



County of El Dorado

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Legislation Details (With Text)

File #: 06-1759 **Version:** 1

Type: Agenda Item **Status:** Approved

File created: 11/1/2006 **In control:** Board Of Supervisors

On agenda: 11/14/2006 **Final action:** 11/14/2006

Title: Chief Administrative Office, Procurement and Contracts Division, recommending award of Bid 07-207-056 for the purchase of Hewlett Packard printer toner cartridges and related items to be used County-wide; and authorize blanket purchase order to Hewlett Packard of Garland, Texas in the amount of \$185,298.00 for a twelve (12) month period and authorize an increase to same on an "as-needed" basis during the awarded period if funding is available within the requesting Department's budget.
RECOMMENDED ACTION: Approve.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 07-207-056 HP Print, Toner Cartridges

Date	Ver.	Action By	Action	Result
11/14/2006	1	Board Of Supervisors	Approved	Pass

Chief Administrative Office, Procurement and Contracts Division, recommending award of Bid 07-207-056 for the purchase of Hewlett Packard printer toner cartridges and related items to be used County-wide; and authorize blanket purchase order to Hewlett Packard of Garland, Texas in the amount of \$185,298.00 for a twelve (12) month period and authorize an increase to same on an "as-needed" basis during the awarded period if funding is available within the requesting Department's budget.

RECOMMENDED ACTION: Approve.

FUNDING: General Fund.

Budget Summary:

Total Estimated Cost: \$185,298

Funding

Budgeted	\$185,298
New Funding	\$
Savings	\$
Other	\$

Total Funding \$185,298

Change in Net County Cost \$185,298

REASON FOR RECOMMENDATION: The Procurement and Contracts Division issued an Invitation to Bid for various Hewlett Packard print, toner cartridges and related items to be purchased on an “as needed” basis County-wide.

The bid evaluation was structured with three components: (1) A bid quotation schedule that consists of 75 line items of the most commonly purchased Hewlett Packard print and toner cartridges; (2) a single percentage off all “HP Inkjet” supplies not listed in the quotation schedule totaling \$45,000.00 (list price); and (3) a single percentage off all “HP Laserjet” supplies not listed in the quotation schedule totaling \$45,000.00 (list price). The attached spreadsheet provides an illustration of the evaluation criteria.

Seventy-one (71) Invitations to Bid were mailed, ten (10) to local vendors; eleven (11) qualified responses were received, two (2) from local vendors.

FISCAL IMPACT/CHANGE TO NET COUNTY COST: Procurement and Contracts has been advised that funding is available within each requesting department’s budget.

ACTION TO BE TAKEN FOLLOWING APPROVAL: Following Board approval, the Procurement and Contracts division will issue a blanket purchase order in the amount of \$185,298.00 to PO Express of Garland, TX.

Contact: Bonnie H. Rich, Purchasing Agent, X5940

Concurrences: Not applicable.