



# County of El Dorado

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## Legislation Text

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

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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
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### Funding

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

Change in Net County Cost	\$185,298
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**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.