

QUOTES- Sheriff's Office  
RFSQ-2013-231-07-31-MEG  
"Polygraph Examiner"

---

**Specifications:**

Hidalgo County Sheriff's Office is seeking quotes with a qualified vendor(s) to furnish Polygraph Examiners on an "As Needed Basis". The following are the minimum requirements and/or specifications that will be acceptable. Any bid that does not meet the minimum requirements and/or specifications will be rejected. These quotes will remain firm thru December 31, 2013 to include, but not limited to, the following:

**Location(s):**

Hidalgo County Sheriff's Office 711 El Cibolo Road Edinburg, Texas 78542

**Type of Examinations:**

All exam questions will be reviewed and approved by the Hidalgo County Sheriff's Office prior to the exam.

- Criminal
- Pre-Employment
- Suitability

**Requirements:**

Polygraph Examiner must be licensed by the State of Texas and keep current with renewals at his/her expense. (Must submit a copy of certification)

Polygraph Examiner must have a minimum of Five (5) years experience in specific field of Law Enforcement.

Polygraph Examiner (s) must follow rules set out by Texas Department of Licensing and Regulation 16 Texas Administrative Code, Chapter 88

**Response Time:**

Polygraph Examiner must be available within 8 hours of notification.

**Response of Enquiry:**

- Please specify timeframe for exam(s) results, both verbal & documented
- Provide days/hrs of the operation services will be available.
- List an alternate location where polygraph examinations may be provided other than at the Hidalgo County Sheriff's Office.

Terms and Conditions:

1. All services will be done on an **"As Needed Basis"**.
2. Hidalgo County reserves the right to reject any/all quotes, to waive any/all formalities or technicalities, or to accept the quote considered the best and most advantageous to the County.
3. Hidalgo County reserves the right to award to **one or multiple vendors** whichever is in the best interest of the County.
4. Any quote awarded to a successful awarded vendor(s) will be in effect until (a) the sealed quote expires (b) delivery and acceptance of products and/or performance of service ordered, or (c) terminated by County with thirty (30) day's written notice prior to cancellation.
5. Hidalgo County reserves the right to award canceled sealed quote to next lowest awarded vendor(s) as it deems to be in the best interest of the County.

6. After quote is awarded and low bidder(s) default(s) in meeting the general instructions to bidders and/or comply with sealed quote agreement, Hidalgo County reserves the right to seek services from the next low bidder. In such event, county shall charge the successful bidder the difference for any additional cost of such item.
7. The successful awarded vendor will submit and maintain General Liability, Auto Liability and Workers Compensation insurance and its limits through out the contract term, as described and listed in: Exhibit "C" Insurance Requirements.
8. All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.
9. Hidalgo County has the authority to utilize State Contracts from its membership with their existing or new cooperatives whenever it is in the County best interest to do so.

**ADDITIONAL INFORMATION:**

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, Tuesday July 23, 2013 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 July 26, 2013.**

# REQUEST FOR SEALED QUOTES FORM

**Name of Project: Polygraph Examiners**

COMPANY NAME:		<b>REQUEST FOR QUOTES:2013-231-07-31-MEG</b>	
ADDRESS:		QUOTATION	
CITY/STATE/ZIP:		INQUIRY ONLY	
PHONE/ FAX NO.:		THIS IS NOT AN ORDER	
REPRESENTATIVE:		SUMMARY OF QUOTATION	
<b>FROM:</b>	Hidalgo County Purchasing Department- (Sheriff's Office)	QUOTE GOOD FOR _____ DAYS	
<b>ADDRESS:</b>	2802 S. Business Hwy 281 Edinburg, Texas 78539		
<b>PHONE FAX</b>	Phone: (956)- 292-7000 ext 4855 Fax: (956)-292-7612		
	Attn Elena Gomez <a href="mailto:elena.gomez@co.hidalgo.tx.us">elena.gomez@co.hidalgo.tx.us</a>	TERMS from date _____ to date _____	
		<b>QUOTATIONS MUST BE RECEIVED BY: July 31 , 2013 @ 5:00 P.M email or in person</b>	

QUANTITY	ITEM	DESCRIPTION AND DELIVERY REQUIRED	UNIT PRICE	TOTAL AMOUNT
		<b>Pricing per polygraph exam:</b>		
1		Criminal		
2		Pre-Employment		
3		Suitability		
		<b>Vendor Response:</b>		
1		Timeframe for results for both verbal and documentation.	Verbal	Documentation
2			days	
2		Hours of operation (day/hours)	hours	
3			Alternate test location (s)	

- SPECIAL NOTICE TO VENDORS:**
1. IF UNABLE TO QUOTE, PLEASE ADVISE AT ONCE AND RETURN NO BID.
  2. SHOW ABOVE QUOTE NUMBER ON ALL PROJECT CORRESPONDENCE.
  3. ITEMIZE ALL UNIT PRICES AND DISCOUNTS SEPARATELY.
  4. ATTACH COMPLETE SPECIFICATIONS FOR ANY SUBSTITUTIONS OFFERED.
  5. WE RESERVE THE RIGHT TO ACCEPT OR PROTECT YOUR QUOTATION.
  6. ALL QUOTATIONS SUBJECT TO ACCEPTANCE ON OUR USUAL PURCHASE ORDER FORMS.
  7. QUOTES MUST NOT EXCEED LIMIT OF \$50,000.00

**HIDALGO COUNTY PURCHASING DEPARTMENT  
PARTICIPATING BIDDER'S LOG  
SPECIFICATIONS/ RFSQ PACKETS  
QUOTES**

RFSQ OPENING DATE: July 31, 2013

RFSQ OPENING TIME: 9:30 A.M.

DEPARTMENT/ RFSQ DESCRIPTION: Polygraph Examiner (Pre-Employment)-Sheriff's Office

RFSQ NO: 2013-231-07-31-MEG

NAME OF BIDDER: COMPANY/FIRM	BID REQUEST *VIA	SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAILOUT	DATE	ADDRESS E-MAIL & PHONE NO
Arbitration Polygraph Services LLC. Gilbert Capuchina	Email	Elena Gomez	07/18/13	PO Box 3974 McAllen, Texasa 78502 956-212-5586 <a href="mailto:gilbertocapuchina@att.net">gilbertocapuchina@att.net</a>
Continental Polygraph Jose Flores III	Email	Elena Gomez	07/18/13	905 East 8 <sup>th</sup> San Juan, Texas 78589 956-778-0300 <a href="mailto:jflores101@aol.com">jflores101@aol.com</a>
Purpose Driven Polygraph Investigative Consultants LLC. Ronnie Munoz	Email	Elena Gomez	07/18/13	624 N. Tio Suite B Weslaco, Texas 78596 956-266-3090 956-343-7123 <a href="mailto:ronnie6199@gmail.com">ronnie6199@gmail.com</a>

**IN PERSON (IP)**

**E-MAIL (EM)**

**TELEPHONE REQUEST (TR)**

**BIDDER LIST MAIL OUT (BLM)**

TABULATION SHEET  
 "POLYGRAPH EXAMINERS" Sheriff's Office  
 RFSQ: 2013-231-07-31-MEG

---

Commodity Code 990-70

<b>Pricing per Polygraph Exam</b>		
Vendors	Purpose Driven Weslaco, Texas	
Criminal	250.00	
Pre-Employment	250.00	
Suitability	250.00	
<b>Total</b>	<b>750.00</b>	
<b>Vendor Response:</b>		
Timeframe:	verbal	Immediately
	documentation	24 hrs
Hours of Operation	Days	Sunday - Saturday
	hours	8 AM – 5 PM
Alternate location		624 N Tio Ste B. Weslaco, Texas 78596