

EXHIBIT "A"
HIDALGO COUNTY

"Purchase, Removal & Related Services for Shredded & Recyclable Materials"
RFB NO: 2010-216-00-00-MEG

PROJECT OVERVIEW

The Hidalgo County Clerk's Office currently recycles (shreds) its own discarded paper as well as paper from other County Departments. In an effort to more efficiently utilize County assets, the County Clerk wishes to implement a program to generate revenue from the sale of recyclable materials including, but not limited to, paper, cardboard, aluminum and plastic products. Although the program will commence with those departments for which the County Clerk currently provides shredding services, Hidalgo County reserves the right and option to expand this program to include (at a time that is determined and recommended by the County Clerk) those County departments as yet not part of the project.

SCOPE

Hidalgo County-Clerk's Office, "the Project Manager", is seeking qualified companies to bid on the purchase and removal of recyclable materials and award a contract for the **"Purchase, Removal & Related Services for Shredded & Recyclable Materials"** on an **"As Needed Basis"**:

SERVICE LOCATIONS and POINTS OF CONTACT (POC):

➤ **Sites:**

- Records Management Warehouse-317 N. Closner, Edinburg, Texas 78539
POC
1st Armando Perez Jr. 956-318-2100 ext 6107 956-292-7676
2nd Daniel Yarrito 956-318-2100 ext 6109 956-292-7000
3rd Fernando Gomez 956-318-2100 ext 6109 956-292-7000

- San Carlos Warehouse-E. SH 107 & 6th Street San, Carlos, Texas 78539
POC
1st Armando Perez Jr. 956-318-2100 ext 6107 956-292-7676
2nd Fernando Gomez 956-318-2100 ext 6109 956-292-7000
3rd Daniel Yarrito 956-318-2100 ext 6109 956-292-7000

BIDDER(S) MINIMUM REQUIREMENTS

Interested and qualified Bidder(s) that meet the Minimum Requirements are invited to submit a Procurement Packet.

1. The Bidder(s) must be able to accept any loose, bagged and/or baled paper, cardboard, aluminum and plastic etc.
2. The Bidder(s) shall schedule pick up on the first and third Monday of the Month unless there is a holiday, which shall then be pickup up on the following business day. Hidalgo County reserves the right to change scheduling for pickup of materials on a weekly basis.
3. Bidder(s) must provide a container in which all material will be placed in and removed by the Bidder.
4. The Bidder must have the ability to pick up materials from two designated area(s) and the proper equipment to load the container with the shredded/destroyed material to sell (i.e. forklift, etc)
5. The Bidder(s) must have the ability to leave a container at either site.
6. Hidalgo County must have access to the vendor's facility if needed, to ensure the materials are being disposed properly.

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7. Bidder(s) must include a copy of the scale ticket.
8. Bidder(s) must provide weight ticket to coincide with payment, weight ticket and check must be submitted to the Treasure's Office and a copy to County Clerks Office.
9. Bidder(s) must also provide the process of what happens to the shredded / destroyed material, once it has left the County's possession.
10. The Bidder(s) must also provide a summary report of the material sold, if needed by the Hidalgo County Departments utilize services.

11. PRE-BID CONFERENCE

A pre-bid conference will be held on **DAY, MONTH DATE, 2010 at TIME a.m.** in Hidalgo County Purchasing Department Conference Room located at 2802 South Business Hwy. 281, Edinburg, Texas. The purpose of the pre-bid conference is to answer any questions associated to the Specifications and/or Requirements or walk thru if necessary. It is the responsibility of the bidder to acquire all applicable data needed to submit a bonafide response. **ALL BIDDERS ARE ENCOURGED TO ATTEND THIS CONFERENCE.**

TERMS & CONDITION:

1. Term of contract is for one year, with fixed prices per ton and/or lb.
2. Either party has the option to cancel the contract with sixty (60) days written notice prior to be cancellation.
3. County reserves the right to continue this agreement for an additional sixty (60) day grace period at the end of the contract term due to an unforeseen delay in the award of a new bid for next contract term.
4. County will seek purchases from state awarded Bidder(s) whenever it is, its best interest to do so.
5. Bid award will be made to the most qualified, responsive, responsible bidder meeting all specifications and/or requirements.
6. After bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidders(s) and/or in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next most qualified bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost to the County.
7. Any contract awarded to a successful bidder will be in effect until;
 - a) The contract expires
 - b) Delivery acceptance of products and/or performance of services ordered, or
8. Hidalgo County reserves the right to award the bid to **MULTIPLE** bidders if the County Determines it is in its best interest to do so.
9. Bidder(s) must provide and maintain proof of Automobile, General and Worker's Compensation Insurance's (Refer to Exhibit "C", Insurance Requirements).

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10. 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 advantage to the County.
11. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
12. All costs and expenses associated with the preparation and submission of (bids, proposals And/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.
13. 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.
14. County, upon request, shall be furnished with samples of all proposed containers, together with written construction specifications for the same.

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.

Information regarding this project can be addressed in writing, to the Hidalgo County Purchasing Department. Hidalgo County is also requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposal or statement of qualifications be addressed to Martha L. Salazar, Cppb, Purchasing Agent, AT 2802 SOUTH BUSINESS HWY 281, EDINBURG, TEXAS 78539. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, month date day AT 5:00 P.M. AT (956) 318-2629. RESPONSES TO SAID INQUIRIES WILL BE SENT TO ALL APPLICANTS VIA FACSIMILE BY NO LATER THAN 5:00 P.M. month date day 2010.