



MEMORANDUM

2812 SOUTH BUSINESS HIGHWAY 281 ★ EDINBURG, TEXAS 78539★TEL: (956) 318-2626 ★ FAX: (956) 318-2629

To: Renan Ramirez, Chief Information Officer
Hidalgo County Information Technology

From: Yolanda Velasquez 
H. C. Purchasing Dept. Buyer II

Date: October 18, 2010


Re: RFP No. 2010-352-00-00-YZV Approval of Specifications/Requirements for HIDALGO COUNTY- "TIME CLOCKS (EQUIPMENT AND WARRANTY)"

Please review the following **SPECIFICATIONS** and verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE**. If specification is **not** met, make any and all modifications necessary and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions or need additional information please call me at (956) 318-2626 ext# 4881.

APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS	<input type="checkbox"/>

FUNDS AVAILABILITY: Yes _____ No _____ Other specify _____

BUDGET ACCOUNT#:  0-1100-415-00-200-002-0-745

 RENAN RAMIREZ 11/3/2010
AUTHORIZED SIGNATURE PRINTED NAME DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 318-2629 or E-mail: yolanda.velasquez@co.hidalgo.tx.us no later than WEDNESDAY, October 27, 2010 by 2:00P.M.

ENCLOSURES



EXHIBIT "A"

**REQUIREMENTS
HIDALGO COUNTY**

RFP № 2010-352-00-00-YZV

**"TIME CLOCK (EQUIPMENT INSTALLATION AND
WARRANTY)"**

HIDALGO COUNTY
REQUEST FOR PROPOSAL
“TIME CLOCK (Equipment, Installation and Warranty)”
RFP NO: 2010-352-00-00-YZV

Overview:

The County of Hidalgo is seeking to engage Proposer’s to furnish “**TIME CLOCK (Equipment Installation and Warranty)**” and “*Must be compatible with Hidalgo County’s current proprietary Time and Attendance Applications*”. The Hidalgo County Purchasing Department will receive sealed envelopes containing proposals for the provision of “**TIME CLOCK (Equipment, Installation and Warranty)**” as specified herein. Sealed proposals will be accepted until **9:30 A.M., Wednesday, MONTH 00, 2010**. **ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

The Hidalgo County Drainage District No. 1 Board of Director’s may, at their option, utilize the “**TIME CLOCKS (Equipment, Installation and Warranty)**” selected by Hidalgo County For Hidalgo County Drainage District No. 1. Should the Board of Director’s of Hidalgo County Drainage District No. 1 decide the firm selected as the Provider is the same as the one selected by Hidalgo County, the Provider shall offer Hidalgo County Drainage District No. 1 the same terms and provisions as it offers Hidalgo County.

Deliver Submittal to:

RFP Number: **2010-352-00-00-YZV**

“TIME CLOCK (EQUIPMENT, INSTALLATION AND WARRANTY)”

US Postal Mail Address:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

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 are routed to Martha L. Salazar, CPPB, Purchasing Agent, at 2802 South Business Hwy 281, New Administration Building, Edinburg, Texas 78539. All inquires must be directed to Hidalgo County Purchasing Agent, Martha L. Salazar. All responses will be distributed through Hidalgo County Purchasing Department. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE (956) 318-2629 or via email: yolanda.velasquez@co.hidalgo.tx.us NO LATER THAN Wednesday, Month 00, 2010, at 5:00 P.M. at (956) 318-2629.** Responses will be sent to all applicants via facsimile by Friday, **Month 00, 2010**. **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 successful participant fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged 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:

Respondents to this RFP must submit a signed Proposer’s Affidavit (attached herein in Exhibit “E” certifying that the submission is **(1)** not the result of Collusion as described in the Proposer’s Affidavit; **(2)** that the Respondent does not have a Conflict of Interest as described in the Proposer’s Affidavit; or **(3)** 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 the contract shall be for **One (1)Year**, with **Hidalgo County Commissioner's Court sole discretion to extend for one (1) additional year** extension based on prior year's performance evaluation and contingent upon cost remaining unchanged.

Hidalgo County reserves the right to continue this proposal for an additional sixty (60) day "Grace Period" at the end of the contract term for unforeseen delay of award for next term and contingent upon cost remaining unchanged. Additional requirements to be included in the contract, stated under **Warranty and Support Requirements** in ***Exhibit "A"*** .

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.

NUMBER OF COPIES TO BE SUBMITTED:

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 proposers 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 proposer who is qualified, licensed and certified. The proposer will directly perform the required services are required to have any and all applicable licenses, permits, credentials, qualifications to perform necessary services. Must submit any and all applicable licenses, permits, credentials, qualifications with RFP. Photostat copies are acceptable

PERSONNEL AND STAFFING:

The proposers 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 qualified.

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

SECTION III -SCOPE OF SERVICES:

HARDWARE REQUIREMENTS

1. The time clock must provide biometric finger scanning capabilities.
2. The time clock must have at least 512K of RAM.
3. The time clock must have at least 256K of programmable flash memory.
4. The time clock must work in a single or multi-clock environment.
5. The time clock must be EIA Standard RS232 or RS485 compatible.
6. The time clock must provide an Ethernet 10/100 Base T with DHCP.
7. The time clock must have HID ProxPoint capabilities.
8. The time clock must provide power over Ethernet PoE capabilities.
9. The time clock must have optional support for a UPS System.
10. The time clock must have on-board setup and diagnostic utilities.
11. The time clock must have a four-line display.
12. The time clock must accept both 12 and 24-hour formats.
13. The time clock must be able to stand-alone and connect on demand or at pre-scheduled times to Hidalgo County's time clock server.

PROGRAMMING REQUIREMENTS

1. The time clock must provide programming capabilities to interface with Hidalgo County's existing time clock software.
2. The programming application must be able to define commands by transaction type: On-line interactive, batch mode, or Internet mode.
3. The programming application must be able to provide complete control over the entry, filtering, and validation of data.
4. The programming application must be able to validate tables, manage schedules, employees, and departments.
5. The programming application must be able to provide Biometric template management.
6. The programming application must be able to provide several levels of supervisor override capabilities.
7. The programming application must allow for PIN's to be attached to employees or selected functions.
8. The programming application must be able to define meal and grace periods and lengths.
9. The programming application must support WEM encryption.

10. The programming application must allow for employee prompting, which includes messages that can be changed, updated for one or all employees and support multiple languages.
11. The programming application must be able to display the employee name at punch.
12. The programming application must be able to define badge number length with or without padding.
13. The programming application must provide supervisor levels to be linked to an employee to control schedule overrides, miss punches, and biometric enrollment.
14. The programming application must be able to restrict the times employee can punch in or out including grace periods.
15. The programming application must provide employees to view schedules, week-to-date hours, and last punch.
16. The programming application must provide the ability to actuate bells/alarms.
17. The programming application must be able to provide a valid table of badges that can be set up for visiting employees with expiration dates.
18. The programming application must automatically adjust for Daylight Savings Time.
19. The programming application must restrict employees from double punching by not allowing the employee to use the clock for a defined period of time from the last punch.

WARRANTY and SUPPORT REQUIREMENTS

1. Must be able to provide on-hand local support.
2. Must be able to provide a 24-hour quick exchange on all time clocks under warranty.
3. Must be able to provide training to departments and staff on time clock
4. Must be able to provide a yearly warranty and support agreement.
5. Must be able to provide a four-hour response to all support issues.

PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

Proposer(s) is to provide a proposed fee on proposal page based on the scope of services/work requested.

All/Any costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the proposer and not reimbursements for such charges or expenses shall be passed onto Hidalgo County.

SECTION IV – SELECTION/EVALUATION/RANKING

SELECTION/EVALUATION/RANKING PROCESS:

The evaluation consists of a 100-point scoring system based on the “Evaluation Criteria”-Exhibit B. Those found to be incomplete, or which fail to address the needs of the County as stated herein, will not be evaluated. Only those proposals furnished complete, with all required documentation, will be evaluated. Proposers are urged to initially submit their best offer. An award (if any) will be made to that proposer whose proposal is deemed most advantageous to, and the best interest of, the County.

The County’s Chief Information Officer-Renan Ramirez, will review all proposals for completeness. After a preliminary evaluation of the technical criteria, the cost factor will be included in the evaluation process. Cost will be evaluated on an equal basis with the technical criteria.

- (A) The Hidalgo County Commissioners and/or an Evaluation Committee (selected and/or designated by Hidalgo County Commissioners) will review, score and evaluate the RFPs received in response to this “Request For Proposals”.
- (B) After the RFPs have been reviewed, scored and evaluated, the committee will present the grid to the Hidalgo County Commissioners Court for the purposes of ranking.

1. Responsiveness to the Request for Proposal (25 Points)

- a) Requested information included and thoroughness of response.
- b) Understanding and acceptance of the scope of service.
- c) Acceptance of the RFP and Contract requirements.
- d) Clarity and conciseness of the response.

2. Economic evaluation of the Proposed Fee Schedule (50 Points)

3. Capability to provide the services requested (25 Points)

- a) Background of Proposer and support personnel, including professional qualifications and length of time working in Proposers capacity.
- b) Relevant experience with public entity clients, especially governments including problems experienced with those clients and Proposers solutions.
- c) Specific experience with public entity clients, especially governments including problems experienced with those clients and Proposers solutions.
- d) Other resources, including total number of employees.
- e) References with contact names and telephone numbers.

NEGOTIATION PROCESS:

Compliance with all requirements and scope of services of RFP, the most proposed productive, qualified, experience, efficient and effective proposal in order will be reviewed and considered. Emphasis will be placed on qualifications, experience, and capability to perform the services as well as the best proposal, and meeting the needs

of the RFP. Accuracy and completeness are essential and Hidalgo County reserves the right to reject any and all RFPs.

DRAFT

EXHIBIT B
SELECTION CRITERIA

HIDALGO COUNTY
REQUEST FOR PROPOSAL

TIME CLOCK (Equipment & Warranty)

RFP NO: 2010-352-00-00-YZV

SELECTION/EVALUATION/RANKING PROCESS:

1. **Responsiveness to the Request for Proposal (25 Points)**
 - a) Requested information included and thoroughness of response.
 - b) Understanding and acceptance of the scope of service.
 - c) Acceptance of the RFP and Contract requirements.
 - d) Clarity and conciseness of the response.
2. **Economic evaluation of the Proposed Fee Schedule (50 Points)**
3. **Capability to provide the services requested (25 Points)**
 - a) Background of Proposer and support personnel, including professional qualifications and length of time working in Proposers capacity.
 - b) Relevant experience with public entity clients, especially governments including problems experienced with those clients and Proposers solutions.
 - c) Specific experience with public entity clients, especially governments including problems experienced with those clients and Proposers solutions.
 - d) Other resources, including total number of employees.
 - e) References with contact names and telephone numbers.

NEGOTIATION PROCESS:

Compliance with all requirements and scope of services of RFP, the most proposed productive, qualified, experience, efficient and effective proposal 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 RFP. Accuracy and completeness are essential and Hidalgo County reserves the right to reject any and all RFPs.

The evaluation consists of a 100–point scoring system based on the “Evaluation Criteria”– Exhibit B. Those found to be incomplete, or which fail to address the needs of the County as stated herein, will not be evaluated. Only those proposals furnished complete, with all required documentation, will be evaluated. Proposers are urged to initially submit their best offer. An award (if any) will be made to that proposer whose proposal is deemed most advantageous to, and the best interest of, the County.

The County’s Information Technology (IT) Officer –Renan Ramirez, will review all proposals for completeness. After a preliminary evaluation of the technical criteria, the cost factor will be included in the evaluation process. Cost will be evaluated on an equal basis with the technical criteria.

- (A) The Hidalgo County Commissioners and/or an Evaluation Committee (selected and/or designated by Hidalgo County Commissioners) will review, score and evaluate the RFPs received in response to this “Request For Proposals”.
- (B) After the RFPs have been reviewed, scored and evaluated, the committee will present the grid to the Hidalgo County Commissioners Court for the purposes of ranking.

EXHIBIT "B"
RFP EVALUATION FORM
HIDALGO COUNTY-"TIME CLOCK (EQUIPMENT AND WARRANTY)"

<u>Selection Criteria</u>	<u>Points</u>	<u>Score</u>
1. RESPONSIVENESS TO THE REQUEST FOR PROPOSAL 25 Pts		
➤ Requested information included and thoroughness of response	10	
➤ Understanding and acceptance of the scope of service	5	
➤ Acceptance of the RFP and Contract requirements	5	
➤ Clarity and conciseness of the response	5	
Comments/Rationale for points:	TOTAL:	=====
2. ECONOMIC EVALUATION OF THE PROPOSED FEE SCHEDULE 50 Pts		
Comments/Rationale for points:	TOTAL:	=====
3. CAPABILITY TO PROVIDE THE SERVICES REQUESTED 25 Pts		
➤ Background of Proposer and support personnel, including professional qualifications and length of time working in Proposers capacity.	5	
➤ Relevant experience with public entity clients, especially governments including problems experienced with those clients and Proposers solutions	5	
➤ Specific experience with public entity clients, especially governments including problems experienced with those clients and Proposers solutions	5	
➤ Other resources, including total number of employees.	5	
➤ References with contact names and telephone numbers.	5	
Comments/Rationale for points:	TOTAL:	=====
TOTAL SCORE:		=====

Provider: _____

Evaluator: _____ Date: _____

RFP NO: 2010-352-00-00

Buyer: YOLANDA Z VELASQUEZ

Tel. No: (956) 318-2626

REQUEST FOR PROPOSALS

HIDALGO COUNTY

“PURCHASE OF TIME CLOCKS (EQUIPMENT, INSTALLATION AND WARRANTY)”

PROPOSAL ACCEPTANCE DATE

MONTH 00,2010

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539
(956) 318-2626



Form HCPD-04

1. **Sealed Proposals** will be received for "**Hidalgo County Information Technology (IT) Department Purchase of Time Clocks (Equipment, Installation and Warranty)**", in accordance with the requirements attached hereto as Exhibit "A." Proposals should address all requirements set forth. Proposals may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall proposal.
2. **ONE (1) ORIGINAL AND SEVEN (7) COPIES** of all RFP's are required, with the vendor's name and address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package, "**RFP No: 2010-352-00-00-YZV- Hidalgo County Information Technology (IT) Department Purchase of Time Clocks (Equipment, Installation and Warranty)**" and at County's Purchasing Department with a physical address: 2802 S. Business 281 and a mailing address: 2812 S. Business Hwy 281, New Administration Building, Edinburg, Texas on **or before 9:30 a.m. Wednesday, Month 00, 2010.**

NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFP RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE WITH THE FOLLOWING REFERENCE: RFP NO: 2010-352-00-00-YZV- Hidalgo County Information Technology (IT) Department Purchase of Time Clocks (Equipment, Installation and Warranty)"

WRITTEN QUESTIONS WILL BE ACCEPTED via facsimile to (956) 318-2629 or via email to [yolanda.velasquez@co.hidalgo.tx.us](mailto: yolanda.velasquez@co.hidalgo.tx.us). by NO LATER THAN **Wednesday, Month 00, 2010, at 5:00 p.m.** Responses will be sent to all applicants by **Friday, MONTH 00, 2010 at 5:00 p.m.** **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

Hidalgo County reserves the right to refuse and reject any/all proposals and to waive any/all formalities or technicalities, or to accept the proposal considered the best and most advantageous to Hidalgo County.

3. Hidalgo County reserves the right to: **A)** separate and accept, or eliminate any items(s) listed under this proposal that it deems necessary to accommodate budgetary and/or operational requirements; **B)** reject any or all proposals/qualifications submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal for approval. Receipt of any proposal shall under no circumstances obligate County to accept the lowest dollar proposal and; **C)** award of this contract shall be made to the responsible offeror whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.
4. Failure of the delivered item(s) to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible proposer, or to reject all proposals and re-advertise.
5. For work to be performed and/or services to be provided or rendered at a County owned or operated location, each submitter shall, in its sole discretion, visit the job site before preparing the proposal and thoroughly familiarize himself/herself with existing conditions. Proposer should take field dimensions and note all circumstances which affect the proposal

6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, proposers are required to include illustrations, specifications, explanation of warranties, and service data with their proposal including catalogue numbers and any necessary references.
7. No proposal may be withdrawn within sixty (60) days from the scheduled time to accept proposals.
8. Proposed prices are to remain firm for a minimum of ninety (90) days after priced proposal opening.
9. Any interpretations, amendments, corrections or changes to this proposal document must be in a written addendum and signed by Hidalgo County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Proposals. Proposers shall acknowledge receipt of all addenda as a part of their proposal.
10. County reserves the right to accept or reject any or all RFP's.
11. Costs are to be net F.O.B. destination County Prepaid.
12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
13. Funds for this procurement have been provided through the County's budget for this fiscal year only. County on an annual basis has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a proposal or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security card to the Hidalgo County Auditor in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
15. **DELIVERY INSTRUCTIONS:**
 - No deliveries accepted after 3:00 P.M., Monday-Friday.
 - At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, CPPB, Purchasing Agent, before delivery will be accepted.
 - If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, CPPB, Purchasing Agent
(956) 318-2626
16. **BILLING AND PAYMENT INSTRUCTIONS:**
 - Invoices must include:
 - a) Name and address of successful submitter
 - b) Name and address of receiving department or official
 - c) Purchase Order Number (if any)
 - d) Notation - "**Hidalgo County Information Technology (IT) Department**

Purchase of Time Clocks (Equipment, Installation and Warranty)'''

e) Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.

- Discount payments will be considered when offered.
- Contact person for Billing and Payment questions:

Ray Eufrazio, CPA, Hidalgo County Auditor
2802 S. Business Hwy 281
Edinburg, TX 78539
(956) 318-2511

17. SCHEDULE OF EVENTS

Proposal Acceptance Date:	<u>MONTH 00, 2010</u>
Award of Contract	<u>2010</u>
Commence Work or Deliver Products	<u>2010</u>

18. ~~BID OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT:~~

- ~~If the contract proposed is for the construction of public works or is for a contract for goods and services exceeding \$100,000, all submitters shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas.~~

All participants are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.

- ~~Together with the signing of a contract or issuance of a purchase order following the acceptance of a proposal, and prior to commencement of the actual work, the proposer shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds \$50,000.~~
- ~~If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and materialmen have been paid.~~
- ~~If a contract is for the construction, alteration or repair of public buildings or public works, the contractor shall provide a payment bond for a contract in excess of Twenty Five Thousand Dollars (\$25,000.00), as required by Tex. Govt. Code Ch. 2253.~~
- ~~For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.~~

19. ETHICAL STANDARDS:

- It shall be a breach of ethics to offer, give or agree to give any elected official, department

head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.

- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. 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 successful Proposer fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged 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 located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PROPOSER.**

21. If, during the life of any contract or proposal awarded, the successful proposer's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.

22. Proposals, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

23. Minimum Standards For Responsible Prospective Proposers: A prospective proposer must

affirmatively demonstrate proposer's responsibility. A prospective proposer, by submitting a proposal, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the proposal;
- Be able to comply with the required or proposed delivery schedule;
- Have a satisfactory record of performance;
- Have a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award.

24 . Successful proposer will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful proposer's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.

25. Any contract award to a successful proposer will be in effect until:
a) the contract expires;
b) delivery and acceptance of products, and/or performance of services ordered, or;
c) terminated by County with thirty (30) day's written notice prior to cancellation.

26. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful proposer; County reserves the right to terminate any contract immediately in the event a successful proposer fails to:

- A. Meet schedules;
- B. Pay any required fees or taxes; or
- C. Otherwise perform in accordance with the requirements.

27. Successful proposer shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful proposer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful proposer indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful proposer shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful proposer's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful proposer.

28. Successful proposer shall warrant that all items/services shall conform to the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Proposal shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful proposer within two business days at no expense to County. Items not

picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

29. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.
30. The successful proposer shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.
31. Proposers shall provide with the proposal response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.
32. Proposers must provide **all** documentation requested with this Proposal in their response. Failure to provide this information may result in rejection of the proposal as non-conforming.

**Proposal for
Hidalgo County Information Technology (IT) Department
Purchase of Time Clocks (Equipment, Installation and Warranty)”**

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

In accordance with the Requirements, and subject to all laws and regulations of the United States and state and local laws, the undersigned submitter proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned submitter further agrees, upon acceptance of its proposal, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Requirements within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Proposer acknowledges receipt of all of the pages of the documents referenced in the Request for Proposal Checklist presented in connection with this procurement. Proposer understands that Hidalgo County reserves the right to reject any or all proposals and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal.

Submitter agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for accepting proposal, as contained in the Requirements.

Respectfully submitted,

Bidder: _____
Address: _____
By: _____
Printed Name: _____
Title: _____