

From: [Martha Salazar](#)
To: ["Sandra Montalvo"](#)
Cc: ["Darlene Betancourt"](#)
Subject: FW: Consent AI-30886 Purchasing Dept.
Date: Friday, February 17, 2012 9:38:36 AM
Importance: High

Ms. Sandra:
Please review and respond.
Marty

From: Arcy Duran [mailto:arcy.duran@auditor.co.hidalgo.tx.us]
Sent: Thursday, February 16, 2012 5:09 PM
To: 'Martha L. Salazar'
Cc: 'Raymundo Eufrazio'; linda.fong@auditor.co.hidalgo.tx.us; 'Elizabeth Cano'
Subject: RE: Consent AI-30886 Purchasing Dept.

1. Exhibit D – “Conflict of Interest” was not attached.
2. Vendors are currently required to complete a conflict of interest in compliance with LGC Chapter 176. It is assumed that if a form was not filed with the County Clerk, a conflict did not exist.

The County should require vendors to disclose if a current conflict does not exist. If the vendor is not aware of a current conflict of interest, he should be required to complete an affidavit. A form affidavit regarding conflict of interest should be developed. The form affidavit should be completed by the vendor and attached to the legal notice as an Exhibit.

3. To the “Billing and Payment Instructions” add the following:
 - To item C add “No payments shall be made on invoices not listing a Purchase Order Number”.
 - Add as item f “Vendor should ensure that the invoice matches the purchase order information as to vendor name, purchase order number, line item description, quantity and price. In addition, Invoices must be fully documented and supported as to each item listed on the invoice (i.e. labor, materials, equipment, and/or any other charges) in order to be processed for payment.”
 - Add as item g “Vendor must provide a business physical address and business mailing address, name, title, and phone number of the contact person to the Hidalgo County Auditor’s Office
4. On Line 14 of the legal notice the following should be added: “All awarded vendors must also provide a business physical address and business mailing address, name, title, and phone number of the contact person to the Hidalgo County Auditor’s Office.”
5. On this project, references are not required as in the vending machines specs (see line 31 of vending machine specs)? What is the difference? If there is no difference, this should be added and a form should be developed and provided to the vendor for listing the references and attached as an exhibit to the legal notice.
6. The following should be added to the insurance requirements listed on item 7 of the

draft contract:

“If the coverage period shown on the vendor’s current certificate of coverage ends during the duration of the contract, the vendor must, prior to the end of the coverage period, file a new certificate of coverage with the Hidalgo County Purchasing Department showing that coverage has been extended”.

7. The vending machine specs/legal notice requires a “Proposers Affidavit”; however, the affidavit is not required on this one. Is there a difference? If not, the requirement should be added.