



**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**

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**ADDENDUM 2**

**To: All Interested Bidders**

**From: Lucy Balderama, Inventory Bid Technician**

**Date: March 25, 2013**

**Subject: BID # 13-010, One (1) Box Truck with Lift Gate for the County Clerk's Office**

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**This addendum has been issued to notify the vendors of the following questions and information.**

1. *Do you have a height and width requirement for the 16' box?*

**Response: 98.5" and standard dock height should be fine as long as we could back up the box truck onto a loading dock.**

2. *Do you need any tie downs or e-track inside the box?*

**Response: Yes, e-track with nets.**

3. *Do you want a roll up rear door or double opening doors?*

**Response: Roll up rear door.**

4. *Do you want a rail gate style lift gate or one that tucks under the body of the truck?*

**Response: Tuck under body style.**

5. *What size platform does the lift gate need? What are the largest items you will be lifting?*

**Response: Platform size 87 x 47". The largest items will be pallets with supplies for example: paper, shelves, and boxes.**

6. *Is there any information about the specific use of the truck that might be helpful for us to configure the body and lift gate to fit your needs?*

**Response: We are the Custodians of Records for most of the County offices located all around El Paso including Vinton and Clint. Most of our records are placed in 16"x 10" banker boxes weighting approximately 20-40 Lbs.**

**Our department has various types of records including books, large exhibits, microfilm, and map plats of all sizes. The Records Management Department also deals with inventory and it consists of moving furniture and miscellaneous items.**

**There are occasions when we are frequently tasked to move 1000 or more boxes between our downtown location and our eastside location.**

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***The following individuals have been added to the Conflict of Interest (CIQ);***

- ❖ *Delia Briones, County Clerk*
- ❖ *Carol Marie Sagaribay, Chief Deputy*
- ❖ *Anthony Bedoya, Records Management Administrator*

***All interested vendors must fill and fax another CIQ form to the County Clerks Office. Forms are attached for your convenience. Once completed, please include in your bid.***



**COUNTY OF EL PASO**  
County Purchasing Department  
800 East Overland, Suite 300  
El Paso, Texas 79901  
(915) 546-2048  
(915) 546-8180 Fax

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RE: Bid #13-010, One (1) Box Truck with Lift Gate for the County Clerk's Office

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  
Delia Briones, County Clerk  
Carol Marie Sagaribay, Chief Deputy  
Anthony Bedoya, Records Management Administrator

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7<sup>th</sup> 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 # 13-010

**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

## COUNTY OF EL PASO PURCHASING DEPARTMENT

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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](http://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 Lucy Balderama at 915-546-2048.