



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

ADDENDA 2

To: All Interested Vendors
From: Claudia Parra, Procurement Data Analyst
Date: January 24, 2022
Subject: Bid 22-013 – Ink and Toner Cartridges for the County of El Paso

This addendum has been issued to notify vendors of the following questions received:

1. I read through the instructions for this bid opportunity, and it says that all items must be OEM toner. Would compatible toner work, since it is new or does the County not want remanufactured toner? Clarify if the County is wanting all bids to be neither compatible nor remanufactured?

Response: The County does not want remanufactured; all items must be OEM.

2. Currently, I do not have a website login, can you assist me with this?

Response: For Vendor Enrollment visit the County 's webpage at <https://epcounty.com/vendorenrollment/default.htm>.

For New Vendor Registration Guidelines, visit <https://epcounty.com/vendorenrollment/documents/Vendor-Registration-Guide.pdf> .

For Bid Listings visit, <https://epcounty.com/purchasing/bids> to view all available bid information.

3. The intent to bid document posted is not for ink and toner, is it for paving rock? Is there a document for the Notice of Intent to Bid for ink and toner?

Response: See attachment with modifications to the Notice of Intent to Bid (located on IonWave, the County's electronic bidding software).

4. On part numbers noted as 2PK, are singles an option as a substitute?

Response: No, single options are not acceptable. Vendors may quote a single pack as an extra line item, but if the specifications call for a 2-pack, vendors must quote a 2-pack.

5. Item number 100 is noted as CF251a, and item 101 noted as CF251AM, is item #100 a duplicate request as it comes as a 3-pack as CF251AM not as CF251a?

Response: Item #CF251A is an incorrect number. The correct item number is CF251AM. 'No bid' line 100.

6. Please clarify the toner part number for item #45 – it is noted as CE258A, however, that part number does not exist.

Response: Item #CE258A is an incorrect number. 'No bid' line 45.

7. Please clarify the toner part number for item #29 - it is noted as CC353A, however, that part number does not exist.

Response: Item #CC353A is an incorrect number. 'No bid' line 29.

8. Please clarify the toner part number for item #12 - it is noted as C7226A however, that part number does not exist.

Response: Item #C7226A is an incorrect number. 'No bid' line 12.

9. Are remanufactured cartridges allowed?

Response: The County does not want remanufactured; all items must be OEM.

10. Specifications on the website are indicative of 22,000 TON PAVING ROCK and not adjacent to 22-013 Ink and Toner Cartridges for the County of El Paso. Can these be provided?

Response: Specifications posted to the County website www.epcounty.com for Bid 22-013 Ink and Toner Cartridges for the County of El Paso were incorrectly linked. On December 21, 2021, at 3:00 p.m. (MTE) the correct specifications were uploaded onto the County website as indicated on Addenda 1. Proper specifications must be used when submitting a response.

11. May I request an Excel sheet for the ink and toner list?

Response: No Excel spreadsheet is available for the ink and toner list. The spreadsheet will need to be printed and manually filled in when submitting a manual paper response.

ATTACHMENT: Modifications to Notice of Intent to Bid:

NOTICE OF INTENT TO BID

Bid 22-013 Ink and Toner Cartridges for the County of El Paso

The County of El Paso is requesting bids for **Ink and Toner Cartridges**.

Those interested in participating in this process may download **ALL** documents related to this Bid from the County of El Paso electronic bidding website:

epcountypurchasing.ionwave.net.

CLICK ON BUTTON LABELED "**CURRENT BIDS**"

Bids are due by Thursday, February 03, 2022 at 2:00 p.m. Hardcopies must be submitted to the Purchasing Department Office, 800 East Overland, Rm. 300, El Paso, Texas 79901. Virtual responses should be submitted through epcountypurchasing.ionwave.net.

All bid openings will occur via live video feed at the County YouTube Channel:
https://www.youtube.com/channel/UCXwcq_JYs28xwL14oGAVPZg/videos.

During the live broadcast, citizens may call in at telephone (915) 546-2048 ext. 2357. Allow for a 10-second delay during the live broadcast.

All questions should be submitted in writing and sent via the Question tab of the e-bidding system or emailed to: bidquestions@epcounty.com. If emailed, the Bid number and title must be on the "Subject Line".

The deadline for receipt of written questions shall be 12:00 (noon), **Thursday, January 20, 2022**. All questions and their responses will be posted on the website and available for download by respondents after the deadline for questions. It shall be bidder's responsibility to check the website prior to the bid opening date to verify whether any addendums have been posted.

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. 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. Payment shall be made through County funds after completion of goods or services. Purchase Orders will be issued as required. Contract will be awarded by lump sum or line item, whichever is in the best interest of the County.

Bids and construction projects in excess of \$100,000, the bidder shall furnish a certified cashier's check made payable to the order of County of El Paso or a good and sufficient Bid Bond in the amount of 5% of the total contract price, executed with a surety company authorized to do business in the State of Texas. The bid bond must be included with the bid at the time of the opening. Successful bidder must comply with all bonding requirements as stated in the Texas Local Government Code §262.032.

KAREN L. DAVIDSON

Purchasing Agent

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