



Hidalgo County Purchasing Department
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

August 28, 2012

E-12-241-09-11

Matias Pena, Jr., Owner
Matias Pena, Jr. d/b/a PENA FARM
13303 North Hwy. 281
Edinburg, Texas 78542

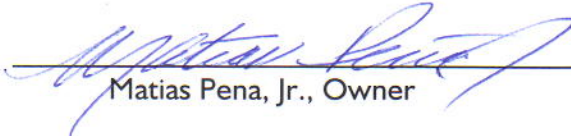
via hand delivered

Re: Extension to Contract No. C-11-224-09-27 - "Lease of Farm Land within Hidalgo County Precinct No. 4 (approximately 300 AC)"

Dear Mr. Pena:

Hidalgo County Purchasing Department will be requesting Commissioners' Court to consider the County's sole option to exercise the extension/renewal for the additional **ONE (1) YEAR** period as provided in the current contract (under the same rates, terms and conditions). Please acknowledge receipt of this notice of placement on the next Commissioners' Court agenda/meeting for discussion, consideration and action, by signing below and returning to the Purchasing Department, via facsimile to (956) 956-318-2629 or email to: leticia.saenz@co.hidalgo.tx.us so, as, to meet the agenda request form deadlines.

By:



Matias Pena, Jr., Owner

Date:



Additionally, we are requesting your company provide an "Updated Certificate of Insurance" as required through Hidalgo County's Request for (Bid, Quote, Proposal, Statements of Qualifications).

Should you have any questions or require additional information, please do not hesitate to contact me at (956) 318-2626. Your cooperation in this matter is greatly appreciated and we hope your company continues its business relationship with Hidalgo County.

Sincerely,


Leticia H. Saenz, CPPB/Contracts Manager
Hidalgo County Purchasing Department

xc: File

8/23/2011
10/07/2013

02

6588011

FMD CFL

GCN

INSURED COPY

GERMANIA

FARM MUTUAL INSURANCE ASSOCIATION
INSURANCE COMPANY
P.O. BOX 645 BRENHAM, TX 77834-0645

SECTION A)
SECTION B)



DECLARATIONS PAGE

AGENT: 142 PH: 956-689-0105
HARDING INSURANCE AGENCY
PO BOX 102
RAYMONDVILLE TX 78580-0102

INSURED: 000048555285 PH: 956-383-2975
MATIAS PENA
13303 N HWY 281
EDINBURG TX 78541-6459

MATIAS PENA
13303 N HWY 281
EDINBURG TX 78541-6459

POLICY NUMBERS
A 7 600 6588011
B 1 120 1283330

POLICY PERIOD
10/07/2011 to 10/07/2012
(12:01 AM Standard Time at the location of the residence premises)

NOTE: THIS DECLARATIONS PAGE REFERENCES TWO SEPARATE AND DISTINCT INSURANCE POLICIES. IF YOU HAVE ANY QUESTIONS REGARDING YOUR COVERAGES, PLEASE CALL EITHER YOUR AGENT AT THE NUMBER ABOVE OR GERMANIA INSURANCE AT 1-800-392-2202.

THE TOTAL PREMIUM IS \$ 3,015.00
SECTION A PREMIUM \$ 2,614.00
SECTION B PREMIUM \$ 401.00

SECTION A - GERMANIA FARM MUTUAL INSURANCE ASSOCIATION - BASIC DWELLING POLICY

OCCUPANCY	BRIEF DESCRIPTION	DEDUCTIBLE	ENDORSEMENT	LIMIT OF LIABILITY	PREMIUM
COVERAGE A (DWELLING)					
Owner	Year Of Construction 1989, Brick Dwelling 2.0 Story, 4000 LA STEEL		148 RD LE AC 603	\$417,000	\$1,280.00
Owner	Other Structures Total Liability Limit			\$41,700	
Owner	DEDUCTIBLE CLAUSE 1	\$4,170			
Owner	DEDUCTIBLE CLAUSE 2	\$4,170			
COVERAGE B (UNSCHEDULED PERSONAL PROPERTY)					
Owner	Unscheduled Personal Property -Standard		365 LE AC RD 603	\$251,000	\$886.00
Owner	DEDUCTIBLE CLAUSE 1	\$4,170			
Owner	DEDUCTIBLE CLAUSE 2	\$4,170			
COVERAGE C (SCHEDULED PERSONAL PROPERTY)					
	Farm Machinery CORNHEAD	\$250	601 603	\$40,600	\$147.00
	Farm Machinery CORNHEAD	\$250	500 601 603	\$42,200	\$153.00
	Farm Machinery 2008 IH CASE 1200 PLANTERS CBJ036523	\$250	500 601 603	\$30,000	\$109.00

SEE CONTINUATION FOR ADDITIONAL DATA

SECTION B - GERMANIA INSURANCE COMPANY - FARM LIABILITY POLICY

The location of the residence premises is: 13303 N HWY 281 ACRES 10
(See reverse side for all other insured locations, if any) EDINBURG TX 78541-

FORM OF BUSINESS:
 INDIVIDUAL JOINT VENTURE PARTNERSHIP ORGANIZATION (Other than Partnership or Joint Venture)

We will provide the insurance described in this policy in return for the premium and compliance with all applicable policy provisions. Insurance under this policy applies at the residence premises under the PARTS and for the COVERAGES where LIMITS OF LIABILITY AND PREMIUMS are stated.

Coverages and Limits of Insurance

Coverage	Per Occurrence Limit	General Aggregate Limit
Coverage H - Bodily Injury and Property Damage Liability	\$ 1,000,000	
Coverage H - Special Fire Damage Limit	\$ 50,000	
Coverage I - Personal and Advertising Injury Liability	\$ 1,000,000	\$ 1,000,000
Coverage J - Medical Payments Special Medical Payments Limit Any One Person \$ 5,000	\$ 500	
Damage to Property of Others		

CODE	ENDORSEMENT	DESCRIPTION	PREMIUM
0141B		ADDITIONAL FARM PREMISES-OVER 10 MILES FROM PRINCIPAL	\$ 41.00
01907		PRIMARY FARM-OVER 500 ACRES	\$ 360.00
TOTAL SECTION B PREMIUM			\$ 401.00

Other Forms and Endorsements made a part of this policy at the time of issue: (Number and Edition)
 FL 01 05 11 87, IL 02 75 06 95, IL 00 03 11 85, IL 01 68 09 92, IL 00 17 11 85
 FLP180 FLO163(1) FL1070 FL1076 FPO182 1004 ILO985

OTHER COVERAGES, LIMITS, CONDITIONS AND EXCLUSIONS MAY APPLY - REFER TO YOUR POLICY.



SPECIAL MEETING - SEPTEMBER 11, 2012

BERED, that on this 11th day of September A.D., 2012, there was begun and held a SPECIAL MEETING of Commissioners' Court of Hidalgo County, Texas, wherein the following members thereof were present,

HONORABLE RAMON GARCIA

HIDALGO COUNTY JUDGE

HONORABLE HECTOR "TITO" PALACIOS

COMMISSIONER, PRECINCT NO. 2

HONORABLE JOE M. FLORES

COMMISSIONER, PRECINCT NO. 3

HONORABLE JOSEPH PALACIOS

COMMISSIONER, PRECINCT NO. 4

and ARTURO GUAJARDO, JR., COUNTY CLERK & EX-OFFICIO CLERK OF THE COMMISSIONERS' COURT of Hidalgo County, Texas, wherein the following proceedings were had, to-wit:



AGENDA
CC CONSENT
COMMISSIONERS' COURT MEETING
September 11, 2012
9:30 A.M.

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a SPECIAL MEETING of the Commissioners' Court will be held at the Edinburg Council Chambers 415 W. University Drive, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

NOTICE TO THE PUBLIC
CONSENT AGENDA

The following items are of a routine or administrative nature. The Commissioners' Court has been furnished with background and support on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Commissioner, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.

On motion by COMMISSIONER, PCT. #3 JOE M. FLORES, seconded by COMMISSIONER, PCT. #4 JOSEPH PALACIOS, the Court made a UNANIMOUS vote to approve all items listed on the Consent Agenda.

Vote: 4 - 0 - Unanimously

1. **Approval of check register and payment of claims and bills** - (Payments from Juvenile Probation, Adult Probation, LEOSE Fund, DA Motor Vehicle Theft Fund, DA Bad Check Processing Fund, DA Forfeiture Fund, Sheriff Forfeiture Funds, Constable Forfeiture Funds, HIDTA Forfeiture Funds and VIT Interest Fund are presented for recording purposes only.)

2. **2012 Intradepartmental transfers:**
 - A. 2012 - Pct #1 (1200) R&B
 - B. 2012 - Pct.2 R&B (1200)
 - C. 2012 - Pct#2 R&B (1200)
 - D. 2012 - Pct #3 Parks (1100)
 - E. 2012 - Pct #3 Sanitation (1100)
 - F. 2012 - Pct #3 Sanitation (1100)
 - G. 2012 - Pct. #4 Road Maint. (1200)
 - H. 2012 - County Clerk (1100)
 - I. 2012 - County Clerk Rec. Mgmt. (1237)
 - J. 2012 - County Clerk Rec. Mgmt. (1238)
 - K. 2012 - DBM Employee Benefits (2201)
 - L. 2012 - Probate Court (1243)
 - M. 2012 - Probate Court (1100)
 - N. 2012 - Constable Pct. #1 (1100)
 - O. 2012 - Human Resources (1100)

- A. Master Court I:
Requesting approval to pay the 2011 Court Interpreters license renewal in the amount of \$100.00 to the Texas Dept. of Licensing & Regulation for Juan M. Garza, with authority for County Treasurer to issue check after review, audit, and processing procedures are completed by the County Auditor.
- B. Requesting approval to pay the 2012 County & District Clerks' Association of Texas (CDCAT) Membership Dues in the amount of \$110.00 for Arturo Guajardo, Jr., with authority for the County Treasurer to issue check after review, audit, and processing procedures are completed by the County Auditor.

8. Budget & Management:

- A. Requesting approval of reimbursement of Hidalgo County Workers' Comp. Claims paying account for claims paid by Tristar Risk Management in the amount of \$ 45,023.46 for the period of 08/16-31/2012 and requesting approval of wire transfer.
- B. 1. Approval of reimbursement in the amount of \$853,941.16 to Blue Cross Blue Shield Insurance Company for claims paid on behalf of Hidalgo County from 08/18/12 to 08/31/12.

08/18-24/12	\$425,295.69
08/25-31/12	\$428,645.47
TOTAL	\$853,941.16

2. Approval of wire transfer to cover claims paid.

9. Purchasing Dept:

Notes:

A. FOR ANY CONTRACTS(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).

- A. 1. Requesting CC grants and order for the exemption from competitive bidding requirements under Texas Local Government Code, 262.024 (a)(7)-'an item that can be obtained from only one source';

2. Approval of a "Sole Source Declaration" and requesting an on line subscription with "The Productivity Center" for 12 months in the total amount of \$630.00 thru requisition #220766 for Constable Pct. 4 commencing upon approval.
- B. 1. Acceptance and approval of Certificates of Completion submitted by Facility Solutions Group, and as certified by project engineer, Mr. Raul Sesin, P.E., Hidalgo County Planning Department in relation to following listed Energy Efficiency and Conservation Block Grant (EECBG) projects:

	Department	Project Name	P.O. No.	Project No.
a.	Hidalgo County Precinct No. 1	Lighting Retrofit to Precinct No. 1 Offices -Phase III	672950	2012-065A-MSS
b.	Hidalgo County Precinct No. 3	Lighting Retrofit to various Pct. 3 Buildings and Solar Powered Lighting for Parks and Colonias	673982-Parks 673983 -Colonias	2012-065B-MSS
C.	Hidalgo County Precinct No. 4	Lighting Retrofit to various Pct. 4 Buildings and Solar Powered Lighting for Colonias	673675	2012-065C-MSS

2. Requesting approval for Payment Applications (final) from Facility Solutions Group, in relation to following listed Energy Efficiency and Conservation Block Grant (EECBG) projects as certified for payment by project engineer, Mr. Raul Sesin, P.E., Hidalgo County Planning Department with authority for County Treasurer to issue check after review, audit, and processing procedures are completed by County Auditor.

Pay Application No.	Amount:	Department	Project Name	P.O. No.	Project No.
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a.	666486	\$74,958.00	Hidalgo County Precinct No. 1	Lighting Retrofit to Precinct No. 1 Offices -Phase III	672950	2012-065A-MSS
b.	90511(Parks)	\$45,366.00	Hidalgo County Precinct No. 3	Lighting Retrofit to various Pct. 3 Buildings and Solar Powered Lighting for Parks and Colonias	673982	2012-065B-MSS
	90509 (Colonias)	\$43,533.00			673983	
c.	90367	\$58,044.64	Hidalgo County Precinct No. 4	Lighting Retrofit to various Pct. 4 Buildings and Solar Powered Lighting for Colonias	673675	2012-065C-MSS

- C. Seeking approval of Change Order No. 1 with contractor Asago LLC dba Asago Construction for Mid Valley Estates Subdivision, Pct. No. 1 reflecting a net increase of \$685.00 due to quantitative adjustments as submitted through project engineer TEDSI Infrastructure Group (C-CAP-12-049-05-01).
- D. Approval to exercise the option to renew/extend for a one (1) year term as stipulated and provided in the contracts identified under the same rates, terms and conditions the following:
 1. C-11-157-08-30-Service & Repair of Chillers & General HVAC Equipment for Hidalgo County;
 2. E-11-263-09-06-Border States-Electrical Material and Supplies for Hidalgo County.
- E. Requesting authority to exercise the additional one (1) year term as provided in current lease agreement#C-11-224-09-27 for: "Lease of Land within Hidalgo County Precinct No. 4 (approx. 300 ac of Farm Land), under the same terms and conditions as stipulated under the current agreement, effective 09/27/12.
- F. **Cooperative Agreements:**
 Approval to utilize the following cooperative purchasing vendors (as listed in detailed revised Exhibit(s) attached) for purchases on an "AS NEEDED BASIS" through our membership/participation with Texas Procurement and Support Services (TPASS), (DIR) Department of Information Resources, (TCPN) The Cooperative Purchasing Network, (HGAC), US Communities, (GSA) General Service Administration, (TASB-Buy Board) Texas Association of School Board, (TIPS) The Interlocal Purchasing System, (HCDE) Harris County Department of Education/Choice Facility Partners, (NJPA) National Joint Powers Alliance awarded pricing including, but not limited to, Precincts, Department, Programs, Agencies, etc. with term of authority to purchase from contract detailed herein commencing upon approval and expiring December 31, 2012.
- G.
 1. Approval to rescind prior action taken on July 31, 2012 through Agenda Item #33295 of request for payment of invoices as submitted by contracted engineer, Guzman & Munoz Engineering for the provision of engineering services in connection with Contract #C-11-111-04-19 through the following invoices:

Invoice #4844-WA#6 : \$4,270.00-Colonia Lucero Del Norte Mile 11 North & Mile 2 West, Drainage Improvements.

Invoice #4845-WA#4: \$11,500.00-Mile 17 North Road, From FM 88 (Mile 5 West) west, 2720 Feet and From FM 1015 (Mile 3 West) east 400 feet.
 2. Acceptance and approval of **revised Invoice #4844R** in the amount of **\$8,540.00** amid WA#6-PO#664785 in connection to Contract #C-11-111-04-19-Colonia with Guzman & Munoz Engineering for the "Lucero Del Norte Mile 11 North & Mile 2 West, Drainage Improvements" with authority for County Treasurer to issue payment after County Auditor's review and processing procedures are completed.

APPROVED

AI-33924

Purchasing Department

9. E.

CC CONSENT

Meeting Date: 09/11/2012

Submitted For: Martha L Salazar

Submitted By: Letty Saenz, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

✓ Requesting authority to exercise the additional one (1) year term as provided in current lease agreement#C-11-224-09-27 for: "Lease of Land within Hidalgo County Precinct No. 4 (approx. 300 ac of Farm Land), under the same terms and conditions as stipulated under the current agreement, effective 09/27/12.

BACKGROUND

Extension-Matias Pena dba PENA FARMS

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1100-362-10-000-000-0-000

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

This project will generate Revenues; Lease amount \$10,535.00

Attachments

Extension-Matias Pena dba PENA FARMS

email frm Pct 4-proceed

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Darlene Betancourt	08/29/2012 02:24 PM
Budget & Management	Merlen P. Munoz	08/30/2012 08:19 AM
Manuel Chapa	Manuel Chapa	08/30/2012 09:52 AM
Auditor's Office	Monica Badillo	09/07/2012 05:07 PM
Form Started By: Letty Saenz		Started On: 08/28/2012 04:43 PM
	Final Approval Date: 09/07/2012	

Request for Bid (RFB) Procurement Packet in Exhibit "A", under the same terms and conditions set forth in this Agreement except that the rent amount for the Property shall be established as proposed by Lessor in Exhibit "B" (the "Bid Page") and which was accepted by County.

RENT AND FLAT-RATE TAX

(3) Lessee agrees to pay to Lessor as a rent for the term hereof, the sum of **\$10,535.00** in advance on the execution of this Lease. In addition to the rental payment, Lessee shall prepay all flat-rate taxes and all advalorem taxes assessed by Hidalgo County Appraisal District and/or other political subdivisions assessed against the Farm by the irrigation district in which the Farm is situated upon execution of this Lease.

TERMINATION

(4) Lessor may terminate this lease as to all or any part of the Farm at any time by giving Lessee notice of such termination at least thirty (30) days prior to the effective date of such termination without incurring any obligation, liability or damage to Lessee.

CULTIVATION

(5) Lessee agrees to cultivate the Farm land in an efficient and economic manner and to employ all modern methods of farming as are customarily practiced in the area during the term hereof.

MAINTENANCE

(6) Lessee agrees and covenants to keep and maintain in good repair all buildings and other improvements on the Farm for the term of this Lease.

IMPROVEMENTS

(7) Lessee may not make any alterations, additions, or improvements to the Farm without the prior written consent of Lessor. Consent for nonstructural alterations, additions or improvements shall not be unreasonably withheld by Lessor. All alterations, additions, or improvements made by Lessee shall become the property of Lessor at the termination of this Lease; if Lessor so elects, however, if Lessor does not so elect Lessee shall promptly remove all alterations, additions, and improvements, and any other property placed on the Farm by Lessee, and Lessee shall repair any damage caused by such removal.

RIGHT TO ENTER

(8) Lessor or his authorized representative shall have the right, at any reasonable time, to enter on the premises for the purposes of making any major repairs, alterations, or improvements, and to inspect the Farm, as Lessor shall deem necessary or advisable.

NO PARTNERSHIP

(9) This Lease shall not give rise to a partnership relationship between the parties hereto. Neither party shall have the authority to bind the other without his written consent.

INDEMNIFICATION

(10) Lessee agrees and covenants to indemnify and hold Lessor harmless against any and all claims, demands, damages, costs, and expenses, including reasonable attorneys' fees for the defense thereof, arising from the conduct or management of Lessee's business or his use of the above-described premises, or from any negligent act or omission by Lessee, his agents, servants, employees, contractors, guests, or invitees on or about the leased premises. In the event that any action or proceeding is brought against Lessor by reason of any of the above, Lessee further agrees and covenants to defend the action or proceeding by legal counsel acceptable to Lessor.

NO ASSIGNMENT OR SUBLEASE

(11) Lessee may not assign this Lease nor sublease any portion of the Farm leased hereunder without the prior written consent of Lessor.

UTILITY CHARGES

(12) Lessee shall pay all utility charges for electricity, heat, water, gas, and power used in and about the Farm, to be paid before the same becomes delinquent. Lessee shall pay all flat rate water district taxes imposed on the Farm as well as the cost of irrigating the property, if applicable.

BREACH

(13) If Lessor or Lessee fails to carry out any provision of this Lease, the other party shall have the right to terminate this Lease on ten (10) days' written notice to the offending party of his intention to do so. Nothing contained herein constitutes a waiver of the right of either party to damages occasioned by breach of this Lease.

ENTIRE AGREEMENT -- AMENDMENT

(14) This Lease shall constitute the entire understanding of the parties hereto with respect to the subject matter hereof, and no amendment, modification, or alteration of the terms hereof shall be binding unless the same be in writing, dated subsequent to the date hereof, and duly executed by the parties hereto.

(15) It is understood that because of the general prolonged drought situation and need to manage and use water effectively and efficiently, Lessee will be allowed to "pool" the water allotment from County Farm Land with the water allotment from other land farmed by Lessee for the term of this Agreement thus allowing the transfer of water allotment to and from other

land that Lessee owns, operates, and supervises. This in no way effects the Lessor's basic water rights.

NOTICES and ADDRESSES

(16) All notices provided to be given under this agreement shall be given by certified mail or registered mail addressed to the proper party, or in person against a receipt. The date of mailing of any notice under this agreement shall be deemed to be the date of such notice and shall be effective from such date. The addresses of the parties of this agreement are as follows:

LESSOR

County Of Hidalgo, Texas
Attn: Ramon Garcia, County Judge
1615 South Closner, Suite J
Edinburg, Texas 78539

LESSEE

Matias Pena, Jr., Owner
Matias Pena, Jr. d/b/a PENA FARMS
13303 North Hwy. 281
Edinburg, Texas 78542

COMMITMENT OF CURRENT REVENUES ONLY

(17) In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of Lessee under this Agreement, Lessee may terminate this Agreement upon sixty (60) days written notice to Lessor. Lessee agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of Lessee pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1996).

IN WITNESS WHEREOF, the undersigned Lessor and Lessee hereto execute this

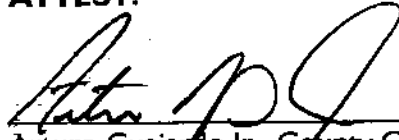
Agreement as of the day and year first above written

**LESSOR:
HIDALGO COUNTY**

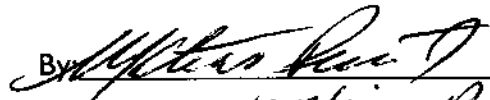
By: 
Ramon Garcia, County Judge

Approved by Commissioners' Court
on 9-27-11-RW

ATTEST:


Arturo Guajardo Jr., County Clerk

**LESSEE:
MATIAS PENA, JR. d/b/a PENA FARMS**

By: 
Printed Name: MATIAS PENA JR
Title: OWNER - OPERATOR

APPROVED AS TO FORM:

Atlas & Hall, L.L.P.



Stephen L. Crain, Attorney

EXHIBIT A
REQUEST FOR BIDS (RFB) PROCURMENT PACKET



PURCHASING DEPARTMENT
County Of Hidalgo

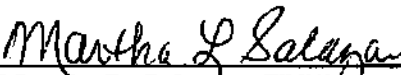
**REQUEST FOR BID (RFB)
CHECKLIST**

**HIDALGO COUNTY Pct 4
"Lease of Land (app 300 acres) within Pct 4 for Purpose of Farming"
Bid No.: 2011-224-09-14-MEG**

1. Request for Bid Letter, consists of 1 page.
2. Request for Bid, Legal Notice, consisting of 8 pages.
3. Exhibit "A" Specifications consisting of 2 pages.
4. Exhibit "B" Bid Page consisting of 1 page.
5. Exhibit "C" Insurance Requirements consisting of 4 pages.
6. Exhibit "D" CIQ Conflict of Interest Questionnaire, consisting of 1 page.
7. Vendor/Bidder Application and W-9 form consisting of 6 pages.
8. Draft Requirements Agreement consisting of 10 pages.
9. Certification Regarding Debarment 1 page.

The above mentioned items shall be found in the Request for Bid (RFB) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626, advise of missing documentation, and Purchasing will forward information either through facsimile or by U.S. Mail.

Thank you.



Martha L. Salazar, CPPB
Purchasing Agent

August 29, 2011
Date



PURCHASING DEPARTMENT
County Of Hidalgo

August 29, 2011

Re: HIDALGO COUNTY Pct 4
"Lease of Land (app 300 acres) within Pct 4 for Purpose of Farming"
Bid No.: 2011-224-09-14-MEG

Dear Gentleman/Ladies:

Enclosed please find a Request for Bid (RFB) packet for your review and consideration.

Hidalgo County Purchasing Department welcomes and appreciates your participation in the bid process.

If any further assistance is required, please do not hesitate to call the Purchasing Department 956/318-2626.

Sincerely,

Martha L. Salazar
Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/meg

Enclosures

Bid No: 2011-224-09-14-MEG

Buyer: Elena Gomez Tel. No: (956) 318-2626 Ext. 4855

REQUEST FOR BIDS

HIDALGO COUNTY Pct 4

"Lease of Land (app 300 acres) within Pct 4 for Purpose of Farming"

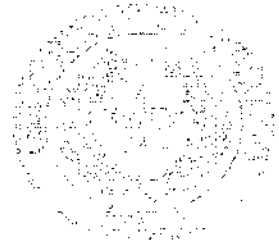
Bid No.: 2011-224-09-14-MEG

BID OPENING DATE:

SEPTEMBER 14, 2011

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. Scaled bids will be received for **HIDALGO COUNTY PCT 4- "Lease of Land (301.06 acres) within Pct 4 for Purpose of Farming"** 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/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-2011-224-09-14-MEG HIDALGO COUNTY PCT 4- "Lease of Land (301.06 acres) within Pct 4 for Purpose of Farming"** and in County's Purchasing Department, physical address: 2812 S. Business Hwy. 281, mailing address: 2812 S. Business 281- New Administration Building, Edinburg, Texas, **on or before 9:30 A.M. Wednesday September 14, 2011. 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-2011-224-09-14-MEG HIDALGO COUNTY PCT 4- "Lease of Land (301.06 acres) within Pct 4 for Purpose of Farming"**

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 PCT 4- "Lease of Land

(301.06 acres) within Pct 4 for Purpose of Farming Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.

e) Contract number must be indicated on all invoices

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

Hidalgo County Precinct No. 4
Marcos Lopez, Chief Administrator
1051 North Doolittle Rd,
Edinburg Tx78542 383-3112

17. SCHEDULE OF EVENTS

Bid Opening, 9:30 AM	<u>September 14, 2011</u>
Award of Contract	_____, 2011
Commence Work or Deliver Products	_____, 2011

18. Bid or Performance Bond and Debarment Certification; Payment Under Contract:

. If the contract proposed is for the construction of public works or is for a contract for goods & 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. Clossner, 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 there under, 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 (30) day's written notice prior to cancellation.
26. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful 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 PCT 4
“Lease of Land (301.06 acres) within Pct 4
for Purpose of Farming”
BID NO.:2011-224-09-14-MEG

To: 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

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"
HIDALGO COUNTY PCT. 4
"LEASE of LAND for PURPOSE of FARMING"
BID NO.: 2011-224-09-14-MEG

PROJECT OVERVIEW:

The County of Hidalgo is offering to Lease approximately 300 Acres Tract of Land located in the Precinct #4 for the purposes of farming.

Description of Property: A 301.06 acre tract of land (Deed Records: 300.00 acres) known as Tract 154-B out of SAN SALVADOR DEL TULE GRANT, Hidalgo County, Texas according to the map or plat thereof recorded in Volume 10, Pages 58-60, Map Records, Hidalgo County, Texas, and according to Deed recorded in Volume 730, Page 461, and Quitclaim Deed recorded in Volume 1136, Page 870, Deed Records, Hidalgo, County Texas.

TOTAL ACRES: 301.06

SPECIFICATIONS:

1. The term of the lease will be for one year commencing the date Lease Agreement is fully executed by all parties.
2. Lessee will pay cash per acre to County (Lessor)
3. The Lessor may terminate this lease as to all or any part of the Farm Land at any time by giving Lessee notice of such termination at least thirty (30) days prior to the effective date of such termination without incurring any obligation, liability or damage to Lessee.
4. Lessee agrees to cultivate the Farm Land in an efficient and economic manner and to employ all modern methods of farming as are customarily practiced in that area during the term of the Lease.

REQUIREMENTS:

1. Lessee agrees and covenants to keep and maintain in good repair all buildings and other improvements on the Farm Land for the term of this Lease if applicable.
2. Lessee will pay all Water Districts for the term of the Lease.
3. Flat Rate Assessments shall be submitted with bid in the form of a Cashier's Check payable to the respective Irrigation District.
4. The amount of cash rent shall be submitted with the bid in the form of a cashier's check payable to Hidalgo County.
5. Partial bids will not be accepted, **ALL 301.06 Acres** will be awarded to the highest Bidder.
6. During the term of the lease Bidder must not sub lease property
7. Hidalgo County will not be held responsible for crops that have not been harvest if the Contract becomes terminated by either party before the end of the term of contract.
8. Lessee shall prepay all flat-rate taxes assessed against the Farm by the Irrigation District, in which the Farm is situated, upon execution of this Lease. Lessee shall also pay the cost of the irrigating the property.

GENERAL TERMS AND CONDITIONS:

1. The term of the contract will be for one (1) year with County's option to renew for one (1) additional year under the same terms and conditions.
2. Hidalgo County 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 in award of new bid for next contract term.

Exhibit "A"
HIDALGO COUNTY PCT. 4
"LEASE of LAND for PURPOSE of FARMING"
BID NO.: 2011-224-09-14-MEG

3. Vendor must submit and maintain all proper insurances for the duration of contract term (refer to EXHIBIT C).
4. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
5. Hidalgo County reserves the right to add or delete acreage during the term of the contract.

Additional Information:

All cost and expenses associated with the preparation and submission of all (bid, proposals, statements of qualifications (RFQ) and quotes shall be responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to HIDALGO COUNTY.

Information regarding this project can be addressed in writing, to the Hidalgo County Purchasing Department. Hidalgo County is also requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposal or statement of qualifications be addressed to Martha L. Salazar, Cppb, Purchasing Agent, AT 2802 SOUTH BUSINESS HWY 281, EDINBURG, TEXAS 78539.

TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Monday September 5, 2011 AT 5:00 P.M., AT (956) 318-2629. RESPONSES TO SAID INQUIRIES WILL BE SENT TO ALL APPLICANTS VIA FACSIMILE BY NO LATER THAN 5:00 P.M. Friday September 9, 2011.

EXHIBIT "B"
BID PAGE
HIDALGO COUNTY Pct 4
"Lease of Land (app. 300 acres) for the Purpose of Farming"
Bid No.: 2011-224-09-14-MEG

Enclosed	
Yes	No

- 1) **Lease Amount** \$ _____ per Acre
 (Cashier's Check for Lease should be made payable to Hidalgo County)

- 2) **Flat Rate Assessments** \$ _____
 (Cashier Check's for flat rate assessments should be made payable to respective Irrigation District(s).)

- 3) Acknowledgment and commitment that bidder will comply with all aspect of this procurement packet.

BIDDER'S INFORMATION

BIDDER/COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

CELLULAR NUMBERS: _____

FAX NUMBER: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

EXHIBIT "C"
Insurance Requirements
Applicable to the Acquisition of Goods and /or Services
(other than Professional Services)

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. A Five Hundred Thousand Dollar (\$500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.
2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars (\$300,000.00) per person and Five Hundred Thousand Dollars (\$500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand (\$500,000.00) arising out of the services provided to County hereunder.
3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;
4. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto). Certificates of insurance naming County as an **additional insured** shall be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

ACORD	CERTIFICATE OF INSURANCE	DATE (MM/DD/YY)
PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED	INSURERS AFFORDING COVERAGE	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
		INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THEIR TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INBR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE	LIMITS
A	GENERAL LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PROP DAMAGE (Any one fire) \$
	<input type="checkbox"/> CLAIMS MADE OCCUR				MEDICAL (Any one person) \$
	<input type="checkbox"/> OWNERS & COME PROT				PERSONAL ADV INJURY \$
	<input type="checkbox"/> OWNERS & PROTECTIVE LIABILITY				ANNUAL AGGREGATE \$
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER POLICY PROJECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP \$
B	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Per accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				
	<input type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY- EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY EA ACC AGG \$
C	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE \$				\$
	<input type="checkbox"/> RETENTION \$				\$
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				WC STATUS <input type="checkbox"/> OTHER
					TOTY LIMITS
					E.L. EACH ACCIDENT \$
					E.L. DISEASE- EA EMPLOYEE \$
	OTHER				E.L. DISEASE- POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATION / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 County of Hidalgo shall be named as additional insured on all Commercial General Liability policies.

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION
Hidalgo County Attn: Purchasing Department 2812 S Highway Bus. 281 Edinburg, Texas 78539		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
		AUTHORIZED REPRESENTATIVE

Insurance Requirement Acknowledgment

I, _____, authorized representative for _____,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

- will be acquired within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioners' Court;
- will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of bid award by the Hidalgo County Commissioners' Court; currently carry the following:
Automobile Liability: \$ _____ General Liability: \$ _____
- have already been met, see attached copy of insurance certificate.

Authorized Representative

Date

Notice to Bidder:

A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award of bid and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the bid award to be rescinded and re-awarded to next lowest bidder. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY BID PACKET

**PROJECT REQUIREMENTS
ACKNOWLEDGMENT**

This is to certify that I, _____, possess all of the APPLICABLE:

- 1. Licenses: _____
- 2. Bond (if applicable) _____
- 3. Certificates: _____
- 4. Permits: _____
- 5. Other: _____

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this bid, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

* Any licenses, bonds (if applicable), certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process.

Authorized Signature

Date

Company

Address

City, State, Zip

THIS FORM MUST ACCOMPANY BID PACKET

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China Income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).
 2. The United States or any of its agencies or instrumentalities.
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities.
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for ...	THEN the payment is exempt for ...
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$500 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4050.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**Certification
Regarding Debarment, Suspension and Ineligibility**

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- b. Have not within a three-year period preceding this bid proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and
- d. Have not within a three-year period preceding this bid proposal and/or application had one or more public transactions terminated for cause or default.

Signature: _____
Print Name: _____
Title: _____
Telephone Number: _____
Date: _____

If the bidder is unable to certify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

EXHIBIT B
BID PAGE

EXHIBIT "B"
BID PAGE
HIDALGO COUNTY Pct 4
"Lease of Land (app. 300 acres) for the Purpose of Farming"
Bid No.: 2011-224-09-14-MEG

- 1) Lease Amount \$ 35.00 per Acre
 (Cashier's Check for Lease should be made payable to Hidalgo County)
- 2) Flat Rate Assessments \$ N/A
 (Cashier Check's for flat rate assessments should be made payable to respective Irrigation District(s).)
- 3) Acknowledgement and commitment that bidder will comply with all aspect of this procurement packet.

Enclosed	
Yes	No
✓	

BIDDER'S INFORMATION

BIDDER/COMPANY NAME: MATIAS PEÑA JR. (PEÑA FARMS)
 ADDRESS: 13303 W. Hwy 281
 CITY/STATE/ZIP CODE: EDINBURG, TX. 78542
 PHONE NUMBER: (956) 383-2975
 E-MAIL ADDRESS: N/A
 CELLULAR NUMBERS: (956) 929-4430
 FAX NUMBER: 383-2975
 AUTHORIZED SIGNATURE: *[Signature]*
 PRINTED NAME: MATIAS PEÑA JR.
 TITLE: OWNER-OPERATOR
 DATE: SEPT. 13-2011

9/14/11
 10:08

[Signature]

MEMORANDUM

TO: Commissioner Joseph Palacios, Hidalgo County Precinct No. 4
ATTN: Marcos Lopez, Chief Administrator,

FROM: Elena Gomez, Buyer II
 Hidalgo County Purchasing Department

DATE: September 14, 2011

RE: Request Recommendation for RFB 2011-224-09-14-MEG
 "Lease of Land within Pct 4 (app 300 acres) for the Purpose of farming"

Enclosed you will find a copy of the sole Bid received, Tabulation Sheet, and a Bid packet for the above mentioned project, for your review and recommendation.

Please indicate below if you **DO** or **DO NOT** recommend accepting the bids response. If you have any concerns or recommendations, please indicate this in the space provided below.

Return your response to the Purchasing Department via fax to (956) 292-7612 by **Wednesday September 21, 2011**.

If you have any questions or require additional information please do not hesitate to contact me. Thank you.

DO recommend accepting of response **DO NOT** recommend accepting of response

BUDGET ACCOUNT # _____

Recommendations/Concerns: *Accept bid from sole bidder,*
Peña Farms, in the amount of \$10,535.00

Glوريا A. Beltran
 Authorized Signature/Printed Name

Pct 4
 Department

9/20/11
 Date

EXHIBIT C
INSURANCE CERTIFICATE

8/23/2011
10/07/2013

02

6588011

FMD CFL

GCN

INSURED COPY

GERMANIA

FARM MUTUAL INSURANCE ASSOCIATION
INSURANCE COMPANY
P.O. BOX 645 BRENHAM, TX 77834-0645

SECTION A)
SECTION B)



DECLARATIONS PAGE

AGENT: 142 PH: 956-689-0105
HARDING INSURANCE AGENCY
PO BOX 102
RAYMONDVILLE TX 78580-0102

INSURED: 000048555285 PH: 956-383-2975
MATIAS PENA
13303 N HWY 281
EDINBURG TX 78541-6459

MATIAS PENA
13303 N HWY 281
EDINBURG TX 78541-6459

POLICY NUMBERS

A 7 600 6588011
B 1 120 1283330

POLICY PERIOD

10/07/2011 to 10/07/2012
(12:01 AM Standard Time at the location of the residence premises)

NOTE: THIS DECLARATIONS PAGE REFERENCES TWO SEPARATE AND DISTINCT INSURANCE POLICIES. IF YOU HAVE ANY QUESTIONS REGARDING YOUR COVERAGES, PLEASE CALL EITHER YOUR AGENT AT THE NUMBER ABOVE OR GERMANIA INSURANCE AT 1-800-392-2202.

THE TOTAL PREMIUM IS \$	3,015.00
SECTION A PREMIUM \$	2,614.00
SECTION B PREMIUM \$	401.00

SECTION A - GERMANIA FARM MUTUAL INSURANCE ASSOCIATION - BASIC DWELLING POLICY

OCCUPANCY	BRIEF DESCRIPTION	DEDUCTIBLE	ENDORSEMENT	LIMIT OF LIABILITY	PREMIUM
COVERAGE A (DWELLING)					
Owner	Year Of Construction 1989, Brick Dwelling 2.0 Story, 4000 LA STEEL		148 RD LE AC 603	\$417,000	\$1,280.00
Owner	Other Structures Total Liability Limit			\$41,700	
Owner	DEDUCTIBLE CLAUSE 1	\$4,170			
Owner	DEDUCTIBLE CLAUSE 2	\$4,170			
COVERAGE B (UNSCHEDULED PERSONAL PROPERTY)					
Owner	Unscheduled Personal Property -Standard		365 LE AC RD 603	\$251,000	\$886.00
Owner	DEDUCTIBLE CLAUSE 1	\$4,170			
Owner	DEDUCTIBLE CLAUSE 2	\$4,170			
COVERAGE C (SCHEDULED PERSONAL PROPERTY)					
	Farm Machinery CORNHEAD	\$250	601 603	\$40,600	\$147.00
	Farm Machinery CORNHEAD	\$250	500 601 603	\$42,200	\$153.00
	Farm Machinery 2008 IH CASE 1200 PLANTERS CBJ036523	\$250	500 601 603	\$30,000	\$109.00

SEE CONTINUATION FOR ADDITIONAL DATA

SECTION B - GERMANIA INSURANCE COMPANY - FARM LIABILITY POLICY

The location of the residence premises is: 13303 N HWY 281 ACRES 10
(See reverse side for all other insured locations, if any) EDINBURG TX 78541-

FORM OF BUSINESS:
 INDIVIDUAL JOINT VENTURE PARTNERSHIP ORGANIZATION (Other than Partnership or Joint Venture)

We will provide the insurance described in this policy in return for the premium and compliance with all applicable policy provisions. Insurance under this policy applies at the residence premises under the PARTS and for the COVERAGES where LIMITS OF LIABILITY AND PREMIUMS are stated.

Coverages and Limits of Insurance

Coverage	Per Occurrence Limit	General Aggregate Limit
Coverage H - Bodily Injury and Property Damage Liability	\$ 1,000,000	
Coverage H - Special Fire Damage Limit	\$ 50,000	
Coverage I - Personal and Advertising Injury Liability	\$ 1,000,000	\$ 1,000,000
Coverage J - Medical Payments Special Medical Payments Limit Any One Person	\$ 5,000	
Damage to Property of Others	\$ 500	

CODE	ENDORSEMENT	DESCRIPTION	PREMIUM
0141B		ADDITIONAL FARM PREMISES-OVER 10 MILES FROM PRINCIPAL	\$ 41.00
01907		PRIMARY FARM-OVER 500 ACRES	\$ 360.00
TOTAL SECTION B PREMIUM			\$ 401.00

Other Forms and Endorsements made a part of this policy at the time of issue: (Number and Edition)
 FL 01 05 11 87, IL 02 75 06 95, IL 00 03 11 85, IL 01 68 09 92, IL 00 17 11 85
 FLP180 FLO163(1) FL1070 FL1076 FPO182 1004 ILO985

OTHER COVERAGES, LIMITS, CONDITIONS AND EXCLUSIONS MAY APPLY - REFER TO YOUR POLICY.

APPROVED

AI-28720

20. E. 2.

CC REGULAR

Meeting

Date: 09/27/2011

Submitted For: Martha Salazar

Submitted By: Elena Gomez, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Recommending award of bid and approval of contract to sole bidder meeting specifications and/or requirements as detailed and attached hereto for: Hidalgo County "Lease of Land within Pct# 4 (appr. 300 acres) for the purpose of farming" - RFB No. 2011-224-09-14-MEG.



BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011

ACCT. #: 1-1100-362-10-000-000-0-000

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Revenue Budget: 1-1100-362-10-000-000-0-000 This project will generate Revenues; Lease amount \$10,535.00

Attachments

Participation Sheet

Approval of Memo

Contract

email from legle-approvd lease agreement

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Darlene Betancourt	09/22/2011 10:06 AM
Budget & Management	Merlen P. Munoz	09/22/2011 10:15 AM
Manuel Chapa	Manuel Chapa	09/22/2011 01:51 PM
Auditor's Office	Angela Garcia	09/22/2011 02:22 PM
Form Started By: Elena Gomez		Started On: 09/21/2011 12:02 PM
Final Approval Date: 09/22/2011		



**AGENDA
CC REGULAR
HIDALGO COUNTY
COMMISSIONERS COURT MEETING
September 27, 2011
9:30 A.M.**

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a REGULAR MEETING of the Commissioners' Court will be held in the Commissioners' Courtroom of the Administration Building, 100 E. Cano, 1st floor, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

1. **Roll Call** All Present
2. **Pledge of Allegiance** Color Guard
3. **Prayer** Com Quintanilla
4. **Approval of Consent Agenda** Approved
5. **Open Forum**
6. *Marty* **AI-28786** Appointment of Judge to the Office of County Court at Law #7 **Rolando Cantu**
7. **Executive Officer - Valde Guerra:**
 - A. **no action** 1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A) (4) "a Professional Service" for the "provision of legal services/representation in connection with litigation."
 2. Requesting engagement with the firm of _____ for the "Provision of Legal Services/Representation in connection with Litigation"
 - B. *Mr. Garza* **AI-28789** Notification and action of intent to re-locate county departments from Mediplex Bldg. to County Courthouse
 - C. **AI-28702** Presentation and acceptance of check by U.S. Fish & Wildlife to Hidalgo County.
 - D. *Almon* **AI-28755** Presentation on delinquent tax collection report by Perdue, Brandon, Fielder, Collins & Mott, LLP in Association with the Law Offices of John David Franz.
 - E. **AI-28731** Proclamation Announcing October 1-7, 2011 as "Border Binational Health Week"
 - F. **AI-28747** Recognition of Ms. Barbara Storz, 2011 Texas Health Champion Award Recipient
 - G. **AI-28739** Resolution in honor of Sgt. Rodolfo Rodriguez, Jr. and Sgt. Estevan Altamirano
 - H. **AI-28715** Approval to accept a settlement check from National Union Fire Insurance Company in the amount of \$369.40 to settle property damages to a County vehicle. (Head Start)
 - I. *approved* **AI-28637** Discussion, consideration, and appropriate action on the following:
 1. Redistricting Plans for the following Hidalgo County Precincts:
 - a. County Commissioners;
 - b. Justices of the Peace and Constables **no action**
 2. Preclearance submission to the United States Department of Justice

- approved** A. **AI-28745** 1. Preliminary Approval with Variance Request:
 - a. Lopez Heights Subdivision- Pct. 4 (Leon Lopez)
- 2. Preliminary Approval:
 - a. Los Ramirez Subdivision – Pct. 3 (Santos Ramirez)
 - approved** b. James C Swint Sr Subdivision – Pct. 1 (Julita Rosa Gutierrez)
 - c. Mandalay Bay Phase I Subdivision – Pct.4 (Richard Garza)
 - d. Los Feliz Phase I Subdivision – Pct. 4 (Oscar Garza)
 - e. Vaquero Estates Phase II Subdivision – Pct. 1 (Norberto Salinas)
 - f. Las Estrellas No. 1 Subdivision – Pct. 3 (Oscar Garza, Jr.)

5 of 10

18. Precinct #2 - Comm. H. Palacios:

- A. **AI-28756** Countywide Mechanic Shop (1200):
 - 1. Approval of the following personnel actions:

Agenda

approved 1-3

Action	Slot No.	Position Title	Budgeted Salary
Delete	0005	Truck Driver III	\$29,352.00
Create	0007	Mechanic III	\$31,195.00

- 2. Approval of intradepartmental transfer.
- 3. Approval of revised salary schedule.

19. Budget & Management - Sergio Cruz:

- A. **AI-28630** 1. Public hearing on the 2012 Proposed Budget as per Texas Local Government Code 111.067.
- 2. Acceptance of recommendation by salary grievance committee setting compensation and personal expenses for:
 - J.P. Gilbert Saenz
 - J.P. Jesus Morales
 - J.P. Rosa Trevino
 - J.P. Ismael Ochoa
 - J.P. Charlie Espinoza
 - J.P. E. Jackson
- 3. Discussion, consideration, and action on changes and corrections to the 2012 Proposed Budget.
- 4. Approval to set salaries, allowances, and other compensation for Fiscal Year 2012.
- 5. Adoption of the 2012 Annual Budget.
- 6. Adoption of the 2011 Hidalgo County Ad Valorem Tax Rate.

- B. **AI-28790** Discussion, consideration and action on Juror Daily Rate Assessment.

no action

- C. **AI-28712** DBM - Workers' Comp. Division:
 Requesting approval to reimburse employee Ricardo Olivarez #007234 for the purchase of fuel for the 2006 Ford Taurus Unit #8 (County Vehicle) Vin#1FAFP3256A242632, LP 217-507 in the amount of \$56.19.

approved

3 of 10

20. Purchasing Department - Marty Salazar:

Notes:

A. FOR ANY CONTRACT(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY

Agenda

C. Pct. 2

approved

1. AI-28615 Approval to purchase Three (3) New 2012 Chevrolet 1500 Silverado SWB Extended Cab in the amount of \$61,395.00 and Two (2) New Chevrolet 2012 1500 Silverado SWB Crewcab in the amount of \$45,962.00 through the County's membership/participation with HGAC (Houston-Galveston) awarded vendor, Caldwell Country Chevrolet (Contract #VE03-06) to include but not limited to a one time \$600.00 HGAC administration fee and delivery for a combined total of \$107,957.00. (Project #2011-255-OGG).

D. Pct. 3

approved

1. AI-28766 a. Acceptance and approval of Work Authorization No. 2 (with an estimated cost of \$28,959.00) as submitted by project engineer, Javier Hinojosa Engineering for engineering services for "Construction Plans and Specifications for the off-site drainage improvements for La Suenia Subdivision located at 4 1/4 mile north Moorefield Road" within Hidalgo County Pct. No. 3 through Contract #C-11-166-06-14.

approved

b. Acceptance and approval of Work Authorization No. 4 (with an estimated cost of \$17,544.00) as submitted by project engineer, Javier Hinojosa Engineering for engineering services for "Paving Improvements of Mile 4 North from Tom Gill Road to Liberty Road" within Hidalgo County Pct. No. 3 through Contract #C-11-166-06-14.

approved

2. AI-28768 Acceptance and approval of request for payment on invoice No. 11076 in the amount of \$9,674.93 submitted by Javier Hinojosa Engineering, contracted project engineer for "Iowa Road (Mile 10 to Mile 14)".

E. Pct. 4

no action

1. AI-28767 Authority to purchase heavy machinery and/or equipment detailed herein from John Deere awarded vendor through Hidalgo County's participation/membership with TASB Buyboard Contract #373-11 for Project #2011-259-OGG:

- a. One (1) JD 4105 Tractor with Loader amount not to exceed -----\$22,192.36;
 - b. One (1) JD 997 Commercial L.C. amount not to exceed----- \$13,382.90;
 - c. One (1) JD Select Series X300 Tractor amount not to exceed -----\$ 2,787.18
- pricing includes, delivery, TASB fees & warrant warranties
- Combined Total \$ 38,362.44

approved

2. AI-28720 Recommending award of bid and approval of contract to sole bidder meeting specifications and/or requirements as detailed and attached hereto for: Hidalgo County "Lease of Land within Pct# 4 (appr. 300 acres) for the purpose of farming" - RFB No. 2011-224-09-14-MEG.

F. District Courts:

approved

1. AI-28735 a. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024 (A) (4) a professional service;

approved

b. Presentation of scoring grid (for the purpose of ranking by CC) of the firms graded and evaluated through the County's approved "pool" of professional consultants to seek funding and assistance through Federal, State, Private Sector(s) and other Sources in connection with the following crimes: Human Trafficking and Violence Against Women;

Consultants

Evaluators	Vazaldua and Associates	Arnold Mata Leadership Resources	Dos Legislative Services
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