



# County of El Dorado

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## Legislation Details (With Text)

**File #:** 08-0150 **Version:** 1

**Type:** Agenda Item **Status:** Failed

**File created:** 1/23/2008 **In control:** Board Of Supervisors

**On agenda:** 2/5/2008 **Final action:** 2/5/2008

**Title:** Chief Administrative Office, Procurement and Contracts Division, recommending award of Bid 08-207-081 for the purchase of Hewlett Packard printer toner cartridges and related items to be used County-wide; authorize the Purchasing Agent to issue a blanket purchase order to Supplies Now of Dayton, Ohio in the amount of \$200,000 for a twelve (12) month period; and authorize an increase to same on an "as-needed" basis during the awarded period if funding is made available within the requesting department's budget.  
RECOMMENDED ACTION: Approve.

FUNDING: General Fund.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. 08-207-081, 2. Email from D. Hinz rcvd 2-5-08.pdf

Date	Ver.	Action By	Action	Result
2/5/2008	1	Board Of Supervisors	Denied	Pass

Chief Administrative Office, Procurement and Contracts Division, recommending award of Bid 08-207-081 for the purchase of Hewlett Packard printer toner cartridges and related items to be used County-wide; authorize the Purchasing Agent to issue a blanket purchase order to Supplies Now of Dayton, Ohio in the amount of \$200,000 for a twelve (12) month period; and authorize an increase to same on an "as-needed" basis during the awarded period if funding is made available within the requesting department's budget.

**RECOMMENDED ACTION:** Approve.

**FUNDING:** General Fund.

BUDGET SUMMARY:		
Total Estimated Cost		\$200,000.00
Funding		
Budgeted	\$200,000.00	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$200,000.00	
Change To Net County Cost		\$

**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 (3) components: (1) A bid quotation schedule that consists of the most commonly purchased Hewlett Packard print and toner cartridges; (2) a single percentage of all "HP Inkjet" cartridges 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.

Twenty (20) Invitations to Bid were mailed, two (2) to local vendors; twenty-one (21) qualified responses were received, one (1) from a local vendor.

**FISCAL IMPACT/CHANGE TO NET COUNTY COST:** Procurement and Contracts has been advised that funding is available within each requesting department's service and supply 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 \$200,000.00 to Supplies Now of Dayton, OH.

Contact: Bonnie H. Rich, Purchasing Agent, x5940

Concurrences: Not Applicable