

EXHIBIT “A”
BID SPECIFICATIONS

HIDALGO COUNTY-
**“Moving Services for the relocation of Departments moving to
the New Administration Building, f/k/a K-Mart Building”**

BID No. 2007-079-03-21-MSS

Transportation of Equipment, Furniture, Files, and Miscellaneous items.

I. DESCRIPTION

Using 24' minimum length boxed trucks with power lift gates or ramps and tie down devices to prevent load shift, the contractor shall load at origin(s) and unload at destination(s) (room number) all required equipment as described herein and according to the schedules described herein. A minimum of two (2) employees per crew per truck, and at least ten (10) boxed trucks at the 24' minimum length will be required. The contractor shall not be responsible for the packing and/or unpacking file boxes, assembling and/or disassembling furniture. The contractor will be responsible for loading and unloading items, making sure the items are properly transported. **AWARDED CONTRACTOR MUST MEET ALL DEADLINES, AND BE AVAILABLE WHEN NEEDED.**

II. Terms & Conditions:

1. **SCOPE of CONTRACT:** The intention of this Request for Bid (RFB) for Hidalgo County is to receive bids for the moving of equipment on an **as needed basis** from Hidalgo County Administration Offices at 100 E. Cano, and to be delivered to the New Administration Building (fka K-Mart Building) at 2802 South Expressway 281, Edinburg, TX.
2. **TERM CONTRACT:** A short term contract will be executed and shall commence upon award of contract and expire on **December 31, 2007**.
3. **METHOD OF AWARD:** Award, if any, will be made to the lowest responsible bidder meeting all requirements as specified.
4. **PURCHASE ORDER:** Contractor will not supply or deliver any items until a purchase order number is assigned by the designated representative of the County Purchasing Office. Contractor will reference purchase order and contract number on all invoices submitted to the Hidalgo County Auditor. The Contractor must respond by supplying and/or delivering the parts. Failure to act in this manner may result in termination of this contract.
5. **REQUIRED DELIVERY:** Verbal Purchase Order's can be placed and shall be delivered to the department that same business day. Awarded contractor must be available when needed for delivery.

6. **DELIVERY SCHEDULE:** Under the direction of Hidalgo County Building and Grounds, Hidalgo County staff will also be assisting with the relocation of the following listed Departments, therefore changes in schedule may occur. Deliveries shall be made as scheduled to the addresses shown below including but not limited to the following:

PICK UP AND DELIVERY ADDRESSES.	FROM: Hidalgo County Administration Offices 100 E. Cano Edinburg, TX 78539	TO: New Hidalgo County Administration Building (fka K-Mart Building) 2802 S. Expressway 281, Edinburg, TX 78539.
SCHEDULE Monday thru Friday 8 am – 5 pm	Department Name:	Approximate number of people
April 30, 2007 to May 04, 2007	Hidalgo County Auto License	60
May 07, 2007 to May 11, 2007	Hidalgo County Tax Office	
May 14, 2007 to May 18, 2007	Hidalgo County Purchasing Department	22
May 21, 2007 to May 25, 2007	Hidalgo County Office of Budget and Management	16
May 29, 2007 to June 01, 2007	Hidalgo County Fire Marshall's Office	7
	Hidalgo County Veteran's Services	4
June 04, 2007 to June 08, 2007	Hidalgo County Auditor's Office	41
	Hidalgo County Treasurer	11

HIDALGO COUNTY RESERVES THE RIGHT TO MODIFY THIS SCHEDULE.

7. **DELIVERY:** If delivery is required, all items must be packaged so as to be protected from damage during shipping and handling. Any item(s) damaged in shipping must be replaced in kind, or repaired, by the contractor, at the discretion of, and at no additional charge to, Hidalgo County.
8. **PRICE CHANGES:** The prices offered shall remain firm for the period of the contract. Any price changes must be approved by Hidalgo County.
9. **Market Volatility and Unit Price Adjustments:**

Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility:

- a. **Requesting Price Adjustment:** Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.
- A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.

- The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
 - The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
 - No price escalation will be authorized in excess of the amount of the increase referred to in the supplier's notice.
 - The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.
- b. Price Reduction:** Vendor shall notify the County at the time when the Vendor's costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.
- c. Timeframe for Adjusted Price Increases:** Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.
- d. Allowable Review Periods:** Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.
- e. Dollar Limit to Price Changes:** The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.