

MEMORANDUM

To: Daniel Flores
Buildings and Grounds, Director
via fax: 318-2648
via: daniel.flores@co.hidalgo.tx.us

Attn: Javier Carreon
Buildings and Grounds, Foreman
via: javier.carreon@co.hidalgo.tx.us

From: Sandra Montalvo, Buyer
Purchasing Dept.

Date: October 23, 2007

Re: Bid No. 2007-115-00-00-SMA-Approval of Specifications for "MAILING SERVICES-HIDALGO COUNTY"

Please review the following **SPECIFICATIONS** and indicate if they meet all your requirements by marking **APPROVE** (or) **DISAPPROVE** and signing below. If your answer is **DISAPPROVE**, please make any modifications necessary to the specifications and fax back the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4865.

APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input type="checkbox"/>	


FUNDS AVAILABILITY: _____ YES / _____ NO/ _____ Other
(Specify) _____

BUDGET ACCOUNT #: 7-1100-419-60-115-024-0-350

 Daniel Flores 10/24/07
AUTHORIZED SIGNATURE PRINTED NAME DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 318-2629 or e-mail: sandra.montalvo@co.hidalgo.tx.us by no later than TUESDAY, OCTOBER 23, 2007 at 5:00p.m.

Enclosures

RECEIVED
OCT 26 2007
PURCHASING DEPT.


DRAFT
EXHIBIT “A”
SPECIFICATIONS/REQUIREMENTS

**HIDALGO COUNTY
REQUEST FOR BID**

**HIDALGO COUNTY
“MAILING SERVICES”**

RFB: 2007-115-11-28-SMA

DRAFT

EXHIBIT "A"

HIDALGO COUNTY "MAILING SERVICES" BID NO. 2007-115-11-28-SMA

<h4>SPECIFICATIONS</h4>

THE FOLLOWING ARE THE MINIMUM SPECIFICATIONS (AND INFORMATION) FOR "MAILING SERVICES" FOR HIDALGO COUNTY:

1. There will be a daily pick up, bar coding, sorting and delivery (**postage excluded**) of **all** qualifying U.S. Mail (packages, flats, letters, post cards, etc.), including UPS, Federal Express, Lone Star Overnight, non-freight packages, etc. (at no additional cost), with **no minimum daily quantity, and on an as needed basis**.
2. The postage of all mail will continue to be processed by the Central Mail Room. The standard operating procedure at both the Hidalgo County Courthouse and Administration Building to date has been that the Buildings and Grounds personnel picks up the departments' outgoing mail on a daily basis and delivers it to the Central Mail Room where it is stamped. Vendor shall inform the Central Mail Room personnel of any special mail rates (i.e., postcards, overnight packages, etc.) to ensure that all reduced rates which vendor receives are passed on to Hidalgo County.
3. Mailing Service shall be by an **insured and bonded carrier** and **all** mail will be picked up and delivered on **all** government operating days on a set daily pick up and delivery time (schedule). The departments opting to receive this mail pick up service shall coordinate with service provider. Once a schedule is agreed upon, there shall be no deviations in the routine without the department's prior consent.
4. Mail will be picked up from the Central Mail Room located at the Hidalgo County Courthouse in Edinburg **and all** of the Hidalgo County departments and programs (i.e., satellite locations, WIC Offices, Precinct Offices, CSA, and Head-Start sites, etc) requesting mailing services, on **"as needed basis"**.

DRAFT

5. The mail will be processed and delivered as applicable (i.e., 1st class, standard mail, 3rd Class, international, parcel post, priority mail, express mail and USPS bulk rate drop) to the post office location which is most advantageous to Hidalgo County (either the Edinburg or McAllen Post Office) on the same day the mail is picked up.
6. The awarded bidder shall submit to Hidalgo County a detailed monthly invoice of daily mailing services.
7. The awarded bidder shall sort all bar code:
 - a) All qualifying envelopes and flats, from one (1) ounce to one (1) pound;
 - b) Post Cards (at a special mailing rate of defray the bar coding cost); and
 - c) Packages exceeding one (1) pound.

<h2>TERMS AND CONDITIONS</h2>

1. The initial term of the contract shall be for the period beginning January 1, 2008 and ending on December 31, 2008 and may be extended at the sole discretion of Hidalgo County for an additional one (1) year term under the same rate, terms and conditions.
2. Hidalgo County reserves the right to extend the contract for an additional sixty (60) day grace period at the end of the contract term due to unforeseen delay in the procurement of subsequent bid process.
3. The bidder who is awarded will ensure with a written guarantee that all qualifying mail is picked up and delivered promptly on a daily, and “**as needed,**” basis.
4. Arrangements will be made by the awarded bidder on the set daily time for mail to be picked up with each of the respective departments of Hidalgo County requesting mailing services.
5. The bidder who is awarded will ensure that all insurance documentation as per Exhibit “C” will be submitted to the Hidalgo County Purchasing Department on a timely manner.

6. Bid prices are to remain firm from BID AWARD DATE through the termination of the contract.
7. All costs and expenses associated with the preparation and submission of RFB's shall be the responsibility of the bidder and not the reimbursements for such charges or expenses shall be passed onto Hidalgo County.

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquiries and clarifications regarding the RFB's be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 S. Bus. Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED**

ALL WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE OR VIA E-MAIL to sandra.montalvo@co.hidalgo.tx.us BY NO LATER THAN Monday, November 19, 2007, at 5:00 P.M. at (956) 318-2629. Responses to said questions will be sent to all participating vendors via facsimile or e-mail by Wednesday, November 21, 2007.