



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

To: Anacleto Martinez, Chief Deputy
Attn: Juan Tapia, Procurement Specialist
Hidalgo County Sheriff's Office

From: Elena Gomez, Buyer *EJG*
Hidalgo County Purchasing Department

Date: September 10, 2009

Re: Bid No. 2009-386-00-00-MEG Approval of Specifications for Hidalgo County Sheriff's Office "MEDICAL SUPPLIES & EQUIPMENT"

Please review the following **SPECIFICATIONS** and indicate if they meet all your requirements by marking **APPROVE** (or) **DISAPPROVE** and signing below. If you mark **DISAPPROVE**, please make any and all modifications necessary to the specifications and fax back the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4855.

APPROVE <input type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input checked="" type="checkbox"/> <i>Ta. Red</i>	

FUNDS AVAILABILITY: _____ YES / _____ NO / _____ Other

(Specify) _____

BUDGET ACCOUNT #: 9-1100-423 21-280-002-0-604
9-1100-423 21-280-002-0-664

AUTHORIZED SIGNATURE PRINTED NAME DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: elena.gomez@co.hidalgo.tx.us by no later than Thursday, September 10, 2009 at 5:00p.m.

Enclosures

EXHIBIT "A"
DALGO COUNTY SHERIFF'S OFFICE
"MEDICAL SUPPLIES & EQUIPMENT"
BID NO: 2009-38 00-00-MEG

SCOPE OF SERVICES:

Hidalgo County is requesting to obtain Medicals Supplies and Equipment on an **"AS NEEDED BASIS ONLY"**, for the Hidalgo County Sheriff's Office-Adult Detention Center (Jail Infirmary), located at 711 El Cibolo Road, Edinburg, Texas 78542. Bidder(s) will supply the Hidalgo County Sheriff's Office (Adult Detention Center) requirements of Medical Supplies and Equipment through out the contract period on an **"AS NEEDED BASIS"** only. Medical supplies will be ordered approximately every month on a one-time per month basis. Bid information will be furnished to Hidalgo County Sheriff's Office-Adult Detention Center (Jail Infirmary).

The Bidder(s) will offer Hidalgo County Sheriff's Office-Adult Detention Center (Jail Infirmary) a percentage discount from retail on all purchases by Hidalgo County Sheriff's Office-Adult Detention Center (Jail Medical Supplies and Equipment).

Bidder(s) agrees that to the extent an item is unavailable from Bidder(s) own inventory, Bidder(s) will be Responsible for locating an alternative supplier and for providing the product or service to Hidalgo County Sheriff's Office-Adult Detention Center (Jail Infirmary) for the bid price.

All bids are for new equipment or merchandise unless otherwise specified.

Bid unit price on quantity specified-extend and show total. In case of error in extension, unit prices shall govern. Bids subject to unlimited price increases will not be considered.

REQUIREMENTS:

Bidder(s) must possess a Class "A" License as defined in Section 5 of the Texas Pharmacy Act, and be a community/retail pharmacy under the Texas Pharmacy Act and related regulations.

Bidder will provide stock bottles (upon request) when ordered.

The Hidalgo County Sheriff's Office-Adult Detention Center (Jail Infirmary) requires generic substitute in all Instances.

All items will be ordered and delivered by bidder (s) during regular business hours only, unless item(s) are of emergency, therefore, item(s) must be delivered within a six to eight hour time frame.

The bidder(s) representative must be available to respond to all calls from the using County department to assist in the resolution of complaints and problems regarding orders and deliveries and the return of any and/or all goods.

The bidder(s) shall provide a telephone number for placement of calls against this bid, and shall provide the name, title and telephone number of a representative who may be contacted whenever problems arise concerning services. No telephone numbers provided for this purpose shall be serviced through an answering machine or other automatic answering device, or in any manner to impede immediate access to a representative capable of addressing problems.

- Name:
- Business and Cell Phone Numbers:

TERMS & CONDITION:

1. Term of the contract will commence upon termination of current contract and will continue for a period of two (2) year with the County's option to extend for two (2) additional one (1) year terms under the same rates, terms and conditions

EXHIBIT A
HIDALGO COUNTY SHERIFF'S OFFICE
"MEDICAL SUPPLIES AND EQUIPMENT"
"BID NO: 2009-386-00-00-MEG"

2. 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.
3. The contract shall remain in effect until contract expires, delivery/completion of services ordered or terminated by either party with a sixty (60) day written notice prior to any cancellation.
4. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the County determines it is in it's best interest to do so.
5. Hidalgo County reserves the right to reject any/all bids, to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantageous to the County.
6. Items may be substituted by vendors but, must be equal or better and must be approved by the Hidalgo County if quoted item is out of stock.
7. Vendor must provide and maintain proof of Automobile, General and Worker's Compensation Insurance's (Refer to Exhibit "C", Insurance Requirements).
8. The successful bidder will indemnify and hold harmless the County, and its officers, officials, and employees, agents and attorneys for any and all claims and expenses arising out of or related to the performance of the contract awarded pursuant hereto.
9. Hidalgo County reserves the right to seek purchases for "Medical Supplies & Equipment" from State Awarded contracts whenever it is in the County's best interest to do so.
10. Hidalgo County reserves the right to award on an "all or none basis".
11. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.

MARKET VOLATILITY AND UNIT PRICE ADJUSTMENTS:

Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility.

- 1) Requesting Price Adjustment: Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.
 - A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.
 - The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
 - The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
 - No price escalation will be authorized in excess of the amount of the increase referred to in the supplier's notice.
 - The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all

EXHIBIT A
**HIDALGO COUNTY SHERIFF'S OFFICE
"MEDICAL SUPPLIES AND EQUIPMENT"
"BID NO: 2009-386-00-00-MEG"**

- orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.
- 2) Price Reduction: Vendor shall notify the County at the time when the Vendor's costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.
 - 3) Timeframe for Adjusted Price Increases: Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.
 - 4) Allowable Review Periods: Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.
 - 5) Dollar Limit to Price Changes: The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.

ADDITIONAL INFORMATION:

All costs and expenses associated with the preparation and submission of bids shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to Hidalgo County.

Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding quotes, bids, proposals, or statement of qualifications be addressed to Martha L. Salazar, Purchasing Agent, 2812 S. Business Highway 281, Edinburg, Texas 78539.

TELEPHONE INQUIRIES WILL NOT BE ACCEPTED. ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, MONTH, DATE, 2009 by 5:00 P.M. Responses will be sent to all applicants via facsimile by no later than, MONTH, DATE, 2009 by 5:00 P.M.

HIDALGO COUNTY SHERIFF'S OFFICE
"MEDICAL SUPPLIES AND EQUIPMENT"
"BID NO: 2009-386-00-00-MEG"

DESCRIPTION			
#	MEDICAL SUPPLIES & EQUIPMENT	ESTIMATED MONTHLY QUANTITIES	BRAND OR GENERIC
1	MULTISTIX 10 SG. DIB AND READ TESTS <i>RX</i>	100 TESTS/BTL = 5 BOTTLES	BRAND- GENERIC-
2.	PHYSICIAN'S DESK REFERENCE	LASTEST EDITION (YRLY)	
3	TOE NAIL CLIPPERS SMALL	0 ITEMS	
4	KERLIZ OTC	50 ROLLS	BRAND- GENERIC-
5	ETOH PREP OTC	10 BOXES	BRAND- GENERIC-
6	ALCOHOL ISOPROPYL 70% OTC		BRAND-
	SAME		GENERIC-
7	HYDROGEN PEROXIDE OTC		BRAND-
	SAME H2O2		GENERIC-
8	LINDANE SHAMPOO 1% OTC	GALLON BTLS--20 GALS	
9	ALCOHOL PREP PADS <i>OTC</i>	50 BOXES	
10	IV CANNULAS <i>OTC</i>	150 CANNULAS	
11	IV START KITS <i>OTC</i>	150 KITS	
12	STERILE H2O <i>OTC</i>	200 BOTTLES	
13	NS FOR IRRIGATION <i>OTC</i>		
14	IV POLES <i>OTC</i>	2	
15	IV TUBING <i>OTC</i>	150 SETS	
16	SPUFFLE PLASTIC ¼ OZ. PLASTIC SQUAT CUPS <i>OTC</i>	1M/BOX = 10 BOXES	
17	STAPLE REMOVER KITS	25 KITS	
18	STERILE COTTON APPLICATOR SWABS	10 CASES	
19	N-95 RESPIRATOR MASKS	75 BOXES	
20	WELCH PROBE COVERS	150 BOXES	
21	ULTRA SOUND GEL	10 TUBES	
22	SYRINGES WITH NEEDLES	100 BOXES	
23	LIFESCAN UNISTIX	250 BOXES	
24	ELECTRODES FOR WELCH/ALLEYN EKG	100 SETS	
25	SUTURE SETS	10 BOXES	

EXHIBIT A
HIDALGO COUNTY SHERIFF'S OFFICE
"MEDICAL SUPPLIES AND EQUIPMENT"
"BID NO: 2009-386-00-00-MEG"

26	SUTURE REMOVAL KITS	50 KITS/CASE = 10 CASES	
27	SUTURES	10 BOXES	
28	COLOSTOMY DRAINABLE POUCHES SIZE - 2¾"	10 BOXES	
29	STOMAHESIVE FLEXIBLE WAFERS SIZE - 2¾"	10 BOXES	
30	DIAGNOSTIC PEN LIGHTS	6/PKG = 4 PKGS	
31	COTTON TIP APPLICATORS 6" NON-STERILE (individually wrapped)	1M/CASE = 1 CASE	
32	SOF-KLING CONFIRMINGBANDAGE 3" X 4" / 1 YDS	96/CASE=50 ROLLS	
33	SELF ADHERING GAUZE 12"X10"YDS X1" W	12/BOX=10 BOXES	
34	STERILE EYE PADS, OVAL 2c" X 2e"	50/12 CTNS / CASE= 2 CASE	
35	SYRINGES WITH NEEDLE 5CC GAUGE 1"	100/BOX = 60 BOXES	
36	SCALPEL STERILE STAINLESS	10/BOX = 20 BOXES	
37	GAUGE PADS STERILE 2" X 4" STEEL DISPOSABLE W/HANDLE	100 BOX = 100 BOXES	
38	TONGUE BLADE DEPRESSORS	500/10 BOXES/CASE=1 CASE	
39	TELA PADS 3" X 4" ADHESIVE	100/BOX = 30 BOXES	
40	BAND-AIDS 1" X 3"	100/BOX = 15 BOXES	
41	BUTTERFLY STRIPS MED. 1¾" X 3/8"	100/BOX = 5BOXES	
42	BUTTERFLY STRIPS LARGE 2¾" X ½"	100/BOX= 5 BOXES	
43	ALCOHOL PREPS WEBCOL	200/BOX = 15 BOXES	
44	K-Y JELLY OR EQUAL	3 OZ/TUBES = 10 TUBES	
45	SYPHYNOMETERS ANEROID LARGE resistant KING		
46	TRU-TOUCH VINYL GREEN NON-STERILE GLOVES	50/BOX(LO)/CASE=5 CASES	
47	IRRIGATIVE EYE SOLUTION	4 OZ/BTL = 10 BOTTLES	
48	SELF-ADHERENT BANDAGE 1" X 5 YDS.	24/BOX = 20 BOXES	
49	EXPANDOVER ELASTIC MEDICALTAPE 1" X 5 YDS.	48/CASE = 1 CASE	
50	QUICK ICE INSTANT COLD	24/CASE = 12 CASES	