



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



MEMORANDUM

(Department's Approval of Specifications)

TO: ALL DEPARTMENT HEADS
FROM: Sandra Montalvo, Buyer II
 Hidalgo County Purchasing Department
DATE: November 27, 2013
RE: Approval or Disapproval of Specifications for: Bid No. -2014-013-0-00-SMA-Hidalgo County-"Rental and/or Purchase of Industrial Uniforms"

Please review the following **SPECIFICATIONS** and indicate if they meet all your requirements by selecting **APPROVE**, **DISAPPROVE** (or) **APPROVED WITH MODIFICATIONS** and signing below. If your answer is **DISAPPROVE**, please make any modifications necessary to the specifications and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4865.

APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input type="checkbox"/>	

FUNDS AVAILABILITY: Yes / No / Other specify) _____

BUDGET ACCOUNT #: 3-1100-423-21-280-002-0-343
3-1100-421-00-280-001-0-343

	Richard Dana	HCSO	12-11-13
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: sandra.montalvo@co.hidalgo.tx.us by no later than, December 14, 2013 @ 9:00 a.m.

Enclosures



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APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input type="checkbox"/>	

FUNDS AVAILABILITY: Yes / No / Other specify) _____

BUDGET ACCOUNT #: 3-1200-431-00-124-007-0-605

	Roman Rodriguez	Roads & Bridge Dept	12/9/13
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

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APPROVE <input type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input checked="" type="checkbox"/>	

FUNDS AVAILABILITY: Yes / No / Other specify _____

BUDGET ACCOUNT #: _____

	Raul Lozano	Pct. 1	12/3/13
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

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DELIVERIES:

Deliveries shall be made once per week to each location requiring the full service uniform program. Delivery and pickup locations are subject to change, but not limited to the following:

1.	HIDALGO COUNTY FACILITIES MANAGEMENT OFFICE 3100 S. BUS 281 P.O BOX 1356 EDINBURG, TX 78539 Contact: Daniel Flores /Alma Ybarra 956)287-7850	
2.	HIDALGO COUNTY PRECINCT NO. 1 1902 Joe Stephens Ave. Weslaco, Tx 78596 Contact: Domingo Morin <i>Katia Garcia / David Rodriguez</i> 956-968-8733	
3.	HIDALGO COUNTY PRECINCT NO. 2 301 E. State Street Pharr, Texas 78577 956-787-1891 Attn: Yolanda Cisneros/ Ricardo Cuellar	
4.	HIDALGO COUNTY PRECINCT NO. 3 (Administration Office) 724 N. Breyfogle Rd. Mission, TX 78574 Contact: Norma Ceballos 956-585-4509	Pct 3: Motorpool Contact: Louie 8310 W. Mile 7 Rd. Mission, Texas 78574
		Penitas Landfill - 0.5 Mile W. of FM1427 on Military Rd. Penitas, Texas
		Anzaldua's Park - US 83 & Conway South (approx) 3 Miles exit on FM494
5.	HIDALGO COUNTY SHERIFF'S OFFICE 711 El Cibolo Road Edinburg, Texas 78539 (956)383-8114 Contact: Aneceito "Sonny" Martinez/Juan Tapia/Richard Ozuna	
6.	HIDALGO COUNTY HEALTH AND HUMAN SERVICES 1304 S. 25 th Street Edinburg, Tx 78539 (956) 383-6221 Contact: Josie Escalante	
7.	HIDALGO COUNTY ELECTION DEPARTMENT 101 S. 10 th Avenue Edinburg, Tx 78539 (956) 318-2570 Contact: Veronica Nixon	

(Other Hidalgo County departments may require this service in the future) if so, additional information will be forwarded to awarded bidder. Garments are to be delivered on hangers.

UNIFORM COSTS:

Costs shall be based on provision and laundering of eleven **uniform** sets (five day work week), and six uniform sets (value lease program). These costs shall be inclusive of all charges, including start-up, replacement of garments, etc.



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2812 S. Business Highway 281
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2013 DEC 2 PM 9 49
 HIDALGO COUNTY
 PRECINCT NO. 2

MEMORANDUM

(Department's Approval of Specifications)

TO: ALL DEPARTMENT HEADS
FROM: Sandra Montalvo, Buyer II
Hidalgo County Purchasing Department
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APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input type="checkbox"/>	

FUNDS AVAILABILITY: Yes / No / Other specify)

BUDGET ACCOUNT #: Various Pol 2 dept accounts: 1100-432-00-122-001-0-343;
1100-452-00-122-008-0-343; 1100-466-00-122-018-0-343; 1100-466-00-122-082-0-343;
1200-431-00-122-0040-343; 1200-431-00-122-004-0-343.

	Ricardo Cuellar	R.E.B. SUTTER, Sp7 - Pol. 2	12/2/13
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

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APPROVED WITH MODIFICATIONS <input type="checkbox"/>	

FUNDS AVAILABILITY: Yes / No / Other specify) _____

BUDGET ACCOUNT #: 3-1200-431-00-123-0050-605
3-1100-452-00-123-008.0-605
3-1100-432-00-123-001-0-605

	Joe H. Flores	Pct #3	12/3/13
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

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APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input type="checkbox"/>	

FUNDS AVAILABILITY: Yes/ No/ Other specify

BUDGET ACCOUNT #: 3-1100-441-00340-001-0-005

	Mike Escaname	Health Human Ser	Dec 16 2013
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

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Bid No: 2014-013-01-29-SMA	Buyer: Sandra Montalvo	Tel. No: (956) 318-2626-ext 4865
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REQUEST FOR BIDS

HIDALGO COUNTY

“Rental and/or Purchase of Industrial Uniforms”

BID OPENING DATE: January 29, 2014 @ 9:30 A.M.

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical location: 2802 S. Business Highway 281 - Administration Building
Postal/Mailing: 2812 S. Business Highway 281
Edinburg, Texas 78539

956 318-2626



Form HCPD-03

1. Sealed bids will be received for “**HIDALGO COUNTY –RENTAL and /or PURCHASE OF INDUSTRIAL UNIFORMS**” 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: “**BID NO. 2014-013-01-29-SMA- HIDALGO COUNTY- “RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS**” and in County's Purchasing Department, physical address: 2802 S. Business Hwy 281, mailing address 2812 S. Business 281 New Administration Building,, Edinburg, Texas, **on or before 9:30 a.m., WEDNESDAY January 29,2014.**

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 REQUEST FOR BIDS-2014-013-01-29-SMA-HIDALGO COUNTY-RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS”.

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

- If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars (\$25,000.00), as required by Tex. Govt. Code Ch. 2253.
- For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.

19. **ETHICAL STANDARDS:**

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.
- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. **DISCLOSURE OF CONFLICT OF INTEREST:**

- Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County (“the County”) to disclose in the Conflict of Interest Questionnaire (the “CIQ”) attached as Exhibit D, the vendor, person, consultant or contractor’s affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk’s Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class

C Misdemeanor.

Please Submit completed CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse

COMPLETION AND SUBMISSION OF FORM CIQ (Exhibit D) 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 thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services
23. Minimum Standards for Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:
 - Possess or is able to obtain adequate financial resources as required to perform under the bid;
 - Be able to comply with the required or proposed delivery schedule;
 - Have a satisfactory record of performance;
 - Have a satisfactory record of integrity and ethics;
 - Be otherwise qualified and eligible to receive an award.
24. Successful bidder will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful bidder's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
25. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.
26. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:
 - A. Meet schedules;
 - B. Pay any required fees or taxes; or
 - C. Otherwise perform in accordance with the specifications.

27. Successful bidder shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful bidder's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods and services provided by successful bidder.
28. Successful bidder shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.
29. ***Vendors hereby assigns to purchaser any and all claims for overcharges associated with this contract which arises under the antitrust laws of the United States, 15 USCA, Section 1 et. seq., and which arise under the antitrust laws of the State of Texas, Bus. & Com. Code, Section 15.01, et. seq.***
30. 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.
31. 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
“RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS”

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2802 S. Bus. 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: _____



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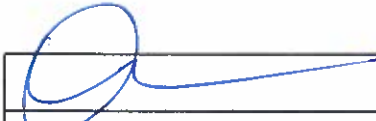
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APPROVED WITH MODIFICATIONS <input type="checkbox"/>	

FUNDS AVAILABILITY: Yes / No / Other specify) _____

BUDGET ACCOUNT #: 3-1100-419-40-220-0010-343

	<u>David Flores</u>	<u>Fac. Mgt.</u>	<u>12/16/13</u>
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

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Enclosures

EXHIBIT “A”
SPECIFICATIONS/REQUIREMENTS
Hidalgo County
“RENTAL and/or PURCHASE OF INDUSTRIAL UNIFORMS”
Bid No. 2014-013-00-00-SMA

Scope of Project:

Hidalgo County is hereby requesting bids to select a full service uniform program, purchasing, or value leasing for **“UNIFORMS” on an as needed basis**. The contract will cover all services, travel, labor, and materials necessary to provide Hidalgo County with the specified **“UNIFORMS”** service.

Specifications:

- 1) The awarded company will be required to meet with each department utilizing uniform rental service or purchase to determine actual and any special needs.
- 2) For a full service uniform program, eleven (11) sets of “New” uniforms are required to be provided to each individual employee within their department. For a value leasing program, six (6) sets of “New” uniforms are required to be provided to each individual employee within their department. New Uniforms must be in comparable quality, fabric content, style and color to existing uniforms. All available colors shall be provided to Hidalgo County to meet the department’s needs.
- 3) Awarded bidder must provide coveralls at no additional cost to Hidalgo County.(Refer to Questionnaire, #5)
- 4) The successful bidder will be required to measure each individual employee within a fifteen (15) working day period after notification by Hidalgo County of contract award and must deliver the uniforms within twenty (20) days after measurement of all employees. **New uniforms are to be issued every year to each individual employee regardless the condition of the uniform.**
- 5) New hires within the contract year are to be measured within five (5) working day(s) and are to be provide new uniforms within ten (10) working day(s)after notification by Hidalgo County, unless the new hire occurs thirty (30) days prior to the yearly anniversary date of the contract. In that event, the new hire would receive the new uniforms no later than the anniversary date of contract.
- 6) Due to the differences in the number of the employees utilizing this service, the awarded firm will be required to supply a reasonable range of sizes to accommodate the needs of the employees.
- 7) Bidder(s) must provide professional cleaning & make regular deliveries (same day each and every week) for the full service uniform program. Bidder must also be able to pick up the soiled uniforms and deliver newly cleaned uniforms, however if cleaned uniforms appear to be overly soiled (visible oil & grease spots) uniforms shall be replaced with clean uniforms & delivered immediately at no additional cost to Hidalgo County. All uniforms will be washed and cleaned thoroughly to remove production chemicals in order to prevent potential causes of irritation or skin rash from affecting employees.
- 8) Bidder must submit forms for requests for comments, problems and repair needs will be sent to the employees at least on a six (6) month basis.

- 9) Bidder must provide County employees with the “Continuous Replacement System”, for damaged, worn out, permanently soiled, or size change uniforms. No depreciation schedule will be used in replacing used uniforms. No additional charge will be placed on replacing **uniforms or emblems.**
- 10) Any of the garments which will need repairs (examples: missing buttons, tears in clothing, and damaged patches) must be repaired prior to acceptance of delivery of uniforms. **The bidder shall be available during the contract period to perform exchange services of worn out uniforms.**
- 11) Any uniform which cannot be repaired to a good condition when damaged must be replaced with items in comparable condition with those previously supplied at no cost to Hidalgo County. Uniforms delivered with rips, holes, missing buttons, etc., will be sent back and no rental charge shall be paid for that item until it is returned in an acceptable condition.
- 12) If an employee has gained or lost weight and their uniforms no longer fit, the Service Representative shall measure the employee and return the next week to replace the garment to the proper size at no additional cost.
- 13) Bidder(s) shall maintain inventory control for each employee so that the Hidalgo County knows at all times how many uniforms have been assigned. Any delivery shortages must be corrected within forty-eight (48) hours to ensure that employee has adequate work clothes. **Price(s) must be based on weekly rate; per employee.**

MONITORING OF CONTRACT:

- 1) The awarded vendor will be required to establish a check-in/check-out inventory system at all locations where uniforms will be utilized. Vendors shall submit forms to be used for this purpose with their bid. These forms will be used by each location, and are subject to County approval. The forms must show, at a minimum, the quantity of each item turned in by each employee, and the number of items delivered by the awarded vendor each week. This form should also reflect an addition, deletions, transfers effective the next week. A copy of the check-in/check-out form shall be retained by both the driver and the County Department Head, upon delivery at each location.
- 2) Hidalgo County reserves the right to add or delete additional employees, or locations at any time during this contract. These additions or deletions shall be at no extra charge, except for the weekly uniform costs involved.

DELIVERIES:

Deliveries shall be made once per week to each location requiring the full service uniform program. Delivery and pickup locations are subject to change, but not limited to the following:

	DEPARTMENT	ADDRESS	CITY	CONTACTS	PHONE
1.	Hidalgo County Facilities Management Office	3100 S. Bus 281 P.O Box 1356	Edinburg, Tx 78539	Daniel Flores /Alma Ybarra	956)287-7850
2.	Hidalgo County Precinct No. 1	1902 Joe Stephens Ave.	Weslaco, Tx 78596	Katia Garcia/David Rodriguez	956-968-8733
3.	Hidalgo County Precinct No. 2	301 E. State Street	Pharr, Tx 78577	Yolanda Cisneros/ Ricardo Cuellar	956-787-1891
4.	Hidalgo County Precinct No. 3	724 N. Breyfogle Rd. (Administration Office)	Mission, TX 78574	Norma Ceballos	956-585-4509
		8310 W. Mile 7 Rd. (Pct 3 –Motor pool)	Mission, Tx 78574	Louie Mendoza	956-585-4509
		Penitas Landfill - 0.5 Mile W. of FM1427 on Military Rd.	Penitas, Texas	Norma Ceballos	956-585-4509
		Anzaldua's Park - US 83 & Conway South (approx) 3 Miles exit on FM494	Mission, Tx 78574	Norma Ceballos	956-585-4509
5.	Hidalgo County Sheriff’s Office	711 El Cibolo Road	Edinburg, Tx78539	Juan Tapia/Richard Ozuna	956)383-8114
6.	Hidalgo County Health& Human Services	1304 S. 25 th Street	Edinburg, Tx 78539	Josie Escalante	956) 383-6221
7.	Hidalgo County Election Dept	101 S. 10 th Avenue	Edinburg, Tx 78539	Melanie Esparza	(956) 318-2570

(Other Hidalgo County departments may require this service in the future) if so, additional information will be forwarded to awarded bidder. Garments are to be delivered on hangers.

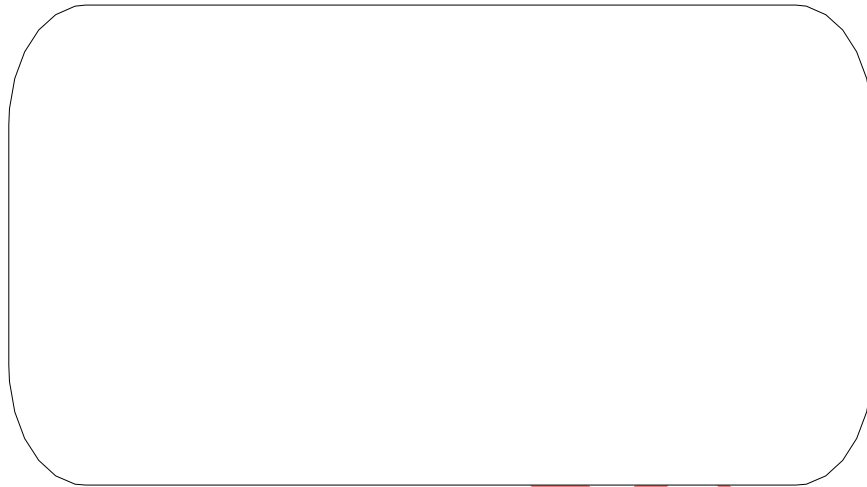
UNIFORM COSTS:

Costs shall be based on provision and laundering of eleven **uniform** sets (five day work week), and six uniform sets (value lease program). These costs shall be inclusive of all charges, including start-up, replacement of garments, etc.

On the bid form, vendors shall also include the cost for replacement of uniforms lost by employees. Vendor shall base these charges upon individual occurrences, rather than include in the cost of overall pricing.

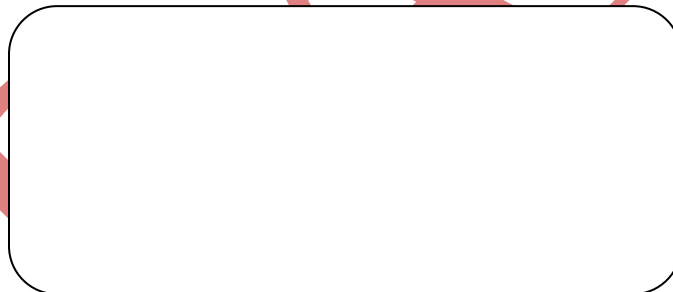
EMBLEMS:

Each uniform shall be provided with embroidered emblems, with County logo and employee name. The placement of the emblems on the front of the uniforms shall be:



Size of Patches:

ROUNDED CORNERS / BLOCKED LETTERS
HIDALGO COUNTY LOGO (LEFT CHEST SIDE)
4 ½" W X 2 ½" H, APPROXIMATELY



EMPLOYEE NAME TAG (RIGHT CHEST SIDE)
3 ½" W x 1 ½"H, APPROXIMATELY

- 1) **LOGO TO BE PROVIDED ON POLO SHIRTS (EMBROIDERED) APPROPRIATE SIZE & COLOR OF LOGO TO BE DETERMINED BY USER DEPARTMENT(S).**
- 2) The cost for these emblems shall be the vendor's responsibility. Hidalgo County desires to have its emblems sewn to the uniforms. **On the bid price page indicate how your firm applies emblems to uniforms.**
- 3) Vendors should be aware that various departments may choose different logo emblems. Vendor shall indicate on the price page, the cost, if any, for the vendor to provide and install these logo emblems. Hidalgo County will work with the awarded bidder to attain an approved design. Actual samples of the finished patches must be provided for approval.

OUTFITTING OF UNIFORMS:

- 1) Initial outfitting of uniforms shall be new. As additional personnel are hired, they shall be furnished with new uniforms.
- 2) Additional uniforms for “New Hire” employees shall be provided with eleven (11) or six (6) sets of “New” uniforms, depending on the program. Uniforms for new employees must be delivered within (10) working days after notification.

VENDOR REQUIREMENTS:

- 1) The vendor should maintain a permanent office within the Rio Grande Valley, operated by a full time staff.
- 2) If the awarded vendor is located out of the local calling area, it is required that the vendor have a toll free number.
- 3) Vendors shall issue separate invoices for each County Department that accesses this contract, based on individual purchase orders. The invoices shall show, at a minimum, the purchase order number, employee names and the number of uniforms cleaned and returned for each employee.
- 4) Vendors shall be required to rectify any problem that he is made aware of, within ten days of said notice.

REQUIRED SUBMITTALS:

The following items **must be submitted**, and must be acceptable, in order for your bid to be considered.

- a) Vendor(s) are required to submit a brief history of their company. Vendor shall also submit the names, addresses, phone numbers, and contact person of at least three businesses that utilize their firm’s services as a reference.
- b) Vendor shall submit, under separate cover, samples, identical in style and fabric to items to be provided under this bid. Samples must be submitted at no charge to Hidalgo County. Each sample shall be clearly labeled with the vendor’s name, bid number, manufacturer and style number. Samples must be picked up by vendors, upon notification by Purchasing, after the evaluation has been completed.
- c) Vendor(s) shall submit a color chart, showing uniform colors available. Each Department shall decide what colors, and styles (executive, industrial, short or long sleeve, etc) that they require, based on the samples submitted.
- d) Vendor(s) shall submit the size ranges (male and female) that are available for all items.
- e) Vendor(s) shall submit a sample check-in/check-out form.
- f) Vendor(s) shall submit a procedure for employee to begin, discontinue, or transfer uniform services from one location to another.
- g) Vendor(s) shall indicate their company criteria for determining when a uniform needs to be replaced. (See Attachment A)

UNIFORM RETURN:

At the termination of this contract all rental uniforms will be returned to the vendor within 20 days. Any shortages will be reimbursed by the County at the prices, as listed on the bid price form.

➤ ***Uniform lost or unreturned:***

Policy for lost or unreturned uniforms must be stated on **Attachment A**.

➤ ***Uniform credits:***

Credit for uniform service while employees are on sick leave, vacations, and other leaves of absence and/or terminated /resigned employees must be stated on **Attachment A**.

➤ ***Complaints:***

It is the responsibility of the successful bidder to respond to complaints within forty-eight (48) hours with a reasonable and acceptable solution.

BASIS OF AWARD:

The basis of award will be overall low bidder meeting all specifications and requirements for each option. Option 1 (Full Service Uniform Program), Option 2 (Value Lease), Option 3 (Purchase of Garments). It shall be at Hidalgo County's sole discretion to elect the most advantageous option. Hidalgo County reserves the right to award to one or more bidders whichever is in the best interest of the County.

TERM AND CONDITIONS:

- 1) Price(s) shall be fixed for a period of two (2) years with the County's option to renew one (1) additional year. **If awarded, bidder incurs any additional expenses during the term of the contract, those additional expenses shall not be charged to Hidalgo County throughout the duration of the contract.**
- 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 due to unforeseen delay in award of the next contract term.
- 3) The contract shall remain in effect until contract expires, delivery/completion of services ordered or terminated by Hidalgo County within a thirty (30) day written notice prior to cancellation. The successful bidder must state therein the reasons for such cancellation. Hidalgo County reserves the right to award canceled contract to next lowest bidder as it deems to be in the best interest of the County.
- 4) Hidalgo County may seek purchases from state awarded vendors or any other cooperative purchasing programs, whenever it is in the best interest to do so.
- 5) 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.
- 6) Hidalgo County reserves the right to reject any or all bids, to waive any or all formalities, or to accept the bid considered the best and most advantageous to the County, including compliance to the bid specifications.
- 7) Hidalgo County reserves the right to award to one or more bidders whichever is in the best interest of the County.
- 8) Insurance Requirements- certificates as per "Exhibit C" must be submitted to the Purchasing Department prior to any services being performed by the awarded bidder.

- 9) Vendor must complete and file CIQ form (refer to EXHIBIT "D") to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse. Vendor must return a filed copy including a copy of receipt with your bid response.

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquiries, and clarifications regarding quotes, bids, proposals, or statements of qualifications be addressed to, **Martha L. Salazar, CPPB, Purchasing Agent, Attn: Sandra Montalvo, 2812 So. Business 281 (New Administration Bldg), Edinburg, Texas 78539.** Telephone inquiries will not be accepted.

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA EMAIL TO sandra.montalvo@co.hidalgo.tx.us by NO LATER THAN, **WEDNESDAY, January 00, 2014 BY 5:00 P.M.** Responses to all applicants will be emailed by no later than, **5:00 p.m., FRIDAY, January 00, 2014.**

ATTACHMENT A

1) UNIFORM REPLACEMENT POLICY:

2) UNIFORM CREDIT POLICY:

3) UNIFORM LOSS OR UNRETURNED POLICY:

DRAFT

QUESTIONNAIRE

1. Is there a fee for returned uniforms upon termination or resignation of an employee? If so, what is your fee and how long must an employee lease a uniform without paying termination charges?

2. Will your company be capable of depicting actual charges?

3. Will your company furnish coveralls, free of charge, with the rental or purchase of uniforms? If so, how many?

4. If contract is awarded to your company, the prices will be in effect for the length of the contract.

5. Please list any warranties and any other policies not described in Attachment A.

REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides.

1) Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ email address: _____

Contract Period: _____ Scope of Work: _____

2) Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ email address: _____

Contract Period: _____ Scope of Work: _____

3) Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ email address: _____

Contract Period: _____ Scope of Work: _____

Zimbra

leticia.saenz@co.hidalgo.tx.us

RE: Reveiw & Approve Draft Service Contract for Procurement Process ONLY- Rental and/or Purchase of Industrial Uniforms -Hidalgo County

From : Steve Crain <scrain@atlashall.com>

Tue, Dec 17, 2013 04:25 PM

Subject : RE: Reveiw & Approve Draft Service Contract for Procurement Process ONLY- Rental and/or Purchase of Industrial Uniforms -Hidalgo County 1 attachment**To** : 'Leticia H. Saenz' <leticia.saenz@co.hidalgo.tx.us>

The draft agreement is fine.

From: Leticia H. Saenz [mailto:leticia.saenz@co.hidalgo.tx.us]**Sent**: Tuesday, December 17, 2013 3:18 PM**To**: Steve Crain; Marynel Trevino**Cc**: Sandra Montalvo; Darlene H. Betancourt**Subject**: Reveiw & Approve Draft Service Contract for Procurement Process ONLY- Rental and/or Purchase of Industrial Uniforms -Hidalgo County

Good afternoon, Mr. Crain-

Please review, recommend and approve "draft agreement" (attached hereto) for the purposes of procurement process only for: **"Rental and/or Purchase of Industrial Uniforms"** for Hidalgo County.

Note: This is for the procurement process only.

Please advise.

Thanks.

Leticia H. Saenz, CPPB/Contracts Manager*Hidalgo County Purchasing Department**2812 South Business Highway 281**Edinburg, Texas 78539**P(956) 318-2626 F(956) 318-2629**Email: leticia.saenz@co.hidalgo.tx.us* ...DON'T WORRY...BE HAPPY...



image001.gif

345 B

Departments. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services. Further Hidalgo County reserves the right to request these services from other sources other than the successful vendor and shall not be in violation of any terms or conditions of said contract.

3. This Contract shall be for a period of **two (2) years**, commencing on _____, **2014** and expiring on _____, **2016** and may be extended at the sole discretion of the County for an additional one (1) year term under the same rates, terms and conditions. Hidalgo County also reserves the right to continue this sealed quote for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay of award for the next term and contingent upon cost remaining unchanged.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons

connected with providing services under this Contract naming County as an additional insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship, that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County:

County of Hidalgo
Attn: County Judge
302 West University Drive
Edinburg, Texas 78539

If to Company:

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

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

15. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

17. **Commitment of Current Revenues Only.** In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of County under this Agreement, County may terminate this Agreement upon ninety (90) days written notice to Company. County 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 County pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1996).

18. **Entire Agreement.** This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the parties hereto, and not otherwise.

WITNESS our hands in duplicate originals this ____ day of _____, 2014.

APPROVED AS TO FORM
Atlas, Hall & Rodriguez, L.L.P.

By: _____
Stephen L. Crain, Attorney

COUNTY OF HIDALGO

ATTEST:

By: _____
Ramon Garcia, County Judge

By: _____
Arturo Guajardo, Jr., County Clerk

COMPANY:

By: _____
Printed Name: _____
Title: _____

EXHIBIT “A”
REQUEST FOR SEALED BIDS (RFB) PROCUREMENT PACKET

DRAFT

EXHIBIT "B"
VENDOR'S BID PRICE & TABULATION

DRAFT

EXHIBIT “C”
INSURANCE REQUIREMENTS

DRAFT