



County of El Paso Purchasing Department  
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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

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**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**
19. How will responses be evaluated? By committee? Point system by weighted evaluation criteria? Market basket items? On-line ordering system/capabilities? Account Management/reporting? Program rollout and training? **Lowest bid - Line Item**

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.**