



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., Wednesday, March 20, 2013 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 March 20, 2013
Office Supplies for the County of El Paso
Bid #13-009"**

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the Assistant Purchasing Agent before Wednesday, March 13, 2013, at 12:00 p.m. Questions can be faxed to (915)-546-8180.

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.

If the bid totals more than \$100,000.00, the bidder shall furnish a certified cashier's check made payable to the order of El Paso County 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.

JOSE LOPEZ, JR.
Assistant Purchasing Agent

IMPORTANT NOTICE FOR VENDORS

EL PASO COUNTY CODE OF ETHICS TRAINING REQUIREMENT FOR VENDORS

Vendors. Any vendor involved in a single procurement exceeding \$50,000 must complete training on the El Paso County Code of Ethics. **This training must be completed prior to submitting a bid or proposal, responding to a request for qualifications or proposals, or otherwise contracting with the county.** The training must be completed by an officer, principal, or other person with the authority to bind the vendor. The certification of completed training on the Ethics Code issued by the County Human Resources Department is valid for one (1) calendar year from the date of completion. A list of those Vendors with a current certification of completion and the corresponding date of expiration shall be maintained on the El Paso County website under the Purchasing Department's Current List of Training Certified Bidders. This training requirement does not apply to emergency purchases.

Training

In compliance with Section 161 of the Texas Local Government Code, training on the El Paso County Code of Ethics will be accessible in an online format to Vendors and Lobbyists on an ongoing basis, subject only to limitations due to technical resources. No person or entity required to complete training will have to do so more than once per year.

The required training for Vendors may be accessed and completed at: <http://www.epcounty.com/ethicscom/training.htm>

Once you have taken the ethics training course print out the confirmation and attach a copy to your bid. Keep a copy for future references/bids.

To view the list of the Vendors, the representatives and the date it expires.

❖ **Go to <http://www.epcounty.com/ethicscom/training.htm>**

❖ **Select:**

Vendors Who Have Completed Ethics Training

If you have taken the training and your name has not been added to the list, Please contact Gabby at our Human Resource Department at (915)546-2218 ext. 4069.



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
From: Jose Lopez, Jr., Assistant Purchasing Agent
Date: February 6, 2012
Subject: County Purchasing New Vendor/Bid System & Online Vendor Registration

The Purchasing Department will be implementing its new bid processing vendor notification/registration system on April 1, 2012. 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 by April 1, 2012. The Purchasing Department will be migrating to the new vendor system on April 1, 2012 and all vendors that have not registered in the new system will not receive bid notifications. Thank you for your cooperation. If you have any questions please contact me at (915)546-2068, or Sally Borrego at (915)546-2048.

BIDDING SCHEDULE

To: El Paso County, Texas

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

Description – Bid #13-009
Office Supplies for the County of El Paso
Vendor must meet or exceed specifications

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) CD copies in Word/PDF Format of your bid.**

Company

Mailing Address

Federal Tax Identification No.

City, State, Zip Code

Ethics Representative (refer to page 2)

Ethics Training Date or Expiration Date

CIQ Document Number

Conflict of Interest Questionnaire (CIQ)
Filed Date

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 #13-009



**Opening Date
Wednesday, March 20, 2013**

OFFICE SUPPLIES FOR THE COUNTY OF EL PASO
ESTIMATED MONTHLY USAGE
(WEEKLY ORDERS AS PER PURCHASE ORDER DATE)

	Description	Item Number	Monthly Usage	COST
1.	Cassette, Audio, Std, 90 Min	<i>MAXUR90</i> (As Per Demand)	50 Ea.	
2.	Cassette, Audio, Std, 120 Min	<i>SONC120HFL</i> (As Per Demand)	50 Ea.	
3.	Steno Book, 6x9, Green 70 Sheets	<i>BSN26741</i> (As Per Demand)	50 Ea.	
4.	Paper Clip, Regular	<i>SPR85001</i> (As Per Demand)	125 Bx.	
5.	Staples, Chisel, Pt, Std	<i>BSN65649</i> (As Per Demand)	300 Bx.	
6.	Marker, Perm, Sharpie, Fn, Blk	<i>SAN30001</i> (As Per Demand)	25 Dz.	
7.	Clip, Gem, Jumbo,	<i>SPR85009</i> (As Per Demand)	300 Bx.	
8.	Cover, Rpt, Ltr, Sd, Psbd, Red	<i>ACC25978</i> (As Per Demand)	25 Pkg.	
9.	Binder, 3Rg, Econ, 1", Blu	<i>AVE0330</i> (As Per Demand)	20 Bx.	
10.	Cleaner, Air Duster, 10 oz.	<i>CCS24305</i> (As Per Demand)	300 Ea.	
11.	Tape, Trans, 3/4" x 1296"	<i>BSN32949</i> (As Per Demand)	250 Ea.	
12.	Tape, Correction, White Out	<i>BICWOTAPP11</i> (As Per Demand)	200 Ea.	
13.	Binder, R-Rg, 1" Vnl, Wht	<i>WLJ36214W</i> (As Per Demand)	25 Ea.	
14.	Pen, Rb, Ub, 177Dlx,Fn,Blk	<i>SAN60052</i> (As Per Demand)	35 Ea.	
15.	Pen, Rb, Vsn, Fn, Blk	<i>SAN60126</i> (As Per Demand)	35 Dz.	
16.	Highlighter, Dsk, Chsl, Flyl	<i>ITA30004</i> (As Per Demand)	45 Dz.	
17.	Pen, Rb, Vsn, Xf, Blk	<i>SAN60106</i> (As Per Demand)	35 Dz.	
18.	Certificate, Recy, W/Seal, Gld	<i>GEO39451</i> (As Per Demand)	15 Pkg.	
19.	Folder File, Ltr, 1/3, Mla	<i>BSN17525</i> (As Per Demand)	100 Bx.	

	Description	Item Number	Monthly Usage	COST
20.	Calendar, Desk Pad, Mo, 21.75x17	<i>REDIFMC1731</i> (As Per Demand)	15 Ea.	
21.	Pen, Detector, Counterfeit	<i>DRI351B1</i> (As Per Demand)	35 Ea.	
22.	Cover, Rpt, Ltr, Sd, Wpsbd, Dbl	<i>ACC25073</i> (As Per Demand)	25 Bx.	
23.	Cd-R, 80 Min/700 Mb, 52x, Jc	<i>IMN17331</i> (As Per Demand)	25 Ea.	
24.	Pen, Gel, Rtr, G67, Fn, Blu	<i>PIL31402</i> (As Per Demand)	35 Ea.	
25.	Calendar, Wll, Mo, 8x11, Wb	<i>AAGPM128</i> (As Per Demand)	15 Ea.	
26.	Clip, Binder, Sml, Blk	<i>BSN36550</i> (As Per Demand)	100 Bx.	
27.	Folder, Ltr, 1/3, 11Pt., Man	<i>SMD10330</i> (As Per Demand)	25 Bx.	
28.	Pen, PP, Sharpie Pen, Med, Blk	<i>SAN1765293</i> (As Per Demand)	20 Dz.	
29.	Pen, Rb,Vsn, Fn, Blu	<i>SAN60134</i> (As Per Demand)	20 Dz.	
30.	Tape, Sealing, Highland, 48MM,	<i>MMM37102CR</i> (As Per Demand)	30 Ea.	
31.	Calendar Refill (E71750)	<i>REDC2R</i> (As Per Demand)	10 Ea.	
32.	File, Exp, Ltr, 5.25, Red	<i>BSN65792</i> (As Per Demand)	15 Bx.	
33.	Clip, Binder, Med, Blk	<i>BSN36551</i> (As Per Demand)	50 Bx.	
34.	Flag, Post It, 1x1.71, Yel, 50 Ct.	<i>MMM680YW2</i> (As Per Demand)	25 Pkg.	
35.	Pen, Rb, Rtr, Jtstrm, Bld,Blk	<i>SAN73832</i> (As Per Demand)	20 Dz.	
36.	Pen, Gel, Precs Grp, Pr1, Bld, Blk	<i>PIL28901</i> (As Per Demand)	15 Dz.	
37.	Seal, Notorial, 2"D, Met, Gld	<i>2835-1000091-38</i> (As Per Demand)	15 Pkg.	
38.	Tape, Correction, Pen, Exact Lnr	<i>BICWOELP</i> (As Per Demand)	100 Ea.	
39.	Desk Pd,Mo,22x17, Blk	<i>AAGSW20000</i> (As Per Demand)	10 Ea.	
40.	Paper, Notes, Adh, 3x3, Yel	<i>BSN36612</i> (As Per Demand)	35 Pkg.	

	Description	Item Number	Monthly Usage	COST
41.	Tape, Cor, Sd-Apply	<i>ITA60232</i> (As Per Demand)	35 Ea.	
42.	Marker, Perm, Rtr, Sharpie, Uf, Blk	<i>AAGG53500</i> (As Per Demand)	30 Ea.	
43.	Marker, Perm, Rtr, Sharpie, Uf, Blk	<i>SAN1735790</i> (As Per Demand)	35 Dz.	
44.	Pen, Rb, Ub, 177 Dlx, Fn, Red	<i>SAN60054</i> (As Per Demand)	15 Dz.	
45.	Pen, Rb, Vsn, Xf, Blu	<i>SAN60108</i> (As Per Demand)	20 Dz.	
46.	Fastner, Prg, Bse, 2" Cap	<i>ACC70023</i> (As Per Demand)	15 Bx.	
47.	Cassette, Audio, Std, 90 Min, C90	<i>MAX102211</i> (As Per Demand)	35 Ea.	
48.	Planner, Mo. 4x6, 14 Mo. Blk	<i>AAGSK5300</i> (As Per Demand)	15 Ea.	
49.	Book, Steno, Grg, 6x9, Grn, 80 Sht	<i>AMP25274</i> (As Per Demand)	25 Ea.	
50.	Pen, Gel, Rtr, Sarasa, Bld, Blk	<i>ZEB46610</i> (As Per Demand)	35 Dz.	
51.	Envelope, Clasp, 9x12, Kft	<i>BSN3663</i> (As Per Demand)	45 Bx.	
52.	Desk Pad, Mo, 17.75x10.9, Blk	<i>AAGSK1400</i> (As Per Demand)	10 Ea.	
53.	Tape, Sealing, 2x110, Clr	<i>SPR01613</i> (As Per Demand)	75 Ea.	
54.	Note, Adhesive, Yel	<i>Spr19772</i> (As Per Demand)	50 Pkg.	
55.	Roll, Calculator, Thrm, 2.25x85'	<i>SPR25347</i> (As Per Demand)	25 Ea.	
56.	Cassette, Audio, Std, 120 Min.	<i>SONC122HFL</i> (As Per Demand)	20 Ea.	
57.	Pen, Rb, Vsnelt, Fn, Blu	<i>SAN69024</i> (As Per Demand)	25 Dz.	
58.	Pens, Rb, Vsn, Fn, Red	<i>SAN60139</i> (As Per Demand)	20 Dz.	
59.	Clip, Binder, Mini, Blk	<i>BSN65364</i> (As Per Demand)	50 Bx.	
60.	Clip, PPr, Jmb, Rcy	<i>ACC072525</i> (As Per Demand)	50 Bx.	
61.	Folder, Et, Ltr, Strt, 11 Pt, Man	<i>SMD24110</i> (As Per Demand)	25 Bx.	
62.	Flag, Post It, 1 x 1.71, Orn, 50ct.	<i>MMM6800E2</i> (As Per Demand)	30 Pkg.	
63.	Tape, Sealing, 2"x60yd, Cry Clr	<i>DUCHP260C</i> (As Per Demand)	25 Ea.	

	Description	Item Number	Monthly Usage	COST
64.	Tape, Invisible, 3/4x1000	<i>BSN32953</i> (As Per Demand)	40 Ea.	
65.	Flag, Post-it, Arrow, Bright, 4 Col	<i>MMM684ARR4</i> (As Per Demand)	25 Pkg.	
66.	Staples, chisel Pt, Std	<i>SPRHB210</i> (As Per Demand)	100 Bx.	
67.	Pencil, Golf, Yellow	<i>ITA30980</i> (As Per Demand)	15 Pkg.	
68.	Pen, Bp, Rtr, Med, Blu	<i>ITA36176</i> (As Per Demand)	20 Dz.	
69.	Moistener, Env, 50 ML	<i>QUA46065</i> (As Per Demand)	75 Ea.	
70.	Tape, Invisible, 3/4x1296	<i>BSN32952</i> (As Per Demand)	50 Ea.	
71.	Book, Appt, Dly, Dsk, 5x8, Blk	<i>AAGG10000</i> (As Per Demand)	15 Ea.	
72.	Card, Bus, Lsr, 2x3.5, Wht	<i>AVE5371</i> (As Per Demand)	25 Pkg.	
73.	Duster, Air, Ca-3, 10oz.	<i>MAX190025</i> (As Per Demand)	35 Pkg.	
74.	Notebook, Wbt, 1 Sub, 8.5x11, 80 sheets	<i>RED31186</i> (As Per Demand)	25 Ea.	
75.	Pen, PP, Rtr, Sharpie Grp, Fn Blk	<i>SAN1753178</i> (As Per Demand)	25 Dz.	
76.	Moistener, Fingertip, 1.75 oz.	<i>LEE10134</i> (As Per Demand)	15 Ea.	
77.	Pen, Gel, Rtr, 207 Impact, Bld, Blu	<i>SAN65801</i> (As Per Demand)	20 Dz.	
78.	Pen, Gel, Jtstrm, Bld, Blk	<i>SAN33921</i> (As Per Demand)	20 Dz.	
79.	Clip, Binder, Lrg, Blk	<i>BSN36552</i> (As Per Demand)	30 Bx.	
80.	Tape, Sealing, 1-7/8x164, Clr	<i>BSN32951</i> (As Per Demand)	35 Ea.	
81.	Book, Appt, Mo, Tel/Add, 9x11, Blk	<i>AAG702600512</i> (As Per Demand)	15 Ea.	
82.	Planner, Wk, 6.9x8.75, Blk	<i>AAGG59000</i> (As Per Demand)	15 Ea.	
83.	Pencil, Golf, Hex, Yel	<i>DIXON14998</i> (As Per Demand)	20 Bx.	
84.	Memory, Card, Sdhc, 4 Gb, Be	<i>VER96171</i> (As Per Demand)	10 Ea.	
85.	Paper, Mult, Tidal, Lgl, Wht	<i>HAM162016</i> (As Per Demand)	20 Rm.	
86.	Fastner, Prg, 2 Pc, 2" Cap	<i>ACC70022</i> (As Per Demand)	15 Bx.	
87.	Base, Fastner, Prong, 2" Cap	<i>OIC99854</i> (As Per Demand)	15 Bx.	

	Description	Item Number	Monthly Usage	COST
88.	Pencil, Mech, Bdeg, .7 mm, Grn	<i>PAP1757554</i> (As Per Demand)	10 Ea.	
89.	Ink, Stamp Pad, Neat-Flo, 2 oz. Red	<i>AVE21447</i> (As Per Demand)	10 Ea.	
90.	Battery, Alkaline, 9V	<i>EVE522FP4</i> (As Per Demand)	30 Ea.	
91.	Folder, File, Ltr, 1/3, Man	<i>SPRSP11113</i> (As Per Demand)	35 Bx.	
92.	Tape, Trans, ¾"x1000", W/Dis	<i>BSN32948</i> (As Per Demand)	30 Pkg.	
93.	Fastener, prg, 2 Pc, 2" Cap	<i>ACC12992</i> (As Per Demand)	15 Bx.	
94.	Tab, File, Hng, Ast, 6 Sh/Pd	<i>MMM686A1</i> (As Per Demand)	10 Pkg.	
95.	Pen, Pp, Sharpie Pen, Fn, Blk	<i>SAN1742663</i> (As Per Demand)	30 Dz.	
96.	Marker, Perm, Mal, Lrg, Chsl, Blk	<i>AVE08888</i> (As Per Demand)	30 Dz.	
97.	Pen, Gel, Rtr, Begrn B2b, Fn, Blu	<i>PIL31601</i> (As Per Demand)	20 Dz.	
98.	Paper, Notes, Adh, 1.5x2, Yel	<i>BSN36610</i> (As Per Demand)	25 Dz.	
99.	Pen, Bp, Stk, Rnd Stic, Fn, Blk	<i>BICGSF11BK</i> (As Per Demand)	15 Dz.	
100.	Tape, Trans, 1/2x1296, Clr	<i>MMM6652P1236</i> (As Per Demand)	20 Pkg.	
101.	Video Cassette, Hd, Dgt	<i>SONDVM63HDR</i> (As Per Demand)	10 Ea.	
102.	Pen, Bp, Stk, Flxgrp Elt, Med, Blk	<i>PAP85585</i> (As Per Demand)	25 Dz.	
103.	Calendar, Wil, Mo, 11x8116Mo, Blk	<i>AAGSK800</i> (As Per Demand)	15 Ea.	
104.	Protector, Sht, Tpld, 100 Cap, 25 Pkg.	<i>SPR74250</i> (As Per Demand)	20 Pkg.	
105.	Highlighter, Acct Tank, 6 Col	<i>SAN25076</i> (As Per Demand)	45 Bx.	
106.	Base, File Fasten, 2.75, 2"C	<i>SPRB21</i> (As Per Demand)	15Pkg.	
107.	Tape,Cor,Dryline,Ast	<i>PAP6137406</i> (As Per Demand)	40 Pkg.	
108.	Binder, View,D-ring, 2", Blk	<i>UNVSL2074</i> (As Per Demand)	20 Ea.	
109.	Flag, 1", Sign Here	<i>SPR19257</i> (As Per Demand)	30 Pkg.	
110.	Pencil,Mech,Enrgz Dlx, .5mm, Blk	<i>PENPL75A</i> (As Per Demand)	15 Ea.	
111.	Tape, Magic, ¾"x1000, Bxd	<i>MMM810K</i> (As Per Demand)	15 Ea.	

	Description	Item Number	Monthly Usage	COST
112.	Pen, Rb, Vsn Elt, Med, Blk	<i>SAN61231</i> (As Per Demand)	25 Dz.	
113.	Pen, Gel, Rtr, G67, Fn, Blk	<i>PIL31401</i> (As Per Demand)	25 Dz.	
114.	Pen, Gel, Rtr, G2, G23, Uf,Blu	<i>PIL31278</i> (As Per Demand)	25 Dz.	
115.	Pen, Gel,Rtr, Begrn, B2b, Fn, Blk	<i>PIL31600</i> (As Per Demand)	25 Dz.	
116.	Pen, Gel, Rtr, Begrn, B2b, Fn, Red	<i>PIL31602</i> (As Per Demand)	25 Dz.	
117.	Marker, Perm, Rtr, Sharpie, Fn, Blk	<i>SAN32701</i> (As Per Demand)	25 Dz.	
118.	Book, Composition, 60 Sh, Wide, Blk	<i>ROA77222</i> (As Per Demand)	25 Ea.	
119.	Fluid, Cor, Pen/Ink, 22 MI, Wht	<i>PAP7470115</i> (As Per Demand)	45 Ea.	
120.	Pen, Rb, Vsn, Xf, Red	<i>SAN60117</i> (As Per Demand)	25 Dz.	
121.	Fluid, cor, Wtr Bs, Wht	<i>BICWOFWB12WE</i> (As Per Demand)	45 Ea.	
122.	Clipboard, 9x12.5, Brn	<i>BSN65637</i> (As Per Demand)	15 Ea.	
123.	Book, Appt. Dly, 8x11, 4 Prsn, Blk	<i>AAGG56000</i> (As Per Demand)	10 Ea.	
124.	Book, Appt, Wk, 8.5x11, 13Mo, Blk	<i>AAG709500512</i> (As Per Demand)	10 Ea.	
125.	Highlighter, Dsk, Chsl, Flyl	<i>AVE24000</i> (As Per Demand)	20 Dz.	
126.	Desk Pd, Mo, 22x17, 2Col, Blk	<i>AAGGG250000</i> (As Per Demand)	15 Ea.	
127.	Clip, Bndr, Lrg, 2", Blk	<i>ACC72100</i> (As Per Demand)	30 Bx.	
128.	Rubber band, #32, 1 Lb.	<i>BSN15741</i> (As Per Demand)	20 Bg.	
129.	Calculator, Print, 12 Dig, Flour	<i>VCT12603</i> (As Per Demand)	10 Ea.	
130.	Rubber band, #33, 1 Lb.	<i>BSN15743</i> (As Per Demand)	20 Bg.	
131.	Battery, Alkaline, Mini, 1.5V	<i>EVEA76BP</i> (As Per Demand)	25 Ea.	
132.	Folder, Class, Psbd, 2 Div, Ltr, Blu	<i>NATSP17205</i> (As Per Demand)	10 Bx.	
133.	Folder, Class, Psbd, 2 Div, Lgl, Blu	<i>NATSP17224</i> (As Per Demand)	10 Bx.	
134.	Board, RR, 4 Ply, 22x28, Wht	<i>PAC5460</i> (As Per Demand)	10 Ea.	
135.	Envelope, #10, 24#, WW	<i>QUA90020</i> (As Per Demand)	15 Bx.	

	Description	Item Number	Monthly Usage	COST
136.	Pocket, Ltr, Strt, 5.25" Ast	<i>SMD73836</i> (As Per Demand)	10 Bx.	
137.	Paper, Photo, Glsy, 8.5x11	<i>EPSS041141</i> (As Per Demand)	25 Bx.	
138.	Fastener, Prong, Adh, 2" Cap	<i>OIC99858</i> (As Per Demand)	15 Bx.	
139.	Folder, File, Ltr, 1/3-2, Man	<i>BSN16491</i> (As Per Demand)	35 Bx.	
140.	Battery, Alkaline, AA	<i>DURMN1500B4Z</i> (As Per Demand)	75 Pkg.	
141.	Flag, Post-it, Arrow, Bas	<i>MMM684ARR2</i> (As Per Demand)	15 Pkg.	
142.	Tab, Ref, Wo, 1.25, Ast	<i>AVE16141</i> (As Per Demand)	10 Ea.	
143.	Tab, Ref, Wo, 1.75", Yel	<i>AVE16142</i> (As Per Demand)	10 Ea.	
144.	Note, Adh, 3x3, Yel	<i>SPR19783</i> (As Per Demand)	40 Pkg.	
145.	Binding, Comb, Plas, 3/8", Blk	<i>FELLOW52322</i> (As Per Demand)	20 Bx.	
146.	Staples, Std, 210/Stp	<i>SWI35450</i> (As Per Demand)	50 Bx.	
147.	Index, Tbl Of Content, 1-8, Wht	<i>SPR21901</i> (As Per Demand)	15 Ea.	
148.	Notebook, Steno, Grg, Grn, 80 Sh	<i>RED36746</i> (As Per Demand)	25 Ea.	
149.	Clip, Ppr, Std, Recy	<i>ACC072365</i> (As Per Demand)	45 Bx.	
150.	Battery, Alkaline, 9V	<i>EVE522BP</i> (As Per Demand)	25 Pkg.	
151.	Notebook, Wb, 7x8, Nrpstl, 130 SH	<i>AMP20726</i> (As Per Demand)	15 Ea.	
152.	Dispenser, Tape, BK	<i>BSN32954</i> (As Per Demand)	25 Ea.	
153.	Duster, Air, 10 oz.	<i>CCS24302</i> (As Per Demand)	40 Ea.	
154.	Paper, Const, Ltw, Val, 9x12, Ast	<i>PAC94450</i> (As Per Demand)	10 Pkg.	
155.	Binder, D-RG, 1", CV, EO, Nonstk, WE	<i>SPR26955</i> (As Per Demand)	45 Ea.	
156.	Planner, Project, 9.15x7.25, Ast	<i>AMP20817</i> (As Per Demand)	10 Ea.	
157.	Flag, Page, 1/2", Sign Here	<i>SPR38008</i> (As Per Demand)	30 Ea.	
158.	Book, Appt, Wk, Pro, 8x11, Hc, Blk	<i>AAGG520H00</i> (As Per Demand)	15 Ea.	
159.	Pen, Bp, Stk, Rnd, Stic, Med, Blk	<i>BICGSM609BK</i> (As Per Demand)	15 Dz.	

	Description	Item Number	Monthly Usage	COST
160.	Pen, Cntr, Chn, Preventa, Sq, Blk	<i>PMC05057</i> (As Per Demand)	20 Ea.	
161.	Clip, Bndr, Med, 1-1/16", Blk	<i>ACC72050</i> (As Per Demand)	40 Bx.	
162.	Punch, Ppr, 2HI, Pad Hdl, Blk	<i>SWI74050</i> (As Per Demand)	20 Ea.	
163.	Paper, Note, Post-It, 4x6, Yel	<i>MMM6605SSCY</i> (As Per Demand)	45 Pkg.	
164.	Note, Post-It, 3x3, Yel	<i>MMM654YW</i> (As Per Demand)	50 Pkg.	
165.	Highlighter, 24-7, Ast	<i>PENSL12BP5M</i> (As Per Demand)	25 Dz.	
166.	Fingertip, Rub, Sz 11	<i>SWI54035</i> (As Per Demand)	15 Bx.	
167.	FingerTip, Rub, Sz 11	<i>SWI54031</i> (As Per Demand)	15 Bx.	
168.	Pen, Gel, Jimie, Med, Blk	<i>ZEB44110</i> (As Per Demand)	25 Dz.	
169.	Binder, D-ring, Vnl, 2" C, Blk	<i>WLJ384444B</i> (As Per Demand)	20 Ea.	
170.	Paper, Mlt-Purp, Ltr, 24# Yel	<i>WAU62331</i> (As Per Demand)	10 Pkg.	
171.	Desk Pd, Mo, Recy, Tricol	<i>AAGSK32G00</i> (As Per Demand)	10 Ea.	
172.	Envelope, Reg, #10, Wht	<i>BSN42250</i> (As Per Demand)	25 Bx.	
173.	Tape, Invisible, 3/4x1000	<i>SPR6005</i> (As Per Demand)	30 Pkg.	
174.	Binder, D-Rg, 2", Cv, Eo, Nostk, Wht	<i>Spr26959</i> (As Per Demand)	25 Ea.	
175.	Highlighter, Zazzle, Fl Ast	<i>Zeb74005</i> (As Per Demand)	35 Dz.	
176.	Pen, Gel, Rtr, G2, Bg2P, Fn, Blk, Gry	<i>PIL31147</i> (As Per Demand)	25 Dz.	
177.	Book, Steno, Grg, 6x9, Grn, 80 Sh	<i>ESS25274</i> (As Per Demand)	25 Ea.	
178.	Tab, Index, Perm, Blnk, Wht	<i>TRG31000</i> (As Per Demand)	15 Ea.	
179.	Lead, Pcl, .5MM, Hb	<i>PAP66384</i> (As Per Demand)	15 Tb.	
180.	Book, Steno, Grg, 6x9, Grn, 60 Sh	<i>AMP25270</i> (As Per Demand)	25 Ea.	
181.	Book, StenoGrg, 6x9, 60 Sh	<i>ESS25270</i> (As Per Demand)	25 Ea.	
182.	Eraser, Mech Pcl, Tuff, Lrg	<i>PAP64881</i> (As Per Demand)	10 Ea.	
183.	Glue, Stick, Perm, .26oz	<i>AVE00166</i> (As Per Demand)	25 Ea.	

	Description	Item Number	Monthly Usage	COST
184.	Remover, Staple, Brn	<i>BSN65650</i> (As Per Demand)	45 Ea.	
185.	Folder, Clss, Recy, Lgl, 2Div, Red	<i>NAT01054</i> (As Per Demand)	30 Bx.	
186.	Label, Mail, Lsr, 2x4, Wht	<i>AVE5163</i> (As Per Demand)	25 Pkg.	
187.	Label, Mail, Lsr, 1x2-5/8, Wht	<i>AVE5160</i> (As Per Demand)	25 Pkg.	
188.	Envelope, Intr-Dept, 10x13, 2 Side	<i>BSN42255</i> (As Per Demand)	25 Bx.	
189.	Stapler, Desk, Std, Full, Blk	<i>SWI74701</i> (As Per Demand)	35 Ea.	
190.	Pen, Gel Rtr, Sarasa, Med, Blu	<i>ZEB46820</i> (As Per Demand)	25 Dz.	
191.	Battery, Alkaline, AA, 1.5V	<i>DURMN1500B10Z</i> (As Per Demand)	35 Pkg.	
192.	Paper, Pad, Legal, Junior, Can	<i>BSN63107</i> (As Per Demand)	45 Pkg.	
193.	Flag, Post-it, 1x1.71, Red,50Ct	<i>MMMM680RD2</i> (As Per Demand)	25 Pkg.	
194.	Flag, Post-it, Blu, 50 Ct.	<i>MMMM680BE2</i> (As Per Demand)	25 Pkg.	
195.	Ink Refl, Stam, Btl, 10 MI, Red	<i>SHA22111</i> (As Per Demand)	15 Ea.	
196.	Rubber band, #54, 1 Lb.	<i>BSN15745</i> (As Per Demand)	10 Bg.	
197.	Clipboard, wood, Ltr, 9x12.5	<i>OIC83100</i> (As Per Demand)	10 Ea.	
198.	Scissors, 8" SS, Blk Handles	<i>BSN65647</i> (As Per Demand)	20 Ea.	
199.	Pencil, Wd, #2, Yel	<i>ITA5052</i> (As Per Demand)	15 Dz.	
200.	Pen, Gel Rtr, G2, G27, Fn, Blu	<i>PIL31021</i> (As Per Demand)	35 Dz.	
201.	Battery, Alkaline, AAA	<i>EVVEE92FP12</i> (As Per Demand)	50 Pkg.	
202.	Calendar, Wll, Mo, 15.5x22.75 Wb	<i>AAGPM328</i> (As Per Demand)	15 Ea.	
203.	Calendar Refl, Dsk, 3.5x6, Tab	<i>AAGE717T50</i> (As Per Demand)	15 Ea.	
204.	Pen, Bp, Stk, Cristal, Med, Blu/Clr	<i>BICMS11BE</i> (As Per Demand)	35 Dz.	
205.	Pad, Stamp, #1, Foam, Blk	<i>AVE21381</i> (As Per Demand)	10 Ea.	
206.	Ink Crg, Ij, Hp95, Tricol	<i>HEWC8766WN</i> (As Per Demand)	35 Ea.	
207.	Stapler, Business, Grn	<i>SWI74728</i> (As Per Demand)	25 Ea.	

	Description	Item Number	Monthly Usage	COST
208.	Stapler, Plier/Tacker, 99 pl	<i>SWI09901</i> (As Per Demand)	10 Ea.	
209.	File, Exp, Ltr, HvyDty, A-Z	<i>SPR26534</i> (As Per Demand)	10 Ea.	
210.	Label, Add, Label Writer, Bx	<i>DYM30251</i> (As Per Demand)	10 Ea.	
211.	Binder, View Md-Rg, 3", Blk	<i>UNVSL20747</i> (As Per Demand)	15 Ea.	
212.	Pen, Gel, Rtr, WoW, Med, Blu	<i>PENK437C</i> (As Per Demand)	25 Dz.	
213.	Pen, Gel, Stk, Ndl, Xf, Blu	<i>ITA82965</i> (As Per Demand)	25 Dz.	
214.	Pen, Gel Stk,Mtl, Med, Blu	<i>ITA82967</i> (As Per Demand)	25 Dz.	
215.	Paper, Pad, Legal, Ltr, Can	<i>BSN63105</i> (As Per Demand)	25 Pkg.	
216.	Note, Highland, 3x3, Yel	<i>MMM6549YW</i> (As Per Demand)	45 Pkg.	
217.	Pen, Bp, Rtr, Pro-Plus, Med, Ast	<i>BICBPP41AST</i> (As Per Demand)	25 Pkg.	
218.	Flag, Post-It, Bpk, 50 Ct.	<i>MMM680BP2</i> (As Per Demand)	15 Pkg.	
219.	Pen, Bp, Rtr, Med, Red	<i>ITA36177</i> (As Per Demand)	20 Dz.	
220.	Paper, Add Mach, 150'x2.25"	<i>SPR00827</i> (As Per Demand)	50 Ea.	
221.	Tab, Ppr,Rnd,.5" Ext, Gmd, Wht	<i>AVE59102</i> (As Per Demand)	15 Ea.	
222.	Pen, Rb, Vsn, Elt, Xf, Blk	<i>SAN69000</i> (As Per Demand)	20 Dz.	
223.	Pen, Rb, Rtr, Vball, Lb5, Xf, Blk	<i>PIL26106</i> (As Per Demand)	20 Dz.	
224.	Pen, Gel, Rtr, 730Rt, Med, Blu	<i>BICRTR7711BE</i> (As Per Demand)	20 dz.	
225.	Pen, Gel, Rtr, G67, Fn, Red	<i>PIL31403</i> (As Per Demand)	20 Dz.	
226.	Pen, Gel, Precs Grp, Pr1, Bld, Blu	<i>PIL28902</i> (As Per Demand)	20 Dz.	
227.	Marker, Perm, Sharpie, 2 Tip, Blk	<i>SAN32001</i> (As Per Demand)	25 Dz.	
228.	Scissors, 5", blnt, SS, Ast	<i>ACM42516</i> (As Per Demand)	15 Dz.	
229.	Tape, Correction	<i>ITA60032</i> (As Per Demand)	35 Ea.	
230.	Pen, Gel, Rtr, Bld Wrtg, Med, Pur	<i>PAP1746327</i> (As Per Demand)	20 Dz.	

	Description	Item Number	Monthly Usage	COST
231.	Steno Bk, 6x9, Grgrld, 60 Sh	<i>BSN26740</i> (As Per Demand)	15 Ea.	
232.	Highlighter, Accnt, Jmb, Flyl	<i>SAN1733166</i> (As Per Demand)	20 Ea.	
233.	Tape, Trans, 1/2x1296	<i>BSN43572</i> (As Per Demand)	35 Pkg.	
234.	Fluid, Cor,Mp, Wht	<i>ITA01539</i> (As Per Demand)	25 Ea.	
235.	Index, Rngbnk, 8 Tab, 11x8.5, Clr	<i>BSN36691</i> (As Per Demand)	15 Ea.	
236.	Folder, Lgl, 1/3, 11Pt, Rfd, Orn	<i>SMD17534</i> (As Per Demand)	30 Bx.	
237.	Pad, Perf, 8.5x11.75, Lr, can, 50 SH	<i>AMP20020</i> (As Per Demand)	35 Pkg.	
238.	Battery, AAA	<i>DURMN2400B20</i> (As Per Demand)	45 Pkg.	
240.	Board, Marker, Melamine, 2x1.5	<i>SPR19769</i> (As Per Demand)	15 Ea.	
241.	Pen, Bp, Stk, Eztch, Ezt, Med, Blu	<i>PIL32011</i> (As Per Demand)	20 Dz.	
242.	Envelope, Clasp, 10x13, Kft	<i>BSN36665</i> (As Per Demand)	25 Bx.	
243.	Paper, Xerox, 8.5x11, 20# Blu	<i>SPR05121</i> (As Per Demand)	15 Rm.	
244.	Cup, Pencil, Jmbo, Mesh, Blk	<i>ROL62557</i> (As Per Demand)	25 Ea.	
245.	Ink Refl, Stamp, Btl10MI, Blu	<i>SHA22113</i> (As Per Demand)	20 Ea.	
246.	Stamp Dater, 2000 Plus	<i>COS012728</i> (As Per Demand)	25 Ea.	
247.	Finger Tip, Rub, Sz 13	<i>SWI54033</i> (As Per Demand)	15 Bx.	
248.	Staples, Std, Chisel Pt	<i>BOSSBS1914CP</i> (As Per Demand)	40 Bx.	
249.	Clipboard, Flat, Clip, Ltr, Dbr	<i>BSN16508</i> (As Per Demand)	15 Ea.	
250.	Card, Bus, Lsr, 2x3.5, Wht	<i>AVE5911</i> (As Per Demand)	25 Pkg.	
251.	Label, Filing, Eco, 3Oup	<i>AVE45366</i> (As Per Demand)	25 Pkg.	
252.	Label, Mail, lj, 1x2-5/8, Wht	<i>AVE8460</i> (As Per Demand)	25 Pkg.	
253.	Stapler, Desk, 767, Blk	<i>SWI76701</i> (As Per Demand)	20 Ea.	
254.	Folder, Fstnt, Et, Ltr, 2B1/2, Man	<i>SMD34115</i> (As Per Demand)	15 Bx.	
255.	Envelope, Clasp, 5x7.5, 28#, Kft	<i>QUA37835</i> (As Per Demand)	15 Bx.	

	Description	Item Number	Monthly Usage	COST
256.	Tape, Cor, Wite-Out	<i>BICWOTAP10</i> (As Per Demand)	45 Ea.	
257.	Sharpener, Pcl, Electr, Personal	<i>BOSEPS4BLK</i> (As Per Demand)	20 Ea.	
258.	Pocket, Fle, Antimcr, Ltr, Rdfr	<i>ESS1524EAM</i> (As Per Demand)	10 Ea.	
259.	Battery, Nimh, Rechrable, AA	<i>DURDC1500B4N</i> (As Per Demand)	25 Pkg.	
260.	Paper, Linen	<i>SOUZ550CK</i> (As Per Demand)	10 Pkg.	
261.	Marker, De, Expo, Fn, Red	<i>SAN84002</i> (As Per Demand)	25 Dz.	
262.	Tape, Lbl, .5", D1, Poly, Blk/Wht	<i>DYM45013</i> (As Per Demand)	15 Ea.	
263.	Jacket,Slash,Ltr,11Pt,Grn	<i>SMD75432</i> (As Per Demand)	10 Ea.	
264.	Battery, Alkaline, AA	<i>EVEE91FP12</i> (As Per Demand)	35 Pkg.	
265.	Envelope, Clasp, 6x9, 28# Kft	<i>QUA37855</i> (As Per Demand)	35 Bx.	
266.	Paper, lj, Photo, 8.5x11	<i>EPSS041062</i> (As Per Demand)	20 Bx.	
267.	Folder, Hng, Ltr, 1/3 Tab, Grn	<i>SMD64035</i> (As Per Demand)	35 Bx.	
268.	Book, Rec, Notary Pblc, Mrn	<i>DOM880</i> (As Per Demand)	15 Ea.	
269.	Fastener, Prg, SS, 2.75C-S, 2"	<i>SMD68220</i> (As Per Demand)	10 Bx.	
270.	Shears, 8", Strt, Ttn, Yel	<i>ACM13529</i> (As Per Demand)	15 Ea.	
271.	Label, Mail, IJ, 1x2-5/8, Wht	<i>AVE8160</i> (As Per Demand)	25 Pkg.	
272.	Folder,Recy,Ltr,1/3,Man	<i>NAT00836</i> (As Per Demand)	20 Bx.	
273.	Staples, F/B350, 13/16" Leg, Hd	<i>BOSSB351316HC1M</i> (As Per Demand)	35 Bx.	
274.	Binder, View, D-Rg, Hd, 1.5", Wht	<i>AVE79795</i> (As Per Demand)	20 Ea.	
275.	Binder, View, Econo, 2", Blk	<i>SAM18560</i> (As Per Demand)	20 Ea.	
276.	Binder, Hng, 1", Poly, Blk	<i>WLJ39014B</i> (As Per Demand)	20 Ea.	
277.	Staples, B8, Arch Cr, .25",Std	<i>BOSSTCRP211514</i> (As Per Demand)	40 Bx.	
278.	Pen, Bp, Stk, W Bros, recy, Med, Blk	<i>PAP1750866</i> (As Per Demand)	25 Dz.	
279.	Pen, Bp, Stk, W Bros, Recy,Med, Blk	<i>PAP1750867</i> (As Per Demand)	25 Dz.	

	Description	Item Number	Monthly Usage	COST
280.	Pencil, Wd, Mirado, #2, Yel	<i>PAP2097</i> (As Per Demand)	15 Dz.	
281.	Label, Ff, L/I, 1/3, Prt/WO, Dbl	<i>AVE05200</i> (As Per Demand)	10 Pkg.	
282.	Roller, Ink, Cnm15d, Bk/Rd	<i>ITKKOR42</i> (As Per Demand)	20 Ea.	
283.	Pen, Bp, Stk, Rnd, Stic, Med, Blu	<i>BICGSM11BE</i> (As Per Demand)	25 Dz.	
284.	Pen, Bp, Stk, Rnd Stic, Med, Blk	<i>BICGSM11BK</i> (As Per Demand)	25 Dz.	
285.	Open, Letter, Steel	<i>BSN32376</i> (As Per Demand)	15 Ea.	
286.	Lead, Pcl, Sup, .7MM,B	<i>PEN50B</i> (As Per Demand)	20 Tb.	
287.	Clip, Bndr, Mini, .25", Blk	<i>ACC72010</i> (As Per Demand)	35 Ea.	
288.	Pad, Stamp, #1, Felt, N/Ink	<i>AVE21021</i> (As Per Demand)	10 Ea.	
289.	Planner Refl, Wk/Mo, Outlink, Blk	<i>AAG70200910</i> (As Per Demand)	10 Ea.	
290.	Bookend, 9" N/Skid, Blk	<i>OIC93062</i> (As Per Demand)	10 Ea.	
291.	Book, Acct, Rec, 8.5x14, 500Pg	<i>ESS9500R</i> (As Per Demand)	15 Ea.	
292.	Envelope, Intoff, 9x12, 28, Brn	<i>WEVCO888</i> (As Per Demand)	35 Bx.	
293.	Envelope, Cat, 10x13, Prsnl/Conf	<i>QUA63778</i> (As Per Demand)	35 Bx.	
294.	Portfolio, 2Pkt, Lthret, Blk	<i>AMPAD3615001</i> (As Per Demand)	10 Ea.	
295.	Book, Appt, Dly, 4-7/8x8, Blk	<i>AAG708000512</i> (As Per Demand)	10 Ea.	
296.	Brother, Ribbon, Black/Red	<i>ITKKOR80CBR</i> (As Per Demand)	35 Ea.	
297.	Calculator, Ink Rollers, Black/Red	<i>ITKKOR42</i> (As Per Demand)	35 Ea.	
298.	Daily, Desk Appointment Bk	<i>AAGG100H00</i> (As Per Demand)	15 Ea.	
299.	Dayminder Daily Appt. Book 4 7/8"x8"	<i>AAG708000512</i> (As Per Demand)	15 Ea.	
300.	Desk Monthly Planner, 9x11	<i>AAG702600512</i> (As Per Demand)	15 Ea.	
301.	Monthly Planner, 6 7/8"x8 3/4"	<i>AAG760805</i> (As Per Demand)	15 Ea.	
302.	Desk Calendar Refill, 3 1/2x6	<i>AAGE717T50S</i> (As Per Demand)	15 Ea.	
303.	Monthly, Desk/Wall, Calendar, 11x8 1/4	<i>AAGGSK800</i> (As Per Demand)	15 Ea.	

	Description	Item Number	Monthly Usage	COST
304.	Desk Pad Calendar, 22x17	<i>AAGSK240012</i> (As Per Demand)	15 Ea.	
305.	Wall Calendar, 15.5x22.75	<i>AAGPM628</i> (As Per Demand)	15 Ea.	
306.	Business, Card, 4 ¼ x ½ Dx10 3/8	<i>CRD34422</i> (As Per Demand)	10 Ea.	
307.	Counterfeit, Detector, Pen	<i>DRI351B1</i> (As Per Demand)	15 Ea.	
308.	Wall Clock 13 ¼	<i>LLR60994</i> (As Per Demand)	10 Ea.	
309.	Self/Set Black Clock 14 ½	<i>ILC67800603</i> (As Per Demand)	10 Ea.	
310.	Military, 12/24 Hour Wall Clock	<i>LLR60993</i> (As Per Demand)	15 Ea.	
311.	Cd/Dvd Plastic Cases Clear	<i>VER93975</i> (As Per Demand)	10 Bx.	
312.	Cd/Dvd Paper Sleeves	<i>QUA62903</i> (As Per Demand)	10 Bx.	
313.	Off-Desk Shelf	<i>ROL22397ELD</i> (As Per Demand)	15 Ea.	
314.	Phone Stand 13 ¼ Wx 10 ½ Dx 7 ½ H	<i>SAF2207BL</i> (As Per Demand)	15 Ea.	
315.	Front-Load Legal Size Tray	<i>OIC22232</i> (As Per Demand)	15 Ea.	
316.	Metal, Triple, File Pocket	<i>FEL22318</i> (As Per Demand)	15 Ea.	
317.	Desktop, Organizer, Combination Rack	<i>SAF3255BL</i> (As Per Demand)	15 Ea.	
318.	Jumbo Organizer, 30 W x11 Dx 8 1/8 H	<i>MMF26420HVHABLA</i> (As Per Demand)	15 Ea.	
320.	Vertical Sorter, 10 ¼ W x 8 D x 7 7/16 H	<i>FEL72351</i> (As Per Demand)	10 Ea.	
321.	Step file Jr. Organizer 4 3/8 W 6 ½ D 7 ¾ H	<i>FEL72613</i> (As Per Demand)	10 Ea.	
322.	Organizer Sorter 8 W x 5 ¾ D x 6 H	<i>KTKS1430</i> (As Per Demand)	10 Ea.	
323.	Wire Desk Trays Letter	<i>FEL60112</i> (As Per Demand)	10 Ea.	
324.	Desktop Organizer 8 11/16 W x 5 ¾ Dx4H	<i>RUB86024</i> (As Per Demand)	10 Ea.	
325.	Large Pencil Cup 2 ¼ x 3 ½	<i>DEF35004</i> (As Per Demand)	10 Ea.	
326.	Dry Eraser Easel gray 40" to 70"	<i>QRT70EG</i> (As Per Demand)	10 Ea.	
327.	Inter-Depart Envelopes Kraft 28 Lb. 10x13	<i>QUA63561</i> (As Per Demand)	35 Bx.	
328.	Inter-Depart Envelopes Kraft 28 Lb. 9x12	<i>QUA63462</i> (As Per Demand)	35 Bx.	

	Description	Item Number	Monthly Usage	COST
329.	End Tab Manila Straight Tab Letter Size	<i>SMD24100</i> (As Per Demand)	40 Bx.	
330.	End Tab Manila Straight Tab Legal Size	<i>SMD27100</i> (As Per Demand)	40 Bx.	
331.	Expansion File Pocket 3 ½" Ltr	<i>SMD73264</i> (As Per Demand)	20 Bx.	
332.	Expanding Wallets 3 ½ "	<i>SJPS84308</i> (As Per Demand)	25 Ea.	
333.	Letter System Set 13"W x 29 ¼" H	<i>RUBL16663</i> (As Per Demand)	10 Ea.	
334.	Krazy Glue 4G	<i>EPIKG48448MR</i> (As Per Demand)	20 Ea.	
335.	Tape Mounting Foam Two Way 1" x 6Yds	<i>MMM4026</i> (As Per Demand)	10 RL.	
336.	Index Dividers 8 ½ x 11 Multi 5-Tab, 1-5	<i>CRD60518</i> (As Per Demand)	10 ST.	
337.	Sign Here, Pop-Up Yellow	<i>SPR19257</i> (As Per Demand)	15 Pkg.	
338.	Sign Here, Pop-Up Assorted	<i>SPR38008</i> (As Per Demand)	15 Pkg.	
339.	Address Labels Easy Peel 1 x 2/58	<i>AVE5260</i> (As Per Demand)	10 Bx.	
340.	Envelope Moistener Nontoxic	<i>QUA46065</i> (As Per Demand)	35 Ea.	
341.	Legal Pad 8 ½ x 11 ¾ Can	<i>TOP7532</i> (As Per Demand)	35 Pkg.	
342.	Legal Pad Pad 8 ½ x 14 Can	<i>TOP7572</i> (As Per Demand)	25 Pkg.	
343.	Legal Pad Jr. 5 x8 Canary	<i>TOP7501</i> (As Per Demand)	40 Pkg.	
344.	Tape Thermal Register 2 ¼" x 80'	<i>PMC05208</i> (As Per Demand)	15 CT.	
345.	Electric Pencil Sharpener 3 ½ W x 7 ½ D x 4 ¼	<i>BOSEPS8HDBLK</i> (As Per Demand)	10 Ea.	
346.	HP98 Black Ink Cartridge	<i>HEWC9364WN</i> (As Per Demand)	30 Ea.	
347.	HP94 Black Ink Cartridge	<i>HEWC8765WN</i> (As Per Demand)	30 Ea.	
348.	HP95 Color Ink Cartridge	<i>HEWC8766WN</i> (As Per Demand)	30 Ea.	
349.	HP45, Black Ink Cartridge	<i>HEW51645A</i> (As Per Demand)	30 Ea.	
350.	HP14 Black Ink Cartridge	<i>HEWC5011D</i> (As Per Demand)	30 Ea.	
351.	HP14 TriColor Cartridge	<i>HEWC5010D</i> (As Per Demand)	30 Ea.	
352.	HP88 Black Ink Cartridge	<i>HEWC9385AN</i> (As Per Demand)	30 Ea.	

	Description	Item Number	Monthly Usage	COST
353.	HP88 Cyan Ink Cartridge	<i>HEWC9386AN</i> (As Per Demand)	30 Ea.	
354.	HP88 Magenta Ink Cartridge	<i>HEW9387AN</i> (As Per Demand)	30 Ea.	
355.	HP88 Yellow Ink Cartridge	<i>HEW9388AN</i> (As Per Demand)	30 Ea.	
356.	Cork Board 1" Metal Frame 8'x4'	<i>QRT2308</i> (As Per Demand)	10 Ea.	
357.	Cork Board 1" Wood Frame 8'x4'	<i>QRT308</i> (As Per Demand)	10 Ea.	
358.	Cork Board Aluminum Frame 4'x3'	<i>BVCCA051790</i> (As Per Demand)	10 Ea.	
360.	Ruler Stainless Steel 12" L	<i>ACM10415</i> (As Per Demand)	20 Ea.	
361.	Ruler Stainless Steel 18" L	<i>ACM10417</i> (As Per Demand)	20 Ea.	
362.	Ruler Wood 12" L	<i>ACM05221</i> (As Per Demand)	20 Ea.	
363.	Ruler Wood 18" L	<i>ACM05018</i> (As Per Demand)	20 Ea.	
364.	Rubber Bands Size #16, 2 ½ L x 1/16 W x 1/32	<i>SPR1614LB</i> (As Per Demand)	20 Bx.	
365.	Rubber Bands Size #18 3"L x 1/16"W x 1/32"	<i>SPR1814LB</i> (As Per Demand)	20 Bx.	
366.	Rubber Bands Size #19 3 ½" L x 1/16" x 1/32"	<i>SPR1914LB</i> (As Per Demand)	20 Bx.	
367.	Rubber Bands Size #32 3"Lx1/8"Wx1/32"	<i>SPR3214LB</i> (As Per Demand)	20 Bx.	
368.	Rubber Bands Size #33 3 ½ L x 1/8"W x 1/32"	<i>SPR3314LB</i> (As Per Demand)	20 Bx.	
369.	Stapler, PaperPro, Gray/Black	<i>ACI1100</i> (As Per Demand)	20 Ea.	
370.	Stapler, Upright, Blk	<i>BOSB3000BLK</i> (As Per Demand)	30 Ea.	
371.	Stapler B8	<i>BOSB8RCFC</i> (As Per Demand)	35 Ea.	
372.	Stapler, Heavy Duty Bostitch, 2 ¾" Adj	<i>BOS00540</i> (As Per Demand)	15 Ea.	
373.	Stapler Heavy Duty Bostitch 2 ½"	<i>BOSPHD60</i> (As Per Demand)	15 Ea.	
374.	Stapler Electric Blk ¼" – 1 1/8"	<i>SWI69270</i> (As Per Demand)	10 Ea.	
375.	Stapler Electric Blk ¼" – ¾"	<i>SWI69008</i> (As Per Demand)	10 Ea.	

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.

COUNTY OF EL PASO PURCHASING DEPARTMENT

MDR BUILDING, 800 EAST OVERLAND
ROOM 300, EL PASO, TEXAS 79901
LUCY BALDERMA, INVENTORY BID TECHNICIAN
ELVIA CONTRERAS, FORMAL BID BUYER

JOSE LOPEZ, JR. ASST. PURCHASING AGENT
(915) 546-2048, FAX: (915) 546-8180
ARACELI HERNANDEZ, INVENTORY BID TECHNICIAN

BIDDING CONDITIONS

This is the only approved instruction for use on your invitation to bid. Items below apply to and become a part of the terms and conditions of the bid.

1. BY SUBMITTING A BID, EACH BIDDER AGREES TO WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY OF EL PASO, AND ITS OFFICERS, AGENTS AND EMPLOYEES, ARISING OUT OF OR IN CONNECTION WITH: THE DOCUMENTS, PROCEDURES, ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE BID DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY BIDS; AND THE AWARD OF THE CONTRACT.
2. Bids must be in the Purchasing Department BEFORE the hour and date specified. Faxed bids will not be accepted.
3. Late bids properly identified will be returned to bidder unopened. Late bids will not be considered under any circumstances.
4. All bids are for new equipment or merchandise unless otherwise specified.
5. Quotes F.O.B. destination. If otherwise, show exact cost to deliver.
6. Bid unit price on quantity specified-extend and show total. In case of error in extension, unit prices shall govern. Bids subject to unlimited price increases will not be considered.
7. Bids must give full firm name and address of bidder. Failure to manually sign bid will disqualify it. Person signing should show title or authority to bind his firm in a contract.
8. No substitutions or cancellations permitted without written approval of County Purchasing Agent.
9. The County reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid to the lowest responsible bidder. The County of El Paso reserves the right to award by item or by total bid. Prices should be itemized.
10. Bids \$100,000.00 and over, the bidder shall furnish a certified cashier's check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract prices and execute 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.
11. This is a quotation inquiry only and implies no obligation of the part of the County of El Paso.
12. The County of El Paso reserves the right to reject any proposal due to failure of performance on deliveries. The Assistant County Purchasing Agent will justify this.
13. Brand names are for descriptive purposes only, not restrictive.
14. The County of El Paso is an Equal Opportunity Employer.

15. Any proposal sent via express mail or overnight delivery service must have the proposal number and title clearly marked on the outside of the express mail or overnight delivery service envelope or package. Failure to clearly identify your proposal may be cause for disqualification.
16. PURSUANT TO TEXAS GOVERNMENT CODE SECTION 2253.021, A PRIME CONTRACTOR WHO IS AWARDED A PUBLIC WORKS CONSTRUCTION CONTRACT SHALL, PRIOR TO BEGINNING THE WORK, EXECUTE TO THE COUNTY:
 - a. A PERFORMANCE BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$100,000; AND
 - b. A PAYMENT BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$25,000.
17. 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. ANY 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.
18. "Beginning January 1, 2006, in order to implement HB 914 (adding new Local Government Code Chapter 176), ALL VENDORS MUST SUBMIT A CONFLICT OF INTEREST QUESTIONNAIRE (Form CIQ) disclosing its affiliations and business relationships with the County's Officers (County Judge and Commissioners Court) as well as the County employees and contractors who make recommendations for the expenditure of County funds. The names of the County Officers and of the County employees and contractors making recommendations to the County Officers on this contract are listed in the Specifications.

THE CONFLICT OF INTEREST QUESTIONNAIRE MUST BE FILED WITH THE COUNTY CLERK AND A COPY OR PROOF OF FILING MUST BE ATTACHED TO THE BIDDER'S RESPONSE SUBMITTED TO THE PURCHASING DEPARTMENT. **If form is not completed and filed with the County Clerk's office, bid will be considered non-responsive.**

Bidders should be aware that this bidding condition is not intended to cover or to advise you about all situations in which Local Government Code Chapter 176 would require you to file a Form CIQ. You should consult your private attorney with regard to the application of this law and your compliance requirements. Failure to comply is punishable as a Class C misdemeanor.

NOTICE:

ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE EL PASO COUNTY PURCHASING DEPARTMENT. **THE EL PASO COUNTY CODE OF ETHICS PROHIBITS ALL PRIVATE COMMUNICATION BETWEEN VENDORS AND CERTAIN COUNTY OFFICIALS AND EMPLOYEES AS DESCRIBED BELOW:**

No vendor, its representative, agent, or employee shall engage in private communication with a member of the El Paso County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

Health Insurance Benefits Provided By Bidder

Consideration of Health Insurance Benefits*

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?

El Paso County may consider provision of health insurance benefits as part of the overall "best value" determination. Failure to provide health insurance benefits will not disqualify you from participating in this bid selection process.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

* This page must be included in all responses.



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 #13-009, Office Supplies for the County of El Paso

Dear Vendor:

As of January 1, 2006, 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. A copy of the requirements regarding vendors is attached. Also attached is a copy of the Questionnaire which needs to be filed and was prepared and approved for statewide use by the Texas Ethics Commission.

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 Sergio Lewis
Commissioner Vicente Perez
Commissioner Dan Haggerty

County Employees: Jose Lopez, Jr., Assistant Purchasing Agent
Pete Gutierrez, Buyer II
Lucy Balderama, Inventory Bid Technician
Araceli Hernandez, Inventory Bid Technician
Elvia Contreras, Formal Bid Buyer
Edward Dion, County Auditor
Wallace Hardgrove, Budget & Financial Manager
Lee Shapleigh, Assistant County Attorney
Josie Brostrom, Assistant County Attorney
Michael Martinez, Contract Admin. Manager
Claudia Duran, Assist. Contract Admin. Manager
Arturo Caballero, Buyer

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7th business day after submitting an application, response to an RFP, RFQ or bid** or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

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

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

OFFICE USE ONLY

Date Received

Bid # 13-009

1 Name of person 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 the originally filed questionnaire becomes incomplete or inaccurate.)

3

Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

COUNTY OF EL PASO PURCHASING DEPARTMENT

JOSE LOPEZ, JR. ASST. PURCHASING AGENT
(915)546-2048, FAX (915)546-8180
LUCY BALDERAMA, INVENTORY BID TECHNICIAN
ELVIA CONTRERAS, FORMAL BID BUYER

MDR BUILDING, 800 E. OVERLAND
ROOM 300, EL PASO TEXAS 79901
ARACELI HERNANDEZ, INVENTORY BID TECHNICIAN

Instructions: Conflict of Interest Form (CIQ)

- ***Please complete CIQ Form whether or not a conflict exists.***
- **Box #1 All Vendors** Must Print Clearly their names and company name.
- **Box #2** If the vendor has already filed a CIQ for the current year and is updating (filing a new one) due to changes on bid, please check box. If this is the first time within the current year that the vendor is submitting a CIQ, then do not check this box.
- **Box #3** If you are filing a disclosure of conflict of interest, meaning that you do have a relationship with someone listed on the page prior to the CIQ form on your BID, RFP, RFQ, or RFI, then you must print the name of the person whom you have a business relationship with.
- If you answer **yes** to any of the following: **Item A, B, C** you have a conflict and must disclose on this form.
- **Item D** List the type of relationship and what department in the local government the person you have listed in **Box #3**.
- **Box #4** Please have the person that is named on **Box# 1**, sign and date in this box. We request a contact number in case there are any questions or form is missing information. This is a courtesy to you.
- It is the vendor's responsibility to submit the CIQ document number provided by the County Clerk's to the Purchasing Department.
- Please note that the state law requires that the Questionnaire be filed with the COUNTY CLERK no later than the 7th business day after submitting an application, response to an RFP, RFQ, RFI or bid or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor and will disqualify your bid. **If form is not completed and filed with the County Clerk's office, bid will be considered non-responsive.**
- File a completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by fax to 915-543-3816 the attention of the County Clerks office.
- If filing by fax use your fax confirmation (date/time) for your records. To obtain a copy/CIQ document number go to our website at www.epcounty.com, click on public records, click on to Official Public Records - Deeds of Trust, Liens and other public documents (County Clerk), type in the name of your company, on Style: scroll to CIQ-Conflict INT. QUESTIONNAIRE, and click on Search. It will be available on the web-site approximately 5 to 10 business days. Please fax a copy of your fax confirmation (date/time) to The Purchasing Department at (915) 546-8180. If you have not yet placed it in your Bid, RFP, RFQ, RFI. **If form is not completed and filed with the County Clerk's office, bid will be considered non-responsive.**
-
- If you have any questions, please call Elvia Contreras or Araceli Hernandez at 915-546-2048.

Tex. Local Gov't Code § 176.006

Sec. 176.006. DISCLOSURE REQUIREMENTS FOR VENDORS AND OTHER PERSONS; QUESTIONNAIRE.

(a) A person described by Section 176.002(a) shall file a completed conflict of interest questionnaire if the person has a business relationship with a local governmental entity and:

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

(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 person:
 - (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 person 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); or
 - (B) that the person has given one or more gifts described by Subsection (a).

(b) The commission shall adopt a conflict of interest questionnaire for use under this section that requires disclosure of a person's business relationships with a local governmental entity.

(c) The questionnaire adopted under Subsection (b) must require, for the local governmental entity with respect to which the questionnaire is filed, that the person filing the questionnaire:

- (1) describe each employment or business relationship the person has with each local government officer of the local governmental entity;
- (2) identify each employment or business relationship described by Subdivision (1) with respect to which the local government officer receives, or is likely to receive, taxable income, other than investment income, from the person filing the questionnaire;
- (3) identify each employment or business relationship described by Subdivision (1) with respect to which the person filing the questionnaire receives, or is likely to receive, taxable income, other than investment income, that:

(A) is received from, or at the direction of, a local government officer of the local governmental entity; and

(B) is not received from the local governmental entity; and

(4) describe each employment or business relationship with a corporation or other business entity with respect to which a local government officer of the local governmental entity:

(A) serves as an officer or director; or

(B) holds an ownership interest of 10 percent or more.

(d) A person described by Subsection (a) shall file an updated completed questionnaire with the appropriate records administrator not later than the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

(e) Repealed by Acts 2009, 81st Leg., R.S., Ch. 87, Sec. 15.005, eff. September 1, 2009.

(f) A person commits an offense if the person knowingly violates this section. An offense under this subsection is a Class C misdemeanor.

(g) It is an exception to the application of Subsection (f) that the person filed the required questionnaire not later than the seventh business day after the date the person received notice from the local governmental entity of the alleged violation.

(h) A local governmental entity does not have a duty to ensure that a person described by Section 176.002 files a conflict of interest questionnaire.

(i) The validity of a contract between a person described by Section 176.002 and a local governmental entity is not affected solely because the person fails to comply with this section.

Added by Acts 2005, 79th Leg., Ch. [1014](#), Sec. 1, eff. June 18, 2005.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. [226](#), Sec. 6, eff. May 25, 2007.

Acts 2007, 80th Leg., R.S., Ch. [226](#), Sec. 9, eff. May 25, 2007.

Acts 2009, 81st Leg., R.S., Ch. [87](#), Sec. 15.005, eff. September 1, 2009.

TEXAS LOCAL GOV'T CODE § 176.006

Sec. 176.001. DEFINITIONS. In this chapter:

(1) "Agent" means a third party who undertakes to transact some business or manage some affair for another person by the authority or on account of the other person.

(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.

(1-b) "Charter school" means an open-enrollment charter school operating under Subchapter D, Chapter 12, Education Code.

(1-c) "Commission" means the Texas Ethics Commission.

(1-d) "Contract" means a written agreement for the sale or purchase of real property, goods, or services.

(2) "Family member" means a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code, except that the term does not include a person who is considered to be related to another person by affinity only as described by Section 573.024(b), Government Code.

(2-a) "Goods" means personal property.

(2-b) "Investment income" means dividends, capital gains, or interest income generated from:

(A) a personal or business:

(i) checking or savings account;

(ii) share draft or share account; or

(iii) other similar account;

(B) a personal or business investment; or

(C) a personal or business loan.

(3) "Local governmental entity" means a county, municipality, school district, charter school, junior college district, or other political subdivision of this state or a local government corporation, board, commission, district, or authority to which a member is appointed by the commissioners court of a county, the mayor of a municipality, or the governing body of a municipality. The term does not include an association, corporation, or organization of governmental entities organized to provide to its members education, assistance, products, or services or to represent its members before the legislative, administrative, or judicial branches of the state or federal government.

(4) "Local government officer" means:

(A) a member of the governing body of a local governmental entity;

(B) a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity; or

(C) an employee of a local governmental entity with respect to whom the local governmental entity has, in accordance with Section 176.005, extended the requirements of Sections 176.003 and 176.004.

(5) "Records administrator" means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity or another person designated by the local governmental entity to maintain statements and questionnaires filed under this chapter and perform related functions.

(6) "Services" means skilled or unskilled labor or professional services, as defined by Section 2254.002, Government Code.

Added by Acts 2005, 79th Leg., Ch. [1014](#), Sec. 1, eff. June 18, 2005.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. [226](#), Sec. 1, eff. May 25, 2007

COUNTY OF EL PASO, TEXAS
Solicitation Check List
Office Supplies for the County of El Paso
Bid #13-009

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

_____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, March 20, 2013. Did you visit our website (www.epcounty.com) for any addendums?

_____ Did you sign the Bidding Schedule?

_____ 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?

_____ Did you sign the "Consideration of Insurance Benefits" form?

_____ Did you file a copy of the completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk (in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by fax to 915-543-3816) and write the confirmation number given as proof of filing on your bidding schedule? Please include the completed and signed form with your response whether a relationship exists or not. If form is not completed and filed with the County Clerk's office, bid will be considered non-responsive.

_____ If your bid totals more than \$100,000, did you include a bid bond?

_____ Did you complete the mandatory ethics training course and include a confirmation print as indicated in page 2?

_____ Did you provide one original and two (2) CD copies in Word/PDF Format of your response?