ADDENDUM 1

To: All Interested Bidders

From: Lucy Balderama, Inventory Bid Technician

Date: February 24, 2012

Subject: Bid# 12-015, Paper and Envelopes for the County of El Paso

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

1. Can the County please provide usage for the last year, or some defined time period, for the letter, legal, ledger and cotton paper?
   Letter paper 400 to 500 cases a month. Legal paper 40 to 50 cases a month. Cotton Paper 10 to 25 cases a month.

2. For the 2 part forms, do you need Canary or Pink colors?
   Both Canary and Pink colors.

3. For the envelope on line 1-4 can you please provide a manufacturer’s number? Can be vendors brand as long as it meets specifications.

4. Are you requesting plain envelopes or are some security envelopes? If some are security envelopes can you please indicate which ones they are?
   Plain Envelopes. There is no security envelopes.

5. Can you provide last years’ usage, or possibly monthly usage for envelopes?
   400 boxes on both plain and window envelopes a month.

6. What quantity per box are you requesting? 500 per box

7. Are you interested in truckload pricing on any of the paper?
   No. We do not have the space needed for truck pricing. Paper is based on Purchase order quantity only.
8. If you are interested in truck load pricing do you have storage/warehouse with dock for delivery? **No**

9. Your bid requires a 5% bid bond if the total of the bid exceeds $100,000. We have no projected usage so on what basis are we to calculate whether a bid bond is required or determine the value of the bid bond? Can you clarify this requirement for us please?
   **This bid will not require a bid bond since items will be ordered as needed.**

10. Usage Quantities - Per shipment - Total Usage?
    **Estimated usage 400–500 cases a month**

11. Deliveries to supply or Departments?
    **Supply, mainly the county warehouse but also to county satellite offices**

12. Can the bid due date be extended 2 weeks to allow vendors enough time to properly respond after receipt of County answers to these questions?
    **This bid will not be extended. Bid must be awarded as soon as possible.**

13. For bid bond purposes and proper vendor evaluation, what is the total spend for this contract historically and expected?
    **Bid Bond will not be needed for this bid. This will be the first time we bid this so we cannot answer this question.**

14. What is the contract term? One year with options? How many years total?
    **This Paper Envelope Bid is for 6 Months.**

15. Do you have current vendor numbers for the items specified in the bid?
    **Most of them.**

16. Will this contract be awarded as a single source to the lowest responsible bidder?
    **Lowest Bid – Line item**

17. Is delivery to a single location (County warehouse) or departmental/multiple location?
    **To Mainly the county warehouse but also to county satellite offices**

18. Will end users place all orders on-line via the successful vendor’s website? If so, will you require approval routing, or “cost center” capture?
    **No**

20. Will vendors have an opportunity to formally present their response, offering, and value proposition?
   No

21. When does the County anticipate contract award?
   Bid Opens on February 29, 2012, so we are estimated to award in mid March.

22. What are the County’s payment terms and what billing process and format is required? 30 days

23. When will the County’s responses to these questions be posted?
   As soon as they are answered.