

## Hidalgo County Head Start Program Policy Council Agenda

**DATE:** April 15, 2009

**SUBJECT:** Discussion/Approval to Advertise and Approval of Draft Specifications for the Following:  
(1) Air Conditioning Maintenance & Repair  
(2) Plumbing Repair  
(3) Lawn Care

**RATIONALE/NEED:** Contracts to Expire

**RECOMMENDATION:** Administration Recommends Approval

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

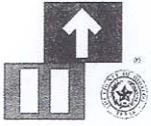
**RELATED INFORMATION INCLUDED:** Memo/Specifications

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

**REVIEWED BY:** Mr. Edmundo Garcia, Assistant Director *EG*

**PROGRAM DIRECTOR'S APPROVAL:** *Jeres Flores*



## HIDALGO COUNTY HEAD START PROGRAM

P. O. BOX 0117 ♠ EDINBURG, TEXAS 78540 ♠ TEL: (956) 383-0706 ♠ FAX: (956) 380-2588

TO: Edmundo Garcia, Assistant Director  
FROM: Ambrosio Tovar, Procurement Director *At*  
DATE: April 6, 2009  
SUBJ: Bids for AC Maintenance & Repair, Plumbing Repair, And Lawn Care

As part of our regular purchasing procedures, the procurement department is seeking approval from the Policy Council and Commissioner's Court to advertise for Air Conditioning Maintenance & Repair, Plumbing Repair, and Lawn Care Services. The cost for each of these services is estimated at or above the \$25,000 limit.

Hidalgo County Head Start Program bids out for these services every year so that we will have a vendor readily available through-out the school year.

Should you have any questions please feel free to call me at 956-380-4149. Thank you.

**HIDALGO COUNTY HEAD START PROGRAM  
REQUEST FOR BIDS**

**"AIR CONDITIONING  
MAINTENANCE & REPAIRS"**

**SPECIFICATIONS**

## EXHIBIT "A"

### HIDALGO COUNTY HEAD START PROGRAM

#### SPECIFICATIONS FOR AIR CONDITIONING MAINTENANCE & REPAIRS

##### **OBJECTIVE:**

The objective of this contract is to provide full service for all **"AIR CONDITIONING MAINTENANCE & REPAIRS"** for Hidalgo County Head Start Program at the facilities listed herein and to include emergency service calls to keep the equipment useable and operable. Work performed shall be in accordance with manufacturer's standards. Contractor understands and agrees that this is a **"LABOR AND COST OVER PARTS"** contract and that he will supply all equipment and parts which furnish all labor, parts, materials and supplies necessary to complete this contract.

**SITE VISIT:** Bidders must examine air conditioning systems to ensure they are functioning properly and are in good condition. Bidder shall not be relieved of responsibility for properly estimating cost of services required, or condition of existing equipment, because of his failure to investigate and inspect the equipment. The visit must be coordinated in advance with Field Operations Director for the Hidalgo County Head Start Program, or designated representative, at (956) 383-0706 ext. 217.

**SPECIFICATIONS – GENERAL:** The following specifications apply to this contract:

Any job orders which are estimated to exceed \$1,000.00 must be approved by the Field Operations Director prior to being performed.

**BILLING SPECIFICATIONS:** All Invoices must be submitted to the Field Operations Department on a weekly basis. The following information must be listed on the submitted invoice.

1. **Center Location**
2. **Date**
3. **Description of Repair(s) being performed**
4. **Labors Cost**
5. **Serial Number of unit which was worked on**
6. **Parts – Price**
7. **Parts Mark-up Price**
8. **Purchase Order**
9. **Confirmation Signature from Center Manager/Department Supervisor**

##### **LETTERS OF RECOMMENDATION:**

Bidders must submit three (3) letters of recommendation (example: schools, cafeterias, day cares, or other governmental entities) on services provided to any of the entities mentioned above. Original letters must be included in bid package, no copies will be accepted.

##### **EQUIPMENT:**

Attached is a list of Centers' locations where the equipment will be serviced under this contract.



**ACCESS TO BUILDINGS:** Field Operations Director or designated representative of Hidalgo County Head Start Program Field Operations Director shall establish mutually agreeable schedule for performance of routine service calls, schedule of normal operating hours, points of access, and other information necessary to ensure optimum convenience to all concerned.

- (a) The facilities are located at:  
**SEE ATTACHED LISTS OF HIDALGO COUNTY HEAD START PROGRAM CENTER LOCATIONS**
- (b) All keys given to Contractor must be returned within forty-eight (48) hours.

**GRACE PERIOD OPTION:** Hidalgo County Head Start Program reserves the right to continue this bid for an additional ninety (90) day(s) Grace Period at the end of the contract term for unforeseen delay in award of new bid for next contract term.

**INSPECTION AND ACCEPTANCE:** The Hidalgo County Head Start Program Field Operations Director, or its designated representative for each department, is hereby designated to participate in the administration of this contract to ensure contractor's compliance with its technical requirements, including inspection and acceptance of the services for the Hidalgo County Head Start Program performance site.

**TERM:** The initial term of these contracts will be for one (1) year from date of award. The Hidalgo County Head Start Program may terminate the contracts upon ninety (90) days advance written notice to Contractors.

**SUBCONTRACTING:** The vendor awarded the contract shall not engage the service of a subcontractor without prior written consent of Hidalgo County Head Start Program. When requesting consent from Hidalgo County Head Start Program for the retention of a subcontractor to perform services hereunder, the successful bidders must present evidence that the proposed subcontractor possesses all necessary licenses and permits to perform the services described herein, and that the subcontractor and the successful vendor have obtained the required insurance coverage and policies as required by Hidalgo County Head Start Program. Payment to subcontractor must be made by vendors.

**RESPONSIBILITY OF CONTRACTOR:**

- (a) The vendor awarded the contract shall present evidence that vendor possesses all necessary licenses and permits to perform the services described herein, and that the successful vendor has obtained the required insurance coverage and policies as required by Hidalgo County Head Start Program. Termination, suspension or revocation of required licenses or permits are grounds for immediate termination of any awarded contract.
- (b) Interested vendors must have the capabilities to address two or more repairs (jobs) at one time.

**NEW SITES:** The contracts will not automatically entitle vendors to any installation rights for any new buildings which may be acquired during the contract term.

**AWARD:** Hidalgo County Head Start Program reserves the right to award the bid on a lump sum basis to one bidder or to multiple bidders if the County determines it is in its best interest to do so.

**INSURANCE:** See Exhibit C

## CENTER ROSTER

<b>Alamo H/S Center</b> CM: Eredelia Fricks 303 South 7 <sup>th</sup> Alamo, TX 78516 Tel: 787-4318 Fax: 283-0573	<b>Edinburg III H/S Center</b> CM: Leonor Ruiz 3817 South I Rd. Edinburg, TX 78539 Tel: 383-7041 Fax: 383-7370	<b>Las Milpas II H/S Center</b> CM: Noe Hernandez 901 E. Thomas Pharr, TX 78577 Tel: 787-6525 Fax: 787-6431	<b>Mission I H/S Center</b> CM: Zoraida Garcia 115 Mayberry Mission, TX 78572 Tel: 581-2031 Fax: 585-7802	<b>Pharr H/S Center</b> CM: Mariza Garcia 415 E. Clark Pharr, TX 78577 Tel: 781-0116 Fax: 787-4750	<b>Weslaco II H/S Center</b> CM: Natalia Salas 9 Mile W. 5 Mile N. Weslaco, TX 78596 Tel: 969-3064 Fax: 447-1789
<b>Alton H/S Center</b> CM: Simona Peña 202 W. Dawes Avenue Alton, TX 78572 Tel: 581-8854 Fax: 583-6016	<b>Edinburg IV H/S Center</b> CM: Estefana Barco 3215 Richardson Rd. Edinburg, TX 78539 Tel: 383-4730 Fax: 316-0432	<b>McAllen II H/S Center</b> CM: Martha DeLeon 1001 S. 16 <sup>th</sup> McAllen, TX 78501 Tel: 631-4240 Fax: 682-5709	<b>Mission II H/S Center</b> CM: Estrella Gonzalez 1105 East 8th Street Mission, TX 78572 Tel: 581-3635 Fax: 583-6218	<b>Progreso H/S Center</b> CM: Lupita Villada 109 W. Palm Ave. Progreso, TX 78579 Tel: 565-0107 Fax: 514-0317	<b>Weslaco III H/S Center</b> CM: Leticia Rodriguez 6 1/2 W & Exp. 83 Weslaco, TX 78596 Tel: 968-9751 Fax: 969-8668
<b>Donna I H/S Center</b> CM: Maria H. Najera 1402 Silver Avenue Donna, TX 78537 Tel: 464-2443 Fax: 464-5373	<b>Edinburg V H/S Center</b> CM: Ana Villaurrutia 3500 E. F.M. 2812 Edinburg, TX 78539 Tel: 383-0665 Fax: 383-2760	<b>McAllen IV H/S Center</b> CM: Imelda Vela 3900 South Ware Rd McAllen, TX 78501 Tel: 318-3797 Fax: 618-1256	<b>Mission III H/S Center</b> CM: Diana Mireles 3401 North Mayberry Mission, TX 78572 Tel: 580-9709 Fax: 581-3252	<b>San Carlos H/S Center</b> CM: Irma Gonzalez 134 North 86 San Carlos, TX 78539 Tel: 381-9119 Fax: 381-9307	<b>Western RD H/S Center</b> CM: Noe Gonzalez Cornr of 2221 & Western Rd Mission, TX 78572 Tel: 583-9700 Fax: 581-8155
<b>Donna II H/S Center</b> CM: Alicia Zamora 1715 Miller Avenue Donna, TX 78537 Tel: 464-2561 Fax: 461-3830	<b>Elsa H/S Center</b> CM: Alicia Becerra 700 Northwest Elsa, TX 78543 Tel: 262-4542 Fax: 262-3644	<b>McAllen V H/S Center</b> CM: Rosa Fuentes 1200 North 25 <sup>th</sup> St McAllen, TX 78501 Tel: 928-1396 Fax: 994-8292	<b>Mission IV H/S Center</b> CM: Diana Anzaldúa 301 South Inspiration Mission, TX 78574 Tel: 581-6409 Fax: 581-8265	<b>San Juan I H/S Center</b> CM: Veronica Garcia 200 North Cougar San Juan, TX 78589 Tel: 787-4358 Fax: 787-8265	<b>Administration Office</b> 1901 W. State hwy 107 McAllen, TX 78504 Tel: 383-0706 Fax: 380-2588
<b>Donna IV H/S Center</b> CM: Alicia Zamora 202 West South Avenue Donna, TX 78537 Tel: 461-2699 Fax: 461-3245	<b>Hidalgo H/S Center</b> CM: Delia Martinez 621 South 5 <sup>th</sup> St. Hidalgo, TX 78557 Tel: 843-8361 Fax: 843-6739	<b>McAllen VI H/S Center</b> CM: Leticia Zepeda 2601 Sarah Avenue McAllen, TX 78502 Tel: 683-8166 Fax: 683-1966	<b>Monte Alto H/S Center</b> CM: Alicia Becerra 25249 1st Street Monte Alto, TX 78538 Tel: 262-4591 Fax: 262-9229	<b>San Juan II H/S Center</b> CM: Norma Donava 601 Earling Rd. San Juan, TX 78589 Tel: 782-1056 Fax: 781-9022	<b>Edcouch Kitchen</b> HC: Berta Hernandez W. Hwy 107 & Mile 4 North Edcouch, TX 78538 Tel: 262-2552 Fax: 262-5284
<b>Edcouch H/S Center</b> CM: Alejandra Perez W. Hwy. 107 & Mile 4 North Edcouch, TX 78538 Tel: 262-4552 Fax: 262-7527	<b>La Herencia H/S Center</b> CM: Olga Rubio RR 3 Box 3059 Mercedes, TX 78570 Tel: 514-4828 Fax: 514-4917	<b>Vine Terrace H/S Center</b> CM: Ludivina Almaguer 2220 (B) North 27 <sup>th</sup> St McAllen, TX 78501 Tel: 687-9437 Fax: 630-4707	<b>Palmview I H/S Center</b> CM: Cynthia Gonzalez 515 Commercial Blvd. Palmview, TX 78572 Tel: 480-1394 Fax: 519-7373	<b>Sullivan City H/S Ctr</b> CM: Mirta Trigo Highway 83 Sullivan City, TX 78595 Tel: 485-2996 Fax: 485-9597	<b>Palmview Kitchen</b> HC: Susana Garcia 1208 Palula Street Palmview, TX 78572 Tel: 581-7415 Fax: 581-0020
<b>Edinburg I H/S Center</b> CM: Dalia Gutierrez 225 South 25 <sup>th</sup> St Edinburg, TX 78539 Tel: 383-3922 Fax: 383-0823	<b>La Joya H/S Center</b> CM: Marissa Guerra 105 E. 5th & Leo Avenue La Joya, TX 78560 Tel: 581-2022 Fax: 584-7298	<b>Mercedes I H/S Center</b> CM: Luisa Barrera 1100 W. Expressway 83 Mercedes, TX 78570 Tel: 565-5062 Fax: 514-1163	<b>Palmview II H/S Center</b> CM: Beatriz Niño 618 Breyfogle Rd. Palmview, TX 78572 Tel: 583-4435 Fax: 584-3178	<b>Weslaco I H/S Center</b> CM: Natalia Salas 310 N. Kansas Street Weslaco, TX 78596 Tel: 968-3886 Fax: 969-8116	
<b>Edinburg II H/S Center</b> CM: Dalia Gutierrez 1200 North 1 <sup>st</sup> Street Edinburg, TX 78539 Tel: 380-1088 Fax: 287-9321	<b>Las Milpas I H/S Center</b> CM: Virginia Montañez 714 Zapata Avenue Pharr, TX 78577 Tel: 483-1723 Fax: 781-2696	<b>Mercedes II H/S Center</b> CM: Olga Rubio 2601 East Mile 8th North Mercedes, TX 78570 Tel: 514-5492 Fax: 514-1247	<b>Palmview III H/S Center</b> CM: Ana Cedillo 1208 Paula Street (Rear) Palmview, TX 78572 Tel: 584-3860 Fas: 584-3857		

# EXHIBIT "C"

## Insurance Requirements

The bidder/applicant awarded the contract and any subcontractor that is sub contracted by the bidder shall furnish proof of insurance. The insurance shall be in place prior to providing any services under the contract and to continue at all times in force in effect during the term of the contract. The insurance shall include at least the following limits:

1. Professional liability insurance policy with limits of at least One Million Dollars (\$1,000,000.00) per occurrence, or limited to claims made, and include at least a five (5) year extended reporting period.
2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars (\$300,000.00) per person and Five Hundred Thousand Dollars (\$500,000.00) per occurrence, consistent with potential exposure to County under the Texas Tort Claims Act. Coverage should include injury to or death of persons and property damage claims (with limits up to \$500,000.00) arising out of the services provided to County hereunder;
3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;
4. A Five Hundred Thousand Dollar (\$500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.
5. Workers compensation insurance in amounts established by Texas law, unless the respondent is specifically exempted from the Texas Workers' Compensation Act, Texas Labor Code Chapter 401, et. seq.

**Certificates of insurance naming County as an additional insured** shall be submitted to Hidalgo County Head Start Program- Procurement Department for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence of adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

HIDALGO COUNTY HEAD START PROGRAM  
REQUEST FOR BIDS

"PLUMBING REPAIRS"

SPECIFICATIONS

## EXHIBIT "A"

### HIDALGO COUNTY HEAD START PROGRAM

#### **SPECIFICATIONS FOR PLUMBING REPAIRS**

**OBJECTIVE:** The objective of this contract is to provide full service maintenance and repairs of all plumbing systems to include emergency service calls to keep the equipment useable and operable. Work performed shall be in accordance with manufacturer's commercial practice. Contractor understands and agrees that this is a "LABOR AND COST OVER PARTS" contract and that he will supply all equipment and parts which furnish all labor, parts, materials and supplies necessary to complete this contract.

**SITE VISIT:** Bidders must examine plumbing systems to ensure they are functioning properly and are in good condition. Bidder shall not be relieved of responsibility for properly estimating cost of services required, or condition of existing equipment, because of his failure to investigate and inspect the equipment. The visit must be coordinated in advance with Field Operations Director for the Hidalgo County Head Start Program, or designated representative, at (956) 383-0706 ext. 217.

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1. Center Location
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## **LETTERS OF RECOMMENDATION:**

Bidders must submit three (3) letters of recommendation (example: schools, cafeterias, day cares, or other governmental entities) on services provided to any of the entities mentioned above. Original letters must be included in bid package, no copies will be accepted.

## **EQUIPMENT:**

The following is a list of Centers' locations where the equipment will be serviced under this contract.

## **SEE ATTACHED LIST (Exhibit B), OF HIDALGO COUNTY HEAD START PROGRAM CENTER LOCATIONS**

**The following work is required on an as needed basis:**

- To install additional (new) gas and water lines, including fixtures, water heaters, etc.
  - Replace – parts (i.e., faucets, fixtures, disposals, pipes) etc. Replacement parts shall be the newest design available provided they are compatible with end-use equipment and functionally equivalent.
  - Drain Cleaning service
  - Water heater repair (gas or electric)
  - Repair broken Gas & Water Lines
  - Sewer lines repaired and/or installed
  - Repair of garbage disposal & dishwasher
- The following may be **required upon request:**
- Leaky Faucets
  - AVP Rooter Service
  - Shower pan repair
  - Back Flow prevention system (Install and/or re-certify)

## **EMERGENCY CALLS**

Contractor shall provide emergency service at no additional cost, in addition to normal maintenance and repairs as follows:

- (a) Emergency response within two (2) hours after call, on a twenty four (24) hour a day basis, everyday, including weekends and holidays.
- (b) Contractor shall provide a current list of individuals responsible for providing emergency calls, to Hidalgo County Head Start Program Field Operations Director or designated representative.
- (c) Automatic telephone answering or recording device numbers are not acceptable. One additional telephone number of someone within the company management structure shall also be given. This additional number is not to be used unless there has been no response to emergency calls within two (2) hours.
- (d) Emergency service requests may only be made by the Field Operations Director or designated representatives; a copy of such listing shall be provided to vendor.

**ACCESS TO BUILDINGS:** Field Operations Director or designated representative of Hidalgo County Head Start Program Field Operations Director shall establish mutually agreeable schedule for performance of routine service calls, schedule of normal operating hour points of access, and other information necessary to ensure optimum convenience to all concerned.

- (a) The facilities are located at:  
**SEE ATTACHED LISTS OF HIDALGO COUNTY HEAD START PROGRAM CENTER LOCATIONS**
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**AWARD:** Hidalgo County Head Start Program reserves the right to award the bid on a lump sum basis to one bidder or to multiple bidders if the County determines it is in its best interest to do so.

**INSURANCE:** See Exhibit C

## CENTER ROSTER

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<p><b>Donna IV H/S Center</b> CM: Alicia Zamora 202 West South Avenue Donna, TX 78537 Tel: 461-2699 Fax: 461-3245</p>	<p><b>Hidalgo H/S Center</b> CM: Delia Martinez 621 South 5<sup>th</sup> St. Hidalgo, TX 78557 Tel: 843-8361 Fax: 843-6739</p>	<p><b>McAllen VI H/S Center</b> CM: Leticia Zepeda 2601 Sarah Avenue McAllen, TX 78502 Tel: 683-8166 Fax: 683-1966</p>	<p><b>Monte Alto H/S Center</b> CM: Alicia Becerra 25249 1st Street Monte Alto, TX 78538 Tel: 262-4591 Fax: 262-9229</p>	<p><b>San Juan II H/S Center</b> CM: Norma Donava 601 Earling Rd. San Juan, TX 78589 Tel: 782-1056 Fax: 781-9022</p>	<p><b>Edcouch Kitchen</b> HC: Berta Hernandez W. Hwy 107 &amp; Mile 4 North Edcouch, TX 78538 Tel: 262-2552 Fax: 262-5284</p>
<p><b>Edcouch H/S Center</b> CM: Alejandra Perez W. Hwy. 107 &amp; Mile 4 North Edcouch, TX 78538 Tel: 262-4552 Fax: 262-7527</p>	<p><b>La Herencia H/S Center</b> CM: Olga Rubio RR 3 Box 3059 Mercedes, TX 78570 Tel: 514-4828 Fax: 514-4917</p>	<p><b>Vine Terrace H/S Center</b> CM: Ludivina Almague 2220 (B) North 27<sup>th</sup> St McAllen, TX 78501 Tel: 687-9437 Fax: 630-4707</p>	<p><b>Palimview I H/S Center</b> CM: Cynthia Gonzalez 515 Commercial Blvd. Palimview, TX 78572 Tel: 580-1394 Fax: 519-7373</p>	<p><b>Sullivan City H/S Ctr</b> CM: Mirta Trigo Highway 83 Sullivan City, TX 78595 Tel: 485-2996 Fax: 485-9597</p>	<p><b>Palimview Kitchen</b> HC: Susana Garcia 1208 Palula Street Palimview, TX 78572 Tel: 581-7415 Fax: 581-0020</p>
<p><b>Edinburg I H/S Center</b> CM: Dalia Gutierrez 225 South 25<sup>th</sup> St Edinburg, TX 78539 Tel: 383-3922 Fax: 383-0823</p>	<p><b>La Joya H/S Center</b> CM: Marissa Guerra 105 E. 5th &amp; Leo Avenue La Joya, TX 78560 Tel: 581-2022 Fax: 584-7298</p>	<p><b>Mercedes I H/S Center</b> CM: Luisa Barrera 1100 W. Expressway 83 Mercedes, TX 78570 Tel: 565-5062 Fax: 514-1163</p>	<p><b>Palimview II H/S Center</b> CM: Beatriz Nifio 618 Breyfogle Rd. Palimview, TX 78572 Tel: 583-4435 Fax: 584-3178</p>	<p><b>Weslaco I H/S Center</b> CM: Natalia Salas 310 N. Kansas Street Weslaco, TX 78596 Tel: 968-3886 Fax: 969-8116</p>	
<p><b>Edinburg II H/S Center</b> CM: Dalia Gutierrez 1200 North 1<sup>st</sup> Street Edinburg, TX 78539 Tel: 380-1088 Fax: 287-9321</p>	<p><b>Las Milpas I H/S Center</b> CM: Virginia Montañez 714 Zapata Avenue Pharr, TX 78577 Tel: 483-1723 Fax: 781-2696</p>	<p><b>Mercedes II H/S Center</b> CM: Olga Rubio 2601 East Mile 8th North Mercedes, TX 78570 Tel: 514-5492 Fax: 514-1247</p>	<p><b>Palimview III H/S Center</b> CM: Ana Cedillo 1208 Paula Street (Rear) Palimview, TX 78572 Tel: 584-3860 Fax: 584-3857</p>		

## EXHIBIT "C"

### Insurance Requirements

The bidder/applicant awarded the contract and any subcontractor that is sub contracted by the bidder shall furnish proof of insurance. The insurance shall be in place prior to providing any services under the contract and to continue at all times in force in effect during the term of the contract. The insurance shall include at least the following limits:

1. Professional liability insurance policy with limits of at least One Million Dollars (\$1,000,000.00) per occurrence, or limited to claims made, and include at least a five (5) year extended reporting period.
2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars (\$300,000.00) per person and Five Hundred Thousand Dollars (\$500,000.00) per occurrence, consistent with potential exposure to County under the Texas Tort Claims Act. Coverage should include injury to or death of persons and property damage claims (with limits up to \$500,000.00) arising out of the services provided to County hereunder;
3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;
4. A Five Hundred Thousand Dollar (\$500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.
5. Workers compensation insurance in amounts established by Texas law, unless the respondent is specifically exempted from the Texas Workers' Compensation Act, Texas Labor Code Chapter 401, et. seq.

**Certificates of insurance naming County as an additional insured** shall be submitted to Hidalgo County Head Start Program- Procurement Department for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence of adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

HIDALGO COUNTY HEAD START PROGRAM  
REQUEST FOR BIDS

"LAWN CARE SERVICES"

SPECIFICATIONS

## EXHIBIT "A"

### HIDALGO COUNTY HEAD START PROGRAM

#### SPECIFICATIONS FOR LAWN CARE:

##### OBJECTIVE:

The objective of this contract is to provide full service for all "**Lawn Care Services**" for Hidalgo County Head Start Program at the facilities listed herein. Work performed shall be in accordance with commercial practice. Contractor understands and agrees that they will supply all equipment and furnish all labor, materials and supplies necessary to complete this contract.

The Hidalgo County Head Start Program is requesting sealed bids for **LAWN CARE SERVICES** for a period of one (1) year with the option to extend for an additional ninety (90) day Grace period at the end of the contract for unforeseen delays.

The following work is required:

1. Awarded Vendor shall perform services in Hidalgo County as per attached list (EXHIBIT "B").
2. Awarded Vendor shall furnish all equipment (trucks, trailers, mowers, trimmers, and blowers), labor, materials, tools, permits, all required insurances and fees required to provide satisfactory service. All equipment to be used for this service must be up to date with all safety regulations and inspections for **safety precautions**.
3. Service provided shall be on a bi-weekly basis.
4. Any kind of litter/debris/objects must be removed and properly disposed from lawn and plants by awarded vendor before mowing is initiated for **safety precautions**. Sweeping/blowing of mowed grass/weeds must be initiated immediately after mowing has been completed for **safety precautions**.
5. Lawn Care Company shall mow lawn(s), trim around sidewalks, trees, plants, fencing perimeter and around building perimeter-Monday through Friday, between the hours of 8:00 a.m. to 5:00 p.m. unless otherwise requested by the Hidalgo County Head Start Program.
6. Any extra Lawn Care Service such as trimming hedges, trees, and/or turning soil will require prior authorization from Procurement Department before any such services are conducted.
7. The Awarded Vendor representative shall sign in (Exhibit "B") Center Roster Sign-In. The report shall contain (1) the date of service, (2) arrival and departure time, (3) name of facility, and (4) staff signature. The report shall be brought or sent in to the Hidalgo County Head Start Program-Administration Office, 1901 West State Highway 107, McAllen, TX.
8. Any and all damages to property belonging to staff or Head Start done while working at the Head Start sites will be reported to the center manager or designee (i.e., broken windows, dents to automobiles, fence). Copy of the all required insurance must accompany proposal, (EXIBIT "C").

**BILLING SPECIFICATIONS:** All Invoices must be submitted to the Field Operations Department on a MONTHLY basis. The following information must be listed on the submitted invoice.

1. **Center Location**
2. **Date**
3. **Description of service being performed**
4. **Purchase Order**
5. **Confirmation Signature from Center Director**

**ACCESS TO LAWNS:** Field Operations Director or designated representative of Hidalgo County Head Start Program Field Operations Director shall establish mutually agreeable schedule for performance of routine service, schedule of normal operating hours, points of access, and other information necessary to insure optimum convenience to all concerned.

**LETTERS OF RECOMMENDATION:**

Bidders must submit three (3) letters of recommendation (example: schools, cafeterias, day cares, or other governmental entities) on services provided to any of the entities mentioned above. Original letters must be included in bid package, no copies will be accepted.

**LOCATIONS:**

**SEE ATTACHED LIST (EXHIBIT B), OF HIDALGO COUNTY HEAD START PROGRAM CENTER LOCATIONS**

**GRACE PERIOD OPTION:** Hidalgo County Head Start Program reserves the right to continue this bid for an additional ninety (90) days Grace Period at the end of the contract term for unforeseen delay in award of new bid for next contract term.

**INSPECTION AND ACCEPTANCE:** The Hidalgo County Head Start Program Field Operations Director, or its designated representative for each department, is hereby designated to participate in the administration of this contract to insure contractor's compliance with its technical requirements, including inspection and acceptance of the services for the Hidalgo County Head Start Program performance site.

**TERM:** The initial term of these contracts will be for one (1) year from date of award. The Hidalgo County Head Start Program may terminate the contracts upon ninety (90) days advance written notice to contractors.

**SUBCONTRACTING:** The vendor awarded the contract shall not engage the service of a subcontractor without prior written consent of Hidalgo County Head Start Program. When requesting consent from Hidalgo County Head Start Program for the retention of a subcontractor to perform services hereunder, the successful bidders must present evidence that the proposed subcontractor possesses all necessary licenses and permits to perform the services described herein, and that the subcontractor and the successful vendor have obtained the required insurance coverage and policies as required by Hidalgo County Head Start Program. Payment to subcontractor must be made by vendors.

**RESPONSIBILITY OF CONTRACTOR:**

- a) The vendor awarded the contract shall present evidence that vendor possesses all necessary licenses and permits to perform the services described herein, and that the successful vendor has obtained the required insurance coverage and policies as required by Hidalgo County Head Start Program. Termination, suspension or revocation of required licenses or permits are grounds for immediate termination of any awarded contract.
- b) Interested vendors must have the capabilities to address two or more jobs at one time.

**NEW SITES:** The contracts will not automatically entitle vendors to any rights for any new buildings which may be acquired during the contract term.

**AWARD:** Hidalgo County Head Start Program reserves the right to award the bid on a lump sum basis to one bidder or to multiple bidders if the County determines it is in its best interest to do so.

**INSURANCE:** See Exhibit C

**EXHIBIT "B"**  
**Hidalgo County Head Start Program**  
**Center -- Roster West Side**

**2009 -2010**

	CENTER	DATE	ARRIVAL DEPARTURE	COMPANY REPRESENTATIVE	CENTER PERSONNEL SIGNATURE
1	ALTON HEAD START CENTER				
2	LA JOYA HEAD START CENTER				
3	LAS MILPAS I HEAD START CENTER				
4	LAS MILPAS II HEAD START CENTER				
5	MCALLEN VI HEAD START CENTER				
6	MISSION I HEAD START CENTER				
7	MISSION II HEAD START CENTER				
8	MISSION IV HEAD START CENTER				
9	PALMVIEW I HEAD START CENTER				
10	PALMVIEW II HEAD START CENTER				
11	PALMVIEW III HEAD START CENTER				
12	PEÑITAS HEAD START CENTER				
13	WESTERN RD HEAD START CENTER				
14	H.C.H.S.P. ADMINISTRATION OFFICE				

**EXHIBIT "B"**

**Hidalgo County Head Start Program  
Center -- Roster East Side**

**2009-2010**

	CENTER	DATE	ARRIVAL DEPARTURE	COMPANY REPRESENTATIVE	CENTER PERSONNEL SIGNATURE
1	ALAMO HEAD START CENTER				
2	DONNA I HEAD START CENTER				
3	EDCOUCH HEAD START CENTER				
4	EDINBURG IV HEAD START CENTER				
5	EDINBURG V HEAD START CENTER				
6	ELSA HEAD START CENTER				
7	GRANJENO HEAD START CENTER				
8	LA HERENCIA HEAD START CENTER				
9	MERCEDES I HEAD START CENTER				
10	SAN CARLOS HEAD START CENER				
11	SAN JUAN II HEAD START CENTER				
12	SULLIVAN CITY HEAD START CENTER				
13	WESLACO II HEAD START CENTER				
14	WESLACO III HEAD START CENTER				
	CENTER	DATE	ARRIVAL		

# EXHIBIT "C"

## Insurance Requirements

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2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars (\$300,000.00) per person and Five Hundred Thousand Dollars (\$500,000.00) per occurrence, consistent with potential exposure to County under the Texas Tort Claims Act. Coverage should include injury to or death of persons and property damage claims (with limits up to \$500,000.00) arising out of the services provided to County hereunder;
3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;
4. A Five Hundred Thousand Dollar (\$500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.
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