



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

## MEMORANDUM

(Approval of Specifications)

**TO:** Sergio Cruz, Budget Office  
 Hidalgo County Budget & Management

**ATTN:** Rey Salazar, Director, Strategic Planning Division / Via email [rey.salazar@co.hidalgo.tx.us](mailto:rey.salazar@co.hidalgo.tx.us)  
 Rolando Garcia, Planning Analyst I [rolando.garcia@co.hidalgo.tx.us](mailto:rolando.garcia@co.hidalgo.tx.us)

**FROM:** Sandy Suarez, Buyer II  
 Hidalgo County Purchasing Department

**DATE:** February 5, 2014

**RE:** Approval of Specifications for: RFB No.: 2014-049-00-00-SGS-HIDALGO COUNTY -  
 "Custodial Services for the New Administration Bldg. Edinburg-TX."

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.

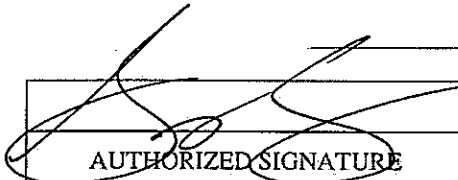
If you have any questions, please call me at (956) 318-2626 ext# 4860.

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

FUNDS AVAILABILITY:  YES /  NO /  Other

(Specify) \_\_\_\_\_

**BUDGET ACCOUNT #:** TBD

	Sergio Cruz	Budget	02/13/2014
AUTHORIZED SIGNATURE	PRINT NAME	DEPARTMENT	DATE

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: [sandy.suarez@co.hidalgo.tx.us](mailto:sandy.suarez@co.hidalgo.tx.us) as soon as possible.**

Enclosures

**Bid No: 2014-049-04-02**

**Buyer II: Sandy Suarez**

**Tel. No: (956) 318-2626**

# **REQUEST FOR BIDS**

## **HIDALGO COUNTY “CUSTODIAL SERVICES FOR NEW ADMINISTRATION BUILDING- EDINBURG-TX”**

### **BID OPENING DATE**

**APRIL 02, 2014**

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
2802 S. Business Hwy 281 Administration Building  
Edinburg, Texas 78539  
956 318-2626



Form HCPD-03

1. Sealed bids will be received for **“CUSTODIAL SERVICES FOR NEW ADMINISTRATION BUILDING-EDINBURG-TX” – HIDALGO COUNTY** 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-2014-049-03-19-SGS-“ CUSTODIAL SERVICES FOR NEW ADMINISTRATION BUILDING-EDINBURG-TX” – Hidalgo County** and in County's Purchasing Department, 2802 S Business Highway 281, Administration Building, Edinburg, Texas, **on or before 9:30 a.m., WEDNESDAY, APRIL 02, 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-2014-049-04-02-SGS-RFB- CUSTODIAL SERVICES FOR NEW ADMINISTRATION BUILDING-EDINBURG-TX – HIDALGO COUNTY.** 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(s) 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 & Contract Number (if any)
    - d) Notation - **CUSTODIAL SERVICES FOR NEW ADMINISTRATION BUILDING-EDINBURG-TX** -Hidalgo County Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.

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

Hidalgo County – Auditor’s Office  
 Attn: Accounts Payables  
 2812 S. Business 281  
 Edinburg, Texas 78539  
 (956)318-2511

17. Schedule of Events

<b>Bid Opening, 9:30 AM</b>	<b>APRIL 02 , 2014</b>
Award of Contract	_____, 2014
Commence Work or Deliver Products	_____, 2014

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. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

21. If, during the life of any contract or bid awarded, the successful bidder's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.
22. Bids, and all goods and services provided 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 and submit a Certificate of Account Status indicating bidder is in “Good Standing” with the Texas Comptroller of Public Accounts if such bidder is incorporated in the State of Texas. To secure a certificate of “Good Standing”, you may access the following website: [www.window.state.tx.us/taxinfo/coastintr.html](http://www.window.state.tx.us/taxinfo/coastintr.html). If the bidder is not incorporated with the Texas, the bidder must submit the appropriate evidence of filing with the Texas Secretary of State stating that the business is authorized to transact business in Texas.**

- 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 awarded to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.

26. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:

- A. Meet schedules;
- B. Pay any required fees or taxes; or
- C. Otherwise perform in accordance with the specifications.

27. Successful bidder shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful bidder's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods and services provided by successful bidder.

28. Successful bidder shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.
29. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.
30. The successful bidder shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

Bid  
For

**HIDALGO COUNTY**  
**“CUSTODIAL SERVICES FOR NEW ADMINISTRATION BUILDING-EDINBURG-TX”**  
**BID NO.: 2014-049-04-02-SGS**

To: Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
2802 S Business Highway 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**  
**"CUSTODIAL SERVICES FOR NEW ADMINISTRATION BUILDING –**  
**EDINBURG-TX."**  
**RFB NO.: 2014-049-04-02-SGS**

**Scope of Services:**

Hidalgo County is soliciting and seeking competitive sealed bids for an annual contract for the services of "Custodial Services for the New Administration Building – Edinburg- TX." from vendors specializing in office cleaning. Vendor (s) will be required to provide, but not limited to: Supervision, labor, equipment, tools, materials and supplies etc, as necessary to accomplish the requested services.

**Specifications/Requirements:**

In accordance with the specifications/requirements specified herein and including, but not limited to all provisions set forth in the accompanying documentation. Any bid that does not meet the minimum requirements and/or specifications may be rejected. All prices for goods and/or services shall be **firm** for the duration of this contract.

**A Pre-Bid Conference** and walk through has been scheduled for: **March 24, 2014 at 9:00 A. M.** – Location: 2802 S. Business Hwy 281 Edinburg, TX. 78539; Hidalgo County's- New Administration Building. Attending Participant(s); please confirm via email to: [sandy.suarez@co.hidalgo.tx.us](mailto:sandy.suarez@co.hidalgo.tx.us). Please advise the number of person(s) that will be attending. (See attached A-1)

**LOCATION:** Hidalgo County Administration Building is located at 2802 S. Business Hwy 281 Edinburg, Texas 78539 and is approximately 55,552 sq ft with an estimation of (300) offices, rooms and public areas that would need cleaning. **The services requested would be done after County work hours between 5:00 pm- 6:00 am.**

<b>Services Needed:</b>	<b><u>OPTION 1</u></b>	<b>Frequency</b>
<b>1. General Cleaning:</b>		<b>Daily</b>
• Hours/Schedule of days required for cleaning crews		
• Sweeping and moping of floors and remove all gum		
• Vacuuming the rugs or carpets (as necessary), remove any spots & gum		
• Glass Cleaning every office and/or restrooms		
• Transport trash to designated areas for removal from facility		
• Clean/disinfect wastebaskets as necessary		
• Clean coffee station areas		
• Clean and wipe down all counter tops and break room table(s)		
• Clean and disinfect microwave oven(s)		
• window ledges and walls near lights switches to remove hand prints and/or smudges		
• Turn of all office lights after cleaning each area		
• Dust mini blinds/shades/similar wall hangings etc.		<b>Daily</b>
• Clean doors, door jams, metal trim, thresholds, base boards, interior		
• Clean all windows on the interior & exterior		<b>Quarterly</b>
<b>2. Restrooms</b>		<b>Daily</b>
• Restock paper towels, toilet tissue, soap, air fresheners dispensers (County will supply inventory) unless Option II is also chosen		
• Clean and polish all bright metal work and faucets		
<b>3. Floor Areas</b>		
• Supplies – All cleaners, detergents, non-skid wax and/or chemicals necessary to perform the duties will be furnished by contractor as part of the cost of service and will not be charged. All chemicals/cleaners shall be OSHA approved and all applicable State's standard rules & regulations shall be adhered to. Environmentally friendly supplies are encouraged. Material Safety Data Sheets must be provided.		<b>Daily</b>

**EXHIBIT "A"**  
**HIDALGO COUNTY**  
**"CUSTODIAL SERVICES FOR NEW ADMINISTRATION BUILDING –**  
**EDINBURG-TX."**  
**RFB NO.: 2014-049-04-02-SGS**

<ul style="list-style-type: none"> <li>Equipment – All vacuum cleaners, mops, brooms, and any other equipment necessary to perform the duties and responsibilities of janitorial service must be provided by the contractor.</li> </ul>	
<b>Offices</b>	
<ul style="list-style-type: none"> <li>Offices shall be thoroughly cleaned upon request – (provided that desk areas have personal and paperwork removed prior to cleaning) – request form should be utilized</li> </ul>	<b>Daily</b>

<b><u>OPTION II</u></b>	<b>Frequency</b>
Option- as added cost	
<ul style="list-style-type: none"> <li>Vendor will restock of all paper towels, toilet tissue, soap, air freshener dispensers, etc.</li> </ul>	<b>Always</b>
<ul style="list-style-type: none"> <li>Stripping &amp; waxing of floors-semi-annual basis</li> </ul>	<b>As needed</b>

- Once contract has been award the Point of Contact will be Mr. Daniel Flores, Hidalgo County Facilities Maintenance Manager.
- Bidder shall charge on a month basis.
- Bidder must choose Option I or Option I with Option II. Option II alone will not be considered.**
- A storage space will be provided to secure equipment and supplies. Hidalgo County will not be responsible for lost or missing supplies or equipment.
- The Administration Building will be closed on all County observed Holidays.

**KEY CONTROL**

The contractor shall establish and implement methods of ensuring that all keys issued to the contractor by the County are not lost, misplaced, or used by unauthorized personnel. No keys issued to the contractor may be duplicated. The contractor will be required to reimburse the County for replacement of locks or rekeying as a result of contractor losing keys or damaging locks. Locks must be replaced with the same grade or equivalent as approved by the Facilities Operations Manager, or his assistant. In some cases, keys will not be provided to the contractor.

The successful contractor will be briefed on area accessibility on contract start date. A signed spread sheet to include Company's staff name and the responsible person for the custodial company and signature will be required with the sheet. Hidalgo County will monitor this spread sheet for active staff, reviewing the count as well as of the keys once a month.

**Responsibilities & Restrictions**

- Vendor must submit a background check for all employees that will be entering onto the premises.
- Awarded vendor will be responsible for moving furniture and placing back in its original location.
- Awarded vendor will be responsible for any damages within the cleaning area/ site, building.
- At no time will any unauthorized personnel and/or person(s) be permitted into the County facility. This rule shall be strictly adhered for Security purposes and for the protection of the person(s).
- Contractor employees will wear a standard distinctive uniform of same color and design with company logo that is visible and recognizable.

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**RFB NO.: 2014-049-04-02-SGS**

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6. Material Safety Data Sheets "MSDS" must be filed in notebooks with "MSDS" written outside the notebooks and they must be kept in all accessible and specified locations.
7. All hazardous materials must be properly labeled.
8. An Inventory log must be kept in designated storage area for supplies provided by the County, (i.e. paper towels, toilet tissue; soap and air freshener etc.). If supplies are needed, Contact Mr. Daniel Flores. (Unless Option II is also chosen).
9. Weekly inspections by on-site management must be made to assess work accomplishments and set objectives for future work needed.
10. On site management must make frequent rounds to assess service levels and notify personnel of any recurring or potential concerns.
11. Contracted Management or representative must be readily available at all times in case Hidalgo County representative: Mr. Daniel Flores, Facilities Maintenance Manager needs to contact and/or meet with them for any issues that may arise. After hour telephone number must be provided.
12. Hazardous conditions and items needing repair (i.e. leaky faucets, toilet stoppage etc.) shall be reported to Mr. Daniel Flores immediately.

**BILLING INSTRUCTIONS:**

All invoices must have required information, (Legal Notice, page 3, paragraph 16) and be sent to:  
Facilities Management Department  
Attn: Accounts Payables  
3100 S. Business Hwy 281 / P.O. Box 1356  
Edinburg, TX. 78539

**TERMS AND CONDITIONS:**

- 1.) The term of the contract will be for a one (1) year initial period. Hidalgo County reserves the right to extend the contract for an additional one (1) one (1) year term, under the same rates, 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 the next contract term.
- 3.) Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
- 4.) Insurance requirements for this project to be maintained through out the contract term (refer to Exhibit "C" for limits).
- 5.) After Bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidder(s) and/or in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost of such item.
- 6.) Any contract awarded to a successful bidder will be in effect until:
  - The contract expires.
  - Delivery acceptance of products and/or performance of services ordered, or
  - Terminated by County with thirty (30) days written notice prior to the cancellation.

EXHIBIT "A"  
HIDALGO COUNTY  
"CUSTODIAL SERVICES FOR NEW ADMINISTRATION BUILDING –  
EDINBURG-TX."  
RFB NO.: 2014-049-04-02-SGS

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- 7.) Hidalgo County reserves the right to reject any/all bids, to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantage to the County.
- 8.) Bidder will have been in business for at least two years.
- 9.) The bidder awarded the contract shall not engage the services of a subcontractor without prior written consent of Hidalgo County. When requesting written consent from Hidalgo County to retain a subcontractor to perform services hereunder the successful bidder must present evidence and submit to the County that the successful bidder and the proposed subcontractor possess all necessary licenses and permits to perform the services described herein and that the successful bidder and the proposed subcontractor have obtained and submitted the required insurance coverage and policies as required by Hidalgo County.
- 10.) The successful bidder shall not deliver products or provide services without a Hidalgo County Purchase Order, signed by an authorized agent of the Hidalgo County Purchasing Department.
- 11.) The successful bidder agrees to abide by all applicable state laws, regulations and be in compliance with all OSHA regulations and requirements throughout the term of the Contract.
- 12.) County may seek purchases from State awarded vendors or any cooperative purchasing programs, whenever it is in the best interest to do so.
- 13.) **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.**

**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, 2802 S. Bus. Hwy. 281, Edinburg, Tx 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED**

**ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Wednesday, March 26, 2014 by 5:00 p.m. Responses to said inquiries will be sent to all applicants via facsimile by no later than Friday, March 28, 2014 by 5:00 P.M.**

Compt. 25<sup>th</sup>  
 Bid Adv - 1 + 8<sup>th</sup>  
 Open 19<sup>th</sup>

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**EXHIBIT "A"**  
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**Specifications/Requirements:**

In accordance with the specifications/requirements specified herein and including, but not limited to all provisions set forth in the accompanying documentation. Any bid that does not meet the minimum requirements and/or specifications may be rejected. All prices for goods and/or services shall be **firm** for the duration of this contract.

**A Pre-Bid Conference** and walk through has been scheduled for: **March 00, 2014 at 00:00 A. M.** - Location: 2802 S. Business Hwy 281 Edinburg, TX. 78539 (Hidalgo County's- New Administration Building). Attending Participant(s); please confirm via email to: [sandy.suarez@co.hidalgo.tx.us](mailto:sandy.suarez@co.hidalgo.tx.us). Please advise the number of person(s) that will be attending. (See attached)

(~~10:00~~ ~~10:00~~ 9:00) - change date again

**LOCATION:** Hidalgo County Administration Building is located at 2802 S. Business Hwy 281 Edinburg, Texas 78539 and is approximately 55,552 sq ft with an estimation of (300) offices, rooms and public areas that would need cleaning. **The services requested would be done after County work hours between 5:00 pm- 6:00 am.**

Opt-1

Services Needed:	Frequency
<b>1. General Cleaning:</b>	<b>Daily</b>
• Hours/Schedule of days required for cleaning crews	
• Sweeping and moping of floors and remove all gum	
• Vacuuming the rugs or carpets (as necessary), remove any spots & gum	
• Glass Cleaning every office and/or restrooms	
• Transport trash to designated areas for removal from facility	
• Clean/disinfect wastebaskets as necessary	
• Clean coffee station areas	
• Clean and wipe down all counter tops and break room table(s)	
• Clean and disinfect microwave oven(s)	
• window ledges and walls near lights switches to remove hand prints and/or smudges	
• Turn of all office lights after cleaning each area	
• Dust mini blinds/shades/similar wall hangings etc.	<b>Daily</b>
• Clean doors, door jams, metal trim, thresholds, base boards, interior	
• Clean all windows on the interior & exterior	<b>Quartely</b>
<b>2. Restrooms</b>	<b>Daily</b>
• Restock paper towels, toilet tissue, soap, air fresheners dispensers (County will supply inventory) unless alternate is chosen	
• Clean and polish all bright metal work and faucets	
<b>3. Floor Areas</b>	
• Supplies - All cleaners, detergents, non-skid wax and/or chemicals necessary to perform the duties will be furnished by contractor as part of the cost of service and will not be charged. All chemicals/cleaners shall be OSHA approved and all applicable State's standard rules & regulations shall be adhered to. Environmentally friendly supplies are encouraged. Material Safety Data Sheets must be provided.	<b>Daily</b>



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9. Weekly inspections by on-site management must be made to assess work accomplishments and set objectives for future work needed.
10. On site management must make frequent rounds to assess service levels and notify personnel of any recurring or potential concerns.
11. Contracted Management or representative must be readily available at all times in case Hidalgo County representative needs to contact and/or meet with them for any issues.
12. Hazardous conditions and items needing repair (i.e. leaky faucets, toilet stoppage etc.) shall be reported to the County Representative immediately.

*By Subcontract  
Daniel Flores  
POC  
Invalia  
Address  
to Fabrice  
MSmt.*

**TERMS AND CONDITIONS:**

- 1.) The term of the contract will be for a one (1) year initial period. Hidalgo County reserves the right to extend the contract for an additional one (1) one (1) year term, under the same rates, 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 the next contract term.
- 3.) Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
- 4.) Insurance requirements for this project to be maintained through out the contract term (refer to Exhibit "C" for limits).
- 5.) After Bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidder(s) and/or in complying with the contract agreement, Hidalgo County reserves the tight to seek the services of the next lowest bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost of such item.
- 6.) Any contract awarded to a successful bidder will be in effect until:
  - The contract expires.
  - Delivery acceptance of products and/or performance of services ordered, or
  - Terminated by County with thirty (30) days written notice prior to the cancellation.
- 7.) Hidalgo County reserves the right to reject any/all bids, to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantage to the County.
- 8.) Bidder will have been in business for at least two years.
- 9.) The bidder awarded the contract shall not engage the services of a subcontractor without prior written consent of Hidalgo County. When requesting written consent from Hidalgo County to retain a subcontractor to perform services hereunder the successful bidder must present evidence and submit to the County that the successful bidder and the proposed subcontractor possess all necessary licenses and permits to perform the services described herein and that the successful bidder and the proposed subcontractor have obtained and submitted the required insurance coverage and policies as required by Hidalgo County.
- 10.) The successful bidder shall not deliver products or provide services without a Hidalgo County Purchase Order, signed by an authorized agent of the Hidalgo County Purchasing Department.

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- 11.) The successful bidder agrees to abide by all applicable state laws, regulations and be in compliance with all OSHA regulations and requirements throughout the term of the Contract.
- 12.) County may seek purchases from State awarded vendors or any cooperative purchasing programs, whenever it is in the best interest to do so.
- 13.) **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.**

**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, 2802 S. Bus. Hwy. 281, Edinburg, Tx 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED**

**ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Wednesday, February 00, 2014 by 5:00 p.m. Responses to said inquiries will be sent to all applicants via facsimile by no later than Friday, February 00, 2014 by 5:00 P.M.**