

EL PASO COUNTY PURCHASING REVIEW FORM

Procurement Item								
Agenda Date: 11/03/2023		Department: Purchasing						
Item Description: <i>Approve the purchase of As-Needed Janitorial Supplies for the County of El Paso using cooperative contracts as indicated in tabulation</i>								
<u>Item Information</u> Specs ✓ Bid Award Contract Contract Amendment Other RFP RFI RFQ ✓ Price Bid Construction	<u>Previous PRP Action</u> <table style="width: 100%;"><thead><tr><th style="text-align: center;"><u>Date</u></th><th style="text-align: center;"><u>Approved for CC</u></th><th style="text-align: center;"><u>Returned To Dept.</u></th></tr></thead><tbody><tr><td style="height: 100px;"></td><td></td><td></td></tr></tbody></table>		<u>Date</u>	<u>Approved for CC</u>	<u>Returned To Dept.</u>			
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ACTION TAKEN BY PROCUREMENT REVIEW PANEL

Reviewed and Accepted (as is) for Commissioners Court Action
Recommend Award to Vendor and accept for Commissioners Court Action
Return to Department for further action/information/documentation (*reason specified below)
Not Accepted/Other (*reason specified below)

Item requires contract/contract review. Dept. needs to contact County Attorney's Office for more information.

Placement on Commissioners Court Agenda By:

Department Purchasing Department

Auditor's Verification of Funds:

✓ Funds Verified No Funds

This procurement item has been reviewed by the Procurement Review Panel. Said review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

Panel Members

County Contract Administrator/Designee: Accept | Not Accept: _____

County Auditor/Designee Accept | Not Accept: Michael Lamas 10/31/2023

County Purchasing Agent/Designee Accept | Not Accept: Karen Davidson 11-01-2023

County Department Head Accept | Not Accept: _____

County Attorney Reviewer: Approved for further action: Y / N: Michelle R. Martinez 11/20/2023

Subject Matter Expert (as needed) Accept | Not Accept: _____

Other Meeting Attendees (PLEASE PRINT NAME):

1.) _____	2.) _____	3.) _____
4.) _____	5.) _____	6.) _____