



County of El Dorado

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Legislation Text

File #: 08-0150, Version: 1

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