



County of El Paso Purchasing Department  
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*ADDENDUM 1*

*To: All Interested Bidders*

*From: Araceli Hernandez, Inventory Bid Technician*

*Date: March 18, 2013*

*Subject: Bid# 13-009, Office Supplies for the El Paso County*

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

1. Would it be possible to provide an excel sheet of the 375 items for office supplies?

**Response: An excel sheet has been posted on the County website [www.epcounty.com](http://www.epcounty.com).**

2. Can you extend the bid opening date?

**Response: No the opening date will not be extended.**

3. How many offices or satellite offices throughout El Paso will be served?

**Response: There are several Satellite Offices: Tax Offices, Adult Probation Offices, Justice of The Peace Offices, Sheriff's Offices, Juvenile Center Offices, Ascarate Offices:  
Estimated Count = 35 Offices**

4. Does the end user have a minimum order policy? For example, if an office only needs a box of pens.

**Response: There is no minimum order policy**

5. Is there any provision to try making orders a reasonable size to deliver?

**Response: No, orders will be placed on an "As needed basis".**

6. If an alternative product is submitted, do you necessarily need the sample product sent with the bid?

**Response: No, an alternative product can be submitted.**

7. Will this contract be awarded “all or nothing” to a single vendor or multiple vendors by line item?

**Response: Bid will be awarded to multiple vendors.**

8. Does the County purchase other items not on this bid list? If yes, how will the decision be made as to where to purchase those items?

**Response: Yes, the County does order other items that are not included in the bid list. By law the County bids to three vendors if items are not on the bid list to get the best price.**

9. What is the estimated total yearly amount spent for Office Supplies?

**Response: Estimated cost is \$400,000 a year.**

10. Is a bid bond required on this bid?

**Response: Yes, you do need to submit a bid bond if your bid is over \$100,000.**