rd., Clint, TX 79836
Adult Probation – CRTC	3700 Mattox, 79925
Adult Probation – Eastside	2350 George Dieter Dr., Ste. C, 79936
Adult Probation – Northeast	4641 Cohen, Ste. C, 79924
Adult Probation – Northwest	435 Vinton Rd., Ste. A., Vinton, TX 79821
Adult Probation – Ysleta	9521 Socorro Rd., Ste. A-4, 79927
Adult Probation – Special Programs IPP	7145 Industrial, Ste. A, 79915
Agricultural Co-Op Extension	301 Manny Martinez Sr. Dr., 2 nd Floor, 79905
Ascarate Golf Course and Park	6900 Delta Dr., 79905
Family & Community Services-Agua Dulce Self-Help Center	15371 Kentwood, 79928
Family & Community Services – Ysleta	9521 Socorro Rd., Ste. B-1, 79927
Family & Youth Services	6314 Delta Dr., 79905
Jail Annex	12501 Montana Ave., 79938
Justice of the Peace 1	424 Executive Center Blvd., Ste. 100, 79902
Justice of the Peace 2	4641 Cohen, Ste. A, 79924
Justice of the Peace 4	2350 George Dieter, Ste. A, 79936
Justice of the Peace 5	9521 Socorro Rd., Ste. B-2, 79927
Justice of the Peace 6	190 San Elizario Rd., Clint, TX 79836
Justice of the Peace 6, Place 2	14608 Greg Dr., 79938
Justice of the Peace 7	435 Vinton Rd., Vinton, TX 79821
Juvenile Detention Facility	6400 Delta Dr., 79905
Medical Examiner	4505 Alberta Ave., 79905
Road & Bridge – Canutillo	191 Canutillo Ave., Canutillo, TX 79835
Road & Bridge – Fabens	1331 N. Fabens, Fabens, TX 79838

Road & Bridge – Montana	14698 Van Lane, 79938
Road & Bridge – On-Site	14612 Greg Dr., 79938
Sheriff – Academy	12501 Montana Ave., 79938
Sheriff – Administration	3850 Justice Rd., 79938
Sheriff – Detention Facility	601 E. Overland, 79901
Sports Park	1780 N. Zaragosa, 79936
Tax Office	301 Manny Martinez Sr. Dr., 79905

BID PRICE SHEET

Bid #16-042 Office Supplies for County of El Paso

Qualifications and Minimum Requirements

Company Name _____

1. How many years has the company been in the business of selling office supplies? _____
2. Does the company have an on-line ordering system via business connector? YES NO
3. Does the company have a telephone contact number that is answered by a live person during normal business hours? YES NO
4. Does the company provide a "next working day" delivery on all stocked items to specific locations throughout the County? YES NO
5. Can the company load all the County's ship-to locations identified in Exhibit A into their system? YES NO
6. Can the company provide usage reports on a monthly basis by total spent and product groups? YES NO
7. Does the company agree to "No restocking fee" for returned items? YES NO
8. Does the company have electronic commerce capabilities? YES NO
9. Will the company provide a "Price Announcement" to Purchasing and all County Departments at least five (5) business days before any price changes occur via the vendor's website? YES NO
10. Include evidence of customer service reports or surveys.
11. Provide three (3) references on the References Form located on the next page.
12. See the Excel "Bid Price Sheet" for items.

REFERENCE SHEET

The Contractor must provide a minimum of three (3) references of companies where similar services are being provided:

A. Company Name: _____

Address: _____

Contact Name: _____

Phone Number: _____

E-mail: _____

B. Company Name: _____

Address: _____

Contact Name: _____

Phone Number: _____

E-mail: _____

C. Company Name: _____

Address: _____

Contact Name: _____

Phone Number: _____

E-mail: _____

**BID PRICE SHEET, BID #16-042
OFFICE SUPPLIES FOR THE COUNTY OF EL PASO**

Please provide pricing on a CD or flash drive in the format below. If the Mfg./Stock Number listed is not carried by your company, provide your price for the item that best matches the item description; also provide the equivalent part number. The County will not be responsible for any incorrect unit cost submitted by the vendor. Vendor must submit unit cost pricing in **units of measure requested**. The items selected for this pricing sheet generally reflect items that El Paso County spends the most dollars on. The quantities are annual estimates and are based on historical data.

Can you comply with next business day delivery of all items listed below?

YES

NO

ITEM NO.	ITEM DESCRIPTION	MFG. STOCK NO.	UNIT OF MEASURE (Quote this unit of measure NOT EACH, unless where specified.)	ESQ. QTY.	UNIT PRICE AFTER DISCOUNT	ALTERNATE ITEM NUMBER (Same unit of measure.)
1	Appt. Book-Daily, 4.88" x 8, Black	AAGG10000	1 Ea.	17	\$	
2	Bankers Box, 12" x 15" x 10"	FEL00703	12/Cs.	74	\$	
3	Battery-9V Alkaline (04-Pack)	DURMN16RT4Z	4/Pk.	10	\$	DO NOT SUBSTITUTE
4	Battery-AA Alkaline (12-Pack)	DURMN15RT12Z	12/Pk.	20	\$	DO NOT SUBSTITUTE
5	Battery-AA Rechargeable NiMH (04-Pack)	DURNLAA4BCD	4/Pk.	24	\$	DO NOT SUBSTITUTE
6	Battery-AAA Alkaline (12-Pack)	DURMN24RT12Z	12/Pk.	20	\$	DO NOT SUBSTITUTE
7	Battery-AAA Rechargeable NiMH (04-Pack)	DURNLAA4BCD	4/Pk.	24	\$	DO NOT SUBSTITUTE
8	Binder Clip-Mini, 0.25", Black	BSN65364	12/Bx.	109	\$	
9	Binder Clip-Small, 0.75", Black	BSN36550	12/Bx.	228	\$	
10	Binder Clip-Medium, 1.25", Black	BSN36551	12/Bx.	150	\$	
11	Binder Clip-Large, 2", Black	BSN36552	12/Bx.	101	\$	
12	Binder-3-Ring, 1", Black	BSN09952	1 Ea.	10	\$	
13	Binder-3-Ring, 1" White	WLJ36214W	1 Ea.	10	\$	

14	Binder-3-Ring, 2", Black	BSN28448	1 Ea.	10	\$	
15	Binder-3-Ring, 2", White	SPR26959	1 Ea.	10	\$	
16	Binder-3-Ring, 3" Black	AVE79993	1 Ea.	10	\$	
17	Binder-3-Ring, 3" White	SPR26961	1 Ea.	10	\$	
18	Business Card for Laser Print, 2" x 3.5"	AVE5911	2,500/Bx.	10	\$	
19	Calendar Appointment Book-4-7/8" x 8"	AAG7080005	1 Ea.	15		
20	Calendar Daily Planner-Black, 4-7/8" x 8"	AAGSK4600	1 Ea.	10	\$	
21	Calendar Planner-Monthly, Green, 22" x 17"	AAGSK32G00	1 Ea.	25	\$	
22	Calendar Refill-Daily, 3.5" x 6"	AAGE71750	1 Ea.	26	\$	
23	Calendar Wall-Monthly 15.5" x 22.75"	AAGPM328	1 Ea.	15	\$	
24	Calendar Wall-Monthly 8" x 11"	AAGPM128	1 Ea.	14	\$	
25	Cassette-Audio, Std., 90 Min.	MAXUR90	1 Ea.	360	\$	
26	Correction-Fluid, White, 20 ml	PAP7470115	1 Ea.	45	\$	
27	Clipboard-Legal, Brown, 9" x 15.5"	OIC83501	1 Ea.	36	\$	
28	Clipboard-Letter, Brown, 9" x 12.5"	BSN65637	1 Ea.	12	\$	
29	Composition-Wide Ruled, 100 Sheets, 9.75" x 7.5"		1 Ea.	110		
30	Correction-Tape, White (Each)	BICWOTAPP11	1 Ea.	146	\$	
31	Correction-Tape, White (10-Pack)	BICWOTAP10	10/Pk.	155	\$	
32	Dividers-5-Tab, White Tabs, Unpunched, Print-On	AVE11516	5/Set	40	\$	
33	Dividers-8-Tab, Clear Tabs	AVE11112	8/Set	15	\$	
34	Dividers-8-Tab, Multicolor Tabs	AVE11111	8/Set	10	\$	
35	Envelope-Clasp, 5" x 7.5"	QUA37835	100/Bx.	12	\$	

36	Envelope-Clasp, 9" x 12"	BSN36663	100/Bx.	69	\$	
37	Envelope-Clasp, 10" x 13"	BSN36665	100/Bx.	10	\$	
38	Envelope-Interdepartmental, 10" x 13", 2-sided	BSN42255	100/Bx.	10	\$	
39	Finger Tip, Small, #11	SWI54031	12/Bx.	15	\$	
40	Finger Tip, Medium #11.5	SWI54035	12/Bx.	19	\$	
41	Finger Tip, Medium/Large #12	SWI54032	12/Bx.	10	\$	
42	Finger Tip, Large #13	SWI54033	12/Bx.	10	\$	
43	Folder-End Tab with Fastener, Letter	SMD34115	50/Bx.	15	\$	
44	Folder-File, Legal, 1/3 Tabs, Blue	SMD17034	100/Bx.	10	\$	
45	Folder-File, Letter, 1/3 Tabs, Blue	SMD12034	100/Bx.	10	\$	
46	Folder-File, Legal, 1/3 Tabs, Green	SMD17134	100/Bx.	10	\$	
47	Folder-File, Letter, 1/3 Tabs, Green	SMD12143	100/Bx.	10	\$	
48	Folder-File, Legal, 1/3 Tabs, Manila	BSN17526	100/Bx.	69	\$	
49	Folder-File, Letter, 1/3 Tabs, Manila	BSN17525	100/Bx.	498	\$	
50	Folder-File, Legal, 1/3 Tabs, Orange	SMD17534	100/Bx.	10	\$	
51	Folder-File, Letter, 1/3 Tabs, Orange	SMD12543	100/Bx.	10	\$	
52	Folder-File, Legal, 1/3 Tabs, Red	SMD17734	100/Bx.	10	\$	
53	Folder-File, Letter, 1/3 Tabs, Red	SMD12743	100/Bx.	10	\$	
54	Folder-File, Letter, 0.75" Expansion, End Tab	SMD24110	100/Bx.	30	\$	
55	Folder-Hanging, Legal, Green	BSN43569	25/Bx.	30	\$	
56	Folder-Hanging, Letter, Green	SMD65001	25/Bx.	30	\$	
57	Glue Stick 26 oz.	AVE00166	1 Ea.	24	\$	

58	Highlighter-Broad Chisel Point, Fluorescent Orange	SAN25006	12/Bx.	10	\$	DO NOT SUBSTITUTE
59	Highlighter-Broad Chisel Point, Fluorescent Pink	SAN25009	12/Bx.	10	\$	DO NOT SUBSTITUTE
60	Highlighter-Broad Chisel Point, Fluorescent Yellow	SAN25025	12/Bx.	10	\$	DO NOT SUBSTITUTE
61	Highlighter-Broad Chisel Point, Forest Green	SAN25026	12/Bx.	10	\$	DO NOT SUBSTITUTE
62	Highlighter-Broad Chisel Point, Turquoise Blue	SAN25010	12/Bx.	10	\$	DO NOT SUBSTITUTE
63	Ink Stamp Pad-Black, Felt, #1, 2.75" x 4.25"		1 Ea.	152	\$	
64	Ink Stamp Pad Inker, 2 oz., Black	AVE21448	1 Ea.	10	\$	
65	Ink Stamp Pad Inker, 2 oz., Red	AVE21447	1 Ea.	10	\$	
66	Label-Computer, Continuous Form, 3.5" x .94" x 4.25"	AVE4013	5,000Bx.	13	\$	
67	Label-File Folder, 3.44" x 0.67"	AVE45366	1,500/Bx.	10	\$	
68	Marker-Dry Erase, Assorted Colors, 8 Colors	AVE24411	8/Set	16	\$	
69	Marker-Permanent, Fine Point, Black	SAN30001	12/Bx.	11	\$	
70	Marker-Permanent, Large Chisel, Black	AVE08888	12/Bx.	43	\$	
71	Moistener-Envelope with Adhesive, 50 ML	QUA46065	1 Ea.	92	\$	
72	Moistener-Fingertip, 1.75 oz.	LEE10134	1 Ea.	10	\$	
73	Notary Book	DOM880	1 Ea.	10	\$	
74	Note-Adhesive, 1.50" x 2", Yellow	MMM653RPYW	12/Pk.	60	\$	
75	Note-Adhesive, 3" x 3", Yellow	BSN36612	12/Pk.	137	\$	
76	Note-Adhesive, Pop-Up, 3" x 3", Yellow	BSN36617	24/Pk.	10	\$	
77	Note-Adhesive, Ruled, 4" x 6", Yellow	MMM6605SSCY	5/Pk.	10	\$	
78	Pad-Legal Ruled, 50 Sheets, Junior, Yellow, 8" x 5"	BSN63107	12/Pk.	75	\$	
79	Pad-Perforated Writing, Yellow, 50 Sheets/Pad, Legal	BSN63106	12/Pk.	31	\$	

80	Pad-Perforated Writing, Yellow, 50 Sheets/Pad, Letter	TOP20020	12/Pk.	30	\$	
81	Pad-Perforated Writing, White, 50 Sheets/Pad, Legal	TOP63990	12/Pk.	120	\$	
82	Paper Clip, Standard (1 Box)	ACCO72365	100/Bx.	13	\$	
83	Paper Clip, Standard (10 Packs)	BSN65638	1,000/Pk.	94	\$	
84	Paper Clip, Jumbo (10 Packs)	BSN65639	1,000/Pk.	160	\$	
85	Paper-Award for Laser Print 8.50" x 11"	GEO39451	25/Pk.	21	\$	
86	Paper-Calculator, 2.25" x 150'	SPR00827	3/Pk.	24	\$	
87	Paper-Letter, 90 lb., Heavyweight, White	WAU40311	500/Rm.	60		
88	Paper-Letter, Blue	HAM103309	500/Rm.	10	\$	
89	Paper-Letter, Canary	HAM103341	500/Rm.	10	\$	
90	Paper-Letter, Green	HAM103366	500/Rm.	10	\$	
91	Paper-Letter, Pink	HAM103382	500/Rm.	10	\$	
92	Paper-Punch, 2-Hole	SWI74050	1 Ea.	10	\$	
93	Pen-Security w/Chair, Black	PMC05057	1 Ea.	12	\$	
94	Pen-BIC, Ballpoint, Fine Point, Black	BICGSF11BK	12/ Pk.	10	\$	DO NOT SUBSTITUTE
95	Pen-BIC, Ballpoint, Fine Point, Blue	BICSF11BE	12/Pk.	10	\$	DO NOT SUBSTITUTE
96	Pen-BIC, Ballpoint, Fine Point, Red	BICGSFG11RD	12/Pk.	10	\$	DO NOT SUBSTITUTE
97	Pen-BIC, Ballpoint, Medium Point, Black	BICMS11BK	12/Pk.	58	\$	DO NOT SUBSTITUTE
98	Pen-BIC, Ballpoint, Medium Point, Blue	BICMS11BE	12/Pk.	65	\$	DO NOT SUBSTITUTE
99	Pen-BIC, Ballpoint, Medium Point, Red	BICMS11RD	12/Pk.	16	\$	DO NOT SUBSTITUTE
100	Pen-PENTEL EnerGel, Retractable, 0.5 mm, Blue	PENBLN75C	1 Ea.	24	\$	DO NOT SUBSTITUTE
101	Pen-PILOT, Retractable, Fine Gel Point, Black	Pil31020	12/Pk.	33	\$	DO NOT SUBSTITUTE

102	Pen-PILOT, Retractable, Fine Gel Point, Blue	PIL31021	12/Pk.	39	\$	DO NOT SUBSTITUTE
103	Pen-PILOT, Retractable, Fine Gel Point, Red	PIL31022	12/Pk.	42	\$	DO NOT SUBSTITUTE
104	Pen-UNI-BALL Gel Impact 207, 1 mm, Black	SAN65800	1 Ea.	12	\$	DO NOT SUBSTITUTE
105	Pen-UNI-BALL Gel Impact 207, 1 mm, Blue	SAN65801	1 Ea.	36	\$	DO NOT SUBSTITUTE
106	Pen-ZEBRA, Medium Gel Point, 0.7 mm, Black	ZEB46810	12/Pk.	10	\$	DO NOT SUBSTITUTE
107	Pen-ZEBRA, Medium Gel Point, 0.7 mm, Blue	ZEB46820	12/Pk.	34	\$	DO NOT SUBSTITUTE
108	Pen-ZEBRA, Medium Gel Point, 0.7 mm, Red	ZEB46830	12/Pk.	10	\$	DO NOT SUBSTITUTE
109	Pencil-#2, Yellow	ITA5052	12/Pk.	10	\$	
110	Pencil-Golf, #2, Yellow	DIXON14998	144/Bx.	13	\$	
111	Prong Fastener Set, 2" Capacity	ACC12992	50/Bx.	77	\$	
112	Report Cover, Letter, 3" Fastener, Red	ACC25978	1 Ea.	30	\$	
113	Rubber Band, #33	BSN15743	600/Pk.	73	\$	
114	Scissors-8", Pointed	ACM13901	2/Pk.	29		
115	Self-Adhesive 1" x 1.75", SIGN HERE	SPR19257	100/Pk.	10	\$	
116	Self-Adhesive, Post-It Marking, 1" x 1.75", Blue	MMM680BE2	100/Pk.	18	\$	
117	Self-Adhesive, Post-It Marking, 1" x 1.75", Bright Pink	MMM680BP2	100/Pk.	18	\$	
118	Sheet Protector, Letter	BSN74551	100/Bx.	10	\$	
119	Staple Remover, Jaws Style	BSN65650	1 Ea.	78	\$	
120	Staples, B8 PowerCrown, Chisel Point	BOSSTCRP211514	5,000/Bx.	137	\$	
121	Staples, Chisel Point, Standard	SPRHB210	5,000/Bx.	350	\$	
122	Steno Book, 60 Sheet, 6" x 9", Green Sheets	TOP8001	12/Pkg.	436	\$	
123	Steno Book, 60 Sheet, 6" x 9", White Sheets	BSN26740	1 Ea.	22	\$	

124	Tape Dispenser, Black	BSN32954	1 Ea.	68	\$	
125	Tape-Double-Sided, 0.50" x 36 yd, 3" Core, Clear	MMM6652P1236	2/Pk.	58	\$	
126	Tape-Invisible, 3/4" x 1000" (12 Pack)	BSN32953	12/Pk.	84	\$	
127	Tape-Invisible, 3/4" x 1296" (1 Each)	BSN32952	1 Ea.	183	\$	
128	Tape-Sealing, 1.88" x 55 yd, 3" Core, Clear	BSN32951	6/Pk.	53	\$	

General Provisions County of El Paso, Texas

These General Provisions are considered standard language for all County of El Paso BIDS and Request for Proposal documents. If any “specific bid requirements” differ from the General Provisions listed here, the “specific bid requirements” shall prevail.

1. BID/PROPOSAL PACKAGE

- a. The request for bid/proposal, general and special provisions, drawings, specifications/line item details, contract documents and the bid/proposal sheet are all considered part of the bid/proposal package. Bids/Proposals must be submitted on the forms provided by the County, including the bid/proposal sheet completed in its entirety and signed by an authorized representative by original signature. Failure to complete and sign the bid/proposal sheet/contract page (s) may disqualify the bid/proposal from being considered by Commissioners’ Court. Any individual signing on behalf of the proposer expressly affirms that he or she is duly authorized to tender this bid/proposal and to sign the bid/proposal sheet/contract under the terms and conditions in this bid/proposal. Proposer further understands that the signing of the contract shall be of no effect unless subsequently awarded and the contract properly executed by Commissioners’ Court. All figures must be written in ink or typed. Figures written in pencil or with erasures are not acceptable. However, mistakes may be crossed out, corrections inserted, and initialed in ink by the individual signing the bid/proposal. Changes must also be made to any electronic copies submitted. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. Each bidder/proposer is required to thoroughly review this entire bid/proposal packet to familiarize themselves with the bid/proposal procedures, the plans and specifications for the requested work as well as the terms, and conditions of the contract the successful proposer will execute with the County.
- b. **Bid/Proposal must be in the Purchasing Department BEFORE the hour and date specified. Faxed or e-mailed bids/proposals will not be accepted. Late bids/proposals will not be considered under any circumstances.**
- c. Any bid/proposal sent via express mail or overnight delivery must have the BID/RFP number and title clearly marked on the outside of the envelope or package. Failure to clearly identify your bid/proposal may be cause for disqualification.

2. COMPETITIVENESS AND INTEGRITY

To prevent biased evaluations and to preserve the competitiveness and integrity of such acquisition efforts, proposers are to direct all communications regarding this bid/proposal to the El Paso County Purchasing Agent or assigned designee, unless otherwise specifically noted.

An authorized person from the submitting firm must sign all bids/proposals. The signature acknowledges that the proposer has read the bid/proposal documents thoroughly before submitting a bid/proposal and will fulfill the obligations in accordance to the terms, conditions, and specifications.

Please carefully review this Request for Bid/Proposal. It provides specific information necessary to aid participating firms in formulating a thorough response.

3. BIDDERS'S/PROPOSER'S RESPONSIBILITY

The Bidder/Proposer must affirmatively demonstrate its responsibility. The Bidder/Proposer must also meet the following minimum requirements:

- Have been in business of providing services for a minimum of one (1) years;
- Have adequate financial resources or the ability to obtain such resources as required;
- Be able to comply with all federal, state, and local laws, rules, regulations, ordinances and orders regarding this Request for Bid/Proposal;
- Have satisfactory record of performance;
- Have a satisfactory record of integrity and ethics; and
- Be otherwise qualified and eligible to receive an award.

4. REJECTION OF BIDS/PROPOSALS

The County, acting through its Commissioners' Court reserves the right to: (1) reject any and all bids/proposals and waive any informality in the bids/proposals received; (2) disregard the bid/proposal of any proposer determined to be not responsible. The County further reserves the right to reject any bid/proposal due to failure of performance on deliveries as determined in writing by the County Purchasing Agent.

5. RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS

It is the responsibility of the prospective proposer to review the entire invitation to bid/proposal packet and to notify the Purchasing Department if the specifications are formulated in a manner that would restrict competition or appear ambiguous. Any such protest or question(s) regarding the specifications or bid/proposal procedures must be received in the Purchasing Department no less than seventy-two hours prior to the time set for bid/proposal opening. Vendors are to propose as specified herein or propose an approved equal. The mention of any brand name in the specifications is not intended to be restrictive, but is intended to describe the general features and requirements (or equivalent) that the County of El Paso is seeking.

Under Local Gov't Code Section 262.005 and Health & Safety Code Section 361.426, the County is required to give preference to products made of recycled materials if they meet specs. The County is also required to encourage the use of recycled products in developing new procedures and specs. They are also required to eliminate procedures and specifications that explicitly discriminate against products made of recycled materials.

6. SUBSTITUTES

It is not the County's intent to discriminate against any material of equal merit to those specified however, should the proposer desire to use any substitutions, prior written approval shall be obtained from the County Purchasing Agent sufficiently in advance in order that an addendum might be issued.

7. EXCEPTIONS TO BID/PROPOSAL

The proposer will list on a separate sheet of paper any exceptions to the conditions of the bid/proposal. This sheet will be labeled, "Exceptions to Bid/Proposal Conditions", and will be attached to the bid/proposal. If no exceptions are stated, it will be understood that all general and specific conditions will be complied with, without exception.

The Bidder/Proposer must specify in its bid/proposal any alternatives it wishes to propose for consideration by the County. Each alternative should be sufficiently described and labeled within the bid/proposal and should indicate its possible or actual advantage to the program being offered.

The County reserved the right to offer these alternatives to other proposers.

8. PRICING

Bid/Proposals for equipment shall offer new (unused) equipment or merchandise unless otherwise specified. Quotes F.O.B. destination. If otherwise, show exact cost to deliver (merchandise only). Bid/Proposal will be either lump sum or unit prices as shown on the bid/proposal sheet. The net price will be delivered to the El Paso County, including all freight or shipping charges. In case of error in extension, unit prices shall govern. BID/RFP subject to unlimited price increases will not be accepted. The County is tax exempt and no taxes should be included in your bid/proposal.

Unless prices and all information requested are complete, bid/proposal may be disregarded and given no consideration.

In case of default by the contractor, the County may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the contractor, the difference between the price named in the contract of purchase order and the actual cost thereof to the County. Prices paid by the County shall be considered the prevailing market price at the time such purchase is made. Periods or performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent and the Commissioners' Court.

9. TAX EXEMPTION

Pursuant to Section 151.309 of the Texas Tax Code, El Paso County qualifies for exemption from sales, excise and use taxes imposed under the Limited Sales, Excise, and Use Tax Act, which is codified at Chapter 151 of the Texas Tax Code. In accordance with Section 151.309, a taxable item sold, leased, or rented to, or stored, used, or consumed by the County is exempt from the taxes imposed under Chapter 151.

10. MODIFICATION OF BIDS/PROPOSALS

A bidder/proposer may modify a bid/proposal by letter at any time prior to the submission deadline for receipt of bids/proposals. Modification requests must be received prior to the submission deadline. Modifications made before opening time must be initialed by bidder/proposer guaranteeing authenticity. Bids/Proposals may not be amended or altered after the official opening with the single exception that any product literature and/or supporting data required by the actual specifications, if any, will be accepted at

any time prior to the Commissioners' Court consideration of same. No substitutions or cancellations for merchandise will be permitted without written approval of the County Purchasing Agent.

11. SIGNATURE OF BIDS/PROPOSALS

Each bid/proposal shall give the complete mailing address of the Bidder/Proposer and be signed by an authorized representative by original signature with the authorized representative's name and legal title typed below the signature line. Each bid/proposal shall include the Bidder's/Proposer's Federal Employer Identification Number (FEIN), failure to sign the Contract page(s) and bid/proposal response sheet will disqualify the bid/proposal from being considered by the County. The person signing on behalf of the Bidder/Proposer expressly affirms that the person is duly authorized to render the bid/proposal and to sign the bid/proposal sheets and contract under the terms and conditions of this BID/RFP and to bind the Bidder/Proposer thereto and further understands that the signing of the contract shall be of no effect until it is properly placed on the Commissioner's Court agenda, approved in open Court, authorized to be executed by the County Judge, and fully executed by both parties.

12. AWARD OF BID/PROPOSALS-EVALUTATION CRITERIA AND FACTORS

Pursuant to the Texas Local Government Code

Bids shall be awarded to the responsible bidder that submits the lowest and best bid.

Bid/Proposals will be made to the responsible proposer whose bid/proposal is determined to be the best evaluated offer demonstrating the best ability to fulfill the requirements set forth in this Request for Bid/Proposal. The prices proposed will be considered firm and cannot be altered after the submission deadline. **The proposed cost to the County will be considered firm, unless the County invokes its right to request a best and final offer and cannot be altered after the submission deadline.**

The County reserves the right to reject any or all bids/proposals in whole or in part received by reason of this BID/RFP and may discontinue its efforts under this BID/RFP for any reason or no reason or solely for the County's convenience at any time prior to actual execution of the contract by the County. County reserves the right to accept or reject all or any part of the bid/proposal, waive minor technicalities, or to award by item or by total bid/proposal. Price should be itemized.

A Bidder/Proposer whose bid/proposal does not meet the mandatory requirements set forth in this BID/RFP will be considered noncompliant.

Each Bidder/Proposer, by submitting a bid/proposal, agrees that if its bid/proposal is accepted by the Commissioners' Court, such Bidder/Proposer will furnish all items and services upon the terms and conditions in this BID/RFP and contract.

Contractor shall submit to the County, for approval, within ten (10) days from notice of contract award, all Certificates of Insurance evidencing the required coverage as described under Insurance in the schedule of the Requests for Bids/Proposals.

13. PUBLIC INFORMATION ACT

The parties agree that the County is a governmental body for purposes of the Public Information Act, codified as Chapter 552 of the Texas Government Code and as such is required to release information in accordance with the Public Information Act. Bidder/Proposer agrees that it has marked any information that it considers to be confidential, proprietary, and/or trade secret in its bid/proposal. County agrees to provide notice to Bidder/Proposer in accordance with the Public Information Act in the event the County receives a request for information under the Public Information Act for information that the Proposer has marked as confidential, proprietary, and/or trade secret.

14. RESULTANT CONTRACT

The resultant contract shall become effective upon the Commissioners' Court execution of the same. The contract documents shall consist of the contract, the general and special provisions, the drawings, bid/proposal package, any addenda issued, and any change orders issued during the work.

The criteria utilized for determining responsibility of bidder/proposer(s) includes, but is not limited to, the proposer's experience, skill, ability, business judgment, financial capacity, integrity, honesty, possession of the necessary facilities or equipment, previous performance, reputation, promptness, and any other factor deemed relevant by the County to determine whether a bidder/proposer is responsible. The term of the resultant contract will begin as stated in the contract executed by the Commissioners' Court and will terminate on the date specified in the contract unless terminated earlier as herein set forth.

15. ESTIMATED QUANTITIES

Any reference to quantities shown in the Request for Bids/Proposals are an estimate only. Since the exact quantities cannot be predetermined, the County reserves the right to adjust quantities as deemed necessary to meet its requirements.

16. CONTRACTOR INVESTIGATION

Before submitting a bid/proposal, each contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the County upon which the contractor will rely. If the contractor receives an award as a result of its bid/proposal submission, failure to have made such investigations and examinations will in no way relieve the contractor from its obligation to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

17. NO COMMITMENT BY COUNTY

This Request for Bid/Proposal does not commit the County to award any costs or pay any costs, or to award any contract, or to pay any costs associated with or incurred in the preparation of a bid/proposal to this request, or to procure or contract for services or supplies.

18. BEST AND FINAL OFFERS

In acceptance proposals, the County reserves the right to negotiate further with one or more of the contractors as to any features of their proposals and to accept modifications of the work and price when such action will be in the best interest of the County. This includes solicitations of a Best and Final Offer from one or more of the proposers. If invoked, it allows acceptable proposers the opportunity to amend, change or supplement their original proposal. Proposers may be contacted in writing requesting that they submit their best and final offer. Any such best and final offer must include discussed and negotiated changes.

19. SINGLE BID/PROPOSAL RESPONSE

If only one (1) bid/proposal is received in response to the Request for Bids/Proposals, a detailed cost bid/proposal may be requested of the single contractor. A cost/price analysis and evaluation and/or audit may be performed of the cost bid/proposal in order to determine if the price is fair and reasonable.

20. REJECTION/DISQUALIFICATION OF BIDS/PROPOSALS

El Paso County reserves the right to reject any or all bids/proposals in whole or in part received by reason of this bid/proposal package and may discontinue its efforts for any reason under this bid/proposal package at any time prior to actual execution of the Contract by the County. Bidders/Proposers may be disqualified and rejection of bid/proposals may be recommended to the Commissioners' Court for any of (but not limited to) the following causes:

- A. Failure to use the bid/proposal form(s) furnished by the County, if applicable.
- B. Lack of signature by an authorized representative that can legally bind the company on the bid/proposal form.
- C. Failure to properly complete the bid/proposal.
- D. Bids/proposals that do not meet the mandatory requirements.
- E. Evidence of collusion among bidders/proposers.

21. CHANGES IN SPECIFICATIONS

If it becomes necessary to revise any part of this bid/proposal, a written notice of such revision will be posted on the County Purchasing website. The County is not bound by any oral representations, clarifications, or changes made in the written specifications by the County's employees, unless such clarification or change is posted on the County Purchasing website. It shall be Bidder's/Proposer's responsibility to check the website prior to the bid/proposal opening date to verify whether any addendums have been posted.

22. BID/PROPOSAL IDEAS AND CONCEPTS

The County reserves the right to adopt or use for its benefits, any concept, plan, or idea contained in any bid/proposal.

23. BID/PROPOSAL DISCLOSURES

Results of bids/proposals for the purchase of goods, materials, general services and construction are considered public information at the time of the bid/proposal opening. All information contained in the bid/proposal response is available for public review.

The Proposal for Services: Only the names of those who submitted proposals will be made public information until an award is made by Commissioners' Court and contract executed by the parties. No price, staffing or other proposal information will be released. Proposers are requested to withhold all inquiries regarding their proposal or other submissions until after an award is made. No communication is to be had with any County employee, other than the Purchasing Agent, regarding whether a proposal was received. Violations of this provision may result in the rejection of a proposal.

24. WITHDRAWAL OF BID/PROPOSAL

Bidders/Proposers may request withdrawal of a sealed bid/proposal prior to the scheduled bid/proposal opening time provided the request for withdrawal is submitted to the Purchasing Agent in writing. No bids/proposals may be withdrawn for a period of sixty (60) calendar days after opening of the bids/proposals.

25. INDEMNIFICATION

A. The contractor shall agree to assume all risks and responsibility for, and agrees to indemnify, defend, and save harmless, the County, its elected and appointed officials and department heads, and its agents and employees from and against all claims, demands, suits, actions, recoveries, judgments, and costs and expenses including reasonable attorney's fees for the defense thereof in connection therewith on account of the loss of life property or injury or damage to the person which shall arise from contractor's operations under this contract, its use of County facilities and/or equipment or from any other breach on the part of the contractor, its employees, agents or any person(s) in or about the County's facilities with the expressed or implied consent of the County. Contractor shall pay any judgment with cost which may be obtained against El Paso County resulting from contractor's operations under this contract.

Contractor agrees to indemnify and hold the County harmless from all claims of subcontractors, laborers incurred in the performance of this contract. Contractor shall furnish satisfactory evidence that all obligations of this nature herein above designated have been paid, discharged or waived. If Contractor fails to do so, then the County reserves the right to pay unpaid bills of which County has written notice direct and withhold from Contractor's unpaid compensations a sum of money reasonably sufficient to liquidate any and all such lawful claims.

B. 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. A 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.

26. PROOF OF INSURANCE

Successful proposer agrees to keep in full force and effect, a policy of public liability and property damage insurance issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners' of the State of Texas, with coverage provision insuring the public from any loss or damage that may arise to any person or property by reason of services limits of not less than the following sums:

INSURANCE REQUIREMENTS FOR CONSTRUCTION AND OTHER SERVICES PROVIDED TO THE COUNTY OF EL PASO

GENERAL LIABILITY:

\$1,000,000 – Each Occurrence
\$1,000,000 – General Aggregate
\$1,000,000 – Personal & Advertising Injury
\$1,000,000 – Products/Completed Operations – Aggregate
\$5,000 – Premises Medical Expense
\$500,000 – Fire Legal Damage Liability
County named as “Additional Insured”
Waiver of Subrogation

AUTOMOBILE:

\$1,000,000 – Each Occurrence
County named as “Additional Insured”
Waiver of Subrogation

WORKERS COMPENSATION:

\$1,000,000 – Employers Liability – Each Accident
\$1,000,000 – Employers Liability – Each Employee
\$1,000,000 – Employers Liability – Disease – Policy Limit
Statutory Limits
Waiver of Subrogation

CONSTRUCTION PROJECTS additional requirements:

Builders Risk Policy for total amount of completed project
Bid Bond
Performance & Payment Bond

PROFESSIONAL SERVICES additional requirements:

Limit of \$1,000,000 for E&O/Professional Insurance.

CERTIFICATE OF LIABILITY INSURANCE

In the remarks section should include job description or project name and/or number. Successful bidder shall carry in full force Workers' Compensation Insurance Policy (ies), if there is more than one employee, for all employees, including but not limited to full time, part time, and emergency employees employed by the successful bidder. Current insurance Certificates certifying that such policies as

specified above are in full force and effect shall be furnished by successful bidder to the County. Insurance is to be placed with insurers having a best rating of no less than A. The Bidder shall furnish the County with certificates of insurance and original endorsements affecting coverage required by these insurance clauses within ten (10) business days of execution of this contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The Bidder shall be required to submit annual renewals for the term of this contract prior to expiration of any policy.

In addition to the remedies stated herein, the County has the right to pursue other remedies permitted by law or in equity. The County agrees to provide Bidder with reasonable and timely notice of any claim, demand, or cause of action made or brought against the County arising out of or related to utilization of the property. Proposer shall have the right to defend any such claim, demand or cause of action at its sole cost and expense and within its sole and exclusive discretion. The County agrees not to compromise or settle any claim or cause of action arising out of or related to the utilization of the property without the prior written consent of the Bidder. In no event shall the County be liable for any damage to or destruction of any property belonging to the Bidder.

County of El Paso shall be listed as the additional insured on policy certificates and shall be notified of changes to the policy during the contractual period.

27. MANDATORY DISCLOSURES:

Texas law requires the following disclosures by vendors:

Conflict of Interest Disclosure Reporting (required of all vendors responding to the Bid/RFP/RFQ)

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity make certain disclosures. In 2015, the Texas Legislature updated the law and the Texas Ethics Commission made corresponding changes to the Conflict of Interest Questionnaire (CIQ Form), in which the vendor must disclose any covered affiliation or business relationship with County personnel that might cause a conflict of interest with a local government entity. A list of County elected officials and employees that will award the bid/proposal and/or make recommendations for award are included in this bid/proposal. By law, a completed questionnaire must be filed with the County of El Paso County, Texas. If no conflict of interest exists, write "N/A" or "None" in Box 3 of the CIQ Form. For vendor's convenience, a blank CIQ Form is enclosed with this bid/proposal. Blank CIQ Forms may also be obtained by visiting the Purchasing Department website at: <http://epcounty.com/purchasing/bids/default.htm>

Disclosure of Interested Parties (only required of vendors who are awarded the Bid/RFP/RFQ)

In 2015, the Texas Legislature added Section 2252.908 to Chapter 2252 of the Texas Government Code. Pursuant to Section 2252.908, for contracts entered into January 1, 2016 and after, the awarded vendor must submit to the County a completed "Certificate

of Interested Parties” form, which will be included in the Commissioners Court agenda at the time the contract is approved and sent to the Texas Ethics Commission within 30 days thereafter.

Compliance with this new requirement requires logging into the Texas Ethics Commission website, at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. Several instructional videos are available there.

28. NON-COLLUSION AFFIDAVIT

The contractor declares, by signing and submitting a bid/proposal, that the bid/proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid/proposal is genuine and not collusive or sham; that the contractor has not directly or indirectly induced or solicited another contractor to put in a false or sham bid/proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any contractor or anyone else to put in a sham bid/proposal, of that anyone shall refrain from bidding; that the contractor has not in any manner, directly or indirectly, sought by agreement, communications, or conference with anyone to fix the bid/proposal price of the contractor or any other bidder/proposer, or to fix any overhead, profit or cost element of the bid/proposal price, or of that of any other contractor, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract, that all statements contained in the bid/proposal are true; and further, that the contractor has not, directly or indirectly, submitted his or her bid/proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any cooperation, partnership, company association, organization, bid/proposal depository, or to any member or agent thereof to effectuate a collusive or sham bid/proposal.

Non negotiations, decisions, or cautions shall be initiated by any company as a result of any result of any verbal discussion with any County employee prior to the opening of responses to this Request for Bid/Proposal.

No officer or employee of the County, and no other public or elected official, or employee, who may exercise any function or responsibilities in the review or approval of this undertaking, shall have any personal or financial interest, direct or indirect, in any contract or negotiation process thereof. The above compliance request will be part of all County contracts for this service.

29. SOVEREIGN IMMUNITY

The County specifically reserves any claim it may have to sovereign, qualified, or official immunity as a defense to any action arising in conjunction with this contract.

30. MERGERS, ACQUISITIONS

The Bidder/Proposer shall be required to notify the County of any potential for merger or acquisition of which there is knowledge at the time that a bid/proposal is submitted.

If subsequent to the award of any contract resulting from this BID/RFP the Bidder/Proposer shall merge or be acquired by another firm, the following documents must be submitted to the County.

1. Corporate resolutions prepared by the awarded Proposer and the new entity ratifying acceptance of the original contract, terms, conditions and prices;
2. New Bidder's/Proposer's Federal Identification Number (FEIN); and
3. New Bidder's/Proposer's proposed operating plans.

Moreover, Bidder/Proposer is required to provide the County with notice of any anticipated merger or acquisition as soon as Bidder/Proposer has actual knowledge of the anticipated merger or acquisition. The new Bidder's/Proposer's proposed plan of operation must be submitted prior to merger to allow time for submission of such plan to the Commissioners' Court for its approval.

31. DELAYS

The County reserves the right to delay the scheduled commencement date of the contract if it is to the advantage of the County. There shall be no additional costs attributed to these delays should any occur. Bidder/Proposer agrees it will make no claim for damages, for damages for lost revenues, for damages caused by breach of contract with third parties, or any other claim by Bidder/Proposer attributed to these delays, should any occur. In addition, Bidder/Proposer agrees that any contract it enters into with any third party in anticipation of the commencement of the contract will contain a statement that the third party will similarly make no claim for damages based on delay of the scheduled commencement date of the contract.

32. ACCURACY OF DATA

Information and data provided through this BID/RFP are believed to be reasonably accurate.

33. SUBCONTRACTING/ASSIGNMENT

Bidder/Proposer shall not assign, sell, or otherwise transfer its contract in whole or in part without prior written permission of Commissioners' Court. Such consent, if granted, shall not relieve the Bidder/Proposer of any of its responsibilities under this contract.

34. INDEPENDENT CONTRACTOR

Bidder/Proposer expressly acknowledges that it is an independent contractor. Nothing in this agreement is intended nor shall be construed to create an agency relationship, an employer/employee relationship, a joint venture relationship, or any other relationship allowing County to exercise control or direction over the manner or method by which Bidder/Proposer or its subcontractors perform in providing the requirements stated in the Request for Bid/Proposal.

35. MONITORING PERFORMANCE

The County shall have the unfettered right to monitor and audit the Vendor's work in every respect. In this regard, the Vendor shall provide its full cooperation and insure the cooperation of its employees, agents, assigns, and subcontractors. Further, the Vendor shall make available for inspection and/or copying when requested, original data, records, and accounts relating to the Bidder's/Proposer's work and performance under this contract. In the event any such material is not held by the vendor in its original form, a true copy shall be provided.

The County of El Paso is an equal opportunity employer.

36. PROCUREMENT ETHICS

CODE OF ETHICS TRAINING AFFIDAVIT FORM

El Paso County Code of Ethics Training Requirement for Vendors:

Any vendor involved in a single procurement exceeding \$50,000 must read and sign the El Paso County Code of Ethics Training Affidavit that is included in each bid/proposal packet. By reading and signing the Affidavit form, the bidder has confirmed that they have been trained in the El Paso County Code of Ethics. The training must be completed by an officer, principal, or other person with the authority to bind the company.

Optional On-Line Training: As an alternative to reading and completing the El Paso County Code of Ethics Training Affidavit, in compliance with Section 161 of the Texas Local Government Code, the training on the El Paso County Code of Ethics is accessible in an online format to Vendors and Lobbyists on an ongoing basis, subject only to limitations due to technical resources.

The optional On-Line Training may be accessed and completed at:

http://www.epcounty.com/ethicscom/trainingvendor_files/frame.htm

If completed on-line, the training receipt should be printed out and included with the BID/RFP/RFQ/RFI.

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.

HEALTH INSURANCE BENEFITS QUESTIONNAIRE

Texas Local Government Code Section 262.0271 states the County may give preference to bidders that provide reasonable health insurance coverage to its employees, over a bidder that doesn't provide such insurance. Complete the questionnaire below if applicable. If not, check box #3.

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?

3. **No. The bidder is not requesting the Health Insurance Benefits Preference.**

Checking Box #3 will not disqualify you from participating in this bid selection process.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative



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 # 16-042, Office Supplies for the County of El Paso

Dear Vendor:

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. Attached is a copy of the questionnaire.

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 David Stout
Commissioner Vincent M. Perez
Commissioner Andrew Haggerty

County Employees: Jose Lopez, Jr., Interim Purchasing Agent
Pete Gutierrez, Buyer II
Betsy Keller, County Administrator
Lucy Balderama, Inventory Bid Technician
Blanca Carbajal, Inventory Bid Technician
Elvia Contreras, Formal Bid Buyer
Edward Dion, County Auditor
Wallace Hardgrove, Budget & Financial Manager
Lee Shapleigh, Assistant County Attorney
Diana Shearer, Assistant County Attorney
Michael Martinez, Administration
Lorena Rodriguez, Analyst
Myrna Ruz, Buyer

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor 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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor 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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)**3 Name of local government officer about whom the information is being disclosed.**_____
Name of Officer**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

 Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

 Yes No**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.****6** Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**7**_____
Signature of vendor doing business with the governmental entity_____
Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(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.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

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

(2) has given a local government 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); or

(3) has a family relationship with a local government officer of that local governmental entity.

(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 vendor:

(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 vendor 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);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.	OFFICE USE ONLY
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.	
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.	

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

**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

BID/RFP NO. 16-042

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 previous 12 months from the signature date on this document, I or my company have 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 _____, 20__ 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**

**Bid # 16-042
Office Supplies for the
County of El Paso**

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

_____ Responses should be delivered to the County Purchasing Department by 2:00 p.m. Tuesday, July 26, 2016. Did you visit our website (www.epcounty.com) for any addendums?

_____ Did you sign the Bid?

_____ 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?

_____ If seeking preference, did you sign the "Health Insurance Benefits Questionnaire"?

_____ Did you sign and complete the required "Conflict of Interest Questionnaire"?

_____ Did you sign and complete the required "Certificate of Interested Parties Form"?

_____ Did you sign and complete the required "Ethics Training Affidavit Form"?

_____ Did you provide one original and two (2) electronic versions of the complete bid (CD/DVD/Flashdrive) in Word/PDF Format? Electronic copies must reflect the original hard copy.

_____ Did you sign and complete the "Local Business Preference Policy"?