



The County of El Dorado

Chief Administrative Office

Don Ashton, Chief Administrative Officer

Procurement & Contracts Division

Phone (530)621-5830

April 28, 2022

Sent Via Email Only

Sierra Office Supplies
9950 Horn Road
Sacramento, CA 95827

Attn: Garrett Fees

RE: Bid Protest Response
BID #21-615-048
Office Supplies

The County of El Dorado, Chief Administrative Office, Procurement & Contracts Division (Division) advertised the Invitation for Bids for Office Supplies on February 1, 2022. Notice of Intent to Award letter for the bid was issued April 15, 2022, which stated that Walker's Office Supplies was the apparent successful bidder and that the item was scheduled to be heard by the Board of Supervisors on May 17, 2022.

The ten (10) business day protest period began when the Notice of Intent to Award letter was sent and ended on Friday, April 29, 2022. One (1) bid protest letter was received from Sierra Office Supplies (Sierra) on April 27, 2022. Sierra's protest states the following:

- Section III, Item D, References received only two and a half (2.5) points for the submission of references.
- Section XXI, Invoices and Payments received no (0) points despite presenting the same invoice currently in use.
- Regarding pricing they asserted that provided pricing was below other bidders.

The Division's response to Sierra's protest is as follows:

- In accordance with Section III, Item D, References did not contain the required three public sector references and; therefore, received partial points. San Francisco 49er Organization and the Shingle Springs Band of Miwok Indians do not meet the requirements of public sector. The scoring breakdown for this section from the bid documents is listed below:

Section III Item D – References – 5 points

Scoring: Three (3) public sector references submitted with bid = 5 points
Less than three (3) public sector references or a combination of public and private sector references = 2.5 points
No public sector references submitted with bid = 1 point
No references submitted = 0 points

- In accordance with Section XXI, Invoices and Payments, the sample submitted did not contain a column for Additional Discount Percentage as required in Section XXI and Section 10(4), Bid Evaluation. The discount percentage requirement from Section XXI is show below (highlighted) along with the scoring breakdown from the bid documents.

XXI. Invoices and Payment Terms: Invoices are to be mailed to the requesting County department(s) specified. All invoices must include the purchase order number and contract number; product description; and reference to back ordered items. Products must display list price as well as sell price, and a column showing discount percentage. Once an order is submitted, pricing is locked regardless of external circumstances. Failure to comply may result in delayed payments.

Section XXI – Invoicing fields – 5 points

Scoring: All specified requirements listed including discount percentage = 5 points
Missing one or more specified requirements = 0 points

- Regarding pricing, Sierra received the full points for the Quotation Schedule.

Determination

The Purchasing Agent has reviewed this protest and finds the protest is without merit.

Sincerely,



Michele Weimer
Purchasing Agent