




PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III 
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

Attached are draft specifications and bid page for the above referenced project.

Please make any changes, additions or deletions (if any) and/or indicate if these specifications meet all your requirements by signing below and marking approve or disapprove and **return by Thursday, February 28, 2013** along with your budget information in order to place on Commissioner's Court agenda and begin the bidding process.

Please make certain your department address(es) and information and needs are included and correct in the list provided under "LOCATION OF WATER DISPENSERS" starting on page 2 of specifications and add, delete or change as necessary.

If you have any questions, please call me at 318-2626, ext 4874.

APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 31100-441-00-340-003-01031 PRECINCT NO: Health Department


AUTHORIZED SIGNATURE

Eduardo Olvera
PRINTED NAME

3/11/13
DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *YS*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

H2O only

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APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 3-1100-421-00-293⁰⁰¹⁻⁰⁻⁶³¹ PRECINCT NO: 3

Heraldo Sanchez Heraldo Sanchez 2/28/13
AUTHORIZED SIGNATURE PRINTED NAME DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612

We will only be needing the water, not the dispensers.
738 N. Breafode Rd, Suite B, 78574
Mission, TX

Yvette Islas

From: irma.hinojosa [irma.hinojosa@co.hidalgo.tx.us]
Sent: Wednesday, February 27, 2013 3:19 PM
To: yvette.islas@co.hidalgo.tx.us; irma.hinojosa@co.hidalgo.tx.us

①



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

TO: Hidalgo County User Department
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DATE: February 22, 2013
Hidalgo County Purchasing Department
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APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 31100 412 000020010 PRECINCT NO: County Wide

Joel Espinoza
AUTHORIZED SIGNATURE

JOEL C. ESPINOZA
PRINTED NAME

2-28
DA



3

PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *YS*
DATE: February 22, 2013
Hidalgo County Purchasing Department
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If you have any questions, please call me at 318-2826, ext 4874.

APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 3-1100-412-00-011-001-0-631 PRECINCT NO: 44918

[Signature]

Ana Moreno

02/27/2013

AUTHORIZED SIGNATURE

PRINTED NAME

DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612

[Checkmark]



PURCHASING DEPARTMENT
County Of Hidalgo

(5)

FEB 26 2013
m 4 07

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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APPROVE

DISAPPROVE
(See changes)

X

FUNDS AVAILABILITY: Yes No Other (specify)

BUDGET ACCOUNT #: 3-1100-412-00-009-001-0- PRECINCT NO: 390 DL

Aida Salinas Flores

Aida Salinas Flores

AUTHORIZED SIGNATURE

PRINTED NAME

DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612



PURCHASING DEPARTMENT
County Of Hidalgo

①

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *YS*
DATE: February 22, 2013
Hidalgo County Purchasing Department
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APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 3-1100-412-00-006-001-0 PRECINCT NO: _____

332nd District Court

Damián Carranza
AUTHORIZED SIGNATURE

DAMIÁN CARRANZA
PRINTED NAME

2/25/13
DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612

✓



PURCHASING DEPARTMENT
County Of Hidalgo

#9 ✓

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *YS*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 3-100-412-00-004 ⁰⁰¹⁻⁴⁴²⁺²³⁵ PRECINCT NO: 206

[Handwritten Signature]

Delma G. Silva

3/6/13

AUTHORIZED SIGNATURE

PRINTED NAME

DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612



PURCHASING DEPARTMENT
County Of Hidalgo

10

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *YS*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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APPROVE

DISAPPROVE

(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT # 3-1100-412-00-003-001-0-631 PRECINCT NO. 139th D.C.

AUTHORIZED SIGNATURE *[Signature]*

PRINTED NAME Pedro S. Lobato

DATE 2/25/13

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612

3-1100-412-00-003-001-0-631

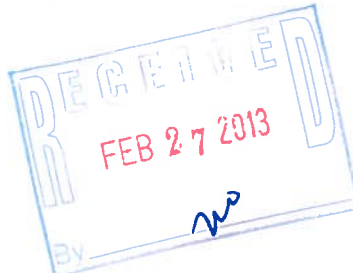
✓



PURCHASING DEPARTMENT
County Of Hidalgo

RECEIVED BY
COUNTY AUDITOR
2013 FEB 25 PM 2 44

MEMORANDUM



TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify)

BUDGET ACCOUNT #: 3-1100-415-21-170-001-0-631 PRECINCT NO: Auditor

206m
AUTHORIZED SIGNATURE

RAY EUFRACIO, CPA

PRINTED NAME

2/26/13
DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612



PURCHASING DEPARTMENT
County Of Hidalgo

A

RECEIVED
FEB 27 2013
By *no* 10:17

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *[Signature]*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 3-1100-415-40-180-001-0-631 PRECINCT NO: _____

County Clerk

[Signature]
AUTHORIZED SIGNATURE

Noe Lopez Jr.
PRINTED NAME

2/26/13
DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612



PURCHASING DEPARTMENT
County Of Hidalgo

15

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *YS*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: ~~3-1100-421-00-292-00-0631~~ PRECINCT NO: 2 / Constable

Armando Campas
AUTHORIZED SIGNATURE

Armando Campas
PRINTED NAME

2/25/13
DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612

✓



PURCHASING DEPARTMENT
RECEIVED BY
COUNTY AUDITOR
County of Hidalgo
2013 FEB 28 PM 3 32

16

MEMORANDUM

RECEIVED
MAR 04 2013
By _____

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 3-1100-421-00-294-001-0-631 PRECINCT NO: 4

Constable

AUTHORIZED SIGNATURE

PRINTED NAME

DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612



PURCHASING DEPARTMENT
County Of Hidalgo

2

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *YS*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 3-1100.412.00-025.001-0-631 PRECINCT NO: County Court at Law No. 5

Joanna Guerra Joanna Guerra 2-27-13
AUTHORIZED SIGNATURE PRINTED NAME DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612



PURCHASING DEPARTMENT
County Of Hidalgo

22

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 3-1100-412-20-000-001-0-651 3-1100-412-00-050-002-0-631 PRECINCT NO: _____

[Signature]
FOR RENE GUERRA

RENE CAZARES

2/27/2013

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612

- WILL NEED WATER DELIVERED TO THE OLD ADMINISTRATION BUILDING LOCATED AT 100 E. CAND, EDINBURG.
- WOULD LIKE SOME STORAGE RACKS FOR WATER CONTAINERS INCLUDED AS PART OF SPECS.



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM



TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *YS*
DATE: February 22, 2013
Hidalgo County Purchasing Department
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APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 3-1100-412-00-090-001-0442 PRECINCT NO: _____

Stephanie Palacios
AUTHORIZED SIGNATURE

Stephanie Palacios
PRINTED NAME

3/5/13
DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612





PURCHASING DEPARTMENT
County Of Hidalgo

59,60,61,111

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *YS*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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If you have any questions, please call me at 318-2626, ext 4874.

with mod.ifications see
*110

APPROVE

DISAPPROVE

(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

3-1100-466-00-122-018/082-0-442+631

BUDGET ACCOUNT #: *3-6200-491-00-122-005-0-442+631* PRECINCT NO: *2*

Yolanda Cisneros
AUTHORIZED SIGNATURE

Yolanda Cisneros
PRINTED NAME

2/25/2013
DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612



PURCHASING DEPARTMENT
County Of Hidalgo

6763

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT # 3-1100-452-00-123-008-0-631 ^{4/1/13} PRECINCT NO: 3
3-1100-452-00-123-001-A-631 # 4/2

[Signature] Joe M Flores 2/26/13
AUTHORIZED SIGNATURE PRINTED NAME DATE

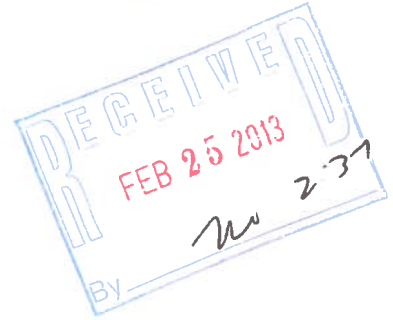
SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612

Act 3 ✓



PURCHASING DEPARTMENT
County Of Hidalgo

64, 65, 66



MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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If you have any questions, please call me at 318-2626, ext 4874.

APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: ~~3-1200-431-00-124-0050~~ ^{442, 607, 631} PRECINCT NO: 4
~~3-1200-431-00-124-0070~~ ^{442/607/631} Gloria A. Beltran 2/25/13 ^{442/607/631}
AUTHORIZED SIGNATURE PRINTED NAME DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612

Add. Hidalgo Co. Pct 4 - SCRC 230 N. 86th ST. Ed. TX
(1) only Cold



PURCHASING DEPARTMENT
County Of Hidalgo

71

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *YS*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

RECEIVED
FEB 26 2013
JW 4:04

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APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 023 PRECINCT NO: Probate Court

AUTHORIZED SIGNATURE

PRINTED NAME

DATE

Wm
Court Coordinator *DeBauts Lydia Barrientes* *2/26/13*

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612



PURCHASING DEPARTMENT
County Of Hidalgo

72

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *YS*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

Attached are draft specifications and bid page for the above referenced project.

Please make any changes, additions or deletions (if any) and/or indicate if these specifications meet all your requirements by signing below and marking approve or disapprove and **return by Thursday, February 28, 2013** along with your budget information in order to place on Commissioner's Court agenda and begin the bidding process.

Please make certain your department address(es) and information and needs are included and correct in the list provided under "LOCATION OF WATER DISPENSERS" starting on page 2 of specifications and add, delete or change as necessary.

If you have any questions, please call me at 318-2626, ext 4874.

APPROVE

DISAPPROVE
(See changes) #72

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 3-1100-412-30-085-003-0 PRECINCT NO: Public Defenders Office

JM AUTHORIZED SIGNATURE
JAIME E. GONZALEZ PRINTED NAME
2/27/13 DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612



PURCHASING DEPARTMENT
County Of Hidalgo

13

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *YS*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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If you have any questions, please call me at 318-2626, ext 4874.

APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: X Yes No Other (specify)

BUDGET ACCOUNT #: 3-1100-415-18-160-00-0 PRECINCT NO: Purchasing

Nelda Curyo Nelda Curyo 2/22/13
AUTHORIZED SIGNATURE PRINTED NAME DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612


✓



PURCHASING DEPARTMENT
County Of Hidalgo

74

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III 
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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If you have any questions, please call me at 318-2626, ext 4874.

APPROVE 

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 1100-419-50-125-003-0 PRECINCT NO: SAFETY DIVISION

 _____ ROY QUINTANILHA _____ 2/2213
AUTHORIZED SIGNATURE PRINTED NAME DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612



PURCHASING DEPARTMENT
County Of Hidalgo

15

RECEIVED
FEB 25 2013
By: [Signature] 3:21

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III [Signature]
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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If you have any questions, please call me at 318-2626, ext 4874.

APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 31100-423-21280-0020-631 PRECINCT NO: [Signature]

[Signature]
AUTHORIZED SIGNATURE

Comdr. Rene Gonzalez
PRINTED NAME

2-25-13
DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612

HCSO ✓



PURCHASING DEPARTMENT
County Of Hidalgo

76,77,78,79,80

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *[Signature]*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 3-1100-415-140-001-0-442 PRECINCT NO: 4

[Handwritten signature]

[Handwritten signature]

EVA MIRELES

2-27-2013

AUTHORIZED SIGNATURE

PRINTED NAME

DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612



PURCHASING DEPARTMENT
County Of Hidalgo

151

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *[Signature]*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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If you have any questions, please call me at 318-2626, ext 4874.

APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: _____ (Yes) _____ No _____ Other (specify) _____

BUDGET ACCOUNT #: 1100-415-16-150-001-0- PRECINCT NO: TREASURER OFFICE

Norma G. Garcia

NORMA G. GARCIA

03/01/13

AUTHORIZED SIGNATURE

PRINTED NAME

DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612

[Checkmark]



PURCHASING DEPARTMENT
County Of Hidalgo

82

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *[Signature]*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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If you have any questions, please call me at 318-2626, ext 4874.

APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 3-1100.444.EO-370.DCA-0-442 PRECINCT NO: Veterans Services

Emilio De los Santos *Emilio De los Santos* *2-25-2013*
AUTHORIZED SIGNATURE PRINTED NAME DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612

✓



PURCHASING DEPARTMENT
County Of Hidalgo

83-109

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *YS*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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If you have any questions, please call me at 318-2626, ext 4874.

APPROVE

DISAPPROVE
(See changes)

FUNDS AVAILABILITY: Yes No Other (specify) _____

BUDGET ACCOUNT #: 3,1292,441 00,350,001.3,
531& 442 PRECINCT NO: WIC

Norma Longoria
AUTHORIZED SIGNATURE

Norma Longoria
PRINTED NAME

2/26/13
DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612

✓



PURCHASING DEPARTMENT
County Of Hidalgo

112

MEMORANDUM

TO: Hidalgo County User Department
FROM: Yvette Salinas, Buyer III *YS*
DATE: February 22, 2013
Hidalgo County Purchasing Department
RE: RFB - "Bottled Water Services" (#13-019)

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If you have any questions, please call me at 318-2626, ext 4874.

APPROVE

with corrections

DISAPPROVE

(See changes)

FUNDS AVAILABILITY: _____ Yes _____ No _____ Other (specify) _____

BUDGET ACCOUNT #: *1000-431-00-260-001-0-631* PRECINCT NO: *Right of Way Dept.*

[Signature]
AUTHORIZED SIGNATURE

Jose N. Pena
PRINTED NAME

Feb. 27, 2013
DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT VIA E-MAIL TO yvette.islas@co.hidalgo.tx.us OR FAX TO (956) 292-7612

2802 S. Bus. Hwy 281 Edinburg, TX 78539

HOT/COLD Dispenser (1)

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

new add

✓

Bid No:2013-019-00-00-SMA	Buyer: Sandra Montalvo	Tel. No: (956) 318-2626 ext 4865
----------------------------------	-------------------------------	---

REQUEST FOR BIDS

HIDALGO COUNTY

“BOTTLED WATER SERVICES”

BID OPENING DATE: Month day, 2013

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent

Hidalgo County Purchasing Department

Physical Address: 2802 S. Business Hwy. 281 -New Administration Building

Mailing/Postal Address: 2812 S. Business Hwy. 281

Edinburg, Texas 78539

956 318-2626

Form HCPD-03



1. Sealed bids will be received for **"HIDALGO COUNTY –BOTTLED WATER SERVICES"** in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth. Bidders 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 specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall bid.
2. **One (1) original and three (3) copies** of all bids are required with the bidders name and return address clearly typed and or/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: **"RFB No. 2013-019-00-00-SMA-HIDALGO COUNTY-BOTTLED WATER SERVICES"** 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 AM WEDNESDAY, MONTH DAY, 2013.**

NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFB 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 "RFB No.-2013-019-00-00-SMA-HIDALGO COUNTY-BOTTLED WATER SERVICES".

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

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."
4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Failure of the delivered item 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.
5. For work to be 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.
8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.
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.
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 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 cards 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. **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, Purchasing Agent before delivery will be accepted.
 - If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626

16. **BILLING AND PAYMENT INSTRUCTIONS:**

- Invoices must include:
 - a) Name and address of successful bidder
 - b) Name and address of receiving department or official
 - c) Purchase Order Number (if any)
 - d) Notation-"**HIDALGO COUNTY-BOTTLED WATER SERVICES**" 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:

Hidalgo County Auditor’s Office
 2808 S. Bus. Hwy. 281
 Edinburg, Texas 78539
 (956) 318-2511
 Attn: Accounts Payable

17. **SCHEDULE OF EVENTS**

Bid Opening, 9:30 A.M.	<u>Month day, 2013</u>
Award of Contract	<u>2013</u>
Commence Work or Deliver Products	<u>2013</u>

18. **BID OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT (if applicable):**

- If the contract proposed is for the construction of public works or is for a contract for goods & services exceeding \$100,000, all bidders 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 bidders 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 45CFR Part 76.
- Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder 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 material men 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 contracts 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 bidder 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 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.

21. If, during the life of any contract or bid awarded, the successful bidder'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. Bids, and all goods and services provided hereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.
23. Minimum Standards for Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. 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.
24. 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.
25. 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.
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 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.
27. Successful bidder 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 bidder, or

of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder 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 bidder'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 and services provided by successful bidder.

28. 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.
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 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
HIDALGO COUNTY
“BOTTLED WATER SERVICES”

To: Martha L. Salazar, CPPB, Purchasing Agent
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building
Mailing/Postal Address: 2812 S. Business Hwy. 281
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"
Specifications/Requirements
Hidalgo County
"Bottled Water Services"
Bid No: 2013-019-00-00-SMA

OVERVIEW:

The purpose of this solicitation is to solicit sealed bids to establish a vendor to provide bottled water service for the Hidalgo County Departments. All services shall be provided in accordance with the specifications contained herein.

SCOPE OF WORK:

The vendor shall furnish all resources required to provide bottled drinking and/or spring water, paper cups and dispensing equipment, as specified herein on an "AS NEEDED BASIS". Hidalgo County reserves the right to add or delete item(s) during the term of the contract.

SPECIFICATIONS/REQUIREMENTS

CONTAINERS:

All containers shall be returnable/reusable, five (5) vessel/gallon capacity, designed for inverted operation on dispensers. All containers shall be clear or translucent, impact resistant, poly carbonate plastic. Water caps shall be compatible with cooler models awarded pursuant to awarded contracts and those cooler models currently owned by the respective user departments. No storage racks are needed.

LEASED EQUIPMENT:

All equipment offered by the vendor through this contract shall be new and in compliance with the following minimum specifications:

- COOLERS-Full size, free standing, shall be approximately 12.5"W x 12.5"Depth x 38"H
- DELIVERY, INSTALLATION & MAINTENANCE shall be included in the bid price.
- All COOLERS shall be Underwriter Lab approved, or equal.
- All EQUIPMENT shall not contain lead or lead based solder in contact with water.
- COOLERS shall be free standing, suitable to accept containerized water.
- COLD WATER service equipment shall be mechanically cooled with thermostatic controls.
- HOT WATER service equipment shall be electrically heated and thermostatically controlled (approximately 160°-180° Fahrenheit)
- ELECTRICAL REQUIREMENTS- 120 volt, single phase, 60 Hz.
- DRIP RECEPTOR shall be removable
- Should the models bid become obsolete, the substitution of models will be permitted under the following conditions:
 - a) the substitution confirms to the specifications as stated herein,
 - b) the specifications for the proposed substitution is provided to the user department

MAINTENANCE OF LEASED EQUIPMENT

The leased cost of each cooler shall include inside delivery and installation, full service maintenance, including labor and replacement of all non-consumable parts as well as one (1) annual inspection and cleaning/sanitizing. The vendor shall repair or replace malfunctioning coolers within twenty-four (24) hours of receiving the service call from the user department.

DELIVERIES:

- 1) All deliveries throughout the contract term must be during normal business hours; Monday-Friday from 8:00 a.m. -12:00 p.m. and 1:00 p.m. -4:00 p.m.
- 2) Bidder shall be solely responsible for familiarity with any site-specific delivery conditions. (i.e. building access, parking, elevators, stairs, security requirements, etc)
- 3) Bidder shall deliver the requested amount of product within twenty-four (24) hours following the request or earlier if requested.

PRICING:

Bidders shall indicate on the Bid Page (refer to Exhibit B); a firm unit price per five (5) gallon drinking and/or spring vessel/bottle water, 16.5 and 20 oz per case bottled water, as well as a monthly rental fee to supply water dispensers to all user departments. Prices shall include all cost associated with maintenance, installation and repairs of the water dispenser unit(s). All prices must remain firm throughout the term of the contract and any extensions thereto.

LOCATION OF WATER DISPENSERS:

The following locations listed below are to be considered minimum. The County reserves the right to request additional water dispensers or reduce the number of dispensers as necessary and Vendor agrees to comply with such requests. Vendor agrees to furnish additional water dispensers at prices agreed to in this bid.

NAME		ADDRESS	DISPENSER		
			Hot/Cold	Temp/Cold	Cold
1.	HIDALGO CO 93RD DISTRICT COURT	100 N. Closner, 2nd Floor, Edinburg, Tx	1		
2.	HIDALGO CO 92ND DISTRICT COURT	100 N. Closner, 2nd Floor, Edinburg, Tx	1		
3.	HIDALGO CO 449TH DISTRICT COURT	1001 N. Doolittle Rd, Edinburg, Tx	1		
4.	HIDALGO CO 430TH DISTRICT COURT	111 S. 9TH ST., Edinburg, Tx		1	
5.	HIDALGO CO 398TH DISTRICT COURT	100 N. Closner, 2nd Floor, Edinburg, Tx	2		
6.	HIDALGO CO 389TH DISTRICT COURT	100 N. Closner, 2nd Floor, Edinburg, Tx	2		
7.	HIDALGO CO 332ND DISTRICT COURT	100 N. Closner, 2nd Floor, Edinburg, Tx	1		
8.	HIDALGO CO 275 TH DISTRICT COURT	100 N. Closner, 1st Floor, Edinburg, Tx	1		
9.	HIDALGO CO 206TH DISTRICT COURT	100 N. Closner, 2nd Floor, Edinburg, Tx	1		1
10.	HIDALGO CO 139TH DISTRICT COURT	100 N. Closner, 2nd Floor, Edinburg, Tx			1
11.	HIDALGO CO AUDITOR'S OFFICE	2808 S. Business 281-Edinburg, Tx	1		
12.	HIDALGO CO AUXILARY COURT	100 N. Closner, (Annex Bldg.)Edinburg, Tx	1	1	
13.	HIDALGO CO BUDGET OFFICE	2818 S. Bus. Hwy. 281, Edinburg, Tx	1	2	
14.	HIDALGO CO CLERK OFFICE	100 N. Closner 1st Floor, Edinburg, Tx	1	1	1
15.	HIDALGO CO CONSTABLE PCT 2	523 S. Standard, San Juan, Tx		1	
16.	HIDALGO CO CONSTABLE PCT 4	2814 S. Business Hwy. 281 Edinburg, Tx			1
17.	HIDALGO CO CONSTABLE PCT 5	708 E.Edinburg, Ave., Elsa, Tx	1		
18.	HIDALGO CO COURT AT LAW 1	100 N. Closner 3rd Floor, Edinburg, Tx	1		
19.	HIDALGO CO COURT AT LAW 2	100 N. Closner 3rd Floor, Edinburg, Tx	1		
20.	HIDALGO CO COURT AT LAW 4	100 N. Closner 3rd Floor, Edinburg, Tx			1
21.	HIDALGO CO COURT AT LAW 5	100 N. Closner 2nd Floor, Edinburg, Tx		1	
22.	HIDALGO CO DISTRICT ATTORNEY'S OFFICE	100 N. Closner 3rd Floor, Edinburg, Tx	1		1
23.	HIDALGO CO DISTRICT CLERK & PROBATE COURT	1615 S. Closner, Ste. C, Edinburg, Tx	1		
24.	HIDALGO CO DISTRICT CLERK'S OFFICE	100 N. Closner 1st Floor, Edinburg, Tx	1		
25.	HIDALGO CO ELECTION DEPARTMENT	101 S. 10TH ST., Edinburg, Tx	2		2
26.	HIDALGO CO EMERGENCY MANAGEMENT	1615 S.Closner Ste. G, Edinburg, Tx		1	
27.	HIDALGO CO EXTENSION SERVICE	410 N 13TH ST, Edinburg, Tx			1
28.	HIDALGO CO FACILITY MGMT. OFFICE	3100 S. Hwy 281, Edinburg, Tx	2		1
29.	HIDALGO CO FACILITY MGMT. OFFICE- Carpentry Shop	219 E Loeb, Edinburg, Tx			1
30.	HIDALGO CO FIRE MARSHALLS	1124 N "M" Rd, Edinburg, Tx	1		
31.	HIDALGO CO HEALTH & HUMAN SERVICES	1304 S. 25TH, Edinburg, Tx	1	1	1
32.	HIDALGO CO HEALTH & HUMAN SERVICES	708 E. Edinburg Ave. Elsa, Tx		1	
33.	HIDALGO CO HEALTH & HUMAN SERVICES	702 E. Tejano, Hidalgo Tx			1
34.	HIDALGO CO HEALTH & HUMAN SERVICES	300 E. Hackberry, McAllen, Tx			1
35.	HIDALGO CO HEALTH & HUMAN SERVICES	1903 N FIR, Pharr, Tx		1	
36.	HIDALGO CO HEALTH & HUMAN SERVICES	1901 N. Bridge, Weslaco, Tx		1	
37.	HIDALGO CO HUMAN RESOURCES	208 West Cano, Edinburg, Tx	2		
38.	HIDALGO CO INDIGENT DEFENSE	100 N. Closner (Annex Bldg.), Edinburg, Tx		1	
39.	HIDALGO CO INFORMATION TECHNOLOGY DEPT.	100 E. Cano 4th Floor, Edinburg, Tx	1		1
40.	HIDALGO CO INFORMATION TECHNOLOGY DEPT.	100 N. Closner 1st Floor, Edinburg, Tx	1		
41.	HIDALGO CO JP PCT 1 PL 1-Gilbert Saenz	1902 Joe Stephens 301, Weslaco, Tx		1	
42.	HIDALGO CO JP PCT 2 PL 1-Bobby Contreras	300 W Hall Acres, Suite F, Pharr, Tx	1		
43.	HIDALGO CO JP PCT 2 PL 2- Rosa Trevino	300 W. Hall Acres Rd. Suite D, Pharr, Tx	1		

44.	HIDALGO CO JP PCT 3 PL 1- Luis J. Garza	730 Breyfogle St. Suite C, Mission Tx	1		
45.	HIDALGO CO JP PCT 3 PL 2 -Ismael Ochoa	730 Breyfogle St., Suite A, Mission, Tx	1		
46.	HIDALGO CO JP PCT 4 PL 1-Charlie Espinoza	212 N. 12th St, Edinburg, Tx	1		
47.	HIDALGO CO JP PCT 4 PL 2-Mary Alice Palacios	224 N. 12th Ave. Edinburg, Tx		1	
48.	HIDALGO CO JP PCT 5 PL 1- Speedy Jackson	708 E. Edinburg Ave., Elsa, Tx	1		
49.	HIDALGO CO JUDGE'S OFFICE	302 W. University, Edinburg, TX	1		
50.	HIDALGO CO JUVENILE BOOTCAMP	1711 NO. Bridge, Weslaco, Tx	1		1
51.	HIDALGO CO JUVENILE PROBATION DEPARTMENT	1001 N. Doolittle Rd., Edinburg, Tx		1	1
52.	HIDALGO CO LAW LIBRARY	100 N. Closner 1st Floor, Edinburg, Tx		1	
53.	HIDALGO CO MASTER COURT 1	100 N. Closner 2nd Floor, Edinburg, Tx		1	
54.	HIDALGO CO MASTER COURT 2	100 N. Closner 2nd Floor, Edinburg, Tx	1		
55.	HIDALGO CO PCT 1	1902 Joe Stephens, Weslaco, Tx	2	1	
56.	HIDALGO CO PCT 1- Delta Lake Park	1.5 Mi North, East Side of FM 88, Monte Alto, Tx	2		
57.	HIDALGO CO PCT 1-Sanitation	FM 1015 & MILE 11 N, Weslaco, Tx	1		
58.	HIDALGO CO PCT 1-Sunset	FM 1015 & MILE 11 N, Weslaco, Tx		1	
59.	HIDALGO CO PCT 2- Multi-Purpose Facility	1429 S. Tower Rd., Alamo, Tx		1	
60.	HIDALGO CO PCT State Office	301 E. State, Pharr, Tx			2
61.	HIDALGO CO PCT 2-Community Resource Center	509 E. Earling, San Juan, Tx	1		
62.	HIDALGO CO PCT 3-Anzaldua Park	P.O. Box 607, Mission, Tx		1	
63.	HIDALGO CO PCT 3-Landfill	3 Miles W. Military Hwy., Mission, Tx		1	2
64.	HIDALGO CO PCT 4	1102 N. Doolittle Rd., Edinburg, Tx		2	1
65.	HIDALGO CO PCT 4-Administration Office	1051 N. Doolittle Rd., Edinburg, Tx	1		
66.	HIDALGO CO PCT 4-Landfill	1102 N. Doolittle Rd., Edinburg, Tx		1	
67.	HIDALGO CO PLANNING DEPARTMENT-(w/Health Dept.)	1304 S 25th, Edinburg, Tx		1	
68.	HIDALGO CO PLANNING DEPARTMENT-Substation	2401 N. Moorefield, Mission Tx		1	
69.	HIDALGO CO PROBATE COURT	100 N. Closner, 3rd Floor, Edinburg, Tx			1
70.	HIDALGO CO PUBLIC DEFENDER'S OFFICE	100 N. Closner, 5th Floor, Edinburg, TX		1	
71.	HIDALGO CO PURCHASING DEPARTMENT	2812 S. Business Hwy 281, Edinburg, Tx	1	1	
72.	HIDALGO CO SAFETY DIVISION	2818 S. Business Hwy 281, Edinburg, Tx	1		
73.	HIDALGO CO SHERIFF'S OFFICE	711 El Cibolo, Edinburg, Tx	2	3	9
74.	HIDALGO CO TAX OFFICE-(Main Office)	2804 S. Business Hwy 281, Edinburg, Tx	5		
75.	HIDALGO CO TAX OFFICE-Auto License Dept. (Sub-Station)	509 E. Earling, San Juan, Tx	1		
76.	HIDALGO CO TAX OFFICE-Auto License Dept. (Sub-Station)	1902 Joe Stephens, Weslaco, Tx	1		
77.	HIDALGO CO TAX OFFICE-Auto License Dept. (Sub-Station)	722 Breyfogle, Ste 104, Mission, Tx	1		
78.	HIDALGO CO TAX OFFICE-Auto License Dept.(Sub-Station)	300 E. Hackberry, McAllen, Tx	1		
79.	HIDALGO CO TREASURER'S OFFICE	2810 S. Business Hwy 281, Edinburg, Tx	1		
80.	HIDALGO CO VETERANS SERVICES	2816 S. Business Hwy 281, Edinburg, Tx	1		
81.	HIDALGO CO WIC CLINIC	230 N. 86th St. San Carlos, Tx			1
82.	HIDALGO CO WIC CLINIC	113 Dawson Dr., Edinburg, Tx			1
83.	HIDALGO CO WIC CLINIC	220 Bicentennial, Suite D, Mcallen, Tx			1
84.	HIDALGO CO WIC CLINIC	3513 E. Main Ave., Suite 104, Alton, Tx			1
85.	HIDALGO CO WIC CLINIC	722 N. Breyfogle, Suite 2-C, Mission, Tx			1
86.	HIDALGO CO WIC CLINIC	1900 N. Knight, Pharr, Tx		1	
87.	HIDALGO CO WIC CLINIC	702 E. Tejano, Hidalgo Tx			1
88.	HIDALGO CO WIC CLINIC	301 S. 8th, Donna, Tx			1
89.	HIDALGO CO WIC CLINIC	371 E. Expressway 83, Sullivan City, Tx		1	
90.	HIDALGO CO WIC CLINIC	708 E. Edinburg St., Elsa, Tx			1
91.	HIDALGO CO WIC CLINIC	211 S. Schuerback Rd, Mission, Tx		1	
92.	HIDALGO CO WIC CLINIC	1901 N.Bridge Ave., Weslaco, Tx		1	

93.	HIDALGO CO WIC CLINIC	3105 E. Richardson, Edinburg, Tx			1
94.	HIDALGO CO WIC CLINIC	540 S. Texas Ave., Mercedes, Tx			2
95.	HIDALGO CO WIC CLINIC	204 W. 2nd St., La Joya, Tx			1
96.	HIDALGO CO WIC CLINIC	300 E. Hackberry, McAllen, Tx			1
97.	HIDALGO CO WIC CLINIC	313 E. Business 83, Suite 113, Alamo, Tx			1
98.	HIDALGO CO WIC CLINIC	3001 N. 23rd St. Suite 8, McAllen, Tx		1	
99.	HIDALGO CO WIC CLINIC	1429 S. Tower Rd., Alamo, Tx			1
100.	HIDALGO CO WIC CLINIC	308 W. Hall Acres, Pharr, Tx			1
101.	HIDALGO CO WIC CLINIC	509 E. Earling, San Juan, Tx		1	
102.	HIDALGO CO WIC CLINIC	417 S. Oregon Ave., Weslaco, Tx		1	
103.	HIDALGO CO WIC CLINIC	3519 W. Main Ave.- Suite B, Alton, Tx			1
104.	HIDALGO CO WIC CLINIC	1505 N. Grant St.-Suite 1 & 2, Roma, Tx		1	
105.	HIDALGO CO WIC CLINIC	3404 Brave St, Suite 5, Rio Grande City, Tx		1	
106.	HIDALGO CO WIC CLINIC (Administration Office)	3105 W. University Dr., Edinburg, Tx		1	1
107.	HIDALGO CO WIC CLINIC (Las Milpas)	125 E. Las Milpas Rd., Suite E, Pharr, Tx			1
108.	HIDALGO CO PCT 4 SCRC	230 N. 86th St. San Carlos, Tx			1
109.	HIDALGO CO PCT 2- Administrative Offices	300 W. Hall Acres Rd. Suite G, Pharr, Tx		1	
110.	HIDALGO CO RIGHT OF WAY	2802 S. Business 281-Edinburg, Tx	1		
111.	HIDALGO CO JP PCT 1 PL 2-Jesus E. Morales	1902 Joe Stephens #302, Waslaco, Tx		1	
112.	HIDALGO CO PCT 1- SHOP	1902 Joe Stephens, Weslaco, Tx		1	
113.	HIDALGO CO PCT 1- R&B SHOP	FM 105 & MILE 11N, Weslaco, TX		1	
114.	HIDALGO CO PCT 1 DRAIN. BLDG	FM 105 & MILE 11N, Weslaco, TX		1	
115.	HIDALGO CO PCT 1 TIRE SHOP	FM 105 & MILE 11N, Weslaco, TX		1	
TOTAL OF WATER DISPENSERS			62	49	52

TERMS & CONDITIONS:

- 1) **CONTRACT TERM:** The Contract term shall remain firm for an initial one (1) year with Hidalgo County's sole discretion to extend the contract for an additional two (2) one (1) year terms under the same rates, terms and conditions. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the at the end of the contract term for unforeseen delay in the award of the new bid and contingent upon cost to remain unchanged.
- 2) The vendor who is awarded will ensure that all water dispensers are working properly before and after delivery and will provide maintenance and/or replacement service in accordance with the contract.
- 3) 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 prior to cancellation.
- 4) Hidalgo County may seek purchases from state awarded vendors or any other cooperative purchasing programs, whenever it is in the best interest to do so.
- 5) After bid award and low bidder(s) default(s) in meeting the general instructions to bidders and/or comply with contractual agreement, Hidalgo County reserves the right to seek services from the next low bidder(s). In such event, County shall charge the successful bidder(s) the difference for any additional cost of such item(s).
- 6) **SUBMITTAL OF INVOICES:**
Vendor (s) must submit an invoice to each County department user. The signed delivery/sales ticket provided with each delivery shall be verified with the invoice. The vendor (s) shall provide the following on each invoice:
 - a) County department name and invoice & account number;
 - b) Purchase Order number;
 - c) Description and unit price for each item and total cost per line item and grand total of each invoice.
- 7) **PURCHASE ORDERS:**
Purchase order(s) shall be generated by the Hidalgo County Purchasing Agent to the successful vendor. The purchase order

number must appear on all itemized invoices and packing slips. The County will not be held responsible for any orders placed without a valid current purchase order number. Payment will be made for all orders received and accepted by the user department.

- 8) To expedite evaluation of the bid. It is mandatory that Hidalgo County forms be used to submit pricing information.
- 9) The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission.
- 10) Hidalgo County shall award the bid on a lump sum basis to one bidder and/or on an item by item bid basis, whichever is in the best interest of the County.
- 11) After bid awarded and low bidder(s) default(s) in meeting all specifications to bidders and/or comply with contract agreement, Hidalgo County reserves the right to seek services from the next low bidder. In such event, County shall charge the successful bidder the difference for any additional cost of such item.
- 12) Delivery of **BOTTLED WATER SERVICE** will be to various Hidalgo County agencies as covered by purchase order only. Contractor is to provide water dispensing units on a rental basis as requested by the user department in any County office.
- 13) **INSURANCE REQUIREMENTS:** Vendor must meet Hidalgo County insurance requirements and shall submit documentation requested on Exhibit "C".
- 14) 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.
- 15) **Market Volatility and Unit Price Adjustments:**
Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility:

1. **Requesting Price Adjustment:** Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.
 - A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.
 - The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
 - The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
 - No price escalation will be authorized in excess of the amount of the increase referred to in the supplier's notice.
 - The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.
2. **Price Reduction:** Vendor shall notify the County at the time when the Vendor's costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.
3. **Timeframe for Adjusted Price Increases:** Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension.

The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.

4. **Allowable Review Periods:** Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.
5. **Dollar Limit to Price Changes:** The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding this bid to be addressed to: Martha L. Salazar, CPPB, Purchasing Agent, 2812 S. Business Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE TO (956) 292-7612 OR VIA E-MAIL TO sandra.montalvo@co.hidalgo.tx.us by NO LATER THAN, Month 00, 2013, 5:00 PM. Responses will be sent to all applicants via facsimile or e-mail **by no later than, Month day, 2013, 5:00 PM.**

Leticia Saenz

From: Steve Crain [srain@atlashall.com]
Sent: Thursday, March 07, 2013 10:54 AM
To: 'Leticia Saenz'
Subject: RE:

The draft agreement is fine.

From: Leticia Saenz [<mailto:leticia.saenz@co.hidalgo.tx.us>]
Sent: Thursday, March 07, 2013 10:09 AM
To: 'Steve Crain'; 'Marynel Trevino'
Cc: 'Darlene Betancourt'; 'Sandra Montalvo'
Subject:
Importance: High

Mr. Crain-

Please review and approve as to form the **"draft" service contract** (attached hereto) for the purposes of utilizing the procurement packet for: **BOTTLED WATER SERVICES** (on an as needed basis) for Hidalgo County.

Please advise.

Thanks.



THE STATE OF TEXAS :
:
COUNTY OF HIDALGO :

SERVICE CONTRACT
C-13-019-00-00

THIS CONTRACT is made and entered into this _____ day of _____
_____, 2013 by and between the **County of Hidalgo, Texas** ("County"), and _____
_____ ("Company").

WHEREAS, Company responded to advertised notices for bids for **"Bottled Water Services"** (on an as needed basis) (the "Services"); and

WHEREAS, Company submitted a bid to provide services in accordance with Exhibit "A" Request for Bids (RFB) Procurement Packet attached hereto respectively, and incorporated herein for all purposes of (the "RFB"); and;

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with Specifications within Exhibit "A" Request for Bids (RFB) Procurement Packet, the Commissioners Court of County awarded the bid to Company.

NOW, THEREFORE, in mutual consideration of the foregoing and the

further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agrees that this Contract is entered into in order to provide the Services to the Hidalgo County. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.

2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the services in accordance with the Specifications contained in Exhibit "A" Request for Bids (RFB) Procurement Packet within **Hidalgo County** following a request for Services by the **Hidalgo County** or its designated agent. 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. Further Hidalgo County reserves the right to request these services from other sources other than the successful vendor and shall not be in violation of any terms or conditions of said contract.

3. This Contract shall be for a period of **one (1) year**, commencing on _____, **2013** and expiring on _____, **2014** and may be extended at the sole discretion of the County for an additional two (2) one (1) year terms under the same rates, terms and conditions. Hidalgo County also reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay of award for the next term and contingent upon cost remaining unchanged.

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

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. This Agreement may be terminated by County without cause upon thirty (30) days written notice.

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.

DRAFT

WITNESS our hands in duplicate originals this ____ day of _____, 2013.

APPROVED AS TO FORM

By: _____

COUNTY OF HIDALGO

ATTEST:

By: _____
Ramon Garcia, County Judge

Arturo Guajardo, Jr., County Clerk

COMPANY:

By: _____

Printed Name: _____

Title: _____

DRAFT

EXHIBIT "A"
REQUEST FOR BIDS (RFB)
PROCUREMENT PACKET

DRAFT

EXHIBIT "B"
VENDOR'S BID

DRAFT

DRAFT

EXHIBIT "C"
INSURANCE REQUIREMENTS

DRAFT