



PURCHASING DEPARTMENT

County Of Hidalgo

MEMORANDUM

TO: Honorable Guadalupe Trevino, Sheriff
 c/o Anacleto Martinez, Chief Deputy
 Hidalgo County Sheriff's Department
 Via E-mail amartinez@hidalgoso.org
 Via Fax (956) 393-6179

FROM: Leticia Saenz, CPPB, Contracts Manager
 Hidalgo County Purchasing Department

DATE: December 12, 2007

RE: NOTICE OF INTENT TO EXTEND VARIOUS CONTRACTS FOR HIDALGO COUNTY SHERIFF'S OFFICE

Chief Martinez, please be advised that I have placed the following contracts for approval of extensions on the next Commissioner's Court meeting of Tuesday, December 19, 2007 as follows:

Contract Nos.	Awarded Vendor	Title of Project	Current Contract Expiration Date	Extension Options Commencement/Expiration
C-06-389-12-05	DIVERSITECH INTEGRATED SYSTEMS INC. <i>Rebid</i>	Service & Maintenance to the Adult Detention Electronic System	01/01/2007 - 12/31/2007	Exercising the 1 st Year of the add'l three (3) one (1) year term extension 01/01/08-12/31/08
C-06-303-11-14	SOUTH TEXAS MOBILE X-RAY <i>OK</i>	Mobile X-Ray Services	01/01/2007-12/31/2007	Exercising the add'l one (1) year term extension 01/01/08-12/31/08
E-05-451-12-12	SOUTH TEXAS COMMUNICATIONS, INC. <i>OK</i>	Repairs, Installation and Removal of Communication & Radio Tower Misc. Equipment	01/01/2007-12/31/2007	Exercising the 2 nd Year of the add'l two (2) one (1) year term extension 01/01/08-12/31/08

Therefore, we hereby request that your department respond if you wish to continue to extend/renew these services or proceed with rebidding for said services.

Provided under the current contracts, Hidalgo County Commissioners' Court has the option to exercise the additional one (1) year term as specified under the same rates, terms, and conditions for the above mentioned contracts.

Please acknowledge receipt and approval to exercise this "option" for the contracts specified by signing below & returning to the Purchasing Department via facsimile to (956) 318-2629 or via e-mail to letysaenz@yahoo.com by no later than 3:00 p.m. on Wednesday, December 12, 2007 in order to proceed with the placement of approval on the next Commissioner's Court Agenda.

YES I do wish to obtain the one (1) year period extension.
 NO I do not wish to obtain the one (1) year period extension.

If answer is no, please explain: Plse Re bid contract C-06-389-12-05
Extended C-05-303-11-14, E-05-451-12-12

Hidalgo County Sheriff's Office
 Authorized Signature: [Signature] Date: 12-12-07

Thank you for your prompt attention and cooperation to this important matter. Should you require further assistance, please do not hesitate to contact me at (956) 292-7000 x-4861.

cc: Juan Tapia, Procurement Specialist
 Via e-mail juan.tapia@hidalgoso.org

File

HIDALGO COUNTY SHERIFF'S OFFICE
"SERVICE AND MAINTENANCE TO THE ADULT DETENTION
ELECTRONICS SYSTEM"
RFB NO: 00-000-00-00-ROL

DRAFT SPECIFICATIONS

Project Overview:

The Hidalgo County Sheriff's Office is seeking to contract with a qualified bidder to conduct "SERVICE AND MAINTENANCE TO THE ADULT DETENTION ELECTRONICS SYSTEM" on an "As Needed Basis" including, but not limited to, the following:

Requirements & Qualifications, Terms & Conditions

1. ALL COSTS AND EXPENSES ASSOCIATED WITH THE PREPARATION AND SUBMISSION OF (BIDS, PROPOSALS AND/OR QUOTES) SHALL BE THE RESPONSIBILITY OF THE BIDDER AND NO REIMBURSEMENTS FOR SUCH CHARGES OR EXPENSES SHALL BE PASSED ONTO HIDALGO COUNTY.
2. HIDALGO COUNTY MAY UTILIZE STATE AWARDED CONTRACTS AND/OR COOPERATIVE PURCHASING PROGRAMS WHENEVER IT IS IN THE COUNTY'S BEST INTEREST TO DO SO.
3. VENDOR SHALL HAVE BEEN IN BUSINESS (IN THIS FIELD) FOR A MINIMUM OF THREE (3) YEARS.
4. A LIST OF A MINIMUM OF THREE (3) CURRENT REFERENCES/CONTRACTS FOR ANY STATE, LOCAL POLITICAL SUBDIVISION, PRIVATE SECTOR OR ANY OTHER LAW ENFORCEMENT AGENCY MUST BE SUBMITTED WITH YOUR BID. INFORMATION SHOULD INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:
 - A). COMPANY
 - B). CONTACT PERSON
 - C). PHONE NUMBER
 - D). WORK PREFORMED
 - E). CONTRACT TERM
5. VENDOR SUBMITTING BID WILL USE ONLY AUTHORIZED SERVICE TECHNICIANS ON THE BELOW LISTED ITEMS MANUFACTURED THROUGH MONTGOMERY TECHNOLOGY INCORPORATED HARDWARE AND SOFTWARE:
 - A. SYSTEM INTERFACE CONTROL PANEL BOARDS
 - B. TOUCH SCREEN MONITOR SYSTEMS
 - C. OPENING AND/OR CLOSING JAIL DOOR LOCKING SYSTEMS
 - D. CAMERAS AND INTERCOM SYSTEMS E. PROGRAMABLE LOGIC CONTROLLERS
6. VENDORS SUBMITTING BID MUST WARRANTY ALL WORK PERFORMED.
7. **VENDOR MUST BE ABLE TO RESOPOND WITHIN A MINIMUM TIME OF SEVENTY-TWO (72) HOURS FOR ONSITE REPAIRS. VENDOR MUST BE ABLE TO RESPOND FOR TROUBLESHOOTING WITHIN 8 TO 10 HOURS.**
8. VENDOR MUST SUBMIT AND MAINTAIN ALL PROPER INSURANCES FOR THE DURATION OF CONTRACT TERM (REFER TO EXHIBIT C).

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9. ALL PRICES FOR INSPECTIONS, REPAIRS AND MAINTENANCE SHALL INCLUDE CONSIDERATION FOR HOURLY RATE PLUS PERCENTAGE MARK UP (IF APPLICABLE).
10. ALL BILLING INVOICES WILL BE ITEMIZED (PARTS, LABOR, ETC....)
11. THE TERM OF THE CONTRACT WILL BE FOR ONE (1) YEAR WITH THE COUNTY'S OPTION TO EXTEND FOR THREE (3) ADDITIONAL ONE (1) YEAR TERMS UNDER THE SAME RATES, TERMS AND CONDITIONS.
12. 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 UNFORSEEN DELAY IN AWARD OF NEW BID FOR NEXT CONTRACT TERM.
13. AWARD OF BID: HIDALGO COUNTY RESERVES THE RIGHT TO: A. SEPARATE AND ACCEPT, OR ELIMINATE ANY ITEMS(S) LISTED UNDER THIS BID THAT IT DEEMS NECESSARY TO ACCOMMODATE BUDGETARY AND/OR OPERATIONAL REQUIREMENTS; B. REJECT ANY OR ALL BIDS SUBMITTED AND FURTHER RESERVES THE RIGHT TO DESIGN THE EVALUATION CRITERIA TO BE USED IN SELECTING THE LOWEST SELECTING THE LOWEST AND BEST BID FOR APPROVAL; AND C. AWARD THE BID TO ONE BIDDER OR TO MULTIPLE BIDDERS IF TH COUNTY DETERMINES IT IS IN THE BEST INTEREST TO DO SO.

ADDITIONAL INFORMATION

HIDALGO COUNTY IS REQUESTING THAT ANY AND ALL QUESTIONS, INQUIRIES, AND CLARIFICATIONS REGARDING QUOTES, BIDS, PROPOSALS, OR STATEMENTS OF QUALIFICATIONS BE ADDRESSED TO, MARTHA L. SALAZAR, CPPB, PURCHASING AGENT, 100 E. CANO ST., 4th FLOOR, EDINBURG, TEXAS 78539 **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Wednesday, MONTH DATE YEAR, 5:00 P.M. RESPONSES TO SAID INQUIRIES WILL BE SENT TO ALL APPLICATIONS VIA FACSIMILE BY NO LATER THAN, **MONTH DATE YEAR, 5:00 P.M.**...

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HIDALGO COUNTY SHERIFF'S OFFICE
"SERVICE AND MAINTENANCE TO THE ADULT DETENTION ELECTRONICS SYSTEM"
RFB NO: 07-000-00-00-ROL

BID PAGE

Repairs should be for an hourly / time repair rate with mark up rate for parts. Any and all additional fees should be included in bid price (Reference to Exhibit "A" Specifications).

HOURLY RATES:

A. Normal Business Hours ____ A.M. to ____ P.M. (please fill in time)

1. Technician \$ _____ Per Hour

B. After Hours, Weekends & Holidays ____ A.M. to ____ P.M. (please fill in time)

1. Technician _____ per Hour

C. Mark Up (%) Rate for Parts:

D. TROUBLE SHOOTING (PHONE) FEE PER HOUR \$

PLEASE SPECIFY WHAT TIME FEE STARTS FOR TECHNICIAN:

PLEASE STATE ALL WARRANTIES:

VENDOR / COMPANY NAME:

ADDRESS:

CITY/STATE/ZIP CODE:

PHONE NUMBER:

CELLULAR & PAGER NUMBERS:

FAX NUMBER:

AUTHORIZED SIGNATURE:

PRINTED NAME:

TITLE:

DATE:

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