



Cornelio Gonzalez, Ph.D.  
Executive Director

# Region One Education Service Center

1900 W. Schunior, Edinburg, TX 78541 ♦ Ph (956) 984-6000 ♦ Fax (956) 984-7655

**TO:** Region One Purchasing Cooperative (ROPC) Members

**FROM:** America Retana, Purchasing Cooperative Specialist

**SUBJECT:** **Region One Purchasing Cooperative General Merchandise and School Related Supplies RFP 19-AGENCY-000046, Addendum #3**

**DATE:** **June 10, 2021**

Please note the following addendums for General Merchandise and School Related Supplies RFP 19-AGENCY-000046.

<b>Bid Item #</b>	<b>Changes/Corrections:</b>
<b>406</b>	New item added per ROPC member's request. HP 414X, <b>Black</b> color, high yield toner, W2020X.
<b>407</b>	New item added per ROPC member's request. HP 414X, <b>Cyan</b> color, high yield toner, W2021X
<b>408</b>	New item added per ROPC member's request. HP 414X, <b>Magenta</b> color, high yield toner, W2023X.
<b>409</b>	New item added per ROPC member's request. HP 414X, <b>Yellow</b> color, high yield toner, 2022X.

For your convenience, the order guide has been revised and posted on the Region One Purchasing Cooperative webpage: [www.escl.net/ROPC](http://www.escl.net/ROPC), Awarded Bids & Proposals.

For additional information or questions, please contact the Region One Purchasing Cooperative at [eBuyOne@escl.net](mailto:eBuyOne@escl.net):

Lori Atwood Ramos, Purchasing Coordinator - Phone: 956.984.6123  
Kristina B. Carrizales, Purchasing Cooperative Specialist - Phone: 956.984.6012  
America Retana, Purchasing Cooperative Specialist - Phone: 956.984.6217  
Salina Villanueva, Purchasing Technician – Phone: 956-984-6024

**From:** [Esquivel, Sonia - Department Of Food Services](#)  
**To:** [America Retana](#)  
**Cc:** [Lori A. Ramos](#); [Kristina B. Carrizales](#); [Ortiz, Denise - Department Of Food Services](#)  
**Subject:** RE: [EXTERNAL] RE: [EXTERNAL] MCALLEN ISD: Question on Requesting Quotes  
**Date:** Tuesday, June 1, 2021 7:48:11 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

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Hi America,

We anticipate to purchase the following:

Description	Est. Qty/ Each (Sold in Each)
HP 414X-High Yield – Black Toner W2020	120
HP 414X-High Yield -Cyan Toner W2021X	90
HP 414X-High Yield – Magenta Toner W2023X	90
Hi 414X- Hight Yield – Yellow Toner W2022X	90

Thank you,

**Sonia Esquivel**

CNP Procurement Specialist  
McAllen Independent School District  
Tele: (956) 632-3226 / Fax: (956) 618-7347  
[sonia.esquivel@mcallenisd.net](mailto:sonia.esquivel@mcallenisd.net) / [www.mcallenisd.org](http://www.mcallenisd.org)

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**From:** America Retana <aretana@esc1.net>  
**Sent:** Friday, May 28, 2021 4:25 PM  
**To:** Esquivel, Sonia - Department Of Food Services <Sonia.Esquivel@mcallenisd.net>  
**Cc:** Lori A. Ramos <laramos@esc1.net>; Kristina B. Carrizales <kcarrizales@esc1.net>; Ortiz, Denise - Department Of Food Services <Denise.Ortiz@mcallenisd.net>  
**Subject:** [EXTERNAL] RE: [EXTERNAL] MCALLEN ISD: Question on Requesting Quotes

Hi Sonia,

I will need estimated usage in cases or each, I assume they are packaged in each (one toner) per color. How many of each do you anticipate to purchase?

Thank you,  
America Retana  
Purchasing Cooperative Specialist  
**Region One Education Service Center**

1900 W. Schunior  
Edinburg, TX 78541  
Cell #: 956-408-5475  
Office #: 956-984-6217  
Fax: 956-984-7654

[aretana@esc1.net](mailto:aretana@esc1.net)

[www.esc1.net](http://www.esc1.net)

Webpages:

[www.esc1.net/Purchasing](http://www.esc1.net/Purchasing)

[www.esc1.net/SouthTexasCoop](http://www.esc1.net/SouthTexasCoop)

[www.esc1.net/ROPC](http://www.esc1.net/ROPC)

[www.esc1.net/TEC](http://www.esc1.net/TEC)

[www.esc1.net/vendor](http://www.esc1.net/vendor)

**ATTENTION ALL VENDORS Region One ESC and its Cooperatives have a new online procurement system e-BuyOne! Click here and register today! → [www.esc1.net/eBuyOne](http://www.esc1.net/eBuyOne)**





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**From:** Esquivel, Sonia - Department Of Food Services <[Sonia.Esquivel@mcallensd.net](mailto:Sonia.Esquivel@mcallensd.net)>

**Sent:** Friday, May 28, 2021 3:15 PM

**To:** America Retana <[aretana@esc1.net](mailto:aretana@esc1.net)>

**Cc:** Lori A. Ramos <[laramos@esc1.net](mailto:laramos@esc1.net)>; Kristina B. Carrizales <[kcarrizales@esc1.net](mailto:kcarrizales@esc1.net)>; Ortiz, Denise - Department Of Food Services <[Denise.Ortiz@mcallensd.net](mailto:Denise.Ortiz@mcallensd.net)>

**Subject:** RE: [EXTERNAL] MCALLEN ISD: Question on Requesting Quotes

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Hi America,

These items will be purchased next year and we estimate to purchase anywhere between \$39K - \$45K.

Thank you,

**Sonia Esquivel**

CNP Procurement Specialist

McAllen Independent School District

Tele: (956) 632-3226 / Fax: (956) 618-7347

[sonia.esquivel@mcallenisd.net](mailto:sonia.esquivel@mcallenisd.net) / [www.mcallenisd.org](http://www.mcallenisd.org)

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**From:** America Retana <[aretana@esc1.net](mailto:aretana@esc1.net)>

**Sent:** Friday, May 28, 2021 10:32 AM

**To:** Esquivel, Sonia - Department Of Food Services <[Sonia.Esquivel@mcallenisd.net](mailto:Sonia.Esquivel@mcallenisd.net)>

**Cc:** Lori A. Ramos <[laramos@esc1.net](mailto:laramos@esc1.net)>; Kristina B. Carrizales <[kcarrizales@esc1.net](mailto:kcarrizales@esc1.net)>; Ortiz, Denise - Department Of Food Services <[Denise.Ortiz@mcallenisd.net](mailto:Denise.Ortiz@mcallenisd.net)>

**Subject:** [EXTERNAL] MCALLEN ISD: Question on Requesting Quotes

Hi Sonia,

Regarding the items below. Is this a purchase you expect to make one time in the next month's/school year? Or do you anticipate making additional purchases of these items in the coming school year (21-22) as well?

If these items will be purchased throughout the next school year, **what is the estimated annual usage for each of these items?**

Please let us know, as that will determine how best for McAllen ISD to move forward with these types of purchases.

Thank you,

America Retana

Purchasing Cooperative Specialist

**Region One Education Service Center**

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[www.esc1.net/SouthTexasCoop](http://www.esc1.net/SouthTexasCoop)

[www.esc1.net/ROPC](http://www.esc1.net/ROPC)

[www.esc1.net/TEC](http://www.esc1.net/TEC)

[www.esc1.net/vendor](http://www.esc1.net/vendor)

**ATTENTION ALL VENDORS Region One ESC and its Cooperatives have a new online procurement system e-BuyOne! Click here and register today! → [www.esc1.net/eBuyOne](http://www.esc1.net/eBuyOne)**



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**From:** Esquivel, Sonia - Department Of Food Services <[Sonia.Esquivel@mcallensd.net](mailto:Sonia.Esquivel@mcallensd.net)>  
**Sent:** Thursday, May 27, 2021 3:20 PM  
**To:** Lori A. Ramos <[laramos@esc1.net](mailto:laramos@esc1.net)>  
**Cc:** Ortiz, Denise - Department Of Food Services <[Denise.Ortiz@mcallensd.net](mailto:Denise.Ortiz@mcallensd.net)>; Kristina B. Carrizales <[kcarrizales@esc1.net](mailto:kcarrizales@esc1.net)>; America Retana <[aretana@esc1.net](mailto:aretana@esc1.net)>; Salina Villanueva <[svillanueva@esc1.net](mailto:svillanueva@esc1.net)>; Carmen Ocanas-Lerma <[colerma@esc1.net](mailto:colerma@esc1.net)>; Kimberly L. Keller <[klkeller@esc1.net](mailto:klkeller@esc1.net)>; Iris S. Perez <[iperez@esc1.net](mailto:iperez@esc1.net)>  
**Subject:** RE: [EXTERNAL] MCALLEN ISD: Question on Requesting Quotes

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Hi Lori,

I have my first request. I am wanting to use RFP 19-Agency-000046 to request quote from the awarded vendors on this bid to purchase this the following toner.

LINE ITEM #	DESCRIPTION
1	HP 414X-High Yield-Black-Toner W2020
2	HP 414X-High Yield-Cyan-Toner W2021X
3	HP 414X-High Yield-Magenta-Toner W2023X
4	HP 414X-High Yield-Yellow-Toner W2022X

The expected cost of this purchase is \$44,297.88

Can I proceed with this purchase because the product is not a line item on this bid?

Please advise.

**Sonia Esquivel**

CNP Procurement Specialist

McAllen Independent School District

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**From:** Lori A. Ramos <[laramos@esc1.net](mailto:laramos@esc1.net)>

**Sent:** Wednesday, May 26, 2021 2:45 PM

**To:** Esquivel, Sonia - Department Of Food Services <[Sonia.Esquivel@mcallenisd.net](mailto:Sonia.Esquivel@mcallenisd.net)>

**Cc:** Ortiz, Denise - Department Of Food Services <[Denise.Ortiz@mcallenisd.net](mailto:Denise.Ortiz@mcallenisd.net)>; Kristina B. Carrizales <[kcarrizales@esc1.net](mailto:kcarrizales@esc1.net)>; America Retana <[aretana@esc1.net](mailto:aretana@esc1.net)>; Salina Villanueva <[svillanueva@esc1.net](mailto:svillanueva@esc1.net)>; Carmen Ocanas-Lerma <[colerma@esc1.net](mailto:colerma@esc1.net)>; Kimberly L. Keller <[klkeller@esc1.net](mailto:klkeller@esc1.net)>; Iris S. Perez <[iperez@esc1.net](mailto:iperez@esc1.net)>; Lori A. Ramos <[laramos@esc1.net](mailto:laramos@esc1.net)>

**Subject:** [EXTERNAL] MCALLEN ISD: Question on Requesting Quotes

Good afternoon Sonia,

I would like to add to Kristina's response below, that if you are not purchasing something noted on the internal and/or purchasing cooperative "line item" specifications of an RFP to do so with extreme caution.

I would ask that if this pertains to any of the CNP-STC RFPs that the district discuss this with the CNP-STC team first, prior to obtaining quotes, as this sort of purchase counts to the CNP-STC's "additional items", which we have to diligently monitor to ensure a material change is not made to the contract.

Additionally, you will want to ensure the procurement solicitations(s) include a price list ... a list of items and corresponding price for each/all items.

We are finding through recent procurement reviews that TDA is not recognizing "catalog" type procurement solicitations that merely list a % discount without a corresponding price list whereby the cost can be verified.

In addition, this sort of purchase also places the responsibility of conducting a cost-price analysis, and maintaining that documentation on the *district*.

I hope this helps to further clarify.

Please let us know if you have any additional questions.