

## Angela Garcia

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**From:** Martha Salazar <martha.salazar@co.hidalgo.tx.us>  
**Sent:** Friday, February 24, 2012 3:06 PM  
**To:** 'Angela'; 'Sandy Suarez'  
**Cc:** 'Darlene Betancourt'; 'Arcy Duran'; 'Linda Fong'; 'Niela Cavazos'  
**Subject:** FW: Consent AI-30947 Purchasing Dept. SHOULD BE AI-30947

**Importance:** High

Ms. Angela:

Please attach this e-mail to Agenda Item 30969 Auctioneer Services. At CC meeting I will request that these recommendations be incorporated into procurement packet subject to legal review as to the best interests of the County. In addition, we will review and also opine on the merit of inclusion in the packet. This have to be verbal as I notice that the agenda is now completed titled FINAL AGENDA.

Thanks,  
Marty

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**From:** Arcy Duran [<mailto:arcy.duran@auditor.co.hidalgo.tx.us>]  
**Sent:** Friday, February 24, 2012 2:42 PM  
**To:** 'Martha L. Salazar'  
**Cc:** Ray Eufrazio; 'Linda Fong'  
**Subject:** Consent AI-30947 Purchasing Dept.

1. The following should be added to Item No. 5 of the Exhibit A, Specifications 7 Requirements, Terms and/or Conditions and to section 5 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”.

2. 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