





Hidalgo County Purchasing Department  
 New Administration Building  
 Edinburg, Texas 78539  
 (956) 318-2626/ Fax: (956) 318-2629



**MEMORANDUM**

(Approval of Specifications)

**TO:** Pablo "Paul" Villarreal  
 Hidalgo County Tax Assessor/Collector Attn: Neida Chavana via email: [neida.chavana@taxoffice.co.hidalgo.org](mailto:neida.chavana@taxoffice.co.hidalgo.org)

Norma G. Garcia, Treasurer  
 Hidalgo County Treasurer's Office Attn: Alfredo Zamarripa via email: [alfredo.zamarripa@treasurer.co.hidalgo.tx.us](mailto:alfredo.zamarripa@treasurer.co.hidalgo.tx.us)

Arturo Guajardo, Jr., County Clerk  
 Hidalgo County Clerk Attn: Annette Muniz via email: [annette.muniz@co.hidalgo.tx.us](mailto:annette.muniz@co.hidalgo.tx.us)

Laura Hinojosa, District Clerk  
 Hidalgo County District Clerk Attn: Noe Lopez Jr.

Laura Hinojosa, District Clerk  
 Hidalgo County District Clerk Attn: Sabrina Guerra via email: [Sabrina.guerra@co.hidalgo.tx.us](mailto:Sabrina.guerra@co.hidalgo.tx.us)

Arnold Patrick, Director  
 HSCD Attn: Diana Solis via email: [diana.solis@hidalgocountycscd.org](mailto:diana.solis@hidalgocountycscd.org)

**FROM:** Sandra Montalvo, Buyer II  
 Hidalgo County Purchasing Department

**DATE:** April 17, 2014

**RE:** Approval or Disapproval of Specifications for: - *Hidalgo County(all funding sources) "ARMORED CAR SERVICES" Bid No. 2014-126-00-00-SMA*

Please review the following SPECIFICATIONS and verify if all requirements are met 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"/>
APPROVE WITH MODIFICATIONS <input type="checkbox"/>	

Funds Availability:  YES /  NO

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

Budget Account No.: 4-1100-412-00-090-001-0-350

*Laura Hinojosa* LAURA HINOJOSA DISTRICT CLERK OFFICE 04.22.14  
 SIGNATURE PRINTED NAME DEPARTMENT DATE

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, via e-mail: [sandra.montalvo@co.hidalgo.tx.us](mailto:sandra.montalvo@co.hidalgo.tx.us) by no later than Friday, May 02, 2014 @ 1:00 P.M.**

Enclosures



Hidalgo County Purchasing Department  
 New Administration Building  
 Edinburg, Texas 78539  
 (956) 318-2626/ Fax: (956) 318-2629

**MEMORANDUM**

(Approval of Specifications)

**TO:** Pablo "Paul" Villarreal Attn: Neida Chavana v/a email: [neida.chavana@hidalgocountytax.org](mailto:neida.chavana@hidalgocountytax.org)  
 Hidalgo County Tax Assessor/Collector

Norma G. Garcia, Treasurer Attn: Alfredo Zamarripa via email: [alfredo.zamarripa@treasurer.co.hidalgo.tx.us](mailto:alfredo.zamarripa@treasurer.co.hidalgo.tx.us)  
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 Hidalgo County District Clerk

Arnold Patrick, Director Attn: Diana Solis via email: [diana.solis@hidalgocountycscd.org](mailto:diana.solis@hidalgocountycscd.org)  
 HSCD

**FROM:** Sandra Montalvo, Buyer II *SM*  
 Hidalgo County Purchasing Department

**DATE:** April 17, 2014

**RE:** Approval or Disapproval of Specifications for: - *Hidalgo County(all funding sources) "ARMORED CAR SERVICES" Bid No. 2014-126-00-00-SMA*

Please review the following **SPECIFICATIONS** and verify if all requirements are met 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"/>
APPROVE WITH MODIFICATIONS <input type="checkbox"/>	

Funds Availability:  YES /  NO

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

Budget Account No.: 4-1100-415-15-140-001-0-350

*Pablo (Paul) Villarreal*      *Pablo (Paul) Villarreal Jr*      *Tax office*      *4/23/14*  
 SIGNATURE      PRINTED NAME      DEPARTMENT      DATE

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, via e-mail: [sandra.montalvo@co.hidalgo.tx.us](mailto:sandra.montalvo@co.hidalgo.tx.us) by no later than Friday, May 02, 2014 @ 1:00 P.M.**

Enclosures

*Sent to SM 4/23/14*





**Bid No: 2014-126-07-16-SMA**

**Buyer: Sandra Montalvo**

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

**REQUEST FOR BIDS**  
**HIDALGO COUNTY**  
***“ARMORED CAR SERVICES”***

**BID OPENING DATE: July 16, 2014**

Contact Person:

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



1. Sealed bids will be received for **“HIDALGO COUNTY-ARMORED CAR SERVICES”** in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth. Bidders may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall bid.
2. **One (1) original and Three (3) copies** of all bids are required with the bidders name and return address clearly typed/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-2014-126-07-16-SMA- HIDALGO COUNTY-ARMORED CAR SERVICES*"** in County's Purchasing Department, 2802 S. Business Hwy 281, New Administration Building, Edinburg, Texas, **on or before 9:30 a.m., WEDNESDAY, July 16, 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-2014-126-07-16-SMA-HIDALGOCOUNTY-“ARMORED CAR SERVICES”***

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

3. Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so.”
4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Failure of the delivered item to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible bidder, or to reject all bids and re-advertise.
5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.
6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.
7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.
8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.

9. Any interpretations, amendments, corrections or changes to this bid document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.
10. County reserves the right to accept or reject any or all bids.
11. Costs are to be net F.O.B., County Prepaid.
12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
15. POST AWARD PRODUCTS DELIVERY INSTRUCTIONS:
  - Materials and supplies must be shipped within 72 hours from arrival of purchase order.
  - Deliveries shall be accepted between 8:00 AM, Monday- Friday, unless prior approvals for after-hours deliveries have been obtained from respective department(s) contact person(s) before delivery will be accepted, unless other delivery arrangements have been made.
  - At least seventy two (72) hours prior notice of delivery must be given to. Martha L. Salazar, Purchasing Agent before delivery will be accepted, unless other delivery arrangements have been made.
  - Deliveries not made within delivery schedule shall be considered delinquent. Delinquent orders shall constitute a breach of contract. The vendor must notify the requesting department of orders that exceed the delivery schedule to either cancel the order or extend the delivery schedule for that order.
  - At least seventy-two (72) hours prior to notice of a foreseen delivery delay shall also be given to appropriate department(s) contact person(s). The County has the right to extend the delivery date if reasons appear valid. The vendor must keep the County advised at all times of the status of the order(s). If the vendor has orders in their possession which have not been completed within the specified delivery time, the County reserves the right to withhold issuances of further orders until all orders have been filled and acceptable assurance has been given that the event will not be repeated.

- For items not in stock at the time of order, vendor is to contact respective department(s) for approval, or cancellation, of a delivery time and date.
- The County reserves the right to pick up orders during emergency situations.
- If you need additional information, contact information will be provided upon contract award

15. **DELIVERY INSTRUCTIONS:**

- No deliveries accepted after 3:00 P.M., Monday-Friday.
- At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, Purchasing Agent before delivery will be accepted.
- If you need additional information call the office listed below:

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

16. **BILLING AND PAYMENT INSTRUCTIONS:**

- Invoices must include:
  - a) Name and address of successful bidder
  - b) Name and address of receiving department or official
  - c) Purchase Order Number (if any) and Contract Number
  - e) Notation **“HIDALGO COUNTY-ARMORED CAR SERVICES”** Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
- Discount payments will be considered when offered.
- Contact person for Billing and Payment questions:

**Hidalgo County Auditor’s Office**  
**Ray Eufrazio, County Auditor**  
**2808 S. Business Hwy. 281**  
**Edinburg, Texas 78539**

17. **SCHEDULE OF EVENTS**

**Bid Opening, 9:30 AM** **July 16, 2014**  
 Award of Contract \_\_\_\_\_ 2014  
 Commence Work or Deliver Products \_\_\_\_\_, 2014

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

- If the contract proposed is for the construction of public works or is for a contract for goods & services exceeding \$100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas. All bidders are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR Part 76.
- Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds \$50,000.
- If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.
- If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars (\$25,000.00), as required by Tex. Govt. Code Ch. 2253.
- For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.

**19. ETHICAL STANDARDS:**

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

**20. DISCLOSURE OF CONFLICT OF INTEREST**

- Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business

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

**Please Submit completed CIQ forms to the Hidalgo County Clerk’s Office located at 100 N. Clossner, Edinburg, Texas 78539-Hidalgo County Courthouse COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

21. If, during the life of any contract or bid awarded, the successful bidder's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.
22. Bids, and all goods and services provided 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 to 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.

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Bid  
for  
**HIDALGO COUNTY**  
**“ARMORED CAR SERVICES”**

To: Martha L. Salazar, CPPB, Purchasing Agent  
 Hidalgo County Purchasing Department  
 2802 S. Business Hwy 281 – New Administration Building  
 Edinburg, Texas 78539

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned bidder further agrees, upon acceptance of its bid, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Bidder acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all bids and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids, as contained in the Specifications.

Respectfully submitted,

Bidder: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

**EXHIBIT “A”**  
Specifications/Requirements  
Hidalgo County (all funding sources)  
**“Armored Car Services”**  
Bid No. 2014-126-00-00-SMA

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**SCOPE OF SERVICES:**

HIDALGO COUNTY is seeking bids from qualified bidder(s) with which to establish a contract for the purposes of “Armored Car Services” on an “As Needed Basis”.

- 1) Bidder(s) will be responsible for providing for picking up and transporting, on an “As Needed Basis”, deposits from numerous Hidalgo County Departments, and depositing into County’s bank account.
- 2) Bidder(s) will provide armed, uniformed and bonded personnel. Every shipment must be totally insured against loss.
- 3) Bidder(s) will be required to deliver change and/or bank supplies at the time deposits are picked up.

**BANK DEPOSITORY ACCOUNT:**

- 1) Hidalgo County’s Depository Bank is currently Lone Star National Bank; however, the County might do future business with another Depository Bank within the Hidalgo County area.
- 2) Hidalgo County’s main Bank Depository is “Lone Star National Bank”, located at 520 E. Nolana, McAllen, Texas. Deposits may be deposited at any local listed “Lone Star National Bank” branch locations.
- 3) Hidalgo County reserves the right to award this bid on a lump sum basis to one (1) bidder, or to multiple bidders; whichever is most advantageous to the County.
- 4) *Hidalgo County Elected Official, department head, and/or their designees/contact person* will instruct bidder(s) to as to where/which “Lone Star National Bank” branch location site(s) the deposits are to be transported to.

**TERMS AND CONDITIONS:**

- 1) The initial contract term for this project will be for one (1) year with the County’s option to extend for an additional two (2) 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 next contract term.
- 3) After bid is awarded and successful awarded vendor defaults in meeting the “general instructions to bidder(s)” and/or 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 to the County.

**REQUIREMENTS:**

- 1) Bidder(s) must be licensed by the “Texas Board of Private Investigators and Private Security Agencies”. All of bidder(s)’ personnel associated with this bid must also have the proper licenses by the “Texas Board of Private Investigators and Private Security Agencies”.
- 2) Bidder(s) will provide and maintain all the required “Insurances and Bonds” as described and listed in “Exhibit C” and under “Legal Notice”-page 4-item #18.
- 3) Hidalgo County reserves the right to hold bid(s) for a period of ninety (90) days without taking action.
- 4) “Any” and “All” costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder(s) and not reimbursements for such charges or expenses shall be passed onto Hidalgo County.
- 5) All applicable forms in this packet must be filled out in its entirety and submitted with bid response.

**LOCATION OF DEPARTMENT’S- PICKUPS AND LIABILITY AMOUNT(S)\***

The following locations listed below are to be considered minimum. The County reserves the right to request additional and/or reduce the number of locations as necessary and vendor agrees to comply with such requests.

<b>HIDALGO COUNTY CLERK</b> <b>ARTURO GUAJARDO, JR., COUNTY CLERK</b>			
Hidalgo County Co. Courthouse 100 N. Closner Edinburg, Texas 78539		Regular time of deposit: <u>3:00 p.m.</u> Bank Name/Location: <u>Lone Star National Bank/</u> Deposit to be picked-up: <u>(1) Once a day</u> Approximate amount of deposit: <u>\$25,000.00 per day/week</u>	
SUB-STATION/LOCATIONS	TIME OF DEPOSIT	PICK-UP	
McAllen SUB-STATION 419 Nolana, Ste B McAllen, Tx 78501 approximate amount of deposit: \$3,000	4:00 p.m.	1 (once a day)	
<b>HIDALGO COUNTY DISTRICT CLERK</b> <b>LAURA HINOJOSA, DISTRICT CLERK</b>			
Hidalgo County Courthouse 100 N. Closner, 1 <sup>ST</sup> floor Edinburg, Texas 78539		Regular time of deposit: <u>Mornings</u> Bank Name/Location: <u>Lone Star National Bank/</u> Deposit to be picked-up: <u>(1) Once a day</u> Approximate amount of deposit: <u>\$40,000.00 -\$7,000,000.00 per day/week</u>	
<b>HIDALGO COUNTY TREASURER’S OFFICE</b> <b>NORMA G. GARCIA, TREASURER</b>			
Hidalgo County Treasurer’s Office 2810 S. Business Hwy. 281 Edinburg, Texas 78539		Regular time of deposit: <u>4:30 p.m.</u> Bank Name/Location: <u>Lone Star National Bank/</u> Deposit to be picked-up: <u>(1) Once a day</u> Approximate amount of deposit: <u>\$20,000.00 - \$4,000,000.00 per day/week</u>	
<b>HIDALGO COUNTY TAX ASSESSOR COLLECTOR</b> <b>PABLO “PAUL” VILLREAL</b>			
Hidalgo County Tax Office 2804 S. Business Hwy. 281 Edinburg, Texas 78539		Bank Name/Location: <u>Lone Star National Bank /</u> Approximate amount of deposit: <u>\$4,065,000.00 per day/week</u>	
<p><b>Ms. NEIDA CHAVANA, Dept. Head</b> Hidalgo County Auto License Dept. 2804 S. Business Hwy. 281 Edinburg, Texas 78539 (956) 318-2157 phone (956)318-2733 fax</p>	SUB-STATION/LOCATIONS	TIME OF DEPOSIT	PICK-UP
	EDINBURG TAX OFFICE 2804 S. Bus. Hwy 281 Edinburg, Tx 78539 (956) 318-2157 phone (956)318-2733 fax	3:00 p.m.	1 (once a day)
	MISSION TAX OFFICE SUB-STATION 722 N. Breyfogle Mission Tx 78574 956-581-8898 or 956-205-7050 office 956-580-7425 or 956-205-7059 fax	2:00 p.m.	1 (once a day)
	WESLACO TAX OFFICE/PCT #1 BLDG. COMPLEX 1902 Joe Stephens Weslaco, Tx 78596 (956)-973-7825 office (956)-973-7829 fax	1:30 p.m.	1 (once a day)
	SAN JUAN TAX OFFICE/WIC BLDG. 509 E. Earling Rd San Juan Tx 78589 956-283-1645 phone 956-283-1855 fax	11:00 a.m.	1 (once a day)
	PHARR TAX OFFICE SUB-STATION 300 W. Hall Acres, Suite C Pharr, Tx 78577 956-784-3565 office 956-784-3556 or 3557 fax	2:30 p.m.	1 (once a day)
	ALAMO SUB-STATION 1429 S. Tower Rd Alamo, Tx 78516 956-784-8688 phone 956-74-3539 fax	2:00 p.m.	1 (once a day)
	<b>APPROXIMATE AMOUNT OF DEPOSIT: \$ 424,000.00 per day/week</b>		

**HIDALGO COUNTY COMMUNITY SUPERVISION AND CORRECTIONS  
DEPARTMENT (ADULT PROBATION)**

**Mr. Arnold Patrick, Director**

Hidalgo County Community Supervision & Corrections Department 3100 S. Business Hwy. 281 Edinburg, Texas 78539	Regular time of deposit: <u>4:30 p.m.</u> Bank Name/Location: <u>Lone Star National Bank</u> Deposit to be picked-up: <u>(1) Once a day</u> Approximate amount of deposit: <u>\$10,000.00-\$45,000.00 per day</u>
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**DEPOSITORY BANK BRANCH LOCATIONS/SITES:**

Deposits may be made at any of the following branch locations, however any and all deposits will be taken to the branch location site as requested and directed by the *Hidalgo County Elected Official, department head, and/or their designees/contact person.*

**LONE STAR NATIONAL BANK BRANCH LOCATIONS/SITES**

CITY	ADDRESS
<b>EDINBURG</b>	117 S. 10th Ave.
<b>HIDALGO</b>	633 S. International Blvd.
<b>MCALLEN</b>	2109 S. 10th 200 Linberg 5515 N. 10th St. 1300 E. Ridge Rd. 5537 N. McColl 600 E. Nolana Ave 800 N. Main St, Ste. 600
<b>MISSION</b>	2003 E. Griffin Pkwy. 1100 S. Bryan Rd
<b>PHARR</b>	206 W. Ferguson 118 S. Cage Blvd. 1201 S. Cage Blvd
<b>PALMVIEW</b>	720 E. Veterans Blvd.
<b>WESLACO</b>	214 S. Texas Blvd. 620 W. Expressway 83

**ADDITIONAL INFORMATION**

All costs and expenses associated with the preparation and submission of bids shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to Hidalgo County.

Further information required for this project can be addressed to Hidalgo County is requesting that any and all questions, inquires and clarifications regarding bids, or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 South Business Hwy. 281, Edinburg, Tx 78539

**ALL WRITTEN INQUIRIES WILL BE ACCEPTED** via e-mail to [sandra.montalvo@co.hidalgo.tx.us](mailto:sandra.montalvo@co.hidalgo.tx.us) by no later than **Wednesday, July 09 , 2014 by 5:00 p.m.** Responses to said inquiries will be sent to all applicants via email by no later than **Friday, July 11, 2014 by 5:00 p.m.**

Zimbra

rocio.villarreal@co.hidalgo.tx.us

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**RE: HIDALGO COUNTY-ARMORED CAR SERVICES BID NO. 2014-126-00-00-SMA**

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**From :** Steve Crain <scrain@atlashall.com> Fri, May 30, 2014 12:33 PM  
**Subject :** RE: HIDALGO COUNTY-ARMORED CAR SERVICES BID  
NO. 2014-126-00-00-SMA  
**To :** 'Rocio Villarreal' <rocio.villarreal@co.hidalgo.tx.us>

The draft contract is fine.

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**From:** Rocio Villarreal [mailto:rocio.villarreal@co.hidalgo.tx.us]  
**Sent:** Friday, May 30, 2014 11:37 AM  
**To:** Steve Crain  
**Subject:** Fwd: HIDALGO COUNTY-ARMORED CAR SERVICES BID NO. 2014-126-00-00-SMA

Mr. Crain:

Can you please review draft agreement and approve as to form.

Thank you.

ROCIO VILLARREAL  
HIDALGO COUNTY PURCHASING DEPT.  
CONTRACTS MANAGER  
(956) 318-2626 Work  
(956) 292-7000 Ext. 4868 Work  
[rocio.villarreal@co.hidalgo.tx.us](mailto:rocio.villarreal@co.hidalgo.tx.us)  
2812 S. Business Hwy 281  
Edinburg, Texas 78539

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**From:** "Sandra Montalvo" <[sandra.montalvo@co.hidalgo.tx.us](mailto:sandra.montalvo@co.hidalgo.tx.us)>  
**To:** "rocio villarreal" <[rocio.villarreal@co.hidalgo.tx.us](mailto:rocio.villarreal@co.hidalgo.tx.us)>  
**Sent:** Wednesday, May 7, 2014 2:39:16 PM  
**Subject:** HIDALGO COUNTY-ARMORED CAR SERVICES BID NO. 2014-126-00-00-SMA

Attach you will find the current specifications for the above mention project. Since you are the assigned contract manager assigned, please provide me with draft Service Contract reviewed by legal counsel in order for me to start the procurement process.

**Respectively,**  
***Sandra Montalvo, Buyer II***

Hidalgo County Purchasing Department  
2812 S. Bus. Hwy. 281  
Edinburg, Tx 78539  
Office-(956)318-2626 or 956-292-7000 ext. 4865  
Fax-(956)318-2629 or (956)292-7612  
Email: [sandra.montalvo@co.hidalgo.tx.us](mailto:sandra.montalvo@co.hidalgo.tx.us)

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Contract, and shall be obligated to render and provide the Services in accordance with the Specifications within **Hidalgo County** following a request for Services by the Department Head or his designated agent. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services.

3. This Contract shall be for a period of one year beginning DATE and ending on DATE and may be extended at the sole discretion of County for an additional two (2) one (1) year period, under the same rates, terms, and conditions, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first. Hidalgo County reserves the right to continue this bid for an additional sixty (60) Days Grace Period at the end of the contract term for unforeseen delay in award of new bid for next contract term.

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 coverage 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:

**The County of Hidalgo**  
**Attn: County Judge**

**1615 S. Closner, Suite J  
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. County may terminate this contract upon thirty (30) days written notice at any time for any reason or no reason at all.

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 Buyer under this Agreement, Buyer may terminate this Agreement upon ninety (90) days written notice to Seller. Buyer 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 Buyer 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.

COUNTY OF HIDALGO

COMPANY:

\_\_\_\_\_  
Ramon Garcia, County Judge

ATTEST:

\_\_\_\_\_  
Arturo Guajardo, Jr., County Clerk

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

By:\_\_\_\_\_

**EXHIBIT “A”  
REQUEST FOR BID (RFB)  
PORCUREMENT PACKET**

**DRAFT**

**EXHIBIT “B”  
BID PAGE**

**DRAFT**

**EXHIBIT “C”  
INSURANCE REQUIREMENTS**

DRAFT