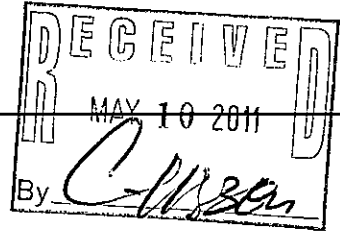




PURCHASING DEPARTMENT  
County Of Hidalgo



MEMORANDUM  
Specifications

TO: Mr. Israel "Buddy" Silva, Jr., Director and Chief Juvenile Probation Officer  
Hidalgo County Juvenile Justice Center

ATTN: Elena Gaitan via email: [elena.gaitan@jpd.co.hidalgo.tx.us](mailto:elena.gaitan@jpd.co.hidalgo.tx.us)

FROM: Sandy Suarez, Buyer II  
Hidalgo County Purchasing Department

DATE: May 5, 2011

RE: Approval of Specifications For: Judge Mario E. Ramirez, Jr. Juvenile Justice Center - "Mobile X-Ray Services" Bid No. 2011-321-00-00-SCS  
143

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 your answer is DISAPPROVE, please modify as necessary in order to meet your specifications and return the revised copy via fax to the designated Buyer in the Purchasing Department.


If you have any questions, please call me at (956) 318-2626 ext# 4860.

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

Funds Availability: \_\_\_\_\_ YES /  NO / \_\_\_\_\_

Other (Specify): \_\_\_\_\_

Budget Account No.: 1-1100-423-60-330-002-0-331

 Israel Buddy Silva, Jr. - Juvenile Prob. Dept - 5-5-11  
SIGNATURE PRINTED NAME DEPARTMENT DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: [sandy.suarez@co.hidalgo.tx.us](mailto:sandy.suarez@co.hidalgo.tx.us) by no later than Wednesday, May 11, 2010 @ 3:00 P.M.

Enclosures

**BID NO: 2011-143-06-15**

**BUYER II: SANDY SUAREZ**

**TEL. NO.: (956) 318-2626- X-4860**

## **REQUEST FOR BIDS**

**JUDGE MARIOE. RAMIREZ, JR. - JUVENILE JUSTICE CENTER**

**“MOBILE X-RAY SERVICES”**

**JUNE 15, 2011**

Contact Person:

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

956/318-2626

Form HCPD-05

**LEGAL NOTICE**

**BID NO: 2011-143-06-15-SGS**

1. Sealed bids will be received for **JUDGE MARIO E. RAMIREZ, JR.-JUVENILE JUSTICE CENTER-MOBILE X-RAY SERVICES** in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth, Bidder guarantees products/services offered will meet, or exceed, the written specifications identified in the bid. Bidders may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). All deviations from the specifications must be noted in writing, in detail, by the bidder at the time of submittal of the bid. Strong rationale must be presented for any deviation from the specifications. The absence of a written list of specification deviations will hold the bidder strictly accountable to the County to the specifications as written. Hidalgo County reserves the right to reject the deviation and its effect on the overall bid. Any deviation from the specifications as written which the bidder did not previously submit prior to bid opening, as required, will be grounds for rejection of the materials/goods/services and/or equipment when delivered.
  
2. One (1) original and Three (3) copies of all bids are required with bidders name and return 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, **"BID NO: 2011-143-06-15-SGS-JUDGE MARIO E. RAMIREZ, JR.-JUVENILE JUSTICE CENTER-MOBILE X-RAY SERVICES"** and in County's Purchasing Department, 2802 S. Business Highway 281, New Administration Building, Edinburg, Texas, on or before 9:30 a.m., **WEDNESDAY, JUNE 15, 2011.**

**NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY BID 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 OR PACKAGE WITH REFERENCE TO: BID NO: 2011-143-06-15-SGS-JUDGE MARIO E. RAMIREZ, JR.-JUVENILE JUSTICE CENTER-MOBILE X-RAY SERVICES.**

Hidalgo County reserves the right to refuse and reject any/all bids and to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantageous to Hidalgo County. Hidalgo County will not be responsible for mis-sent or misplaced bids.

3. Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so.

One or more vendors may be designated as approved "Primary" and/or "Secondary" vendors for purchases from this contract through the effective period of the award. In situations when purchasing from the Primary Vendor(s) is not in the best interest of the County (e.g., when vendor fails to meet established delivery schedules), departments may purchase from the Secondary Vendor(s).

If a vendor is in default on an order, the County reserves the right to purchase the item in default and charge the increase in price, if any, and cost of handling to the vendor. Failure to pay a damage

assessment is cause for contract cancellation and/or suspension or removal of the vendor from the County=s Centralized Master Bidders List (CMBL).

4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Once a contract is awarded, no substitutions of products on the orders will be allowed without prior written consent from ordering department(s). Substitutions must be approved prior to shipment on a trial basis only, until original item(s) becomes available. Outstanding orders are not automatically amended by an approved substitution.

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 bidder, or to reject all bids and re-advertise. The County may purchase on the open market any commodity reported by a vendor to be on back order when the resultant delivery time is unsatisfactory. Damage may be applicable in cases of a pattern of back orders. Back orders received after the delivery scheduled date will not be accepted.

5. For work performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.
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, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.
7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids. A bid cannot be altered or amended after the bid opening date and time. Any alterations made before the opening date and time shall be initialed by the bidder or the bidder's authorized agent identified in the bid.
8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening. No bid can be withdrawn after the bid opening date and time without approval of County. All approvals shall be based upon an acceptable written reason for the action. Prices submitted for the bid must be current and in effect at the time of the bid opening and shall remain firm throughout the contract term, including any contract extensions. No price increases are allowed. Vendors are required to implement immediately any price decreases, roll backs, etc. that may become available. The County must be notified in writing of any decreases for file updating purposes and notice to contract users.
9. Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.
10. County reserves the right to accept or reject any or all bids.

11. Costs are to be net F.O.B., 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. Both unit prices and extensions must be submitted. In case of discrepancies, unit prices shall govern.
13. Funds for this procurement have been provided through the County 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 bid or contract hereunder will not be construed to create a debt of the County which is payable out. Purchase orders shall be generated by the County to the successful bidder(s). The purchase order number must appear on all itemized invoices, packing slips and delivery tickets. County will not be held responsible for any orders placed/delivered without a valid, signed purchase order.
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's Office 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. POST AWARD PRODUCTS DELIVERY INSTRUCTIONS:
  - . Materials and supplies must be shipped within 72 hours from arrival of purchase order.
  - . Deliveries shall be accepted between 8:00 AM, Monday- Friday, unless prior approvals for after-hours deliveries have been obtained from respective department(s) contact person(s) before delivery will be accepted, unless other delivery arrangements have been made.
  - . At least seventy two (72) hours prior notice of delivery must be given to. Martha L. Salazar, Purchasing Agent before delivery will be accepted, unless other delivery arrangements have been made.
  - . Deliveries not made within delivery schedule shall be considered delinquent. Delinquent orders shall constitute a breach of contract. The vendor must notify the requesting department of orders that exceed the delivery schedule to either cancel the order or extend the delivery schedule for that order.
  - . At least seventy-two (72) hours prior to notice of a foreseen delivery delay shall also be given to appropriate department(s) contact person(s). The County has the right to extend the delivery date if reasons appear valid. The vendor must keep the County advised at all times of the status of the order(s). If the vendor has orders in their possession which have not been completed within the specified delivery time, the County reserves the right to withhold issuances of further orders until all orders have been filled and acceptable assurance has been given that the event will not be repeated.

- . For items not in stock at the time of order, vendor is to contact respective department(s) for approval, or cancellation, of a delivery time and date.
- . The County reserves the right to pick up orders during emergency situations.
- . If you need additional information, contact information will be provided upon contract award

16. **BILLING AND PAYMENT INSTRUCTIONS:**

- . All vendors doing business with the County must have on file a Form W-9, Request for Taxpayer Identification Number and Certifications. A copy of this form is included for your use and is to be submitted with your bid, if not on file.
  - . Invoices must include:
    - a) Name and address of successful bidder
    - b) Name and address of receiving department or official (signed delivery tickets)
    - c) Purchase Order Number (if any)
    - d) Notation-"**JUDGE MARIO E. RAMIREZ, JR.-JUVENILE JUSTICE CENTER-MOBILE X-RAY SERVICES**"-Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.

Vehicle title paperwork must be properly filled out and provided at time of delivery. The following documentation must be included: (if applicable to project)

- a) Certificate of Origin (signed Title, if used vehicle purchase)
  - b) Application For Texas Certificate Of Title (Form 130-U)
  - c) Odometer Disclosure Statement
- . Discount payments will be considered when offered. Price decreases are acceptable. Volume discount on products are acceptable by County. The County reserves the right to negotiate the price of any product listed in the catalog when larger quantities are requested by a user department.
  - . Contact person for Billing and Payment questions:

**“Judge Mario E. Ramirez Jr. Juvenile Justice Center”**  
**Israel “Buddy” Silva, Chief Juvenile Probation Officer**  
**1001 North Doolittle Road**  
**Edinburg, TX 78541**  
**956-587-6249**



**Please Submit completed 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 BIDDER.**

Bids, 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. Vendors must provide, at no cost, at least one (1) copy of any applicable Material Safety Data Sheets (MSDS) with each shipment during the term of the contract. If OSHA or Federal or State laws provide for additional requirements, those requirements are in addition to the MSDS requirement. All items must meet all applicable OSHA standards and regulations and all electrical items must bear the appropriate listing from UL, FMRC, or NEMA.

20. Minimum Standards For Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must be a well established organization and have an adequate number of trained personnel to ensure quality and performance and completion of contract within a specified time period. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:
  - . Possess or is able to obtain adequate financial resources as required to perform under the bid;
  - . 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.
21. Successful bidder 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 bidder'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.
22. 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 bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:
  - A. Meet schedules;
  - B. Pay any required fees or taxes; or
  - C. Otherwise perform in accordance with the specifications.
23. Successful bidder shall warrant that all items/services shall conform with 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 Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder 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.

24. 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.
25. The successful bidder 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.

**Bid for**  
**JUDGE MARIO E. RAMIREZ, JR.-JUVENILE JUSTICE CENTER**  
**“MOBILE X-RAY SERVICES”**  
**BID NO.: 2011-143-06-15-SGS**

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

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

Bidder acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all bids and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids, as contained in the Specifications.

Respectfully submitted,

Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## EXHIBIT "A"

### JUDGE MARIO E. RAMIREZ, JR. JUVENILE JUSTICE CENTER "MOBILE X-RAY SERVICES" 2011-143-06-15-SGS

#### PROJECT OVERVIEW- SCOPE OF SERVICES- SPECIFICATIONS

Scope of services for **JUDGE MARIO E. RAMIREZ, JR JUVENILE JUSTICE CENTER** in detail on an "As Needed Basis" for Juveniles X-Rays render, provide and complete in order to comply with all aspects of "Mobile X-Ray Services" project.

#### **SPECIFICATIONS**

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/Judge Mario E. Ramirez Jr. Juvenile Justice Center.

1. Hidalgo County has the option to use state contracts when it is in the County's best interest to do so.
2. Time is of the essence, the participant must be skilled and possess any and all applicable licenses, certificates, permits required under national, state, county, municipal and/or local statutes, codes, regulation, ordinances and/or ruled to be in compliance.
3. Due to security concern associated with a correctional facility, background checks on employees of vendors who enter secure areas of the detention facility may be required. We require service and turn around on a 24-hour basis.
5. A list of a minimum of three (3) current references must be submitted with your bid for information should include, but not limited to the following:
  - A). Company
  - B). Contact Person
  - C). Phone Number
  - D). Worked Preformed
  - E). Contract Term
6. All services will be done on an "**As Needed Basis**".
7. The following are examples of our most common type of X-Ray, X-Ray Development and X-Ray Reading and Report to facility Services needed, but not limited to:

1. Chest	5. Arms	9. Ankles
2. Hands	6. Back	10. Feet
3. Wrists	7. Shoulders	
4. Fingers	8. Knees	

8. Contract term is for the period of one (1) year with the County's sole discretion to extend for two (2) additional one-year terms under the same rates, terms and conditions.
9. Hidalgo County reserves the right to continue this bid for an additional (60) day "Grace Period" at the end of the contract term for unforeseen delay of award for next contract term.
10. The contracted vendor awarded the contract must furnish proof of possessing any/all necessary and applicable licenses, certificates, and permits and as stated in Specification and also provide evidence of the required insurance as outlines in Exhibit "C". When applicable, a properly signed/executed "Certification regarding Debarment, Suspension and other Responsible Matters" outlined herein as "Exhibit D" will also be submitted with the bid, Copies of all applicable licenses, certificates, and permits along with Exhibit C insurance coverage's and Exhibit "D" debarment certification form must be submitted with this packet to the Hidalgo County Purchasing Department prior to the start of the "Mobile X-ray" project.
11. Test results will not be divulged in any form to anyone other than to contract designated authorized representatives. Contracted vendor must report any use or disclosure of the protected results and information of said minor to the required and authorized H.C.J.P.D. personnel.
12. 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
  - c) Terminated by County with thirty (30) days written notice prior to the cancellation.
13. 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.
14. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
15. **BID SUBMITTAL: All forms and bid page must be complete, incomplete forms, bid page may be considered for probable cause for disqualification.**

**ADDITIONAL INFORMATION:**

Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding quotes, bids, proposals, offers or statement of qualifications be addressed to Martha L. Salazar, Purchasing Agent at physical address of: 2802 S. Business Hwy. 281, Edinburg, Texas 78539. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

All written inquiries will be accepted via facsimile no later than, **Wednesday, June 08, 2011** at **5:00 P.M.** Responses to said inquiries will be sent to all applications via facsimile by no later than, **Friday, June 10, 2011** at **5:00 P.M.**

DRAFT



with the Specifications within **Hidalgo County** following a request for Services by the Hidalgo County or his designated agent(s). Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services.

3. This Contract shall be for a period beginning \_\_\_\_\_, **2011** and ending \_\_\_\_\_, **2012** and may be extended at the sole discretion of County for an additional two (2)-one (1) year period at the same rates, terms and conditions, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first. County also reserves the right to continue this bid for an additional sixty (60) day Grace Period, under the same rates terms and conditions.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming County as an additional insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship, that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to Buyer:

Judge Mario E. Ramirez, Jr. Juvenile Justice Center  
Attention: Israel "Buddy" Silva, Jr.  
P.O. Box 267  
Edinburg, Texas 78540

If to Company \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. Any contract award to a successful bidder 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 day's written notice prior to cancellation.

15. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

WITNESS our hands in duplicate originals this \_\_\_\_ day of \_\_\_\_\_, 2011.

**DEPARTMENT:**

**HIDALGO COUNTY JUVENILE PROBATION DEPARTMENT**

**BY: \_\_\_\_\_ DATE: \_\_\_\_\_**

Israel "Buddy Silva, Jr.", Director  
and Chief Juvenile Probation Officer

**JUDGE MARIO E. RAMIREZ, JR. JUVENILE JUSTICE CENTER**

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Hon. Mario E. Ramirez, Jr., 332<sup>nd</sup> District Court  
Juvenile Department Overseer

**CONTRACTOR:**

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPROVED AS TO FORM:  
ATLAS & HALL, LLP**

By: \_\_\_\_\_  
Stephen L. Crain

**APPROVED BY COMMISSIONERS COURT:** \_\_\_\_\_

# EXHIBIT "A" SPECIFICATIONS

## **EXHIBIT “B” VENDOR’S BID**

## **EXHIBIT “C” INSURANCE REQUIREMENTS**

**EXHIBIT "D"**  
**CONFLICT OF INTEREST FORM**  
**(CIQ)**

SERVICE CONTRACT PAGE 8 OF 11

# **VENDOR/BIDDER APPLICATION**

# DEBARMENT FORM

# **RFB PACKET**