

**COUNTY OF HIDALGO
PURCHASING DEPARTMENT
AGENDA REQUEST FORM**

Date: August 28, 2006 Meeting Date Request: September 5, 2006
Deadline for Action: A.S.A.P. Contact Person: Vangie Y. Garcia
Hidalgo County Purchasing Department for:
Department: County Of Hidalgo Phone: (956) 318-2626 Fax: (956) 318-2629

Martha L. Salazar, CPPB, Hidalgo County Purchasing Agent: 

Caption:

- I. Requesting approval to exercise the sixty (60) day grace period extension of term for:
C-04-172-10-26- Hidalgo County-Mats, Dust Mops & Shop Rags-Janitorial Services with Unifirst Corporation., so as to have no lapse in service while bid process is on going and;
- II. Requesting authority to advertise and approval of draft specifications as attached hereto for: ***Bid No. 2006-266-09-27-Hidalgo County-Mats, Dust Mops & Shop Rags-Janitorial Services .***

Background:

See approved extension letter from Unifirst Corporation

See draft specifications

Proposed ad dates: 09-16-06
 09-23-06

Proposed bid opening: 09-27-06

Please initial for approval: Funds available: Acct. 6-1100-419-40-220-001-0-343-as per Daniel-Buildings/Grounds
Precinct No.1)-Parks Dept.-6-1211-452-00-121-013-0-343-as per Tina Quijas
Precinct No.2)-6-1202-431-00-122-005-0-343-as per Yoli Cisneros
Precinct No. 3)-6-1203-431-00-123-005-0-343-as per Norma
Precinct No.4)-6-1204-431-00-124-005-0-343-as per
Sheriff's Office/Academy)-6-1100-423-21-280-002-0-343-as per Virginia

Legal Counsel: _____ Budget: _____ Human Resources: _____ Auditor: _____

Dept./Fund No. _____ Amt. Expended: \$ _____ Funds/Staffing Budgeted: Yes: _____ No: _____

Account Code: _____ Impact on Future Budget: Yes: _____ No: _____

Purchasing Dept. Staff submitting ARF: Vangie Y. Garcia Ext.# 4856

Comments:

Action taken by Commissioner's Court:

Approved _____ Tabled _____ Denied _____ Motion made by _____ Seconded _____ Vote _____



PURCHASING DEPARTMENT
County Of Hidalgo

August 25, 2006

Mr. Roy Lucio
Unifirst
515 East Beech
McAllen, Texas 78501

Re: C-04-172-10-26
Hidalgo County-Mats, Dust Mops & Shop Rags-Janitorial Services

Dear Mr. Lucio:

In reference to Hidalgo County "Mats, Dust Mops & Shop Rags-Janitorial Services" contract which expires on the 1st of November, 2006. The County is requesting to continue this contract for an additional sixty (60) day grace period at the end of the contract term due to unforeseen delay in the procurement process on the same rates, terms and conditions. Effective date would be from November 2, 2006 to January 1, 2007.

Please sign below if you are in agreement. If you should have any questions or comments; please feel free to call me at (956)318-2626-Extension 4856 and remit your response to fax number (956)318-2629.

- No, I do not wish to continue the current contract for an additional sixty day term extension of the present contract.
- Yes, I hereby agree to extend an additional sixty day term extension of the contract under the same rates, terms and conditions.

Your cooperation in our request will be greatly appreciated and should you have any questions or require additional information, please do not hesitate to call me at (956) 318-2626-Extension 4856.

Sincerely,


Angela V. Garcia, Buyer II
Hidalgo County Purchasing Department

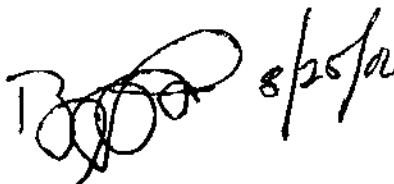


EXHIBIT A

HIDALGO COUNTY

REQUEST FOR BIDS

Mats, Dust Mops, & Shop Rags-Rental/Delivery

SPECIFICATIONS

HIDALGO COUNTY, TEXAS
“Mats, Dust Mops & Shop Rags-Janitorial Services”
BID NO. 2006-266-09-27

Special Terms, Conditions and Scope of Work

1. Vendor shall provide for the scheduled delivery of clean mats, dust mops, shop rags, and other janitorial items to the Hidalgo County Departments listed on Attachment I. Attached you will find a list of **ALL** departments to be serviced with an option to add or delete future sites.
2. Vendors shall provide listed department(s) a weekly list of location sites and quantities of where items are being delivered to. Vendor must deliver **only** location sites and quantities specified on this RFB Packet.
3. Vendor shall provide services for one year with the County of Hidalgo Contract **having** a sole option for an additional one-year extension based on prior year's performance evaluation and **contingent upon** cost remaining unchanged. Hidalgo County reserves the right to continue this bid for an **additional sixty (60) day grace period** at the end of the contract term for unforeseen delay in award of new bid for **next contract term**.
4. Vendor shall deliver the mats, dust mops, and/or shop rags on **specified** days each week, Monday through Friday, before the hour of 3:00 p.m. The only exception will be if a **Holiday falls** on a delivery day. In this event, mats, dust mops, and shop rags will be delivered the next work day following **the Holiday**.
 - 4.1 Failure to deliver on the specified days may constitute grounds for **cancellation** of the Agreement.
 - 4.2 Vendor shall obtain an **authorized signature** for each delivery. One copy of the shipping or delivery ticket shall be furnished to the respective County departments.
 - 4.3 Hidalgo County does not guarantee any specific quantity of items to be provided on a weekly basis. Furthermore, Hidalgo County reserves the **right** to increase or decrease the number of items being provided during the term of the resulting Agreement.
5. Hidalgo County does not allow vendors to **subcontract** the service without the expressed, written consent of the County.
6. Hidalgo County requires that the vendor replace, at no charge and as needed, mats which are warped or torn as these may cause persons to stumble and injure themselves. All mats must be replaced within one week from date notified.
7. The bid will be evaluated on the following criteria:
 - 7.1 Total Cost
 - 7.2 Promptness of Delivery
 - 7.3 References

ADDITIONAL INFORMATION:

Further information required for this project can be addressed through the Hidalgo County Purchasing Department through Vangie Y. Garcia. Hidalgo County is also requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposal or statement of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, at 100 East Cano Street, 4th Floor, Edinburg, Texas 78539. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

HIDALGO COUNTY, TEXAS
“Mats, Dust Mops & Shop Rags-Janitorial Services”

BID NO. 2006-266-09-27

Special Terms, Conditions and Scope of Work (CON'T)

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Vendor Information

- 8.1 **Vendor Name:** _____
- 8.2 **Vendor Address:** _____
- 8.3 **Telephone Number:** _____ **Fax Number:** _____
- 8.4 **Contact Person:** _____
- 8.5 **Authorizing Signature:** _____

9. **References:** List three major references. Include company name, contact person, telephone and fax number, length of contract, services provided and other relevant information.

Vendor # 1

Name of Company: _____

Contact Person: _____

Address: _____

City/State/Zip Code: _____

Fax #: _____

Telephone #: _____

Length of Contract: _____

Services Provided: _____

HIDALGO COUNTY, TEXAS
“Mats, Dust Mops & Shop Rags-Janitorial Services”

BID NO. 2006-266-09-27

Special Terms, Conditions and Scope of Work (CON'T)

Vendor # 2

Name of Company: _____

Contact Person: _____

Address: _____

City/State/Zip Code: _____

Fax #: _____

Telephone #: _____

Length of Contract: _____

Services Provided: _____

Vendor # 3:

Name of Company: _____

Contact Person: _____

Address: _____

City/State/Zip Code: _____

Fax #: _____

Telephone #: _____

Length of Contract: _____

Services Provided: _____

HIDALGO COUNTY, TEXAS
"Mats, Dust Mops & Shop Rags-Janitorial Services"
BID NO. 2006-266-09-27
SPECIFICATIONS/BID PAGE FORM (CON'T)

PRODUCT #1 - FLOOR MATS: Color/Shape/Material - Vendor should provide assorted colors/patterns and shapes (square, oval or rectangle); Non-Slip

<u>SIZES</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
3'x4'	32	\$ _____/Each	\$ _____/Week
3x10'	4	\$ _____/Each	\$ _____/Week
4'x6'	77	\$ _____/Each	\$ _____/Week

PRODUCT #2 - DRY / DUST MOPS: Specify color/material. Handles and Frames should be provided.

<u>SIZES</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
24"	122	\$ _____/Each	\$ _____/Week
36"	88	\$ _____/Each	\$ _____/Week

PRODUCT #3 - BAR MOPS: Specify color/material.

<u>SIZES</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
18 x 18 3		\$ _____/Each	\$ _____/Week
16 x 19 3		\$ _____/Each	\$ _____/Week

PRODUCT #4 - Wipers: Specify color / 100% cotton - 18 x 18

<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
6	\$ _____/Each	\$ _____/Week

PRODUCT #5 - Wet Mops: Specify weight and material.

<u>SIZES</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
28 oz.	23	\$ _____/Each	\$ _____/Week
32 oz.	23	\$ _____/Each	\$ _____/Week

PRODUCT #6: GRID TOWELS: Specify material

<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
85	\$ _____/Each	\$ _____/Week

PRODUCT #7: SHOP RAGS: Specify Color / 100% Cotton - 18 x 18

<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
215	\$ _____/Each	\$ _____/Week

HIDALGO COUNTY, TEXAS
"Mats, Dust Mops & Shop Rags-Janitorial Services"
BID NO. 2006-266-09-27

SPECIFICATIONS/BID PAGE FORM (CON'T)

Vendor Information and Pricing

1. Vendor Name: _____
2. Vendor Address: _____
3. Telephone Number: _____ Fax Number: _____
4. Contact Person: _____
5. Authorizing Signature: _____
6. **Total Cost:** \$ _____/Week