

COUNTY OF HIDALGO

HIDALGO COUNTY PURCHASING DEPARTMENT

AGENDA REQUEST FORM

No. _____

Date: January 06, 2004 Meeting Date Request: January 13, 2004
 Deadline for Action: A.S.A.P. Contact Person: Martha L. Salazar
 Department: Hidalgo County -Purchasing Dept. Phone: (956) 318-2626 Fax: (956) 318-2629

Martha L. Salazar, Hidalgo County Purchasing Agent

Caption:

Pursuant to Section 262.026 (a) Opening of Bids of the Texas Local Government Code, presentation for consideration, discussion and approval of adoption of an "Order"'that delegates the authority to made extensions (of bid opening dates) under this subsection to the county official who makes purchases for the county'.

Background:

Copy of subsection attached hereto

Please initial for approval:

N/A County Judge	_____ Commissioner Pct. 1	Dept./Fund No. _____	Account Code: _____
N/A County Attorney	_____ Commissioner Pct. 2	Amt. Expended: \$ <u>-0-</u>	Impact on Future
_____ Budget	_____ Commissioner Pct. 3	Funds/Staffing Budgeted: Yes: <u>X</u>	Yes: _____
N/A Personnel	_____ Commissioner Pct. 4	No: _____	No: _____

Comments:

Action taken by Commissioner's Court:

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

NO ACTION taken on this item.

Commissioner Flores stepped away from the Court.

- b) **Presentation for consideration, discussion, and approval a request by the Hidalgo County Sheriff's Department to "retain/roll over" the following Purchase Order #'s : 520226,524119,524378,524470,524535,524940,526265(copies attached hereto) encumbered through the 2003 budget inasmuch as goods and or services have not been received or completed;**

On motion of Commissioner Palacios, seconded by Commissioner Garza, the Court made a UNANIMOUS vote of approval.

- c) **County Auditor's Report on Detention Facility Law Enforcement Center Project paid and pending payment request approval;**
- d) **Discussion and possible action on-site projects on site of the New Adult Detention Facility and Law Enforcement Center including, but not limited to, structures (i.e. Shooting Range Facility, Jogging Track, Driver Training Track, Parking Lot(s) and Utility Extensions, under or anticipated construction on site and preliminary information and request for clarification and direction on the possible construction options for additional pod(s) with staffing and maintenance and operations analysis and status of a request for qualification for architectural services pending clarifications on ownership of architectural documents;**

NO ACTION taken on this item.

4. **Presentation for discussion, consideration, acceptance and approval of claims/invoices with authority for Auditor to issue payment after review, audit and processing procedures completed for the following: "Exhibit A" attached hereto.**

On motion of Commissioner Garza, seconded by Commissioner Palacios, the Court made a UNANIMOUS vote of approval.

5. **Recommending award of bid and approval of contract for "Auctioneer Services", to low bidder meeting all requirements. A fully executed copy of the contract will be forwarded to the Hidalgo County Budget and Auditor's office.**

On motion of Commissioner Garza, seconded by Commissioner Palacios, the Court made a UNANIMOUS vote of approval.

6. **Pursuant to Section 262.026 (a) Opening of Bids of the Texas Local Government Code, presentation for consideration, discussion and approval of adoption of an "Order"...."that delegates the authority to make extensions (of bid opening dates) under this subsection to the county official who makes purchases for the county".**

On motion of Commissioner Garza, seconded by Commissioner Palacios, the Court made a UNANIMOUS vote of approval.

7. **Presentation of evaluation and scoring grid, with recommendations by William Rusteberg, Consultant, for the purposes of Commissioner's Court award to the Number One ranked firm(s) submitting proposals in response to County's RFP for Section 125 Cafeteria Plan Administration, Voluntary Products & Administration and Funding Vehicles for Deferred Compensation-Section 457 Plan- Hidalgo;**

NO ACTION taken on this item.

8. **Requesting approval of draft contracts for: Section 125 Cafeteria Plan Administration, Voluntary Products & Administration and Funding Vehicles for Deferred Compensation-Section 457 Plan Hidalgo County, subject to legal review. Fully executed copies of the contract(s) will be forwarded to the Budget and Auditor's office.**

NO ACTION taken on this item.

9. **Presentation of a report on participation in "Loss Control Services Pool" Project: a) vendors submitting responses (on a timely basis)-3 , b) vendors submitting late responses-1.; therefore consideration by CC to reject responses received and re-advertise to encourage more participation inasmuch as a large "Pool" of providers is required according to "Risk Management" since there are many areas of expertise for which loss control services are required by Workers Compensation Program ; or in the alterative;**

On motion of Commissioner Garza, seconded by Commissioner Palacios, the Court made a UNANIMOUS vote of approval.

At this time Commissioner Handy joined the meeting.

10. **Requesting appointment and approval of staff or other designated parties to grade and score (for the purpose of ranking the responses received as "Qualified" by Hidalgo County Commissioners" Court) the statements of qualifications received in response to the County's Project-Request for Qualifications for "Loss Control Services."**

On motion of Commissioner Palacios, seconded by Commissioner Garza, the Court made a UNANIMOUS vote of approval.

At this time Commissioner Flores joined the meeting.

11. **Requesting ratification and confirmation of the negotiated "benefit design with rates" for the extension of the existing contract for an additional year (provided under the current agreement) as approved by Commissioner's Court on October 28, 2003 (with effective date**

er Section 262.025 may include a
tion about the costs of the repair,
urchase of the equipment.

ioners court may require the bid-
the county in a contract for the
ipment, a bond to cover the repur-
equipment.

72nd Leg., ch. 416, § 1, eff. Sept. 1,

**Pre-Bid Conference for Certain Coun-
ties or a District Governed by Those
Counties**

*Section as amended by Acts
78th Leg., ch. 660, § 1*

applies only to a county with a
population of 100,000 or more.

commissioners court of the county or the
of a district or authority created
under Article XVI, Texas Constitution, if
the county is the commissioners court of the
district is located, may require a
principal or employee of each prospective
bidder to attend a mandatory pre-bid conference
conducted for the purpose of discussing contract require-
ments and answering questions of prospective bidders.

conference is conducted under Subsec-
tion (a), notice required for the pro-
posal may be sent by certified mail, return
receipt requested, only to prospective bidders who
are present at the conference. Notice under this subsec-
tion shall be in accordance with the requirements of Section

262.025, 77th Leg., ch. 255, § 1, eff. May 22,
2001. Amended by Acts 2003, 78th Leg., ch. 660, § 1, eff.

*Section as amended by Acts
78th Leg., ch. 725, § 1, see § 262.0256,*

78th Leg., ch. 660 provides:
This section shall take effect September 1, 2003, and applies only to a
contract awarded by a competitive purchasing process in which
a mandatory pre-bid conference is held on or after September 1, 2003.

Pre-Bid Conference

*Section as amended by Acts
78th Leg., ch. 725, § 1*

commissioners court of a county or the govern-
ment district or authority created under

Section 59, Article XVI, Texas Constitution, if the
governing body is the commissioners court of the
county in which the district is located, may require a
principal, officer, or employee of each prospective
bidder to attend a mandatory pre-bid conference con-
ducted for the purpose of discussing contract require-
ments and answering questions of prospective bidders.

Added by Acts 2001, 77th Leg., ch. 255, § 1, eff. May 22,
2001. Amended by Acts 2003, 78th Leg., ch. 725, § 1, eff.
Sept. 1, 2003.

*For text of section as amended by Acts
2003, 78th Leg., ch. 660, § 1, see § 262.0256,
ante.*

§ 262.026. Opening of Bids

(a) The county official who makes purchases for the
county shall open the bids on the date specified in the
notice. The date specified in the notice may be
extended if the commissioners court determines that
the extension is in the best interest of the county. All
bids, including those received before an extension is
made, must be opened at the same time. The com-
missioners court may adopt an order that delegates
the authority to make extensions under this subsec-
tion to the county official who makes purchases for the
county.

(b) Opened bids shall be kept on file and available
for inspection by anyone desiring to see them.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amend-
ed by Acts 1999, 76th Leg., ch. 505, § 3, eff. Sept. 1, 1999.

§ 262.027. Awarding of Contract

(a) The officer in charge of opening the bids shall
present them to the commissioners court in session.
Except as provided by Subsection (e), the court shall:

- (1) award the contract to the responsible bidder
who submits the lowest and best bid; or
- (2) reject all bids and publish a new notice.

(b) If two responsible bidders submit the lowest
and best bid, the commissioners court shall decide
between the two by drawing lots in a manner pre-
scribed by the county judge.

(c) A contract may not be awarded to a bidder who
is not the lowest dollar bidder meeting specifications
unless, before the award, each lower bidder is given
notice of the proposed award and is given an opportu-
nity to appear before the commissioners court and
present evidence concerning the lower bidder's re-
sponsibility.