

County of El Paso - Bid & Award Request Form

Complete Part 1 to request review of specifications or sole source bids, complete Part 2 for Bid award, change order, amendment.

Department Information

Date of Request: September 14, 2023

Department: Juvenile Probation

Department Contact and phone number: Rosie Medina (915) 849-2500

Summarize the Proposed Goods or Services Requested: Removal of existing carpet and installation of tile, cove base and flooring.

Part 1: Request for Bid/RFP/RFQ/RFI or Cooperative Award

1. Type of Procurement Procedure -select one:

Bid: (Examples: vehicle, equipment, uniforms, construction)

Request for Proposals: Services

Request for Qualifications: Professional Services for Architecture, Financial, Engineering etc.

State Contract- DIR/Inter-local/Purchasing Cooperative/Federal Contract (GSA)

Grant

Other/not sure Describe: _____ / State Contract No. _____

2. Prior Commissioners Court Action (if any), please indicate references to the Commissioners Court minutes (date of meeting, agenda item number)

Funding Verification

The Department is responsible for identifying sufficient funding sources for the project. Contact: [Auditor's Dept](#)

1. Estimated Cost of this procurement: \$102,074.17

		Index and Sub-Obj.	Total Amount	Auditor Verification
2. Indicate Funding Source(s): <i>Projects that are not funded will <u>not</u> be approved.</i>	1.	COGF-1003-0000000-431-30-30300-0368-00000-703001- GF-JPD-CAP OUT-RENOV	\$102,074.17	M. Lamas 10/5/23 See RQ 12310523
	2.			

Budget Transfer Needed? Transfer funds from: ___ to: ___
Notes:

3. Is this a Capital Improvement Plan Project? Yes No Date of CIP approval _____.

Is this funded by bond proceeds or certificates of obligation? Yes No

4. Is this procurement funded by a grant? If so, in addition to the other items required, also include copies of the grant application and award or hyperlink.

What happens next?

You will be notified by the Purchasing Department that your bid has been approved. After approval, **Departments must put requests for bids on Commissioners Court agenda.**
“Authorize the Purchasing Agent to advertise and issue a Bid or RFP or RFQ for _____. The Purchasing Department has approved the attached bid specifications on _____.”

Part 2: Bid Award Review or Change Order/Price Increase/Contract Amendment

1. Prior Commissioners Court Action – (Ex. Date specifications were approved for bid; Date Construction was awarded; Date original contract or amendments were approved by Commissioners Court)

2. Date of Request:

3. Bid Number and Bid Title:

4. Final Cost of Purchase (if applicable):

5. Type of Procurement Procedure –select one:

Bid Award Review

Change order/Price Increase/Contract Amendment to an original procurement item that was in excess of \$50,000.00

Enter Contract Number

Other/not sure

Describe:

Vendor dba:

Vendor Address:

Vendor DUNS #: (More Info: visit www.sam.gov)

What happens next?

1) Bid Awards –Purchasing will write the Commissioners Court recommendation for award. You will be notified which meeting this item will be placed on.

-or-

2) Change Order/Price Increase/Contract Amendment – You will receive approval from Purchasing to proceed. The Department writes the Commissioners Court recommendation and places on the agenda. Add to your recommendation: “The Purchasing Department approved this item on _____.”

If you have any questions or need assistance filling out this form, do not hesitate to contact Elvia Jauregui at x4524 or Jose Lopez at 915-546-2048 ext.2068