

15/A/1

A motion was made by Commissioner Rosel and seconded by Commissioner Garces to authorize the exemption from competitive bidding requirements under professional services/alcohol Breath Test Program for Mary Ann Ramirez.

MOTION CARRIED.
(See Exhibit U)

15/A/2

A motion was made by Commissioner Rosel and seconded by Commissioner Garces to approve a contract with Mary Ann Ramirez for the Alcohol Breath Test Program.

MOTION CARRIED.
(See Exhibit U)

15/A/3

A motion was made by Commissioner Rosel and seconded by Commissioner Garces to rescind the action taken by Commissioners' Court on July 28, 1998 to award the bid for "Plumbing Services" to H2O Waste Mechanical Contractors, the sole bidder due to noncompliance of insurance requirements.

MOTION CARRIED.
(See Exhibit U)

15/A/4

A motion was made by Commissioner Rosel seconded by Commissioner Garces to authorize the re-advertising for bids for "Plumbing Service and Repair" for Hidalgo County.

MOTION CARRIED.
(See Exhibit U)

15/A/5

A motion was made by Commissioner Garces and seconded by Commissioner Rosel to award the proposal response received for "Occupancy to Non-Profit" to the Boys and Girls Clubs of Edinburg for the building located in San Carlos, Texas.

MOTION CARRIED.
(See Exhibit U)

After some discussion, a motion was made by Commissioner Garces and seconded by Commissioner Arcaute to authorize a 5% performance award for all OET employees.

MOTION CARRIED.

(See Exhibit T)

14/B

A motion was made by Commissioner Garces and seconded by Commissioner Rosel to nominate David "Gus" Kennedy to the Private Industry Council.

MOTION CARRIED.

(See Exhibit T)

ITEM 15. PURCHASING DEPARTMENT

A. HIDALGO COUNTY

1. Requesting exemption from competitive bidding requirements for Professional Services/Alcohol Breath Test Program with Mary Ann Ramirez
2. Requesting approval of contract for Professional Services/Alcohol Breath Test Program with Mary Ann Ramirez
3. Requesting authority to rescind the Plumbing Service and Repair bid awarded to H2O Waste Mechanical Contractors (sole bidder) under the "Air Conditioning, Electrical and Plumbing Services" for Hidalgo County RFB on July 28, 1998 due to noncompliance of insurance requirements
4. Requesting authority to re-advertise and approval of specifications as attached hereto for "Plumbing Service and Repair - Hidalgo County"
5. Recommending acceptance and award of proposal response received for "Occupancy to Non-Profit" for building located in San Carlos, Texas
6. Requesting approval of lease agreement for "Occupancy to Non-Profit" in San Carlos, Texas with Boys and Girls Clubs of Edinburg

B. HIDALGO COUNTY PRECINCT NO. 1

1. Requesting exemption from competitive bidding requirements for Professional Services/Engineering Services
2. Requesting approval of a contract for Professional Service/Engineering Services with Rodriguez Engineering
3. Requesting exemption from competitive bidding requirements for lease for "Transfer Station for Solid Waste" in Precinct No. 1
4. Requesting approval of lease for "Transfer Station for Solid Waste"

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

Date: December 2, 1998 Meeting Date Request: December 7, 1998
Deadline for Action: A.S.A.P. Contact Person: Martha L. Salazar
Hidalgo County Purchasing Dept., for
Department: Hidalgo County Phone: (956) 318-2626 Fax: (956) 318-2629

Martha L. Salazar, Hidalgo County Purchasing Agent *Martha L Salazar*

Caption:

- I. Requesting exemption from competitive bidding requirements for Professional Services/Alcohol Breath Test Program with Mary Ann Ramirez.
- II. Requesting approval of contract for Professional Services/Alcohol Breath Test Program with Mary Ann Ramirez.

PENDING

Background:

C-98-162-12-07
Proposed Contract forwarded for review as to form and substance to legal.
Contract amount not to exceed \$30,000.00 per year.

Please initial for approval:

n/a County Judge *AD* Commissioner Pct. 1 Dept./Fund No. _____ Account Code _____
n/a County Attorney _____ Commissioner Pct. 2 Amt. Expended: \$ _____ Impact on Future Budget:
 Budget *OK* Commissioner Pct. 3 Funds/Staffing Budgeted: Yes: Yes: _____
n/a Personnel _____ Commissioner Pct. 4 No: _____ No: _____
mls Purchasing

Comments:

Action taken by Commissioner's Court:

Term of contract is for a period of one (1) year.

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

40
39
35
37

EXHIBIT A
REQUIREMENTS/SCOPE OF SERVICES

REQUEST FOR PROPOSAL

**"CERTIFIED TECHNICAL SUPERVISOR TO ADMINISTER AND SUPERVISE
ALCOHOL BREATH TEST"**

DRAFT

REQUIREMENTS/SCOPE OF SERVICES

**HIDALGO COUNTY
REQUEST FOR PROPOSAL**

**“CERTIFIED TECHNICAL SUPERVISOR TO ADMINISTER AND SUPERVISE
ALCOHOL BREATH TEST”**

RFP NO:

Overview:

Hidalgo County (hereinafter referred to as “COUNTY”) is soliciting proposals for a “Certified Technical Supervisor” as listed in specifications to serve as the “Technical Supervisor For Hidalgo County’s Alcohol Breath Test Program”. The initial term of this contract shall be for one (1) year with Hidalgo County’s Commissioners Court sole discretion to extend for two (2) additional years, subject to approval by the Commissioners Court under the same rates, terms and conditions. The scope of the work/services will encompass all aspects of Hidalgo County and requires extensive knowledge and experience across all lines of coverage. The information provided in the Request For Proposals (hereinafter referred to as “RFP”) is only to be used for the purpose of preparing a proposal for “Certified Technical Supervisor” to administer and supervise Alcohol Breath Tests. Request For Proposals will be accepted until **9:30 A.M., Wednesday, , 2008.** **ANY RFP RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

Deliver Submittal to:
RFP Number:

<p><u>US Postal Mail Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2812 S. Business Hwy 281 Edinburg, Texas 78539</p>	<p><u>Physical Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2802 S. Business Hwy. 281 Edinburg, Texas 78539</p>
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The Submittal Envelope Must Show The RFP Number, Name And Opening Date.

The following outlines the Request For Proposals:

SECTION I -GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION: Hidalgo County is requesting that request for proposals be routed to Martha L. Salazar, CPPB, Purchasing Agent, at:

<p><u>US Postal Mail Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2812 S. Business Hwy 281 Edinburg, Texas 78539</p>	<p><u>Physical Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2802 S. Business Hwy. 281 Edinburg, Texas 78539</p>
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WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN Wednesday, ____, 2008, at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, ____, 2008. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

DISCLOSURE OF CONFLICT OF INTEREST:

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as **Exhibit D**, the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encourage to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office locate at 100 No. Clossner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT:

Prior Contract award, respondents to this RFP must submit a signed Proposer's Affidavit (attached herein in **Exhibit E**) certainly that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF BIDS:

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT:

Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:

It is the responsibility of the submitter to review the Request for Proposal (RFP) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or proposers procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

HAND DELIVERED PROPOSALS:

Hidalgo County requires submitters, when hand delivering proposals, to make sure that it is stamped with date and time by the County Purchasing Staff.

SIGNING OF PROPOSALS:

In order to be considered all submittals must be signed. **Please sign the original in blue ink.**

WAIVING OF INFORMALITIES:

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING:

The successful submitter **may not** subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM OF CONTRACT:

The initial term of this contract shall be for one (1) year with Hidalgo County Commissioners Court sole discretion to extend/renew for two (2) additional years, subject to approval by the Commissioners Court under the same rates, terms and conditions.

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, under the same rates, terms and conditions.

DAVIS BACON ACT:

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications **(if applicable)**.

SECTION II - RFP REQUIREMENTS

REQUEST FOR PROPOSALS:

The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP. A total of **one (1) original and seven (7) copies** of the RFP shall be submitted to the address on the cover letter.

UNDERSTANDING OF THE PROJECT:

This section should demonstrate the proposer's understanding of the project needs, the services required, and any local issues or concerns. Briefly explain how long you have been organized and your business objectives. Explain how long you have been in business. This description should be concise, candid, and limited to 3 pages in length.

PROPOSER'S QUALIFICATIONS:

Hidalgo County is soliciting to contract with a "Certified Technical Supervisor" who is qualified and certified. The Certified Technical Supervisor who will directly perform the required services is required to have any and all applicable licenses, permits, credentials, qualifications to perform necessary services. Bachelor's degree in science with at least 18 hours of chemistry, with no more than 8 hours at the freshman level and must submit any and all applicable licenses, permits, credentials, qualifications with RFP. Photostat copies are acceptable.

PERSONNEL AND STAFFING:

The proposer should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided. Information regarding the proposer's credentials, education and experience with other entities is required and will be scored accordingly during the evaluation process.

REQUIRED CERTIFICATES AND SUBMITTAL:

This section will contain **any/all** licenses, registrations, permits, and certifications as required by the STATE OF TEXAS and HIDALGO COUNTY that you possess that deem you as a qualified certified technical supervisor.

If proposer/vendor cannot meet any of the following services/responsibilities, such exceptions must be noted on the company's cover letter.

SCOPE OF SERVICES/REQUIREMENTS:

Hidalgo County is soliciting to contract with a qualified certified technical supervisor who is qualified and certified in the State Of Texas to supervise Agency's Alcohol Breath Test Program (Intoxilyzer 5000).

1. Bachelor's degree in science with at least 18 hours of chemistry, with no more than 8 hours at the freshman level, with at least 5+ years work related experience.
2. Successful completion of a certified Texas Breath Alcohol Testing Operator School in the State Of Texas.
3. Demonstrate competence in operation of the breath alcohol testing data management software, Black Mamba. (Austin)
4. Successful completion of the Borkenstein course at Indiana University in Bloomington, IN. Schools are held only in December and May.
5. Successful completion of factory Intoxilyzer training at CMI, Inc. in Owensboro, KY. Owensboro is within easy driving distance from Bloomington. This training is usually completed just prior or just after the Borkenstein course.
6. Demonstrate competence in Intoxilyzer ethanol and flow calibration. (Austin)
7. Pass Technical Supervisor Certification Exam. (Austin)
8. Technical Supervisor Candidates are not required to spend time training at the Office of the Scientific Director in Austin, Texas. Except for the demonstrations of competence and the exams; however, it is recommended that the candidate spend a total of approximately two weeks training in Austin, Texas. It is usually accomplished in two of three separate trips.
9. Technical Supervisor will assume all responsibilities and duties as have promulgated for this position by the Texas Department Of Public Safety, pursuant to Article 6701L-5 Vernon's Civil Statutes, and all rules of the Texas Department Of Public Safety in force.
10. Technical Supervisor shall be responsible for supplying repair parts at no cost to the Agency where repair is necessitated by routine wear and tear.
11. Technical Supervisor shall provide the services as required and requested by Agency.
12. Knowledge of laws and state regulations pertaining to breath alcohol testing and experience in breath alcohol testing .
13. Meet the requirements set forth in the Texas Breath Alcohol Testing Regulations, meet reporting requirements, and providing technical supervisory instruction.
14. Technical Supervisor shall determine if instrument/equipment by serial number is on of the same manufacturer brand or model designation as shown on the scientific director's approved list and meets the criteria for the certification as required by the State Of Texas for the use of the breath testing (Intoxilyzer 5000) services.
15. The primary function of the technical supervisor is to provide the technical, administrative and supervisory expertise in safe-guarding the scientific integrity of the breath alcohol testing program and to assure the breath alcohol testing program's acceptability for evidential purposes.

2. **Experience/Qualifications:** (30 Points)
Proposer's qualifications (e.g. licenses/certificates). Evidence of Proposer's previous experiences with the services being requested.

3. **Proposer's Responsiveness to the RFP:** (20 Points)

- Requested information included and thoroughness of response.
- Understanding and acceptance of the scope of services.
- Acceptance of the RFP and Draft Contract Document Requirements.
- Applicable certificates, licenses, permits etc. included in response.
- All RFP Forms completed.

4. **ABILITY TO COMMIT TO ALL REQUIRED "SERVICES"** (15 Points)
The "Technical Supervisor" should provide as much background information as to its experiences in providing similar services to other government agencies as described and detailed in specifications /requirements and understanding of commitment to Agency for such services.

NEGOTIATION PROCESS:

Compliance with all requirements, the most proposed productive, qualified, experience, efficient and effective plan in order will be reviewed and considered. Emphasis will be placed on qualifications, experience, capability to perform the services as well as the best proposal, and meeting the needs of the "Technical Supervisor". Accuracy and completeness are essential. Hidalgo County reserves the right to reject any and all RFPs.

RFP SUBMITTED TO: An original and seven (7) copies of RFPs should be submitted to:

<u>US Postal Mail Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2812 S. Business Hwy 281 Edinburg, Texas 78539	<u>Physical Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2802 S. Business Hwy. 281 Edinburg, Texas 78539
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RFPs must be submitted by **no later than 9:30 a.m. on Wednesday, _____, 2008.**
All costs and expenses associated with the preparation and submission of (rfq's, bids, proposals and/or quotes) shall be the responsibility of the participant and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.