

Hidalgo County Head Start Program Policy Council Agenda Request

DATE: June 19, 2008

SUBJECT: Discussion/Approval of Bid Awards and Contracts to low Bidders Meeting All Specifications for:
1. Lawn Care Services- Bid #2008-04-004
2. Air Conditioning Maintenance & Repair- Bid #2008-04-005
3. Plumbing Repair- Bid #2008-04-006

RATIONALE/NEED: Contract must be secured in order to continue services to all Head Start Facilities.

RECOMMENDATION: Administration recommends approval of Bid Awards to:
(1) Lawn Care Services- Lawn Care Experts, Inc.
(2) Air Conditioning Maintenance & Repair- EMCO, Electromechanical Co.
(3) Plumbing Repair- Garza's Plumbing & Construction, Inc.

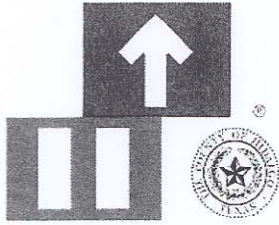
COST: Yearly Estimated Cost:
(1) \$25,000 - Lawn Care Services
(2) \$25,000 - Air Conditioning Maintenance & Repair
(3) \$25,000 - Plumbing Repair

RELATED INFORMATION INCLUDED: Memo

INITIATED BY: Ambrosio Tovar, Procurement Director *A. Tovar*

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR'S APPROVAL: *Jurena Flores*



Hidalgo County Head Start Program

M E M O R A N D U M

TO: Edmundo Garcia, Assistant Program Director
From: Ambrosio Tovar, Procurement Director *at*
Cc: Oscar Palacios, Field Operations Director
Yolanda Velasquez, Procurement Assistant
Date: June 04, 2008
REF: Bid Award for Lawn Care Services Bid #2008-04-004

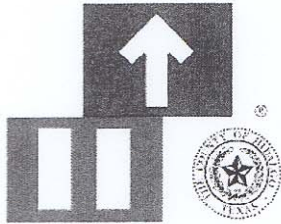
The bid opening for Lawn Care was held on Wednesday, June 4, 2008. Three (3) bid packages were picked up with two (2) vendors submitting a bid package. Both bid packages were complete and met all the requirements. The following is the cost per center per month submitted by each vendor.

- 1) Lawn Care Experts, Inc., Edinburg, TX
\$90.00 month per center
- 2) R & R General Contractors, Mission TX
\$113.00 month

The bids were reviewed by Mr. Palacios and myself. We are recommending the award to **Lawn Care Experts, Inc.**

If should have any questions or need additional information, please let me know.

Thank You



Hidalgo County Head Start Program

MEMORANDUM

TO: Edmundo Garcia, Assistant Program Director
From: Ambrosio Tovar, Procurement Director *at*
Cc: Oscar Palacios, Field Operations Director
Yolanda Velasquez, Procurement Assistant
Date: June 04, 2008
REF: Bid Award for Air Conditioning Maintenance & Repair Bid #2008-04-005

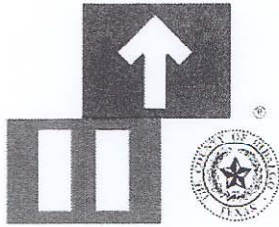
The bid opening for Air Conditioning Maintenance & Repair was held on Wednesday, June 04, 2008. Four (4) bid packages were picked up with two (2) vendors submitting a bid package. Both bid packages were complete and met all the requirements. The following is the cost per hour plus part mark-up submitted by each vendor.

- 1) RBC Services, Alamo, TX
\$50.00 per hour with/ 25% parts mark up
- 2) EMCO Electro Mechanical, Co. , McAllen, TX
\$47.50 per hour with/15% parts mark up

The bids were reviewed by Mr. Palacios and myself. We are recommending the award to **EMCO Electro Mechanical, Co.**

If you should have any questions or need additional information, please let me know.

Thank You



Hidalgo County Head Start Program

M E M O R A N D U M

TO: Edmundo Garcia, Assistant Program Director
From: Ambrosio Tovar, Procurement Director *AT*
Cc: Oscar Palacios, Field Operations Director
Yolanda Velasquez, Procurement Assistant
Date: June 04, 2008
REF: Bid Award for Plumbing Repair Bid #2008-04-006

The bid opening for Plumbing Repair was held on Wednesday, June 04, 2008. Two (2) bid packages were picked up with one (1) vendor submitting a bid package. The bid package was complete and met all the requirements. The following is the cost per hour plus part mark-up submitted by vendor.

- 1) Garza Plumbing & Construction, Inc. Edinburg, TX
\$60.00 per hour with/ 10% parts mark up

The bids were reviewed by Mr. Palacios and myself. We are recommending the award to **Garza Plumbing & Construction, Inc.**

If you should have any questions or need additional information, please let me know.

Thank You